

## FAQ SHEET: HOW TO BE ADDED TO SERVICE LIST

**Gather your information:** Proceeding number, your contact address and phone number, e-mail, and organization you represent.

**Identify the correct category for service:**

- Party – for those who intend to actively participate in the proceeding, you must follow the procedures of **Rule 1.4** (listed below)
- Information Only – for members of the public who wish to monitor the proceeding but not directly participate (you will receive information by e-mail if you provide an e-mail address) – another alternative is our [Subscription Service](#)
- State Service – government workers who need to monitor the proceeding

**Commission Rules of Practice and Procedure Rule 1.4:**

**A person may become a party to a proceeding by disclosing who they represent and their interests by:**

- (1) filing an application, petition, or complaint;
- (2) filing (i) a protest or response to an application or petition, or (ii) comments in response to the opening of a rulemaking or following the instructions in the rulemaking;
- (3) entering an appearance at a prehearing conference or hearing; or
- (4) filing a motion to become a party.

**In addition, any defendant to a complaint, or respondent to an investigation or a rulemaking, is a party to the proceeding.**

**Complete the Addition/Change to Official Service List Form at:**

[http://www.cpuc.ca.gov/forms/service\\_list\\_addition\\_change.pdf](http://www.cpuc.ca.gov/forms/service_list_addition_change.pdf) using the information gathered above.

**Print or save the Addition/Change to Official Service List Form** and send it by e-mail, fax or mail to:

Process Office  
California Public Utilities Commission  
505 Van Ness Avenue, 2nd Floor, Room 2000  
San Francisco, CA 94102  
phone: (415) 703-2021  
fax: (415) 703-2823  
[process\\_office@cpuc.ca.gov](mailto:process_office@cpuc.ca.gov)