

LOUISIANA PUBLIC SERVICE COMMISSION

EXECUTIVE ORDER NUMBER MARCH 24, 2020

LOUISIANA PUBLIC SERVICE COMMISSION, EX PARTE

In re: Executive Order Creating Emergency Electronic Filings due to COVID-19.

Due to the risks related to public health associated with the COVID-19 Coronavirus, Governor John Bel Edwards has declared a statewide Public Health Emergency.¹ Further, the Governor issued a Stay at Home Order on March 22, 2020, directing all Louisiana residents to shelter at home and limit movements outside of their homes beyond essential needs.² Specifically, Proclamation 33 JBE 2020 provides:

SECTION 1: All state office buildings are closed to the public, effective immediately. However, essential state functions shall continue.

The provision of public utility services and certain Commission-jurisdictional transportation services are covered in the essential services outlined therein, and thus immediate action is required to ensure that the Commission's effective regulation of those same public utilities and transportation services remains uninterrupted while the Governor's Stay at Home Order is in effect. As such, the Commission will allow Electronic Filings, on an emergency basis, until the expiration of this Executive Order.

The Commission's General Order dated November 3, 2005 delegates to the Executive Secretary:

Limited authority to make temporary exceptions to Commission rules and/or orders during a state of emergency in Louisiana declared by the Governor of the State of Louisiana and/or President of the United States and after approval of the requested action by the Chairman of the Commission, or Vice Chairman of the Commission if the Chairman is unavailable.

As further stated therein:

During times of crisis, the ability of the Louisiana Public Service Commission to make immediate decisions is often required in order to avoid possible negative results for the public.

Consistent with the requirements of General Order dated November 3, 2005, Executive Secretary Brandon Frey has received approval from Commission Chairman Mike Francis to implement the following emergency action:

1. As of the date of this Executive Order, the Louisiana Public Service Commission will begin accepting Electronic Filings. Electronic Filings shall be submitted by electronic mail to our Records Division at lpSC.records@la.gov. Detailed instructions can be found in Appendix A. If any filer fails to comply with the rules regarding Electronic Filings, the filing shall have no force and effect.
2. The Commission will accept e-signatures on Electronic Filings, until the expiration of this Order.
3. Filings may continue to be submitted via US mail, private mail services, and facsimile; however, given the uncertainty of the continued delivery of these services to the Commission's domicile, Commission receipt may be delayed.
4. Walk up and hand-delivered filings will not be accepted until the state building closure, referenced herein, is lifted.

¹ Proclamation Number 25 JBE 2020.

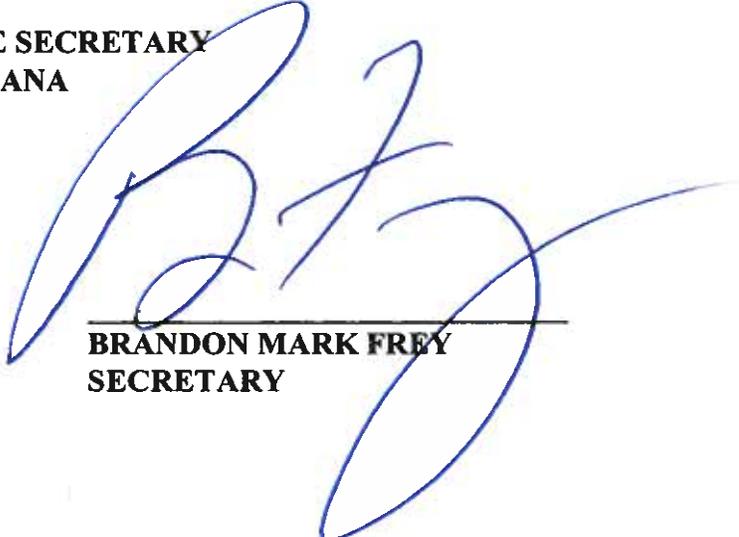
² Proclamation Number 33 JBE 2020.

5. This Executive Order shall remain in effect until further action, and may be amended as required to abate the emergency.
6. Pursuant to the General Order dated November 3, 2005, the Commission will vote to consider this action at its next scheduled Business and Executive Session.

This Order is effectively immediately.

IT IS SO ORDERED.

**BY ORDER OF THE EXECUTIVE SECRETARY
BATON ROUGE, LOUISIANA**



**BRANDON MARK FREY
SECRETARY**

APPENDIX A
GUIDANCE FOR ELECTRONIC FILINGS

The following procedures are intended to assist the regulated community with Electronic Filings for the duration of Executive Order Number March 24, 2020.

- A. Electronic Filings shall be submitted by email to the Records Division at lpsec.records@la.gov, with the information contained in the electronic cover page attached thereto.
- B. If an Electronic Filing exceeds 10 MB, please note such in the Electronic Filing Cover Page (attached hereto and on the Commission's website), the estimated size and the number of anticipated emails/files to be submitted.
- C. Confidential Information may be submitted via Electronic Filing system. Such information should be separated from the public filing and titled "Attachment (Confidential Information)."
- D. Filings made by Electronic Filing no later than 4:30 p.m. on a business day, according to the Records Division email, shall be considered filed as of that day. Any filings made after 4:30 p.m. or on the weekend shall be considered filed as of the next business day.
- E. An Electronic Filing shall be considered complete only upon acknowledgement of receipt by the Records Division.
- F. Within thirty (30) days of the expiration of this Order, the party filing the document shall transmit to the Records Division the original signed document, two copies, and any applicable filing fee.
- G. If the party fails to comply with the rules regarding Electronic Filings, the filing shall have no force and effect.