Instructions for Stakeholders from the Administrative Hearings Division.

NEW PROCEEDURES FOR FILING

For a temporary period, Confidential Information will be received and distributed electronically, consistent with the Agency's COVID-19 response, as reflected in Order No. 20-088.

As directed by that order, the Administrative Hearings Division has developed new procedures to facilitate the change. Commencing immediately, all parties or stakeholders involved in Commission proceedings submitting confidential information to the Filing Center (puc.filingcenter@state.or.us) will do so with password protected and encrypted electronic ZIP files.

Until otherwise notified, please follow these steps to file confidential information:

1. Compress, encrypt, and password protect your file in a ZIP format.
2. Include the ZIP file in your filing submitted to the Filing Center.
3. *In a separate email to the filing center*, include the instructions for opening the file, along with the password necessary to access the file.
4. Send both emails to the Filing Center with a copy to parties on the service list entitled to receive the information by having signed the appropriate protective order. Those who have signed protective orders are designated on the service list with a (C) for Confidential and (HC) for Highly Confidential next to the party's name. Include a certificate of service with your filing showing who was served.
5. The Filing Center may answer any questions you might have about this procedure.
6. Please do NOT upload .zip files to HUDDLE for discovery purposes. Upload the files to the appropriate folder as you have done in the past. HUDDLE does not have an unzip feature. Please only use .zip files when making a filing with the Filing Center and serving the parties.

Other than the method of delivery, all other provisions of the Protective Orders remain in effect. If you have any questions, please contact the filing center at puc.filingcenter@state.or.us or (503) 378-6678. Messages will be checked regularly.