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**ATTACHMENT A**  
**ESTABLISHING PROCEDURES FOR ELECTRONIC HEARING**

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

1. Because the hearing will accommodate remote participation by videoconference, all evidence must be presented electronically. This Attachment establishes procedures relating to the presentation of exhibits electronically during the evidentiary hearing.

2. If a pre-filed hearing exhibit marked for identification is offered into evidence, the electronic version in the Commission's file will be used during the hearing.

3. To facilitate the presentation of exhibits electronically during the evidentiary hearing, the Commission will provide a spreadsheet identifying each pre-filed hearing exhibit as it exists in the administrative record. The spreadsheet will include hyperlinks to the filings in the administrative record.<sup>1</sup> The spreadsheet will be made available to the parties prior to the hearing and marked as a hearing exhibit. Commission staff will display pre-filed electronic filings during the hearing.<sup>2</sup>

4. All documents that will be offered into evidence must be marked for identification in compliance with Attachment A to decision No. R22-0474-I and must be filed as hearing exhibits in accordance with the requirements in that Attachment as well as this one.

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<sup>1</sup> Confidential and highly confidential exhibits will only be made available to staff of the Commission.

<sup>2</sup> Exhibits will be displayed electronically on the video-conference screen during the hearing. Should the parties have technical questions relating to the electronic presentation of exhibits, they may contact Ms. Casey Federico at [Casey.Federico@state.co.us](mailto:Casey.Federico@state.co.us).

5. Any stipulations or settlement agreements, along with any associated testimony or exhibits, shall also be filed electronically in accordance with the procedures set forth below. This includes, but is not limited to, marking, and filing them as exhibits.

6. Final versions of all previously filed hearing exhibits must be filed **on or before** the fourth business day prior to the hearing so that the spreadsheet may be timely prepared and distributed during the three business days prior to the hearing. Hyperlinks will not be included for confidential or highly confidential information. Any exhibits filed after this deadline will not be included in the spreadsheet of hyperlinked electronic exhibits.

7. After the above deadline to file final versions of exhibits, a party intending to present a document during the hearing that has not been pre-filed must: (a) pre-mark such document with a hearing exhibit number within the party's assigned exhibit number block as required by this Attachment; and (b) upload such documents into the party's designated box.com folder before presenting them during the hearing.<sup>3</sup> These requirements also apply to documents not required to be pre-filed (*e.g.*, documents which may be used solely to impeach a witness' testimony in the proceeding, or to refresh a witness' recollection).

8. The parties are responsible for ensuring that they and their witnesses have access to all pre-marked exhibits and are able to download and view documents from box.com *during the hearing*.

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<sup>3</sup> The Public Utilities Commission Administrative Hearings Section uses a web-based document sharing service, box.com to manage certain exhibits during a hearing. All parties must ensure they can access and use box.com. An email with more details will follow.

**B. Modifying, Amending, or Correcting a Previously Filed Hearing Exhibit After Deadline for Corrections.**

9. Should a party wish to modify, amend, or correct a previously identified hearing exhibit **after the earlier of the** ordered deadline for such changes or the fourth business day prior to hearing, the following procedures must be followed to upload them into the party's designated box.com folder rather than filing through the Commission's E-Filings System.

10. If the native executable electronic file format is **not** a spreadsheet, all changes should be reflected on replacement pages only in redline/strikeout format that will be: (a) marked for identification with a hearing exhibit number within the party's assigned exhibit number block with a revision number (as explained above), in accordance with this Attachment's requirements; and (b) uploaded into the party's designated box.com folder prior to using the exhibit during the hearing.<sup>4</sup> The replacement pages must also include an additional notice attachment, (*i.e.*, as a secondary document), identifying changes in each revision from the most recent previous revision.

11. If the native executable electronic file format **is** a spreadsheet (*e.g.*, .xlsx, .uos, .gsheet), all changes should be reflected **on replacement pages only** that will be: (a) marked for identification with a hearing exhibit number within the party's assigned exhibit number block with a revision number (as explained above), in accordance with the procedures in this Attachment; and (b) uploaded into the party's designated box.com folder prior to using the exhibit during the hearing. The changes do *not* need to be in redline/strikeout format. The revision pages must also include an additional notice attachment identifying changes in each revision from the most recent previous revision.

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<sup>4</sup> Filing a "clean" version is not necessary and is discouraged.