

SAMPLE RESIDENTIAL UTILITY CUSTOMER INTERVENTION REQUEST

To determine whether you wish to intervene, or instead wish to make public comment, please read “What is the difference between being an intervenor and providing ‘public comment’?” on the Commission’s [Intervention Fact Sheet](#).

July 25, 2025

Arizona Corporation Commission
Docket Control
1200 W. Washington St.
Phoenix, AZ 85007

RE: Request to Intervene in ABC Water Company rate case
Docket No. W-01234A-25-0123

My name, address, and telephone number are provided below. All documents should be served upon me.

I request to intervene in the ABC Water Company rate case because I am a residential customer of ABC Water Company, and the proposed rates will directly and substantially impact my household budget. I live on a small, fixed income, and I cannot afford the proposed increase.

My intervention would not unduly broaden the issues in the case because my concerns are directly related to the rates and charges proposed by ABC Water Company and already at issue in the case.

I understand that a hearing has been scheduled for September 28, 2025.

I am representing myself as an individual.

I certify that I have served a copy of this request to intervene on each party of record in the case today, as shown on the attached service list, either by mailing it in a properly addressed envelope with first class U.S. postage prepaid or by emailing it to the party.

I have read and understand the rights and responsibilities that I will have as an intervenor, explained under “What are the rights and responsibilities of an intervenor?” on the Commission’s [Intervention Fact Sheet](#).

Sincerely,

Jan Smith
123 Sample St.
Phoenix, AZ 85007
602-876-5432

Service List for Docket No. W-01234A-25-0123:

[The service list is the list of names and addresses for all of the parties to the Docket. **This information needs to be filled in by the individual applying for intervention.** The service list can be found on <http://edocket.azcc.gov/> by searching for the year and matter number (“25-0123”) in the search box at the upper right of the screen and then clicking on the “Service List” tab. The complete service list, including the email addresses for those who have consented to email service, can be printed (or saved as a PDF) using the “Complete Service List Report” function. The service list mailing addresses (without email addresses for those who have consented to email service) can be obtained in Word or as mailing labels using the “Service List Report” options. You can attach a printout of the service list to your intervention request letter, you can copy and paste the information, or you can type in the information yourself. If you require assistance, please call Consumer Services at 602-542-4251 or 1-800-222-7000.]

Example:

ABC Water Company
Legal@abcwater.com

Joseph A. Customer
890 Central St.
Phoenix, AZ 85011

Thomas Van Flein, General Counsel
Office of General Counsel
Arizona Corporation Commission
utildivservicebyemail@azcc.gov
ogc@azcc.gov

In this example, you could provide service to ABC Water Company and Thomas Van Flein by email, but you would need to provide service to Joseph A. Customer by U.S. Mail. If you prefer, you can always provide service to all parties by U.S. Mail. If you provide service to a party by email, you are not required also to show the party’s mailing address although you may.