



California Public  
Utilities Commission



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## Filing A Document Electronically (E-filing)



### Important Information:

The [Electronic Filing](#) (E-Filing) System allows you to file documents in formal proceedings at the California Public Utilities Commission from your office using a web-based application.

The electronic filing system has been updated. ***Read about the changes in our Quick Start Guide ...***

**NOTE:** If you need to make a Transportation Insurance E-Filing, please [click here](#).

You can search and [retrieve documents that have been electronically filed](#). If you are interested in following a particular proceeding or industry or type of document, check out the Commission's proceeding [Subscription Service](#).

**PRACTITIONER ALERT: COVID-19 Temporary Filing and Service Protocol** (Updated September 18, 2020)

If you have any questions, please contact [Practitioners@cpuc.ca.gov](mailto:Practitioners@cpuc.ca.gov) for guidance.

**PRACTITIONER ALERT (April 15, 2021)**

### RECEIVING ELECTRONIC SERVICE FROM THE COMMISSION

Parties and other persons on Commission service lists are advised that it is the responsibility of each person or entity on the service list for CPUC proceedings to ensure their ability to receive emails from the Commission.

Please add "[@cpuc.ca.gov](mailto:@cpuc.ca.gov)" to your email safe sender list and update your email screening practices, settings and filters to ensure receipt of emails from the Commission.

[File A Document](#)

## Before you start E-Filing you need:

- An e-mail Account to receive communications about your filing.
- An Internet connection. The faster your connection (DSL, cable, etc.) the better.
- A web browser. In Windows, Internet

## Supporting Documents

In addition to formal pleadings, the electronic filing system will now allow parties to also submit supporting documents such as testimony, work papers, workshop reports, and other material. In specific proceedings, the Administrative Law Judge will direct the parties to submit supporting documents. These documents are informal and are not

Explorer, Firefox or Chrome can be used.

- For the Macintosh, Safari, Firefox or Chrome are recommended.
- A program able to create PDF/A compliant documents. Adobe Acrobat 7.0 (or higher version) of Professional works. **SCANNING DOCUMENTS IS STRONGLY DISCOURAGED!**
- Copy of the [Rules of Practice and Procedure](#) for the e-filing rules (Rule 1.13).

Please note that you still need to perform service of your document on the service list consistent with Rules 1.9 and 1.10 of the [Rules of Practice and Procedure](#). You should NOT submit a paper copy to the Commission's Docket Office if you e-file. Upon acceptance of your document for e-filing, you will receive an email notifying you that it has been accepted and providing you with a link to where it is posted.

part of the record of the proceeding unless they are accepted into the record by the Administrative Law Judge.

Please read the disclaimer before submitting any supporting documents. Instructions for using the supporting documents feature and an explanation of the naming conventions for supporting documents are also provided.

- [Disclaimer](#)
- [Instructions for Submitting Supporting Documents](#)
- [Naming Conventions for Supporting Documents](#)
- **PRACTITIONER ALERT: COVID-19 Temporary Filing and Service Protocol**

### Comments / Questions?

Please give us your [feedback](#) on your experience using the Commission's E-Filing System.

Need HELP? Please email us at [Efile-help](#).



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- [May 18, 2017: Docket Office Best Practices With Martin Nakahara, Senior Legal Analyst](#)

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