

Decision No. R24-0355-I

**BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF COLORADO**

PROCEEDING NO. 24G-0052TO

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COLORADO PUBLIC UTILITIES COMMISSION,

COMPLAINANT,

V.

TOW-PROS LLC,

RESPONDENT.

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**INTERIM DECISION OF  
ADMINISTRATIVE LAW JUDGE  
ROBERT I. GARVEY  
SCHEDULING REMOTE HEARING, ADDRESSING  
EXHIBITS, SETTING DEADLINE FOR MOTION TO  
RESCHEDULE REMOTE HEARING AND  
PROVIDING OTHER ADVISEMENTS**

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Mailed Date: May 28,2024

**I. STATEMENT**

**A. Procedural History**

1. This proceeding concerns Civil Penalty Assessment Notice (CPAN) No. 137427 issued by Commission Staff on January 31, 2024, against Respondent Tow-Pros, LLC (Respondent or Tow-Pros). The CPAN assessed Tow-Pros a total penalty of \$4,111.25 for two violations of Rule 6509(a)(IV), and one violation of Rule 6509(a)(IX), Rule 6509(a)(X), Rule 6509(a)(VII), Rule 6509(a)(I), and Rule 6509(a)(VII) 4 *Code of Colorado Regulations* (CCR) 723-6, as more specifically listed in the CPAN.

2. The CPAN was personally served on January 31, 2024. A representative of Tow-Pros signed the CPAN acknowledging receipt on January 31, 2024.

3. On April 12, 2024, Trial Staff of the Commission (Staff) filed its Notice of Intervention as of Right and Entry of Appearance in this proceeding.

4. On April 24, 2024, the Commission referred this proceeding to an Administrative Law Judge (ALJ) by minute entry.

**B. Remote Evidentiary Hearing**

5. A hearing in the above captioned proceeding shall be scheduled for July 16, 2024, at 9:00 a.m. as a remote hearing since the Respondent is not located in the Denver area. At the remote hearing, the parties may call witnesses, present evidence, and make arguments in support of their position. Evidence includes documentary exhibits, testimony, and other tangible items that a party wishes the ALJ to consider in reaching a decision as to the allegations in this case.

6. Attachment A to this Decision provides the information addressing how to use the Zoom platform for remotely participating in the remote hearing. Attachment B outlines procedures and requirements for marking and formatting exhibits to facilitate the efficient and smooth electronic evidence presentations at the remote hearing. It is extremely important that the parties carefully review and follow all requirements in this Decision and Attachments A and B.

7. To minimize the potential that the video-conference part of the hearing may be disrupted by non-participants, the link, meeting ID code, and passcode to attend the hearing will be provided to the participants by email before the hearing, and the participants will be prohibited from distributing that information to anyone not participating in the hearing.

8. If a party cannot attend the remote hearing on July 16, 2024, the party with the scheduling conflict must file a motion to reschedule the remote hearing by July 1, 2024.

Before filing the motion to reschedule, the filing party must confer with the other party about whether the other party opposes the motion and the dates that both parties are available for a hearing in August of 2024. The motion to reschedule must: (a) state whether it is opposed or unopposed; and (b) identify the dates that both parties are available for a remote hearing in August of 2024.

**C. Unified Numbering System for Hearing Exhibits**

9. The Public Utilities Commission Administrative Hearings Section uses box.com to receive and manage exhibits that are first presented in this type of hybrid evidentiary hearing.<sup>1</sup> As such, it is essential that the parties ensure they are able to access and use box.com prior to the evidentiary hearing. To this end, the parties will be provided box.com links and instructions to: (a) upload exhibits for use during the hearing; and (b) download exhibits once they are presented during the hearing.

10. Each party must (a) 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; (b) sequentially page-number each page of exhibits longer than two pages, with the first page number as page 1, regardless of content, before uploading the exhibits to the party's designated box.com folder; and (c) upload all pre-marked exhibits into each party's respective designated box.com folder prior to the presenting them during the hearing.

11. Attachment B outlines procedures and requirements for marking and formatting exhibits aimed at facilitating efficient and smooth electronic evidence presentations at the remote

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<sup>1</sup> Box.com is a web-based document sharing service. When exhibits are first presented during the hearing, the Commission will receive them electronically from each party's box.com folder for display.

hearing. It is very important that the parties carefully review and follow all requirements in this Decision and Attachments A and B.

12. To efficiently organize the numbering and preparation of exhibits for the hearing, the parties shall use a unified numbering system for all hearing exhibits. Blocks of hearing exhibit numbers are assigned as follows:

- Staff is assigned hearing exhibit numbers 100 to 199; and
- Respondent is assigned hearing exhibit numbers 200 to 299.

**D. Additional Procedural Notices and Advisements**

13. The parties are on notice that the ALJ will retain the discretion to change the method by which the hearing will be conducted.

14. Additional procedural requirements may be addressed in future Interim Decisions.

15. The parties are advised that this proceeding is governed by the Rules of Practice and Procedure found at 4 CCR 723-1. The ALJ expects the parties comply with these rules. The rules are available on the Commission's website (<http://puc.colorado.gov/pucrules>), and in hard copy from the Commission.

16. Each party is specifically advised that all filings with the Commission must also be served upon all other parties in accordance with Rule 1205 of the Rules of Practice and Procedure, 4 CCR 723-1.

17. The Parties are also on notice that failure to appear at the scheduled evidentiary hearing may result in decisions adverse to their interests, including the assessment of penalties against Respondent.

**E. Informational Video Conference Practice Session**

18. The ALJ will hold an informal practice video conference session if requested by any Party to give the Parties an additional opportunity to practice using Zoom and box.com before the hearing.

19. The Parties may contact the Commission Legal Assistants by email at [casey.federico@state.co.us](mailto:casey.federico@state.co.us) or [stephanie.kunkel@state.co.us](mailto:stephanie.kunkel@state.co.us) to schedule an informal practice video conference session.

20. The Parties request a practice video conference they will receive information and a link to participate in the informal practice session by email.

**II. ORDER****A. It is Ordered That:**

1. A remote hearing is scheduled as follows:

DATE: July 16, 2024

TIME: 9:00 a.m.

PLACE: By video conference: using the Zoom web conferencing platform at a link be provided to the participants by email.<sup>2</sup>

2. The deadline to file a Motion to Reschedule the Remote Hearing is July 1, 2024.

3. The parties and witnesses may not distribute the Zoom link and access code to anyone not participating in the remote hearing.

4. All participants in the hearing must comply with the requirements in Attachments A and B to this Decision, which are incorporated herein and, in the discussion above.

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<sup>2</sup> Additional information about the Zoom platform and how to use the platform are available at: <https://zoom.us/>. All participants are encouraged to participate in a test meeting prior to the scheduled hearing. See <https://zoom.us/test>.

5. All evidence must be presented electronically. Each party is responsible for ensuring that they and their respective witnesses: (a) have access to all pre-filed exhibits; and (b) can download and view documents available from box.com during the hearing.

6. This Decision is effective immediately.

(S E A L)



THE PUBLIC UTILITIES COMMISSION  
OF THE STATE OF COLORADO

ROBERT I. GARVEY

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Administrative Law Judge

ATTEST: A TRUE COPY

A handwritten signature in cursive script that reads "Rebecca E. White".

Rebecca E. White,  
Director