

1 **IN THE OFFICE OF ADMINISTRATIVE HEARINGS**

2  
3 In the Matter of:

2019-EMS-0151-DHS

4 ABC Ambulance

**CASE MANAGEMENT ORDER No. 2**

5 Applicant.

Filing of Exhibits For Use at Hearing

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7 NOTWITHSTANDING CASE MANAGEMENT ORDER No. 1, at Paragraph (A), **IT IS**  
8 **ORDERED** that exhibits for use at hearing must be filed on CD, DVD, or thumb drive. Individual  
9 service to the other parties is not required. The OAH webmaster will post the electronic exhibits  
10 on the electronic docket, which will generate an email to those on the mailing list.

11 **IT IS FURTHER ORDERED** setting the following standard for filing electronic exhibits:

12 A. Electronic exhibits must be in Portable Document Format (.pdf). **Note:** No pdf may be  
13 submitted as a pdf “package” or “portfolio” combining separate pdfs.

14 B. No pdf may embed an audio or video file. However, audio or video files may be  
15 separately submitted, if they are referenced by a pdf exhibit listing the audio or video file.  
16 **Note:** The following formats are presumptively acceptable: **audio:** mp\*, wav; **video:** avi,  
flv, mov, mpg\*, wmv. See F. (below) for inquiries to the OAH webmaster.

17 C. Each pdf electronic exhibit must be named by using **ONLY** the sequential number of  
18 the exhibit, followed by a dash and the name or description of the exhibit (125 character  
19 limit). **Do not use any party identification. See examples of correct and incorrect  
naming of pdfs:**

20 **Correct:**

21 1-Letter from Smith dated September 26 2012.pdf  
22 2-Email Smith-Jones 8-14-12.pdf  
23 3-Video of Playground.pdf

24 **Incorrect (error of use of party identification crossed out):**

25 ~~Smith~~ 1-Letter from Smith dated September 26 2012.pdf  
26 ~~Smith~~ 2-Email Smith-Jones 8-14-12.pdf  
27 ~~Smith~~ 3-Video of Playground.pdf

28 **Incorrect (error of use of leading zeros crossed out):**

29 0001-Letter from Smith dated September 26 2012.pdf  
30 0002-Email Smith-Jones 8-14-12.pdf  
0003-Video of Playground.pdf

**Incorrect (failure to use dash between number and description):**

1 Letter from Smith dated September 26 2012.pdf  
2 Email Smith-Jones 8-14-12.pdf  
3 Video of Playground.pdf

Office of Administrative Hearings  
1740 West Adams Street, Lower Level  
Phoenix, Arizona 85007  
(602) 542-9826

1 D. Exhibits containing confidential information as set forth under legal authority must be  
submitted electronically in redacted form.

2 Substitution of any submitted electronic exhibit may be made at a later date, as for  
3 example if additional redaction of information is ordered, or a party determines that a  
4 submitted exhibit is partial, or otherwise defective. Such substituted exhibits must be  
5 delivered in a manner otherwise acceptable for an original exhibit, and the revised  
6 exhibit must be named using the same name as previously submitted with some  
7 indication that it is a substituted exhibit. For example:

8 **Original:** 2-Email Smith-Jones 8-14-12.pdf

9 **Substituted:** 2-Email Smith-Jones 8-14-12 (**redacted**).pdf

10 E. A short plain written statement referencing the exhibits and the party submitting the  
11 exhibits shall accompany the CD, DVD, thumb drive, or ftp'd documents, e.g. "Appellant  
12 Davis hereby submits exhibits 1-29 in matter 2012-12345-ABC."

13 F. Technical questions regarding this order may be referred to the OAH webmaster at  
14 [webmaster@azoah.com](mailto:webmaster@azoah.com) .

15 Done this day: May 23, 2019.

16 /s/ Thomas Shedden  
17 Thomas Shedden  
18 Administrative Law Judge

19 Copy posted to <https://portal.azoah.com/oedf/documents/2019-EMS-0151-DHS/index.html> this  
20 23rd day of May 2019

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