

# Meeting Request Form

Office of Commissioner Darcie L. Houck



Main Office  
415-703-3703

**Please download this form before filling out.**

Today's date:

Contact information for the person requesting the meeting:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I/We would like to meet with:

Commissioner  Advisor  Advisor if the Commissioner is unavailable

Topic for the meeting. Please check all that apply:

Energy  Communications  Transportation  Water  Safety  Other

Reason for the meeting (please check all that apply):

Meet and greet

Discuss an open proceeding Proceeding category:  Quasi-Legislative  Ratesetting  
Proceeding number and description:

Discuss an item on the Commission meeting agenda Date of meeting:

Item number and description:

Additional information for meeting request (please be specific):

List your meeting attendee(s) by name, organization and title:

Type of meeting:  By phone |  Virtual |  In person:  San Francisco  Sacramento

Proposed dates and time of meeting:

Will the meeting trigger *ex parte* restriction or reporting requirement pursuant to Rule 8.3 of the [Commission's Rules of Practice and Procedure](#)?  Yes  No

**IMPORTANT.** Please take these calendaring considerations into account when completing this form:

- The party or individual requesting an *ex parte* meeting in ratesetting matters must provide notice of the meeting to all parties to the proceeding at least three working days ahead of the meeting. Post meeting notices shall be filed no more than three working days after the communication. Additional requirements may be found in the Commission's Rules of Practice and Procedure and relevant proceeding rulings.
- Individual *ex parte* meetings in ratesetting proceedings are not permitted within three business days of the Commission's scheduled vote on a proposed decision in that proceeding.
- Meetings are not permitted on matters related to Adjudicatory, Enforcement, Rehearing or Complaint proceedings.
- In addition to any notification required by the [Commission's Rules of Practice and Procedure](#), please e-mail all *ex parte* meeting notices and reports to: [Houck.Exparte@cpuc.ca.gov](mailto:Houck.Exparte@cpuc.ca.gov)

**Submit completed form to [Darcie.Houck@cpuc.ca.gov](mailto:Darcie.Houck@cpuc.ca.gov), [Audrey.Neuman@cpuc.ca.gov](mailto:Audrey.Neuman@cpuc.ca.gov),  
[Victor.Smith@cpuc.ca.gov](mailto:Victor.Smith@cpuc.ca.gov), [Lydia.Park@cpuc.ca.gov](mailto:Lydia.Park@cpuc.ca.gov) and [Vira.Eison@cpuc.ca.gov](mailto:Vira.Eison@cpuc.ca.gov)**

***Submission of this form does not guarantee a meeting with the Commissioners or their advisors.***

***This speaker request form and any materials provided during the event are subject to the California Public Records Act.***