



Guidance for Online Cost Claim Activities

Cost claims at the OEB are filed through a secure online portal. If you are a new intervenor, you must ensure you have your own log-on credentials, and your support staff who handles cost claims must have their own.

Information on registering for portal access, as well as contact information, training guides, and walk-through videos are available on the [Intervenor Information](#) and [Filing Systems](#) pages of the OEB's website.

Please review the guide when you prepare your claim to ensure you allocate your costs to the appropriate activity.

Category	Activity	Guidance
Discovery	Read and Research Application and Evidence	The number of hours spent reading and researching the submitted application and evidence. If you develop interrogatories while reviewing the application and evidence, report such hours under the 'Preparation of Interrogatories' category.
	Preparation of Interrogatories	The number of hours spent reviewing the application and evidence to prepare interrogatories on the application and evidence as well as any evidentiary updates, supplemental rounds of discovery, and expert evidence.
	Review Interrogatory Responses	The number of hours spent reviewing responses to interrogatories for technical conferences, settlement conferences, or submissions. If you develop technical/settlement conference questions while reviewing interrogatory responses, you may divide the hours equally between the respective categories and identify that in your cover letter.
	Technical Conference Preparation	The number of hours spent preparing to attend the technical conference (e.g., drafting questions to ask). If you develop technical conference questions while reviewing interrogatory responses, you may divide the hours equally between the respective categories and identify that in your cover letter.
	Technical Conference Attendance	The number of hours spent in attendance at a technical conference.

Category	Activity	Guidance
	Technical Conference Follow-up	The number of hours spent reviewing undertakings or any other evidence filed in response to requests/discussions at the technical conference.
Procedural	Preparation of Issues List Submission	The number of hours spent preparing submissions on the issues list and any hours spent preparing a list of issues, not including those on the standard issues list. If issues are noted during the initial review of the application, apply some of those hours to this category. If applicable, include the number of hours spent preparing submissions on refusals and/or preparing to attend a refusals hearing (e.g., drafting verbal argument for why a response should not be refused).
	Attendance at Issues List Conference	The number of hours spent in attendance at an issues conference. If applicable, this can also include attendance at a refusals hearing.
	Preparation for a confidentiality request	The number of hours spent reviewing a confidentiality request. Or, if expert evidence requires confidential treatment when filing, report the number of hours required to prepare your confidentiality request in this category.
	Prepare submissions on confidentiality	The number of hours spent preparing submissions on a confidentiality request.
	Preparation of Motion(s) materials	The number of hours spent preparing materials for a motion(s) (e.g., drafting a motion). If applicable, this also includes the number of hours spent preparing materials for a hearing on motion(s).
	Prepare submissions on the Motion(s)	The number of hours spent preparing submissions on the motion(s) or preparing a reply submission on the motion(s).
	Attendance at hearing on Motion(s)	The number of hours spent in attendance at a hearing on motion(s).
	Review procedural documents	The number of hours spent reviewing other procedural documents where the OEB is soliciting comment, such as P.O. No. 1, letters of correspondence, OEB staff submission on settlement conference, confidentiality decisions, interlocutory motion decisions, blue page updates, and submissions on rate orders.
Intervenor Evidence	Preparation of Intervenor Evidence	The number of hours spent preparing/coordinating your expert evidence to be filed.

Category	Activity	Guidance
	Interrogatory Responses	The number of hours spent preparing interrogatory responses to questions on your expert evidence.
	Preparation of Witness(es) for Attendance at Hearing	The number of hours spent preparing your expert witness(es) for their attendance at an oral hearing.
Settlement Conference	Preparation for Settlement Conference	The number of hours spent preparing for the settlement conference (e.g., drafting of positions, seeking clarification of questions from the applicant). This includes any hours spent in communication with your client regarding positions to take in settlement. If you develop settlement conference questions while reviewing interrogatory responses, you may divide the hours equally between the respective categories and identify that in your cover letter.
	Attendance at Settlement Conference	The number of hours spent in attendance at the settlement conference.
	Preparation of Settlement Proposal	The number of hours spent reviewing and providing edits and/or comments on the settlement proposal.
	Attendance at Presentation to Panel	The number of hours spent in attendance at a settlement presentation to the Panel.
	Written Submissions	The number of hours spent preparing a final written argument for the proceeding.
Oral Argument	Preparation for Oral Hearing	The number of hours spent preparing for the oral hearing (e.g., preparing cross-examination, compendium development).
	Attendance at Oral Hearing	The number of hours spent in attendance at an oral hearing.
	Oral Submissions	The number of hours spent preparing oral submissions.
	Attendance at Oral Submissions	The number of hours spent attending and/or presenting oral submissions.
Decision	Review Decision	The number of hours spent reviewing the final decision and order of the OEB. This may include time spent reporting back to the client about the decision.
	Review Rate/Accounting Order	The number of hours spent reviewing the Draft Rate or Accounting Order.
	Prepare Submission on Rate Order	The number of hours spent preparing a submission on the Draft Rate or Accounting Order.

Category	Activity	Guidance
Other	Other attendance (e.g., Intervenor Conferences)	The number of hours spent attending any other OEB-related conferences regarding the proceeding that are not already identified in this form.