

How to File an Application as a Motion

Step 1

To be considered for a 2025 grant, your application, including an itemized budget, must be filed as a motion in Docket No. 24-10-02 by February 28, 2025.

Once you have [created an account](#), select “Add to a Current Docket Filing” on the [Web Filing Start Page](#):

PURA Web Filing - Start Page

Step 1

If you are a new user, please read the Intro Information before proceeding. This will help you understand the layout of this system.

[Intro Information](#)

Step 2

You must have an account with the PURA before you can view or enter information into the Web Filing System. To register, modify, or retrieve forgotten log-in information click the link below.

[PURA Web Filing Account Management](#)
([Registration](#), [Modification](#), [Forgotten Password](#))

Step 3

Please choose from one of the choices below once you have Steps 1 & 2 completed.

[File a New Docket Application](#)

[Add to a Current Docket Filing](#)

[Create an Undocketed Filing](#)

IMPORTANT NOTE – In order for PURA to deem filings as officially received, all documents attached to any web-filing must be filed as follows:

- Microsoft Office Word/Excel/PowerPoint 2010 (or higher) documents [no macro-enabled or template file types]
- Or Adobe PDF (text not image)
- Total size of filing must not exceed 20 MB (do **NOT** submit .ZIP files)

Step 2

Then enter the Docket Number (24-10-02) and ensure that the correct Docket Title populates (Annual Allocation of Public Educational and Governmental Programming and Education Technology Investment Account pursuant to Conn. Gen. Stat. § 16-331cc):

DPUC Web Filing - Docketed Database Filings

Enter your Docket Number in the field below.
(Format: XX-XX-XX)
(Reopening: XX-XX-XXRE0X)

Docket Number:

Docket Title:

ANNUAL ALLOCATION OF PUBLIC EDUCATIONAL AND GOVERNMENTAL
PROGRAMMING AND EDUCATION TECHNOLOGY INVESTMENT ACCOUNT PURSUANT TO
CONN. GEN. STAT. § 16-331CC

Step 3

Then choose “**Motions**” as the type of filing from the drop-down menu:

DPUC Web Filing - Docketed Database Filings

Enter your Docket Number in the field below.
(Format: XX-XX-XX)
(Reopening: XX-XX-XXRE0X)

Docket Title:

ANNUAL ALLOCA
PROGRAMMING AND EDU

GOVERNMENTAL
ACCOUNT PURSUANT TO

- Application
- Briefs
- Compliance
- Correspondence
- Interrogatories Issued
- Interrogatory Responses
- Late File Exhibits (LFE)
- Motions**
- Objections/Comments on Motion
- Pre-filed Testimony
- Written Comments in response to a Notice
- Written Exceptions to a Draft Decision

Step 4

On the following screen, complete the relevant fields, and attach the completed Application, Itemized Budget, and additional documents. Links to forms, including the PEGPETIA [Application](#) and PEGPETIA [Itemized Budget](#), are available above. Please note that the application materials have been revised for Docket No. 24-10-02.

The allowable electronic filing size is 20 MB. If the Application and attachments exceed the allowable limit, the Application form must be filed as a motion, and the applicant's additional attachments must be filed as a **comment to your motion**.

Motion

<u>Docket Number:</u> 24-10-02
<u>Docket Title:</u> ANNUAL ALLOCATION OF PUBLIC EDUCATIONAL AND GOVERNMENTAL PROGRAMMING AND EDUCATION TECHNOLOGY INVESTMENT ACCOUNT PURSUANT TO CONN. GEN. STAT. § 16- 331CC

On Behalf Of What Entity:	<input type="text"/>
Contact Name:	<input type="text"/>
Telephone No.:	<input type="text"/>
E-mail Address:	<input type="text"/>
Submitter of Filing:	<input type="text"/>
Pertains To What Entity:	<input type="text"/>
Date Filed:	<input type="text"/>

Brief Description:	<input type="text"/>
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Comments: (Are all documents included in the attachments? If not, please explain.)	<input type="text"/>
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Attach your documents here:

Choose File	No file chosen
NOTE – Only attachments that have the following file extensions will be considered as officially received by PURA:	
➤ .doc, .docx	
➤ .pdf	
➤ .xls, .xlsx	
➤ .jpg, .jpeg, .jpe, .jfif	
➤ .mpeg, .wav, .mp3	

Submit Form

Step 5 (supplemental filing, if necessary)

Subsequent filings pertaining to the Application must be filed as a **comment on the applicant's motion**, using the assigned motion number (select **Objections/Comments on Motion** as the type of filing in the drop-down menu). Approximately 1 hour after you file your motion, the system will refresh, and you will be able to see your motion number. To file additional attachments, first select "Objections/Comments on Motion" as the type of filing:

DPUC Web Filing - Docketed Database Filings

Enter your Docket Number in the field below.
(Format: XX-XX-XX)
(Reopening: XX-XX-XXRE0X)

Choose the Type of Filing

- Application
- Briefs
- Compliance
- Correspondence
- Interrogatories Issued
- Interrogatory Responses
- Late File Exhibits (LFE)
- Motions
- Objections/Comments on Motion**
- Pre-filed testimony
- Written Comments in response to a Notice
- Written Exceptions to a Draft Decision

Choose the Type of Filing ✓

Step 6 (supplemental filing)

Please ensure that you file the **comment on your own motion**, and not another entity's. Verify that you are selecting a motion in "Docket Number" 24-10-02. Then, select the "Motion Number" that represents your application, clicking on the hyperlink to the motion.

Motion Objections View

-Click on an Agreement below to view the form and add a response.

Next Page	Previous Page	Expand	Collapse	Top	End
Docket Number	Motion Number	File Date	Type	Description	
▼ 24-10-02	#	###/##/2024	###:##:##	PM Motion	

Step 7 (supplemental filing)

Verify that you have selected the correct motion, and select "File a Motion Objection or Comment":

Motion

Docket Number: 24-10-02

Docket Title:

Official Filer(s) Name:

Filing Firm's Name:

Company Name:
(If different than Filing Firm)

Date Filed: ##/##/2024 ##:##:## PM

Brief Description: PEGPETIA Application

Comments:

(Are all documents included in the attachments? If not, please explain.)

File a Motion Objection or Comment

Step 8 (supplemental filing)

On the following page, complete the relevant fields, select “Supplemental Filing,” and attach the additional documents.

Motion Objection or Comment

Docket Number: 24-10-02	
Docket Title:	

On Behalf Of What Entity:	
Contact Name:	
Telephone No.:	
E-mail Address:	
Submitter of Filing:	
Pertains To What Entity:	
Date Filed:	###/###/2024 ##:##:## AM

Motion Number:	
Brief Description:	

Identify Objection or Comment:	<input type="radio"/> Comment <input type="radio"/> Objection <input checked="" type="radio"/> Supplemental Filing <input type="radio"/> withdrawal <input type="radio"/> Other
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Comments:	
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Attach your documents here:

Choose File No file chosen

NOTE – Only attachments that have the following file extensions will be considered as officially received by PURA:

- ✓ .doc, .docx
- ✓ .pdf
- ✓ .xls, .xlsx
- ✓ .jpg, .jpeg, .jpe, .jfif
- ✓ .mpeg, .wav, .mp3

Submit Form