
ATTACHMENT B
ESTABLISHING HEARING PROCEDURES

A. Presentation of Exhibits Electronically During Evidentiary Hearing.

1. Because the hearing will be held remotely by video-conference, all evidence must be presented electronically. This Attachment establishes procedures for the presentation of exhibits electronically during the 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.¹ When exhibits will be first presented during the hearing, the Commission will receive them electronically from each party's folder for display.

3. 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*.

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

4. 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.

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 email with more details will follow.

5. Utilities Board of the City of Lamar (LUB) is assigned hearing exhibit numbers 100 through 199. For example, LUB should mark for identification its first hearing exhibit as “Hearing Exhibit 100.”

6. Southeast Colorado Power Association (SECA) is assigned hearing exhibit numbers 200 through 299. For example, SECA should mark for identification its first hearing exhibit as “Hearing Exhibit 200.”

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