

- E-Filing is available and highly encouraged! The CPUC's Electronic Filing System allows you to file formal documents from your office. E-Filing speeds the processing of documents and allows them to be posted on the CPUC's website. Go to <http://www.cpuc.ca.gov/static/efiling.htm> for details.
- E-Filing does not eliminate the service requirement! Although the E-Filing System replaces paper copies for FILING, it does not substitute for the service requirements of Rules 1.9 and 1.10. The filer must serve e-filed documents on the Official Service List pursuant to Rules 1.9 and 1.10. Remember also that many e-mail spam filters (including the CPUC's) block messages addressed to more than 35 addresses, so break up your e-mail service into groups of 35 or fewer recipients.
- E-Service does not eliminate requirement to serve paper copy on assigned ALJ! Rule 1.10 allows e-mail service in lieu of paper copy service on the Official Service List. However, parties are still required to serve paper copies of all filed documents on the assigned Administrative Law Judge. See Rule 1.10(d).
- E-Service of Final Decisions! AB 2390 (Stats. 2006, Ch. 217) allows the Commission to serve final decisions electronically (with no hard copy) on parties that have consented to e-mail service under Rule 1.10(b). We have implemented this provision effective with decisions adopted at the September 6, 2007 Commission business meeting.
- Keep your contact information up to date! It is YOUR responsibility to keep your contact information up to date with the CPUC. This is even more important now, with the advent of e-mail service of documents.
- New procedures for Service Lists! Official Service Lists will now be created, and posted on the CPUC website, for all proceedings shortly after they are opened. We are replacing the term "Appearance" with "**Party**" for the category of service, to better reflect the purpose of an Official Service List. Persons will be added to the "**Party**" category of the Official Service List as they become parties to the proceeding. **(Rule 1.4 defines who is a party and how to become a party.)**
- New form to request addition to Official Service List! The CPUC has revised the form for requesting additions to the Official Service List of a proceeding. (http://www.cpuc.ca.gov/forms/service_list_addition_change.pdf) PLEASE, only ONE representative per party should be listed in the "**Party**" category of the Official Service List. Non-parties, and additional representatives of a party, may use the form to request addition to the Official Service List as "**State Service**" for service of all documents (available to California State employees only) or "**Information Only**" for e-mail service of documents only (however, you may request the Administrative Law Judge to require additional service as appropriate).

By distinguishing between a party's legal name, the name of the party's individual representative, and the name of the individual representative's business association (if any), the Official Service List will provide an official record of parties to a proceeding. Please be sure to complete the form accurately with particular attention to the following, and regularly update the information with the Process Office.

- Consistently use the full legal form of the party's name on all request forms, e.g., "Pacific Gas and Electric Company" or "Jane Doe."
 - Indicate the individual representative's name in the space, "Represented by:", e.g., the attorney's name, or the party's name *if* the individual is appearing on her or his own behalf.
 - Indicate the individual representative's firm or association's name in the space "Firm:", e.g., The Utility Reform Network, or the name of the law firm.
- Notices of ex parte communications must be served as well as filed! The Rules of Practice and Procedure, as revised September 2006, eliminated the prior, inconsistent cross-referencing to the General Provisions of Article 1. This revision clarifies that all documents are subject to the General Provisions, unless otherwise stated. This includes Notices of Ex Parte Communication required pursuant to Rule 8.3. Notices of Ex Parte Communication must be served on the Official Service List pursuant to Rule 1.9(d).
- Ex parte communications with ALJs are subject to the same restrictions and reporting requirements as ex parte communications with Commissioners! Ex parte communications with ALJs are discouraged, but should they occur Rule 8.2(c)(2) regarding advance notice and equal time for individual oral communications, Rule 8.2(c)(3) regarding same-day service of written (including e-mail) communications, and Rule 8.3 regarding reporting ex parte communications (including e-mail) all apply.

Forward returned mail to the CPUC Process Office, Attention: Concepcion Lota.