

How to Submit Public Comments

The Commission generally calls for comments for two reasons: 1) Commissioners genuinely want and need information; 2) Commissioners are seeking backup to act as they're inclined to.

Commenting as “a Party” vs. Submitting a “public comment”: There are two ways to participate in the process - formally, by becoming a "Party" to the proceeding, and informally by submitting a comment through the public comment portal.

Commenting as a “Party” (formal comments) are critical because when the Commission makes a decision it is required to offer reasons or justifications. Comments are part of the public record and can serve as those reasons.

Submitting “Public Comments” are helpful to the Commission but don't carry significant weight in the same way formal comments by a Party do.

It's critical for as many community-based and public-serving entities as possible to participate as Parties. To have a seat at the table and advocate for our communities and people we serve, we need to formally engage. Even just filing to become a party (and not submitting comments) can have a huge impact on proceedings.

Technical Details: How-to, Quick Links, Important Notes/FAQs

Important Notes regarding Filing Comments

- *Anyone can file as a Party* - any organization time, company type, and even any individual.
- You can file for party status and submit official comments on the same day - does not have to be approved in advance.
 - If you file both on the same day, recommend filing for party status first, then file comments immediately after.
- Don't fret! If you make a mistake the Docket Office will email you and let you know what the mistake is, and you'll have a week to fix it and re-file and still be counted as on time.
- Stories and narratives can be included in the comments and/or submitted and placed as an appendix in the comments

HOW TO FILE

1. **Draft all of your documents and convert them to PDF-A files** (see this [simple guide from the CPUC](#))

- Motion for Party Status ([template](#) and [sample](#))
- Certificate of Service ([template](#) and [sample](#)). On the second page of your Certificate of Service, copy and paste the contents of [this webpage](#), which include the names, addresses (and e-mail address if applicable) of everyone on the service list for your proceeding. (Consult the [sample](#))
- Comments ([template](#) and [sample](#)). In your comments, answer relevant questions and use it as an opportunity to advocate for your community. Tell the Commission what's needed, provide stories, examples, data and any direct requests.

3. **Serve (by email) your documents to the service list** of the proceeding by emailing them to everyone on Service List for the proceeding.

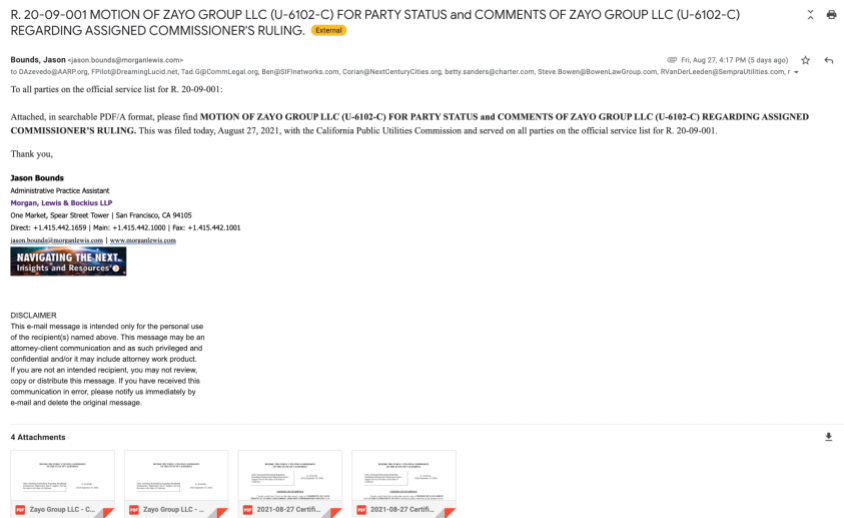
Find the list of emails by going to [this webpage](#), and clicking on the “Download the Comma-delimited File” link toward the top left of the page. The email addresses are located in column "D". You can copy and paste these email addresses into your new email.

The subject line of the e-mail message must include in the following order: (1) the docket number of the proceeding, (2) a brief name of the proceeding, and (3) a brief identification of the document to be served, including the name of the serving person.

Here's an example for this proceeding:

Docket # 20-09-001; Rulemaking Regarding Broadband Infrastructure Deployment; Motion for Party Status; Served by Amy Cortina

You can serve all four document at the same time: 1) Motion for Party Status, 2) Certificate of Service for Motion for Party Status, 3) Public Comments and 4) Certificate of Service for Public Comments. Here’s an example of a service email filing all of these documents at once:



4. **File your documents with the CPUC** on the same day you “serve” them via email.

File your documents electronically at efile.cpuc.ca.gov. Register as a new user or login using your email address (no password needed).

- ➔ Under Filer’s Information: if it is a new proceeding, select new; if it is a continuing proceeding, select continuing; if you already submitted comments, but the Commission sent it back for revisions, select resubmission. Add the proceeding number.
- ➔ Under Cover Sheet, add your organization information or your individual information
- ➔ Under Attachments, in this order, add your Motion for Party Status PDF-A, select Document Type “Motion”; then add the accompanying Certificate of Service for the Motion for Party Status PDF-A, select Document Type “Certificate of Service”; add your Public Comments PDF-A, select Document Type “Comments”; then add the accompanying Certificate of Service for Public Comments PDF-A, select Document Type “Certificate of Service”. Then click on “Prepare for Filing” button.
- ➔ Under Delivery, make sure to hit submit. You do not need to comment in the prompt.