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## State Water Resources Control Board

### **NOTICE OF AVAILABILITY OF FTP ACCOUNTS FOR THE AMADOR WATER AGENCY HEARING**

The State Water Resources Control Board (State Water Board or Board) has created two File Transfer Protocol (FTP) accounts to facilitate the electronic service of parties' documents and provide downloadable copies of hearing documents. The FTP accounts will avoid issues with file size limitations and will alleviate the need for parties to send any physical storage devices to other parties and to the State Water Board. The two Division of Water Rights (DWR) FTP accounts can be accessed at the links provided below.

#### **SUBMITTING AND SERVING DOCUMENTS VIA FTP ACCOUNTS**

##### **(1) DWR UPLOAD FTP (UPLOAD) ACCOUNT:**

<https://ftp.waterboards.ca.gov/?u=DWR-Hearing-FTP1&p=zH2Rtp>

Please be aware that files can only be uploaded to this FTP account.

Parties are required to upload **written testimony and other exhibits, exhibit identification indices, and presentations to their respective folders within the Amador Water Agency folder** on the UPLOAD account. Parties may upload these documents any time before the filing deadline. Although it will be possible to upload documents to the UPLOAD account at any time, exhibits must be uploaded **no later than the deadlines established by the hearing officer**.

Parties are required to send an **email to the service list and the Hearing Team when they have completed uploading their documents** to the UPLOAD account. This will initiate electronic service to the other parties. Once the deadline has passed and the Hearing Team has moved documents to the DOWNLOAD account, parties are required to send an email to the service list and the Hearing Team to complete electronic service (described below).

Once a file is uploaded to the UPLOAD account, it cannot be viewed, removed, or replaced by any party. In other words, parties will only be able to view other parties' submittals in the DOWNLOAD account (described below) after the submittal deadline and once documents have been transferred and made available by the

Hearing Team. To make any changes to uploaded documents, parties must submit a request to the Hearing Team at the email address provided below.

**(2) DWR DOWNLOAD FTP (DOWNLOAD) ACCOUNT:**

<https://ftp.waterboards.ca.gov/?u=DWR-Hearing-FTP2&p=YHdymY>

Please be aware that files can only be downloaded from this FTP account.

After the filing deadline, the Hearing Team will transfer all timely submitted documents from the UPLOAD account to the DOWNLOAD account and notify the parties that those documents are available to download from that account. **Parties must verify in writing that all of their documents have been properly transferred to the DOWNLOAD account before electronic service is considered complete** by sending an email to the service list and the Hearing Team confirming that their submittals are available and accurate. Service will be considered timely if such an email is sent **no later than 12:00 p.m. (noon) on the day after the deadline.**

After all documents have been transferred to the DOWNLOAD account, the Hearing Team will notify the parties that the documents are available for download. To allow the Hearing Team sufficient time to accurately transfer files, please note there will be a minimum 60-minute delay between the deadline for parties to upload documents to the UPLOAD account and the availability of those documents on the DOWNLOAD account. To make any changes to documents available for download, parties must submit a request to the Hearing Team.

**SUBMITTING AND SERVING DOCUMENTS VIA EMAIL**

To expedite service, **motions, objections, and correspondence should be submitted to the Board and served on other parties via email, rather than through the FTP account process**, unless file size limitations prevents service via email. If parties submit any documents to the Board and serve them on other parties by email, rather than through the FTP account process described above, parties must include a **statement of service**.

For the convenience of the parties, the Hearing Team will also transfer any emailed documents to the DOWNLOAD account and make them available for download.

If file size limitations prevent service of these documents via email, parties may submit the documents to the Board and serve them on the other parties by following the FTP account process described above. Parties that choose to upload any documents other than those that are required to be submitted and served through the FTP accounts must follow the same electronic service process described above. Please include in your email notifying the service list and the Hearing Team that new documents have been uploaded to the UPLOAD account a brief description of the documents. This will initiate electronic service to the other parties and will notify the Hearing Team that new

documents have been uploaded. The Hearing Team will then transfer those documents to the DOWNLOAD account and make them available for download.

### **FILE NAMING CONVENTIONS**

Parties must adhere to the following file naming conventions, regardless of whether documents are served via the FTP process or email:

- **Exhibits:** (Party Acronym)-(Exhibit #XX) (Document Title)
  - Example: SWRCB-01 State Filed Application 5647
- **PowerPoint presentations:** (YYYY-MM-DD) (Party Acronym) (Subject)
  - Example: 2020-09-21 AWA Case-in-Chief Presentation
  - Please note that these presentations are non-evidentiary summaries of witness testimony and exhibits to aid in oral presentations at the hearing.
- **Exhibit identification indices:** (Party Acronym)-00 Exhibit Identification Index
  - Example: SWRCB-00 Exhibit Identification Index
  - Please note that the Exhibit Identification Index is not an exhibit. The naming convention simply keeps the index at the top of a party's list of exhibits.
- **Other documents:** (YYYY-MM-DD) (Party Acronym) (Subject)
  - Example: 2020-08-06 SWRCB Pre-Hearing Conference Information
- File name lengths must be 256 characters or less

### **CONTACT INFORMATION**

Any email submittals to the Board and any questions or requests directed to the Hearing Team regarding the FTP accounts should be addressed to [wr\\_hearing.unit@waterboards.ca.gov](mailto:wr_hearing.unit@waterboards.ca.gov), with the subject of "Amador Water Agency Hearing." **When submitting any questions or requests regarding substantive or controversial procedural matters related to this proceeding, you are required to copy the most recent service list for the proceeding.** (Gov. Code, §§ 11430.10-11430.80.)