



## Exhibit Best Practices

### Workers' Compensation 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.

#### 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.

#### VI. Save as archival PDF

To prevent your exhibits from becoming illegible, save them as an **archival PDF** (or **PDF/A** file). Archival PDFs are better for eFiling because they cannot be changed or made illegible.

#### VII. Check file size and split

If the combined PDF is larger than **25 MB**, split it up.

#### VIII. eFile

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

File multiple parts using the Add Another link on the Upload Document screen. **Do not submit each part as a separate filing.**

## IX. When we will reject exhibits

OAH staff will **reject** and **not accept for filing** exhibits that are **illegible**.

## X. Audio and video exhibits

Audio and video exhibits may be eFiled if they are less than 25 MB. Most multimedia exhibits are larger than 25 MB. Load these files onto a USB drive and mail them to OAH for filing. Before filing, check to make sure your files are in [a format supported by Windows Media Player](#).