



# Sending Documents to the Hearings Office and the Prosecutor for Your Case

The Hearings Office uses a secure document sharing service to receive documents. It is called Egnyte. If you have any questions, please [contact the Hearings Office](#).

It is always your responsibility to make sure your documents have been **received** by the due date.

## File formatting and naming

- Each document should be uploaded in a separate, searchable (sometimes called OCR) file. We recommend using PDFs.
- Each filename should begin with a unique number and end with a description of what the document is. Some made-up examples are “1 Letter from Jane Doe” and “2 Jane Doe’s Resume”

## To send your documents to the Hearings Office



These instructions apply any time you are supposed to “file” documents with the Hearings Office

- The Hearings Office will send you an Egnyte upload link by email. Follow that link.
- Enter your name and email address. (The company name field is optional.) Click “Continue”.
- Drag and drop your files or choose them from your device’s file explorer or Finder.
- Click “Send these files” to file your documents with the Hearings Office. A message should appear on your screen that the documents were uploaded. Take a screen shot of that on-screen message for proof, because Egnyte does not send automatic confirmation emails.
- The Hearings Office will send you an email within 2 business days to confirm that they received your documents.

Only Hearings Office staff will be able to see the documents you uploaded. Neither you nor the Prosecutor (the lawyer representing the College) will be able to see them on Egnyte. Hearings Office staff will share them with the case’s Facilitator or Panel only when the [Rules of Procedure of the Discipline Committee and of the Fitness to Practise Committee](#) say to do so.



## **To send your documents to the Prosecutor by 5:00 p.m. on the due date**



These instructions apply any time you are supposed to “deliver” your documents with the another person or “Party”

You also have to send your documents to the Prosecutor.

- Send the same documents to the Prosecutor as you send to the Hearings Office, using the same file names.
- You can do this by:
  - sending the documents by email;
  - sending the documents by registered mail or courier, using the Prosecutor’s name, to the [College of Early Childhood Educators](#); or
  - handing the documents directly to the Prosecutor (if you arrange that with them).

We strongly recommend that you keep proof that it was delivered by the deadline (a copy of your sent email or of the tracking information from registered mail or courier).