PUERTO RICO ENERGY COMMISSION
COMMONWEALTH OF PUERTO RICO

Presentation or filing of Claims or Legal Actions before the PREC

Certified Electric Power Company or Public Entity

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If you are starting an action or adjudicative proceeding before the Puerto Rico Energy Commission (PREC) and such action or proceeding is directed at a natural person, you must follow this process in accordance with the instructions set by the PREC at the Energy Commission's Clerk's Office. Here we break down the steps to file a pleading, motion or document before the PREC;

1. Submit an original and four (4) copies of your complaint or application at the PREC's Clek Office, together with a proposed summons (form found in Annex 1 or 2 of Regulation 8543) in the format adopted the Commission, for the respondent or entity for whom the complaint is directed. The appearance must meet these requirements:

a. Be on U.S. letter size paper, in 12-point font and double spaced;

b. Heading or subheading with the name of the PREC;

c. Full name of all petitioners or appearing party (complainants)

d. Physical and mailing address, telephone number and email address of the appearing party;

e. Full name of all respondent, as known to the petitioner;

f. Physical and mailing address, telephone number and email address for all appearing respondents, as known to the petitioner;

g. Case number assigned by the PREC;

h. Subject matter of litigation;

i. A brief summary of the alleged facts that demonstrate petitioner has a right to relief;

j. The remedy or remedies petitioner seeks. If the petitioner requests more than one remedy, he shall indicate if said remedies are sought together or as an alternative. Petitioners may request relief for damages as part of the remedy sought;

- An appraisal of the remedies sought, if applicable

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2. **The Clerk of the Commission shall mark or stamp the claim and their copies as received, keep the original and three copies, and return the rest of the marked copies to the petitioner or person who has delivered the documents. The mark or stamp shall indicate the date (day, month, year and time) when the claim was presented before the PREC.**

3. **Upon receiving and marking or stamping the original claim and all three copies, the Clerk of the Commission shall issue the summons for each respondent. The summons shall advise respondent of his obligation to respond to the pleadings within a period of twenty (20) days, from the date of notification.**

4. **The petitioner or petitioners of an adjudicative action or proceeding before the Commission shall be responsible for serving respondents with the summons issued by the Commission on or before 15 days of filing by registered or certified mail. Should include summons, along with a true and exact copy of the filed claim or appeal (with the mark or stamp of the Clerk's Office), including all its annexes, if any.**

a. When respondent is a certified electric service or power company, notice shall be sent to the mailing address provided by the company that appears in the directory published on the website of the PREC.

b. When respondent is a public entity of the Commonwealth of Puerto Rico, notice shall be sent to the mailing address published in the Agencies Directory, available at www2.pr.gov/Directorios/Pages/DirectoriodeAgencias.aspx.

c. When respondent is a municipality, notice shall be sent to the address published in the Municipalities Directory at www2.pr.gov/Directorios/Pages/DirectoriodeMunicipios.aspx available.

5. **It is assumed that the certified electric service company or public entity was duly notified of the claim presented against it, provided the petitioner certifies notice was sent to the mailing address found at the website of the PREC or included in the Agencies or Municipality Directory. Notice shall be considered effected on the date in which, according to the United States Postal Service (USPS), it is available for pickup.**

6. **The appearing party or petitioner has a maximum term of ten (10) days to inform of this fact through motion. The petitioner shall attach to the motion proof that it effected said notice.**

SECRETARÍA
COMISIÓN DE ENERGÍA DE PUERTO RICO

Puerto Rico Energy Commission Clerk's Office

268 Muñoz Rivera Avenue
Seaborne Building Plaza
(old World Plaza Building)
Plaza Level, ste. 202
San Juan, PR 00981

Shedule:
Monday to Friday
8:30 a.m. - 12:00 p.m.
and 1:00 p.m. -5:30 p.m.

(787) 523-0270

clerks-office@energia.pr.gov