Advanced Search

Use the Advanced Search find documents or matters keywords using a wide variety of parameters, including by keyword. The Advanced Search includes more parameters than offered by the various Search by Type searches.

Documents

The Advanced Search for documents is used to find the following:

- **Filings:** Documents submitted to the RCA by companies, organizations, agencies, or individuals

- **Issuances:** Documents, other than Orders or Letter Orders, issued by the RCA (e.g., public notices, letters, ex parte communication)

- **Orders:** Orders or Letter Orders issued by the RCA and Orders issues by federal or state agencies (e.g., FERC, FCC, courts) that are pertinent to the RCA

- **Supporting Documents for Hearings/Meetings:** Documents, such as transcripts and agendas associated with hearings, Public Meetings, Tariff Action Meetings, or workshops

Matters

The Advanced Search for matters is used to find matters, regardless of status, heard by the RCA or that are pertinent to the RCA, including the following:

- **Dockets:** Utility (U-), Pipeline (P-), or Rule-making (R-) formal proceedings before the RCA

- **Appeals:** Appeals of the RCA's decisions being heard by the Alaska Superior Court or Alaska Supreme Court

- **Tariffs:** Tariff filings for certificated utilities or pipelines (TA- or TL-), for Provisionally Certificated utilities (TW-), or for Registered utilities (TX-)

- **Registrations:** New registration applications or annual registration renewals by Intrastate Interexchange Carriers (IXCs)

- **Provisional Certifications:** New provisional certificate applications or annual updates by provisionally certificated water and wastewater utilities

- **FERC or FCC dockets:** Proceedings before the Federal Energy Regulatory Commission (FERC) or Federal Communications Commission (FCC) that are relevant to Alaska

In this Article...
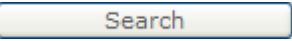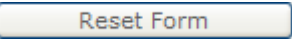
Search Page

When the Advanced Search page is opened, a search for document is displayed by default, as in the screenshot below. If you select Matter under Search For, the available search criteria fields change. However, both types of search contain the same general areas on the page, as described in the table below.

The descriptions in the following table correspond to the numbered items in the screenshot.

Number	Description
1 ⊙ Document ○ Matter	Select a radio button to change the type of search you are performing. • *Document:* Search documents by keyword and/or criteria about the document • *Matter:* Search all matters by keyword and/or criteria about the matter
2 Search Criteria Fields	Area in which you enter search criteria. **Note:** Although divided into sections (e.g., Date Criteria, Document Criteria), all criteria is considered together. Therefore, the more criteria you enter, the more restricted your search. Refer to Search Criteria Fields for more information about each field.
3 Search	After entering search criteria, click to perform the search.
4 Reset Form	Removes all search criteria entered if you change your mind while entering search criteria.

Search Criteria Fields

The search criteria fields available depends on the Search For selection at the top of the Advanced Search page. If Document is selected, refer to Document Search. If Matter is selected, refer to Matter Search.

The Search For selection also determines which search results table is displayed.

> **Important:** All of the criteria you enter in the search is considered together, regardless of the criteria section divisions (e.g., Date Criteria, Matter Criteria and Utility Type Criteria). The search results returned will meet all parameters entered. Therefore, the more criteria you enter, the more restricted your search results will be.
>
> If you select too many search criteria (e.g., a large number of filing types), you may receive an error message. Reduce the number of selections and try your search again.

Document Search

Field	How to Use this Field
Containing Text	
Word(s) or Phase	Enter the words or phase you want to find within documents. This will search the documents' description, synopsis, and the contents.
	Wildcards, word stems, Boolean operators, and proximity operators may be used. Refer to Full-Text Search for additional information on creating full-text search terms. (Sample Searches)
Date Criteria	
Date Filed/Issued Between:	Enter dates to define the timeframe during which the Filing was received or the Issuance or Order was issued/became effective.
	The first field is the start date; the second field is the end date. You may enter a date for one field and not the other. (Sample Searches)
	Enter dates in the field or click [calendar icon] to open a calendar and click the date to enter in the field. To close the calendar without entering a date, click [X icon]. To move between months, click [<< icon] or [>> icon].
Document Criteria	
Tracking Number:	Enter a tracking number that identifies a document. The number must exactly match the Tracking Number assigned to the document. (Sample Searches)
	The Tracking Number is a unique identifier associated with each document. For RCA-issued Orders (excluding Letter Orders), it is **not** the same as the RCA Order number (e.g., U-06-107(1)). A search with a Tracking Number criteria will return a maximum of one document; therefore, you should not use this field in combination with other search criteria fields.

Field	How to Use this Field
Document Type:	By default, Filings, Issuances, Orders, and Supporting Documents on Hearings/Meetings (e.g., transcripts) are searched. To search only for Filings and Issuances, unselect (click ☑) all document type options except **Search Filing & Issuances**. To search only for Orders, unselect (click ☑) all document type options except **Search Orders**. To search only for transcripts, agendas, etc, unselect (click ☑) all document type options except **Search Supporting Documents for Hearings/Meetings**. (Sample Searches)
Limit search to the selected filing types	Documents that are Filings (submitted to the RCA) or Issuances (items, other than Orders, issued by the RCA) have a "filing type" that categorizes them (e.g., Affidavit of Publication, Motion, Opposition, Supplemental Filing). Select one or more types to search for Filings/Issuances of particular types. Only Filings and Issuances of the highlighted types will be included in the search results. **Important:** Filings prior to October 2007 were converted from the previous system, which used different filing types. To ensure all desired filing types are returned, you may wish to include Conversion-Initiating Filing and Conversion-Legal Filings when searching historical filings. Using this field will not exclude Orders or Supporting Documents from your search; to exclude all Orders or Supporting Documents, unselect all options except **Search Filings & Issuances** in the **Document Type** field. To limit the types of Orders included in the results, use **Limit search to the selected Order types**. (Sample Searches) Refer to Multi-select List Boxes for information on selecting filing types.
Limit search to the selected Order types	Orders (or Letter Orders) have an "Order type" that categorizes them (e.g., Letter Order, closing order, procedural order issued by the ALJ assigned to the matter). Select one or more types to search for Orders of particular types. Only Orders of the highlighted types will be included in the search results. Using this field will not exclude filings, issuances or Supporting Documents from your search; to exclude these documents, unselect all options except **Search Orders** in the **Document Type** field. To limit the types of filings and issuances included in the results, use **Limit search to the selected Order types**. (Sample Searches) Refer to Multi-select List Boxes for information on how to select Order types.
Matter Criteria	
Matter Number	Enter the matter (i.e., docket, tariff) number (e.g., U-06-107) with which the document is associated. (Sample Searches) The number must exactly match the matter number assigned, including any leading zeros. Only one matter number may be entered in the field.
Matter Status	By default, documents associated with open and closed (including archived) matters are searched. To search only for documents associated with open matters, unselect **Search Closed Matters** (click ☑); leave **Search Open Matters** selected. To search only for documents associated with closed matters, unselect

Field	How to Use this Field
	Search Open Matters (click ☑); leave **Search Closed Matters** selected. (Sample Searches)
Limit search to the selected matter types	Matters have a "matter type" that categorizes them (e.g., utility dockets, pipeline tariffs, registrations). Select one or more matter types to search for documents associated with particular types of matters. Only documents associated with matters of the highlighted types will be included in the search results. (Sample Searches) Refer to Multi-select List Boxes for information on selecting matter types.
Limit search to the selected matter subtypes	Matters also have a subtype that further categorizes them (e.g., Application - New Registration, General rate changes). Select one or more matter subtypes to search for documents associated with particular subtypes. Only documents associated with matters of the highlighted subtypes will be included in the search results. (Sample Searches) Refer to Multi-select List Boxes for information on selecting matter subtypes.
Entity/Certificate Criteria	
Entity Name	Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) associated with the document. (Sample Searches) An exact match is not required. Therefore, if you enter *AC*, the search will include all entities with the letters *AC* within its name (including doing business as name) or with the RCA-assigned short name. Only one entity name or partial name may be entered; if you include terms such as "and," they will be considered part of the entity name.
Certificate Number	Enter the certificate number of the CPCN, Provisional Certificate, or Registration associated with the document. (Sample Searches) The number must exactly match the certificate number assigned. Certificates do not include leading zeros. Only one certificate number may be entered in the field. **Important:** If you enter a certificate number, no Orders or Supporting Documents will be found as certificates are not currently associated with these document types.
Limit search to the selected certificate/registration types	Each certificate has a type associated with it, which identifies the variety of certificate it is. Select one or more certificate types to search for documents associated with certificates of particular types. Only documents associated with certificates of the highlighted types will be included in the search results. (Sample Searches) Refer to Multi-select List Boxes for information on selecting certificate/registration types. **Important:** If you enter a certificate/registration type, no Orders or Supporting Documents will be returned as certificates are not currently associated with these document types.
Utility Type Criteria	
Limit search to the selected utility types	Each certificate has a utility type (e.g., electric, natural gas, water) associated with it, which identifies the type of service that certificate allows the entity to provide. Select one or more utility types to search for documents associated with certificates of particular utility types. Only documents associated with certificates of the highlighted types will be

Field	How to Use this Field
	included in the search results. (Sample Searches)
	Refer to Multi-select List Boxes for information on selecting utility types.
	Important: If you enter a utility type, no Orders or Supporting Documents will be returned as utility types are not currently associated with these document types.

Matter Search

Field	How to Use this Field
Containing Text	
Word(s) or Phase	Enter the words or phase you want to find within documents associated with the matter or within the matter description and synopsis.
	Note: To search just the matter description and synopsis, unselect all Document Type options. Refer to Document Type criteria field for additional information.
	Wildcards, word stems, Boolean operators, and proximity operators may be used. Refer to Full-Text Search for additional information on creating full-text search terms.
Date Criteria	
Date Opened Between	Enter dates to define the timeframe during which the matter was opened.
	The first field is the start date; the second field is the end date. You may enter a date for one field and not the other. (Sample Searches)
	Enter dates in the field or click [icon] to open a calendar and click the date to enter in the field. To close the calendar without entering a date, click [icon]. To move between months, click [icon] or [icon].
Date Closed Between	Enter dates to define the timeframe during which the matter was closed. Leave this field blank to include open matters in your search results.
	The first field is the start date; the second field is the end date. You may enter a date for one field and not the other. (Sample Searches)
	Enter dates in the field or click [icon] to open a calendar and click the date to enter in the field. To close the calendar without entering a date, click [icon]. To move between months, click [icon] or [icon].
Matter Criteria	
Matter Number	Enter the matter (i.e., docket, tariff) number (e.g., U-06-107) for which to search. (Sample Searches)
	The number must exactly match the matter number assigned, including any leading zeros. Only one matter number may be entered in the field.
Matter Status	By default, documents associated with open and closed (including archived) matters are searched.
	To search only for open matters, unselect **Search Closed Matters** (click [icon]); leave **Search Open Matters** selected.
	To search only for closed matters, unselect **Search Open Matters** (click [icon]); leave **Search Closed Matters** selected. (Sample Searches)

Field	How to Use this Field
Limit search to the selected matter types	Matters have a "matter type" that categorizes them (e.g., utility dockets, pipeline tariffs, registrations). Select one or more matter types to search for particular types of matters. Only matters of the highlighted types will be included in the search results. ([Sample Searches](#)) Refer to [Multi-select List Boxes](#) for information on how to select matter types.
Limit search to the selected matter subtypes	Matters also have a subtype that further categorizes them (e.g., Application - New Registration, General rate changes, Deregulation Elections). Select one or more matter subtypes to search for particular subtypes. Only matters of the highlighted subtypes will be included in the search results. ([Sample Searches](#)) Refer to [Multi-select List Boxes](#) for information on how to select matter subtypes.
Document Criteria	
Tracking Number	Enter a tracking number that identifies a document to find matters associated with that document. The number must exactly match the Tracking Number assigned to the document. ([Sample Searches](#)) The Tracking Number is a unique identifier associated with each document. For RCA-issued Orders (excluding Letter Orders), it is not the same as the Order number (e.g., U-06-107(1)).
Document Type	By default, the content of Filings, Issuances, Orders, and Supporting Documents on Hearings/Meetings (e.g., transcripts) associated with a matter are searched for the search term in addition to the description and title of the matter. *To search only the short description or title(synopsis) of the matter for the term,* unselect (click ☑) all document types. *To also search for the term within documents associated with the matter,* select the checkbox for each type of document you want to search. ([Sample Searches](#))
Limit search to the selected filing types	Documents that are Filings (submitted to the RCA) or Issuances (items, other than Orders, issued by the RCA) have a "filing type" that categorizes them (e.g., Affidavit of Publication, Motion, Opposition, Supplemental Filing). Select one or more types to search for matters that have particular types of Filings/Issuances associated with them. **Important:** Filings prior to October 2007 were converted from the previous system, which used different filing types. To ensure all desired filing types are returned, you may wish to include Conversion-Initiating Filing and Conversion-Legal Filings when searching historical filings. Only matters with Filings and Issuances of the highlighted types will be included in the search results. ([Sample Searches](#)) Refer to [Multi-select List Boxes](#) for information on how to select filing types.

Field	How to Use this Field
Limit search to the selected Order types	Orders (or Letter Orders) have an "Order type" that categorizes them (e.g., Letter Order, closing order, procedural order issued by the ALJ assigned to the matter). Select one or more types to search for matters that have particular types of Orders associated with them.
	Only matter with Orders of the highlighted types will be included in the search results. (Sample Searches)
	Refer to Multi-select List Boxes for information on how to select Order types.
Entity/Certificate Criteria	
Entity Name	Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) associated with the matter. (Sample Searches)
	An exact match is not required. Therefore, if you enter *AC*, the search will include all entities with the letters *AC* within its name (including doing business as name) or with the RCA-assigned short name.
	Only one entity name or partial name may be entered; if you include terms such as "and," they will be considered part of the entity name.
Certificate Number	Enter the certificate number of the CPCN, Provisional Certificate, or Registration associated with the matter. (Sample Searches)
	The number must exactly match the certificate number assigned. Certificates do not include leading zeros. Only one certificate number may be entered in the field.
Limit search to the selected certificate/registration types	Each certificate has a type associated with it, which identifies the variety of certificate it is. Select one or more certificate types to search for matters associated with certificates of particular types.
	Only matters associated with certificates of the highlighted types will be included in the search results. (Sample Searches)
	Refer to Multi-select List Boxes for information on how to select certificate/registration types.
Utility Type Criteria	
Limit search to the selected utility types	Each matter has a utility type (e.g., electric, natural gas, water) associated with it, which identifies the type of service the matter addresses. Select one or more utility types to search for matters associated with particular utility types.
	Only matters of the highlighted types will be included in the search results. (Sample Searches)
	Refer to Multi-select List Boxes for information on how to select utility types.

Multi-select List Boxes

Multi-select list boxes, such as the following, are used for criteria throughout the Advanced Search, usually for types.

Multi-select list boxes allow you to have multiple items in the text box selected simultaneously.

Click ☐ to enable the list of types. Click a type in the list to select it; the type is highlighted. Only items of the highlighted types will be included in the search results.

To select multiple types:

- *If the types are next to each other in the list:* Click the first type you want to select. While holding down the SHIFT key, click the last type you want to select. The types you clicked, and all the types in between them, are highlighted.

- *If the types are not next to each other in the list:* Click the first type you want to select. While holding down the CTRL key, click the next type you want to select. The two types you clicked will be highlighted. To select additional types, continuing holding down CTRL while clicking the types.

Click ☑ again to disable the list of types. If the list is disabled, the search will not be limited to particular types.

Full-Text Search

Full-text search enable you to search for a word or phrase within the text of a filing or Order. While full-text searches can be very powerful, to get meaningful and precise results, you must understand how to enter criteria. This section includes the following information:

- Basic rules for full-text searching

- Advanced features available, including Boolean and Proximity Operators and Wildcards and Word Stems

The full-text searching uses the features available in Microsoft's SQL Sever 2005. Additional information on SQL Server 2005 full-text searching may be available on the Web.

Basic Full-Text Search Rules

Rule	Example	
	Search Criteria Entered	*Results*
Consecutive words in quotation marks are treated as a phrase. They must appear in the same order within a matching file. To find multiple words that are not a phrase, refer to Boolean and Proximity Operators. **Note:** If you enter a phrase without enclosing it in quotation marks, you will receive an error.	"pipeline regulations"	Files containing the phrase *pipeline regulations*
Queries are not case sensitive; the search ignores capitalization.	RUS	Files containing a word with the letters "rus" including RUS, Russia, etc.
Common words, such as "a," "an," "and," "for," "or," and "the" are ignored during a search. Such words are treated as placeholders in the phrase. For AND and OR, refer also to Boolean and Proximity Operators.	"Word for Windows"	Files containing a 3-word phrase where the first word is "Word" and the third word is "Windows," including *Word for Windows* or *Word and Windows*
Punctuation marks (e.g., period [.], colon [:], semicolon [;], and comma [,]) are ignored during a search.	"regulations: pipeline"	Files containing the phrase *regulations pipeline*

Boolean and Proximity Operators

Similar to those used in Web search engines, Boolean and proximity operators (e.g., AND, OR, NOT, NEAR) can be used to create more precise results. The following table explains how these operators can be used when constructing your search. Operators have a keyword and a symbol that may be used when entering a search term; the first column includes the keyword and symbol for each operator.

Operator	Notes	Example	
		Search Criteria Entered	*Results*
Keyword: AND *Symbol:* & *Searches for:* Both terms within the same file	AND has a higher precedence in searches than OR. Refer to Precedence of Operators.	access AND basic access & basic	Files with both the words *access* and *basic*
Keyword: OR *Symbol:* | *Searches for:* Either term	OR has a lower precedence in searches than AND. Refer to Precedence of Operators.	cgi OR isapi cgi | isapi	Files with the words *cgi* or *isapi*
Keyword: AND NOT *Symbol:* & ! *Searches for:* The first term without the second term	NOT can only be used in conjunction with AND (i.e., AND NOT). When AND NOT is used, the search will find all matches for the first term and the exclude all matches that also include the second term.	access AND NOT basic access & ! basic	Files with the word *access* but not the word *basic*
Keyword: NEAR *Symbol:* ~ *Searches for:* Both terms within the same file, close together	NEAR is similar to AND as a match is returned if the words being searched are on the same page. However, the strength of the match (refer to Search Results Tables) is affected by the words' closeness to each other: the near the words are together, the greater the rank. If they are more than 50 words apart, the result is assigned a strength of 0.	excel NEAR project excel ~ project	Files with the word *excel* near the word *project*

> **Note:** To use an operator keyword as a word and not an operator, place quotation marks (") around the phrase. For example, the search phrase "*Abbott and Costello*" will match the exact phrase instead of searching for the terms *Abbott* and *Costello* within the same file.

Precedence of Operators

Just as there are defined rules in mathematics regarding the order in which steps will be completed in an equation (e.g., multiple and divide before adding or subtracting), so there are rules for how Boolean and proximity operators work together, or the precedence of the operators.

In general, the search term is considered from the left to the right; however,

- Anything in parentheses is considered first; therefore, use parentheses to nest expressions within a search
- AND takes precedence over OR (i.e., AND operators are considered before OR operators)

For example, if you were looking for documents with information on regulations regarding pipeline tariffs or applications, you could use the following searches, with very different results:

	Search Criteria	Results
1	Pipeline AND regulations AND application AND tariff	Files containing the following terms: • Pipeline, regulations, application, tariff Files without all of these terms will not be included in the search results.
2	Pipeline AND regulations AND application OR tariff	Files containing the following terms: • Pipeline, regulations, application • Tariff Files without all the terms in either of these options will not be included in the search results.
3	Pipeline AND regulations AND (application OR tariff)	Files containing the following terms: • Pipeline, regulations, application • Pipeline, regulations, tariff Files without all the terms in either of these options will not be included in the search results.

Search 1 would return only documents on pipeline regulations regarding applications and tariffs, which is more limited than you wanted.

Search 2 would return documents on pipeline application regulations, but would also return all documents with just the word "tariff," which is much broader than you wanted.

Search 3 would return documents on pipeline application regulations and documents on pipeline tariff regulations, which is what you wanted to see.

Wildcards and Word Stems

Wildcards. Many times, you may want to include variations of a word in your search results (e.g., search for *regulation* as well as *regulations*). An easy way to include such variations is to use a "wildcard," indicated by an asterisk (*).

> **Important:** Enclose the search with the wildcard in quotation marks (e.g., "regulat*"); if the term is not enclosed in quotes, the * will not be treated as a wildcard.

To use wildcards, enter the characters that must match at the beginning of the word and then place the wildcard character (*) where there is a variation. For example, to search for *regulation* and *regulations*, you would enter the search term "*regulation*". Any word that started with *regulation* would be found by the search. If you entered "*reg*", any word that started with *reg* would be found.

> **Note:** Wildcards can only be used at the end of a word (i.e., search for words that begin with the same characters or prefix). They cannot be used at the beginning or in the middle of a set of characters.

To Search For	Example	Results
Words with the same prefix	"comput*"	Files with words that have the prefix *comput*, such as *computer* and *computing*

Word Stems. Sometimes, however, variations of a word are spelled dramatically different; this is especially true for verbs. For example, if you wanted all variations of the word *fly*, you would need a search for *fly*, *flies*, *flying*, *flown*, and *flew*. Because the words are so different, the only wildcard search that would find all of them would be *fl**, which would also match any other word that started with *fl*.

However, because these words are all based on the same word stem (*fly*), you can use word stems to find all variations. To use word stems, enter the following:

formsof(inflectional, "[your search term]")

where [your search term] is replaced with the word stem for which you are searching. Refer to the examples below.

To Search For	Example	Results
Words based on the same stem word	Formsof(inflectional, "fly")	Files with words based on the same stem as *fly*, such as *flying*, *flown*, *flew*, etc.
	Formsof(inflectional, "eat")	Files with words such as *eat*, *eats*, *eating*, *ate*, etc.

Sample Searches

The Advanced Search page includes a search for documents and a search for matters. Refer also to Full-Text Search for additional examples for the Word(s) or Phrase field.

Document Search

The following table describes some searches that could be performed using the Advanced Search for documents, including defining what would be entered in the search criteria fields. If a field is not listed, it would be left blank.
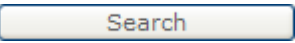
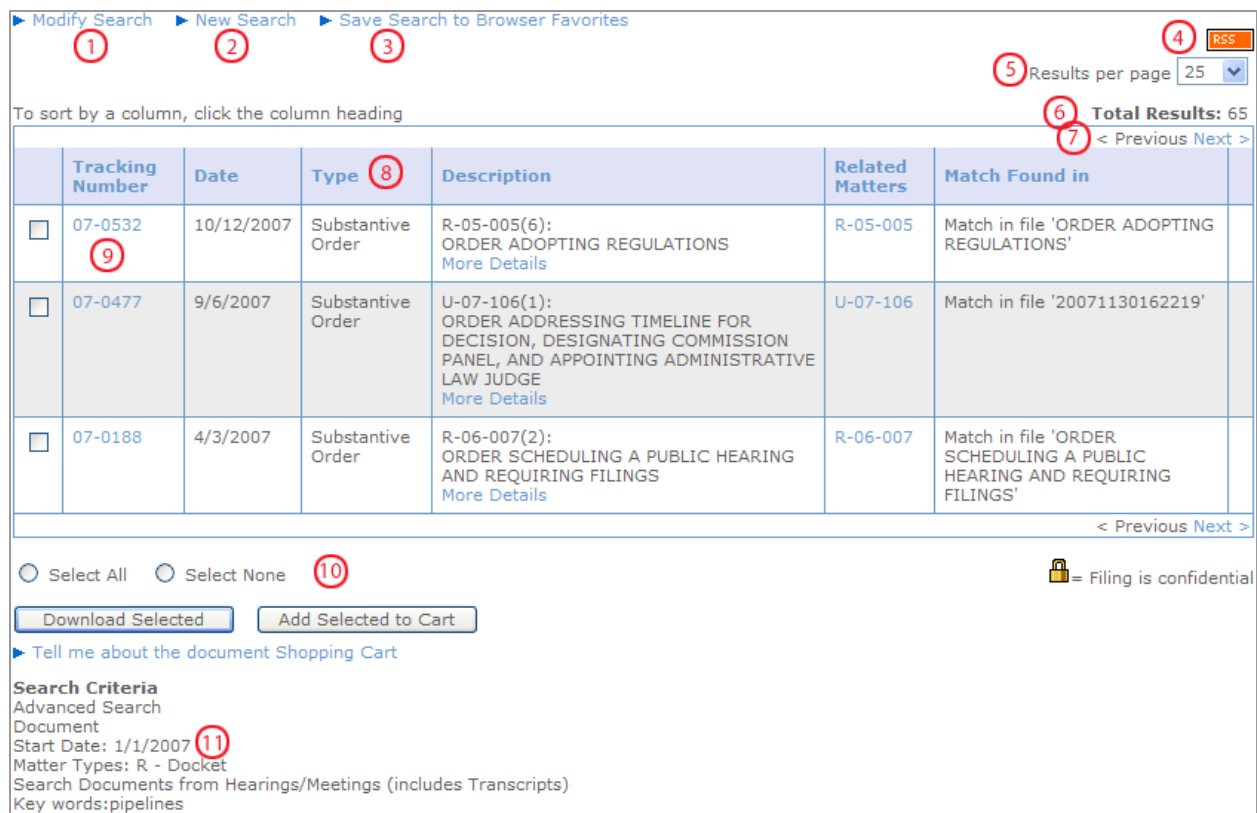| Searching For	Search Criteria to Enter	
	Field Name	*Data*
All non-procedural Orders, issued by the Commission since January 1, 2007 in matters that are currently open, that contain the word "telecommunication" (or variants)	Word(s) or Phrase	"Telecommunication*"
	Date Filed/Issued Between	*Start Date:* 1/1/2007
	Document Type	*Unselect* Search Filings & Issuances *Unselect* Search Supporting Documents for Hearings/Meetings
	Limit search to the selected Order types	*Select the following:* "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"
	Matter Status	*Unselect* Search Closed Matters
All Petitions for Intervention and all non-procedural Orders in U dockets since January 1, 2006 that include the word "application" but not "transfer"	Words or Phrase	Application NOT transfer
	Date Filed/Issued Between	*Start Date:* 1/1/2006
	Document Type	*Unselect* Search Supporting Documents for Hearings/Meetings
	Limit search to the selected filing types	*Select* "R&F - Petition for Intervention"
	Limit search to the selected Order types	*Select the following:* "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"
	Limit search to the selected matter types	*Select* "U - Docket"

Matter Search

The following table describes some searches that could be performed using the Advanced Search for matters, including defining what would be entered in the search criteria fields. If a field is not listed, it would be left blank.

Searching For	Search Criteria to Enter	
	Field Name	*Data*
All open tariff matters associated with Certificate 4	Matter Status	*Select* **Search Open Matters** *Unselect* **Search Closed Matters**
	Limit search to the selected matter types	*Select the following:* "TA - Docket" "TL - Docket" "TX - Docket" "TW - Docket"
	Certificate Number	4
All U- dockets for applications opened between 2000 and 20005 with a filing, Order, or Supporting Document containing the phrase *Municipality of Anchorage* or *North Star Borough*	Word(s) or Phrase	"Municipality of Anchorage" OR "North Star Borough"
	Date Opened Between	*Start Date:* 1/1/2000 *End Date:* 12/31/2005
	Limit search to the selected matter types	*Select* "U - Docket"
	Limit search to the selected matter subtypes	*Select the following:* "Application – Temporary operating authority" "Application – New Certificate" "Application – Amendments (other than service area)" "Application – Certificate Transfers" "Application - Acquisitions" "Application – Exemption from Certification" "Application – Discontinue or Abandon" "Application – Other" "Application – Service Area Amendment"
All R- dockets with deadlines in the title or short description of the docket	Word(s) or Phrase	Deadlines
	Document Type	*Unselect* **Search Orders** *Unselect* **Search Filings & Issuances** *Unselect* **Search Supporting Documents for Hearings/Meetings**

Search Results Page

Clicking [Search] on the Advanced Search page opens the Search Results page with your results displayed. The exact display varies, depending on whether you used a document search or a matter search. Regardless of the type of search, the Search Results page includes the areas identified in the screenshot below.
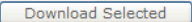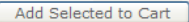
If your search produces more than 100 results, only the 100 most recent files/matters based on your criteria are displayed. If your search criteria did not match any files, a message indicating now documents/matters were found is displayed. Click ▶ Modify Search to change your search criteria.

The descriptions in the following table correspond to the numbered items in the screenshot.

Number	Description
1 ▶ Modify Search	Click to return to the Advanced Search page, populated with the search criteria you just used. Use this link if you want to refine your search without re-entering all the search criteria.
2 ▶ New Search	Click to return to the Advanced Search page, with no search criteria populated. Use this link to start a new Advanced Search.
3 ▶ Save Search to Browser Favorites	Click to add the search to your Favorites in your browser. You can then perform the search, without entering search criteria, by clicking on the link in your Favorites. Use this link if you perform the search on a regular basis but do not want to subscribe to an RSS feed.

Number	Description
4 `RSS`	Click to subscribe to an ongoing RSS feed for documents that meet your search criteria. By subscribing to an RSS feed, you will be notified when a new document/matter matching your search criteria is available.
	To use RSS, you must have a "newsreader." Some browsers, including Internet Explorer 7, Firefox, and Safari, include a newsreader. In addition, free newsreader software is available. Some email software, such as Outlook or Mozilla Thunderbird, have newsreaders built in or have add-on applications that allow you receive RSS feed content within your email client.
	Specific steps for subscribing to an RSS feed will vary depending on the news aggregator you are using.
	Refer to Help for additional information about RSS feeds.
5 Results per page [25 ▾]	Select an option from the dropdown list to change the number of results that are displayed on a single page. This field is only displayed your search returns more than 25 results.
6 **Total Results:** 100	Identifies the number of results found. A maximum of 100 results will be returned. By default, the first 25 are displayed on the page. To change the number of results displayed on the page, change the Results per page. To go to the next page of results, click Next >.
7 < Previous Next >	Click to move to the previous or next page of results. These fields are only active if there is a previous or next page.
8 Column Headings	To change the sort order, click a column heading. The results will be sorted in ascending order (A-Z) by that column. To sort in descending order (Z-A), click the same column heading again.
9 Search Results Table	Table of search results. Refer to Search Results Table for information about each column.
10 ○ Select All ○ Select None [Download Selected] [Add Selected to Cart] ► Tell me about the document Shopping Cart	*Only applicable to an Advanced Search for documents.* Select files and either add them to your document Shopping Cart or download them. Click Tell me about the document Shopping Cart to learn more.
	Note: If you are using Safari for your browser and download files, the file extension may be changed from .zip to .aspx. To open the file, you must change the file extension to .zip after the file is downloaded. Refer to your operating system's help files for information on changing file extensions.
11 **Search Criteria** Advanced Search Document Matter Types: R - Docket Key words:pipelines	Lists the search performed and the search criteria entered.

Search Results Table

The columns in the Search Results for an Advanced Search vary depending on which type of search was performed (i.e., document or matter). If you searched for

- *Documents*—Refer to Document Search
- *Matters*—Refer to Matter Search

Document Search

By default, the search results are sorted by date, with the most recent documents first.

> **Note:** The same document may be listed in the results more than once if the word/phrase searched for is found in more than one file associated with the document or in the document description and/or synopsis.

The following fields are included in the search results table:

Field	Description
☐	Select to add the document to your Shopping Cart. Refer to the Tell me about the document Shopping Cart (link available at the bottom of the search results) for additional information on the document Shopping Cart.
Tracking Number	The unique ID associated with the document. Click a tracking number to open the document's details page, which includes the following: ▪ Information about the document ▪ Electronic files that make up the document **Note:** For Supporting Documents, clicking the Tracking Number opens the electronic file associated with the Supporting Document. If there is more than one associated file, a pop-up window opens from which you can select a file to open.
Date	The date the document was received or issued by the RCA.
Type	The type of document. For filings, it lists the filing type; for Orders, it lists the Order type.
Description	A brief description the document, the name of the individual who filed it with the RCA, and a link to More Details about the search result. If you click More Details, a pop-up window with a list of any entities (RCA-assigned short name is displayed), certificates, and matters associated with the document. Click an entity name to open the entity's details page, which includes the following: ▪ Contact information for the entity ▪ List of the entity's certificates and current tariffs ▪ Matters and filings associated with the entity ▪ Pending actions the entity needs to complete Click a certificate number to open the certificate's details page, which includes the following: ▪ Summary information about the certificate ▪ Link to the certificate's current tariff ▪ Matters and special contracts associated with the certificate ▪ Filings associated with the certificate

Field	Description
Related Matters	Matters associated with the document.
	Click a matter number to open the matter's details page, which includes the following:
	▪ Summary information, including timeframes, about the matter
	▪ RCA staff assignments
	▪ Service List
	▪ Calendar for the matter
	▪ Documents associated with the matter
	Hearings and meetings associated with the matter
Match Found In	Identifies where the match was found: a specific file, document description, or document synopsis.
🔒	Indicates that one or more files included in the document are confidential. Information about the file will be available, but you will not be able to open or download the confidential file.

Matter Search

By default, the search results are sorted by date, with the most recent matters first. The following fields are included in the search results table:

Field	Description
Matter Number	Number of a matter matching your search criteria. Click a matter number to open the matter's details page, which includes the following:
	▪ Summary information about the matter
	▪ Timeframes for the matter
	▪ RCA staff assignments
	▪ Service List
	▪ Calendar for the matter
	▪ Documents associated with the matter
	▪ Hearings and meetings associated with the matter
	▪ Pending actions associated with the matter
Matter Subtype	The subtype of the matter, such as Application - New Registration, General rate changes, or Deregulation Elections, which further categorizes the matter.
Matter Description	A short description of the matter and a link to More Details about the search result.
	If you click More Details, a pop-up window with a list of any entities (RCA-assigned short name is displayed) and certificates associated with the matter are displayed.
	Click an entity name to open the entity's details page, which includes the following:
	▪ Contact information for the entity
	▪ List of the entity's certificates and current tariffs
	▪ Matters and filings associated with the entity
	▪ Pending actions the entity needs to complete
	The certificate numbers listed may include Certificates of Public Convenience and Necessity (CPCNs), Provisional Certifications (PCPCNs), and Registrations. Click a certificate number to open the certificate's details page, which includes the following:

Field	Description
	▪ Summary information about the certificate ▪ Link to the certificate's current tariff ▪ Matters and special contracts associated with the certificate ▪ Filings associated with the certificate
Utility Type	The utility types (e.g., electric, natural gas, water) associated with the matter.
Date Opened	The date the matter was opened.
Date Closed	The date the matter was closed.
Match Found In	Identifies where the match was found: a specific file associated with the matter, matter short description, or matter title (synopsis).