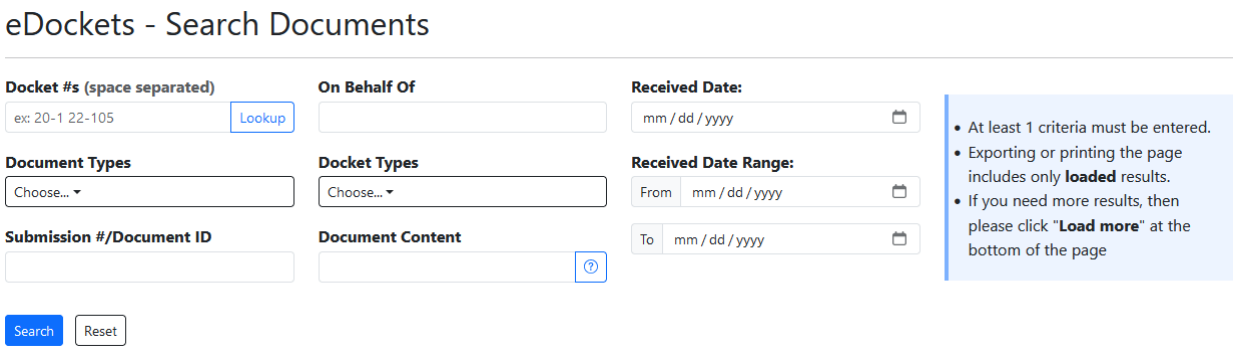
eDockets Search Help/Instructions with Screenshots

Search Criteria



To search for documents in the eDockets system, enter at least one of the following criteria and click “Search”:

- **Docket #s** - The unique number assigned to a case.
  Examples: 16-664, 23-413, etc.
- **Document Types** - A general description of the document from a dropdown list.
  Examples: Initial Filing, Order, Notice, Testimony, etc.
- **Submission #/Document ID** - The unique number assigned to the document in the eDockets Search System. Note: Documents within the same eFiling submission share the first two parts of their document ID, but the last part is unique to each document in the submission.
  Example: 20246-175008-01, 20246-175008-02, 20246-175008-03, etc.
- **On Behalf Of** - The name of the entity the document was filed on behalf of.
  Examples: FAST Energy, Rapid Telecommunication Company, etc.
- **Docket Types** - The type of case with which the document is affiliated can be selected from a dropdown list.
  Examples: Affiliated Interest, Certificate of Need, Federal Docket, Periodic Reports, etc.
- **Document Content** - Search the content of the documents by keyword.
  - Document Content searches within the contents of all full-text searchable files.
  - Document Content search not only looks for your search terms, but also for words similar to those terms. For example, searching for the word "month" will return documents containing the words month or months.
  - Search is not case sensitive.
  - Results will not include TIF files or PDF files that don’t utilize optical character recognition.
  - If you're unsure of the spelling, or other variation in the document, then you can use a wildcard character in your search term.
    Special characters can be used for advanced search as described below:

Special Character(s) / Keywords	Behavior
Asterisk (*)	Used as a wildcard character.
Minus sign (-)	When a minus sign is the first character of a term, only documents that do not contain the term are returned.
NOT	When preceding a term, only documents that do not contain the term are returned.
Question mark (?)	Used as a wildcard character.
Tilde (~)	Used for fuzzy searches.
Double ampersand (&&)	Used for AND logic.
AND	Used for AND logic.
Double vertical bar (||)	Used for OR logic.
OR	Used for OR logic.
Parentheses	Used for grouping.

Examples

Search Term(s)	Results
• Wo*d	results containing: "wood", "world", OR "would"
• ?an	results containing: "ran", "can", but NOT "span"
• Jack AND Jill • Jack Jill • Jack && Jill	results containing both "Jack" AND "Jill"
• Jack OR Jill • Jack || Jill	results containing both "Jack" OR "Jill"
• ~Jack Jill • NOT Jack Jill	results NOT containing "Jack" but containing "Jill"
• Jacc~	results containing the queried term "Jacc", OR similar terms as well (ex:"Jack")
• (Jack Jake) || Jill • (Jack AND Jake) OR Jill	results containing ("Jack" AND "Jake") OR "Jill"

- **Received Date** - The business day on which the document was received, meaning the business day on which the submission containing the document was completed.
  This date may vary from the Document Date listed within the file.
  Examples: 06/01/2024, 01/15/2024, etc.
  Note: eFiled documents are generally searchable within 24 hours of receipt.
- **Received Date Range** - A range of dates the document was received within.
  Examples: From 06/01/2024, To 06/10/2024, etc.

Search Results

#	Document ID	Class	Docket #	On Behalf Of	Document Type	Additional Info	Received Date
1	20246-175009-04	Public	21-1 (PR)	DOC	Brief		06/11/2024
2	20245-174966-01	Public	22-105 (AM)	DOC	Brief	Public Doc Tariff Test	05/01/2024
3	20244-174935-01	Public	20-1 (PR)	DOC	Brief	Test	04/25/2024
4	20242-174889-01	Public	22-100 (AM)	DOC	Brief	Company Contacts Test	03/04/2024
5	20243-174892-01	Public	22-100 (AM)	DOC	Brief	Company Contacts Serve All Company Contacts Test	03/04/2024
6	20241-174865-02	Trade secret	20-100 (AM)	DOC	Brief	OAH TS Test	01/17/2024

To view a document from the results, click the Document ID number on the left-hand side. Clicking the Document ID will open the document in a new tab/window or download it.

Note on Class:
Public- These documents do not require you to be registered or logged in to view them.
Trade Secret- Access to Trade Secret documents is restricted to those with the proper authorization. If you cannot view a restricted document to which you should have access, login to your eFiling account and try again. If you are still unable to view the document, try accessing eDockets using a different device and/or a different web browser. If that doesn't work, check with your IT department. If you're unable to resolve the issue, contact efiling.admin@state.mn.us for additional assistance.

Bookmarking/Favoriting Search Results:

- Search results can be saved using the bookmark/favorite function of your internet browser. The bookmark/favorite can then be used to run the search again at a later time.

Reset Button



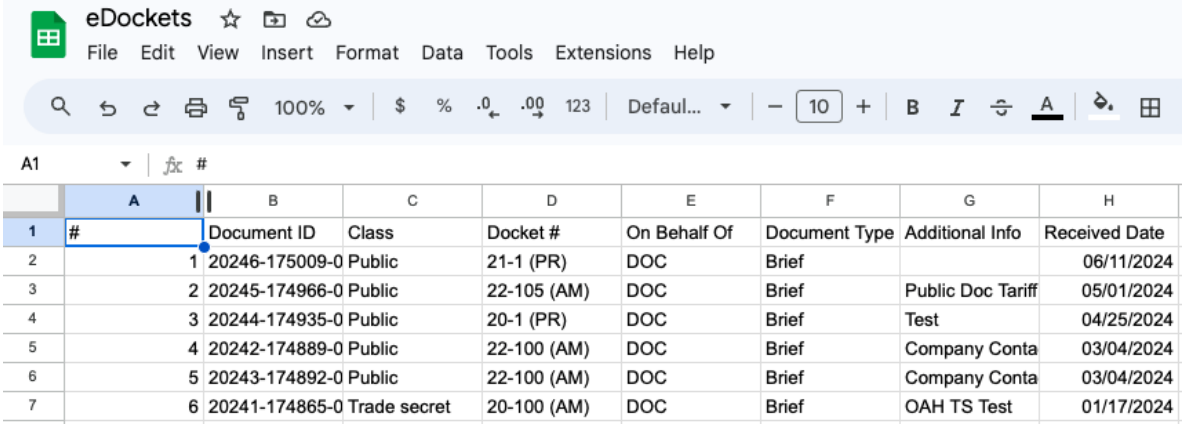
Click the "Reset" button to clear previously entered search criteria and reset the search.

Export Page



Click the "Export Page (CSV)" button to export and download a spreadsheet of the search results.
Note: The exported CSV version does not contain links to the documents in the search results.

Note: Exporting the page includes only the currently loaded results. If additional results are available, click "Load more" at the bottom of the page to add those results to your export. If you want all the search results to be included in the CSV file, keep clicking the "Load more" button until there are no additional results and then click the "Export page (CSV)" button.



#	Document ID	Class	Docket #	On Behalf Of	Document Type	Additional Info	Received Date
1	20246-175009-0	Public	21-1 (PR)	DOC	Brief		06/11/2024
2	20245-174966-0	Public	22-105 (AM)	DOC	Brief	Public Doc Tariff	05/01/2024
3	20244-174935-0	Public	20-1 (PR)	DOC	Brief	Test	04/25/2024
4	20242-174889-0	Public	22-100 (AM)	DOC	Brief	Company Conta	03/04/2024
5	20243-174892-0	Public	22-100 (AM)	DOC	Brief	Company Conta	03/04/2024
6	20241-174865-0	Trade secret	20-100 (AM)	DOC	Brief	OAH TS Test	01/17/2024

Print Page



Click the “Print page” button to print a list of the search results. This can be used to print the results as a PDF file or as a paper document.

Note: Printing the page includes only loaded results. If additional results are available, click “Load more” at the bottom of the page to add those results to the printed document. If you want all the search results to be included in the printed document, keep clicking the “Load more” button until there are no additional results and then click the “Print page” button.

