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**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Parties in Vermont Public Utility Commission Cases

From: Anthony Z. Roisman, Chair

A handwritten signature in blue ink.

Re: Selecting the Correct “Filed By” Party When Making a Filing in ePUC

Date: April 9, 2018

The Vermont Public Utility Commission’s (“Commission”) online filing system, known as ePUC, is a tool for making filings with the Commission. When a party makes a filing in ePUC, the system records in the official case log not just that a filing was made but also which party or parties made the filing. For this reason, it is very important that the filer select the correct “Filed By” party (or parties) on the filing form. This memorandum contains guidance to help filers make the correct selection.

- If a filer is a pro se party in the case (a party who is not represented by an attorney), the filer should select his or her name in the “Filed By” panel.
- If the filer is an attorney who is representing one or more parties in the case (or an attorney’s assistant), the filer should select the party or parties who are represented by the attorney.

The above guidance applies regardless of who authored the document that is being filed – the “Filed By” party is **always** the party on whose behalf the filing is being made, even if the author is another party in the case. For example, if Party A wants to file with the Commission an exhibit that is a discovery response that was prepared by Party B, the “Filed By” party is Party A. This is because the act of filing in ePUC is the act of filing with the Commission – Party A is making the filing with the Commission, not Party B.

To help filers, the Commission has added guidance to the ePUC forms that can be used by a party to file documents in an existing case. Here is a sample screenshot of a “Filed By” panel that shows this new text:

- Filed By

Please check all parties on whose behalf you are filing.*

If you are not represented by an attorney, choose yourself.

If you are an official representative, choose the party or parties you are representing.

800 Response Information Services, LLC [P]

A.R.C. Networks, Inc. [P]

ABA Net, LLC [P]

AT&T Corporation [P]

Access Point, Inc. [P]

Ahearn, Francis X. [P]

Americatel Corporation [P]

Anderson, Holly R. [P]