

Part IV – Alternate Emergency Procedures

What to do if the MPSC Electronic Docket Filings Web site is not accessible/available:

There may be an occasion when a user is unable to access the MPSC Web site due to problems with the State's or the user's network or Internet access. **Alternate methods for submitting files should only be used if regular access is not available.** All submissions must contain a properly created PDF file to be accepted. The following methods are not to be used as the normal filing mechanism.

1. If Web access is unavailable, but you do have access to e-mail, e-mail the file to: mpscedockets@michigan.gov.

The message area should contain the identifying information listed below, and the PDF file should be attached to the message. This is the same information that is entered under "document information" when submitted via the Web page and includes:

- a. The name of the person submitting the document;
 - b. The name of the organization on whose behalf the document is being submitted;
 - c. Case number;
 - d. Document description if necessary; and
 - e. The number of pages in the file
2. If all else fails, a DVD, CD or 3½-inch disk containing the PDF file should be hand-delivered to the MPSC's Executive Secretary Section at the following address:

Michigan Public Service Commission
Attn: Executive Secretary
6545 Mercantile Way, Suite 7
Lansing, MI 48911

Plan ahead and create a contingency procedure. Computer or network problems may arise at any time. If the Electronic Docket Filings Web site is not available, please provide enough time to submit a document in an alternate manner in order to meet your filing deadline.

The MPSC is not responsible for any items that are not received because of a failure in delivery mechanisms.

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