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BEFORE THE ARIZONA CORPORATION COMMISSION

COMMISSIONERS

DOUG LITTLE – Chairman  
BOB STUMP  
BOB BURNS  
TOM FORESE  
ANDY TOBIN

Arizona Corporation Commission

DOCKETED

OCT 18 2016

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DOCKETED BY *[Signature]*

In the matter of:

DOCKET NO. S-20984A-16-0315

COVERLUGG LLC, an Arizona limited liability company,

FONEFACE, LLC, an Arizona limited liability company,

BIRDIE MEDIA LLC, an Arizona limited liability company,

GREGORY J. SANCHEZ and JILL K. SANCHEZ, husband and wife,

Respondents.

**PROCEDURAL ORDER**  
**REGARDING CONSENT TO EMAIL**  
**SERVICE**

**BY THE COMMISSION:**

On September 9, 2016, the Securities Division (“Division”) of the Arizona Corporation Commission (“Commission”) filed a Notice of Opportunity for Hearing Regarding Proposed Order to Cease and Desist, for Restitution, for Administrative Penalties, and for Other Affirmative Action (“Notice”) against CoverLugg, LLC, FoneFace, LLC, Birdie Media, LLC, and Gregory J. Sanchez and Jill K. Sanchez (collectively “Respondents”), in which the Division alleged violations of the Arizona Securities Act (“Act”) in connection with the offer and sale of securities in the form of investment contracts and/or membership interests.

**The Commission has created a process for parties to a docket to consent to receive service by email, rather than by U.S. Mail, for all filings made in the docket.** This process requires a party to file a Consent to Email Service and send a verification email to the Hearing Division, after which the Hearing Division will issue a Procedural Order Granting Consent to Email Service.

Once a party’s Consent to Email Service is approved, the **party will receive all filings made by a Commissioner, the Commission’s Executive Director, or a Commission Division via an email**

1 **containing a link to access the filing online.** These emails are automatically generated by the filing  
2 of a document with Docket Control,<sup>1</sup> specifically by the document's being scanned into the  
3 Commission's eDocket system. The party **may** also begin receiving service by email of other parties'  
4 filings made in the docket, although whether or not to provide service by email is within each party's  
5 discretion.

6 **The Commission appreciates when parties consent to email service and encourages parties**  
7 **to do so.** Email service enables parties more promptly to receive service of filings made in a case by  
8 a Commissioner, the Commission's Executive Director, or a Commission Division and reduces both  
9 the amount of paper the Commission consumes and the Commission's postal expenses.

10 To allow outside parties to enjoy similar benefits, the **Commission has determined that the**  
11 **Securities Division shall automatically be deemed to have consented** to email service in any case in  
12 which it is a party.<sup>2</sup> In addition, the **Commission requests that parties cease providing courtesy**  
13 **copies** of their filings to the Hearing Division.

14 **Parties who do not consent to email service will not be provided documents filed by a**  
15 **Commissioner, the Commission's Executive Director, or a Commission Division via email** and  
16 will instead continue to receive all of these documents in hard copy via the U.S. Mail. Parties who do  
17 not opt in to email service also may not receive hard copies of some documents filed by a Commissioner  
18 or the Commission's Executive Director, such as Amendments to Open Meeting Agenda items.

19 **This Procedural Order is issued to notify parties of the process to Consent to Email**  
20 **Service and the requirements related thereto.**

21 IT IS THEREFORE ORDERED that, as permitted under A.A.C. R14-3-107(B), **each party to**  
22 **this matter may opt to receive service** of all filings in this docket, including all filings by parties, all  
23 Procedural Orders and Recommended Opinions and Orders/Recommended Orders issued by the  
24 Commission's Hearing Division, and all filings made by a Commissioner or the Commission's  
25 Executive Director, **via email** sent to an email address provided by the party rather than via U.S. Mail.

26 \_\_\_\_\_  
27 <sup>1</sup> There may be a brief delay in email service when a voluminous filing is made, due to the time necessary to scan the  
filing into eDocket.

28 <sup>2</sup> In cases that do not involve the Commission's Securities Division, the Commission's Legal Division shall be included  
as counsel for the Commission Division involved in the case.

1 **To exercise the email service option, a party shall:**

- 2 1. Ensure that the party has a valid and active email address to which the party has regular  
3 and reliable access (“designated email address”);
- 4 2. Complete a Consent to Email Service using the form available on the Commission’s  
5 website ([www.azcc.gov](http://www.azcc.gov)) or a substantially similar format;
- 6 3. **File** the original and 13 copies of the **Consent to Email Service** with the Commission’s  
7 Docket Control, also providing service to each party to the service list;
- 8 4. **Send an email**, containing the party’s name and the docket number for this matter, to  
9 [HearingDivisionServicebyEmail@azcc.gov](mailto:HearingDivisionServicebyEmail@azcc.gov) from the designated email address, to allow  
10 the Hearing Division to verify the validity of the designated email address;
- 11 5. Understand and agree that service of a filing on the party shall be complete upon the  
12 first of the following to occur: (1) the sending, to the designated email address, of an  
13 email containing an electronic copy of the filing or a link to access the filing online; or  
14 (2) for a filing made by a Commissioner, the Commission’s Executive Director, or a  
15 Commission Division, the making of the filing with a service certification including  
16 coding indicating that an automatic service email for the filing shall be sent to each party  
17 whose consent to email service has been approved;
- 18 6. Understand and agree that the party may provide additional email addresses on the  
19 Consent to Email Service for individuals to whom the party desires to have service  
20 emails sent as a courtesy, but that these courtesy email addresses are not the designated  
21 email address and will not be verified; and
- 22 7. Understand and agree that the party will no longer receive service of filings in this  
23 matter through First Class U.S. Mail or any other form of hard-copy delivery, unless  
24 and until the party withdraws this consent through a filing made in this docket.

25 IT IS FURTHER ORDERED that a party’s **Consent to Email Service shall not become**  
26 **effective until a Procedural Order is issued approving the Consent to Email Service** for the party.  
27 The Procedural Order shall be issued only after the party has completed steps 1 through 4 above, and  
28 the Hearing Division has verified receipt of an email from the party’s designated email address.

1 IT IS FURTHER ORDERED that the Commission's **Securities Division is deemed to have**  
2 **consented to email service for this docket using the following email address/es: MN@azcc.gov**

3 IT IS FURTHER ORDERED that **if the Securities Division desires for courtesy emails** to be  
4 sent to additional email addresses, the Securities Division **shall make a filing** listing those email  
5 addresses.

6 IT IS FURTHER ORDERED that a party's Consent to Service by Email in this docket does not  
7 change the requirement that **documents must be filed with the Commission's Docket Control in**  
8 **hard copy with an original and the requisite number of copies.**

9 IT IS FURTHER ORDERED that the Administrative Law Judge may rescind, alter, amend, or  
10 waive any portion of this Procedural Order either by subsequent Procedural Order or by ruling at  
11 hearing.

12 DATED this 18<sup>TH</sup> day of October, 2016.

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15 MARK PRENY  
16 ADMINISTRATIVE LAW JUDGE  
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1 On this 18<sup>th</sup> day of October, 2016, the foregoing document was filed with Docket Control as a  
2 Procedural Order Regarding Consent to Email Service, and copies of the foregoing were mailed on  
3 behalf of the Hearing Division to the following who have not consented to email service. On this date  
or as soon as possible thereafter, the Commission's eDocket program will automatically email a link  
to the foregoing to the following who have consented to email service.

4 Gregory J. Sanchez  
5 2223 West Pecos Road, # 8  
6 Chandler, AZ 85224

7 Matthew Neubert, Director  
8 Securities Division  
9 ARIZONA CORPORATION COMMISSION  
10 1200 West Washington Street  
11 Phoenix, AZ 85007  
12 MN@azcc.gov

**Consented to Service by Email**

11 By: RTallman  
12 Rebecca Tallman  
13 Assistant to Mark Preny  
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