

# ERF Definitions

\* Note: Items highlighted in RED are the only document types available to users who are not part of the PSC staff. If you have a question about which document type to use, please contact the PSC's Records Management staff at [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov).

**ALJ Order** - An Order issued by the Administrative Law Judge (ALJ).

**Application** -- A written request for the Commission to open a docket to issue or amend a certificate, license, permit or any other approval, authorization or exemption.

**Brief** -- A written argument of law and fact on the merits of a proceeding filed by a party to the case. This category includes initial briefs and reply briefs.

**Briefing Memorandum** -- A Commission staff document that delineates and describes various issues associated with a docket or case.

**Comments** -- Information or assertions of any outside person or organization regarding a particular PSC docket or action filed by invitation of the Commission.

**Confidentiality Determination** -- A judgment or decision made by the Commission 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** -- A written request to produce documents and other information by the Commission and, in a proceeding, by one party to another and the response to such a 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.

**Exhibit -- Offered** - A document introduced by a party to a proceeding or Commission staff as an exhibit in that proceeding.

**Exhibit - Received**- An Offered Exhibit received into the record of a proceeding at the direction of the ALJ or the Commission.

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

**Motion** - A written request by a party to a proceeding for some specific relief in that proceeding and all other filings that the request generates, such as cover letters, briefs, exhibits, stipulations and affidavits.

**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 docketed case.

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

**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 Intervention/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 Wis. Stat. § 196.52 which are negotiated between telecommunications organizations

**Testimony – Offered** – A document introduced by a party to a proceeding or Commission staff as written testimony in that proceeding.

**Testimony – Received** – Testimony received into the record of a proceeding at the direction of the ALJ or the Commission.

**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 or when superseded by another.