PUERTO RICO ENERGY COMMISSION
COMMONWEALTH OF PUERTO RICO

Presentation or filing of Claims or Legal Actions before the PREC

Natural Person

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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. Case number assigned by the PREC;

g. Subject matter of litigation;

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

i. 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;

i. An appraisal of the remedies sought, if applicable

j. When a party requests review of a decision made by an electric service company, copy of said decision and evidence of the date in which it was notified shall be included as part of the complaint, as well as every document that was submitted and received as part of the process before the company. Notwithstanding, the omission of these shall not be a reason to dismiss the petition for review. In such cases, the Energy Commission may require the electric service company to produce and deliver the documents related to the process addressed before it.

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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. Petitioner must notify respondent. To do this, petitioner has these two alternatives:

a. Petitioner shall send each respondent the summons and a true and exact copy of the filed claim (with the mark or stamp of the Clerk of the Commission), including all attachments, if any, by certified mail with return receipt, to the known mailing address of each respondent, or the last known mailing address of the respondent.

b. Petitioner shall serve respondent with a summons, along with a true and exact copy of the filed claim (with the mark or stamp of the Clerk of the Commission), including all attachments, if any. Notification should be made via a person over eighteen, that is not a party in the action nor a lawyer to any of the parties, who knows how to read and write.

1) Petitioner shall verify said delivery, and shall record the date, time and physical address of the place where it was served, as well as the name of the person to whom they delivered it.

5. If within a period of forty-five (45) days from the date on which the claim was presented, petitioner is still not able to serve the respondent(s) of the proceeding begun against them, petitioner shall diligently inform the Commission, through motion of all their efforts to serve said respondents and certify that all efforts included are true.

6. After evaluating petitioner's motion, the Commission shall issue an order indicating any additional efforts petitioner should perform to serve respondent, and the period in which the petitioner shall complete said efforts.

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