

**ADVISORY NO. 266**

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**TOPIC: TWCC FILING DEADLINE**

The Commission has changed its policy with regard to file stamping of documents. On occasion, and it has never been guaranteed, we have been able to file late received documents after business hours.

**Effective October 1, 1999, all documents received by the Commission after 5:00 p.m. will be date stamped for the next business day.**

This impacts each of you. **We must receive the document before 3:30 p.m. in our office.** We urge that you transmit that to us earlier than that time. If everyone waits until 3:30 p.m., we will not be able to receive all of the documents over our fax lines. We must receive the document, print it, and hand file it with TWCC before 5:00 p.m. A minute delay will result in a filing that may be one day late. We urge that everyone be attentive to this change in policy as reflected in TWCC Rule 102.5 (d).