

**If you are planning on coming to our office, please call our main line ahead of time (360) 664-9160. If you are contacting our office on a furlough date, and you want to file documents in-person you will need to contact the Washington State Parks Headquarters at 360-902-8500.**

The Environmental and Land Use Hearings Office (ELUHO) 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. If any of these changes occur, we will notify you as soon as possible.

To best facilitate the Boards' continued operations, the Boards strongly encourage the 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 [eluhho@eluhho.wa.gov](mailto:eluhho@eluhho.wa.gov); and
3. Send all exhibits for all motions and hearings electronically in addition to paper copies. 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 or other file sharing systems. 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.

Electronic filing of pleadings and exhibits may help prevent delays in your case. ELUHO understands many of the parties may be working remotely. To help accommodate remote working situations, until further notice **ELUHO will not require filing 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.