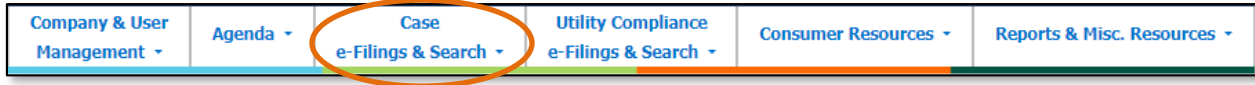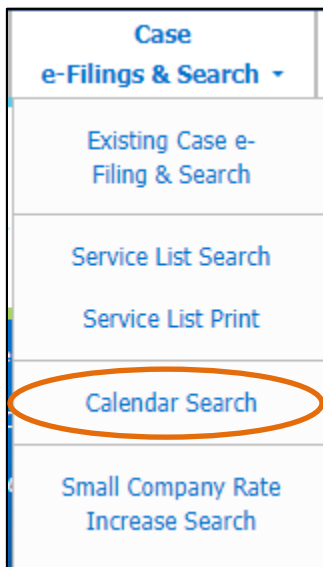To search for calendar events:

> *NOTE: Users do not need a user account to search for calendar events in EFIS.*

1) Navigate to EFIS.
2) 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 ▾

3) Select the 'Calendar Search' link.

Case e-Filings & Search ▾

Existing Case e-Filing & Search

Service List Search

Service List Print

Calendar Search

Small Company Rate Increase Search

4) For case specific calendar event searches, complete the following:
   a) Input the case number in the **Submission No.** field.
   b) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

Calendar Search

Search Criteria ▾   ❓ Help

Event Date		Submission No.	Case Status	Calendar Event
From	To	XX-2000-0000	(Select) ▾	(Select) ▾
			Include only open or reopened cases: ☐	Only Data Request Events: ☐

Responsible Party	Description	Hearings	Address
(Select) ▾		Both ▾	1234 Main St

City	Zip	Location	

[Search] [Clear]

c) A list of calendar events for the case will be displayed below the Search button.

5) For all other calendar event searches, complete the following:
    a) Input the applicable search criteria.
    b) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

c) A list of calendar events matching the search criteria will be displayed below the Search button.
d) Select the **Full Calendar** in front of the case number to view the full calendar for the case.

Calendar Search

Search Criteria ▾   ❓ Help

Event Date	Submission No.	Case Status	Calendar Event
07/10/2023 07/14/2023	XX-2000-0000	(Select) ▾	(Select) ▾
		☐ Include only open or reopened cases:	☐ Only Data Request Events:

Responsible Party	Description	Hearings	Address
(Select) ▾		Both ▾	1234 Main St

City	Zip	Location	

Search complete. The results are displayed below.

Search   Clear

Returning 10 ▾ / 23

	Submission No.	Event Date ▾	Calendar Event	Responsible Party	Description	Address	Location
❯ Full Calendar	SA-2023-0437	7/14/2023	Application(s) to Intervene				
❯ Full Calendar	GR-2021-0127	7/14/2023	Statement(s)		Position Statements		
❯ Full Calendar	GA-2023-0441	7/14/2023	Application(s) to Intervene				

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