

3. A request for a change of the scheduled hearing date must be submitted in writing no later than five (5) days prior to the hearing. 52 Pa. Code § 1.15(b). The requesting party must contact the other party to determine whether there is agreement to the change prior to contacting the presiding officer. Requests for changes of initial hearings must be sent to me with copies to all parties of record. The correct address is: Administrative Law Judge Susan D. Colwell, Office of Administrative Law Judge, P.O. Box 3265, Harrisburg PA 17105-3265. *Changes are granted only in rare situations where sufficient cause exists.*

5. **YOU MAY LOSE THIS CASE IF YOU DO NOT TAKE PART IN THIS HEARING AND PRESENT EVIDENCE ON THE ISSUES RAISED.**

6. This hearing is a formal proceeding and will be conducted in accordance with the Commission's rules of practice and procedure. 52 Pa. Code Chapters 1, 3 and 5.

7. **Commission policy is to encourage settlements. 52 Pa. Code § 5.231(a). Because it appears that this Complaint could be satisfied, you are encouraged to discuss informally between yourselves the possible settlement of this case as soon as possible but no later than at least one week before the hearing. If you are unable to settle this case, you may still resolve as many questions or issues as possible during your informal discussion.**

8. If you intend to subpoena witnesses for the hearing, you should review the procedures established in 52 Pa. Code § 5.421. You must submit your written application to me sufficiently in advance of the hearing date so that the other parties will have the required ten (10) days' notice to answer or object, and so you will have enough time to receive the subpoena and serve it.

9. Complainant bears the burden of proving her allegations and must do so with testimony and/or documentary evidence.

10. **COMPLAINANT IS RESPONSIBLE FOR PAYMENT OF BILLS FOR USAGE INCURRED PENDING THE RESOLUTION OF THIS COMPLAINT.**

11. Utility must prepare and submit a copy of customer's account for three years or the life of the account, whichever is longer, as well as a report of customer contacts during that time.

Dated: December 12, 2005



SUSAN D. COLWELL
Administrative Law Judge

C-20054968 SHEILA MCCOLLUM v. EQUITABLE GAS COMPANY

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