



Workers' Compensation

eFiling

## DOCUMENT GUIDELINES

OFFICE OF ADMINISTRATIVE HEARINGS  
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## I. Document Formatting Requirements

All documents should comply with the following requirements:

- Case caption and OAH case number on, at least, the first page of the filing
- Page numbers on all filings
- Portrait orientation
- 300 DPI [for scanned documents only]
- 1 inch margins
- Documents may not be encrypted or password-protected

## II. File Types

eFiling accepts the following file types:

- Microsoft Word;
- PDF;
- For exhibits only: audio and video files in [a format supported by Windows Media Player](#).

Proposed Orders must be submitted as **Microsoft Word documents**.

OAH prefers that documents be submitted in Word format. If you upload PDF files, OAH prefers that documents be created in a word processing application, and then saved as a PDF file before eFiling. This process allows OAH to annotate filed documents. You should not print documents on paper and scan them as PDF files unless doing so is necessary to prepare the documents for eFiling, as this process does not allow for annotation.

## III. File Size Limit

The maximum size limit of individual documents is 25 megabytes (MB). If a document is larger than 25 MB, the eFiling system will inform you that the document exceeds the maximum file size.

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](#).

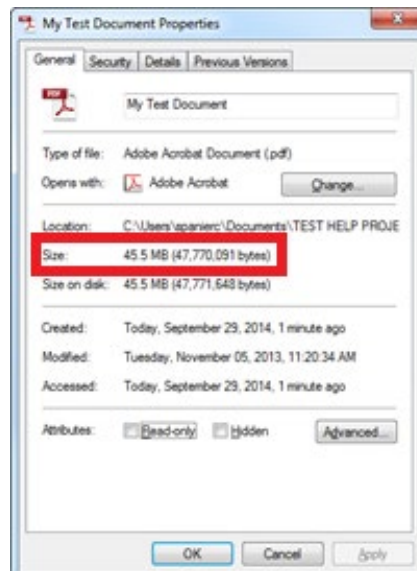
## IV. Determine File Size

OAH recommends checking the size of your file(s) before beginning the eFiling process:

### A. On a PC/Windows device

1. Navigate to where your document is saved (such as the Desktop or Documents folder).
2. Right-click the document and click “Properties.”
3. In the dialog that displays (which will resemble the following, regardless of file type), locate the **Size** information. If the size is larger than 25MB, the document must be split into separate parts before eFiling.

**NOTE:** If the document size is given in KBs, then the file is well below the 25 MB file size limit. If the document size is given in GBs, then the file is well above the file size limit.



### B. On a Mac

1. Navigate to where your document is saved (such as the Desktop or Documents folder).
2. Click the **List** icon at the upper-left to display all documents in a list.



3. In the list of documents that displays, the size of each document will be clearly labeled, as shown below.

| Name                        | Date Modified          | Size     | Kind             |
|-----------------------------|------------------------|----------|------------------|
| archive.jpeg                | Nov 26, 2013, 1:13 PM  | 8 KB     | JPEG Image       |
| images-1.jpeg               | Nov 26, 2013, 1:08 PM  | 4 KB     | JPEG Image       |
| images-2.jpeg               | Nov 26, 2013, 1:09 PM  | 4 KB     | JPEG Image       |
| images.jpeg                 | Nov 26, 2013, 11:40 AM | 4 KB     | JPEG Image       |
| Kevin Brochure copy.ai      | Jul 8, 2014, 9:51 AM   | 152 KB   | Adob...ument     |
| Kevin Brochure.ai           | Jul 8, 2014, 1:01 PM   | 5.9 MB   | Adob...ument     |
| Kevin_0001.jpg              | Jul 8, 2014, 9:57 AM   | 484 KB   | JPEG Image       |
| Kevinbrochureinside.ai      | Jul 11, 2014, 11:06 AM | 280 KB   | Adob...ument     |
| Krueger.jpg                 | Jun 10, 2014, 11:09 AM | 968 KB   | JPEG Image       |
| lawlibdoorway.psd           | Apr 28, 2014, 3:52 PM  | 516 KB   | Adob...op file   |
| libguidesbanner.psd         | Nov 26, 2013, 3:20 PM  | 744 KB   | Adob...op file   |
| logo.psd                    | Nov 26, 2013, 3:43 PM  | 68 KB    | Adob...op file   |
| MSLL_FullColor_CS2.eps      | Jun 25, 2014, 2:55 PM  | 476 KB   | EPS File         |
| MSLLLogoStyleGuide (1).pdf  | Jun 23, 2014, 3:33 PM  | 452 KB   | PDF Document     |
| MSLLLogoStyleGuide (2).pdf  | Jun 23, 2014, 3:39 PM  | 452 KB   | PDF Document     |
| My Great Movie              | Aug 20, 2014, 2:46 PM  | --       | iMovie Project   |
| My Stuff                    | Nov 26, 2013, 8:29 AM  | --       | Folder           |
| Panorama_360_Camera (4).jpg | Nov 26, 2013, 3:43 PM  | 160 KB   | Adob...EG file   |
| Picture 1.png               | Today, 4:10 PM         | 236 KB   | Porta... Image   |
| Picture clipping            | Jul 2, 2014, 3:12 PM   | 332 KB   | Pictur...lipping |
| Rosalie_Wahl_1 01.aiff      | Apr 28, 2014, 4:06 PM  | 313.9 MB | AIFC ...dio File |
| suzyparty copy.eps          | Jul 2, 2014, 4:37 PM   | 1.6 MB   | EPS File         |
| suzyparty.ai                | Jul 2, 2014, 4:35 PM   | 496 KB   | Adob...ument     |
| Usability study             | Nov 26, 2013, 8:29 AM  | --       | Folder           |

If you do not check the size of your document prior to uploading, the eFiling system will inform you if your document is too large when you try to upload it.

## V. Multiple Parts

Documents larger than 25MB must be divided into separate parts.

The **Upload Document** screen in eFiling has an **Add Another** link that enables you to upload a single document in multiple parts.

## VI. Signatures

OAH recognizes three types of signatures.

1. A typographical signature can be created by typing /s/ and the filer's name on the signature line. Typing /s/ alone is not sufficient.
2. An electronic signature may be placed on the document as a photo file.
3. Handwritten traditional signatures on scanned documents are permitted.

## VII. Redaction

You are responsible for redacting confidential information from documents. OAH will not redact documents or correct redaction errors. Please redact any social security numbers from documents before filing. Use the WID number or case number to identify cases instead of social security numbers.