eDockets Search Help Instructions

You do not need to be registered as a user (have a username and password) to use eDockets Search.

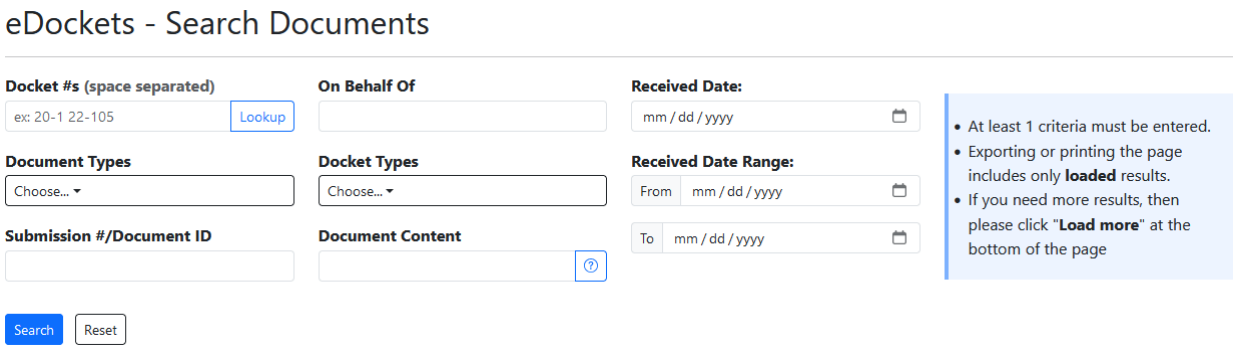
Documents from cases beginning in 1975 are searchable in eDockets.

eFiled documents are generally searchable within 24 hours of receipt.

File Format, Device, and Web Browser Information:

- Documents are stored in four formats: PDF, Excel, CSV, and TIFF. Appropriate software is required to view all document types. Contact your IT support team if you are having difficulties viewing documents, or use the download options provided in the app.
- Using a PC is recommended, but the app may be compatible with alternative devices, such as tablets and mobile phones.
- eFiling is designed to be compatible with Mozilla Firefox, Google Chrome, and Microsoft Edge web browsers. The app has been developed with Bootstrap 5.3 and may be compatible with other web browsers. Visit Bootstrap's website for more information on supported browsers and devices.

Search Screen



A basic search must include one of the following fields:

- Docket #s: A unique number assigned to each case.
  - The search requires only the year and sequence portion of the docket number (e.g., 08-110).
  - CIP docket numbers may include a decimal and two numbers at the end of the sequence number (e.g., 04-820.05).
- Document Types: A dropdown list provides options describing the general nature of the document (e.g., order, brief, comments).
- Submission #/Document ID: A 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.

- On Behalf Of: The name of the entity the document was filed on behalf of.
- Docket Types: A dropdown list allows you to search based on the type of case (e.g., property acquisition or general rate case).
- 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.
- Received Date Range: A range of dates within which the document was received.

Search Results:



Reset:

- Removes current search criteria to reset the search.

Export Page (CSV):

- Exports search results to a CSV file. The CSV file will only include the currently loaded results. To include more results in the CSV file, click “Load More” at the bottom of the page.

Print Page:

- Prints results (includes only loaded results, for more results, click “Load More” at the bottom of the page). This can be used to print the results as a PDF file or as a paper document.

Sort:

- Click on the header of each result column to re-sort current results.

Viewable:

- Public documents can be viewed by clicking the Document ID.

Non-viewable (documents that appear in the search results but cannot be viewed):

- Trade Secret documents- Unless the user has proper authorization.
- Transcripts
    - Arrangements may be made with the court reporter to purchase a copy of the transcript by contacting reporters@janetshaddix.com.
    - Alternatively, you may contact the Department of Commerce at 651-539-1500 to make an appointment to review a transcript in person at the Golden Rule Building in downtown Saint Paul.

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.