

Documents to be filed with Docket Control may be filed during regular hours of operation (Monday-Friday 8:00 am – 5:00 pm) in person at the Corporation Commission Buildings in Phoenix or Tucson. They may also be submitted through mail or delivery to our Phoenix office.

WE ARE NOT ABLE TO ACCEPT ELECTRONIC FILINGS AT THIS TIME.

Filing Requirements:

Most filings require an Original plus 13 copies.

Two exceptions are:

Line Siting Cases (Docket Numbers starting with an “L”) which require 25 copies, and

Security Cases (Docket Numbers starting with an “S”) which require 10 copies.

The Docket Number must appear on the first page of the original and ALL copies of the filing, including a cover letter if provided.

The only exception to this is when filing a new Application.

All copies must be properly collated. For example, do not include 13 copies of Section I, 13 copies of Section II, etc. In addition, copies should be bound together in some manner, i.e. stapled, paper clipped, etc,

All documents must be filed using 8-1/2” x 11” paper. (Copies for distribution in some cases may include larger maps for the purpose of clarity – please contact Docket Control at 602-542-3477 for more information)

NO CONFIDENTIAL INFORMATION will be docketed. If you must provide confidential information, you must make prior arrangements with the Hearing or Legal Division. IT IS THE FILING PARTIES’ RESPONSIBILITY TO REMOVE OR REDACT ANY PERSONAL INFORMATION THAT WOULD NOT BE APPROPRIATE FOR PUBLIC VIEW.

The filing party must also mail a copy of the filed document to all parties on the Service List. (see eDocket for copy of Service List)

Please contact Docket Control at 602-542-3477 with any questions.