

Preliminary Matters Checklist (Stage Two)

<p>This document provides a checklist of actions and decisions that need to be completed during the preliminary matters stage before the matter can proceed to a full Hearing on the Merits.</p> <p>The items in this checklist must be completed before the preliminary matters process can be concluded.</p>	
<p><input type="checkbox"/> Item 1 Submission of Motions and Request for Subpoenas (Parties)</p> <p>See pages 18-20 of the Guidebook</p>	<p>Parties must follow the timeline and process set by the Commission for the parties to submit motions.</p> <p>The timeline and process should have been decided at the Commission Meeting in which the Assigned Commissioner was appointed.</p>
<p><input type="checkbox"/> Item 2 Review of Motions (Assigned Commissioner)</p> <p>See pages 21 of the Guidebook</p>	<p>After receiving the motions, the Assigned Commissioner should decide on how to proceed with resolving each request. The Assigned Commissioner may consider arguments presented in the parties’ motions and arguments presented at a conference, if the Assigned Commissioner decides to hold one.</p> <p>The Assigned Commissioner should resolve all preliminary matters in the most fair and efficient way to allow the matter to be effectively resolved at a full hearing on the merits.</p>
<p><input type="checkbox"/> Item 3 Determination of Preliminary Matters (Assigned Commissioner)</p> <p>See page 21 of the Guidebook</p>	<p>The Assigned Commissioner should deliver to the Commission and all parties any actual determinations made at the conclusion of the preliminary matters. Options include:</p> <ul style="list-style-type: none"> • Written Determination delivered to the full Commission and all parties via email (Recommended) • Verbal Determination delivered to the full Commission and all parties at the next regularly scheduled Commission meeting
<p><input type="checkbox"/> Item 4 Review of any Determination on Preliminary Matters (Full Commission)</p> <p>See page 22 of the Guidebook</p>	<p>The Commission may review the Assigned Commissioner’s Determination on Preliminary Matters upon request by either party.</p> <p>Parties must follow the process for requesting review by the Commissioners as set by the Commission at the Commission Meeting in which the Assigned Commissioner was appointed.</p>