

STATE OF ILLINOIS



ILLINOIS COMMERCE COMMISSION

TO: Public Utilities and Entities Filing Materials with the Chief Clerk's Office
FROM: Jim Zolnierek, Acting Executive Director
SUBJECT: Commission Filings During the COVID-19 Emergency
DATE: March 24, 2020

Currently, despite the COVID-19 emergency, the Illinois Commerce Commission remains open for business. While we may experience intermittent technical issues and delays in processing filings, the Chief Clerk's Office will continue to process filings in as timely a manner as possible.

Be advised that, to the extent possible, entities are encouraged to follow standard filing protocols. Materials can be filed electronically through the Commission's e-docket system and, where currently available, through code part compliance filing portals. Additionally, the Commission is continuing to accept and process paper filings, although electronic filing is encouraged during this time. Please note, the post office rule applies, and filings will be accepted, if properly filed, based on the postmark date.

During the current emergency, entities may be unable to adhere to standard protocols. The following guidance applies to such circumstances.

Notarization

If a notarized signature is required and obtaining such notarization is not possible, please note that under Section 200.130 as amended 6/17/19, verification by certification under Section 1-109 of the Code of Civil Procedure, 735 ILCS 5/1-109, is authorized for Commission documents in lieu of swearing before a notary. The following language is used to verify by certification:

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

[signature]



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Electronic Signatures

In lieu of wet signatures, the Commission will accept electronic signatures.

Substitute for Paper Filing

If an entity is required by rule or statute to submit materials in hard copy paper format and the entity is unable to do so, the entity should submit the filing electronically with a signed attestation accompanying the electronic filing. The attestation should contain language that explains why providing a paper filing at this time is not possible. The attestation should also contain a statement indicating that the electronic copy being filed is identical to the paper copy that will be submitted when filing in paper becomes practicable.

To submit filings, filers should:

1. Enter your company name in the "Entity Search" in the ICC's main page (<https://www.icc.illinois.gov/>).
2. When the list of entities comes up, next to the correct entity name, select "Profile" on the right-hand side of the page.
3. When the entity profile page comes up, select the blue box in the middle of the page entitled "Reporting Requirements".
4. When the reporting requirements come up, you will see a list of the filings that your company submits to the Clerk's Office. Find the appropriate filing and then click the associated green box entitled "E-mail Filing to ICC".

This process will generate an e-mail with the address and subject line autofilled. Use this e-mail to complete your filing. Please remember to include the attestation referred to above along with your filing. If you have questions about the process, please contact 217-782-7434 and staff will return your call in as timely a manner as possible.

Failure to Comply with Filing Deadlines

If you cannot timely submit a required filing, please provide, on or before the filing deadline, a signed attestation that explains the nature of the filing and why the filing cannot be made on time. When submitting the filing, please follow the submission protocols identified above.