

Case Center Information for PSC Hearings

- 1) **Hearing Invitation** -- One designated person per party will be sent a Hearing Invite via email with permissions for upload authority into the party's bundle section "My Documents." That designated person will have authority to invite others in their organization and control the level of access given to those invitees. Please advise the PSC lead attorney who you would like to designate for the Hearing Invite.
- 2) **Party Bundle** – Each party will have its own Party Bundle that is not viewable by other parties, where private work papers can be uploaded.
- 3) **All Exhibits** – All exhibits should leave a top margin of not less than one inch for stamping purposes. Any attachment(s) to an exhibit must be filed as separate electronic file(s); exhibits with attachments will not be accepted. Each exhibit shall be saved in a distinct and separate electronic file; the parties shall not provide multiple exhibits combined into a single file.
- 4) **Cross Exhibits** – All non-confidential exhibits which were not pre-filed must be provided to the Commission Office of the General Counsel on either USB flash drives or CDs, or filed electronically to discovery-gcl@psc.state.fl.us no later than seven days prior to the first day of hearing or as stated in the docket's procedural order. The parties must provide an electronic, redacted, non-confidential version of each confidential cross-examination exhibit. The parties shall ensure that any confidential information is redacted from the non-confidential exhibits before they are provided to the Commission. Please include the docket number in the subject line of your email.

No Cover Pages for Cross Exhibits – No cover pages are required; however, as with all exhibits a **top margin of not less than one inch is required for stamping of exhibits.**

Cross Exhibits Nomenclature – Please name your cross examination documents with your party's acronym and sequential numbering as follows:

PGS-1 – short document title, PGS-2 – short document title, etc.

OPC-1 – short document title, OPC-2 – short document title, etc.

- 5) **Comprehensive Exhibit List** – The Comprehensive Exhibit List (CEL) will contain all filed exhibits, including cross exhibits, and assign an exhibit number to identify each exhibit.
- 6) **Drop-down Screen for Exhibit Display** – The drop down screen at the front of the hearing room will display exhibits as directed by parties during examination of witnesses. The PSC Clerk will navigate exhibits on the drop-down screen.
- 7) **Directing to Pages on an Exhibit** – The party attorney may send page directions out to all participants while examining a witness, OR the party attorney may instruct the Clerk to send out the page direction on their behalf by specifying the Case Center page number of the exhibit.
- 8) **PSC Contact for Case Center Questions** – Please call Nancy Harrison in the General Counsel's Office at (850)413-6092 or email nharriso@psc.state.fl.us.