

Jennifer M. Granholm
GOVERNOR



STATE OF MICHIGAN
PUBLIC SERVICE COMMISSION
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
DAVID C. HOLLISTER
DIRECTOR

*Set up -
manual file
electronic filing & hearing
room
procedures.*

Date: August 19, 2003

To: Participants in the Electronic Case Filings Program

From: Robert W. Kehres, Acting Executive Secretary to the Commission

We are making a number of changes to improve the Electronic Case Filings System operations. Currently, nearly 50 percent of the Commission's open cases are being electronically filed, and we anticipate substantially increasing that number over the next year. The changes we are making include: (1) encouraging all parties to use digital signatures; (2) changing the way documents are handled in the hearing room; (3) using a new appearance form; (4) initiating a paperless filings pilot effort; and (5) increasing the maximum size of files that can be uploaded to the Electronic Case Filings System website from 3 MB to 6 MB to reduce the need to split up larger documents being filed.

We are also asking at this time that all parties update and resubmit the Letter of Assurance used to open an electronic filing account. Along with this Letter of Assurance, we are asking parties to provide us with the public key(s) associated with any digital signature(s) they might use, allowing us to validate the digital signature(s). The new Letter of Assurance is available on the Web site as a PDF file, which you can save to your computer, fill out and sign digitally. Once you have completed and signed this form, the file should be e-mailed, along with the public key, to mpscefilecases@michigan.gov. We would like all parties to file updated Letters of Assurance not later than **Friday, September 12, 2003.**

Digital Signatures – The self-sign digital signature capability of Adobe Acrobat will be the means used to digitally sign documents. You will not need to purchase any additional software or hardware to use this capability. The digital signature becomes the security, eliminating the need to apply security to the PDF file. This will also eliminate the need to scan signature pages and the use of graphic signatures. Participants will find that, once the signatures are set up, this is a faster and much more efficient process. If there are any concerns or reservations about using digital signatures, please let us know so we may address those concerns.

Hearing Room Procedures – To better link hearing room actions to the Electronic Case Filings System we need parties to a case to bring electronic copies of pre-filed testimony to be examined at the hearing. These copies should show any changes and additions that might be made during the hearing, including: (1) exhibits to be introduced in a hearing that have not been pre-filed; (2) changes to exhibits or pre-filed testimony; and (3) motions to strike. The attorney should bring both paper copies for distribution in the hearing room, as is now done, and a PDF file copy on a disk or CD that can be given to the court reporter upon acceptance by the Administrative Law Judge. For changes or motions to strike, the files to be provided should be PDF copies of the

Peter Lark, Chairman • Laura Chappelle, Commissioner • Robert B. Nelson, Commissioner

original pre-filed materials which have been modified to reflect the proposed changes using the “Free Text” and “Strikethrough” tools in Adobe Acrobat. (For more information on how to use these tools, go to the Help menu in Adobe Acrobat and look for these tools.) These tools can be used for adding or annotating text and can be inserted between lines of existing text and used to strike out text. For changes that might be required as a result of the changes made while a witness is on the stand, these changes should be made by the affected party, and provided to the court reporter within two business days. If the record is being transcribed on an expedited basis, the changes must be made immediately following the hearing and provided to the court reporter the same day. These new procedures are designed to permit the testimony to be bound into the case transcript, so that the complete record will then be available on the website.

Appearance Forms – A new appearance form is available on the Web site along with instructions for its use. This PDF form will enable participants to complete the form and electronically file it in a case prior to the pre-hearing.

Paperless Filings Pilot – A pilot effort for paperless filings will begin with the 2004 Gas Cost Recovery (GCR) and Power Supply Cost Recovery (PSCR) plan cases, which are due on or before September 30, 2003. Parties to these cases will no longer file any paper copies with the Commission. All filings must be submitted electronically to the Commission on or before the due dates established in the case.

Please go to the Help page on the E-File website at: <http://efile.mpsc.cis.state.mi.us/efile/help.htm> Here you will find the new Letter of Assurance to be submitted, instructions for setting up and using digital signatures and creating a public keys, and the new appearance form that we would like you to begin to use.

Some electronic filings participants have had difficulties in the past that might be addressed by upgrading to the most current version of Adobe Acrobat. If you are using an older version of Acrobat, you may wish to consider this option. Also, if you frequently file electronically and are accessing the system using a dial-up connection and modem, you may wish to consider upgrading to a high-speed Internet connection. This will enable you to upload, download and print electronic files more quickly and with fewer problems.

If you have any questions or problems with these changes and the new procedures, please contact Debra Berry, MPSC Executive Secretary Section. She is available to answer questions and can provide some limited training if that might be helpful. To request training; please contact Debra at (517) 241-5412 or by e-mail at dlberry@michigan.gov.

The use of electronic filings at the MPSC is evolving and we need to hear your thoughts and concerns as we move forward. We have described the paperless filings project as a pilot, and therefore, are prepared to adapt as we learn of problems or limitations with the approach. These procedures should improve efficiency and cut costs. If that is not the case, we need to know. You may also have ideas and suggestions on how we might better and more efficiently handle elements of this endeavor. We welcome your input.

Copies: Chairman Lark
Commissioner Nelson
Commissioner Chappelle



Jennifer M. Granholm
GOVERNOR

STATE OF MICHIGAN
PUBLIC SERVICE COMMISSION
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
DAVID C. HOLLISTER
DIRECTOR

Request to Participate in the MPSC Electronic Case Filings Program
Application for Account – Letter of Assurance

The first step required in the electronic filings process is registration. You must read the following agreement, then complete and return the form on the second page. Upon issuance of your account, you will receive e-mail notification, which will include your user name and password. We strongly suggest that you include e-mail addresses for more than one person at your organization.

It is the responsibility of the filing party to:

- Convert the case documents to a Portable Document Format (PDF) required in this program and cover any costs incurred for the software needed to provide all filings in the prescribed format.
- Assure that documents filed electronically with the Commission are identical to any paper copies filed in a case. Parties will make every effort to ensure that the paper copies and the PDF files submitted as part of this program match in every way possible including format and content. *(We recommend printing the paper version from the PDF file.)*
- Include signature pages of submitted documents by using a digital signature, submitting the public key to MPSC staff, and using digital signatures on all submissions.
- Serve the document on the appropriate parties. Commission staff will not provide any electronic proof of service or direct distribution of documents submitted in these cases. Parties are free to agree among themselves to use their own e-mail distribution lists as a means for providing notice of filing or distribution of documents and are encouraged to consider how this might best apply to their needs.

Copies of all documents filed in the selected cases will be available on the MPSC Web site at <http://efile.mpsc.cis.state.mi.us/efile>. As long as the original and paper copies have been filed, staff will make every effort to post the document to the MPSC Web site as soon as possible following their electronic submission. Problems with a submission could, however, delay its availability on the Web site.

Peter Lark, Chairman • Laura Chappelle, Commissioner • Robert B. Nelson, Commissioner

6545 MERCANTILE WAY • P.O. BOX 30221 • LANSING, MICHIGAN 48909
www.michigan.gov • (517) 241-6180

The electronic files are maintained and provided for the convenience of the case participants and other interested parties. Unless a case is part of the Commission's paperless pilot, the paper copies of the documents filed with the Commission remain the legally filed copies. *(That is, the official filed date is the date the paper version is received by the Commission.)* Participants are required to file an original and four copies of the paper document in cases selected for participation in the e-file program.

It is the responsibility of the participants to ensure that their user ID and password are held confidential and only used by those individuals authorized to submit an electronic filing on behalf of the firm or organization they represent. The user ID and password will be used for no purpose other than the filing of documents as prescribed by Commission staff.

The signatory hereby agrees, on behalf of the organization they represent, to the preceding assurances as a condition of their participation in this electronic case filings program.

On behalf of the organization I represent, we agree to abide by these requirements for participation in the electronic case filings program with the Michigan Public Service Commission.

Name (Please print)

Organization Name

Mailing Address

E-mail Address(es)

Telephone Number

Digital Signature

Please return via email to:
Debra Berry
Michigan Public Service Commission
P.O. Box 30221
Lansing, Michigan 48909

E-mail: dlberry@michigan.gov
Telephone: (517) 241-5412

FREQUENTLY ASKED QUESTIONS

Topics included:

- Michigan Public Service Commission (MPSC)
- Preparation and Submittal of PDF Files to the MPSC
- Company
- Technical
- Transcripts
- Service of Documents
- Public Access
- Rules of Practice and Procedure before the Commission
- Software
- Security
- System Failure

Michigan Public Service Commission (MPSC)

1. What is “electronic” filing?

Electronic filing is a method to submit and exchange data between the MPSC and its customers using Portable Document Format (PDF) files. Parties submit an electronic document via the Commission’s Electronic Case Filings Web site. No paper original or copies will be filed with the Executive Secretary. The official date of a filing will be the date the electronic submission is received by the Electronic Case Filings Web site and approved. [Exception: only those participants who do not have access to the Internet, or any electronic capabilities, will file a paper original and four copies with the Executive Secretary.] Note: the electronic copy becomes the legal copy. Electronic docket filing does not mean that staff or parties to the cases cannot have a paper copy of a filing. At the prehearing conference, staff and/or parties may request that the service of filings also be made in paper format.

2. Is it okay to “scan” an entire document?

No. The only time you should scan is when there is no other alternative: if you have information provided to you in paper copy only and it would be virtually impossible to “capture” it from any other electronic format.

3. Are all parties to electronic cases expected to participate by submitting their pleadings electronically?

Yes. However, if an interested party lacks the electronic capability, MPSC staff will create an electronic document using the paper filings. The preferable method is to submit an electronic copy of the filing via e-mail at: mpscefilecases@michigan.gov.

You may also submit your document(s) on CD or disk in Word format, via courier or mail to the: Executive Secretary, Michigan Public Service Commission, 6545 Mercantile Way, Suite 7, Lansing, Michigan 48911. MPSC staff will convert your Word file to a PDF file and upload it to our Web site in the appropriate case.

4. Will Executive Secretary staff assign case numbers prior to a company submitting an initial electronic application?

Yes. You will call the Executive Secretary staff at 517-241-6160 and request to obtain a new case number for your expected filing.

5. Will Executive Secretary staff reject filed pleadings/documents that do not meet requirements?

Yes. You will receive an e-mailed notification whenever an electronic filing is approved or disapproved. **Disapproved filings must be corrected and resubmitted as soon as possible.** The official filed date will be the date the electronic version is received and *approved*.

6. What requirements must filings meet to ensure electronic acceptance?

The filing party must properly complete the on-line transmittal form with the correct case number and document description when submitting the document file. The document must be prepared in PDF, digitally signed or secured with appropriate document security.

7. What process will be used to inform potential intervenors and interested persons of electronically filed cases?

Information on the electronic nature of a case will be included in the public notice of hearing for each case.

Preparation and Submittal of PDF Files to the MPSC

8. What are the major differences between Adobe Writer and Adobe Distiller?

The Distiller provides higher output quality than the Writer. [Not applicable for version 6.0 or higher.]

9. Can a PDF file be spell checked?

No. Spell check should be completed while in the word processing stage of preparing a document for filing.

10. Can PDF files be merged?

Merging can be done using the Insert and Delete feature from Pages in the Options drop down menu. Insert the new or corrected page, and then delete the incorrect or unwanted page.

11. Can a PDF file be reconverted to a word processing document?

Yes, but much of your formatting will be lost. In Adobe 6.0, PDF files can be saved as Word files or Rich Text Format (rtf) files where text can then be manipulated (text on scanned pages cannot be changed). However, it is still recommended that you always keep the document saved as a word processing document. If you find that you must edit the document after it has been converted to a PDF file, edit the word processing file and convert it again to a PDF file.

12. How can a filer electronically submit exhibits and attachments to a pleading that he/she did not create?

First, try to obtain the document in an electronic form, from the author, publication or Web site. If that is not possible, the document must be scanned. This requires the use of the "capture" process. Because capturing documents that are either voluminous or of poor visual quality may be a challenge, save as graphic image files and merge with the document file when possible. It may be necessary to file graphics in parts if the resulting file size is still large. These files must be organized and electronically filed in a logical manner so users can easily identify and retrieve the files. When setting security on your PDF document, remember to enable copying of text, images, and other content.

13. When should an electronic document be submitted to the MPSC?

An electronic document is the primary means of filing in cases. [Note: paper documents are filed only if the filer does not have electronic capabilities.]

14. Should the cover letter, proof of service and the pleading be electronically filed as one PDF file or as three separate PDF files?

Merge the cover letter and proof of service with the pleading and submit it as one PDF file. The maximum file size the system will accept is 6 megabytes (MB) or 6000 kilobytes (KB). Voluminous documents may need to be separated into logical components and submitted as separate PDF files (see User Manual Part II).

15. Whose name should appear as the filer on the transmittal form?

The person who signed the document should be the filer, i.e., if Mary Smith is submitting the filing, but Jack Jones actually signed the document, Jack's name should appear on the transmittal form as the "filer."

16. Who receives notification when the e-filed document has been received, approved and/or disapproved?

The e-mail address that appears on the account information will receive any notification with regard to an e-filed document. Up to four e-mail addresses may be included in this field, separating each e-mail address with a comma (no spaces between). It is recommended that multiple users receive the notifications.

17. When is it necessary to enter information in the description field of the transmittal form?

A description is necessary if the drop-down menu does not contain the type of document being filed, or when additional information is necessary to fully explain the document type; e.g., if an application for leave to appeal is being filed, select "Application" from the drop-down menu, then enter "leave to appeal" on the description line. It is not necessary to repeat information in this description field.

Company

18. Is there a limit to the number of persons from each company, firm, etc. that will be authorized to submit files electronically?

No. Filers can have one account with multiple users or can request separate accounts for users at a different location who will be submitting filings. To ensure consistency in filing, authorized users should be limited to those familiar with the electronic filing process.

Technical

19. Must parties to an electronic case continue to submit paper copies of filings?

Documents will be distributed in paper form only if agreed upon by parties at the prehearing.

20. Will the filing requirements change for filers continuing to use the paper system?

The Rules of Practice and Procedure Before the Commission requirement for an original and 7 copies for all utility complaint cases remains in effect for cases that are not electronically filed.

21. What are the filing expectations for cases before the Commission having large maps and other large exhibits submitted with an application, such as pipeline cases?

Documents/exhibits that may be impractical for conversion to electronic format will be identified in the "Index of Filings" with an "N" after the document number. Upon selection of this document, a message will appear indicating the filing is only available as a paper document from either the MPSC or the filing party.

22. If maps or exhibits are available on a company's Web site, could hyperlinks be created in the document to that site?

No. To maintain the integrity of the electronic document, hyperlinks can only be used to link to another portion of the document. However, a cover letter may be e-filed indicating the company's Web site address where documents are available electronically, or the Web page might be converted to PDF and made part of the filing.

23. How will MPSC staff process exhibits presented at hearings?

Parties are responsible for e-filing the admitted exhibits, marked with the exhibit number, case number, and date of hearing, within 24 hours of the hearing.

24. How will small companies without Internet access receive information on filings?

Those parties not having Internet access can be served with paper copies via U.S. mail. The service of documents will be discussed at the prehearing. The public may continue to request paper copies of any documents filed with the MPSC. If a company without Internet access becomes involved in an electronic case, it will need to submit documents using an alternative method, such as submission of CDs or disks containing the Word format of their filing.

25. Do parties need to access a scanner to participate in the program?

Yes. Anything that is not available in electronic form will have to be scanned.

Transcripts

26. Are court reporters expected to file electronic transcripts with bound-in testimony?

Yes. Court reporters may utilize Adobe Acrobat software (i.e., Professional Page Numberer) to renumber inserted pages in transcript.

Service of Documents

27. Will the electronic filings system provide an exclusive means for filings?

Yes, except in most complaint cases at this time.

- 28. Will the filing of electronic documents with the MPSC also constitute service on other parties to the case? If no, how is service to be handled?**

No. Parties are responsible for service to other parties to the case in accordance with R460.17109 of the Rules of Practice and Procedure Before the Commission. Service of documents will be electronic, unless other arrangements are made at the prehearing.

- 29. Will the discovery process change with regard to electronic filings?**

Parties may choose to engage in electronic discovery, however, this issue is appropriate for discussion at the prehearing conference. The proof of service is the only part of discovery that is required to be filed with the MPSC, and it is to be filed electronically.

- 30. Will the MPSC establish e-mail service lists for use by parties to a case?**

No. This issue should be discussed and a determination made at the prehearing conference.

Public Access

- 31. What is the time standard for releasing/posting electronic filings?**

Our goal is to have an electronic filing posted to the MPSC Web site within 2 business hours of receipt, provided the submission meets approval standards.

- 32. Will all parties to e-filed cases receive notification when a new filing has been posted to the Web site?**

No, only the filing parties will receive notification that their filing has been posted. Note: You should track your e-filings by way of submission and approval or disapproval numbers received via e-mailed notifications. You will need the submission number when inquiring about the status of your e-filing (see User Manual Part I, Section B, No. 15).

- 33. Explain the MPSC staff approval and disapproval processes.**

Your electronic submission must be filed in the appropriate case number(s), and the documents should identify the appropriate case number(s). The submission should identify what documents are being filed, by whom, and on behalf of whom. The filing will be approved or disapproved based on this criteria.

Rules of Practice and Procedure Before the Commission

34. Are changes expected for participation in cases via Rule 207 (participation without intervention)?

No. Comments from Rule 207 participants will become part of the record through the hearing process.

35. Are filing fees required by statute eliminated for electronic cases?

No. Any applicable filing fees should be mailed to the Michigan Public Service Commission, Attn: Executive Secretary, 6545 Mercantile Way, Suite 7, Lansing, Michigan 48911.

36. MPSC rules require a signature on all pleadings. What are the signature requirements for electronic documents?

All electronically filed documents must be signed. Public Act 305 of 2000, the Uniform Electronic Transactions Act, specifies that if a law requires a signature, an electronic signature will satisfy the law.

Only when a party does not have the capability for digital signature use, may he/she: a) scan the signed signature page and merge it into the PDF file; or b) insert a graphic signature into the document prior to converting the file to PDF.

37. Will the MPSC require participants to obtain a waiver of R460.17109, Rule 109 (3)(4), Filing and Service of Documents?

Waivers are not needed for voluntary participants.

Software

38. What is the cost of PDF conversion software?

For information, go to: <http://www.adobe.com/prodindex/acrobat/main.html>.

39. Who purchases conversion software for participating parties?

Participating parties must individually purchase and install this software on their computers and assure that their staff is trained in its use.

Security

- 40. Will the electronic filings system use a secure database whereby the filer will be the only one with the ability to change, modify, or edit documents he/she has filed?**

The database is secure. However, once the file has been transmitted to the MPSC, a document cannot be altered by the filing party. If the transmitted document contains errors, the filing party should contact appropriate MPSC staff and request disapproval of the filing. If MPSC staff has approved and posted the filing, the filing party must file an erratum, or amended pleading.

- 41. Why does the MPSC use an SSL (Secure Socket Layer)?**

The SSL encrypts the information sent and ensures that it cannot be viewed or altered in any way by unauthorized users while it is being transmitted over the Internet. SSL functions only in Netscape version 4.5 and above or Internet Explorer version 5.0 and above. Older browsers do not support this technology and an update will be necessary. A newer version of your browser can be downloaded from the Internet.

SSL is a protocol that enables a web browser and a web server to communicate securely. If a server uses an SSL ID, the browser knows it is communicating with a legitimate source. A digital certificate assures the user of the identity of the web site owner and that any information sent to the web site is secure.

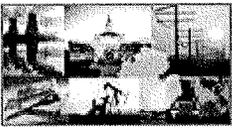
When an SSL is used on a web site, message privacy is protected by a unique "session key" generated at the time of the connection. A session key is a unique encrypted code used only for one user during one session and that key is encrypted with the server's public key. The use of multiple layers of privacy protection guarantee that the information cannot be intercepted, viewed, or altered in any way by unauthorized users. This assures the user that the information sent and the information received is identical.

Your browser will indicate that the site is secure. The user may receive a pop-up window asking authorization for the certificate. An option is offered to view the certificate. There are also visual indicators that a site is secure. The URL for a secure site (shown in the browser URL address box) will change from an "http://" address to an "https://" address for a secure site. The user should also see a "locked" icon in the lower left corner of a Netscape browser window or in the lower right of an Internet Explorer window. These indicate connection to a secure site. When you post information on our electronic filings site, the security and integrity of that information are assured by the use of a secure socket layer.

System Failure

42. What happens if there is a system failure and parties are unable to electronically transmit documents to the MPSC?

A party should hand-deliver the official filing on CD or disk to the Executive Secretary. Filing parties can electronically submit their pleadings as soon as the system failure is remedied. Alternate emergency electronic filing procedures are available (see User Manual, Part IV).



Electronic Case Filings

Michigan Public Service Commission
Department of Labor & Economic Growth

--- Choose One ---

About Electronic Case Filings

PDF - Electronic Case Filing Evaluation

The Michigan Public Service Commission's (MPSC) Electronic Case Filings Project began as a pilot on March 31, 1999. Six utility companies volunteered to use select cases as pilot cases. As of August 2003, 391 cases have been electronically filed and over 9,300 documents have been electronically posted to the system. We are continuing to make refinements and enhancements to the Electronic Case Filing Web site and to look for ways to streamline the administrative process.

The processes for filing and accessing electronic documents have been designed to be simple and straight forward. To file a document, participants convert the original document to a Portable Document Format (PDF) file and upload it to the MPSC Electronic Case Filings Web site after completing a brief document description. MPSC staff review the document description to ensure it is properly described and readable, and post the file to the MPSC Electronic Case Filings Web site. The electronic submission of all documents in these cases is in addition to the existing paper filing process.

All Electronically filed case documents can be searched, downloaded, viewed, and printed. Documents are grouped first by industry and then by case number and are displayed in reverse chronological order (the most recent filings are located at the top of the page). These files can be viewed by the public at <http://efile.mpsc.cis.state.mi.us/efile>.

A Users Manual also provides information on: (1) how to file a document, (2) how to organize large filings, (3) information on creating PDF files, (4) using digital signatures, and (5) alternate methods for filing if the Internet or E-mail systems are not available.

Participants must submit a signed assurance agreeing to the specifics of the system's operations. Afterwards, users are assigned a user name and password to access the file upload area of the system. The user documentation is available at the "Electronic Filings" [help](#) section for easy online reference.

(Rev. 12/2001)

Michigan Public Service Commission

For help with electronic filing: mpscefilecases@michigan.gov
For problems with this website: mpsc.webmaster@michigan.gov
Modified: Aug 18, 2003 - [Disclaimer](#)

additional info

- [How to file electronically](#)
- [Help using system](#)
- [Disclaimer](#)

search New



HEARING ROOM PROCEDURES – ELECTRONIC CASES

Appearance Forms

A new Entry of Appearance form, along with instructions, is available on the Commission's Website at <http://efile.mpsc.cis.state.mi.us/efile/help.html> for those requesting to intervene. Participants are required to download the form, complete it and file it electronically prior to the hearing. The completed form should also be emailed to the presiding administrative law judge prior to the hearing. If a party has already filed a letter of appearance in a case, the Entry of Appearance form is not required.

Prefiled Testimony to be Bound Into the Record

Participants are required to bring a CD or disk containing the PDF version of their prefiled testimony. Parties are responsible for making any required changes within 24 hours of the hearing, unless the hearing is expedited and daily transcripts are required. [NOTE: When the record is transcribed on a "daily" basis, participants are required to incorporate the changes on the day of the hearing.] *Parties are required to edit their testimony by adding exhibit numbers, strikeouts and changes/corrections before providing the information to the court reporter. Do not apply security to the files.* THE CDS OR DISKS ARE TO BE PROVIDED TO THE COURT REPORTER, along with a paper copy. The court reporter will insert the bound-in testimony into the record, place security on the file and submit it electronically to the Commission's Electronic Case Filings Website.

Official Exhibits

Sponsoring parties must label prefiled exhibits sequentially using up to three letters to identify the sponsoring party and numerically, beginning with the number 1, i.e. A-1, S-1, AG-1, RRC-1, MEC-1, MCG-1, etc., and include case no. **This method will replace the current practice of re-numbering the exhibits during or after the hearing.**

Sponsoring parties are responsible for electronically filing their official exhibits via the Commission's Electronic Case Filings Website. Any changes made while the witness is on the stand shall be made by the sponsoring party. We suggest that exhibits be submitted along with a cover letter which contains a digital signature so that no other security is required. Exhibits submitted without a digital signature must have the correct security settings. The PDF version must be submitted electronically via the Commission's Electronic Case Filings System within 24 hours of the hearing.

An original paper version must be provided to the court reporter, even if the case is a paperless case. The paper version of the exhibits will serve as a point of reference for the court reporter in creating the transcript.

Service of Documents

Service of documents will be electronic unless other arrangements are made at the prehearing.

Digital Signatures

Digital signatures should be applied to all documents requiring a signature.

Document Security

When using digital signatures, no other security should be applied. Documents that are not digitally signed or do not require a signature must be secured by selecting the security option: *Enable copying of text, images, and other content* in Adobe Acrobat.

Questions regarding any of the above should be directed to Debra Berry at dlberry@michigan.gov or (517) 241-5412.

Set up
manila
file

HEARING ROOM PROCEDURES – ELECTRONIC CASES

Appearance Forms

A new Entry of Appearance form, along with instructions, is available on the Commission's Website at <http://efile.mpsc.cis.state.mi.us/efile/help.html> for those requesting to intervene. Participants are required to download the form, complete it and file it electronically prior to the hearing. The completed form should also be emailed to the presiding administrative law judge prior to the hearing. If a party has already filed a letter of appearance in a case, the Entry of Appearance form is not required.

Prefiled Testimony to be Bound Into the Record

Participants are required to bring a CD or disk containing the PDF version of their prefiled testimony. Parties are responsible for making any required changes within 24 hours of the hearing, unless the hearing is expedited and daily transcripts are required. [NOTE: When the record is transcribed on a "daily" basis, participants are required to incorporate the changes on the day of the hearing.] *Parties are required to edit their testimony by adding exhibit numbers, strikeouts and changes/corrections before providing the information to the court reporter. Do not apply security to the files.* THE CDS OR DISKS ARE TO BE PROVIDED TO THE COURT REPORTER, along with a paper copy. The court reporter will insert the bound-in testimony into the record, place security on the file and submit it electronically to the Commission's Electronic Case Filings Website.

Official Exhibits

Sponsoring parties are responsible for electronically filing their official exhibits. Any changes made while the witness is on the stand shall be made by the sponsoring party. *Parties are also required to mark the exhibits with the case number, date of hearing and exhibit number, using the Notes Tool in Adobe Acrobat or Headers/Footers.* We suggest that exhibits be submitted along with a cover letter which contains a digital signature so that no other security is required. Exhibits submitted without a digital signature must have the correct security settings. An original paper version must be filed with the Office of the Executive Secretary and the PDF version must be submitted electronically via the Commission's Electronic Case Filings System within 24 hours of the hearing.

Service of Documents

Service of documents will be electronic unless other arrangements are made at the prehearing.

Digital Signatures

Digital signatures should be applied to all documents requiring a signature.

Document Security

When using digital signatures, no other security should be applied. Documents that are not digitally signed or do not require a signature must be secured. The security settings must allow the user to read, cut and paste, and print.

Questions regarding any of the above should be directed to Debra Berry at dlberry@michigan.gov or (517) 241-5412.



STATE OF MICHIGAN
PUBLIC SERVICE COMMISSION
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
DAVID C. HOLLISTER
DIRECTOR

Jennifer M. Granholm
GOVERNOR

Hearing Room
file
to Monica
file
Procedure

J. Peter Lark
CHAIR

Robert B. Nelson
COMMISSIONER

Laura Chappelle
COMMISSIONER

Date: September 19, 2003

To: Participants in the Electronic Case Filings Program

**From: Catherine Bowers
Office of the Executive Secretary**

This is to clarify new hearing room procedures, which were set forth in our mailing of August 19, 2003. The language in that mailing did not adequately describe new procedures pertaining to official exhibits.

In addition to providing an electronic version of testimony to be bound into the record, parties are required to provide the court reporter with an electronic version of exhibits to be marked and entered into the record as official exhibits. As indicated in our previous mailing, the files to be provided should be PDF copies of the original pre-filed materials, which have been modified to reflect proposed changes. Any changes required as a result of changes made while a witness is on the stand should be made by the sponsoring party, and provided to the court reporter within two business days. If the record is being transcribed on an expedited basis, the changes must be made immediately following the hearing and provided to the court reporter the same day.

The court reporter will label the exhibits, using the Note Tool feature in Adobe Acrobat, place security on the files and submit them electronically through the Commission's Electronic Case Filings System.