

## On Behalf of Cynthia Walker, Communications Division, Director

To All Communications Carriers:

The Communications Division (CD) has established a mailbox for carrier submissions of compliance filings, reports, and other documents that are required to be submitted to the CD Director per Commission orders, decisions, resolutions, and statutes. The address of the mail box is:

[cdcompliance@cpuc.ca.gov](mailto:cdcompliance@cpuc.ca.gov)

The division requests that you begin using the mailbox effective **January 1, 2018**

### **Instructions for Submitting Documents to** **[cdcompliance@cpuc.ca.gov](mailto:cdcompliance@cpuc.ca.gov)**:

1. **Cover Sheet:** The cover sheet is important to enable CD staff to file, route, and respond to your compliance filings.
  - Complete and submit the attached cover sheet along with the correspondence you are submitting.
  - Follow the cover sheet detailed instructions.
  - **IMPORTANT**: Create file names for the coversheet and documents by following the naming conventions provided on the cover sheet.
2. **Format:** All documents must be submitted in an electronically searchable format. CD prefers that the documents be combined into one PDF file with the top sheet being the cover sheet, an executive letter (as applicable), and other compliance data as the third element.
3. **Acknowledgement Receipt:** After your document has been transmitted to the mailbox, you will receive an e-mail receipt acknowledging successful transmission or instructions to resubmit the document following CD's submission requirements.
4. **Duplicate copies of filings to the Division Director are NOT required.** There is no need to submit an electronic copy or hard copy to the CD Director once your document has been successfully transmitted and acknowledged.
5. **Hard copies of filings not required.** Unless specifically prohibited by law, your submission of a compliance document to this mailbox shall replace any existing requirement to submit a hard copy of the document directly to the CD Director. **Please discontinue all hard copy submittals.**

6. **Duplicate copies of filings to staff are optional.** Documents submitted to the mailbox will be routed to the appropriate CD staff for review. Therefore, submitting a duplicate electronic or hard copy of your document is optional. Duplicate copies may be sent to CD staff directly.
7. **IMPORTANT: Read below about documents that do not use this mailbox**
- This mailbox is not for documents that already have a mailbox or other delivery system and instructions established. For example:
    - Responses to Data Requests (unless specifically requested by staff to submit to [cdcompliance@cpuc.ca.gov](mailto:cdcompliance@cpuc.ca.gov))
    - DIVCA data submissions
    - Broadband Mapping data submissions responding to instructions on the CD website.
    - Major Service Outage Reports
    - Service Quality Reports
    - Carrier Wholesale Performance Reports
    - Private Alarm Reports

Please continue to submit such documents as instructed. Refer to the instructions on the CD website.

- This mailbox is not for formal submittals as part of active Commission proceedings. Such filings are submitted via the Commission's eFiling system.
- This mailbox is not for Advice Letters submitted to:

CD PAL Coordinator

Communications Division  
California Public Utilities Commission  
505 Van Ness Avenue  
San Francisco, CA 94102

If you have questions that are not covered by the instructions in this notification and the attached cover sheet, or if you need other clarification, send an e-mail to: [cdcompliance@cpuc.ca.gov](mailto:cdcompliance@cpuc.ca.gov).