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**ATTACHMENT B**  
**ESTABLISHING HEARING EXHIBIT PROCEDURES**

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**A. Presentation of Exhibits Electronically During Evidentiary Hearing.**

1. Because the hearing will be held remotely by videoconference, all evidence must be presented electronically. This Attachment establishes procedures for the presentation of exhibits electronically during the remote evidentiary hearing.

2. 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.<sup>1</sup> When exhibits will be first presented during the hearing, the Commission will retrieve them electronically from each party's folder for display.

3. Counsel for the 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 to view documents from box.com *during the hearing*.

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

4. Counsel for each party must pre-mark all hearing exhibits with a hearing exhibit number *before* uploading the exhibits to the party's designated box.com folder.

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<sup>1</sup> 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 email with more details will follow closer to the evidentiary hearing. Should the parties have technical questions relating to box.com or the electronic presentation of exhibits during the hearing, they may contact Ms. Christie Nicks at [Christie.Nicks@state.co.us](mailto:Christie.Nicks@state.co.us) or Mr. Ross Smith at [Ross.Smith@state.co.us](mailto:Ross.Smith@state.co.us).

5. Estes Park Guided Tours LLC is assigned hearing exhibit numbers 1 to 99. Fun Tyme Trolleys, LLC, doing business as Estes Park Trolleys is assigned hearing exhibit numbers 100-199; and Estes Valley Transport, Inc. is assigned hearing exhibit numbers 200-299. Counsel for the parties must identify each exhibit as a “Hearing Exhibit.” For example, Estes Park Guided Tours’ first exhibit should be marked as “Hearing Exhibit 1.”

6. Counsel for the parties must sequentially page-number each page of any hearing exhibit that is longer than two pages. Counsel for the parties must number the first page of hearing exhibits as page 1, regardless of content.