

## BEFORE THE FLORIDA PUBLIC SERVICE COMMISSION

In Re: Petition for a rate	)	DOCKET NO. 910778-GU
increase by West Florida Natural	)	ORDER NO. 25554
Gas Company.	)	ISSUED: 12/31/91
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ORDER ON PREHEARING PROCEDURE

Pursuant to the provisions of Rule 25-22.038, Florida Administrative Code, all parties and Staff are hereby required to file with the Director of Records and Reporting a prehearing statement on or before March 20, 1992. Each prehearing statement shall set forth the following:

- (a) all known witnesses that may be called and the subject matter of their testimony;
- (b) all known exhibits, their contents, and whether they may be identified on a composite basis and the witness sponsoring each;
- (c) a statement of basic position in the proceeding;
- (d) a statement of each question of fact the party considers at issue and which of the party's witnesses will address the issue;
- (e) a statement of each question of law the party considers at issue;
- (f) a statement of each policy question the party considers at issue and which of the party's witnesses will address the issue;
- (g) a statement of the party's position on each issue identified pursuant to paragraphs (d), (e) and (f) and the appropriate witness;
- (h) a statement of issues that have been stipulated to by the parties;
- (i) a statement of all pending motions or other matters the party seeks action upon; and
- (j) a statement as to any requirement set forth in this Order that cannot be complied with, and the reasons therefore.

DOCUMENT NUMBER-DATE

12738 DEC 31 1991

FPSC-RECORDS/REPORTING

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The original and fifteen copies of each prehearing statement must be received by the Director of Records and Reporting, 101 East Gaines Street, Tallahassee, Florida 32399-0870, by the close of business on March 20, 1992. Failure of a party to timely file a prehearing statement shall be a waiver of any issues not raised by other parties or by the Commission Staff. In addition, such failure shall preclude the party from presenting testimony in favor of his or her position on such omitted issues. Copies of prehearing statements shall also be served on all parties. Prehearing statements shall substantially conform to the Florida Rules of Civil Procedure requirements as to form, signatures, and certifications.

Each party is required to prefile all exhibits and all direct testimony it intends to sponsor in written form. Prefiled testimony shall be typed on standard 8 1/2 x 11 inch transcript quality paper, double spaced, with 25 numbered lines, in question and answer format, with a sufficient left margin to allow for binding. An original and fifteen copies of each witness's prefiled testimony and each exhibit must be received by the Director of Records and Reporting, 101 East Gaines Street, Tallahassee, Florida 32399-0870, by the close of business on the due date. Failure of a party to timely prefile exhibits and testimony from any witness in accordance with the foregoing requirements may bar admission of such exhibits and testimony. Copies of all prefiled testimony shall also be served by the sponsoring party on all other parties.

Along with filing fifteen copies of all pleadings, each party must also supply a copy of certain pleadings on computer diskette to the Division of Legal Services, Room 226, Fletcher Building, 101 East Gaines Street, Tallahassee, Florida 32399-0863, formatted to the specifications of WordPerfect, version 5.1. The pleadings needed on diskette are the prehearing statement, the briefs, and any requests for confidentiality. The Legal Division's WordPerfect 5.1 program is set up with the following parameters:

- 1.) Courier 10 pitch type-face
- 2.) Tabs are set at 1.5", 2.5", 4.25" and 5.5", and
- 3.) 3 and 1/2" high density diskette.

A final prehearing conference will be held on March 23, 1992, in Tallahassee. The conditions of Rule 25-22.038(5)(b), Florida Administrative Code, will be met in this case and the following shall apply:

Any party who fails to attend the final prehearing conference, unless excused by the prehearing officer, will have waived all issues and positions

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raised in his or her prehearing statement.

Any issue not raised by a party prior to the issuance of the prehearing order shall be waived by that party, except for good cause shown. A party seeking to raise a new issue after the issuance of the prehearing order shall demonstrate that: he or she was unable to identify the issue because of the complexity of the matter; discovery or other prehearing procedures were not adequate to fully develop the issues; due diligence was exercised to obtain facts touching on the issue; information obtained subsequent to the issuance of the prehearing order was not previously available to enable the party to identify the issue; and introduction of the issue could not be to the prejudice or surprise of any party. Specific reference shall be made to the information received, and how it enabled the party to identify the issue.

Unless a matter is not at issue for that party, each party shall diligently endeavor in good faith to take a position on each issue prior to issuance of the prehearing order. When a party is unable to take a position on an issue, he or she shall bring that fact to the attention of the prehearing officer. If the prehearing officer finds that the party has acted diligently and in good faith to take a position, and further finds that the party's failure to take a position will not prejudice other parties or confuse the proceeding, the party may maintain "no position at this time" prior to hearing and thereafter identify his or her position in a post-hearing statement of issues. In the absence of such a finding by the prehearing officer, the party shall have waived the entire issue. When an issue and position have been properly identified, any party may adopt that issue and position in his or her post-hearing statement.

To facilitate the management of documents in this docket, parties and Commission Staff shall submit an exhibit list with their respective prehearing statements. Exhibits will be numbered at the Prehearing Conference. Each exhibit submitted shall have the following in the upper right-hand corner: the docket number, the witness' name, the word "Exhibit" followed by a blank line for the Exhibit Number, and the title of the exhibit.

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An example of the typical exhibit identification format is as follows:

Docket No. 870675-TL  
J. Doe Exhibit No. \_\_\_\_\_  
Cost Studies for Minutes Of Use by Time of Day

The following dates have been established to govern the key activities of this proceeding in order to maintain an orderly procedure:

1. February 5, 1992 - Service Hearing in Panama City
2. February 12, 1992 - Service Hearing in Ocala
3. March 2, 1992 - Staff/Intervenor's Testimony to be filed
4. March 9, 1992 - Rebuttal Testimony to be filed
5. March 13, 1992 - Last Day to Issue Interrogatories or to Request Production of Documents
6. March 20, 1992 - Prehearing Statements to be filed
7. March 30, 1992 - Pre-prehearing Conference
8. April 1, 1992 - Prehearing Conference
9. April 20, 1992 - All Discovery shall be completed
10. April 27, 1992 - Hearing to be held
11. May 15, 1992 - Briefs Due

#### DISCOVERY PROCEDURES

The hearing in this docket is presently set for April 27, 1992. Unless authorized by the Prehearing Officer for good cause shown, all discovery shall be complete by April 20, 1992. No interrogatories nor requests for production of documents shall be served after March 13, 1992.

To facilitate identification, all interrogatories, requests for admissions, and requests for production of documents shall be numbered consecutively. Each set of discovery requests shall be

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numbered sequentially from any previous set. Unless authorized by the prehearing officer, the following limitations shall apply, which include all subparts:

Interrogatories	100
Requests for Production of Documents	75

By ORDER of Susan F. Clark, Commissioner and Prehearing Officer, this 31st day of DECEMBER, 1991.

  
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SUSAN F. CLARK, Commissioner and  
Prehearing Officer

( S E A L )

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