

**Standards and Procedures Applicable to Electronic Filing Using ePUC**  
**(as amended September 1, 2018)**

**Section I. Applicability; Effective Dates; Title; Consumer Complaints**

(a) These electronic filing procedures shall be known as the ePUC Procedures for Electronic Filing and shall be cited as ePUC Pr. With the exception of telecommunications tariff cases, these procedures are applicable in all matters commenced with the Commission on and after January 17, 2017, and where a filer elects to utilize electronic filing.

(b) When a party to a Commission proceeding elects to utilize electronic filing, then, in the event of a conflict between these procedures and any other Commission rule or procedure these procedures shall govern.

(c) When a party to a Commission proceeding elects not to utilize electronic filing, then the filing provisions in other relevant rules and procedures shall apply, including published Commission procedures and Commission Rules, and the Vermont Rules of Civil Procedure.

(d) Until further notice, each party or participant to a tariff case before the Commission shall file with the Commission one hard copy of each document that is electronically filed using ePUC within one business day of the electronic filing. The cover letter accompanying the hard copy of such documents shall prominently state as follows: "The documents that accompany this letter have been electronically filed using ePUC."

**Section II. Definitions**

The following definitions apply to these ePUC Procedures for Electronic Filing:

(1) "Administrator" means the employee of an organization who is designated by that organization to create multiple users under that organization's Agency account in ePUC.

(2) "Agency account" (as opposed to an "Individual account") means an account established by an organization, including a law firm, business, interest group, government agency, etc. An organization needs to create only one agency account and then the organization's appointed account administrator can create multiple users under the agency account.

(3) "Asserted confidential document" means a document containing information for which confidentiality has been asserted (including information alleged to be confidential pursuant to a protective agreement) and that has been filed in a Commission proceeding subject to a properly supported motion or other request for confidential treatment.

(4) "Clerk of the Commission" means the Clerk, Deputy Clerk, or Acting Clerk of the Public Utility Commission of the State of Vermont, as the context allows.

- (5) “Commission” means the Public Utility Commission of the State of Vermont or any authorized employee thereof, as the context allows.
- (6) “Commission-generated document” means any document generated by the Commission or any authorized employee of the Commission.
- (7) “Confidential document” means a document containing information for which confidentiality has been asserted and that has been filed with the Commission and parties in a proceeding subject to a protective order duly issued by the Commission.
- (8) “Document” means information inscribed on a tangible medium or stored in an electronic or other medium and retrievable in perceivable form.
- (9) “Electronic case file” means an assemblage of the items pertaining to a single Commission proceeding under a single identifying number electronically submitted to and stored in ePUC’s file server via the ePUC system website, by interface from another agency, or electronically issued or generated by the Commission via ePUC, and any paper document that was scanned by the Commission and electronically stored in the ePUC file server.
- (10) “Electronic filing” means the transmission of documents to the Commission by electronic means.
- (11) “Electronic issuance” means:
- (A) the transmission by electronic means of a document that the Commission has issued, including an order, proposal for decision, or notice; or
  - (B) the transmission of a message from the Commission by electronic means informing the recipients that the Commission has issued a document, such as an order, proposal for decision, or notice, and that it is available for viewing and retrieval from ePUC.
- (12) “Electronic means” means any Commission-authorized method of direct electronic transmission of a document from the sender’s computer or electronic filing system to the recipient’s computer or electronic filing system.
- (13) “Electronic service” means the receipt of a notice via the ePUC system by an official representative of a party or participant to a Commission proceeding that a document has been filed with or issued by the Commission using ePUC and is available for access and downloading through ePUC by that official representative. Receipt of such notice constitutes service for purposes of Public Utility Commission Rule 2.204(A) and (B), and V.R.C.P. 5.
- (14) “ePUC” means the Commission-designated system that provides for the electronic filing of documents with the Commission and for the electronic issuance of documents by the Commission.

(15) “Individual account” (as opposed to an “Agency account”) means an account established by a person who is using ePUC to participate in a Commission proceeding as an individual.

(16) “Non-electronic means” means any method of transmitting a document for filing by any means other than by direct electronic transmission from the sender’s computer or electronic filing system to the recipient’s computer or electronic filing system.

(17) “Official representative” means an individual authorized and designated to appear on a service list on behalf of a party or participant, including a self-represented party or participant (“*pro se*”), in a Commission proceeding. An official representative shall also act as the proper point of contact for receipt of all notifications from ePUC regarding events occurring or actions taken in a Commission proceeding.

(18) “Participant” means a person, entity, or group of persons functioning as a single entity who has not been granted party status but who is allowed to actively participate in a non-contested-case Commission proceeding.

(19) “Party” means a person, entity, or group of persons functioning as a single entity who has party status in a Commission proceeding.

(20) “Petitioner” or “Applicant” means the person, entity, or group of persons functioning as a single entity who initiates a Commission proceeding through the filing of a petition, application, or other similar document.

### **Section III. Creating an Account, Logging into ePUC, and Resetting the Password for an ePUC User Account**

(a) Any person, including members of the general public, may create an account in ePUC. To create an account, click the “Create Account” button on the ePUC homepage ([epuc.vermont.gov](http://epuc.vermont.gov)) and select whether the account will be an Individual Account or an Agency Administrator Account. (See Sections II(2) and (15), above, for the definitions of Individual Account and Agency Account.) After filling in the remaining fields, click “Create New Account.” ePUC will send a welcome email with further instructions to the email address provided by the user. Click on the “one-time login” link in the email message to access the Reset Password screen. Then click “Log in” on the Reset Password screen to access the screen that allows the user to enter a new password. Finally, click “Save” to return to the ePUC homepage. ePUC will display a green message under the page title stating that the changes have been saved.

(b) An Agency Administrator may create an ePUC user account for someone in his or her agency by logging into ePUC, clicking on “My Organization” in the top navigation, then selecting “Manage Users” to access the People screen. Then click the “Add User” button, fill in the required fields, and click the “Create New Account” button. ePUC will send a welcome email with further instructions to the user’s email address that was provided by the Agency

Administrator. The user must then follow the steps described in subsection (a) above, starting with clicking on the “one-time login” link in the email message.

(c) To log into ePUC, click the “Login Now” button on the ePUC homepage (epuc.vermont.gov). Then provide the email address and password for the ePUC user account, and click “Log in.”

(d) If a user has forgotten the password for an ePUC user account, the user may request a new password from ePUC. To do so, click the “Login Now” button on the ePUC homepage (epuc.vermont.gov). Then click the “Request new password” tab, enter the email address for the ePUC user account, and click the “Email new password” link. ePUC will send an email message with a one-time login to the email address for the ePUC user account. Click on the link in the email message to access the Reset Password screen. Then click “Log in” on the Reset Password screen to access the screen that allows the user to enter a new password. Finally, click “Save” to return to the ePUC homepage. ePUC will display a green message under the page title stating that the changes have been saved.

#### **Section IV. Confidential Documents and Asserted Confidential Documents**

(a) Until further notice, these electronic filing procedures are not available for use in filing documents with the Commission that contain asserted confidential or confidential information. Asserted confidential information and confidential information shall continue to be filed in hard copy and served on other authorized parties to the proceeding consistent with existing Commission practice.

(b) Public, non-confidential versions of documents containing asserted confidential or confidential information may be filed electronically using these procedures, and in the event a filer chooses to utilize these electronic filing procedures in a Commission proceeding, such public, non-confidential versions shall be filed electronically using these procedures.

(c) The date and time of a filing via ePUC of public, non-confidential versions of documents containing asserted confidential or confidential information shall be controlling for determining whether a filing deadline has been met. Confidential, non-public hard copies of such documents must be filed with the Commission and served on other authorized parties to a Commission proceeding within one business day of the date on which the document was considered filed using ePUC.

#### **V. Discovery Requests and Responses in Proceedings Using ePUC**

(a) Discovery requests served on parties or participants in a Commission proceeding shall be filed with the Commission using ePUC.

(b) Unless otherwise directed by the Commission, discovery responses need not be filed with the Commission using ePUC. Parties or participants to Commission proceedings being processed in ePUC shall file with the Commission via ePUC a certificate of service evidencing service of

discovery responses on those parties or participants that are entitled to receive service of the responses.

(c) In the event the Commission directs in a particular Commission proceeding that discovery responses be filed with the Commission, the narrative responses shall be filed electronically via ePUC and any attachments shall be filed in hard copy or in an electronic format outside of ePUC such as via CD. The Commission may allow the filing of any required narrative discovery responses by means other than ePUC on a case-by-case basis.

## **Section VI. Initiation of and Participation in Commission Proceedings via ePUC**

(a) These procedures shall not alter the requirements for service of citations and notices in writing as set forth in 30 V.S.A. §§ 111(b), 111a(i), and 2804.

(b) In order to file anything with the Commission via ePUC other than a public comment, a user must first log into ePUC's public portal using a user name and password.

(c) When a party or participant uses ePUC to initiate a Commission proceeding, service on any state agency that is entitled to service shall be accomplished via filing through the ePUC system. Any other individual or entity who is entitled to service of such a filing must be served in hard copy pursuant to Public Utility Commission Rule 2.204(A) and (B) and V.R.C.P. 5.

(d) When a petitioner or applicant logs into ePUC's public portal and files a petition, application, or other similar document that initiates a new case, the official representative and the individual making the filing will receive notification that the case has been initiated, and the case will appear in the official representative's "My Existing Cases" file. If the person making the filing does so using an agency account, then the case will appear in the "My Existing Cases" file for each individual included under the agency account.

(e) A person, entity, or group of persons functioning as a single entity may use ePUC to file a motion to intervene in a Commission proceeding.

## **Section VII. Official Representatives**

(a) ePUC will maintain a directory of official representatives and their contact information so that the official representative may be selected from a drop-down menu and the relevant information fields will be automatically populated. It is the responsibility of each official representative to ensure that his or her contact information is accurate and up-to-date at all times.

(b) The primary email address submitted for an official representative shall be the email address to which all notices of filings and issuance of Commission-generated documents for a particular Commission proceeding will be sent.

(c) Electronic filing of any document through ePUC by or on behalf of an official representative in a Commission proceeding constitutes consent by that official representative to be served with and to receive any and all documents filed with or issued by the Commission via electronic service in that Commission proceeding.

(d) In any Commission proceeding in which an official representative has appeared on behalf of a party or participant in accordance with the Commission's rules of procedure and these procedures, that official representative may, in addition to the functions available for public access to ePUC, file documents electronically as provided in these procedures.

### **Section VIII. Public Access to and Use of ePUC**

Any person, including members of the general public, may use ePUC to:

(a) File public comments on any matter before the Commission. Comments related to a specific Commission proceeding should be filed in that proceeding.

(b) Search, view, and access public case information in any Commission proceeding.

(c) Subscribe to receive notification of the filing of any documents filed by parties or issued by the Commission in any Commission proceeding. In order to subscribe to a case, a user must log into ePUC (creating an account if necessary), search for the case to which the person would like to subscribe, select "Subscribe to a Case" from the "Select Action" drop-down menu, and fill in the fields on that screen. A person who wishes to stop subscribing to a case or update the email address he or she used to subscribe should contact the Clerk of the Commission at [puc.clerk@vermont.gov](mailto:puc.clerk@vermont.gov).

(d) Search for all public documents in any Commission proceeding, and by logging into ePUC, view, access, and download public documents.

(e) Customer-specific information and all documents filed or issued in a consumer complaint case prior to the time the Commission opens an investigation into that complaint will not be accessible via the portal.

(f) The Commission in its discretion may prohibit a filer from using ePUC upon a determination that the filer has abused the ePUC system by repeated filing of irrelevant, abusive, or duplicative documents or information.

### **Section IX. Procedures for Electronic Filing**

(a) Except where hard copies are required, an official representative may initiate a new Commission proceeding, or file documents in an existing Commission proceeding that is in ePUC, by logging into the ePUC portal on the Commission's website with a user name and password.

(b) Each filing will be accomplished by completing the appropriate screens on the ePUC website and by attaching documents required or permitted to be filed that have been prepared, formatted, and signed as provided in these procedures, and until further notice, redacted if the documents contain any asserted confidential information.

(c) Each document (e.g., each witness's prefiled testimony, each individual exhibit, etc.) shall be identified and filed in ePUC separately. Individual documents shall not be consolidated into a single larger document for filing in ePUC. Service lists that are not part of an initial filing in a case may be combined into a single document with any other filing, except for prefiled testimony or exhibits.

(d) When parties or participants provide lists of prefiled testimony and exhibits that have been previously filed in ePUC, whether by filing such a list in ePUC or by hand delivery at a hearing, the list shall include the ePUC document number for each document that was prefiled using ePUC (each document filed electronically via ePUC is assigned an individual document number formatted as a number followed by a forward slash followed by another number, e.g. 123456/456789). Guidance for accessing and including the ePUC document numbers assigned to prefiled testimony and exhibits can be found at the following two links:

[http://puc.vermont.gov/sites/psbnew/files/doc\\_library/MemoReExhibitLists.pdf](http://puc.vermont.gov/sites/psbnew/files/doc_library/MemoReExhibitLists.pdf)

[http://puc.vermont.gov/sites/psbnew/files/doc\\_library/ePUC-MemoReDocumentNumbersForTestimony-Exhibits.pdf](http://puc.vermont.gov/sites/psbnew/files/doc_library/ePUC-MemoReDocumentNumbersForTestimony-Exhibits.pdf)

Documents that have not been prefiled in ePUC (such as cross-examination exhibits or exhibits that are corrected when a witness is on the stand) will not yet have an ePUC document number and can be included in the list of prefiled testimony and exhibits without such a number.

(e) An electronic filing may be submitted on any day, including holidays and weekends, and at any time. A filing is considered filed on a date if it is submitted by 4:30 P.M. on a date that the Commission is open for business. A filing submitted after 4:30 P.M. or on a weekend, holiday, or any other day the Commission is not open for business will be considered filed on the next business day. Failure of any system other than ePUC will not excuse a failure to comply with a filing deadline unless the Commission exercises its discretion to extend the deadline. A deadline shall be extended for the unavailability of the ePUC system, or any of its subsystems, due to system maintenance or failure.

(f) The ePUC system will automatically acknowledge receipt of any filing and will provide an identifying case number in the email confirmation of any initial filing that has been acknowledged by ePUC. The identifying case number must appear on all subsequent filings pertaining to that Commission proceeding. However, such filing is not deemed accepted until it meets the requirements of (g), below.

(g) ePUC will not allow a filer to submit any filing that does not comply with the requirements described by these procedures and the ePUC system.

(h) An initial filing that has been submitted via ePUC will be reviewed by the Commission for compliance with the requirements of these procedures and the ePUC system, and with any applicable statutes and Commission rules. After review of the filing, the Commission will electronically notify the filer if the filing cannot be processed until specified actions have been taken as required by these procedures and the ePUC system, and by any applicable statutes and Commission rules. If a filing has not been accepted, a filer may submit a corrected filing. The Commission will accept a corrected filing if all requirements of these procedures and the ePUC system, and of any applicable statutes and Commission rules, have been met. When a corrected filing has been accepted, the date and time of filing for all purposes under the Commission's rules of procedure are the date and time that the corrected filing was submitted. The Commission will provide an identifying case number for a new or corrected filing in the email confirmation for that filing when it is submitted via ePUC. The assigned case number must appear on all subsequent filings pertaining to that Commission proceeding.

(i) The filer, or the Commission in the case of a Commission-generated document, must serve a hard copy of an electronically filed document on all parties or persons upon whom service is required by the applicable rules of procedure, and who is not using ePUC to participate in a Commission proceeding. Parties or participants who are using ePUC to participate in a Commission proceeding will have their email addresses included on the service list, while parties or participants who are not using ePUC to participate in a Commission proceeding will have only their physical mailing addresses included on the service list. Email notification of a filing made via ePUC with a link to access the document filed will be sent to all parties or persons upon whom service is required by the applicable rules of procedure, and who are using ePUC to participate in a Commission proceeding.

(j) Motions, responses, and supporting matters must be filed as provided in this subsection.

(1) A motion requesting alternative forms of relief<sup>1</sup> may be filed as a single document. A response to such a motion may also be filed as a single document.

(2) Motions requesting independent forms of relief must be filed as separate documents. Responses to such motions must also be filed as separate documents.

(3) A response to a motion may not be combined in the same document with a new motion.

(4) A memorandum of law, affidavit, exhibit, or other supporting matter or required attachment to a motion or response must be filed as a separate document and must

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1. Alternative forms of relief are those sought when a party requests that the Commission grant relief in one form *or* another based on related facts.

identify the motions or responses to which the supporting matter relates and must be referenced in the motions or responses unless it is filed after them.

(k) When component parts of a single document are filed separately using ePUC (e.g., separate signature pages from multiple parties to a settlement agreement) each party that files a separate component must provide a name for that component in the appropriate ePUC field that clearly indicates the nature of the component filing and the specific document that the component filing is intended to be a part of. For example, "Signature page of 123 Solar to settlement agreement with Agency of Natural Resources."

(l) Documents filed for the purpose of correcting previously filed documents may be filed in ePUC by selecting the "revised" option from the appropriate filing screen. The new document will then appear in ePUC. The previously filed document will still appear in ePUC but will be marked as "superseded."

(m) Certificates of service shall be filed with the Commission when a party or participant in a Commission proceeding serves hard copies of documents on other participants or parties to that Commission proceeding. A certificate of service shall include the names and addresses of entities or individuals who are served with a hard copy of a filing. A certificate of service need not include the names and addresses of any entities or individuals for whom service is effectuated electronically using ePUC. Certificates of service are not required to be filed with the Commission when a party or participant in a Commission proceeding uses ePUC to effectuate electronic service of documents on all participants or parties to that Commission proceeding.

(n) If the status of a case, found in the upper right corner of the case screen, reads "closed," a filer must contact the Clerk of the Commission before filing any document that the filer believes is or may be related to the closed case. The Clerk will assist the filer in determining whether it is appropriate to make the new filing in the closed case or to initiate a new case with a different case number when making the filing.

### **Section X. Format of Electronically Filed Documents**

(a) An electronically filed document cannot be submitted via ePUC if it:

- (1) is not created or saved in searchable PDF, searchable PDF/A, Excel (.xls or .xlsx), jpeg, .ptx, Powerpoint (.ppt or .pptx), MS Word (.doc or .docx), MP4, or AVI format;
- (2) is larger than 50 MB, unless it is filed in segments no larger than 50 MB; or
- (3) contains a virus detected by the ePUC system.

(b) An electronically filed document that has been submitted via ePUC pursuant to (a) will be accepted by the Commission as provided in these procedures only if:

(1) it has been formatted as required by the Commission's rules of procedure and is clearly legible in the electronic format in which it is filed;

(2) any password protection or other security device has been removed; and

(3) all information required to be included with the filing has been submitted.

(c) Documents that cannot be filed in any of the supported formats must be filed with the Commission and served on other parties or participants to a Commission proceeding in hard copy. Parties or participants to a Commission proceeding may agree among themselves to exchange electronically documents that are not in an ePUC-supported format in lieu of serving each other with hard copies. No such agreement shall relieve a party or participant to a Commission proceeding from the requirement that such documents be filed with the Commission in hard copy.

#### **Section XI. Non-Electronically Filed Documents; Format and Service**

(a) All non-electronically filed documents must be filed with the Clerk of the Commission during regular business hours of the State of Vermont, currently 7:45 a.m. to 4:30 p.m.

(b) With the exception of public comments and consumer complaints filed pursuant to Commission Rule 2.300, a non-electronically filed document will be accepted as provided in these procedures only if it:

(1) is clearly legible, with all text visible and dark enough to be readable on a scanned image;

(2) is formatted as required by the Commission's rules of procedure;

(3) is printed on white paper and on only one side of the paper;

(4) is secured by binder clips or paper clips;

(5) is free of bar codes on any page; and

(6) uses exhibit separator pages instead of exhibit tabs.

(c) When a person or entity files a document in a Commission proceeding in a non-electronic format, that person or entity shall serve hard copies of the document on all other persons or entities entitled to receive copies of the document, pursuant to the requirements of the Commission's rules of procedure. However, parties or participants to a Commission proceeding may agree among themselves to exchange electronically documents that are filed with the Commission in non-electronic format in lieu of serving each other with hard copies. No such

agreement shall relieve a party or participant to a Commission proceeding from the requirement that such documents be filed with the Commission in hard copy.

(d) When a non-electronic filing of a document is made, the Commission will scan the document in PDF format and include it in the electronic file for that Commission proceeding, provided that if a document cannot reasonably be scanned and filed electronically because of its size, shape, or condition, it will be retained as a non-electronic file. If a document that is required to be filed electronically is filed non-electronically, notice will be provided that it will not be accepted and will not be scanned, unless the Commission has granted an exception pursuant to Section X of these procedures. The filer may resubmit the document electronically pursuant to these procedures, and the date and time of filing for all purposes under the applicable rules of procedure will be the date and time that the filing was submitted in electronic format.

(e) Except for items that cannot be filed or scanned in electronic format, the Clerk of the Commission is not required to maintain non-electronic files for Commission proceedings commenced after the dates on which electronic filing is permitted under these procedures. The Clerk will discard all paper documents filed with the Commission no less than 30 days after the date that such documents have been successfully scanned and uploaded into ePUC. Official representatives are therefore encouraged to retain originals or copies of any non-electronic documents filed with the Commission that have intrinsic value.

(f) A paper filing may be made at any time permitted by the applicable rules of procedure.

(g) If a filer participates in a Commission proceeding in non-electronic form subsequent to the effective date of these procedures, that filer may elect to participate in the remainder of the case in electronic form by filing a letter with the Commission stating an intent to proceed using ePUC going forward in that case. In that event, the filer will be required to use ePUC for the remainder of the case as described in these procedures.

## **Section XII. Exceptions to Electronic Filing**

(a) Until further notice, the non-redacted versions of all documents containing asserted confidential or confidential information shall not be filed using ePUC.

(b) Public comments and consumer complaints filed pursuant to Commission Rule 2.300 may be filed in non-electronic format.

(c) The Commission in its discretion and for good cause shown may allow a filer to file using non-electronic means when electronic filing would otherwise be required.

(d) A notice of appeal from a final decision of the Commission to the Vermont Supreme Court in a case filed under this rule must be filed with the Clerk of the Commission by non-electronic means, with any entry fee paid in the manner set forth in Rule 3 of the Vermont Rules of

Appellate Procedure. A request for permission from the Commission to appeal prior to final judgment may be filed electronically.

(e) Responses to discovery requests are governed by Section V, above.

### **Section XIII. Signatures**

(a) Form and Effect of Signature.

(1) Where a signature is required, the electronic filing of a petition, pleading, motion, or other document constitutes the official representative's or self-represented party's or participant's signature on the document and for all other purposes under the applicable rules of procedure, including the imposition of sanctions under V.R.C.P. 11. An electronically filed document that requires a signature must include a signature block containing the official representative's or self-represented party's or participant's typed-in name, preceded by "s/," or an electronic facsimile of the signature, a scanned copy of it, or another form of electronic signature as defined in 9 V.S.A. § 271(9), and the name, address, telephone number, and email address of the official representative or self-represented party or participant.

(2) A procedural document filed by non-electronic means must be signed as provided in the applicable rules of procedure.

(3) If a stipulation or other signed document relevant to the merits of any issue in a Commission proceeding is to be filed electronically under these procedures, the original, signed as provided in the applicable rules of procedure or other provisions of law, must be scanned and filed as a PDF file by the filer. Any such scanned document must be scanned in a searchable and extractable format (i.e. not an image format). If such a document is to be filed by non-electronic means when permitted under these procedures, it must be the original document unless otherwise provided in the applicable rules of procedure or other provisions of law. When an original of such a document is filed using non-electronic means, the parties to the document are encouraged to execute multiple originals for their record-keeping purposes, or to submit a self-addressed, stamped envelope with a request that the original be returned to the filer via mail.

(b) Multiple Signatures.

(1) A petition, pleading, motion, or other procedural document filed jointly by an official representative or self-represented party or participant, and by other parties or counsel aligned in interest, must contain the signature of the official representative or self-represented party or participant, and of the other parties or participants or counsel in the form provided in (a)(1) or (2), above. If such a document is filed electronically, the act of filing by or on behalf of an official representative or self-represented party or

participant constitutes a representation that all the other signers consented to the filing of the document.

(2) Any other document that contains the signatures of persons other than the official representative or self-represented party or participant on whose behalf the filing is made must be filed and signed as provided in (a)(3), above.

(3) The official representative or self-represented party or participant in possession of any document containing the signatures of other persons must retain a paper or electronic copy of the document available for inspection by the signers or by the Commission until the longer of two years or final disposition of the action, including the disposition of all appeals or the running of the time for appeal.

(c) Documents under Oath.

If a notarized, acknowledged, or verified document or a document signed under oath is to be filed electronically under these procedures, the original, signed and attested as provided in the applicable rules of procedure or other provisions of law, must be scanned and filed in PDF format. Any such scanned document must be scanned in a searchable and extractable format (i.e. not an image format). The signatory on whose behalf the filing is made must retain the original of the document available for inspection by the signers or by the Commission until the longer of two years from the date of filing or final disposition of the action, including the disposition of all appeals or the running of the time for appeal.

(d) Signatures of Commission Personnel.

(1) A Commissioner may sign any Commission-generated document created and to be issued or entered in electronic form with his or her electronic facsimile signature followed by a signature block containing the signer's typed name and title. That signature shall have the same effect as a handwritten signature on a non-electronic document, subject to the conditions listed in subsections (3)(A) through (D), below.

(2) A Hearing Officer may sign any document to be issued by that Hearing Officer in the course of conducting a Commission proceeding and to be issued or entered in electronic form with his or her electronic facsimile signature followed by a signature block containing the signer's typed name and title. That signature shall have the same effect as a handwritten signature on a non-electronic document, subject to the conditions listed in subsections (3)(A) through (D), below.

(3) The Clerk of the Commission may sign any document in pursuance of the regular course of authorized duties for the Office of the Clerk of the Commission that is to be issued or entered in electronic form with his or her electronic facsimile signature followed by a signature block containing the signer's typed name and title. That signature shall have the same effect as a

handwritten signature on a non-electronic document, subject to the conditions listed in subsections (A) through (D), below.

(A) Each Commissioner, Hearing Officer, and Clerk of the Commission must create through the Office of the Clerk of the Commission, and maintain, an electronic facsimile of his or her signature.

(B) An electronic facsimile signature of a Commissioner, Hearing Officer, or Clerk of the Commission on a Commission-generated document filed in the ePUC electronic filing system is presumed valid.

(C) Except for Orders, a Commissioner or Hearing Officer may delegate the use of his or her electronic facsimile signature image to an authorized designee. Whenever the designee uses the facsimile signature image, the designation shall be disclosed on the document.

(D) Unauthorized use of an electronic facsimile signature will render invalid the document that was issued with the unauthorized signature unless the Commissioner, Hearing Officer, or Clerk of the Commission ratifies the use of his or her signature.

#### **Section XIV. Access to Electronic Case Files**

(a) Unless otherwise provided by law, all official representatives, parties, party representatives, participants, interested persons, and members of the general public shall have access to non-confidential documents in all Commission proceedings that are filed with or issued by the Commission using ePUC via the Commission's website.

(b) Interested persons may subscribe to receive notification of the filing of any documents filed by parties with or issued by the Commission in any Commission proceeding. In order to subscribe to a case, a user must log into ePUC (creating an account if necessary), search for the case to which the person would like to subscribe, select "Subscribe to a Case" from the "Select Action" drop-down menu, and fill in the fields on that screen. A person who wishes to stop subscribing to a case or update the email address he or she used to subscribe should contact the Clerk of the Commission at [puc.clerk@vermont.gov](mailto:puc.clerk@vermont.gov).

#### **Section XV. Transcripts**

Where testimony that was prefiled using ePUC has been admitted into the evidentiary record of a Commission proceeding, the prefiled testimony need not be included in the transcript of the hearing in which the prefiled testimony was admitted. Rather, the electronic transcript will include links to access each witness's electronically filed testimony and exhibits.