Service of Penalty Assessments: MSL?   **YES**

06/18/2021

- Make sure document is *service date stamped* in the top right corner of the page.
- Go to *Cases* -> *Pending Documents* -> Click the ellipsis menu->choose *Submitted*.
    - Choose the service by clicking on the *number* under the Name column or the *page icon* under the document column:

		Docket Number	Description		RequiresService	Name
✓	📄					
	📄	190574	Staff Proposed Settlement Procedural Schedule from Nash Callaghan		No	12451

All Documents   Order posting   **Submitted**   •••   Find a file 🔍

- Click *Edit Properties* and verify information is correct by checking:
    - Docket Number(s) – check for consolidation if multiple numbers listed. Note: This is usually a penalty assessment linked to a staff investigation docket.
    - Check the Description and Short Description.
    - Comments – see if there are any special directions/requests.
    - Make sure *Document Service* is checked.
    - Penalty Assessments should have *Certified Mail Required* checked.
    - Make sure Parties of Record and Interested Persons is checked.
- Click *Save* when finished.
- Click *Set Hardcopy Date*, then click *Post*.
- In Dynamics, navigate to *Service Request,* locate the service request you're working on, and double click to open.
- At the top menu bar, click the down arrow next to the docket number related to your service request **170495 ⌄** and select "Groups"
- Select "Add Existing Group" and search your docket number. If no groups, you will need to create them.
- If an *Internal Group* doesn't already exist, create one.
    - Make sure you have **Rayne Pearson (Administrative Law), Paige Doyle (Distribution), Stacey Brewster (Distribution), Lead (Lead) and Staff Team** all added to the group.

- o If a *Party of Record Group* doesn't already exist, create one. NOTE: Add the respondent and Sally Brown as the AAG. Lisa Gafken as Public Counsel only for Telecom, Energy and Natural Gas Dockets.
- Also add Util.dis or Tran.dis (depending on industry type)
- Navigate back to the service request home screen by clicking the docket number in the top menu bar. [170495 ⌄]
- Select ••• and click Generate Recipients, twice, once on the dropdown for the ellipsis and once on the popup form.
- Open up the Companies app, search for the company and then type the company or company contact address into your Dymo Label printer. Align to the left. Print two copies size 12 and two copies size 9.
- Under "*Comments for Proof-of-Service*": Write, "*Certified and first class mailed to:* "hit the enter key and paste the address. If it is being sent out via FedEx: , you would note "Mailed via FedEx and first class" and hit the enter key and paste the address.
- Then go back to ••• and choose: Send Courtesy Emails (**can only be done once so make sure you have added everyone first**)
- Click ••• to Generate Proof of Service -> this will pop up in a new tab called report viewer.
- Click 🖫 ▾ and from the dropdown, select *Word*, this will open the proof of service in Microsoft Word.
- Click Enable Editing.
- Save the document as titled "*docket number* Proof of Service" Example: 170495-POS

- Convert this into a PDF document. Add your electronic signature. Post the PDF version in CASES with the documents you are serving. Example:

⊕ new document or drag files here

Find a file 🔍

✓ 📄 Name

📄 UT-170499 Proof of Service ✳

📄 UT-170499 Vodafone US Inc Staff Response to Request for Mitigation ✳

- Original copy of Penalty goes into Order Basket, for adding into the order books
- Print # of copies: 3
    - 2 – Company/Respondent (certified and first class, see mailing instructions)
- Mail to Respondent via First Class and Certified mail

  1 – For the file along with the POS

    - Make sure the address on the penalty matches the address labels.
- In dynamics, change status to **Completed.**
- In CASES, change Filing Type from **Staff Investigations (Hidden)** to **Assessment (Penalty).**
- Change status to **Formal. [NOTE:** You need to build a physical file for any docket that changes to **Assessment (Penalty)].**
- Uncheck the Electronic Only box in Case Information.