

INSTRUCTIONS REGARDING EXHIBITS

Numbering Exhibits

Prenumber and premark exhibits sequentially as close as practical to the lower right-hand corner of the first page of the exhibit. Number the exhibits in sequence using the following initial:

P	Petitioner (<i>e.g.</i> , P-1, P-2)
C	Complainant (<i>e.g.</i> , C-1, C-2)
R	Respondent (<i>e.g.</i> , R-1, R-2)
I	Intervenor or Incumbent (<i>e.g.</i> , I-1, I-2)
J	Joint (<i>e.g.</i> , J-1, J-2)
B	Board (<i>e.g.</i> , B-1, B-2)
A	Appellant (<i>e.g.</i> , A-1, A-2)

To avoid duplication, the parties' representatives are to confer with each other prior to hearing regarding the exhibits that each intends to offer.

For multi-page exhibits, please number each page and specify on the exhibit list the number of pages in each exhibit.

Four Copies of Exhibits to be Provided at Hearing

Each party shall provide two copies to the Board (one for the ALJ to use at hearing and an official copy for the witness). A third copy is to be provided to the opposing party's representative. The party offering an exhibit retains the fourth copy.

Exhibit List

Prior to the beginning of the hearing, the parties shall provide an exhibit list to the ALJ and the opposing party's representative on the form provided or in a similar format.

Protecting Confidential Information

Portions of any exhibits that include a person's name in combination with any of the following should be redacted: social security number; driver's license or state identification card number; passport number or other United States issued identification number; or financial account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to a consumer's financial account. ORS 646A.600 et seq.