Search Case Filings:

An additional feature of this new system allows users to search and view electronically filed documents for any case. Connect to the Electronic Filing Center web page by choosing the "Public Electronic Filing" menu option from the PSC Web Portal.

From the Electronic Filing Center page, choose the menu option titled "Search Case Filings" under the "Services" menu.

The sample page below is used to search for all electronically filed documents.

You may search for filings by a specific case number; filings by a particular company; filings for a particular type of utility service; filings posted within a range of dates; name of company or person submitting the filing; name of the person on who's behalf the filing was made; or by any part of the general filing description, as entered by the filer.

If multiple search criteria are entered, the system will perform the search using the "and" operator. For example, if the user searches for filings by BellSouth Telecommunications and specifies a date range, the result list will include only those filings posted for BellSouth, within the specified data range. You may also obtain a listing of all open case filings by leaving all search fields blank.

After entering your search criteria (or leaving all fields blank), click the "Filter" button to have the system perform your desired search. The results will be displayed in the scroll area below the "Filter" button. If a list of all open cases is returned, you may scroll to the case of interest, or use your browser's "find" feature to search for any text contained in the "Results List", displayed below the "Filter" button.

Sample "search results" page:
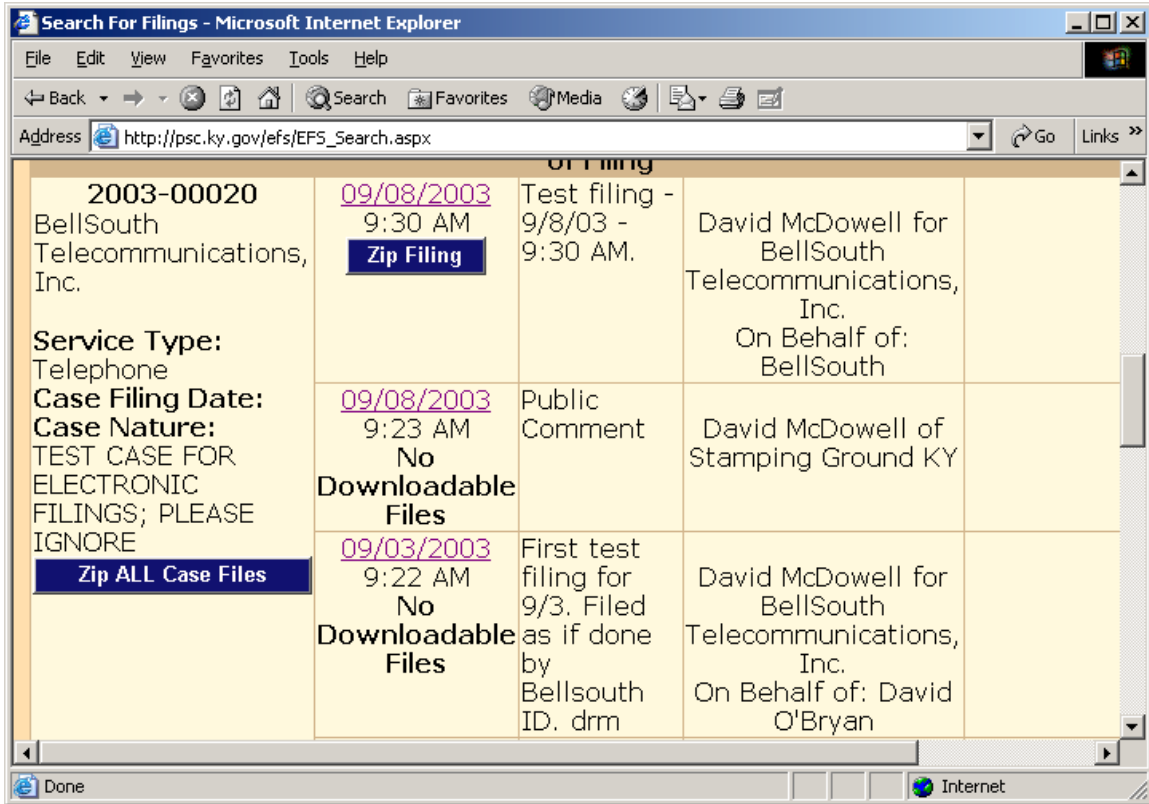
The search results screen provides basic case information, along with an entry for each filing. To view documents included with a particular filing, click on the "Date" link in the "Filed Date" column.

Clicking on the date link from the previous example yields the following detail page.

In the event which a document is rejected by our clerk, the "document name" link will be replaced by the "X", as in the sample screen below. Also, a document filed as classified will be indicated as such by the "locked" icon, as in the sample screen below.

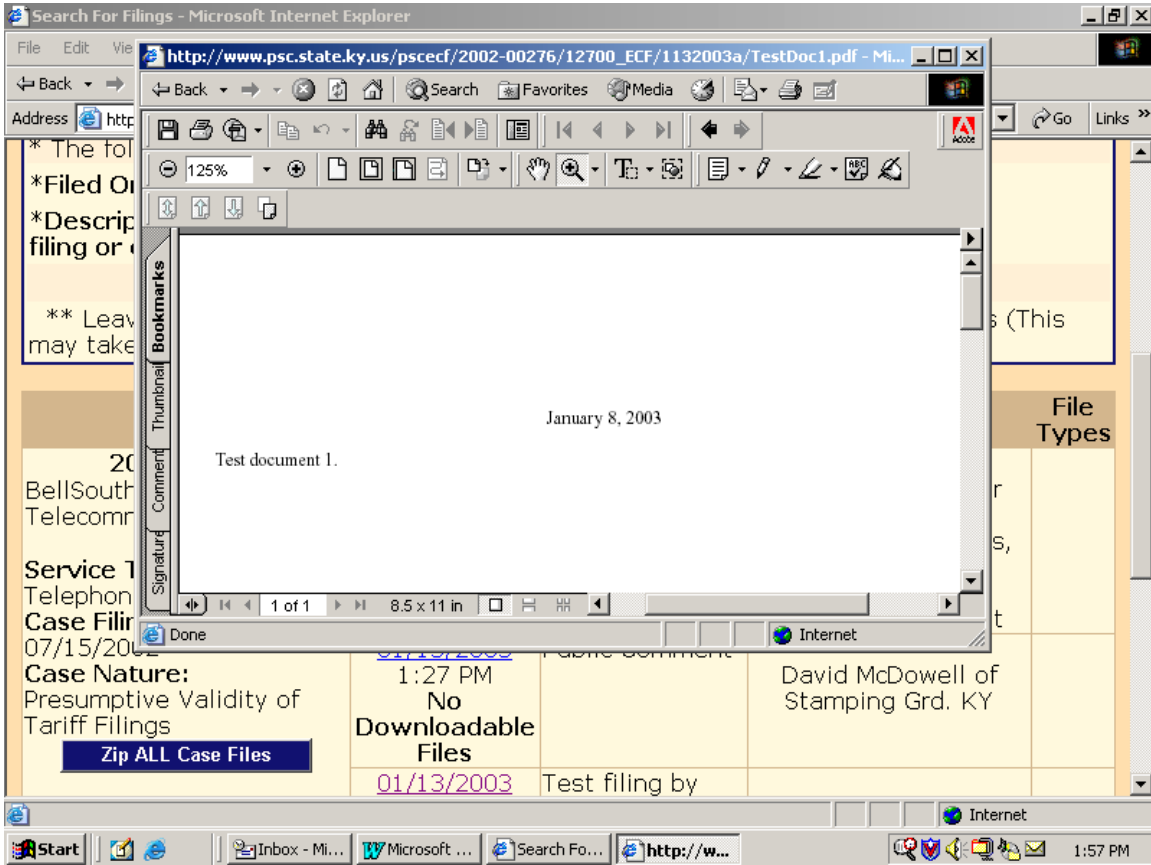Clicking on the "Document Name" link in the "File" column will open the document in a separate browser window, as in the example below:

Important: After viewing an individual document within a filing consisting of multiple documents, return to the document list window by clicking the "small downward pointer" to the immediate right of the "Back" button, in the browser window menu bar. Then choose the lower-most entry of "Filing Details" in the screen name list, as shown below. We realize this to be an obscure feature, but it is the only way to return directly to the document list window, due to the interaction of the Adobe "pdf" document viewer and the web browser. When viewing filings consisting of only one document, simply close the browser window to return to the filings window.

Closing the document viewer window returns the user to the "search results" screen, from which you may select another filing or another case.

Filings containing a "classified" map document will appear as in the example screen below. (See discussion of classified maps in section titled "Filing Classified Documents").

Public Service Commission

Documents within the Filing

Documents Filed on:
01/13/2003
For Case Number: 2002-00276

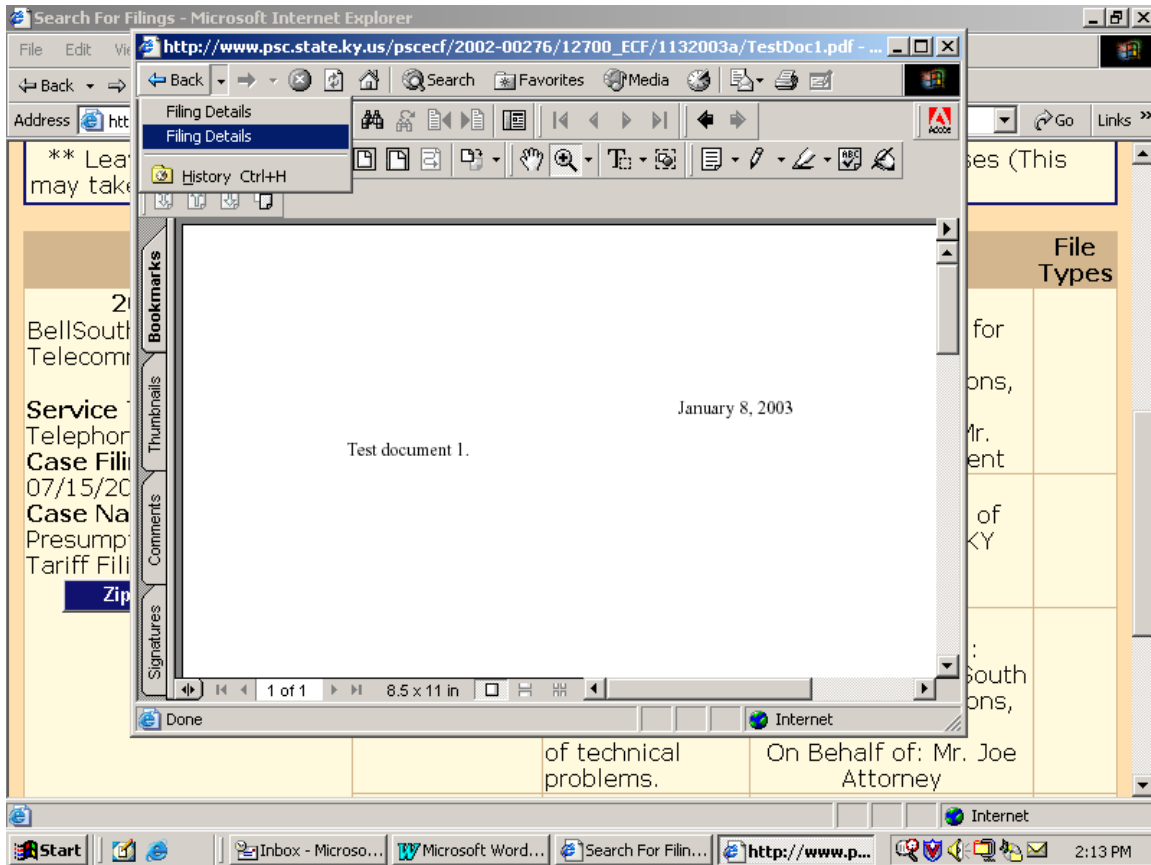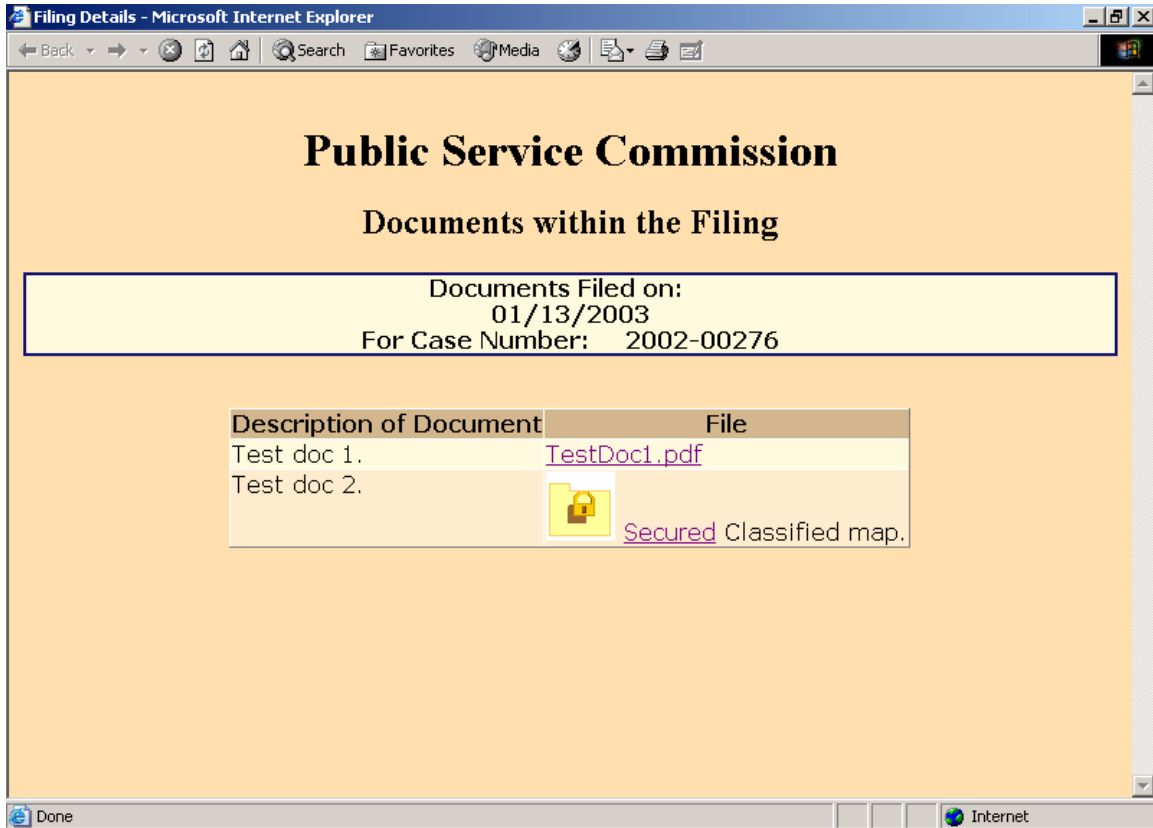| Description of Document	File
Test doc 1.	TestDoc1.pdf
Test doc 2.	Secured Classified map.

Documents indicated by the "Secured Folder" icon contain information, which may be considered sensitive in terms of public or national security. Click on the "Secured" link for an explanation of the procedure for obtaining public access to these "Classified" documents.

<u>Downloading Case Filings:</u>

When viewing the contents of any individual document, the user may use the web browser's "Save" feature, to save a copy of the document on their local computer.

Users may also download all documents included in a filing, by clicking on the corresponding "Zip Filings" link. This procedure compresses all documents into a relatively small "zip" file, which may be stored on the user's local computer.

Extract the compressed documents using any popular document compression software, such as WinZip or PKZip.

If choosing to download <u>all filings for a selected case</u>, choose the link named "Zip All Case Filings", located in the "Case" column.

Clicking the download link opens a dialog box, similar to the following example:
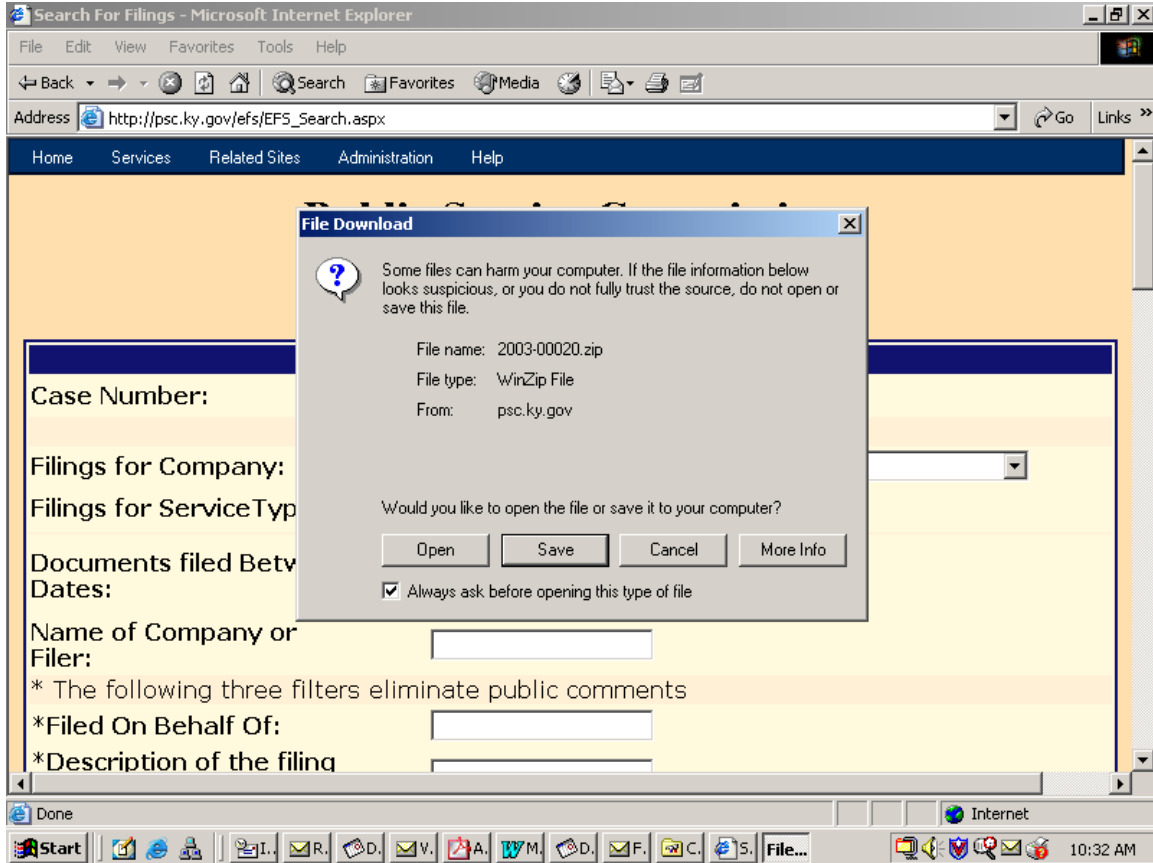
Choose the "Save" button to proceed with saving the compressed file on your local computer or network folder.