

ORIGINAL

**GENERAL ADMINISTRATIVE ORDER
OF THE INDIANA UTILITY REGULATORY COMMISSION
REGARDING SUBMITTING DOCUMENTS ELECTRONICALLY
2015-1**

WHEREAS, the Indiana Utility Regulatory Commission (“IURC” or “Commission”) seeks to make the best use of its personnel and other resources for the efficient and economical carrying out of its statutory duties;

WHEREAS, the Commission has informally offered the ability to submit electronically certain filings and documents through its website;

WHEREAS, the Commission will be upgrading its database and other information technology (“IT”) systems by the end of calendar year 2015, which will allow for greater use of appropriate technology to enhance the procedures and processes of the Commission;

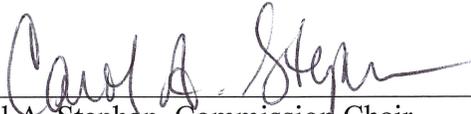
WHEREAS, the Commission has determined that increasing the use of electronic filing of documents would increase efficiency and allow for the better use of Commission resources; and

WHEREAS, the Commission has further determined that its procedural rules need to be updated to make provisions for IT enhancements;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that:

- (1) The electronic procedures and processes, which are attached to this General Administrative Order as Appendix A, be adopted by this Commission, effective May 1, 2015;
- (2) No later than May 1, 2015, all utilities and other parties submitting documents to the Commission are strongly encouraged to use the electronic filing procedures and processes, which are attached to this General Administrative Order as Appendix A; and

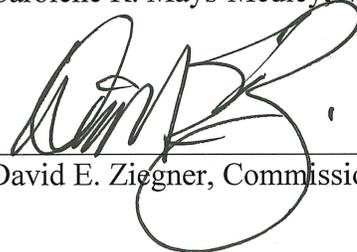
- (3) The Commission's Office of General Counsel shall conduct a rulemaking to update the Commission's procedural rules.



Carol A. Stephan, Commission Chair

Absent

Carolene R. Mays-Medley, Vice Chair / Commissioner



David E. Ziegner, Commissioner

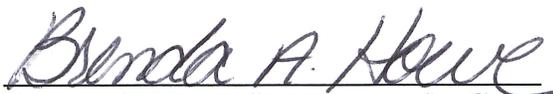
Absent

Angela Rapp Weber, Commissioner



James F. Huston, Commissioner

I hereby certify that the above is a true and correct copy of the resolution as approved.



Brenda A. Howe, Secretary to the Commission

Date: APR 22 2015

Appendix A of General Administrative Order 2015-1 Regarding Submitting Documents Electronically

The Indiana Utility Regulatory Commission (“IURC” or “Commission”) has been accepting the following documents through its Electronic Filing System (“EFS”):

- Filings in docketed cases (not including new case petitions);
- Confidential documents related to docketed cases; and
- General submissions (30-day filings, fee bills, annual reports, communications non-docketed filings, non-confidential communications, survey responses, etc.)

Effective May 1, 2015, the Commission will also accept new docketed case petitions pursuant to the following process:

Process for Filing New Docketed Case Petitions:

1. At least one business day prior to the expected date of filing, petitioners shall contact the IURC (Systems Support Specialist) for a cause number.
2. The Systems Support Specialist will provide petitioner the next available sequential number. Only one cause number will be given per request.
3. The Systems Support Specialist will establish the new case by entering the new cause number, sub docket number, and industry type into the IURC internal system.
4. The cause number will then be available in the Electronic Document System for Petitioner to file the Petition after the system goes through a publishing cycle.
5. Once the petition is uploaded into the Electronic Filing System and is accepted by the Commission, the document will be entered into the IURC internal system along with specific details regarding the case.

Also effective May 1, 2015, the Commission requests that electronic documents meet the following detail requirements:

Detail Requirements for Electronic Filings:

- Electronically filed documents must be in .pdf format. Whenever possible, the Commission prefers that parties use native electronic documents rather than scanned documents.
- Documents must be run through an optical character recognition program prior to uploading in the Electronic Filing System.
- Documents must be native electronic documents or scanned at 600 dpi.
- Documents must be in color, as necessary.
- Font size can be no smaller than 10 point.
- Electronic filings that contain multiple pleadings and documents should be filed separately. For example, the testimony for each witness should be filed separately rather

than in a single case-in-chief filing. Exhibits and attachments to a witness's testimony may be included in a single file with the testimony.

- If an electronic filing contains a scanned version of a spreadsheet, the party shall concurrently submit an electronic version of the spreadsheet in Microsoft Excel format to the presiding ALJ. Spreadsheet files may be submitted as an email attachment or on CD.
- Any party making a filing that exceeds thirty (30) pages in length shall also mail or deliver to the Commission three (3) additional paper copies within two (2) business days.

The Commission will accept the electronic version of an original signature for electronic submissions. Any prefiled testimony offered into evidence at a hearing must still have an original signature.

Reminder: The IURC's procedural rules require that all parties, including the Indiana Office of Utility Consumer Counselor ("OUCC"), must be timely served, regardless of the manner in which the documents are filed with the IURC. Any document submitted electronically to the IURC, including 30-day filings, must also be sent electronically to the OUCC.

The Commission will continue to accept paper filings until such time as its procedural rules are revised. In the meantime, electronic filing is encouraged, but not mandated.