



Guidelines for Submitting Official Filings

The Commission appreciates the time and participation of all individuals and parties making filings with the agency. To ensure that filings are processed efficiently, the following guidelines are available for use in preparing and submitting filings.

General Overview

- Filings may be submitted electronically or by first class mail. Parties and individuals are encouraged to electronically file when possible.
- If submitted by first class mail, filings must be addressed to Andrew S. Johnston, Executive Secretary, Maryland Public Service Commission, William Donald Schaefer Tower, 6 St. Paul Street, 16th Floor, Baltimore, Maryland 21202.
- If submitted electronically, filings must be made through the Commission's e-file system.
- If filing public comments electronically, comments must be submitted through the Commission's Public Comment Dropbox.
- The Commission has issued a waiver of the paper filing requirements of COMAR 20.07.04.12 as noted in the attached operational notice.
- Neither an email of any filing or a facsimile copy of a filing is considered an "official filing" and will not be accepted as such. Filings received by these methods will not be entered into any matter in which the Commission has pending before it nor is it sufficient to initiate a matter before the Commission. Filings via email or facsimile are considered "general correspondence" to the person to whom the filing is directed.

General Requirements

Font

- Font must be at least 12-point type or legibly written.

Required Information

- Information as required under the applicable statute or Commission regulation if an application, complaint, or other statutory filing.
- A contact name, email address, and telephone number should be included in the event that there is a question about the filing.
- While not required, a transmittal letter should be included referencing the docket number or other identifying number (such as a mail log number), unless the original document is self-explanatory.
- For certain applications, a physical copy of certain documents is required to be mailed to the Commission such as bonds. Please review the instructions for the corresponding applications for more information.



- For large filings that cannot be uploaded via the Commission's website, a digital copy must be emailed to the Chief Clerk.

Testimony Formatting

- For parties filing direct, rebuttal, or surrebuttal testimony as part of a case, each witness must have its own separate .pdf file by name and type. Example: Last Name, First Name – Testimony type (Vader, Darth – Direct Testimony).

Confidential Filings/Content

- Documents containing information to be withheld from public inspection should be clearly and conspicuously labeled “**CONFIDENTIAL, NOT FOR PUBLIC INSPECTION**”. The transmittal letter or cover letter should state what portions of the filing are considered confidential.

Persons eligible to sign pleadings

- Individuals may appear on their own behalf before the Commission in matters in which the Commission is performing a quasi-judicial function, but all other persons, i.e., corporations, limited liability companies, partnerships, non-for-profit organizations, ad hoc organizations (such as a group of individuals), must be represented by attorneys-at-law, who are duly admitted and enrolled to practice before the Court of Appeals of the State of Maryland. Filings being made in a matter in which the Commission is performing a quasi-judicial function (such as a docketed case) must be signed by a person that is permitted to appear before the Commission.

Format

- Adobe Acrobat (PDF) is the only accepted file type. Searchable PDFs are required. All others will not be uploaded or included in the official record.¹
- Filenames (*augustreport_24.pdf*) must not include apostrophes (‘) or commas (,).
- It is preferred for the page document numbers to match the pdf. page number. For example, page 50 of the document should match page 50 of the pdf. instead of page 50 of the document corresponding to page 56 of the pdf.

E-file

- All electronic filings must be made through the Commission’s e-file system on its website.²

¹ If another file type is necessary such as Excel, then all parties must be emailed a copy.

² <https://webpsc.psc.state.md.us/DMS/E-file>.



Login to The Electronic Dropbox

Documents that are uploaded in the "public" section of the e-file dropbox are made publicly available on the Commission's website.

[Requirements for Official Filings](#)

You must login before you can access the Electronic Dropbox system. Electronic online filings received after 5:00 p.m. are considered received the next business day. Filings pertaining to the Commission's weekly Administrative Meeting must be filed no later than noon on the Monday before the Administrative Meeting.

For security purposes, you will be logged out after 15 minutes of inactivity.

You must register to use the Electronic Dropbox system. [Click here](#) if you have not yet done so.

Registered Email Address:

Password:

[Forgot password?](#)

- All filings are given Maillog³ numbers which are the unique numbers used to both identify and track filings.
- New users must register to use the e-file system.⁴

³ Maillog numbers are assigned when the filing is submitted. Users will receive an email with the Maillog number, and it will appear on a bar on the top of the page when submitted.

⁴ <https://webpsc.psc.state.md.us/DMS/register>.



Electronic Dropbox Registration

Fill out the form below to register. If your information was found in our system, it is shown. Please make sure the information is correct and choose a password that you will use to login. Bold text indicates a required field.

Contact Name:	Alternate Contact Name:	Job Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1:	Address Line 2:	Address Line 3:
<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	State:	Zip:
<input type="text"/>	--Select--	<input type="text"/>
Phone:	Ext:	Fax:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone:	<input type="text"/>	
Email Address:	Password:	Confirm Password:
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Register](#)

- All users must login to the system to make a filing.
- Once in the system, users have the option to search for filings made with their account and to post new filings.

The screenshot shows the Maryland Public Service Commission website. At the top, there is a navigation bar with links: Update & News, Maryland.gov, Online Services, State Agencies, Phone Directory, Post new filing, Change Password, Logout, and Translate. Below this is a banner with the Maryland logo and the text "A National Leader in Regulatory Excellence". A horizontal menu contains links: Case Search, MailLog Search, Administrative Docket Search, Orders, Official Filings, Agendas and Hearings, and E-file. The main content area is titled "Search Filings You Made With This Login Account" and includes search filters for Start Date (08/12/2024), End Date (09/11/2024), MailLog Number, and Company. A "Post new filing" button is visible in the top right corner of the search area, and a "Search" button is at the bottom right.

- To make a new filing, click on post new filing. Users will need to enter their name or their company. A subject must be selected along with the type of filing. If the user is making a filing for an existing case, the case number (Case No. XX, RM XX, or PC XX) needs to be added to the Other/additional information box.



Electronic Dropbox - Post New Filing

[All Filings](#)

Hello, ,

Use the form below to post your filing and upload your documents. Your filing will be added directly into our Maillog system so please review your filing before you submit it. If you are having difficulty with e-filing a document, [click here](#) for further information or any difficulty.

In addition, PDF files uploaded into the Proprietary section of the electronic dropbox should only be filings that are designated as confidential or proprietary if there is a genuine personal privacy or commercial sensitivity to the information being filed.

Adobe Acrobat (PDF) is the only valid file type (text searchable preferred). All others will not be uploaded.

The red * denotes a required field.

Filing Date :

09/11/2024

*Filing Company :

--Select--

If the company you are filing for is not in the list, enter the name of the company in this box :



Second Company :

--Select--

If the company you are filing for is not in the list, enter the name of the company in this box :



*Subject :

Please choose a subject from the drop down box

--Select--

Other/additional information :

*Type of Filing :

☐ Tariff ☐ Petition/Application ☒ Miscellaneous

[PSC Schedule of Fees](#)

- Files may be uploaded either publicly or confidentially. Confidential files should only be uploaded using the Proprietary option. Files uploaded publicly are immediately available online.
- The e-file system accommodates 6 (six) public and 6 (six) confidential files. If additional files are needed. Then the additional files must be uploaded and attached to a new maillog. The User should indicate in the *Other/additional information box* that the new maillog should be merged with the original maillog. At receipt, the maillogs will be combined into one unless otherwise indicated.
- Users should only hit the upload and submit button once.



***Enter file(s) :**

Public	Proprietary
Adobe Acrobat (PDF) is the only valid file type for Public Viewing. All others will not be uploaded. File size should be less then 40 MB.	Adobe Acrobat (PDF) is the only valid file type Proprietary Files ONLY. All others will not be uploaded. File size should be less then 40 MB.
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen

Public Comments

- All electronic public comments must be filed through the Commission's Public Comments Dropbox.⁵

⁵ <https://webpsc.psc.state.md.us/DMS/E-file-pc>.



Login to The Public Comments Dropbox

DO NOT FILE CONFIDENTIAL MATERIALS ONLINE. Documents that are filed in the Public Comments Drop Box are made publicly available on the Commission's website.

You must login before you can access the Public Comment Dropbox system. Electronic online Comments received after 5:00 p.m. are considered received the next business day.

For security purposes, you will be logged out after 15 minutes of inactivity.

You must register to use the Electronic Public Comments Dropbox system. [Click here](#) if you have not yet done so.

A login form with a light gray background. It contains two text input fields: "Registered Email Address:" and "Password:". Below the password field is a blue "Login" button. Below the button is a blue link that says "Forgot password?".

- New users must register to use the system.⁶

A registration form with a light gray background. It has a title "Public Comments Registration" and a paragraph of instructions: "Fill out the form below to register. If your information was found in our system, it is shown. Please make sure the information is correct and choose a password that you will use to login. Bold text indicates a required field." The form contains five text input fields: "Contact Name:", "Company Name:", "Email Address:", "Password:", and "Confirm Password:". Below the fields is a blue "Register" button.

- All users must login to file comments.
- Users must include their name and upload their comments. Selecting a case number or Maillog number identifies the corresponding case or filing to which the public comments should be linked.

⁶ <https://webpsc.psc.state.md.us/DMS/registerpc>.



Public Comments - Post New Comment

Hello,

09/11/2024

Use the form below to post your filing and upload your documents. Your filing will be added directly into our Maillog system so please review your filing before you submit it. CONFIDENTIAL items must be filed by mail. DO NOT post them here.

Adobe Acrobat (PDF) is the only valid file type (text searchable preferred). All others will not be uploaded.

The red * denotes a required field.

Email Id :

*Filer Name :

Type :

Company Name :

Case Number:

Maillog Number:

*Upload your comment as a PDF file(s) :

No file chosen

No file chosen

No file chosen

Questions

- Questions about official filings, the Commission's e-file system, or Commission's Public Comment Dropbox can be sent to Jamie Bergin, Chief Clerk, at Jamie.Bergin@maryland.gov.



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PUBLIC SERVICE COMMISSION

July 12, 2021

OPERATIONAL NOTICE: CONTINUED WAIVER OF PAPER FILING REQUIREMENTS

Due to concerns about the spread of the novel Coronavirus (COVID-19), and Governor Hogan's declaration of a state of emergency in Maryland, on March 16, 2020 and effective Tuesday, March 17, 2020, the Commission made several changes to its operations, including a complete waiver of the paper filing requirements of COMAR 20.07.04.12.¹ That Notice superseded the previous Notice of Waiver and Relaxed Filing Requirements.²

Today, the Commission continues to waive COMAR 20.17.04.12, while also retaining the right of the Office of Executive Secretary to require paper copies of documents or other material in its discretion on a case-by-case basis. All entities are still strongly encouraged to avail themselves of the e-file system that handles both public and proprietary/confidential filings. For other correspondence other than official filings, entities can mail such documents to the Commission's offices at 6 Saint Paul Street, Baltimore, Maryland 21202

Any questions concerning the filing requirements shall be directed to the Office of the Executive Secretary.

By Direction of the Commission,

/s/ Andrew S. Johnston

Andrew S. Johnston
Executive Secretary

¹ Maillog No. 229226.

² Maillog No. 229071.