



**COMMONWEALTH OF PENNSYLVANIA**  
PENNSYLVANIA PUBLIC UTILITY COMMISSION  
COMMONWEALTH KEYSTONE BUILDING  
Office of Administrative Law Judge  
400 NORTH STREET  
HARRISBURG, PENNSYLVANIA 17120  
February 24, 2025

IN REPLY, PLEASE  
REFER TO OUR FILE

In Re: C-2025-3053016

(SEE ATTACHED LIST)

**Shakeena Holloway v Philadelphia Gas Works**

Requests Payment Arrangements

**Initial Call-In Telephonic Hearing Notice**

This is to inform you that an initial call-in hearing by telephone on the above-captioned case will be, held as follows:

Type: Initial Call-In Telephonic  
Date: Friday, April 25, 2025  
Time: 10:00 AM  
Presiding: Special Agent Michael Mroczka  
Phone: 717.787.1399 Fax: 717.213.6812

To participate in the hearing,

- You must dial the toll-free number listed below.
- You must enter the passcode when instructed, also listed below.
- You must speak your name when prompted.
- The telephone system will connect you to the hearing.

Toll-free Bridge Number: **866.842.1855**  
Passcode: **58395480**

The special agent will be presiding as authorized by 52 Pa. Code S56.174

**WITNESSES.** If you have any witnesses you want to have present during the hearing who are participating from a separate phone, you must provide them with the Bridge and Passcode numbers above.

**FAILURE TO APPEAR.** You may lose the case if you do not take part in this hearing and present evidence on the issue(s) raised. Your case may be dismissed “with prejudice” which means that you will be barred from filing another complaint raising the same claim(s) and issue(s) presented in the dismissed complaint.

**CONTINUANCES.** You may request a **continuance** of the hearing if you have a good reason. All continuances will be granted only for good cause. To request a continuance, you must submit a written request (a “motion”) at least five (5) days before the hearing. Your motion should include: 1) The case name, number, and hearing date; 2) The reason for the request; and 3) Whether the other party agrees (or if you do not know).

**REPRESENTATION.** If you are an individual, you may represent yourself or you may have an attorney represent you. All others, including a partnership, corporation, trust, association, or governmental agency or subdivision, must be represented by an attorney licensed to practice law in Pennsylvania, or admitted *pro hac vice*. Only an attorney may represent someone else.

**PRESENTING EXHIBITS.** If you intend to present any documents or exhibits at the hearing, you must email one (1) copy to the Special Agent at [micmroczka@pa.gov](mailto:micmroczka@pa.gov) and one (1) copy each must be sent to every other party. All copies must be received at least five (5) business days before the hearing. Proposed exhibits should be properly pre-marked for identification purposes.

**ACCOMMODATION.** Any party who needs an accommodation for a disability in order to participate in this hearing process may request one. Please call the OALJ scheduling office at least five (5) business days prior to your hearing to submit your request.

If you require an interpreter to participate in the hearing, please call the scheduling office at least ten (10) business days prior to your hearing to submit your request.

- Scheduling Office: 717.787.1399
- TTY-based Telecommunications Relay Service number for persons who are deaf or hearing-impaired is: 711

**DOCUMENTS.** ALL Parties to proceedings pending are encouraged to EITHER open and use an eFiling account through the Commission’s website at [www.puc.pa.gov](http://www.puc.pa.gov) OR to ensure timely arrival, submit the filing by overnight delivery as explained below.

**E-FILING.** The PUC offers a free e-Filing Subscription Service. This service allows a user to file documents electronically and receive an automatic email notification whenever a document is added, removed, or changed on the PUC website in a specific case. For information and to subscribe to this service, visit the PUC’s website at: <https://www.puc.pa.gov/filing-resources/efiling/>

**PAPER FILING.** If you do not have the capability to open and use an e-Filing account, you may file paper documents with the Secretary of the Commission. Filing of paper documents must be sent by overnight delivery to:

Secretary  
Pennsylvania Public Utility Commission  
400 North Street  
Harrisburg, PA 17120

It is important that you retain the tracking information as proof of submission. Emailed or faxed submissions filings to the Commission are not acceptable.

**CONFIDENTIAL MATERIAL.** If a filing contains confidential or proprietary material, the filing should be submitted by overnight delivery to ensure arrival. Large filings containing confidential or proprietary material may also be submitted through the Commission's Share Point File system. These filings should be followed by a hard copy with a flash drive or CD for the Commission's file. Filers should contact the Secretary's Bureau in advance to set up a Share Point File before submitting the filing.

cc:  
SA Mroczka  
C. Eberly  
Calendar File

**C-2025-3053016 - SHAKEENA HOLLOWAY v. PHILADELPHIA GAS WORKS**

SHAKEENA HOLLOWAY  
1511 NORTH 60TH STREET  
PHILADELPHIA PA 19151

**215.596.9862**

[peachykeen27@icloud.com](mailto:peachykeen27@icloud.com)

Served via email February 24, 2025

GRACIELA CHRISTLIEB ESQUIRE  
PHILADELPHIA GAS WORKS  
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PHILADELPHIA PA 19122

**215.684.6164**

[graciela.christlieb@pgworks.com](mailto:graciela.christlieb@pgworks.com)

Served via eService February 24, 2025

*(Counsel for Philadelphia Gas Works)*