

PROCEDURE
HEARING EXAMINER E-FILE SYSTEM
E-FILING A LAND USE APPEAL

1. Log in to the Office of Hearing Examiner e-File System
2. Click on ***File a Land Use Appeal***
3. Enter the Decision Appealed in the box, if known. *If you do not know the decision being appealed, click on the second option so that a Request ID can be auto-generated for you.*
4. Click ***Create***

Appeal Details Page – Decision Being Appealed

5. Enter the property address, if any, connected to the decision being appealed
6. Check the appropriate element(s) of the decision being appealed, if known

Appeal Details Page – Appeal Information

7. Specify how you are affected by this decision (Question #1)
8. Specify your objections to the decision (Question #2)
9. Specify what you want the Examiner to do (Question #3)
10. Click on ***Continue*** once your entries are complete

Contacts Page (Note: most of the fields on this page are required.)

11. Enter all your (appellant) information.
12. Enter all **Authorized Representative** information, if applicable. If the Authorized Representative is also the Appellant, click the ***Same as Appellant*** check box
13. Press ***Continue***

Documents Page

14. Upload any supplemental documents (including a copy of the decision you are appealing) by selecting:
 - a. Browse
 - b. Locate your file
 - c. Highlight the file you want to upload
 - d. Click Open (you should see your file's name in the dialogue box)
 - e. Click Upload (your file is now listed below the ***Uploaded Documents*** section)
Note: You now have a delete button to the right of your uploaded document in case you want to remove it prior to submitting your appeal or other request.
 - f. Repeat steps 'a' through 'e' to upload additional documents
15. Click ***Continue***

Review/Submit Page

16. Check the acknowledgement box, below the *Terms and Conditions*, only after you have thoroughly reviewed your submission for accuracy and you are ready to submit your land use appeal request (*Please note: there are no changes allowed to this electronic submission once you click the Submit button.*)
17. Click ***Submit***