File in an Existing Docket

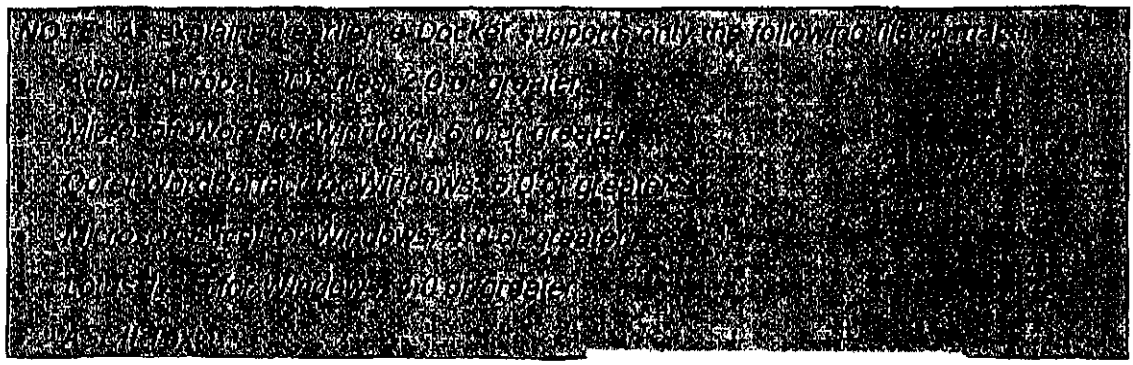
Objectives: File documents in cases in which you are a party of record or involved as ICC staff with sufficient filing privileges. Contact the e-Docket Help Desk if you have questions regarding your filing privileges.

Note: Until such time as the Rules of Practice are revised, all official filings must be submitted in paper form as required by 83 Ill. Administrative Code 200.

You may file documents in more than one case during a single filing session. Before beginning your filing session, be sure you know the case numbers of the cases you are filing against, and be prepared to describe your filing, the documents that go with it, and the contents of the electronic files you will be uploading. This information is required, and is similar to what you would put in a cover letter if you were filing on paper (see Figures 2 and 3).

1. Click the File in an Existing Docket tool button (represented by an E) to begin your filing session. The next screen will request that you describe your filing.
2. Enter a brief description. (*Think of the description as being like a Post-it note you would put on an envelope to denote its contents. See* Figure 3.) Click Continue.
3. Select the document type from the list box.
4. Enter the case number in which you are filing the first document. If you are filing a document in more than one case (such as a case that is part of a consolidation), separate the numbers by commas.
5. Click in the text box and enter a document description. *A document description can be an expansion/elaboration of the document type; e.g., "Initial Brief of Landlock Water Treatment filed by Doe, Dunn & Standback… . (See Figure 3.)*

   The second half of the screen identifies the first file you are uploading in support of the first document you are submitting with the filing. Note the **Session Statistics** in the middle of the screen. This information enables you to keep track of how much data you are uploading. You cannot upload more than specified by the File Cap and Session Cap statistics.



Hearing Examiner Exhibit # B

Filing in PDF is encouraged to prevent conversion failure. If the [illegible] predefined formats and the required software are used, the e-Docket system will convert your submission automatically.

Follow the file upload procedures discussed in steps 6 through 10 in the previous section on initial filing.

6. Enter the file path or click the Browse button to find the file you want to upload (public copy); select it and click Open. (*Note that you can click* Clear Form *if you need to start over on this screen. Actions taken on this screen will not be effected until you click the* Continue *button.*)

7. Click in the text box and describe the contents of the file you are uploading. *The file description informs the clerk about the unique characteristics of the file. For example, "The Petition itself, 45 pages with appendices..." (See Figure 3).*

Note that e-Docket enables you to submit a proprietary copy of a file in the same upload session. Each proprietary version requires that a public redacted version be submitted. Because the proprietary copy complements the public version, you are not required to describe the proprietary version. Simply enter the file path or click the Browse button to find the file you want to upload, select it and click Open.

You must specify an expiration date for each proprietary file uploaded to e-Docket. Use the drop downlist boxes to enter the expiration date. By default the date displayed will be two years from the current date. e-Docket will accept any expiration date that is greater than or equal to the current date and less than or equal to five years from the current date.

Note that copies of all proprietary information filed in a case must be sent to all parties of record in the case.

8. Click Upload File to implement the actions on this screen. If you have omitted anything, the next screen will inform you what is missing and direct you to click the "Back" arrow on the browser so you can correct the errors.

   If you exceed the file or session cap, you will see an error message and have the option to upload a smaller file or open the Session Inventory screen to remove files before continuing.

9. Next you will see the *e-Docket* File Upload Receipt, which details the information you have entered so far, and enables you to choose from four options:

   1 Upload more files in support of the current document. Click this option only if more than one file is required to complete a particular document. You will be presented with a new file upload screen for that document.

   2 Upload a new document. Choose this option only if more documents are required to complete your filing session.

   3 Examine and manage your session's file inventory. This option should always be chosen before ending a filing session. It is your opportunity to

examine your submissions for completeness and accuracy. *The session inventory screen lists and describes each document submitted and its attached files and enables you to delete a document and/or file or upload more files in support of a document. Options at the bottom of the screen enable you to upload a new document for the filing or end your filing session and obtain a receipt.*

4 End your filing session and obtain a receipt. Your filing session is not complete until you choose this option. The Filing Session Receipt screen lists the details of your submission and includes a receipt number (the number is essential for reference if you need to query e-Docket as to the status of your filing).

This receipt is an acknowledgement that the ICC has received your filing. It does not guarantee that your filing is complete or will be accepted. Use the Check Status of Recent Filings *feature in your Personalized Portal to see whether your filing is accepted.*

A reminder: Filings are not considered complete until the additional requirements are met: Signature Page, Verification and Proof of Service.