

STATE OF VERMONT  
PUBLIC UTILITY COMMISSION

Case No. 20-0789-INV

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Vermont Public Utility Commission orders and memoranda issued in response to COVID-19 pandemic	
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Order entered: 07/09/2020

**ORDER PROVIDING GUIDANCE FOR EXHIBIT NUMBERS**

Both the State of Vermont and the federal government have declared a state of emergency due to the outbreak of the new coronavirus known as COVID-19. The Vermont Public Utility Commission (“Commission”) recognizes the importance of helping to slow the spread of COVID-19 in Vermont.

Social distancing is one step that helps slow the spread of this virus. As a result, the Commission is holding evidentiary hearings remotely, rather than in-person.

As the Commission gains experience with remote, web-based evidentiary hearings, it has become clear that a consistent exhibit-numbering convention would help all hearing participants be sure which document is being referred to during the questioning of a witness. Therefore, the Commission is providing the following guidance on how to number exhibits, effective for new cases filed after July 31, 2020:

- Prefiled exhibits should start with an abbreviated form of the party’s name if the party is an organization (or with the party’s last name if the party is an individual), followed by a dash, followed by the sponsoring witness’s initials, followed by a dash, followed by a number. (For example, if Abigail Adams is a witness sponsoring exhibits on behalf of Green Mountain Power Corporation, the first exhibit would be labeled GMP-AA-1. If John Quincy Adams is a witness for an individual party named George Washington, the first exhibit would be labeled Washington-JQA-1.)
  - It is acceptable for the petitioner to use the abbreviation “PET” in exhibit numbers. In such a case, an exhibit would be labeled PET-ABC-5, for example.
  - If a party is an individual and the individual is also that party’s only witness (or in those rare circumstances in which ePUC does not require that an exhibit be

- sponsored by a witness), the exhibit number does not need to include a witness's initials (e.g., Smith-1, Miller-3).
- If two parties are individuals with the same last name, enough of each party's first name should be used in the exhibit number that it can be readily understood which party is sponsoring the exhibit.
  - If two witnesses for the same party have the same initials, enough of each witness's name should be used in the exhibit number that it can be readily understood which witness is sponsoring the exhibit.
  - The numbers for each witness should start with one and increase sequentially.
  - If a document is so large that it needs to be broken into parts in order to be uploaded into ePUC, the exhibit number should be followed by the "part number" in parentheses (e.g., PET-ABC-5 (part 1)).
  - If the exhibit is redacted, the exhibit number should be followed by the word "redacted" in parentheses (e.g., PET-ABC-3 (redacted)).
  - If the exhibit is confidential, the exhibit number should be followed by the word "confidential" or the abbreviation "conf." in parentheses (e.g., PET-ABC-3 (conf.)).
  - If an exhibit is broken into parts and is redacted or confidential, the part number should be listed before the redacted/confidential designation.
- Cross exhibits should start with the same abbreviated form of the party's name if the party is an organization (or the same version of the party's last name if the party is an individual), followed by a dash, followed by the word "Cross," followed by a dash, followed by a number (e.g., DPS-Cross-1, Smith-Cross-3, or PET-Cross-2).
    - The numbers for each party's cross exhibits should start with one and increase sequentially, regardless of which witness is being cross-examined with them. (For example, GMP-Cross-1 and GMP-Cross-2 are used to cross-examine witness A, then GMP-Cross-3 and GMP-Cross-4 are used to cross-examine witness B.)
    - Cross exhibits that must be broken into parts to be uploaded into ePUC or are redacted or confidential should use the same words in parentheses as prefiled exhibits.

The Commission recognizes that different numbering conventions may have been used in cases that are currently pending before the Commission. In those cases, it is acceptable to continue the existing numbering conventions after July 31, 2020, as long as each exhibit has a unique number. (For example, there should not be two documents numbered simply “Exhibit 1.”) It is also acceptable for future filings in pending cases to use the numbering convention described above.

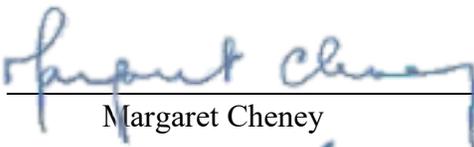
Similarly, because a significant amount of work could be required to change exhibit numbers and references to those exhibit numbers in prefiled testimony in cases that are about to be filed with the Commission, it is acceptable to use different numbering conventions for cases filed through July 31, 2020.

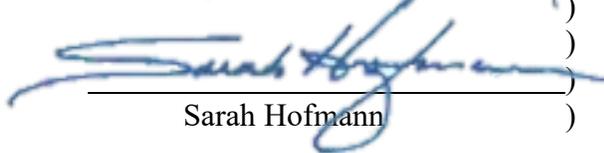
Cases filed after July 31, 2020, should use the exhibit-numbering convention described in this order until further notice.

**SO ORDERED.**

Dated at Montpelier, Vermont, this 9th day of July, 2020.

  
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 Anthony Z. Roisman ) PUBLIC UTILITY

  
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 Margaret Cheney ) COMMISSION

  
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 Sarah Hofmann ) OF VERMONT

OFFICE OF THE CLERK

Filed: July 9, 2020

Attest:   
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 Deputy Clerk of the Commission

*Notice to Readers: This decision is subject to revision of technical errors. Readers are requested to notify the Clerk of the Commission (by e-mail, telephone, or in writing) of any apparent errors, in order that any necessary corrections may be made. (E-mail address: [puc.clerk@vermont.gov](mailto:puc.clerk@vermont.gov))*