

Guide For Participating as An Intervenor Before the South Dakota Public Utilities Commission

Table of Contents

Participating in a Contested Case Proceeding	Page 1
How to Electronically File (E-File) with the Commission	Page 2
Withdrawing from being an Intervenor	Page 4

Participating in a Contested Case Proceeding

If your Application for Party status has been granted by the Commission, you are now a formal party, or intervenor, to a contested case proceeding that will be conducted in accordance with [SDCL Chapter 1-26](#). You should review the contested case statutes in [SDCL Chapter 1-26](#) and other applicable law to understand what is expected of you. Some of the main obligations you now have as an intervenor are listed below.

Example Intervenor Obligations

If your application for party status is granted, you may be required to:

- 1) Respond to any discovery served upon you (see [SDCL 15-6-26](#)). You also have the ability to serve discovery on other parties, including the Applicant.
- 2) Understand the rules of evidence in contested case proceedings ([SDCL 1-26-19](#) and [SDCL Chapter 19](#)).
- 3) Respond to motions made by other parties (to the extent you choose to).
- 4) Participate in Commission meetings to support any motions you make to the Commission.
- 5) Participate in Commission meetings to support or oppose any motions made by other parties (to the extent you choose to).
- 6) Submit pre-filed written testimony per the procedural schedule.
- 7) Attend an evidentiary hearing and testify before the Commission.
- 8) Submit post-hearing briefs per the procedural schedule.

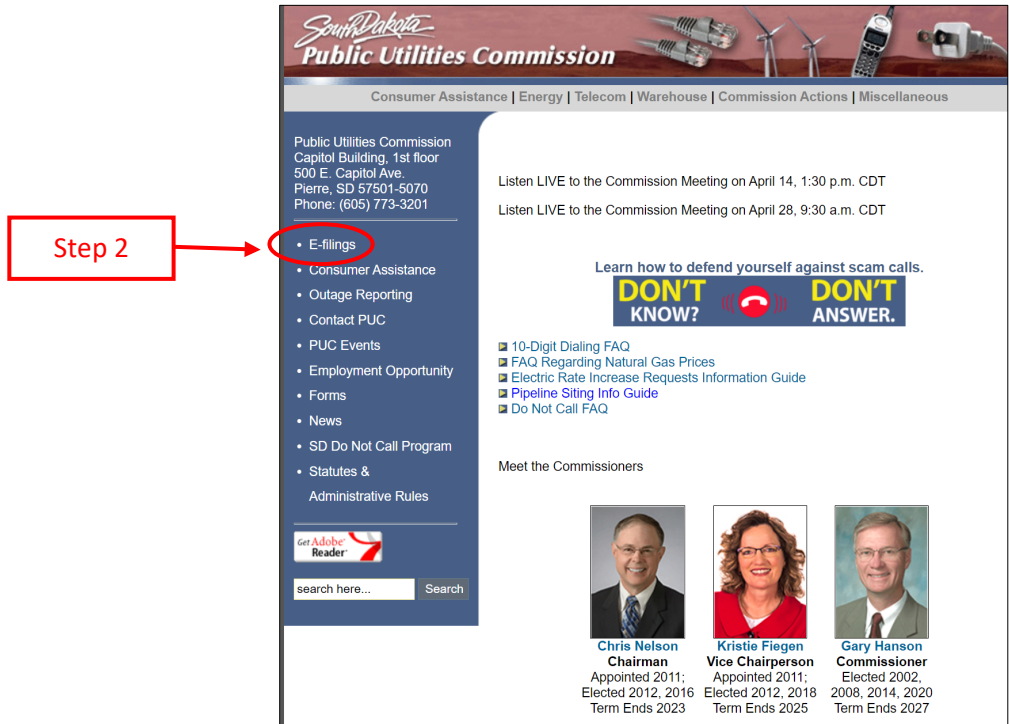
The above is not an inclusive list nor should it be construed as legal advice. The list is provided to give you an idea about what your involvement as an intervenor may entail. If you have legal questions on contested case proceedings, you should talk to your personal attorney.

How to E-File with the Commission

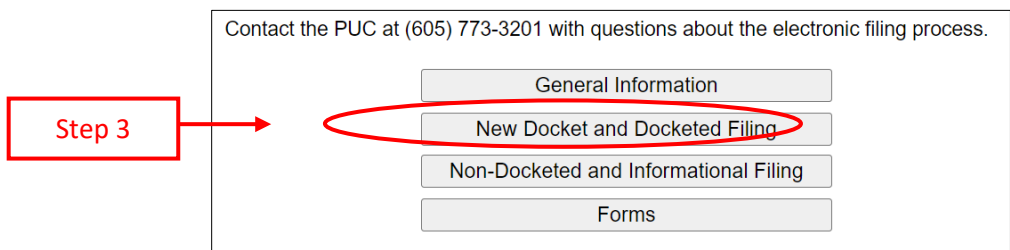
As an intervenor, you **must** file your documents with the commission electronically.

Step 1: Access the PUC’s website at <https://puc.sd.gov/>.

Step 2: Click the “E-filings” tab located on PUC’s homepage.



Step 3: Thoroughly read the instructions then click on “New Docket and Docketed Filing” at the bottom of the page.



Step 4: Complete the required fields on the webpage as indicated by the red asterisks. Make sure to note the docket number.

Step 5: Click on “Existing Docket” and an email will automatically be populated.

The screenshot shows a web form titled "Docket Filing". At the top, it says "* = Required Field". The form contains the following fields:

- Last Name: Jane *
- First Name: Doe *
- Company: Intervenor *
- Address: 123 Fake Street *
- City: Your Town *
- State: SD *
- ZIP code: 57501 *
- Phone Number: XXX-XXX-XXXX *
- E-mail Address: Jane.Doe@email.com *
- Comments: (empty text area)
- Docket Number: HP22-001 * (For Existing Dockets Only)

Below the Docket Number field is a checkbox labeled "Check". At the bottom right, there are two radio button options: "New Docket" and "Existing Docket". The "Existing Docket" option is circled in red. A red box labeled "Step 4" has a bracket pointing to the required fields. A red box labeled "Step 5" has an arrow pointing to the "Existing Docket" radio button.

Step 6: Attach the document(s) you want to file with the Commission to the email.

Note: If a single file size is too large (more than 20 MB), you can either: 1) break up the single large file into multiple smaller files and email each small file using the steps here-in, or, 2) contact the PUC at (605) 773-3201 to discuss an alternative filing method.

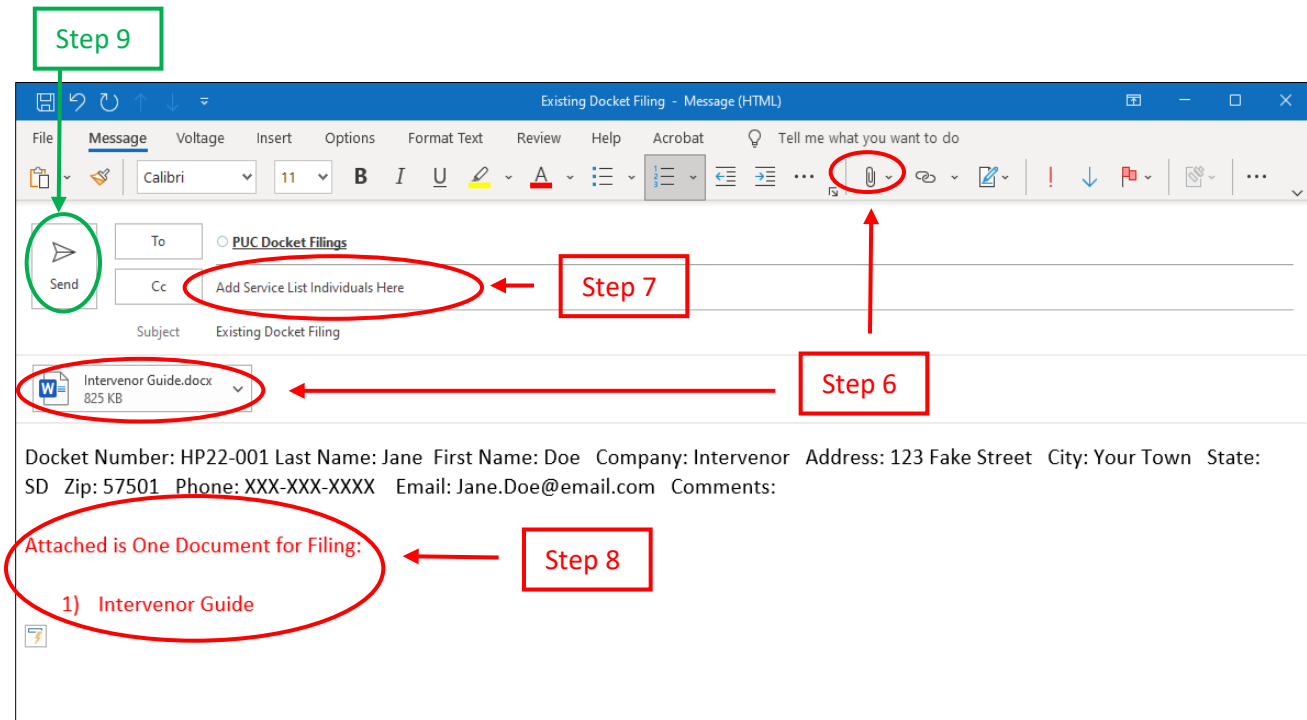
Step 7: For non-confidential filings make sure to “CC” *all* individuals included on the docket’s Service List. You can access the Service List through the docket’s webpage.

For confidential filings make sure to only “CC” the proper individuals that are allowed to view the confidential information. Be sure to follow the specific filing instructions for submitting confidential documents.

Step 8: If you did not add comments in Step 4 and decide you would like to, you can add comments to the body of the email.

Note: While not required, identifying the title of each document you are filing is *extremely helpful* for efficiently processing the filing.

Step 9: Hit “Send” and you are all done! The PUC will send a reply email confirming that your filing was received. If your filing has been submitted incorrectly, you will be notified and advised about how to re-submit according to the e-filing guidelines.



Withdrawing as an Intervenor

You may request to withdraw from being an intervenor at any time during the contested case proceeding; however, the Commission must formally rule on your withdrawal. Pursuant to [ARSD 20:10:01:02.04](#), to properly withdraw from intervention you will need to file a “Motion to Withdraw from Intervention.” Once the motion is filed it will be scheduled to be heard by the Commission at one of the Commission’s regularly scheduled meetings. You should plan to attend that meeting to answer any questions the Commission may have on your motion. Examples as to why an individual may wish to withdraw as an intervenor are listed below.

Possible Examples for Withdrawing Intervention

- 1) The proposed project no longer impacts one’s property and they are no longer interested in the proceedings.
- 2) Originally intervened in the case but decided to follow the case and offer comments rather than actively participate in all legal filings and formal hearings.
- 3) Worked out concerns with the project developer and no longer need to participate in the contested case to protect one’s interest.