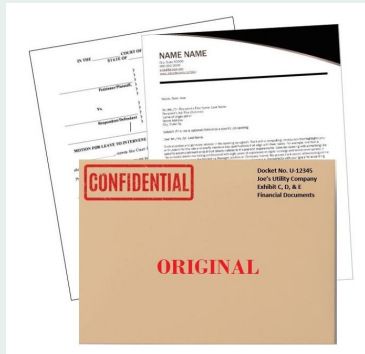


When making filings you should include:

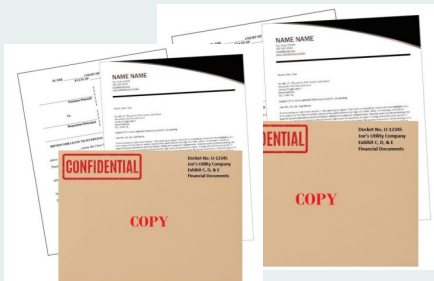
ONE ORIGINAL

(INCLUDING the cover letter, filing, AND confidential envelope if applicable)



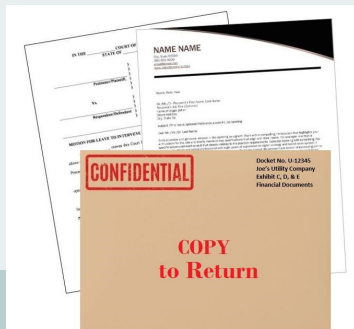
TWO COPIES

(including TWO packets containing a Cover Letter, filing, and INDIVIDUAL CONFIDENTIAL FILE ENVELOPES if applicable)



ONE COPY to RETURN

to your runner or via USPS (if self-addressed stamped envelope was included)



Louisiana Public Service Commission
P. O. Box 91154 (mailing)
Baton Rouge, Louisiana 70821-9154
602 N. 5th Street, 12th Floor (overnight)
Baton Rouge, Louisiana 70802
Phone: (225) 342-6017
Fax: (225) 342-0877

Hours of Operation
Monday–Friday
8 am–4:30 pm
excluding holidays

ALL VISITORS MUST BE ANNOUNCED
BY SECURITY DESK FOR ADMITTANCE.

NO VISITORS ALLOWED AFTER 4:30 pm



How to Make a Filing with the LPSC Records Division

**Filings are accepted ONLY during
business hours
M-F 8am–4:30 pm
(excluding holidays)**

It has been brought to our attention that filings delivered to our office, are not necessarily the same as copies being provided for staff.

*If a filing has a cover letter, please provide the cover letter on the copies as well. If the copies received are not **precisely** the same as the original document, your filing will be returned to you as rejected by our office.

*If the amount of copies we receive are not sufficient (see rule 3), your filing will be rejected.

*Faxed filings MUST BE precisely the same as the originals we receive. If they differ in any way, the fax and original filings will be rejected and removed from the docket.

*Confidential documents should be in their own envelopes for each division (Records, Legal, Administrative Hearings). Outside of the envelopes should contain the division name, docket number, company name, a brief description of the filing inside, and display “confidential”.

DO NOT put all confidential documents into one envelope, as staff is not Authorized to break the envelopes open to distribute.

Krys Abel
Business Technology Supervisor
LPSC Records Division

Rules of Practice and Procedure

Rule 3: Filing of Documents



A. Generally

1. Form of Filings

- a. All such filings shall be in the form of an original and two (2) copies.
- b. If the party making the filing wishes to receive a file-stamped copy, an additional copy must be provided along with a stamped, self-addressed envelope.
- c. Documents shall be deemed filed only when actually received by the Secretary and/or Records Division, in proper form in accordance with the requirements and/or restrictions set forth in these Rules (including but not limited to Rules 13 and 18), and/or relevant commission orders, and accompanied by a filing fee, if any. (See attached Fee Schedule).

2. Initial Filings

- a. All initial filings to be instituted before the Louisiana Public Service Commission, except those instituted by the Commission itself, shall be filed with the Secretary.
- b. Initial filings may not be transmitted via facsimile.

3. Filings to be Made With the Records Division

- a. Following initial receipt and review by the Secretary of a filing which seeks to institute an adjudicatory proceeding before the Commission for which a hearing is required, the Secretary shall forward the filings to the Records Division for docketing.
- b. Notice of docketing shall be provided to all parties.

c. After a matter is docketed with the Records Division, all subsequently filed pleadings and/or documents are to be filed directly with the Records Division at the address below:

Louisiana Public Service Commission Records Division

**602 N. Fifth Street, 12th Floor
Baton Rouge, Louisiana 70802**

- d. Any party filing a pleading with the Records Division shall serve a copy of the pleading upon all parties of record, including the Commission Legal Division, according to Rule 7 (c).
- e. The Commission shall be considered a party to every docketed proceeding without the necessity of filing intervention pleadings.
- f. Filings by Facsimile
 - i. Any filing to be made with the Records Division that is twenty-five (25) pages long or less may be transmitted via facsimile.
 - ii. Filing shall be complete only upon the receipt by the party making the filing of a confirmation from the Records Division confirming the complete transmission of every page of the filing.
 - iii. Within five days, exclusive of legal holidays, the party filing the document shall transmit to the Records Division the original signed document, two copies, any applicable filing fee, and a facsimile transmission fee of \$25.
 - iv. Filings made by facsimile no later than 4:30 p.m. on a business day, according to the Records Division facsimile equipment, shall be considered filed as of that day.
 - v. If the party fails to comply with the rules regarding filings made via facsimile, the filing shall have no force and effect.

B. Trade Secret, Proprietary and/or Confidential Documents

A party providing materials believed to be trade secret, proprietary, and/or confidential shall file this information pursuant to Commission Rule 12.1

C. Requesting Service by the Commission

Any party filing a pleading for which service by the Commission is requested, and any part requesting the issuance of subpoenas, shall identify in writing each individual to be served, or the agent for service of process for each entity to be served, along with an accurate address for service.

D. Application for Rate Increase

1. Applications for rate increases shall be deemed filed only when accompanied by sworn statements containing the applicant's case-in-chief, or when applicant's case-in-chief is presented by actual testimony.
2. Amendments to rate applications shall, if the Commission deems necessary, be treated by the Commission as a new filing and shall be subject to the same procedural requirements regarding the filing of sworn statements or taking of

**SEE OTHER SIDE FOR
INSTRUCTIONS ON FILINGS**