



Iowa Utilities Board Electronic Filing System

What is EFS?

The Electronic Filing System (EFS) is the web-based application used by the Iowa Utilities Board (IUB) to receive electronic filings from external users. EFS is the repository of most documents electronically filed with the IUB and orders issued by the IUB in proceedings initiated on or after January 2, 2009, the effective date of the IUB's electronic filing requirement. EFS makes orders and non-confidential documents available on the IUB website for public searching and download. The IUB's rules governing electronic filing and identifying exceptions to the electronic filing requirement are found at [199 Iowa Administrative Code chapter 14](#).

Electronic filing

EFS allows for electronic submission of consumer complaints, applications, comments and objections, petitions, motions, and other filings by guest users and registered users. The IUB may require any user who will make regular or numerous filings with the IUB to establish an account as a registered user. A user ID is helpful in filing but is not needed to access any public information filed with the IUB on or after January 2, 2009.

Beginning November 16, the username (your email address) and password used to access EFS will be created through the web-based application IUB 24/7, and the same sign-in information will be used in both systems. EFS users who do not have login information as of that date will be redirected to IUB 24/7 to create a user profile.

How is EFS Organized?

EFS organizes documents in dockets and filings.

A docket is a set of one or more filings, each containing one or more documents pertinent to one proceeding. Docket types are intended to reflect the general content of the case and applicable procedural characteristics. A list of docket types is available on the IUB website's [Docket Designations](#) page.

A **filing** is a set of one or more documents submitted together and related to a particular docket.

Documents are the heart of EFS. Documents may be filed in PDF or Excel formats. They are classified within EFS by document type reflective of the function of the document – motion, petition, testimony, exhibit, map, memo, etc.

Tariff Books – Use the [Tariff search](#) to locate a utility company's tariff.

Searching for Information

Information is organized in EFS by docket and filing and can be searched by anyone with a computer connection to the Internet. Confidential information is not available through EFS.

There are three major search types in EFS: [docket search](#), [filing search](#), and [document search](#).

Utilize the wild card search (%) to return specific results.

For example: "%Motion%" in the document title field under document search will return any document with the word "Motion" in the title (Example: "Order Regarding Motion to Compel." If you enter "Motion%" the results will return any document with motion as the first word. (Example: "Motion to Strike")

Utilize the underscore to return a variety of results regarding a specific character. For example: enter "200_" to return results that include 2007, 2008, etc.)

The [Summary of Filings and Orders](#) search will return a list of many of the filings made with the IUB as well as all the orders issued by the IUB by date for a day or a time period since January 2, 2009.

Most orders issued between April 12, 1999, and January 1, 2009, are not available in EFS. Contact the IUB's Customer Service Department at ITsupport@iub.iowa.gov to request a copy of orders or documents in EFS.

Rev. 11/2020