

## **GUIDELINES FOR SUBMITTING OFFICIAL FILINGS**

To enable the staff of the Office of the Executive Secretary to provide faster more efficient service, and ensure that your filing is entered into the official filing system for appropriate regulatory treatment, we offer the following guidelines for your use in preparing and submitting your filings:

### **Number of Copies Required:**

- An original and 17 copies of the public version of the filing, to include legislative copies, plus one electronic copy of the filing, unless otherwise provided by the Commission regulations or Commission Order; and
- An original and 10 copies of any confidential version of the filing, plus a CD Rom marked confidential containing an electronic version of the confidential filing. (Note: confidential materials should not be filed through the Commission's "e-file" system as these filings automatically are made public.)
- The copies of any pleading (not the original) filed in a docketed case being heard en banc by the Commission are requested to be 3-holed punch.

### **Font Type and Paper Size:**

- All filings shall be printed or typewritten upon sheets not more than 11 inches long and 8-1/2 inches wide, unless not otherwise practicable.
- Font shall be at least 12 point type or legibly written.

### **Required information in a filing:**

- Information as required under the applicable statute or Commission regulation if an application, complaint, or other statutory filing.
- One hard copy document must have an original signature and placed above the typed or clearly printed name to ensure legibility.
- A contact name, address and telephone number should be included in the event that there is a question about the filing.
- A transmittal letter should be included referencing the docket number or other identifying number (such as a mail log number), unless the original document is self-explanatory.

### **Electronic copy:**

The electronic copy must either be on a CD Rom associated with the hard copy filing, or may be filed via the Commission's "e-file" system, which is available on the Commission's website, [www.psc.state.md.us](http://www.psc.state.md.us). A filing is not complete (or an official filing) until the hard copies have been received by the Commission. Hard copies of filings made via the e-file system are due by noon, the next business day after the e-filing is made. The mail log number obtained from the e-

file system must be placed on the upper right hand corner of the first page of the original and the first page of all copies of the filing.

**Persons eligible to sign pleadings:**

Individuals may appear on their own behalf before the Commission in matters in which the Commission is performing a quasi-judicial function, but all other persons, *i.e.*, corporations, limited liability companies, partnerships, non-for-profit organizations, ad hoc organizations (such as a group of individuals), must be represented by attorneys-at-law, who are duly admitted and enrolled to practice before the Court of Appeals of the State of Maryland.<sup>1</sup> Filings being made in a matter in which the Commission is performing a quasi-judicial function (such as a docketed case) must be signed by a person that is permitted to appear before the Commission.

**Confidential/Proprietary – Not for Public Inspection:**

Documents containing information to be withheld from public inspection should be clearly and conspicuously labeled “**CONFIDENTIAL, NOT FOR PUBLIC INSPECTION**” This designation should be placed in the upper right-hand of each page. If the words “CONFIDENTIAL” are not readily apparent, the filer increases the risk for inadvertent disclosure of confidential information. The transmittal letter or cover letter should state what portions of the filing are considered confidential.

**Address for submission of hard copies:**

David J. Collins  
Executive Secretary  
Maryland Public Service Commission  
William Donald Schaefer Tower  
6 St. Paul Street, 16<sup>th</sup> Floor  
Baltimore, MD 21202

**Methods of Delivery:**

Delivery to the Commission may by:

- first-class mail, postage pre-paid; or
- other form of hand delivery, such as messenger-delivered or overnight courier delivered.

Neither an email of any filing or a facsimile copy of a filing is considered an “official filing” and will not be accepted as such. Filings received by these methods will not be entered into any

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<sup>1</sup> See COMAR 20.07.01.04 as to the requirement for a non-resident attorney to appear before the Commission.

matter in which the Commission has pending before it nor is it sufficient to initiate a matter before the Commission. Filings via email or facsimile are considered “general correspondence” to the person to whom the filing is directed.