

RULE 3. FILINGS.

- (a) Except as otherwise provided in these Rules, any notice, application, or other document or filing required or permitted under these Rules (“Filing”) shall be directed to the attention of Ryan Satterfield, PURPA Officer. Filings may be delivered in person to SEMC’s headquarters during business hours. SEMC’s headquarters is located at 543 Atlanta Highway, Cumming, Georgia 30040 and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. EST/EDT. Filings also may be made by mail to P.O. Box 266, Cumming, Georgia 30028-0266 or by statutory overnight delivery (as defined by O.C.G.A. § 9-10-12) to the headquarters address listed above.
- (b) In addition to filing an original document with SEMC, a Person submitting a Filing (except for a written Limited Appearance pursuant to Rule 5) also shall file two (2) copies.
- (c) Persons submitting Filings to SEMC (except for a written Limited Appearance pursuant to Rule 5), unless they do not possess the technical ability to do so, shall file contemporaneously with the original and copies an electronic version of the document, along with any exhibits thereto, in “pdf” format. Persons not possessing the technical ability to file an electronic version shall certify such contemporaneously with the filing of the original hard copy. In the event that a textual, substantive or other type discrepancy exists between the original hard copy of the document and the electronic version filed, the contents of the original hard copy filed with SEMC shall control.
- (d) Any document required or permitted to be filed under these Rules shall be deemed to be received by or filed with SEMC on the date such document actually is received by SEMC during its business hours. Each Filing will be date-stamped to show the date on which the Filing was received by SEMC.
- (e) Every Filing made pursuant to these Rules shall be posted on SEMC’s PURPA Web Site and may be downloaded by any interested Person. Service on other Formal Parties of Record, therefore, is not necessary. Formal Parties of Record not possessing the technical ability to access or download information from the PURPA Web Site shall certify such inability in writing pursuant to this Rule, whereupon they will be entitled, upon request, to receive hard copies of Filings from SEMC.
- (f) Each Filing made pursuant to these Rules shall:
 - (1) Identify the Person on whose behalf it is being filed;
 - (2) Identify that Person’s address;
 - (3) Include that Person’s SEMC account number, if a member of SEMC;
 - (4) Include the PURPA Identification Number assigned to that Person, if a Formal Party of Record, by SEMC pursuant to Rule 4 (except that no such identification number shall be required for an initial Notice of Intervention or a written Limited Appearance);

- (5) Include the signature of that Person or his legal counsel or other authorized representative; and
 - (6) Include a sworn verification by the appropriate Persons of any facts contained therein.
- (g) In computing any period of time prescribed or allowed under these Rules, the first day shall not be counted but the last day shall be counted. If the last day prescribed or allowed for action falls on Saturday or Sunday, or on some other day on which SEMC is closed for business, the Person shall have through the next business day to take the action required or permitted. In all cases, each calendar day shall be included in the computation, regardless of whether it is a Saturday, Sunday or legal holiday (except when the last day falls on a Saturday, Sunday, etc. as provided in the preceding sentence).