

4901:1-6-03

Application process.**(A) Telecommunications application form**

- (1) A telecommunications application form must be used with all new telephone-related applications filed pursuant to these rules at the commission, no matter what the purpose of the filing. This form may change from time to time without further commission entry. Staff will maintain a current, updated copy to provide to applicants. A copy of the form will be posted on the commission's website.
- (2) The applicant shall complete the telecommunications application form in its entirety and supply all required attachments and affidavits.
- (3) Failure to utilize the telecommunications application form for any type of new filing, as well as failure to include the required attachments, will result in immediate dismissal of the new application. The commission, the legal director, the deputy legal director, or the attorney examiner assigned to the case has the authority to issue the entry dismissing an application under this rule.
- (4) All amendments, motions, and other supplemental pleadings to an open case under these rules need not use the telecommunications application form, but must clearly state the case number such filings are in reference to.

(B) General tariff content requirements

- (1) All paper tariffs filed at the commission shall be printed on white paper which is 8.5" x 11" paper and printed on one side only. The only exception is price lists, which, at the telephone company's option, may be printed on colored paper. Handwritten copies are not acceptable except for denoting the appropriate case number. All electronic tariffs shall be maintained in an electronic format that complies with the substantive requirements of this rule.
- (2) All tariffs must include both the appropriate issued (the date the tariff was filed with the commission) and effective (the date the service(s) will be offered) dates. All tariffs shall include, at a minimum, the following elements:
 - (a) A title page and a table of contents.
 - (b) A description of all services offered and the associated tier the service falls on, including all terms and conditions associated with the provision of each service.
 - (c) A description of the actual serving and local calling areas if the telephone company filing the tariff is also a LEC. Any change to a LEC's serving area and local calling area must be reflected in the tariff on file with the commission.

- (d) A complete price list, including every rate and charge relative to the provision of each service, as well as discounted rates for the benefit of persons with communication disabilities and promotions.
- (e) Each final tariff sheet must exhibit the commission authority by designating the case number in which the tariff was approved, the automatic date of effectiveness or commission order date, the effective date of the tariff sheet, the name of the telephone company, and the name of an officer of the telephone company. This information should be included in a header, a footer, or a combination thereof. The telephone company's TRF case number is not to appear on final tariff sheets.
- (3) Commission-specific language, either previously or prospectively deemed mandatory by the commission, is contained in the service requirements form (SRF) which is available from the commission's website currently at <http://www.puc.state.oh.us/>. Any telephone company seeking to offer regulated telephone service in Ohio is required to commit to the applicable service requirements contained in the SRF and maintain an up-to-date copy of the SRF in the telephone company's tariff (TRF) docket. The SRF may change from time-to-time pursuant to commission directive. The commission will maintain a current, updated copy on our website, and revisions to the SRF will be filed within this docket. All telephone companies will be notified when modifications are made to the SRF. Affected telephone companies will have thirty days from the date of commission notification to file an updated copy of the SRF in the company's respective TRF. For telephone companies maintaining their tariffs on a website, they must also post an up-to-date copy of the SRF with their website tariffs.
- (4) In addition to the general tariff requirements described above, a telephone company must comply with the more specific tariff requirements for tier one and tier two services set forth in paragraph (B) of rule 4901:1-6-20 and paragraph (B) of rule 4901:1-6-21 of the Administrative Code, respectively.

(C) TRF docket

- (1) TRF dockets are designated for the filing of final tariffs and are maintained by the commission for each telephone company.
- (2) A TRF docket number will be assigned by the docketing division when a telephone company seeks to obtain initial certification.
- (3) For applications in which new tariff pages are involved, such tariff page(s) must be filed in final form in the appropriate application purpose code, as well as in the TRF docket for that telephone company. For applications subject to zero-day notice filing, such final tariff pages must be filed at the same time as

the application. For nonautomatic applications and those applications subject to an automatic approval process (other than the zero-day notice process), final tariff pages must be filed within ten calendar days after the approval date. The effective date on the tariffs shall be a date no sooner than the date the final tariffs are filed with the commission.

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CERTIFIED ELECTRONICALLY

Certification

03/28/2003

Date

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