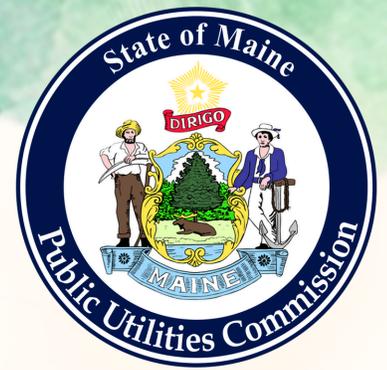


Public Notification Checklist

FOR § 6104
RATE CASE



Provide Notice of Hearing:

- Notice of proposed rate change
- Date of public hearing
- Time of public hearing
- Place of public hearing
- Purpose of the public hearing

Include:

- Amount of rate change
- Percent change for each customer class
- The customers' right to request information relating to the present and proposed rates
- The right to an open and fair public hearing
- The right to further hearings before the Commission
- The availability of assistance from the Office of Public Advocate

Inform Customers of the Right to Petition:

- Inform customers that they can petition the Commission to investigate the proposed rate change
- Signatures must have a printed name and address on them for them to be valid
- Inform customers that the utility will, upon request, provide customers with petition forms that include space for signatures and the printed names and addresses of the signers

Copies of all notices must be sent to the Commission and the Public Advocate at least 30 days prior to the hearings. This can be done through the Commission's case management system (CMS).