

# FCC Localism Task Force

## Document Filing Instructions

Comments or other documents directed to the Localism Task Force may be filed using the Federal Communications Commission's Electronic Comment Filing System (ECFS), or by filing paper copies with the Commission Secretary.

Comments filed through the ECFS can be sent as an electronic file via the Internet to <http://www.fcc.gov/cgb/ecfs/>. In completing the transmittal screen, filers should include their full name, U.S. Postal Service mailing address, and "RM-10803". Parties may also submit electronic documents by Internet e-mail. To get filing instructions for e-mail submissions, filers should send an e-mail to [ecfs@fcc.gov](mailto:ecfs@fcc.gov), and should include the following words in the body of the message, "get form." A sample form and directions will be sent in reply. Additionally, parties may go to ECFS Express to file documents by selecting the Localism Task Force topic and continuing with the screens <http://gullfoss2.fcc.gov/ecfs/Upload/>.

Parties who choose to file by paper must file an original and four copies of each filing. Filings can be sent by hand or messenger delivery, by commercial overnight courier, or by first-class or overnight U.S. Postal Service mail (although we continue to experience delays in receiving U.S. Postal Service mail).

The Commission's contractor, Natek, Inc., will receive hand-delivered or messenger-delivered paper filings for the Commission's Secretary at 236 Massachusetts Avenue, N.E., Suite 110, Washington, D.C. 20002.

- The filing hours at this location are 8:00 a.m. to 7:00 p.m.
- All hand deliveries must be held together with rubber bands or fasteners.
- Any envelopes must be disposed of before entering the building.
- Commercial overnight mail (other than U.S. Postal Service Express Mail and Priority Mail) must be sent to 9300 East Hampton Drive, Capitol Heights, MD 20743.
- U.S. Postal Service first-class mail, Express Mail, and Priority Mail should be addressed to 445 12th Street, SW, Washington, D.C. 20554.
- All filings must be addressed to the Commission's Secretary, Marlene H. Dortch, Office of the Secretary, Federal Communications Commission.

Parties must also serve either one copy of each filing via e-mail or two paper copies to Qualex International, Portals II, 445 12<sup>th</sup> Street, S.W., Room CY-B402, Washington, D.C., 20554, telephone: (202) 863-2893, facsimile: (202) 863-2898, or e-mail: [qualexint@aol.com](mailto:qualexint@aol.com). In addition, parties should serve one copy of each filing via email, or five paper copies, to Tierra Ford, [Tierra.Ford@fcc.gov](mailto:Tierra.Ford@fcc.gov), Federal Communications Commission, Media Bureau, Industry Analysis Division, 445 12<sup>th</sup> Street, S.W., 2-C237, Washington, D.C., 20554.

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