

FILING REMINDER

**ALL FILINGS IN DOCKETED CASES SHALL BE FILED
VIA US MAIL OR IN PERSON AT THIS ADDRESS:**

RECORDS SECTION
LOUISIANA PUBLIC SERVICE COMMISSION
GALVEZ BUILDING, 12TH FLOOR
602 NORTH FIFTH STREET
POST OFFICE BOX 91154
BATON ROUGE, LOUISIANA 70821-9154

OFFICE HOURS

8:00 AM TO 4:30 PM

TELEPHONE 225-342-3157

NOTE: FILE ORIGINAL AND TWO COPIES. IF YOU WANT A COPY
BACK, FILE ORIGINAL AND THREE COPIES WITH A SELF-
ADDRESSED STAMPED ENVELOPE.

FAX FILINGS WILL BE ACCEPTED ONLY ACCORDING TO THE FOLLOWING RULES:

1. The COMPLETE filing is 25 pages or less;
2. The filing shall be transmitted to the Records Division at fax number (225) 342-0877;
3. The filing shall be complete ONLY upon receipt by the filing party of a confirmation from the Records Division that the entire filing was properly received;
4. Within 5 days the party shall transmit to the Records Division the original signed document, the appropriate number of copies, any applicable filing fee, plus a facsimile transmission fee of \$25;
5. Filings MUST be received no later than 4:30 p.m. on a Commission business day; and
6. If the party fails to comply with these rules, the filing shall not be effective.