

# PUC Central Records E-Filing Instructions

For immediate assistance on a filing or if you have a question, please email: [centralrecords@puc.texas.gov](mailto: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](mailto: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 **maps**, please send **one hard copy** of your filing to the PUC to be processed.
  - When e-filing mapping materials, include a **cover letter** describing the maps or shapefiles included.
  - If the e-filing contains maps, **file each map as a separate PDF**. Be sure to maintain the original size and scale of the map.
  - If your filing contains **shapefiles**, at least the following four file extensions must be included: .shp, .shx, .dbf, and .prj.
- If your filing is **Highly Sensitive** or **Confidential**, please continue to follow our rules—22.71(d), which can be accessed here:  
[§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.