

BRITISH COLUMBIA UTILITIES COMMISSION

DOCUMENT FILING PROTOCOLS – INTERVENORS/INTERESTED PARTIES

Effective: May 16, 2005

Participant Filings

1. Participants must register with the Commission as an Intervenor or Interested Party by:

- **First time web users** - Intervenor/Interested Parties - Register on-line via the BCUC's website <http://www.bcuc.com> using the "File and Register"/"Registration" option; **or**
- **Existing web users** - Intervenor/Interested Parties - Sign in to the BCUC website using the "File and Register"/"Submit Document" option and using your existing User ID and password to submit your intervention online. (Note: once you have registered for a proceeding via the web all other documents should be uploaded to the web site using the "Submit Document" option. To register for additional proceedings, sign into the BCUC website using your User ID and password and upload a written request using the "Submit Document" option); **or**
- Submit a letter to the Commission Secretary via email (commission.secretary@bcuc.com)
- For those who do not have access to the internet or e-mail, you may register with the Commission Secretary via facsimile (604-660-1102), mail (Box 250 – 900 Howe Street, Vancouver, BC V6Z 2N3), or courier (6th Floor, 900 Howe Street) requesting Intervenor or Interested Party status by the date cited in the Order or Notice.

Note: Please provide the Commission with your name, company (if any), organization that you represent, mailing address, courier address (if different), e-mail address, telephone and facsimile numbers.

2. Participants in a proceeding are encouraged to file all documents electronically via:

- BCUC's website as a file attachment ("Submit Document"); **or**
- E-mail to the Commission Secretary (commission.secretary@bcuc.com)

Files must be submitted in either PDF, Word or Rich Text Format (RTF). Documents should clearly display the name of the proceeding.

Note: To prevent the possibility of duplication in our process, please use either the website upload facility via "Submit Document" or the Commission's e-mail to submit documents, but not both.

3. Participants who are unable to file electronically may continue to file in hard copy only via facsimile, mail or courier.

4. **Confidential Filings** – documents that are Confidential or contain Confidential Material must be clearly so designated on the cover letter (“Confidential” or “Contains Confidential Material”) as well as in the “description” when filing via the BCUC web site.

Documents that are marked “Confidential” or “Contains Confidential Material” will not be posted to the BCUC website.

Confidential material should be filed separately and should not be filed as part of another exhibit (i.e. confidential information that may form part of an Information Response). Reference where necessary within the Non-Confidential portion of the filing to see the Confidential filing.

Both the electronic copy and the paper copy of Confidential Filings and Non-Confidential Filings must be filed separately.

Paper copies of Confidential documents that arrive in binder form must have the word "Confidential" included on the binder cover.

Electronic files that are Confidential must contain the word "Confidential" as part of the file name.

Should your filing contain a document that is marked “Confidential”, but is no longer considered confidential, please indicate in your cover letter that the Commission may post this confidential document.

Confidential documents can also be submitted to the Commission Secretary via e-mail (commission.secretary@bcuc.com), fax (604-660-1102), courier, in person, or by mail.

5. Filings should be submitted by 4:00 p.m. on the specified filing date. All communications are to contain the BCUC Project Number as the first item in the Subject Line.
6. One (1) hard copy of each document submitted should be provided to the Applicant and the Commission Secretary.
7. All Intervenors are required to file and circulate to all other active participants (active meaning all Applicants and Intervenors registered in the process) an electronic copy of each Exhibit they intend to introduce. Documents should be provided by:
- e-mail if possible,
 - fax if email is unavailable, or
 - in hard copy for those participants who are unable to receive electronic notification, or who have requested that a hard copy be provided,
 - copies of documentation are to be made available on CD upon request and on a reasonable efforts basis.

8. The following Exhibit letters have been assigned to each Participant grouping.
- "A" for Commission and Commission staff,
 - "B" for the Applicant,
 - "C" for Intervenors, numbered sequentially in terms of order of receipt of the Notice of Intervention by the Commission with a sub-number assigned to each document filed by that Intervenor,
 - "D" for Interested Parties, and
 - "E" for Letters of Comment

Commission staff will assign the exhibit number to the document prior to posting.

9. The assignment of an Exhibit number to a document prior to the hearing does not prevent another active participant from challenging its admissibility at the commencement of a hearing. Provided the Commission does not rule a document inadmissible, the document's Exhibit letter and number will stand.
10. The Commission's website sends an automated e-mail to all active participants when a Proceeding document has been approved and posted. The automated e-mail is only sent to participants who have an e-mail address.
11. The Commission will provide a list of pre-filed Exhibits to the Applicant and Intervenors from time to time during a proceeding including prior to the oral hearing, the argument phase of a written hearing or the settlement discussion in a negotiated settlement process.

If the Intervenor files an exhibit, including responses and undertakings, during the oral hearing, the exhibit should be filed with the Court Reporter who shall ensure sufficient hard copies are distributed to the participants and an electronic copy is uploaded to the Commission website.

Following the oral hearing, Intervenors should resume filing documentation as previously noted. The list of exhibits for each process can be located on the Commission's web page for that proceeding.

BCUC Procedures

1. For Intervenors who are unable to file electronically, the Commission will scan and distribute their documents via e-mail.
2. The Commission will provide each active participant with a copy of the Registered Intervenor list as well as a Word file containing Intervenor e-mail addresses. This information will also be posted to the Proceedings web page.

3. Distribution and notification of documents from the Commission will be done by:
 - e-mail if possible,
 - fax if email is unavailable, or
 - in hard copy for those participants who are unable to receive electronic notification, or who have requested that a hard copy be provided,
 - copies of documentation will be made available on CD upon request and on reasonable effort
4. Documents issued or received by the Commission will be posted to the Proceeding's web page within four (4) business hours.
5. Confidential documents received by the Commission will not be posted to the Commission's web site.

UPLOAD INSTRUCTIONS

1. Go to *<http://www.bcuc.com>*
2. Select **File or Register**, then select *Submit Documents*
3. Type in your **User ID** and **Password**, Click **Logon**
4. **Application:** select the relevant Application shell from the popup menu

Note: * indicates a required field

5. **Document Title*:** enter the Exhibit number if you know it, if not, enter the date of your letter (i.e., December 14, 2004 Letter)
6. **Description:** enter a brief description of the document you are filing – Note: if this document is not for public viewing use the word “**CONFIDENTIAL**” at the beginning of the description
7. **Notes:** leave blank
8. **Document Type*:** select **Hearing Document** from the popup list
9. **Company*:** this field autofills
10. **Document No.:** leave blank
11. **Year*:** enter the current year (i.e., 2004)
12. **Document File:** Click on Browse and attach the PDF file of your filing – Note: do not use any symbols in the file name – ie. # & % / etc., and do not use extra periods in the file name (ie. Dec.14.pdf)
13. **Document URL Link:** Leave blank
14. Click **Submit**

If you have more than one document to upload, clicking on the Back button on your web browser will take you back to the Submit Document page you just filled in – just change the information on the page to match the document you are currently filing and click Submit. This will not affect your original filing. You will receive a message confirming your document upload and a document code number. Please make note of this number as it is your confirmation.

If you require assistance please contact the Web Administrator at Web.Administrator@bcuc.com