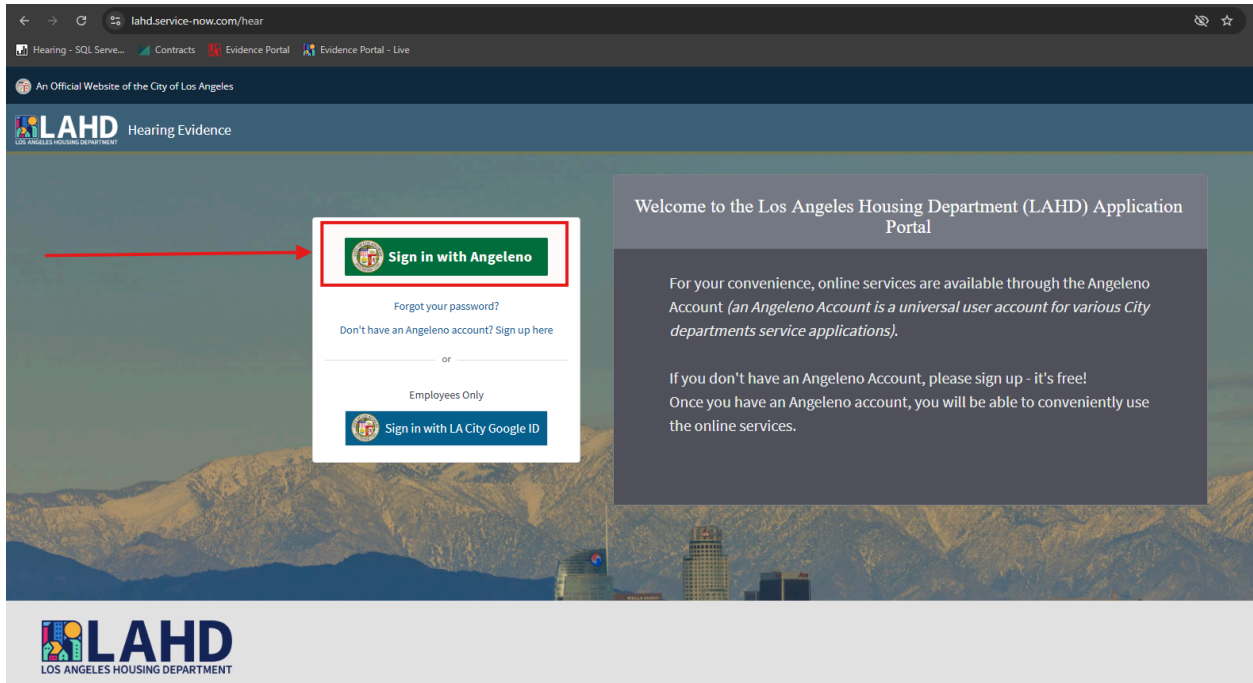


Service Now (SNow) Hearing Evidence User Guide

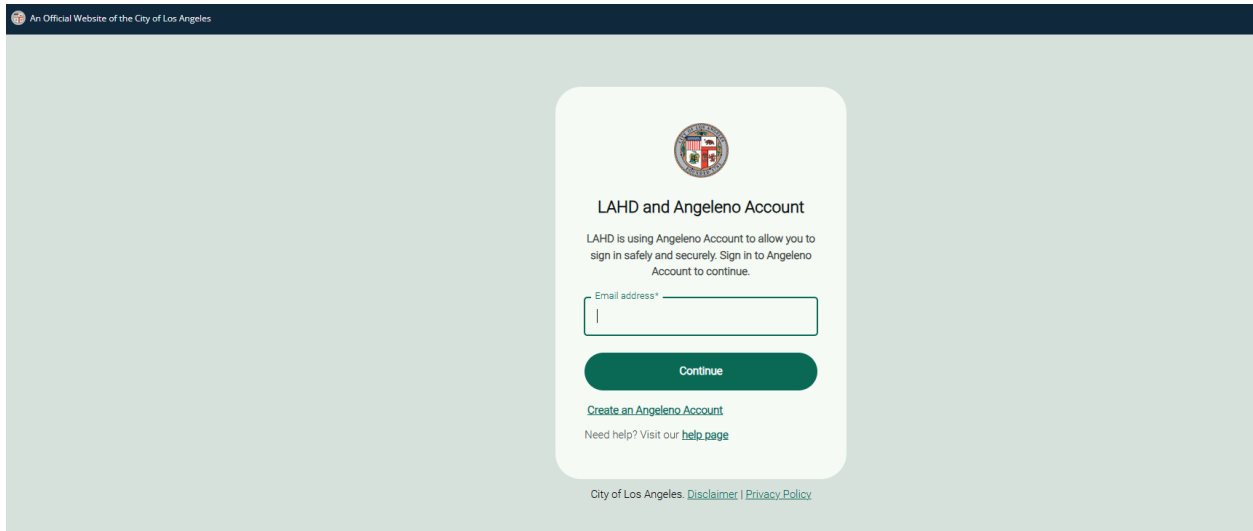
How to Log In

Step 1: Go to <https://lahd.service-now.com/hear>

Step 2: Click on 'Sign in with Angeleno'



Step 3: Completing the Sign In process



Step 4: Once you are signed in, you will now see the Evidence home page

An Official Website of the City of Los Angeles

LAHD Hearing Evidence

City Services City Direct

JT Justine Tabangin-Holen

Select Language
Powered by Google Translate

Evidence Submission

Welcome to the Los Angeles Housing Department Evidence Portal

This portal is provided to allow interested parties to upload and view documentary evidence for hearings administered by the Los Angeles Housing Department. Owners, tenants, and other interested parties can submit documents relevant to their case, as provisioned by the Los Angeles Municipal Code.

The Los Angeles Housing Department will publish documents uploaded to this website exactly as they were submitted. It is the sole responsibility of the submitting party to ensure that any and all sensitive information is redacted from the documents before they are uploaded.

Recommended Browsers

Google Chrome Microsoft Edge Mozilla Firefox Apple Safari

Other Housing Resources

- [Report a Code Violation](#) - To report possible code violation(s) at a multifamily rental property.
- [File an RSO Complaint](#) - To report alleged violation(s) of the Rent Stabilization Ordinance (RSO) that include, but are not limited to, illegal eviction, illegal rent increase, and harassment.
- [County Department of Public Health](#) - To report vermin infestation and mold.
- [Environmental Health Complaints](#) - To report rodent

Hearing Evidence Submission

Find My Case

To Search for your case, enter the Case number and select the Hearing Date and Time that was provided to you. If you do not have, or were not provided a Case Number, enter the other information and select your case from the list below.

Case Number

*Hearing Date MM-DD-YYYY

*Hearing Time - Select an option -

*Evidence Upload Code

Enter the **Evidence Upload Code** to view or submit evidence. The **Evidence Upload Code** is on page 2 of the **Notice of General Manager's Hearing**. If you are unable to find your Evidence Upload Code, email lahd.gmhearings@lacity.org for assistance.

Search

My Cases

How to View Files

Step 1: On the Evidence Submission page's Find My Case section, enter the Hearing Date, Hearing Time, and Evidence Upload Code on the corresponding fields. This information is included in the Notice of Hearing you received in the mail.

The Hearing Date and Hearing Time can be found on page 1 of your Notice of Hearing.

CITY OF LOS ANGELES

Los Angeles Housing Department

Hearings Unit
P.O. Box 17340
Los Angeles, CA 90017-0340
Tel: 213.808.8600
lahd.gmhearings@lacity.org

Karen Bass, Mayor
May 11, 2026

NOTICE OF GENERAL MANAGER'S HEARING

Case #:
Property Address:
Assessor's Parcel Number:

To the Landlord, Tenants, and/or Interested Parties

The hearing that was conducted on 3/9/2026 has been continued to the following date and time.

A Virtual General Manager's Hearing is scheduled for
Date: 06/01/2026 Time: 8:00AM

HEARING INSTRUCTIONS

Zoom (recommended): See attachment A for instructions
By phone: 14086380968

Meeting ID:
Passcode:

Please register by emailing lahd.gmhearings@lacity.org or calling 213-808-8600 and provide your first and last name, case number, and relationship to the property. Registration ensures the Hearing Officer has an accurate record of all participants. You must also upload your supporting documents (evidence) no later than 5/25/2026. Late document submissions may result in the hearing proceeding without your evidence. See also the Evidence Submission Guidelines served herewith as Attachment B.

Translation Services / Servicios de Intérprete

For translation services, please contact our office at 213-808-8600 or email lahd.gmhearings@lacity.org at least seven (7) working days in advance to the hearing. Remember to provide the case number and your preferred language. Si necesita un intérprete, solicítelo con al menos siete (7) días hábiles de anticipación, indicando el número de caso. Enviando un correo electrónico a lahd.gmhearings@lacity.org o llamando a la Sección de Audiencias al 213-808-8600.

The Evidence Upload Code can be found on page 2.

Testimony and Evidence

Your attendance during the hearing is important, and you are encouraged to provide testimony regarding the relevant violations in the units/property. You may submit written testimony or evidence before the hearing. **Evidence must follow the requirements in the Evidence Submission Guideline (see attachment B).** All evidence submissions become public records.

Providing Evidence

Evidence must be received by [REDACTED] Submit via:

- Evidence Portal (preferred): <https://lahd.service-now.com/hear>
 - A free Angeleno account is required (see Attachment C for instructions)
 - For your security, an Evidence Upload Code will be required. The **Evidence Upload Code** for this case is: **28312**
- Email: lahd.gmhearings@lacity.org
- Mail: LAHD - Hearing Section, P.O. Box 17340, Los Angeles, CA 90017-0340
- In-person/drop off: 1910 Sunset Blvd, 3rd Floor, Los Angeles, CA 90026

All evidence must include the case number, hearing date and time, your name, and your relationship (owner, tenant, etc.) to the property.

Late Submissions

The Hearing Officer may choose not to accept evidence after the due date. You are strongly encouraged to submit as soon as possible. All parties must receive copies of the evidence to ensure fairness and impartiality.

Reviewing Evidence

All evidence submitted via the portal, email, mail, or in-person are considered public record. To review or upload evidence, visit <https://lahd.service-now.com/hear> for immediate review by all parties. All hearing proceeding materials, pursuant to the California Public Records Act, can be requested at lahd_custodian@lacity.org or (213) 922-9612.

Accommodations

To request an accommodation or materials in an alternative format, or assistance in accessing evidence files outside of the Evidence Portal, email lahd.gmhearings@lacity.org or call 213-808-8600 (Voice), dial 711 for CA Relay, at **least seven (7) business days** before the hearing. Every effort will be taken to accommodate requests received within the 7-day window.

Technical Assistance

Please note that hearings are fully remote and are not held in person. If you require technical assistance to connect to the virtual hearing, you may request to use equipment at a physical LAHD office. You must submit this request no **later than seven (7) business days** before the hearing date. Accommodation requests will initiate an interactive process and are subject to LAHD's approval and may necessitate continuing the hearing to a later date at LAHD's discretion.

Hearing Section Contact Information

Email lahd.gmhearings@lacity.org or call (213) 808-8600 with any questions or concerns.


Step 2: After entering the information, click on 'Search'.


Hearing Evidence Submission

Find My Case

To Search for your case, enter the Case number and select the Hearing Date and Time that was provided to you. If you do not have, or were not provided a Case Number, enter the other information and select your case from the list below.

Case Number

*Hearing Date 

*Hearing Time 

*Evidence Upload Code

Enter the **Evidence Upload Code** to view or submit evidence. The **Evidence Upload Code** is on page 2 of the **Notice of General Manager's Hearing**. If you are unable to find your Evidence Upload Code, email lahd.gmhearings@lacity.org for assistance.

Search


Step 3: The case should appear below the 'Search' button.


Hearing Evidence Submission

Find My Case

To Search for your case, enter the Case number and select the Hearing Date and Time that was provided to you. If you do not have, or were not provided a Case Number, enter the other information and select your case from the list below.

Case Number

*Hearing Date 

*Hearing Time 

*Evidence Upload Code

Enter the **Evidence Upload Code** to view or submit evidence. The **Evidence Upload Code** is on page 2 of the **Notice of General Manager's Hearing**. If you are unable to find your Evidence Upload Code, email lahd.gmhearings@lacity.org for assistance.

Search

Case Number	Hearing Date	Hearing Time	Address
92 [REDACTED]	06-01-2026	8:00 AM	[REDACTED]

Step 4: Click on the case to open the record.

Hearing Evidence Submission

Find My Case

To Search for your case, enter the Case number and select the Hearing Date and Time that was provided to you. If you do not have, or were not provided a Case Number, enter the other information and select your case from the list below.

Case Number

*Hearing Date 06-01-2026

*Hearing Time 8:00 AM

*Evidence Upload Code 28312

Enter the **Evidence Upload Code** to view or submit evidence. The **Evidence Upload Code** is on page 2 of the **Notice of General Manager's Hearing**. If you are unable to find your Evidence Upload Code, email lahd.gmhearings@lacity.org for assistance.

Search

Case Number	Hearing Date	Hearing Time	Address
92 [REDACTED]	06-01-2026	8:00 AM	[REDACTED]

You should now see the Evidence page for this case. You will see all uploaded files under the 'Uploaded Evidence' section.

Evidence Home Page

Case Information

Official Address: [REDACTED]

Case Number: [REDACTED]

Hearing Date: [REDACTED]

Hearing Time: [REDACTED]

Submission Deadline: 05-27-2026

Submit New Evidence

Uploaded Evidence

The **evidence documents** submitted for this case are listed below and available for review. We understand sensitivities regarding graphic and violent content. We use **warning labels** on sensitive material to ensure users are aware before viewing.

File Name	Evidence Type	Evidence Description	Date Uploaded	Submitted By	Graphic/Sensitive Content	View
[REDACTED].pdf	Miscellaneous Document	[REDACTED]	05-21-2026	[REDACTED]	No	
[REDACTED].pdf	Miscellaneous Document	[REDACTED]	05-20-2026	[REDACTED]	No	

1 to 2 of 2 record(s)

First Prev 1 Next Last

Return to Search

Step 5: To view a file, click on the eye icon under the 'View' column.

Evidence Home Page

Case Information

Official Address: [REDACTED]
Case Number: [REDACTED]
Hearing Date: [REDACTED]
Hearing Time: [REDACTED]
Submission Deadline: 05-27-2026
Submit New Evidence

Uploaded Evidence

The evidence documents submitted for this case are listed below and available for review.
We understand sensitivities regarding graphic and violent content. We use **warning labels** on sensitive material to ensure users are aware before viewing.

File Name	Evidence Type	Evidence Description	Date Uploaded	Submitted By	Graphic/Sensitive Content	View
[REDACTED].pdf	Miscellaneous Document	[REDACTED]	05-21-2026	[REDACTED]	No	
[REDACTED].pdf	Miscellaneous Document	[REDACTED]	05-26-2026	[REDACTED]	No	

1 to 2 of 2 record(s) | First | Prev | 1 | Next | Last

Return to Search

Step 6: This will open the file in a new tab.

Hearing Evidence - Case Info

lhd.service.nsw.gov.au/evidence/submit?case_id=68¶m_sys_id=a2779c0c474dc30f2a3a21b116483d1

1 of 1

Search

[REDACTED]

How to Upload Files

Step 1: On the Evidence Submission page's Find My Case section, enter the Hearing Date, Hearing Time, and Evidence Upload Code on the corresponding fields. This information is included in the Notice of Hearing you received in the mail.

The screenshot shows the LAHD Hearing Evidence Submission portal. The main heading is "Hearing Evidence Submission". Under the "Find My Case" section, there is a search area with the following fields: Case Number, Hearing Date (MM-DD-YYYY), Hearing Time (dropdown menu), and Evidence Upload Code. A red box highlights the Hearing Date and Hearing Time fields, with a red arrow pointing to them from the right. Below the fields is a search button and a "My Cases" section.

The Hearing Date and Hearing Time can be found on page 1 of your Notice of Hearing.

The screenshot shows a "NOTICE OF GENERAL MANAGER'S HEARING" from the City of Los Angeles. At the top, it lists the Los Angeles Housing Department and the Hearings Unit. The Mayor's name, Karen Bass, is listed with the date "May 11, 2026" highlighted in a red box. The notice states: "A Virtual General Manager's Hearing is scheduled for Date: 06/01/2026 Time: 8:00AM". A red arrow points to this date and time information. Below this, there are "HEARING INSTRUCTIONS" including Zoom and phone contact information, and a "Meeting ID" and "Passcode" field. The notice concludes with registration instructions and translation services.

The Evidence Upload Code can be found on page 2.

Testimony and Evidence

Your attendance during the hearing is important, and you are encouraged to provide testimony regarding the relevant violations in the units/property. You may submit written testimony or evidence before the hearing. **Evidence must follow the requirements in the Evidence Submission Guideline (see attachment B).** All evidence submissions become public records.

Providing Evidence

Evidence must be received by [REDACTED] Submit via:

- Evidence Portal (preferred): <https://lahd.service-now.com/hear>
 - A free Angeleno account is required (see Attachment C for instructions)
 - For your security, an Evidence Upload Code will be required. The **Evidence Upload Code** for this case is: **28312**
- Email: lahd.gmhearings@lacity.org
- Mail: LAHD - Hearing Section, P.O. Box 17340, Los Angeles, CA 90017-0340
- In-person/drop off: 1910 Sunset Blvd, 3rd Floor, Los Angeles, CA 90026

All evidence must include the case number, hearing date and time, your name, and your relationship (owner, tenant, etc.) to the property.

Late Submissions

The Hearing Officer may choose not to accept evidence after the due date. You are strongly encouraged to submit as soon as possible. All parties must receive copies of the evidence to ensure fairness and impartiality.

Reviewing Evidence

All evidence submitted via the portal, email, mail, or in-person are considered public record. To review or upload evidence, visit <https://lahd.service-now.com/hear> for immediate review by all parties. All hearing proceeding materials, pursuant to the California Public Records Act, can be requested at lahd_custodian@lacity.org or (213) 922-9612.

Accommodations

To request an accommodation or materials in an alternative format, or assistance in accessing evidence files outside of the Evidence Portal, email lahd.gmhearings@lacity.org or call 213-808-8600 (Voice), dial 711 for CA Relay, at **least seven (7) business days** before the hearing. Every effort will be taken to accommodate requests received within the 7-day window.

Technical Assistance

Please note that hearings are fully remote and are not held in person. If you require technical assistance to connect to the virtual hearing, you may request to use equipment at a physical LAHD office. You must submit this request no **later than seven (7) business days** before the hearing date. Accommodation requests will initiate an interactive process and are subject to LAHD's approval and may necessitate continuing the hearing to a later date at LAHD's discretion.

Hearing Section Contact Information

Email lahd.gmhearings@lacity.org or call (213) 808-8600 with any questions or concerns.

Step 2: After entering the information, click on 'Search'.

Hearing Evidence Submission

Find My Case

To Search for your case, enter the Case number and select the Hearing Date and Time that was provided to you. If you do not have, or were not provided a Case Number, enter the other information and select your case from the list below.

Case Number

*Hearing Date 06-01-2026

*Hearing Time 8:00 AM

*Evidence Upload Code 28312

Enter the **Evidence Upload Code** to view or submit evidence. The **Evidence Upload Code** is on page 2 of the **Notice of General Manager's Hearing**. If you are unable to find your Evidence Upload Code, email lahd.gmhearings@lacity.org for assistance.

Search

Step 3: The case should appear below the 'Search' button.

Hearing Evidence Submission

Find My Case

To Search for your case, enter the Case number and select the Hearing Date and Time that was provided to you. If you do not have, or were not provided a Case Number, enter the other information and select your case from the list below.

Case Number

*Hearing Date 06-01-2026

*Hearing Time 8:00 AM

*Evidence Upload Code 28312

Enter the **Evidence Upload Code** to view or submit evidence. The **Evidence Upload Code** is on page 2 of the **Notice of General Manager's Hearing**. If you are unable to find your Evidence Upload Code, email lahd.gmhearings@lacity.org for assistance.

Search

Case Number	Hearing Date	Hearing Time	Address
92	06-01-2026	8:00 AM	

Step 4: Click on the case to open the record.

Hearing Evidence Submission

Find My Case

To Search for your case, enter the Case number and select the Hearing Date and Time that was provided to you. If you do not have, or were not provided a Case Number, enter the other information and select your case from the list below.

Case Number

*Hearing Date

*Hearing Time

*Evidence Upload Code

Enter the **Evidence Upload Code** to view or submit evidence. The **Evidence Upload Code** is on page 2 of the **Notice of General Manager's Hearing**. If you are unable to find your Evidence Upload Code, email lahd.gmhearings@lacity.org for assistance.

Search

Case Number	Hearing Date	Hearing Time	Address
92 [REDACTED]	06-01-2026	8:00 AM	[REDACTED]

You should now see the Evidence page for this case.

Step 5: Click on 'Submit New Evidence'

NOTE: If the submission deadline has passed, you will not be able to click on this button.

Evidence Home Page

Case Information

Official Address: [REDACTED]

Case Number: [REDACTED]

Hearing Date: [REDACTED]

Hearing Time: [REDACTED]

Submission Deadline: 05-27-2026

Uploaded Evidence

The **evidence documents** submitted for this case are listed below and available for review. We understand sensitivities regarding graphic and violent content. We use **warning labels** on sensitive material to ensure users are aware before viewing.

File Name	Evidence Type	Evidence Description	Date Uploaded	Submitted By	Graphic/Sensitive Content	View
[REDACTED].pdf	Miscellaneous Document	[REDACTED]	05-21-2026	[REDACTED]	No	
[REDACTED].pdf	Miscellaneous Document	[REDACTED]	05-20-2026	[REDACTED]	No	

1 to 2 of 2 record(s)

First Prev 1 Next Last

Step 6: The 'Document Upload' section will appear. Review the Terms and Conditions and accept the terms to proceed.

Case Information

Official Address: 1304 N EUBANK AVE, Los Angeles, CA 90744
Case Number: 930194
Hearing Date: 06-03-2026
Hearing Time: 8:00 AM
Submission Deadline: 05-27-2026

Document Upload

Terms and Conditions
 Last updated: October 7, 2025

Please read these Terms and Conditions (collectively "Terms") carefully before using the Los Angeles Housing Department Hearings Evidence Portal website ("System") operated by the Los Angeles Housing Department ("us", "we", or "our").

Your access to and use of the System and Services as herein described is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all visitors, users, and others who access or use the Service.

By accessing or using the System and Service, you agree to be bound by these Terms. If you disagree with any part of the terms, then you may not access the Service.

1. Submissions and Public Records

⚠ DATA WARNING: All submitted documents become public records. It is the submitter's sole responsibility to redact any Personally Identifiable Information (personal, private, or confidential information) before uploading documents into the System.

By submitting any documents, information, or materials to the Los Angeles Housing Department Hearings Evidence Portal, you acknowledge and agree that all such submissions become public records. These records may be requested and reviewed by any member of the public.

Before uploading your documents, you are solely responsible for reviewing and redacting any Personally Identifiable Information whatsoever before uploading your documents into the System. This includes, but is not limited to, protecting third party privacy rights and redacting personal identifying information such as:

- names of minors,
- dates of birth,
- driver's license numbers.

All submitted materials will appear as is on this web page. The Los Angeles Housing Department does not redact any information prior to publication to this web page. It is your responsibility to redact any sensitive information that you do not wish to be published.

* I agree to redact personal information including:

- Dates of birth
- Driver's license numbers
- Passport numbers
- Taxpayer ID
- Social Security numbers
- Financial details, credit card or bank account numbers
- Medical information

To ensure community safety, you must mark any files containing graphic content.

* Graphic Content will be marked

You must acknowledge that you have read these terms and that you will be uploading documents that can be viewed by any party who has access to this web page.

* I agree that my evidence will become public record

Step 7: Once you accept the terms, additional fields will appear. Enter your information in the fields.

The Los Angeles Housing Department, its employees, subsidiaries, affiliates, and its licensors do not warrant that a) the Service will function uninterrupted, secure or be available at any particular time or location; b) any errors or defects will be corrected; c) the Service is free of viruses or other harmful components; or d) the results of using the Service will meet your requirements.

9. Governing Law

These Terms shall be governed and construed in accordance with the laws of the state of California, without regard to its conflict of law provisions.

LAHD's failure or omission to enforce any right or provision of these Terms will not be considered a waiver of those rights. If any provision of these Terms is held to be invalid or unenforceable by a court, the remaining provisions of these Terms will remain in effect. These Terms constitute the entire agreement between us regarding the Service, and shall supersede and replace any prior agreements we might have between us regarding the Service.

10. Changes

We reserve the right, at our sole discretion, to modify or replace these Terms whatsoever at any time. We will provide at least 30 days notice prior to any new term taking effect. By continuing to access or use our Service after those revisions become effective, you agree to be bound by the revised terms. If you do not agree to the new terms, please stop using the Service.

11. Contact Us

If you have any questions about these Terms, contact us at lahd.gmhearings@lacity.org.

To accept these Terms and Conditions, please click on the checkboxes below and click 'Accept'.

All submitted materials will appear as is on this web page. The Los Angeles Housing Department does not redact any information prior to publication to this web page. It is your responsibility to redact any sensitive information that you do not wish to be published.

* I agree to redact personal information including:

- Dates of birth
- Driver's license numbers
- Passport numbers
- Taxpayer ID
- Social Security numbers
- Financial details, credit card or bank account numbers
- Medical information

To ensure community safety, you must mark any files containing graphic content.

* Graphic Content will be marked

You must acknowledge that you have read these terms and that you will be uploading documents that can be viewed by any party who has access to this web page.

* I agree that my evidence will become public record

On Behalf Of

* First Name

* Last Name

* Contact Email Address

Phone Number

* Relationship to Property

Step 7A: If you are submitting documents on behalf of another person, check on the 'On Behalf' checkbox. Then enter the First Name and Last Name of the person you are assisting on the 'On Behalf' section, and select their Relationship to Property

On Behalf Of

* On Behalf Of First Name

* On Behalf Of Last Name

* First Name

* Last Name

* Contact Email Address

Phone Number

* Relationship to Property
- Select an option -

Once you complete this section, the 'Add New Document' section will appear

On Behalf Of

* First Name

* Last Name

* Contact Email Address

Phone Number

* Relationship to Property
- Select an option -

Add New Document

The acceptable files types will be limited to the following: pdf, jpeg, png, tiff, jpg. File size should not exceed 10MB.

* Evidence Type
- Select an option -

* Graphic/Sensitive Content
- Select an option -

Evidence Description

Step 8: Click on the Evidence Type drop down to select the appropriate file type

Add New Document

The acceptable files types will be limited to the following: **pdf, jpeg, png, heic, tiff, jpg**. File size should not exceed **10MB**.

***Evidence Type** ***Graphic/Sensitive Content**

- Select an option - v - Select an option -

Return to Case

***Evidence Type**

- Select an option -

- Select an option -

Email / Email Thread

Grant Deed

Invoice

Lease Copy

Mailed Correspondence

Medical Note

Miscellaneous Document

Other Agency Notice

Permit Application / Information

Photo from Public - Misc

Photo from Public - Violation(s)

Proof of Identity

Proof of Income

Service Request

Text Message / Text Thread

Written Statement

Written Statement - Request for Continuance

Step 9: Click on the Graphic/Sensitive Content drop down to select the appropriate option.

If the document contains graphic content (gore, foul language, NSFW images, etc.), select Yes. If not, select No.

The screenshot shows the 'Add New Document' form. At the top, there is a dark blue header with the text 'Add New Document'. Below this is a light gray box containing the text: 'The acceptable files types will be limited to the following: pdf, jpeg, png, tiff, jpg. File size should not exceed 10MB.' Below this box are two dropdown menus. The first is labeled '*Evidence Type' and has 'Mailed Correspondence' selected. The second is labeled '*Graphic/Sensitive Content' and has '- Select an option -' selected. This second dropdown menu is circled in red. Below these dropdowns is a text input field labeled 'Evidence Description'.

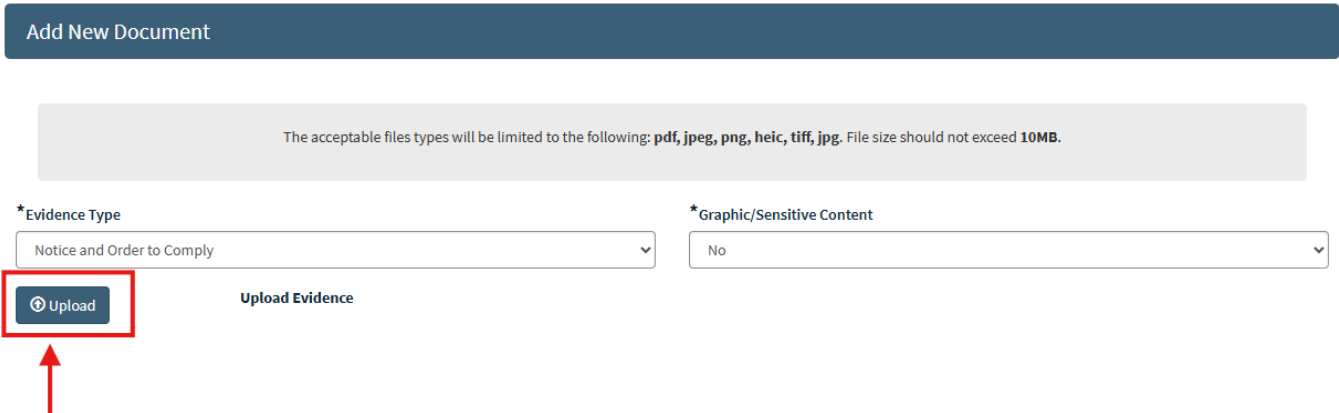
*Graphic/Sensitive Content

This is a close-up of the 'Graphic/Sensitive Content' dropdown menu. The menu is open, showing four options: 'No', '- Select an option -', 'Yes', and 'No'. The 'No' option at the bottom is highlighted with a blue background. A small downward arrow is visible in the top right corner of the dropdown box.

Step 10: If the select Evidence Type is 'Photo', the Evidence Description field will become a required field. Enter a description to proceed.

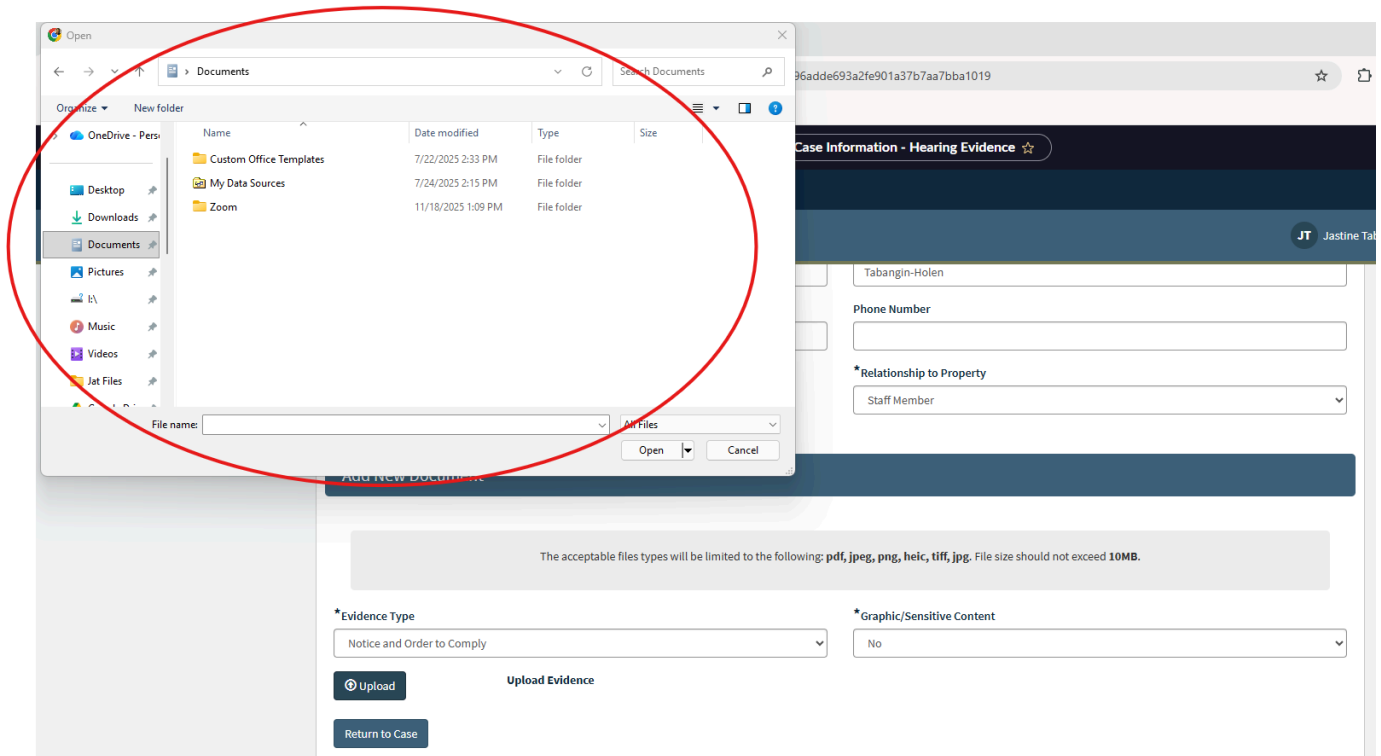
The screenshot shows the 'Add New Document' form with the 'Evidence Description' field highlighted in red. The 'Evidence Type' dropdown is now set to 'Photo from Public - Misc'. The '*Graphic/Sensitive Content' dropdown is set to 'No'. The 'Evidence Description' text input field is empty and has a red border around it. At the bottom left of the form, there is a dark blue button labeled 'Return to Case'.

Step 11: Once you have answered all the required field sections, the 'Upload' button will appear. Click on the 'Upload' button.



You can now upload the corresponding file.

Step 12: Select the file you want to upload from your computer/device.



Step 13: Once you select a file, the file will be added to the 'Pending Upload' section.

Add New Document



The acceptable files types will be limited to the following: pdf, jpeg, png, tiff, jpg. File size should not exceed 10MB.

*Evidence Type *Graphic/Sensitive Content

Evidence Description

Pending Uploads (Please click the "Confirm Upload" button below to add your evidence to this case)

Review your file selections and ensure they meet all guidelines. Once you click Confirm Upload, your evidence will be uploaded.

File Name	Evidence Type	Evidence Description	Date	Graphic/Sensitive Content	Actions
██████████.pdf	Mailed Correspondence		05-21-2026	No	 

Confirm Upload

Step 14: To add more files, repeat steps 8 to 12.

Add New Document



The acceptable files types will be limited to the following: pdf, jpeg, png, tiff, jpg. File size should not exceed 10MB.

*Evidence Type *Graphic/Sensitive Content

Evidence Description

Pending Uploads (Please click the "Confirm Upload" button below to add your evidence to this case)

Review your file selections and ensure they meet all guidelines. Once you click Confirm Upload, your evidence will be uploaded.



File Name	Evidence Type	Evidence Description	Date	Graphic/Sensitive Content	Actions
██████████.pdf	Mailed Correspondence		05-21-2026	No	 

Confirm Upload

Step 15: Once you have selected all the files that you want to upload, Click on 'Confirm Upload'.

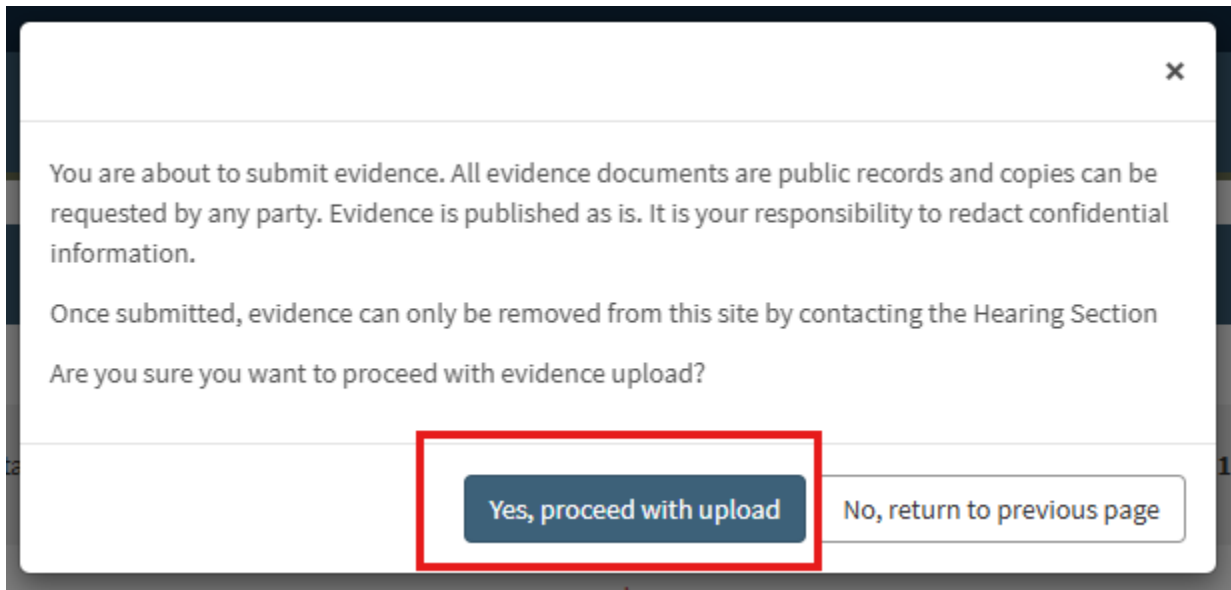
Pending Uploads (Please click the "Confirm Upload" button below to add your evidence to this case)

Review your file selections and ensure they meet all guidelines. Once you click Confirm Upload, your evidence will be uploaded.

File Name	Evidence Type	Evidence Description	Date	Graphic/Sensitive Content	Actions
██████████.pdf	Mailed Correspondence		05-21-2026	No	 

Confirm Upload

Step 16: A final warning will appear. Click on 'Yes, proceed with upload'



You have now completed the upload process. You will receive a confirmation email and your files should be viewable under the Uploaded Evidence section.

