**FILING GUIDELINES FOR THE PA PUC**

The Secretary of the Pennsylvania Public Utility Commission requests any filing that is  **250 pages or more** be submitted through a SharePoint site. The Secretary also requests in addition to the electronic version one (1) paper original (loose leaf and unbound).

If you are filing a Section 1329 Application – please provide the Commission’s Bureau of Technical Utility Services (TUS) ONE bound and tabbed paper copy of the filing.

When preparing the CD – please follow these instructions:

* Uploaded files should be in a searchable PDF file
* Each file should be saved with a title /naming convention consistent with the filing
* Upload exhibits/attachments/tables/graphs, etc., separately with the appropriate title/naming

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

Angel Elwell at [aelwell@pa.gov](mailto:aelwell@pa.gov)

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

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

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