

**BEFORE THE PUBLIC UTILITY COMMISSION
OF OREGON**

UE 374

In the Matter of

PACIFICORP, dba PACIFIC POWER

Request for a General Rate Revision.

MEMORANDUM REGARDING
REMOTE HEARING PROCEDURES
AND FILING REQUIREMENTS

The Commission will conduct evidentiary hearings in this proceeding on September 9 and 10, 2020 via Zoom. The Commission will use only the audio and video functionality of Zoom. Other functions such as text chat, screen sharing, etc., will be disabled for the hearing. A court reporter will provide an official transcript of the proceeding. Any recording of the hearing, either video or audio, is prohibited. The official transcript will be available from the court reporter after the hearing. In the event of an issue with the Zoom platform, we will conduct the hearing via teleconference.

For purposes of this hearing, active participants include testifying witnesses, their counsel, and cross examining counsel. Active participants will be provided with registration information prior to the hearing. In order to send out registration information, parties must submit a list designating the individuals who will be active participants (both witnesses and counsel for each witness) by August 31, 2020. While each witness is testifying, the witness, their designated counsel, and cross-examining counsel should plan to be visible via video. We anticipate providing a view-only option for anyone who wishes to observe the hearing

If you will be an active participant in these proceedings, please see the attached participant instructions and recommendations to set up and test Zoom prior to the hearing. We will be unable to provide tech support. All parties should be prepared to trouble shoot and work the Zoom tools themselves. Please ensure that you are familiar with how to mute and unmute yourself, and enable and disable video prior to the hearing.

We anticipate conducting a practice Zoom session for all parties the week of August 24, 2020. This will also be an opportunity to address any logistical or technical issues. I encourage all individuals who will be active participants to attend.

Under the procedural schedule, pre-hearing briefs, cross-examination statements, and exhibits are due on August 31, 2020. Cross-examination statements must include the estimated time and subject matter for each witness a party intends to question, as well as designate the counsel who will be asking questions for each witness. I request that each party designate one counsel for any given witness to the extent possible. In their cross

examination statements, parties must also separately identify the estimated time and subject matter for cross examination regarding confidential materials. A schedule for evidentiary hearings will be issued the week of August 31, 2020.

All exhibits must be pre-marked as indicated in OAR 860-001-0480. If you have voluminous exhibits, make arrangements with the assigned support staffer to submit these exhibits. Additionally, to minimize technical issues, any party intending to offer any exhibits or rely on any other documents for reference during the hearing must provide those documents in pdf format to all parties, the assigned ALJ, and the assigned support staffer, on August 31, 2020. For any voluminous documents or exhibits to be referenced at the hearing, provide only the pages needed for reference at the hearing. Parties need not provide documents if they are subject to a protective order, but must instead identify any such documents (including page numbers) with specificity.

For security reasons, any cross examination regarding confidential materials will be conducted via teleconference. Based on the estimates in the parties' cross-examination statements, the schedule for evidentiary hearings will reserve time at the end of each day to go on a closed record. To prevent technical issues, we will be unable to switch back and forth between an open and closed record during the course of the day. Counsel should prepare to hold all questions regarding confidential materials to the end of the day. In order to access the confidential teleconference, an individual must be qualified under the applicable protective order and must provide the telephone number they will be calling in from by August 31, 2020.

Finally, due to the number of parties and limited time reserved for hearings, any procedural matters should be raised in advance of the hearing in writing so there are no delays to the start of testimony at the hearing.

Dated this 10th day of August, 2020, at Salem, Oregon.



Alison Lackey
Administrative Law Judge

Zoom Instructions and Tips

Set up a Zoom account and install Zoom Client for Meetings:

1. If you do not already have a Zoom account, set one up at <https://zoom.us>. A paid Zoom account is not necessary for any interaction with the Commission.
2. Log into <https://zoom.us/profile> and set your name, phone and email. Including a photo will help identify you when connecting.
3. Install the latest Zoom Client for Meetings at <https://zoom.us/download>. Although Zoom can be used in a browser, it is not suitable for participating with the Commission. The Zoom Client is required to ensure the best functionality.

Test the system prior to the date of the hearing using the following steps:

1. Connect your device to power. Avoid using a mobile device if possible. Although tablets and smartphones can be used, they are very limited, and the performance may be inferior.
2. Make sure your internet connection is good:
<https://www.pcworld.com/article/2048594/how-to-test-your-home-internet-speed.html>
3. Test your video. Ensure that you know how to turn your video camera on and off.
4. Test your audio. Ensure that you know how to mute and unmute yourself.
5. Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.).
6. Run a quick test to connect with another Zoom user, or use the Zoom test:
<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

During the hearing, please:

1. Mute your phone, and mute all sounds from all other applications (email notifications, chat messaging, etc.).
2. Avoid using battery power only. Plug into a good power source while using Zoom.
3. Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.
4. Avoid distracting real or virtual backgrounds.
5. Avoid poor camera positioning. Try to frame yourself so you take up most the screen, at eye level.
6. Avoid running any unnecessary applications besides Zoom, to conserve your computer's processing power and networking.