

Regulatory Commission of Alaska Using the RCA's Website

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Terminology

The following table includes a list of terms used within the

Term	Definition
<i>Acronym</i>	See <i>Short Name</i> .
<i>CDM</i>	Commission Docket Manager. The Commissioner overseeing a docket.
<i>Commission Meeting</i>	General term that references all Public Meetings (including regular Public Meetings, Special Public Meetings, and Emergency Public Meetings), Tariff Action Meetings, and Workshops.
<i>Conference</i>	Pre-hearing conference, status conference, etc. A type of hearing.
<i>Daily Filings & Issuances</i>	See <i>Mailsheet</i> .
<i>Docket</i>	Formal proceedings before the RCA, including utility (U-), pipeline (P-), and Rule-making (R-) proceedings.
<i>Document</i>	General term that references all filings, issuances, and Orders.
<i>Entity</i>	A company/organization that does business with RCA.
<i>Event Date</i>	Significant date within a matter (e.g., due dates for motions, discovery, etc.).
<i>File</i>	Individual electronic files, such as a Microsoft Word document or a PDF as opposed to documents, filings, or Orders. Refer to Understanding Relationships Between Documents and Files for more information.
<i>Filing</i>	Documents submitted to the RCA by companies, organizations, agencies, or individuals. The only exception is Orders issued by federal or state agencies (e.g., FERC, FCC, courts) that are pertinent to the RCA; these are categorized as Orders. A subset of the term Document.
<i>Hearing</i>	A hearing for specific matter(s) (as opposed to a Commission Meeting). There are several types of hearings, including Pre-hearing Conference, Consumer Input Hearing, Public Hearing, etc.
<i>Issuance</i>	Documents, other than Orders or Letter Orders, issued by the RCA (e.g., public notices, letters, ex parte communication). A subset of the term Document.
<i>Issue Ripe</i>	Date that a filing can be adjudicated/processed by the RCA (e.g., for a motion, when the motion cycle deadlines [replies, etc.] have past). This date may change as filings are made. It does not necessarily indicate the date on which the RCA will consider the issue.
<i>Mailsheet</i>	A list of documents received or issued by the RCA for a given day (available from What's New at the RCA: Daily Filings & Issuances). The mailsheet is generated from the information in the database whenever you click View. Therefore, if you check the mailsheet multiple times on a given day, the information displayed may change as additional documents are received or issued. Refer to Daily Filings & Issuances (Mailsheets) for additional information.

<i>Term</i>	<i>Definition</i>
<i>Matter</i>	General term that references all RCA dockets (U-, P-, and R-), appeals, tariff filings, registrations, provisional certifications, FERC/FCC dockets, bills of interest before the legislature, informal complaints, etc.
<i>Order</i>	Orders or Letter Orders issued by the RCA and Orders issued by federal or state agencies (e.g., FERC, FCC, courts) that are pertinent to the RCA. A subset of the term Document.
<i>Pending Action</i>	An action to be completed. Pending Actions may be for Public Comment periods (including reply periods), a compliance filing required of an entity, etc.
<i>RSS</i>	Real Simple Syndication. Refer to Using RSS Feeds .
<i>SDM</i>	Staff Docket Manager. The primary advisory staff member assigned to a matter.
<i>Short Name</i>	An RCA-defined acronym or shortened form of an entity's name.
<i>Shopping Cart</i>	An area where you can collect documents in which you're interested. By using the Shopping Cart, you don't have to download each document individually as you are looking for information. Instead, you can select all the documents you want and download them at one time for review later. Refer to Document Shopping Cart for additional information. Important: Your Shopping Cart automatically empties when you close the browser session. Make sure you download the documents you want before closing the browser.
<i>Statutory Timeline</i>	Date by which a matter must be closed as defined by statute and regulation. If no statute or regulation-defined timeline applies to the matter, this date may be defined by the RCA. The Statutory Timeline may be extended; if this occurs, the statutory timeline will be noted as "extended" or "extension."
<i>Supporting Document</i>	Supplemental file(s) associated with a hearing, meeting, or filing, such as transcripts, agendas, affidavits of publication or certificates of service.
<i>Tariff Matter</i>	Tariff filings for certificated utilities or pipelines (TA- or TL-), for Provisionally Certificated utilities (TW-), or for Registered utilities (TX-).

Frequently Asked Questions

General

- [How do I subscribe to a mailing list?](#)
- [What is the RSS button \(!\[\]\(5ba1bc70d78f05c00988641e5e513c62_img.jpg\)\) that I see throughout the RCA website?](#)
- [How do I find a current tariff?](#)
- [How do I find public meeting agendas?](#)
- [How do I find transcripts from hearings or meetings?](#)
- [How do I listen to an audio file of a commission meeting or hearing?](#)
- [When submitting public comments, I receive an error after uploading a file. What is wrong?](#)

Documents & Downloads

- [Is there any charge for documents?](#)
- [What is the difference between documents and files?](#)
- [When I try to download documents using the Safari browser, I can't open the file. It has .aspx file extension instead of .zip. What do I do?](#)
- [What is the .txt file included in the zip or downloaded when export a list of Shopping Cart contents?](#)
- [How do I read the .txt file?](#)
- [How do I open the .zip file that is downloaded?](#)
- [Can I download files without having to use .zip files?](#)
- [How can I view confidential files?](#)
- [Some of the files I selected are not in my downloaded .zip file. Where are they?](#)
- [I can't open a file; what should I do?](#)

Shopping Cart (see also Documents & Downloads)

- [Some fields in the Shopping Cart are blank. What does this mean?](#)
- [My Shopping Cart is empty; what happened to my files?](#)

General

Q: How do I subscribe to a mailing list?

A: Instead of using traditional email mailing lists, RCA is using RSS Feeds, which allow you to subscribe to the specific information in which you are interested and to easily manage your subscriptions. Refer to [Using RSS Feeds](#) for additional information.

Q: What is the RSS button that I see throughout the RCA website?

A: The RSS button indicates places where you can subscribe to receive updates via RSS feeds. These include headlines, public notices, calendar of events, and searches. Refer to [Using RSS Feeds](#) for additional information.

Q: How do I find a current tariff?

A: To find a company's current tariff, you can either look up the entity or the certificate for which you want to find the current tariff. (Certificates [CPCNs, Provisional Certifications, or Registrations] are issued by the RCA and allow the entity to provide specific types of services to a particular area.)

If you know the certificate number, go to Search by Type (under RCA Library) and perform a Certificates search. In the search results, click on a certificate number to open the Certificate details page. This page includes a link to the certificate's current tariff.

If you do not know the certificate number, go to Search by Type and perform an Entities search. In the search results, click on an entity name to open the Entity details page. This page includes a list of all certificates associated with the entity and links to the current tariff for each certificate.

Q: How do I find public meeting agendas?

A: Agendas are available for each Commission Meeting. First, find the meeting in which you are interested. Meetings are shown on the Calendar of Events (under What's New at the RCA). You can also search for a meeting (by date and/or matter addressed); go to Search by Type (under RCA Library) and perform a Hearings & Meetings search.

Click on the link for the meeting (either Event Details or the type of meeting) to open the meeting details page. The agenda is listed on this page. Once a final public meeting agenda has been distributed, it is also available as a PDF on the meeting details page and via the Mailsheet (Daily Filings & Issuances under What's New at the RCA).

You may also search for agendas through Search by Type: Documents or Documents—Full Text or Advanced Search: Documents. Refer to [Search Criteria](#) for additional information on finding agendas.

Q: How do I find transcripts from hearings or meetings?

A: There are two ways of finding transcripts: go to the hearing or meeting or search for the document (either Search by Type: Documents or Documents—Full Text or Advanced Search: Documents). Refer to [Search Criteria](#) for additional information on finding transcripts.

If a transcript is available for a hearing or meeting, find the meeting or hearing in which you are interested. Meetings and hearings are shown on the Calendar of Events (under What's New at the RCA). You can also search for a meeting or hearing (by date and/or matter addressed); go to Search by Type (under RCA Library) and perform a Hearings & Meetings search.

Note: Meetings and hearings associated with a matter are also listed on the detail page specific to that matter.

Click on the link for the meeting or hearing (either Event Details or the type of meeting/hearing) to open the meeting or hearing details page. If a transcript is available, it is listed on this page under Associated Documents.

Q: How do I listen to an audio file of a commission meeting or hearing?

A: Download the free For The Record Player from [For the Record](#). Download the audio files from the RCA's website. You can either play the files directly from the .zip one at a time or extract the files from the .zip to a distinct folder. Note that the audio from a meeting or hearing is broken into files of approximately 5 minute increments. If you extract the files to a distinct folder, then open the Player and go to your distinct folder, then open and select all the files, the audio will play seamlessly through the files.

Q: When submitting public comments, I receive an error after uploading a file. What is wrong?

A: Each file that you upload may be a maximum of 10MB. If you attempt to upload a file larger than that, you will receive an error. Split your file into multiple documents that are less than 10MB.

Once you receive this error, if you use the browser's Back button to restart the upload process you will receive an error even if the files are less than 10MB each. You should restart the public comment submission process from the beginning.

If your files are less than 10MB and you have restarted the public comment process from the beginning and still receive an error, contact the RCA for additional assistance.

Documents & Downloads

Q: Is there any charge for documents?

A: No. All documents may be viewed and downloaded from the RCA Web portal for free. If you request that the RCA provide you with paper copies of a document or provide a CD with a document, you may be charged for the reproduction costs.

Q: What is the difference between documents and files?

A: Throughout the RCA website and in documentation about the website, documents and files are very distinct items.

Documents are Filings submitted by individuals or entities outside the RCA, Orders or other documents issued by the RCA, Supporting Documents (e.g., transcripts, agendas) on Hearings or Meetings, or Orders issued by other State or Federal organizations (e.g., FCC, FERC, state courts).

Files reference the individual, electronic files, such as a PDF or a Microsoft Word document.

Files may exist separate from a document (e.g., the Forms Library contains various files but no documents). Or one or more files may be part of a document, where the document is like a folder that holds the files.

Q: When I try to download documents using the Safari browser, I can't open the file. It has .aspx file extension instead of .zip. What do I do?

A: When using Safari, sometimes the file extension (the .xxxx at the end of the file name) is changed when you download files from a website. 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.

Q: What is the .txt file included in the zip or downloaded when export a list of Shopping Cart contents?

A: The .txt file includes information about the files you selected to download. You can use this information to identify the context for the files you downloaded (e.g., the document, matter, or entity it is associated with).

The following information is included in the .txt file:

- Tracking Number
- Date
- Document Type (i.e., Filing or Order Type or "Supporting Document")
- Document Description
- Entities associated with the document
- Who filed the document
- Matters associated with the document
- Information about the file, including file name, description, file size, and whether the file is confidential

Q: How do I read the .txt file?

A: The .txt file can be opened in a variety of applications, including Notepad, WordPad, word processing applications, spreadsheet applications, and databases. The data is "tab-delimited," meaning that the contents of each field is separated by a tab. To easily view the data in columns, which makes it easier to understand the file, open the file in a spreadsheet application, such as Microsoft Excel. When prompted by the spreadsheet application, select that the .txt file is delimited by tabs.

Q: How do I open the .zip file that is downloaded?

A: .Zip files are a single compressed file that may include multiple other files within it. To open a .zip file, you must have software that will open .zips.

The Windows (version 2000 and later), Mac OS (version 10.3 and later), Linux, and Unix operating systems include the ability to open .zip (unzip) files without separate software. Double-click the .zip file to open it; a list of the downloaded files will be displayed in a standard folder dialog box. Although you can open the files from this dialog box, to make the files easily accessible, you should unzip or extract the files. To do so, right-click on the .zip file and choose Extract All. A Windows wizard will guide you through the process of unzipping the files.

If you are unable to open the .zip file, you may need to download separate unzip software. There are many unzip applications available online, some of which are free. After installing an unzip application, use that software to extract the contents of the .zip file.


Also refer to the [question above on not being able to open the .zip file](#).

Q: Can I download files without having to use .zip files?


A: Yes; however, you will have to download each file individually. Open the file from the website and then save the file to your computer using the application that is displaying the file (e.g., Word, Acrobat Reader).

You may also right-click a link to a file and select Save Target As... A dialog box is displayed, prompting you for the location in which to save the file. Save Target As... will only save the file if you use it on a link to the file; trying Save Target As... on any other link will generate an error or download the webpage itself. A link to a file will always include a file extension (e.g., .pdf, .doc).

Q: How can I view confidential files?

A: Information about confidential files is displayed on the RCA website because receipt of that file is part of the public record. However, the file itself is confidential and cannot be opened. Unless the entire file is deemed confidential, there should be a redacted version of the file also available that you may open. Confidential files have a  next to them.

Q: Some of the files I selected are not in my downloaded .zip file. Where are they?

A: If you selected confidential files, information about the file will be included in the .txt file within the .zip. However, the confidential file itself will not be downloaded. Confidential files have a  next to them. Also verify that the document was selected for download.

Q: I can't open a file; what should I do?

A: To view a file (either opening it directly from the website or downloading and then opening it), you must have the appropriate software that can open that type of file. The following table list common file types and some common applications that will open the file (or that can convert the file into something it can read). This is not intended to be a comprehensive list; other applications may also be able to open the file type listed. For other file types, refer to www.fileinfo.net.

File Type	File Type Description	Common Applications	Additional Comments
.doc	Microsoft Word Document	Microsoft Word StarOffice Writer OpenOffice Writer Corel WordPerfect Pages 2	Free viewer available at www.microsoft.com .
.gif	Graphic	Any picture viewer or Web browser	Free downloads available from various websites.
.jpg	Graphic	Any picture viewer or Web browser	Free downloads available from various websites.

File Type	File Type Description	Common Applications	Additional Comments
		browser	various websites.
.m3u	MP3 Streaming Audio File (must be connected to listen to the file)	Windows Media Player RealPlayer QuickTime Apple iTunes	Free downloads available from various websites.
.mp3	MP3 Audio File	Windows Media Player RealPlayer QuickTime Apple iTunes	Free downloads available from various websites.
.pdf	Portable Document Format	Adobe Acrobat Reader	Free viewer available at www.adobe.com
.ppt	Microsoft PowerPoint Presentation	Microsoft PowerPoint StarOffice Impress OpenOffice Impress	Free viewer available at www.microsoft.com .
.rtf	Rich Text Format	Any Text Editor that Supports Formatted Text	Common text editors include Microsoft Word, WordPerfect, WordPad, Notepad, OpenOffice.org Writer, AppleWorks, and TextEdit.
.txt	Text File	Any Text Editor	Common text editors include Microsoft Word, WordPerfect, WordPad, Notepad, OpenOffice.org Writer, AppleWorks, and TextEdit.
.xls	Microsoft Excel Spreadsheet	Microsoft Excel StarOffice Calc OpenOffice Calc	Free viewer available at www.microsoft.com .
.zip	Compressed File Using Zip Compression	Windows (2000 and later) Mac OS (10.3 and later) WinZip PKZip	Free downloads available from various websites.

Shopping Cart

Q: Some fields in the Shopping Cart are blank. What does this mean?


A: Usually, if several fields in the Shopping Cart row are blank, the file is not associated with a document and therefore this data does not exist. Refer to [Understanding Shopping Cart Items](#) for additional information.

Q: My Shopping Cart is empty; what happened to my files?

A: Your Shopping Cart is automatically emptied when you close your Web browser session. You must download the files before closing your browser session.

Using RSS Feeds

What is RSS?

RSS stands for Really Simple Syndication; when you see  on a website, it means that the website provides RSS "feeds" for frequently updated content (e.g., news stories, sale items). You can subscribe to these feeds and automatically receive updates to information in which you are interested. On the RCA's website, RSS feeds are available for headlines, public notices, filings, issuances, matters, hearings, meetings, etc.

The feeds contain a list of items; each item usually includes a title, summary, and a link to a webpage with additional information. If an item in a feed interests you, click the link to go to the website.

Benefits of RSS Feeds

RSS feeds provide you with a simple way of keeping track of the new information you're interested in from the RCA.

- **Customizable information**—Instead of receiving emails updates for a broad range of topics, create RSS feeds for just the information in which you're interested. In addition to pre-defined RSS feeds (e.g., headlines, mailsheets), the RCA website allows you to create a custom search and subscribe to an RSS feed just for results that meet your criteria. If you just want updates for a particular docket, create an RSS feed. If you just want notifications of particular filing types, create an RSS feed.
- **Easily manage subscriptions**—Subscribing and unsubscribing is managed by you. If you are interested in a new topic, create a new subscription and immediately begin receiving updates. If you don't want updates on another topic, remove the subscription yourself; you don't have to depend on others removing you from an email list.
- **One location to look for updates**—Gather and organize all your RSS feeds in one location. You no longer have to look in multiple places to see what's new or sort through emails from mailing lists to find the information you need. Instead, review all your RSS feeds to see what information is new at a glance. New content is automatically checked for at user-determined intervals.

Subscribing to RSS Feeds


RSS feeds are read using software called a newsreader (also called news aggregator, feed reader, RSS reader). Newsreaders are either installed on your computer or accessible through the Internet; they look for and displays updates to your feeds.


To subscribe to an RSS Feed, you must have access to a newsreader. There are a variety of newsreaders available, including many free ones; in addition, some of your existing software (e.g., email programs, Internet browsers) may already function as a newsreader. Refer to [Newsreaders](#) for additional information about types of newsreaders available and aspects to consider when selecting a newsreader.



How to Subscribe

Subscribing to an RSS feed on the RCA website requires just a few simple steps.

Note: The following instructions define the general steps for subscribing to an RSS feed. However, they do not include information specific to any newsreader. If you are having difficulty knowing how to add a feed within your newsreader, please refer to the newsreader help files.

On the RCA website, if the page has a , there is a feed to which you can subscribe. Follow these steps to subscribe.

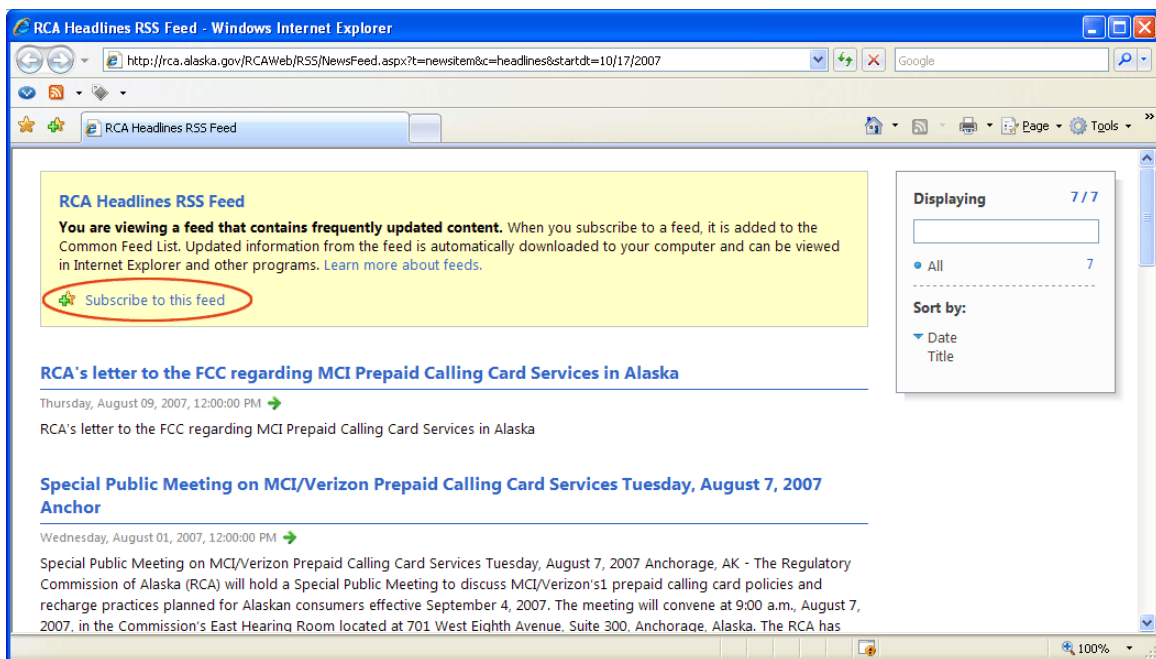
1. Click . A new window or new tab on your browser will open, displaying the selected RCA RSS feed, including a list of existing items in the feed.

For example, if you click  next to Headlines on the RCA home page, the RCA Headlines RSS Feed page will be displayed, listing all existing headlines. If you click  on a page of search results, the RSS feed for that specific search will be displayed, with an item for each record in your search results.

If Using your Internet Browser as your Newsreader

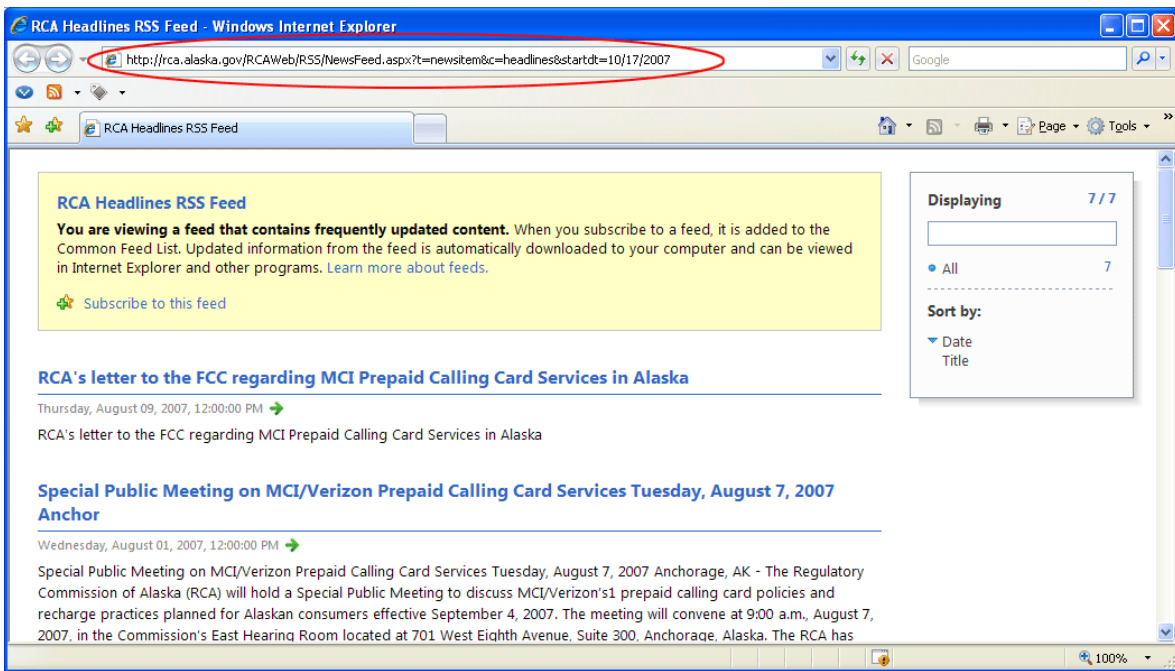
2. Click the **Subscribe** button or link. The RSS feed is added to the browser's RSS feeds. The example below is from Internet Explorer 7.

Note: This option is only available if your browser includes newsreader capabilities. Refer to [Newsreaders](#) for additional information. Some browsers (e.g., Firefox, Netscape) allow you to select a newsreader from a dropdown list. In Safari, add a feed as you would add a bookmark.

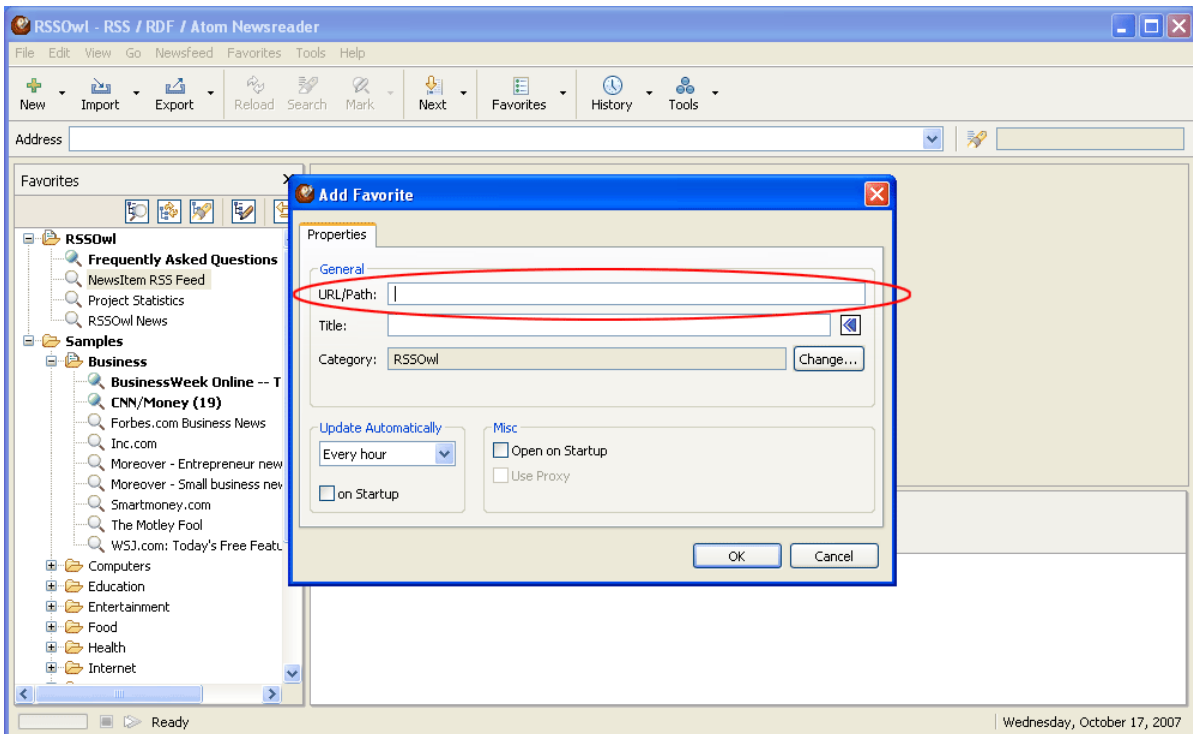


If Using a Newsreader other than your Internet Browser

2. Copy the feed's URL from the location bar in the browser window displaying the RSS Feed. In the screenshot below, Internet Explorer 7 is used.



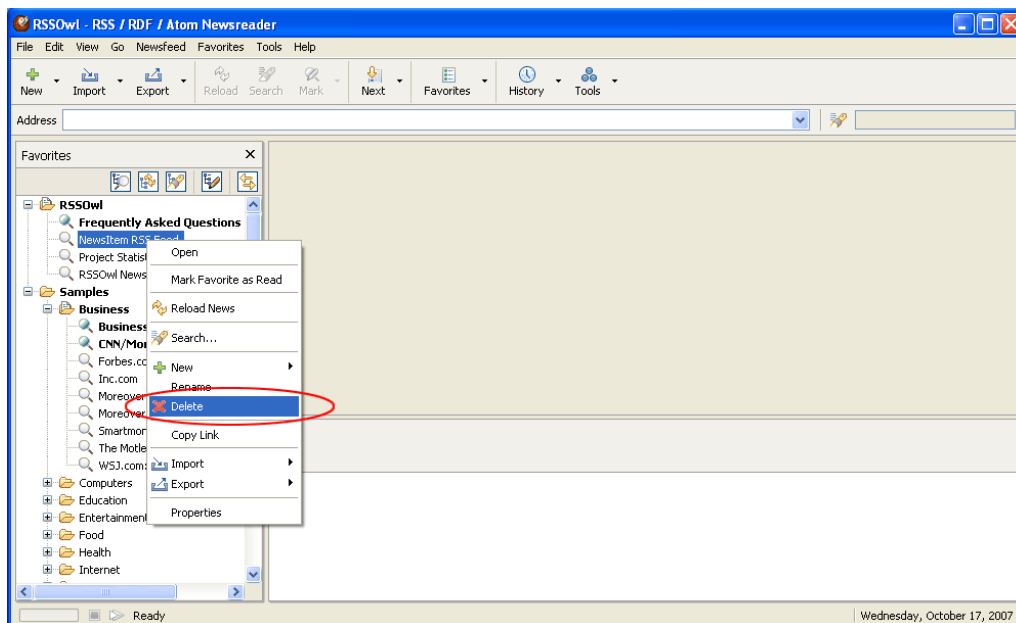
3. Within your newsreader, start the process of adding a new feed and paste the feed's URL into the appropriate field. Complete any other fields or settings required to add the feed. In the screenshot below, the newsreader RSS Owl is used.



Unsubscribing

The exact steps for unsubscribing to a feed vary by newsreader. However, in most cases, you select the feed and tell the newsreader to delete it. Refer to your newsreader's help for additional information.

The screenshots below show unsubscribing to a feed in Internet Explorer 7 and RSS Owl. For these newsreaders, you select a feed, right-click, and select Delete. Other newsreaders will use different steps for unsubscribing.

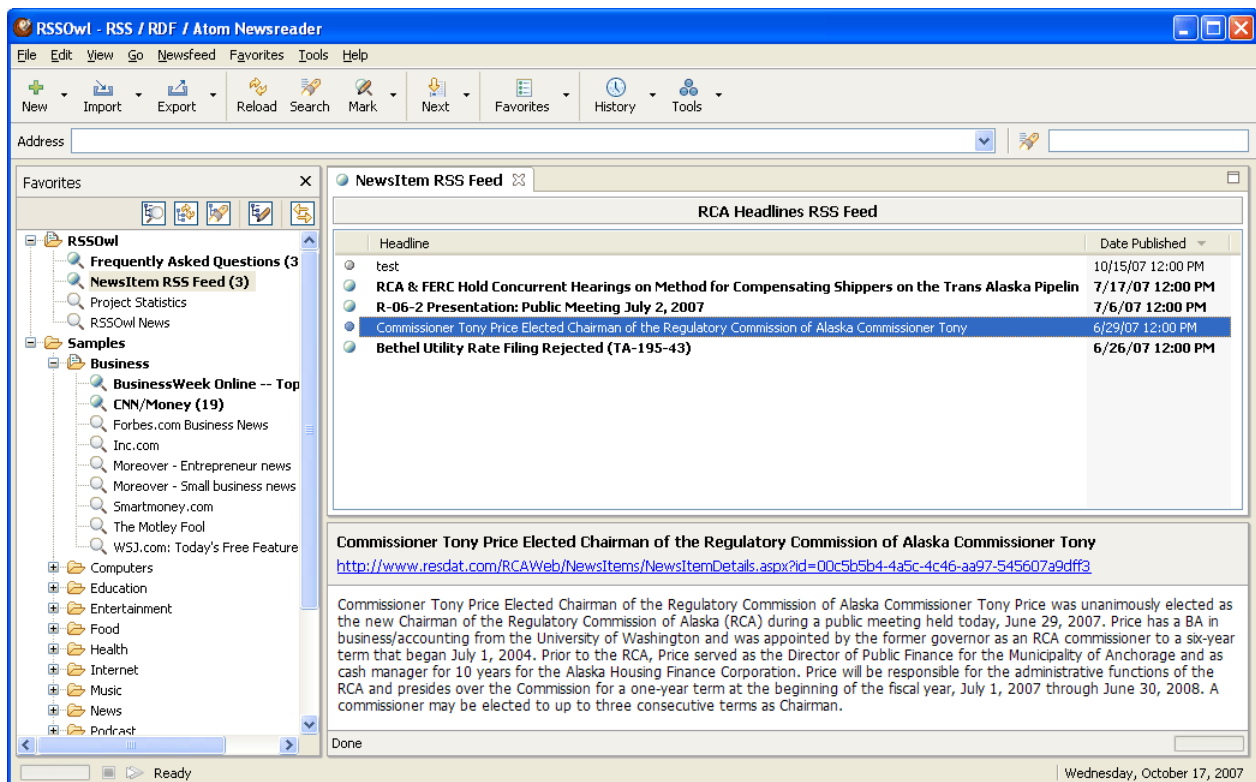


Newsreaders

There are two general types of newsreaders: client software and web-based newsreaders.

Web-based Newsreaders. Web-based newsreaders are available via the Internet, such as Bloglines, My Yahoo!, Google (iGoogle, Google Reader, etc.), My MSN, etc. Because these readers are on the Web, you can access your subscriptions anywhere as long as you have an Internet connection. For Web-based newsreaders, you will need to create an account.

Client Software. These newsreaders are software that runs on your computer; they may be a stand-alone program or may integrate with a program you already use, such as your email program or Internet browser. Many of these applications resemble popular email client displays, with a three-panel screen. The screenshot below shows the layout used by RSS Owl.



The left panel shows the RSS feeds to which you are subscribed; the middle or top panel displays the items for the selected feed. The right or bottom panel shows the description for the selected item.

There are three categories of client software newsreaders:

- **Existing Software (e.g., email or Internet browser)**—Many email programs and Internet browsers are designed to be newsreaders without your having to download any additional software.
- **Add-ins to Existing Software**—Those email programs and browsers that do not have built-in newsreader functionality may have newsreader "add-ins" (also called plugins or extensions) available, software applications that can be downloaded and provide newsreader functionality within your existing email program or browser.

- **Stand-alone Newsreaders**—There are many stand-alone newsreader applications, software that you download and run as separately from your other software.

If you use a client software newsreader, your subscriptions are only available on the computer on which you created them. However, some newsreaders enable you to import/export subscriptions or synchronize subscriptions with other newsreaders so that you can easily access your RSS feeds. Refer to newsreader's Help files for additional information.

Which Newsreader Should I Use?

Which newsreader you should use depends on your own needs and preferences. Aspects to consider, include the following:

Aspects to Consider

Number of computers or other devices you want to have RSS feeds available on	<p>If you use multiple computers or other devices consider</p> <ul style="list-style-type: none"> ■ Using a Web-based newsreader that can be accessed anywhere you can connect to the Internet ■ Using a newsreader that allows you to synchronize your subscriptions across multiple computers ■ Using newsreaders that allow you to import/export subscription lists
How frequently do you want the newsreader to check for updates	<p>Some newsreaders allow you to define how frequently it checks for updates, sometimes down to 5 minute intervals. Other newsreaders only check once per hour or at other intervals and cannot be modified by the user.</p> <p>If it's important that you receive updates frequently, consider using a newsreader that allows you to define update frequency.</p>
How do you want to be notified of updates	<p>If you want to be notified by a sound or pop-up when updates are received, consider using a newsreader that includes a notification function. Options could include using</p> <ul style="list-style-type: none"> ■ Your email program or a newsreader add-in to your email program ■ A newsreader that send you emails or text messages when updates are found ■ A newsreader that includes a notification system (either as part of a client software or as an add-in to a Web-based newsreader)
Which operating system or Internet browser you use	<p>Use a newsreader that is compatible with your operating system and/or your browser. This information should be available on the newsreader's website.</p>

Other aspects to consider are

- Cost (many newsreaders are free)
- Display options, including view, sorting, hiding read items, etc.
- Number of feeds the newsreader can handle

There is no "wrong answer" for which newsreader to use. You may want to try multiple newsreaders to see which one best meets your needs before making a final decision.

Note: A Directory of RSS Aggregators (<http://www.aggcompare.com>) compares the features of a large number of newsreaders. Although this site provides useful information, some of the information provided may be difficult to understand, depending on your level of knowledge.

Available Newsreaders

There are many newsreaders available. The following table lists some of the newsreaders available, grouped by types as described above.

Important: This is not a comprehensive list of newsreaders; a newsreader's inclusion on this list **does not mean** that the RCA is endorsing its use.

Web-based Newsreaders

- AmphetaDesk
- Bloglines
- Boompaste
- Google News
- Google Reader
- iGoogle
- My MSN
- My Yahoo!
- Netvibes
- NewsGator Online
- NewsIsFree
- Newsknowledge
- Rojo.com

Internet Browsers

- Firefox
- Internet Explorer 7.0 (earlier versions do not include)
- Netscape
- Opera
- Safari

Email Programs

- Microsoft Outlook 2007 (earlier versions do not include)
- Mozilla Thunderbird
- Novell Groupwise

Add-ins

- Feedview, a Firefox extension (cross-platform)
- Sage, a Firefox extension (cross-platform)
- Attensa, an Outlook extension
- intraVnews, an Outlook extension
- NewsGator Inbox, an Outlook extension

Stand-alone Software

- Akregator (KDE/Linux)
- BlogBridge (cross-platform)
- FeedDemon (Windows)
- FeedGhost (Windows)
- Hubdog (Windows Mobile)
- Juice (cross-platform)
- Liferea (Linux)
- NetNewsWire (Mac OS)
- NewsAccess (Mac OS)
- NewsBreak (Windows Mobile)
- NewsFire (Mac OS)
- NewsGator Go! (Mobile)
- RSSOwl (cross-platform)
- SharpReader (Windows)
- Thinfeeder (cross-platform)
- Vienna (Mac OS)

Finding Public Notices & Submitting Comments

Active public notices are available through many pages on the RCA website. From the page of public notices, you can submit public comments or reply public comments.


Note: You may also submit comments in writing by mailing them to the RCA. Written comments must be signed and copies mailed to the RCA and the utility.

Reviewing Public Notices

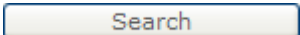
By default, all active public notices are displayed. The information includes the date the public notice was issued, which matter the notice is associated with, entities associated, the deadlines for filing comments, and the utility type.

For each public notice, you can do the following, by clicking on the appropriate link in the far right column:

- **View Notice:** Open the PDF of the notice that was issued. The notice includes information about what the RCA is accepting comments. For public notices caused by an entity's filing, the notice contains a summary of the content of that filing.
- **Submit Comments:** Use a Web form to submit comments on the matter to the RCA. Refer to [Submit Comments](#) for additional information on the Web form.
- **View Submitted Comments:** Search for comments already submitted in regards to the matter.

You may sort the table of notices by any of the columns by clicking on the column heading. You can also subscribe to an RSS feed of the public notices by clicking . Refer to [Using RSS Feeds](#) for additional information.

Search Notices by Keyword

To search the active public notices for the notice(s) in which you are interested, select **Search Notices by Keyword**. In the box provided, enter the word or phrase for which to search and click ; any notices in which the word or phrase is found will be returned.

Note: When searching notices by keyword, your search term must follow the rules for full-text searching. Refer to [Performing Full-Text Searches](#) for additional information.

Submit Comments

To submit public comments using the Web form, complete the following steps:

1. For the Public Notice on which you want to comment, click **Submit Comments**. Step 1 of the Public Comment Wizard is displayed.
2. Select the type of comments (either Public Comments or Public Comments – Reply) from the dropdown list and click **Submit**. Step 2 (Contact Information) of the Public Comment Wizard is displayed.

Note: If the deadline for type of comment you selected is past, you will receive a message indicating this. Click **Finished** to return to the Public Notices & Comments page.

3. Enter your contact information and click **Submit**. Step 2 (Comments) of the Public Comment Wizard is displayed.
4. Enter your comment in the **Comment Synopsis** field. You may also attach one or more files to your comment by clicking **Upload Files?**. Click **Submit**. If you selected **Upload Files?**, Step 3 of the Public Comment Wizard is displayed. Otherwise, Step 4 of the Public Comment Wizard is displayed (go to step 9).

Note: If you wish to upload a file with the body of your comment, you do not need to include your full comment in the **Comment Synopsis** field. However, you should include a brief description in this field (e.g., comments in support of tariff filing).

5. To upload a file, click **Browse**, select the file to add in the Choose file dialog box, and then click **Open**. The file path is added to the **File** field.

Important: Each file has a maximum size of 10MB. If you attempt to upload a file larger than 10MB, you will receive an error. Divide your file into multiple files that are less than 10MB in size.

6. Enter a brief **Description** of the file, if desired (e.g., Public Comment or Attachment A). Adding a description is especially useful if you upload multiple files.
7. Click **Add**. The file name, description, and size is displayed on the page.

Note: To remove a file, click **Delete**.

8. Repeat steps 5 through 7 until all files desired are added to the comment. Click **Submit**. Step 4 of the Public Comment Wizard is displayed.

9. Your comment has been submitted. Click **Finished** to return to the Public Notices & Comments page. Your comment will be reviewed by the RCA. If the staff has any questions or if there are technical problems with your comment, they will contact you at the email address provided. Once your comments have completed this initial processing, you will receive an email confirmation, and your comments will be available on the RCA website.

Daily Filings & Issuances (Mailsheets)

About Mailsheets


Mailsheets list all the documents received or issued by the RCA for a single date, including

- **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 issued 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.

The documents are grouped by categories, including Appeals, Docket Filings, Docket Orders, and Tariff Filings. To view additional information about the document, click the Filing Number. Detailed information about matters or entities related to the document can also be viewed by clicking on the matter number or entity name.

Important: The mailsheet is generated from the information in the database. Therefore, if you check the mailsheet multiple times on a given day, the information displayed may change as additional documents are received or issued. The easiest way to ensure you receive all updates is to subscribe to mailsheet updates.

Subscribing to Mailsheet Updates

Mailsheet updates are distributed by Really Simple Syndication (RSS). To see all new documents from the current date forward, click , which will enable you to subscribe to an RSS. By subscribing to an RSS feed, you will be notified when a new document 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.

As a new document is added to the RCA's system, this RSS feed in your newsreader will be automatically updated. How frequently your newsreader checks for new documents will depend on the interval you've defined for refreshing the data.

If you are only interested in a subset of documents from the RCA, you may prefer to customize your view of documents by using either Search by Type or Advanced Search, which enable you to define specific criteria and then subscribe to an RSS feed for those specific criteria. Refer to ["Customizing Your Mailsheet."](#)

Specific steps for subscribing to an RSS feed will vary depending on the newsreader you are using. Refer to [Using RSS Feeds](#) for additional information about RSS feeds.

Customizing Your Mailsheet

If you only want to see particular types of documents or if you want sort the documents in different ways, use Search by Type or Advanced Search to customize your criteria. From your search results, you can subscribe to RSS feeds to be automatically updated when new documents matching your criteria are received or issued.

You might use a search instead of mailsheets if, for example, you are only interested in

- Documents associated with a particular matter
- Documents associated with a particular company
- Documents associated with a particular certificate or certificate type
- Documents associated with a particular type of utility
- Initiating orders in a particular type of docket

Refer to the table below for specific examples of how you can customize information:

Interested In	Recommended Search	Search Criteria to Enter	
		Field Name	Data
Any document associated with P-07-003	Search by Type: Documents	Matter Number	P-07-003
Any document associated with ACS of Anchorage	Search by Type: Documents	Entity Name	ACS of Anchorage
Public Comments associated with Certificate 4	Advanced Search: Document	Document Type	<i>Select Search Filings & Issuances</i> <i>Unselect Search Orders</i>
		Limit search to the selected filing types	<i>Select R&F - Public Comments</i>
		Certificate Number	4
Initiating orders in any U-dockets	Search by Type: Orders Only	Limit search to the selected order types	<i>Select the following:</i> Initiating-Chair Initiating-Panel
		Limit search to the selected matter types	<i>Select U - Docket</i>

Note: If you do not include any data criteria on your searches, it will return all historical data that matches your criteria as well.

Scheduling Calendar

The Scheduling Calendar (available under What's New at the RCA) 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.

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.

The screenshot shows the 'Scheduling Calendar' search interface. At the top, there is a link 'Tell me about this calendar'. Below that is the heading 'FIND A MATTER TO VIEW ON THE SCHEDULING CALENDAR'. The interface includes several input fields: 'Enter a Matter Number & click View Events' with a text box and a 'View Events' button; 'Search for a Matter' with a link; 'Date Opened Between:' with two date pickers and an 'and' connector; 'Matter Number:' with a text box and an example '(Example: U-06-001)'; and 'Entity Name:' with a text box. There are three checkboxes for limiting the search: 'Limit search to the selected matter types', 'Limit search to the selected matter subtypes', and 'Limit search to the selected filing types'. Each checkbox is followed by a scrollable list of options. The 'Limit search to the selected matter types' list includes: A - Docket (Appeals), C - Docket (Consumer Protection), FCC, FEREC, I - Docket (Internal projects), and L - Docket (legislation or legislative inquiries). The 'Limit search to the selected matter subtypes' list includes: Subtype not set, Access Charge Filings, Appeal - Federal Court, Appeal - Superior Court, Appeal - Supreme Court, and Application - Temporary operating authority. The 'Limit search to the selected filing types' list includes: R&F - Advertising Order, R&F - Affidavit, R&F - Affidavit of Publication, R&F - Appeal, R&F - Appeal-Brief, and R&F - Appeal-Calendaring Notice. At the bottom of the form are 'Search' and 'Reset Form' buttons.

- **If you know the matter number:** Enter the matter number in the **Enter a Matter Number & click View Events** field and click **View Events**. 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 **Search**. 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						
Tell me about this calendar						
DECEMBER 2007: U-07-032						
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 Event Details	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  Select a different Matter	Click to return to the search page. You can either enter a new matter number or search for a different matter number.
2 Next >	Click to move to the next month.
3 < Previous	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. (Sample Searches)</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. (Sample Searches)</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. (Sample Searches)</p> <p>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.</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>

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.
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.

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>
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: "P - Docket" "U - Docket"</i>
	Limit search to the selected matter subtypes	<i>Select the following: "Application - Temporary operating authority" "Application - New Certificate"</i>
	Limit search to the selected filing types	<i>Select "R&F - Petition for Intervention"</i>
All matters opened before January 1, 2004 and associated with any GCI company	Date Opened Between	<i>End Date: December 31, 2003</i>
	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: June 3, 2007 End Date: June 9, 2007</i>
	Limit search to the selected matter types	<i>Select the following: "TA - Docket" "TL - Docket" "TX - Docket" "TW - Docket"</i>
	Limit search to the selected matter subtypes	<i>Select "General Rate Changes"</i>
All matters with prohibited ex-parte communication	Limit search to the selected filing types	<i>Select "R&F - Ex Parte Communication: Prohibited 48.020(j)"</i>

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 View Calendar . Click this link to open the Scheduling Calendar for that matter.

Forms Library

The Forms Library (available under RCA Exchange and RCA Library) lists forms entities or the public may need when working with the RCA. The library includes application forms, Regulatory Cost Charges submission forms, informal complaint forms, etc.

The table on the Forms Library includes the category of the form, a description, its revision date, and a link to the file (including file size). In addition, the first column includes a checkbox () for selecting forms and adding them to your Shopping Cart or downloading them. Refer to [Document Shopping Cart](#) for additional information.

Limiting the Forms Displayed

By default, the Forms Library displays all forms. However, you may search the forms library by a word or phrase, view forms of a particular type, or view forms for a particular utility type.

- **Search Forms by Keyword.** To search the Forms Library for the forms in which you are interested, select **Search Forms by Keyword**. In the box provided, enter the word or phrase for which to search and click ; any forms in which the word or phrase is found will be returned.

Note: When searching forms by keyword, your search term must follow the rules for full-text searching. Refer to [Performing Full-Text Searches](#) for additional information.

- **View Forms by Type.** To see only forms of a particular type, or category, select **View Forms by Type**. In the dropdown list that displays, select the general category of forms to view. The page displays forms for the type selected.
- **View Forms by Utility Type.** To see only forms associated with a particular utility type, select **View Forms by Utility Type**. In the dropdown list that displays, select the utility type for which to view forms. The page displays forms for the type selected.

Searches

Types of Searches

Searches fall into three general categories:

- **Quick Searches:** Predefined searches for which you don't have to define any criteria. Available from the Quick Searches page. Some quick searches are also available on the Home Page, in the Top Searches section. In addition, if you know a specific matter number, certificate number, or entity name, you can enter this information in the appropriate field on the home page to quickly access the detail pages.
- **Search by Type:** Search for a particular type of item (e.g., document, matter, entity) with a limited set of criteria
- **Advanced Search:** Search for documents or matters using a wider range of search criteria. This is the only search available that combines searching for words or phrases (full-text search) with other criteria about the item.

Note: Many searches can be performed using Search by Type instead of Advanced Search. Because defining criteria for Advanced Search can be much more complicated, it is recommended that you primarily use Search by Type.

Quick Searches

- *All Open Matters:* Returns all matters (including dockets, appeals, tariffs, registrations, provisional certifications) that are open.
- *All Open Utility Dockets:* Returns all open utility (U-) dockets before the RCA.
- *All Open Pipeline Dockets:* Returns all open pipeline (P-) dockets before the RCA.
- *All Open Rule-making Dockets:* Returns all open rule-making (R-) dockets before the RCA.
- *All Open Appeals:* Returns all open appeals of RCA decisions, including those before the Alaska Superior Court, Alaska Supreme Court, and federal courts.
- *All Open Tariff Matters:* Returns all open tariffs, including utility (TA), pipeline (TL), registration (TX), and provisional certification (TW).
- *All Open Provisional Certification Matters:* Returns all open provisional certification matters (W-).
- *All Open Registration Matters:* Returns all open registration matters (RX-).
- *Recent Documents (last 30 days):* Returns all filings, issuances, and Orders received or issued by the RCA in the last 30 days.
- *Issued Orders (last 30 days):* Returns all Orders (including letter orders) issued by the RCA or other state or federal agencies (e.g., courts, FERC, or FCC).
- *All Active CPCNs:* Returns a list of all Certificates of Public Convenience and Necessity in an active status. When you open a certificate, the current tariff is listed.

- *All Active Provisional Certifications:* Returns a list of all Provisional Certificates in an active status. (Provisional Certifications are only available to water and wastewater utilities that meet defined criteria). When you open a certificate, the current tariff is listed.
- *All Active Registrations:* Returns a list of all registrations in an active status. (Registrations are only available to interexchange carriers [telecommunication] utilities that meet defined criteria). When you open a certificate, the current tariff is listed.

Search by Type

- *Documents:* 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 transcripts) by criteria about the document.
- *Documents Full Text:* Search for keywords in filings, issuances, Orders, and Supporting Documents.
- *Open Matters:* Search for open matters by criteria about the matter
- *All Matters (Open & Closed):* Search all matters by criteria about the matter
- *Hearings & Meetings:* Search for hearings, public meetings, workshops, and Tariff Action meetings
- *Entities:* Search for companies/organizations that do business with RCA. When you open an entity, associated certificates and current tariffs are listed.
- *Certificates:* Search for CPCNs, Provisional Certificates, and Registrations. When you open a certificate, the current tariff is listed.

Advanced Search

- *Document:* Search documents (filings [submitted to the RCA], issuances [items, other than Orders, issued by the RCA], Orders, and Supporting Documents for Hearings/Meetings) by criteria about the document and/or matters, entities, certificates, etc. associated with the document.
- *Matter:* Search matters by criteria about the matter and/or documents, entities, certificates, etc. associated with the matter.

Search Criteria

Search Criteria Pages


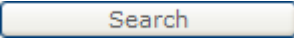

Each search criteria page includes the sections described below. The screenshot is for Search By Type; however, the same sections are included on the Advanced Search.

Note: Quick Searches have pre-defined search criteria; the Search Criteria section does apply to these searches. Refer to [Search Results](#) for information about the information displayed after running the search.

The screenshot shows a search interface with several sections:

- Document Type Selection:** Radio buttons for Documents (1), Open Matters, Entities, Hearings & Meetings, Documents--Full Text, All Matters (Open & Closed), and Certificates.
- DOCUMENT SEARCH:** A link to "Tell me about this search".
- Select the types of documents for which you want to search:** Checkboxes for Filings & Issuances (2), Orders, and Supporting Documents for Hearings/Meetings (e.g., Transcripts, Agendas).
- Date Filed/Issued Between:** Two date input fields with calendar icons and an "and" separator.
- RCA Order Number:** An input field 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:** An input field.
- Matter Number:** An input field with an example "U-06-001".
- Entity Name:** A text input field.
- Limit search to the selected filing types:** A checkbox and a list box containing: R&F - Advertising Order, R&F - Affidavit, R&F - Affidavit of Publication, R&F - Appeal, R&F - Appeal-Brief, R&F - Appeal-Calendaring Notice. A note below states: "Note: Only applies to Filings & Issuances! selecting filing types will not affect Orders or Supporting Documents".
- Limit search to the selected order types:** A checkbox and a list box containing: Appeal Order, ALJ Proposed Decision, Closing Order, Email Decision, Errata, Final. A note below states: "Note: Only applies to Orders, selecting Order types will not affect Filing/Issuances or Supporting Documents".
- Limit search to the selected matter types:** A checkbox and a list box containing: A - Docket (Appeals), C - Docket (Consumer Protection), FCC, FERC, I - Docket (Internal projects), L - Docket (legislation or legislative inquiries).
- Buttons:** "Search" (3) and "Reset Form" (4) buttons at the bottom.

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

Number	Description
1	 Select a radio button to change the type of search you are performing. Refer to Types of Searches for information about each search available.
2	Search Criteria Fields Area in which you enter search criteria. Refer to Search Criteria Fields 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.

Using Multi-select List Boxes

Multi-select list boxes, such as the following, are used for criteria throughout the Search by Type and 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.

Performing Full-Text Searches

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 document 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	
	<i>Search Criteria Entered</i>	<i>Results</i>
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 <i>pipeline regulations</i>
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 <i>Word for Windows</i> or <i>Word and Windows</i>
Punctuation marks (e.g., period [.), colon [:], semicolon [;], and comma [,]) are ignored during a search.	"regulations: pipeline"	Files containing the phrase <i>regulations pipeline</i>

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
<p><i>Keyword:</i> AND <i>Symbol:</i> & <i>Searches for:</i> Both terms within the same file</p>	<p>AND has a higher precedence in searches than OR. Refer to Precedence of Operators.</p>	<p>access AND basic <hr/> access & basic</p>	<p>Files with both the words <i>access</i> and <i>basic</i></p>
<p><i>Keyword:</i> OR <i>Symbol:</i> <i>Searches for:</i> Either term</p>	<p>OR has a lower precedence in searches than AND. Refer to Precedence of Operators.</p>	<p>cgi OR isapi <hr/> cgi isapi</p>	<p>Files with the words <i>cgi</i> or <i>isapi</i></p>
<p><i>Keyword:</i> AND NOT <i>Symbol:</i> & ! <i>Searches for:</i> The first term without the second term</p>	<p>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.</p>	<p>access AND NOT basic <hr/> access & ! basic</p>	<p>Files with the word <i>access</i> but not the word <i>basic</i></p>
<p><i>Keyword:</i> NEAR <i>Symbol:</i> ~ <i>Searches for:</i> Both terms within the same file, close together</p>	<p>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.</p>	<p>excel NEAR project <hr/> excel ~ project</p>	<p>Files with the word <i>excel</i> near the word <i>project</i></p>

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: <ul style="list-style-type: none">■ 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: <ul style="list-style-type: none">■ 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: <ul style="list-style-type: none">■ 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 <i>comput</i> , such as <i>computer</i> and <i>computing</i>

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 <i>fly</i> , such as <i>flying</i> , <i>flown</i> , <i>flew</i> , etc.
	Formsof(inflectional, "eat")	Files with words such as <i>eat</i> , <i>eats</i> , <i>eating</i> , <i>ate</i> , etc.





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: Document](#).

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 Search Filing & Issuances.</p> <p>To search only for Orders, unselect (click <input checked="" type="checkbox"/>) all document type options except Search Orders.</p> <p>To search only for transcripts, agendas, etc, unselect (click <input checked="" type="checkbox"/>) all document type options except Search Supporting Documents for Hearings/Meetings. (Sample Searches)</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. (Sample Searches)</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. (Sample Searches)</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>

Field	How to Use this Field
	<p>Note: 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. (Sample Searches)</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. (Sample Searches)</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 document. (Sample Searches)</p> <p>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.</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>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.</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 Limit search to the selected Order types. To exclude all Orders from your search results, unselect Search Orders in the Document Type field. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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 Limit search to the selected filing types. To exclude all Filings & Issuances from your search results, unselect Search Filings & Issuances in the Document Type field. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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>

Field	How to Use this Field
	<p>Only documents associated with matters of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select matter types.</p>

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: 01/01/2006</i>
	Entity Name	Unicom
	Limit search to the selected filing types	<i>Select "R&F - Petition for Intervention"</i>
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: "R&F - Opposition" "R&F - Reply"</i>
	Limit search to the selected Order types	<i>Select the following: "ALJ Proposed Decision" "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"</i>
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: December 31, 2003</i>
	Entity Name	GCI

Searching For	Search Criteria to Enter	
	Field Name	Data
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: June 3, 2007 End Date: June 9, 2007</i>
	Limit search to the selected Order types	<i>Select "Letter Order"</i>
All Petitions for Intervention (regardless of matter) filed by/associated with Unicom since January 1, 2006	Document Type	<i>Unselect Orders 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&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 Unselect Supporting Documents for Hearings/Meetings</i>
	Matter Number	U-06-007
	Limit search to the selected filing types	<i>Select the following: "R&F - Opposition" "R&F - Reply"</i>
All Filings & Issuances filed before January 1, 2004 by any GCI company	Document Type	<i>Unselect Orders 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 Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed Between	<i>Start Date: June 3, 2007 End Date: June 9, 2007</i>
	Limit search to the selected filing types	<i>Select "R&F - Public Comments"</i>

Searching For	Search Criteria to Enter	
	Field Name	Data
All Letter Orders (regardless of matter) associated with Unicom that have been issued since January 1, 2006	Document Type	<i>Unselect Filings & Issuances 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>
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 & Issuances Unselect Supporting Documents for Hearings/Meetings</i>
	Matter Number	U-06-007
	Limit search to the selected Order types	<i>Select the following: "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"</i>
Letter Order # L0700197	Tracking Number	L0700197
Order number 5 in U-04-001	Document Type	<i>Unselect Filings & Issuances 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 & Issuances Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>End Date: December 31, 2003</i>
	Entity Name	GCI

Searching For	Search Criteria to Enter	
	Field Name	Data
All Letter Orders issued the week of June 3, 2007 for utility or pipeline tariff matters (TA- or TL)	Document Type	<i>Unselect Filings & Issuances Unselect Supporting Documents for Hearings/Meetings</i>
	Date Filed/Issued Between	<i>Start Date: June 3, 2007 End Date: June 9, 2007</i>
	Limit search to the selected Order types	<i>Select "Letter Order"</i>
	Limit search to the selected Matter types	<i>Select the following: "TA - Docket" "TL - Docket"</i>
All Closing Orders issued (regardless of date) for Utility dockets (U-) that were opened in 2000	Document Type	<i>Unselect Filings & Issuances Unselect Supporting Documents for Hearings/Meetings</i>
	RCA Order Number	<i>U-00-</i>
	Limit search to the selected Order types	<i>Select "Closing Order"</i>

Search Results

Refer to [Documents Search Results Table](#) for a description of the data displayed in the search results.

Search by Type: Documents Full Text

Use the Document Full Text Search find keywords within 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

To search for document using criteria about the document, instead of keywords, use the [Search by Type: Documents](#). To search documents by keyword and criteria about the document, use the [Advanced Search: Document](#).

Search Criteria Fields

Field	How to Use this Field
Word(s) or Phase	Enter the words or phase you want to find within documents. This field is required. Wildcards, word stems, Boolean operators, and proximity operators may be used. Refer to Performing Full-Text Searches for additional information on full-text search terms.

Sample Searches

The following table describes some searches that could be performed using the Search by Type: Document Full Text Search, including defining what would be entered in the Word(s) or Phrase field.

Searching For	Search Criteria to Enter
Documents containing "electric"	Electric
Documents containing "pipeline regulations"	"Pipeline regulations"
Documents containing "sustainability" and "sewer" in the same page	Sustainability AND sewer
Documents containing "sewer" or "wastewater"	Sewer OR wastewater
Documents containing "pipeline" but not "Cook Inlet"	Pipeline AND NOT "Cook Inlet"
Documents containing "rural" and "sustainability" within 50 words of each other on the page	Rural NEAR Sustainability

Searching For	Search Criteria to Enter
Documents containing words that begin with "sustain"	"Sustain*"
Documents containing "rural" and words beginning with "sustain" within 50 words of each other	Rural NEAR "sustain*"

Search Results

Refer to [Documents Search Results Table](#) for a description of the data displayed in the search results.





Search by Type: Open Matters

Use the Open Matters Search to find open matters that are being 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

With the Open Matters Search, you may limit your search results by criteria about open matters. To search all matters regardless of status, use the [Search by Type: All Matters Search](#) or the [Advanced Search: Matter](#).

Search Criteria Fields

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. (Sample Searches)</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. (Sample Searches)</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. (Sample Searches)</p> <p>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.</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>

Field	How to Use this Field
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. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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>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.</p> <p>Only matters with Filings and Issuances of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select filing types.</p>

Sample Searches

The following table describes some searches that could be performed using the Search by Type: Open 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 open Rule-making matters that were opened on or after January 1, 2006	Date Opened Between	Start Date: 01/01/2006
	Limit search to the selected matter types	Select "R - Docket"

Searching For	Search Criteria to Enter	
	Field Name	Data
All open 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	Select the following: "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	Select "R&F - Petition for Intervention"
Matter U-06-010	Matter Number	U-06-010
All open matters that were opened before January 1, 2004 and are associated with any GCI company	Date Opened Between	End Date: December 31, 2003
	Entity Name	GCI
All open tariff matters on general rate changes that were opened the week of June 3, 2007	Date Opened Between	Start Date: June 3, 2007 End Date: June 9, 2007
	Limit search to the selected matter types	Select the following: "TA - Docket" "TL - Docket" "TX - Docket" "TW - Docket"
	Limit search to the selected matter subtypes	Select "General Rate Changes"
All open matters with prohibited ex-parte communication	Limit search to the selected filing types	Select "R&F - Ex Parte Communication: Prohibited 48.020(j)"

Search Results

Refer to [Matters Search Results Table](#) for a description of the data displayed in the search results.

Search by Type: All Matters (Open & Closed)





Use the All Matters Search 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, Alaska Supreme Court, or other courts
- **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

With the All Matters Search, you may limit your search results by criteria about matters regardless of status. To search just open matters, use the [Search by Type: Open Matters Search](#) or the [Advanced Search: Matter](#).

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. (Sample Searches)</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. (Sample Searches)</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. (Sample Searches)</p> <p>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.</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>

Field	How to Use this Field
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. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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>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.</p> <p>Only matters with Filings and Issuances of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select filing types.</p>

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	Start Date: 01/01/2006
	Limit search to the selected matter types	Select "R - Docket"

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	Select the following: "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	Select "R&F - Petition for Intervention"
Matter U-06-010	Matter Number	U-06-010
All matters opened before January 1, 2004 and associated with any GCI company	Date Opened Between	End Date: 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	Start Date: June 3, 2007 End Date: June 9, 2007
	Limit search to the selected matter types	Select the following: "TA - Docket" "TL - Docket" "TX - Docket" "TW - Docket"
	Limit search to the selected matter subtypes	Select "General Rate Changes"
All matters with prohibited ex-parte communication	Limit search to the selected filing types	Select "R&F - Ex Parte Communication: Prohibited 48.020(j)"

Search Results

Refer to [Matters Search Results Table](#) for a description of the data displayed in the search results.





Search by Type: Hearings & Meetings

Use the Hearings & Meetings Search to find the following:

- Public Meetings
- Hearings
- Workshops
- Tariff Action Meetings

With the Hearings & Meetings Search, you may limit your search results by criteria about the hearing or meeting.

Search Criteria Fields

Field	How to Use this Field
Matter Number	Enter the matter (i.e., docket, tariff) number (e.g., U-06-107) which is associated with the hearing or meeting. (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.
Scheduled Between	Enter dates to define the timeframe during which the hearing or meeting will be/was held. 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  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  .

Sample Searches

The following table describes some searches that could be performed using the Search by Type: Hearings & Meetings 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 Hearings, Public Meetings, Workshops, and Tariff Action Meetings that relate to U-05-047	Matter Number	U-05-047
All Hearings, Public Meetings, Workshops, and Tariff Action Meetings scheduled for on or after January 1, 2008	Scheduled Between	<i>Start Date:</i> January 1, 2008
All Hearings, Public Meetings, Workshops, and Tariff Action Meetings that occurred on or before May 15, 2004 and that related to P-03-010	Matter Number	P-03-010
	Scheduled Between	<i>End Date:</i> May 15, 2004

Searching For	Search Criteria to Enter	
	<i>Field Name</i>	<i>Data</i>
All Hearings, Public Meetings, Workshops, and Tariff Action Meetings scheduled for December 2007	Scheduled Between	<i>Start Date:</i> December 1, 2007 <i>End Date:</i> December 31, 2007

Search Results

Refer to [Hearing/Meeting Search Results Table](#) for a description of the data displayed in the search results.

Search by Type: Entities

Use the Entities Search to find companies or organizations that do business with the RCA.

Search Criteria Fields

Field	How to Use this Field
Entity Name	Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) in which you are interested. (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.
City	Enter the city of the entity's primary mailing address. An exact match is required. Only one city may be entered. (Sample Searches)

Sample Searches

The following table describes some searches that could be performed using the Search by Type: Entities 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 GCI entities	Entity Name	GCI
Entities whose primary mailing address is in Circle, AK	City	Circle
Entities whose name includes the word <i>Electric</i> and whose primary mailing address is in Anchorage	Entity Name	Electric
	City	Anchorage

Search Results

Refer to [Entity Search Results Table](#) for a description of the data displayed in the search results.

Search by Type: Certificates

Use the Certificates Search to find the following:

- Certificates of Public Convenience and Necessity (CPCNs)
- Provisional Certificates (PCPCNs) for water and wastewater utilities
- Registrations for Intrastate Interexchange Carriers (IXCs), who provide long distance services between Alaska and other states

With the Certificates Search, you may limit your search results by criteria about the certificate.

Search Criteria Fields

Field	How to Use this Field
Certificate Number	Enter the certificate number of the CPCN, Provisional Certificate, or Registration for which to search. (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.
Entity Name	Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) associated with the certificate. (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.
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 certificates of particular utility types. Only certificates of the highlighted types will be included in the search results. (Sample Searches) Refer to Using Multi-select List Boxes for information on how to select utility types.

Sample Searches

The following table describes some searches that could be performed using the Search by Type: Certificates 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
CPCN 104	Certificate Number	104
Any certificates associated with Unicom, Inc.	Entity Name	Unicom

Searching For	Search Criteria to Enter	
	<i>Field Name</i>	<i>Data</i>
Any certificates for providing cable television that are associated with a GCI company	Entity Name	GCI
	Limit search to the selected utility types	Select "Cable"

Search Results

Refer to [Certificate Search Results Table](#) for a description of the data displayed in the search results.

Advanced Search: Document

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.





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

Search Criteria Fields

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.

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 Performing Full-Text Searches 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  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  .

Field	How to Use this Field
Document Criteria	
Tracking Number:	<p>Enter a tracking number that identifies a document. The number must exactly match the Tracking Number assigned to the document. (Sample Searches)</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 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.</p>
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 Search Filing & Issuances.</p> <p>To search only for Orders, unselect (click <input checked="" type="checkbox"/>) all document type options except Search Orders.</p> <p>To search only for transcripts, agendas, etc, unselect (click <input checked="" type="checkbox"/>) all document type options except Search Supporting Documents for Hearings/Meetings. (Sample Searches)</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).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>To limit the types of Orders included in the results, use Limit search to the selected Order types. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on selecting 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).</p> <p>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.</p> <p>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.</p> <p>To limit the types of filings and issuances included in the results, use Limit search to the selected Order types. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on selecting Order types.</p>

Field	How to Use this Field
Matter Criteria	
Matter Number	<p>Enter the matter (i.e., docket, tariff) number (e.g., U-06-107) with which the document is associated. (Sample Searches)</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>
Matter Status	<p>By default, documents associated with open and closed (including archived) matters are searched.</p> <p>To search only for documents associated with open matters, unselect Search Closed Matters (click <input checked="" type="checkbox"/>); leave Search Open Matters selected.</p> <p>To search only for documents associated with closed matters, unselect Search Open Matters (click <input checked="" type="checkbox"/>); leave Search Closed Matters selected. (Sample Searches)</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. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on selecting 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). Select one or more matter subtypes to search for documents associated with particular subtypes.</p> <p>Only documents associated with matters of the highlighted subtypes will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on selecting matter subtypes.</p>
Entity/Certificate Criteria	
Entity Name	<p>Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) associated with the document. (Sample Searches)</p> <p>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.</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>
Certificate Number	<p>Enter the certificate number of the CPCN, Provisional Certificate, or Registration associated with the document. (Sample Searches)</p> <p>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.</p> <p>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.</p>

Field	How to Use this Field
<p>Limit search to the selected certificate/registration types</p>	<p>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.</p> <p>Only documents associated with certificates of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select certificate/registration types.</p> <p>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.</p>
<p>Utility Type Criteria</p>	
<p>Limit search to the selected utility types</p>	<p>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.</p> <p>Only documents associated with certificates of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on selecting utility types.</p> <p>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.</p>

Sample Searches

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.

Refer to [Performing Full-Text Searches](#) for additional examples for the Word(s) or Phrase field.

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	<i>Start Date: 1/1/2007</i>
	Document Type	<i>Unselect Search Filings & Issuances Unselect Search Supporting Documents for Hearings/Meetings</i>
	Limit search to the selected Order types	<i>Select the following: "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"</i>
	Matter Status	<i>Unselect Search Closed Matters</i>
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	<i>Start Date: 1/1/2006</i>
	Document Type	<i>Unselect Search Supporting Documents for Hearings/Meetings</i>
	Limit search to the selected filing types	<i>Select "R&F - Petition for Intervention"</i>
	Limit search to the selected Order types	<i>Select the following: "Closing Order" "Errata" "Initiating-Chair" "Initiating-Panel" "Final" "Substantive Order"</i>
	Limit search to the selected matter types	<i>Select "U - Docket"</i>

Search Results

Refer to [Documents Search Results Table](#) for a description of the data displayed in the search results.





Advanced Search: Matter





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.

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

Search Criteria Fields

Field	How to Use this Field
Containing Text	
Word(s) or Phase	<p>Enter the words or phase you want to find within documents associated with the matter or within the matter description and synopsis.</p> <p>Note: To search just the matter description and synopsis, unselect all Document Type options. Refer to Document Type criteria field for additional information.</p> <p>Wildcards, word stems, Boolean operators, and proximity operators may be used. Refer to Performing Full-Text Searches for additional information on creating full-text search terms.</p>
Date Criteria	
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. (Sample Searches)</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>

Field	How to Use this Field
Date Closed Between	<p>Enter dates to define the timeframe during which the matter was closed. Leave this field blank to include open matters in your search results.</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. (Sample Searches)</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 Criteria	
Matter Number	<p>Enter the matter (i.e., docket, tariff) number (e.g., U-06-107) for which to search. (Sample Searches)</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>
Matter Status	<p>By default, documents associated with open and closed (including archived) matters are searched.</p> <p>To search only for open matters, unselect Search Closed Matters (click <input checked="" type="checkbox"/>); leave Search Open Matters selected.</p> <p>To search only for closed matters, unselect Search Open Matters (click <input checked="" type="checkbox"/>); leave Search Closed Matters selected. (Sample Searches)</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. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select matter subtypes.</p>
Document Criteria	
Tracking Number	<p>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)</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)).</p>
Document Type	<p>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.</p> <p><i>To search only the short description or title(synopsis) of the matter for the term, unselect (click <input checked="" type="checkbox"/>) all document types.</i></p> <p><i>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)</i></p>

Field	How to Use this Field
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>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.</p> <p>Only matters with Filings and Issuances of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes 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 matters that have particular types of Orders associated with them.</p> <p>Only matter with Orders of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select Order types.</p>
Entity/Certificate Criteria	
Entity Name	<p>Enter the name (or part of the name) of an entity (i.e., company, organization, etc.) associated with the matter. (Sample Searches)</p> <p>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.</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>
Certificate Number	<p>Enter the certificate number of the CPCN, Provisional Certificate, or Registration associated with the matter. (Sample Searches)</p> <p>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.</p>
Limit search to the selected certificate/registration types	<p>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.</p> <p>Only matters associated with certificates of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select certificate/registration types.</p>
Utility Type Criteria	
Limit search to the selected utility types	<p>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.</p> <p>Only matters of the highlighted types will be included in the search results. (Sample Searches)</p> <p>Refer to Using Multi-select List Boxes for information on how to select utility types.</p>

Sample Searches

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.

Refer also to [Performing Full-Text Searches](#) for additional examples for the Word(s) or Phrase field.

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 2005 with a filing, Order, or Supporting Document containing the phrase <i>Municipality of Anchorage</i> or <i>North Star Borough</i>	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"

Searching For	Search Criteria to Enter	
	<i>Field Name</i>	<i>Data</i>
All R- dockets with deadlines in the title or short description of the docket	Word(s) or Phrase	Deadlines
	Document Type	<i>Unselect Search Orders</i> <i>Unselect Search Filings & Issuances</i> <i>Unselect Search Supporting Documents for Hearings/Meetings</i>

Search Results

Refer to [Matters Search Results Table](#) for a description of the data displayed in the search results.

Search Results

Search Results Page



Clicking on the [Search Criteria page](#) (or clicking on a Quick Search link) opens the Search Results page with your results displayed, as in the screenshot below.

If your search produces more than 100 results, only the first 100 results that meet your criteria are displayed. If your search criteria did not match any results, a message that no results were found 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 menu 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 (7). The first row shows a checkbox, tracking number TR0705900, date 10/15/2007, type 'Conversion-Legal Filings', and a detailed description of a response to a joint request for extension of reconsideration period. The second row shows a checkbox, tracking number TR0705899, date 10/15/2007, type 'Appeal-Brief', and a description of a brief of appellee Golden Valley Electric Association, Inc. The third row shows a checkbox, tracking number TR0705898, date 10/15/2007, type 'PCE (Non-regulated)', and a description of a record fax from Tenakee Springs Electric. At the bottom of the table, there are 'Select All' and 'Select None' radio buttons, a 'Download Selected' button, an 'Add Selected to Cart' button, and a 'Tell me about the document Shopping Cart' link. Below the table, the 'Search Criteria' section (11) shows search parameters: Search by Type: Document, Start Date: 10/1/07, End Date: 10/15/07, and Search Documents from Hearings/Meetings (includes Transcripts). A lock icon indicates that the filing is confidential.

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

Number	Description
1 ▶ Modify Search	Click to return to the Search Criteria page (or the Quick 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 Search Criteria page (or the Quick search page), with no search criteria populated. Use this link to start a new search.

Number	Description
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.
4 	<p>Click to subscribe to an ongoing RSS feed for results that meet your search criteria. By subscribing to an RSS feed, you will be notified when a new result 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 Using RSS Feeds for additional information.</p>
5 Results per page <input type="text" value="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. Quick Searches return all results. For Search by Type and Advanced Search, 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	Each search has a default sort order, usually by date (most recent results first) or in alphabetical order. 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	<p>Table of search results. Refer to the appropriate search results table for information about each column.</p> <ul style="list-style-type: none"> ■ Documents Search Results Table ■ Matter Search Results Table ■ Hearing/Meeting Search Results Table ■ Entity Search Results Table ■ Certificate Search Results Table

Number	Description
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"/> ▶ Tell me about the document Shopping Cart	<p>Only applicable to searches returning documents (filings or orders). Select documents and either add them to your document Shopping Cart or download them. Refer to Document Shopping Cart for additional information about the Shopping Cart.</p> <p>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.</p>
11 Search Criteria Search by Type Document Start Date: 6/1/07 Order Types: Final Filing Types: R&F - Motion	Lists the search performed and the search criteria entered.


Documents Search Results Table

The Documents Search Results table is displayed when the following searches are performed:

- Document Quick Searches (Recent Documents and Issued Orders)
- Search by Type: Documents
- Search by Type: Documents Full Text
- Advanced Search: Document

The following fields are included in the documents search results table:

Field	Description
<input type="checkbox"/>	Select to add the document to your Shopping Cart. Refer to Document Shopping Cart for additional information about the 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"> ■ 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. Note: Quick Search results do not include a link to More Details. 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"> ■ 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 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"> ■ 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	<p>Matters associated with the document.</p> <p>Click a matter number to open the matter's details page, which includes the following:</p> <ul style="list-style-type: none"> ■ 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
Match Found In	<p><i>Only applicable to Search by Type: Documents Full-Text and Advanced Search: Document results.</i></p> <p>Note: With full-text searches, 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.</p> <p>Identifies where the match was found: a specific file, document description, or document synopsis.</p>
	<p>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.</p> <p>Note: Quick Searches results do not include the confidentiality indicator.</p>

Matter Search Results Table

The Matter Search Results table is displayed when the following searches are performed:

- Matter Quick Searches (All Open Matters, All Open Utility Dockets, All Open Pipeline Dockets, All Open Rule-making Dockets, All Open Appeals, All Open Tariff Matters, All Open Provisional Certification Matters, All Open Registration Matters)
- Search by Type: Open Matters
- Search by Type: All Matters
- Advanced Search: Matter

The following fields are included in the matter 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: <ul style="list-style-type: none"> ■ 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, 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. Note: Quick Search results do not include a link to More Details. 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: <ul style="list-style-type: none"> ■ 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: <ul style="list-style-type: none"> ■ 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.

Field	Description
Date Closed	The date the matter was closed.
Match Found In	<i>Only applicable to Advanced Search: Matter results.</i> Identifies where the match was found: a specific file associated with the matter, matter short description, or matter title (synopsis).

Hearing/Meeting Search Results Table

The Hearing/Meeting Search Results table is displayed when the following searches are performed:

- Search by Type: Hearings & Meetings

The following fields are included in the hearing/meeting search results table:

Field	Description
Type	The type of hearing or meeting. Public Meetings, Workshops, and Tariff Action Meetings are listed as "Commission Meetings." Click a type to open the hearing's or meeting's details page, which includes the following: <ul style="list-style-type: none">■ Summary information about the hearing or meeting, including date, time, and location■ Meeting agenda, if applicable■ Electronic files, such as transcripts or audio files (if available)
Description	A brief description of the hearing or meeting.
Status	The scheduling status of the hearing. Public Meetings, Workshops, and Tariff Action Meetings do not have statuses.
Start Date	The starting date of the hearing or meeting.
End Date	The ending date of the hearing or meeting.
Time	The time of the hearing or meeting.

Entity Search Results Table

The Entity Search Results table is displayed when the following searches are performed:

- Search by Type: Entities

The following fields are included in the entity search results table:

Field	Description
Entity	Full legal name of the entity. Click an entity name to open the entity's details page, which includes the following: <ul style="list-style-type: none">■ Contact information for the entity■ List of the entity's certificates and current tariff■ Matters and filings associated with the entity■ Pending actions the entity needs to complete
Short Name	The RCA-assigned short name.
Utility Types	Any utility types from certificates associated with the entity.
Contact Information	Primary mailing address and telephone number of the entity, as reported to the RCA.
Website	Website of the entity, as reported to the RCA. Click a website address to open the entity's website.

Certificate Search Results Table

The Certificate Search Results table is displayed when the following searches are performed:

- Certificate Quick Searches (All Active CPCNs, All Active Provisional Certifications, All Active Registrations)
- Search by Type: Certificates

The following fields are included in the certificate search results table:

Field	Description
Certificate Number	The certificate number matching your search criteria. 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">■ 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
Certificate Type	The general type of certificate: Certificate of Public Convenience and Necessity (CPCN), Provisional Certification (PCPCN), or Registration.
Entity	The entity currently associated with the certificate; the RCA-assigned short name is displayed. Click an entity name to open the entity's details page, which includes the following: <ul style="list-style-type: none">■ Contact information for the entity■ List to the entity's certificates and current tariffs■ Matters and filings associated with the entity■ Pending actions the entity needs to complete
Certificate Name	The name on the certificate.
Utility Type	The utility type associated with the certificate.
Certificate Status	The current status of the certificate.

Document Shopping Cart

The document Shopping Cart is an area where you can collect documents in which you're interested. By using the Shopping Cart, you don't have to download each document individually as you are looking for information. Instead, you can select all the documents you want and download them at one time for review later.

Important: Your Shopping Cart automatically empties when you close the browser session. Make sure you download the documents you want before closing the browser.

You can review your Shopping Cart at any time and remove documents if you change your mind.

There is no charge for downloading documents.

Understanding Shopping Cart Items


You may add two types of items to your Shopping Cart: **documents** (which include Filings, Orders, and Supporting Documents) or **files** (individual electronic files, such as a Microsoft Word document or a PDF). The type of item you can add depends on which page you're viewing.

Documents can be added from any page that includes a table with a list of Filings, Orders, and/or Supporting Documents. These tables will always include a Tracking Number that uniquely identifies the document. The following is a sample table containing documents.

To sort by a column, click the column heading. Total Results: 32
< Previous Next >

	Tracking Number	Date	Type	Description
<input type="checkbox"/>	TR0702409	4/24/2007	Public Comments	REPLY COMMENTS OF BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA) INC. ON PROPOSED REGULATIONS IN RESPONSE TO ORDER NO. 2 by L. Veerman, GUESS & RUDD P.C., Atty f/ BP Pipeline (Alaska) Inc. and BP Transportation (Alaska) Inc. More Details
<input type="checkbox"/>	TR0702209	4/12/2007	Conversion-Legal Filings	COMMENTS OF BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA) INC. ON PROPOSED REGULATIONS IN REPSONSE TO COMMISSION ORDER NO. 2 by M. McLaughlin, GUESS & RUDD P.C., Atty f/ BP Pipeline (Alaska) Inc. and BP Transportation (Alaska) Inc. More Details
<input type="checkbox"/>	TR0702102	4/9/2007	Conversion-Legal Filings	NOTICE BY BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA) INC. OF INTENT TO PARTICIPATE AT PUBLIC HEARING ON APRIL 11, 2007 by M. Brown f/ M. McLaughlin, GUESS & RUDD P.C., Atty f/ BP Pipelines (Alaska) Inc. and BP Transportation (Alaska) Inc. (More Details

< Previous Next >

Select All Select None  = Filing is confidential & may be accessed only by authorized users

[▶ Tell me about the document Shopping Cart](#)

Refer to [Adding Documents \(Filings or Orders\) to Your Shopping Cart](#) for additional information.

Files can be added from most pages that include a table listing files, including a file name, file size, and file type. A following is a sample table containing files.

To sort by a column, click the column heading. Total Results: 1

	File Name	Description	File Size	File Type
<input type="checkbox"/>	0426200708322218.pdf	(In the Matter of the Consideration of Regulations Revising Requirements for Application for Certificates of Public Convenience and Necessity for Pipeline Carriers Under AS 42.06) REPLY COMMENTS OF BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA)	168815 kb	.pdf

Show Supporting Documents

Select All Select None = File is confidential & may be accessed only by authorized users.

[▶ Tell me about the document Shopping Cart](#)

Refer to [Adding Files to Your Shopping Cart](#) for additional information.

Understanding Relationships Between Documents and Files

Typically, a *document* is made up of one or more *files*; the document is like a folder that contains one or more files. In the example below, the *document* TR075417 includes two *files*: Supplemental Filing 1.pdf and 060614.pdf. If you clicked the tracking number in the table listing documents, a Filing Details page would open, which would include a table listing the two files.

To sort by a column, click the column heading. Total Results: 4

Tracking Number	Date	Type	Description	Entities	Certificates	Related Matters
<input type="checkbox"/> 07-0126	2/21/2007	Initiating-Chair	U-07-18(1). Order Addressing the Timeline for Decision, Designating Commission Panel, and Appointment Administrative Law Judge	UNICOM		U-07-18
<input type="checkbox"/> TR075420	2/15/2007	Public Meeting Agenda	Public Notice			U-07-18
<input type="checkbox"/> TR075417	3/12/2007	Supplemental Filing	Supplemental Filing to the Request for Designation as an ETC Washington, Martha	UNICOM		U-07-18
<input type="checkbox"/> TR065252	2/9/2007	Application-ETC	Request for Designation as an Eligible Telecommunications Carrier Taylor, Robert	UNICOM		U-07-18

	File Name	Description	File Size	File Type
<input type="checkbox"/>	Supplemental Filing 1.pdf	Supplemental Filing	1087934 kb	.pdf
<input type="checkbox"/>	060614.pdf	Transcript	171682 kb	.pdf

[▶ Tell me about the document Shopping Cart](#)

Therefore, when you add a document to your Shopping Cart, you are adding all the files that are included in that document. When you open the Shopping Cart, you would see the two files listed with information about the document, as highlighted below.

Shopping Cart
[Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
07-0737	6/13/2007	Hearing Transcript for 07/21/07		<input type="checkbox"/> 060614.pdf: Transcript (171682 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> 060614.pdf: Transcript (171682 kb) <input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None File is confidential & may be accessed only by authorized users.

If you add a document to the Shopping Cart, you may remove one or more of the files included in the document from the Shopping Cart page. Refer to [Removing Files from Your Shopping Cart](#).

Although adding a document automatically adds all files included in that document, you can add individual files to the Shopping Cart from tables listing files (refer to [Adding Files to Your Shopping Cart](#)). For example, if you opened the Filing Details page for Supplemental Filing TR075417 (used in the previous example), you would see the following table of files.

Supplemental Filing to the Request for Designation as an ETC

Supplemental filing by Unicom related to request for designation as an eligible telecommunications carrier.

Type Supplemental Filing
Date Filed 3/12/2007
Tracking Number TR075417
Filed By
Entities UNICOM
Certificate(s)
Means Received Regular Mail
Matters U-07-18 In the Matter of the Request by UNICOM, INC. for Designation as a Carrier Eligible Telecommunications to Receive Universal Service Support Under the Telecommunications Act of 1996 in the Study Area Served by the UNITED-KUC, INC.

To sort by a column, click the column heading. **Total Results: 2**

File Name	Description	File Size	File Type
<input type="checkbox"/> Supplemental Filing 1.pdf	Supplemental Filing	1087934 kb	.pdf
<input type="checkbox"/> 060614.pdf	Transcript	171682 kb	.pdf

Select All Select None File is confidential & may be accessed only by authorized users.

[Tell me about the document Shopping Cart](#)

From this files table, you could choose to add Supplemental Filing 1.pdf to your Shopping Cart while not adding 060614.pdf. If you did this, your Shopping Cart would include the following row:

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)

While many files are associated with documents, some files, such as those available through the Forms Library, exist separately from all documents. When these files are added to your Shopping Cart, fields that do not apply to the file would be blank, as in the following sample.

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)

Adding Documents (Filings, Orders, or Supporting Documents) to Your Shopping Cart

Documents—which include Filings, Orders, and Supporting Documents—can be added from any page that includes a table with a list of Filings or Orders. These tables will always include a Tracking Number that uniquely identifies the document. Refer to [Understanding Shopping Cart Items](#) for a complete discussion of documents and their relationship to files.

Follow these steps to add documents to your Shopping Cart.

1. Within a document table, select the (checkbox) next to Tracking Number for each document to add to your Shopping Cart.

Note: To select all the checkboxes, click **Select All**.


To clear all selected checkboxes, click **Select None**.

To clear one selected checkbox, click the again.

2. Click . The selected documents (those where the box is checked [) are added to your Shopping Cart, and a confirmation message is displayed.

Note: To immediately download the selected documents, instead of adding them to the Shopping Cart, click . You will be prompted to select a location to which to download a .zip file containing all the files for the selected documents. A .zip file is a single file that contains multiple other files, which are compressed. .Zip files reduce the combined file size of documents being downloaded and enable multiple files to be download simultaneously.

Individual files can only be opened directly from a files table. Click the Tracking Number to open a detail page for the document. This page includes a list of the files that are part of the document. Click a File Name to open the file.

3. Click . The page from which you added the document to the Shopping Cart is displayed.

Important: Your Shopping Cart will be emptied when you close your Web browser. If you want to download the files you added to your Cart, you must open your Shopping Cart and download the files. Refer to [Downloading Files from Your Shopping Cart](#).

Adding Files to Your Shopping Cart

Files, which are electronic files such as Microsoft Word documents or PDFs, can be added from any page that includes a table with a list of files. These tables will always include a File Name. Refer to [Understanding Shopping Cart Items](#) for a complete discussion of files and their relationship to documents.

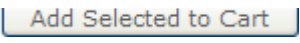
Follow these steps to add files to your Shopping Cart.

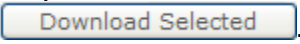
4. Within a files table, select the (checkbox) next to the File Name for each file to add to your Shopping Cart.

Note: To select all the checkboxes, click **Select All**.

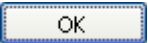
To clear all selected checkboxes, click **Select None**.

To clear one selected checkbox, click the again.

5. Click . The selected files are added to your Shopping Cart, and a confirmation message is displayed.

Note: To immediately download the selected files, instead of adding them to the Shopping Cart, click . You will be prompted to select a location to which to download a .zip file with all the selected files. A .zip file is a single file that contains multiple other files, which are compressed. .Zip files reduce the combined file size of documents being downloaded and enable multiple files to be download simultaneously.

To view the file without downloading it, click the File Name. The file opens in a new window, using the appropriate software for the file type. If you do not have software that can read the file type, you will not be able to open the file. Refer to [Frequently Asked Questions](#) for a list of common file types and associated software.


6. Click . The page from which you added the file to the Shopping Cart is displayed.

Important: Your Shopping Cart will be emptied when you close your Web browser. If you want to download the files you added to your Cart, you must open your Shopping Cart and download the files. Refer to [Downloading Files from Your Shopping Cart](#).


Viewing Your Shopping Cart

The Shopping Cart can be opened from any page within the RCA website that contains the standard page header.

Follow these steps to view your Shopping Cart.

1. Choose one of the following options:
 - a. Click  [View Cart](#) in the top of the webpage.
 - b. From the website menus, open RCA Library | Shopping Cart.

The Shopping Cart page is displayed.

Note: If a file in the Shopping Cart is not associated with a document (e.g., a form from the Forms Library), some fields will be blank. Files with a  are confidential; although you may download information about it, you may not view or download the file itself.

Shopping Cart

[Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None File is confidential & may be accessed only by authorized users.

[Download Selected Files](#) [Remove Selected Files](#)

Important: Your Shopping Cart will be emptied when you close your Web browser. If you want to download the files you added to your Cart, you must open your Shopping Cart and download the files. Refer to [Downloading Files from Your Shopping Cart](#).

2. With the Shopping Cart open, you may perform the following functions:
 - a. **Open a file**—Click the File Name. The file opens in a new window, using the appropriate software for the file type. If you do not have software that can read the file type, you will not be able to open the file. Refer to [Frequently Asked Questions](#) for a list of common file types and associated software.
 - b. **View details about a document**—Click the Tracking Number to open the document details page.

Note: For Supporting Documents, the Tracking Number is not a link. To view the files, you must click on the file name. Refer to Open a File above.

- c. **Export a list of your Shopping Cart contents**—Refer to [Exporting a List of Your Shopping Cart Contents](#).
- d. **Remove files from your Shopping Cart**—Refer to [Removing Files from Your Shopping Cart](#).
- e. **Download files from your Shopping Cart**—Refer to [Downloading Files from Your Shopping Cart](#).

Exporting a List of Your Shopping Cart Contents

At any time, you may export a list of the contents in your shopping cart as a .txt file. The .txt file contains information about the files in your Shopping Cart, including date, type, description, and related entities and matters. Refer to the [Frequently Asked Questions](#) for additional information about the .txt file.

Follow these steps to export a list of your Shopping Cart contents.

1. Open your Shopping Cart. Refer to [Viewing Your Shopping Cart](#). The Shopping Cart page is displayed.

Shopping Cart

▶ [Export List of Shopping Cart Contents](#)

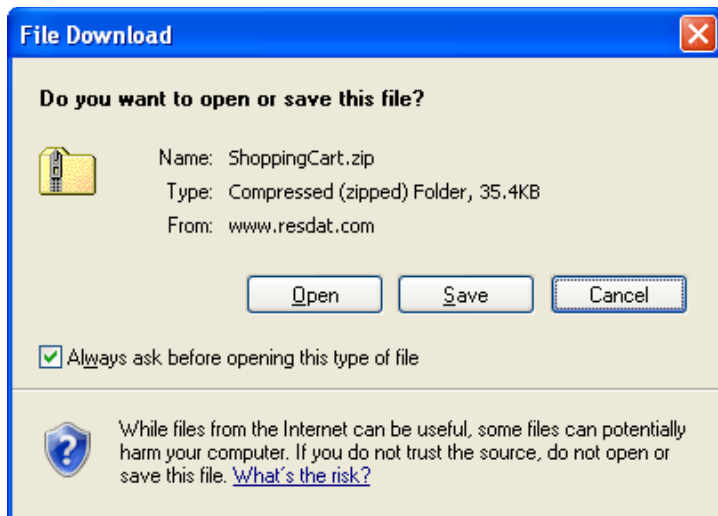
Important: Your Shopping Cart will be emptied when you close the Web browser.

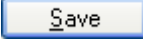
To sort by a column, click the column heading. **Total Results: 3**

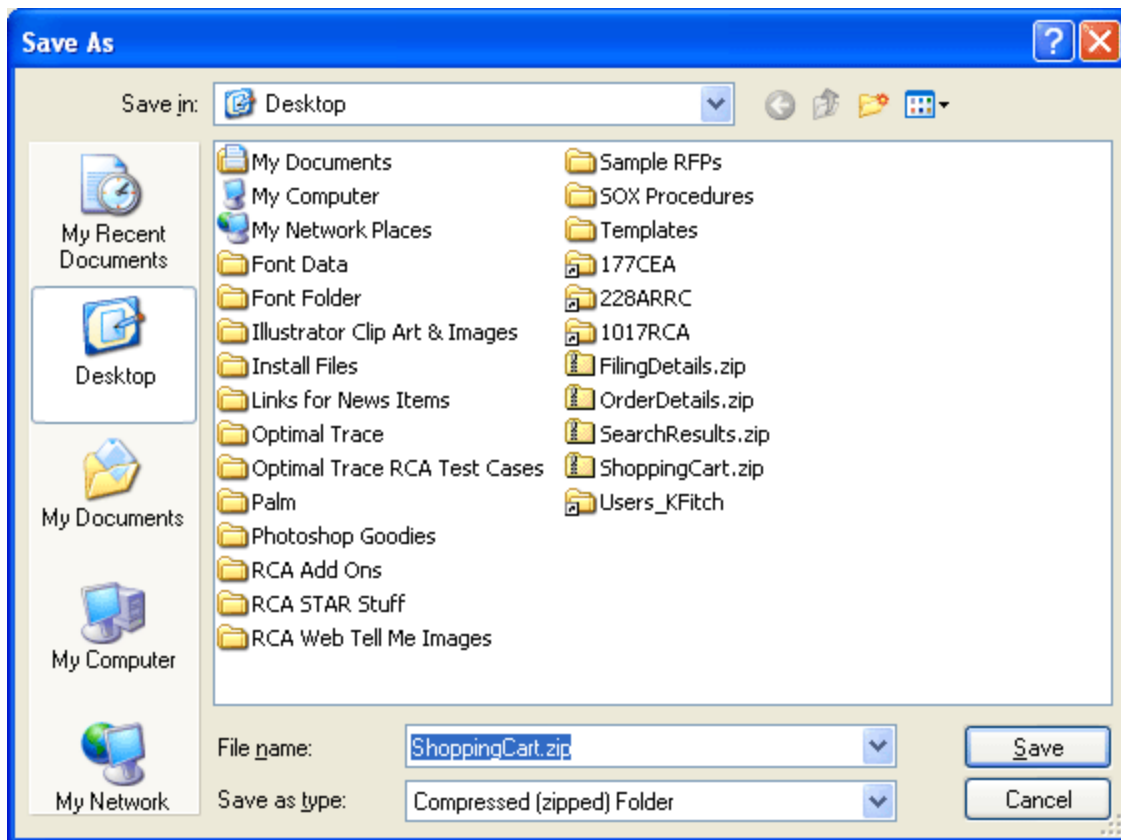
Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

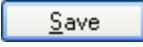
Select All Select None
 File is confidential & may be accessed only by authorized users.

2. Click ▶ [Export List of Shopping Cart Contents](#). A File Download dialog box is displayed for downloading a .zip file containing a text file that contains information about the files in your shopping cart, including date, type, description, and related entities and matters. Refer to the [Frequently Asked Questions](#) for additional information about the .txt file.



3. Click . A Save As dialog box is displayed.



4. Browse to the location where you want to save the .zip file.
5. Enter the File name.
6. Click . The .zip file is downloaded, and a Download complete dialog box is displayed. You may open the .zip file or close the dialog box.

Removing Files from Your Shopping Cart

After adding documents/files to your Shopping Cart, you may decide you are not interested in one or more files. These files/documents may be removed from the Shopping Cart at any time.

Follow these steps to remove files from your Shopping Cart.

1. Open your Shopping Cart. Refer to [Viewing Your Shopping Cart](#). The Shopping Cart page is displayed.

Shopping Cart

[▶ Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None
 File is confidential & may be accessed only by authorized users.

2. Select the (checkbox) next to File Name for each file to remove from your Shopping Cart. To remove an entire document (row), select all files in that row.

Note: To select all the checkboxes, click Select All.
 To clear all selected checkboxes, click Select None.
 To clear one selected checkbox, click the again.

Shopping Cart

[▶ Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input checked="" type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None
 File is confidential & may be accessed only by authorized users.

- Click [Remove Selected Files](#). The Shopping Cart is refreshed, and the file is removed.

Shopping Cart

[▶ Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)

Select All Select None File is confidential & may be accessed only by authorized users.

[Download Selected Files](#) [Remove Selected Files](#)

Downloading Files from Your Shopping Cart

After adding documents or files to your Shopping Cart, you may download files or documents to your computer. You do not have to download all files in your Shopping Cart; instead, you may select the files to download.

Follow these steps to download files from your Shopping Cart.

- Open your Shopping Cart. Refer to [Viewing Your Shopping Cart](#). The Shopping Cart page is displayed.

Shopping Cart

[▶ Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None File is confidential & may be accessed only by authorized users.

[Download Selected Files](#) [Remove Selected Files](#)

2. Select the checkbox () next to the File Name for each file to download. To download an entire document (row), select all the files in that row.

Note: To select all the checkboxes, click **Select All**.

To clear all selected checkboxes, click **Select None**.

To clear one selected checkbox, click the again.

Shopping Cart

[▶ Export List of Shopping Cart Contents](#)

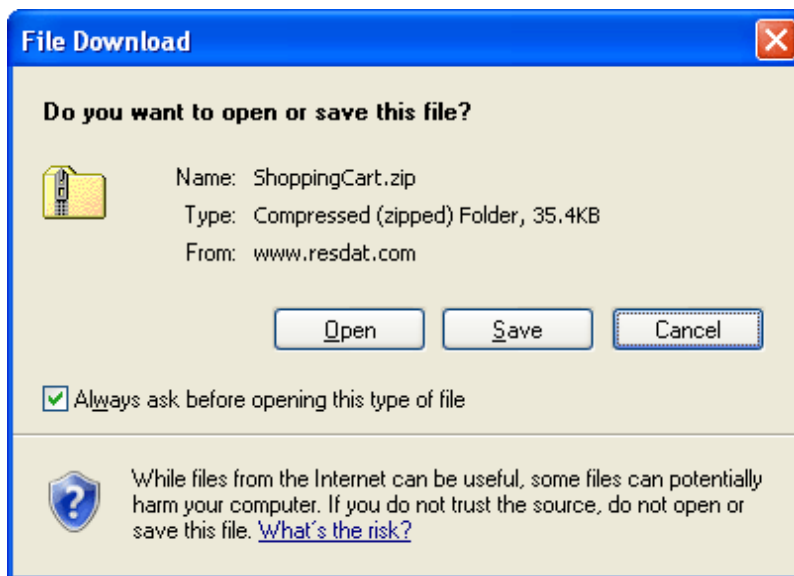
Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

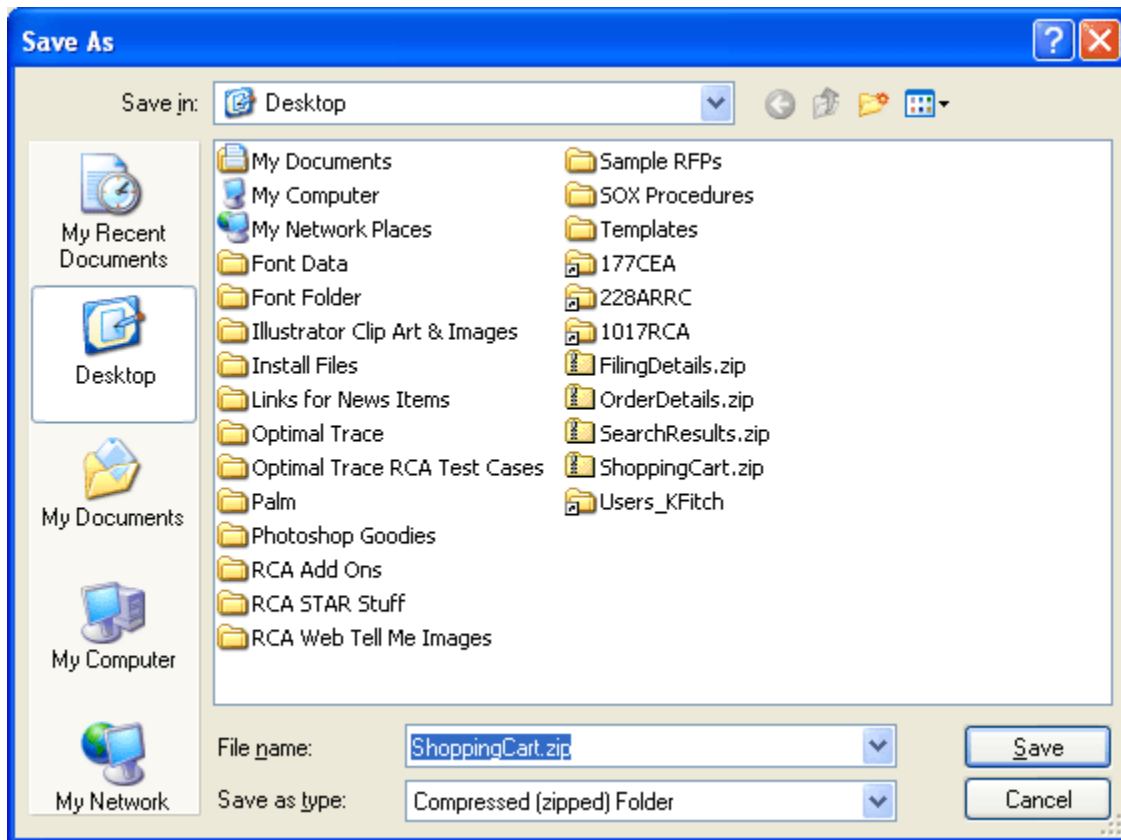
Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input checked="" type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

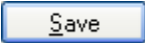
Select All Select None
 File is confidential & may be accessed only by authorized users.

3. Click . A File Download dialog box is displayed for downloading a .zip file containing all the selected files. A .zip file is a single file that contains multiple other files, which are compressed. .Zip files reduce the combined file size of documents being downloaded and enable multiple files to be downloaded simultaneously.



4. Click . A Save As dialog box is displayed.



5. Browse to the location where you want to save the .zip file.
6. Enter the File name.
7. Click . The .zip file is downloaded, and a Download complete dialog box is displayed. You may open the .zip file or close the dialog box.

Note: The .zip file not only includes the selected files, but it also includes a .txt file that contains information about the files you downloaded, including date, type, description, and related entities and matters. Refer to the [Frequently Asked Questions](#) for additional information about the .txt file.

Meeting with the Commissioners

You may submit a request to meet with one or more of the RCA Commissioners or to make a presentation at a public meeting. After reviewing your request, the RCA will contact you using the phone number and email address provided.

Note: Per Alaska Statutes and Regulations, RCA Commissioners, presiding officers, and staff "may not, except upon reasonable notice and opportunity for all parties to participate, communicate with a party, and other affected persons, about any issue of fact, law, or policy in a pending adjudicatory proceeding." (3 AAC 48.020(g)). For your request to be granted, it must comply with all Alaska Statutes and Regulation concerning ex parte communication.

To submit a meeting request, complete the following steps:

1. Under Contact Us, select Meeting with the Commissioners. The Meeting with the Commissioners page is displayed.
2. Enter your **Name, Phone Number, Email Address**, and what type of meeting you are requesting. After you select the type of meeting, the page displays additional fields.
3. Complete the requested information about your request. Please be as complete as possible.
4. Click **Submit**. The request is submitted to the RCA.