

PROPOSED ELECTRONIC SERVICE PROTOCOL

UM 1121

This proposed protocol governs service of documents only. It does not pertain to the filing of documents with the Commission.

1. All parties and persons on the service list shall provide to the hearing office an email address for service of documents. The hearing officer may grant exceptions only for demonstrated hardship (e.g., party has no computer).
2. Anyone filing a document may accomplish service by emailing the document to the email addresses on the service list before 5:00 p.m. on the date that the document is filed at the Commission.
3. To the extent possible, the format of all documents served shall be the native format in which each was created by the filer (word processing file, spreadsheet, etc.), with spreadsheet formulas included.

A. If the format of a served text document is not Microsoft Word, the filer shall also serve a file readable by Microsoft Word or its alternatives (such as OpenOffice, Star Office, 602Pro, GoBeProductive, Abiword, etc.).

B. Alternatively, text documents (not spreadsheets) may be served in non-scanned PDF format.

Note: There are dozens of free or low-cost programs to convert word processing files into PDF files. See: <http://download.com.com/3120-20-0.html?qt=create+pdf&tg=dl-20&search=+Go%21+>

C. Spreadsheets shall always be served in native format, with formulas active.

D. Documents which the filer possesses only in hard copy or only in a graphic format (bmp, gif, jpg, png, etc.) shall be served in their native graphic formats or as scanned PDF documents.

Note: A scanned PDF document is created by scanning printed pages and converting the resulting graphic images into PDF format.

E. If a document contains both filer-created pages and pages which the filer possesses only in hard copy, the filer shall serve the filer-created pages in native format or non-scanned PDF format and the other pages in native format or scanned PDF format.

4. At its option, a filer may accomplish electronic service by internet site posting, which includes:

A. maintaining a web site or FTP site and posting each filing on that site prior to 5:00 p.m. on the date that the document is filed at the Commission; and

B. notifying all email addresses on the service list that the document is available at the web site or FTP site and providing a active hyperlink to the site.

5. If the filer is serving any document larger than 500k, the filer is strongly encouraged to serve the document by internet site posting.

Note: Very large documents can cause email boxes to exceed quotas. Internet posting of very large documents is more reliable than email.

6. The filename of each document shall begin with the docket number of the proceeding, followed by a party identifier, followed by a brief document identifier, all separated by blank underscores.

A. For example, an opening brief in Docket No. UE 233 filed by PGE could have the filename ue233_PGE_openingbrief.doc.

B. Each party shall select its own party identifier.

Note: This allows documents to be identified more easily by recipients.

7. The subject line of each email conveying a document or document notification shall begin with the docket number of the proceeding (with no blank spaces), followed by a colon and a party identifier, with the remainder of the subject line to follow (such as UE233: PGE's reply brief).

Note: This allows emails pertinent to the proceeding to be located more easily by recipients.

8. Parties that are regulated utilities shall also serve hard copies of documents upon any party requesting hard copies. Other parties shall serve a hard copy of any document upon any party who requests a hard copy of that document, only if there is sufficient reason that the requesting party should not rely upon the electronic file.

offered by:

Daniel W. Meek

Attorney

10949 S.W. 4th Avenue

Portland, OR 97219

503-293-9021 voice

503-293-9099 fax

dan@meeek.net