

7829.0400 SERVICE AND FILING REQUIREMENTS.

Subpart 1. **Filing.** Filings must be made in a manner consistent with the filing requirements of Minnesota Statutes, section 216.17, subdivision 3, and must be directed to the attention of the executive secretary. With the prior consent of the executive secretary, a person may file by facsimile transmission, mail, or personal delivery.

Subp. 2. [Repealed, 40 SR 1329]

Subp. 3. **Proof of service.** Filings must be accompanied by proof of service on the persons on the appropriate service list.

Subp. 4. **Format.** Filings must identify the nature of the filing as briefly as possible, for example, "Replies to Exceptions to Report of Administrative Law Judge," and indicate that the matter is before the Minnesota Public Utilities Commission. Filings after the original filing must include the title and commission-assigned docket number of the matter. Paper filings must be on 8-1/2 by 11-inch paper, unless the executive secretary authorizes a nonconforming filing for good cause shown. Electronic filings must be submitted in a text-searchable format, and any scanned documents must include optical character recognition data. Filings made pursuant to parts 7810.8620, 7810.8685, and 7825.3900, as well as schedules provided pursuant to Minnesota Statutes, section 216B.16, subdivision 17, paragraph (a), shall also include the required data in an industry standard spreadsheet format supported by the electronic filing system.

Subp. 5. **Service; method.** Service may be accomplished by first class mail, by delivery in person, or electronically upon recipients who have agreed to electronic service as provided in Minnesota Statutes, section 216.17, subdivision 4, unless otherwise provided by law or commission order.

Subp. 5a. **Service and filing; completion.** A document filed with the commission must be served the same day on the persons listed on the appropriate service list, except when this chapter permits service of a summary of the filing. Unless the executive secretary directs otherwise for specific documents, electronic service is complete upon receipt of confirmation of submission of the document. If the electronic filing system administrator requires that a document be resubmitted, electronic service is complete only upon receipt of a subsequent confirmation of submission. Filings are filed with the commission when received during regular business hours. Service by mail is complete upon mailing, except service upon the department, which is complete upon receipt by the department. When a party or participant is represented by an attorney, service upon the attorney is considered service upon the party or participant.

Subp. 6. **Proceeding before administrative law judge.** During the time that a matter is before an administrative law judge, service and filing requirements are controlled by the

rules of the Office of Administrative Hearings and by any orders issued under those rules by the administrative law judge.

Statutory Authority: *MS s 216A.05*

History: *19 SR 116; 40 SR 1329*

Published Electronically: *June 14, 2016*