



BEFORE THE ENERGY RESOURCES CONSERVATION AND DEVELOPMENT  
 COMMISSION OF THE STATE OF CALIFORNIA  
 1516 NINTH STREET, SACRAMENTO, CA 95814  
 1-800-822-6228 – WWW.ENERGY.CA.GOV

***EL SEGUNDO ENERGY CENTER  
 AMENDMENT***

**DOCKET No. 00-AFC-14C**

California Energy Commission <b>DOCKETED</b> <b>00-AFC-14C</b>
TN 71243 JUN 12 2013

**GENERAL ORDERS REGARDING  
 ELECTRONIC DOCUMENT FORMATS,  
 FILING AND SERVICE OF DOCUMENTS  
 and OTHER MATTERS**

Until further order of the Committee, the following standards and requirements shall apply to the parties and all other persons participating in this matter.

**Filing of Documents with the Energy Commission Docket Unit**

On November 30, 2011, the Executive Director of the Energy Commission issued a “Standing Order re: Proceedings and Confidentiality Applications - Procedural Requirements for Filing, Service and Docketing Documents with the Energy Commission” [Docket No.: 11-GEN ADMIN-01] (Standing Order). The Standing Order eliminates the former requirement that hard copy original paper copies of documents or comments be filed in addition to electronically (e.g. e-mails or CDs) filed documents. Therefore, do not submit paper copies for filing if you file an electronic version. Hard copy originals must still be filed in cases where no electronic version is submitted.

Documents will be filed and docketed on the date they are received in Dockets. The Docket Office will not backdate any filings. All filings received by 5:00 p.m., will be docketed for that date. All filings received after 5:00 p.m., will be docketed as received the next business day.

The Standing Order contains additional provisions defining and modifying the regulatory procedures for submitting/filing documents with and serving documents on the Energy Commission. It may be viewed on our Energy Commission website:

[www.energy.ca.gov/dockets/documents/2011\\_Standing\\_Order\\_for\\_Documents.pdf](http://www.energy.ca.gov/dockets/documents/2011_Standing_Order_for_Documents.pdf).

## **E-mail Only Service of Documents on Committee and Other Parties**

The Standing Order applies only to the filing of documents and service of documents on the Energy Commission. It does, however, invite individual case committees to apply similar rules to the service of documents on other parties in each case. We accept that invitation and order as follows:

Pursuant to California Code of Regulations, Title 20, section 1210, subd. (a), until a party indicates to the Presiding Member or Hearing Adviser that it requires a hard copy, an e-mailed copy of all electronic documents of 5 megabytes maximum file size pursuant to Section 1209.5 is sufficient for service in this proceeding. No hard copy of an e-mailed document need be provided. Where a party is designated on the Proof of Service List for this proceeding as “hard copy required” or similar words, parties shall deliver a paper copy of all written material they file in this proceeding in person or by first class mail, or other equivalent delivery service, with postage prepaid to the person so designated. Regardless whether a party has indicated a preference for hard copies, documents larger than 50 pages may alternatively be sent in the form of an electronic file recorded on a compact disk rather than as a paper copy, provided that the party is offered the opportunity to request a paper copy.

## **Format of Electronic Documents**

The Standing Order also provides:

“In some instances, electronic copies created by scanning a printed document are unable to be word searched, read by programs that assist the visually impaired, or easily read on small screen devices such as smart phones. The better method is to create a .pdf (Portable Document Format) file by printing to a ‘virtual printer’ that creates a .pdf file from within the same program that is used to print a paper copy.”

“Signatures may be indicated on electronic copies by embedding a scanned signature graphic, ‘Original Signed By’ or similar words, or a second - scanned - copy of the signature page may be appended into the electronic file.”

Electronic documents prepared and submitted in this case shall, to the maximum feasible extent, be prepared by the “better” method, described above—electronically converting the contents to a .pdf file by use of a virtual printer or other software. Your operating system or word processor may already have this feature; if not, an internet search for “print to pdf” or “virtual pdf printer” will point you to suitable software. The original printed copy of a document containing an original signature shall be retained by the party filing that document and produced if requested by the Presiding Member or Energy Commission.

The purpose of these requirements is to obtain electronic documents that are word searchable, easily viewable on smaller screens, and of the minimum necessary size. A word-searchable document can be created by optically scanning a printed copy and using optical character recognition (OCR) to recreate the electronic representation of the words in the .pdf file. Unfortunately OCR is not 100 percent accurate and the resulting file is much larger than it needs to be because a photograph of the document remains in the file along with the much smaller electronic version. Some scans are also of poor quality, making the text harder to read on a computer or smart phone screen or on paper.

### **Proof of Service List**

The Hearing Office maintains the Proof of Service List for this proceeding. That office will no longer send revised versions of the list to the parties. Rather, the current version will be posted on the proceeding's web page, in both .pdf and .doc formats for you to download and use in filing and serving documents. You can determine whether you have the latest version by comparing its revision date to the revision date in the caption in the posted file.

### **Motions**

Motions made in a written document shall be clearly stated and include a statement of the relief or action requested, the grounds for the requested relief or action and citation to a rule, law or other authority authorizing the Committee to grant the request. The caption or title of the document containing the motion shall clearly indicate that that document contains a motion. It is not sufficient to simply say "I move [request] that \_\_\_\_" in the body of the document; such a statement may be ignored by the Committee or Energy Commission in its discretion.

### **Deadlines**

Unless a different time for performance is stated in a notice, order, or other document, a deadline established therein shall mean 5:00 p.m. local time in Sacramento, California on the specified date.

### **Questions**

Parties and members of the public may contact the Public Adviser at [publicadviser@energy.ca.gov](mailto:publicadviser@energy.ca.gov), or telephone toll free at 1 (800) 822-6228 or (916) 654-4489, for assistance in understanding and complying with these general orders.

If you have legal questions about the Executive Director's Standing Order, please contact Jeffery Ogata, Assistant Chief Counsel, at (916) 653-1151, jeffery.ogata@energy.ca.gov.

Dated: June 12, 2012, at Sacramento, California.

***Original Signed By:***

---

KAREN DOUGLAS  
Commissioner and Presiding Member  
EL SEGUNDO ENERGY CENTER  
AMENDMENT COMMITTEE