



Illinois  
Commerce  
Commission

# *e-Docket*

Users Manual

## *Reports*

Version 2.0 July 2007



# Contents

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<b>1. INTRODUCTION TO E-DOCKET .....</b>	<b>1</b>
<b>OVERVIEW.....</b>	<b>1</b>
<i>What is e-Docket? .....</i>	<i>1</i>
<i>e-Docket Users .....</i>	<i>1</i>
<i>e-Docket Help Desk .....</i>	<i>2</i>
<b>USING THIS MANUAL .....</b>	<b>2</b>
<b>UNDERSTANDING THE E-DOCKET ENVIRONMENT.....</b>	<b>3</b>
<i>The Navigational Menu.....</i>	<i>3</i>
<i>Functional Screen Elements.....</i>	<i>4</i>
<b>ABOUT E-DOCKET ACCOUNTS.....</b>	<b>5</b>
<i>How to get an Account .....</i>	<i>5</i>
<b>HARDWARE AND SOFTWARE REQUIREMENTS.....</b>	<b>6</b>
<b>ABOUT CASES AND DOCKETS .....</b>	<b>7</b>
<b>2. REPORTS .....</b>	<b>9</b>
<b>OVERVIEW.....</b>	<b>9</b>
<i>Reports Components .....</i>	<i>9</i>
<b>BROWSE A DOCKET.....</b>	<b>11</b>
<i>Using the Browse a Docket Menu .....</i>	<i>11</i>
<b>SEARCH DOCKETS.....</b>	<b>15</b>
<i>To Search for Cases:.....</i>	<i>15</i>
<i>To Search for Documents: .....</i>	<i>17</i>
<b>PERFORM A FULL TEXT SEARCH .....</b>	<b>18</b>
<b>VIEW DAILY FILING SHEET.....</b>	<b>19</b>
<i>Understanding the Daily Filing Sheet Report.....</i>	<i>19</i>
<b>APPENDIX A: ADDITIONAL RESOURCES .....</b>	<b>20</b>
<i>Browsers .....</i>	<i>20</i>
<i>Adobe Acrobat Reader .....</i>	<i>20</i>

## Tables

<b>Table 1. e-Docket Screen Elements .....</b>	<b>4</b>
<b>Table 2. Reports Components .....</b>	<b>9</b>
<b>Table 3. Service List Party Types .....</b>	<b>12</b>

## Figures

<b>Figure 1. e-Docket navigational menu items.....</b>	<b>3</b>
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# 1. Introduction to e-Docket

## Overview

The Illinois Commerce Commission (ICC) welcomes you to **e-Docket**, an electronic filing, reporting, and case management system accessible to the general public on the World Wide Web. This document explains the purpose and functions of e-Docket and presents detailed procedures for generating reports of case information.

### ***What is e-Docket?***

e-Docket is a Web-based, automated information and records-keeping system. It was developed to process and manage public information about the ICC's official cases and rule-making proceedings, referred to herein as *cases* or *dockets* (please see About Cases and Dockets).

e-Docket has a variety of practical uses. Anyone interested in case proceedings conducted by the ICC may visit the e-Docket web site at <http://www.icc.illinois.gov/e-docket> and view a wealth of information about active and closed cases initiated on or after January 3, 2000. Users with e-Docket accounts may submit filings of applications, petitions, motions, and so forth, directly to the ICC over the Internet.

Authorized ICC personnel use the same web site to review and process filings and manage docket information. All documents that are not confidential are available electronically to case participants and to the public.

### ***e-Docket Users***

As stated above, different users visit the e-Docket web site to achieve different objectives. This application was developed to benefit three main categories of users, who have permissions and rights associated with their roles:

- **Guests.** Members of the general public who do not have e-Docket accounts.
- **Users** (sometimes referred to as filers). Parties with e-Docket accounts and filing rights who submit legal documents to the ICC pertinent to case proceedings.
- **ICC Staff.** Clerks, hearing examiners, system administrators, and other ICC staff who use e-Docket to carry out numerous official duties associated with managing cases and maintaining the system and its user accounts.

## ***e-Docket Help Desk***

Contact information for the Help Desk is as follows.

**e-Docket Help Desk**  
Illinois Commerce Commission  
527 E. Capitol Avenue  
Springfield, IL 62701  
PHONE: (217) 557-4224

## **Using this Manual**

This manual will be most useful as an aid to running the e-Docket program and as a resource for answering any questions you may have about the data input that you are asked to provide when performing a function.

This document is available in Adobe Portable Document Format (PDF) at the e-Docket web site and can be downloaded and viewed in Acrobat Reader. (Adobe Acrobat Reader is one of the system requirements for e-Docket—see Hardware and Software Requirements).

Hyperlinks, which are cross-references to topic headings elsewhere in the document, are used throughout the manual wherever it may be useful to a reader to click the word or phrase and jump to that section for information.

Chapter 2, Reports, presents detailed descriptions and procedures for retrieving and viewing e-Docket case information. The reports include fixed and user-defined reports and searches, including full-text search and retrieval. Any member of the general public visiting e-Docket is recognized as a Guest. Guests can request and view several types of information about cases without having any special authorization.

This document presents step-by-step procedures for performing each search method and generating the following reports:

1. **Browse a Docket.** Six reports in one: Docket Details, Docket Sheet, Staff Assigned, Service List, Case Schedule, and Documents.
2. **Search Dockets.** Specify a number of different parameters for two types of searches: cases and documents.
3. **Perform a Full Text Search.** Construct queries with key words or phrases and retrieve text files that contain those terms.
4. **View Daily Filing Sheet.** Specify a date and view a list of cases that were initiated, suspended, resuspended, remanded to the ICC from a higher court, or received an application for a rehearing, or petition to reopen, on the date of the report.

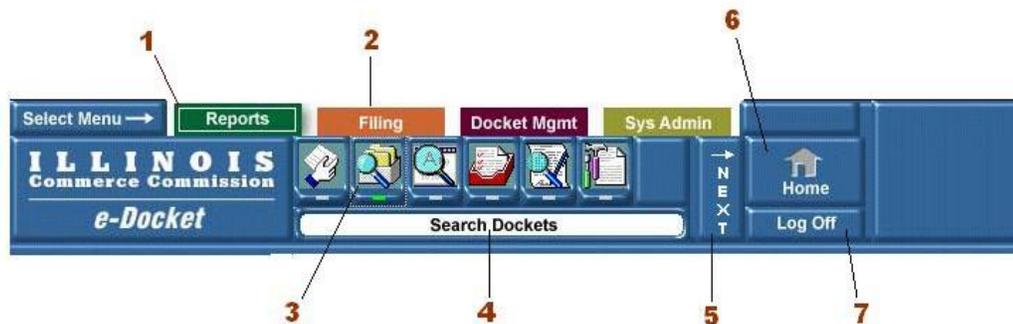
*The e-Docket system protects confidential and proprietary data, making it available only to approved internal ICC employees.*

## Understanding the e-Docket Environment

Web applications center on the concept of “hyperlinks” (see Functional Screen Elements), that enable you to view information by clicking links or images with the mouse. e-Docket, like other applications developed for the Web, employs a graphical user interface (GUI) that consists of screens, menus, and functional elements. Understanding the basic GUI elements found on web sites will enable you to successfully use e-Docket to submit and retrieve case-related information.

### The Navigational Menu

In e-Docket, different types of information are dynamically linked to each other, and the screen interface is designed accordingly. The navigational menu provides access to all the tools and functions available on e-Docket. To effectively use e-Docket, you should be familiar with the following 3 areas of the navigational menu: menu tabs, menu-specific functions, and the action description box (See Figure 1).



#### When you are logged on to e-Docket:

- 1 **Active Menu Tab.** The tab indicating the active menu appears in the foreground and the menu title is bounded by a rectangle.
- 2 **Inactive Menu Tab.** Tabs for inactive menu items appear in the background. An inactive menu's title is not bounded by a rectangle.
- 3 **Menu Items.** These buttons link to specific actions in the active menu. A description of the button appears in the action description area (#4). A green light appears at the bottom of the button when the button is selected.
- 4 **Action Description.** A description of the button's function appears in this window.
- 5 **View Additional Buttons.** When clicked, this button displays additional action buttons for the selected menu. It only appears if more actions are available.
- 6 **Home button.** Returns you to the Personalized Portal.
- 7 **Log Off.** Click here to log off.

**Figure 1. e-Docket navigational menu items**

The tools available on e-Docket are organized into 4 menus: Reports, Filing, Docket Mgmt, and Sys Admin. These menus represent the main actions one can perform in e-Docket. The tabs that appear at the top of the screen represent the menus. Depending on your account's access level, you will see one or more of these tabs in the navigational menu.

The active menu is raised. To switch menus, simply click on one of the recessed tabs and the menu items for that menu will appear. If you are unsure of which item to choose, simply point the mouse arrow at a menu item to see the menu's action description. You can then select which tool to use by clicking on the appropriate menu item with your mouse.

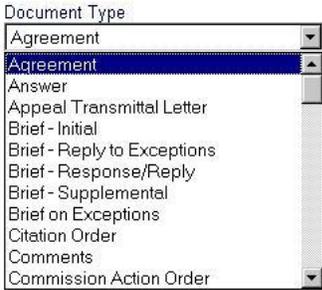
## Functional Screen Elements

To facilitate reading this manual, provided below are definitions of some of the terms used to denote certain screen elements. Functional screen elements are objects you select or click with the mouse arrow to cause an action. The following table provides examples and explains the functional elements you will encounter in navigating through the e-Docket screens.

Functional screen elements are labeled according to the names of actual processes and work routines. In each task you will enter text and select information from list boxes on a sequence of screens, then implement those actions by clicking a button at the end of each screen. The choices you make on each screen are implemented only when you click that button, which opens the next screen.

Finally there is a confirmation screen, which informs you that you have completed the task and directs you to click again, ending the task. A task is not complete until you take that final action, clicking a button or other kind of screen element.

**Table 1. e-Docket Screen Elements**

<i>Element &amp; Example</i>	<i>Function</i>
<p><b>Drop-down list box</b></p> 	<p><i>A drop-down list box enables you to choose one option from a list of possibilities. It appears as a small window, displaying the currently selected option, next to a button marked with a down-arrow. Click the button, and the list appears. Select an item by clicking on it with the mouse.</i></p>
<p><b>List box</b></p> 	<p><i>Similar to the drop-down list box, a list box displays information in a box without a pull-down feature. When there are more options than the window has room to show, the list has a scroll bar. Select list items by clicking on them. Select more than one item by holding down the Ctrl key as you make selections.</i></p>

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<b>Text box</b>  Docket Number: <input type="text"/> <input type="button" value="Go"/>	<i>A small window or box into which you enter text. Almost all text boxes in e-Docket are required information fields; i.e., the task cannot be completed until you have entered text.</i>
<b>Hyperlink</b>  <a href="#">Case Schedule</a>	<i>A connection between a screen item, such as a word, phrase, symbol, or image, and information about that item on another screen. Activate the link by clicking the linked element, which is usually underlined or in a color different from the rest of the screen to indicate that the element is linked.</i>
<b>Button</b>  <input type="button" value="Create Address"/>	<i>An element that, when activated, performs a specified function. Activate a button by clicking it with a mouse. Most of the e-Docket buttons effect or complete the actions called for on a screen.</i>
<b>Option button</b>  Select Type of Docket <input checked="" type="radio"/> Public Utility <input type="radio"/> Transportation	<i>A control device used to select one option from a set. When an option is selected, a bullet appears in the circle. Also known as a radio button.</i>
<b>Check box</b>  <input checked="" type="checkbox"/> ABC Power Company <input checked="" type="checkbox"/> XYZ Electric, Inc.	<i>A control device used to select or "deselect" one or more features or options from a set. When an option is selected, a checkmark appears in the box.</i>

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## About e-Docket Accounts

Anyone who wishes to file documents (in cases initiated after December 31, 1999) with e-Docket's electronic filing functions must have an active e-Docket account. ICC personnel who use e-Docket to manage cases and perform system administration functions, or who need to run personal reports, must possess accounts.

### ***How to get an Account***

The Application for an e-Docket Account is available in PDF format on e-Docket at <http://www.icc.illinois.gov/e-docket>. Must have Adobe Reader 7.0 or greater. You can also obtain an application by calling the e-Docket help desk at (217) 557-4224.

To apply for an account:

1. Download and print out the Application for an e-Docket Account. (Or obtain it by contacting the Help Desk).
2. Fill out the application on the hard copy, providing, at a minimum, the following information:
  - a) First name, last name
  - b) Primary mailing address and phone number
  - c) Preferred user name (to be used if available)
  - d) Security information: password, challenge question and answer
  - e) Notarized signature
  - f) E-mail address
3. You can hand-deliver the application to the Chief Clerk's Office at the ICC or Mail it to:

**e-Docket Help Desk**

Illinois Commerce Commission

527 E. Capitol Avenue

Springfield, IL 62701

The ICC reserves the right to refuse any user account request. When the ICC notifies you of your new account, you will be informed of your user permissions and rights.

## Hardware and Software Requirements

Following are the minimum system requirements for effectively using e-Docket components.

- Connection to the Internet
- Web browser—Microsoft Internet Explorer 4.0 or greater or Netscape Navigator 4.0 or greater

**NOTE:** *The web browser must be set to accept cookies in order for users to access the e-Docket web page. Cookies identify users and instruct the server to send a customized version of the requested web page to the user. Cookies also submit account information for the user.*

- 100 Megabytes of available hard disk space (for saving files and to support browser cache memory)
- Adobe Acrobat Reader 3.0 or greater (for viewing files)

The following are optional:

- Printer (for printing PDF files)
- Adobe Acrobat 3 or 4 (to create PDF files)

## About Cases and Dockets

The terms used in this manual are based on the particular way the e-Docket program is designed, and on a modicum of understanding of the case management work process, rather than on any special knowledge about legal issues the Commission considers or the business rules it practices in discharging its obligations. This manual makes the following distinction between a case and a docket:

A **case** refers to a matter covered by the Illinois Public Utilities Act, Illinois Commercial Transportation Law, or any other statutes, concerning which the Commission and/or the court conducts hearings, investigations, inquiries, and other formal proceedings, resulting in some sort of adjudication or dismissal.

A **docket** is an ongoing record of a case, as well as its material properties, such as reports, testimony, exhibits, and so forth. In the e-Docket system, a docket consists of the following principal components:

- **Docket Details.** Basic information about a case, including docket number (see note), title, type of case, important dates, case status, examiners assigned to the case, and so forth.
- **Docket Sheet.** An abridged record of the proceedings in a case, containing a list of events and filings that have occurred.
- **Staff Assigned.** ICC staff members who have active roles in a case: Hearing Examiner, Case Manager, Staff Attorney, or Case Staff.
- **Service List.** A register of all parties to a case, who have filing rights, and who are notified of all scheduled events.
- **Case Schedule.** Calendar of the different types of events that occur in a case: hearings, briefs, testimony, and so forth.
- **Documents.** Materials filed in a case: briefs, testimony, exhibits, and so forth. All documents are stored electronically in e-Docket. The documents component of a case is like an “electronic case folder,” paralleling the paper-based system of filing paper documents in case folders in a filing cabinet.

**NOTE about case numbering:** e-Docket automatically generates case numbers and displays them as six digits—a two-digit year followed by a four-digit sequential number. The sequential number portion rolls over each year. For example, the 123<sup>rd</sup> docket opened during the year 2001 is shown as 01-0123. You can identify this docket by typing either 01-0123 or 01-123.

Railroad docket numbers have the same format with one exception. They are prefixed with the letter “T”, signifying that they are transportation cases. Transportation dockets have a different pool of numbers than public utility cases. Hence, 98-0001 and T 98-0001 refer to two different cases.

## 2. Reports

### Overview

The Reports tools provide e-Docket case information to the public and to the ICC. They include fixed and user-defined reports and searches and full-text search and retrieval. Account holders have enhanced reporting and notification functions, including Personalized Portals and Administrative Reports.

The e-Docket system protects confidential and proprietary data, making it available only to approved internal ICC employees.

### Reports Components

When you select the **Reports** menu button, you will have access to several component tools for requesting a variety of information from the e-Docket database. You start a reports function by selecting its task button icon, which appears on your browser screen below the main menu bar. Point the mouse arrow at an icon and its title will appear in the window below the tool bar.

The following table pictures each icon and describes what its associated component enables you to do. Detailed procedures for running each of the reports follow this table.

**Table 2. Reports Components**

<i>Component</i>	<i>Enables you to...</i>
 <p><b>Browse a Docket</b></p>	<p>Browse cases and locate documents by docket number. Enter a docket number and view a Docket Details report for that case, with links to five other reports: Docket Sheet, Staff Assigned, Service List, Case Schedule, and Documents. Cases that are part of a consolidation also will be accessible in the reports.</p>
 <p><b>Search Dockets</b></p>	<p>Specify a number of different parameters (case types, service types, companies, docket numbers, and more) to search for information on cases or documents. Results contain links to all of the information about particular cases or documents, including ability to open PDF files and view them in Acrobat Reader.</p>

Table 2. Reports Components

<i>Component</i>	<i>Enables you to...</i>
 <b>Perform a Full Text Search</b>	<i>Construct queries with key words or phrases and retrieve files containing those terms. Click to view the file in Acrobat Reader, see information about the document to which the file belongs, or information about the case in which it is filed.</i>
 <b>View Daily Filing Sheet</b>	<i>Specify a date and view a list of cases that, on the date of the report: were initiated; suspended, resuspended, or remanded to the ICC from a higher court; received an application for a rehearing, petition to reopen, or supplemental petition.</i>

## Browse a Docket

*Objectives: Browse cases and locate documents by docket number. Enter a docket number and view a Docket Details screen for that case, with a submenu containing six different reports: Docket Details, Docket Sheet, Staff Assigned, Service List, Case Schedule, and Documents. Cases that are part of a consolidation will also be accessible in the reports.*

To begin:

1. Click the Browse a Docket icon pictured above.
2. On the next screen, enter the docket number of the case you want to see. The next screen is a Docket Details Report for that case. This is a record of the basic information about a case, including important dates, type of case, service types the case affects, title, status, and so forth.

### ***Using the Browse a Docket Menu***

Here is some information to assist you in using this screen effectively:

- If the case is part of a consolidation, a message shaded in blue will list the docket numbers in the consolidation. (*Consolidations are two or more similar cases grouped together so that the cases can be heard and resolved as a single proceeding.*) Each docket number in the consolidation is linked to a Browse Docket report for that case, which you can open by clicking the number. Consolidations do not receive unique docket numbers. A consolidation is usually referred to by its lowest docket number.
- Underneath the menu title, the underlined words are hypertext links to reports for each major category of docket information stored in e-Docket, as well as a link back to the first screen where you can enter another case number.  
*These links appear on most reports results screens, enabling you to switch to a different type of information from any screen.*
- When you click a link to open another screen and view a report, the title of the report is no longer underlined and appears in bold type. Note that Docket Details is in bold type and not underlined, indicating that the current screen is a Docket Details report.

Following is a “walk-through” description of each screen option:

1. Click Change to browse a different case.  
*You will be returned to the first Browse a Docket screen so you can enter another docket number.*
2. Click Docket Details to see a record of the basic information about a case, including important dates, type of case, service types the case affects, title, status, and so forth.

3. Click Docket Sheet to view an abridged record of the proceedings in a case, containing a list of filings and events that have occurred.
  - a) Each entry consists of the date of the filing, the type of docket event entered by the clerk (for example, “Briefs – Reply to Exceptions”), and a narrative description of the event.
  - b) The entries by default will be displayed by date in ascending order. Click Sort Date Descending at the head of the list of entries to change the sort so that the most recent entry is first on the list.
4. Click Staff Assigned to see the names and roles of ICC staff members who have been assigned to the case: Hearing Examiner, Case Manager, Staff Attorney, or Case Staff.
5. Click Service List to see a register of all parties to a case, indicating who has filing rights, and who is notified of all scheduled events. *The service list provides information to people interested in a case’s participants.*
  - a) The display will contain the party’s name, the “party type,” which designates the way the person is associated with a case; an indication of whether the person is a party of record; and the date the party was added to or removed from the list.
  - b) Party types used in the e-Docket system are Intervenor, Miscellaneous, Petitioner, or Respondent. Table 3 provides their abbreviations and definitions.

**Table 3. Service List Party Types**

Party Type	Abbrev.	Definition
<b>Intervenor</b>	INT	<i>A party who becomes involved in a case due to a special interest in the matter. The party files a Petition to Intervene, Notice of Intervention, or Entry of Appearance.</i>
<b>Miscellaneous</b>	MIS	<i>The party cannot be classified as one of the other types. Usually reserved for ICC staff members who may appear on the service list (e.g., general counsel).</i>
<b>Petitioner</b>	PET	<i>The party who initiated the case by filing a petition or application.</i>

<b>Respondent</b>	RES	<i>Persons or entities who are the object or target of an action that started legal proceedings. Actions that have respondents include but are not limited to citations, complaints, and investigations.</i>
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6. Click Case Schedule to see the calendar of events that occur in a case: hearings, motions, rulings, briefs, and so forth.

The screen displays a calendar with the events scheduled for the current month shaded yellow, and a list of the scheduled events. This screen enables you to:

- a) Skip to a different month on the calendar by clicking the forward (>>) or backward (<<) signs on either side of the month title.
  - b) Select a different month to view from the list box on the lower end of the calendar.
  - c) Click Show Deadlines to see a list of all deadlines entered for the case; Click Hide Deadlines to make the list go away. *Deadlines are reminders to case participants about the existence of statutory limitations on the time allowed for certain events to occur in cases, depending on the type of case. For example, public law may stipulate that certain types of complaints must be satisfied and answered, or that a hearing must be held, within a certain time frame.*
7. Click Documents to see the materials filed in a case: briefs, testimony, exhibits, and so forth. The display will list all documents that have been filed against the case. The list includes the document type, the date filed, the filer's name, and the document description.

From this screen, you can do the following

- a) Click Adjust Filter and go to another screen where you can:
  - Choose the types of documents to display
  - Specify whether to sort them by date ascending or descending
  - Select a date range to further restrict the display. By default, the list is for the past month. First you have to click in the check box where it says “I only want to see documents in the following date range.” (This feature is useful for many cases; the number of documents pertaining to a case can exceed 50.)
  - Press Modify to effect the changes and return to the document list to see the changes.

- b) Click the **U** to the right of a document entry to see more information about the filer, the method of submission, and the electronic files that comprise the document.
- c) From this screen, you can click a file name and view the contents of a file in Acrobat Reader.

**NOTE:** Filings that are too large for the scanning process (or physical exhibits such as meters) will not be included in the e-Docket system. Instead, e-Docket will reference such a document or item and explain that it can be viewed at the Chief Clerk's Office.



## Search Dockets

*Objectives: Conduct searches for information specifying a number of different data parameters for two types of searches. **Search for cases** and **Search for documents**. Search for cases with case types, service types, companies, and/or a date range as parameters;. search for documents with document types, docket numbers, and/or a date range.*

Search for Cases	Search for Documents
Case Type	Document Type
Service Type	Docket Number
Companies	Date Document Received
Date Case Initiated	

### ***To Search for Cases:***

*Objectives: Select at least one of the parameters: case types, service types, companies, and/or a date range. View results: docket number, title, caption, and date each case was filed. Click the docket number and browse the case and locate documents and other case-related information.*

1. Click the Search Dockets icon pictured above. By default, “**Search for cases...**” will be displayed first.

*You can switch the search type by clicking where indicated on the right side of the screen (“Change Search”).*

2. Select one or more of the parameters on the screen. You do not have to use every option. You are only required to specify one search parameter.

*Please see Functional Screen Elements in the Introduction if you are not familiar with the text and list boxes presented. Following are explanations of the Select Companies option on the “Search for cases...” screen and the “...filed during this time period” option at the bottom of both “Search for cases...” and “Search for documents...” screens.*

#### **To include companies in a search:**

- a) Click Select Companies.
- b) On the next screen, under “Select Companies,” enter the name of a company in the Company Name text window. You can use a “starts with” or a “contains” match; for example, type “Illinois,” then select Contains underneath the

Company Name text window. This action will result in a list of company names that contain the word “Illinois.”

**Note:** You can search for both legal and trade names (sometimes referred to as “d/b/a” names). For example, you can find Contel of Illinois by searching for GTE Illinois.

On the next screen you will see a paginated list of companies that match. The list will contain both legal and trade names (sometimes referred to as “d/b/a” names) for companies that operate in service areas regulated by the ICC.

- c) Select one or more companies to use in your search by checking the appropriate boxes. Click **Use** at the bottom of the list to add your selections to the search. The companies will be added to the search, and you will be returned to the “Select Companies/De-Select Companies screen”.

*Under De-Select Companies, you’ll see the company you added to the search. A blue check box adjacent to the company name will be filled in. You can delete any company name from a search by clicking in the box and removing the check mark, then clicking **Update**.*

- d) At this point, you can enter the name of another company you want to add to the search, or click **Return to Search**, and continue setting the search parameters.

#### **“...filed during this time period”**

*The last option on the screen is selecting or not selecting a date range for the search. You do not have to specify a date range if you have selected at least one other parameter. Although the list boxes automatically display a date range of the past month, it will not be effective if you do not click in the check box labeled “Yes, restrict the search to the date range below” . If you omit putting a checkmark in the box, e-Docket will return a report of all cases matching the other parameters filed in e-Docket since its inception; i.e., since January 1, 2000.*

#### **To restrict the search to a date range:**

- a) First put a check mark in the box labeled “Yes, restrict the search to the date range below,” by clicking in the check box. *The check mark must be entered to use the date range.*
- b) Select a date range from the list boxes to specify the period during which the case was first filed.

*If you select a date range and no other parameters, the report will return all cases involving all service types and all companies filed during the dates specified.*

3. Click **Search** to see the results. The results screen will show the case number, the case caption (nature of the case), date it was filed, and the case status.
4. Click the docket number to see a Docket Details screen, the end result of your search. From there, you have access to all information about that case.

*The underlined words are hypertext links to reports for each major category of docket information stored in e-Docket. You should be familiar with this screen from the Browse a Docket tool. If not, see Using the Browse a Docket Menu.*

## **To Search for Documents:**

*Objectives: Select one or more document types, enter a list of docket numbers, and/or define a date range, and view a display of the date filed, document type, description, and files for each document that matches the search parameters. Results are similar to the document report in the Browse a Docket component (see Using the Browse a Docket Menu). Click on a document description and view the PDF file in Acrobat Reader.*

1. From the first screen, click Search for documents.
2. On the next screen, set at least one parameter for the search:
  - a) Select one or more document types from the list box.
  - b) Enter case numbers, separated by commas, in the text box.
  - c) Specify a date range (see explanation in the previous section).

*If you select a date range and no other parameters, the report will return all documents in all cases filed during the period specified.*

3. Click Search to see the results.

*The resulting screen will be similar to the documents screen in the Browse a Docket menu; that is, a list of all documents that meet the search parameters specified. The list includes the document type, the date filed, the cases it was filed in, the filer's name, and the document description.*

Options on this screen are as follows:

- a) Click the  to the right of a document entry to see more information about the filer, the method of submission, and the electronic files that comprise the document. From there you can click a file name and view the contents of a file in Acrobat Reader.
- b) Click the case number to see a Docket Details screen for that case, from which you have links to each major category of information about that case stored in e-Docket. *To return to the document list, click the "Back" button on your browser.*
- c) Click Modify Search. You will return to the first "Search for documents..." screen, where you can change any of the parameters you had previously specified.
- d) Click New Search. You will return to the first Parameter Search screen—"Search for cases...." To initiate another document search, click Search for documents.



## Perform a Full Text Search

*Objectives: Construct queries with key words or phrases and retrieve a list of files containing those terms, with a graph indicating the frequency of occurrence. Click to view the file in Acrobat Reader, see information about the document to which the file belongs, or information about the case in which it is filed.*

*The full-text search is an opportunity to look for and retrieve files concerning topics that are not specifically included in the normal parameters (case numbers, document types, service types, etc.). For example, suppose, for whatever research purposes, you wanted to look at document files pertaining to asset transfer agreements, interconnection agreements, or whatever. Using those terms in a query would enable you to search through the files containing the most frequent occurrence of them.*

1. Click the Perform a Full Text Search icon pictured above.
2. On the next screen, enter any word or phrase that defines your query in the text box and click Search. The system looks in all files stored in e-Docket and returns files that include the words or phrase you specified, no matter where they appear in the text.

*If you are not experienced in constructing full-text searches, read over the information provided on this screen, including the explanations of Boolean and proximity operators, and wildcards, which can help you further define your search.*

The results screen will be a numbered list of files ranked according to the best matches. The files containing the most frequent or numerous occurrences of your search terms will be at the top of the list.

The small graph to the left of each entry is a gauge of how frequent your search terms occurred. Each segment of the graph represents a 10% frequency. The ones with all or most of the segments darkened are the best matches.

3. Click View File and open the file in Acrobat Reader.
4. Click View Document and see information about the document to which this file belongs, including: the filer, the method of submission, and the electronic files that comprise the document. From there you can click a file name and get the same results as above, i.e., view the contents of the file in Acrobat Reader.
5. Click the case number and view the Docket Details screen for that case.



## View Daily Filing Sheet

The Daily Filing Sheet displays information about cases for a specified date: the case numbers, case titles, and captions for each case. Each case listed is linked to a Docket Details Report for that case.

### ***Understanding the Daily Filing Sheet Report***

The Daily Filing Sheet lists all cases that, **on the current day** were:

- Initially filed at the ICC
- Suspended or resuspended
- In receipt of an application for a rehearing
- Petitioned to be reopened

The Daily Filing Sheet report is a real-time report. Cases that have the attributes listed above appear on the report as soon as they occur, so you may want to check the current day's report throughout the day.

Because the ICC can receive a large number of documents on any given day, the Daily Filing Sheet covers the last two days on which the ICC was open for business. On high-volume days, incoming documents may not be processed until the following day. It is recommended that you examine the previous business day's activity on the report so you do not miss any developments in cases.

To run the report, do the following:

1. Click the View Daily Filing Sheet icon pictured above.
2. Select a date from the pull-down list box and click **Go**. The next screen will be a Report of Daily Filings for the date you selected, including the case numbers, the case titles, and the caption for each case entered by the filer or the clerk.

*You may select any valid calendar date to use for the report. If you select a day on which the ICC was closed for business, a "Report Date Modified" message informs you that the report was generated for the first previous day that the ICC was open for business.*

3. Click on a case number. The next screen will be a Docket Details Report for that case, a record of the basic information about a case, including important dates, type of case, service types the case affects, title, status, and so forth.

*This screen contains hypertext links to other case information, explained previously—see Using the Browse a Docket Menu.*

## Appendix A: Additional Resources

Following is a list of the resources, including the URLs (Uniform Resource Locators, or Internet addresses), needed to obtain the recommended browser applications, research the options for configuring Adobe Acrobat Reader, and other resources.

### ***Browsers***

**Microsoft Internet Explorer:**

<http://www.microsoft.com/windows/ie/default.htm>

**Netscape Communicator:**

<http://www.netscape.com/computing/download/index.html>

### ***Adobe Acrobat Reader***

Adobe's Portable Document Format (PDF) is the universal format for all documents stored in the e-Docket system. To be able to view, print, navigate, and search document files stored in e-Docket, users will need Adobe Acrobat Reader 3.0 or greater. Adobe Acrobat Reader can be downloaded free of charge from the following address:

<http://www.adobe.com/products/acrobat/readstep.html>

Adobe Acrobat Reader can be configured as a *helper* application or as a *plug-in*. A helper application is a program that extends the functionality of a browser. It is often used to handle document, image, or multimedia files. When the browser encounters a document, image, or multimedia file, it hands off the data to the helper application to run or display the file. Helper applications typically run in a separate window, which you can open and close separately.

A plug-in is a helper application that is run inside the browser. No new window is opened. The data is displayed within the browser window.

Following is a list of resources that cover issues related to using and configuring Adobe Acrobat Reader.

#### **Introduction to Acrobat Reader**

<http://www.adobe.com/support/techdocs/ac76.htm>

*Downloading:*

<http://www.adobe.com/support/techguides/acrobat/reader/readerdownload.html>

*Installation:*

<http://www.adobe.com/support/techguides/acrobat/reader/readerinstall.html>

**Adobe CustomerFirst Support (Entry point to Adobe's on-line support documents and product downloads):**

<http://www.adobe.com/support/main.html>

**Configuring Internet Explorer and AOL for Windows 95, Windows 98, and Windows NT 4.0 to Display PDF Files:**

<http://www.adobe.com/support/techdocs/98fe.htm>

**Configuring Microsoft Internet Explorer for Windows to Use Acrobat Reader as a Helper Application:**

<http://www.adobe.com/support/techguides/acrobat/reader/windowsie.html>

**Configuring Netscape Navigator for Windows to Display PDF Files:**

<http://www.adobe.com/support/techdocs/78c6.htm>

**Configuring Netscape for Windows to Use Acrobat Reader as a Helper Application:**

<http://www.adobe.com/support/techguides/acrobat/reader/windowsnetscape.html>

**Configuring Microsoft Internet Explorer for Mac OS to Use Acrobat Reader as a Helper Application:**

<http://www.adobe.com/support/techguides/acrobat/reader/macie.html>

**Configuring Netscape for Mac OS to Use Acrobat Reader as a Helper Application:**

<http://www.adobe.com/support/techguides/acrobat/reader/macnetscape.html>

**Troubleshooting Printing Problems in Acrobat Reader for Windows:**

<http://www.adobe.com/support/techguides/acrobat/reader/winprint.html>

**Troubleshooting Printing Problems in Acrobat Reader for Mac OS:**

<http://www.adobe.com/support/techguides/acrobat/reader/macprint.html>