

# Search by Type: Documents

Use the Documents Search 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.

With the Documents Search, you may limit your search results by criteria about the document. To search for keyword within a document, use the Search by Type: Documents Full Text or the Advanced Search.

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## Search Page

When Documents is selected on the Search by Type page, the Documents Search page is displayed, as in the screenshot below.

The screenshot shows the 'DOCUMENT SEARCH' interface. At the top, there are radio buttons for search types: 'Documents' (1), 'Open Matters', 'Entities', 'Hearings & Meetings', 'Documents--Full Text', 'All Matters (Open & Closed)', and 'Certificates'. Below this is the 'DOCUMENT SEARCH' section with a link 'Tell me about this search'. A heading says 'Select the types of documents for which you want to search', followed by three checked checkboxes: 'Filings & Issuances' (2), 'Orders', and 'Supporting Documents for Hearings/Meetings (e.g., Transcripts, Agendas)'. There are input fields for 'Date Filed/Issued Between:', 'RCA Order Number:' (with an example 'U-06-001(5)' and a note 'Only applies to Orders; entering an Order number will not affect Filings/Issuances or Supporting Documents'), 'Tracking Number:', 'Matter Number:' (with an example 'U-06-001'), and 'Entity Name:'. Below these are three sections for limiting the search: 'Limit search to the selected filing types' (with a list of filing types), 'Limit search to the selected order types' (with a list of order types), and 'Limit search to the selected matter types' (with a list of matter types). At the bottom, there are 'Search' (3) and 'Reset Form' (4) buttons.

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

Number	Description
1	<ul style="list-style-type: none"> <li><input type="radio"/> Documents</li> <li><input checked="" type="radio"/> Documents--Full Text</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <i>Documents</i>: Search documents (filings [submitted to the RCA], issuances [items, other than Orders, issued by the RCA], Orders, and/or Supporting Documents on hearings/meetings such as</li> </ul>

Number	Description
	<p>transcripts) by criteria about the document.</p> <ul style="list-style-type: none"> <li>▪ <i>Documents Full Text</i>: Search for keywords in filings, issuances, Orders, and Supporting Documents.</li> <li>▪ <i>Open Matters</i>: Search for open matters by criteria about the matter</li> <li>▪ <i>All Matters (Open &amp; Closed)</i>: Search all matters by criteria about the matter</li> <li>▪ <i>Hearings &amp; Meetings</i>: Search for hearings, public meetings, workshops, and Tariff Action meetings</li> <li>▪ <i>Entities</i>: Search for companies/organizations that do business with RCA</li> <li>▪ <i>Certificates</i>: Search for CPCNs, Provisional Certificates, and Registrations (and links to current tariffs)</li> </ul>
2 Search Criteria Fields	Area in which you enter search criteria. Refer to <a href="#">Search Criteria Fields</a> for more information about each field.
3 	After entering search criteria, click to perform the search.
4 	Removes all search criteria entered if you change your mind while entering search criteria.

## Search Criteria Fields

Field	How to Use this Field
Document Type	<p>By default, Filings, Issuances, Orders, and Supporting Documents on Hearings/Meetings (e.g., transcripts) are searched.</p> <p>To search only for Filings and Issuances, unselect (click <input checked="" type="checkbox"/>) all document type options except <b>Search Filing &amp; Issuances</b>.</p> <p>To search only for Orders, unselect (click <input checked="" type="checkbox"/>) all document type options except <b>Search Orders</b>.</p> <p>To search only for transcripts, agendas, etc, unselect (click <input checked="" type="checkbox"/>) all document type options except <b>Search Supporting Documents for Hearings/Meetings</b>. (<a href="#">Sample Searches</a>)</p>
Date Filed/Issued Between	<p>Enter dates to define the timeframe during which the Filing was received or the Issuance or Order was issued/became effective.</p> <p>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. (<a href="#">Sample Searches</a>)</p> <p>Enter dates in the field or click  to open a calendar and click the date to enter in the field. To close the calendar without entering a date, click . To move between months, click  or .</p>
RCA Order Number	<p>Enter the RCA-assigned Order number (e.g., U-06-107(1)) or part of the number. This field only applies to Orders issued in formal dockets (e.g., Utility dockets, Pipeline dockets, and Rule-making dockets). It does not apply to Letter Orders or Orders from entities other than the RCA. For Letter Orders, the Order number is the same as the Tracking Number; use the Tracking Number field. (<a href="#">Sample Searches</a>)</p> <p>The Order Number does not need to match exactly. However, if a partial Order Number is entered, results will only include Orders with numbers that include the exact text string entered. Therefore, entering <i>U-00-014</i> will return all Orders with numbers that include U-00-014 in them (i.e., all Orders for U-00-014 such as U-00-014(1), U-00-014(2), etc.). However, entering <i>U0014</i> will not return these Orders.</p> <p><b>Note:</b> RCA Order numbers have the matter number followed by a sequential number in parentheses.</p> <p>Only one Order number (or part of an Order number) may be entered in the field.</p>
Tracking Number	<p>Enter a tracking number that identifies a document. The number must exactly match the Tracking Number assigned to the document. (<a href="#">Sample Searches</a>)</p> <p>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)). 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.</p>
Matter Number	<p>Enter the matter (i.e., docket, tariff) number (e.g., U-06-107) with which the document is associated. (<a href="#">Sample Searches</a>)</p> <p>The number must exactly match the matter number assigned, including any leading zeros. Only one matter number may be entered in the field.</p>

Field	How to Use this Field
Entity Name	<p>Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) associated with the document. (<a href="#">Sample Searches</a>)</p> <p>An exact match is not required. Therefore, if you enter <i>AC</i>, the search will include all entities with the letters <i>AC</i> within its name (including doing business as name) or with the RCA-assigned short name.</p> <p>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.</p>
Limit search to the selected filing types	<p>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.</p> <p><b>Important:</b> 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.</p> <p>Only Filings and Issuances of the highlighted types will be included in the search results. Using this field will not exclude Orders from your search; to limit the types of Orders included in the results, use <b>Limit search to the selected Order types</b>. To exclude all Orders from your search results, unselect <b>Search Orders</b> in the Document Type field. (<a href="#">Sample Searches</a>)</p> <p>Refer to <a href="#">Multi-select List Boxes</a> for information on how to select filing types.</p>
Limit search to the selected Order types	<p>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.</p> <p>Only Orders of the highlighted types will be included in the search results. Using this field will not exclude Filings and Issuances from your search; to limit the types of Filings and Issuances included in the results, use <b>Limit search to the selected filing types</b>. To exclude all Filings &amp; Issuances from your search results, unselect <b>Search Filings &amp; Issuances</b> in the Document Type field. (<a href="#">Sample Searches</a>)</p> <p>Refer to <a href="#">Multi-select List Boxes</a> for information on how to select Order types.</p>
Limit search to the selected matter types	<p>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.</p> <p>Only documents associated with matters of the highlighted types will be included in the search results. (<a href="#">Sample Searches</a>)</p> <p>Refer to <a href="#">Multi-select List Boxes</a> for information on how to select matter types.</p>

## *Multi-select List Boxes*

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

Limit search to the selected filing types

R&F - Advertising Order

R&F - Affidavit

R&F - Affidavit of Publication

R&F - Appeal

R&F - Appeal-Brief

R&F - Appeal-Calendaring Notice

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.

## Sample Searches

The following table describes some searches that could be performed using the Search by Type: Documents Search, 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 Petitions for Intervention and all Orders (regardless of matter), and Supporting Documents filed by/associated with Unicom since January 1, 2006	Date Filed/Issued Between	<i>Start Date:</i> 01/01/2006
	Entity Name	Unicom
	Limit search to the selected filing types	<i>Select</i> "R&F - Petition for Intervention"
All Oppositions, Replies, and non-procedural Orders from Docket U-06-007, regardless of date and which entities are related	Document Type	<i>Unselect Supporting Documents for Hearings/Meetings</i>
	Matter Number	U-06-007
	Limit search to the selected filing types	<i>Select the following:</i> "R&F - Opposition" "R&F - Reply"
	Limit search to the selected Order types	<i>Select the following:</i> "ALJ Proposed Decision" "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"
Document TR0703921	Tracking Number	TR0703921
All documents (filings, issuances, Orders, and Supporting Documents) filed before January 1, 2004 by any GCI company	Date Filed/Issued Between	<i>End Date:</i> December 31, 2003
	Entity Name	GCI
All Letter Orders issued and all filings/issuances received the week of June 3, 2007	Document Type	<i>Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>Start Date:</i> June 3, 2007 <i>End Date:</i> June 9, 2007
	Limit search to the selected Order types	<i>Select</i> "Letter Order"

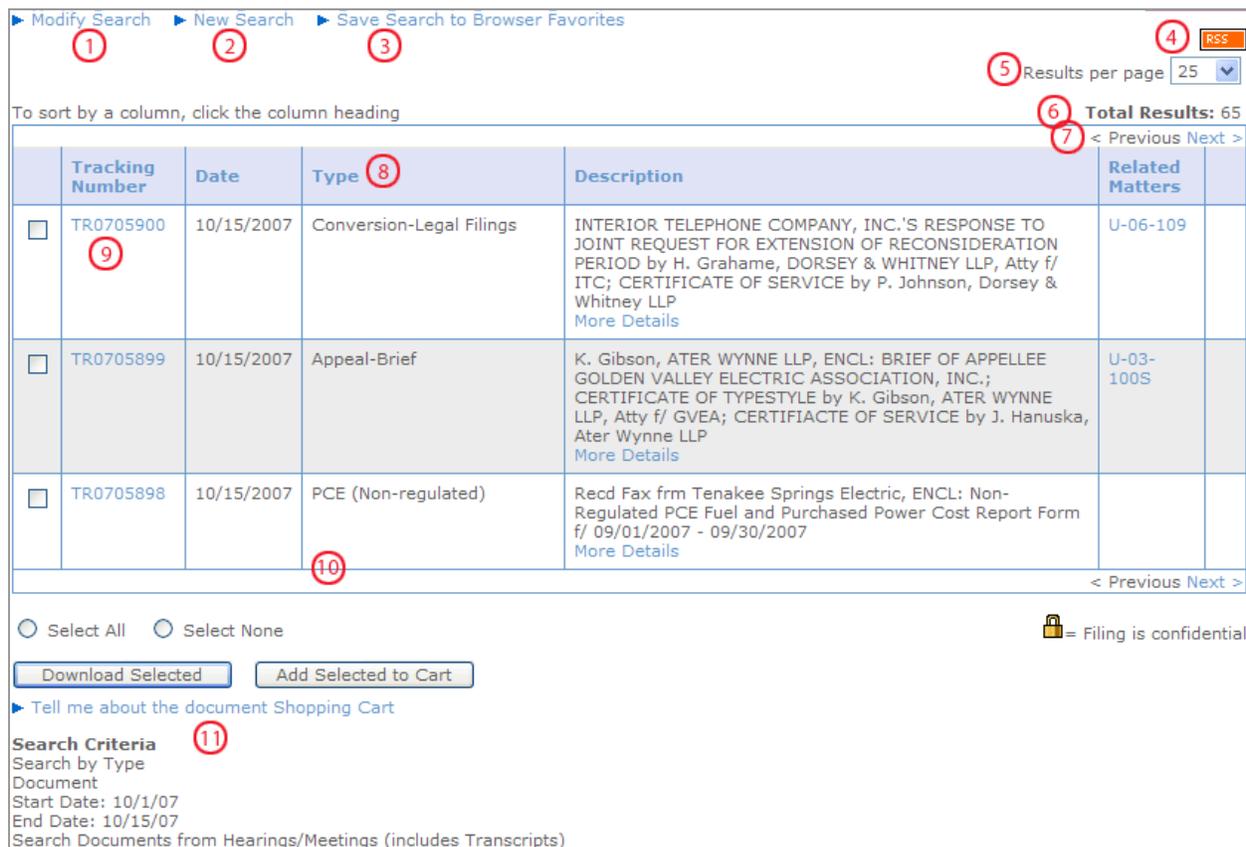
Searching For	Search Criteria to Enter	
	Field Name	Data
All Petitions for Intervention (regardless of matter) filed by/associated with Unicom since January 1, 2006	Document Type	<i>Unselect Orders</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>Start Date: 01/01/2006</i>
	Entity Name	Unicom
	Limit search to the selected filing types	<i>Select "R&amp;F - Petition for Intervention"</i>
All Oppositions and Replies from Docket U-06-007, regardless of date and which entities are related	Document Type	<i>Unselect Orders</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Matter Number	U-06-007
	Limit search to the selected filing types	<i>Select the following:</i> <i>"R&amp;F - Opposition"</i> <i>"R&amp;F - Reply"</i>
All Filings & Issuances filed before January 1, 2004 by any GCI company	Document Type	<i>Unselect Orders</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>End Date: December 31, 2003</i>
	Entity Name	GCI
All Public Comments issued and all filings/issuances received the week of June 3, 2007	Document Type	<i>Unselect Orders</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed Between	<i>Start Date: June 3, 2007</i> <i>End Date: June 9, 2007</i>
	Limit search to the selected filing types	<i>Select "R&amp;F - Public Comments"</i>
All Letter Orders (regardless of matter) associated with Unicom that have been issued since January 1, 2006	Document Type	<i>Unselect Filings &amp; Issuances</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>Start Date: 01/01/2006</i>
	Entity Name	Unicom
	Limit search to the selected Order types	<i>Select "Letter Order"</i>

Searching For	Search Criteria to Enter	
	Field Name	Data
All non-procedural Orders issued by the Commission for Docket U-06-007, regardless of date and which entities are associated with the Order	Document Type	<i>Unselect Filings &amp; Issuances</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Matter Number	U-06-007
	Limit search to the selected Order types	<i>Select the following:</i> "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"
Letter Order # L0700197	Tracking Number	L0700197
Order number 5 in U-04-001	Document Type	<i>Unselect Filings &amp; Issuances</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	RCA Order Number	U-04-001(5)
All Orders issued before January 1, 2004 associated with any GCI company	Document Type	<i>Unselect Filings &amp; Issuances</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>End Date:</i> December 31, 2003
	Entity Name	GCI
All Letter Orders issued the week of June 3, 2007 for utility or pipeline tariff matters (TA- or TL)	Document Type	<i>Unselect Filings &amp; Issuances</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>Start Date:</i> June 3, 2007 <i>End Date:</i> June 9, 2007
	Limit search to the selected Order types	<i>Select "Letter Order"</i>
	Limit search to the selected Matter types	<i>Select the following:</i> "TA - Docket" "TL - Docket"
All Closing Orders issued (regardless of date) for Utility dockets (U-) that were opened in 2000	Document Type	<i>Unselect Filings &amp; Issuances</i> <i>Unselect Supporting Documents for Hearings/Meetings</i>
	RCA Order Number	U-00-
	Limit search to the selected Order types	<i>Select "Closing Order"</i>

## Search Results Page

Clicking  on the Search by Type: Documents page opens the Search Results page with your results displayed, as in the screenshot below.

If your search produces more than 100 results, only the 100 most recently filed documents that meet your criteria are displayed. If your search criteria did not match any documents, a "No documents found." message is displayed. Click [▶ Modify Search](#) to change your search criteria.



The screenshot shows the Search Results page interface. At the top, there are navigation links: [▶ Modify Search](#) (1), [▶ New Search](#) (2), and [▶ Save Search to Browser Favorites](#) (3). On the right, there is an RSS icon (4) and a dropdown for "Results per page" set to 25 (5). Below this, a message says "To sort by a column, click the column heading". The main table has columns: Tracking Number (9), Date, Type (8), Description, and Related Matters. The first row shows a document with Tracking Number TR0705900, Date 10/15/2007, Type Conversion-Legal Filings, and Description INTERIOR TELEPHONE COMPANY, INC.'S RESPONSE TO JOINT REQUEST FOR EXTENSION OF RECONSIDERATION PERIOD by H. Grahame, DORSEY & WHITNEY LLP, Atty f/ ITC; CERTIFICATE OF SERVICE by P. Johnson, Dorsey & Whitney LLP. The second row shows a document with Tracking Number TR0705899, Date 10/15/2007, Type Appeal-Brief, and Description K. Gibson, ATER WYNNE LLP, ENCL: BRIEF OF APPELLEE GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.; CERTIFICATE OF TYPESTYLE by K. Gibson, ATER WYNNE LLP, Atty f/ GVEA; CERTIFIACTE OF SERVICE by J. Hanuska, Ater Wynne LLP. The third row shows a document with Tracking Number TR0705898, Date 10/15/2007, Type PCE (Non-regulated) (10), and Description Recd Fax frm Tenakee Springs Electric, ENCL: Non-Regulated PCE Fuel and Purchased Power Cost Report Form f/ 09/01/2007 - 09/30/2007. At the bottom, there are radio buttons for "Select All" and "Select None", a lock icon indicating "Filing is confidential", buttons for "Download Selected" and "Add Selected to Cart", a link "▶ Tell me about the document Shopping Cart", and a "Search Criteria" section (11) showing "Search by Type Document", "Start Date: 10/1/07", "End Date: 10/15/07", and "Search Documents from Hearings/Meetings (includes Transcripts)".

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

Number	Description
1	<a href="#">▶ Modify Search</a> Click to return to the Documents 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	<a href="#">▶ New Search</a> Click to return to the Documents Search page, with no search criteria populated. Use this link to start a new Documents Search.
3	<a href="#">▶ Save Search to Browser Favorites</a> 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 	<p>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 matching your search criteria is available.</p> <p>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.</p> <p>Specific steps for subscribing to an RSS feed will vary depending on the newsreader you are using.</p> <p>Refer to <a href="#">Help</a> for additional information about RSS feeds.</p>
5 Results per page <input type="text" value="25"/>	<p>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.</p>
6 <b>Total Results: 100</b>	<p>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 <a href="#">Next &gt;</a>.</p>
7 <a href="#">&lt; Previous</a> <a href="#">Next &gt;</a>	<p>Click to move to the previous or next page of results. These fields are only active if there is a previous or next page.</p>
8 Column Headings	<p>By default, the search results are sorted by date, with the most recent documents first. 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.</p>
9 Search Results Table	<p>Table of search results. Refer to <a href="#">Search Results Table</a> for information about each column.</p>
10 <input type="radio"/> Select All <input type="radio"/> Select None <input type="button" value="Download Selected"/> <input type="button" value="Add Selected to Cart"/> <a href="#">▶ Tell me about the document Shopping Cart</a>	<p>Select documents and either add them to your document Shopping Cart or download them. Click <a href="#">Tell me about the document Shopping Cart</a> to learn more.</p> <p><b>Note:</b> 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.</p>
11 <b>Search Criteria</b> Search by Type Document Start Date: 6/1/07 Order Types: Final Filing Types:R&F - Motion	<p>Lists the search performed and the search criteria entered.</p>

## Search Results Table

The following fields are included in the search results table:

Field	Description
<input type="checkbox"/>	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: <ul style="list-style-type: none"> <li>Information about the document</li> <li>Electronic files that make up the document</li> </ul>
Date	The date the document was received or issued by the RCA.
Type	The filing type or Order type. The type categorizes the document.
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: <ul style="list-style-type: none"> <li>Contact information for the entity</li> <li>List of the entity's certificates and current tariffs</li> <li>Matters and filings associated with the entity</li> <li>Pending actions the entity needs to complete</li> </ul> These 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: <ul style="list-style-type: none"> <li>Summary information about the certificate</li> <li>Link to the certificate's current tariff</li> <li>Matters and special contracts associated with the certificate</li> <li>Filings associated with the certificate</li> <li></li> </ul>
Related Matters	Matters associated with the document. Click a matter number to open the matter's details page, which includes the following: <ul style="list-style-type: none"> <li>Summary information about the matter</li> <li>Timeframes for the matter</li> <li>RCA staff assignments</li> <li>Service List</li> <li>Calendar for the matter</li> <li>Documents associated with the matter</li> <li>Hearings and meetings associated with the matter</li> </ul> Pending actions associated with the matter
	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.