

CALIFORNIA PUBLIC UTILITIES COMMISSION

505 Van Ness Avenue, Room 2106  
San Francisco, California 94102  
(415) 703-2288 FAX: (415) 703-1472

Date: \_\_\_\_\_

Proceeding No: \_\_\_\_\_

ALJ: \_\_\_\_\_

**ADDITION/CHANGE TO OFFICIAL SERVICE LIST**

<input type="checkbox"/> <b>Requesting PARTY STATUS*</b> (See reverse -- Rule 1.4 (b) motion required)	<input type="checkbox"/> <b>INFORMATION ONLY</b> (See reverse -- e-mail address is required in order to receive service of all documents.)
<b>ALJ USE ONLY –</b> Motion for party status granted? <input type="checkbox"/> YES <input type="checkbox"/> NO (add as INFORMATION ONLY)	

\* ONLY ONE REPRESENTATIVE PER "PARTY" WILL BE LISTED. ADDITIONAL REPRESENTATIVES WILL BE ADDED AS "INFORMATION ONLY."

Name: \_\_\_\_\_  **Attorney at Law**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

PROVIDING E-MAIL ADDRESS INDICATES CONSENT TO SERVICE BY E-MAIL IN ALL PROCEEDINGS

**TRANSCRIPT ORDER**

*Orders should be placed as soon as possible, and by no later than the day of the hearing.*

**Please note that unless one or more party orders an expedited copy of the transcript, transcripts will not be available for 8 weeks.**

- Expedited Copy Transcript (Web Published 1 to 5 business days)
  - o **\$4.65 per page split among the parties**
- Regular Copy Transcript (Web Published 8 weeks after hearing)

**Order Transcript for:**       This Day Only       Entire Proceeding

<b>Additional Delivery To:</b> EMAIL ONLY: _____ _____ _____	<b>Bill to:</b> Name: _____ Address: _____ _____
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Signature: \_\_\_\_\_

(Required for order confirmation)

**REQUEST FOR ADDITION/CHANGE TO SERVICE LIST**

The CPUC maintains an official service list for all open, formal proceedings listing parties to the proceeding and all other persons who wish to receive documents that are served pursuant to Rule 1.9 of the Rules of Practice and Procedure.

If you would like to be added to the official service list, or to update your information, provide the completed form to the court reporter at a hearing, or to the Commission's Process Office (505 Van Ness Ave., San Francisco, CA 94102), or e-mail your information to: [Process\\_Office@cpuc.ca.gov](mailto:Process_Office@cpuc.ca.gov).

### INFORMATION ONLY

Any person will be added to the "**Information Only**" category of the official service list upon request. Persons must provide an e-mail address in order to receive service of documents that are not required to be served by hard copy. (See Rule 1.10(b).) Persons may request the Administrative Law Judge to require additional service as appropriate.

### PARTY STATUS

Persons who have filed a qualifying pleading, are named as a defendant or a respondent, or have been granted party status by prior ruling (see Rule 1.4(a)(1, 2 and 4)) are routinely added to the "**Parties**" category of the official service list and do not need to submit this form.

Persons who seek party status by oral motion at a hearing (see Rule 1.4(a)(3)) will be added to the "**Parties**" category only upon formal ruling of the Administrative Law Judge. *Submitting this form does not automatically confer party status.* If the Administrative Law Judge does not grant the motion for party status, you will be added to the "**Information Only**" category.

Only one representative per party will be listed in the "**Parties**" category. Additional representatives will be added as "**Information Only**."

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### PUBLIC ACCESS TO TRANSCRIPTS

The CPUC maintains the original transcripts of proceedings in its Formal Files (Room 2002). They are available to the public, for hearings held prior to February 11, 2019, but cannot be removed from the file room. For hearings held February 11, 2019 forward, transcripts can be found on the CPUC's electronic Docket Card for the proceeding.