



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

Capitol Office
(605) 773-3201

Grain Warehouse
(605) 773-5280

Consumer Hotline
1-800-332-1782

Email
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 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). 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

