

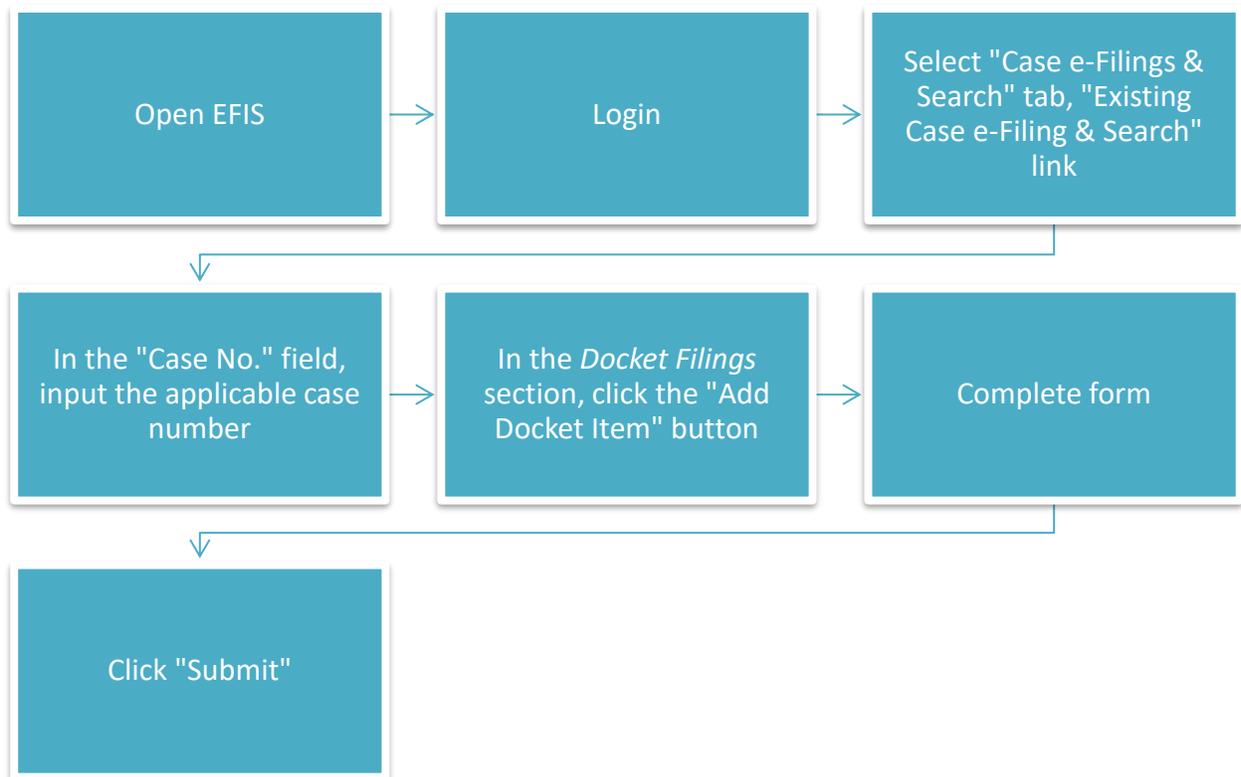


Ex Parte Notice (20 CSR 4240-4.020) e-Filing

Ex parte communication is any off-the-record contact between one party and a Commissioner or hearing examiner regarding substantive issues in an ongoing proceeding before the Commission without notifying other parties. If this occurs, an ex parte notice must be filed in the case to inform all parties. Professional account users, linked to the company, can file these notices.

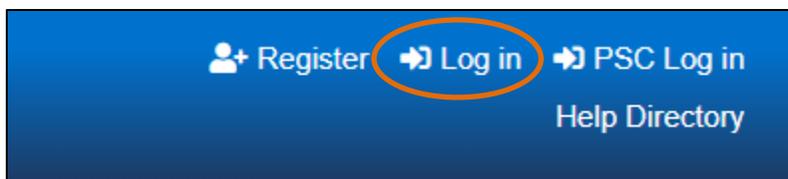
To file an Ex Parte Notice in an existing case:

AT-A-GLANCE:



IN DETAIL:

- 1) Open 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.



Ex Parte Notice (20 CSR 4240-4.020) e-Filing

Login Help

Email Address

Password

[Forgot your password?](#)
[Register as a new user?](#)

- 6) Select the 'Case e-Filings & Search' tab.
- 7) Select the 'Existing Case e-Filing & Search' link.



- 8) In the **Case No.** field, input the applicable case number
- 9) Click the **Search** button; or click the **Clear** button to clear all fields and start over.

Existing Case e-Filing & Search Help

Search Criteria ▾

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

Date Filed: From To

Case No.:

Related Submission No.:

Status: (Select) ▾

Include only open or reopened cases:

Utility Type: (Select) ▾

Company:

Type of Case: (Select) ▾

Type of Filing: (Select) ▾

Include companies closed in EFIS:

Search on single company:

Search Subject Companies only:

Title of Filing:

Individual Filing Search

- 10) On the *Docket Sheet* page, in the *Docket Filings* section, click the **Add Docket Item** button.





Ex Parte Notice (20 CSR 4240-4.020) e-Filing

- a) In the **Type of Filing** field, select 'ExParte Notice' from the drop-down list. Once this field has been completed, additional fields will display.

The screenshot shows a form with two fields. The first field is labeled 'Date Filed' and contains the value '5/29/2025'. The second field is labeled 'Type of Filing' and is a dropdown menu currently showing '(Select)' with a downward arrow on the right side.

- b) Depending on how many companies a user represents will determine how the next field will populate.
 - i) If the user only represents one company, the **Filed on Behalf of** fields will auto populate.
 - ii) If the user represents multiple companies, in the **Filed on Behalf of** field, select the applicable company name from the drop-down list.
- c) In the **Related Submission No.** field, input any related submission numbers related to the case. If there are no related submission numbers, skip to the next step.
- d) In the **Title of Filing** field, input the document title.
- e) Check **This filing is to meet a scheduled deadline for today** box if the filing is meeting a filing deadline for the case.
- f) If the filing is in **Response to Previous Filing** in the case, check the box labeled **Select Related Filing(s)** button.

The screenshot shows a form with several fields and a callout note. The 'Filed on Behalf of' field is a dropdown menu showing '(Select)'. The 'Related Submission No.' field contains the placeholder text 'Begin typing for suggestions'. The 'Title of Filing' field is empty and has a character count of '750 character(s) left.'. There is a checkbox for 'This filing is to meet a scheduled deadline for today' which is currently unchecked. Below this is a section for 'Response to Previous Filings' which says 'No previous filings have been selected.' and has a green button labeled 'Select Related Filing(s)'. An orange callout box with a white background and a black border points to the 'Filed on Behalf of' dropdown menu. The text in the callout box reads: 'NOTE: Only companies the user is assigned as a representative for will appear in the list. If a company is not listed, the user will need to [Request to be a Company Representative](#) for that company.'

- i) In the *Response to Previous Filings* input screen, select the document or documents in which this filing is a response to by checking the check box in front of the filing.
- ii) Click the **Close** button after all filings have been checked; or click the **Clear** button to clear all check boxes and start over.



Ex Parte Notice (20 CSR 4240-4.020) e-Filing

Response to Previous Filings ✕

Display Items: - [Reset](#)

Returning 3 / 3

<u>Selected</u>	<u>Item No.</u> ▼	<u>Date Filed</u>	<u>Title of Filing</u>	<u>Filed on Behalf of</u>
<input type="checkbox"/>	3	5/14/2025 10:46 AM	Amended Application	Electric Company Missouri (Electric) (Independent Power Producer)
<input type="checkbox"/>	2	5/14/2025 7:19 AM	Tariff	Electric Company Missouri (Electric) (Independent Power Producer)
<input type="checkbox"/>	1	5/14/2025 7:07 AM	Application for Certificate of Service	Electric Company Missouri (Electric) (Independent Power Producer)

[Close](#) [Clear](#)

g) In the *Attachment* section, click the **Select File(s) to Upload** button to upload documents for the filing.

Attachments

DISCLAIMER AND REQUIREMENTS: It is the sole responsibility of the person or entity submitting electronic files to take appropriate measures to ensure that all "confidential" information is to the best of their knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and accompanying attachments are automatically designated confidential. For case documents, when submitting "confidential" information, a **cover sheet or pleading** describing why that information qualifies for "confidential treatment" is required.

At least one is required.

Note:

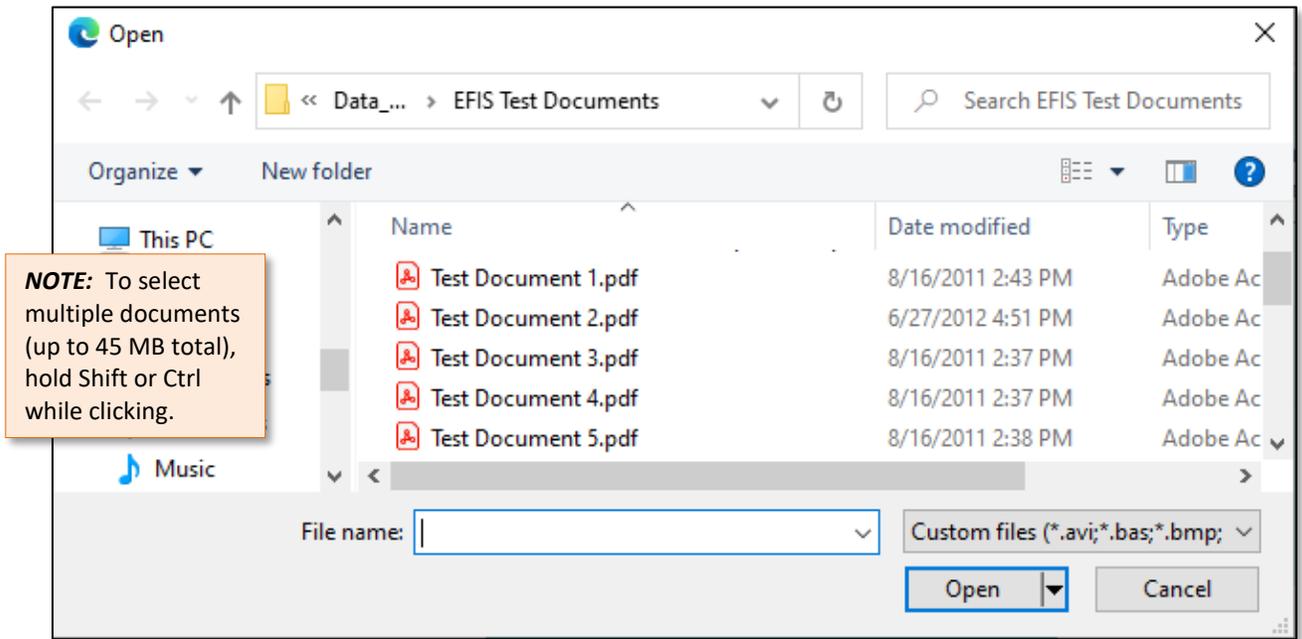
- Files must be uploaded individually or in batches. Each individual document upload or batch upload may not exceed 45 MB (45,000 KB).
- Password protected documents are not acceptable.
- Some file types are prohibited (examples: zip, exec, etc.).
- Folders cannot be uploaded.

[Select File\(s\) to Upload](#)

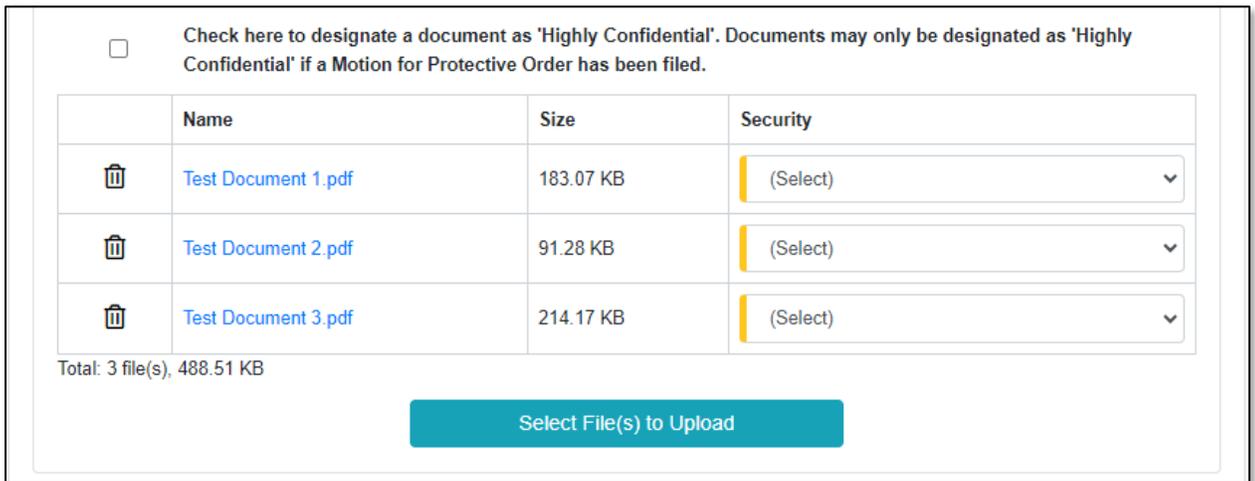
i) In the *Open Browser* window, select the document or documents to attach.



Ex Parte Notice (20 CSR 4240-4.020) e-Filing



- ii) After selecting the document(s), users must select the security level for each document by selecting the **Security** field beside each document.
 - (1) If documents are deemed highly confidential, check the box above the document list labeled **Check here to designate a document...**
 - (2) If the document(s) listed need to be removed, click the trash can in front of the document which needs to be removed.



- h) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.





Ex Parte Notice (20 CSR 4240-4.020) e-Filing

- i) Once submitted, users will be directed to the *Filing Display* page on the Docket Sheet, confirming that the filing was successfully submitted.
- j) The submitter can increase the document’s security level within 14 calendar days by clicking the **Update Security** button on the *Attachments* section.

NOTE: Submitters can only increase a document’s security level—they cannot lower it. For example, a document labeled as *Public* can be changed to *Confidential*, but to downgrade a *Confidential* document to *Public*, the submitter must contact the Data Center.

The filing was successfully submitted.

Docket Sheet
EA-2025-0312 - Item 7

[← Full Docket](#) [Print](#) [Help](#)

Item No.	7
Date Filed	6/4/2025 12:52 PM
Filed on Behalf of	Electric Company Missouri (Water)
Type of Filing	Ex Parte Notice
Title of Filing	Ex Parte Notice
This filing is to meet a scheduled deadline for today	No
Response to Previous Filings	

Attachments [Update Security](#)

Name	Size	Security
Test Document 2.pdf	91.28 KB	Public

Total: 1 file(s), 91.28 KB

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