

## **Uniform Guidelines for Preparation of Hearing Exhibits**

Effective August 6, 2020

1. Treatment records shall be organized by provider. Each provider's records shall be chronological. Providers shall be organized in chronological order.
2. Medical treatment records, before and after the alleged injury, are not to be offered separately by each party unless authentication of a record is in dispute. All such treatment records shall be contained in a separate joint exhibit.
3. No X-rays or other imaging films are allowed absent a showing that such will be helpful to the deputy in addressing the disputed issues and such films do not require expert medical interpretation.
4. Medical and vocational opinion reports may be offered separately by the parties.
5. Any party submitting exhibits, including joint exhibits, shall include a table of contents.
6. Claimant shall identify his or her exhibits numerically. Defendants shall do so alphabetically. The Second Injury Fund shall use double alphabetical references such as AA, BB, CC, and so forth. Joint exhibits shall be identified numerically, preceded by the letters "JE" (e.g., JE1-1, JE1-2, JE2-3, JE2-4, and so forth). Each page of every exhibit shall be numbered with Exhibit Letter or Number and the page number (e.g., the bottom right hand corner of each page will include A-1, A-2, B-3, B-4, and so forth).
7. Highlighting is permitted, but not required.
8. Any handwritten evidence shall be legible or shall contain a typewritten translation initialed by the original author of the handwritten evidence.
9. No duplicates should be included.
10. Any audio or video files shall use MP3 or MP4 format and should be submitted with a virus-scanned USB drive or DVD. (USB drive is agency preferred.) If audio or visual evidence (e.g. video, DVD, CD, etc.) is included in the evidence presentation at hearing, the party referencing the materials shall provide the equipment necessary for its presentation.
11. Page limits for exhibits will be enforced and are as follows:
  - A. 50 pages per party for individual exhibits; and
  - B. 100 additional pages for joint exhibits.

The requesting party's hearing time will be used to determine the relevancy of proposed exhibits that exceed these limits. The submission of extensive medical treatment records may not be

allowed when only the extent of permanent disability is in dispute. A deputy in his or her discretion may allow a party, or parties, to exceed the above-stated page limits upon a showing of good cause.

12. In addition to the electronic submission of proposed exhibits pursuant to Iowa Administrative Code rule 876—4.19(3)(d), paper copies of all proposed exhibits shall be provided to the deputy at the start of the hearing.
13. Within seven days after the hearing, a completed Shorthand Reporter Identification Form shall be filed by defendant(s) unless otherwise ordered by the presiding deputy. This filing shall contain the name, firm name, email address, business address, and telephone number of the certified shorthand reporter present at the hearing. Failure to file the completed Shorthand Reporter Identification Form within seven days after the hearing will result in revocation of the responsible party's e-filing capabilities in the case.