

## CHAPTER 21. INTERCONNECTION AGREEMENTS FOR TELECOMMUNICATIONS SERVICE PROVIDERS

### Subchapter B. PLEADINGS, DOCUMENTS, AND OTHER MATERIALS.

#### §21.31. Filing of Pleadings, Documents, and Other Materials.

- (a) **Applicability.** This section applies to all pleadings as defined in §21.3 of this title (relating to Definitions) and the following documents:
- (1) letters or memoranda relating to any item with a control number;
  - (2) discovery requests and responses; and
  - (3) Decision Point List (DPL) filings.
- (b) **File with the commission filing clerk.** All pleadings and documents required to be filed with the commission must be filed with the commission's Central Records Division and must state the control number in the heading, if known.
- (c) **Receipt by the commission.** Pleadings and any other documents are deemed filed when received by the commission's Central Records Division. Central Records will accept pleadings and documents if the person seeking to make the filing is in line by the time the pleading or document is required to be filed.
- (d) **No filing fee.** No filing fee is required to file any pleading or document with the commission.
- (e) **Office hours of Central Records.**
- (1) For the purpose of filing documents, the office hours of Central Records are from 9:00 a.m. to 5:00 p.m., Monday through Friday, on working days, except on Fridays, when Central Records will close for all purposes from noon to 1:00 p.m.
  - (2) Central Records will open at 8:00 a.m. on open meeting days. With the exception of paragraph (3) of this subsection, no filings will be accepted between the hours of 8:00 a.m. and 9:00 a.m.
  - (3) On open meeting days, between the hours of 8:00 a.m. and 9:00 a.m., the presiding officer, a commissioner, or the Office of Policy and Docket Management (OPDM) may file items related to the open meeting on behalf of the commission or an individual commissioner. The presiding officer or OPDM will provide the parties of record a copy of each document filed under this paragraph as soon as possible after filing. To the extent practicable, the existence of a document filed under this paragraph will be announced prior to the discussion on the noticed item at the open meeting. In addition to providing copies via mail or facsimile, staff may transmit the documents to the parties of record by electronic transmission or via hand-delivery at the open meeting.
- (f) **Filing deadline.** All documents must be filed by 3:00 p.m. on the date due, unless otherwise ordered by the presiding officer.