

DAVID Y. IGE
GOVERNOR

This document has been superseded by the Public Utilities Commission's Emergency Procedures Order, filed in March 2020, which is available on the PUC's homepage (puc.hawaii.gov). In any instances where this document conflicts with the Emergency Procedures Order, the Emergency Procedures Order governs.



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NOTICE

TO: All Public Utilities, Affected Agencies and Interested Stakeholders

FROM: Delmond Won, Executive Officer 

DATE: September 23, 2015

RE: Guidelines for Filing Documents with the Public Utilities Commission

The following guidelines, which supersede the Commission's previous guidelines issued on June 30, 2011, shall be in effect until amended in writing:

1. With the exception of filings by motor carriers, all filings shall consist of one (1) original and eight (8) copies. Motor carriers shall file one (1) original.
2. If the filing is a rate case application, in addition to requirement no. 1, an electronic copy on a compact disc (CD) with portable document format (pdf) files is required.
3. In addition to rate case filings, an electronic copy on CD is required when one or more of the following applies:
 - a. The document is over 200 pages long;
 - b. The document contains pages larger than 8-1/2 by 11 inches; or
 - c. The document contains colored maps, photos or charts.
4. All documents filed or submitted to the Commission shall be printed on one side of the page only (i.e., single sided), preferably in portrait orientation.
5. All original documents filed or submitted to the Commission shall be clipped (with paperclip, binder clip, etc.) or placed in a clearly marked three-ring binder. Originals shall not be stapled. Parties who file documents with any type of blemish will be contacted and asked to refile the documents. All required copies filed or submitted to the Commission shall be bound with a single staple located at the top left corner of the document or placed in a clearly marked three ring binder.
6. All confidential documents filed under protective order shall be clearly designated as such in accordance with the requirements of the applicable protective order and the sealed envelope in which the confidential document is enclosed shall clearly indicate the appropriate docket number and subject. Each copy of a confidential document shall be sealed in its own individual envelope.

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Maui District Office • State Office Building #1, 54 South High Street, #218, Wailuku, Hawaii 96793 • Telephone: (808) 984-8182, Facsimile: (808) 984-8183

7. The electronic copy on CD shall be in pdf format and saved in separate files corresponding to the hard copy submittal (e.g., the CD filed with a hard copy submission consisting of two binders shall have two corresponding electronic records, one with pdf images of the documents contained in the first binder and the second with pdf images of the documents contained in the second binder). Electronic copies of confidential records shall be submitted on separate CDs (i.e., shall not be submitted on a CD containing non-confidential material), clearly marked as being confidential and included in the sealed envelope containing the hard copy of the confidential record.
8. Any and all spreadsheets filed on CD shall be in both PDF format and native format (Excel, Lotus, etc.) with all formulae intact.
9. Any amendments to documents previously filed with or submitted to the Commission shall be filed or submitted by letter or other such transmittal describing the requested action. No party shall be permitted to remove, replace or otherwise alter any document or part thereof previously filed with or submitted to the Commission.
10. For pleadings, including applications filed with the Commission, parties shall include the filing party's name as part of the document title (e.g., Company ABC's Statement of Position).
11. For correspondence filed with or submitted to the Commission relating to both docketed and non-docketed matters, parties shall include a "Re:" line that includes: (i) the docket, report, tariff transmittal or other identifying number; and (ii) a subject matter description (e.g., Re: Docket No. 2008-0999; Company ABC's Request to Modify Procedural Schedule).
12. Docket parties shall follow and comply with the number of copies and electronic copies required in specific dockets as specified in current and future docket procedural orders unless otherwise directed by the Commission.
13. The Commission accepts non-confidential electronic filings (eFile). Additional required hard copies of eFiled documents must be submitted to the Commission in accordance with requirement no. 1 above. Required copies of eFiled documents shall be accompanied by the "confirmation of eFile." For complete eFiling instructions refer to the Commission's eFiling guidelines posted on the Commission's website at: <http://puc.hawaii.gov>.

Should you have any questions, you may contact Ms. Eleanor Tuiasosopo, Chief Clerk, at 586-2020.