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**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Parties in Vermont Public Utility Commission cases
From: Chairman Anthony Z. Roisman and Commissioners Margaret Cheney and Sarah Hofmann
Re: Filing of motions, responses to motions, and replies to responses in ePUC
Date: July 27, 2017

To ask the Vermont Public Utility Commission (“Commission”) to take an action in a case, a party files a document with the Commission that is called a “motion.” The format of this document does not matter (it could be a letter or a more formal format) as long as the document clearly explains what action the party is asking the Commission to take.

The Commission’s procedural rules and the Vermont Rules of Civil Procedure allow other parties to file “responses” to a motion, and the party that filed the motion is allowed to file a “reply” to the responses. The Commission then rules on the motion in an order.

The Commission designed its new online filing and document management system, known as ePUC, to clearly identify all motions that have been filed in a case as well as all documents related to each individual motion. This helps everyone involved with the case keep track of pending and resolved motions, parties’ filings related to those motions, and the Commission orders ruling on the motions. However, in order for this feature to work as designed, **it is essential that motions, responses to motions, and replies to responses be filed as such in ePUC.** When documents related to motions are not filed correctly in ePUC, there is a risk that other parties and the Commission will not give those filings the full consideration that they deserve.

In recognition of the fact that everyone is learning how to use this new system, Commission staff are manually changing the document types in ePUC to correct the document type of motions, responses to motions, and replies to responses that are not filed correctly in ePUC. However, starting January 1, 2018, Commission staff will no longer do so. Instead, **starting January 1, 2018, filers will be required to refile in ePUC any motion, response to motion, or reply to response that was not correctly filed.**

Accordingly, here is some guidance regarding what constitutes a motion, response to a motion, and a reply to a response:

- If you are asking the Commission to take an action in a case, you are filing a “motion,” regardless of whether the request is in the form of a letter or a more formal motion document.
- If you are responding to a motion, you are filing a “response to a motion,” regardless of whether the response is in the form of a letter or a more formal format. Agreeing with or expressing support for another party’s motion or response to a motion is also a “response to a motion” and should be filed as such.
- If you are filing a reply to a response to a motion, you are filing a “reply to response,” regardless of whether the reply is in the form of a letter or a more formal format.

Instructions for Filing Motion-Related Documents in ePUC

Here are specific instructions regarding how to file a motion, a response to a motion, and a reply to a response in ePUC. If you have any questions about how to do so, please contact the ePUC System Administrator at puc.ePUCadmin@vermont.gov or 802-828-2358.

To file a motion:

- Go to the case in ePUC,
- Select “Add Motion to Intervene” or “Add All Other Motions and Responses to All Motions” from the Select Action drop-down menu.

To file a response to a motion:

- Go to the case in ePUC.
- Select “Add All Other Motions and Responses to All Motions” from the Select Action drop-down menu.
- Select “Response to Motion” from the available options in the Select Motion Type field.
- Select all of the motions that you are responding to in your document.

To file a reply to a response:

- Go to the case in ePUC.
- Select “Add All Other Motions and Responses to All Motions” from the Select Action drop-down menu.
- Select “Reply to Response” from the available options in the Select Motion Type field.
- Select all of the motions that your response is related to.