

# ERF Document Type Definitions

Note: If you have a question about which document type to use, please contact the PSC's Records Management Unit staff at [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov).

<b>ALJ Order</b>	(Commission Staff only) An Order issued by the Administrative Law Judge.
<b>Application</b>	A request to open a docket to issue or amend a certificate, license, permit or any other approval, authorization, or exemption.
<b>Brief</b>	A written argument of law and fact on the merits of a proceeding filed by a party to the proceeding. This category includes initial briefs.
<b>Briefing Memorandum</b>	(Commission Staff only) A memorandum that delineates and describes various issues, alleged facts, and alternatives associated with a docket produced to assist the decision maker in review the record.
<b>Comments</b>	Information or assertions of any outside person or organization regarding a particular Commission docket or action filed by invitation of the Commission.
<b>Confidentiality Determination</b>	(Commission Staff only) A decision made on a request for confidential handling treatment.
<b>Contract</b>	An agreement between two or more parties which, if it contains the elements of a valid legal agreement, is enforceable by law or by binding arbitration.
<b>Correspondence</b>	Any filing that does not fit into any other category. Except correspondence that relates to a filing that fits into another category. This should be filed using that other category or combined into the same filing as the other document. For example, do not file, separately as correspondence, a cover letter to a document that fits into another category. Instead, if a filing must include a cover letter, merge the cover letter and the other document together and file using the other document's document type.
<b>Data Request / Response</b>	A request by the Commission to any person to produce information, and the response to that request. In a proceeding, this document type also includes responses to discovery between parties.
<b>Decision Matrix</b>	(Commission Staff only) A table that delineates and describes various issues, alleged facts, and alternatives associated with a docket produced to assist the decision maker in the review record.

<b>Environmental Review</b>	(Commission Staff only) A document produced to implement the Commission's duties under Wis. Stat. § 1.11, such as; letters with respect to scoping, preliminary determination, notice of availability, no significant impact; EA; Draft EIS; and Final EIS.
<b>Exhibit - Offered</b>	A document introduced by a party to a proceeding or Commission staff as an exhibit in that proceeding. This includes exhibits introduced by Motion.
<b>Exhibit - Received</b>	(Commission Staff only) An Offered Exhibit received into the record of a proceeding at the direction of the Administrative Law Judge or the Commission.
<b>Mailing / Service List</b>	A list of all individuals who were served an official record.
<b>Memorandum</b>	A document typically used for communication within an organization, designating something to be noticed, remembered, or acted upon. For example, a Commission Agenda Memo and a Commission Information Memo.
<b>Minutes</b>	(Commission Staff only) The written record of the Commission's Open Meetings kept by the Secretary of the Commission.
<b>Motion</b>	A request by a party to a proceeding for some specific relief in that proceeding and all other filings that the request generates, such as cover letters, briefs, stipulations and affidavits. File an exhibit introduced through a Motion as an "Exhibit-Offered" separate from the Motion and verifying affidavit.
<b>Notice</b>	(Commission Staff only) A document that opens a docket, or informs parties to a proceeding and the public of actions or events the Commission may take that may affect their rights, obligations or duties, or both.
<b>Order</b>	(Commission Staff only) The document outlining the directives and decisions made by the PSC in a docketed case.
<b>Petition</b>	A written request to the commission, other than an application or complaint, to open a docketed case or take official action.
<b>Reply Brief</b>	A brief filed in response to a previously filed brief.
<b>Report</b>	A document that describes the methodology, and result of an experiment, investigation, or inquiry. This includes compliance filings.
<b>Request for Intervention</b>	A request by a person to become a party in a docket.
<b>Tariffs</b>	(Commission Staff only) An open contract between a utility service provider and the public, filed with a regulating body such as the PSC. Such tariffs outline the terms and conditions of providing utility service to the public including rates, fees, and charges. This category includes the tariff acknowledgement letters from PSC staff.

<b>Telecommunication Affiliated Interest</b>	(Commission Staff only) Any documents filed in relation to affiliated interest agreements as defined by Wis. Stat. § 196.52 which are negotiated between telecommunications organizations.
<b>Testimony – Offered</b>	A document introduced by a party to a proceeding or Commission staff as written testimony in that proceeding.
<b>Testimony – Received</b>	(Commission Staff only) Testimony – Offered received into the record of a proceeding at the direction of the Administrative Law Judge or the Commission.
<b>Transcript</b>	(Commission Staff only) A written record of oral proceedings before the Commission or taken in connection with a docket.
<b>Unacceptable Filing</b>	(Commission Staff only) An ERF filing no longer accessible to ERF users because it erroneously released to the public information the Commission determined to be confidential.