

STATE OF VERMONT
PUBLIC SERVICE BOARD

Implementation of an electronic filing and case)
management system pursuant to 30 V.S.A.)
§ 11a, to be known as “ePSB”)

Order entered: 8/26/2016

**ORDER NOTICING WORKSHOP AND SOLICITING COMMENTS ON DRAFT PROCEDURES TO
IMPLEMENT ELECTRONIC FILING AND CASE MANAGEMENT FOR
PROCEEDINGS AT THE VERMONT PUBLIC SERVICE BOARD**

I. INTRODUCTION

The Vermont Public Service Board (“Board”) is authorized, pursuant to 30 V.S.A. § 11a, to implement an electronic filing and case management system for proceedings conducted before the Board. Pursuant to that statutory authority, the Board by order, rule, procedure, or practice may:

- 1) provide for electronic issuance of any notice, order, proposal for decision, or other process issued by the Board;
- 2) require electronic filing of documents with the Board;
- 3) for any filing or submittal to the Board for which the filing or submitting entity is required to provide notice or a copy to another State agency under title 30 or under 10 V.S.A. chapter 43, waive such requirement if the State agency will receive notice of and access to the filing or submittal through the electronic filing system; and
- 4) for any filing, order, proposal for decision, notice, or other process required to be served or delivered by first-class mail or personal delivery under title 30 or under 10 V.S.A. chapter 43, waive such requirement to the extent the required recipients will receive the filing, order, proposal for decision, notice, or other process by electronic means or will receive notice of and access to the filing,

order, proposal for decision, notice, or other process through the electronic filing system.¹

In implementing the electronic filing system, the Board must make exceptions to accommodate parties and other participants who are unable to file or receive documents by electronic means.²

The electronic filing system shall not be available for use in meeting the requirements for the service of citations and notices in writing as set forth in 30 V.S.A. §§ 111(b), 111a(i), and 2804 (relating generally to condemnation proceedings).³

Today's Order announces that Board staff will conduct a workshop to discuss the draft procedures designed to implement the Board's new electronic filing and case management system (known as "ePSB"), which are attached hereto. Following the workshop, a deadline will be established for the filing of written comments on the draft procedures.

II. DISCUSSION

The ePSB filing system is intended to increase the ease and efficiency of doing business with the Board, to lower the costs associated with filing multiple hard copies of materials with the Board and serving the same on other parties to Board proceedings, and to make it easier for interested members of the public to follow Board proceedings and receive notice of and access to materials both filed with and issued by the Board in a given proceeding.

ePSB is being implemented in two phases.⁴ The initial implementation of ePSB will include the following types of cases:

- 1) net-metering registrations;
- 2) net-metering applications;
- 3) applications for non-net-metering small renewable facilities;
- 4) advance notices pursuant to 30 V.S.A. §§ 248(f) and (g);
- 5) petitions;

1. 30 V.S.A. § 11a(b).

2. 30 V.S.A. § 11a(c).

3. 30 V.S.A. § 11a(d).

4. The second phase will encompass all case types not discussed in today's Order.

- 6) investigations initiated by the Board;
- 7) public comments unrelated to a specific proceeding;⁵
- 8) consumer complaints;
- 9) accounting orders;
- 10) proposed disconnect notice forms;
- 11) Board rule 5.202 notices;
- 12) special contracts;
- 13) energy savings accounts; and
- 14) miscellaneous administrative matters.

All public documents will be able to be filed using ePSB in these types of cases.

Confidential documents in the above-listed case types and all remaining matters will continue to be handled in hard copy outside of ePSB pursuant to Board Rule 2.200 until further notice.

The attached procedures, among other things, explain how to register to use ePSB, how to initiate and participate in Board proceedings using ePSB, how members of the public can use ePSB to access information filed with or issued electronically by the Board, and the exceptions to the requirements for electronic filings.

NOTICE OF WORKSHOP

Board staff will conduct a workshop to discuss the draft procedures on Thursday, September 15, 2016, commencing at 9:30 A.M., in the Board's Hearing Room located on the 3rd floor of the People's United Bank Building, 112 State Street, Montpelier, Vermont. Following the workshop, a deadline will be established for the filing of written comments on the draft procedures. Interested persons who wish to file comments in advance of the workshop may do so.

SO ORDERED.

5. Public comments related to a specific case will be able to be filed in that case.

Dated at Montpelier, Vermont, this 26th day of August, 2016.

<u>s/James Volz</u>)	
)	PUBLIC SERVICE
)	
<u>s/Margaret Cheney</u>)	BOARD
)	
)	OF VERMONT
<u>s/Sarah Hofmann</u>)	

OFFICE OF THE CLERK

FILED: August 26, 2016

ATTEST: s/Judith C. Whitney
Clerk of the Board

NOTICE TO READERS: This decision is subject to revision of technical errors. Readers are requested to notify the Clerk of the Board (by e-mail, telephone, or in writing) of any apparent errors, in order that any necessary corrections may be made. (E-mail address: psb.clerk@vermont.gov)