



COMMUNICATIONS DIVISION

ADVICE LETTER SUMMARY FORM

CD 04-2025

Complete and submit via email to: TD._PAL@cpuc.ca.gov the CD Advice Letter Summary form and attach to the cover letter, supporting documents, if any, and the [service list](#).

Date Advice Letter Served to TD._PAL and Service List:	Utility ID:	U-	-C
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Utility Name:	
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Advice Letter No.:	Requested Effective Date:
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Advice Letter Tier Level:	Information-Only Filing	I	II	III
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Advice Letter Subject:	
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Authorization for Filing:	
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Keyword:	
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Complete (a)-(c) if Keyword Selected: Contract(s)

(a) Date Executed:

(b) Contract Type:

(c) Total Revenue Amount:

Notes/Comments:

Contact Information	Full Name, Title	Email Address	Telephone No.
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Utility Filer:

Advice Letter Certificate:

PROTEST(S) AND RESPONSE(S) TO PROTEST

General Order (GO) 96 -B General Rules 7.4

Email Protest/Response to Protest : TD._PAL@cpuc.ca.gov and the Utility on the same day.

CPUC Communications Division-Advice Letter Coordinator

505 Van Ness Avenue, San Francisco, California 94102

EMAIL ONLY (DO NOT MAIL HARD COPY UNLESS REQUESTED)

CONFIDENTIAL TREATMENT INFORMATION

Decision (D.)16-08-024, D.20-08-031 (corrected by D.21-09-020) and GO 66-D

Have problems sending the Advice Letter via direct email?

Send your advice letter package via [CPUC's Secure File Transfer Protocol \(FTP\) /Kiteworks](#)

**CD ADVICE LETTER INSTRUCTIONS AND KEYWORD LIST**

Complete the Communications Division (CD) Advice Letter form and save as a PDF/A Compliant document along with the **cover letter**, **supporting documents**¹, if any, and the **service list** used. The complete Advice Letter package should be sent to TD.PAL@cpuc.ca.gov.

- a. **Date Advice Letter Served on TD.PAL and Service List.** Enter the date the Advice Letter was served to TD.PAL@cpuc.ca.gov and the service list. **View, Select and Download** the service list from the [Telco Advice Letter Service List](#). To be **added** to the telco advice letter service list(s), [Sign Up here](#). To be **removed** from the Telco Advice Letter Service List(s), send an email to telcoadvice.letterservice@cpuc.ca.gov. Refer to General Order (GO) 96-B General Rule (GR) 7.2 and Telco Industry Rule (IR) 10, and Resolution T-17327.
- b. **Utility ID.** Enter the CPUC assigned 4-digit utility identification number.
- c. **Utility Name.** Enter the full legal name of the Utility.
- d. **Advice Letter No.** Enter the advice letter number. Advice Letters submitted by the utility must be numbered sequentially. For advice letter supplements, A supplement shall bear the same identifying number as the advice letter but shall have a letter suffix ("A" for the first supplement, "B" for the second supplement, etc.). Send an email to TD.PAL@cpuc.ca.gov to obtain next available AL number assignment.
- e. **Requested Effective Date.** Enter the date which utility requests the AL to be effective. The date cannot be prior to the submission date. Enter "TBD" if no effective date requested or requires Resolution.
- f. **Advice Letter Tier Level.** Check the appropriate box. Refer to GO 96-B IR 7 for a listing of matters appropriate to each advice letter tier level. Pursuant to GO 96-B GR 3.9, an information-only filing is an informal report required by statute or Commission order that is not submitted in connection with a request for Commission approval, authorization, or other relief.
- g. **Advice Letter Subject.** Enter a brief description of the filing's purpose and/or describe the proposed change requested
- h. **Keyword.** Choose the keyword that best represents the Advice Letter subject. See Keyword List and description table below. For Contract Filings Only, choose (a) contract type: Government, if contract is with a government entity or Other, for contract with entity other than the government, and specify (b) Contract Date Executed and (c) Total Revenue amount of the contract. If no contract revenue, enter "\$0" or zero.
- i. **Authorization for Filing.** Enter the Public Utility Code, Commission Order, Resolution, Decision, or other authorizing document requiring the advice letter submission.
- j. **Contact Information.** Complete the information requested for the Utility Filer and Advice Letter Certificate, if different from filer.
- k. **Notes/Comments (optional).** Enter any other information and reference to advice letter, etc. If the AL replaces a withdrawn or rejected AL, identify the prior AL and the differences between it and the new AL.

¹ If necessary, supporting documents may be submitted as MS Excel Spreadsheet format (.xlsx).

KEYWORD	DESCRIPTION
Carrier Information Changes	Name, DBA, mergers, transfers of control, and other licensing actions <i>not requiring</i> a formal application
CHCF-A	Any CHCF-A program filing requiring Commission action by Resolution
CHCF-B	Any CHCF-B program filing (including Carrier of Last Resort certification) requiring Commission action by Resolution
Contracts	Any contract or agreement <i>other than</i> a negotiated interconnection agreement. Indicate type (government or other), date executed, and total revenue (\$)
CTF	Any CTF program filing requiring Commission action by Resolution
DDTP	Any DDTP program filing requiring Commission action by Resolution
Decision/Resolution Compliance	Any filing made in compliance with a Commission order (<i>indicate order number(s)</i>)
ETC	Filings made to be designated as an ETC, to continue ETC designation, or to have ETC designation rescinded.
GRC	Any General Rate Case filing
Interconnection Agreement	Any negotiated interconnection agreement per Section 252 of the Telecommunications Act
New Service	Any new tariffed service offering
Service Changes	Any <i>permanent</i> change(s) to <i>currently tariffed</i> rates, charges, and/or terms and/or conditions of service
Special/Provisional Offerings	Any <i>non-permanent</i> change(s) to <i>currently tariffed</i> rates, charges, and/or terms and/or conditions of service (i.e. promotions and grandfather requests, etc.)
ULTS	Any ULTS/Lifeline program filing requiring Commission action by Resolution
URF Carrier Detariff	Tier 2 filing requesting to detariff pursuant to D.07-09-018, or file notice of new detariffed offers.

Additional Resources are available at <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/advice-letter-information>.

For Advice Letter related questions, please email TD.PAL@cpuc.ca.gov.