

Definitions

Application -- A written request that the commission issue or amend a certificate, license, permit or any other approval, authorization or exemption. The initial filing in any action processed by the agency requiring a formal determination of the PSC.

Brief/Reply -- A written argument furnished to the PSC or the courts which sets forth the pertinent facts of the case or motion being tried or heard and the laws applicable to it. This category includes briefs, reply briefs, and other responses and replies.

Comments -- Information and assertions made by any outside person or organization regarding a particular PSC docket or action.

Confidentiality Determination -- A judgment or decision made by the PSC as to whether a particular filing deserves to be treated as confidential or proprietary information.

Contract -- an agreement between two or more parties which, if it contains the elements of a valid legal agreement, is enforceable by law or by binding arbitration.

Correspondence -- Communication in written format, including letters, faxes, e-mails, acknowledgements, etc. This includes such things as completeness letters and acknowledgement letters. Cover letters should NOT be included as correspondence – rather, if they are needed, they should be included with, and attached to, the document filing for whatever document type is appropriate.

Data Request / Response – Data and other information requested by one party to another, typically in a formal docket (but not always). Also included in this document type is the response to any particular data request.

Environmental Impact Statement -- A document required by the Wisconsin Environmental Policy Act (WEPA) for state agency actions significantly affecting the quality of the human environment. An EIS describes the positive and negative environmental effects of the proposed agency action - and cites alternative actions. This document type includes both Draft and Final EISs.

Marked Exhibit -- a document or object (including a photograph or map) introduced as evidence during a formal proceeding of the PSC and marked as such at the direction of the administrative law judge.

Minutes -- the written record of the PSC's Open Meetings kept by the Secretary of the Commission.

Notice -- The legal document which fulfills the requirement that the public be made aware of PSC actions that may affect their rights, obligations or duties. This formal announcement or provides official public communication of an action or approval that is of public interest. The issuance of a notice initiates a docketed case.

Order – The document outlining the directives and decisions made by the PSC in a formal case.

Petition/Motion -- a written request to the commission, other than an application or complaint, to open a docketed case or take official action.

Prehearing/Prefiled Exhibit/Testimony – Information filed in a formal proceeding which is proposed to be introduced as evidence or sworn testimony at the technical hearings in the case.

Report -- a written document describing the findings of some individual or group which presents focused, salient content to a specific audience. Reports are often used to display the result of an experiment, investigation, or inquiry. This includes compliance filings.

Request for Intervenor/Party Status – A written request by a person or organization whose substantial interests may be affected by the commission’s action or inaction in a proceeding.

Tariffs – an open contract between a utility service provider and the public, filed with a regulating body such as the PSC. Such tariffs outline the terms and conditions of providing utility service to the public including rates, fees, and charges. This category includes the tariff acknowledgement letters from PSC staff.

Telecommunication Affiliated Interest – Any documents filed in relation to affiliated interest agreements as defined by Chapter 196.52, Wis. Stats., negotiated between telecommunications organizations

Transcript – A written, word-for-word record of what was said in a proceeding as in a transcript of a hearing or oral deposition.

Unacceptable Filing – For use only by PSC Staff to classify documents filed in the ERF system erroneously or inappropriately.

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