

## Chapter PSC 2

## PROCEDURE AND PRACTICE

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## GENERAL

**PSC 2.01 Communications and documents addressed to commission.** (1) All written communications and documents should be addressed to Public Service Commission of Wisconsin, Hill Farms State Office Building, 4802 Sheboygan Avenue, Madison, Wisconsin 53702, and not to individual members of the staff. All communications and documents delivered at the office of the secretary are officially received.

(2) The secretary may designate agents to receive written communications and documents. Presiding officers will receive communications and documents at hearings.

(3) Office hours are 7:45 to 11:45 a.m. and 12:30 to 4:30 p.m., Monday through Friday. Offices are closed on Saturdays and Sundays and on holidays listed in section 16.275 (6), Wis. Stats.

**History:** 1-2-56; am. (1), Register, September, 1964, No. 105, eff. 10-1-64; cr. (3), Register, December, 1966, No. 132, eff. 1-1-67.

**PSC 2.02 Parties.** Parties to proceedings are known as complainants, defendants, interveners, respondents, applicants, objectors, and petitioners according to the nature of the proceeding and the relationship of the parties thereto.

(1) Parties who file complaints are complainants, the parties complained against are defendants, and other parties to the proceeding are interveners.

(2) In investigations or upon orders to show cause, the parties investigated or ordered to show cause are respondents. If the proceeding is initiated by the commission upon complaint, the parties complaining are complainants.

(3) All persons seeking approvals, authority, certificates of authority or of public convenience and necessity or other certificates, licenses, permits, or exemptions or other relief are applicants. Those opposing such applications are objectors. Parties to such proceedings other than the applicants and objectors are interveners.

(4) Intervenors "As Their Interest May Appear" who fail to resolve their appearances further will be considered to be not "In Opposition" to the cause which initiated the proceeding.

**History:** 1-2-56; cr. (4), Register, December, 1966, No. 132, eff. 1-1-67.

**PSC 2.03 Computation of time.** The time within which an act is to be done as provided in any rule or order promulgated by the commission, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day be Saturday, Sunday, or a legal holiday, the act may be done on the next secular day. When any such time is expressed in hours, the whole of any intervening Saturday, Sunday, or legal holiday, from midnight to midnight, shall be excluded. When the time within which an act is to be done as specified in any rule or order promulgated by the commission is expressed in days and said period of time consists of less than 10 days, and said latter period contains both a Sunday and a legal holiday, as designated in section 256.17, Wis. Stats., the time within which said act may be done is increased by 2 additional days.

**History:** 1-2-56; am. Register, June, 1965, No. 114, eff. 7-1-65; am. Register, May, 1967, No. 137, eff. 6-1-67.

**PSC 2.04 Furnishing copies of records.** (1) One certified copy of the decision in a proceeding will be furnished free of charge at the time of issuance to each party of record, except that when a party of record is represented by counsel, a copy of the decision will be furnished to said counsel. When a municipal utility is a party of record to a proceeding, a copy of the decision will be furnished both to the management of the utility and to the appropriate official of the municipality free of charge at the time of issuance.

(2) General orders will be distributed free of charge at the time of issuance under the supervision of the secretary.

(3) Except for copies distributed free of charge as enumerated in subsections (1) and (2) of this section and in Wis. Adm. Code section PSC 2.36 (1), copies of transcripts, orders, or other records of the commission may be obtained upon payment, in advance, of applicable rates determined by the commission.

**History:** 1-2-56; am. Register, September, 1964, No. 105, eff. 10-1-64; am. Register, December, 1971, No. 192, eff. 1-1-72.

**PSC 2.05 Service of documents.** (1) Service of documents upon other parties in commission proceedings may be made by deposit thereof in the first class mail or by delivery in person.

(2) The date of service shall be the day when the matter served is deposited in the mail or is delivered in person, as the case may be.

#### COMPLAINTS AND INVESTIGATIONS

**PSC 2.10 Informal complaints.** (1) Informal complaints may be made in writing addressed to the commission. Letters may be considered as informal complaints. Matters thus presented are handled by correspondence or other informal investigation or by a formal investigation instituted by the commission upon its own motion.

Register, April, 1972, No. 196

**PSC 2.73 Application for rate increase; notice to utility customers.**

(1) When any public utility makes application to the public service commission for a general revision of rates which, if authorized, will result in a rate increase, it shall inform each affected customer of the filing of the application and the general nature and effect thereof, by means of a bill insert over one complete billing cycle, using its usual insertion and mailing procedures. If customer bills are not rendered monthly in envelopes, the public utility shall furnish such information to customers by a special mailing or by means of a display advertisement in newspapers having general circulation in the company's service area.

(2) At the first hearing concerning such application for revisions of rates, the public utility shall furnish proof of compliance with the provisions of the foregoing requirement.

**History:** Cr. Register, April, 1972, No. 196, eff. 5-1-72.

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