

**Carrier Branch  
Telecommunications Division  
California Public Utilities Commission**

**Notice: All Telecommunications Carriers**

**Mandatory CD-ROM Advice Letter Filing Starts  
January 5, 2004**

For any Advice Letter Filing on or after January 5, 2004, please submit

One paper copy of completed PAL form

One paper copy of Advice Letter (no tariff sheets/contracts/workpapers)\*

One CD-ROM with

Content.txt file

PAL sheet

Advice Letter

Relevant Tariff Sheets

Relevant Contracts

Relevant workpapers

PAL summary sheet can be found at

[http://www.cpuc.ca.gov/static/industry/telco/information+for+providing+service/  
alsummaryform.htm](http://www.cpuc.ca.gov/static/industry/telco/information+for+providing+service/alsummaryform.htm)

CD-ROM contents format and file naming requirements can be found at

<http://www.cpuc.ca.gov/PUBLISHED/REPORT/31585.htm>

**Please submit your filing to**

TD PAL Coordinator

Telecommunications Division

California Public Utilities Commission

505 Van Ness Avenue

San Francisco, CA 94102

For inquiries, call 415 703 1565, or e-mail: [TD\\_PAL\\_COORDINATOR@cpuc.ca.gov](mailto:TD_PAL_COORDINATOR@cpuc.ca.gov)

\*N.B. Incumbent LECs supply one paper copy of each file on CD-ROM; all carriers supply one paper copy of interconnection agreements requiring Commission approval by Resolution (per ALJ-181); one paper copy of any exchange boundary map larger than 8" by 11 1/2"; spreadsheet workpapers must be in Microsoft Excel, formulas unhidden, and protection passwords supplied.

