

NEW MEXICO PUBLIC REGULATION COMMISSION

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FOR IMMEDIATE RELEASE

Temporary NMPRC Electronic Filing Policy

March 20, 2020

Due to Closure of the PERA BUILDING pursuant to Governor Lujan Grisham's Declaration of a Public Health Emergency, the PRC Records Management Bureau is Closed and In-Person filings are unavailable.

The following procedures for filings with the PRC Records Bureau should be followed:

Alternative Electronic Filing:

For the duration of the Public Health Emergency, the requirement for **submission of paper copies of filings to the PRC Records Management Bureau is suspended.**

All filings should be sent in .pdf format, with electronic signatures, to the NMPRC Records Management Bureau's email address at: **prc.records@state.nm.us** within regular business hours of the due date, in order to be considered timely filed. Documents received after regular business hours, will be considered as being filed the next business day. Regular business hours are from 8:00 a.m. to 5:00 p.m. Mountain Time.

The .pdf emailed documents will be uploaded in the appropriate Case Numbers in E-Docket on a daily basis for accessibility (<https://edocket.nmprc.state.nm.us/Login.aspx>).

Electronic signatures: The full, printed name of each person signing an electronically filed document should appear in the electronic version of the document by scanning or other electronic reproduction of the signature or by typing in the signature line the notation "/s/" followed by the name of the person signing the original document. Documents requiring sworn verification by notarization under Commission rules may be supported by unsworn affirmation in compliance with R. 1-011(B) NMRA. A paper copy of the document electronically filed bearing an original signature shall be maintained and made available, upon reasonable demand, for inspection by the other parties or the commission.

Please note that there are size limit restrictions (approx. 20 MB) to the .pdf attachments. If you receive an "undeliverable" email, please reduce the size limit of your .pdf attachments and email the .pdf document in

smaller sized batches (i.e. batch 1 of 3, batch 2 of 3, and batch 3 of 3, etc.). This will allow Records to properly assemble the document in the correct order before uploading to E-Docket.

As with paper filings, parties are responsible for ensuring that the filed copy is complete, contains a full scan of all pages, and does not include documents containing protected personal identifier information. Parties should comply with the provisions of R. 1-079 (D) NMRA for protection of protected personal identifier information.

While paper filings may be still be submitted by mail in accordance with the Commission's existing rules of procedure, due to the restrictions imposed on PRC operations by the Public Health Emergency and orders of the NM Department of Health, the processing of such filings may be subject to substantial delay. The use of the temporary alternative electronic filing procedures set forth in this notice is strongly encouraged.

IPRA Requests:

IPRA requests shall be submitted in writing to prc.ipra@state.nm.us.

The PRC will endeavor to continue to fulfill IPRA requests, but the extent it is able to do so in a timely manner may be affected by the need to comply with the restrictions imposed by the NM Department of Health under the Public Health Emergency.

In accordance with advice provided by the New Mexico Attorney General, in-person inspection of public records is suspended during the pendency of the Public Health Emergency and to the extent the ability to produce records in the timeframes mandated by IPRA is impaired by the restrictions of the Public Health Emergency, a request may be designated as excessively burdensome and the request will be fulfilled as required by IPRA when the state of emergency is lifted.

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