

The matters of application shall be set forth in paragraphs consecutively numbered.

If the matter of the application relates to the doing or failure to do a specific work, a plan or drawing, with sufficient detail to illustrate what is referred to, shall accompany the application.

If any statute is invoked, reference to the statute and section shall be given.

The redress desired shall be stated as a conclusion.

The application shall be signed by the party, or his attorney, whose address must be given.

All applications on being received by the Secretary, will be numbered by him, and thereafter all documents referring to any application must be numbered accordingly.

A copy for each party complained of shall be sent to the Secretary with each application.

7. Answers will, in so far as applicable, be governed by the rules regarding applications, and in addition:

Admit or deny each statement of fact in the application, and, if denied, state what are alleged to be the correct facts.

8. Rejoinders may be made where new facts are to be stated, and shall conform to the above rules, so far as applicable.

9. The Secretary shall communicate all applications to the party complained of by either delivering the copy to him or by mailing it to his address, registered, with a notice that he must file an answer thereto, with the secretary, within eight days from its mailing or delivery.

10. Answers and other pleadings must be accompanied by a certificate of service upon the opposite party or his attorney, and be filed within eight days of the mailing or delivery of the document to which they relate.

11. The Commission or President may extend the above delays or allow amendments to any pleading, at any time under such conditions as may be fixed.

12. Application for permission to do anything under authority of the Commission shall, in so far as applicable, conform to the above rules, shall clearly set forth all matters deemed pertinent and the specific permission requested.

13. Applicants will supply the Commission such data and other information as it may require, in the form and manner prescribed in each case, of which the applicant will be notified.

14. The Commission may require that any application be supported by the affidavit of the applicant, or some officer of the applicant, if a corporation, or of any person having knowledge of the facts.

15. Before proceeding with the final hearing and determination of any matter in dispute, the Commission may require the appearance of

the parties at a preliminary hearing in order to limit the issue and fix the facts as nearly as possible.

#### EXHIBITS

16. All plans, drawings or documents proper for the understanding of any pleading, shall be produced with it.

17. Each party shall produce within a delay of one clear day, after notice to that effect shall have been served upon such party, all documents, books or plans referred to in any pleading filed by such party for the inspection of the opposite party or that of its solicitor and to make copies and extracts therefrom, under penalty of being deprived of the right to use such document, book or plan without special permission of the Commission.

18. Either party may require the other to produce any book, plan or document for use in evidence at the hearing of any case, provided one clear day's notice be given in writing.

#### APPEARANCES

19. Any party may appear and plead in person, or if a corporation, by its president, vice-president, manager, secretary or engineer, or by attorney.

#### NOTICES

20. Notice of hearing shall be given by the Secretary by mail, registered, or delivery to all parties concerned, at least six clear days in advance of such hearing.

21. All applications will be noted by the Secretary in the order in which they are received, and thus set down for hearing in a list which he shall keep for the purpose.

#### WITNESSES

22. Orders for the appearance of witnesses may be obtained from the Secretary, and shall be served by a bailiff at the diligence of the party calling the witness at least twelve hours before the hearing, with an additional twelve hours for each fifty miles the witness may require to travel to reach the place of sitting.

23. In the case of a witness not residing within the municipal limits of the place of hearing, the Secretary may require a deposit to cover the reasonable travelling and maintenance expenses of the witness. He will note the amount of the deposit upon the order and copy to be served upon the witness.