



**State of Vermont  
Public Utility Commission**

**MEMORANDUM**

To: Commission's stakeholder email list  
From: Ann Bishop, ePUC Project Manager *AB*  
Re: Filing Requests Pursuant to Commission Rules 5.412 and 5.413 in ePUC  
Date: February 27, 2024

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On March 1, 2024, a revised version of Vermont Public Utility Commission ("Commission") Rule 5.400 will take effect. Rule 5.412 addresses substantial changes to a proposed project after a petition has been filed with the Commission but before a decision has been issued. Rule 5.413 addresses amendments to projects approved under Section 248. This memorandum provides guidance regarding how to make these filings in ePUC.

**Rule 5.412 – Substantial Change Before Decision on a Petition**

- All documents related to the proposed substantial change are filed in the existing Petition subcase in the pending case.
  - Use the Add Document – Prefiled Testimony, Exhibit, Affidavit form to upload as a new filing the prefiled testimony and exhibits related to the proposed substantial change.
  - When you select a document type of "Supplemental Prefiled Testimony" or "Rebuttal/Surrebuttal Prefiled Testimony," the following question will appear: "Is this filing proposing a substantial change to a pending petition?"
  - You must select "Yes" in response to this question to tell ePUC that you want the system to provide notice that a substantial change was filed to any entities listed in the "Entities Receiving Notice" panel on the People tab. If you do not select "Yes" in response to this question, ePUC will not provide notice of your filing to those entities and your amendment may be delayed until you complete service of the notice as required by the Rule.
- ePUC will provide notice of each document in your filing to all parties in the case and to any subscribers.

**Rule 5.413 – Amendments to Projects Approved under Section 248**

- Proposed changes filed pursuant to Rule 5.413(A) are filed as a new Petition case.

- Proposed changes filed pursuant to Rule 5.413(B) or (C) are filed as a new Amendment subcase in the existing case. To make this filing:
  - Go into the case in which the CPG was issued.
    - If the case is closed, contact the Clerk of the Commission before filing.
    - If the case is open, proceed to the next steps.
  - Select “Add Amendment” from the “Action” drop-down menu.
  - After clicking “Proceed” on the “Add Amendment” form, go back into the case and select “Add Second Step” from the “Action” drop-down menu.
  - Select “Add to Amendment” and upload all the documents related to the amendment that are sponsored by one witness.
  - Repeat “Add Second Step” as necessary until all of your documents sponsored by all of your witnesses have been submitted.
  - ePUC will provide notice of the new amendment subcase to all parties, to any entities listed in the “Entities Receiving Notice” panel on the People tab, and to any subscribers.
  - ePUC will also provide notice of each document filed using the “Add Second Step” form to all parties and subscribers.