



To file an Extra Record Notice in an existing case:

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.

Login Help

Email Address

Password

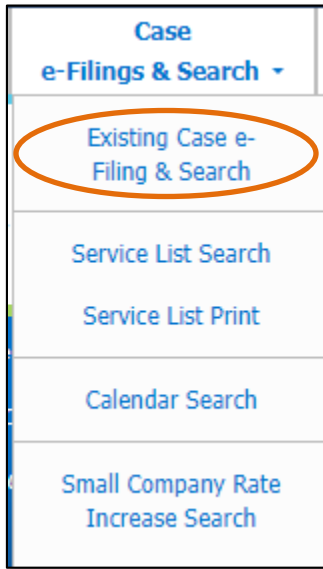
Log in

[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.

The screenshot shows the "Existing Case e-Filing & Search" search criteria form. At the top, there is a "Search Criteria" dropdown and a "Help" button. A light blue banner contains the text: "Parent" and "Doing Business As" companies will also be included when searching on a company. The form has several input fields: "Date Filed" (From and To), "Case No." (with "XX-2000-1234" entered), "Related Submission No." (with "XX-2000-0000" entered), "Status" (dropdown menu), "Utility Type" (dropdown menu), "Company" (text input with "Begin typing for suggestions" placeholder), "Type of Case" (dropdown menu), "Type of Filing" (dropdown menu), and "Title of Filing" (text input). There are also three checkboxes: "Include companies closed in EFIS:", "Search on single company:", and "Search Subject Companies only:". At the bottom, there is an "Individual Filing Search" checkbox, a blue "Search" button, and a "Clear" button.

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



Docket Sheet
EA-2024-2503

Print | Subscribe Now | Service List | Calendar | Consumer Comments (2)
Data Requests | Help

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

Utility Type Electric

Type of Case Application for Certificate

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

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

Assigned Judge Hatcher, Charles (*Lead Judge*)

Assigned Attorney Irving, Ron (*Lead Attorney*)
Aslin, Casi
Graham, Paul
Pringle, Travis

More Information ▾

Docket Filings ▾ + Add Docket Item

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

Add Case Filing
EA-2023-2501

Back to View | Help

Items with an orange left border () are required.

Status Open (6/28/2023)

Subject Companies [Electric Missouri, Inc. \(Electric\) \(Independent Power Producer\)](#)

Style of Case In the Matter of the Application of Electric Missouri, Inc. for a Certificate of Electric Service

Related Submission No.

Date Filed 6/28/2023

Type of Filing (Select) ▾

- b) Depending on how many companies a user represents will determine how the next field will populate.

NOTE: The company list will only list those companies for which the user has been designated as a contact for. If the company is not listed, the user will need to **Request to be a Company Representative** for that company.

- i) If the user only represents one company, the **Filed on Behalf of** fields will auto populate.



Extra Record Notice e-Filing

- 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 the following elements:

- Filed on Behalf of:** A dropdown menu with "(Select)" as the current selection.
- Related Submission No.:** A text input field with the placeholder "Begin typing for suggestions".
- Title of Filing:** A large text area with a "750 character(s) left" indicator.
- This filing is to meet a scheduled deadline for today:** A checkbox that is currently unchecked.
- Response to Previous Filings:** A section with the text "No previous filings have been selected." and a green button labeled "Select Related Filing(s)".

- 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.

The screenshot shows a dialog box titled "Response to Previous Filings" with a close button (X) in the top right corner. It contains the following information:

Display Items: 1 - 1 [Reset](#)

Returning 1 / 1

<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"/>	1	6/28/2023 11:25 AM	Application for Certificate of Electric Service	Electric Missouri, Inc. (Electric) (Independent Power Producer)

At the bottom of the dialog box are two buttons: "Close" and "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.

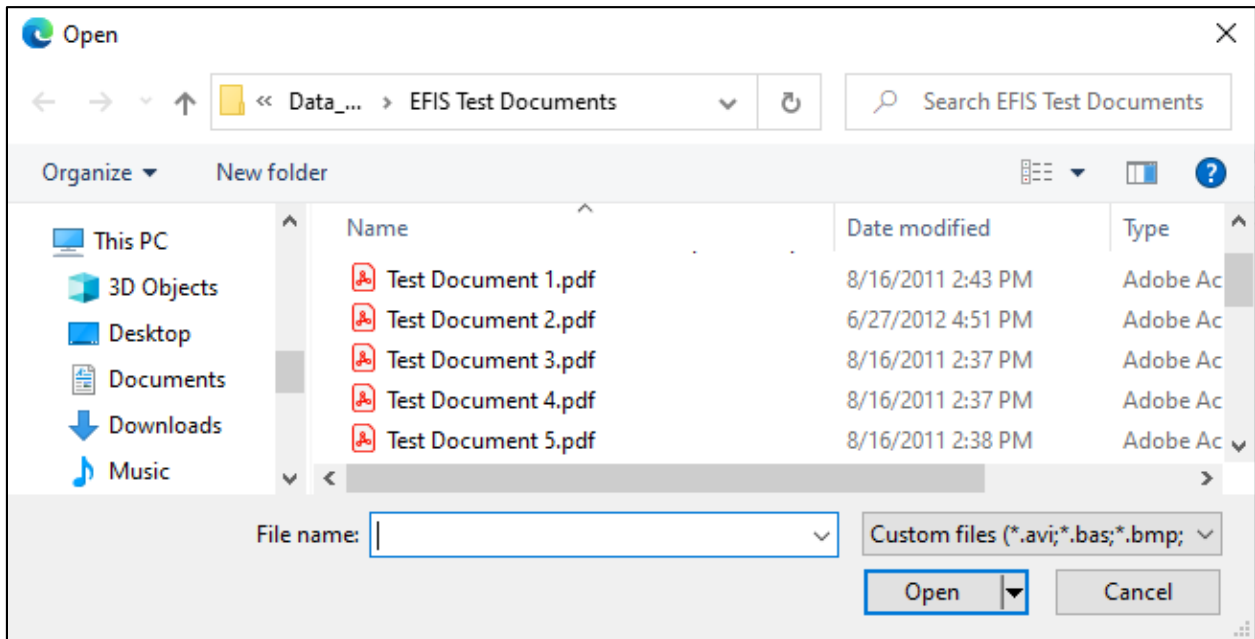
Note:

- 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.

NOTE: Users can select multiple or batch documents by holding the Shift or Ctrl key and selecting the documents as long as the batch is not over 45 MB.



- 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.



Extra Record Notice e-Filing

Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

	Name	Size	Security
	Test Document 1.pdf	183.07 KB	(Select) ▼
	Test Document 2.pdf	91.28 KB	(Select) ▼
	Test Document 3.pdf	214.17 KB	(Select) ▼

Total: 3 file(s), 488.51 KB

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

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

[Submit](#) [Clear](#)

- i) Once submitted, users will be directed to the *Filing Display* page on the Docket Sheet which lets the user know the filing was successfully submitted.
- j) The submitter of the filing has the option to change the security level of the document up a level for the next 14 calendar days by clicking the **Update Security** button on the *Attachments* section.

NOTE: The submitter can only change the security level up. They cannot change the security level down. (For example, if the document was labeled public, the submitter can change the security level to confidential. However, if the submitter wants to change a confidential document back to public, they will need to contact the Data Center.)

The filing was successfully submitted.

Docket Sheet
EA-2024-2503 - Item 26

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

Item No.	26
Date Filed	8/29/2023 9:56 AM
Filed on Behalf of	Electric Company Missouri (Electric) (Investor)
Type of Filing	Extra Record Notice



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