



COMMONWEALTH OF MASSACHUSETTS

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NOTICE OF PUBLIC COMMENT PERIOD **FOR PROPOSED AMENDMENTS TO 207 CMR 1.00, 3.00 and 12.00**

Notice is hereby given in accordance with Massachusetts General Laws Chapter 30A that the Department of Telecommunications and Cable (“DTC”) will hold a public comment period relative to proposed amendments to 207 CMR 1.00, 3.00 and 12.00. These minor procedural amendments would 1) allow the Department to prescribe notice posting methods for public hearings on cable licensing, 2) allow businesses to file tariffs electronically with the Department, and 3) remove outdated references.

Written comments will be accepted from September 27, 2024, until 5:00 pm on Friday, October 18, 2024, and may be submitted via email to Shonda Green, Secretary of the DTC, at dte.filing@mass.gov or mailed to: Shonda Green, Department of Telecommunications and Cable, 1000 Washington Street, Suite 600, Boston, MA 02118. Copies of the proposed regulations may be obtained from the DTC website available at <https://www.mass.gov/doc/notice-of-proposed-207-cmr-amendments/download>.

By Commissioner Karen Charles
Department of Telecommunications and Cable

207 CMR 1.00: PROCEDURAL RULES

Section

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1.01: Scope and Construction

- (1) Procedure Governed. 207 CMR 1.00 shall govern practice and procedure, except with respect to the adoption, amendment, or repeal of regulations pursuant to 207 CMR 2.01, before the Massachusetts Department of Telecommunications and Cable under applicable laws of the Commonwealth of Massachusetts and except where a statute provides otherwise.

- (2) Definitions. As used in 207 CMR 1.00, except as otherwise required by the context:

Adjudicatory Proceeding. As defined in M.G.L. c. 30A, § 1(1).

Department. The Massachusetts Department of Telecommunications and Cable.

Electronic Medium. Any device used to transmit information electronically, including but not limited to facsimile and e-mail.

Presiding Officer. The person who is designated to conduct hearings pursuant to the provisions of 207 CMR 1.06(6)(a).

- (3) Waiver. Where good cause appears, not contrary to statute, the **Department Commissioner and the Presiding Officer** may permit deviation from 207 CMR 1.00.

1.02: General Provisions

- (1) Office. The office of the Department shall be open from 8:45 A.M. to 5:00 P.M. each weekday except Saturdays, Sundays, and legal holidays.
- (2) Date of Receipt.
 - (a) By the Department. All communications, including correspondence, motions, and pleading, shall be deemed to be filed or received on the date on which they are received by the Department. All such communications submitted by Electronic Medium are deemed to be filed or received on the date and time on which they are delivered if during normal business hours of the Department, otherwise such filings are deemed filed or received on the next business day after the communication is delivered.
 - (b) By parties and other persons. All communications, including correspondence, motions, and pleading, shall be deemed to be filed or received on the date on which they are deposited in the United States mail, properly addressed and postage paid, delivered in person to a party or other person, or delivered via Electronic Medium.
- (3) Identification. Communications should embrace but one matter, should contain the name and address of the communicator and the appropriate certificate or permit number, if there be any pertaining to the subject of the communication. When the subject matter pertains to a pending docket, the title of the proceeding and the docket number should be given.
- (4) Computation of Time. Computation of any period of time referred to in 207 CMR 1.00 shall begin with the first day following that on which the act which initiates such period of time occurs. The last day of the period so computed is to be included unless it is a day on which the office of the Department is closed, in which event the period shall run until the end of the next following business day. When such period of time, with the intervening Saturdays, Sundays, and legal holidays counted, is five days or less, the said Saturdays, Sundays, and legal holidays shall be excluded from the computation; otherwise, such days shall be included in the computation.
- (5) Extensions of Time. In the discretion of the Commissioner or the Presiding Officer, for good cause shown, any time limit prescribed or allowed by 207 CMR 1.00 may be extended. All requests for extensions shall be made by motion in accordance with 207 CMR 1.04(5), and shall be made before the expiration of the period originally prescribed or as previously extended. The Secretary of the Department shall notify all parties of the Department's action upon the motion.
- (6) Signatures. Every application, notice, pleading, petition, complaint, motion, brief, and memorandum shall be signed by the filing party or by one or more attorneys, in their individual names on behalf of the filing party.

- (7) Appearances. An appearance shall be made in any proceeding by filing a written notice thereof and serving a copy on all persons who have theretofore appeared.
- (8) Formal Requirements as to Pleading, Documents, and Other Papers Filed in Proceedings.
- (a) Copies. Except as may be otherwise required by the rules or regulations of the Department, or ordered or requested by the Department, at the time pleading, documents, or other papers are filed with the Department, there shall be furnished to the Department an original of such filings.
- (b) Form. Except for forms as may from time to time be provided by the Department, which shall be used where appropriate, pleading, documents, or other papers filed in proceedings shall be printed or typewritten on paper cut or folded to either letter or legal size.
- (c) Filing. Except as may be otherwise required by the rules or regulations of the Department, or ordered or requested by the Department, all pleading, documents, or papers relating to matters requiring action by the Department shall be filed with the Secretary of the Department via personal delivery, first-class mail, or Electronic Medium.
- (9) Ex Parte Communications in Adjudicatory Proceedings.
- (a) From the initial filing in an adjudicatory proceeding until the rendering of a final decision, the Presiding Officer, may not communicate with a party or interested person about any substantive issue of fact, law, or policy except upon reasonable notice and opportunity for all parties to participate.
- (b) Communications not prohibited by 207 CMR 1.02(9)(a) include:
1. Communications concerning scheduling, administrative, and other procedural matters.
 2. Communications between a party and assigned settlement intervention staff for the purpose of producing a settlement, or communications between a party and staff assigned to conduct alternative dispute resolution or mediation proceedings.
- (c) If a person makes or attempts to make an *ex parte* communication prohibited by 207 CMR 1.02(9)(a), the Presiding Officer shall advise the person that the communication is prohibited and shall immediately terminate the prohibited communication.

- (d) If the Presiding Officer violates the *ex parte* rule, he or she shall, no later than two business days after determining that the communication was prohibited, serve on each party and place in the docket file the following:
 - 1. A written statement including the substance and circumstances surrounding the communication; the identity of each person who participated in the communication; the time, date, and duration of the communication; and whether, in his or her opinion, the receipt of the *ex parte* communication disqualifies him or her from further participation in the adjudicatory proceeding; and
 - 2. Any written or electronic documentation of the communication. The above documents to be placed in the docket file shall not be made a part of the evidentiary record.
- (e) The Department may, upon the motion of any party or on its own motion, accept or require the submission of additional evidence of the substance of a communication prohibited by 207 CMR 1.02(9)(a).
- (f) Upon receipt of a communication made or caused to be made by a party in violation of 207 CMR 1.02(9)(a), the Department may, to the extent consistent with the interests of justice, require the party to show cause why his or her claim or interest in the adjudicatory proceeding should not be dismissed, denied, disregarded, or otherwise adversely affected on account of such violation.
- (g) Where a party has violated this rule, the Department or Presiding Officer may take such action as is deemed appropriate within the circumstances.

1.03: Appearances; Intervention and Participation; Parties

- (1) Intervention.
 - (a) Any person who desires to participate in a proceeding shall file a written petition for leave to intervene or to participate in the proceeding.
 - (b) Form and Contents of Petition. The petition shall state the name and address of the petitioner. It shall describe the manner in which the petitioner is substantially and specifically affected by the proceeding. It shall state the contention of the petitioner, the relief sought and the statutory or other authority therefor, and the nature of the evidence the petitioner will present if the petition is granted.
 - (c) Filing and Service of Petition. Unless otherwise provided in the notice of hearing, the petition must be filed at least seven days prior to the date for hearing. No petition may be filed or will be acted upon during a hearing unless permitted by the Commissioner or the Presiding Officer after

opportunity for all parties to object thereto. The petition must be served as required under 207 CMR 1.05(1).

- (d) Answers to Petitions. A party may file an answer to a petition within five days after the petition is filed.
 - (e) Action on Petitions. The Commissioner or the Presiding Officer shall rule on all such petitions and may grant a person leave to intervene as a party in the whole or any portion of a proceeding or may allow a person who is not a party to make limited appearance by making an oral or written statement of his or her position on the issue, or by such other participation as the Commissioner or the Presiding Officer may determine. Such grant may be conditioned on such terms as the Commissioner or Presiding Officer may direct. No grant of such leave to intervene or participate shall be deemed to constitute an expression by the Department that the person allowed to participate is a party in interest, who may be aggrieved by any final decision, order, or ruling, unless the grant explicitly so states.
- (2) Parties. As used in 207 CMR 1.00, “party” means:
- (a) the specifically named persons whose legal rights, duties, or privileges are being determined in an adjudicatory proceeding before the Department;
 - (b) any other person who as a matter of constitutional right or by any provision of the Massachusetts General Laws is entitled to participate fully in such proceeding and who enters an appearance;
 - (c) any other person allowed by the Department to intervene as a party.

1.04: Pleadings

- (1) Initial Pleading.
- (a) Definition. An initial pleading, as used herein, shall refer to any paper or document by which an adjudicatory proceeding may be commenced. Such papers or documents shall include but not be limited to applications, petitions, complaints, and protests.
 - (b) Content. Every initial pleading shall be on the form provided by the Department, and if no form is provided, the pleading, as far as possible, shall contain the following:
 - 1. A title which indicates either the nature of the proceedings or the parties involved therein.
 - 2. The complete name and address of the party filing the pleading.

3. If the party filing the pleading is represented by counsel, the name and address of the attorney.
4. The name and address of all other petitioners.
5. A clear and concise statement of the facts upon which the pleading is maintained.
6. In the case of appellate proceedings, a clear and concise statement of the appellant's objections to the decision or action from which the appeal was taken.
7. A reference to the statute under which relief is sought.
8. A prayer setting forth the relief sought.
9. As part of the initial petition pursuant to M.G.L. c. 159, §§ 19, 20, the company shall file a copy of the proposed notice as set forth in 207 CMR 12.06 ~~and a list of newspapers in which it proposes to publish such notice.~~

(c) Application for Permission to Establish Rates on Less than Statutory Notice. Application for permission to establish rates on less than statutory notice shall have attached thereto, as an exhibit, a copy of the proposed tariff or rate schedule. When the tariff is to meet the existing rate of a competing common carrier, the petition shall state the name, address, and the particular rate or rates of the competing carrier to be met and shall be signed, under oath, by the carrier filing the application. A contract carrier shall not be deemed a competing carrier in the consideration of such applications.

(d) Protest of a Tariff. Petitions addressed to the Department complaining of and seeking suspension on a tariff or objecting to a contract carrier contract shall be filed with the Department at least ten days before the effective date of such tariff or contract and one copy of such petition shall simultaneously be served by the protestants upon the publishing company, freight forwarder, or agent and, in case of contracts, on the contracting parties. In default of such filing and service no such application for suspension of rates or objection to contract shall be entertained. The particular tariff or contract protested shall be identified by its proper number or contract identification and attention directed to the items specifically objected to, together with the grounds in support of the protest.

- (2) Answer. Except where a different period is specified, an answer shall be filed within fourteen days after service of the document to which the answer is directed.
- (3) Amendments to Pleadings. Leave to file amendments to any pleading will be allowed or denied as a matter of discretion. If amendment is made to an initial pleading, an answer to said amended pleading, if permitted, shall be filed within such time as may be directed by the Commissioner or the Presiding Officer.

(4) Withdrawal of Pleadings.

- (a) Prior to Commencement of Hearing. A party may withdraw an initial pleading filed with the Department at any time prior to the commencement of a hearing on such pleading. A notice of withdrawal of pleadings shall be served on the Department and each party in accordance with 207 CMR 1.05(1).
- (b) After Commencement of Hearing. A party desiring to withdraw an initial pleading after the commencement of hearing on such pleading shall file a motion for withdrawal, in accordance with 207 CMR 1.04(5). If any person has an objection thereto, he or she shall within ten days after receipt of said motion, file a statement with the Department setting forth the reasons for his or her objection and serve a copy of same, in accordance with 207 CMR 1.05(1), on each person entitled thereto. Such an objecting person shall, if a party, have a hearing on the motion to withdraw if, at the time of filing, he or she so requests. In the absence of objections or a request for hearing, within thirty days after the filing thereof, the motion of withdrawal shall be deemed allowed, unless otherwise ordered.

(5) Motions.

- (a) General. An application to the Department to take any action or to enter any order after initial pleading or after commencement of an investigation by the Department shall be by motion which, unless made during a hearing, shall be made in writing, shall state specifically the grounds therefor, and shall set forth the action or order sought. A copy of all motions made in writing, or reduced to writing at the request of the Commissioner or Presiding Officer, shall be served upon all persons entitled thereto in accordance with 207 CMR 1.05(1).
- (b) Delay of Adjudicatory Proceeding. Except as otherwise directed by the Presiding Officer or the Commissioner, the filing of a motion, either prior to or during any adjudicatory proceeding, and any action thereon shall not delay the conduct of such proceeding.
- (c) Motion Prior to Hearing. A motion shall be in writing and may be filed prior to hearing by any party or by a person whose petition filed pursuant to 207 CMR 1.03(1) is pending. Any party may file a written answer to such motion within five days of such filing.

- (d) Motions During Hearing. With the exception of motions to withdraw pleadings filed pursuant to 207 CMR 1.04(4) and petitions filed pursuant to 207 CMR 1.03(1), upon the making of a motion in the course of a hearing, replies thereto and argument thereon shall be permitted within the time and in the manner directed by the Presiding Officer.
- (e) Motion for Protection from Public Disclosure. Documents in the possession of the Department are presumed to be public records. To overcome this presumption and protect information from public disclosure, a party must file with the Department a written motion for a protective order. If no such motion is made at the time the record is filed with the Department, the Department may make the information available to the public without further notice.

The party moving for a protective order shall substantiate its motion, which shall be treated as a public record, with the following information:

1. the time period for which confidential treatment is desired;
2. the reason the record was provided to the Department, and the date of submittal;
3. a precise description of the information to be protected;
4. the reasons for the claim of confidentiality, including proof that an exemption to public disclosure applies;
5. a description of the harm of public disclosure;
6. the extent to which the record or its contents has been disclosed to other persons or to federal, state, and local agencies, including the status of any requests for confidentiality; and
7. a certification to the best of the moving party's knowledge, information, and belief, that the information is not customarily available in the public domain.

In conjunction with a motion for protection from public disclosure, one unredacted copy of the materials for which protection is sought must be filed directly with the Presiding Officer. The unredacted copy should be clearly marked with the words "CONFIDENTIAL" on each page of the materials. A redacted copy of the materials, marked "REDACTED," must also be filed for the public docket.

1.05: Service

(1) Service.

- (a) General Rule. Service of all documents or other papers relating to any proceeding, including complaints, orders, decisions, pleadings, motions,

processes, notices, briefs, claims of appeal, and exhibits, shall be by personal delivery, by first-class mail, or by Electronic Medium.

- (b) On Whom Served. All such documents or other papers shall be served by the person filing the same on every person who has theretofore entered an appearance in the proceeding. If a person appears after the document or other paper has been filed, a copy of all filings previously made shall be furnished to such person, if he or she so requests. Proof of service shall accompany all filings when made. If service in accordance with this rule is deemed by any person to be too burdensome, application may be made to the Department or to the Presiding Officer for relief.
- (c) Service by the Department. A copy of any document or other paper served by the Department, showing the addressees to whom the document or other paper was delivered, shall be placed in the Department's files and shall be *prima facie* evidence of service and the date thereof.

1.06: Hearings

- (1) Grant of Hearing. Public hearing will be granted whenever required by statute, and otherwise as the Department may determine in specific cases.
- (2) Calendar. The Secretary of the Department shall maintain a docket and a hearing calendar of all proceedings set for hearing. So far as practicable, hearings shall be heard in the order in which they have been listed on the Department's docket.
- (3) Place. All hearings shall be held at the offices of the Department, unless by statute or determination of the Department a different place is designated.
- (4) Hearing List. When more than one hearing is scheduled for the same time and place, uncontested matters shall be heard before contested matters.
- (5) Notice.
 - (a) Persons Notified. Except where the Department has issued an order of notice pursuant to 207 CMR 1.06(5)(d), the Department shall give written notice of a scheduled hearing in any pending matter to all parties, to persons required by statute to be notified, to others who have made written request for notice of hearing in a particular matter and to such other persons as deemed necessary or appropriate by the Department. In addition, the Department may give notice by newspaper publication or by such other means as it may deem advisable. ~~In any proceeding pursuant to M.G.L. c. 159, §§ 19, 20, except for carriers certified pursuant to M.G.L. c. 159,~~

~~§ 12B, and others upon a showing of good cause, the Company shall give notice by publication pursuant to 207 CMR 12.06.~~

- (b) Contents of Notice. Such notice shall include, but need not be limited to, the time, date, place, and nature of the hearing. Notice of hearings relating to the issuance or amendment of certificates, permits, or licenses shall include the name of the municipality in which the applicant maintains his or her principal place of business, a brief description of the type of commodity involved (if applicable) and of the area of authority sought and the name and address of applicant's attorney, if his or her appearance has been filed.
- (c) Length of Notice. Unless otherwise provided by statute, or unless the Department finds that a shorter period of notice is reasonable and consistent with the public interest, notice of a hearing shall be given at least fourteen days prior thereto.
- (d) Order of Notice. The Department may require any person filing an initial pleading to give notice of the hearing on such pleading by publication or other means or both, in which case such person shall receive an order of notice from the Department which shall be returned, with proof of compliance with said order, not later than the commencement of hearing on the petition.
- (e) Continuances. For good cause shown, the Department or the Presiding Officer may grant a continuance. All requests for continuances shall be made by a motion in accordance with 207 CMR 1.04(5).
- (f) Address. Unless notice to the contrary has been received by the Department, notices of hearing shall be sufficient if mailed or delivered to the following:
 - 1. If the addressee is a holder of a certificate, permit, or license, the address shown on the last application for the issuance or amendment thereof.
 - 2. If the addressee has a tariff on file, to the address shown on any tariff in effect at the time of notice.
- (g) Notice of Public Hearings on Cable Licensing and Transfers. The foregoing notice requirements notwithstanding, any public hearing held pursuant to 207 CMR 3.00 or 207 CMR 4.00 shall require prior public notice identifying the time, place, and purpose of the hearing. The notice shall be published in a newspaper of general circulation in the affected city or town once in each of two successive weeks, the first publication being not less than fourteen days before the day of any such hearing, or shall be

published by such other means as the Department may deem advisable. If there is no newspaper in the city or town, the notice shall be posted in a conspicuous place in the city or town hall not less than fourteen days before the day of such hearing. The notice shall also state that any applications, reports, statements, and amendments to be considered at the hearing that constitute public records under state law are available for public inspection during regular business hours and for reproduction at a reasonable fee. Evidence of such notice shall be incorporated in the record of any hearing. The issuing authority shall provide prior public notice for all public hearings held pursuant to 207 CMR 3.00 and 207 CMR 4.00.

(6) Conduct of Hearings.

(a) Presiding Officer. The hearing shall be conducted by a Presiding Officer who shall be the Commissioner or an employee designated by the Commissioner. The Presiding Officer shall administer oaths and affirmations, issue subpoenas, and make all decisions regarding the admission or exclusion of evidence or any other procedural matters which may arise in the course of the hearing.

(b) Procedural Conference.

1. The Presiding Officer may direct the parties to attend a preliminary conference to discuss procedural matters relating to the proceeding at any time before the commencement of the evidentiary hearing. The preliminary conference may be a public hearing on the record if requested by a party or ordered by the Presiding Officer. To the extent that it is deemed necessary and practicable, the Presiding Officer shall establish a detailed schedule for the proceeding, including, but not limited to, the dates for the filing of information requests and responses, objections to discovery questions and responses to those objections, evidentiary hearings, and filing testimony, stipulations, settlement proposals, and briefs. The Presiding Officer shall also address any other procedural matters that will aid in the orderly disposition of the case.

2. The Presiding Officer shall, through written memorandum to the parties or announcement on the record, announce any action taken at the procedural conference. Any schedule established by the Presiding Officer shall be binding on the parties unless later modified by the Presiding Officer after notice to all parties.

(c) Discovery.

1. Purpose. The purpose for discovery is to facilitate the hearing process by permitting the parties and the Department to gain

access to all relevant information in an efficient and timely manner. Discovery is intended to reduce hearing time, narrow the scope of issues, protect the rights of the parties, and ensure that a complete and accurate record is compiled.

2. Rules Governing Discovery. Because the Department's investigations involve matters with a wide range of issues, levels of complexity, and statutory deadlines, the Presiding Officer shall establish discovery procedures in each case which take into account the legitimate rights of the parties in the context of the case at issue. In establishing discovery procedures, the Presiding Officer must exercise his or her discretion to balance the interests of the parties and ensure that the information necessary to complete the record is produced without unproductive delays. In exercising this discretion, the Presiding Officer shall be guided by the principles and procedures underlying Rules 26 through 37 of the Massachusetts Rules of Civil Procedure. These rules, however, shall be instructive, rather than controlling.
3. Discovery Schedules. Discovery requests may be made at any time after the commencement of an investigation, and parties are encouraged to comply voluntarily with any such requests for information before the formal hearing process begins. Where appropriate, the Presiding Officer shall establish a formal schedule, either at the procedural conference or at some time before the commencement of evidentiary hearings. The schedule may be expedited for good cause shown.
4. Motions to Compel Discovery. A party may move for an Order to compel compliance with its discovery request. Unless otherwise permitted by the Presiding Officer for good cause shown, such motion shall be made no later than seven days after the passing of the deadline for responding to the request. If the Presiding Officer finds that a party has failed to comply in a reasonable manner with a legitimate discovery request without good cause, he or she may, after issuance of an Order compelling discovery, order whatever sanctions are deemed to be appropriate, including, but not limited to, those listed in Rule 37 of the Massachusetts Rules of Civil Procedure. A party's failure to file a motion to compel discovery in a timely manner, absent a showing of good cause, may result in a waiver of its right to compel the response.
5. Amending Responses. A party is under a continuing duty to amend seasonably an early response if it obtains information that the response was incorrect or incomplete when made, or that the

response, though correct when made, is no longer true or complete.

6. Depositions.

- a. Depositions may be taken if agreed to by all parties or by Order of the Presiding Officer in the event of a dispute following a motion by the requesting party. The Presiding Officer may, in his or her discretion, impose reasonable conditions on the deposition process, including, but not limited to, placing restrictions on the scope of the depositions or on the use of the depositions in the proceeding. All depositions shall be transcribed at the expense of the deposing party or parties.
- b. All motions for deposition should include the name and title of the person to be deposed, the issues which will be the subject of the deposition, and a statement of the manner in which the deposition will expedite the hearing process. The party to be deposed and parties in the proceeding shall be served with the motion for deposition and may file objections to or comments on the motion within seven days after service. The Presiding Officer shall grant a motion for deposition if it is determined that the taking of a deposition will be more efficient than other available discovery methods, and will not unduly burden the affected parties.

7. Entry upon land for inspection and other purposes.

- a. Scope. Any party may serve on any entity subject to the Department's jurisdiction a request to permit entry upon or within designated land, buildings, or other property in the possession or control of such entity (or upon land and property wherever situated, belonging to some other entity in which any entity subject to the Department's jurisdiction owns an interest) upon whom the request is served for the purpose of inspection, observation, measurement, surveying, photographing, testing, or sampling the property or any designated room, object, machine, storage facility, practice, or operation therein or thereon.
- b. Procedure. The request may be served without leave of the Presiding Officer but shall be filed with the Department. The request shall describe the property to be inspected and shall specify a reasonable time at which to make the

inspection and perform the related acts. Such request shall be served no later than ten days before the date of the proposed inspection. If the entity served objects to such inspection it shall file a written objection with the Presiding Officer stating therein its basis for objecting, within five days of the service of the request. Upon notice of such objection, the Presiding Officer shall at his or her first opportunity convene a hearing and shall order such inspection to proceed absent a showing of good cause by the entity.

(d) Rulings.

1. Presiding Officer. The Presiding Officer shall make all rulings during the course of the hearings when requested to do so by a party. The Presiding Officer may require, at his or her discretion, written memoranda on any issue or permit oral argument. The Presiding Officer may rule at the time of the request or take any matter under advisement. The Presiding Officer shall make all rulings promptly after submission, generally no later than the next hearing date.
2. Effect of Rulings and Decision by Presiding Officer. Rulings and decisions of the Presiding Officer shall remain in full force and effect unless and until set aside or modified by the Commissioner. Any ruling or other decision of the Presiding Officer who is not the Commissioner may be appealed to the Commissioner.
3. Appeals to the Commissioner. If a party wishes to appeal a ruling or decision of an employee appointed as the Presiding Officer, the party should immediately notify the Presiding Officer, on the record if possible. The Presiding Officer shall prescribe a reasonable time period for the submittal of the appeal and any response to be filed by other parties. The appeal must be filed in writing with supporting documentation, and served on all parties to the proceeding.
4. Offers of Proof. Any offer of proof made in connection with an objection taken to a ruling of the Presiding Officer rejecting or excluding proffered oral testimony shall consist of a statement of the substance of the evidence which the party contends would be adduced by such testimony; and if the excluded evidence is in documentary or written form, or refers to documents or records, a copy of such evidence shall be marked for identification and shall constitute an offer of proof.

- (e) Motions to Dismiss and for Summary Judgment. A party may move at any time after the submission of an initial filing for dismissal or summary judgment as to all issues or any issue in the case. The motion shall be filed in writing and served on all parties. A motion for summary judgment shall set forth in detail such supporting facts as would be admissible in evidence. The Presiding Officer shall afford other parties a reasonable time to respond in writing, and may, in his or her discretion, permit oral argument on the motion.
 - (f) Order of Presentation. In any hearing held upon the Department's own motion or upon petition, the person being investigated or the petitioner, as the case may be, shall open and close. In hearings on complaints, the complainant shall open and close. Where there is more than one person being investigated or more than one petitioner or complainant or where a hearing is being held on the Department's own motion and on complaint or petition, the order of presentation shall be in the discretion of the Presiding Officer. After all the evidence and testimony of the person opening has been received, the evidence and testimony of all other parties or others who have been allowed to participate in the hearing shall be received in the order determined by the Presiding Officer. All witnesses shall be subject to cross-examination by the Commissioner, the Presiding Officer, counsel for the Department, counsel for other parties, and counsel for any other person as permitted by the Presiding Officer. A reasonable amount of time for the preparation of cross-examination may be afforded.
 - (g) Conduct of Persons Present. All parties, counsel, witnesses, and other persons present at a hearing shall conduct themselves in a manner consistent with the standards of decorum commonly observed in the courts of this Commonwealth. Where such decorum is not observed, the Presiding Officer may take such action as he or she deems appropriate.
 - (h) Additional Evidence. At any stage of the hearing the Presiding Officer may call for further evidence upon any issue, and require such evidence to be presented by the party or parties concerned or by the staff counsel, either at that hearing or adjournments thereof. At the hearing, the Presiding Officer may authorize any party to file specific documentary evidence as a part of the record within a specified time.
- (7) Transcripts.
- (a) At the request of any party, made in writing at least seven days before the hearing date, or of its own accord, the Department shall provide that all proceedings in a pending case be officially recorded by a reporter appointed for that purpose. The Department shall require any party

requesting a copy of the transcript to pay the reasonable cost of preparing said copy before the Department makes said copy available to the party.

- (b) Corrections in the official transcript may be made only to make in conform to the evidence presented at the hearing. Transcript corrections agreed to by opposing attorneys may be incorporated into the record, if and when approved by the Presiding Officer, at any time during the hearing, or after the close of evidence, but not more than ten days from the date of receipt of the transcript. The Presiding Officer may call for the submission of proposed corrections and may make dispositions thereof at appropriate times during the course of the proceedings.

1.07: Recessing Hearing for Conference

Recessing Hearing for Conference. In any proceeding the Presiding Officer may in his discretion call all parties together for a conference prior to the taking of testimony, or may recess the hearing for such conference. The Presiding Officer shall state on the record the results of such conference.

1.08: Consolidation

Consolidation. The Department upon its own motion, or upon motion by a party or other person joined in the proceeding, may order proceedings involving a common question of law or fact to be consolidated for hearing on any or all of the matters in issue in such proceedings.

1.09: Evidence; Subpoenas

- (1) Evidence. The Department shall follow the rules of evidence observed by courts when practicable and shall observe the rules of privilege recognized by law, except as otherwise provided by any other law. There shall be excluded such evidence as is unduly repetitious or cumulative or such evidence as is not of the kind on which reasonable persons are accustomed to rely in the conduct of serious affairs. All unsworn statements appearing in the record shall not be considered as evidence on which a decision may be based.
- (2) Official Notice. Official notice may be taken of such matters as might be judicially noticed by the courts of the United States or of this Commonwealth and in addition, the Department may take notice of general, technical, or scientific facts within its specialized knowledge; provided, that the Presiding Officer shall notify all parties of the material so noticed, and provided further, that any party on timely request be afforded an opportunity to contest the matters so noticed.

- (3) Documentary Evidence; Incorporation by Reference. Any matter contained in any records, investigations, reports and documents in the possession of the Department of which a party or the Department desires to avail itself as evidence in making a decision, shall be offered and made a part of the record in the proceeding. Such records and other documents need not be produced or marked for identification, but may be offered in evidence by specifying the report, document, or other file containing the matter so offered.
- (4) Prepared Testimony. The Presiding Officer may allow prepared direct testimony of any witness to be offered as an exhibit and may omit oral presentation of the testimony. Copies of such proposed exhibit shall be served upon all persons who have filed an appearance and on staff counsel of record, at least seven days in advance of the session of the hearing at which such exhibit is to be offered.
- (5) Copies of Exhibits to Parties and Department; Time of Service.
 - (a) Direct Evidence. Except as otherwise provided in 207 CMR 1.00, when exhibits of a documentary character are to be offered in evidence, the person proposing to offer the same, in addition to the service required by 207 CMR 1.02(8)(a) and 1.05, shall serve nine copies of such exhibits on the Department, at least seven days prior to the hearing at which such exhibits are to be offered.
 - (b) Rebuttal Exhibits. All exhibits in rebuttal may be served at the time they are introduced at the hearing.
- (6) Copies of Tariffs. In any hearing held pursuant to an investigation of the proposed rates, the proponent of the rates shall introduce as an exhibit a copy of the proposed rates and of those being canceled.
- (7) Stipulations. Two or more parties to any proceeding may file with the Department and serve on all parties a written stipulation of specific facts or issues. The stipulation shall be supported by whatever evidence the parties deem relevant to assist the Department in determining whether the stipulation should be accepted. Other parties shall file any response to the stipulation within five days after service, or within such other time as may be ordered by the Presiding Officer. The Department may request additional information in support of the stipulation. If the Department approves the stipulation, it shall be incorporated into any final Department Order. The Department shall rule on the acceptability of the stipulation in a timely manner so as to minimize the administrative burden of the parties.
- (8) Subpoenas. The Department and all other parties shall have authority in accordance with M.G.L. c. 30A, § 12 to issue subpoenas requiring the attendance

and testimony of witnesses and the production of any documents in question in the proceeding.

- (9) Production and View of Objects. A party may file a motion for the production or view of any object which relates to the subject matter of any proceeding then pending before the Department. Said motion shall be filed in accordance with 207 CMR 1.04(5) and shall be granted in the discretion of the Presiding Officer where justice requires.

1.10: Rulings, Briefs, Oral Argument and Post-Hearing Procedure

- (1) Request for Rulings. Within the time designated for the filing of briefs pursuant to 207 CMR 1.10(3), any party may file requests for rulings in accordance with the provisions of M.G.L. c. 25, § 5.
- (2) Oral Argument, When Made. When, in the opinion of the Presiding Officer, time permits and the nature of the proceedings, the complexity or importance of the issues of fact or law involved, and the motion or at the request of a party or staff counsel at or before the close of the taking of testimony, allow and fix a time for the presentation of oral argument, imposing such limits of time on the argument as deemed appropriate in the proceeding. Such argument shall be transcribed and bound with the transcript of testimony.
- (3) Briefs. Briefs may be filed by a party either before or during the course of a hearing, or within such time thereafter as the Presiding Officer shall designate. Failure to file a brief shall in no way prejudice the rights of any party. The order of filing briefs after the hearing, including reply briefs, will be designated by the Presiding Officer.
- (4) Contents and Scope of Brief; Proposed Findings and Order. Briefs may contain:
 1. A concise statement of the case;
 2. An abstract of the evidence relied upon by the party filing, with reference to the pages of record or exhibits where the evidence appears;
 3. Argument and authorities; and
 4. Proposed findings and conclusions and, if desired, a proposed form of order or rule.
- (5) Briefs, Form of. Exhibits should not be reproduced in the brief, but may, if desired, be reproduced in an appendix to the brief. Any analyses of exhibits relied on should be included in the part of the brief containing the abstract of evidence under the subjects to which they pertain. Every brief of more than 20 pages shall contain a subject index, with page references, and a list of all cases cited, alphabetically arranged, with reference to the pages where the citations appear.

All briefs shall be as concise as possible and shall in all other respects conform to the requirements of 207 CMR 1.02(8).

- (6) Briefs, Filing and Service. Briefs not filed and served on or before the dates fixed therefor shall not be accepted for filing. All briefs shall be accompanied by a certificate showing service upon all parties and persons who have been allowed to cross-examine and present evidence, and except where filing of a different number is permitted or directed by the Presiding Officer, nine copies of each brief shall be served on the Department in addition to the brief served on it pursuant to 207 CMR 1.02(8)(a) and 1.05. Requests for an extension of time in which to file briefs shall conform to the requirements of 207 CMR 1.02(5) and shall be filed before the time fixed for filing such briefs.
- (7) Filing of Documents Subsequent to Hearing. The Department may, for good cause shown, allow the parties to file evidentiary documents of any kind, or exhibits, at a time subsequent to the completion of hearing, such time to be determined by the Presiding Officer. If a request for such subsequent filing is granted, the requesting party shall on or before the date set for filing, send copies of all documents or exhibits which are the subject of the request to all parties and persons who have filed appearances. If such requirement for copies is impracticable, the Department may suspend the above provision; in such cases, the Department shall allow reasonable inspection of the original by all parties.
- (8) Reopening Hearings. No person may present additional evidence after having rested nor may any hearing be reopened after having been closed, except upon motion and showing of good cause. Such motions shall be filed in accordance with the provisions of 207 CMR 1.04(5). The Department shall notify all parties of its action upon the motion. Notwithstanding the above, the Department may, at any time prior to the rendering of a decision, reopen the hearing on its own motion. In case of such reopening on motion of the Department, the parties shall be notified and the hearing shall not be convened less than five days after the sending of such notice.
- (9) Motion for Recalculation. Within twenty days of service of a final Department Order, a party may file a motion for recalculation based on an alleged inadvertent error in a calculation contained in a final Department Order. The motion shall set forth in detail the proposed adjustments and the basis for the changes. The Department may, in its discretion, convene a conference or hearing to discuss the motion. The Department must act upon a motion for recalculation within sixty days of receipt of such motion unless it notifies the parties in writing that a longer period of time will be required and specifies the additional length of time necessary to consider the motion.
- (10) Motion for Reconsideration. Within twenty days of service of a final Department Order, a party may file a motion for reconsideration. Parties to the proceeding

shall be afforded a reasonable opportunity to respond to a motion for reconsideration.

- (11) Extension of Judicial Appeal Period. In accordance with M.G.L. c. 25, § 5, judicial appeals from final Department Orders must be filed within twenty days after service of the Order. Upon motion to the Department within the twenty-day period, a party may request an extension of the appeal period. Reasonable extensions shall be granted upon a showing of good cause.

1.11: Decisions

All decisions of the Department shall be in writing and shall be accompanied by a statement of reasons for the decision. A copy of the decision and such statement of reasons shall be served on all parties pursuant to 207 CMR 1.05(1).

1.12: Appeal from Department Decisions

The Department shall notify all parties of their right to appeal a final decision of the Department pursuant to M.G.L. c. 25, § 5, and of the time limits on their rights to appeal.

REGULATORY AUTHORITY

207 CMR 1.00: M.G.L. c. 30A, M.G.L. c. 166A, § 16.

207 CMR 3.00: CABLE LICENSING

Section

- 3.01: General Provisions
- 3.02: Initiation of Licensing Process
- 3.03: Formal Licensing Procedure
- 3.04: Grant of Final License
- 3.05: License Renewal Procedures
- 3.06: License Renewal Grant or Denial
- 3.07: Request for Amendment
- 3.08: Complaint Provisions
- 3.09: Rights of Appeal

3.01: General Provisions

- (1) All applications, reports, written statements, and amendments filed with or prepared by the issuing authority pursuant to 207 CMR 3.00 that are public records under Massachusetts law shall be made available for public inspection in the city or town clerk's office of the issuing authority during regular business hours and for reproduction at a reasonable fee. The applicant shall also file copies of any application(s) and amendments with the Department.
- (2) For the purposes of 207 CMR 3.00, the number of residents of each city or town shall be determined from the most recent official federal census figures.
- (3) The issuing authority may appoint a cable advisory committee and define its duties. In carrying out their duties, cable advisory committee members shall not participate in any matters in a way which would violate the Massachusetts conflict of interest law, M.G.L. c. 268A.
- (4) Public notice in accordance with 207 CMR 1.06(5)(g) shall be provided for any public hearing required to be held by the issuing authority under 207 CMR 3.00.
- (5) With respect to all public hearings held by the issuing authority under 207 CMR 3.00, the issuing authority shall provide for a stenographic, video, or other tape record of the hearing(s). The issuing authority may choose the recording methodology. The applicant shall bear the cost of the recording.
- (6) Where good cause appears, not contrary to statute, the Department may permit deviation from 207 CMR 3.00.

3.02: Initiation of Licensing Process

- (1) The cable licensing process may be initiated by any of the following actions:

- (a) A decision by the issuing authority to begin the licensing process.
 - (b) The filing with the issuing authority of an application form prescribed by the Department pursuant to M.G.L. c. 166A, § 4.
 - (c) The filing with the issuing authority of a petition signed by registered voters of the issuing authority requesting that it begin the licensing process. A petition shall be valid when signed by as many registered voters as equals one-half of one percent of the residents of the issuing authority, except that the number of required signatures shall not be more than 500.
- (2) No later than sixty days after an application or a voter's petition is filed, the issuing authority shall decide whether the licensing process shall be undertaken. Before making such decision and after notice as required by 207 CMR 1.06(5)(g), the issuing authority shall hold a public hearing. The issuing authority shall afford any applicant, petitioner, resident, or other interested party a full and fair opportunity to be heard. If more than one initiative is filed before the hearing, such additional initiative shall be considered during the scheduled hearing.
- (3) If, after the hearing described in 207 CMR 3.02(2), the issuing authority declines to undertake the licensing process, it shall promptly issue a written report containing the specific reasons for its decision. Within seven days of the issuance of the report, the issuing authority shall forward copies of the report to the Department, to each license applicant of record, and to the incumbent cable licensee(s), if any. For the purposes of M.G.L. c. 166A, § 14, the report shall be considered a denial of any applications pending before the issuing authority.
- (4) If the issuing authority elects to proceed with the licensing process, it shall approve or deny each application within twelve months from the date it decides to do so under 207 CMR 3.02(2).

3.03: Formal Licensing Procedure

- (1) If the issuing authority elects to undertake the licensing process under 207 CMR 3.02(2) it shall promptly:
- (a) Notify the Department of the date that the licensing process was initiated; and
 - (b) Specify a filing deadline for applications for a cable license or licenses.
- (2) Within ninety days of the application filing deadline under 207 CMR 3.03(1)(b), the issuing authority shall issue a written report that includes specifications for the cable license as it deems appropriate. Within seven days after its issuance, the issuing authority shall forward copies of the report to each applicant of record and

to the Department and shall set a deadline for receipt of amendments to applications. No applicant shall materially amend its application after the deadline for receipt of amendments.

- (3) After issuing its report under 207 CMR 3.03(2), and after notice as required by 207 CMR 1.06(5)(g), the issuing authority shall hold a public hearing to assess the qualifications of each applicant. Assessment of applicant qualifications shall be limited to the information provided in the applications on file, any amendments to such applications, the issuing authority report on license specifications, oral testimony given during the hearing, and other relevant information included in the hearing record.
- (4) Within sixty days following the close of the hearing the issuing authority shall approve or deny each application. The issuing authority shall grant a provisional license to any successful applicant and shall issue a written public statement containing in detail the reasons for the approval or denial of each application. The issuing authority shall send a copy of such statement to each applicant of record.
- (5) The provisional license shall be executed within three months of the issuing authority's vote to award the provisional license. It shall be valid for a period no longer than one year, by which time the provisional licensee must have met the requirements set forth in 207 CMR 3.04(1). The provisional license shall expire upon the issuance of a final license or twelve months from the date of execution of the provisional license, whichever occurs first.
- (6) Within seven days of the issuance of the public statement regarding the approval or denial of license applications the issuing authority shall file copies of the following documents with the Department:
 - (a) The issuing authority statement prepared pursuant to 207 CMR 3.03(4); and
 - (b) The provisional license, if one has been granted.
- (7) No provisional license or any rights thereunder shall be transferred, assigned, or disposed of in any manner, voluntarily or involuntarily, either directly, indirectly, or by transfer or assignment of control by any entity holding such provisional license. "Transfer or assignment of control" shall be defined in accordance with 207 CMR 4.00.
- (8) Actual construction of physical facilities for a cable system may not commence prior to the grant of a final license pursuant to 207 CMR 3.04.

3.04: Grant of Final License

- (1) A final license to construct and operate a cable system shall be granted by the issuing authority following substantial compliance with each of the following requirements:
 - (a) The submission requirements contained in the application form prescribed by the Department, pursuant to M.G.L. c. 166A, § 4; and
 - (b) The requirements of M.G.L. c. 166A, §§ 3, 4, and 5.
- (2) A final license shall contain terms substantially identical with the terms contained in the provisional license. Notwithstanding the foregoing, a final license may contain terms differing from those in the provisional license, if the issuing authority, in the public statement required by 207 CMR 3.04(4), sets forth in detail its reasons for accepting an alteration of those terms.
- (3) In the event the issuing authority finds that there has been a failure to comply with the provisions of 207 CMR 3.04(1), the issuing authority shall deny a final license to the provisional licensee and shall issue a written statement setting forth in detail the basis for such finding and denial. A copy of the statement shall be sent to the provisional licensee and to the Department.
- (4) The issuing authority shall grant a final license to an approved applicant and shall issue a written public statement containing in detail the reasons for granting the approval, including, where applicable, the reasons for accepting an alteration of the terms of the provisional license. A copy of the statement shall be sent to the licensee.
- (5) Within seven days of the grant of a final license, the issuing authority shall file copies of the following documents with the Department. The issuing authority may file such documents electronically:
 - (a) the final license;
 - (b) the written statement issued pursuant to 207 CMR 3.04(4); and
 - (c) the completed application form prescribed by the Department pursuant to M.G.L. c. 166A, § 4.
- (7) If the issuing authority denies the final license, it may recommence the licensing process at any time. If this occurs within a reasonable time after the issuance of the public statement under 207 CMR 3.04(3), the issuing authority may request a waiver for an abbreviated licensing process in accordance with 207 CMR 2.03.

3.05: License Renewal Procedures

- (1) The renewal of a license to operate a cable television system shall be in accordance with the federal license renewal statute, 47 U.S.C. § 546. 207 CMR 3.05, 3.06, and 3.09 shall supplement the federal license renewal statute.
- (2) All license renewal applicants shall complete the application form prescribed by the Department pursuant to M.G.L. c. 166A, § 4.
- (3) No license renewal may be granted or denied without a prior public hearing with prior public notice pursuant to 207 CMR 1.06(5)(g).
- (4) The issuing authority shall notify the license applicant in writing of the date of the completion of ascertainment proceedings conducted pursuant to 47 U.S.C. § 546(a).
- (5) The issuing authority's preliminary decision to deny renewal shall be made in writing and shall include the basis of the denial.

3.06: License Renewal Grant or Denial

- (1) Concurrent with the grant of a renewal license, the issuing authority shall issue a written public statement reporting the license grant and detailing the reasons for it, including but not limited to the applicant's substantial compliance with provisions set forth in 47 U.S.C. § 546(c)(1)(A) through (D). Those provisions are as follows:
 - (a) The cable operator has substantially complied with the material terms of the existing franchise and with applicable law;
 - (b) The quality of the operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services or other services provided over the system, has been reasonable in light of community needs;
 - (c) The operator has the financial, legal, and technical ability to provide the services, facilities, and equipment as set forth in the operator's proposal; and
 - (d) The operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.

- (2) Within seven days of the grant of a renewal license, the issuing authority shall file copies of the following documents with the Department. The issuing authority may file such documents electronically:
 - (a) The issuing authority statement prepared pursuant to 207 CMR 3.06(1); and
 - (b) The renewal license.
- (3) Should the issuing authority deny a renewal application, within fourteen days of its decision to deny, it shall issue a written statement detailing the reasons for its denial, specifically addressing the criteria set forth in 207 CMR 3.06(1)(a) through (d). The issuing authority shall file a copy of this statement with the license renewal applicant and with the Department upon issuance.

3.07: Request for Amendment

- (1) Notice. When an issuing authority and a licensee propose to amend a final cable license, the issuing authority shall cause notice of the same to be published in a newspaper of general circulation in the city or town to be affected by any amendment **or by such other means as it may deem advisable, for example by posting the notice on a local public, educational, and governmental access channel**. The notice shall include a concise summary of each amendment sufficient to identify its subject matter. Publication shall be made not less than fourteen days before the commencement of the public comment period pursuant to 207 CMR 3.07(3). If there is no newspaper in such city or town, notice shall be posted in a conspicuous place in the city or town hall for a period not less than thirty days preceding the commencement of the public comment period. The costs of publishing this notice shall be borne equally by the issuing authority and the licensee.
- (2) Report on Request for Amendment. Coincident with publication of notice of any proposed amendment, the issuing authority shall make available to the public in the city or town clerk's office a written report, prepared by the issuing authority and cable licensee, which shall:
 - (a) Identify the licensee, the full text of the proposed amendment, and the purpose for which the requested amendment is being made;
 - (b) State the date the request for amendment was received by the issuing authority;
 - (c) Describe the probable effect(s) of the proposed amendment on consumers and any other concerned parties.

- (3) The public shall be afforded a reasonable opportunity to provide input on the proposed amendment during a public comment period of at least twenty-one days in duration held prior to the issuing authority's final decision on the adoption of the requested amendment.
- (4) The proposed amendment shall be adopted if the issuing authority and the licensee so determine within a reasonable period following the close of the public comment period.
- (5) Within ten days of adopting a license amendment, the issuing authority shall issue a written public report specifying the reasons for its decision. Upon issuance of its report, the issuing authority shall forward copies of the report and the amended license to the Department.
- (6) Nothing shall prevent an issuing authority and a licensee from requesting or adopting more than one amendment at a time pursuant to the provisions of 207 CMR 3.07.

3.08: Complaint Provisions

Any person aggrieved by the action of the issuing authority in amending a final license pursuant to 207 CMR 3.07 may file a complaint in writing with the Department within thirty days of the adoption of the amendment. The Department may, at its direction, initiate an investigation of the issuing authority's action and hold hearings thereon, giving due notice to all parties.

If, after investigation and hearing, the Department approves the issuing authority's action, it shall issue notice to the issuing authority to that effect. If the Department disapproves, it shall issue a decision in writing advising said issuing authority of the reasons for its decision and the issuing authority shall abide by the decision.

3.09: Rights of Appeal

- (1) Appeals to the Department by aggrieved parties seeking an initial or renewal license pursuant to 207 CMR 3.00 shall be initiated in accordance with the provisions of M.G.L. c. 166A, § 14. The following parties shall have standing to appeal to the Department:
 - (a) An applicant for an initial license aggrieved by a denial of its application by the issuing authority pursuant to 207 CMR 3.02(3) or 3.03(4) or by the failure of an issuing authority to make a decision within sixty days of the hearing provided for in 207 CMR 3.03(4); or
 - (b) An applicant for a license aggrieved by a denial of its application by the issuing authority pursuant to 207 CMR 3.04(3); or

- (c) An applicant for a renewal license aggrieved by a denial of its application by the issuing authority pursuant to 207 CMR 3.06(3).
- (2) The Department may, after a hearing conducted pursuant to M.G.L. c. 166A, § 14, issue such order as it deems appropriate to carry out the purpose of 207 CMR 3.00.

REGULATORY AUTHORITY

207 CMR 3.00: M.G.L. c. 166A, §§ 4, 13, and 16.

207 CMR 12.00: TARIFFS AND RATE SCHEDULES

Section

- 12.01: Applicability and Definitions
- 12.02: Format of Tariffs
- 12.03: Letters of Advice
- 12.04: Posting of Rates
- 12.05: Dates
- 12.06: Notice of General Rate Increases to Customers
- 12.07: Severability

12.01: Applicability and Definitions

- (1) Applicability. 207 CMR 12.00 shall apply to all common carriers subject to the Department's jurisdiction.
- (2) Definitions. The following terms, as used in 207 CMR 12.00, shall have the following meanings:

Company: A common carrier subject to the Department's jurisdiction.

Department: The Massachusetts Department of Telecommunications and Cable.

Tariff: A schedule of rates, terms, and conditions approved by and on file with the Department.

- (3) Waiver. Where good cause appears, not contrary to statute, the Department may permit deviation from 207 CMR 12.00.

12.02: Format of Tariffs

- (1) Form. All tariffs and proposed tariffs shall be submitted on a form prescribed by the Department. ~~typewritten, printed, or otherwise legibly duplicated on paper cut or folded to letter size, 8" to 8¹/₂" by 10¹/₂" to 11". The impression shall be on only one side of the paper, unless printed and bound.~~
- (2) Filing.
 - (a) ~~One original submitted on three hole punched paper and one~~ One copy of all proposed tariffs shall be filed with the Department on the Department website, or by such other means as it may deem advisable. The filing shall also attach Letters of Advice as described in 207 CMR 12.03.

- (b) The filing of a tariff or proposed tariff, or the terms, conditions, or regulations in connection therewith, shall not be considered the adoption of a regulation under 207 CMR 2.00.

- (3) Contents.
 - (a) Each tariff and proposed tariff shall show prominently the name and address of the company, firm, association, or individual responsible, together with the name and address of any independent agency filing the tariff.
 - (b) Each tariff and proposed tariff shall show plainly all requisite detail fully to explain the basis of all charges to be made and all rules and regulations governing the same. This information shall include that required by and customarily filed with the Federal Communications Commission.

- (4) Numbering and Effective Date.
 - (a) Each tariff and proposed tariff shall be designated by an individual number progressing from that last filed by the same party or, in case of a new series, from No. 1. The number shall be preceded by the letters "M.D.T.C." Each shall show plainly, in a prominent place, the date issued and date to become effective. When forwarding, sufficient time must be allowed to cover transmission in order that proposed tariffs may become effective on date specified, which, in the case of common carriers is thirty days after the filing with the Department.
 - (b) Expedited Effective Dates. A Company may request that a proposed tariff go into effect on less than thirty days' notice. Such a request must: (1) specify the reason the Company is requesting effectiveness of the proposed tariff in less than thirty days; (2) specify the requested effective date; and (3) include the necessary filing fee for each request, in addition to the tariff filing fee.

12.03: Letters of Advice

- (1) Transmittal Letter. All proposed tariffs at time of filing shall be accompanied by a letter of transmittal addressed to the Department Secretary, showing the name of issuing party, individual tariff number, and effective date. The Transmittal Letter may be combined with the Letter of Explanation and should be sent in duplicate. One copy shall be stamped and returned to the sender to show the date of filing.
- (2) Letter of Explanation. All proposed tariffs at time of filing shall be accompanied by a letter of explanation. The letter shall summarize the filing, including any revisions

made, and shall include the specific tariff number and the specific pages and section numbers being filed for consideration.

12.04: Posting of Rates

All rates, charges and prices set forth in tariffs filed with the Department by a Company in accordance with 207 CMR 12.00 shall be printed by the Company, and copies thereof shall be made available at the Company's offices.

12.05: Dates

All matters required to be filed hereunder shall be deemed to have been filed on the date of receipt by the Department.

12.06: Notice of General Rate Increases to Customers

- (1) All common carriers shall provide at least thirty days advance written notice to business and residential customers of any proposed increase to retail rates or charges. Notice shall be provided through a bill insert, bill message, separate mailing, or similar means. Website postings and toll-free recordings are not sufficient.
- (2) A copy of any Notice of Rate Increase provided to customers shall be included in any proposed tariff filing submitted to the Department.

12.07: Severability

The provisions of 207 CMR 12.00 shall be deemed severable if any particular provision(s) is (are) rendered invalid by judicial determination or by statutory amendment.

REGULATORY AUTHORITY:

207 CMR 12.00: M.G.L. c. 159, §§ 17, 19.