

LOUISIANA PUBLIC SERVICE COMMISSION

GENERAL ORDER

In re: Administrative Hearings Division Proposed Fee Schedule.

(Decided at the May 15, 1996 Business & Executive Session)

At the May 15, 1996 meeting of the Louisiana Public Service Commission, a proposed fee schedule for the Administrative Hearings Division was considered. The proposed fee schedule establishes specific charges for certain services performed by the Administrative Hearings Division, including preparations of official transcripts and records on appeal, copying of documents, copying of recordings of hearings, certification of documents, and faxing of documents. Following some discussion, the Commissioners approved the proposed fee schedule.

Accordingly, it is **ORDERED** that the fee schedule attached hereto as Attachment "A" shall be implemented immediately by the Administrative Hearings Division.

**BY ORDER OF THE COMMISSION
BATON ROUGE, LOUISIANA
May 30, 1996**

/s/ JOHN F. SCHWEGMANN

**DISTRICT I
CHAIRMAN JOHN F. SCHWEGMANN**

/s/ IRMA MUSE DIXON

**DISTRICT III
VICE CHAIRMAN IRMA MUSE DIXON**

/s/ DALE SITTIG

**DISTRICT IV
COMMISSIONER C. DALE SITTIG**

DON OWEN-ABSENT

**DISTRICT V
COMMISSIONER DON OWEN**

/s/ ROSS A. BRUPBACHER

**DISTRICT II
COMMISSIONER ROSS A. BRUPBACHER**

/s/ LAWRENCE ST. BLANC
SECRETARY

Attachment "A"
To May 30, 1996 General Order
Of The Louisiana Public Service Commission

LOUISIANA PUBLIC SERVICE COMMISSION
ADMINISTRATIVE HEARINGS DIVISION

FEE SCHEDULE

SERVICE PROVIDED	PROPOSED FEE
1. <i>General Copying of Documents</i>	<i>\$0.25 per page plus surcharge of \$10.00 per each 100 pages</i>
2. <i>Preparation of Record on Appeal:</i>	
<i>Preparation of Official Hearing Transcript</i>	<i>\$3.00 per page</i>
<i>Copying of Exhibits and Pleadings</i>	<i>\$0.25 per page plus surcharge of \$10.00 per each 100 pages</i>
3. <i>Preparation of Official Hearing Transcripts (Not in Connection with an Appeal):</i>	
<i>Preparation of Official Hearing Transcript</i>	<i>\$3.00 per page</i>
<i>Copying of Hearing Exhibits</i>	<i>\$0.25 per page plus surcharge of \$10.00 per each 100 pages</i>
4. <i>Preparation of Official Hearing Transcripts From Rough Draft Prepared on Computer Disc by Private Reporting Service</i>	<i>\$1.50 per page</i>
5. <i>Copying of Official Recordings of Hearings (Price of Cassette Included)</i>	<i>\$5.00 per tape</i>
6. <i>Certification of Copied Documents</i>	<i>\$3.00 per document</i>
7. <i>Faxing of Documents</i>	<i>\$1.00 per page</i>

**LOUISIANA PUBLIC SERVICE COMMISSION
ADMINISTRATIVE HEARINGS DIVISION**

SERVICES AND PROCEDURES

1. General Copying of Documents

Anyone desiring copies of documents contained within the public records maintained by the Administrative Hearings Division must complete a "Copy Request" form. The requested copies will be provided in an efficient and timely manner, but not necessarily on the same day as the request, depending upon the number of copies requested and the workload of the staff. The requesting party may request that the copies be mailed, in which case the mailed package will contain an invoice for the copying and mailing charges. If the requesting party picks up the copies from the Administrative Hearings Division, payment may be made at that time or following receipt of a mailed invoice.

2. Preparation of Record on Appeal

The appealing party is responsible for fees associated with the preparation of the record of a docketed matter being appealed to the district court. Immediately upon the filing an appeal, the appealing party must provide written notification of the appeal to the Administrative Hearings Division, specifying the docket number and caption of the matter being appealed and the date on which the appeal was filed with the district court. After the record on appeal has been prepared and forwarded to the district court, an invoice will be mailed to the appealing party, stating the charges for preparation of the record, including preparation of an official hearing transcript and copying of exhibits and pleadings.

**3. Preparation of an Official Hearing Transcript
(Not in Connection with an Appeal)**

A request for the preparation of an official hearing transcript, not in connection with an appeal, must be in writing and must specify the following: (1) the docket number and caption of the matter; (2) the dates of the hearing to be transcribed; (3) whether or not copies of the hearing exhibits are also being requested; (4) whether the transcript is to be mailed or picked up; and (5) the name and address of the person or party who shall be responsible for payment of the charges. If the transcript is mailed, the package will contain an invoice for the transcript preparation and mailing charges. If the requesting party picks up the copies from the Administrative Hearings Division, payment may be made at that time or following receipt of a mailed invoice.

Transcript requests, not in connection with an appeal, will be acted upon in the order in which they are received, and shall be superseded in priority by preparation of transcripts of matters on appeal.

4. Use of Private Reporting Service Employees at Commission Hearings

Any party wishing to use the services of a private reporting service at a hearing scheduled in a docketed matter must first obtain permission from the presiding administrative law judge. A request for permission to use the services of a private reporting service must be made sufficiently in advance of the scheduled hearing to allow for the private service to receive instructions from the Administrative Hearings Division concerning facilities and use and placement of recording equipment and court reporters. If permission is granted by the administrative law judge, the requesting party or the private service shall contact the Administrative Hearings Division at least one week prior to the hearing date to receive instructions from the Commission coordinator of reporting services.

Any party desiring the preparation of an official transcript from a rough draft prepared by a private reporting service shall provide computer discs containing the rough draft and shall proceed in accordance with the procedures outlined above for requesting the preparation of an official hearing transcript. The requesting party shall obtain from the Administrative Hearings Division specifications for acceptable computer formats.

5. Copying of Official Recordings of Hearings

Anyone desiring copies of official recordings of hearings must complete a "Copy Request" form. The requested copies will be provided in an efficient and timely manner, but not necessarily on the same day as the request, depending upon the number of copies requested and the workload of the staff. Fees for copying the official recordings include the price of the cassettes. The requesting party may request that the copies be mailed, in which case the mailed package will contain an invoice for the copying and mailing charges. If the requesting party picks up the copies from the Administrative Hearings Division, payment may be made at that time or following receipt of a mailed invoice.

6. Certification of Copied Documents

Anyone desiring the certification of copies of documents maintained in the public records of the Administrative Hearings Division shall so indicate on the "Copy Request" form.

7. Faxing of Documents

Anyone desiring the faxing of copies of documents maintained in the public records of the Administrative Hearings Division shall so indicate on the "Copy Request" form. Requests exceeding ten (10) pages, including the fax cover sheet, shall not be faxed. An invoice for all applicable charges shall be faxed with the requested copies.