




**State of Vermont
Public Service Board**

MEMORANDUM

To: Parties to PSB Case No. 8791 (Investigation re Vermont Gas Systems, Inc., Monkton, VT)

From: Holly R. Anderson, Deputy Clerk of the Board 

Re: Board Decision to Process Case in ePSB

Date: December 28, 2016

The Vermont Public Service Board ("Board") is very pleased to announce that Phase 1 of our new electronic filing and case management system, known as ePSB, will go live on January 17, 2017. On that date, ePSB will begin accepting electronic filings in the pending Board cases that will be processed in ePSB.

The Board has asked me to inform you that it has decided that the above-referenced case will be processed in ePSB. Therefore, each party to the above-referenced case is asked to inform the Board by January 6, 2017, whether it would like to participate electronically or in paper for the remainder of the proceeding.¹ Any party that would like to participate electronically must provide Board staff with an email address for that party's official representative; that email address will be used by ePSB to send notice of filings made and documents issued in the case.

Board staff will enter into ePSB all public documents already filed or issued in the case. Official representatives of parties who elect to participate electronically will receive email messages from ePSB when Board staff enter the above-referenced case and its documents into ePSB. These email messages will contain links to ePSB; however, these links will not function until ePSB becomes visible to the public on December 29, 2016. Starting on that date, you will be able to create an ePSB user account and explore the system at <http://epsb.vermont.gov>; more information about how to do so will be provided on the Board's new website and in instructional videos and online training sessions.

¹ An email message to psb.clerk@vermont.gov with copies to the other parties is sufficient for this purpose; it is not necessary to mail a paper copy of this filing to the Board.

Pursuant to the Board's procedures for using ePSB,² if a party chooses to participate electronically, starting January 17, 2017, that party may make filings with the Board using ePSB. ePSB will provide notice of such filings to all parties to the case who have decided to participate electronically; the filer is required to serve copies of the filing on parties who choose to continue to participate in this case in paper. Email notifications from ePSB will include a link to ePSB's document folder for the case, which is where the recipient can access and download the documents.

² Until December 29, 2016, the Board's procedures for using ePSB are available on the Board's current website at: <http://psb.vermont.gov/sites/psb/files/orders/2016/December/ePSBprocedures.pdf>. After that date, they will be available on the Board's new, redesigned website at: <http://psb.vermont.gov/document/epsb-procedures>.

PSB Docket No. 8791 - Service List - Parties

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