BEFORE THE ENERGY RESOURCES CONSERVATION AND DEVELOPMENT COMMISSION OF THE STATE OF CALIFORNIA
1516 NINTH STREET, SACRAMENTO, CA 95814
1-800-822-6228 – WWW.ENERGY.CA.GOV

APPLICATION FOR CERTIFICATION *FOR THE PIO PICO ENERGY CENTER PROJECT*

Docket No. 11-AFC-01

GENERAL ORDERS REGARDING ELECTRONIC DOCUMENT FORMATS, FILING AND SERVICE OF DOCUMENTS and OTHER MATTERS

Until further order of the Committee, the following standards and requirements shall apply to the parties and all other persons participating in this matter.

Filing of Documents with the Energy Commission Docket Unit

On November 30, 2011, the Executive Director of the Energy Commission issued a "Standing Order re: Proceedings and Confidentiality Applications - Procedural Requirements For Filing, Service and Docketing Documents with the Energy Commission" [Docket No.: 11-GEN ADMIN-01] (Standing Order). The Standing Order eliminates the former requirement that hard copy original paper copies of documents or comments be filed in addition to electronically (e.g. e-mails or CDs) filed documents. Therefore, do not submit paper copies for filing if you file an electronic version. Hard copy originals must still be filed in cases where no electronic version is submitted.

Documents will be filed and docketed on the date they are received in Dockets. The Docket Office will not backdate any filings. All filings received by 5:00 P.M., will be Docketed for that date. All filings received after 5:00 P.M., will be docketed as received the next business day.

The Standing Order contains additional provisions defining and modifying the regulatory procedures for submitting/filing documents with and serving documents on the Energy Commission. It may be viewed on our Energy Commission website:

www.energy.ca.gov/dockets/documents/2011_Standing_Order_for_Documents.pdf

E-mail Only Service of Documents on Committee and Other Parties

The Standing Order applies only to the filing of documents and service of documents on the Energy Commission. It does, however, invite individual case committees to apply similar rules to the service of documents on other parties in each case. We accept that invitation and order as follows:

Pursuant to California. Code Regulations, title 20, section 1210, subd. (a), until a party indicates to the Presiding Member or Hearing Adviser that it requires a hard copy, an e-mailed copy of all electronic documents of 5 megabytes maximum file size pursuant to section 1209.5 is sufficient for service in this proceeding. No hard copy of an e-mailed document need be provided. Where a party is designated on the Proof of Service List for this proceeding as "hard copy required" or similar words, parties shall deliver a paper copy of all written material they file in this proceeding in person or by first class mail, or other equivalent delivery service, with postage prepaid to the person so designated. Regardless whether a party has indicated a preference for hard copies, documents larger than 50 pages may alternatively be sent in the form of an electronic file recorded on a compact disk rather than as a paper copy, provided that the party is offered the opportunity to request a paper copy.

Format of Electronic Documents

The Standing Order also provides:

> "In some instances, electronic copies created by scanning a printed document are unable to be word searched, read by programs that assist the visually impaired, or easily read on small screen devices such as smart phones. The better method is to create a .pdf (Portable Document Format) file by printing to a 'virtual printer' that creates a .pdf file from within the same program that is used to print a paper copy.
>
> "Signatures may be indicated on electronic copies by embedding a scanned signature graphic, 'Original Signed By' or similar words, or a second - scanned - copy of the signature page may be appended into the electronic file."

Electronic documents prepared and submitted in this case shall, to the maximum feasible extent, be prepared by the "better" method, described above—electronically converting the contents to a .pdf file by use of a virtual printer or other software. Your operating system or word processor may already have this feature; if not, an internet search for "print to pdf" or "virtual pdf printer" will point you to suitable software. The original printed copy of a document containing an original signature shall be retained by the party filing that document and produced if requested by the Presiding Member or Energy Commission.

The purpose of these requirements is to obtain electronic documents that are word searchable, easily viewable on smaller screens, and of the minimum necessary size. A

word-searchable document can be created by optically scanning a printed copy and using optical character recognition (OCR) to recreate the electronic representation of the words in the .pdf file. Unfortunately OCR is not 100 percent accurate and the resulting file is much larger than it needs to be because a photograph of the document remains in the file along with the much smaller electronic version. Some scans are also of poor quality, making the text harder to read on a computer or smart phone screen or on paper.

Motions

Motions made in a written document shall be clearly stated and include a statement of the relief or action requested, the grounds for the requested relief or action and citation to a rule, law or other authority authorizing the Committee to grant the request. The caption or title of the document containing the motion shall clearly indicate that that document contains a motion. It is not sufficient to simply say "I move [request] that ____" in the body of the document; such a statement may be ignored by the Committee or Energy Commission in its discretion.

Deadlines

Unless a different time for performance is stated in a notice, order, or other document, a deadline established therein shall mean 5:00 p.m. local time in Sacramento, California on the specified date.

Questions

Parties and members of the public may contact the Public Adviser at PublicAdviser@energy.ca.gov, or telephone toll free at 1 (800) 822-6228 or (916) 654-4489, for assistance in understanding and complying with these general orders.

If you have legal questions about the Executive Director's Standing Order, please contact Jeffery Ogata, Assistant Chief Counsel, at 916-653-1151, Jeffery.Ogata@energy.ca.gov.

Dated: August 16, 2012, at Sacramento, California.

Original Signed By:

CARLA PETERMAN
Commissioner and Presiding Member
Pio Pico Energy Center AFC Committee

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Docket No. 11-AFC-01
PROOF OF SERVICE
(Revised 8/16/2012)

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*indicates change

DECLARATION OF SERVICE

I, Maggie Read, declare that on, August 16, 2012, I served and filed a copy of the attached GENERAL ORDERS REGARDING ELECTRONIC DOCUMENT FORMATS, FILING AND SERVICE OF DOCUMENTS and OTHER MATTERS, dated August 16, 2012. This document is accompanied by the most recent Proof of Service list, located on the web page for this project at*: www.energy.ca.gov/sitingcases/piopico/index.html*.

The document has been sent to the other parties in this proceeding (as shown on the Proof of Service list) and to the Commission's Docket Unit or Chief Counsel, as appropriate, in the following manner:

(*Check all that Apply*)

For service to all other parties:

_x_ Served electronically to all e-mail addresses on the Proof of Service list;

___ Served by delivering on this date, either personally, or for mailing with the U.S. Postal Service with first-class postage thereon fully prepaid, to the name and address of the person served, for mailing that same day in the ordinary course of business; that the envelope was sealed and placed for collection and mailing on that date to those addresses marked *"hard copy required" or where no e-mail address is provided.

AND

For filing with the Docket Unit at the Energy Commission:

_x_ by sending one electronic copy to the e-mail address below (preferred method); *OR*

___ by depositing an original and 12 paper copies in the mail with the U.S. Postal Service with first class postage thereon fully prepaid, as follows:

CALIFORNIA ENERGY COMMISSION – DOCKET UNIT
Attn: Docket No. 11-AFC-01
1516 Ninth Street, MS-4
Sacramento, CA 95814-5512
docket@energy.ca.gov

OR, if filing a Petition for Reconsideration of Decision or Order pursuant to Title 20, § 1720:

___ Served by delivering on this date one electronic copy by e-mail, and an original paper copy to the Chief Counsel at the following address, either personally, or for mailing with the U.S. Postal Service with first class postage thereon fully prepaid:

California Energy Commission
Michael J. Levy, Chief Counsel
1516 Ninth Street MS-14
Sacramento, CA 95814
michael.levy@energy.ca.gov

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, that I am employed in the county where this mailing occurred, and that I am over the age of 18 years and not a party to the proceeding.

Original Signed By:

Maggie Read
Hearing Adviser's Office

*indicates change