

BEFORE THE WASHINGTON UTILITIES AND TRANSPORTATION  
COMMISSION

WASHINGTON UTILITIES AND	)	
TRANSPORTATION COMMISSION,	)	DOCKET NO. UW-010961
	)	
Complainant,	)	
	)	
v.	)	SECOND SUPPLEMENTAL
	)	ORDER
AMERICAN WATER RESOURCES, INC.,	)	
	)	PREHEARING CONFERENCE
Respondent.	)	ORDER
.....	)	

1     **Proceeding:** Docket No. UW-010961 is a request by American Water Resources, Inc., for certain tariff revisions designed to effect a general rate increase in its rates for water services in this state. The total effect of the requested tariff revisions is an increase of approximately \$227,647 (27.5%) annually

2     **Conference:** The Commission convened a prehearing conference in this docket at Olympia, Washington, on October 15, 2001, before Administrative Law Judge C. Robert Wallis.

3     **Appearances.** American Water Resources, by Richard Finnigan, attorney, Olympia; and Commission Staff, by Mary Tennyson, Assistant Attorney General, Olympia.

4     **Protective order.** The parties asked the Commission to enter a protective order in this docket pursuant to RCW 34.05.446 and RCW 80.04.095, to protect the confidentiality of proprietary information. The request was granted, and a protective order has been entered.

5     **Discovery.** Parties desire to engage in discovery of information in the proceeding. The proceeding qualifies under WAC 480-09-480 as a proceeding in which inquiries may be made to the extent provided in the rule. The discovery rule is invoked.

6     **Hearing schedule.** The parties agreed upon the following schedule for the proceeding.

Company files direct evidence:	November 15, 2001
Commission Staff files evidence	December 17, 2001
Company rebuttal	January 18, 2002
Prehearing conference to mark exhibits and resolve objections and process issues (if needed)	February 1, 2002
Hearing begins (two days anticipated)	February 4, 2002
Hearing(s) for members of the public	To be determined
Simultaneous Briefs	February 26, 2002

7 **Document preparation and process issues.** Parties must file twelve (12) copies of each document filed with the Commission. Appendix A states relevant Commission rules and other directions for the preparation and submission of evidence and for other process in this docket. Parties will be expected to comply with these provisions.

8 **Alternate dispute resolution.** The Company and Commission Staff asked the Commission to appoint an administrative law judge to assist the parties in pursuing possible settlement of the issues in this matter. The Commission has designated Administrative Law Judge Karen Caille to perform that function and has asked her to schedule discussions. **Please note:** the Commission asks the parties to provide a status report on settlement discussions to the Commission no later than November 30, 2001.

Dated at Olympia, Washington, and effective this 18th day of October, 2001.

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION

C. ROBERT WALLIS  
Administrative Law Judge

**NOTICE TO PARTIES:** Any objection to the provisions of this Order must be filed within ten (10) days after the date of mailing of this statement, pursuant to WAC 480-09-460(2). Absent such objections, this prehearing conference order will control further proceedings in this matter, subject to Commission review.

## Appendix A

### I. Requirements for ALL paper copies of testimony, exhibits, and briefs

The following requirements are restated from and clarify the Commission's rules relating to adjudications.

A. All paper copies of briefs, prefiled testimony, and original text in exhibits must be

- On 8-1/2x11 paper, punched for insertion in a 3-ring binder,
- Punched with **OVERSIZED HOLES** to allow easy handling.
- Double-spaced
- 12-point or larger text and footnotes, Times New Roman or equivalent serif font.
- Minimum one-inch margins from all edges.

Other exhibit materials need not be double-spaced or 12-point type, but must be printed or copied for optimum legibility.

B. All electronic and paper copies must be

- **SEQUENTIALLY NUMBERED** (all pages). **THIS INCLUDES EXHIBITS**. It is not reasonable to expect other counsel or the bench to keep track of where we are among several hundred (or sometimes even just several) unnumbered pages.
- **DATED ON THE FIRST PAGE OF EACH ITEM** and on the label of every diskette. If the item is a revision of a document previously submitted, it must be clearly labeled (**REVISED**), with the same title, and with the date it is filed clearly shown. Electronic files must be designated **R** for revision, when applicable, with an ordinal number showing the revision number.

### II. Identifying exhibit numbers; Exhibits on cross examination.

A. **Identifying exhibits**. It is essential to mark documents so you, opposing counsel, and the Commission can find them. We ask you to comply with this clarification of prior practice, based on recent experience:

- **Use the witness's initials and add an ordinal number for each exhibit.** Identify testimony with a T and confidential exhibits with a C. Example: Witness Jane Quintessentia Public. Her original testimony would be JQP-1T or JQP-1TC, her first attached exhibit would be JQP-2, etc. NEVER identify the attachments merely with a single ordinal number, as that will provide the maximum confusion to everyone, including your witness.

B. Prepare a list of your exhibits with their title and (JQP) designation in digital form and in a format specified by the Commission. Send it to the presiding officer before the appropriate prehearing conference. That will simplify identification and ease administrative burdens.

**NOTE: Be prepared to submit all of your possible exhibits on cross examination several days prior to the hearing.** We will attempt to schedule a prehearing conference to deal with the exhibits as close as possible to the hearing itself, but we have administrative needs that require prefiling.