

## **Steps in a Public Hearing**

**After it has been determined by the Administrative Law Judge (ALJ) and the Public Hearing Officer (PHO), either by themselves or at the request from the parties of the case to conduct public hearings the following steps are taken:**

- **Select sites in the service territory (towns or cities that have a broad base of customers)**
- **The PHO secures the sites. (usually using a city council chambers or a school)**
- **Most public hearings are conducted nights starting at 7:00 p.m.**
- **The PHO notifies the ALJ, staff assigned to the case, the chief clerks office (they will notify all parties to the case and arrange for a court reporter for the evening of the event) and the Public Affairs office (they will notify the print, radio and television stations in the area)**

**On the appointed night the PHO and a member from the public affairs office conduct the hearing. A sign-up sheet is made available for anyone that would like to speak. The PHO starts the hearing with a brief statement about the public hearing's rules. The company involved gives a five to ten minute explanation as to what they are requesting from the ICC and then the public is allowed to give statements. There are no question and answers during the formal proceeding where the court reporter is transcribing the statements. After all statements are made the PHO closes the record, excuses the court reporter, and conducts an off the record question and answer period. We have had anywhere from nobody show up for a public hearing to having hundreds attend.**

**The court reporter makes the record and it is presented to the chief clerk and the chief clerk's office makes the record available to the chairmen and commissioners, the ALJ, the staff, parties to the case and it is available online.**