

Petition to Intervene
Letter requirements
and
How to File
Instructions

What you need to file

1. Your name and address
2. Telephone number (**NOTE** phone numbers will be redacted before your petition is posted)
3. Email (if available)
4. Case Number: 26-0075-E-CN
5. A short explanation of how you are affected
6. A simple request to intervene
7. Signature and date

 That's it

Sample Reasons to Intervene

- This project will cross my property
- This project will come close to my property
- I am an electric ratepayer who may bear project costs
- This project may increase electric bills
- The construction of these lines will result in a decrease of my property value
- I have a business that will be negatively impacted
- My livelihood depends on tourism – these lines will hurt tourism and negatively impact my business

 **Keep it simple and personal**

How to File

You can submit your petition:

- Mail
- Fax
- Online (E-Filing)

👉 Choose what works best for you

Mail Option

Send your signed petition to:

WV Public Service Commission

201 Brooks Street

Charleston, WV 25301

Include case number: 26-0075-E-CN

Handwritten is okay!

Fax Option

- Fax your petition (under 20 pages)
- Great option if no email access
- 304-340-0325

Online filing

1. Request upload link from PSC website
2. Upload your petition (PDF)
3. Submit

👉 Fastest and easiest option if you have email

See handout for step-by-step process

IMPORTANT

When you submit your petition:

👉 You are ONLY asking the Commission for permission to be an intervenor

✓ You do NOT need to notify other parties to the case (i.e. no “certificate of service” is required)

* But, if after you are accepted as an intervenor, you wish to file a motion, then you will need to serve other parties to the case (and even that is not difficult)

👉 This is a major simplification

What Happens After Filing?

- PSC reviews your petition
- You are considered an intervenor upon submission
- You become official when approved by order

If approved:

You receive updates

You gain full rights

If you plan to actively participate then you must send filings to all parties.

If you plan to just observe – no filings are needed.

If denied: You receive no further updates

Online file hand out Step by Step Instructions

How to File Electronically

Step 1

- Request an online Case Submission link
- <http://www.psc.state.wv.us/scripts/CaseSubmit/default.cfm>



PSC Case Submission System

If you would like to make a filing, please choose an option below.

Upload Filing to an Existing Case

In order to upload a filing to an existing case, you must be a party of the case whose active email address is known by the Commission.

If you are not a current party to a case, you must upload through the "Other Filings" option below.

File to an existing case.

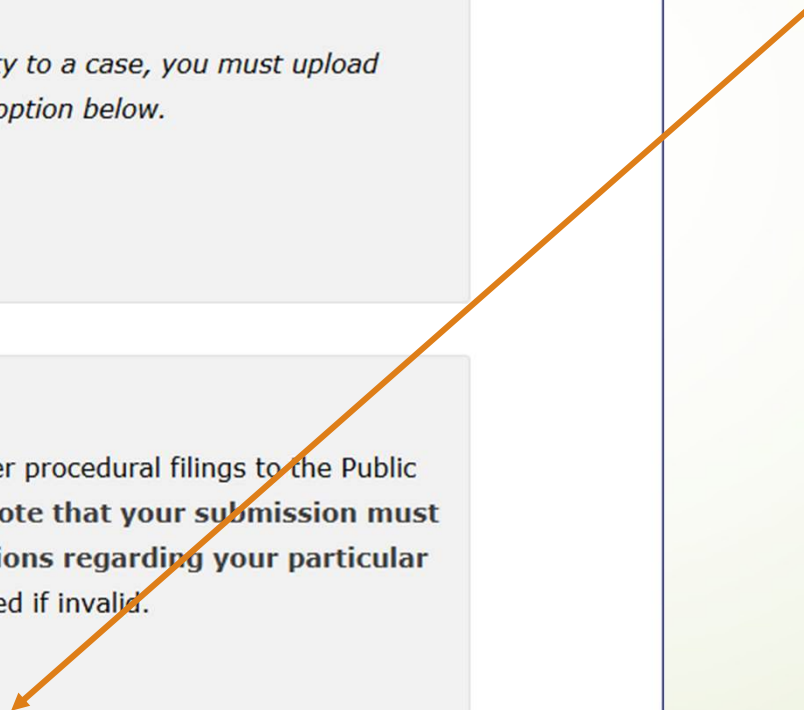
Other Filings

Submit new case filings or other procedural filings to the Public Service Commission. **Please note that your submission must comply with all PSC regulations regarding your particular filing.** Your filing will be rejected if invalid.

Request upload link.

Step 2

- Go to other filings and request an upload link





Public Service Commission of West Virginia

201 Brooks Street, Charleston, WV 25301

Call Toll Free: 1-800-344-5113

E-Filing Request

Enter all information below.

We will send an upload link to the email address that you specify.

Your Full Name:

Your Email Address:

Your Phone Number:

Submit

Step 3

- Fill out required fields
- Click on submit



Public Service Commission of West Virginia

201 Brooks Street, Charleston, WV 25301

Call Toll Free: 1-800-344-5113

E-Filing Request Received

All uploads must comply with PSC Rules & Procedures

Your request has been received.

You will receive an email shortly containing a link that can be used to upload your filing.

[Back to Dashboard](#)

The email can take some time to arrive, and it may end up in your spam folder. Make sure you check your spam folder.

Adding `docketnotify@psc.state.wv.us` to your contacts can decrease the probability that the email we send you will end up in your spam box.

Step 4

- After you received this screen go to your email account
- Open them email from WV PSC



We Received Your EFile Request.

[Access Upload Portal](#)

Note: The link expires 15 minutes after it was created.

You are receiving this email because you submitted a request for a link to upload a Filing for consideration by the Public Service Commission of West Virginia.

Things to be aware of...

- The Commission only accepts e-filings in Adobe PDF format.
- Invalid PDF documents will be rejected.
- Attachments, links, and scripts will be removed from any uploaded PDF.
- Successful uploading of a file does not guarantee acceptance for filing.

Step 5

- Click on Access Upload portal button

Upload Your File Below

This link will expire at **12:14AM**. Uploads following that time are rejected.

You are submitting your filing as **Anthony David Campbell**
for potential inclusion into **New Case**

If this is not correct, Do not Continue.

At this time, the Commission is only accepting e-filings of
documents in **Adobe PDF** format.

Describe Your Filing

Choose File

Drop PDF File Here

Upload File

EFilings Home Page

Step 6

- ← Type in a description of your filing i.e Intervenor Application for 26-0075-E-CN
- ← Place application in pdf format in the drop box
- ← Press Upload file