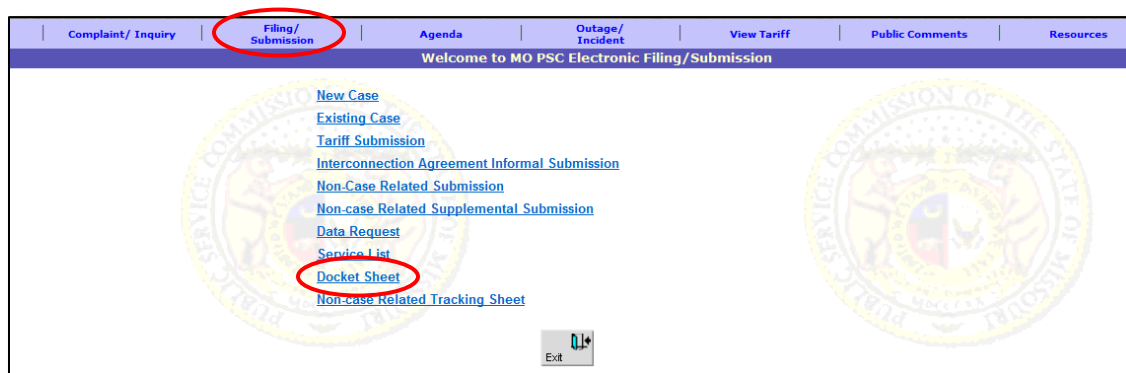


# Missouri Public Service Commission

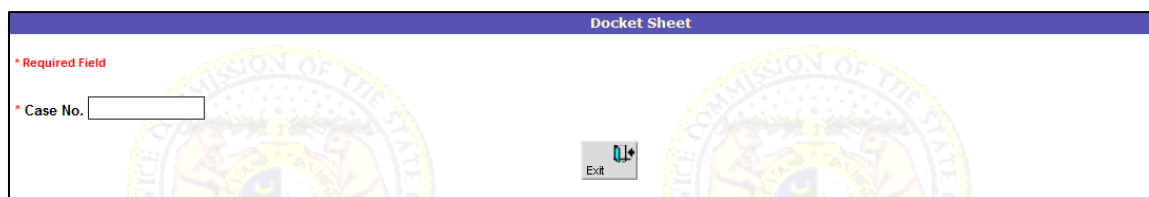
## EFIS – View Docket Sheet Case Filings

To view case filings through the docket sheet, complete the following steps:

1. Log on to EFIS.
2. From the Welcome screen, click the **'Filing/Submission'** menu option
3. Select the **'Docket Sheet'** link to continue to the *Docket Sheet* screen.



4. In the **'Case No.'** field, input the applicable case number to continue to the *Docket Sheet* screen.



On the *Docket Sheet* screen:

5. The top portion of the docket sheet displays pertinent information about the case.
6. The 'Style of Case' identifies what the case is about.
7. The 'Tracking No.' indicates associated tracking numbers for the case, including non-case filing, tariffs, and other cases.
8. The 'Status' specifies the status of the case, whether it's open or closed.
9. The 'Assigned Judge' lists the assigned judge to the case.
10. The 'Assigned Attorney' lists the attorneys assigned to the case.
11. The 'Consolidated To' lists any case the above listed case is consolidated into. Once consolidated, filings should only be made in the lead case. The secondary case will be closed.
12. The 'Consolidated From' lists any case number that has been consolidated into the case.
13. The 'Appealed To' lists any appeal cases related to this case.
14. The 'Hide' check boxes can be checked to hide the corresponding document types from the Docket Sheet display. The item numbers will remain the same.
15. Under 'Item No.', select the applicable item to view, which will open the *Electronic Document* window.

# Missouri Public Service Commission







## EFIS – View Docket Sheet Case Filings

Docket Sheet

Case No. EA-2018-0100  
Company Name(s) Electric Missouri, Inc.-Investor(Electric)  
Style of Case [Style of Case](#)  
Tracking No. [BORD-2018-0201](#), [YE-2018-0054](#)  
Status Open  
Assigned Judge  
Assigned Attorney  
Consolidated To  
Consolidated From  
Appealed To

Hide  Exhibits  Testimony  Transcripts  Communication Notices [Download documents for this case](#)

Item No.	Date Filed	Title of Filing	Filed on Behalf Of	In Response to Item No.
2	1/5/2018	Order Approving Tariff	Commission-(All)	
1	1/3/2018	Application for Certificate of Service	Electric Missouri, Inc.-Investor(Electric)	

On the *Electronic Document* screen:

16. A split screen window will open.
17. The right side of the window is called the Submission Summary page. All case filings with the exception of Commission Orders and Notices will have a submission summary page. The submission summary page is a summary of the submission details. It displays the information that was inputted into the submission screen. The submission summary page also captures the date and time the submission was filed into EFIS.
18. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
19. The security designation for the document will be displayed to the left or in front of the document's filename.
  - *The document names are determined by the filers. The system does not name the documents.*
20. To view a document, click the document link.
21. Depending on the user's browser settings, the document may open in a new window or in the window where the Submission Summary page had previously been displayed.
22. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as...'.  
23. For Commission Orders and Notices, the document will open without a submission summary.
24. The user who made the submission has the ability to change the security level of a document to a higher security level within 14 days of the submission. Security levels can only be increased. After 14 days, security changes can only be made by the Data Center or Helpdesk. To update the security level, click the appropriate icon next to the 'Change security to:' option displayed below the document link.

# Missouri Public Service Commission

## EFIS – View Docket Sheet Case Filings

<p><b>Select A Document</b></p> <p>The icons below will allow you to individually change the security setting for documents you filed. Click the appropriate icon to change the document access settings. (Important Note: Other users do not have the ability to adjust the settings of filings made by another party.)</p> <p><b>HC</b> = Highly Confidential  <b>C</b> = Confidential  <b>P</b> = Public</p> <hr/> <p><b>P</b> <b>Application</b> (Submission Summary)</p> <hr/> <p><b>C</b> <a href="#">test.doc.pdf</a></p> <p>Change security to: <b>HC</b></p>	<p style="text-align: center;"><b>Missouri Public Service Commission</b></p> <p style="text-align: center;"><u>New Case Filing</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Case No.</b></td> <td>EA-2018-0100</td> </tr> <tr> <td><b>Utility Type</b></td> <td>Electric</td> </tr> <tr> <td><b>Filing on Behalf of</b></td> <td>Electric Missouri, Inc.-Investor(Electric)</td> </tr> <tr> <td><b>Type of Case</b></td> <td>Application for Certificate</td> </tr> <tr> <td><b>Type of Filing</b></td> <td>Application</td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Related case and/or tracking numbers</b></td> <td>N/A</td> </tr> <tr> <td><b>Service Area</b></td> <td>N/A</td> </tr> <tr> <td><b>Type of Service Offered</b></td> <td>N/A</td> </tr> <tr> <td><b>Style of Case</b></td> <td>In the Matter of Electric Missouri, Inc. to Provide Electric Service in Missouri</td> </tr> <tr> <td><b>Title of Service/Submission</b></td> <td>Application for Certificate of Service</td> </tr> <tr> <td><b>Clear and Concise Statement of Relief</b></td> <td>Application for Certificate of Service</td> </tr> <tr> <td><b>Cite for Commission Authority</b></td> <td>N/A</td> </tr> </table> <hr/> <p><u>Data Request Contact Person</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>First Name</b></td> <td>John</td> </tr> <tr> <td><b>Middle Name</b></td> <td></td> </tr> <tr> <td><b>Last Name</b></td> <td>Doe</td> </tr> <tr> <td><b>E-mail</b></td> <td>john.doe@electricmo.com</td> </tr> <tr> <td><b>Date Filed</b></td> <td>1/3/2018 3:39:14 PM</td> </tr> </table>	<b>Case No.</b>	EA-2018-0100	<b>Utility Type</b>	Electric	<b>Filing on Behalf of</b>	Electric Missouri, Inc.-Investor(Electric)	<b>Type of Case</b>	Application for Certificate	<b>Type of Filing</b>	Application	<b>Related case and/or tracking numbers</b>	N/A	<b>Service Area</b>	N/A	<b>Type of Service Offered</b>	N/A	<b>Style of Case</b>	In the Matter of Electric Missouri, Inc. to Provide Electric Service in Missouri	<b>Title of Service/Submission</b>	Application for Certificate of Service	<b>Clear and Concise Statement of Relief</b>	Application for Certificate of Service	<b>Cite for Commission Authority</b>	N/A	<b>First Name</b>	John	<b>Middle Name</b>		<b>Last Name</b>	Doe	<b>E-mail</b>	john.doe@electricmo.com	<b>Date Filed</b>	1/3/2018 3:39:14 PM
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For additional assistance, please contact the Data Center at 573-751-7496 or [dcsupport@psc.mo.gov](mailto:dcsupport@psc.mo.gov).