

PROCEDURE
HEARING EXAMINER E-FILE SYSTEM
ADDING SUPPLEMENTAL DOCUMENTS TO AN ACTIVE CASE

1. Go to your e-File home page
2. Click on the **Add Documents** link for the specific case you want
3. Select **Browse** to locate your documents
4. Select **Upload** to upload the supplemental document(s). *Note: You now have a delete button to the right of your uploaded document(s) in case you need to remove it. And, keep in mind that once you submit a document, you cannot delete it*
5. Click the **Return to e-File Home** link

Note: You will not be able to view your uploaded documents until the Office of Hearing Examiner Staff reviews the submission.