



NOTICE TO COMMUNITY – FILING OF DOCUMENTS – JANUARY 20, 2023

A. Standard Document Naming Protocol

Effective February 1, 2023, the OLRB is implementing a standard document-naming protocol.

Currently, the Board frequently receives documents with names that do not assist in identifying what the document is, such as strings of numbers. This can cause delays in processing and locating documents.

Accordingly, parties are required to name documents in such a way that the document is easily identifiable.

For example:

- Grievance letter – 13-NOV-2022
- Schedule A to Response
- Employment contract – G. Smith – 12-JAN-2006

Document names should not include firm-specific naming conventions, abbreviations, or file numbers.

B. Electronic Filing of Large Documents

The size limit for all documents, including those being filed by Form A-108, has been recently increased to 15MB. Where documents larger than that limit are being filed by way of a third-party cloud tool, the link should be included in a letter filed with the form A-108 or with the application/response form (see attached for instruction) so that it is easy for the Board to find the link. The letter must provide detailed information as to what can be found in the link, such as a list of documents included in the link (Parties are reminded that in accordance with Rule 8.4, books of documents filed with the Board must be page-numbered and be accompanied by a table of contents). Parties should not embed further cloud-based links to other documents within such links, unless such links are specifically referred to in the covering letter.

Documents provided by cloud tool links should be page-numbered and organized into clearly labelled tabs. Hearings will go more smoothly when it is easy for parties and Vice-Chairs to navigate documents electronically. Parties are strongly encouraged, wherever

possible, to use hyperlinked bookmarks within their document books (using, for example, the bookmark feature of Adobe Acrobat). [Linked [here](#) is an example of a hyperlinked document]

C. Books of Authorities

Parties are reminded that they should not file Books of Authorities with the Board. Instead, parties should simply include hyperlinks to publicly available databases such as www.canlii.org, a free legal information database. If the authority is not available on a publicly available database, parties may e-file a copy of the authority or utilize the third party cloud option as noted above.

E-Filing Large Documents

Where attachments exceed the 15mb limit for e-filed documents, parties can upload files to a cloud storage service (such as OneDrive or Dropbox) and share the link to these files.

1. Upload documents to a storage service and generate a share link (see instructions below on how to do so using OneDrive or Dropbox)
 2. Paste the link generated into your covering letter to the Registrar.
 3. Save the document and attach it to the A-108, application or response being submitted
 4. Ensure that the link in your document is functional **Generating OneDrive Share Link**
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1. Log into <https://onedrive.live.com/about/en-us/signin/> using a Microsoft account
 - Microsoft accounts include emails ending with @outlook.com, @hotmail.com, or other emails associated to a Microsoft account
 2. Upload your document to OneDrive
 - Click on “Upload” from the list of options and select “Files” to upload a single document or “Folder” to upload an entire folder
 3. Generate the link for the document
 - Click the three vertical dot icon after hovering over the document in the list and select “Copy” from the drop-down menu
 - Paste link into your covering letter **Generating Dropbox Share Link**
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1. Sign into <https://www.dropbox.com/login> with your Dropbox account
 - A free Dropbox account can be created using just your email
 2. Upload your documents to Dropbox
 - Click on “Upload” from the list of options and select “Files” to upload a single document or “Folder” to upload an entire folder
 3. Generate the link for the document
 - Hover over the file/s you want to share and select the “copy” button to generate a unique link
 - Paste link into your covering letter

If you have difficulties, please contact a Customer Service Representative at one of the numbers available on the Board’s website.