



# Data Request Search

Data Requests are discovery for cases and some non-case submissions in EFIS. Data requests submitted in EFIS must involve the PSC. This means if the PSC Staff issues a data request to an external party or if the external party issues a data request to the PSC will it be submitted in EFIS. Data requests submitted from external party to external party cannot be submitted in EFIS.

Data Requests and Data Request Responses can be viewed by the groups and individuals listed below.

1. Public Service Commission (PSC) Staff
2. Office of the Public Counsel (OPC) Staff
3. The individual who generated the data request
4. The individual who the data request was sent to
5. Any individuals who were copied on the data request
6. Attorneys on the certified service list for the case
7. Anyone listed as a Data Request Representative Type for the company

To view a data request or data request response:

*NOTE: Users must have a 'Professional Account' and linked to the company they are filing on behalf of.*

- 1) Navigate to EFIS.
- 2) Click the **Log In** link located in the *Header Links* in the upper, right-hand corner.



- 3) In the **Email Address** field, input the user's email address registered with their user account.
- 4) In the **Password** field, input the user's password.
- 5) Click the **Log In** button.

### OPTION 1

- 1) Select the 'Case e-Filings & Search' tab.





2) Select the 'Existing Case e-Filing & Search' link.

Case e-Filings & Search ▾

- New Case e-Filing
- Existing Case e-Filing & Search**
- Service List Search
- Service List Print
- Calendar Search
- Data Request Search
- Small Company Rate Increase Search

3) In the **Case No.** field, input and select the applicable case number.

4) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

Existing Case e-Filing & Search

Search Criteria ▾ Help

"Parent" and "Doing Business As" companies will also be included when searching on a company.

Date Filed: From [ ] To [ ]

Case No.: [ XX-2000-1234 ]

Related Submission No.: [ XX-2000-0000 ]

Status: (Select) ▾  
Include only open or reopened cases:

Utility Type: (Select) ▾

Company: [ Begin typing for suggestions ]  
Include companies closed in EFIS:   
Search on single company:   
Search Subject Companies only:

Type of Case: (Select) ▾

Type of Filing: (Select) ▾

Title of Filing: [ ]

Individual Filing Search

**Search** Clear

5) Click on the **Data Request** button located at the top of the *Docket Sheet* page.



# Data Request Search

Docket Sheet  
EA-2024-2503

[Print](#) [Subscribe Now](#) [Service List](#) [Calendar](#) [Consumer Comments \(0\)](#) [Data Requests](#) [Help](#)

**Status** Open (8/14/2023) [Status History](#)

**Utility Type** Electric

**Type of Case** Application for Certificate

**Subject Companies** [Electric Company Missouri \(Electric\) \(Investor\)](#)

- 6) A list of data requests will be displayed on the *Data Requests Display* page.
- 7) To view a data request or data request response, select the request number located under the **Request No.** column.

Data Requests Display  
EA-2024-2503

[+ Add Request](#) [Print](#) [Help](#)

**Submission No.** [EA-2024-2503](#)

**Description** Application for Certificate of Service

**Subject Company** [Electric Company Missouri \(Electric\) \(Investor\)](#)

**Style of Case** In the Matter of the Application of Electric Company Missouri to Provide Electric Service in Missouri

**Data Request Contact Person** Professional User (Official Representative) - [Electric Company Missouri \(Electric\) \(Investor\)](#)

Data Requests

Display Items:  -  [Load Items](#)

Request No.	Request Security	Requested Date	Due Date	Past Due Days Elapsed	Response Date	Request From Company Person	Request By Company Person	Issue Sub-Issue Sub-Issue 2	Brief Description
<a href="#">0009.0</a>	Public (DR)	8/23/2023	9/2/2023	No 7		MO PSC Staff (Other) Karr, Carolyn	<a href="#">Electric Company Missouri (Electric) (Investor) User, Professional</a>	General Information & Miscellaneous Other General Info & Misc.	brief description
<a href="#">0008.0</a>	Public (DR)	8/22/2023	9/1/2023	No 8		MO PSC Staff (Other) Graham, Paul	<a href="#">Electric Company Missouri (Electric) (Investor) User, Professional</a>	Expense Advertising	brief description

## OPTION 2

- 1) Select the 'Case e-Filings & Search' tab.

[Company & User Management](#) [Agenda](#) [Case e-Filings & Search](#) [Utility Compliance e-Filings & Search](#) [Consumer Resources](#) [Reports & Misc. Resources](#)

- 2) Select the 'Data Request Search' link.



# Data Request Search

The screenshot shows a vertical navigation menu with the following items: Case e-Filings & Search (with a dropdown arrow), New Case e-Filing, Existing Case e-Filing & Search, Service List Search, Service List Print, Calendar Search, Data Request Search (highlighted with an orange oval), and Small Company Rate Increase Search.

- 3) Input the applicable search criteria.
- 4) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

The screenshot shows the 'Data Request Search' form. At the top, there is a 'Search Criteria' dropdown and a 'Help' button. Below this is a note: 'Note: This search will only return individual requests that the current user has access to view. If you need to enter a new Data Request for a Case, please use the Existing Case e-Filing & Search to find the case submission and then click the 'Data Requests' button on the display page for the Case.' Another note states: '"Parent" and "Doing Business As" companies will also be included when searching on a company.'

The form contains the following fields:

- Submission No. (Text input: XX-2000-0000)
- Submission Type (Dropdown: (Select))
- Item No. (From/To text inputs)
- Case Status (Dropdown: (Select))
- Date Requested (From/To text inputs)
- Date Responded (From/To text inputs)
- Response Received (Dropdown: Both)
- Utility Type (Dropdown: (Select))
- Requested From Company (Text input: Begin typing for suggestions)
- Requested From Person (First Name/Last Name text inputs)
- Request By Company (Text input: Begin typing for suggestions)
- Requested By Person (First Name/Last Name text inputs)
- Include Closed Request From Co (checkbox)
- Search on single company (checkbox)
- Include Closed Request By Co (checkbox)
- Search on single company (checkbox)
- Description (Text input)
- Issue (Dropdown: (Select Issue), (Select Sub-Issue), (Select Sub-Issue 2))
- Days Elapsed (From/To text inputs)
- CC Person (First Name/Last Name text inputs)
- Request Security Level (Dropdown: (Select))
- Response Security Level (Dropdown: (Select))
- Response Description (Text input)
- Objection (Text input)

At the bottom, there are 'Search' and 'Clear' buttons.

- 5) A list of data requests matching the search criteria will be displayed below the Search button.



# Data Request Search

- 6) To open the data request, select one of the following:
  - a) To view a data request or data request response, select the request number located under the **Request No.** column.
  - b) To view all data requests and data requests responses for the case, click the **Full DR List** button under the **Request No.** column.

Search complete. The results are displayed below.

Returning 10 / 14

**Search Criteria** - Submission No.: EA-2024-2503, Include only open or reopened cases: Yes, Include Closed Request From Co: No, Include Closed Request By Co: No, Response Received: Both, Past Due: No

Request No.	Submission No.	Requested Date	Due Date	Past Due Days Elapsed	Response Date	Request From Company Person	Request By Company Person	Issue Sub-Issue Sub-Issue 2	Brief Description
<a href="#">0009.0</a> <input type="button" value="Full DR List"/>	EA-2024-2503	8/23/2023	9/2/2023	No 7		MO PSC Staff (Other) Kerr, Carolyn	Electric Company Missouri (Electric) (Investor) User, Professional	General Information & Miscellaneous  Other General Info & Misc.	brief description
<a href="#">0006.1</a> <input type="button" value="Full DR List"/>	EA-2024-2503	8/23/2023	9/2/2023	No 7		MO PSC Staff (Other) Kerr, Carolyn	Electric Company Missouri (Electric) (Investor) User, Professional	Cost Recovery Mechanism  Demand-Side Program Costs	brief description

For additional assistance, please contact the Data Center at (573) 751-7496 or [dcsupport@psc.mo.gov](mailto:dcsupport@psc.mo.gov).