

Missouri Public Service Commission

EFIS – View Service List

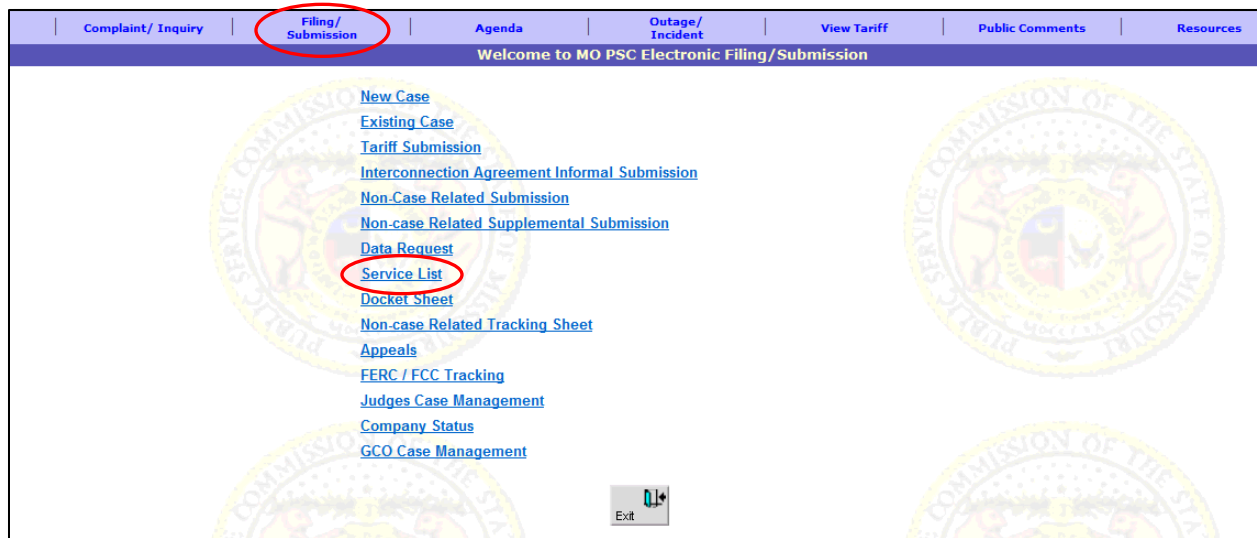
Case parties are identified using the **Service List** feature. All Service List members receive e-mail notifications of the filings submitted in the cases for which they are designated as service list members.

There are two types of Service Lists in EFIS:

1. **Certified List** - a list of case parties and the attorneys that represent them. The Certified Service List is used to provide official service of Commission filings. Certified Service List members have access to highly confidential and proprietary data in EFIS. Attorneys on the certified service list are also granted access to Data Requests pertaining to the specific case.
2. **Subscriber List** – a list of individuals who have interest in the case. Anyone can be member of a Subscriber List. Subscribers do not have access to highly confidential or proprietary data in EFIS.

To view the service list of a particular case or all parties of a case:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu.
3. Select the '**Service List**' link to open the *Service List* screen.



4. On the *Service List* screen, select the '**View Service List**' link to continue to the *View Service List* screen.



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- On the *View Service List* screen, in the '**Case No.**' field, input the applicable case number and press the '**Tab**' key to display the service list.

The screenshot shows the 'View Service List' interface. At the top, the title 'View Service List' is displayed. Below the title, there is a form with the following elements:

- * Case No.:** A text input field containing 'EA-2017-0038' with a clear button (X).
- Last Updated:** A label with no value displayed.
- Subscriber:** A radio button that is currently unselected.
- Certified:** A radio button that is currently selected.
- Both:** A radio button that is currently unselected.
- Exit:** A button with a keyboard icon and the text 'Exit'.

A display of the specified case service list will be displayed.

Note: The radio button defaults to 'Certified' members of the service list. To see the 'Subscriber' members of the service list, select the 'Subscriber' radio button at the top of the page. To see both 'Certified' and 'Subscriber' members, select the 'Both' radio button at the top of the page.

The screenshot shows the 'View Service List' interface displaying a table of service list members. The table has three columns: 'Name of Company', 'Mailing Address', and 'Email Phone Fax'. The 'Name of Company' column also includes the 'Name of Party' for each entry. The table contains three rows of data.

Name of Company Name of Party	Mailing Address Street Address City State Zip	Email Phone Fax
Missouri Public Service Commission Staff Counsel Department	P. O. Box 360 200 Madison Street, Suite 800 Jefferson City MO 65102	staffcounsel@psc.mo.gov 573-751-2690 573-751-9285
Office of the Public Counsel James Owen	P. O. Box 2230 200 Madison Street, Suite 650 Jefferson City MO 65102	opcservice@ded.mo.gov 573-751-5318 573-751-5562
Electric Missouri, Inc. John Doe	123 East Street Jefferson City MO 65101	john.doe@electricmo.com 573-123-4567-Ext.

At the bottom of the screen, there is a navigation bar with the following icons and labels: View Calendar, View Docket Sheet, Print Service List, and Exit.

For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.