

# MPSC E-Dockets Instruction Manual

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# Accessing E-Dockets

## Do I Need an E-Dockets Account?

**Not everyone needs an MPSC E-Dockets account.** Please review the options below to see if you do.

- I want to search for/view cases and filings, submit a comment, or be notified of new case filings.
  - You do not need an account. Please see the index at the beginning of this document for applicable instructions.
  
- I am an individual and would like to file a complaint against one (or more) of my utility companies.
  - You do not need an account. Please see here for instructions on how to file your complaint:  
<https://www.michigan.gov/mpsc/consumer/complaints>
  
- I work for a company and plan to make 1-2 filings per year on existing cases and/or I will only be filing confidential documents.
  - You do not need an account.
    - For public documents, please send your file with the case number to [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Your file **must** meet the criteria listed in the Checklist for Approval of Electronically Filed Documents.
    - For confidential documents, please see the *Filings (Confidential Documents)* section of this manual for submission options.
  
- I work for a company and need to create 1+ new cases and/or make 3+ filings per year on existing cases.
  - You need an account. Please see the *Creating an Account* section of this document for detailed instructions.

## Creating an Account

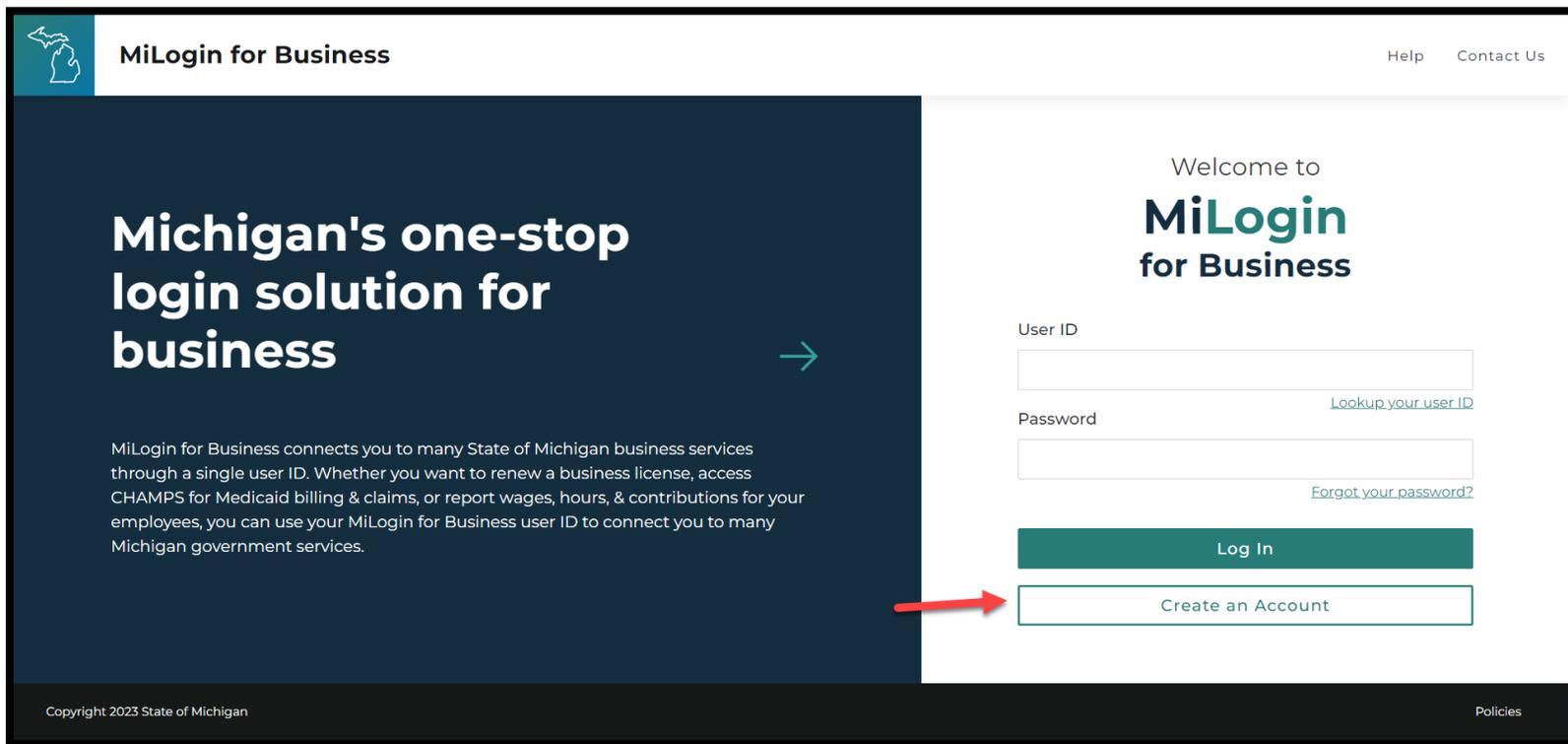
Accessing E-Dockets through MiLogin is a two-part process. First, you'll create a MiLogin for Business account (part 1). Then, you'll request access to the MPSC E-Dockets application (part 2). If you already have your own MiLogin for Business account, you do not need to create another one and can skip to part 2 of this section.

### System Requirements

- Supported browsers and operating systems: <https://help.salesforce.com/s/articleView?id=000393294&type=1>
- Pop-ups must be enabled
- JavaScript must be enabled

### Part 1: Creating a MiLogin for Business Account

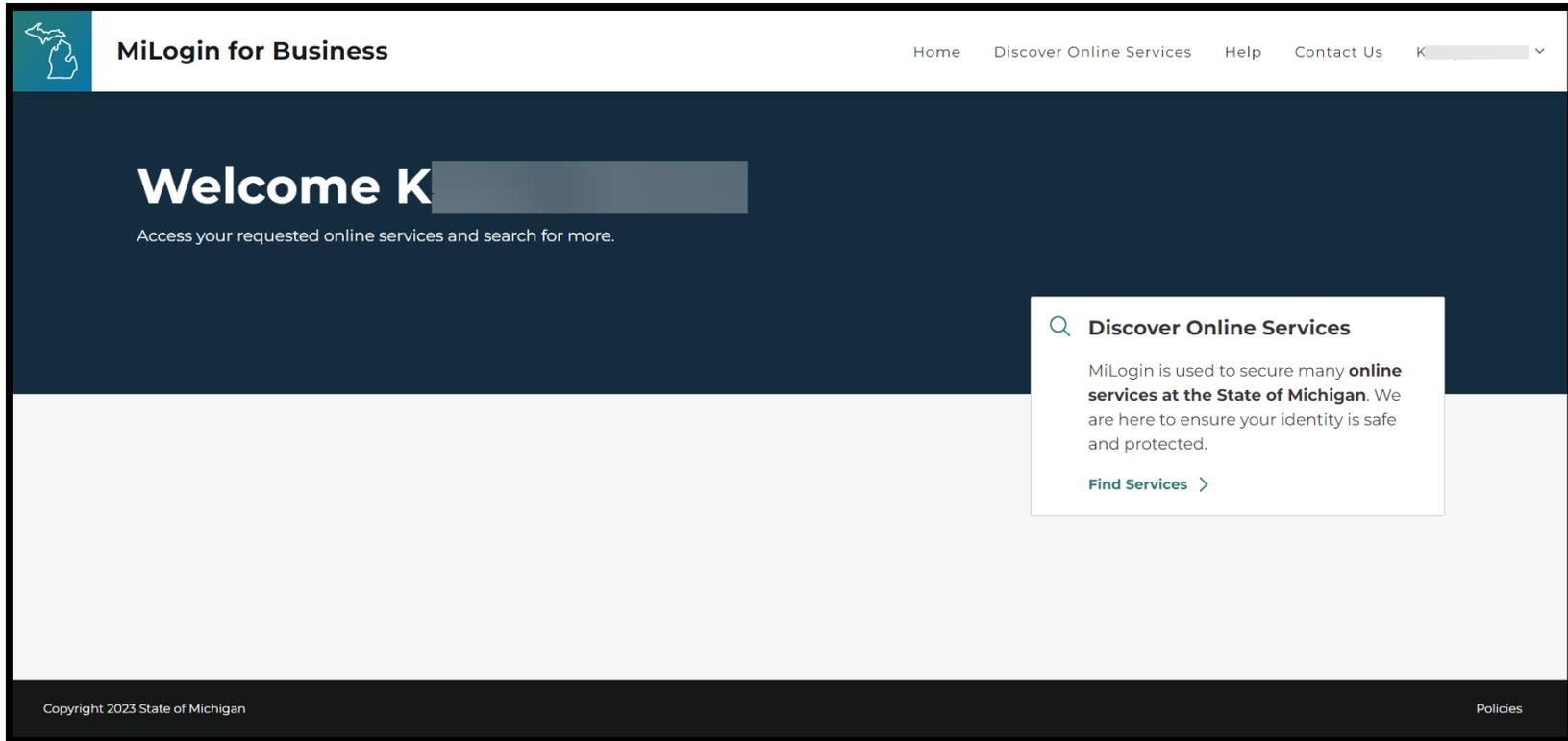
1. From your internet browser, navigate to <https://milogintp.michigan.gov>. Click the Create an Account button.



2. Enter your information at each of the ten MiLogin steps, beginning with email verification.
  - a. You **must** use your own **work** information to create the account, even if you are filing on behalf of someone else. You will be able to create cases and file on behalf of another person in subsequent sections of this manual. Using another person's email address, a shared email address, or a personal email will result in your request being rejected.

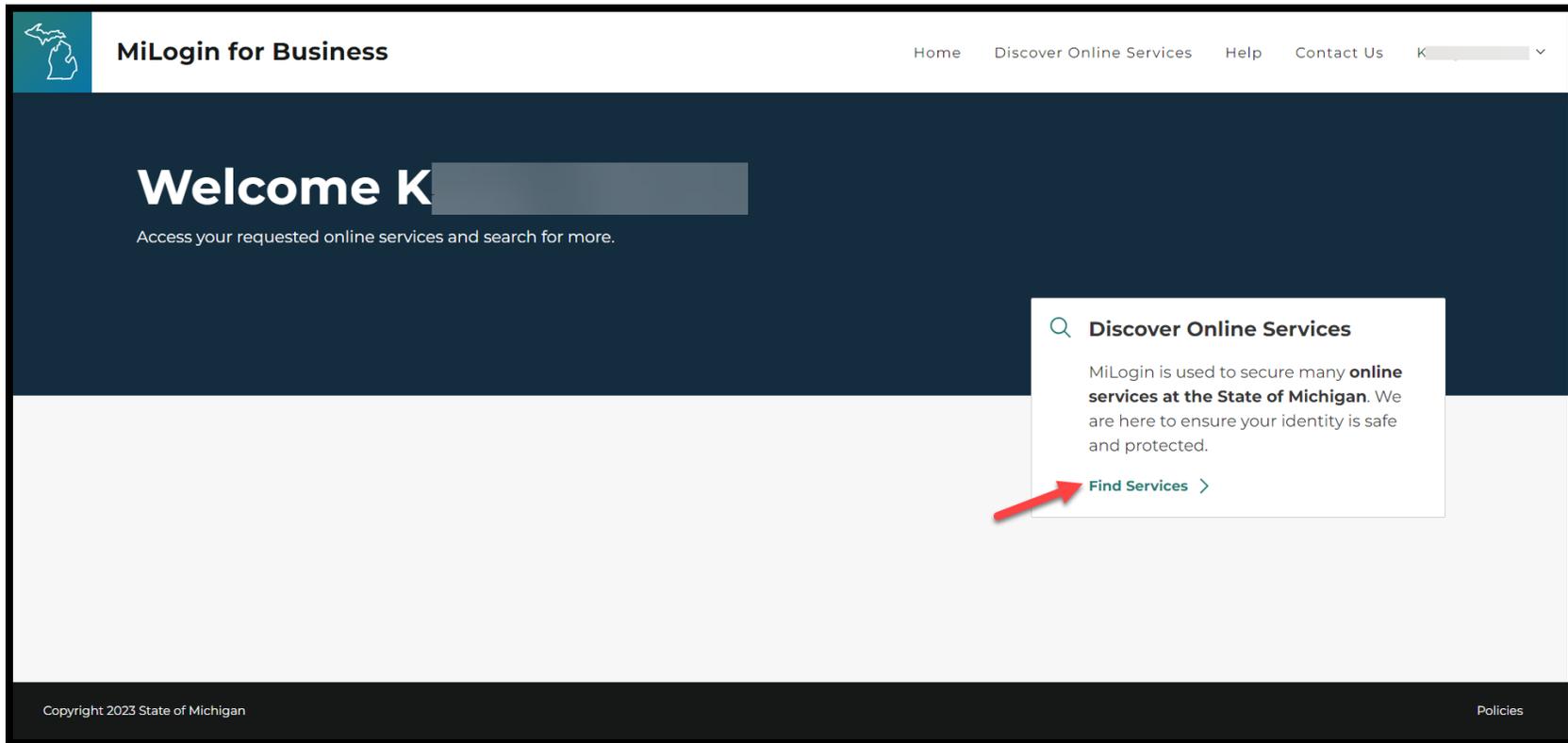
The screenshot displays the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a Michigan state icon, the title 'MiLogin for Business', and navigation links for 'Back' and 'Next Step'. The sidebar also indicates 'Step 1 of 10' and 'Email verification' with a progress indicator of 10 circles, the first of which is filled. The main content area is white and titled 'Enter your email'. It includes a brief explanation of MiLogin, an email input field, a reCAPTCHA checkbox labeled 'I'm not a robot', and a light blue information box stating: 'We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.' A green 'Next Step' button is located at the bottom of the form area. The footer contains 'Copyright 2023 State of Michigan' and a 'Policies' link.

3. Once you've gone through all ten steps, you'll be taken to the home page. This indicates that you have successfully created your MiLogin for Business account.

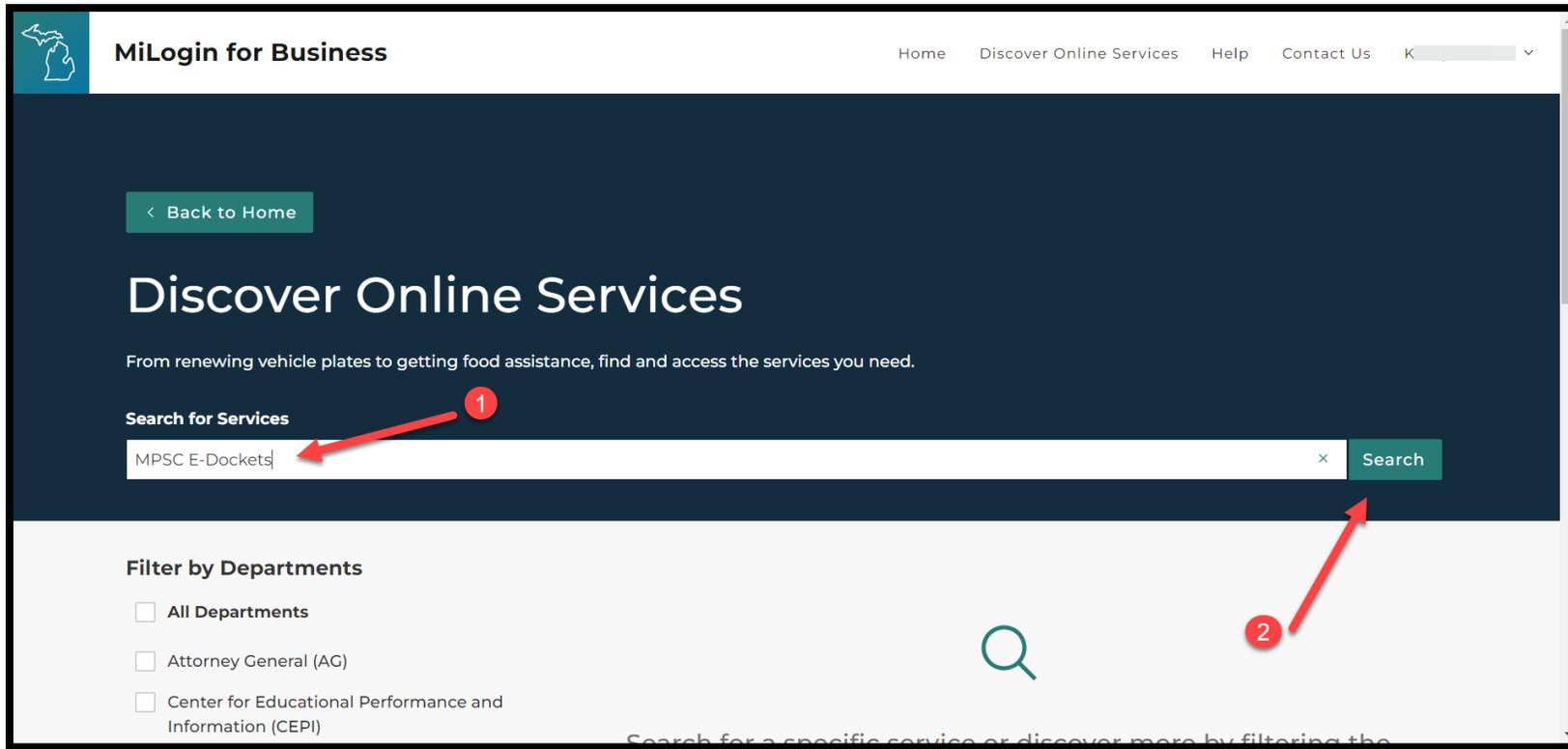


## Part 2: How to Request Access to the MPSC E-Dockets Application

1. Login to your MiLogin for Business account (<https://milogintp.michigan.gov>). From your home page, click Find Services.



2. Type “MPSC E-Dockets” in the search box and click Search.



3. Click the MPSC E-Dockets result that appears.

The screenshot displays a web interface with a sidebar on the left containing a list of Michigan departments, each with an unchecked checkbox. The departments listed are: All Departments, Attorney General (AG), Center for Educational Performance and Information (CEPI), Department of Labor and Economic Opportunity (LEO), Department of Military and Veteran's Affairs (DMVA), Department of Technology, Management and Budget (DTMB), Licensing and Regulatory Affairs (LARA), Michigan Civil Service Commission (MCSC), Michigan Department of Agriculture & Rural Development (MDARD), Michigan Department of Corrections (MDOC), Michigan Department of Education (MDE), Michigan Department of Environment, Great Lakes, and Energy (EGLE), and Michigan Department of Health & Human Services (MDHHS). The main content area on the right shows the selected department, 'LARA Licensing and Regulatory Affairs (LARA)', with a collapse icon. Below this, the 'MPSC E-Dockets' section is expanded, showing a description: 'This project will modernize and replace the MPSC's existing E-Dockets and Legal Edge legacy case management systems with a single Salesforce-based solution serving both internal and external users.' A red arrow points from the 'MPSC E-Dockets' link in this section to the 'MPSC E-Dockets' checkbox in the department list.

4. Review and accept the terms and conditions.

**LARA**  
LEGISLATIVE & JUDICIAL ADMINISTRATION

## MPSC E-Dockets

This project will modernize and replace the MPSC's existing E-Dockets and Legal Edge legacy case management systems with a single Salesforce-based solution serving both internal and external users.

**i This Service Requires Additional Information**  
This service may ask for additional information before granting access.

Please accept the Terms and Conditions to continue:

### Terms & Conditions

The Michigan Public Service Commission's (MPSC) Electronic Docket Filings System (E-Dockets) is the property of the State of Michigan and subject to state and federal laws, rules, and regulations. This system is intended for use only by authorized persons and only for official state business. System users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MPSC. Login IDs and passwords are never to be shared. System users must not disclose any confidential, restricted or sensitive data to unauthorized persons. System users shall only access information on the systems for which they have authorization. System users shall not use the E-Dockets system for commercial or

I agree to the Terms & Conditions

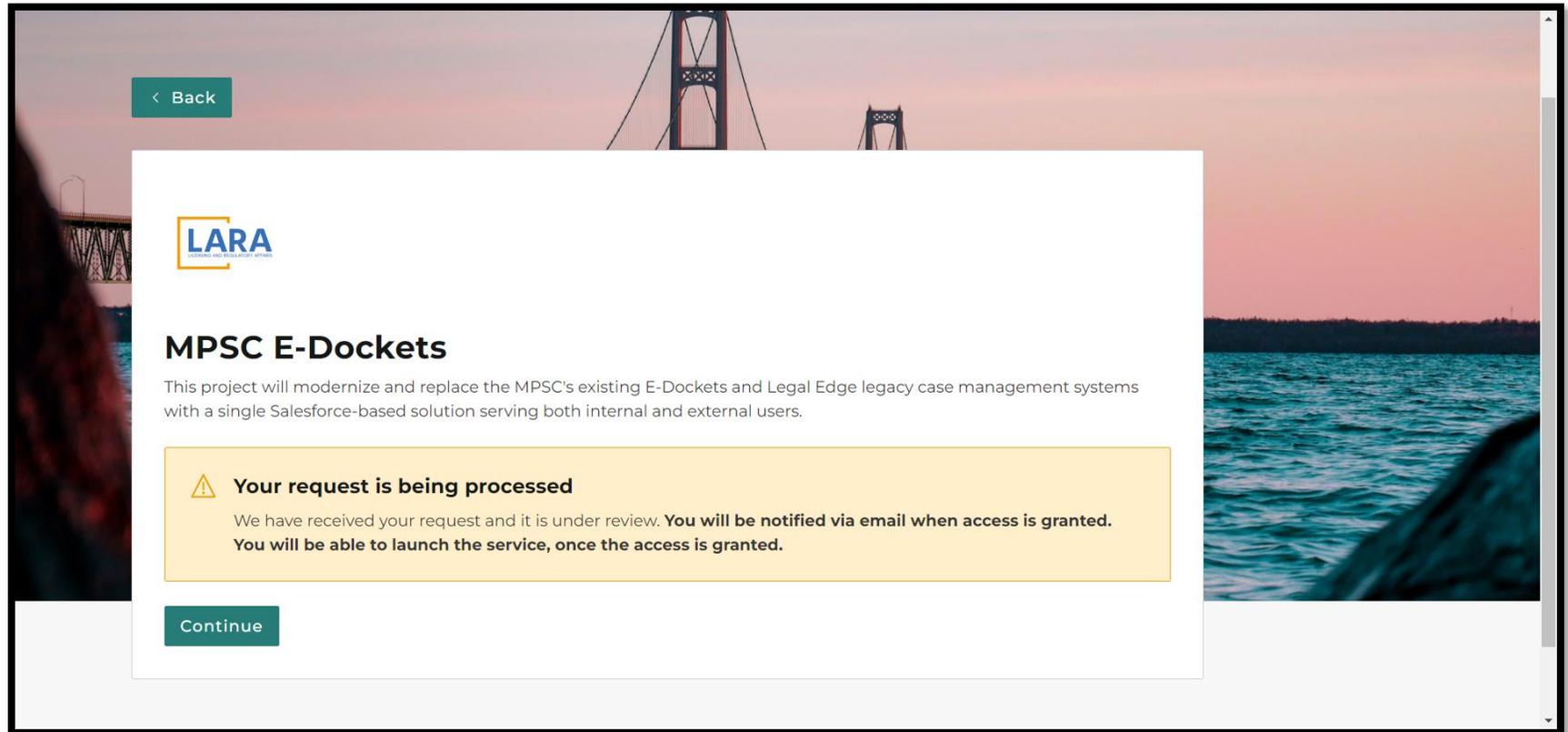
**Additional Information**

5. Fill out the additional information and click Next Step.

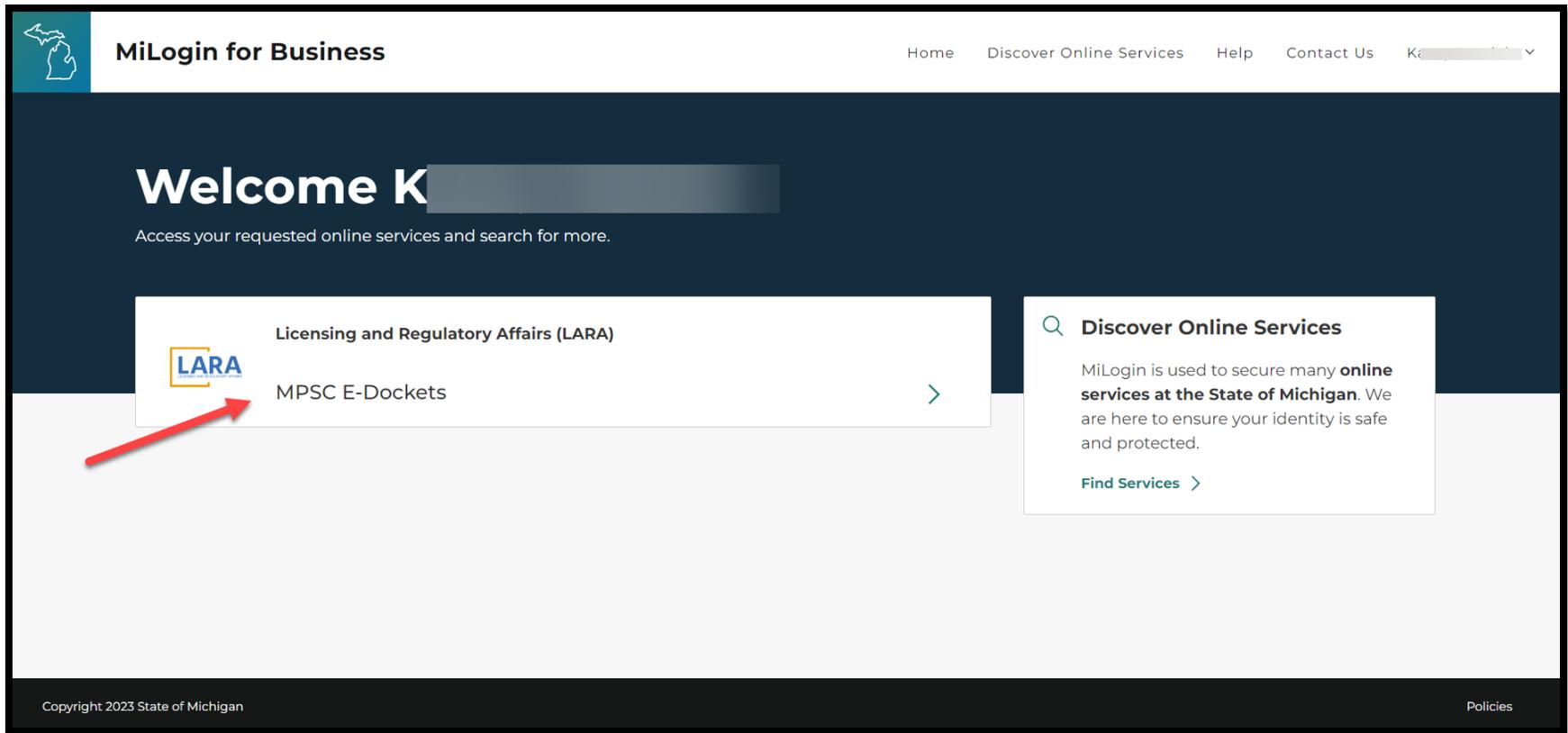
The screenshot shows a dark blue sidebar on the left with the text "Request Service" and a teal arrow pointing right. Above it is a teal link "< Back". The main content area is white and titled "Additional Information". Below the title is a paragraph: "In order to proceed with your request, please enter additional requested information below." The form fields include: "Company Name" (text input), "Role" (dropdown menu with "--" selected), "Title" (text input), "State Bar Number" (text input), and "Mailing Address" (text input). At the bottom of the form is a teal button labeled "Next Step". The footer contains "Copyright 2023 State of Michigan" on the left and "Policies" on the right.

The screenshot shows the same dark blue sidebar on the left. The main content area is white and titled "Mailing Address". Below the title are several text input fields: "Street Address", "City", "State", "Postal Code", and "Country" (with "USA" selected). At the bottom of the form is a teal button labeled "Next Step", which is highlighted by a red arrow pointing from the left. The footer contains "Copyright 2023 State of Michigan" on the left and "Policies" on the right.

6. If your request was processed successfully, you will see the screen below, and an MPSC staff member will review and set up your E-Dockets account. Your account is not automatically active, and a staff member will email you once it is configured. If the request is unsuccessful, please contact the helpdesk at 517-241-9700 or 800-968-2644 (toll free).



7. Once you receive the confirmation email, click the MPSC E-Dockets link on your home page to access the system. You may have to log out of your account and then back in before the link is visible.



8. Review and agree to the terms and conditions. Click Launch Service.

**LARA**  
LICENSING AND REGULATORY AFFAIRS

## MPSC E-Dockets

This project will modernize and replace the MPSC's existing E-Dockets and Legal Edge legacy case management systems with a single Salesforce-based solution serving both internal and external users.

**Please accept the Terms and Conditions to continue:**

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1 The Michigan Public Service Commission's (MPSC) Electronic Docket Filings System (E-Dockets) is the property of the State of Michigan and subject to state and federal laws, rules, and regulations. This system is intended for use only by authorized persons and only for official state business. System users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MPSC. Login IDs and passwords are never to be shared. System users must not disclose any confidential, restricted or sensitive data to unauthorized persons. System users shall only access information on the systems for which they have authorization. System users shall not use the E-Dockets system for commercial or partisan

I agree to the Terms & Conditions

**Launch service** ← 2

9. You will now see the E-Dockets home page.

The screenshot shows the MPSC E-Dockets home page. At the top right, there are links for "MPSC Home" and "Contact MPSC". The main header features the "LARA" logo, a search bar with the placeholder "Search by Case or Filing #...", and a "Search" button. A user profile icon for "Cosimo Kra..." is also visible. Below the header is a navigation menu with links for "Home", "Login / Sign Up", "E-Dockets Help", "Hearings Calendar", "Commission Meeting Agendas", and "Archived Commission Orders".

The main content area contains the following text:

The Michigan Public Service Commission's Electronic Docket Filings System (E-Dockets) provides for the electronic submission of documents and online access of documents submitted in cases before the Commission. Click [here](#) for more information.

Effective August 1, 2022, the MPSC added a new section for public comments. Previously filed public comments remain in the "Filings" section.

**A document filed electronically must be 100 MB or smaller and uploaded as a PDF file (Portable Document Format). In addition, the text of the PDF file *must* be searchable in OCR form (Optical Character Recognition) and capable of being copied and pasted.**

There is a "New Case" button and a section for "Cases" titled "COMMUNITY-Cases-Open Gas" with a dropdown arrow. Below this, it indicates "44 Items" and "Sorted by Case Number".

CASE NUMBER ▼	OPEN DATE	ON BEHALF OF COMPANY	SUBJECT	INDUSTRY
<a href="#">U-21499</a>	10/10/2023	<a href="#">MI Power and Light LLC</a>	In the Matter of the application for an Alternative Natural Gas supplier for MI Power and Light LLC	Gas
<a href="#">U-21497</a>	09/28/2023	<a href="#">Susan and Ernest John Lansing Household</a>	In the Matter of the Complaint of Ernest John and Susan Lansing against DTE Gas Company	Gas

# Navigation Quick Tips

MPSC Home Contact MPSC

**LARA** Search by Case or Filing #... Search

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

**Find meeting agendas from 2010 to present** **Find orders from 1960 to present**

The Michigan Public Service Commission's Electronic Docket Filings System (E-Dockets) provides for the electronic submission of documents and online access of documents submitted in cases before the Commission. Click [here](#) for more information.

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

Effective August 1, 2022, the MPSC added a new section for public comments. Previously filed public comments remain in the "Filings" section.

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

*A document filed electronically must be 100 MB or smaller and uploaded as a PDF file (Portable Document Format). In addition, the text of the PDF file **must** be searchable in OCR form (Optical Character Recognition) and capable of being copied and pasted.*

Cases **COMMUNITY-Cases-All** **Click down arrows to see available list views**

50+ items • Sorted by Open Date • Filtered by All cases • Updated a few seconds ago

Search this list...

**Click header, text to sort and reverse sort by that column**

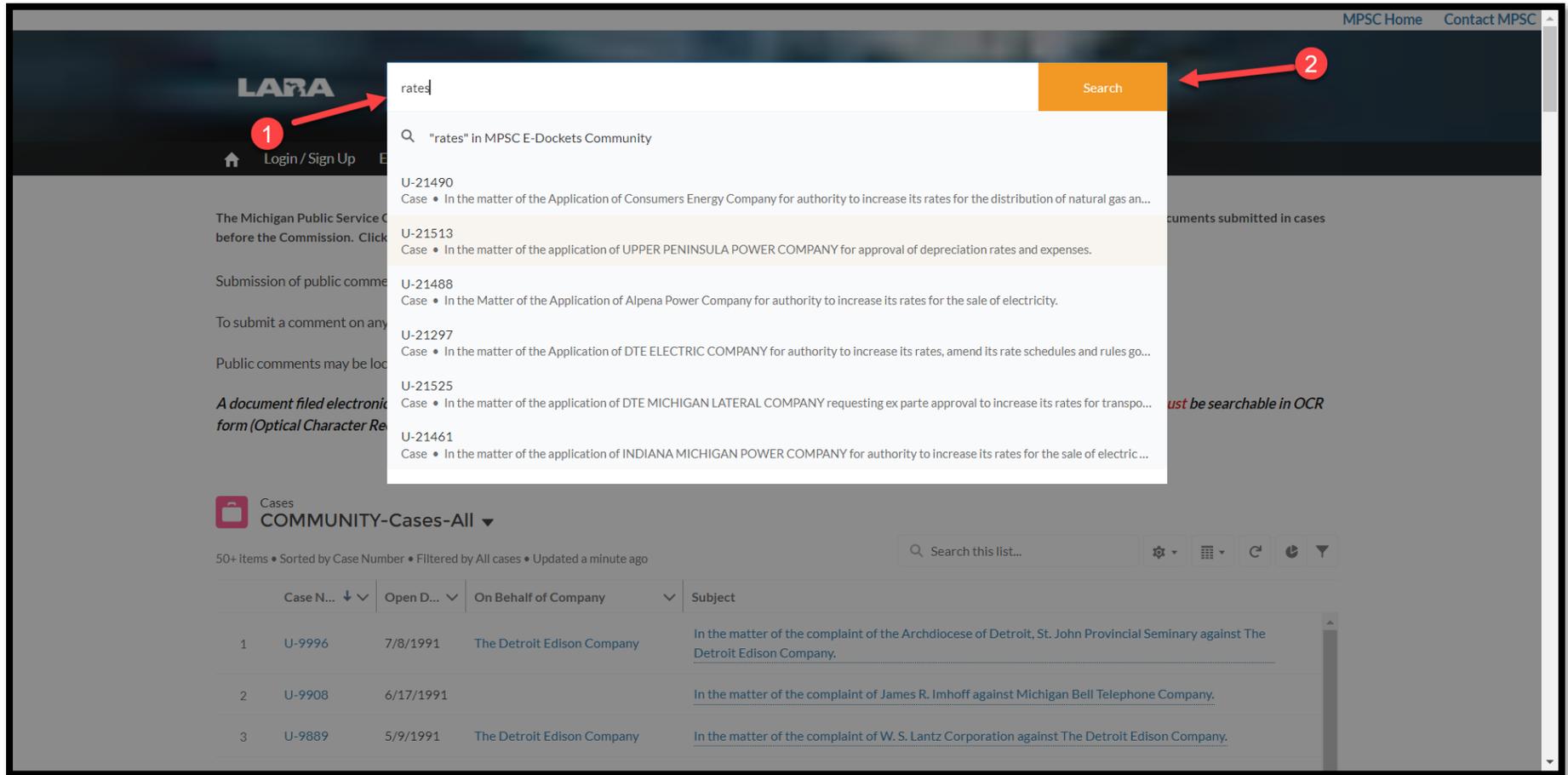
	Case Number	Open Da...	On Behalf of Company	Subject
1	U-21553	11/28/2023	CBTS Technology Solutions, LLC	In the matter of CBTS Technology Solutions LLC's Notice of Proposed Partial Service Discontinuance
2	U-21517	11/27/2023	Michigan Gas Utilities Corporation (MGU)	In the matter of the application of Michigan Gas Utilities Corporation for approval to implement special customer-class credits relating to a PEPL rate refund.

**Click these arrows to clip or wrap column**

# Searching for Records

## Locating Records Using Text

1. Searches can be refined by various criteria, including case number, filing number, filing type, case and filing descriptions, filer, file name, and text within PDFs. To find records, type your criteria in the search box at the top of the page and click Search.



2. This will bring up a partial list of results. Click the Search Results category you want to see more results for or apply filters to (optional).

The screenshot shows the MPSC website search results for the query 'rates'. The page features a dark blue header with the LARA logo and a search bar containing the text 'rates'. Below the header is a navigation menu with links for 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. The main content area is divided into two sections: 'Cases' and 'Filings'. The 'Cases' section displays a table with columns for 'CASE NUMBER', 'OPEN DATE', 'SUBJECT', 'ON BEHALF OF COMPANY', and 'INI'. The 'Filings' section displays a table with columns for 'FILING #', 'FILE DATE', 'FILED BY', 'ON BEHALF OF COMPANY', 'FILING TYPE', and 'FILING DESCRIPTIO'. A red arrow points to the 'Cases' link in the left sidebar.

**Search Results**

- All
- Cases
- Filings
- Files
- Collapse List

**Cases**  
5+ Results • Sorted by Relevance ▼ [View More](#)

CASE NUMBER	OPEN DATE	SUBJECT	ON BEHALF OF COMPANY	INI
U-21461	6/29/2023	<a href="#">In the matter of the application of INDIANA MICHIGAN ...</a>	Indiana Michigan Power Company	Elec
U-21490	10/13/2023	<a href="#">In the matter of the Application of Consumers Energy C...</a>	Consumers Energy Company	Gas
U-21389	3/30/2023	<a href="#">In the matter of the application for Consumers Energy C...</a>	Consumers Energy Company	Elec
U-21488	9/1/2023	<a href="#">In the Matter of the Application of Alpena Power Compa...</a>	Alpena Power Company	Elec
U-21513	12/6/2023	<a href="#">In the matter of the application of UPPER PENINSULA P...</a>	Upper Peninsula Power Company (UPPCO)	Elec

**Filings**  
5+ Results • Sorted by Relevance ▼ [View More](#)

FILING #	FILE DATE	FILED BY	ON BEHALF OF COMPANY	FILING TYPE	FILING DESCRIPTIO
U-18255-0384	2/28/2018	Jennifer Kefer	Association of Businesses Advocating Tariff Equity (ABATE)	Letter	Business letter submit

3. Populate filter criteria to narrow down your search results (optional).

### Search Results

All

Cases

Expand List

---

### Refine By

Case Number

Open Date

Choose...
▼

Subject

On Behalf of Company

Industry

Choose...
▼

### Cases

50+ Results • Sorted by Relevance ▼

CASE NUMBER	OPEN DATE	SUBJECT ↑	ON BEHALF OF COMPANY
U-21461	6/29/2023	<a href="#">In the matter of the application of INDIANA MICHIGAN ...</a>	Indiana Michigan Power Company
U-21490	10/13/2023	<a href="#">In the matter of the Application of Consumers Energy C...</a>	Consumers Energy Company
U-21389	3/30/2023	<a href="#">In the matter of the application for Consumers Energy C...</a>	Consumers Energy Company
U-21488	9/1/2023	<a href="#">In the Matter of the Application of Alpena Power Compa...</a>	Alpena Power Company
U-21513	12/6/2023	<a href="#">In the matter of the application of UPPER PENINSULA P...</a>	Upper Peninsula Power Company (UPPCO)
U-21525	11/16/2023	<a href="#">In the matter of the application of DTE MICHIGAN LATE...</a>	DTE Michigan Lateral Company (DMLC)
U-21534	12/28/2023	<a href="#">In the matter of the Application of DTE ELECTRIC COM...</a>	DTE Electric Company
U-21540	12/28/2023	<a href="#">In the matter of the application of Michigan Gas Utilities ...</a>	Michigan Gas Utilities Corporation (MGU)
U-21541	12/28/2023	<a href="#">In the matter of the application of Upper Michigan Energ...</a>	Upper Michigan Energy Resources Corporation (L
U-21291	7/12/2023	<a href="#">In the matter of the application of DTE GAS COMPANY f...</a>	DTE Gas Company
U-21384	9/29/2023	<a href="#">In the matter of the Application of DTE GAS Company fo...</a>	DTE Gas Company
U-21224	3/28/2022	<a href="#">In the matter of the application of Consumers Energy Co...</a>	Consumers Energy Company
U-21227	5/12/2022	<a href="#">In the matter, on the Commission's own motion, to seek ...</a>	Michigan Public Service Commission (MPSC)
U-20697	1/24/2020	<a href="#">In the matter of the application of Consumers Energy Co...</a>	Consumers Energy Company



## Locating Filings Using File Date

1. In the search box at the top of the page, enter a file date in either mm/dd/yy or mm/dd/yyyy format. Do not include leading zeros. Click the Search button. For example, January 9, 2018 can be entered as 1/9/18 or 1/9/2018 but not 01/09/18.

The screenshot shows the MPSC E-Dockets website interface. At the top right, there are links for "MPSC Home" and "Contact MPSC". The main header features the "LARA" logo and navigation links for "Home", "Login / Sign Up", and "E-Dockets". A search bar is prominently displayed, containing the text "1/9/18". To the right of the search bar is an orange "Search" button. A red arrow labeled "1" points to the search bar, and another red arrow labeled "2" points to the "Search" button. Below the search bar, a dropdown menu shows the search results: "1/9/18" in MPSC E-Dockets Community.

The main content area contains the following text:

The Michigan Public Service Commission's Electronic Docket Filings System (E-Dockets) provides for the electronic submission of documents and online access of documents submitted in cases before the Commission. Click [here](#) for more information.

Submission of public comments or subscribing to filing notifications do **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.

*A document filed electronically must be 100 MB or smaller and uploaded as a PDF file (Portable Document Format). In addition, the text of the PDF file **must** be searchable in OCR form (Optical Character Recognition) and capable of being copied and pasted.*

Below the text is a "Cases" section with a dropdown menu set to "COMMUNITY-Cases-All". It shows 50+ items, sorted by Open Date, filtered by All cases, and updated a few seconds ago. A search bar "Search this list..." and various filter icons are present. The table below lists the search results:

Cas...	Open ...	On Behalf of Com...	Subject	Industry	
1	U-21545	1/2/2024	Median Energy Corp.	In the matter of the application of Median Energy Corp. for an Alternative Gas Supplier License	Gas
				In the matter of the Application of DTE ELECTRIC COMPANY for authority to increase its	

2. This will bring up a partial list of results. Click Filings in the Search Results category to see more results and apply filters.

The screenshot shows the MPSC website search results page. The header includes the LARA logo, a search bar with the date '1/9/18', and a 'Search' button. The navigation bar contains links for 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. The main content area is divided into 'Search Results' and 'Filings' sections. The 'Search Results' sidebar has a red arrow pointing to the 'Filings' link. The 'Filings' section displays a table of results with columns for FILING #, FILE DATE, FILED BY, ON BEHALF OF COMPANY, FILING TYPE, and FILING DESCRIPTION. Below this, the 'Files' section displays a table with columns for TITLE, SIZE, CREATED DATE, and OWNER.

FILING #	FILE DATE	FILED BY	ON BEHALF OF COMPANY	FILING TYPE	FILING DESCRIPTION
<a href="#">U-12486-0150</a>	1/9/2018	Thomas D. Wiegman	<a href="#">Dearborn Industrial Generation, LLC</a>	Report	Mercury Report
<a href="#">U-12486-0149</a>	1/9/2018	Thomas D. Wiegman	<a href="#">Dearborn Industrial Generation, LLC</a>	Report	Mercury Report
<a href="#">U-12486-0148</a>	1/9/2018	Mitchell Hefner	<a href="#">Genesee Power Station, LP (GPS)</a>	Report	Mercury Emissions Repor
<a href="#">U-16640-0023</a>	1/9/2018	Adam C. Smith	<a href="#">CMS ERM Michigan, LLC</a>	Notice of Opportunity to Comment	Notice of Opportunity to
<a href="#">U-17077-0035</a>	1/9/2018	Public Comment	Public Comment	Comments	Public Comment

TITLE	SIZE	CREATED DATE	OWNER
 <a href="#">Answer to Energy MI Petition for Rehearing 1-10-18</a>	210KB	1/10/2018, 4:16 PM	

3. Populate filter criteria to narrow down your search results (optional).

**Search Results**

All

**Filings**

Expand List

---

**Refine By**

Filing #

File Date

Choose... ▼

Filed By

On Behalf of Company

Filing Type

Choose... ▼

# Pages

Min

**Filings**

23 Results • Sorted by **Relevance** ▼

FILING #	FILE DATE	FILED BY	ON BEHALF OF COMPANY	FILING TYPE	FILING DESCRIF
U-12486-0150	1/9/2018	Thomas D. Wiegman	Dearborn Industrial Generation, LLC	Report	Mercury Report
U-12486-0149	1/9/2018	Thomas D. Wiegman	Dearborn Industrial Generation, LLC	Report	Mercury Report
U-12486-0148	1/9/2018	Mitchell Hefner	Genesee Power Station, LP (GPS)	Report	Mercury Emission
U-16640-0023	1/9/2018	Adam C. Smith	CMS ERM Michigan, LLC	Notice of Opportunity to Comment	Notice of Opportu
U-17077-0035	1/9/2018	Public Comment	Public Comment	Comments	Public Comment
U-17918-R-0084	1/9/2018	Joel B. King	Department of Attorney General	Proof of Service	Proof of Service fc
U-17953-0167	1/9/2018	Theresa A. Staley	Consumers Energy Company	Motion	Joint Motion for S
U-17918-R-0083	1/9/2018	Robert W. Beach	Consumers Energy Company	Proof of Service	Discovery Respon
U-17940-R-0019	1/9/2018	Paul M. Collins	Michigan Gas Utilities Corporation (MGU)	Proof of Service	Proof of Service - I
U-17918-R-0082	1/9/2018	Robert W. Beach	Consumers Energy Company	Proof of Service	Discovery Respon
U-18120-0096	1/9/2018	Public Comment	Public Comment	Comments	
U-18231-0038	1/9/2018	Dennis Mack	ALJs - MPSC	Scheduling Memo	Scheduling Memo
U-18231-0037	1/9/2018	Dennis Mack	ALJs - MPSC	Scheduling Memo	Scheduling Memo
U-18406-0018	1/9/2018	Amit T. Singh	MPSC Staff	Proof of Service	Proof of Service o
U-18403-0040	1/9/2018	Kimberly Flynn	Michigan Environmental Council	Proof of Service	Proof of Service o
U-18999-0054	1/9/2018	Heather M.S. Durian	MPSC Staff	Proof of Service	Proof of Service o



# Creating Records (registered users only)

## Cases

1. From the E-Dockets home page, click New Case.

The screenshot shows the MPSC E-Dockets website interface. At the top right, there are links for 'MPSC Home' and 'Contact MPSC'. The main header features the 'LARA' logo, a search bar with the placeholder text 'Search by Case or Filing #...', and a user profile icon labeled 'Cosmo Kra...'. Below the header is a navigation menu with links: 'Home', 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. The main content area contains introductory text about the E-Dockets system and a 'New Case' button, which is highlighted with a red arrow. Below the button is a section for 'Cases' with a dropdown menu set to 'COMMUNITY-Cases-All' and a sub-header '500+ Items • Sorted by Case Number'. A table of cases is displayed below, with columns for Case Number, Open Date, On Behalf of Company, Subject, and Industry.

CASE NUMBER ▼	OPEN DATE	ON BEHALF OF COMPANY	SUBJECT	INDUSTRY
U-9996	07/08/1991	The Detroit Edison Company	In the matter of the complaint of the Archdiocese of Detroit, St. John Provincial Seminary against The Detroit Edison Company.	Electric
U-9908	06/17/1991		In the matter of the complaint of James R. Imhoff against Michigan	Communications

2. Populate all fields applicable to your case (fields with an asterisk are required).
  - a. To populate the On Behalf of Company field(s), start typing the name of a company and click the magnifying glass to view the matching results. Select the name of the company from the list. (The database will not create your case if you don't select it this way.)
  - b. View additional guidance for a field by hovering over the gray circles.

The screenshot shows the 'New Case' form in the MPSC system. The form includes the following fields and annotations:

- Header:** LARA logo, search bar (Search by Case or Filing #...), and user profile (Cosmo Kra...).
- Navigation:** Home, Login / Sign Up, E-Dockets Help, Hearings Calendar, Commission Meeting Agendas, Archived Commission Orders.
- Form Fields:**
  - Description:** Text input field with a gray circle containing a '1' and an arrow pointing to it. Annotation: "Hover, over, these circles to view guidance text".
  - Industry:** Dropdown menu with "--None--" selected.
  - Contact Name:** Text input field containing "Cosmo Kramer".
  - Account Name:** Text input field containing "MPSC Staff".
  - On Behalf of Company:** Text input field with a magnifying glass icon. Annotation: "Click magnifying glass to view results".
  - On Behalf of Company 2:** Text input field with a magnifying glass icon.
  - On Behalf of Company 3:** Text input field with a magnifying glass icon.
- Buttons:** "Save" (blue) and "Cancel" (white) buttons. A red circle containing a '2' and an arrow points to the "Save" button.

3. The system will create your case and take you to the main page with the new number near the top of the page. The case is not open or visible to others until the first filing is approved.

The screenshot shows the LARA MPSC E-Dockets system interface. At the top, there is a search bar with the text "Search by Case or Filing #..." and a "Search" button. The user's name "Cosmo Kra..." is visible in the top right corner. Below the search bar, there is a navigation menu with links for "Login / Sign Up", "E-Dockets Help", "Hearings Calendar", "Commission Meeting Agendas", and "Archived Commission Orders".

The main content area contains the following text:

To request **changes** to this case, please contact the Executive Business Section by phone at 517-284-8090 or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

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.

The case details are displayed as follows:

Case U-21537	Submit Comment	Print Case Comments	Print Case Filings
Open Date	Industry Steam	Subject E-Dockets instruction manual demo	

Below the case details, there is a button labeled "Notify Me of New Approved Filings".

The case description is "E-Dockets instruction manual demo". The case number is "U-21537". The contact name is "Cosmo Kramer". The industry is "Steam" and the open date is also listed.

## Filings (Public Documents)

These instructions only apply to filing **public** documents. For instructions on filing **confidential** documents, please see the next section of this document - *Filings (Confidential Documents)*.

1. To attach a filing to a case, type its case number in the search bar at the top of the page and click Search.

The screenshot shows the MPSC E-Dockets website interface. At the top, there is a search bar containing the text '21537' and an orange 'Search' button. A dropdown menu is visible below the search bar, displaying search results for '21537' in the MPSC E-Dockets Community. The results include a case 'U-21537' with the subject 'E-Dockets instruction manual demo'. Red arrows point to the search bar (labeled '1') and the search button (labeled '2').

The page also features the LARA logo, navigation links for 'Login / Sign Up' and 'E-Dockets', and a 'New Case' button. Below the search bar, there is a section for 'Cases' with a dropdown menu set to 'COMMUNITY-Cases-All' and a table of case listings.

CASE NUMBER	OPEN DATE	ON BEHALF OF COMPANY	SUBJECT	INDUSTRY
U-9996	07/08/1991	The Detroit Edison Company	In the matter of the complaint of the Archdiocese of Detroit, St. John Provincial Seminary against The Detroit Edison Company.	Electric
U-9908	06/17/1991		In the matter of the complaint of James R. Imhoff against Michigan	Communications

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

The screenshot shows the MPSC LARA website search results for case number 21537. The search bar at the top contains '21537' and a 'Search' button. The user is logged in as 'Casimo Kra...'. The navigation menu includes 'Home', 'Login/Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. The search results are divided into 'Cases' and 'Files' sections.

**Search Results**

- All
- Cases
- Filings
- Files
- Collapse List

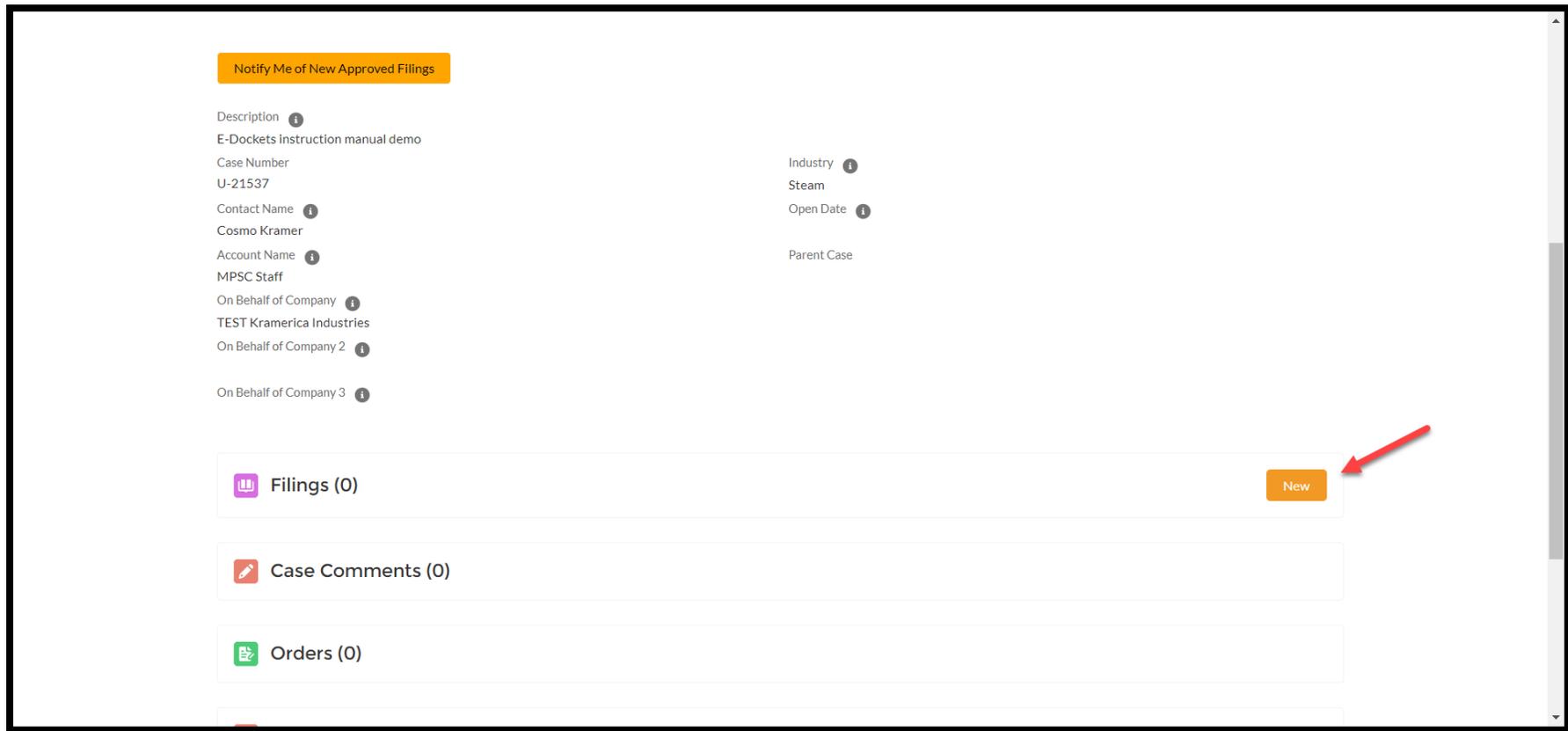
**Cases**  
1 Result

CASE NUMBER	OPEN DATE	SUBJECT	ON BEHALF OF COMPANY	INDUSTRY
<a href="#">U-21537</a>		<a href="#">E-Dockets instruction manual demo</a>	TEST Kramerica Industries	Steam

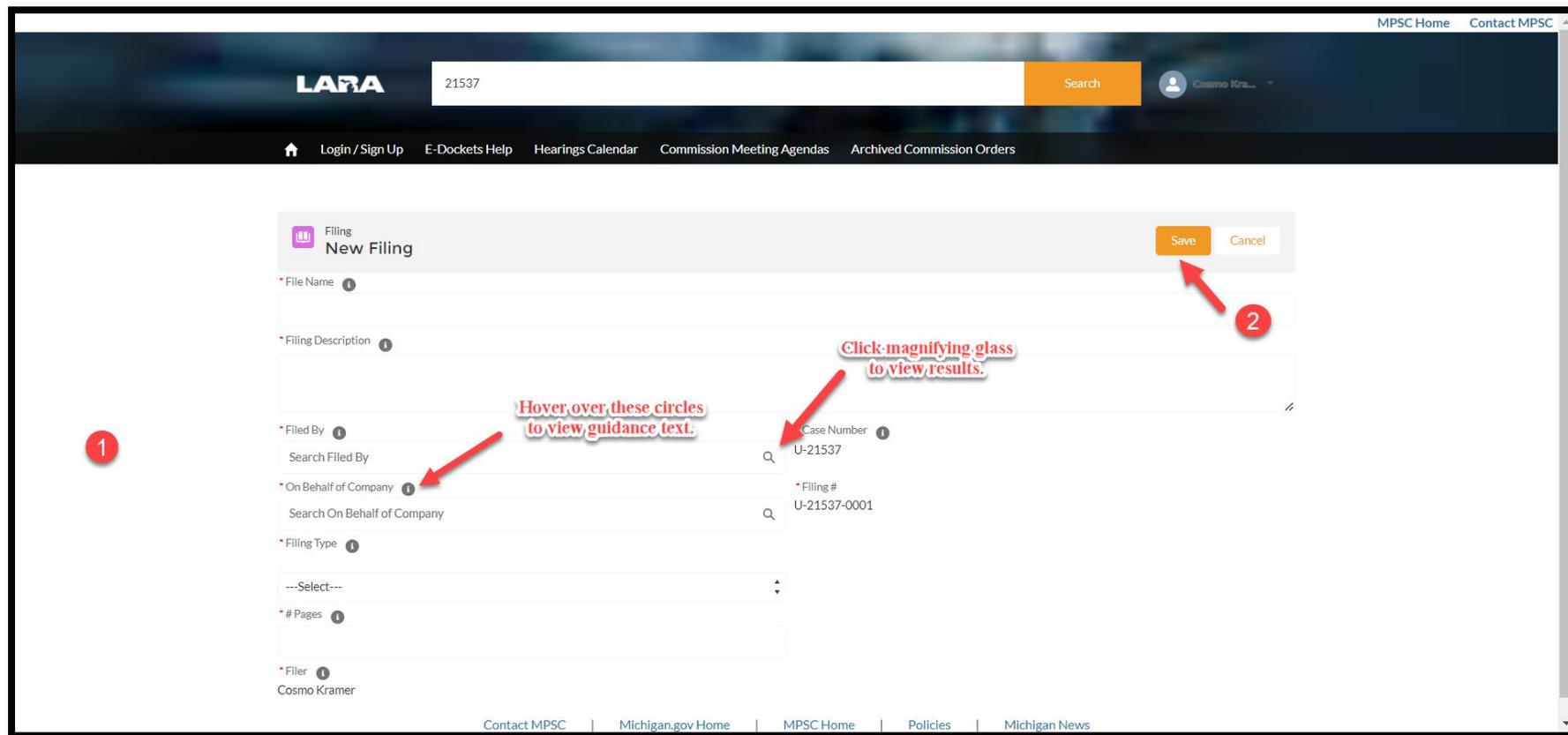
**Files**  
5+ Results • Sorted by Relevance ▾ [View More](#)

TITLE	SIZE	CREATED DATE	OWNER
21308 Exhibits - Creisher	1.2MB	5/24/2023, 4:13 PM	
21308 Exhibits - Creisher	1.2MB	5/25/2023, 9:14 AM	
U-17333-R-0012	1.2MB	12/12/2017, 10:05 AM	7pts Admin
U-16294-0001	270KB	12/12/2017, 12:53 AM	7pts Admin
Amended Application, Supplemental Testimony and Revised Exhibits (SEMC...	1MB	3/2/2022, 2:29 PM	Elizabeth Kunc

3. On the main case page, scroll down to the Filings section and click New.



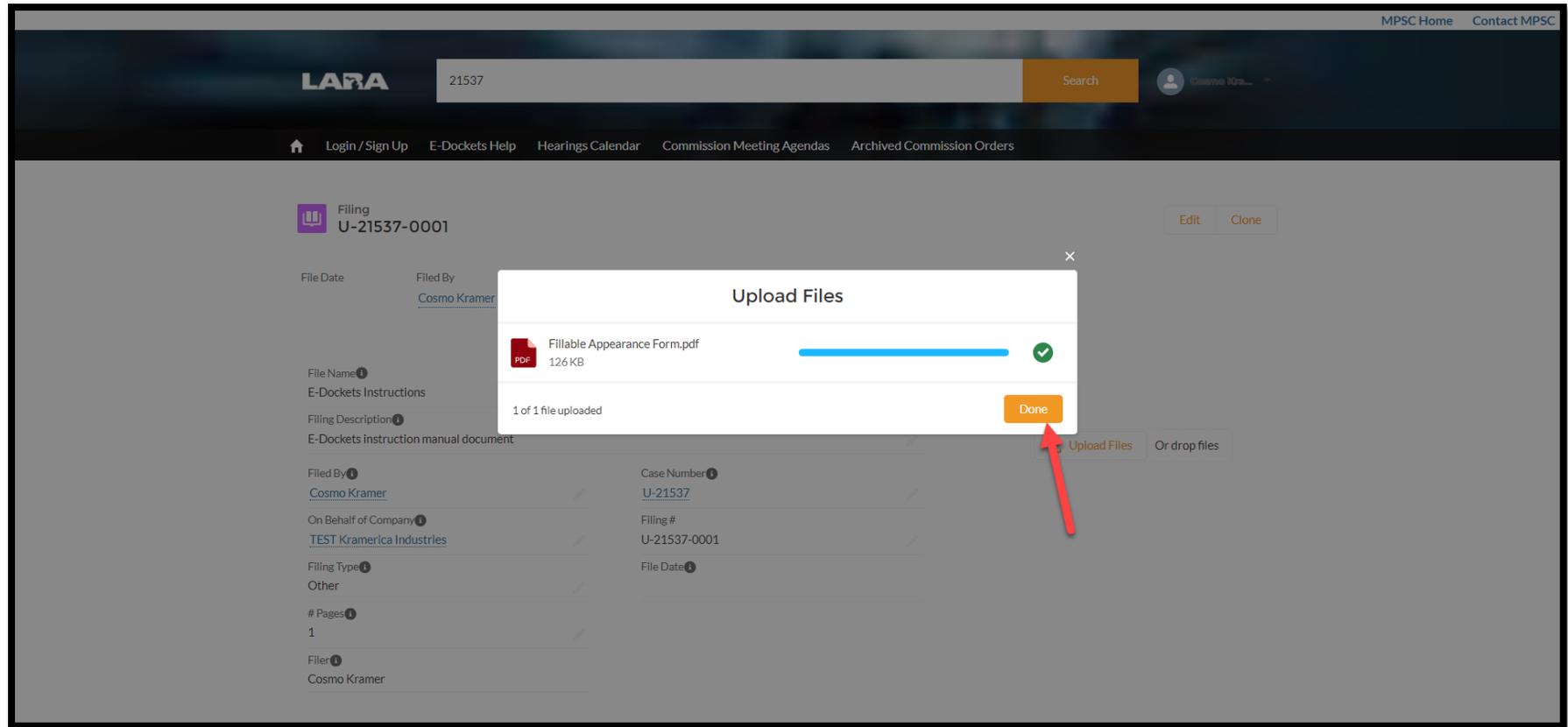
4. Populate all fields. Click Save.
  - a. To populate the Filed By and On Behalf of Company fields, start typing the name of a person (Filed By field) or company (On Behalf of Company field) and click the magnifying glass to view the matching results. Select the name of the person or company from the list. (The database will not create your case if you don't select it this way.)
  - b. You can view additional guidance for a field by hovering over the gray circles.



5. Attach your file to the record by clicking Upload Files or dragging your file over that button. Your file **must** meet the criteria listed in the Checklist for Approval of Electronically Filed Documents.

The screenshot displays the MPSC E-Dockets system interface. At the top, there is a navigation bar with the LARA logo, a search bar, and user information for Cosmo Kramer. Below the navigation bar, there are links for Login/Sign Up, E-Dockets Help, Hearings Calendar, Commission Meeting Agendas, and Archived Commission Orders. The main content area shows a filing record for U-21537-0001, including details such as Filed By (Cosmo Kramer), On Behalf of Company (TEST Kramerica Industries), Filing Type (Other), and # Pages (1). To the right of the filing details, there is an 'Upload Files' button with a red arrow pointing to it, and a 'Files (0)' section indicating that no files are currently attached.

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



Your filing has now been submitted to the MPSC. Once staff has reviewed it, you will receive an email that it has been approved or that there are errors that need to be corrected.

## Filings (Confidential Documents)

**Only one copy of confidential information is filed with the Executive Secretary, either (i) in paper format, (ii) by CD/USB drive, or (iii) as an attachment via email. Your file must meet the criteria listed in the Checklist for Approval of Electronically Filed Documents.**

The filer may choose to submit a letter informing the Michigan Public Service Commission (Commission) that a confidential filing is being submitted. This letter is filed in the specific docket file and is publicly viewable. The actual confidential document, submitted under seal, is entered in the docket file as a filing, however, it is not publicly viewable. For confidential filings or CD/USB drive submissions, you may hand-deliver the confidential information or send it via mail (USPS, UPS, FedEx, etc.) to:

Attention: Executive Secretary  
Michigan Public Service Commission  
7109 W. Saginaw Hwy  
Lansing, MI 48917

For confidential documents attached and sent via email, you may email the confidential information to: [LARA-MPSC-Confidential-Filings@michigan.gov](mailto:LARA-MPSC-Confidential-Filings@michigan.gov) . You must indicate in the email that the attachment is a confidential document and what case number it should be filed in. In addition, confidential documents sent via email may be password protected at the filer's discretion and in coordination with the Executive Secretary. An electronic confidential document is treated in same manner as a paper copy version. Again, the filer may choose to submit a letter attached to the email informing the Commission that a confidential filing is being submitted. This letter is filed in the specific docket and is publicly viewable. The actual electronic confidential document, submitted under seal, is entered in the docket as a filing but is not publicly viewable.

In mediated cases, the recommendation of a mediator and the answers to the recommendation are considered confidential and are maintained under seal by the Executive Secretary.

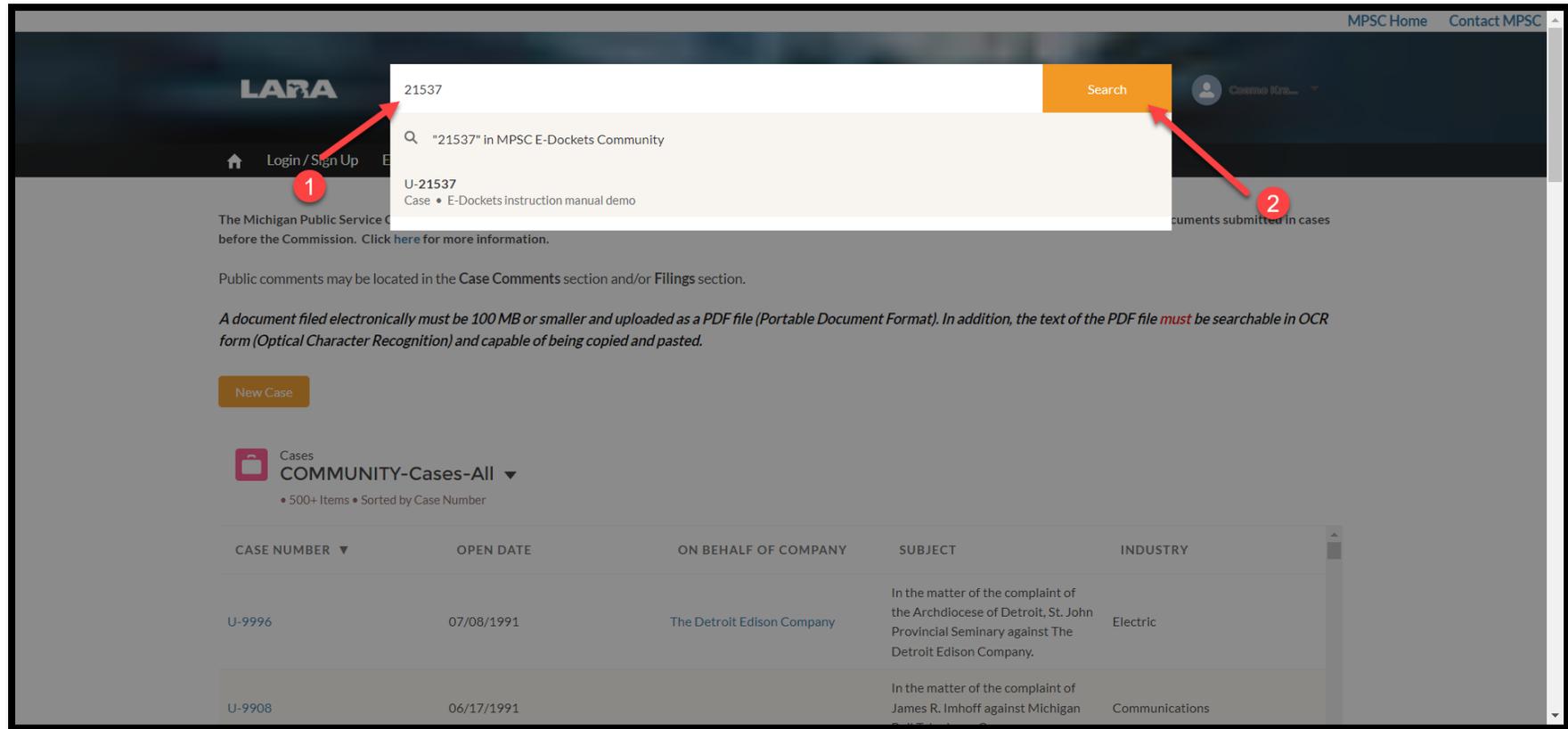
All confidential documents are retained by the Commission as indicated in its specific Retention and Disposal Schedules.

If you have additional questions, please contact the Executive Business Section at 517-284-8090.

# Subscribing and Unsubscribing to New Approved Filing Notifications

## Subscribing

1. In the search box at the top of the page, enter the case number you want filing notifications for and click the Search button.



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

The screenshot shows the MPSC LARA website search results for case number 21537. The page has a dark blue header with the LARA logo and a search bar containing '21537'. Below the header is a navigation menu with links for Home, Login/Sign Up, E-Dockets Help, Hearings Calendar, Commission Meeting Agendas, and Archived Commission Orders. The main content area is divided into two sections: 'Cases' and 'Files'. The 'Cases' section shows one result for case number 'U-21537' with the subject 'E-Dockets instruction manual demo', on behalf of 'TEST Kramerica Industries', and in the 'Steam' industry. A red arrow points to the case number 'U-21537'. The 'Files' section shows 5+ results, sorted by Relevance. The table below lists the files:

TITLE	SIZE	CREATED DATE	OWNER
21308 Exhibits - Creisher	1.2MB	5/24/2023, 4:13 PM	
21308 Exhibits - Creisher	1.2MB	5/25/2023, 9:14 AM	
U-17333-R-0012	1.2MB	12/12/2017, 10:05 AM	7pts Admin
U-16294-0001	270KB	12/12/2017, 12:53 AM	7pts Admin
Amended Application, Supplemental Testimony and Revised Exhibits (SEMC...	1MB	3/2/2022, 2:29 PM	Elizabeth Kunc

3. Click the Notify Me of New Approved Filings button.

The screenshot shows the MPSC E-Dockets website interface. At the top right, there are links for "MPSC Home" and "Contact MPSC". The main header features the "LARA" logo, a search bar containing "21537", and a "Search" button. Below the header is a navigation menu with links for "Home", "Login / Sign Up", "E-Dockets Help", "Hearings Calendar", "Commission Meeting Agendas", and "Archived Commission Orders".

The main content area contains the following text:

To request **changes** to this case, please contact the Executive Business Section by phone at 517-284-8090 or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

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.

Below the text, there is a case summary for Case U-21537. It includes a "Case U-21537" header with a briefcase icon, and three buttons: "Submit Comment", "Print Case Comments", and "Print Case Filings".

Open Date	Industry	Subject
	Steam	E-Dockets instruction manual demo

A red arrow points to a yellow button labeled "Notify Me of New Approved Filings" located below the table.

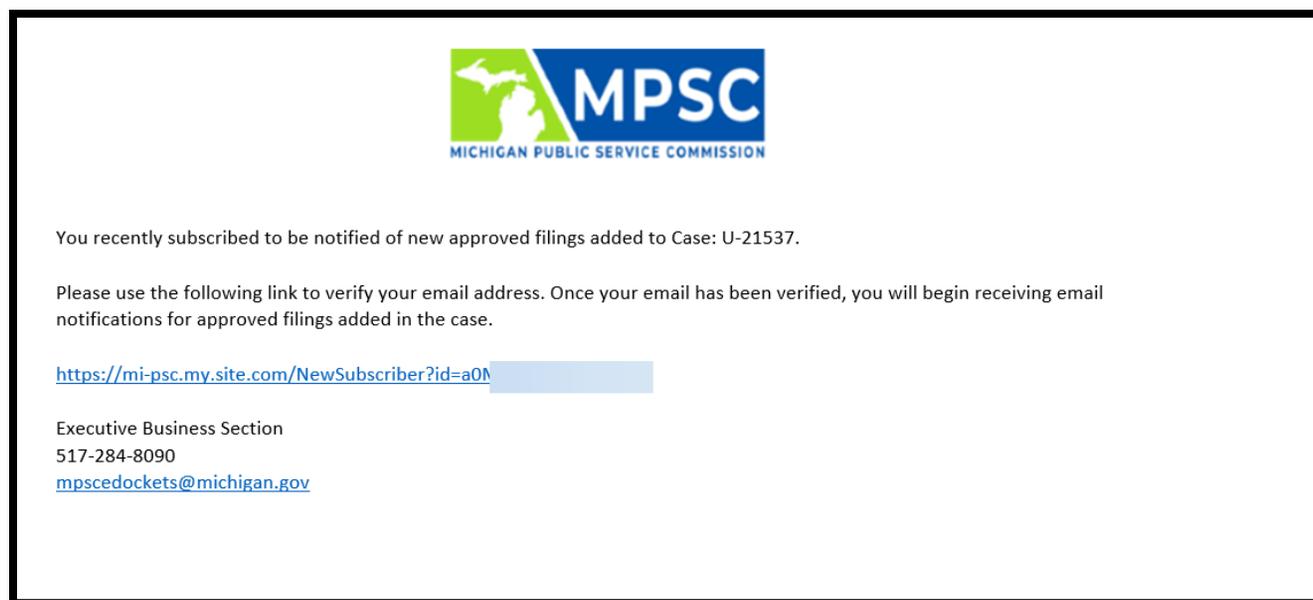
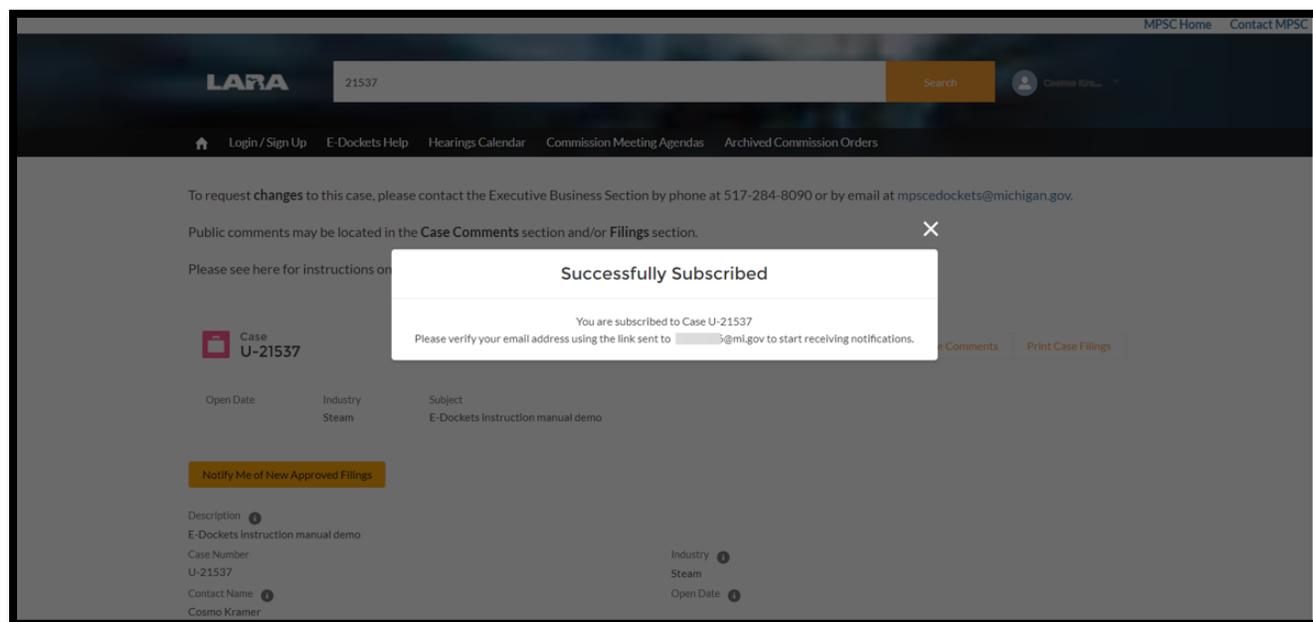
At the bottom of the case summary, there are several fields with information icons:

- Description: E-Dockets instruction manual demo
- Case Number: U-21537
- Contact Name: Cosmo Kramer
- Industry: Steam
- Open Date

4. Enter your email address and click Subscribe.

The screenshot shows the MPSC E-Dockets website interface. At the top, there is a search bar with the case number '21537' and a 'Search' button. Below the search bar, there are navigation links: 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. The main content area displays information for Case U-21537, including a 'Notify Me of New Approved Filings' button. A 'Subscribe' modal is overlaid on the page, containing the text 'Get notified about new approved filings on Case U-21537'. The modal has an 'Email address' input field and a 'Subscribe' button. Red arrows and numbers 1 and 2 point to the input field and the button, respectively. The background shows details for Case U-21537, including 'Open Date', 'Industry' (Steam), and 'Subject' (E-Dockets instruction manual demo).

5. The following confirmation message should be displayed, and an email titled “Verify Your Email Address” will be sent to you (picture 1). You will need to click the verification link in the email before you will begin receiving new approved filing notifications (picture 2).



6. Once you click the link in your email, you will see the below message and begin receiving notifications when new approved filings are made on this case. Notification emails are sent at 3:00 AM the day following the filing's approval. You will receive one e-mail regardless of the number of new filings in the case.

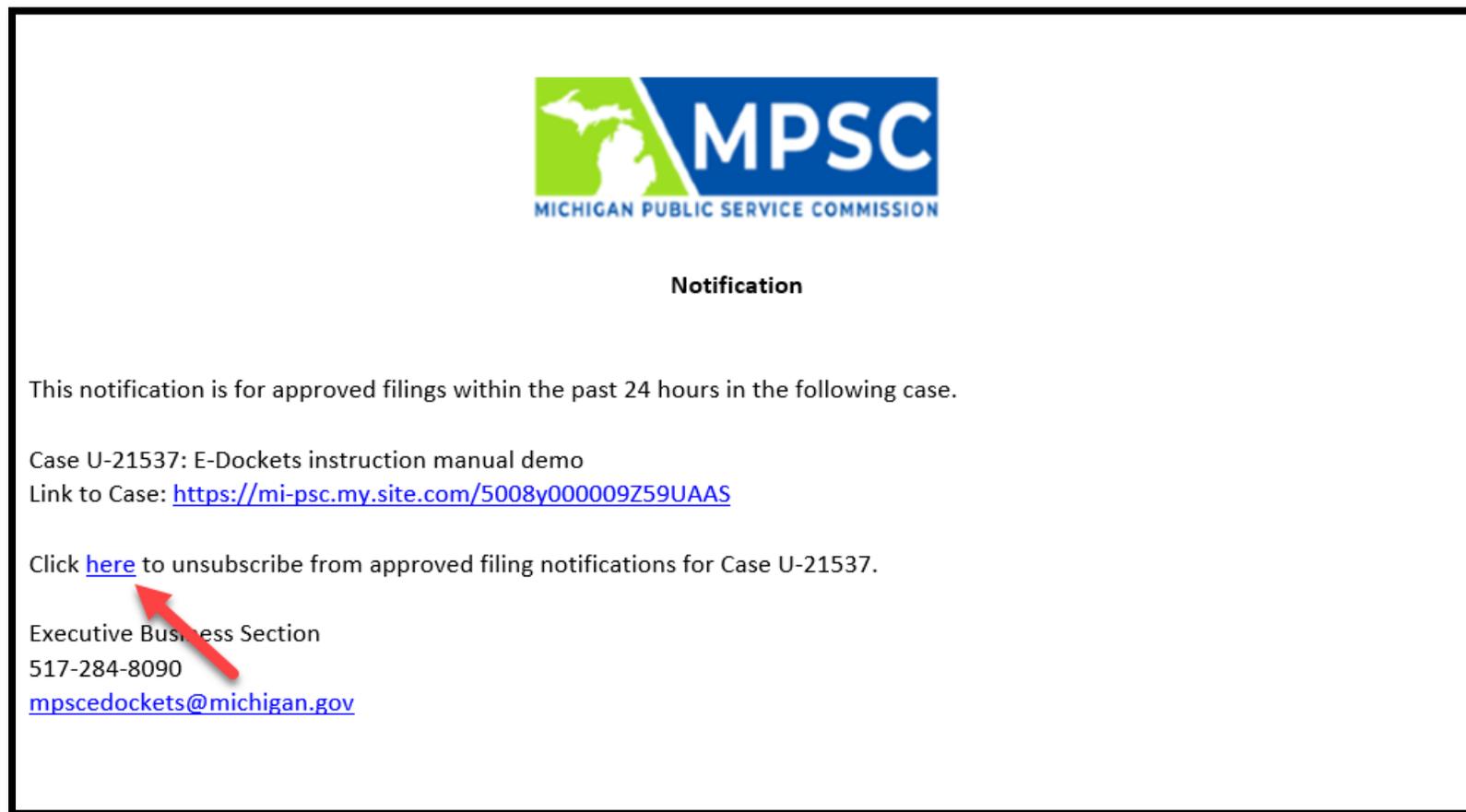
# Email Address Verified

Your Email Address has been verified.  
You are now subscribed to Case U-21537.

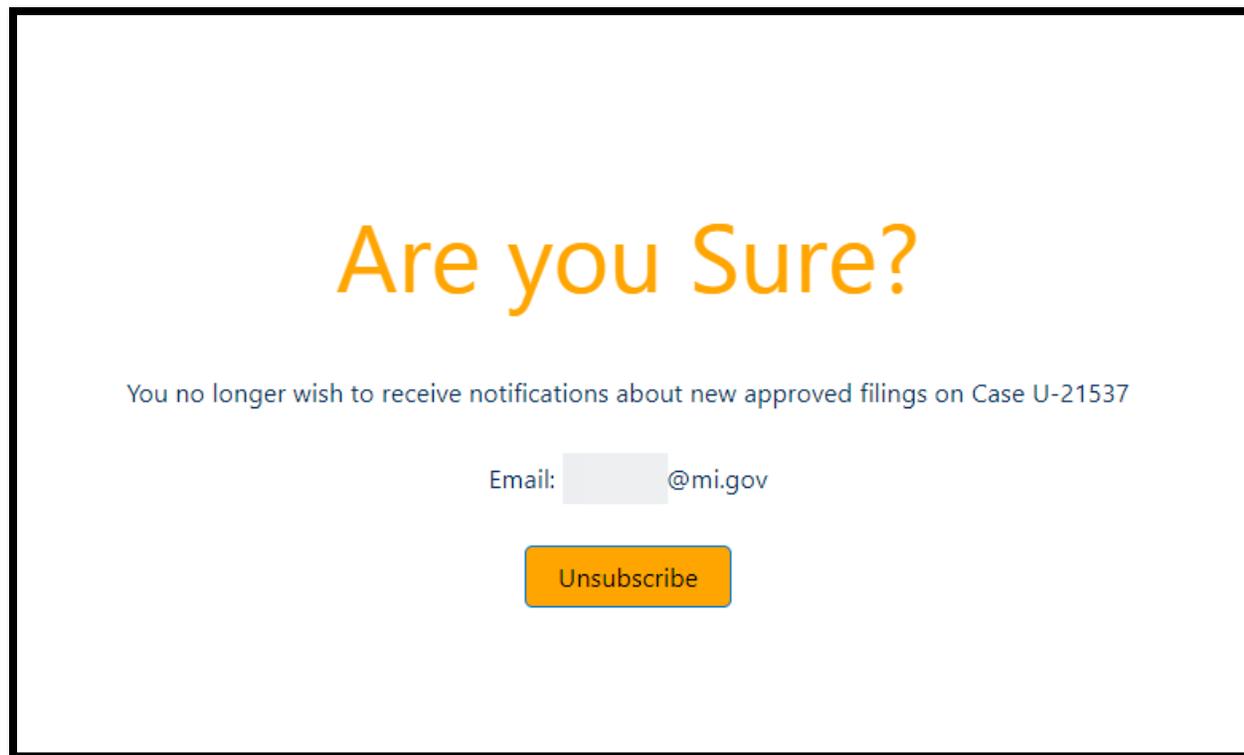
## Unsubscribing

This process must be completed to unsubscribe from each case. Unsubscribing from one case will not stop notifications for other cases you are subscribed to.

1. Find one of the e-mail notifications you received for the case you want to unsubscribe from and click the unsubscribe link.



2. Confirm your selection by clicking Unsubscribe on the following window.



3. Once your request is complete, you will see this message displayed.

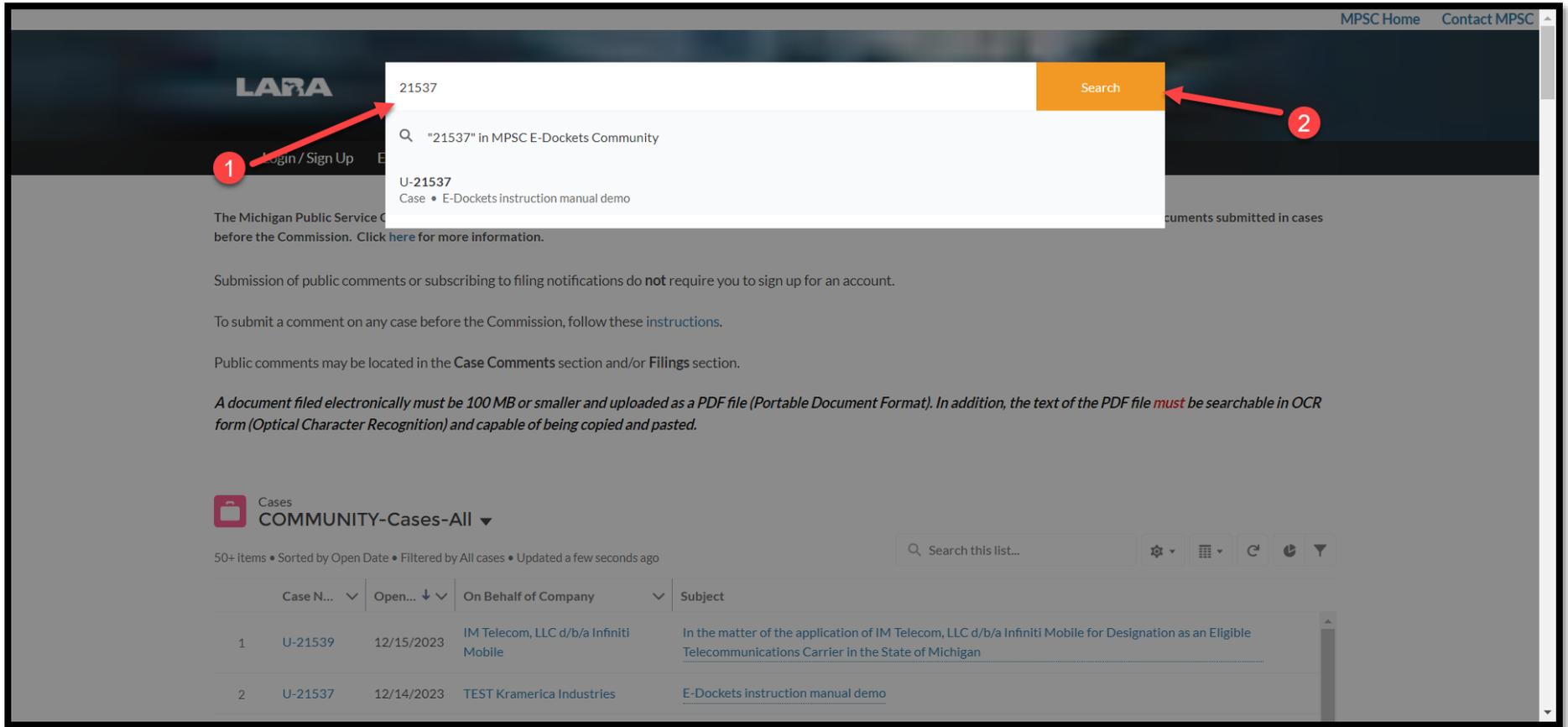
# Unsubscribe Successful

You've been unsubscribed from Case U-21537.

You will no longer receive emails about new approved filings on this Case.

# Submitting a Case Comment

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.



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

MPSC Home Contact MPSC

**LARA** 21537 Search

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

**Search Results**

All  
Cases  
Filings  
Files  
Collapse List

**Cases**  
1 Result

CASE NUMBER	OPEN DATE	SUBJECT	ON BEHALF OF COMPANY	INDUSTRY↑
<a href="#">U-21537</a>	12/14/2023	<a href="#">E-Dockets instruction manual demo</a>	TEST Kramerica Industries	Steam

**Files**  
5+ Results • Sorted by Relevance ▼ [View More](#)

TITLE	SIZE	CREATED DATE	OWNER
<a href="#">21308 Exhibits - Creisher</a>	1.2MB	5/24/2023, 4:13 PM	
<a href="#">21308 Exhibits - Creisher</a>	1.2MB	5/25/2023, 9:14 AM	
<a href="#">U-17333-R-0012</a>	1.2MB	12/12/2017, 10:05 AM	
<a href="#">U-16294-0001</a>	270KB	12/12/2017, 12:53 AM	
<a href="#">Amended Application, Supplemental Testimony and Revised Exhibits (SEMCO ...</a>	1MB	3/2/2022, 2:29 PM	

javascript:void(0);

3. Click the Submit Comment button.

The screenshot displays the MPSC E-Dockets website interface. At the top right, there are links for "MPSC Home" and "Contact MPSC". Below this is a dark blue header with the "LARA" logo on the left and a search bar containing the number "21537" with an orange "Search" button. A navigation bar below the header contains links for "Home", "Login / Sign Up", "E-Dockets Help", "Hearings Calendar", "Commission Meeting Agendas", and "Archived Commission Orders".

The main content area contains the following text:  
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.

Below the text is a case summary for Case U-21537. It includes a pink briefcase icon, the case number "U-21537", and a table of details:

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

Below the table is an orange button labeled "Notify Me of New Approved Filings".

At the bottom of the case summary, there are fields for "Description", "Case Number", "Contact Name", "Industry", and "Open Date", each with a small information icon. The "Description" field contains the text "E-Dockets instruction manual demo".

On the right side of the case summary, there are three buttons: "Submit Comment", "Print Case Comments", and "Print Case Filings". A red arrow points to the "Submit Comment" button.

4. Review and accept the terms and conditions.

The screenshot displays the MPSC E-Dockets website interface. At the top right, there are links for 'MPSC Home' and 'Contact MPSC'. The main header features the 'LARA' logo and a search bar containing the number '21537' with a 'Search' button. Below the header is a navigation menu with links: 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. The main content area shows a case page for Case U-21537. A modal dialog box titled 'Terms and Conditions' is overlaid on the page, containing the text: '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.' The dialog has 'Accept' and 'Cancel' buttons. The background case page includes a 'Notify Me of New Approved Filings' button and a table with the following data:

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

Additional visible text on the page includes: '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...', 'Please see here for instructions on...', 'Case U-21537', 'Description: E-Dockets instruction manual demo', 'Case Number: U-21537', 'Industry: Steam', and 'Open Date: 12/14/2023'.

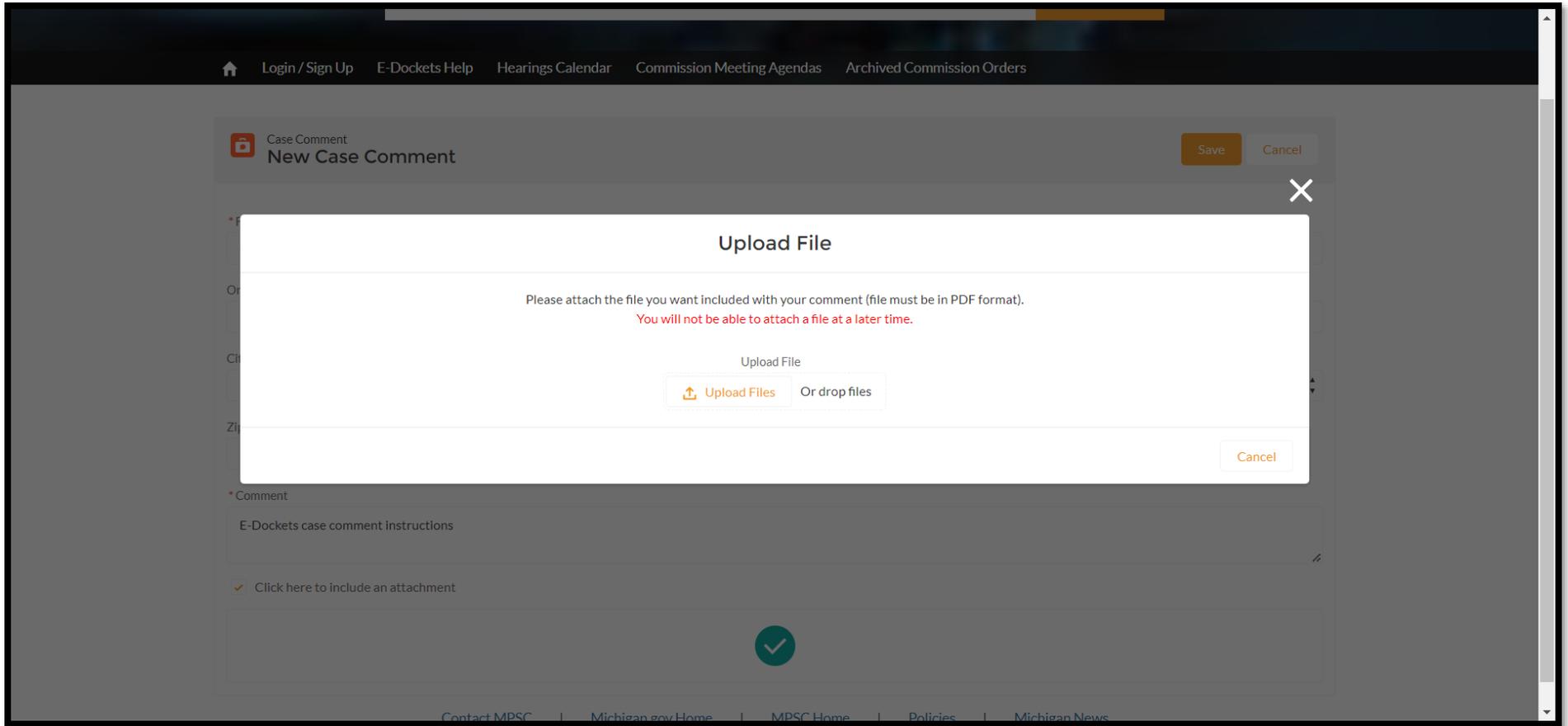
5. Populate all fields applicable to your comment (fields with an asterisk are required). If you check the box to include an attachment, you will attach the file in a later step. Your comment and file **must** meet the criteria listed in the Checklist for Approval of Electronically Filed Documents. Answer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

The screenshot shows a web interface for submitting a 'New Case Comment'. The form includes several required fields marked with an asterisk: First Name, Last Name, Email Address, and Comment. There are also optional fields for 'On Behalf of Company', 'City', 'State', 'Zip Code', and 'Case Number'. A checkbox labeled 'Click here to include an attachment' is present. At the bottom, there is a spam filter question: 'Spam Filter: The answer to 5 plus 1 is:'. A green 'Confirm' button is located to the right of the spam filter input. Three red callouts are present: '1' points to the top of the form, '2' points to the spam filter input field, and '3' points to the 'Confirm' button.

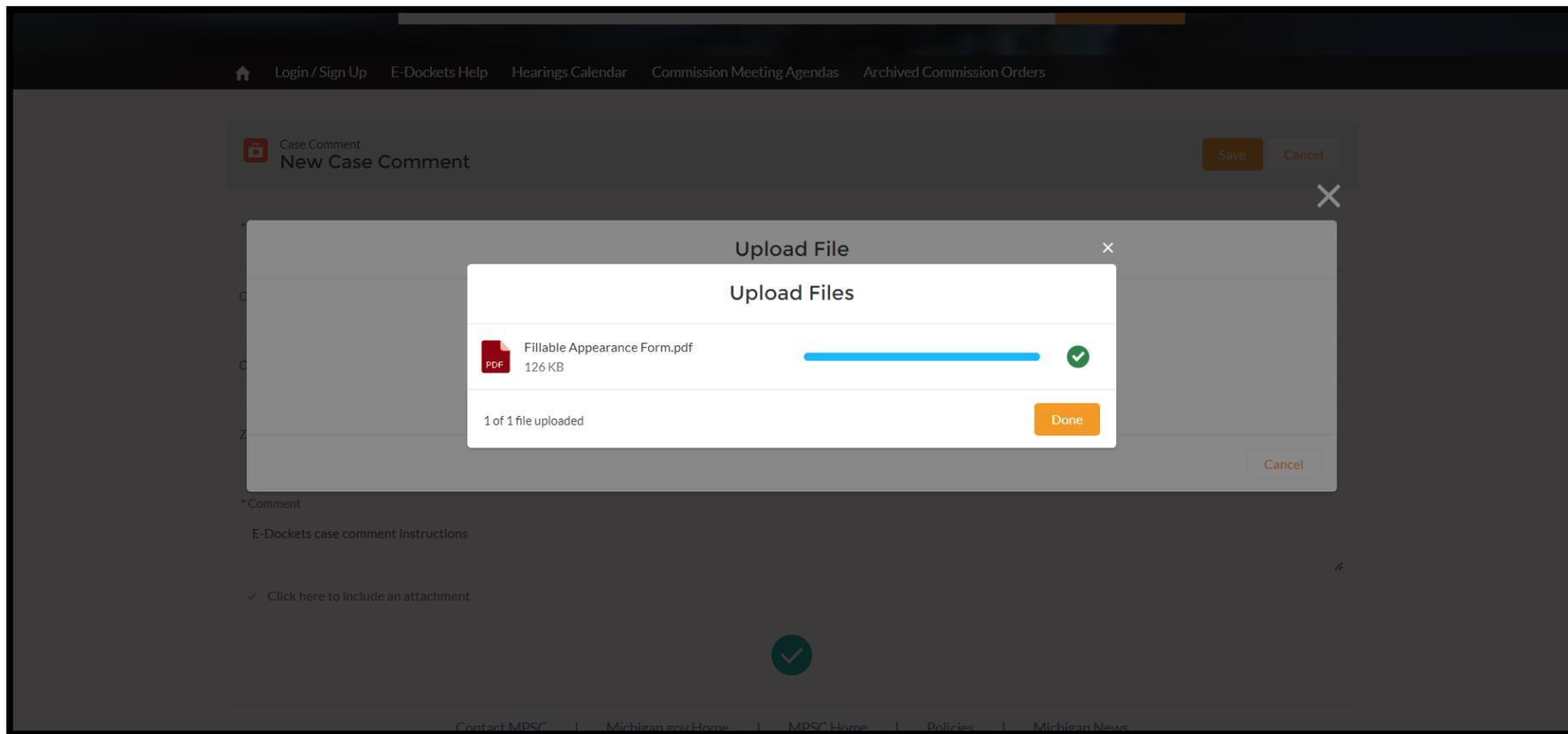
6. Once the spam filter question is verified, click the Save button.

The screenshot shows a web interface for submitting a case comment. At the top, a dark navigation bar contains links for 'Login / Sign Up', 'E-Dockets Help', 'Hearings Calendar', 'Commission Meeting Agendas', and 'Archived Commission Orders'. Below this is a light gray header for the 'Case Comment' form, featuring a red square icon with a white document symbol and the text 'New Case Comment'. In the top right corner of this header, there are two buttons: 'Save' (highlighted in orange) and 'Cancel' (in white). A red arrow points from the 'Save' button down towards the form fields. The form itself consists of several input fields: 'First Name' (filled with 'Cosmo'), 'Last Name' (filled with 'Kramer'), 'On Behalf of Company' (placeholder 'Enter On Behalf of Company'), 'Email Address' (placeholder 'Enter Email Address @mi.gov'), 'City' (placeholder 'Enter City'), 'State' (dropdown menu showing '--None--'), 'Zip Code' (placeholder 'Enter Zip Code'), and 'Case Number' (filled with 'U-21537'). Below these fields is a large text area for the 'Comment' (containing 'E-Dockets case comment instructions') and a checkbox labeled 'Click here to include an attachment'. At the bottom center of the form is a green circular button with a white checkmark. The footer of the page contains links for 'Contact MPSC', 'Michigan gov Home', 'MPSC Home', 'Policies', and 'Michigan News'.

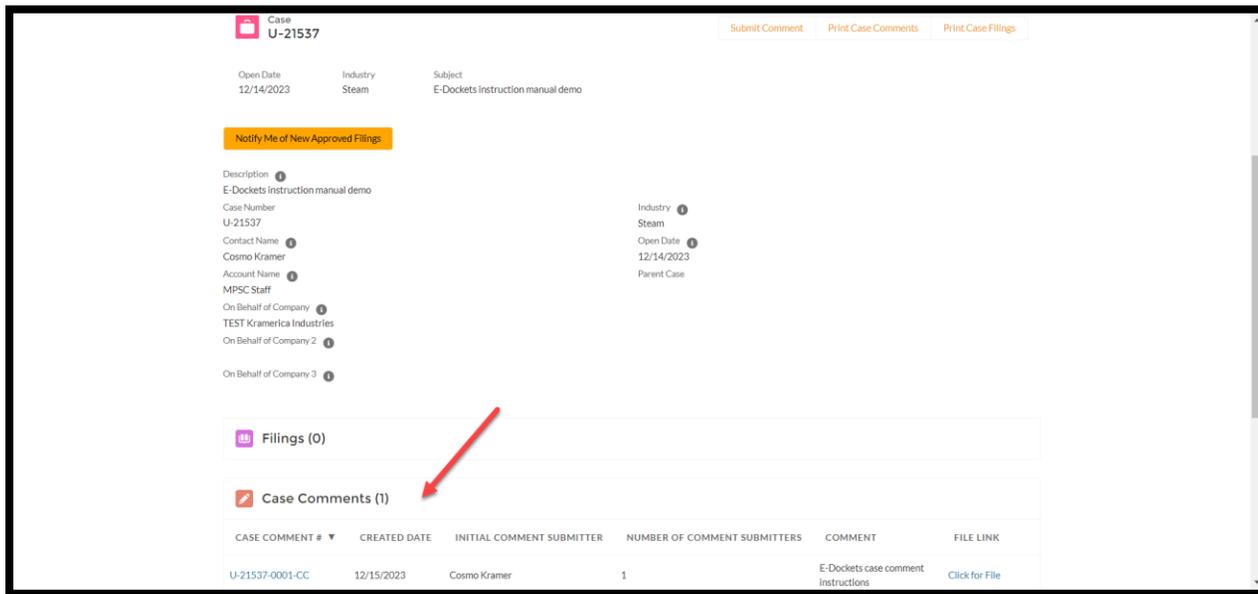
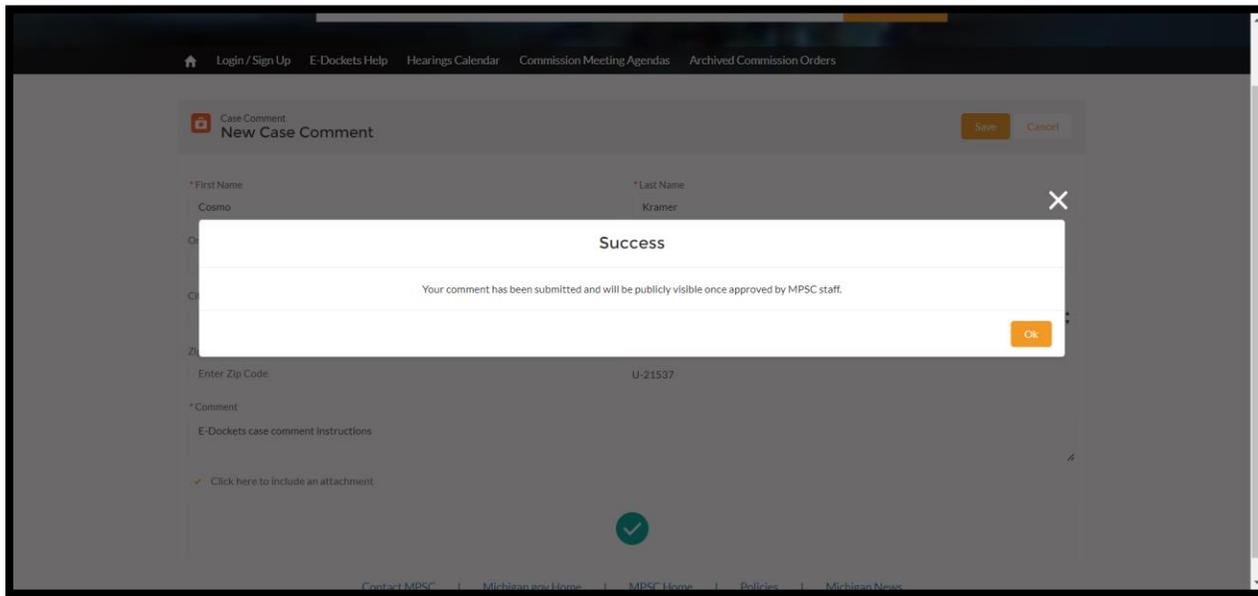
7. If you checked the box to add an attachment, you will now see the upload window. Attach your file to the record by clicking Upload Files or dragging your file over that button.



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.

# Moving a Party List into Microsoft Word or Excel, Emailing Through Outlook

## Microsoft Word Format

1. To create a service list in Word from the E-Dockets party data, scroll to the Parties section on this page.
2. Click the column header (Contact Name, On Behalf Of, Email, Relationship) you want to sort by (clicking once will sort by ascending values, clicking again will sort by descending values).
3. Highlight the information you want to copy by placing your cursor at the beginning of the text and holding down the left mouse button while you drag the cursor to the end of the text.

4/22/2020 U-20763-0022 Establishes a public comment period regarding the request for a declaratory ruling and places the Act 16 application in abeyance pending a decision on the request for a declaratory ruling. [Click for File](#)

**Parties (44)**

CONTACT NAME ▲	ON BEHALF OF	EMAIL	RELATIONSHIP
Abigail Hawley	Tip of the Mitt Watershed Council (TOMWC)	abby@envlaw.com	Intervener
Adam J. Ratchenski	Bay Mills Indian Community (BMIC)	aratchenski@earthjustice.org	Intervener
Amy L. Wesaw	Nottawaseppi Huron Band of Potawatomi Indians	amy.wesaw@nhbp-nsn.gov	Intervener
Benjamin J. Holwerda	MPSC Staff	holwerdab@michigan.gov	Staff Counsel
Christopher M. Bzdok	Michigan Environmental Council	chris@envlaw.com	Intervener
Christopher M. Bzdok	Nottawaseppi Huron Band of Potawatomi Indians	chris@envlaw.com	Intervener
Christopher M. Bzdok	National Wildlife Federation - Great Lakes Regional Center	chris@envlaw.com	Intervener
Christopher M. Bzdok	Tip of the Mitt Watershed Council (TOMWC)	chris@envlaw.com	Intervener
Christopher M. Bzdok	Grand Traverse Band of Ottawa and Chinewa Indians	chris@envlaw.com	Intervener

**Hearings (20)**

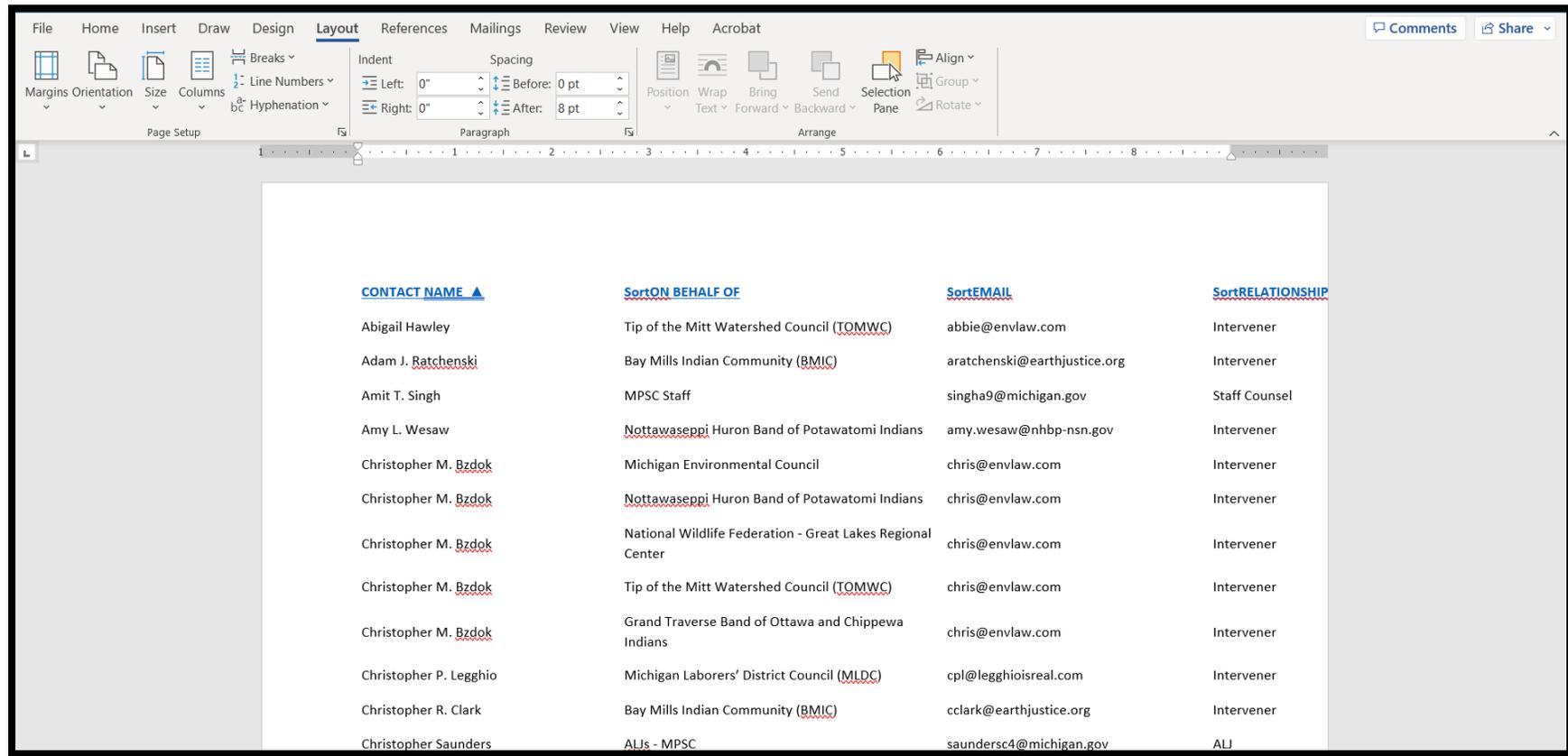
4. Right click on the blue text and select Copy.

The screenshot shows a web application interface with a table titled "Parties (44)". The table has four columns: "CONTACT NAME", "ON BEHALF OF", "EMAIL", and "RELATIONSHIP". A context menu is open over the "EMAIL" column of the first row, showing options like "Copy", "Copy link to highlight", "Search Google for 'CONTACT NAME ▲ Sort ON BEHALF OF Sort EMAIL...'", "Print...", "Get image descriptions from Google", and "Inspect".

CONTACT NAME	ON BEHALF OF	EMAIL	RELATIONSHIP
Abigail H...	Tip of the Mitt Watershed Council	abbie@envlaw.com	Intervener
Adam J. R		aratchenski@earthjustice.org	Intervener
Amy L. W		amy.wesaw@nhbp-msn.gov	Intervener
Benjamin		holwerdab@michigan.gov	Staff Counsel
Christoph		chris@envlaw.com	Intervener
Christopher M. Bzdok	Nottawaseppi Huron Band of Potawatomi Indians	chris@envlaw.com	Intervener
Christopher M. Bzdok	National Wildlife Federation - Great Lakes Regional Center	chris@envlaw.com	Intervener
Christopher M. Bzdok	Tip of the Mitt Watershed Council (TOMWC)	chris@envlaw.com	Intervener
Christopher M. Bzdok	Grand Traverse Band of Ottawa and Chippewa Indians	chris@envlaw.com	Intervener

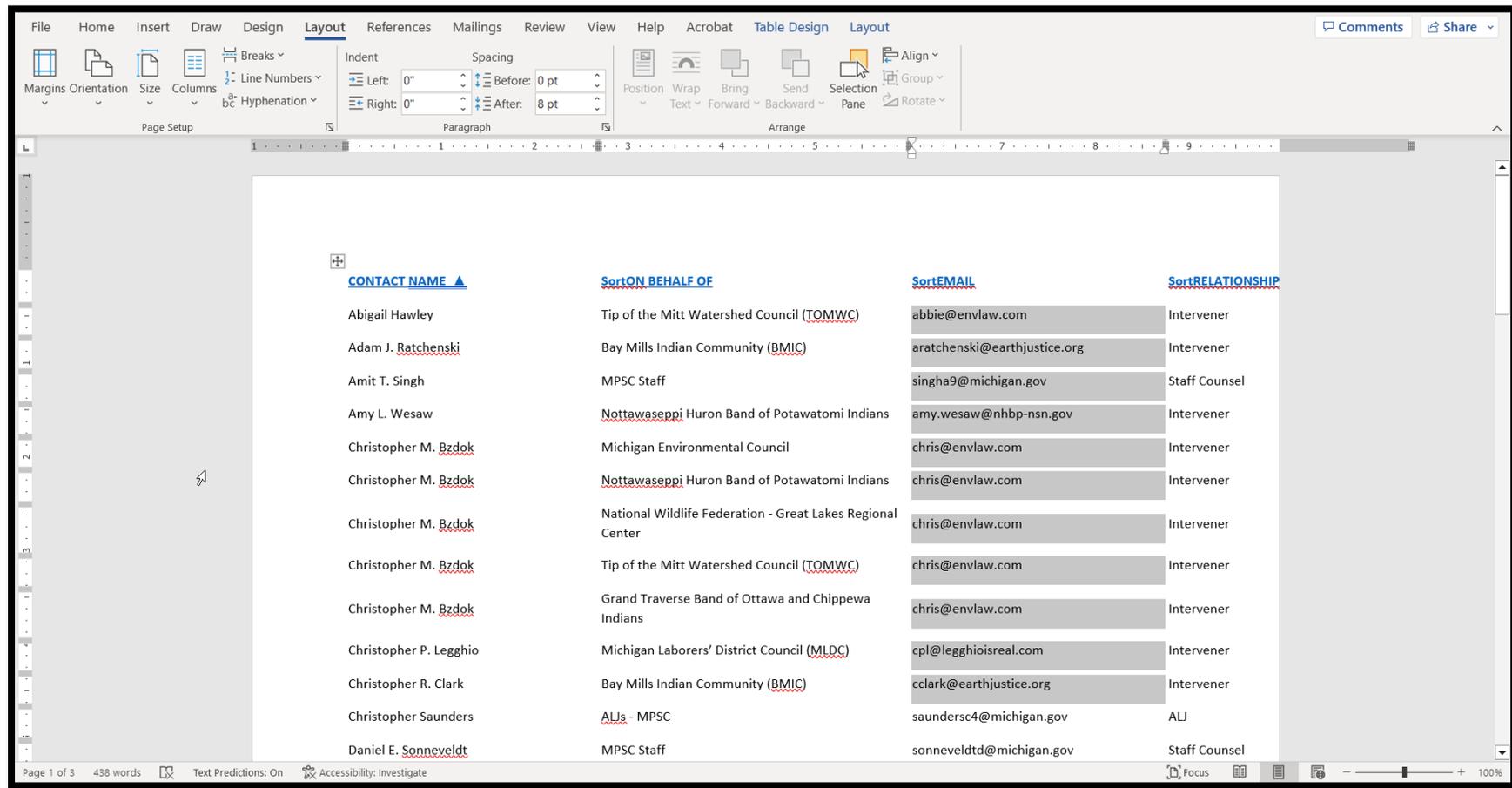
Below the table, there is a section titled "Hearings (20)".

5. In Word, create a blank document and change the page orientation to landscape (click the Layout tab at top, then the Orientation button, then Landscape).
6. Right click on the blank page. Select the Merge Formatting paste option. If the list doesn't fit or isn't centered on the page, you may need to adjust the page margins.

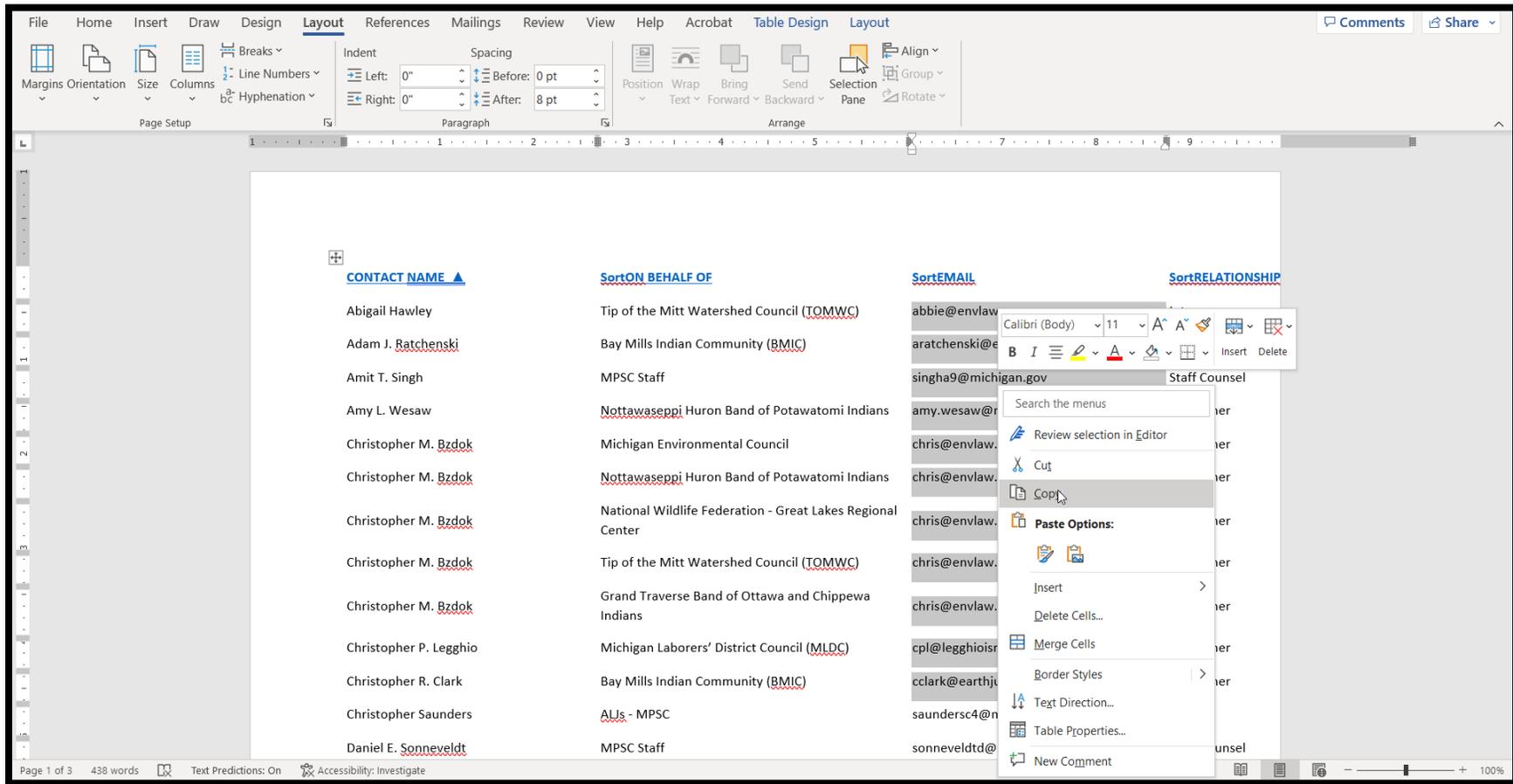


If you'd like to send an email to the parties, please continue to step seven.

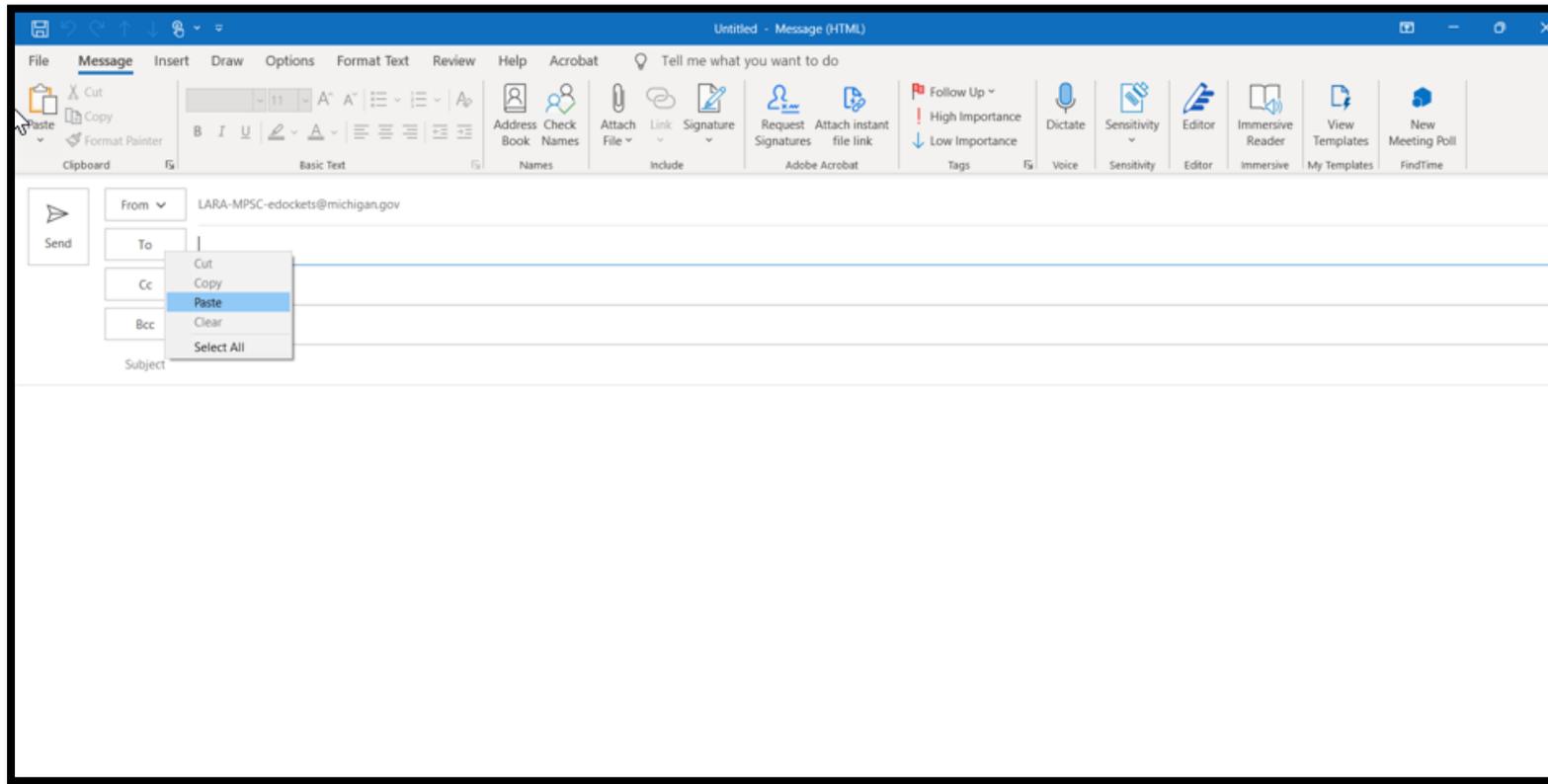
- On the document you just created, highlight the email addresses you need by placing your cursor at the beginning of the first email address and holding down the left mouse button while you drag the cursor to the last email address.



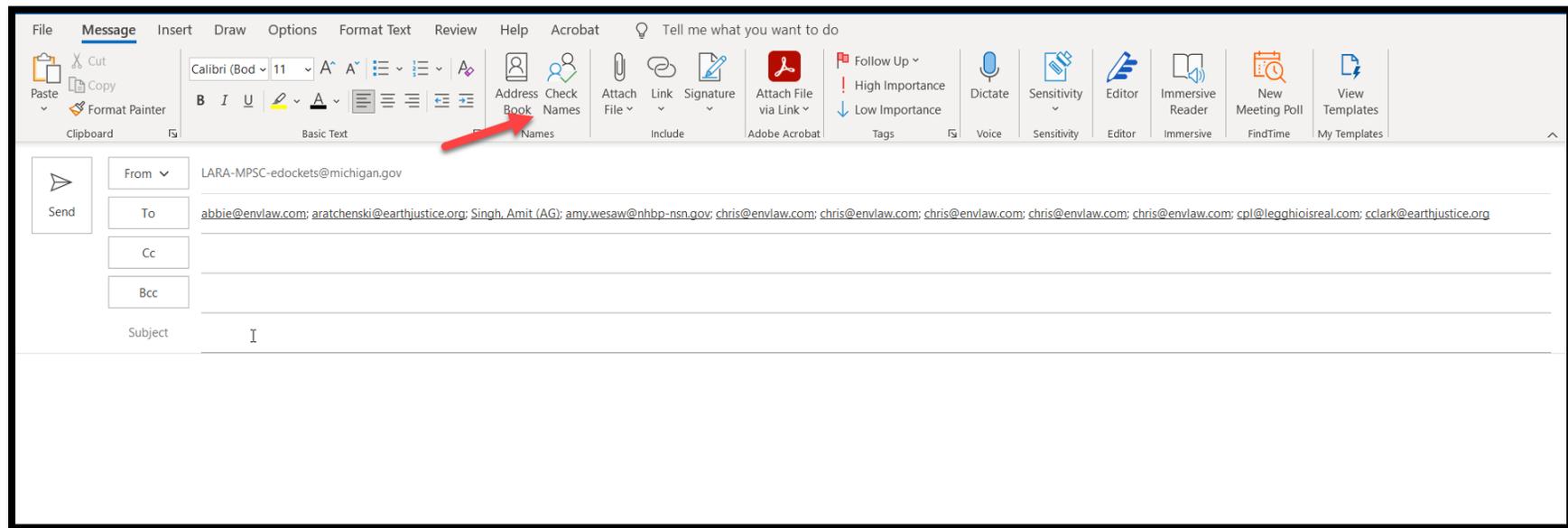
8. Right click in the highlighted area and click Copy.



9. Go to your Outlook email and click in the To field. Right click and select Paste.



10. Click in the body of the email or click Check Names at the top of the page to have Outlook separate the email addresses automatically.



## Microsoft Excel Format

1. To create a service list in Excel from the E-Dockets party data, scroll to the Parties section on this page.
2. Click the column header (Contact Name, On Behalf Of, Email, Relationship) you want to sort by (clicking once will sort by ascending values, clicking again will sort by descending values).
3. Highlight the information you want to copy by placing your cursor at the beginning of the text and holding down the left mouse button while you drag the cursor to the end of the text.

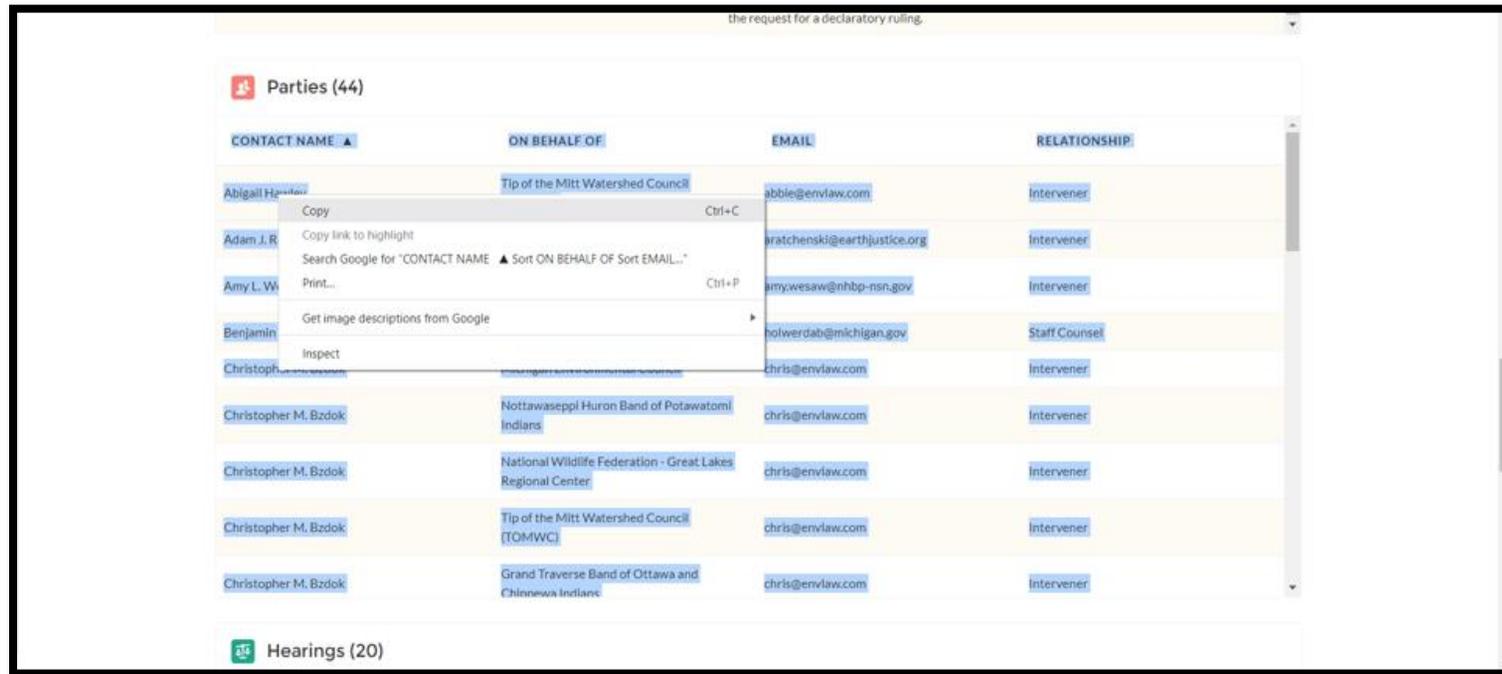
4/22/2020 U-20763-0022 Establishes a public comment period regarding the request for a declaratory ruling and places the Act 16 application in abeyance pending a decision on the request for a declaratory ruling. [Click for File](#)

**Parties (44)**

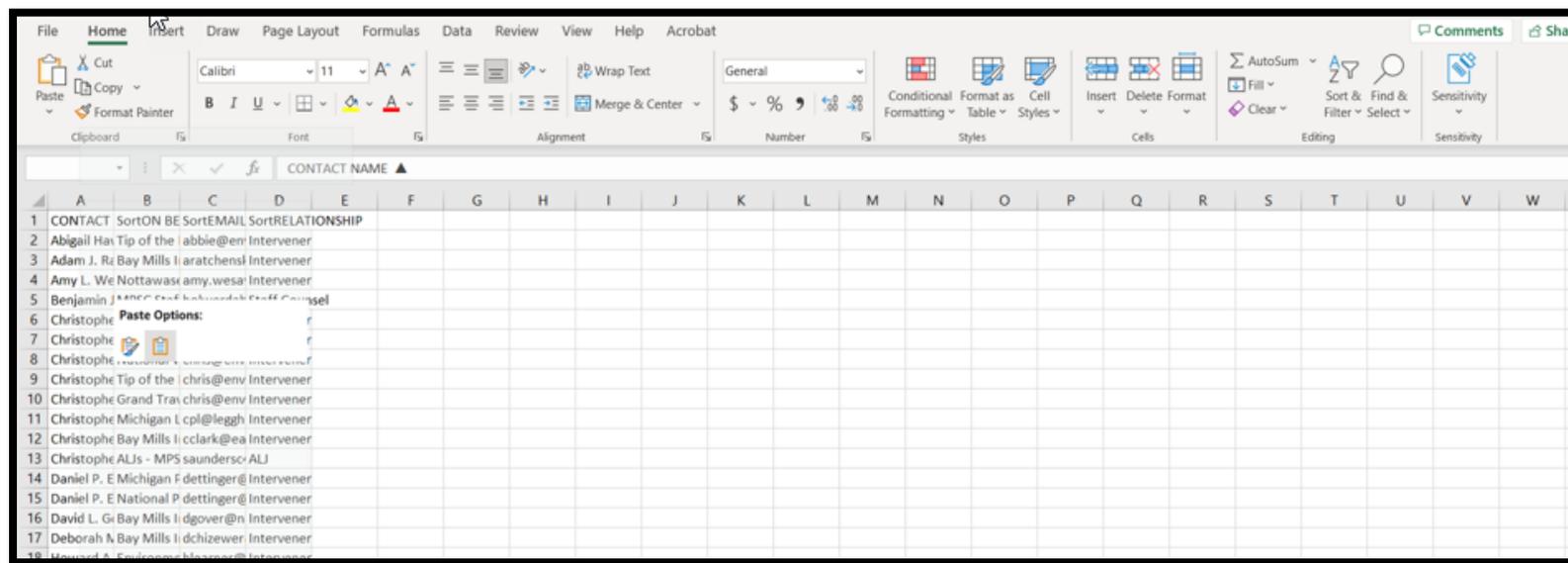
CONTACT NAME ▲	ON BEHALF OF	EMAIL	RELATIONSHIP
Abigail Hawley	Tip of the Mitt Watershed Council (TOMWC)	abbie@envlaw.com	Intervener
Adam J. Ratchenski	Bay Mills Indian Community (BMIC)	aratchenski@earthjustice.org	Intervener
Amy L. Wesaw	Nottawaseppi Huron Band of Potawatomi Indians	amy.wesaw@nhbp-nsn.gov	Intervener
Benjamin J. Holwerda	MPSC Staff	holwerdab@michigan.gov	Staff Counsel
Christopher M. Bzdok	Michigan Environmental Council	chris@envlaw.com	Intervener
Christopher M. Bzdok	Nottawaseppi Huron Band of Potawatomi Indians	chris@envlaw.com	Intervener
Christopher M. Bzdok	National Wildlife Federation - Great Lakes Regional Center	chris@envlaw.com	Intervener
Christopher M. Bzdok	Tip of the Mitt Watershed Council (TOMWC)	chris@envlaw.com	Intervener
Christopher M. Bzdok	Grand Traverse Band of Ottawa and Chippewa Indians	chris@envlaw.com	Intervener

**Hearings (20)**

4. Right click on the blue text and select Copy.



5. In Excel, create a blank workbook and right click in cell A1. Select the Match Destination Formatting paste option.

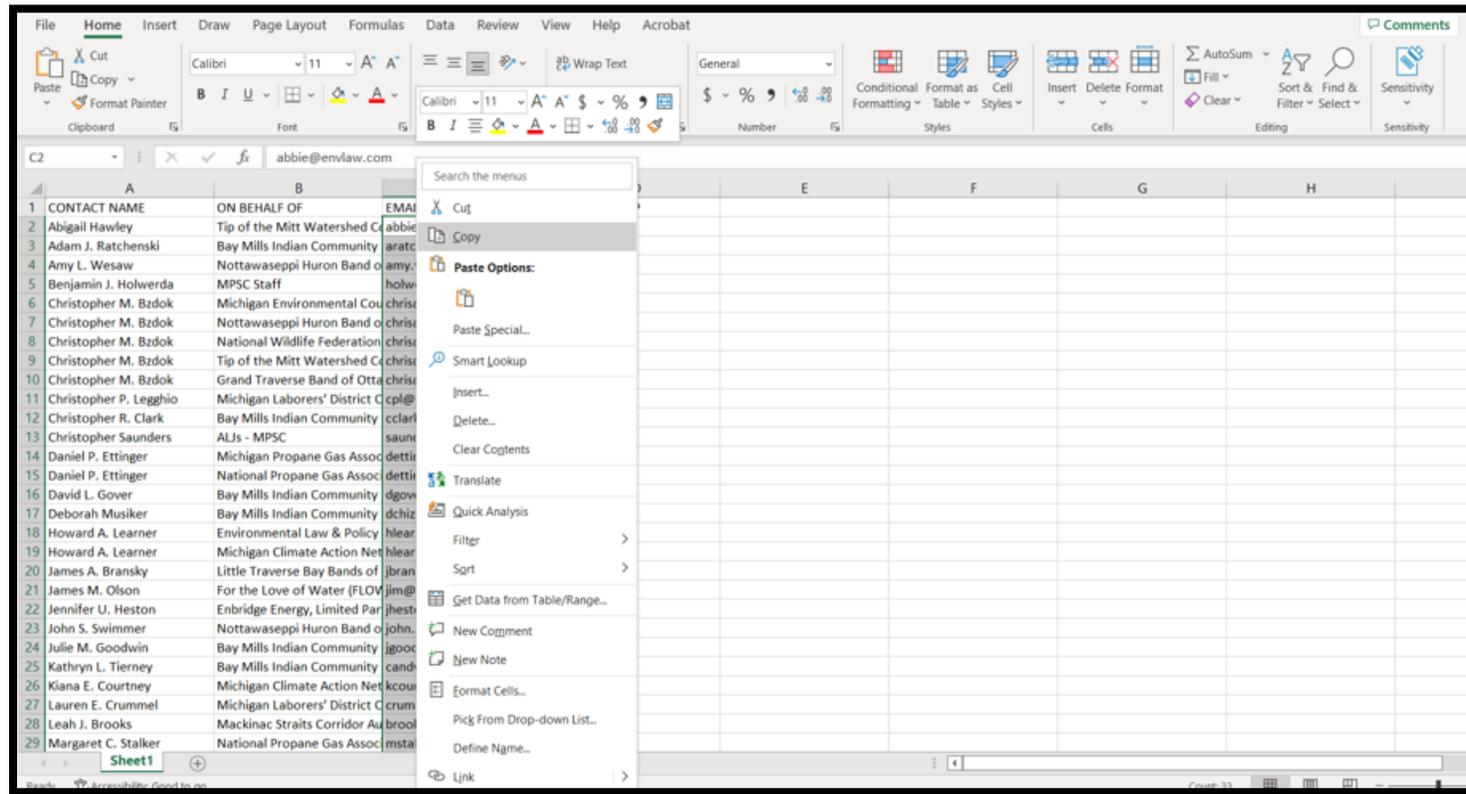


If you'd like to send an email to the parties, please continue to step six.

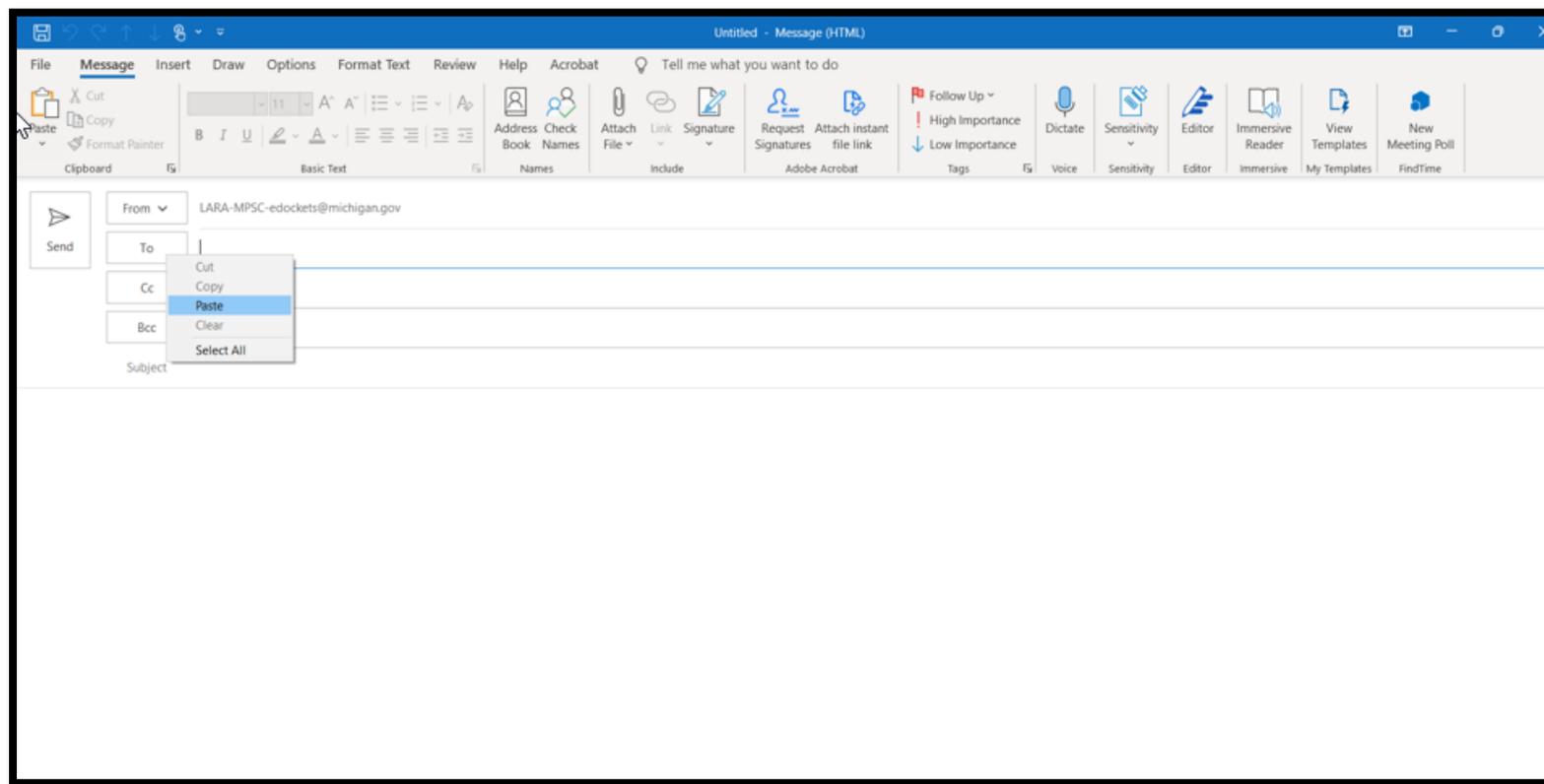
- On the spreadsheet you just created, highlight the email addresses you need by placing your cursor in the cell of the first email address and holding down the left mouse button while you drag the cursor to the cell of the last email address.

	A	B	C	D	E	F	G	H	I
1	CONTACT NAME	ON BEHALF OF	EMAIL	RELATIONSHIP					
2	Abigail Hawley	Tip of the Mitt Watershed Co	abbie@envlaw.com	Intervener					
3	Adam J. Ratchenski	Bay Mills Indian Community	aratchenski@earthjustice.or	Intervener					
4	Amy L. Wesaw	Nottawaseppi Huron Band o	amy.wesaw@nhbp-nsn.gov	Intervener					
5	Benjamin J. Holwerda	MPSC Staff	holwerdab@michigan.gov	Staff Counsel					
6	Christopher M. Bzdok	Michigan Environmental Cou	chris@envlaw.com	Intervener					
7	Christopher M. Bzdok	Nottawaseppi Huron Band o	chris@envlaw.com	Intervener					
8	Christopher M. Bzdok	National Wildlife Federation	chris@envlaw.com	Intervener					
9	Christopher M. Bzdok	Tip of the Mitt Watershed Co	chris@envlaw.com	Intervener					
10	Christopher M. Bzdok	Grand Traverse Band of Otta	chris@envlaw.com	Intervener					
11	Christopher P. Legghio	Michigan Laborers' District C	cp@legghioisreal.com	Intervener					
12	Christopher R. Clark	Bay Mills Indian Community	cclark@earthjustice.org	Intervener					
13	Christopher Saunders	ALJs - MPSC	saundersc4@michigan.gov	ALJ					
14	Daniel P. Ettinger	Michigan Propane Gas Assoc	dettinger@wnj.com	Intervener					
15	Daniel P. Ettinger	National Propane Gas Assoc	dettinger@wnj.com	Intervener					
16	David L. Gover	Bay Mills Indian Community	dgover@narf.org	Intervener					
17	Deborah Musiker	Bay Mills Indian Community	dchizewer@earthjustice.org	Intervener					
18	Howard A. Learner	Environmental Law & Policy	hlearner@elpc.org	Intervener					
19	Howard A. Learner	Michigan Climate Action Net	hlearner@elpc.org	Intervener					
20	James A. Bransky	Little Traverse Bay Bands of	jbransky@chartermi.net	Intervener					
21	James M. Olson	For the Love of Water (FLOV)	jim@flowforwater.org	Intervener					
22	Jennifer U. Heston	Enbridge Energy, Limited Par	jheston@fraserlawfirm.com	Applicant					
23	John S. Swimmer	Nottawaseppi Huron Band o	john.swimmer@nhbp-nsn.gc	Intervener					
24	Julie M. Goodwin	Bay Mills Indian Community	jgoodwin@earthjustice.org	Intervener					
25	Kathryn L. Tierney	Bay Mills Indian Community	candyt@bmic.net	Intervener					
26	Kiana E. Courtney	Michigan Climate Action Net	kcourtney@elpc.org	Intervener					
27	Lauren E. Crummel	Michigan Laborers' District C	lcrummel@legghioisreal.com	Intervener					
28	Leah J. Brooks	Mackinac Straits Corridor Au	brooks16@mi.gov	Intervener					
29	Margaret C. Stalker	National Propane Gas Assoc	mstalker@wnj.com	Intervener					

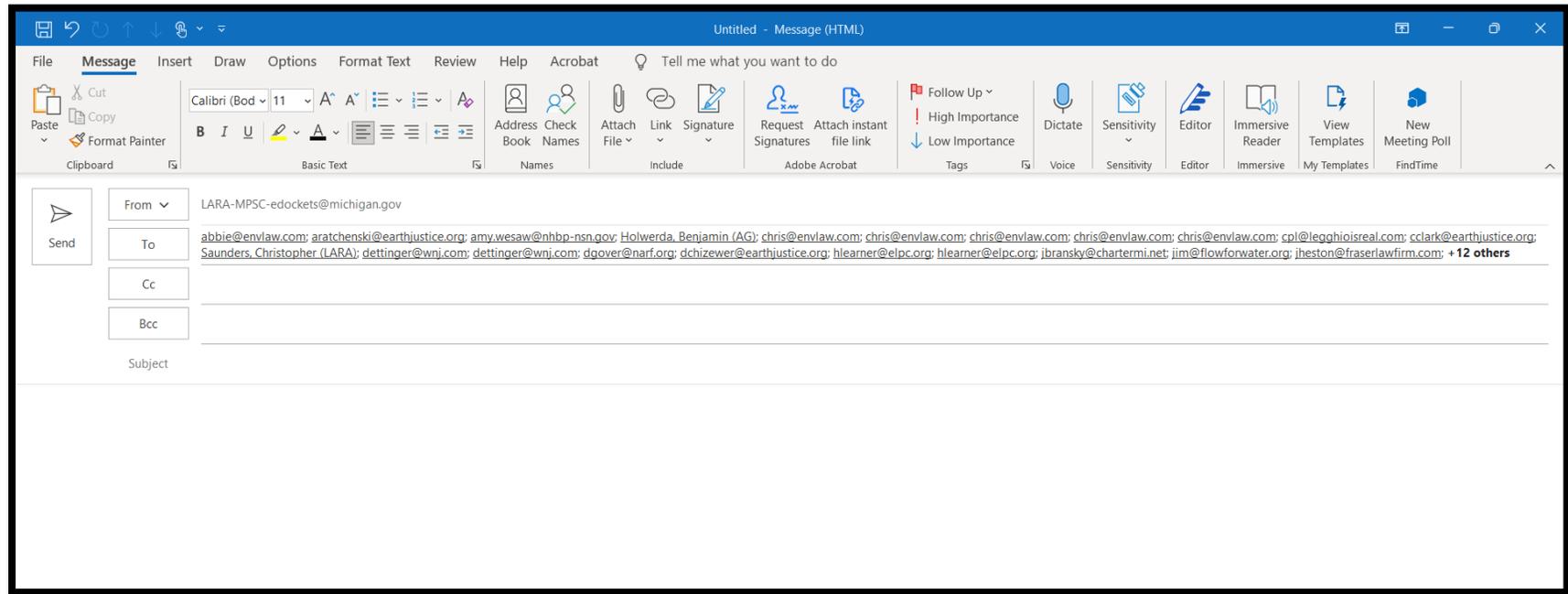
7. Right click in the highlighted area and click Copy.



8. Go to your Outlook email and click in the To field. Right click and select Paste.



9. Click in the body of the email or click Check Names at the top of the page to have Outlook separate the email addresses automatically.



## 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?
- Does the application request ex parte relief from the commission? If so, it must include “ex parte” in its title.
- Are any necessary attachments included with the document submitted?
- Does your filing meet the guidelines listed on page two of this document?

Case Caption Formatting:

1. The first line should state the type of document (application or complaint) you are submitting.
2. The second line should state the company filing the document.
3. The remaining lines should state what the company is requesting and should be consistent with the description field you used when creating a new case.

Example:

In the matter of the application of     )  
[COMPANY NAME] for                     )     Case No. U-xxxxx  
[Description].                             )

CASE  
New Case

\* Description ⓘ

In the matter of the application for TEST KRAMERICA INDUSTRIES for authority to increase its rates.

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.

## Frequently Asked Questions

**Q:** Why do I see a single sign-on error when I've already requested access to the MPSC E-Dockets database?

**A:** If you've never had an account before and recently requested access, staff will need to review the request and create the account first. Once it is set up, you will receive an email from [LARA-MPSC-edockets@michigan.gov](mailto:LARA-MPSC-edockets@michigan.gov) letting you know it's visible and ready to use.

If your account was working in the past and now you see the single sign-on error, it may have been deactivated due to inactivity. Please email [LARA-MPSC-edockets@michigan.gov](mailto:LARA-MPSC-edockets@michigan.gov) for reactivation or further guidance.

**Q:** Who can I contact if I made a mistake on a case or filing I created?

**A:** Please contact the Executive Business Section at [LARA-MPSC-edockets@michigan.gov](mailto:LARA-MPSC-edockets@michigan.gov) with the applicable case number or filing number and a brief description of the problem.

**Q:** How can I get the name of a person/company added to the database?

**A:** If you need a person added, please email the Executive Business Section at [LARA-MPSC-edockets@michigan.gov](mailto:LARA-MPSC-edockets@michigan.gov) and include the following information:

- Salutation
- First Name
- Middle Initial
- Last Name
- Suffix (if applicable)
- Employer
- Title
- Email Address
- Phone Number(s)
- Mailing Address

If you need a company added, please email the Executive Business Section at [LARA-MPSC-edockets@michigan.gov](mailto:LARA-MPSC-edockets@michigan.gov) and include the following information:

- Business Name
- Phone Number
- Mailing Address

**Q:** Where can I find the entry of appearance form?

**A:** The form is located here: [https://www.michigan.gov/-/media/Project/Websites/mpsc/activity/appearance\\_form.pdf?rev=75b3b81869224c49b68d94c257ae33f5](https://www.michigan.gov/-/media/Project/Websites/mpsc/activity/appearance_form.pdf?rev=75b3b81869224c49b68d94c257ae33f5)

**Q:** Where can I find the rules for intervention?

**A:** If you choose to submit a Petition to Intervene in a case, please refer to the *R 792.10410 Petitions* section in the *Administrative Hearing Rules* document located here: <https://www.michigan.gov/mpsc/regulatory/administrative-rules-laws>

**Q:** When I click a button on your website, nothing happens, or I just get a loading symbol. Why isn't the site working?

**A:** Make sure pop-ups are enabled for our community site, <https://mi-psc.my.site.com/s/>, in the browser you're using.

- Google Chrome instructions: <https://support.google.com/chrome/answer/95472?hl=en&co=GENIE.Platform%3DDesktop>
- Mozilla Firefox instructions: [https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w\\_pop-up-blocker-settings](https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings)

**Q:** How can I take out a complaint against a utility company with the MPSC?

**A:** Please see the instructions on this page: <https://www.michigan.gov/mpsc/consumer/complaints>

**Q:** Is your office open today?

**A:** Please see here for a list of state employee holidays: <https://www.michigan.gov/som/government/state-holidays>

If you have a question that isn't covered here, please email the Executive Business Section at [LARA-MPSC-edockets@michigan.gov](mailto:LARA-MPSC-edockets@michigan.gov) with a description and screenshot(s) of your problem.