

- New, improved online Docket Card: The online docket card now allows a user to search for a proceeding using a number of criteria, including proceeding number, filer, assigned Commissioner or Administrative Law Judge, and a date range. After selecting a proceeding, the user can view all documents, rulings only, or decisions only. The list of documents can be sorted in different ways and can be downloaded into a spreadsheet. These tools are now available at the CPUC website link to docket cards at http://www.cpuc.ca.gov/docket_card.
- New requirements for filed documents: The Rules of Practice and Procedure, effective June 8, 2011, now require:
 - ❖ Minimum 12 point font, 1-inch left margin, and ½-inch right margin (Rule 1.5)
 - ❖ Include contact information on the title page of documents larger than 20 pages (Rule 1.6)
 - ❖ When e-serving or e-filing a document, include the certificate of service and service list as a separate attachment from the document. (Rule 1.10 and Rule 1.13(b))
- 5:00 p.m. deadline: Rule 1.15, effective June 8, 2011, now establishes that an act must occur by 5:00 p.m. in order to be deemed performed on that day.
- New procedure for petitions to modify decisions in closed dockets: Under current procedures, petitions to modify a decision (Rule 16.4) in a closed docket will re-open that docket. In order to more effectively manage our dockets, ALJ Division now reviews petitions to modify decisions in dockets that have been closed for one year or longer, and may instruct petitioners to resubmit the petition as a new “application to modify” so that it may be assigned a new docket number. Please assist us in this effort by contacting the Docket Office at efile-help@cpuc.ca.gov in advance of submitting such a petition for filing, so that we may provide appropriate direction.
- Subscribe to Rules Updates for notification of proposed changes to the Rules of Practice and Procedure: The CPUC periodically amends the Rules of Practice and Procedure to reflect statutory and technological changes and opportunities to streamline CPUC procedures. Subscription to our Rules Updates service will notify you of proposed rules changes, opportunities to comment on them, and other procedural updates. Subscribe at <http://www.cpuc.ca.gov/subscribe/listssubscribe.aspx?LN=RULES-UPDATES>.
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- Official Service Lists. Formal parties are routinely added to a proceeding's Official Service List as they obtain party status pursuant to Rule 1.4. All other interested persons will be added upon request, either as "**State Service**" (State employees) or "**Information Only**" (for e-mail service of electronic documents only).
 - ❖ Please, only one representative per party should be listed in the "Party" category. Additional representatives may be added as "Information Only" or "State Service."
 - ❖ For completeness, use the "Request for Addition/Change to Official Service List" form http://www.cpuc.ca.gov/forms/service_list_addition_change.pdf.
 - ❖ It is your responsibility to keep your contact information up to date with the CPUC.

- How to become a Party (Rule 1.4): Any person will "automatically" become a party to a formal proceeding:
 - ❖ In an application, by filing the application or a timely protest or response to the application.
 - ❖ In a complaint, by filing the complaint or being named as the defendant.
 - ❖ In an investigation, by being named as a respondent to the Order Instituting Investigation.
 - ❖ In a rulemaking, by being named as a respondent to the Order Instituting Rulemaking, or by filing timely comments or reply comments that the Order Instituting Rulemaking solicited.

Persons may also request party status at any time during the proceeding by filed or written motion. Motions will generally be granted by the administrative law judge if doing so will not cause undue prejudice to the other parties to the proceeding.