

Checklist for Approval of Electronically Filed Documents

Ensure that your electronic filing is accurate and complete by checking the following:

- ✓ Does the case number referenced in the filed document match the case number in which the filing is submitted?
- ✓ Have all required digital signatures have been applied to the documents?
- ✓ Are all required fields (Filed by, On Behalf of Company, Document Type, Description, and Number of Pages) are identical to the document submitted for approval?
- ✓ Does the application request ex parte relief from the commission? If so, it must include “ex parte” in its title.
- ✓ Are all necessary attachments included in the document submitted?
- ✓ A document filed electronically must be 100 MB or smaller and uploaded as a PDF file (Portable Document Format). In addition, the text of the PDF file **must** be searchable in OCR form (Optical Character Recognition) and capable of being copied and pasted.

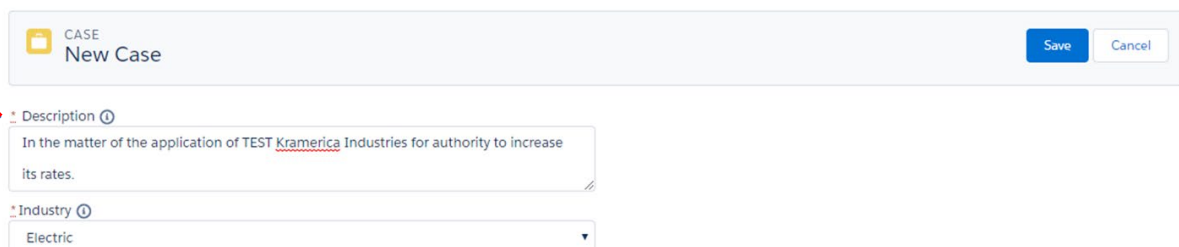
Case Caption:

- 1) First line should state the type of document (application/complaint)
- 2) Second line should state the company filing the document/complaint
- 3) Rest of lines should state what the company is requesting and should be consistent with the description field in E-Dockets when creating a new case

Example of Case Caption:

In the matter of the application of)
[Company Name] for) Case No. U-XXXXXX
[Description of Application])

Description Field in E-Dockets:



CASE
New Case

Save Cancel

Description ⓘ
In the matter of the application of TEST KramERICA Industries for authority to increase its rates.

Industry ⓘ
Electric

NOTE: It is the Public Service Commission’s policy that once a filed document has been approved, it will not be removed or replaced. If the approved document needs to be corrected, an amended document will need to be filed. Please identify the amended document accordingly.