ATTACHMENT B
ESTABLISHING HEARING PROCEDURES

A. Presentation of Exhibits Electronically During Evidentiary Hearing.

1. Because the hearing will accommodate remote participation by video-conference, all evidence will be presented electronically. This Attachment establishes procedures for the presentation of exhibits electronically during the evidentiary hearing.

2. These procedures are intended to replicate, as practicable, evidence presentation as it occurs when parties and witnesses are present in the hearing room. These procedures will allow parties participating remotely to view exhibits on the video-conference screen while the exhibits are being offered into evidence and witnesses testify about them.

3. The exhibit requirements in this Attachment apply to *all* exhibits, including those used solely for impeachment, to refresh recollection, or for rebuttal. Each party must: (a) mark all exhibits for identification with a hearing exhibit number in accordance with the procedures below; and (b) upload all pre-marked exhibits into each party's respective designated box.com folder prior to presenting them during the hearing.[1] When exhibits will be first presented during the hearing, the Commission will receive them electronically from each party's folder for display.

4. All parties are responsible for ensuring they and their respective witnesses have access to all exhibits via a link the Commission will provide and that they will be able to download and view documents from box.com during the hearing.

[1] The Public Utilities Commission Administrative Hearings Section uses a web-based document sharing service, box.com. All parties must ensure they can access and use box.com. An informational email with more details will follow closer to the evidentiary hearing.

B. Identification and Page-Numbering Requirements for Hearing Exhibits.

1. Each party must pre-mark all hearing exhibits with a hearing exhibit number within their assigned number block *before* uploading the exhibits to the party's designated box.com folder.

2. The party or interested person that initiated the hearing is assigned hearing exhibit numbers 100 through 199. For example, that party or interested person should mark for identification its first hearing exhibit as "Hearing Exhibit 100."

3. Each additional party or interested person is assigned the next 100 block of numbers in the order of their intervention in the case (200 through 299, then 300 through 399, and so forth), unless otherwise specified in the procedural order. Parties or interested persons may confer to resolve any confusion or differences as to timing for assigned block numbers.

4. The parties or interested persons must sequentially page-number each page of any hearing exhibit that is longer than two pages. The parties or interested persons must number the first page of hearing exhibits as page 1, regardless of content, *before* uploading the exhibits to their designated folder.

5. Once the exhibits have been marked for identification and with page numbers, the parties or interested persons then must upload all pre-marked exhibits into their respective party or interested person designated box.com folder prior to presenting them during the hearing.