

4901:1-6-06

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

- (1) A telephone company shall use a telecommunications application form for all telephone-related applications and zero-day notice filings. 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 web site.
- (2) The applicant shall complete the telecommunications application form in its entirety and supply all required attachments and affidavits.
- (3) Failure to utilize the current telecommunications application form for any type of new filing, as well as failure to include the required attachments, may result in immediate dismissal of the new application. The commission, the legal director, the deputy legal director, or an attorney examiner 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 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 an identification of any tier 1 services along with all terms and conditions associated with the provision of each service.
 - (c) If the telephone company filing the tariff is also a local exchange carrier (LEC), a description of the actual serving area and a description of the calling area in which an end user may complete a call without incurring a toll charge. Any change to a LEC's serving area and calling area must be reflected in the tariff on file with the commission.
 - (d) A complete list of rates, relative to the provision of each service and promotion, except where services are offered on an individual contractual basis.
 - (e) All telephone companies are subject to the commission's rules for minimum telephone service standards (MTSS) found in Chapter 4901:1-5 of the Administrative Code. Telephone company tariffs

should inform customers that they have certain rights and responsibilities under the MTSS and that these safeguards can be found in the appendix to rule 4901:1-5-03 of the Administrative Code.

(f) For tariffs filed requiring prior commission approval, 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.

(g) For tariffs filed pursuant to a zero-day notice filing, each final tariff sheet should include 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.

(C) Tariff filing (TRF) docket

(1) TRF dockets are designated for the filing of final tariffs and filings subject to a zero-day notice procedure 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 or revised tariff pages are involved, such tariff page(s) must be filed in final form in the TRF and the appropriate application purpose code, where applicable. For filings subject to a zero-day notice procedure, such notice shall include an application form, description of filing request, final tariff pages, and, if applicable, a customer notice. 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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Certification

Date

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