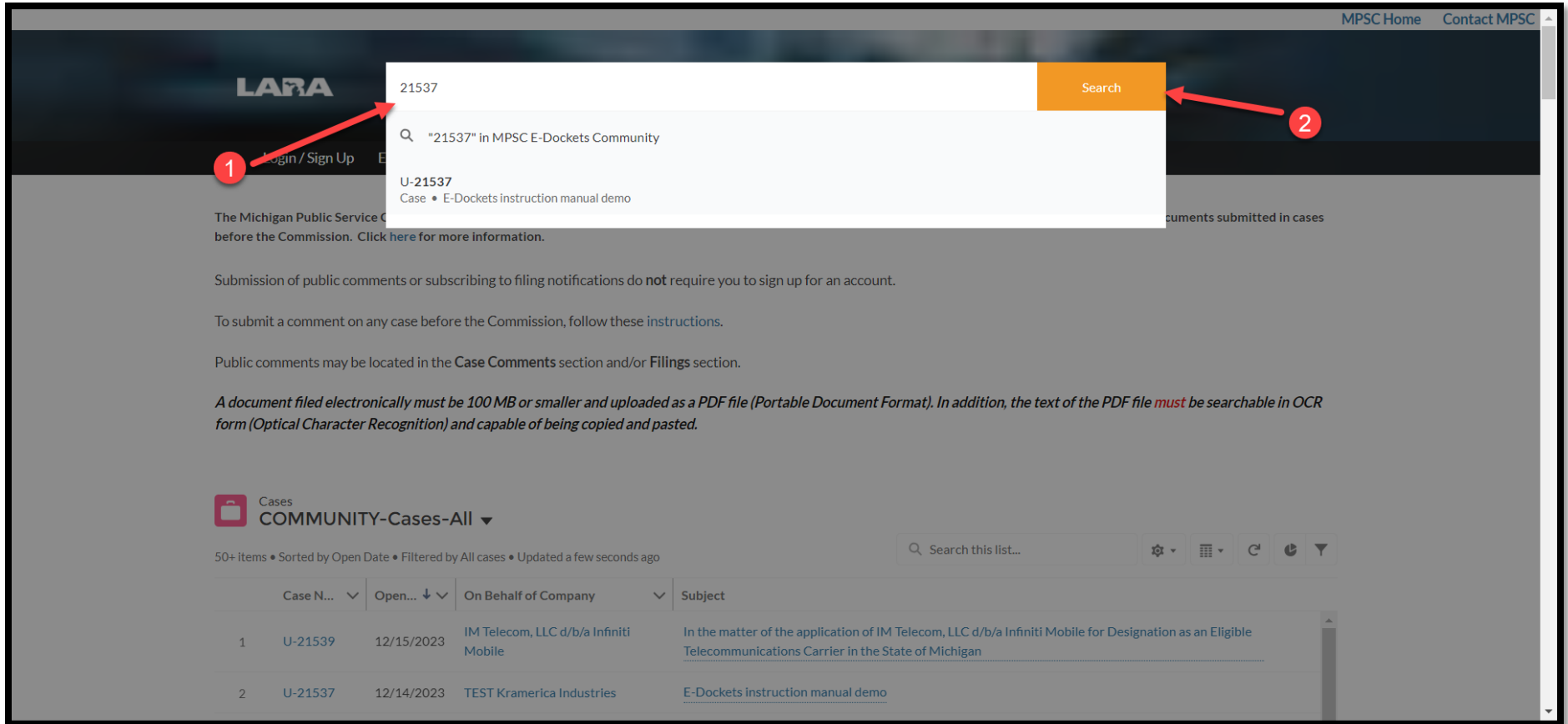


## MPSC E-Dockets Case Comment Instructions

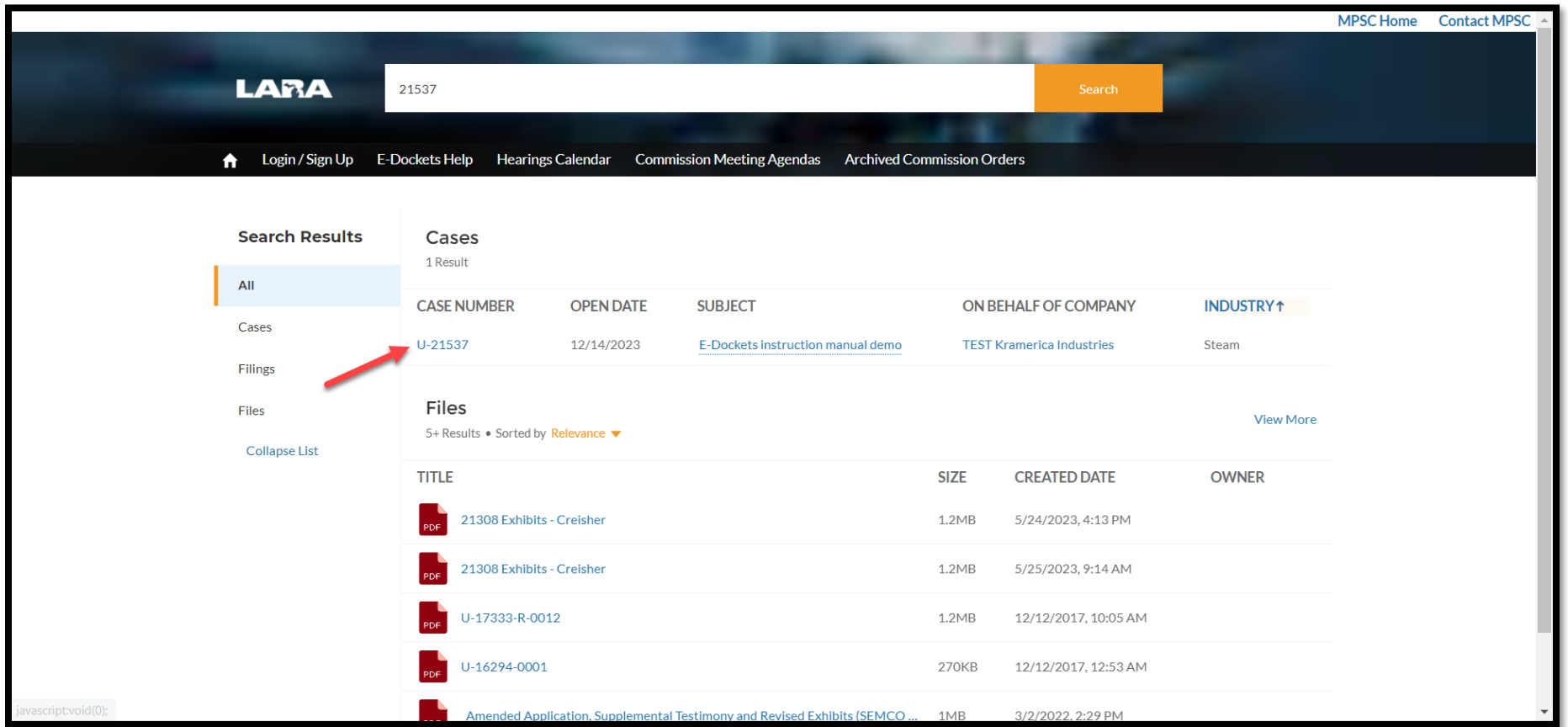
1. In the search box at the top of the page, enter the case number you want to submit a comment for and click the Search button.



The screenshot shows the MPSC E-Dockets website interface. At the top, there is a navigation bar with "MPSC Home" and "Contact MPSC". Below this is a dark header with the "LARA" logo and links for "Login / Sign Up" and "E-Dockets". A search bar is prominently displayed in the center, with the number "21537" entered. A red arrow labeled "1" points to this search input field. To the right of the search bar is an orange "Search" button, with a red arrow labeled "2" pointing to it. A dropdown menu is visible below the search bar, showing search results for "21537" in the MPSC E-Dockets Community. The results include a case titled "U-21537" with the subject "E-Dockets instruction manual demo". Below the search bar, there is a section titled "The Michigan Public Service Commission" with a link to "here" for more information. Further down, there are instructions regarding the submission of public comments and the format of PDF files. At the bottom, there is a "Cases" section titled "COMMUNITY-Cases-All" with a search bar and a table of cases. The table has columns for "Case N...", "Open...", "On Behalf of Company", and "Subject". Two cases are listed: "U-21539" and "U-21537".

Case N...	Open...	On Behalf of Company	Subject
1 U-21539	12/15/2023	IM Telecom, LLC d/b/a Infiniti Mobile	In the matter of the application of IM Telecom, LLC d/b/a Infiniti Mobile for Designation as an Eligible Telecommunications Carrier in the State of Michigan
2 U-21537	12/14/2023	TEST Kramerica Industries	E-Dockets instruction manual demo

2. Click the case number in the Cases results section.



The screenshot displays the MPSC E-Dockets search results page. At the top, there is a search bar with the text "21537" and a "Search" button. Below the search bar, there is a navigation menu with links: "Login / Sign Up", "E-Dockets Help", "Hearings Calendar", "Commission Meeting Agendas", and "Archived Commission Orders".

The search results are divided into two main sections: "Cases" and "Files".

**Cases Section:**

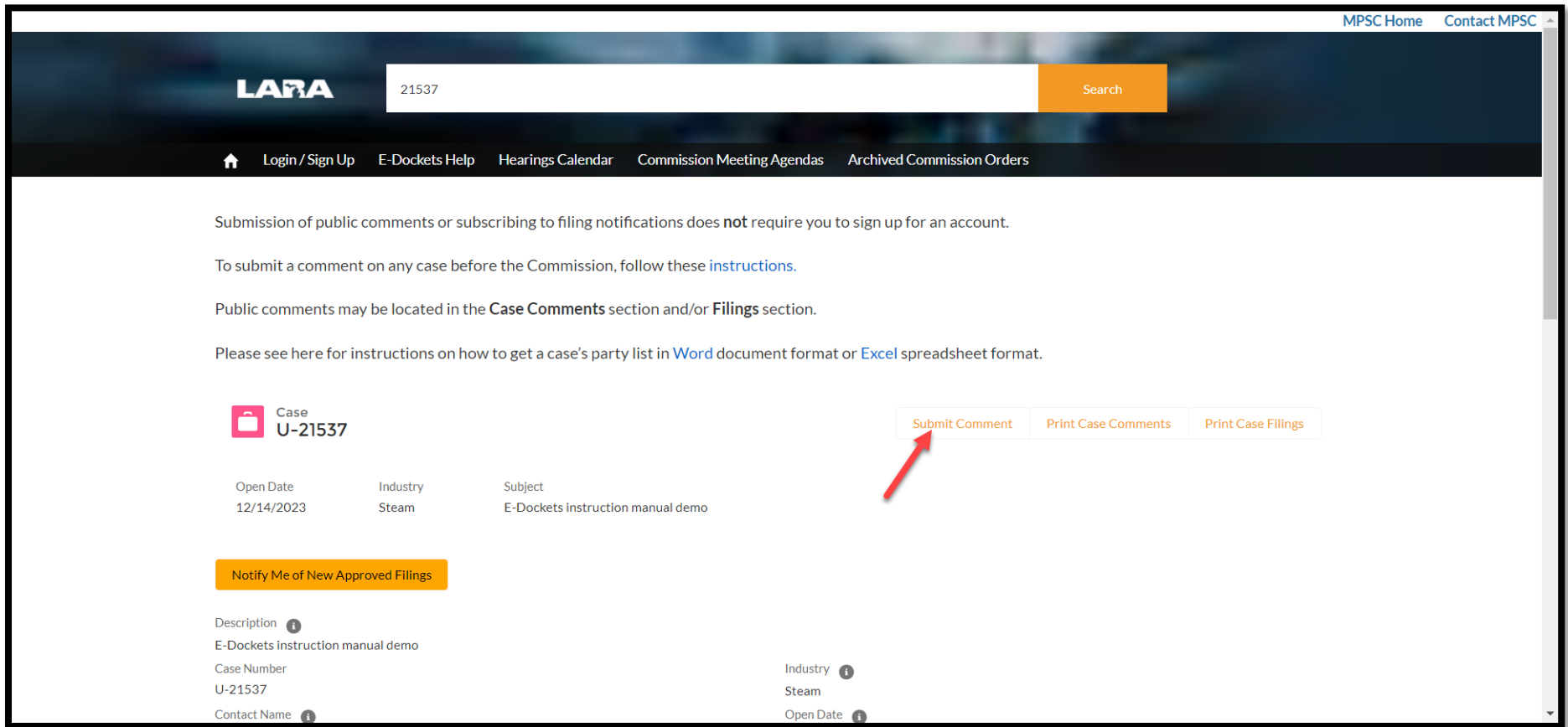
- 1 Result
- Table with columns: CASE NUMBER, OPEN DATE, SUBJECT, ON BEHALF OF COMPANY, and INDUSTRY.
- Row 1: U-21537, 12/14/2023, E-Dockets instruction manual demo, TEST Kramerica Industries, Steam.

**Files Section:**

- 5+ Results • Sorted by Relevance
- Table with columns: TITLE, SIZE, CREATED DATE, and OWNER.
- Row 1: 21308 Exhibits - Creisher, 1.2MB, 5/24/2023, 4:13 PM.
- Row 2: 21308 Exhibits - Creisher, 1.2MB, 5/25/2023, 9:14 AM.
- Row 3: U-17333-R-0012, 1.2MB, 12/12/2017, 10:05 AM.
- Row 4: U-16294-0001, 270KB, 12/12/2017, 12:53 AM.
- Row 5: Amended Application, Supplemental Testimony and Revised Exhibits (SEMCO ...), 1MB, 3/2/2022, 2:29 PM.

A red arrow points to the case number "U-21537" in the "Cases" section.

3. Click the Submit Comment button.



MPSC Home Contact MPSC

**LARA** 21537 Search


Home Login / Sign Up E-Dockets Help Hearings Calendar Commission Meeting Agendas Archived Commission Orders

Submission of public comments or subscribing to filing notifications does **not** require you to sign up for an account.

To submit a comment on any case before the Commission, follow these [instructions](#).

Public comments may be located in the **Case Comments** section and/or **Filings** section.

Please see here for instructions on how to get a case's party list in [Word](#) document format or [Excel](#) spreadsheet format.

 Case **U-21537**

Open Date 12/14/2023 Industry Steam Subject E-Dockets instruction manual demo

[Notify Me of New Approved Filings](#)

[Submit Comment](#) [Print Case Comments](#) [Print Case Filings](#)

Description ⓘ  
E-Dockets instruction manual demo

Case Number  
U-21537

Contact Name ⓘ

Industry ⓘ  
Steam

Open Date ⓘ

4. Review and accept the terms and conditions.

MPSC HomeContact MPSC

LARA

21537

Search

Home

Login / Sign Up

E-Dockets Help

Hearings Calendar

Commission Meeting Agendas

Archived Commission Orders

Submission of public comments or subscribing to filing notifications does **not** require you to sign up for an account.

To submit a comment on any case before the Commission, follow these instructions.

Public comments may be located in the public docket.

Please see here for instructions on how to submit a comment.

Case U-21537

Open Date12/14/2023

IndustrySteam

SubjectE-Dockets instruction manual demo

Notify Me of New Approved Filings

Description ⓘ  
E-Dockets instruction manual demo

Case Number  
U-21537

Contact Name ⓘ

Industry ⓘ  
Steam

Open Date ⓘ

Post Comment

Print Case Filings

Terms and Conditions

Comments received in this matter become public information, are posted on the Commission's website, and are subject to disclosure. Accordingly, please do not include information you wish to remain private.

Accept

Cancel

5. Populate all fields applicable to your comment (fields with an asterisk are required). If you check the box to include an attachment, you will attach the file in a later step. Your comment and file **must** meet the criteria listed in the Checklist for Approval of Electronically Filed Documents below. Answer the spam filter question and click Confirm.

The screenshot shows a web application interface for submitting a case comment. At the top, a navigation bar includes links for Home, Login / Sign Up, E-Dockets Help, Hearings Calendar, Commission Meeting Agendas, and Archived Commission Orders. The main content area is titled 'Case Comment' and 'New Case Comment'. It contains several input fields: 'First Name', 'Last Name', 'On Behalf of Company', 'Email Address', 'City', 'State' (a dropdown menu), 'Zip Code', and 'Case Number'. A large text area is labeled '\* Comment'. Below this is a checkbox labeled 'Click here to include an attachment'. At the bottom, there is a 'Spam Filter' section with a text input field containing the prompt 'The answer to 5 plus 1 is:' and a green 'Confirm' button. Three red callouts are present: '1' points to the 'First Name' field, '2' points to the 'Spam Filter' text input field, and '3' points to the 'Confirm' button.

Case Comment  
New Case Comment

Save Cancel

\* First Name  
First Name

\* Last Name  
Last Name

On Behalf of Company  
Enter On Behalf of Company

\* Email Address  
Email Address

City  
Enter City

State  
--None--

Zip Code  
Enter Zip Code

Case Number  
U-21537

\* Comment  
Enter Comment

☐ Click here to include an attachment

Spam Filter: The answer to 5 plus 1 is:  
[Text Input Field]

Confirm

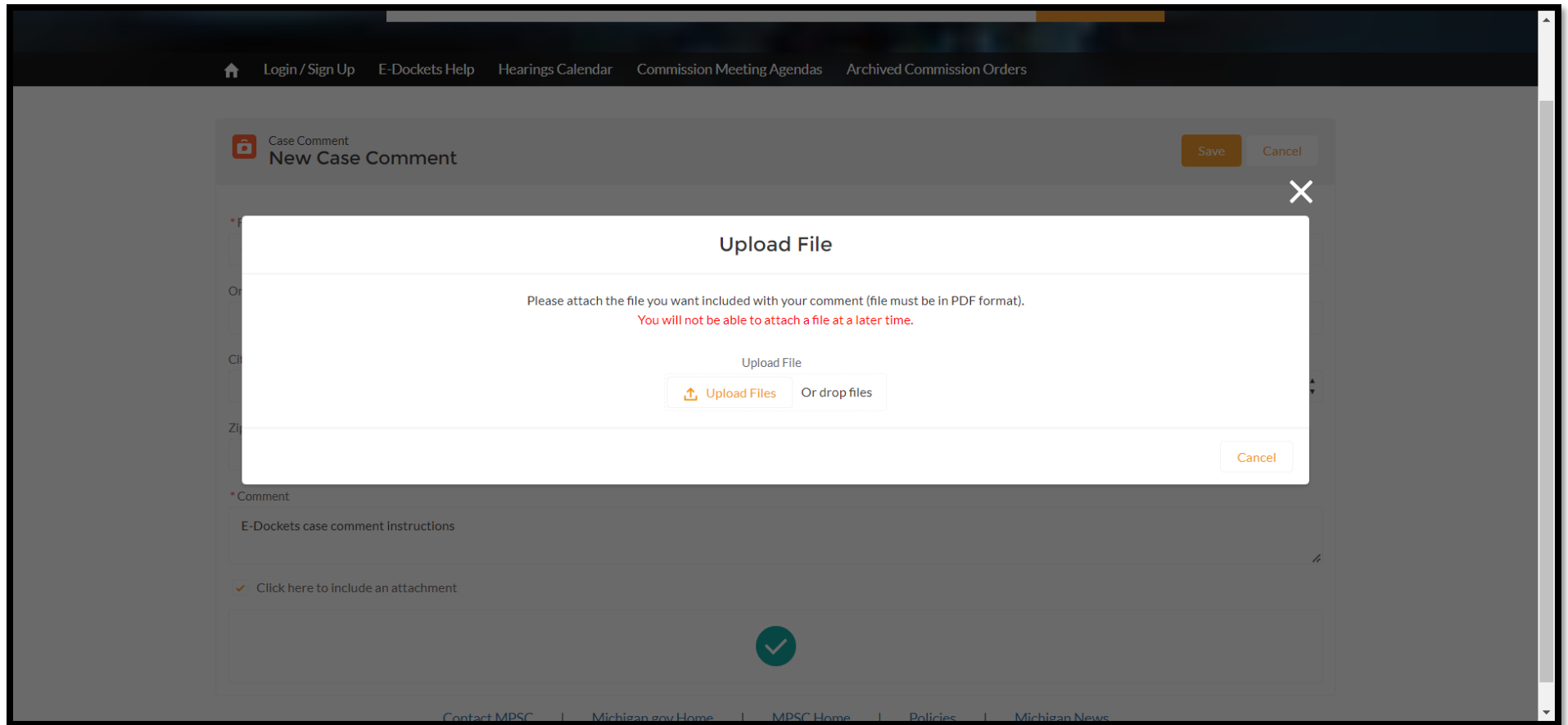
6. Once the spam filter question is verified, click the Save button.

The screenshot shows the 'New Case Comment' form on the MPSC E-Dockets website. The form is titled 'Case Comment New Case Comment' and has a 'Save' button and a 'Cancel' button in the top right corner. A red arrow points to the 'Save' button. The form contains the following fields:

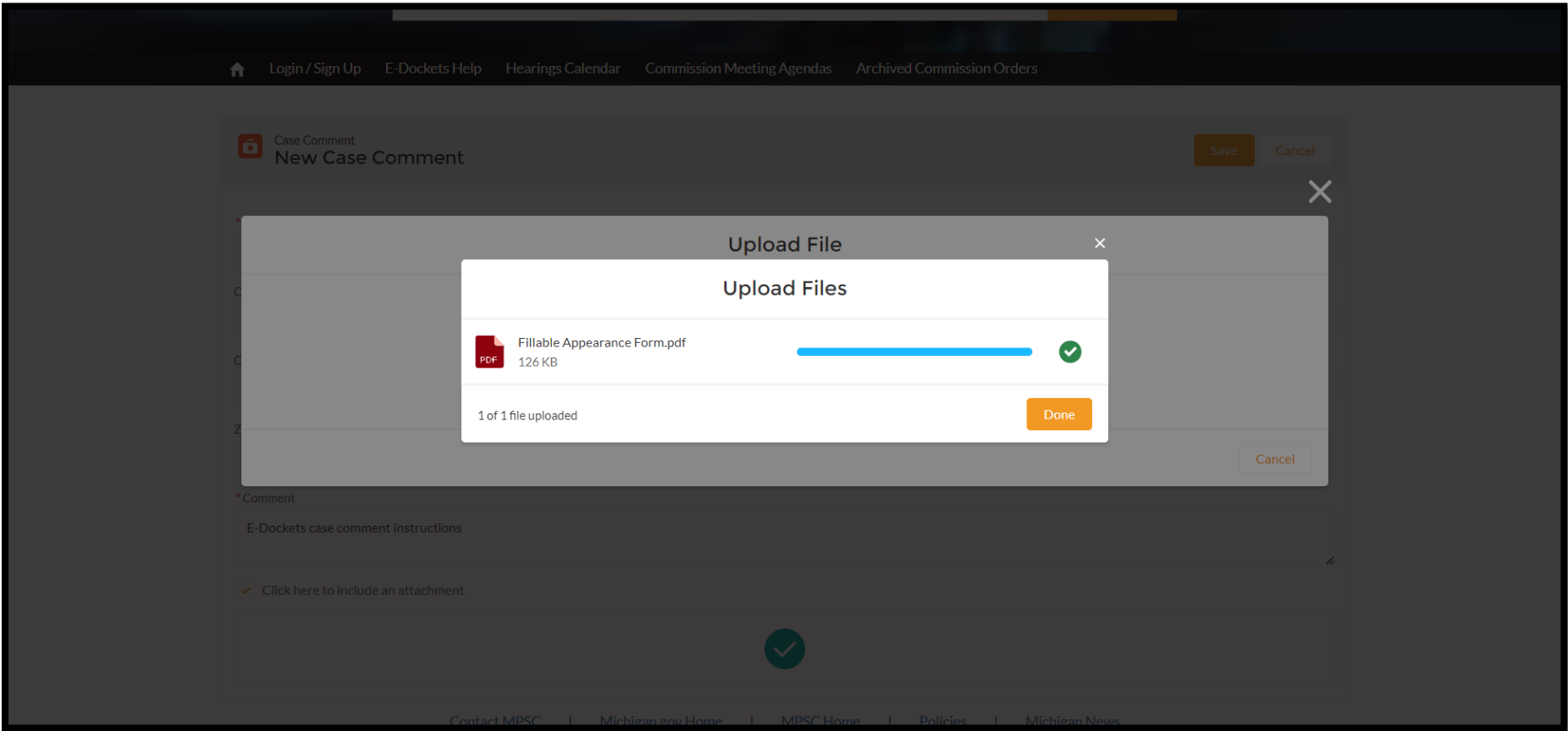
- \* First Name: Cosmo
- \* Last Name: Kramer
- On Behalf of Company: Enter On Behalf of Company
- \* Email Address: [redacted]@mi.gov
- City: Enter City
- State: --None--
- Zip Code: Enter Zip Code
- Case Number: U-21537
- \* Comment: E-Dockets case comment instructions

Below the comment field, there is a link: 'Click here to include an attachment'. At the bottom of the form, there is a green checkmark icon.

7. If you checked the box to add an attachment, you will now see the upload window. Attach your file to the record by clicking Upload Files or dragging your file over that button.

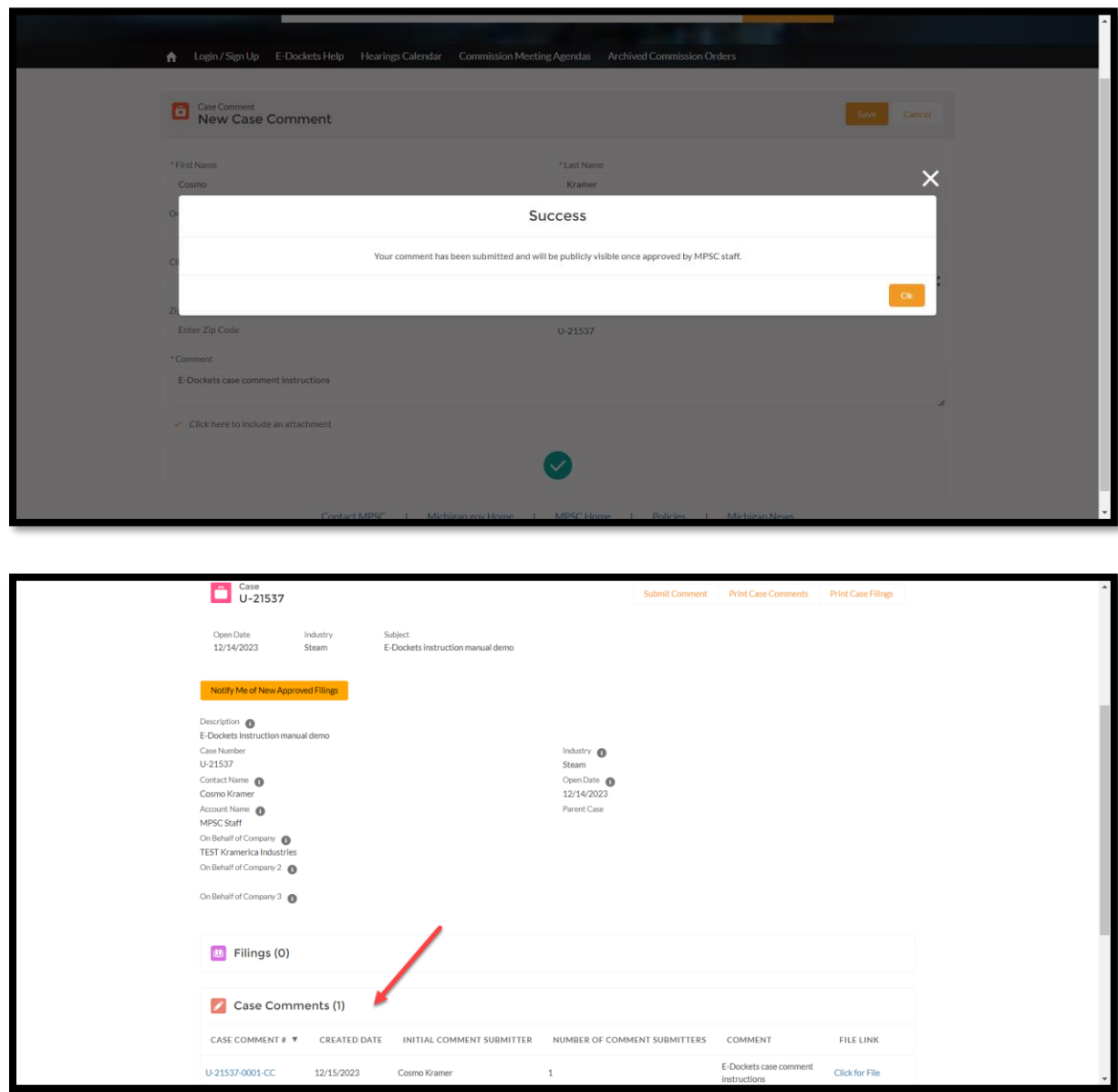


8. You will receive a success message confirming the upload was successful. Click Done.





If you see the below message, you have successfully submitted your comment (picture 1). Once MPSC staff has reviewed and approved your comment, it will be publicly visible on the case page under the Case Comments section (picture 2). You will receive a notification only if your comment is rejected.



If you cannot submit your comment on our website, they can be submitted via email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov) or via mail to:

Michigan Public Service Commission

Attn: Executive Secretary

7109 W. Saginaw Hwy.

Lansing, MI 48917

Please be sure to include the case number with your submission, so it can be placed in the correct case. Do not submit any information you wish to remain private, as comments will be publicly visible.

#### Checklist for Approval of Electronically Filed Documents

Ensure that your electronic filing is accurate and complete by checking the following:

- Is your document 100 MB or smaller and uploaded as a PDF file (Portable Document Format)? The text of the PDF file must be searchable in OCR form (Optical Character Recognition) and capable of being copied and pasted.
- Does the case number referenced in your PDF match the case number in which the filing is submitted?
- Have all required digital signatures have been applied to the documents?
- Are any necessary attachments included with the document submitted?
- Does your filing meet the guidelines listed below?

MPSC GUIDELINE 2014-1  
GUIDELINE APPLICABLE TO DOCUMENTS FILED ELECTRONICALLY

This guideline applies to documents filed electronically to the e-dockets website of the Michigan Public Service Commission (Commission), including documents filed pursuant to 1999 AC, R 460.17207 (Rule 207) or in response to an invitation for public comments. All information posted on the e-dockets website is public information. The Commission may deny for public posting documents found to contain the following:

- a. Information that may be subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), in the absence of a notarized waiver of the rights governed by HIPAA.
- b. Hyperlinks or other navigational aids that link to voluminous documents without pinpointing the material within that document that addresses the subject matter of the case, such as links to entire books, newspapers, magazines, or websites. Filers should link to the targeted information. Although hyperlinks may be included in electronically filed documents, the material linked to will not become part of the official record or filing unless the material itself is filed. Filers are also reminded that such materials may be subject to copyright and other intellectual property rights and may not be reproduced without the prior written consent of the copyright holder. Filers may include hyperlinks to matter for which they have obtained all necessary consents. By submitting content to the e-dockets website, filers warrant and represent that they either own or otherwise control all of the rights to that content, including, without limitation, all the rights necessary to provide, post, upload, input, or submit the content, and that their use of the content is a protected fair use.
- c. Language that is offensive, defamatory, obscene, vulgar, inflammatory, or threatening; or which is harmful in its nature including, without limitation, computer viruses, corrupted data, or other potentially harmful software or data.

Acceptance of a document for filing is not a final determination that the document complies with all of the Commission's requirements and is not a waiver of such requirements. If a filing is rejected, a "Notice of Rejection" explaining why the filing has been rejected will be sent by e-mail to the filer, or the filer will be contacted by other appropriate means.

If a filer discovers an error in the electronic filing or publishing of a document, the filer shall contact the Commission's Executive Secretary as soon as possible. The Commission will review the situation and advise the filing party of how the error will be addressed and what further action by the filer, if any, is required. Ordinarily, any modifications to a published document will require a revised filing with the Commission. If errors in the filing or publishing of a document are discovered by the Executive Secretary, Commission staff will ordinarily notify the filer of the error and advise the filer of what further action, if any, is required to address the error.