

## How To File A Formal Complaint

- 1) File one paper copy with the Department of Energy.

NH Department of Energy  
21 South Fruit Street  
Concord, NH 03301  
[energy-info@energy.nh.gov](mailto:energy-info@energy.nh.gov)

- 2) File an electronic copy in a generally accepted computer format with the Department.
- 3) Serve an electronic copy on the Office of Consumer Advocate – [oca@oca.nh.gov](mailto:oca@oca.nh.gov) .
- 4) Documents filed pursuant to this rule shall be printed double-sided on both sides of the documents' paper sheets.
- 5) Complaints shall:
  - a. Identify the name of the complainant
  - b. Contain a clear and concise statement of the relief sought;
  - c. The statutory provision or legal precedent under which the relief is sought;
  - d. A concise and explicit statement of the facts upon which the Department should rely on when conducting its investigation;
  - e. Such other data as the petitioner considers relevant to the request;
  - f. The legal name of each person seeking the relief and the address or principal place of business of such person;
  - g. The electronic mail address of the person making the filing or a statement that the person making the filing is unable to receive electronic mail;
  - h. Be typed on standard size paper (8-1/2 by 11 inches);
  - i. Have no less than one inch margins on all sides;
  - j. Be double-spaced;
  - k. Be page numbered sequentially, including any attachments;
  - l. Be submitted in unbound form.