

**MEMORIALIZATION OF EX PARTE  
COMMUNICATION FROM INTERESTED PARTY**

[2-04]

**ICC Docket Number, or Docket Number or Case Number from Other Jurisdiction**

(please be specific):

**Subject of the Communication** (Note – This field is limited to 8 lines of text):

**Name of Commission Officer or Employee Making Report** (first, then last name):

**Job Title:**

**Names and Job Titles of Other Commission Employees Present:**

**Date of Communication** (Please use the format - mm/dd/yyyy):

**Location of Parties to Communication:**

**Mode of Communication** (Please Check All That Apply):

e-Mail      FAX      In Person      Mail      Telephone

**Nature and Substance of All Oral Communications** (Note – This field is limited to 15 lines of text):

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Responses Made to Written or Oral Communications (Note – Field is limited to 8 lines of text):

Please Check One:

Attached are copies of all written items received (optional).

No written communications were received.

Written communications were received but are not attached.

Please Check One:

Attached are copies of written responses (optional).

No written responses were made.

Written responses were made but are not attached.

Name of, Title of, and Entity Represented by Person Communicating to You:

State What Action, If Any, the Person Requested or Recommended (Note – 11 lines of text):

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Include Any Other Information You Deem Pertinent (Note – Limited to 8 lines of text):

Electronic time stamp - this field is entered automatically by the system:

Date – Time that form was completed:

Instructions for Attaching Electronic Files, Locking the Content, and Saving the Form

Once you are satisfied with the information that you have entered, you may:

- Attach any appropriate electronic files. Here is how...
  1. On the toolbar at the top of the window select "Document."
  2. Select "File Attachments" on the pulldown menu.
  3. A separate window appears named "File Attachments." Select the "Import" button.
  4. A standard Windows browse window appears called "Select a data file to import." Use the browse features to navigate to the network directory where the file that you wish to attach is located. Highlight the specific file name and select the "Open" button.
  5. The browse window disappears, leaving the "File Attachments" window. The pane on the left shows a list of all attachments. The pane and controls on the right show the file details and allow you to enter a title for the file. The actions in items 4 and 5 may be repeated as many times as necessary to complete the full list of attachments to the form.
  6. Selecting "Close" on the "File Attachments" window completes the process, and the attachments are now permanently part of the .PDF file that you will save. Anyone opening the form using Reader 6.0 will be able to read (but not change) both the form data and the attachments using the attachments features.
- Lock the form. Here is how...

Select this button to change all fields except the Docket or Case No. field to "read only."  
Once this button is selected, no one can change the form content.
- Save the form as a record to a secure directory. Here is how...
  1. On the toolbar at the top of the window select "File."
  2. Select "Save as" on the pulldown menu.
  3. A standard browse window appears. Navigate to \\uspi\everyone\record\_ethics.
  4. Enter the file name using this format: yy-mm-dd**catscode**sequence#. That is, the year, the month and day, the four letters of your logon id and the # of forms submitted by you that day.
  5. Select the "Save" button. The file is saved to the selected directory.

[Under Section 5-50\(b-5\) of the State Officials and Employees Ethics Act, the information required by this form shall promptly be memorialized and made a part of the record.](#)