



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

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April 26, 2019

To: Energy and Telecommunications Industry Representatives

From: Melanie A. Bachman, Executive Director *LAB*

Re: **Filing Requirements**

Pursuant to Regulations of Connecticut State Agencies §16-50j-12, the Connecticut Siting Council (Council) requires, "... at the time motions, petitions, applications, documents or other papers are filed with the Council, there shall be furnished to the Council an original of such papers. In addition to the original, there shall be filed 20 copies for use of the Council and its staff, unless a greater or lesser number of such copies is expressly requested by the Council."

Please be advised that the Council requires applicants, petitioners, parties and intervenors to submit **an electronic version, and an original with 15 hard copies** of documents to the Council in all proceedings. **The deadline for submission specifically applies to the original and 15 copies.** Electronic copies of the filings are also required to be sent to the service list for any matter.

The Council has been experiencing chronic delays in the receipt of hard copy documents and also electronic submissions to siting.council@ct.gov. Deadlines are set to allow time to distribute the documents to staff and to mail the documents to Council members for review in advance of a hearing or meeting. Failure to supply **all forms** of documentation (electronic and hard copy) on or before the deadline creates unnecessary time constraints for the staff, Council members, and parties and intervenors to review the documents prior to hearings and meetings.

Upon the granting of party or intervenor status, the following language is included in the decision letter and in the Council's Guide to Party and Intervenor Status that is enclosed:

All filings submitted to the Council must consist of **original and 15 copies** with the docket or petition number, properly collated and paginated, and bound. It is also requested that an **electronic version of all filings be sent to siting.council@ct.gov.**

This information is also repeated in the Pre-Hearing Conference materials and memorandum.

All documentary submissions, including, but not limited to, motions, pre-filed testimony and interrogatory responses, shall consist of an original and 15 copies, as well as an electronic version for posting to the project webpage and **shall be submitted properly and completely on or before the deadline.** The Council will not make any copies of any documents.

Thank you for your anticipated cooperation.

