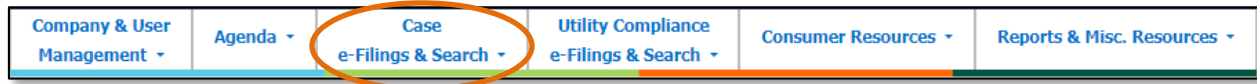




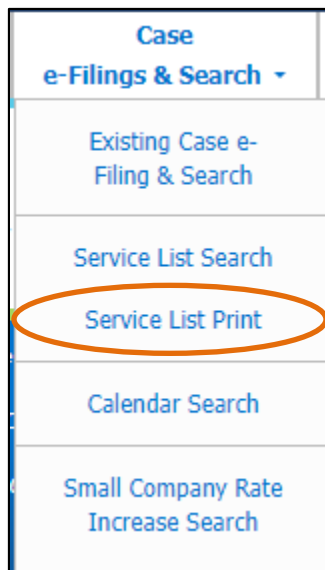
To print a service list for a Commission case:

NOTE: Users do not need a user account to search for service lists in EFIS.

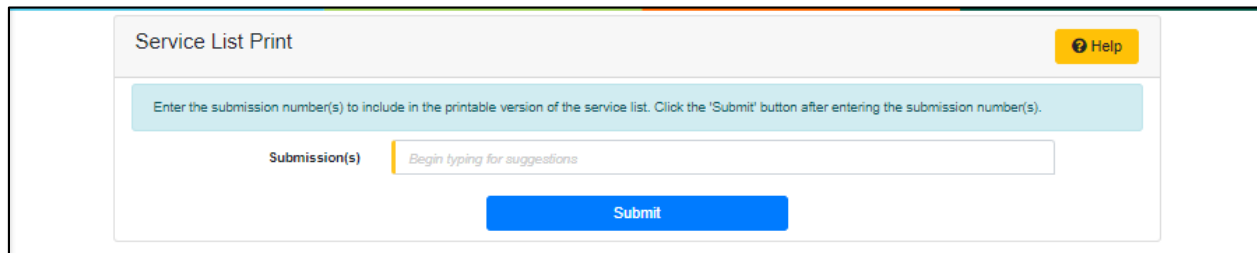
- 1) Navigate to EFIS.
- 2) Select the 'Case e-Filings & Search' tab.



- 3) Select the 'Service List Print' link.



- 4) In the **Submission(s)** field, input the case number or numbers.
- 5) Select the **Submit** button.



- a) A list of service list members will be displayed with the default service list and certified list members checked.



Service List Print - ER-2022-0129 Help

Select the parties and fields to include in the printable version of the service list. Click the 'Generate' button after making your selections.

Case No. [ER-2022-0129](#)

Default Case Parties and Lead Staff Attorney Select All

Select	Company	Name
<input checked="" type="checkbox"/>	Office of the Public Counsel (OPC) (Other)	Poston, Marc
<input checked="" type="checkbox"/>	MO PSC Staff (Other)	Department, Staff Counsel
<input checked="" type="checkbox"/>	MO PSC Staff (Other)	Mers, Nicole

Certified Service List Members Select All

Select	Company	Name
<input checked="" type="checkbox"/>	ChargePoint, Inc. (Other)	Dunbar, Scott F
<input checked="" type="checkbox"/>	ChargePoint, Inc. (Other)	Hubertz, Elizabeth

- b) If additional subscriber service list members need to be selected, check the box in front of the subscriber member.
- c) In the *Fields to Include* section, the following fields are defaulted to checked.
 - i) Company, Party's Name, Address, Email
 - ii) If the additional field needs to be selected, check the box or check the **Select All** option.
 - iii) If any fields need to be deselected, uncheck the box for the applicable field.
- d) Select the **Generate** button to generate the service list.

Fields to Include Select All

<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Party's Name	<input checked="" type="checkbox"/> Address
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Phone	

Generate

- e) A *Print Service List Result* page will be displayed.
- f) Select the **Print** button to print the service list.



Print Service List Result Print Help

Missouri Public Service Commission
Generated Service List Print for Case No. [ER-2022-0129](#)

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