



State of Utah

SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

Public Service Commission

THAD LeVAR
Chair

DAVID R. CLARK
Commissioner

RON ALLEN
Commissioner

November 8, 2021

The Public Service Commission reminds all parties and participants of R746-1-203(1)(c) that requires filings to:

(c) be identified by an electronic file name that includes the following information, as applicable, in the following order:

- (i) docket number;
- (ii) identification of the type of filing, such as:
 - (A) testimony, specified as:
 - (I) confidential or redacted; and
 - (II) direct, rebuttal, surrebuttal, etc.;
 - (B) exhibit or workpaper:
 - (I) including exhibit or workpaper number; and
 - (II) specified as confidential or redacted;
 - (C) motion, including description; or
 - (D) response or reply to specified motion;
- (iii) last name of the person providing the content of the filing; and
- (iv) name of the party on whose behalf the filing is made[.]

Those requirements were designed to improve both administrative efficiency and transparency, and compliance with them creates a more user-friendly record of our dockets. An example of a filing that does not comply with those requirements is a single PDF document that contains the testimony of multiple witnesses whose names are not identified in the electronic file name (and often not even in the cover letter).

R746-1-203(2)(a) states that a non-compliant filing “shall be rejected.” Nevertheless, the PSC’s traditional practice over recent years has been not to reject, *sua sponte*, filings that violate this or other rules, or that miss a filing deadline. We generally leave it to parties to choose whether to enforce these provisions, a procedure that affords more due process than unilateral rejection. We remind all parties and participants that failure to comply with this or other rules could subject a filing to a successful motion to strike. Additionally, while we intend to evaluate the appropriateness of the “shall be rejected” phrase currently in rule, in the future we may ask parties whose filings do not comply with R746-1-203(1)(c) to resubmit the filing.

Sincerely,

/s/ Gary L. Widerburg
PSC Secretary