

Exhibit Best Practices

Administrative Law Division

I. Exhibit list

Prepare an exhibit list that includes each exhibit's letter or number and a short description.

II. Label exhibits

Clearly label each exhibit. If you are scanning paper documents, use traditional exhibit labels. If you are working with electronic documents, use PDF editing software (for example, Adobe Acrobat Pro) to add labels.

III. Combine

Combine the exhibit list and exhibits into one document.

IV. Add Bates numbering

Bates-number the combined PDF for easy reference. PDF editing software (for example, Adobe Acrobat Pro) can Bates-number for you.

V. Bookmarks

Add bookmarks marking the first page of each exhibit. This is the equivalent of tabs in a binder.

VI. eFile

File exhibits **seven days in advance** of the hearing.

VII. Audio and video exhibits

Audio and video exhibits can be eFiled. Title each audio or video file with the exhibit number in the file name. Before filing, check to make sure your files are in [a format supported by Windows Media Player](#).

You're ready to eFile!

Refer to the [eFiling User Guide](#) on OAH's website for detailed eFiling instructions.