

Uniform Guidelines for Preparation of Hearing Exhibits

Mandatory May 1, 2017 – Parties May Follow These Before May 1, 2017

Note: Exhibits submitted at hearing that do not comply with these preferences shall be returned to the party, who will be ordered to resubmit them after hearing in the proper form.

1. Treatment records shall be organized by provider. Each provider's records shall be chronological. Providers shall be organized in chronological order.
2. Medical treatment records, before and after the alleged injury, are not to be offered separately by each party unless authentication of a record is in dispute. All such treatment records shall be contained in a separate joint exhibit.
3. No X-rays or other imaging films are allowed absent a showing that such will be helpful to the deputy in addressing the disputed issues and such films do not require expert medical interpretation.
4. Medical and vocational opinion reports may be offered separately by the parties.
5. Any party submitting exhibits, including joint exhibits, shall include a table of contents.
6. Claimant shall identify his or her exhibits numerically. Defendants shall do so alphabetically. The Fund shall use double alphabetical references such as AA, BB, CC, and so forth. Joint exhibits shall be identified numerically, preceded by the letters "JE" e.g. JE1-1, JE1-2, JE2-3, JE2-4, and so forth. Each page of every exhibit shall be numbered with Exhibit Letter or Number and the page number. For example, the bottom right hand corner of each page will include A-1, A-2, B-3, B-4, and so forth.
7. Highlighting is permitted, but not required.
8. Any handwritten evidence shall be legible or shall contain a typewritten translation initialed by the original author of the handwritten evidence.
9. No duplicates should be included.
10. Any video evidence should be provided in MP4 format or any other universal format. The evidence shall be submitted only on DVD format. If audio or visual evidence (e.g. video/DVD/CD) is included in the evidence presentation at hearing, the party referencing the materials shall provide the equipment necessary for its presentation.
11. Page limits for exhibits will be enforced and are as follows:
 - A. 50-pages per party for individual exhibits;
 - B. 100 additional pages for joint exhibits.The requesting party's hearing time will be used to determine the relevancy of proposed exhibits that exceed these limits. The submission of extensive medical treatment records may not be allowed when only the extent of permanent disability is in dispute. A deputy in his or her discretion may allow a party, or parties, to exceed the above-stated page limits upon a showing of good cause.
12. In addition to hardcopies of exhibits introduced at hearing, exhibits shall also be scanned and provided to the deputy on a CD at the start of the hearing. If new exhibits are admitted into evidence at the time of hearing, a new CD shall be prepared by the parties which includes the entirety of the exhibits and mailed to the deputy within five days of the end of the hearing.