



**Electronic Case Filing
STATE CORPORATION COMMISSION**

**User Guide for e-Filing Documents in Cases
Before the State Corporation Commission**

Updated October 2024

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About the Virginia SCC Electronic Case Filing System

Since April 2002, the Virginia State Corporation Commission (SCC) has electronically scanned all hard copy public documents related to SCC proceedings. This internal process has allowed all case- related documents to be accessible to the public for viewing, printing, or downloading via the Docket Search feature of the SCC website:

<https://www.scc.virginia.gov/DocketSearch/>

Since January 2001, the SCC has sponsored electronic filing for SCC case-related proceedings.

Initially limiting submissions to 20 pages, in January 2008, the Commission entered a final order in case number CLK-2007-00005 allowing electronic filing of documents of up to 100 pages for the convenience of all case participants.

The COVID-19 pandemic prompted modification again in 2020, and the current standard for electronic filing is now up to 250 pages (not to exceed 10MB).

Electronic filing is not mandatory. However, the Commission strongly encourages it as allowed per the SCC's Rules of Practice and Procedure

This User Guide describes how to electronically file documents in cases before the SCC. The specific guidelines for e-Filing are explained in Part II of this manual.

You are strongly encouraged to thoroughly review the entire manual. The following are key highlights to remember.

SCC e-Filing Highlights

- Approximately 95 percent of all documents filed in SCC cases are 250 pages or less. The size of such documents is readily manageable in an electronic form and can be conveniently printed, as needed.
- Only the most complex applications, pre-filed testimony, and exhibits exceed 250 pages. Because of their size, hard copies of such (and the required 15 copies) must continue to be filed directly with the SCC's Document Control Center.
- Any person wishing to take advantage of this feature is required to submit a signed filing authorization form. The form can be found on the SCC website at: <https://www.scc.virginia.gov/clk/efiling/>
- For all electronic submissions, the person signing any document must be identified as the filer regardless of who submits the filing on behalf of the filer.
- Any electronic submission must be sent as one file in Portable Document Format (PDF). This ensures that the electronic document file can be printed as a paper document without loss of content or appearance.
- The Commission shall accept no responsibility for inadvertent display of filings intended for restricted audience. Any confidential document to be filed under seal may be submitted on USB (universal serial bus) flash drive directly with the Document Control Center.
- As an incentive to use e-filing, submissions filed electronically are exempt from the Commission's hard copy requirements. Submissions filed electronically that otherwise would incorporate large exhibits impractical for conversion to electronic format must be identified in the filing and include a statement that the exhibit has been filed in hardcopy and is available from the SCC or the filing party. Each such exhibit must be filed in original and 15 copies.
- Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the SCC's database. If a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day.
- Documents successfully submitted electronically to the SCC will generate an e-mail acknowledgement to the filer indicating receipt.

- An electronic submission can be rejected by the Document Control Center if it is not properly identified or does not comply with all formatting requirements. The filer will be notified of any rejection.
- Any correction or modification to an electronic filing already submitted and accepted will require a new, revised filing with the SCC. Previously submitted filing(s) cannot be substituted or replaced. Instead, both the original and revised filings will be posted in the order of receipt.
- The filer is responsible for any delay, disruption, or interruption of the electronic submission and accepts the full risk that a document may not be properly filed as a result.
- The filing party is responsible for serving the document in accordance with applicable rules and orders, including service on the appropriate SCC attorney. If any party indicates a preference, it is permissible to provide such documents electronically.
- In the event the electronic filing procedure is not a convenient method for submitting an electronic version of a document with the SCC, the Document Control Center will accept a USB flash drive.
- With any flash drive submission, the hardware must be accompanied by clear labeling to include the case number, the name of the filing party, a brief description of the document on the drive, the number of pages, and any special instructions. If the flash drive contains a filing that exceeds 250 pages, the filer must still provide an original and 15 copies per the SCC's Rules of Practice and Procedure.

Electronic Filing Overview

There are four steps that must be taken prior to using the SCC's Electronic Case Filing System.

1. Obtain a copy of the User Guide from the SCC website and review its contents. The guide is available on the SCC website at: <https://www.scc.virginia.gov/clk/efiling/>
2. Complete and submit the SCC's e-filing authorization form. The form can be accessed from the SCC website at: <https://www.scc.virginia.gov/clk/efiling/>
3. Upon receipt of the authorization form, the SCC will send a confirmation e-mail by which the user may log in to the system and create a personal password. (The password must be at least 8 characters and include at least one uppercase letter, one number and one special character.)
4. Obtain Adobe Acrobat software (preferably the latest version) to convert your documents to the required portable document format (PDF). See <http://www.adobe.com> to learn more about the Acrobat software.

For questions or additional information on the SCC's Electronic Case Filing system, contact:

Division of Information Resources
(804) 371-9141

or

Document Control Center Clerk's Office
(804) 371-9838

Part I – Getting Started

A. How Do I Begin?

Complete and sign the SCC Electronic Filing Authorization from the SCC website at:
<https://www.scc.virginia.gov/clk/efiling/>

By submitting the authorization form, you agree to abide by the SCC's Electronic Document Filing rules and guidelines. Further, you agree that your e-mail address and personal filer password shall serve as and constitute your signature for all purposes with respect to any document that you submit or authorize to be submitted electronically.

For all electronic submissions, the person signing any document must be identified as the filer regardless of who submits the filing on behalf of the filer.

The signed authorization form must be delivered to the Document Control Center of the Clerk's Office. The Clerk's Office must have the authorization on file to fulfill the requirements of 5 VAC 5-20-20 of the SCC's Rules of Practice and Procedure (<https://www.scc.virginia.gov/case-information/rules-of-practice-and-procedure/>).

Once the Document Control Center receives an authorization form, the SCC will notify the authorized filer by e-mail that an e-Filing account has been created. The e-mail will contain a link to allow the authorized filer to log into the account for the first time.

Dear eFiling User,

As a result of submitting the eFiling Authorization form with the Clerk's Office of the Virginia State Corporation Commission, a new eFiling account has been created for you.

Please use the following link [http://www.scc.virginia.gov/efilingpublic/ResetPassword.aspx?id=YQBwAGQAcgBIAGEALgBmAGEAcgBIAGUAcgBAAHYA YwBIACAdgBpAHIAZwBpAG+A1QBhACJAZwBvAHYAfAC%3D\(O7EYRook?ixVjWmoD5\]xSd+gA*43d*43d](http://www.scc.virginia.gov/efilingpublic/ResetPassword.aspx?id=YQBwAGQAcgBIAGEALgBmAGEAcgBIAGUAcgBAAHYA YwBIACAdgBpAHIAZwBpAG+A1QBhACJAZwBvAHYAfAC%3D(O7EYRook?ixVjWmoD5]xSd+gA*43d*43d) to log into your account for the first time. The password link will expire in 72 hours.

After logging into the SCC eFiling Website for the first time, you will be prompted to enter a new password (you need to enter this twice). Please retain your new password for future use.

Once you have entered your new password and logged into the system, please review your account information to ensure its accuracy.

Please print this email to retain it for your records.

Upon accessing the system, the authorized filer will be prompted to create a new password (to be entered twice for confirmation). The password must be at least 8 characters in length, include at least one uppercase letter, one number, and one special character.

Case Information

eFiling Password Reset

Please enter your new password to complete the password reset process.

Change Your Password

Email Address: @scv.virginia.gov

New Password:

Confirm New Password:

Please retain/remember your password for future use.

Supported Browsers

Need additional information? Contact sccinfo@scc.virginia.gov Website questions? Contact: webmaster@scc.virginia.gov

[Adobe Acrobat PDF Reader](#) [Microsoft Office Online Applications](#): (Excel, PowerPoint, Word)

Select CHANGE PASSWORD to initially log into the system. The CANCEL button will clear any password entry and you can try again.

Once logged in, review account information to ensure accuracy of the information. Select Account Information to access this screen; complete/correct any missing or inaccurate information.



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SCC Home | About SCC | Contact Us | Privacy Policy

Case Information

Home | Submit A Document | Account Information | Change Password | User Guide | Log Off

Authorized e-Filer Information

The following information was derived from the filer authorization form previously submitted to the Clerk's Office. You are encouraged to update this information as necessary.

The boxes marked with an * must contain the required information.

Filer's Name	<input type="text" value="SCC User"/>	* (Required)
Filer's Phone #	<input type="text" value="555-555-5555"/>	* (Required)
Filer's Fax #	<input type="text" value="555-555-4444"/>	
Filer's E-mail Address	<input type="text" value=" @scc.virginia.gov update"/>	
Filer's Mailing Address	<div><div>P.O. Box 1197 Richmond, VA 23218</div></div>	* (Required)
Filer's Law Firm, Company or Organization	<input type="text" value="SCC"/>	* (Required)
Filer's Law Firm, Company or Organization Mailing Address	<div><div>P.O. Box 1197 Richmond, VA 23218</div></div>	
Filer's Law Firm, Company or Organization Phone #	<input type="text" value="555-555-3333"/>	
Filer's Law Firm, Company or Organization Fax #	<input type="text" value="555-555-2222"/>	
Filer's Law Firm, Company or Organization Web Address	<input type="text" value="scc.virginia.gov"/>	

To change your password click [here](#).

Supported Browsers

Need additional information? Contact sccinfo@scc.virginia.gov Website questions? Contact: webmaster@scc.virginia.gov

[Adobe Acrobat PDF Reader](#) [Microsoft Office Online Applications](#) (Excel, PowerPoint, Word)

B. How Do I File a PDF File on the SCC Web Site?

1. Go to the SCC website at <https://www.scc.virginia.gov>
2. Select the link to Case Information - <https://www.scc.virginia.gov/case-information/>
3. Select the link to Electronic Filing - <https://www.scc.virginia.gov/clk/efiling/>

Your computer screen will display the following and you will be prompted to log in by entering your e-mail address and password:

The screenshot shows the SCC Case eFiling System login page. At the top is the SCC logo and navigation links: SCC Home, About SCC, Contact Us, and Privacy Policy. Below the logo is the text 'STATE CORPORATION COMMISSION' and a link to 'Case Information'. The main heading is 'Case eFiling System'. A paragraph explains that users must complete an 'Electronic Document Filing Authorization Form' before filing. Below this are two bullet points: 'The password confirms that a document being submitted electronically is being sent by an authorized filer.' and 'The form assures that the filer's actual signature is on file with the Clerk's Office as required by SCC rule (5 VAC 5-20-20. Good faith pleading and practice).' A line of text states: 'Before submitting a document electronically, filers are urged to review the [Electronic Filing Procedures](#) and the [User Guide](#).' The login section is titled 'Sign in with your Case eFiling Account' and contains input fields for 'Email:' and 'Password:', a 'Sign In' button, and a link for 'Forgot Your Password?'. To the right of the login fields is a section titled 'Case eFiling upload recommendations:' which states: 'The Case eFiling program will operate most efficiently when the eFiler:' followed by three bullet points: 'Creates the PDF-formatted submission directly from electronic documents, rather than by scanning hardcopy documents, but eFilers who prefer to scan hardcopy documents to create PDF-formatted submissions must exercise care to avoid creating non-standard formed metadata, which may result in the rejection of the document by the e-Filing system.', 'Submits a file size of less than one Gigabyte; the submission file size can be determined by opening the PDF-formatted document, clicking on "File" in the toolbar, and then clicking on "Properties"', and 'Uses broadband or DSL speed for submissions'. Below these recommendations is a paragraph: 'If the eFiler uses other approaches to create and submit documents, this could give unpredictable results, which may include rejection of the document by the Case eFiling system.' and a line of text: 'For help uploading a Case eFiling submission contact ken.schrad@scc.virginia.gov'.

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[SCC Home](#) | [About SCC](#) | [Contact Us](#) | [Privacy Policy](#)

[Case Information](#)

Case eFiling System

Any person wishing to file case documents electronically must first complete an [Electronic Document Filing Authorization Form](#). This form must be physically filed with the [Document Control Center of the Clerk's Office](#). The form includes instructions on where and how to send it. No document can be filed electronically until the Clerk of the Commission issues a password that the user may change, as needed. The form and password serve two purposes:

- The password confirms that a document being submitted electronically is being sent by an authorized filer.
- The form assures that the filer's actual signature is on file with the Clerk's Office as required by SCC rule (5 VAC 5-20-20. Good faith pleading and practice).

Before submitting a document electronically, filers are urged to review the [Electronic Filing Procedures](#) and the [User Guide](#).

Sign in with your Case eFiling Account

Email:

Password:

[Forgot Your Password?](#)

Case eFiling upload recommendations:

The Case eFiling program will operate most efficiently when the eFiler:

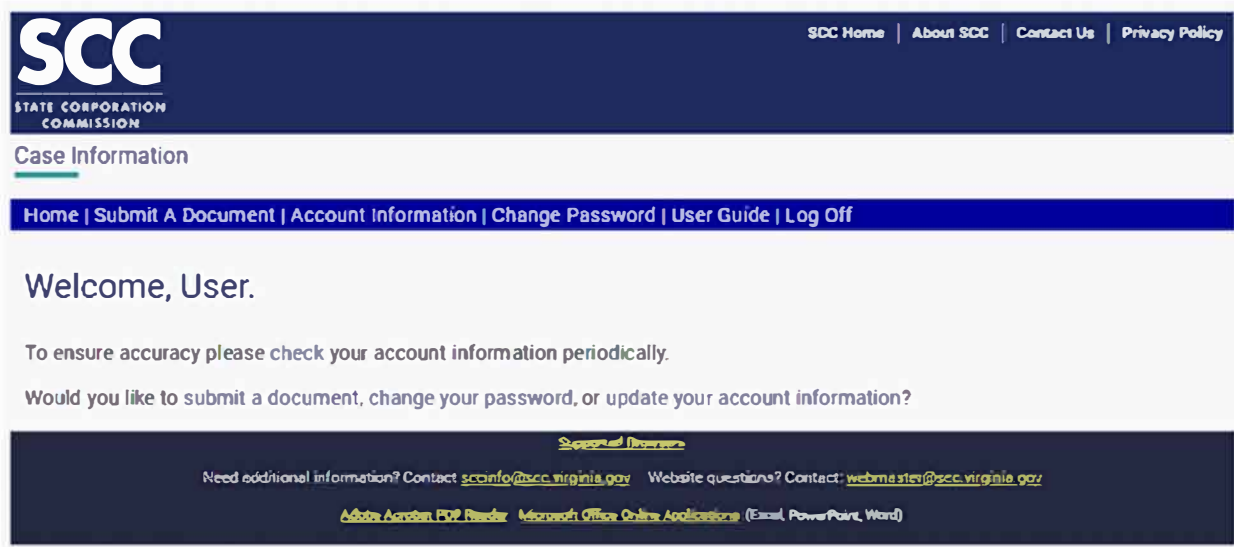
- Creates the PDF-formatted submission directly from electronic documents, rather than by scanning hardcopy documents, but eFilers who prefer to scan hardcopy documents to create PDF-formatted submissions must exercise care to avoid creating non-standard formed metadata, which may result in the rejection of the document by the e-Filing system.
- Submits a file size of less than one Gigabyte; the submission file size can be determined by opening the PDF-formatted document, clicking on "File" in the toolbar, and then clicking on "Properties"
- Uses broadband or DSL speed for submissions

If the eFiler uses other approaches to create and submit documents, this could give unpredictable results, which may include rejection of the document by the Case eFiling system.

For help uploading a Case eFiling submission contact ken.schrad@scc.virginia.gov

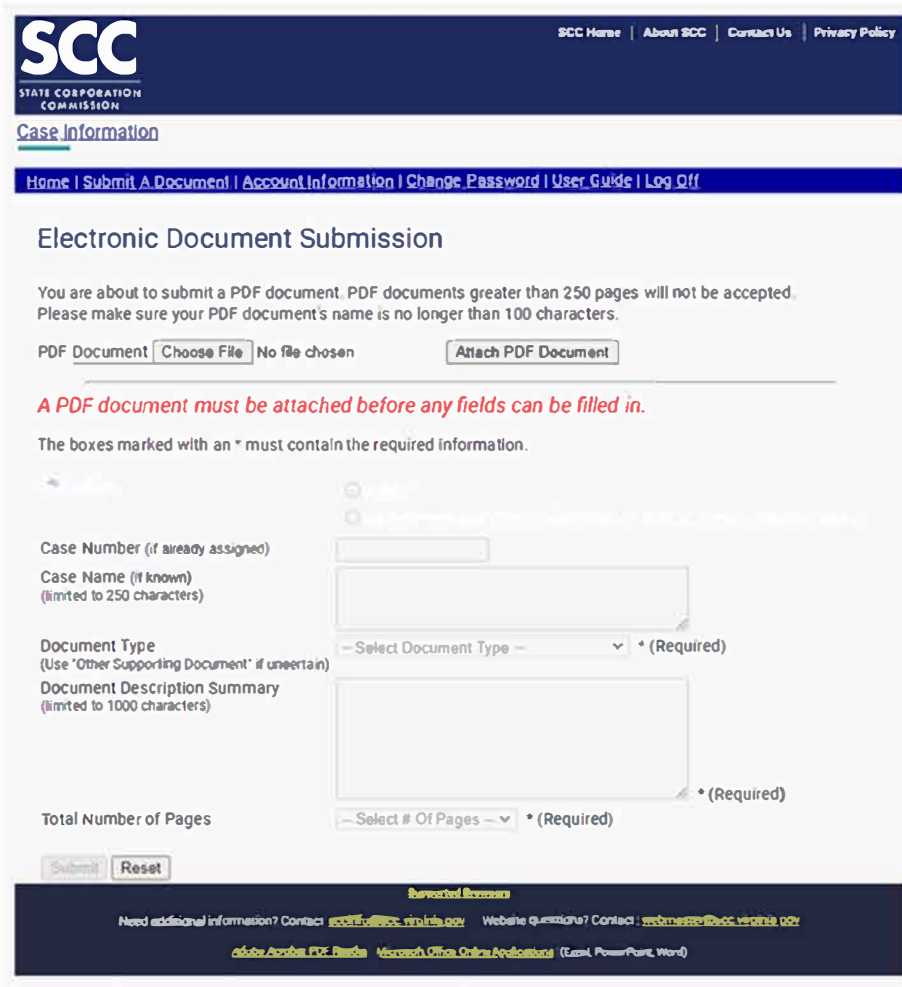
Once the information is entered, select SIGN IN.

Your computer screen will display a Welcome page



The screenshot shows the SCC (State Corporation Commission) website's Welcome page. At the top, there is a dark blue header with the SCC logo on the left and navigation links (SCC Home, About SCC, Contact Us, Privacy Policy) on the right. Below the header, a light blue bar contains the text "Case Information". A dark blue bar below that contains navigation links: Home | Submit A Document | Account Information | Change Password | User Guide | Log Off. The main content area is white and features the heading "Welcome, User." followed by a message: "To ensure accuracy please check your account information periodically." and a question: "Would you like to submit a document, change your password, or update your account information?". At the bottom, a dark blue footer contains contact information: "Need additional information? Contact scinfo@sc.virginia.gov" and "Website questions? Contact: webmaster@sc.virginia.gov", along with links for "Adobe Acrobat PDF Reader" and "Microsoft Office Online Applications (Excel, PowerPoint, Word)".

Select the link to SUBMIT A DOCUMENT. Your computer screen will now display the Document Submission page.



The screenshot shows the SCC (State Corporation Commission) website's Electronic Document Submission page. At the top, there is a dark blue header with the SCC logo on the left and navigation links (SCC Home, About SCC, Contact Us, Privacy Policy) on the right. Below the header, a light blue bar contains the text "Case Information". A dark blue bar below that contains navigation links: Home | Submit A Document | Account Information | Change Password | User Guide | Log Off. The main content area is white and features the heading "Electronic Document Submission". Below the heading, a message states: "You are about to submit a PDF document. PDF documents greater than 250 pages will not be accepted. Please make sure your PDF document's name is no longer than 100 characters." Below this message, there are two buttons: "Choose File" (which shows "No file chosen") and "Attach PDF Document". A red error message states: "A PDF document must be attached before any fields can be filled in." Below this, a message states: "The boxes marked with an * must contain the required information." The form contains several fields: "Case Number (if already assigned)" (text input), "Case Name (if known) (limited to 250 characters)" (text input), "Document Type" (dropdown menu with "Select Document Type" and a required asterisk), "Document Description Summary (limited to 1000 characters)" (text input with a required asterisk), and "Total Number of Pages" (dropdown menu with "Select # Of Pages" and a required asterisk). At the bottom of the form, there are "Submit" and "Reset" buttons. At the very bottom, a dark blue footer contains contact information: "Need additional information? Contact scinfo@sc.virginia.gov" and "Website questions? Contact: webmaster@sc.virginia.gov", along with links for "Adobe Acrobat PDF Reader" and "Microsoft Office Online Applications (Excel, PowerPoint, Word)".

The form fields cannot be completed until the PDF file intended for submission is designated.

Step 1 – Select CHOOSE FILE to navigate to the PDF file on your computer in whichever drive (C:, D:, U:, etc.) it may be stored. This configuration may depend on your own computer system or that of the firm or organization that operates your information technology system.

The screenshot shows the SCC (State Corporation Commission) Electronic Document Submission interface. The top navigation bar includes links for SCC Home, About SCC, Contact Us, and Privacy Policy. The main heading is "Electronic Document Submission". Below this, a message states: "You are about to submit a PDF document. PDF documents greater than 250 pages will not be accepted. Please make sure your PDF document's name is no longer than 100 characters." The form includes fields for "Case Number (if already assigned)", "Case Name (if known) (limited to 250 characters)", "Document Type (Use 'Other Supporting Document')", and "Document Description Summary (limited to 1000 characters)". A "PDF Document" section has a "Choose File" button (circled in red) and a "No file chosen" status. An "Attach PDF Document" button is also present. A file selection dialog box is open, showing the "Documents" folder with a list of files: "SCC_Questionnaire_for_Outside_Employment_Volunteer", "sccorgchart.pdf", "srscase.pdf", "TestFile.pdf", and "unfused.pdf". The "TestFile.pdf" file is selected, and the "Open" button is highlighted. The form also includes a "Total Number of Pages" field with a dropdown menu and a "Submit" button. The footer contains contact information for the SCC and links to Adobe Acrobat PDF Reader and Microsoft Office Online Applications.

Step 2 – choose the correct file and select OPEN

Upon the OPEN selection, the designated file will automatically transfer, and the name of the file will display next to the text box.

The screenshot shows the 'Electronic Document Submission' page of the State Corporation Commission (SCC). At the top, there is a navigation bar with links: SCC Home, About SCC, Contact Us, and Privacy Policy. Below this is a 'Case Information' section with links: Home, Submit A Document, Account Information, Change Password, User Guide, and Log Off. The main heading is 'Electronic Document Submission'. A message states: 'You are about to submit a PDF document. PDF documents greater than 250 pages will not be accepted. Please make sure your PDF document's name is no longer than 100 characters.' Below this, there are two buttons: 'Choose File' and 'TestFile.pdf'. The 'Choose File' button is circled in red. To the right of these buttons is an 'Attach PDF Document' button. A red text warning says: 'A PDF document must be attached before any fields can be filled in.' Below this, a note states: 'The boxes marked with an * must contain the required information.' The form fields include: 'Case Number (if already assigned)' with a text box; 'Case Name (if known) (limited to 250 characters)' with a text box; 'Document Type (Use "Other Supporting Document" if uncertain)' with a dropdown menu showing '- Select Document Type -' and a '*' (Required) label; 'Document Description Summary (limited to 1000 characters)' with a large text area and a '*' (Required) label; and 'Total Number of Pages' with a dropdown menu showing '- Select # Of Pages -' and a '*' (Required) label. At the bottom left are 'Submit' and 'Reset' buttons. The footer contains contact information: 'Need additional information? Contact: accounts@scs.virginia.gov' and 'Website questions? Contact: webmaster@scs.virginia.gov'. It also lists supported file types: 'Adobe Acrobat PDF, Excel, Microsoft Office Online Applications (Excel, PowerPoint, Word)'.

Once you are certain it is the correct file, select ATTACH PDF DOCUMENT.

A new page will display on your monitor indicating the (filename) of the attached file, and the form fields will accept input. (You may experience a short delay while the file loads.)

- **The Case Name** (if known).

This is typically how an SCC case is styled.

APPLICATION OF HIGHLAND NEW WIND DEVELOPMENT, LLC

For Approval to Construct, Own and Operate an Electric
Generation Facility in Highland County, Virginia pursuant to §§
56-46.1 and 56-580 D of the Code of Virginia

- **The Document Type** (required).

A dropdown menu is available for selecting the type which most accurately represents the document. Simply scroll down the list until you find the proper document type; double click to automatically populate this field.

- **Document Description Summary** (required)

This is a brief description of the document being submitted. Limited to 1,000 characters, it may be the same as the paragraph that describes the document in any cover letter that accompanies the filing. This same summary will appear as the description on the SCC website and on the Daily Document Log Report prepared by the SCC's Document Control Center.

Sample Entry:

Hearing Examiner Recommends The SCC Enter An
Order That: Adopts The Findings Set Forth Above; 2)
Approves The Stipulation; And 3) Dismisses This Case
From The SCC's Docket Of Active Cases And Passes
The Papers Herein To The File For Ended Causes.

- **Total Number of Pages** (required)

This number should represent all pages that will be generated by the PDF file; it may not exceed 250. Upon completion select the SUBMIT button.

NOTE: The RESET button will clear all information and remove file attachment and you will be required to start again.

On SUBMIT, the following screen will appear while the submission is processed. Expect a delay depending on your Internet connection speed and file size.

The screenshot shows the 'Electronic Document Submission' form on the SCC website. At the top, there is a navigation bar with links: Home, Submit A Document, Account Information, Change Password, User Guide, and Log Off. Below this, a message states: 'Your PDF (TestFile.pdf) was attached.' A note indicates that fields marked with an asterisk are required. The form includes the following fields: Case Number (pre-filled with 'XXX-2021-00010'), Case Name (with a placeholder 'Case Name entered here'), Document Type (a dropdown menu set to 'Other Supporting Document'), Document Description Summary (a text area with placeholder 'Description of filing entered here'), and Total Number of Pages (a dropdown menu set to '1'). At the bottom of the form are 'Submit' and 'Reset' buttons. A footer section contains contact information and links to download Adobe Acrobat PDF Reader and Microsoft Office Online Applications.

A successful transmission results in a Submission Results screen:

The screenshot shows the 'Electronic Document Submission Results' screen. It begins with a thank-you message and a request to print a copy of the confirmation page. It then states: 'Your Case filing was received by the Virginia State Corporation Commission on 02/03/2021 at 03:11:45 PM Eastern Time.' A paragraph explains the filing process and the possibility of rejection. Below this, a summary table lists the submission details: Case Number, Case Name (application to use eFiling application), Document Type (Other Supporting Document), Document Description Summary (description of attached file), Total Number of Pages (1), and PDF Document (TestFile.pdf). At the bottom, there is a link to submit an additional filing and a footer with contact information and download links for Adobe Acrobat and Microsoft Office.

It is highly recommended that you print a copy of this confirmation page as your record of the filing. It will include the date and time the filing was received by the SCC's computer system.

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Case Information

Home | Submit A Document | Account Information | Change Password | User Guide | Log Off

Electronic Document Submission Results

Thank you for using the Case eFiling system. Your submitted Case document has been sent to the Document Control Center in the Office of the Clerk, at the Virginia State Corporation Commission.

Please print a copy of this Document Submission confirmation page as a permanent record of receipt of your Case filing by the Virginia State Corporation Commission.

Your Case filing was received by the Virginia State Corporation Commission on 02/03/2021 at 03:11:45 PM Eastern Time.

Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the Commission's database; provided, that if a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the Commission's database. An electronic document may be rejected if it is not submitted in compliance with the Commission's Rules of Practice and Procedure.

Filing System:

Case Number: xxx-2021-00000

Case Name: application to use eFiling application

Document Type: Other Supporting Document

Document Description Summary: description of attached file

Total Number of Pages: 1

PDF Document: TestFile.pdf

Please click here if you would like to submit an additional filing.

[Need additional information? Contact: \[sccelectronic@vsc.state.va.us\]\(mailto:sccelectronic@vsc.state.va.us\) Website questions? Contact: \[sccelectronic@vsc.state.va.us\]\(mailto:sccelectronic@vsc.state.va.us\)](#)

[Admin/General PDF Details](#) [My/Agent's Office Online Assistance](#) (For: PowerPoint, Word)

IMPORTANT!

Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the SCC's database. If a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the Commission's database. An electronic document may be rejected if it is not submitted in compliance with the Commission's Rules of Practice and Procedure and the Electronic Filing Procedures.

As a fail-safe, the field information collected will be delivered in an e-mail to the address of the authorized filer.

Your electronic submission was received



Case.eFiling@scc.virginia.gov

To: [redacted]

 This message was sent with High importance.

 Reply  Reply All  Forward 

Wed 2/3/2021 4:21 PM

This email was sent to you for informational purposes only. Please do not reply to this email address.

Thank you for using the Case e-Filing system. Your submitted Case document has been sent to the Document Control Center in the Office of the Clerk, at the Virginia State Corporation Commission.

Your Case filing was received by the Virginia State Corporation Commission on 2/3/2021 at 04:20:51 PM Eastern Time.

Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the Commission's database; provided, that if a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the Commission's database. An electronic document may be rejected if it is not submitted in compliance with the Commission's Rules of Practice and Procedure.

 Case

Case Number:	xxx-2021-00000
Case Name:	Application to use eFiling application
Document Type:	OTHR
Document Description Summary:	description of attached file
Number of Pages:	1
Filer's Law Firm, Company or Organization:	Scc

 Case

SUBMISSION ERRORS

If the attachment is not a PDF file, you will be advised of that error and asked to attach a properly formatted file.

If any required information is not provided in the text box, you will automatically be prompted to fulfill that requirement and resubmit.

If the document being submitted is too large or, during processing, is discovered to contain a virus, you will be advised of the error and you will need to begin the process again.

The screenshot shows the SCC State Corporation Commission website. The header includes the SCC logo and navigation links: SCC Home, About SCC, Contact Us, and Privacy Policy. Below the header is a 'Case Information' section. A blue navigation bar contains links: Home, Submit A Document, Account Information, Change Password, User Guide, and Log Off. The main content area is titled 'Electronic Document Submission'. A red error message states: 'Case e-Filing has identified a problem with your electronic document. The document you submitted was not a valid PDF document. According to the Commission's Guidelines for e-Filing only Adobe PDF documents will be accepted.' Below the error message, a note says: 'You are about to submit a PDF document. PDF documents greater than 250 pages will not be accepted. Please make sure your PDF document's name is no longer than 100 characters.' At the bottom, there is a 'PDF Document' section with a 'Choose File' button (labeled 'No file chosen') and an 'Attach PDF Document' button.

SCC
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SCC Home | About SCC | Contact Us | Privacy Policy

Case Information

Home | Submit A Document | Account Information | Change Password | User Guide | Log Off

Electronic Document Submission

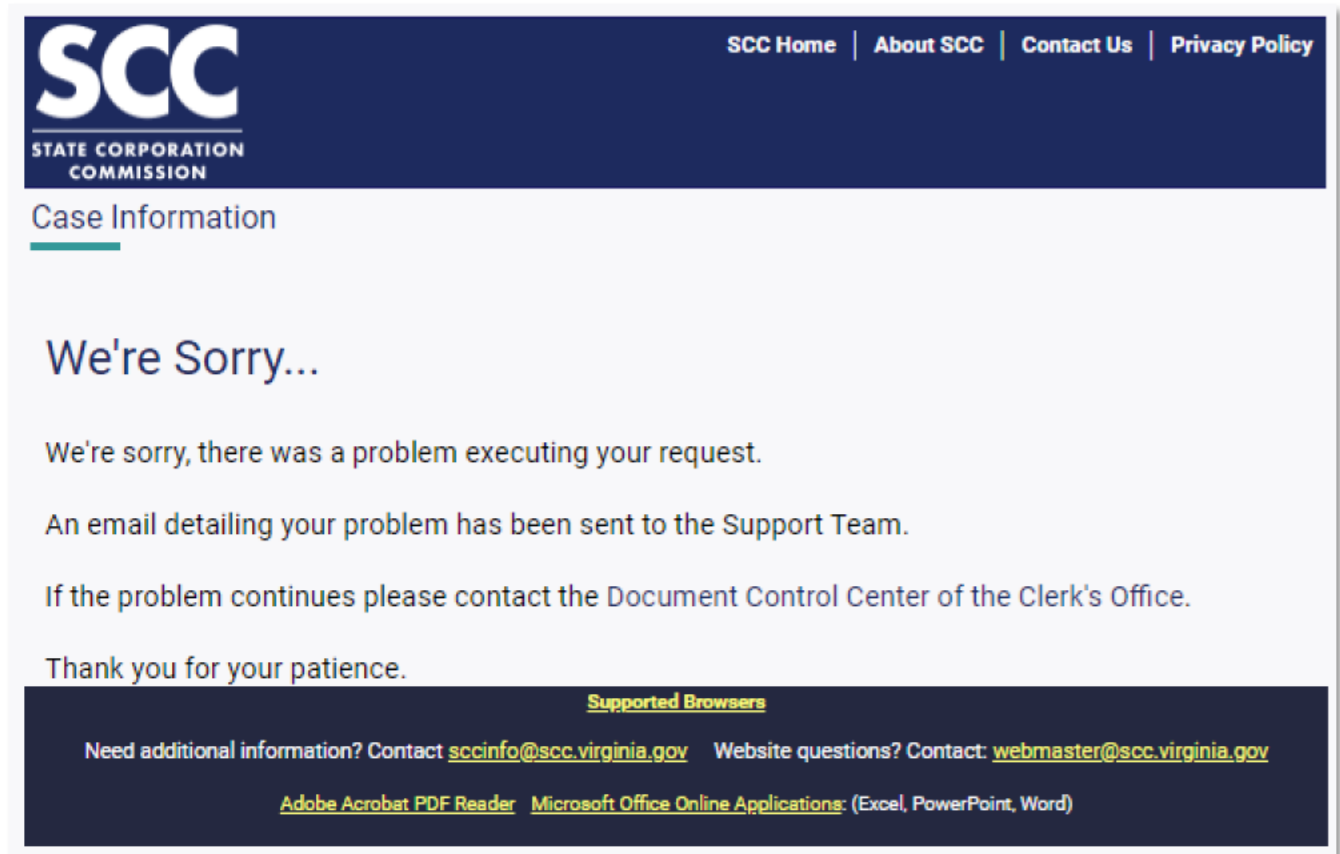
Case e-Filing has identified a problem with your electronic document. The document you submitted was not a valid PDF document. According to the Commission's Guidelines for e-Filing only Adobe PDF documents will be accepted.

You are about to submit a PDF document. PDF documents greater than 250 pages will not be accepted. Please make sure your PDF document's name is no longer than 100 characters.

PDF Document No file chosen

SYSTEM ERRORS

Should the system malfunction, you will encounter the following message. The error notification is automatically sent to SCC technical staff.



The screenshot shows the top of the SCC website with a dark blue header. The header contains the SCC logo (State Corporation Commission) on the left and navigation links: SCC Home, About SCC, Contact Us, and Privacy Policy on the right. Below the header, the page title is "Case Information". The main content area displays a large heading "We're Sorry..." followed by a message: "We're sorry, there was a problem executing your request. An email detailing your problem has been sent to the Support Team. If the problem continues please contact the Document Control Center of the Clerk's Office. Thank you for your patience." Below this message is a dark blue footer bar with the heading "Supported Browsers" and contact information: "Need additional information? Contact sccinfo@scc.virginia.gov Website questions? Contact: webmaster@scc.virginia.gov" and "Adobe Acrobat PDF Reader Microsoft Office Online Applications: (Excel, PowerPoint, Word)".

LOGOFF

For your own security and that of the SCC's e-Filing system, a user should LOG OFF every time you wish to exit. Use the menu bar that appears at the top of each webpage during which you are actively logged in.



The screenshot shows the top of the SCC website with a dark blue header. The header contains the SCC logo (State Corporation Commission) on the left and navigation links: SCC Home, About SCC, Contact Us, and Privacy Policy on the right. Below the header, the page title is "Case Information". At the bottom of the page, there is a dark blue menu bar with the following links: Home, Submit A Document, Account Information, Change Password, User Guide, and Log Off. The "Log Off" link is circled in red.

IMPORTANT – You are automatically timed out of the system after 20 minutes of inactivity. If timed out, you must log back into the system.

C. How Do I Change My User Information?

Once an account has been established, the authorized filer is responsible for ensuring that the information is current.

SCC
STATE CORPORATION
COMMISSION

SCC Home | About SCC | Contact Us | Privacy Policy

Case Information

Home | Submit A Document | Account Information | Change Password | User Guide | Log Off

Authorized e-Filer Information

The following information was derived from the filer authorization form previously submitted to the Clerk's Office. You are encouraged to update this information as necessary.

The boxes marked with an * must contain the required information.

Filer's Name	<input type="text" value="SCC User"/>	* (Required)
Filer's Phone #	<input type="text" value="555-555-5555"/>	* (Required)
Filer's Fax #	<input type="text" value="555-555-4444"/>	
Filer's E-mail Address	<input type="text" value="scclaw@scs.virginia.gov update"/>	
Filer's Mailing Address	<input type="text" value="P.O. Box 1197
Richmond, VA 23218"/>	* (Required)
Filer's Law Firm, Company or Organization	<input type="text" value="SCC"/>	* (Required)
Filer's Law Firm, Company or Organization Mailing Address	<input type="text" value="P.O. Box 1197
Richmond, VA 23218"/>	
Filer's Law Firm, Company or Organization Phone #	<input type="text" value="555-555-3333"/>	
Filer's Law Firm, Company or Organization Fax #	<input type="text" value="555-555-2222"/>	
Filer's Law Firm, Company or Organization Web Address	<input type="text" value="scs.virginia.gov"/>	

To change your password click [here](#).

[Supported Browsers](#)

Need additional information? Contact scclaw@scs.virginia.gov Website questions? Contact: webmaster@scs.virginia.gov

[Adobe Acrobat PDF Reader](#) [Microsoft Office Online Applications](#) (Excel, PowerPoint, Word)

At any time, an authorized filer may update the account information through the eFiling system. Make any necessary changes and SAVE. The RESET button will clear any newly entered information and you can try again. Upon updating the user account information, an e-mail will automatically be sent to the filer acknowledging that changes have been made.

To change your password, click on any CHANGE PASSWORD prompt. You will be asked to enter your old password, and then enter the new password (twice for confirmation).

SCC
STATE CORPORATION
COMMISSION

[SCC Home](#) | [About SCC](#) | [Contact Us](#) | [Privacy Policy](#)

Case Information

[Home](#) | [Submit A Document](#) | [Account Information](#) | [Change Password](#) | [User Guide](#) | [Log Off](#)

Case eFiling Password Assistance

Please enter your existing password and confirm new password.

Change Your Password

Existing Password:

New Password:

Confirm New Password:

Please retain/remember your password for future use.

[Supported Browsers](#)
Need additional information? Contact sccinfo@scc.virginia.gov Website questions? Contact: webmaster@scc.virginia.gov
[Adobe Acrobat PDF Reader](#) [Microsoft Office Online Applications](#): (Excel, PowerPoint, Word)

If you forget your password, click on any FORGOT PASSWORD prompt. You will be asked to enter your e-mail address.

The screenshot shows the top of the SCC website with a dark blue header containing the SCC logo and navigation links: SCC Home, About SCC, Contact Us, and Privacy Policy. Below the header is a light blue section titled 'Case Information'. The main content area is white and features the heading 'Trouble Logging In?'. It contains three paragraphs of instructions: 'Please enter the email address that you used to sign up for your account below or return to the Case eFiling Home Page.', 'An email will be sent to you with instructions on how to reset your password.', and 'The password link will expire in 72 hours.' Below these paragraphs is a form with a label 'Email Address:', a text input field, and a 'Submit' button. At the bottom of the page is a dark blue footer with the text 'Supported Browsers' and contact information: 'Need additional information? Contact sccinfo@scc.virginia.gov Website questions? Contact: webmaster@scc.virginia.gov' and 'Adobe Acrobat PDF Reader Microsoft Office Online Applications: (Excel, PowerPoint, Word)'.

Upon submission, the system will acknowledge your request, and email you instructions.

This screenshot shows the same SCC website layout as the previous one, but the 'Trouble Logging In?' section now displays a confirmation message. The paragraphs are: 'Please enter the email address that you used to sign up for your account below or return to the Case eFiling Home Page.', 'An email will be sent to you with instructions on how to reset your password.', and 'The password link will expire in 72 hours.' Below these is a new paragraph: 'Instructions for resetting your password have been sent to you at:' followed by a redacted email address and '@scc.virginia.gov'. The final paragraph states: 'When you receive the email, click on the link in the message. You will be taken to the Case eFiling Website and will be asked to provide information about your account that only you as the account owner would know.' The footer remains the same as in the previous screenshot.

The SCC will notify the authorized filer by e-mail. The e-mail will contain a link to allow the authorized filer to log into the account by creating a new password.

Case eFiling Password Reset Request



Case.eFiling@scv.virginia.gov
To [redacted]

↩ Reply

↩ Reply All

→ Forward

⋮

Thu 1/28/2021 4:23 PM

 This message was sent with High importance.

This email was sent to you automatically by the SCC Case eFiling server and is part of the password resetting process. Please do not reply to this email address.

A request has been submitted to reset your password for the Virginia State Corporation Commission's Case eFiling System.

This is done for your protection -- only you, the recipient of this email, can take the next step to reset your password.

To continue, follow the link below, which will lead you to a webpage that will help you reset your password. In order to reset your password you will need to enter a new password (you need to enter this twice). Click on the Submit button, and your password will be reset. The password link will expire in 72 hours.

[\[redacted\]g/ResetPassword.aspx?
id=YQBuaGQAcgBIAGEAlg8mAGEAcg8TAGUAcgBAAHMAYwBJAC4AdgBpAHIAZwBpAG4AaQBhAC4AZwBvAHYAfAB8eQ%
2f19i4%2bSikmgJ6NVNmHR3yxbw%3d%3d](#)

Please retain your new password for future use.

Upon logging into the system, you will be prompted to enter a new password (twice for confirmation). The password must be at least 8 characters and must include at least one uppercase letter, one number and one special character. The password is case sensitive.

Please remember your password.

Part II – General Guidelines

SCC Guidelines for Electronic Document Filing

Authorization to File Electronically

1. In order to submit an electronic document, the filer must complete a submission form available only on the SCC's web site at: www.scc.virginia.gov/clk/efiling/docfile.aspx.
2. Electronic submission of a document by an authorized filer is a matter of convenience. Authorized filers are encouraged but not required to participate.
3. All required information fields on the form must be completed for a document to be sent electronically.
4. The submission form must contain the following information: Case Number (if already assigned); Case Name (if known); Document Type; Document Description Summary (describing content of document); Total Number of Pages.
 - . The person who signed the document must be identified as the filer regardless of who submits the filing on behalf of the filer.
 - . The submission must be a Portable Document Format (PDF) file. The electronic document file must be capable of being printed as a paper document without loss of content or appearance for inclusion in the official case file.
 - . A document should be submitted as one electronic file. The submission cannot exceed 2 pages (standard 8 ½ by 11 inches). Submissions filed electronically are exempt from the copy requirements of the Commission's Rules of Practice and Procedure.
8. Submissions filed electronically that otherwise would incorporate large exhibits impractical for conversion to electronic format must be identified in the filing and include a statement that the exhibit was filed in hardcopy and is available for viewing at the Commission or a copy may be obtained from the filing party. Each such exhibit must be filed in an original and 15 copies.
 - . Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the SCC's database, provided that documents received when the Clerk's Office is not open for public business shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the SCC's database. An electronic document may be rejected if it is not submitted in compliance with these rules.
1. All electronic documents will be scanned for computer viruses prior to processing. Any document found to contain a virus will not be accepted for processing.
11. An electronic submission will be accepted by the Document Control Center (DCC) only if properly identified and in compliance with all formatting requirements. Documents successfully submitted electronically to the Commission will result in a return e-mail acknowledgement to the filer to indicate that the Commission has received the electronic submission.
12. Any correction or modification to a document filed electronically will require a

revised filing with the Commission. In other words, a document already filed cannot be substituted or replaced. Instead, document versions will be posted online in the order of receipt.

13. The filer is responsible for any delay, disruption, or interruption of the electronic submission and accepts the full risk that the document may not be filed as a result.
14. All electronic documents must conform to the common written format requirements of the Commission's Rules of Practice and Procedure.
 - 1 . Most electronically filed documents are public records and will be available for viewing on the Commission's web site as well as in the Clerk's Office.
 - 1 . Use of video or sound within the body of an electronically submitted document is not allowed.
 - 1 . Hyperlinks embedded within an electronic document may only refer to information within that same document. Hyperlinks cannot be used to refer to external documents or information sources that are likely to change.
18. The filing party is responsible for serving the document in accordance with applicable rules and orders, including service on the appropriate Commission attorney. If any party indicates a preference, it is permissible to provide such documents electronically.
 - 1 . In the event the electronic filing procedure is not a convenient method for submitting an electronic version of a document with the Commission, the DCC will accept a USB flash drive (thumb drive). With any flash drive submission, the hardware must be accompanied by clear labeling to include the file type, the case number, the name of the filing party, a brief description of the document, the number of pages, and any special instructions, i.e. proprietary version or public version. If the flash drive contains a filing that exceeds 2 pages, the filer must still provide an original and 15 paper copies per the Commission's Rules of Practice and Procedure.
 - 2 . Once registered, any authorized electronic filer may change their user information through the "on-line" electronic user account management feature on the Case e-Filing system.
21. For further information or for assistance, contact Information Resources by e-mail, sccinfo@scc.virginia.gov, or by telephone at (804) 371-9141.

Part III – Alternate Emergency Procedure

What to do if the SCC's Electronic Case e-Filing website is not accessible or available.

There may be an occasion when a user is unable to access the SCC website due to problems with the computer systems of the Commonwealth of Virginia, the SCC, or the user's own network or Internet access.

Alternate methods for submitting files should only be used if regular access is not available. All submissions must contain a properly created PDF file to be accepted.

The following methods are NOT to be used as the normal filing mechanism.

1. If system access is unavailable, but you do have access to e-mail, e-mail the file to: sccinfo@scc.virginia.gov

The body of the email should contain the identifying information listed below, and the PDF file should be attached to the message. This is the same information that is entered under "document information" and includes:

Name of the authorized filer submitting the document
Name of the organization on whose behalf the document is being submitted
The Case Number (if known)
Case Name (if known)
Document Type
Document Description Summary
Total Number of Pages

2. If all else fails, the Document Control Center will accept a USB flash drive (thumb drive). With any flash drive submission, the hardware must be accompanied by clear labeling to include the case number, the name of the filing party, a brief description of the document, the number of pages, and any special instructions, i.e. proprietary version or public version. If the flash drive contains a filing that exceeds 100 pages, the filer must still provide an original and 15 paper copies per the Commission's Rules. Hand deliver to:

State Corporation Commission
Document Control Center – Clerk's Office 1st floor
1300 East Main Street
Richmond, Virginia 23219

Plan and create a contingency procedure. Computer or network problems can arise at any time. If the Electronic Case e-Filing website is not available, please provide enough time to submit a document in an alternate manner to meet your filing deadline.

The SCC is not responsible for any items that are not received because of a failure in delivery mechanisms.