

**199—6.3(476) Processing the informal complaint.** When the commission receives a written complaint that includes the necessary information outlined in rule 199—6.2(476), commission staff shall initiate the informal complaint process by opening an investigation into the complaint and assigning the informal complaint a file number.

**6.3(1)** Within ten days after receipt of the written complaint, or of any additional information requested, commission staff shall forward to the public utility and the consumer advocate the complaint and any additional information provided by the complainant.

**6.3(2)** The utility shall respond to the complaint within 20 days of receipt and send a copy of its response to the complainant and the consumer advocate. Prior to the date the response is due, the utility may request an extension of time to respond to the complaint. Within five days, commission staff shall notify the utility, the complainant, and the consumer advocate whether the request for an extension is granted and of the length of the extension.

**6.3(3)** The utility shall specifically address each allegation made by the complainant and provide any supporting facts, statutes, rules, commission orders, or tariff provisions supporting its response. The utility shall include copies of all related letters, records, or other documents not supplied by the complainant, and all records concerning the complainant that are not confidential or privileged. In cases involving confidential or privileged records, the response shall advise of the records' existence.

[ARC 7635C, IAB 2/21/24, effective 3/27/24; Editorial change: IAC Supplement 7/24/24]