

## Filing Documents with the Hearings Office

This instruction sheet was prepared by the College of Early Childhood Educator's Hearings Office, which provides support to the Discipline and Fitness to Practise Committees independently of the College's prosecutions functions.

The Hearings Office uses a secure document sharing service called Egnyte to receive filings for Discipline and Fitness to Practise proceedings. When a proceeding is scheduled or the College's prosecutor sends a Member Form 3B, you will receive an Egnyte upload link. If you do not know where to find your upload link, please contact the Hearings Office at [hearings@college-ece.ca](mailto:hearings@college-ece.ca) or 1 888 961-8558 for assistance.

### To file your documents with the Hearings Office

- Follow your upload link.
- Enter your name and email address. (The company name field is optional.)
- Click "Continue".
- Upload files to the folder by dragging and dropping or through your device's file explorer/Finder.
- Click "Send these files" to file your documents with the Hearings Office. Until this is done, the Hearings Office will not receive your documents.

### File formatting and naming

- Each document should be uploaded in a separate, searchable pdf.
- Each filename should begin with a digit indicating the order in which you want them to be viewed. Possible examples:

College/Prosecutor

01 Notice of Hearing

02 Agreed Statement of Facts

Member

01 Affidavit from Jane Doe

02 Member's resume

### About uploaded documents

- Only Hearings Office staff can see the documents you upload. You will not be able to see your uploaded documents. Neither you nor the other party will be able to see each other's documents.
- You must **also** deliver all documents to the other party (e.g., the College's prosecutor) in accordance with the [Rules of Procedure of the Discipline and Fitness to Practise Committees](#).
- If there is a Motion or Hearing scheduled in your case, the Hearings Office will provide additional information about how documents are and are not used during that proceeding.
- In all cases, only the Panel assigned to consider your matter will see that case's documents. No other Committee members will see them.