

# Maine Public Utilities Commission Virtual Case File/Electronic Filing



## Quick Reference Guide

January 2003

## **Virtual Case File/Electronic Filing**

The Maine Public Utilities Commission has been scanning documents related to Commission proceedings since 1997. These documents are now available on the Web. You can look for documents using the date, case ID number, or document type. The scanning of documents was limited to 50 pages. Most of the official case file will be available on the Web at <http://mpuc.informe.org>. There is also a link located on the Commissions home page at <http://www.state.me.us/mpuc>.

The Commission is now piloting the use of electronic filings with all utilities. We will be using an FTP site which will automatically notify the Commission when a filing has been received. The address to submit filings electronically is <http://www.informe.org/puc>. These files will be maintained in the original electronic format and also converted to PDF. They will be available on the Web at the address above (<http://mpuc.informe.org>)

### **Electronic Filing Procedures**

- Electronic filing is not mandatory, however the Commission strongly encourages doing so for the convenience of all parties.
- For archiving purposes, the Commission is still requiring the follow-up of originals in paper format. However the filed date will be the date of the electronic submission.

To electronically submit a filing you may either go to <http://informe.org/puc> or go to the e-filing link on the Commission's home page at <http://www.state.me.us/mpuc>. You will need to register as an e-filer and a password will be e-mailed to you directly upon submission of your registration. You will be allowed to change the password at any time. Your username will be your e-mail address. Every time you want to e-file, simply enter your e-mail address and your password. You will be required to supply information about what you are filing at the time of submission. If you forget your password, go to the logon screen and there is a place where you can go to enter your e-mail address and your password will be e-mailed to you. After e-filing, a receipt of filing will be sent to the email address provided. Filenames cannot be longer than 24 characters. Please use only letters and numbers in the filename since other characters may cause an error in the file upload. If there is a problem with transmission, an e-mail will be sent to you advising there was an error in uploading.

- Electronic Filings will be accepted in Microsoft, RTF, and PDF formats only with the exception that spreadsheets will be accepted in either MS Excel or Lotus 123.
- No confidential materials will be accepted for filing electronically. If confidential materials are filed electronically, it will not be the responsibility of the Commission if the materials are posted on the web site.

- The electronic submission should have the following statement **“THIS IS A VIRTUAL DUPLICATE OF THE ORIGINAL HARD COPY SUBMITTED TO THE COMMISSION IN ACCORDANCE WITH ITS ELECTRONIC FILING INSTRUCTIONS.”** There should be no discrepancies between what is submitted electronically and mailed. (see example)
- A hard copy of the filing plus one copy **MUST** be received at the Commission no later than two business days after the receipt of the electronic filing. Only the hardcopies of efiled material will be considered as part of the official record.
- All filings mailed after having been submitted electronically must be clearly marked **ELECTRONICALLY SUBMITTED ON [DATE OF E-FILING SUBMISSION]** in the cover letter.  
(see example)

# Sample Letter

Central Maine Power  
 -----  
 General Office, 83 Edison Drive, Augusta, Maine 04336

## ELECTRONICALLY FILED ON (DATE)

Karen Geraghty  
 Administrative Director  
 Maine Public Utilities Commission  
 State House Station #18  
 Augusta, Maine 04333-0018

Re: Docket No. 2003 -\*\*\*, Case Description .....

### **THIS IS A VIRTUAL DUPLICATE OF THE ORIGINAL HARDCOPY SUBMITTED TO THE COMMISSION IN ACCORDANCE WITH ITS ELECTRONIC FILING INSTRUCTIONS**

Dear Ms. Geraghty:

Central Maine Power Company (CMP) requests waiver in accordance with 35 M.R.S.A. §707(3)(F) for an arrangement between CMP and XXXX Water Company whereby XXX Water Company is assisting CMP and other crews that CMP has secured for emergency storm restoration resulting from the severe wind storm that struck southern Maine over the weekend. The storm has .....

## Hardware/Software Requirements

The hardware and software listed here are required to effectively utilize the Virtual Case File.

Requirements:

- Netscape Navigator 4.0 or Microsoft Explorer 5.0 or above
- Adobe Acrobat Reader 4.0
- 56K modem

### FAQ's

*(Frequently Asked Questions)*

- Q.** Does the Commission still require original and 6 copies of a filing.  
**A.** No. The Commission is only requiring the original and 1 copy. The original will always be a requirement for the official file at the Commission.
- Q.** Do I still have to serve the parties to a case?  
**A.** Yes. All parties still need to be served. It is not the responsibility of the Commission.
- Q.** How do I know my filing was received?  
**A.** An e-mail response will automatically be sent when your filing has been received at the Commission.
- Q.** For scanning accuracy, would it help to use a particular typeface or font?  
**A.** Yes. If you are not filing electronically, we would prefer the use of the two most widely used fonts, Times New Roman and Arial. Both of these work well when scanning. In addition, a font size of 12 is recommended. However, all scanning difficulties can be eliminated by submitting documents electronically.
- Q.** What about filings with documents that are larger than standard such as maps or blueprints? How will those be handled if filed electronically? How will those be handled if filed in paper form?  
**A.** If filed electronically using Word, Excel or Lotus, the documents would be converted to .PDF and accessible through the Virtual Case File. Anything filed in paper form will be stored in the original case file and a reference note placed in the virtual case file.

For Assistance:

Phone

(207)287-3831

e-Mail

[mpuc@maine.gov](mailto:mpuc@maine.gov)

Maine Public Utilities Commission

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Augusta, ME 043 3 3(Mailing Address)

101 Second Street

Hallowell ME 04347 (Physical Address)