



## Data Request Search

Data Requests are discovery for cases and some non-case submissions in EFIS. Data requests submitted in EFIS must involve the PSC. This means if the PSC Staff issues a data request to an external party or if the external party issues a data request to the PSC will it be submitted in EFIS. Data requests submitted from external party to external party cannot be submitted in EFIS.

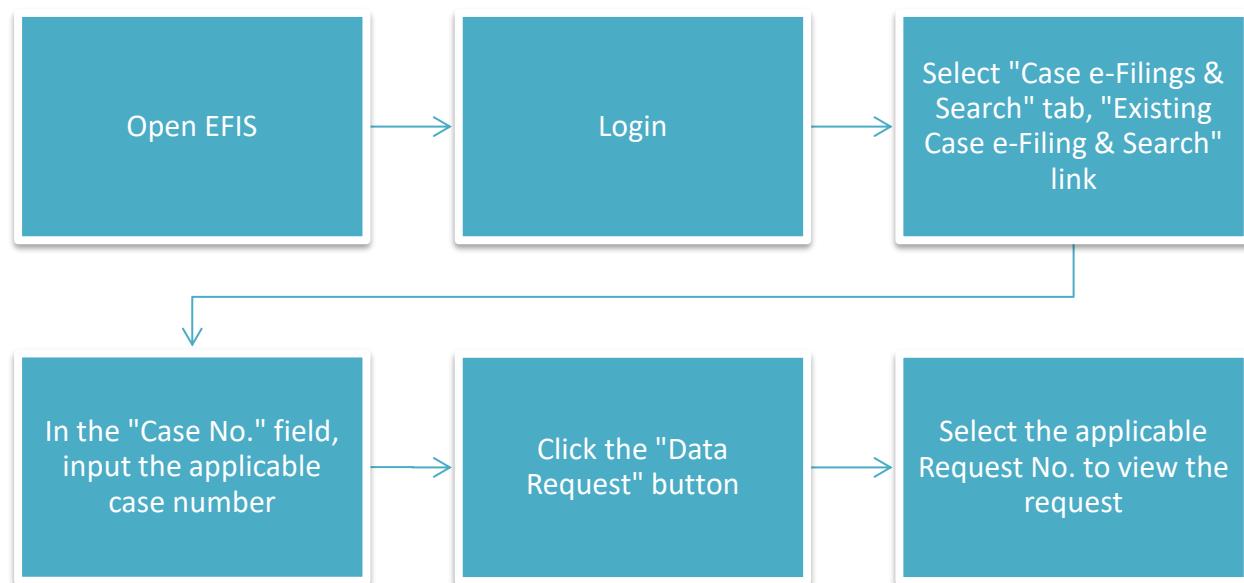
Data requests and their corresponding responses can be viewed by the following groups and individuals:

1. Public Service Commission (PSC) Staff
2. Office of the Public Counsel (OPC) Staff
3. Professional Account users, provided they are linked to the company they represent:
  - a. The individual who generated the data request
  - b. The individual who the data request was sent to
  - c. Any individuals who were copied on the data request
  - d. Attorneys on the certified service list for the case
  - e. Anyone listed as a Data Request or In-House Attorney representative type for the company

To view a data request or data request response:

### AT-A-GLANCE:

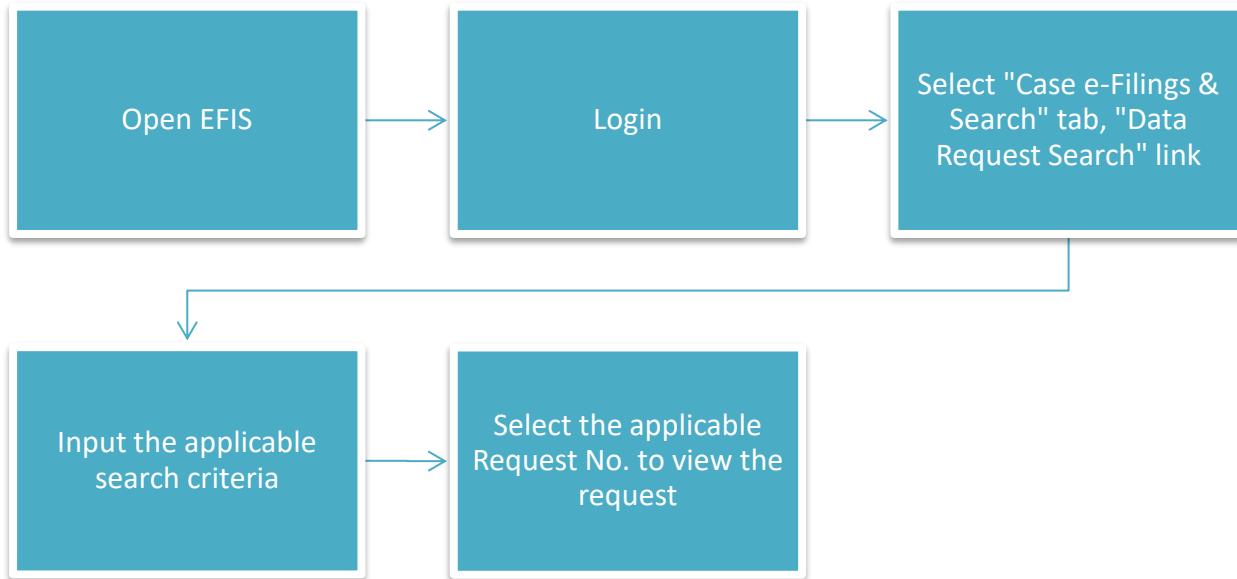
#### OPTION 1





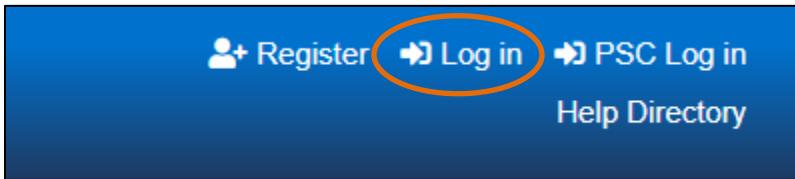
## Data Request Search

### OPTION 2



### 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.

A screenshot of a login form. It has fields for 'Email Address' and 'Password'. Below the password field is a 'Forgot your password?' link. At the bottom is a large blue 'Log In' button. To the right of the button is a 'Help' link.



## Data Request Search

### OPTION 1

- 1) Select the 'Case e-Filings & Search' tab.
- 2) Select the 'Existing Case e-Filing & Search' link.



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

Existing Case e-Filing & Search

Search Criteria				Help
<p>"Parent" and "Doing Business As" companies will also be included when searching on a company.</p>				
Date Filed	Case No.	Related Submission No.	Status	
From <input type="text"/>	To <input type="text"/>	<input type="text" value="X06-2000-1234"/>	<input type="text" value="X06-2000-0000"/>	(Select) <input type="button" value="▼"/>
Utility Type	Company	Type of Case	Type of Filing	
(Select) <input type="button" value="▼"/>	<input type="text" value="Begin typing for suggestions"/>	(Select) <input type="button" value="▼"/>	(Select) <input type="button" value="▼"/>	<input type="checkbox"/> Include only open or reopened cases: <input type="checkbox"/>
<p>Include companies closed in EFIS: <input type="checkbox"/> Search on single company: <input type="checkbox"/> Search Subject Companies only: <input type="checkbox"/></p>				
<p>Title of Filing <input type="text"/></p>				
<p>Individual Filing Search <input type="checkbox"/></p>				
<input type="button" value="Search"/>			<input type="button" value="Clear"/>	

- 5) Click on the **Data Request** button located at the top of the *Docket Sheet* page.

Docket Sheet  
EA-2025-0312

<input type="button" value="Print"/>	<input type="button" value="Subscribe Now"/>	<input type="button" value="Service List"/>	<input type="button" value="Comments (0)"/>	<input style="border: 2px solid red; border-radius: 50%; padding: 2px;" type="button" value="Data Requests"/>	<input type="button" value="Media"/>	<input type="button" value="Help"/>
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- 6) A list of data requests will be displayed on the *Data Requests Display* page.
- 7) To view a data request or data request response, select the request number located under the **Request No.** column.



## Data Request Search

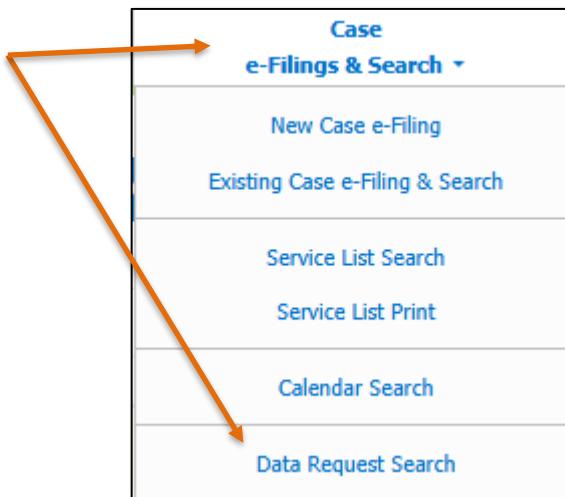
Data Requests Display  
EA-2025-0312

[+ Add Request](#) [Download request Word document \[Items 1 to 3\]](#) [Print](#) [Help](#)

Submission No.	EA-2025-0312							
Description	Application for Certificate of Service							
Subject Company	Electric Company Missouri (Electric) (Independent Power Producer)							
Style of Case	In the Matter of Electric Company Missouri for Authority to Provide Electric Service in Missouri							
Data Requests								
Display Items:		1	-	3	<a href="#">Load Items</a>			
<input type="checkbox"/> Only Items with Due Date not equal to Calculated Due Date								
Request No.	Request Security	Requested Date	Due Date	Past Due Days Elapsed	Response Date	Requested From	Requested By	Issue
0003.0	Confidential (DR)	5/16/2025	6/5/2025	No 0		Electric Company Missouri (Electric) (Independent Power Producer) Account, Professional	MO PSC Staff (Other) Johnson, Mark Buttig, David	Other Other
0002.0	Public (DR)	5/16/2025	6/5/2025	No 0		Electric Company Missouri (Electric) (Independent Power Producer) Account, Professional	MO PSC Staff (Other) Johnson, Mark Buttig, David	Expense Information Technology

### OPTION 2

- 1) Select the 'Case e-Filings & Search' tab.
- 2) Select the 'Data Request Search' link.



- 3) Input the applicable search criteria.
- 4) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.



## Data Request Search

**Data Request Search**

**Search Criteria ▾**

Note: This search will only return individual requests that the current user has access to view. If you need to enter a new Data Request for a Case, please use the [Existing Case e-Filing & Search](#) to find the case submission and then click the 'Data Requests' button on the display page for the Case.

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

Submission No. <input type="text" value="XX-2000-0000"/>	Submission Type <input type="button" value="Select"/>	Item No. <input type="text" value="From"/> <input type="text" value="To"/>	Case Status <input type="button" value="Select"/> Include only open or reopened cases: <input checked="" type="checkbox"/>
Date Requested <input type="text" value="From"/> <input type="text" value="To"/>	Date Responded <input type="text" value="From"/> <input type="text" value="To"/>	Response Received <input type="button" value="Both"/>	Utility Type <input type="button" value="Select"/>
Requested From Company <input type="text" value="Begin typing for suggestions"/> Include Closed Request From Co: <input type="checkbox"/> Search on single company: <input type="checkbox"/>	Requested From Person <input type="text" value="First Name"/> <input type="text" value="Last Name"/>	Request By Company <input type="text" value="Begin typing for suggestions"/> Include Closed Request By Co: <input type="checkbox"/> Search on single company: <input type="checkbox"/>	Requested By Person <input type="text" value="First Name"/> <input type="text" value="Last Name"/>
Description <input type="text"/>	Issue <input type="button" value="Select Issue"/> <input type="button" value="Select Sub-Issue"/> <input type="button" value="Select Sub-Issue 2"/>	Days Elapsed <input type="text" value="From"/> <input type="text" value="To"/>	CC Person <input type="text" value="First Name"/> <input type="text" value="Last Name"/>
Request Security Level <input type="button" value="Select"/>	Response Security Level <input type="button" value="Select"/>	Response Description <input type="text"/>	Objection <input type="text"/>

**Search** **Clear**

- 5) A list of data requests matching the search criteria will be displayed below the Search button.
- 6) To open the data request, select one of the following:
  - a) To view a data request or data request response, select the request number located under the **Request No.** column.
  - b) To view all data requests and data requests responses for the case, click the **Full DR List** button under the **Request No.** column.

Search complete. The results are displayed below.

**Search** **Clear** **Results to Excel**

Returning 3 / 3

**Search Criteria - Submission No.: EA-2025-0312, Include only open or reopened cases: Yes, Include Closed Requested From Co: No, Include Closed Requested By Co: No, Include Closed Staff: No, Response Received: Both, Past Due: No**

Request No.	Submission No.	Requested Date	Due Date	Past Due Days Elapsed	Response Date	Requested From Company Representative	Requested By Company Representative Initiated By	Issue Sub-Issue Sub-Issue 2	Brief Description
0003.0	<input checked="" type="button" value="Full DR List"/> EA-2025-0312	5/16/2025	6/5/2025	No 0		Electric Company Missouri (Electric) (Independent Power Producer) Account, Professional	MO PSC Staff (Other) Johnson, Mark Buttig, David	Other Other	Other
0002.0	<input checked="" type="button" value="Full DR List"/> EA-2025-0312	5/16/2025	6/5/2025	No 0		Electric Company Missouri (Electric) (Independent Power Producer) Account, Professional	MO PSC Staff (Other) Johnson, Mark Buttig, David	Expense Information Technology	Information Technology

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