



**COMMONWEALTH OF PENNSYLVANIA**  
PENNSYLVANIA PUBLIC UTILITY COMMISSION  
COMMONWEALTH KEYSTONE BUILDING  
Office of Administrative Law Judge  
400 NORTH STREET  
HARRISBURG, PENNSYLVANIA 17120  
March 19, 2025

In Re: C-2024-3052370

(SEE ATTACHED LIST)

**Kayleen Herbstritt v. Pennsylvania-American Water Company**

Billing Dispute

**EVIDENTIARY HEARING NOTICE**

This is to inform you that a hearing on the above-captioned case will be held as follows:

Type: Call-In Telephonic Evidentiary Hearings

Dates: Thursday, May 8, 2025

Time: 10:00 AM

Presiding: Administrative Law Judge Emily DeVoe  
Phone: 412.565.3550 Fax: 717.231.4765

**At the above date and time, you must call into the hearing. You will not be called by the Presiding Officers.**

To participate in the hearing,

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

**Toll-free Bridge Number: 888.547.8922**  
**PIN Number: 74903461**

**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 Conference and PIN numbers above.

**FAILURE TO APPEAR:** If you are an **Active Participant** in this proceeding, meaning that you advised the Administrative Law Judge that you wish to have an active role in this proceeding and submit evidence, witnesses and testimony in the technical evidentiary hearings, 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 Presiding Officer at [edevoe@pa.gov](mailto:edevoe@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
- Persons who are deaf or hearing-impaired may call a relay operator at 711

**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: [http://www.puc.pa.gov/Documentation/eFiling\\_Subscriptions.pdf](http://www.puc.pa.gov/Documentation/eFiling_Subscriptions.pdf).

**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:  
ALJ DeVoe  
L Jackson  
Calendar File

**C-2024-3052370 - KAYLEEN HERBSTTRITT v. PENNSYLVANIA-AMERICAN WATER COMPANY**

*Revised 1/17/25*

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Served via eService March 19, 2025

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