

How to Search in the Electronic Filing System (EFS)

General Information & System Overview

Note: In July 2024, the Iowa Utilities Board changed its name to the **Iowa Utilities Commission (IUC)**. “Submitting party” field for all documents has been updated to reflect this change electronically; documents filed prior to July 2024 refer to the Iowa Utilities Board on the digital stamp.

Document Organization

EFS organizes records in a specific hierarchy:

- **Dockets:** A set of one or more filings, organized by docket type. Docket types reflect the general content of the case and procedural characteristics. To view a list of all docket types, their uses, or structure, please refer to our [Docket Designations page](#).
- **Filings:** A set of one or more documents submitted together.
- **Documents:** The individual electronic file attached to a filing.

Note: Each docket number begins with one or more letters that represent the function of that docket type, followed by one or two series of numbers in one of three classifications in this case YYYY being the year (e.g., EEP-YYYY-nnnn)

Historical Data

- **2008 and earlier:** Older dockets may exist only as paper copies. If you cannot find a pre-2008 docket in EFS, contact ITsupport@iuc.iowa.gov to request copies.
- **2009 and after:** EFS was created in January 2009. All dockets opened since that time are digital.

Search Logic & Guardrails

To ensure system stability, EFS requires specific search criteria before a search can be executed. The “Search” button will remain **disabled (grayed out)** until these criteria are met.

Constraint	Requirement	Note
Minimum Character Count	3 Characters	<p>When using text fields (e.g., “Filing Title” or “Company Name”), you must enter at least three non-wildcard characters.</p> <p>Example: “Energy” is valid; “En” is invalid.</p>
Date Range Limit	Max 365 Days	<p>If searching only by date (e.g., “Date Filed”), the range cannot exceed one year.</p> <p>Exception: If you include a Docket Number or Company Name, this limit does not apply.</p>
Wildcards	Do Not Count	<p>Symbols like %, _, or * do not count toward the three-character minimum.</p>

Special Characters & Wildcards

Wildcards help find results when you are unsure of an exact word or phrase. The behavior of wildcards changes depending on whether you are using a standard Database Search or a Full-Text Search.

Note: Full-Text Search is only available while using the Document Search feature. This option allows you to search the entirety of EFS, including the documents themselves (e.g., PDFs & Excel documents). Use this search if you are unable to locate a document by using the document search and when looking for unique or specialized wording in the body of the document(s).

Standard Database Search Wildcards (Used for Title, Company Name, Description fields)

Character	Character Replacement	Behavior	Examples
Percent (%)	Wildcard (Multiple)	Matches zero or more characters	%municipal finds "Municipal," "Intermunicipal," etc.
Underscore (_)	Wildcard (Single)	Matches a single character	TF-200_ - finds "TF-2000-0001" or "TF-2008-0001" but not "TF-2010-0001."

Full-Text Search Wildcards (Used only when “Full Text Search” checkbox is selected)

Full Text Search:

Character	Character Replacement	Behavior	Note
Asterisk (*)	Wildcard	Becomes the primary wildcard symbol instead of % or _.	Best for finding unique wording inside the body of PDF/Excel files.

Note: Full-Text searching is resource-intensive. It searches the text inside documents. Use this only when other searches fail.

Search Criteria Fields

To search for documents or dockets, enter data into at least one of the following fields:

- **Docket Number:** The unique identifier for a case (e.g., RPU-2019-0001). Entering a full docket number is the most accurate search method.
- **Docket Type:** A dropdown list categorizing the content and procedural characteristics of the case (e.g., Rulemaking, Rate Case).
- **Document Type:** Categorizes individual files for easier searching (e.g., “Order”, “Testimony”, “Brief”).
- **Date Filed/Initial Filing Date:** The date the document or docket was entered into the system. Remember the 365-day limit if this is your only search criteria.
- **Submitting Parties:** The company or entity that submitted the filing.
- **File Type:** Limits results to specific formats like Adobe PDF or Excel Spreadsheets.

Specific Search Types

1. Docket Search

Use this to find a specific docket or a list of dockets based on general criteria.

- **Goal:** Find all dockets related to a specific company or industry.
- **Key Fields:** Primary Companies, Industry Types, Docket Status.

2. Document Search

Use this to locate individual files. This is the most granular search.

- **Goal:** Find specific pieces of testimony, orders, or exhibits.
- **Key Fields:** Document Type (e.g., select “Order”), Submitter, Docket Type.

3. Tariff Search

Used exclusively to find company Tariff books (schedules of rates and services).

- **Key Fields:** Company, Industry Types, Tariff Status.
- **Tariff Status Definitions:**
 - **T Dockets:** Current tariff on file.
 - **TS Dockets:** Historical/Superseded tariffs.
 - **Note:** As of May 2024, TS dockets are no longer updated but are still available in EFS for historical purposes. If an individual tariff is needed, these are available in EFS by using “Tariff” as the document type and docket type “TF-Tariff Filing” while using the document search.

4. Company Search

Searches all registered utilities and companies in EFS.

- **Key Fields:** Company Number, Company Name, Company Status.
- **Tip:** You can use the % wildcard to find companies with similar names (e.g., %Power%).

Daily Filing Summary

View a list of all filings accepted and processed into a docket on a specific day.

- **Requirement:** Users must select a valid date range and click Search. Results do not load automatically.
- **Filter:** Check “**Show Orders Only**” to limit the list to Commission-issued orders.

Common Search Examples

Example A: Finding a Docket when the Number is Known

- **Goal:** Locate Docket RMU-2023-0002.

- **Action:**
 1. Navigate to **Docket Search**.
 2. Enter RMU-2023-0002 in the **Docket Number** field.
 3. Click **Search**.
 4. Click on the docket in the list that appears in the table.
- **Result:** The docket summary appears. Click the folder icons to view Filings or Documents.

Example B: Finding a Docket when the Number is Unknown

- **Goal:** Find a Rulemaking docket (RMU) from the year 2023.
- **Action:**
 1. Navigate to **Docket Search**.
 2. In **Docket Number**, enter 2023 (Valid: 4 characters).
 3. In **Docket Type**, select RMU.
 4. Click **Search**.
- **Result:** A list of all RMU dockets initiated in 2023 is displayed.

Example C: Finding Commission Orders

- **Goal:** Find all orders issued in Docket No. RPU-2023-0002.
- **Action:**
 1. Navigate to **Document Search**.
 2. Enter RPU-2023-0002 in the **Docket Number** field.
 3. In **Document Type**, select Order.
 4. Click **Search**.
- **Result:** A list of all orders filed in that specific docket is displayed.

Search Results & Actions

Once your search generates results, the following actions are available:

- **View Docket Summary:** Click the book icon to see the overview of the case.
- **View Filings/Documents:** Click the folder or page icons to drill down into the files.
- **Sort:** Click on any column header (e.g., “Date Filed”) to re-sort the results.
- **Print/Export:** Use the buttons at the top of the results grid to print the current view or export the data to CSV/Excel for further analysis.