



Workers' Compensation

eFiling

## DOCUMENT GUIDELINES

OFFICE OF ADMINISTRATIVE HEARINGS

600 NORTH ROBERT STREET, SAINT PAUL, MN 55101

## **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

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. Most word processing programs can convert documents to PDF files through a “save as” functionality, and free PDF conversion software is available online.

## **III. File Size Limit**

eFiled documents may be anywhere from a few KBs (very small) all the way up to dozens of MBs (very large).

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

The maximum size limit of individual audio or video exhibits is 1 gigabyte (GB). If a file is larger than 1 GB, the eFiling system will inform you that the file exceeds the maximum file size.

## 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.

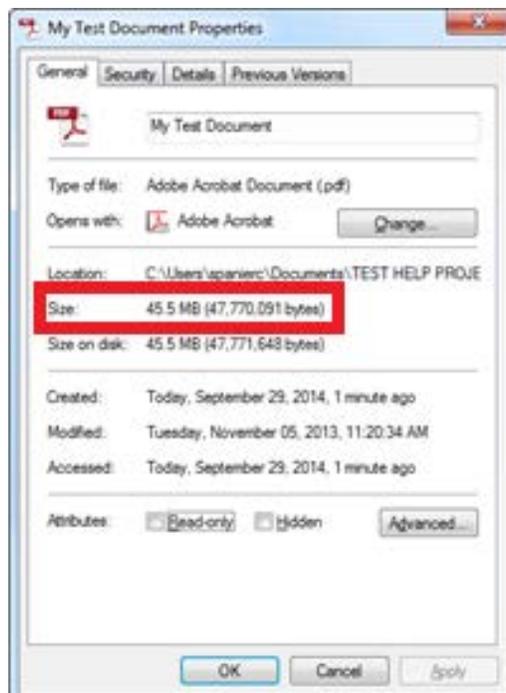


Image: Document Size on a Windows/PC Device

### B. On a Mac:

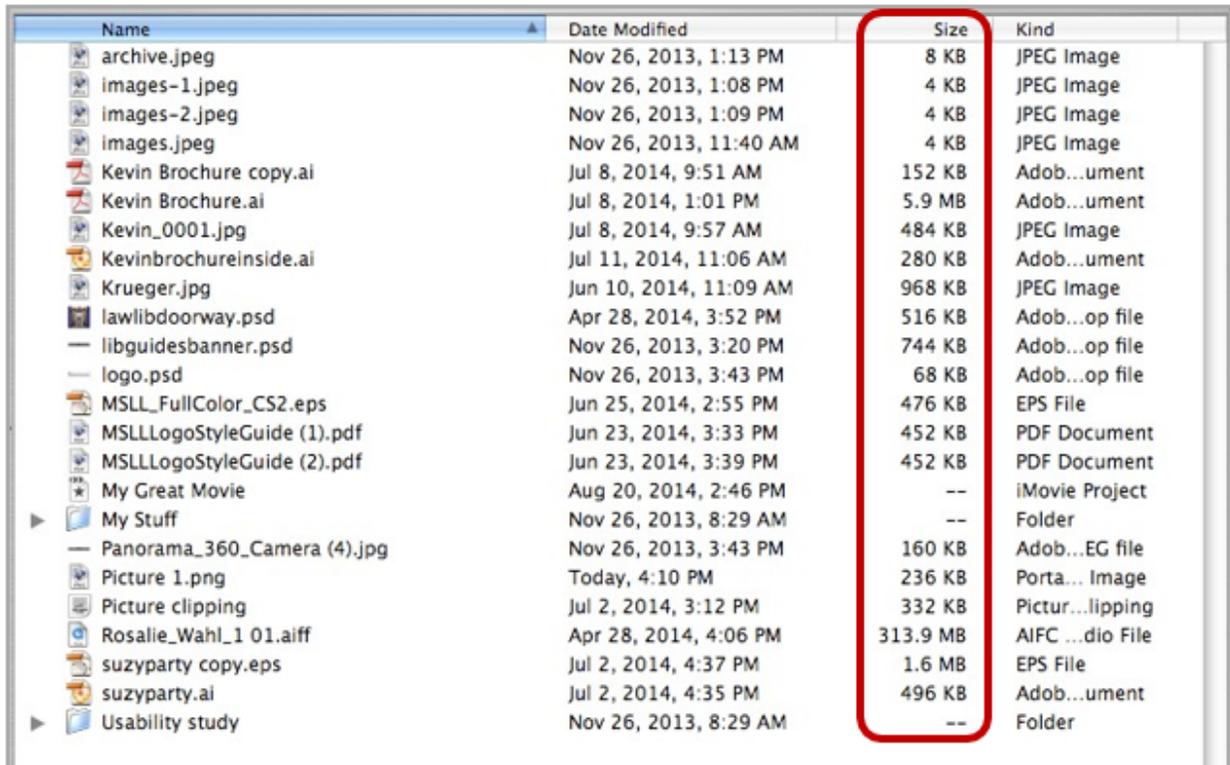
1. Navigate to where your document is saved (such as the Desktop or Documents folder).

2. Click the **List** icon at the upper-left to display all documents in a list.



Image: Mac List icon

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

Image: Mac List View – File Size Column

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. 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.

## VI. 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.

## VII. Upload Documents as 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.

**You're ready to eFile!**

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