

**CALIFORNIA ENERGY COMMISSION**

1516 Ninth Street  
Sacramento, California 95814

Main website: [www.energy.ca.gov](http://www.energy.ca.gov)



## Form CEC-108: SERVICE ON THE CHIEF COUNSEL INSTRUCTIONS: Service of complaints/documents on the Chief Counsel

Energy Commission regulations found in Title 20 of the California Code of Regulations set forth two instances in which petitions must be “filed with” or “served on” the Chief Counsel in order to be properly initiated. They are:

- Petitions for Reconsideration of a Commission decision or order in a power plant licensing case (section 1720), and
- Petitions to Inspect or Copy Confidential Records (section 2506).

Please note that sections 1720 and 2506 require that your petition include specific facts or allegations. Failure to comply with these requirements may result in dismissal or denial of your petition.

Each of these sections requires the Chief Counsel or the Commission to take specific actions within certain periods of time. To simplify a filer’s ability to comply with the requirements of these sections, **the Chief Counsel has designated the Docket Unit as the agent for accepting filings of these documents.** A petition under these sections will be deemed filed with or served on the Chief Counsel on the date the Docket Unit accepts the petition, provided the petition is filed with **Form CEC-108, Service on the Chief Counsel.** This form is your request to the Docket Unit to deliver your document to the Chief Counsel. The form ensures proper documentation that you complied with the requirements to file with or serve your document on the Chief Counsel, and ensures the document is properly routed for timely action. Please be sure to check the appropriate box on **Form CEC-108.** The Form is available at the Docket Unit counter and on the Commission’s website at: [http://www.energy.ca.gov/commission/chief\\_counsel/docket.html](http://www.energy.ca.gov/commission/chief_counsel/docket.html)

Form CEC-108 and the petition should be filed with the Docket Unit by one of the following methods:

**Existing proceedings:** Form CEC-108 and the petition should be uploaded directly to the Docket Unit through the e-filing system. Links to the e-filing system are provided on each proceeding’s webpage under the link “**Submit e-filing.**” Registration is necessary the first time documents are uploaded.

**Filings to the Commission not associated with any proceeding:** Form CEC-108 and the petition should be emailed or mailed directly to the **Docket Unit.** The email address for the Docket Unit is [docket@energy.ca.gov](mailto:docket@energy.ca.gov). The mail address is 1516 9<sup>th</sup> Street, MS-4, Sacramento, CA 95814.

**OTHER THAN THE DOCKET UNIT, NO PERSON IS AUTHORIZED TO ACCEPT SERVICE, FILING, OR RECEIPT OF THESE PETITIONS ON BEHALF OF THE CHIEF COUNSEL.**

Please contact the Public Adviser at (800) 822-6228 or (916) 654-4489, or [publicadviser@energy.ca.gov](mailto:publicadviser@energy.ca.gov) if you need assistance.