

# MEETING REQUEST FORM

**Office of Commissioner Martha Guzman Aceves**  
**California Public Utilities Commission**  
 Main Office: (415) 703-3700

Email meeting requests to: **Pilar Manriquez** ([Pilar.Manriquez@cpuc.ca.gov](mailto:Pilar.Manriquez@cpuc.ca.gov)) and  
**Jonathan Koltz** ([JK5@cpuc.ca.gov](mailto:JK5@cpuc.ca.gov))

**Today's Date:**

<b>Contact information for the person requesting the meeting.</b>	
<b>Name</b>	<b>Organization</b>
<b>Phone</b>	<b>Email</b>
<b>I/We would like to meet with:</b>	
<input type="checkbox"/> Commissioner <input type="checkbox"/> Advisor <input type="checkbox"/> Advisor if the Commissioner is unavailable	
<b>Topic for the meeting (please check all that apply).</b>	
<input type="checkbox"/> Energy <input type="checkbox"/> Communications <input type="checkbox"/> Transportation <input type="checkbox"/> Water <input type="checkbox"/> Safety <input type="checkbox"/> Other _____	
<b>Reason for the meeting (please check all that apply).</b>	
<input type="checkbox"/> Meet and greet <input type="checkbox"/> Discuss an open proceeding Proceeding number and description: _____ Proceeding category: <input type="checkbox"/> Quasi-Legislative <input type="checkbox"/> Ratesetting <input type="checkbox"/> Discuss an item on the Commission meeting agenda Date of meeting: _____ Item number and description: _____	
<b>Additional information for meeting request (please be specific):</b>	
<b>List your meeting attendee(s) by name, organization and title.</b>	
<b>Proposed dates and times of meeting:</b>	<input type="checkbox"/> <b>In Person</b> <input type="checkbox"/> <b>San Francisco</b> <input type="checkbox"/> <b>By Phone</b> <input type="checkbox"/> <b>Sacramento</b>
<b>Will the meeting trigger <i>ex parte</i> restrictions or reporting requirements pursuant to Rule 8.3 of the Commission's Rules of Practice and Procedure?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>IMPORTANT.</b> Please take these calendaring considerations into account when completing this form:</p> <p>The party or individual requesting an <i>ex parte</i> meeting in ratesetting matters must provide notice of the meeting to all parties to the proceeding at least three working days ahead of the meeting.</p> <p>Individual <i>ex parte</i> meetings in ratesetting proceedings are not permitted within three business days of the Commission's scheduled vote on a proposed decision in that proceeding.</p> <p>Meetings are not permitted on matters related to Adjudicatory, Enforcement, Rehearing or Complaint proceedings.</p> <p>In addition to any notification required by the <a href="#">Commission's Rules of Practice and Procedure</a>, please e-mail all <i>ex parte</i> meeting notices and reports to: <a href="mailto:guzman-aceves.Exparte@cpuc.ca.gov">guzman-aceves.Exparte@cpuc.ca.gov</a>.</p>	

**Submission of this form does not guarantee a meeting with the Commissioners or their advisors.**  
**This meeting request form and any materials provided during the meeting are subject to the California Public Records Act.**