

Upload Documents (Exhibits) in Google Drive

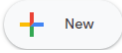
The Honolulu Liquor Commission uses Google Drive to upload and share documents and files (exhibits). If you are unable to upload your exhibits to Google Drive due to internet security or firewall issues, please contact liq-hearings@honolulu.gov (or LIQ WebHost doh@honolulu.gov) for other options. The Honolulu Liquor Commission also provides on-site technical support staff when accessing your files in Google Drive to screen share with the Commission during your testimony/presentation.

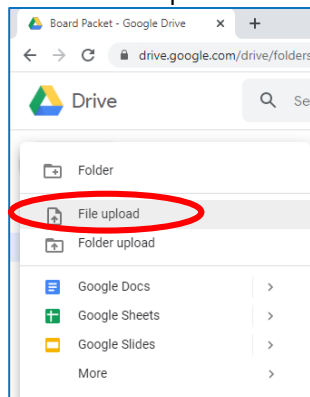
1. Contact liq-hearings@honolulu.gov (or LIQ WebHost doh@honolulu.gov) to receive Google Drive folder link to upload exhibit(s). Must provide email address to receive Google Drive link.
2. You will receive two Google Drive links with the following access:
 - “Defense” folder – upload, edit, and view access
 - “Prosecution” folder – view access only

Before you upload:

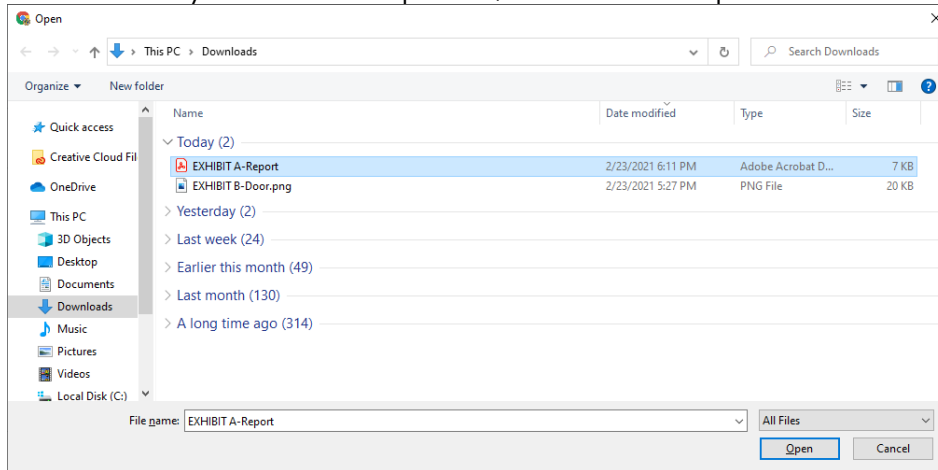
3. All personal information, i.e., medical information, social security numbers, birth dates, or bank account numbers, must be redacted.
4. Exhibits are accepted in the following common formats:
 - Documents/reports – .PDF
 - Pictures – .JPEG or .PNG
 - Videos – .mp4, .wav, or .avi
5. Naming convention of exhibits, e.g., “EXHIBIT A-Premises.mp4”
 - Each exhibit labeled separately using alpha designation: A, B, C,....
 - Short description of file

Uploading files:

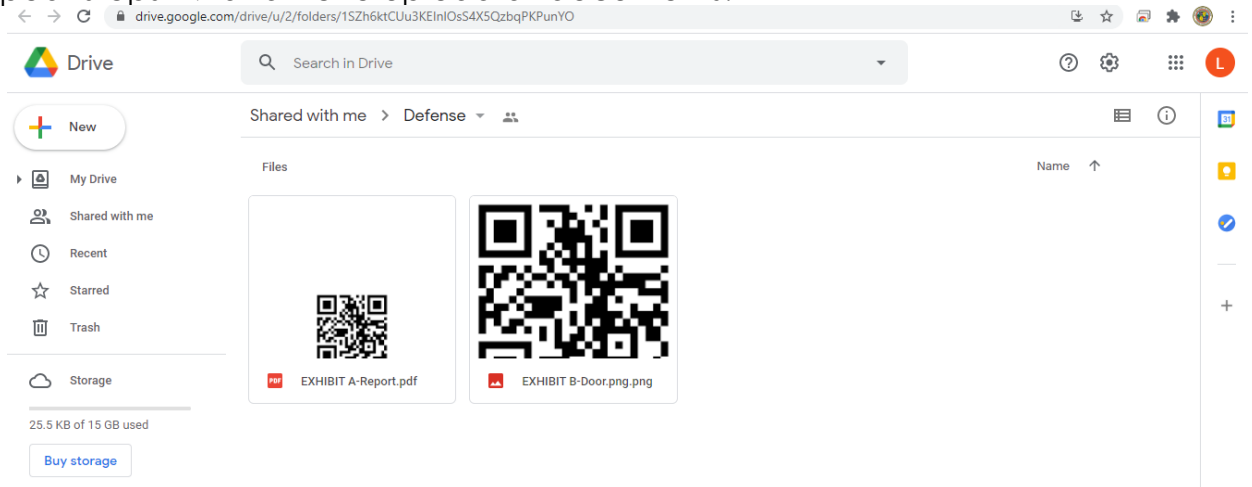
6. Click on Defense folder link from liq-hearings@honolulu.gov (or LIQ WebHost – doh@honolulu.gov) email to open folder in Google Drive.
7. Click on “ + New”  button to add an exhibit.
8. Select “File Upload”



9. Attach the file you want to upload, then click “Open”



10. Repeat steps #7 and #8 to upload all documents.



All exhibits must be uploaded to the Liquor Commission's Google Drive by 4:00 p.m. on the Wednesday before the hearing.

View uploaded files

11. Go to the email from [liq-hearings](#) (or LIQ WebHost) with the two folder links (Prosecution and Defense) and select the folder you want to view.

Note: You will only be able to edit/upload the Defense folder. You will only have view access to the Prosecution folder.

At the hearing, a workstation with access to the virtual meeting and Google Drive is provided. LIQ Support Staff is on-hand to assist with screen sharing the exhibits.

Any questions, contact the LIQ WebHost (Douglas Oh): email doh@honolulu.gov or call 808-768-7336.