



Chris Nelson, Chairperson  
Kristie Fiegen, Vice Chairperson  
Gary Hanson, Commissioner

*South Dakota*

**PUBLIC UTILITIES COMMISSION**

500 East Capitol Avenue  
Pierre, South Dakota 57501-5070  
[www.puc.sd.gov](http://www.puc.sd.gov)

Capitol Office  
(605) 773-3201

Grain Warehouse  
(605) 773-5280

Consumer Hotline  
1-800-332-1782

Email  
[puc@state.sd.us](mailto:puc@state.sd.us)

You are receiving this letter as a courtesy because you have applied for or have been granted party status in Docket HP14-002, *In the Matter of the Application of Dakota Access, LLC for an Energy Facility Permit to Construct the Dakota Access Pipeline*. The purpose of this letter is to provide information that may be useful to you throughout this process. If at any time you have procedural questions, please contact commission staff by emailing [puc@state.sd.us](mailto:puc@state.sd.us) or by calling (605) 773-3201. Keep in mind that the three commissioners act as judges. Therefore, all questions should be directed to staff.

Throughout the proceeding, you may wish to file certain documents, such as motions and briefs. **All documents filed by parties must be filed through the PUC's E-filings system.** You can access the E-filings by going to the PUC homepage ([www.puc.sd.gov](http://www.puc.sd.gov)). Click on the E-filings link located on the left hand side of the page. Click on New Docket and Docketed Filing. Fill in the required information. The Docket Number is HP14-002. Once you have filled out all of the required information, click "Existing Docket." This should automatically open a new email to which you can attach a PDF document to be filed. When a filing has been received, you will receive a confirmation email letting you know the PUC has received your e-filing.

When you file a document in the docket, you must also serve that document on all parties, which can be done by including the email addresses of the parties in the same email you submit to the PUC's E-filing system. A list of the parties is available by clicking on the Service List link near the top of the page in the online docket, which can be accessed at <http://www.puc.sd.gov/Dockets/HydrocarbonPipeline/2014/hp14-002.aspx>. You should check the service list regularly, as updates may be made to it. As a courtesy, commission staff may periodically send updates letting you know of additions or changes. The majority of those on the service list can be served via email. Those without email addresses should be served via U.S. mail or other courier.

Filings made pursuant to a commission ordered deadline must be received via E-filing by 5:00 p.m. Central time on the due date. Also, for any commission meeting at which you intend to participate telephonically, a phone line must be reserved by close of business one business day before the meeting by contacting the PUC at the phone number listed above.

Intervenors are legally obligated to respond to discovery from other parties and to submit to cross-examination at a formal hearing. Discovery intended for a specific party should be sent to that party, not filed in the docket or shared with all parties. The same is true for your answers.

Other helpful links include the PUC's Information Guide to Siting Pipelines and the PUC's Dakota Access Pipeline FAQ page, both available by clicking on the respective tabs on the commission's homepage.

Sincerely,

Commission Staff

001881

Please follow the following steps, guided by the red arrows to file documents.

South Dakota  
Public Utilities Commission

Consumer Assistance | Energy | Telecom | Warehouse | Commission Actions | Miscellaneous

Public Utilities Commission  
Capitol Building, 3rd floor  
500 E. Capitol Ave.  
Pierre, SD 57501-5010  
Phone: (605) 773-3091

The PUC offices will be closed Monday, February 16, 2015, in observance of the President's Day holiday.

Listen LIVE to the Commission Meeting for Feb. 13, 3:30 a.m. (CST) Agenda  
Listen LIVE to the Commission Meeting for March 2, 1:30 p.m. (CST)

- Keynote: St. Pipeline updates
- Capital Access Pipeline PUC
- Pipeline Siting Info Guide
- Investment Communication PUC
- Utility
- Final Siting and Final Link-Up
- Energy Commission & Electric Transmission Facilities Siting Info Guide
- Electric Rate Increase Requests Info Guide

Meet the Commissioners

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|--|--|---|
| <br>Chris Hanson<br>Chairman<br>Elected 2012<br>Term Ends 2017 | <br>Nancy Fergert<br>Vice Chairman<br>Appointed 2011<br>Elected 2012<br>Term Ends 2014 | <br>Gary Hanson<br>Commissioner<br>Elected 2002<br>Term Ends 2015 |
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E-File Options

Documents to be filed with the South Dakota Public Utilities Commission should be prepared electronically, filed and printed as a PDF file. The file size should not exceed 10 MB. Documents to be filed with the PUC should be prepared in the following format: PDF file, 11" x 8.5" paper, black and white, 12pt font, 1" margins, and a resolution of 300 dpi. Documents should be saved as PDF files. If a document is not saved as a PDF file, it will not be accepted for filing.

If a document is required to be submitted electronically, the filing process is straightforward. Multiple documents may be submitted in the same transaction form as long as the combined file size does not exceed 10 MB.

Documents that require professional preparation should be attached as separate PDF files, which should be combined in the same file. All documents should be submitted electronically. Documents may be submitted in the same transaction form as long as the combined file size does not exceed 10 MB.

Items received at any filing, the PUC will send you a confirmation, unless we cannot do so. We will continue to make every effort to contact you via email or by phone if we cannot reach you by email.

Filing received after 5 p.m. Central Time will be processed in the next business day.

There are three options from which to select other electronically submitting documents to the PUC:

- General Information (Status based) is recommended to use if you have general questions for the PUC but do not require a document.
- Submit Filing Status (Status based) is for all items related to new or existing PUC cases. Selecting this option provides a form which will allow you to file a document and receive a receipt. The form will also allow you to check the status of your filing. Please note that this option will not be available until the filing date has passed. All documents sent with this option will not be received until the filing date has passed.
- Non-Document and Informational Submission Status (Status based) is to be used only when submitting documents that do not require a document, such as reports, fact sheets, amendments, contracts, etc. Documents submitted with this option will be accepted and processed as Informational Documents. Documents submitted with this option will not be received until the filing date has passed. Please note that this option will not be available until the filing date has passed. All documents sent with this option will not be received until the filing date has passed.
- Forms Status (Status based) will give you access to online forms you can file. Currently the only forms you can file are the "Filing Report for Representative Companies", "Automatic Telephone Calling System Registration Form", and the "One Call Comparison Form".

Contact the PUC at (605) 773-3091 with questions about the electronic filing process.

General Information  
Non-Document and Informational Filing  
Forms

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Public Utilities Commission

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Docket Filing

Last Name:

First Name:

Company:

Address:

City:

State:

ZIP code:

Phone Number:

Fax Number:

E-mail Address:

Comments:

Docket Number:  (For Existing Dockets Only)

Check here if you are using an email system other than Outlook  
 Existing Docket