



PROCEDURE FOR FILING CONFIDENTIAL OR LARGE DOCUMENTS

Confidential Information will be received and distributed electronically as reflected in Order No. 20-088. These procedures are in effect until the PUC updates its Division 001 rules.

All parties or stakeholders involved in PUC proceedings (aka dockets) submitting confidential information or documents too large to attach to an email to the Filing Center will do so with password protected and encrypted electronic ZIP files. PUC is currently using "7-Zip" to process filings made using these procedures.

Please follow these steps to file confidential information:

1. Compress, encrypt, and password protect your file in a ZIP format.
2. Include the ZIP file in your filing submitted to the Filing Center.
3. *In a separate email to the filing center*, include the instructions for opening the file, along with the password necessary to access the file.
4. Send both emails to the Filing Center. If the filing contained confidential information, ALSO send a copy to parties on the service list entitled to receive the information by having signed the appropriate protective order. Those who have signed protective orders are designated on the service list with a (C) for Confidential and (HC) for Highly Confidential next to the party's name. Include a certificate of service with your filing showing who was served.
5. The Filing Center will answer any questions you have about this procedure.

Other than the method of delivery, all other provisions of the Protective Orders remain in effect. If you have any questions, please contact the filing center at puc.filingcenter@puc.oregon.gov or (503) 378-6678. Messages will be checked regularly.

DISCOVERY: If you upload .zip files to HUDDLE for discovery purposes, please note that doing so eliminates the ability to use the "download all" feature. Zip files will need to be downloaded separately.