

COMMISSION ON STATE MANDATES
MANDATE REDETERMINATION FORM CSM-03
GENERAL INSTRUCTIONS

- Complete the Mandate Redetermination Form Request available on the Commission's website at <https://csm.ca.gov/request-form.php>. Please use this request form to assign one or more Form Filler(s) and one Form Signer by including each person's name and email address in the text box provided, in the order in which you wish them to receive the form. The requester will not receive the link to the form unless they are assigned as a Form Filler or Form Signer. Once a form is requested via the link, the request will be sent to Commission staff, who will log in to Adobe Sign and send the electronic claim form to the first Form Filler listed on the request form. Please note that Commission staff will respond Monday-Friday from 8:00 a.m. to 5:00 p.m., excluding State holidays, only. Therefore, please plan to request the form as soon as you know you will need it and do not wait for your filing deadline to request the form.
- Upon receipt, the digital mandate redetermination form link is unique to your claim and will allow saving of your progress automatically. Once the first Form Filler completes their work, they may click Submit to send the form to the next Form Filler (if any). Once "Submit" is clicked, the Form Filler may not return to the form. Once the last Form Filler completes their work and clicks "Submit", and the final person to receive it will be the Form Signer, which must be the person authorized to file a claim on behalf of the local government pursuant to [section 1183.1\(a\)\(1-5\)](#) of the Commission's regulations. Once it is digitally signed, the form will become locked and not able to be further edited, and a PDF version will be sent to the Form Filler(s) and the Signer. In addition, the names and email addresses of all Form Fillers and Form Signers will be included in the form as part of the digital signature technology and authentication process. The Form Filler (usually the claimant representative) shall, then separately upload the digitally signed PDF and any supporting materials to the Commission's Dropbox to complete the filing.
- Complete sections 1 through 8 of the Mandate Redetermination Form in Adobe Sign, as indicated and note that the first page of the mandate redetermination form is the first page of the filing. Do not attach a cover letter, but include all background and arguments in Section 5. Detailed Analysis. Type all responses. *Failure to complete any of these sections will result in this mandate redetermination request being returned as incomplete. Pursuant to [Government Code section 17570](#) and [California Code of Regulations, title 2, section 1190.2](#), the Commission will not exercise jurisdiction over statutes and executive orders which are not properly pled. Proper pleading requires that all code sections (including the relevant statute, chapter and bill number), regulations (including the register number and effective date), executive orders (including the effective date), federal law (including the effective date), court decisions, and state or local ballot measures (including the date of election) that are alleged to modify the state's liability for mandate reimbursement are listed in Section 4 Identifying Information of the Mandate Redetermination Request form. Please carefully review your pleading before filing.*
- Please file in the Commission's Dropbox (1) the digitally signed, using the digital signature technology and authentication process contained within the Commission Adobe Sign Mandate Redetermination Form. The completed digital form shall not be converted to PDF and shall be e-

filed separately from any accompanying documents; and (2) the Mandate Redetermination Supporting Documentation, consistent with the Commission's regulations ([Cal. Code Regs., tit.2, § 1181.3](#)) by either of the following methods:

E-filing. All new mandate redetermination requests and supporting written materials shall be filed via the Commission's e-filing system, available on the Commission's website (<https://www.csm.ca.gov/>). Documents e-filed with the Commission shall be in unlocked PDF file format, to allow Commission staff to process the filing; and be in a legible and searchable format using a "true PDF" (i.e., documents digitally created in PDF, converted to PDF or printed to PDF) or optical character recognition (OCR) function, as necessary. Mandate redetermination requests shall be filed on this form prescribed by the Commission and shall be digitally signed by the claimant, using the digital signature technology and authentication process contained within the Commission forms. The completed digital form shall not be converted to PDF and shall be e-filed separately from any accompanying documents. Accompanying documents shall be e-filed together in a single file in accordance with section 1181.3(d). The filer is responsible for maintaining the signed original new filing or written material for the duration of the mandate redetermination process, including any period of appeal. ***No additional copies are required when e-filing the request.***

Hard Copy Filing and Service in Cases of Undue Hardship or Significant Prejudice. If e-filing unlocked, legible, and searchable PDF documents, as described in [section 1181.3\(j\)](#) of the Commission's regulations, would cause the filer undue hardship or significant prejudice, the filer shall request permission from the executive director to hard copy file and include a description of the undue hardship or significant prejudice e-filing would cause the filer. If the executive director authorizes hard copy filing, the filer shall file the unbound original document with the Commission by first class mail, overnight delivery, or personal service. All hard copy filings will be served by Commission staff in accordance with subsection (i) of this section. Only upon prior approval by the executive director of a written request for a significant hardship or prejudice exception to the e-filing requirement, may a filing be made via hard copy.

Within 10 days of receipt of a request for mandate redetermination, Commission staff shall notify the requester if the request is complete or incomplete and refer the requester to these regulations.

Requests for mandate redetermination shall be considered incomplete if any of the elements required in subdivisions (b), (c), or (d) of this section are illegible or are not included. If a complete request for mandate redetermination is not received within thirty (30) calendar days from the date the incomplete request was returned, the executive director shall disallow the original request filing date. New requests for mandate redetermination may be accepted on the same subsequent change in law alleged to modify the state's liability pursuant to article XIII B, section 6(a) of the California Constitution. ([Cal. Code Regs., tit.2, § 1190.1\(e\)](#).)

You may request a mandate redetermination request form from our website at www.csm.ca.gov. If you have questions, please contact us: Email: csminfo@csm.ca.gov; Telephone: (916) 323-3562; or Website: www.csm.ca.gov