



# GUIDELINES FOR PREPARATION OF EXHIBITS FOR APPEALS BOARD HEARING

## **Number of Copies**

The parties should bring enough copies of exhibits for all participants in the hearing:

- Board members: normally 5 copies, but since the Board currently has a vacancy, 4 are currently sufficient.
- Board Clerk: 1 copy.
- Counsel to the Board: 2 copies.
- Other party: 2 copies (one for the party and one for the party's agent or attorney, if any).

Current total: 9 copies, in addition to any copies to be retained at the hearing by the party and/or its representative.

## **Assembly of Exhibits**

Each exhibit or exhibit packet should indicate "Applicant's Exhibit," "Assessor's Exhibit," or "Joint Exhibit" as appropriate. This may be in a cover page for a packet, or at the top or bottom of the first page of an individual exhibit.

Each exhibit should be on 8.5 x 11 in. paper. Each page of each exhibit should be numbered, for easy reference during the hearing. Separate exhibits should be identified by letter. A party may number all pages sequentially (e.g., Exhibit A would start at p. 1, but Exhibit B might start at p. 8), or may begin again in each exhibit (e.g., Exhibit A would begin with A-1, and Exhibit B with B-1).

If separate exhibits are bound together, each exhibit should be separated by an 8.5 x 11-in. sheet with tabs extending either below the bottom of the page or to the right of the page, bearing the exhibit designation. The party may but is not required to include a table of contents.

The following guidelines are for the purpose of retaining a record which can be copied for an appeal to court, and should be used at least for the copy provided to the Clerk:

- Each individual exhibit may be either one-sided or two-sided, but an individual exhibit should not mix the two.
- Parties should not mark individual pages with small objects which might become separated from the exhibit (such as Post-It Note tabs or paper clips).
- Photographs, if used, should be printed on or affixed to 8.5 x 11 in. pages.
- All pages should have margins of at least 1" on all sides.
- Except in photographs, parties should avoid using different colors of ink (e.g., in headings or graphs), and should use a method of emphasizing text which could be photocopied in black and white (e.g., italics, bold, underlining, arrows, or gray-scale highlighting instead of colored highlighting).