Michigan Public Service Commission

E-Dockets

Viewing and Creating Cases & Files

Because **passion** matters

Welcome to Salesforce

- After reading this document, you should be able to:
  - ✓ Login to E-Dockets
  - ✓ Search for and view Cases and Filings
  - ✓ Add your own Cases and Filings

Connect to E-Dockets

First look at the user interface

System Requirements

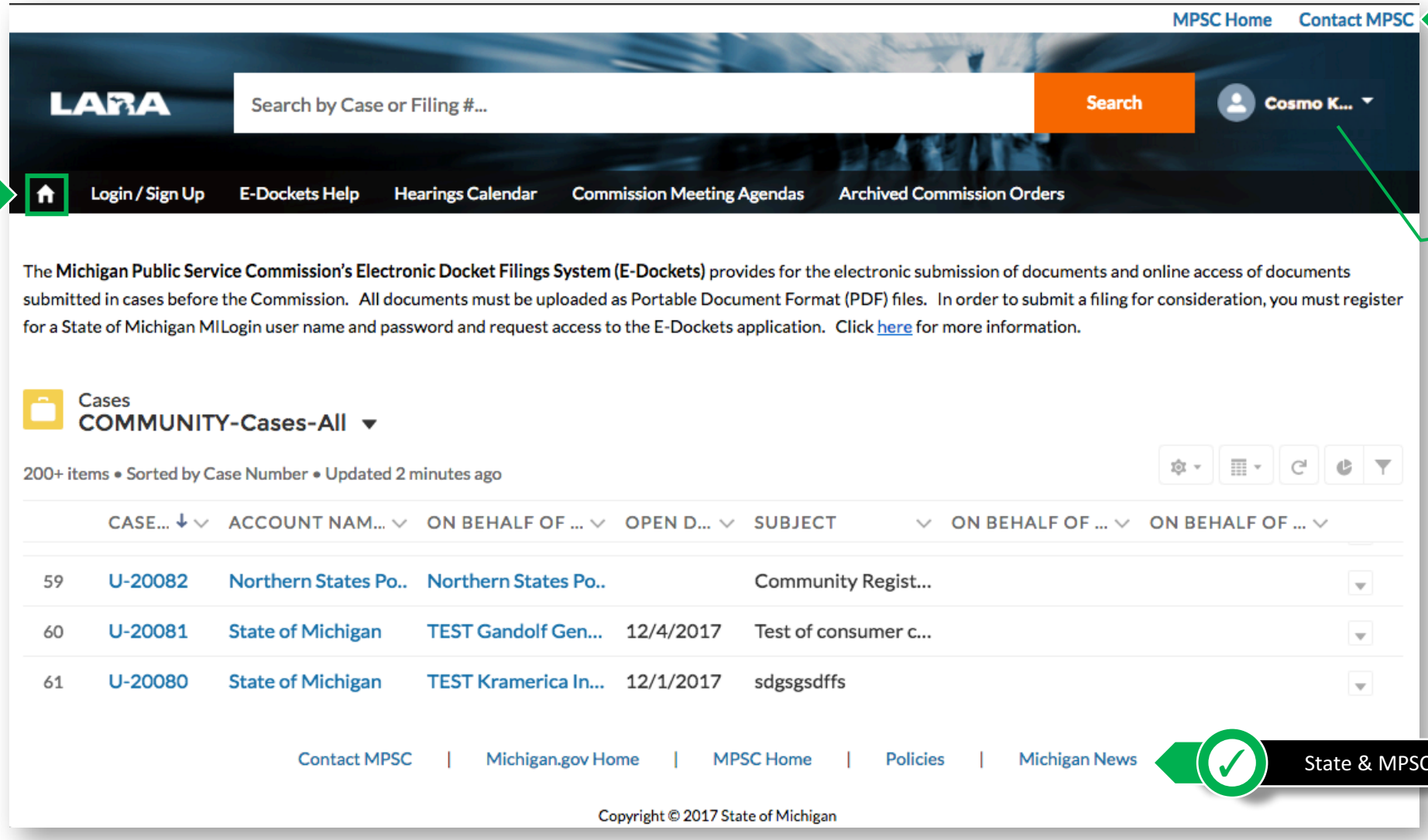
- Supported environments
  - Google Chrome on Windows 10 or MacOS
  - Microsoft Edge on Windows 10
  - *Javascript must be enabled*
  - Best to enable pop-ups for E-Dockets
- Files attached to Filings
  - Format – PDF only (OCR format required)
  - File size – 100 MB, maximum

Recommended

Access E-Dockets

- Login to E-Dockets via MILogin:
  - https://milogintp.michigan.gov/
  - Full instructions available at:
    - https://mi-psc.force.com/s/help
    - See “MILogin Instructions for External or Third-party Users”

E-Dockets Home Page



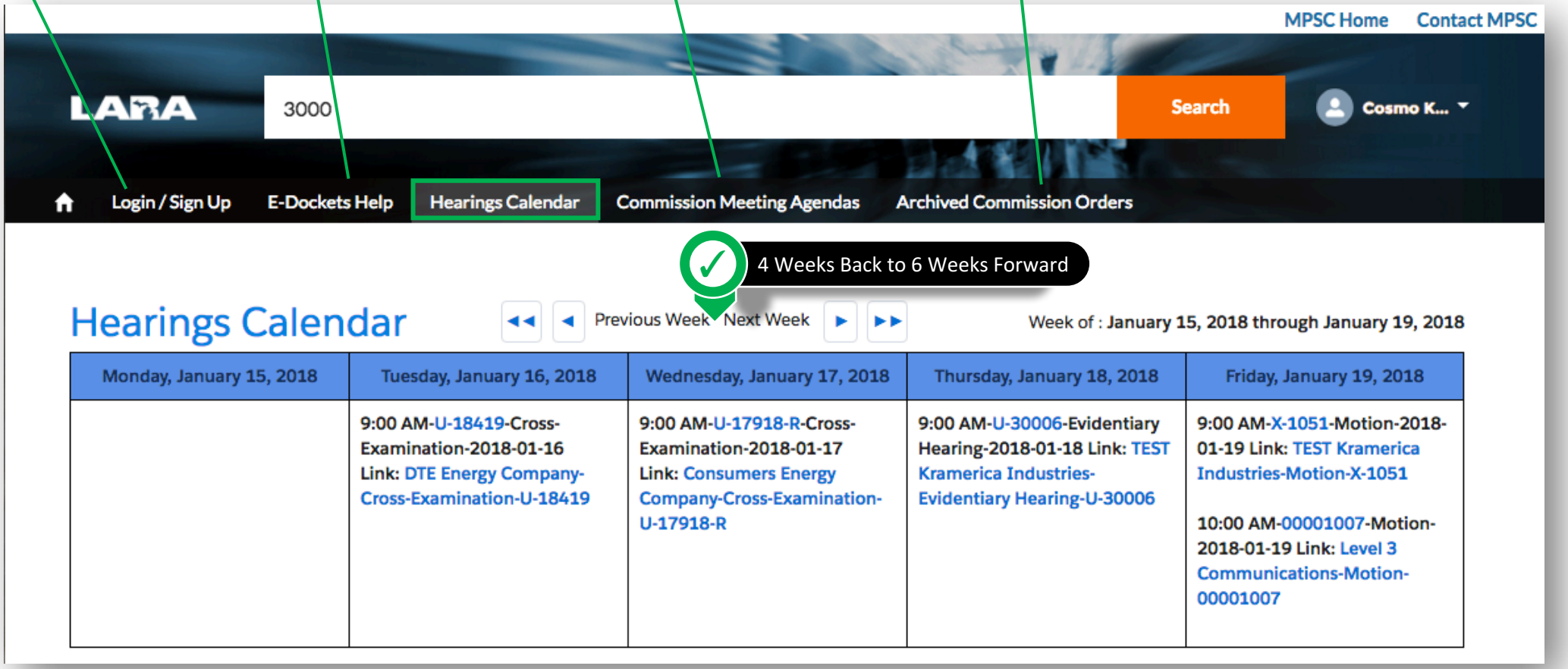
E-Dockets Navigation

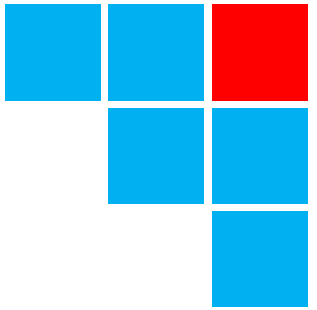
Link to MILogin for Single Sign-On

- MILogin Instructions
- This Presentation

Meeting Agendas from 2010 to Present

Find Cases from 1960 to Present

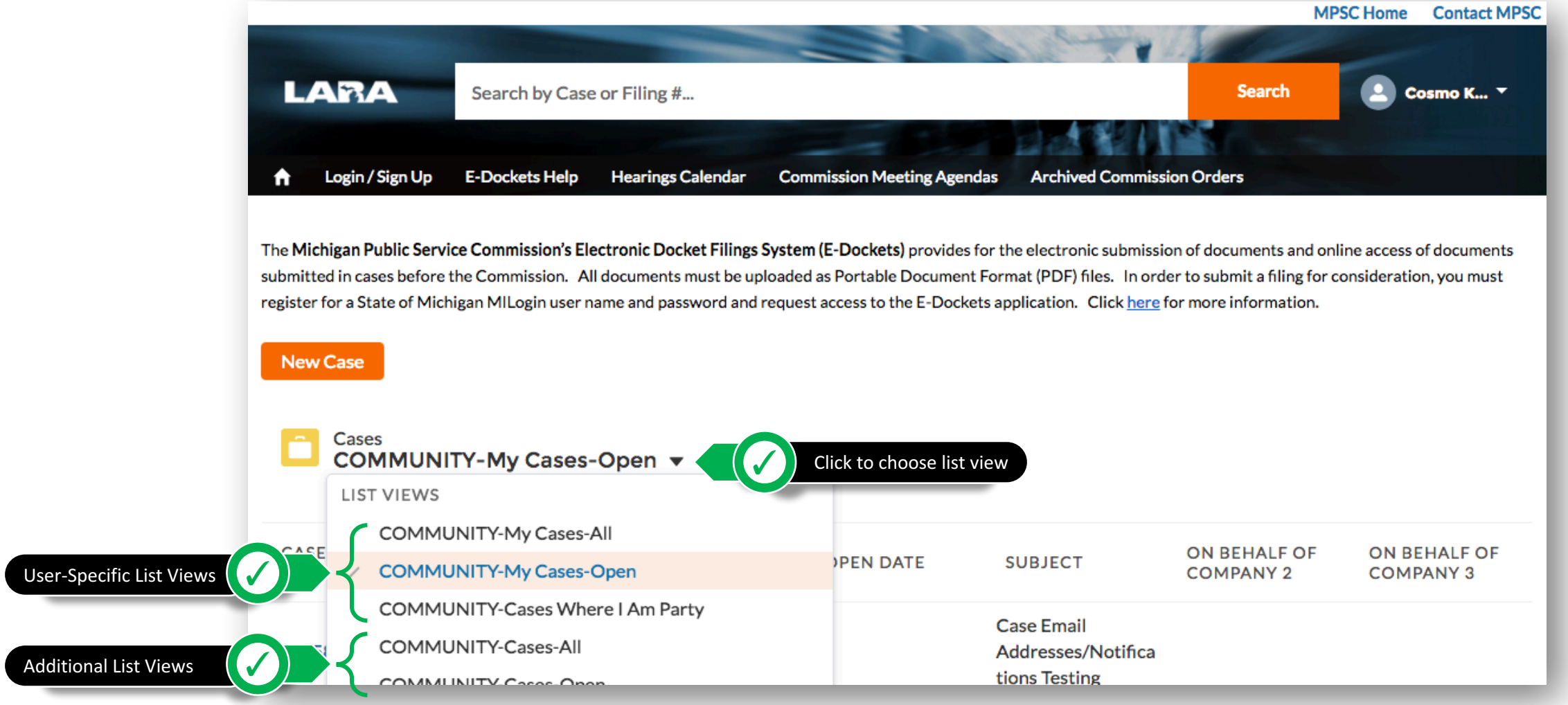




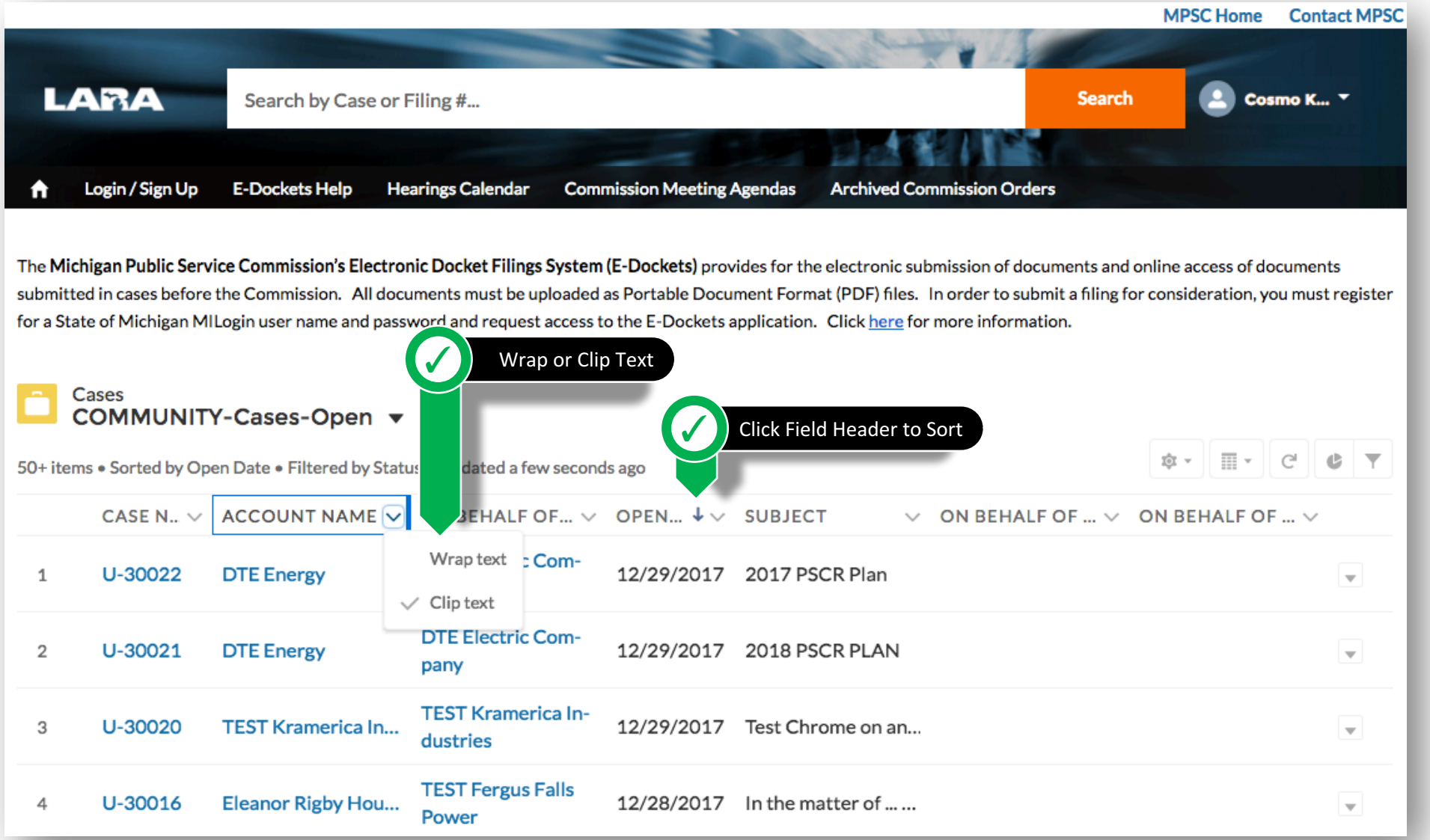
View and Search

Reviewing Cases and Filings

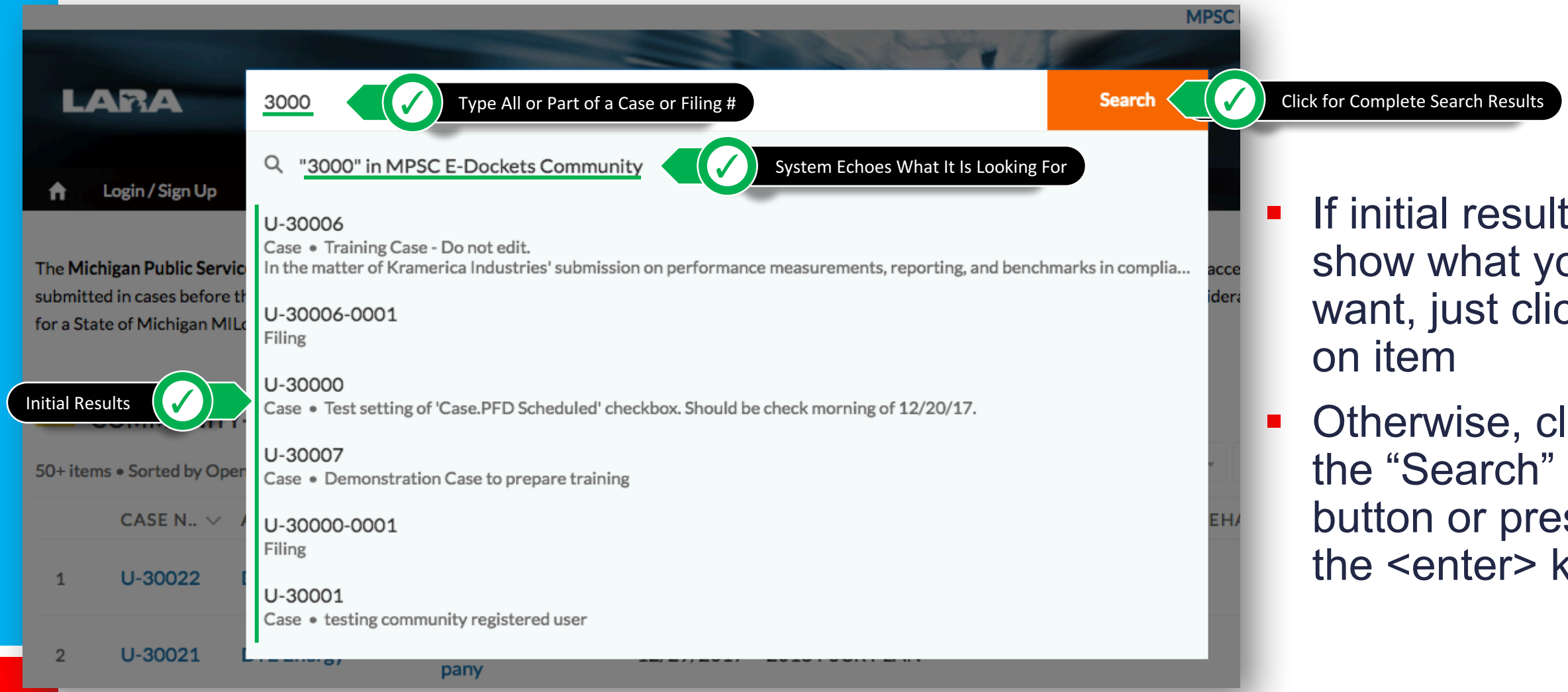
List Views


MPSC Home
Contact MPSC
LARA
Search by Case or Filing #...
Search
Cosmo K...
Login / Sign Up
E-Dockets Help
Hearings Calendar
Commission Meeting Agendas
Archived Commission Orders
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. All documents must be uploaded as Portable Document Format (PDF) files. In order to submit a filing for consideration, you must register for a State of Michigan MILogin user name and password and request access to the E-Dockets application. Click here for more information.
New Case
Cases
COMMUNITY-My Cases-Open
Click to choose list view
LIST VIEWS
COMMUNITY-My Cases-All
COMMUNITY-My Cases-Open
COMMUNITY-Cases Where I Am Party
COMMUNITY-Cases-All
User-Specific List Views
Additional List Views
SUBJECT
ON BEHALF OF COMPANY 2
ON BEHALF OF COMPANY 3
Case Email Addresses/Notifications Testing

View Options

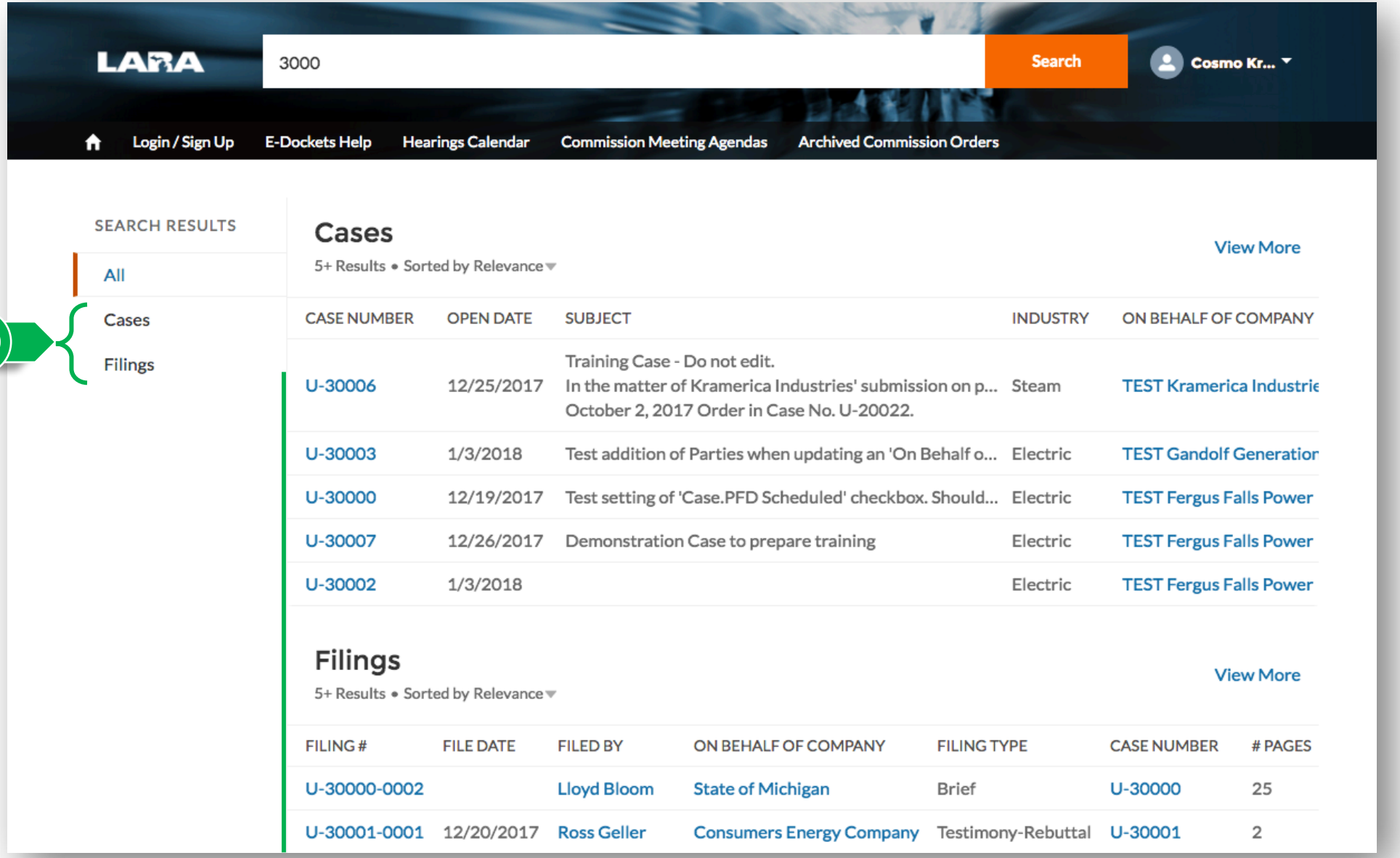


Initial Search

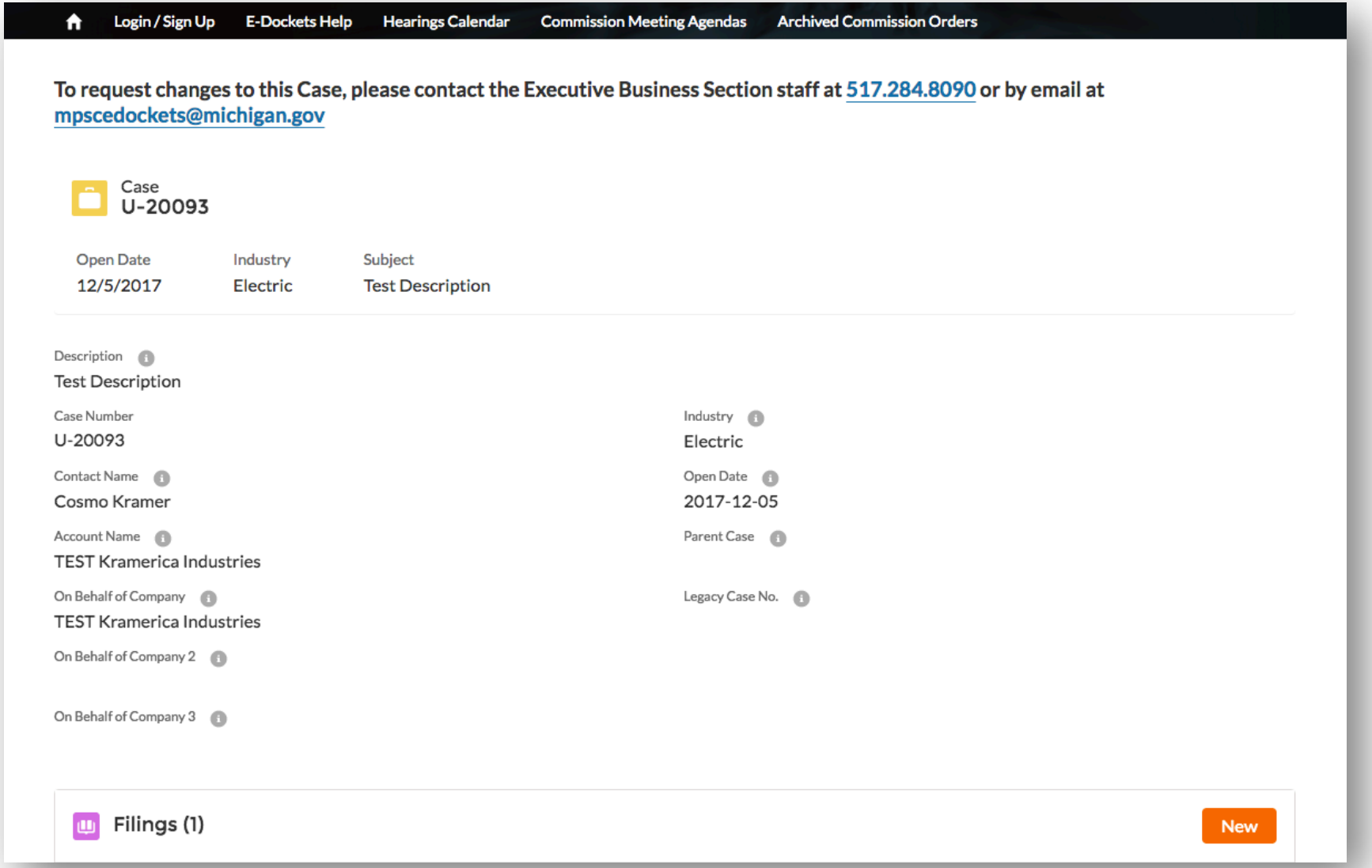


- If initial results show what you want, just click on item
- Otherwise, click the “Search” button or press the <enter> key

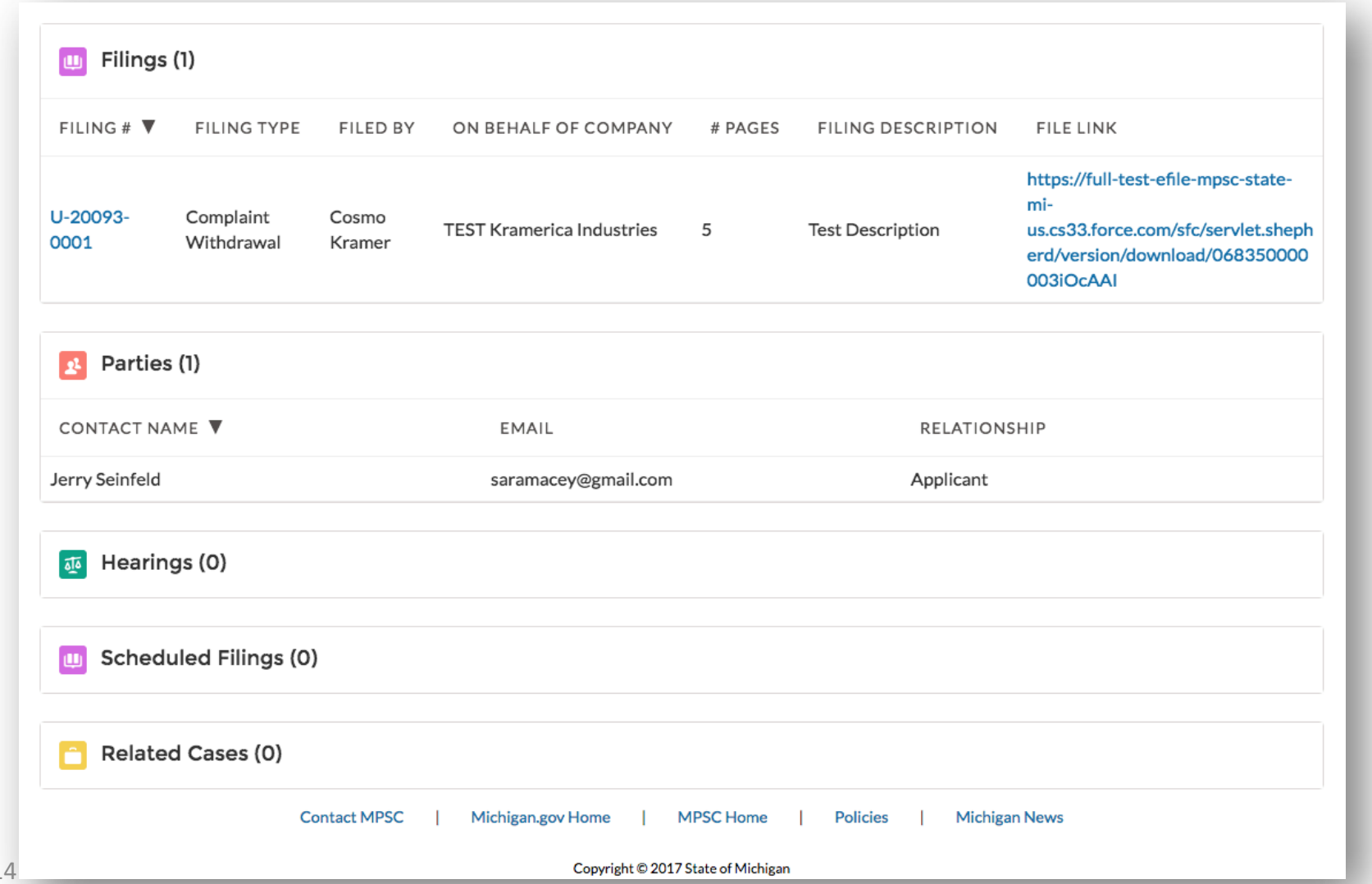
Complete Search Results



Case View - Header



Case View - Related Lists



Filings (1)

FILING # ▼	FILING TYPE	FILED BY	ON BEHALF OF COMPANY	# PAGES	FILING DESCRIPTION	FILE LINK
U-20093-0001	Complaint Withdrawal	Cosmo Kramer	TEST Kramerica Industries	5	Test Description	https://full-test-efile-mpsc-state-mi-us.cs33.force.com/sfc/servlet.shepherd/version/download/068350000003iOcAAI

Parties (1)

CONTACT NAME ▼	EMAIL	RELATIONSHIP
Jerry Seinfeld	saramacey@gmail.com	Applicant

Hearings (0)

Scheduled Filings (0)

Related Cases (0)

Contact MPSC | Michigan.gov Home | MPSC Home | Policies | Michigan News

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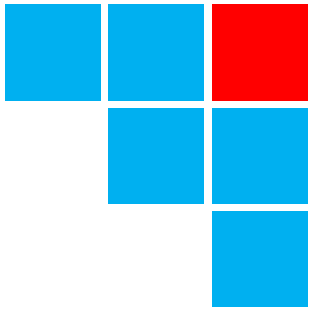
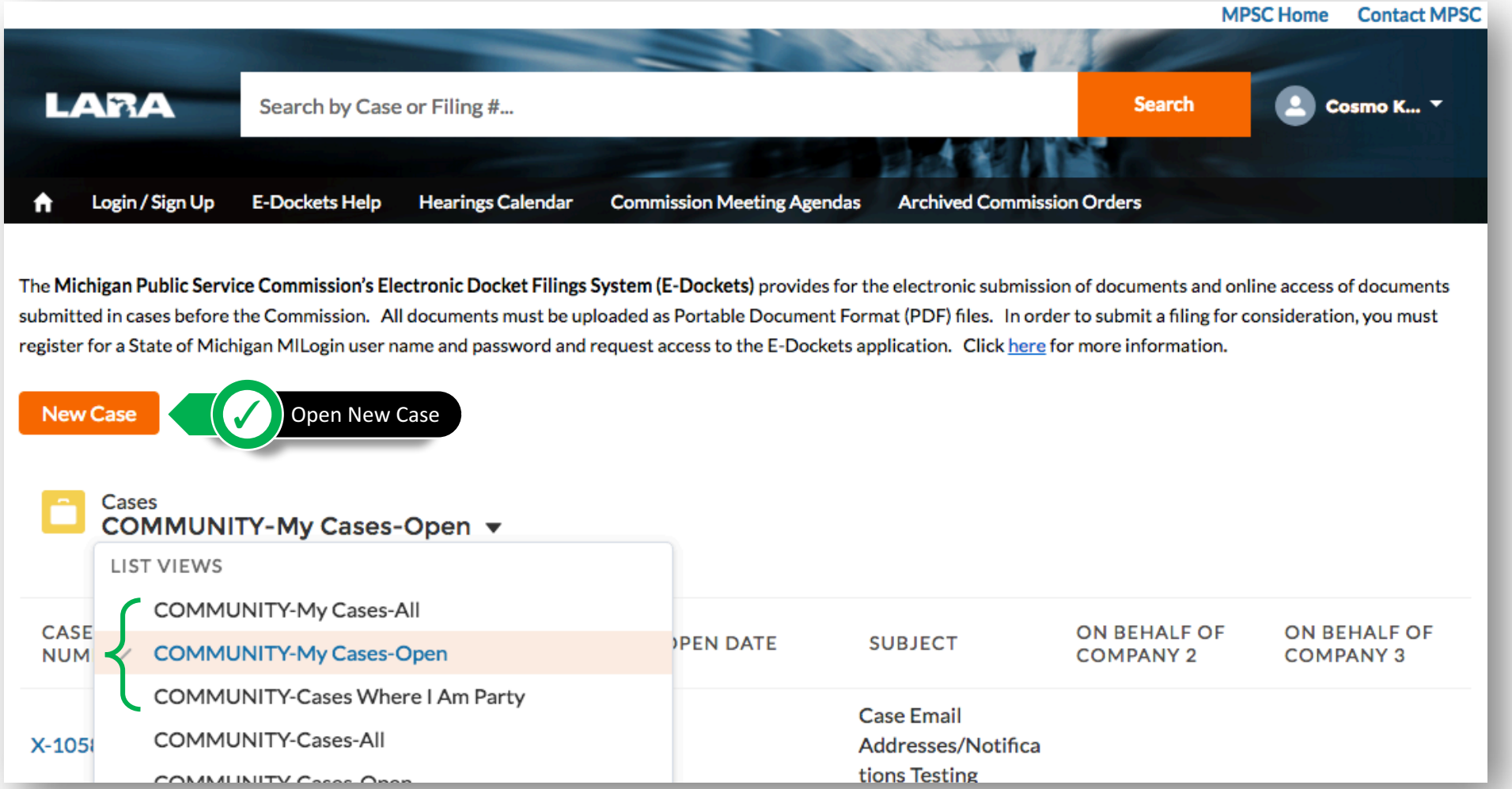


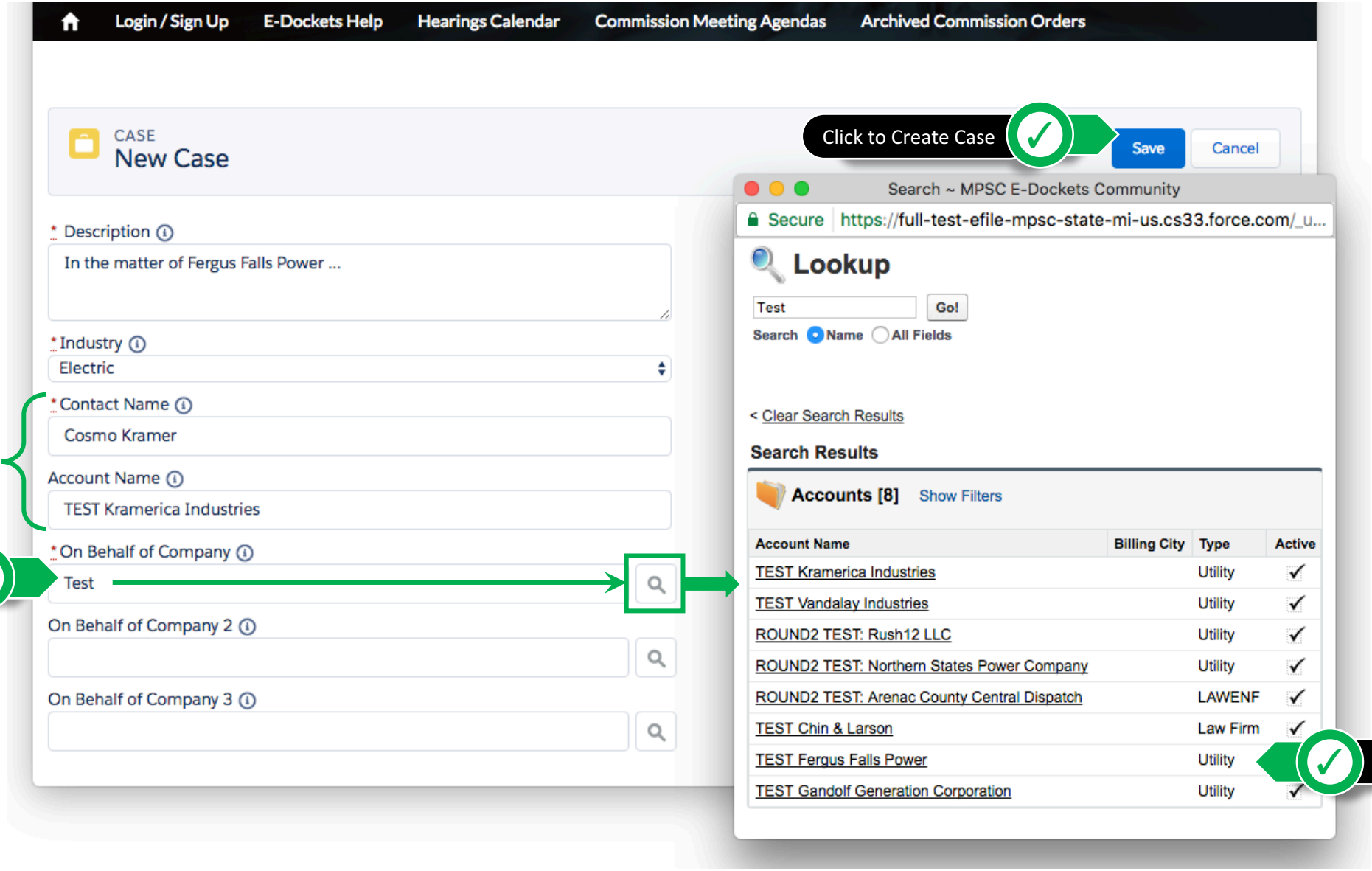
Create Cases and Filings

E-Dockets Home Page - Logged In User

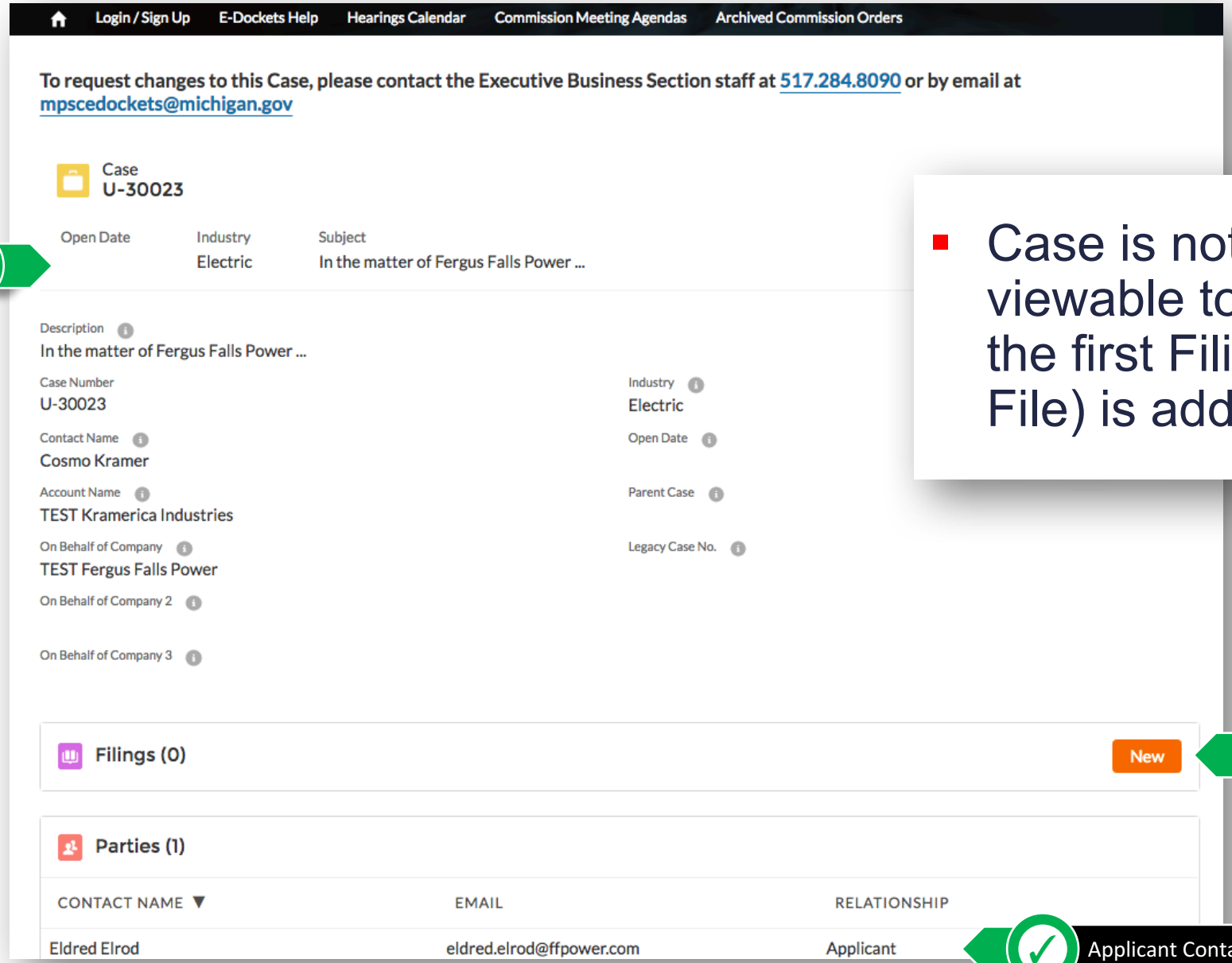
- Page has search & view options (already covered), plus some highlighted additions



New Case


Login / Sign Up
E-Dockets Help
Hearings Calendar
Commission Meeting Agendas
Archived Commission Orders
CASE
New Case
Click to Create Case
Save
Cancel
* Description
In the matter of Fergus Falls Power ...
* Industry
Electric
* Contact Name
Cosmo Kramer
Account Name
TEST Kramerica Industries
* On Behalf of Company
Test
On Behalf of Company 2
On Behalf of Company 3
Auto-Filled
Type Then Search
Search ~ MPSC E-Dockets Community
Secure
https://full-test-efile-mpsc-state-mi-us.cs33.force.com/_u...
Lookup
Test
Go!
Search
Name
All Fields
< Clear Search Results
Search Results
Accounts [8]
Show Filters
Account Name
Billing City
Type
Active
TEST Kramerica Industries
Utility
TEST Vandalay Industries
Utility
ROUND2 TEST: Rush12 LLC
Utility
ROUND2 TEST: Northern States Power Company
Utility
ROUND2 TEST: Arenac County Central Dispatch
LAWENF
TEST Chin & Larson
Law Firm
TEST Fergus Falls Power
Utility
TEST Gandolf Generation Corporation
Utility
Select Account

New Case, Not Yet Open



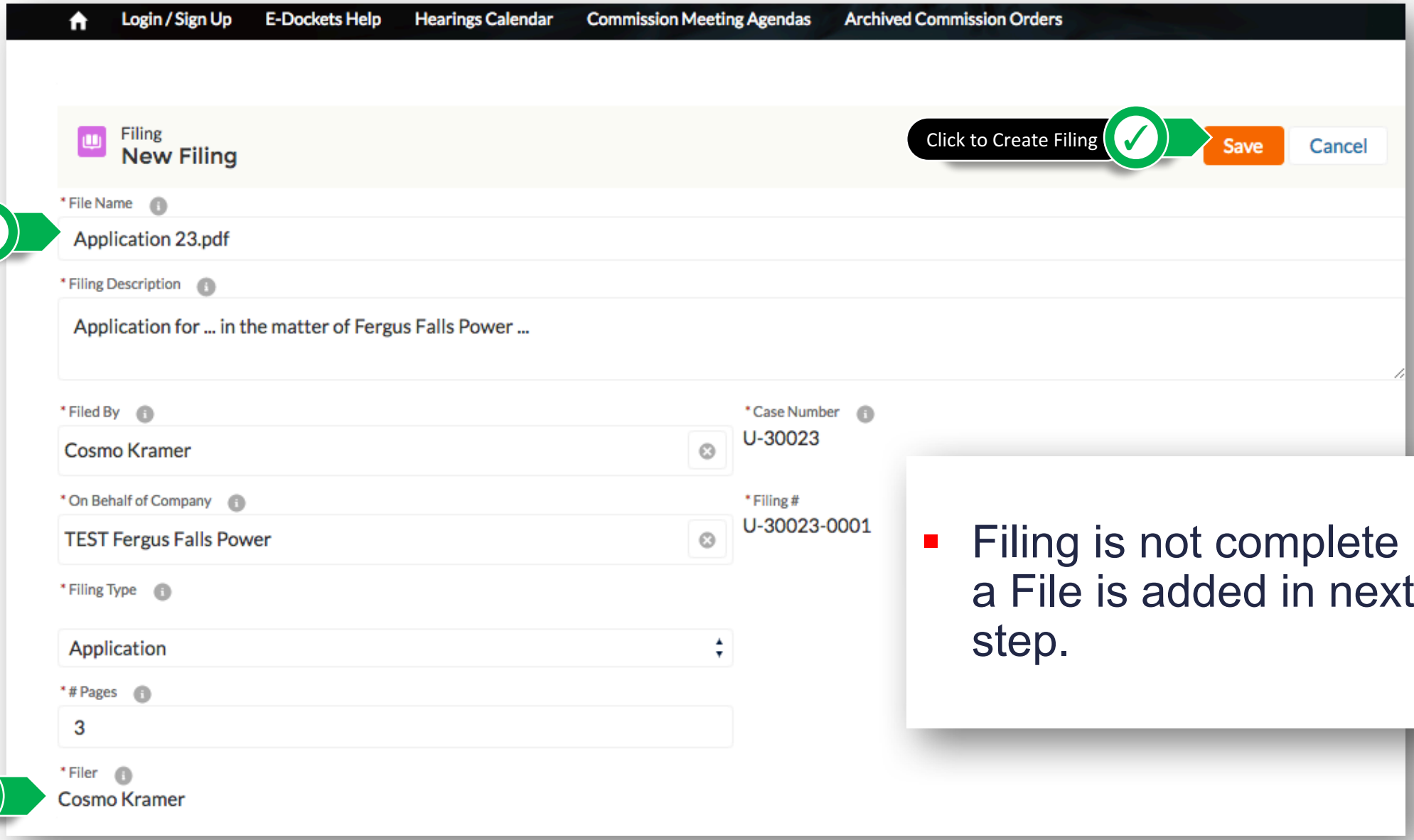
Not Yet Open

- Case is not Open (and not viewable to others) until the first Filing (and it's File) is added.

Click to Add New Filing

Applicant Contact Added as Party

Create Filing



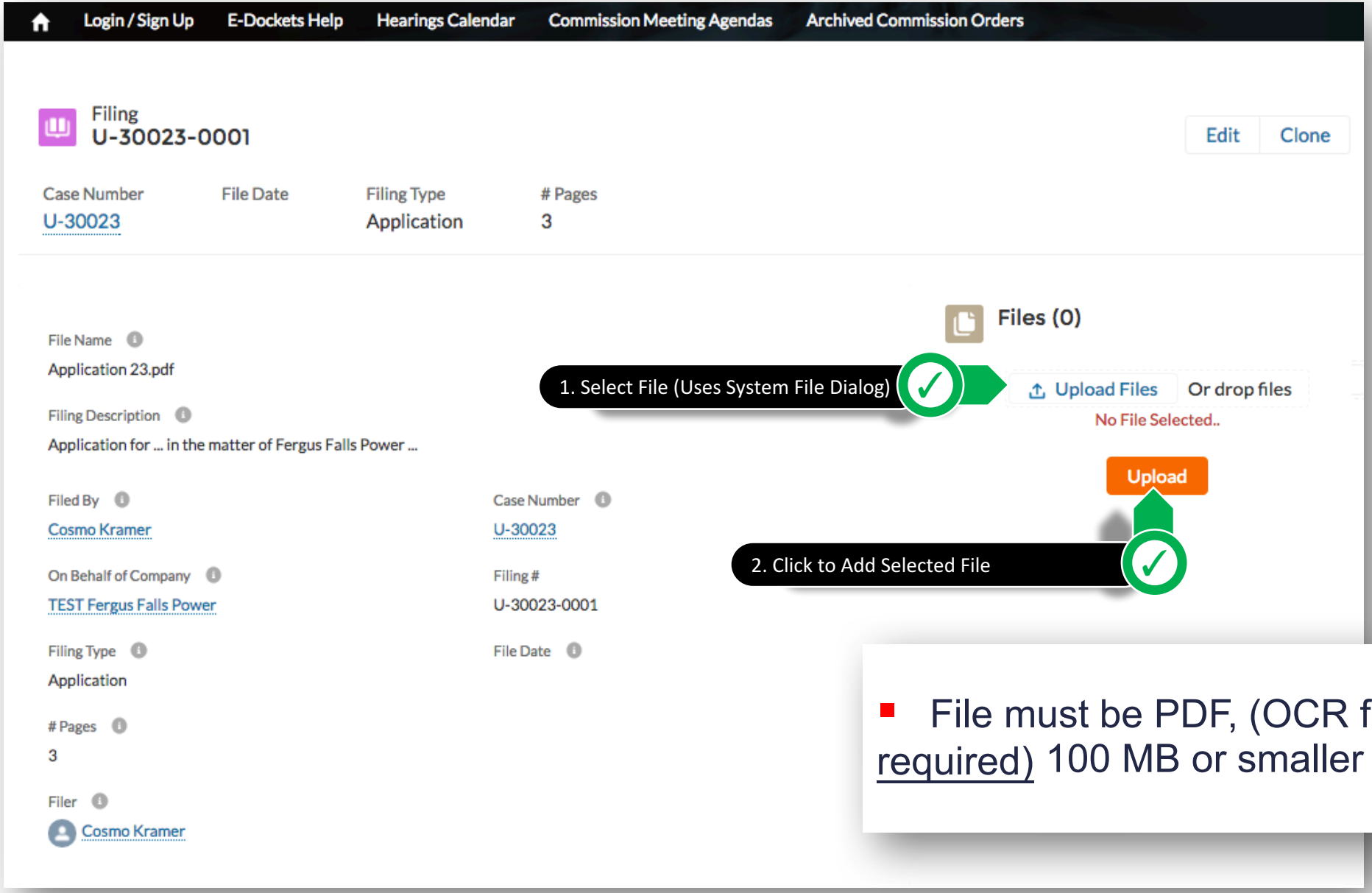
Must Be a PDF

(OCR format required)

Auto-Filled

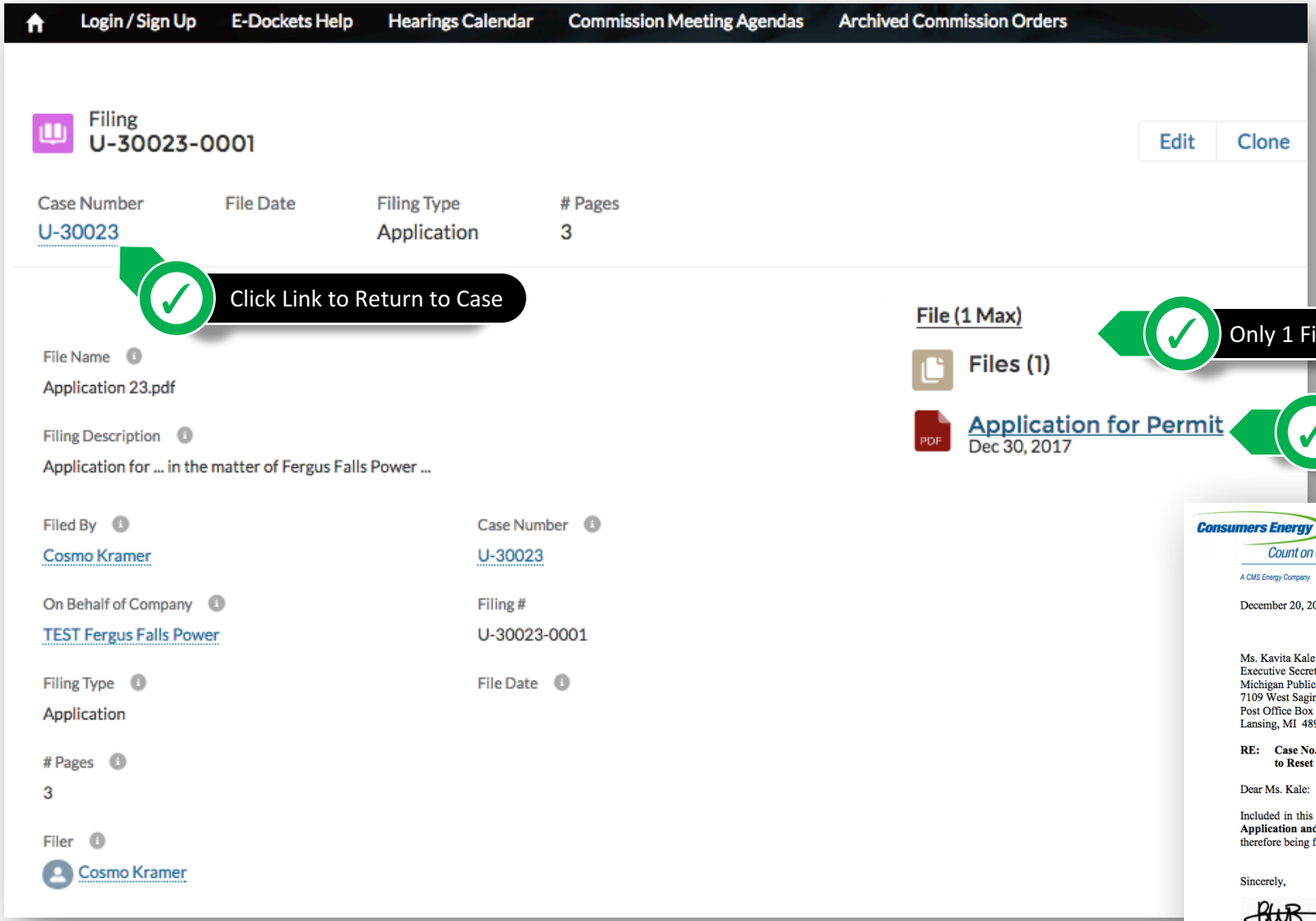
- Filing is not complete until a File is added in next step.

Ready to Add File

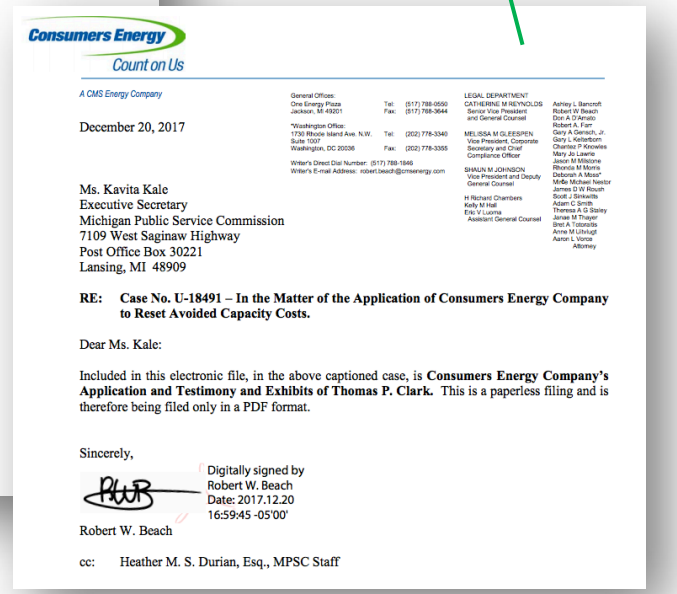


- File must be PDF, (OCR format required) 100 MB or smaller

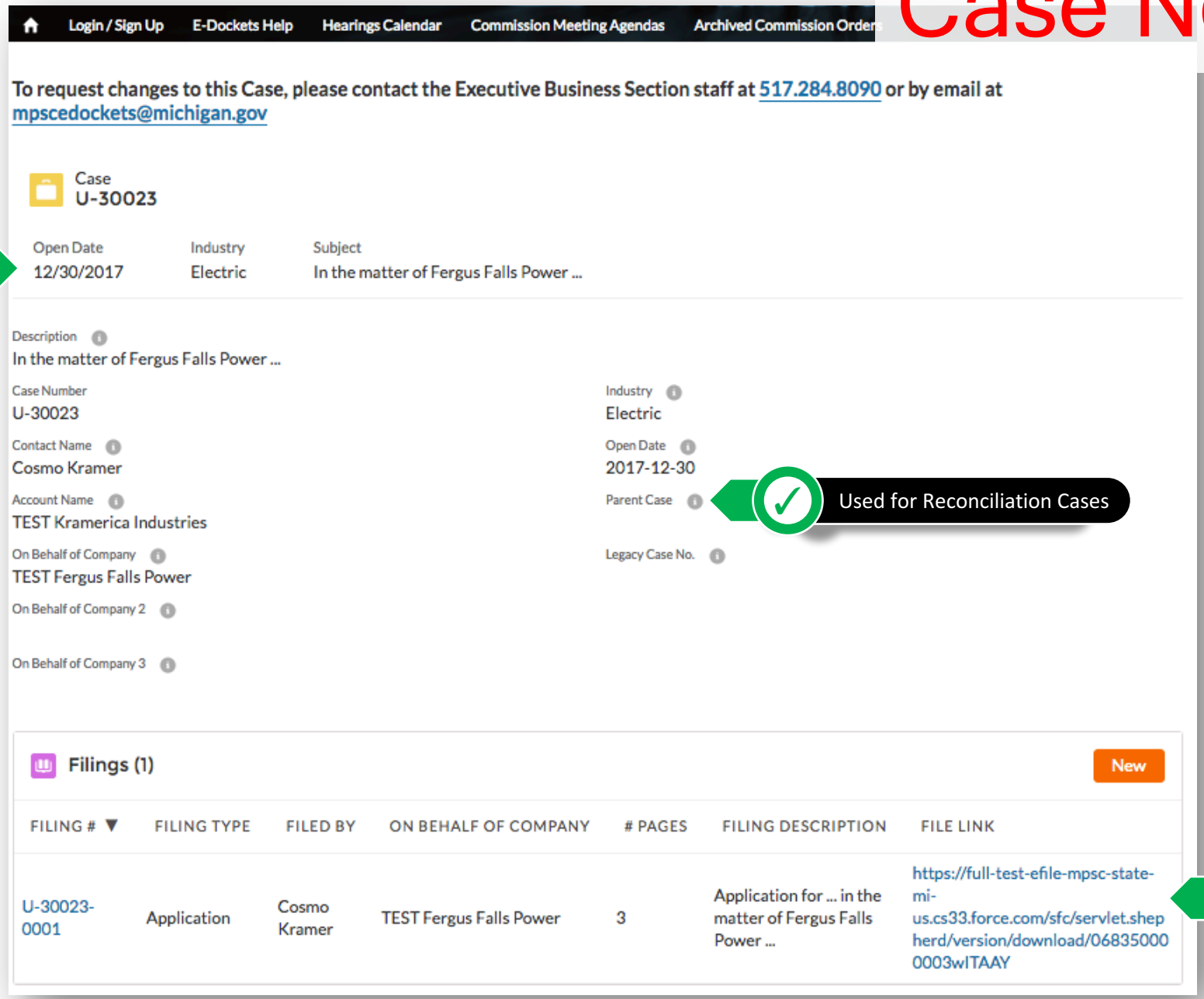
File Now Added



File opens in new tab or window



Case Now Open



Open Date ✓

✓ Used for Reconciliation Cases

✓ Can Open Files from Here

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MPSC
Michigan Public Service Commission

Thank You

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