

## **GUIDELINES FOR FILINGS:**

- Pleadings shall be presented in an electronic format that is acceptable to the Commission. Acceptable document formats include (1) word processing format, such as Microsoft Word; (2) Portable Document Format (“pdf”); (3) spreadsheet format (such as Microsoft Excel).
- If an electronic filing is not possible or practical, a paper filing may be made. A paper filing may be appropriate in some circumstances including the following:
  - Public witness comments and customer formal complaints when a party desiring to file comments or a complaint does not have access to email or other electronic media.
  - Confidential and/or highly confidential material when a party requests that it be allowed to file paper copies or when the PSC request that it be provided with a paper copy. Documents would be provided pursuant to PSC rule R746-100-16. In such cases, if available electronic copy will also be provided to the PSC and parties of record, by mail or hand delivered.
- Pleadings may be transmitted electronically to the e-mail address of the Commission or parties may mail or hand-deliver an electronic copy on CD, flash/thumb/jump drive or other acceptable electronic media.
  - For electronic filings made through email, the PSC will provide a reply email confirming receipt of the filing.
- Confidential and highly confidential electronic files must be identified and marked properly consistent to the existing PSC rule R746-100-16.
  - The file name should disclose that it is confidential or highly confidential so that the PSC does not inadvertently post these files on its website.