
**ATTACHMENT B
ESTABLISHING 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. If a pre-filed hearing exhibit marked for identification is admitted into evidence, it is anticipated that the electronic copy in the Commission's file will be admitted by administrative notice, in lieu of receiving the identical paper copy (*e.g.*, the fact administratively noticed is that the copy on file is the content of the otherwise-admissible hearing exhibit).

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. The spreadsheet will be made available to the parties prior to the hearing and marked as a hearing exhibit. A Commission staff person will display pre-filed electronic filings during the hearing.¹

4. 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.

¹ Exhibits will be displayed electronically during the hearing. Should the parties have technical questions relating to the electronic presentation of exhibits, they may contact Ms. Christie Nicks at Christie.Nicks@state.co.us or Mr. Ross Smith at Ross.Smith@state.co.us.

5. Final versions of all previously-filed hearing exhibits must be filed **on or before** the fourth business day prior to the hearing,² unless otherwise ordered, 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 and will not be admitted by administrative notice.

6. After the deadline for final versions, a party intending to present a document during hearing must: (a) pre-mark such document with a hearing exhibit number within the party's assigned exhibit number block as required by Attachment; and (b) upload such document into the party's designated box.com folder before presenting them during the hearing.³ This includes document not required to be pre-filed (*e.g.*, for impeachment, to refresh recollection, or for rebuttal).

7. The parties are responsible for ensuring 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*.

8. Otherwise, the provisions addressing the filing, treatment, and presentation of exhibits contained in Decision No. R20-0394-I apply.

² A calculation of the fourth business day prior to hearing shall exclude the first day of the hearing and include each of the four business days preceding the hearing. For example, if the first day of the hearing falls on a Monday, then the fourth business day prior to hearing is Tuesday of the preceding week.

³ 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.