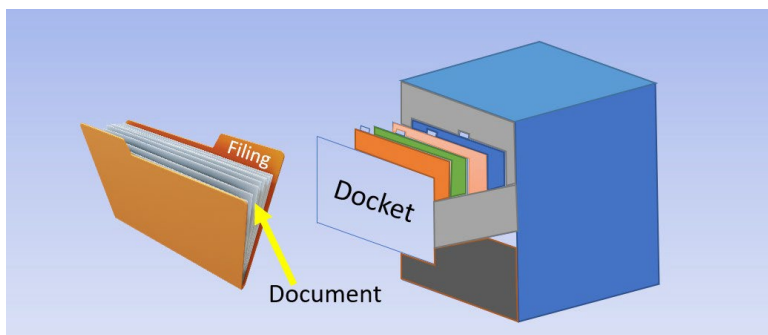


## How to Search in EFS

Note: In July 2024, the Iowa Utilities Board name changed to Iowa Utilities Commission (IUC). The “submitting parties” field for all documents has been updated to Iowa Utilities Commission. Documents filed prior to July 2024 refer to Iowa Utilities Board.

EFS organizes *documents* into *filings*; *filings* into *dockets*. A Docket would be comparable to a drawer of a filing cabinet while a Filing would be comparable to a folder within said cabinet. A Document is a record within the folder. Consider what the goal of your search may be and what forms of information will be needed to obtain the expected results.



**Filings** are a set of one or more documents submitted together and related to a particular docket.

**Dockets** are a set of one or more filings. Dockets are organized by docket type. Docket types are intended to reflect the general content of the case and pertinent procedural characteristics. *To view a list of all the docket types used in EFS, what a specific docket type is used for, or how a docket is structured, please refer to our [Docket Designations page](#).*

**Note:** EFS was created in 2008, and earlier dockets may be paper copies. If you are not able to find a docket in EFS that was created prior to 2008, please contact [ITsupport@iuc.iowa.gov](mailto:ITsupport@iuc.iowa.gov) to request paper copies.

### Useful Search Tools/Tips:

- % = Wildcard. Wildcards are no longer required, but they can be a helpful tool when searching. A wildcard is a helpful search tool that is used to display search results when a specific phrase is known. You can experiment searching with or without a wildcard to help narrow search results.
  - Examples:
    - Searching 'Tariff' would find 'Electric Tariff Update', 'Reports and Tariffs' and 'Company Tariffs' and any results containing 'Tariff'
    - Searching '%Company Tariff%' would find only 'Company Tariff' and would not find 'Energy Tariffs' or 'Electric Rate Tariff Update'
- Enter as many search criteria as possible. This will narrow your results and minimize the amount of time spent looking through results. However, do not enter search criteria if you are uncertain whether they apply; you may inadvertently be removing search results of interest.

### Search Options:

The Search option within the EFS main menu bar provides search options for dockets, filings, documents, tariffs, companies, and full-text search, as well as the daily Summary of Orders and Filings. Each search type allows you to narrow their search and find specific content.



## Docket Search

Use this option to find a specific docket or list of dockets. If you are looking for a specific docket, enter the docket number<sup>1</sup> and click Search.<sup>3</sup> If the docket number is unknown, enter as much information as possible in the fields below docket number, and click Search.<sup>3</sup>

You can also use docket search to find a list of dockets based on search criteria. A common search is to look for a list of dockets for a particular company. To do this, use the Primary Companies field.<sup>2</sup> (Each docket has Primary Companies that indicate which companies are the subject of the docket.)

See Image A:

The screenshot shows a 'Search Criteria' form with the following fields: Docket Number (with a blue arrow labeled '1' pointing to it), Title, Description, Notes, Type (dropdown menu), Status (dropdown menu), Initial Filing Date (range of two date pickers), Primary Companies (with a blue arrow labeled '2' pointing to it), Submitting Parties, and Industry Types (dropdown menu). At the bottom right, there are 'SEARCH' and 'CLEAR' buttons, with a blue arrow labeled '3' pointing to the 'SEARCH' button.



## Document Search

This option is used to locate individual documents within EFS. You can enter criteria in the respective fields and click search to display your results. The more criteria entered, the fewer results will be generated.

Within the document search, you can narrow your search by document type.<sup>1</sup> Each document filed with the IUC is assigned a document type by IUC staff. The document type field serves the purpose of categorizing each document so that you can easily search for specific types of documents.

You can also narrow your document search by selecting a Submitting Party.<sup>2</sup> Submitting Parties differs from Primary Companies in that, Submitting Parties indicates which company submitted each respective filing. Primary Companies indicates which companies are the main subject of the docket.

You can also search by the file type. The different types of documents in EFS are Adobe PDFs, Microsoft Excel spreadsheets, or a variety of electric map files.

See Image B:

The screenshot shows a 'Search Criteria' form with the following fields: Docket Number, Docket Type (dropdown menu with a blue arrow labeled '1' pointing to it), Filing Title, Date Filed (range of two date pickers), Document Title, Document Type (dropdown menu), Submitter Name, Submitting Parties (with a blue arrow labeled '2' pointing to it), Industry Type (dropdown menu), File Type (dropdown menu), and Full Text Search (checkbox). At the bottom right, there are 'SEARCH' and 'CLEAR' buttons.

## Filing Search

This option is used to locate filings within EFS. Document search operates in a similar manner as Docket search. You can enter criteria in the respective fields and click search to display results. The more criteria entered, the fewer results will be generated.

## Tariff Search

This option is only used to find company Tariff books. If you are looking for individual tariff filings, you should use TF-YYYY-NNNN under docket search. To search for tariffs, first select the interested company<sup>1</sup> or alternatively search an entire industry. Next, select a tariff status.<sup>2</sup> If left blank, EFS will display all tariff types. Click Search.<sup>3</sup>

T dockets are the current tariff on file for each company.

TS dockets are the superseded tariff on file for each company. Superseded tariffs display each and every revision of the tariff.

See Image C:

**Search Criteria**

Company: 

Industry Types: *Select an Industry Type* ▼

Tariff Status: *Select a Tariff Status* ▼ 

 **SEARCH** CLEAR


## Company Search


This option allows you to search the list of Companies in EFS. To use this option, enter the company number<sup>1</sup> or company name<sup>2</sup> and click Search.<sup>4</sup> If the name of the company is unknown, use the address fields.<sup>3</sup> You can also use wildcards. Example: searching %municipal % will pull all companies with 'municipal' somewhere in the name, and likewise for %city%.)


See Image D:


**Search Criteria**

Note: The company address is the business address for the company and does not necessarily indicate where the company provides the utility service. [Click here](#) for a list of Utility Service Providers by Town.

Company Number: 

Company Name: 

Company Address: 


City: 

State: *Select a State* ▼

Industry Type: *Select an Industry Type* ▼

Certificate Type: *Select a Certificate Type* ▼

Company Status: *Select a Company Status* ▼

 **SEARCH** CLEAR

## Full-Text Search:

This option allows you to search the entirety of EFS, including the documents themselves. (i.e., PDFs & Excel documents). Use this search if you are unable to locate a document by using the document search and when looking for a unique or specialized wording in the body of the document(s). You can reduce the volume of results returned by this search, and the time it takes to complete the search, by completing as many of the search fields as possible.

Use the Filing Search option described above then select the Full-Text Search checkbox.<sup>1</sup> Enter as details within the Full-Text Search field<sup>2</sup> then click on Search<sup>3</sup> to see your results. If you are not receiving the results expected, consider having fewer details within the search field.<sup>2</sup>

See Image E:

The screenshot shows the 'Full Text Search' section of a web application. At the top left, the text 'Full Text Search' is followed by a checked checkbox, with a blue arrow labeled '1' pointing to it. Below this is a note: 'PLEASE NOTE: Full text searching is resource intensive. Depending on your connection speed, it may be several minutes before any results are returned. Use this search if you are unable to locate a document by using the other document search fields and when you are looking for a unique or specialized wording in the body of the document(s). You can reduce the volume of results returned by this search and the time it takes to complete the search by completing as many of the search fields as possible.' Below the note is a text input field labeled 'Full Text Search:' with a blue arrow labeled '2' pointing to it. To the right of the input field are two buttons: a blue 'SEARCH' button with a blue arrow labeled '3' pointing to it, and a grey 'CLEAR' button.

## ☰ Daily Filing Summary

This option allows you to view all of the filings entered into EFS on a specified date or date range. To use this search, select your date range<sup>1</sup> and click Search.<sup>6</sup> This search displays filings chronologically for all dates selected. Filings are represented by their respective Docket Number, Docket Title, Filing Title, and Submitter Name.

Additional criteria fields can be used to narrow the results. Docket number<sup>2</sup> will limit results specific to the docket provided. Docket Industry Types<sup>3</sup> will limit results based on the industry type. Docket Primary Company<sup>4</sup> will limit results based on the Primary Company listed.

You can also limit results to only show Orders by selecting the Show Orders Only check box.<sup>5</sup>

See image F:

The screenshot shows the 'Search Criteria' form. It has several input fields and a checkbox. A blue arrow labeled '1' points to the 'Filing Date' field, which is a date range selector. Another blue arrow labeled '1' points to the second date field. A blue arrow labeled '2' points to the 'Docket Number' field. A blue arrow labeled '3' points to the 'Docket Industry Types' dropdown menu. A blue arrow labeled '4' points to the 'Docket Primary Companies' field. A blue arrow labeled '5' points to the 'Show Orders Only' checkbox. At the bottom right, there are two buttons: a blue 'SEARCH' button with a blue arrow labeled '6' pointing to it, and a grey 'CLEAR' button.

## Common Search Examples:

### Example 1:




- *Trying to find:* A specific Docket and the docket number is known
- *What Search Criteria to Enter:* Start by navigating to Search > Docket Search. In the Docket Number field, type the docket number in.
  - In this example, we are using Docket No. RMU-2023-0002
- Click Search

#### Search Criteria

Docket Number: RMU-2023-0002 - Iowa Utilities Board (1)

- *Search Results that will generate:* Details of the docket number entered and quick access to the Summary, Filings within the docket, and documents within the docket.

#### Search Results

Docket Number	Title	Initial Filing Date	Status	Actions
RMU-2023-0002	Review of Forms Rules [199 IAC Chapter 2]	08/23/2023	Open	  

View Docket Summary | View Filings | View Documents

### Example 2:

*In this example, we are trying to find a rulemaking docket (RMU) from 2023, but we don't know the last four digits of the docket.*

- *Trying to find:* A specific Docket, but the docket number is unknown
- *You know:* The Docket was created in 2023 and is a Ratemaking Docket
- *What Search Criteria to Enter:* Start by navigating to Search > Docket Search
  - In the Docket Number Field, enter 2023<sup>1</sup> as this is the known part of the docket number
  - In the Type field,<sup>2</sup> select RMU as it is the known docket type
- Click Search

*Search Results that will generate:* This search will display all of the RMUs from 2023. You can then select from the list of dockets. Use the scroll bar<sup>3</sup> to continue reviewing the search results.

**Search Criteria**

Docket Number: 2023

Type: RMU - Rule Making Utility

**Search Results**

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Docket Number	Title	Initial Filing Date	Status	Actions
RMU-2023-0008	Review of Civil Penalties Rules [199 IAC Chapter 8]	07/28/2023	Open	
RMU-2023-0004	Review of Declaratory Orders Rules [199 IAC Chapter 4]	07/28/2023	Open	
RMU-2023-0027	Review of Regulation of Electric Cooperatives and Municipal Electric Util...	07/27/2023	Open	
RMU-2023-0012	Review of Interstate Natural Gas Pipelines and Underground Storage Ru...	07/27/2023	Open	
RMU-2023-0001	Review of Organization and Operation Rules [199 IAC Chapter 1]	07/27/2023	Open	
RMU-2023-0037	Review of Equipment Distribution Program Rules [ IAC 199 Chapter 37]	07/26/2023	Open	

**Example 3:**

- *Trying to find:* A list of orders within a docket
  - Reminder: In July 2024, the Iowa Utilities Board was renamed Iowa Utilities Commission. Please use Iowa Utilities Commission as the submitting party to locate orders issued by the IUC.
- *You know:* For this example, you know the docket number. To keep this example generic, we will not include a specific docket number
- *What Search Criteria to Enter:* Start by navigating to the Document Search page in EFS. Enter the docket number in the Docket Number field.<sup>1</sup> Select Order in the Document Type.<sup>2</sup>
- *You know:* For this example, you know:

Docket Number:

Document Type: Order

- *Search Results that will generate:*

Search Results

Hide Comments/Objections/Letters of Support  Show Only Comments/Objections/Letters of Support  DESELECT ALL DOCUMENTS

DOWNLOAD (0) DOCUMENTS PRINT / EXPORT

Docket Number	Filing Title	Submitting Parties	Document Title	Date Filed	Document Type	Actions
	Order Excusing ...	Iowa Utilities Board	Order Excusing Witn...	07/07/2023	Order	
	Order Addressin...	Iowa Utilities Board	Order Addressing Pr...	06/23/2023	Order	
	Order Establishi...	Iowa Utilities Board	Order Establishing In...	09/26/2022	Order	
	Order Granting ...	Iowa Utilities Board	Order Granting Requ...	05/25/2023	Order	
	Order Granting ...	Iowa Utilities Board	Order Granting Petiti...	12/15/2022	Order	
	Order Denying ...	Iowa Utilities Board	Order Denying Moti...	09/14/2022	Order	
	Order Granting I...	Iowa Utilities Board	Order Granting Inter...	12/06/2022	Order	
	Order Granting ...	Iowa Utilities Board	Order Granting Waiver	03/28/2023	Order	
	Order Approving ...	Iowa Utilities Board	Order Approving No...	05/19/2023	Order	
	Order Establishi...	Iowa Utilities Board	Order Establishing Pr...	02/24/2023	Order	
	Order Reschedu...	Iowa Utilities Board	Order Rescheduling ...	11/08/2022	Order	
	Order Granting ...	Iowa Utilities Board	Order Granting Petiti...	09/13/2023	Order	