

PUC Central Records E-Filing Instructions

For immediate assistance on a filing or if you have a question, please email: centralrecords@puc.texas.gov

- **All public** filings are to be electronically filed on PUC's [Interchange Filer](#). Once processed, you will receive a tracking number.
- You must email the tracking number along with an attachment of the filing to centralrecords@puc.texas.gov, and a PUC staff member will confirm that your filing has been processed.
- If the filing or new case is more than 50 pages, you are **required** to submit **one hard copy** of the filing along with the tracking number sheet via mail or by courier. You can find our mailing address [here](#).
- If your filing includes oversized maps, or has USBs or CDs attached, please only send **one hard copy** of your filing to the PUC to be processed.
- If your filing contains Shapefiles, please make sure to include a cover letter describing what your filing contains.
- If your filing is **Highly Sensitive** or **Confidential**, please continue to follow our rules—22.71(d), which can be accessed at the link below:

[§22.71. Filing of Pleadings, Documents, and Other Materials.](#)

- If you need to send a filing via courier, we accept these filings between 9 a.m. – 1 p.m. Monday through Friday. Please have your courier call 512-936-7180, and a staff member will meet them at the loading dock.