

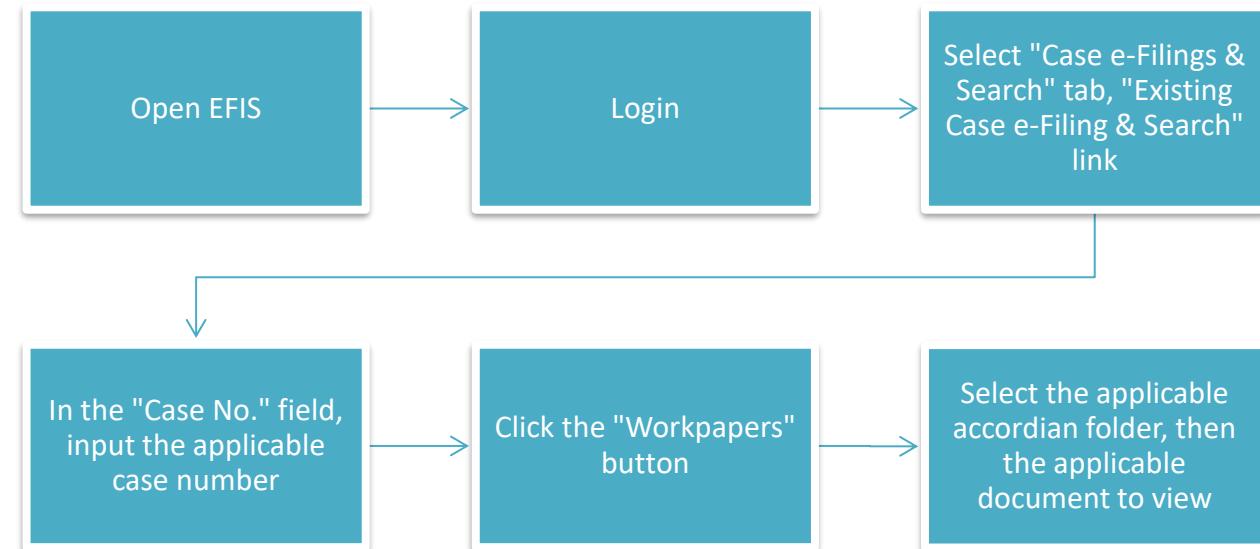


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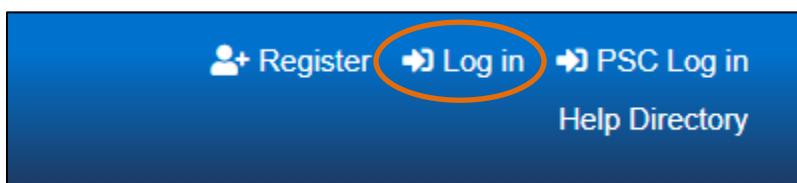
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IN DETAIL:

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



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

Existing Case e-Filing & Search

Search Criteria ▾

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

Date Filed	Case No.	Related Submission No.	Status
<input type="text"/> From <input type="text"/> To	<input type="text"/> JX-2000-1234	<input type="text"/> JX-2000-0000	<input type="text"/> (Select) <input type="checkbox"/> Include only open or reopened cases
Utility Type	Company	Type of Case	Type of Filing
<input type="text"/> (Select)	<input type="text"/> Begin typing for suggestions <input type="checkbox"/> Include companies closed in EFIS <input type="checkbox"/> Search on single company <input type="checkbox"/> Search Subject Companies only	<input type="text"/> (Select)	<input type="text"/> (Select)
Title of Filing <input type="text"/>			
<input type="checkbox"/> Individual Filing Search			
Search		Clear	

- 10) If workpapers are attached to the case, a **Workpapers** button will appear at the top of the *Docket Sheet* page. If no workpapers are attached, the button will not be displayed. To view available workpapers, click the **Workpapers** button.

Docket Sheet
ER-2022-0129

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- 11) A list of case workpapers will be displayed on the *Case Workpapers* page.
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