

## **I. EXHIBITS**

This applies to documents tendered to the record during a hearing. This does not apply to prefiled testimony.

- Clean Copies
- Single Sided
- Stapled, or if the exhibit is too thick to staple, it is preferred that it be bound in a binder. Please avoid using paper clips, rubber bands, or binder clips.
- All confidential exhibits MUST be on green paper.
- Exhibits will be officially marked by the Reporters sequentially with numbers. Attachments will not be marked separately by the Reporters.

## **II. APPEALS OF IURC ORDERS**

- Please provide either by email or U.S. mail a Court of Appeals' "Filed " marked copy of the Notice of Appeal to Lynda Ruble on the SAME DAY it is filed at the Court of Appeals.
- If this notice is provided by email, please email both Lynda Ruble at [lruble@urc.in.gov](mailto:lruble@urc.in.gov) and Amy Tokash at [atokash@urc.in.gov](mailto:atokash@urc.in.gov). If notice is provided by U.S. mail, only one copy needs to be mailed to the attention of Lynda Ruble.

## **III. TRANSCRIPT REQUESTS**

- Transcript requests via email should be sent to BOTH Lynda Ruble and Amy Tokash at the email addresses listed above.
- Transcript requests via telephone: If you do not talk to either Lynda Ruble (317-232-2731) or Amy Tokash (317-232-2732), a message should be left at both numbers.