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**LARGE FILING GUIDELINES FOR THE PA PUC**

The Secretary of the Pennsylvania Public Utility Commission requests a CD or Flash Drive of any filing **when the filing is 250 pages or more**. The Secretary also requests in addition to the electronic version one (1) paper original (loose leaf and unbound).

When preparing the CD or Flash Drive – please follow these instructions:

* Uploaded files should be in a searchable PDF file
* Each file should be 100 megabytes or less in size (If eFiled. File size may be larger if submitted through our FileShare system as long the file opens correctly)
* Each file should be saved with a title /naming convention consistent with the filing
* Consolidate as many exhibits/attachments/tables/graphs, etc., as possible as long as each file is 100 megabytes or less (If eFiled. File size may be larger if submitted through our FileShare system as long the file opens correctly)

When in doubt, contact the Secretary’s Bureau by emailing:

Shirley Spunaugle at [sspunaugle@pa.gov](mailto:sspunaugle@pa.gov)

Jodi Taylor at [jotaylor@pa.gov](mailto:jotaylor@pa.gov)

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Secretary Rosemary Chiavetta at [rchiavetta@pa.gov](mailto:rchiavetta@pa.gov)