

Instructions on Using the SDDC Docketing System

1. General Guidelines for Using the SDDC Docketing System:

- 1.1. Use of inappropriate language within a petition or comment will not be accepted and will be cause for rejection.
- 1.2. Inclusion of rationale is highly recommended and will aid in the approval process of petitions/comments. Failure to provide adequate justification for requested change/modification/revision could result in rejection of comment.
- 1.3. Submission of comments after the expiration date of a petition will not be honored.

2. To submit a new docket:

- 2.1. Required information includes:
 - 2.1.1. Name, Email, and Phone number of submitter.
 - 2.1.2. Choice of Section or Item Number of proposed change/modification/revision (if new item, please use “Misc.”)
 - 2.1.3. Proposed change. This should include the current verbiage (Currently Reads:) and proposed verbiage (Should Read:).
 - 2.1.4. Rationale. User is required to provide rationale for said change.
 - 2.1.5. Supplemental Information (Optional). User can upload documents that will support rule proposal. If electing to submit supplemental information, do not “type” the location of the document. Use the “Browse” feature and search for the document to upload.
- 2.2. Upon submitting, user will receive a confirmation email that will contain all information entered on Docketing System website.
- 2.3. Proposals/comments will not appear in the Docketing System until it has been approved/rejected by SDDC, G9. SDDC G9 reserves the right to allow proposals/comments that are rejected to be viewable in the Docketing System.

3. Commenting on an existing docket:

- 3.1. Using the “Search Docket Submissions” feature:
 - 3.1.1. Users can perform a “Key Word” search in order to find proposals/comments that contain specific words.
 - 3.1.2. Enter a word or words to begin search of approved/rejected proposals/comments.
 - 3.1.3. A table will be displayed with all entries pertaining to the entered word.
 - 3.1.4. User can review proposal/comment and respond if desired.
- 3.2. Using the “Comment on an Existing Docket” feature:

- 3.2.1. In order to use this function, the “Section/Item Number” and “Docket Number” of an existing proposal must be known.
 - 3.2.2. It is suggested to select a Section/Item Number from the drop down menu prior to selecting from the “Docket Number” drop down menu. Once a “Section/Item Number” is selected, any petitions submitted for that selection will automatically populate the “Docket Number” drop down menu.
 - 3.2.3. When both “Section/Item Number” and “Docket Number” have been selected, a box will appear with the comments for that particular selection. The user can then enter comments in the “Your Comments” block and submit.
- 3.3. Using the “Review All Docket Submissions and Comments” feature:
- 3.3.1. Users can either select the specific “Section/Item Number” from the drop down menu or select “VIEW ALL”.
 - 3.3.2. After selection, a table will provide all proposals/comments submitted or—if a section/item number was chosen—then all proposals/comments for that specific item will be displayed.
 - 3.3.3. User can then add comments to the proposal/comment by selecting the appropriate link.
 - 3.3.4. User can also view any supporting documentation submitted by selecting the appropriate link.