



STATE OF WASHINGTON
GROWTH MANAGEMENT HEARINGS BOARD

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March 18, 2020

The Front Lobby to our building is CLOSED to the public until further notice. If you are planning on coming to our office, please call our main line ahead of time (360) 664-9160. We may still have staff working in the office, although access through the Front Lobby will be closed.

Re: **Notice of Potential Limited Availability and E-filing of Motions, Briefs, and Exhibits**

Dear Parties:

The Environmental and Land Use Hearings Office (ELUHO), including the Growth Management Hearings Board (GMHB), is following state agency recommendations and providing telecommuting flexibility for Board members and employees. ELUHO is also planning for potential office closures due to the spread of the novel coronavirus (COVID-19). These changes may result in delays in issuing orders and postponing conferences and in-person hearings (WAC 242-03-150). If any of these changes occur, Board staff will notify you as soon as possible.

To best facilitate the Board's continued operations, the Board strongly encourages parties to take the following steps with regard to active and new cases:

1. Make sure our office has your current email and phone contact on file.
2. E-file all documents to Eastern@eluh.wa.gov, Western@eluh.wa.gov, or Central@eluh.wa.gov.
3. **Send all exhibits for motions, briefs, and hearings electronically** in addition to paper copies. This will provide access to all documents in the event of building closures. This includes new filings, and all previously filed paper exhibits for motions that are still pending. For large exhibits, the Board can accept filing by Dropbox, file sharing systems or FTP sites, etc. NOTE: If you send electronic files through file sharing systems, do not impose a password or security requirements to open the files. Security requirements have prevented us from opening your e-filed documents in the past.

All Petitions for Review must be filed with the GMHB in accordance with all of the provisions of RCW 36.70A.280, RCW 36.70A.290, and WAC 242-03-200 through WAC 242-03-230.

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As to motions, briefs, and exhibits, the Board strongly encourages electronic filing as this will help prevent delays in your case. The Board understands many of the parties may be working remotely. To help accommodate parties' remote working situations, the Presiding Officer in each case will work with the parties regarding the **filing of paper copies** in addition to electronic copies. For those parties that continue to have printing capabilities, please file paper copies in addition to your electronic filings as outlined in all Prehearing Orders.

In the event our office is temporarily closed, we may not have direct access to office phones, regular mail, and voicemails. This may result in delays in responding. Emails may receive a faster response. Our office will inform you once normal operations have resumed. We appreciate your patience as we adapt during this difficult time.