

How to Submit a File Attachment with Comments on the Office of Administrative Hearings Site

Here is a step-by-step explanation of the uploading process:

1. The Administrative Law Judge is accepting comments here:
<https://minnesotaoah.granicusideas.com/discussions>
2. The Discussion number is 37102, and the OAH docket number is 65-9003-37102.
3. Please click on the discussion and then scroll down to “View Topic” to submit your statement or personal written comments. Deadline is Feb. 24, 2021.
4. If you need to sign up or sign in, the Discussion number will show up again in a right panel. Click it again.
5. When you see the other comments, scroll down to the bottom of the page to find a blank space with your name where you can comment. It is possible to enter the full comment into the field if you have a short comment or to provide a cover note with an attachment (up to 3 attachments for a comment post)
6. To attach your comment or other files, you will need to click “Choose a File” in a blue box below the comment field. When you click the box, it will show you your desktop. Make sure you remember the name of your document or put it in a folder you can recognize so you can find it in the desktop window.
7. Find the document you want to attach in the window, click on it, and click “open.” That will attach the document and you will see the name of the document in the blue box that used to say, “Choose a File.” (Repeat with a new “Choose a File” box if you have a second document to upload).
8. When you can see your cover note in the comment box and the names of the documents you want to upload in the blue “choose a file” boxes, click the small blue box “Post.”
9. It is always a good idea to go back to the ALJ site and make sure that both your comments and attachments are showing up where they should be.