

# Agency Document Management System

## Instructions for searching Case/Hearing Information & Commission Orders

### 1. For Commission Orders:

Click on the link: <https://www.michigan.gov/mpsc/0,4639,7-159-16370---,00.html>

The screenshot shows the MPSC website's Documents Library page. The header includes the MPSC logo and navigation links like 'MPSC Home', 'Contact Us', and 'Site Map'. A search bar is located in the top right. The main content area features a 'Documents Library' section with a description: 'The Documents Library is the primary location for accessing documents that are available on the MPSC website. These include orders issued by the Commission, case documents and related forms which are filed electronically, commission schedules, agendas & minutes and links to energy related laws, rules and guidelines.' Below this are four icons representing 'Press Releases', 'Issue Briefs', 'E-Dockets', and 'Statutes & Rules'. A 'Recent Releases' section lists several documents with red document icons. To the right, there is a 'Case & Hearing Info' section with links for 'Commission Orders', 'Commission Orders Search', 'Consumer Tips', and 'Electronic Filings'. A sidebar on the left contains a navigation menu with categories like 'About the MPSC', 'Consumer Information', 'Documents Library', 'Administrative Rules / Laws', 'Emergency Preparedness', 'Case & Hearing Information', 'Commission Orders', 'Electricity', 'Energy Efficiency', 'Natural Gas', 'Renewables', 'Telecommunications', 'E-Dockets', and 'Low-income Energy'. The 'Commission Orders' link is highlighted in blue.

Click on Commission Orders and select Commission Orders search

This image provides a closer view of the MPSC Documents Library page. The 'Documents Library' header is prominent. The description and icons for 'Press Releases', 'Issue Briefs', 'E-Dockets', and 'Statutes & Rules' are clearly visible. The 'Recent Releases' section lists three items: 'Manual for Reporting Incidents Involving Damage to Underground Facilities', 'Act 295 Renewable Energy Report to Legislature 2015', and 'Don't Get Scammed: Protecting Your Privacy and Preventing Utility Service Fraud'. The 'Case & Hearing Info' section is expanded, showing a list of links: 'Case & Hearing Info', 'Commission Orders', 'Commission Orders Search', 'Consumer Tips', and 'Electronic Filings'. A red arrow points directly to the 'Commission Orders Search' link, indicating the next step in the process.

Search **Commission orders from 1960 – present**, by the following search criteria: Industry, case number, date range, case caption or keyword search. **If you want to search by a specific utility, enter the name in the Case Caption or Description field.** **NOTE:** You can search by keyword for documents in the timeframe of 1990 – present. Documents created prior to 1990 cannot be searched by keyword.

## Search for Commission Orders

<b>Industry</b> <input type="text" value="Any"/>	<b>Case Number</b> <input type="text" value="U-1987"/>
<b>Date Filed From</b> <input type="text" value="MM/DD/YYYY"/>	<b>Date Filed To</b> <input type="text" value="MM/DD/YYYY"/>
<b>Case Caption or Description</b> <input type="text" value="Approval to construct a pipeline..."/>	

**Content Search**

Exact Phrase  
  All Keywords  
  Any Keyword

Documents from 1990 to the present can be searched by using key words within the document.  
 Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

Q Search

X Reset

## 2. Case and Hearing Information

Click on the link: <https://www.michigan.gov/mpsc/0,4639,7-159-16370---,00.html>

The screenshot shows the MPSC website interface. At the top, there is a navigation bar with links for 'MPSC Home', 'Contact Us', and 'Site Map'. Below this is the 'LARA Public Service Commission' logo and the text 'Department of Licensing and Regulatory Affairs'. A search bar is located on the right side of the header.

The main content area is titled 'MPSC / DOCUMENTS LIBRARY'. The 'Documents Library' section is highlighted with a green bar. Below this, a text block explains that the Documents Library is the primary location for accessing documents available on the MPSC website, including orders, case documents, and related forms.

Four icons represent different document types: Press Releases, Issue Briefs, E-Dockets, and Statutes & Rules. Below these icons is a 'Recent Releases' section with a list of items, including a manual for reporting incidents and a report to the legislature.

On the left side, there is a vertical navigation menu with various categories such as 'About the MPSC', 'Consumer Information', 'Documents Library', 'Administrative Rules / Laws', 'Emergency Preparedness', 'Case & Hearing Information', 'Commission Orders', 'Electricity', 'Energy Efficiency', 'Natural Gas', 'Renewables', 'Telecommunications', 'E-Dockets', and 'Low-Income Energy'. The 'Documents Library' item is currently selected.

On the right side, there is a 'Quick Links' section with links to 'MPSC L...', 'Staff D...', 'Informa...', 'Español', 'معلومات العربية', 'Energy', 'Consumer Brochur...', 'Press F...', 'Curren...', 'MPSC Search...', and 'Compare MGA'. Below this is a 'You might also like' section with a 'LEARN MORE' button.

At the bottom right of the page, there is a small box with the text 'Case & Hearing Info', 'Commission Orders', 'Consumer Tips', and 'Electronic Filings'.

Click on Case and Hearing Info and select any of the categories to locate documents.

MPSC / DOCUMENTS LIBRARY

## Documents Library

The Documents Library is the primary location for accessing documents that are available on the MPSC website. These include orders issued by the Commission, case documents and related forms which are filed electronically, commission schedules, agendas & minutes and links to energy related laws, rules and guidelines.



Press Releases



Issue Briefs



E-Dockets



Statutes & Rules

### Recent Releases

- [Manual for Reporting Incidents Involving Damage to Underground Facilities](#)
- [Act 295 Renewable Energy Report to Legislature 2015](#)
- [Don't Get Scammed: Protecting Your Privacy and Preventing Utility Service Fraud](#)

### Case & Hearing Info

- [Comments to FERC](#)
- [FCC Search](#)
- [Meeting Minutes Search](#)
- [Notice Search](#)
- [Proposal For Decisions Search](#)
- [Rule Making Search](#)
- [Schedule Agenda Search](#)

### Commission Orders

### Consumer Tips

### Electronic Filings

a) For **Comments to FERC**, search by Industry and date range.

### Search for Comments to FERC

Date Filed From

Date Filed To

Industry

**Content Search**

To search contents of documents

Exact Phrase  All Keywords  Any Keyword

Documents from 1990 to the present can be searched by using key words within the document. Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

- b) For **Comments to FCC**, search by Industry, type, date range and content/keyword.

### Search for Comments to FCC

---

**Date Filed From**

**Date Filed To**

**Industry**

**Type**

**Content Search**

Exact Phrase  All Keywords  Any Keyword

Documents from 1990 to the present can be searched by using key words within the document.  
Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

- c) For Commission **Meeting Minutes**, search by date range and content/keyword.

### Search for Commission Meeting Minutes

---

**Date Filed From**

**Date Filed To**

**Content Search**

Exact Phrase  All Keywords  Any Keyword

Documents from 1990 to the present can be searched by using key words within the document.  
Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

**File Name**

- d) For **Notices**, search by case number, date range and content/keyword.

### Search for Notices

---

**Case Number**

**Date Filed From**

**Date Filed To**

**Content Search**

Exact Phrase  All Keywords  Any Keyword

Documents from 1990 to the present can be searched by using key words within the document.  
Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

- e) For **Proposals for Decisions**, search by case number, case caption, date range and content/keyword.

### Search for Proposals for Decisions

---

<b>Case Number</b> <input type="text" value="U-20043"/>	<b>Case Caption or Description</b> <input type="text" value="In the matter, on the Commission's own motion..."/>
<b>Date Filed From</b> <input type="text" value="MM/DD/YYYY"/>	<b>Date Filed To</b> <input type="text" value="MM/DD/YYYY"/>

**Content Search**  
  
 Exact Phrase  All Keywords  Any Keyword  

Documents from 1990 to the present can be searched by using key words within the document.  
Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

- f) For **Rulemaking**, search by description, date range and content/keyword.

### Search for Rule Making

---

<b>Description</b> <input type="text" value="Rule Making Description..."/>	
<b>Date Filed From</b> <input type="text" value="MM/DD/YYYY"/>	<b>Date Filed To</b> <input type="text" value="MM/DD/YYYY"/>

**Content Search**  
  
 Exact Phrase  All Keywords  Any Keyword  

Documents from 1990 to the present can be searched by using key words within the document.  
Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

- g) For Meeting **Schedules/Agendas**, search by date range and content/keyword.

### Search for Schedules/Agendas

---

<b>Date Filed From</b> <input type="text" value="MM/DD/YYYY"/>	<b>Date Filed To</b> <input type="text" value="MM/DD/YYYY"/>
---	---

**Content Search**  
  
 Exact Phrase  All Keywords  Any Keyword  

Documents from 1990 to the present can be searched by using key words within the document.  
Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

### 3. Other Information

- a) Search results will be displayed from the newest to the oldest item. You can also use the small arrows to the right of the column headings to sort your results differently.
  
- b) If you do not enter any of the search criteria and just click the search button, all files in that category will be displayed – see example below.

### Search for Rule Making

---

**Description**

**Date Filed From**  **Date Filed To**

**Content Search**  
  
 Exact Phrase  All Keywords  Any Keyword

Documents from 1990 to the present can be searched by using key words within the document.  
Documents created prior to 1990 can be searched by case number or case caption, but not by key words within the document.

File Name	Description	Date Filed
<a href="#">Rulemaking_1</a>	Gas Safety. (2016-057 LR)	02-22-2018
<a href="#">Rulemaking_2</a>	Consumer Standards and Billing Practices for Electric and Natural Gas Service. (2018-001 LR)	04-13-2018
<a href="#">Rulemaking_3</a>	Code of Conduct. (2018-002 LR)	06-04-2018
<a href="#">Rulemaking_4</a>	Basic Local exchange Service Customer Migration (2018-030 LR)	07-18-2018
<a href="#">Rulemaking_5</a>	Unbundled Network Element and Local Interconnection Services (2018-027 LR)	07-30-2018

<< < > >> Go to page:  Row count:  Showing 1-5 of 5