

# Scheduling Calendar

The Scheduling Calendar is designed to assist parties in proposing schedules for a docket by enabling you to identify when Commissioners and RCA staff assigned to a particular (e.g., Administrative Law Judge) are available.

## *In this Article...*

Using the Scheduling Calendar .....	2
Step 1: Select a Matter.....	2
Step 2: Review Schedules .....	3
Searching for a Matter on the Scheduling Calendar .....	5
Search Criteria Fields .....	5
Multi-select List Boxes .....	6
Sample Searches.....	6
Search Results Table .....	7

## Using the Scheduling Calendar

### Step 1: Select a Matter

To use the scheduling calendar, you must first select the matter you wish to schedule. By selecting the matter, only the schedules of those Commissioners or staff assigned to that docket will be considered when identifying unavailable times.

#### Scheduling Calendar

▶ Tell me about this calendar

---

#### FIND A MATTER TO VIEW ON THE SCHEDULING CALENDAR

▶ Enter a Matter Number & click View Events

▶ Search for a Matter

Date Opened Between:   and  

Matter Number:  (Example: U-06-001)

Entity Name:

Limit search to the selected matter types

A - Docket (Appeals)

C - Docket (Consumer Protection)

FCC

FERC

I - Docket (Internal projects)

L - Docket (legislation or legislative inquiries)

Limit search to the selected matter subtypes

Subtype not set

Access Charge Filings

Appeal - Federal Court

Appeal - Superior Court

Appeal - Supreme Court

Application - Temporary operating authority

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

- **If you know the matter number:** Enter the matter number in the **Enter a Matter Number & click View Events** field and click . The Scheduling Calendar for that matter opens.
- **If you do not know the matter number:** Use the fields under **Search for a Matter** to enter criteria about the matter and then click . Refer to [Searching for a Matter on the Scheduling Calendar](#) for additional information. From the search results page, click View Calendar next to the matter you wish to schedule; the Scheduling Calendar for that matter opens.

## Step 2: Review Schedules

After selecting a matter, a calendar month view is displayed for the current month. The following are included on the calendar:

- Information about Hearings, Public Meetings, Workshops, and Tariff Action Meetings associated with the selected matter. Public Meetings, Workshops, and Tariff Action Meetings are considered to be associated with the selected matter if the matter is included on the agenda.
- Event dates, statutory timelines, issue ripe dates, and pending actions associated with the matter. The events for which details are displayed are the same as what is displayed on the By Matter tab of the Calendar of Events. Refer to the Calendar of Events for additional information about these items.
- Unavailable time periods for each day. Unavailable times include holidays, appointments, meetings, or hearings for one or more of the Commissioners, Administrative Law Judge or Staff Docket Manager assigned to the selected docket.

**Note:** Although the scheduling calendar identifies many of the unavailable time periods, it may not be a comprehensive list of unavailable times.

Scheduling Calendar						
<a href="#">Tell me about this calendar</a> <span style="float: right;"> <a href="#">Select a different Matter</a> </span>						
<a href="#">&lt; Previous</a> <span style="float: right;"><a href="#">Next &gt;</a></span>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 8:00 AM - 11:00 AM - Unavailable 8:30 AM - 12:00 PM - Unavailable 1:00 PM - 4:00 PM - Unavailable
2	3 9:00 AM - 5:00 PM - Unavailable	4	5	6 9:30 AM - 12:00 PM - Unavailable 1:30 PM - 3:30 PM - Unavailable	7 9:00 AM - 12:00 PM - Unavailable	8
9	10 9:00 AM - 12:00 PM - Unavailable	11 9:00 AM - 11:00 AM - Unavailable 1:00 PM - 4:00 PM - Unavailable	12	13 9:30 AM - 12:00 PM - Unavailable	14	15
16	17 9:00 AM - 5:00 PM - Unavailable	18 9:00 AM - 5:00 PM - Unavailable 10:00 AM - 12:30 PM - Unavailable	19 8:30 AM - 12:00 PM - Unavailable 9:30 AM - 12:00 PM - Unavailable	20 9:00 AM - 5:00 PM - Unavailable 1:30 PM - 3:30 PM - Unavailable	21 PUBLIC MEETING 9:00 AM - 12:00 PM <a href="#">Event Details</a>	22
23	24	25	26	27	28	29

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

Number	Description
1  <a href="#">Select a different Matter</a>	Click to return to the search page. You can either enter a new matter number or search for a different matter number.
2 	Click to move to the next month.
3 	Click to move to the previous month.
4 	Click a hyperlink within a day block to view details, such as hearing/meeting Details, matter details, etc.

## Searching for a Matter on the Scheduling Calendar

The criteria available for searching for a matter are the same as those available on the Search by Type: All Matters and Open Matters searches.

### Search Criteria Fields

**Important:** If you select too many search criteria (e.g., a large number of matter subtypes), you may receive an error message. Reduce the number of selections and try your search again.

Field	How to Use this Field
Date Opened Between	<p>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. (<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>
Matter Number	<p>Enter the matter (i.e., docket, tariff) number (e.g., U-06-107) for which to search. (<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>
Entity Name	<p>Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) associated with the matter. (<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 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 particular types of matters.</p> <p>Only 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>
Limit search to the selected matter subtypes	<p>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.</p> <p>Only matters of the highlighted subtypes 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 subtypes.</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 matters that have particular types of Filings/Issuances associated with them.</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</p>

Field	How to Use this Field
	<p>returned, you may wish to include Conversion-Initiating Filing and Conversion-Legal Filings when searching historical filings.</p> <p>Only matters with Filings and Issuances 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 filing 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: All Matters 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 Rule-making matters opened on or after January 1, 2006	Date Opened Between	<i>Start Date: 01/01/2006</i>
	Limit search to the selected matter types	<i>Select "R - Docket"</i>

Searching For	Search Criteria to Enter	
	Field Name	Data
All pipeline or utility matters regarding applications for new certificates or for temporary operating authority in which a petition for intervention has been filed	Limit search to the selected matter types	<i>Select the following:</i> "P - Docket" "U - Docket"
	Limit search to the selected matter subtypes	Select the following: "Application - Temporary operating authority" "Application - New Certificate"
	Limit search to the selected filing types	<i>Select</i> "R&F - Petition for Intervention"
All matters opened before January 1, 2004 and associated with any GCI company	Date Opened Between	<i>End Date:</i> December 31, 2003
	Entity Name	GCI
All tariff matters on general rate changes that were opened the week of June 3, 2007	Date Opened Between	<i>Start Date:</i> June 3, 2007 <i>End Date:</i> June 9, 2007
	Limit search to the selected matter types	<i>Select the following:</i> "TA - Docket" "TL - Docket" "TX - Docket" "TW - Docket"
	Limit search to the selected matter subtypes	<i>Select</i> "General Rate Changes"
All matters with prohibited ex-parte communication	Limit search to the selected filing types	<i>Select</i> "R&F - Ex Parte Communication: Prohibited 48.020(j)"

## Search Results Table

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

The following fields are included in the search results table:

Field	Description
Matter Number	Number of a matter matching your search criteria.
Matter Description	A short description of the matter.
Date Opened	The date the matter was opened.
Date Closed	The date the matter was closed.
	Link to <a href="#">View Calendar</a> . Click this link to open the Scheduling Calendar for that matter.