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.
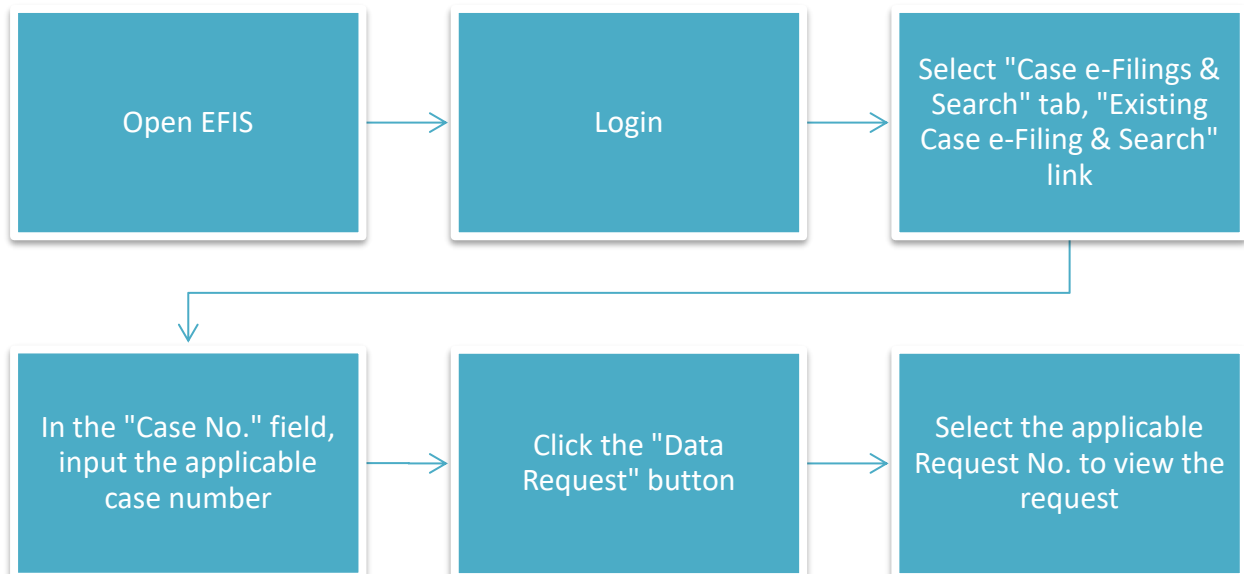
Data requests and their corresponding responses can be viewed by the following groups and individuals:
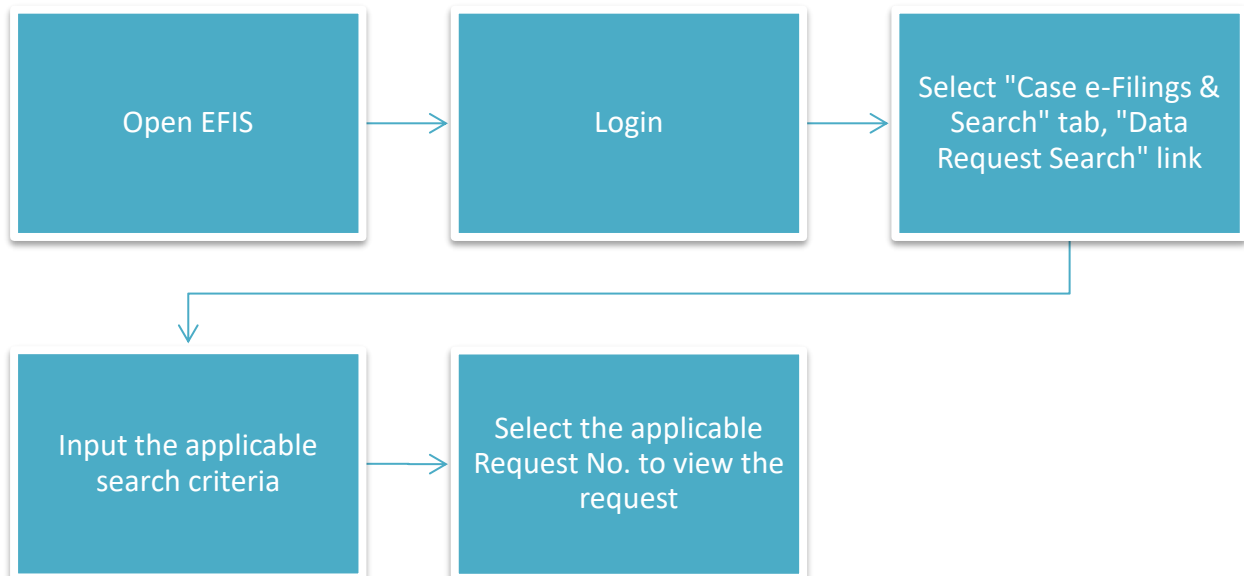1. Public Service Commission (PSC) Staff
2. Office of the Public Counsel (OPC) Staff
3. Professional Account users, provided they are linked to the company they represent:
    a. The individual who generated the data request
    b. The individual who the data request was sent to
    c. Any individuals 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

```
Open EFIS  →  Login  →  Select "Case e-Filings & Search" tab, "Existing Case e-Filing & Search" link
                            ↓
In the "Case No." field, input the applicable case number  →  Click the "Data Request" button  →  Select the applicable Request No. to view the request
```

OPTION 2

```
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────────┐
│                 │      │                 │      │  Select "Case        │
│                 │      │                 │      │  e-Filings &         │
│   Open EFIS     │ ───▶ │     Login       │ ───▶ │  Search" tab, "Data  │
│                 │      │                 │      │  Request Search" link│
│                 │      │                 │      │                      │
└─────────────────┘      └─────────────────┘      └──────────────────────┘
                                                             │
         ┌───────────────────────────────────────────────────┘
         ▼
┌─────────────────┐      ┌──────────────────────┐
│                 │      │  Select the          │
│  Input the      │      │  applicable          │
│  applicable     │ ───▶ │  Request No. to view │
│  search criteria│      │  the request         │
│                 │      │                      │
└─────────────────┘      └──────────────────────┘
```

IN DETAIL:

1) Open EFIS.
2) Click the **Log In** link located in the *Header Links* in the upper, right-hand corner.
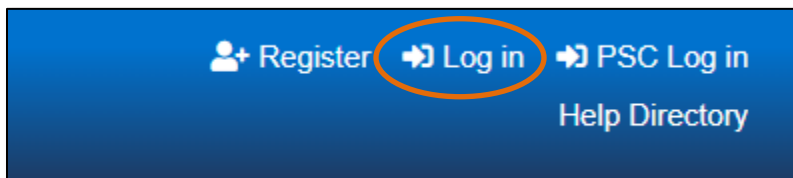
3) In the **Email Address** field, input the user's email address registered with their user account.
4) In the **Password** field, input the user's password.
5) Click the **Log In** button.
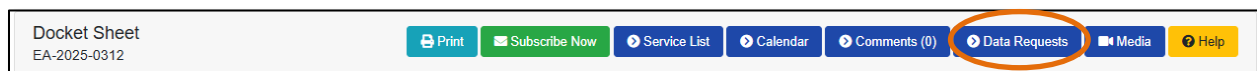
1) Select the 'Case e-Filings & Search' tab.
2) Select the 'Existing Case e-Filing & Search' link.

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.

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

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 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] [Load Items]

☐ 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 Company Representative	Requested By Company Representative Initiated By	Issue Sub-Issue Sub-Issue 2	Brief Description	
0003.0 **+ Respond**	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	Other	🗑 Void
0002.0 **+ Respond**	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	Information Technology	🗑 Void

OPTION 2

1) Select the 'Case e-Filings & Search' tab.
2) Select the 'Data Request Search' link.
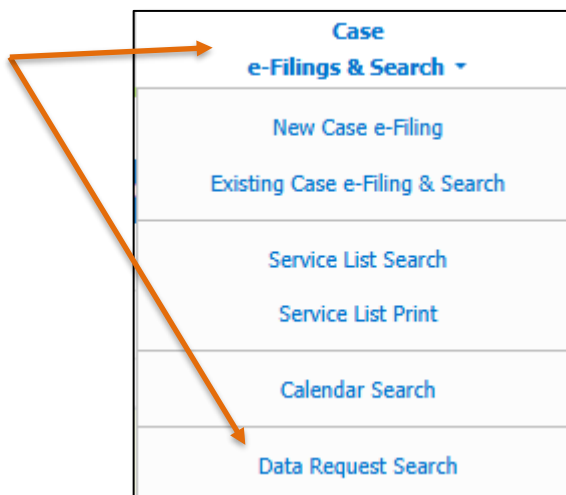
3) Input the applicable search criteria.
4) Click the **Submit** button after all fields have been completed; or click the **Clear** button to clear all fields and start over.

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.

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