



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

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VIA ELECTRONIC MAIL

November 7, 2017

To: Agenda Service List

From: Melanie Bachman, Executive Director *MAB*

RE: Requirements - Petition for Declaratory Rulings/Applications for Certificates

Please be advised that the Connecticut Siting Council (Council) requires parties and intervenors to submit an electronic version, and an original with 15 hard copies of filings to the Council in petition and application proceedings. Electronic copies of the filings are to also be sent to the service list for any matter.

The Council has been experiencing delays in the receipt of the hard copy documents and also electronic submissions to siting.council@ct.gov. Deadlines are given to allow time to present the documents to staff and to mail the documents to Council members for review in advance of a public hearing or public meeting. Failure to supply **all forms** of documentation (electronic and hard copy) on or before the deadline creates unnecessary time constraints for the staff, Council members, and parties and intervenors to review the documents prior to evidentiary hearings.

Upon the granting of party or intervenor status, the following language is included in the decision letter, as well as in the Council's Guide to Party and Intervenor Status that is enclosed with the decision letter, to provide direction:

All filings submitted to the Council must consist of **original and 15 copies** with the docket or petition number, properly collated and paginated, and bound. It is also requested that an **electronic version of all filings be sent to siting.council@ct.gov**.

This information is also repeated in the Pre-Hearing Conference materials and memorandum.

Filings, such as pre-filed testimony and interrogatory responses, including the original and 15 copies, should be submitted properly and complete on or before the deadline.

Thank you for your anticipated cooperation. If you have any questions, please do not hesitate to contact me.

MAB/laf



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