

Instructions (do not include this page with your filed Declaration)

A complete Proof of Service document consists of the following Declaration page, attached to a copy of the current Proof of Service list for the project, obtained via the link on the Project's web page on energy.ca.gov. Additions to the Proof of Service can occur at any time, without notice. Please review a fresh copy every time you file a document so that you are aware of the most recent changes.

1. Determine if any of the persons on the Proof of Service list are listed with a physical mailing address but without an e-mail address; those persons require a hard copy of your document(s).
2. If a person or persons on the list require a hard copy, you must, in addition to uploading the file to the e-filing system or e-mailing it to docket@energy.ca.gov, mail a paper copy (or a CD if the document is of a size that permits you to substitute a CD for a paper copy—see the Executive Director's Standing Orders and the General Orders issued by the Committee in the proceeding) to those persons. File a Proof of Service indicating that you completed that mailing with the e-filing system or e-mail it to docket@energy.ca.gov. The Proof of Service may be filed separately from the document itself.
3. If no person on the Proof of Service list requires a hard copy, you may simply upload the file using the Energy Commission's e-filing system or e-mail it to docket@energy.ca.gov. You do not have to file a Proof of Service.
4. Whether you use step 2 or step 3, the system will e-mail a link to the filed document to the other parties and the Committee after the Docket Unit approves it for filing.
5. If you choose to send hard copies rather than e-filing or e-mailing your documents, you must send a copy to each party with a mailing address and include a Proof of Service with the copy sent to the Docket Unit.

DECLARATION OF SERVICE

I, _____, declare that on _____, 2013, I served and filed copies of the _____ dated _____, 2013. The most recent Proof of Service List, which I copied from the web page for this project at: <http://www.energy.ca.gov>, is attached to this Declaration.

(Check one)

For service to all other parties and filing with the Docket Unit at the Energy Commission:

_____ I successfully uploaded the document to the Energy Commission's e-filing system and I personally delivered the document or deposited it in the US mail with first class postage to those persons for whom a physical mailing address but no e-mail address is shown on the attached Proof of Service List. [The e-filing system will serve the other parties and Committee via e-mail when the document is approved for filing.] **or**

_____ I e-mailed the document to docket@energy.ca.gov and I personally delivered the document or deposited it in the US mail with first class postage to those persons for whom a physical mailing address but no e-mail address is shown on the attached Proof of Service List. [The e-filing system will serve the other parties and Committee via e-mail when the document is approved for filing.] **or**

_____ Instead of e-filing or e-mailing the document, I personally delivered it or deposited it in the US mail with first class postage to all of the persons on the attached Proof of Service List for whom a mailing address is given and to the

California Energy Commission – Docket Unit
Attn: Docket No. _____
1516 Ninth Street, MS-4
Sacramento, CA 95814-5512

[The e-filing system will serve an additional electronic copy on the other parties and Committee via e-mail when the paper document or CD is received, scanned, uploaded, and approved for filing. The electronic copy stored in the e-filing system is the official copy of the document.]

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am over the age of 18 years.

Dated: _____

[Name]

[Attach copy of Proof of Service from the link on the Project's web page, here]