**NOTE: This document is a work in process and is subject to change!**

**Revised 2-13-2020**

**ELECTRONIC FILE NAMES, ABBREVIATIONS,**

**AND TIPS FOR SUBMITTING DOCUMENTS**

**Per WAC 480-07-140(6)(b)**

**Abbreviations**

Affidavit Aff

Agreement Agmt

Annual Report ARpt

Answer Ansr

Application Appl

Appendix Apdx

Bench Request Response BRR

Brief Brf

Certificate Public Convenience/Necessity CPCN

Certificate of Service COS

Comments Cmt

Complaint Cplnt

Compliance Cmpl

Comply or Compliance Cply

Confidential (C)

Confidentiality Conf

Cover Letter CLtr

Cross-Answering X-Ansr

Cross-examination X

Cross-examination Time Estimate X-Time

Declaration Decl

Direct Dir

Errata List Err-L

Exhibit Exh

Exhibit List Exh-L

Highly Confidential (HC)

Interconnection Agreement ICA

Letter/Correspondence Ltr

Mediation Statement Med-Stmt

Motion Mot

Motion for Clarification Mot-Clar

Motion to Compel Response Mot-Cpel

Motion for Continuance Mot-Cont

Motion for Deposition Mot-Depo

Motion to Dismiss Mot-Dis

Motion for Extension of Time Mot-Ext

Motion for Leave to Respond/Reply Mot-Lv

Motion for Protective Order Mot-PO

Motion to Reopen the Record Mot-Reop

Motion to Strike Mot-Strk

Motion for Summary Determination Mot-SJ

Motion to Withdraw Mot-WD

Notice of Appearance NOA

Notice of Deposition Not-Depo

Objection Obj

Opening/Initial Brief OBrf

Order Ord

Permit Prmt

Petition Pet

Accounting Petition Pet-Acct

Petition to Amend Final Order Pet-Amnd

Petition for Administrative Review Pet-ARev

Petition for Arbitration Pet-Arb

Petition for Declaratory Order Pet-DOrd

Petition for Enforcement Pet-Enf

Petition for Interlocutory Review Pet-IRev

Petition to Intervene Pet-Int

Petition for Mediation Pet-Med

Petition for Reconsideration Pet-Rcon

Petition for Rehearing Pet-Rehr

Petition for Rulemaking Pet-Rule

Prehearing Conference PHC

Protective Order Exhibit A/B Conf-Agmt

Protest Prot

Rebuttal Reb

Redacted (R)

Replacement Page R-Pg

Reply Rply

Reply/Response Brief RBrf

Report Rpt

Response Resp

Revised Rev

Settlement Agreement Sett-Agmt

Settlement Narrative Sett-Nar

Stipulation Stip

Tariff Trf

Testimony T

Transcript Tr

Transcript Errata Tr-Err

Workpapers WP

**Format**

Docket Number (or NEW)-Company-Exhibit/Document-Date Submitted (Confidentiality)

Put confidentiality designation at the END of the document name – it’s easier to spot in a list of documents.

**Sample Electronic File Names**

**NOTE: Do not use spaces when naming attachments.**

Public Counsel Petition for Reconsideration with information designated as highly confidential:

 179999-PC-Pet-Rcon-2-15-17 (HC)

Public Counsel Petition for Reconsideration with information designated as confidential:

 179999-PC-Pet-Rcon-2-15-17 (C)

Public Counsel Petition for Reconsideration with information designated as redacted:

 179999-PC-Pet-Rcon-2-15-17 (R)

Staff direct testimony of John Q. Witness with information designated as confidential:

 179999-Staff-Exh-JQW-1CT-3-1-17 (C)

Puget Sound Energy Petition for Accounting Order:

 NEW-PSE-Pet-Acct-5-15-17

Waste Management Exhibit A to Response to Motion to Compel Responses to Data Requests:

 179999-WM-Resp-Mot-Cpel-ExhA-7-31-17

Cascade Natural Gas Tariff in Compliance with Final Commission Order:

 179999-CNG-Cply-Trf-12-7-17

**Characters that don’t work in SharePoint**

* + Tilde (~)
	+ Number sign (#)
	+ Percent (%)
	+ Ampersand (&)
	+ Asterisk (\*)
	+ Braces ({ })
	+ Backslash (\)
	+ Colon (:)
	+ Angle brackets (< >)
	+ Question mark (?)
	+ Slash (/)
	+ Plus sign (+)
	+ Pipe (|)
	+ Quotation mark (")
	+ period more than one in a row or at the beginning
	+ underscore