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March 14, 2022

To: All Public Utilities, Affected Agencies, and Interested Stakeholders

From: Caroline Ishida, Chief Counsel

Date: March 14, 2022

Re: Guidelines for eFiling Documents with the Public Utilities Commission ("PUC")

The following guidelines, which supersede the Commission's previous guidelines issued on September 23, 2015, and are written pursuant to Act 72 (2021) regarding PUC electronic filing, are in effect until amended in writing:

1. Electronic Filing. The Commission's website contains information on how to eFile (<https://puc.hawaii.gov/filing/efiling/>). As set forth on the Commission's website, any entity seeking to eFile must agree with the DMS eFiling Terms of Use (<https://puc.hawaii.gov/wp-content/uploads/2013/06/DMS-EFiling-Terms-of-Use.pdf>) and register online.

The Commission's website (<https://puc.hawaii.gov/filing/efiling/>) contains technical requirements regarding eFiling, as does the accompanying DMS eFile "General Information" document, available at: <https://puc.hawaii.gov/wp-content/uploads/2013/06/DMS-eFile-General-Information.pdf>. In light of the intent of this Order, the Commission does not require any hard copies of eFiled documents to be submitted to the Commission, and the Commission's eFiling guidance documents have been amended to reflect that.

EFiled documents associated with a specific docket will be uploaded to that docket in the Commission's Document Management System (<https://dms.puc.hawaii.gov/dms/>), in accordance with usual Commission procedure. For purposes of the tolling of deadlines pursuant to the Commission's administrative rules, the date of filing of an eFiled document shall be the date noted in the eFiling stamp. Consistent with current Commission procedure, eFiled documents submitted after normal Commission business hours, i.e., 7:45 a.m. to 4:30 p.m. except Saturdays, Sundays, and State of Hawaii holidays, shall not be deemed "filed" until the start of the next Commission business day (see <https://puc.hawaii.gov/wp-content/uploads/2013/06/DMS-eFile-General-Information.pdf>, at 3).

2. Clarity/Legibility of eFilings. Please check all documents before eFiling to ensure that they are legible and that any wording, tables, charts, graphs, images, etc., are clear. The Commission cautions that it may require that illegible documents be re-filed, which has the potential to result in delays.

3. Filing Fees. All Commission filing fees required pursuant to HAR § 16-601-24 (for applications, motions, etc.) can be submitted through the Commission's eFiling system (<https://puc.hawaii.gov/filing/efiling/>). Hawaii One Call Center Payments, Motor Carrier Penalties & Interest, and Public Utility Fees can be submitted through the Commission's ePayment system (<https://puc.hawaii.gov/filing/payments/>).

Any payments submitted after normal Commission business hours, i.e., 7:45 a.m. to 4:30 p.m. except Saturdays, Sundays, and State of Hawaii holidays, shall not be deemed "filed" until the start of the next Commission business day.

4. Efiling Confidential Documents. The Commission's eFiling system accepts both non-confidential and confidential filings (more information can be found at <https://puc.hawaii.gov/filing/efiling/>) and the Commission's DMS eFile "General Information" document, available at: <https://puc.hawaii.gov/wp-content/uploads/2013/06/DMS-eFile-General-Information.pdf>.
5. Utility Monthly, Quarterly, and Rate of Return Reports: All such reports can be eFiled consistent with the direction, above.
6. Large Filings. The Commission's eFiling system can currently handle PDF files of up to 250 MB, broken up into ten (10) 25 MB segments. Files should be adjusted to accommodate these settings accordingly.
7. Documents Filed with Commission On CD/DVD. For supporting spreadsheets and other docket-related files that would previously have been filed on a CD/DVD with the Commission, please email those files of a size up to 35 MB, noting the relevant docket number and any eFiled documents that the CD/DVD supports or references, to puc.supportingdocketfiles@hawaii.gov.

Subject Line: Supporting Files for [Docket No.]

Body:

Docket Number:
Document Type:
Filer Name:
Number of Files Attached:

8. Service of Documents That Parties, Participants, Utilities, Stakeholders, and/or Other Entities eFile With the Commission. Service of all documents filed by any parties, participants, utilities, stakeholders and/or other entities or individuals can be done via email. All entities making filings before the Commission will be required to supply an email address that can be used for service. Any Certificates of Service for documents served via email for docketed or other matters should reflect the entity's representative's name, entity name, email address where served, as well as the date of service.

In the event a party, participant, utility, stakeholder, entity, or individual changes their email address or changes their designated agent of service, they shall promptly notify the Commission of this change and provide a new email address for purposes of effectuating service.

Any applications, petitions, tariff transmittals, etc., filed shall list the “name, title, and address of the person to whom correspondence or communications in regard to the application are to be addressed[,]”¹ as well as the email address for that person.

9. Service of Documents By the Commission. The Commission will serve all docketed and non-docketed documents (for example, orders, decisions and orders, information requests, letters, notices, etc.) that the Commission generates on parties, participants, utilities, stakeholders, and/or other entities or individuals electronically. Service of docketed documents will be effectuated through the Commission’s DMS electronic distribution list.² Parties must subscribe to the Docket Distribution List with a valid email address and will be automatically notified via email when a new filing is made in the docket. Service of non-docketed documents by the Commission will be done by email.
10. Inquiries and UIPA Requests Submitted to the Commission’s General Email Address (puc@hawaii.gov). Public inquiries, Uniform Information Practices (“UIPA”) Requests, and other questions and/or comments can generally be submitted to the Commission via puc@hawaii.gov, or sent to the Commission via hard copy mail.

Should you have any questions, you may contact Ms. Eleanor Tuiasosopo, Chief Clerk, at (808) 586-2020.

Cl:ljc

¹HAR § 16-601-74(B).

²See <https://dms.puc.hawaii.gov/dms/Subscribe.jsp>