

# How to Search in EFS

Updated July 2021

EFS organizes *documents* into *dockets* and *filings*.

**Documents** are the heart of the EFS. The different types of documents you may find in EFS are PDFs, Excel spreadsheets, or a variety of electronic map files.

**Filings** are a set of one or more documents submitted together and related to a particular docket.

**Dockets** are a set of one or more filings. Dockets are organized by docket type. Docket types are intended to reflect the general content of the case and pertinent procedural characteristics. To view a list of all the docket types used in EFS, what a specific docket type is used for, or how a docket is structured, please refer to our [docket designation page](#). Please note that EFS was created in 2008, and dockets prior to this year may be limited to paper copies. If you are not able to find a docket in EFS that was created prior to 2008, please contact [ITSupport@iub.iowa.gov](mailto:ITSupport@iub.iowa.gov) to request paper copies.

## Useful Search Tools/Tips:

- % = Wildcard. A wildcard is a helpful search tool that is used to display search results when a character, or string of characters, is unknown. Wildcards are used in EFS to represent one or more characters within your search parameter. Wildcards can represent letters, numbers, or special characters – including spaces.
  - Examples:
    - Searching 'Tow%' would find 'Tow', 'Tower', 'Towel', 'Towards', but would not find 'Torque', 'Toy', or 'In Tow'
    - Searching '%Tariff' would find 'Energy Tariff' and 'Electric Rate Tariff', but would not find 'Energy Tariffs' or 'Electric Rate Tariff Update'
    - Searching '%Tariff%' would find 'Electric Tariff Update' and 'Company Tariffs' but would not find 'Company Targets'
- Enter as many search criteria as possible. This will narrow your results and minimize the amount of time spent looking through results. However, do not enter search criteria if you are not certain they apply. You may be inadvertently removing search results that you are interested in.

## Search Options:

The Search option within the EFS main menu bar provides search options for dockets, filings, documents, tariffs, companies, and full-text search, as well as the daily Summary of Orders and Filings. Each search type allows the user to narrow their search and find specific content.

### Electronic Filing System

<a href="#">IUB Home</a>	<a href="#">EFS Home</a>	<a href="#">IUB 24/7</a>	<b>Search</b>	<a href="#">Submit Filing</a>	<a href="#">Staff Links</a>	<a href="#">Help/FAQ</a>	<a href="#">Logout</a>
Docket Search							
Document Search							
Filing Search							
Tariff Search							
Company Search							
Full-Text Search							
Summary of Orders and Filings							

### Docket Search:

Use this option if you are trying to find a specific docket or list of dockets. If you are looking for a specific docket, enter the docket number and click search. If you do not know the number of your docket, enter as much information as possible in the fields below docket number, and click search.

You can also use docket search to find a list of dockets based on your search criteria. A common search is to look for a list of dockets for a particular company. To do this, you would utilize the Primary Companies field. (each docket has Primary Companies that indicate which companies are the subject of the docket) For example, if you wanted to see a list of a company's open Tariff Filings (TF dockets), you could use the below search criteria (Iowa Utilities Board used as the example company):

### Document Search:

**Iowa Utilities Board**

**Electronic Filing System**

[IUB Home](#) | [EFS Home](#) | [IUB 24/7](#) | **Search** | [Summary of Orders and Filings](#) | [Submit Filing](#) | [Help/FAQ](#) | [Login](#)

**Docket Search**

Docket Number:

Docket Title:

Docket Description:

Docket Notes:

Docket Type: TF - Tariff Filing

Docket Status: Open

Initial Filing Date:  -

Primary Companies: [Select a Company]

Participants: [Select a Company]

Industry Type: Cable, Electric, Gas, Other, Pipeline, Renewable, Telephone, Unknown, Video, Water, Wind

Sort Results By: Docket Number | Asc

Results Per Page: 25

[IUB Home](#) | [EFS Home](#) | [IUB 24/7 Home](#) | [Help / FAQ](#) | [Login](#)

This option is used to locate individual documents within EFS. Document search operates similarly to a Docket search. You can enter criteria in the respective fields and click search to display your results. The more criteria you enter, the fewer results you will generate.

Within the document search, you can narrow your search by document type. Each document filed with the IUB is assigned a document type by IUB staff. The document type field serves the purpose of categorizing each document so that users may easily search for specific types of documents.

You can also narrow your document search by selecting a Submitting Party. Submitting Parties differs from Primary Companies in that, Submitting Parties indicates which company submitted each respective filing. Primary Companies indicates which companies are the main subject of the docket.

#### Filing Search:

This option is used to locate filings within EFS. Document search operates in a similar manner as Docket search. You can enter criteria in the respective fields and click search to display your results. The more criteria you enter, the fewer results you will generate.

#### Tariff Search:

This option is only used to find company Tariff books (if you are looking for individual tariff filings use the TF-YYYY-NNNN under docket search). To search for tariffs, first select the company you are interested in (or alternatively search an entire industry). Next, select a tariff status. If you leave this selection blank, EFS will display all tariff types. Click search. T dockets are the current tariff on file for each company. TS dockets are the superseded tariff on file for each company. Superseded tariffs display each and every revision of the tariff.

#### Company Search:

This option allows user to search the list of Companies in EFS. To use this option, enter the company number or name and click search. If you do not know the name of the company, you can use the address fields. You can also use wildcards if you do not know name of the company or what the company name starts with (example: searching %municipal% will pull all companies with 'municipal' somewhere in the name, and likewise for %city%.)

#### Full-Text Search:

This option allows users to search the entirety of EFS, including the documents themselves. (i.e. PDFs & Excel documents) PLEASE NOTE: Full text searching is resource intensive. Depending on your connection speed, it may be several minutes before any results are returned.

Use this search if you are unable to locate a document by using the document search and when you are looking for a unique or specialized wording in the body of the document(s). You can reduce the volume of results returned by this search and the time it takes to complete the search by completing as many of the search fields as possible.

#### Summary of Orders and Filings:

This option allows the user to view all of the filings entered into EFS on a specified date or date range. To use this search, select your date range and click Search. This search displays filings chronologically for all dates selected. Filings are represented by their respective Docket Number, Docket Title, Filing Title, and Submitter Name. Clicking on the Docket Number you are interested in will open a new window with a summary of all of the documents in the filing.

## Common Search Examples:

### Example 1:

- *Trying to find:* A specific Docket & you know the docket number
- *What Search Criteria to Enter:* Start by navigating to Search > Docket Search from the EFS main menu bar. In the Docket Number field, type the docket number in.
  - In this example, we are using docket RMU-2021-0024

**Iowa Utilities Board**

**Electronic Filing S**

IUB Home EFS Home IUB 24/7 Search Submit Filing

**Docket Search**

Docket Number:

Docket Title:

Docket Description:

Docket Notes:

Docket Type:

Docket Status:

Initial Filing Date:

Primary Companies:  Add Remove

Participants:  Add Remove

Industry Type:  Electric Gas Other Pipeline Renewable Telephone Unknown Video Water Wind

Sort Results By:

Results Per Page:

- *Search Results that will generate:* The Docket Summary for the docket number you entered.

**Iowa Utilities Board**

**Electronic Filing System**

IUB Home EFS Home IUB 24/7 Search Submit Filing Staff Links Help

**Docket Summary for Docket RMU-2021-0024**

[Back to Search](#) [Documents in EFS](#) [Documents in UCM](#) [Edit Docket](#) [Edit Related Dockets](#) [Edit Service List](#) [View Service List](#) [Filings](#) [Print](#)

Docket Number: RMU-2021-0024

Docket Title: Location and Construction of Electric Power Generating and Storage Facilities [199 IAC Chapter 24]

Docket Description: Rulemaking

Docket Notes: Blast all electric utilities and all wind utilities for first order

Docket Summary: Blast all electric utilities and all wind utilities for first order

Docket Create Date: 05/27/2021 02:41 PM

Initial Submitting Parties:

Initial Submission Date:

Initial Filing Date:

Initial Accepted/Rejected Date:

Docket Status: Reserved

Presiding: Board

County: Not Applicable

Expedited Relief: N

Industry Type: Electric, Wind

Participants:

Comments:

Related Dockets (Consolidated):

Related Dockets (Includes):

Related Dockets (See Also):

Example 2:

- *Trying to find:* A specific Docket, but you don't know the docket number
- *What Search Criteria to Enter:* Start by navigating to Search > Docket Search from the EFS main menu bar. In the Docket Number field, type any part of the docket number that you do know
  - In this example, we are trying to find Rule Making docket (RMU) from 2021, but we don't know what the last four digits of the docket are. We will enter 'RMU-2021%' The '%' symbol acts as a wildcard (see description above), and this search will display all of the RMUs from 2021. The user can then select from a list of dockets as to which they want to select.

- *Search Results that will generate:*

Documents in EFS	Documents in UCM	Summary	Edit	Docket Number	Docket Title	Initial Filing Date	Docket Status
				RMU-2021-0008	In re: Updates Due to 2021 Iowa Acts Chapter 75 (House File 693) and Other Change [199 IAC Chapters 8, 9, 17, and 38] Docket Description: Rulemaking for Board chapters 8, 9, 17, and 38 Docket Notes: With first order blast CLEC (competitive local exchange carrier); IG (investor-owned gas); MG (municipal gas); NGR (natural gas pipeline); Wireless; CELL (cellular)		Open
				RMU-2021-0010	Updates to Natural Gas Safety Standards and Amendments to 199 IAC Chapters 10 and 19 [199 IAC Chapters 10 and 19] Docket Description: Rulemaking for Board Chapters 10 and 19 Docket Notes: Blast to Natural Gas Operations and Utilities	06/15/2021	Open
				RMU-2021-0024	Location and Construction of Electric Power Generating and Storage Facilities [199 IAC Chapter 24] Docket Description: Rulemaking Docket Notes: Blast all electric utilities and all wind utilities for first order		Reserved
				RMU-2021-0029	Review of Management Efficiency Rates [199 IAC Chapter 29] Docket Description: Rulemaking for Board Chapter 29 Docket Notes: Blast to All Rate-Regulated Electric, Gas, and Water Utilities, IANU, IAEC	02/17/2021	Open
				RMU-2021-0031	Review of Access to Affiliate Records, Requirements for Annual Filings, and Asset and Service Transfers Rules [199 IAC Chapter 31] Docket Description: Rulemaking for Board Chapter 31 Docket Notes: Blast to All Rate-Regulated Electric, Gas and Water Utilities	04/15/2021	Open
				RMU-2021-0033	Review of Non-Utility Activities - Record Keeping and Cost Allocations Rule [199 IAC Chapter 33] Docket Description: Rulemaking for Board Chapter 33 Docket Notes: Blast the First Order Only to All Rate-Regulated Electric, Gas, and Water Utilities	04/15/2021	Open
				RMU-2021-0034	Review of Non-Utility Service Rules [199 IAC Chapter 34] Docket Description: Rulemaking for Board Chapter 34 Docket Notes: Blast to All Rate-Regulated Electric, Gas, and Water Utilities	04/15/2021	Open
				RMU-2021-1114	Federally Registered Planning Authority Transmission Plans [199 IAC Chapter 11] Docket Description: Rulemaking Docket Notes: Blast All Electric Utilities First Order Only	06/24/2021	Open

Example 3:

- *Trying to find:* A list of documents from a docket that were filed in February of 2020. In this example, we know the docket number (IAC-2020-1902), and want to find specific documents, but we don't know the exact date that they were filed, but have a rough idea.
- *What Search Criteria to Enter:* Start by navigating to the Document Search page in EFS. Enter your docket number in the Docket Number field. Enter the date range in the Date Filed fields.



Document Search

Docket Number:  
  
 Docket Type: 
  
 Filing Title: 
  
 Date Filed:  - 
  
 Document Title: 
  
 Document Type: 
  
 Submitter Name: 
  
 Submitting Parties:  
  

  
 Industry Type: 
  
 Sort Results By:  
  
 Results Per Page:

- *Search Results that will generate:*

Document Search Results

PLEASE NOTE: Because the search criteria contains a valid docket number, the search also returned any documents within related dockets that meet the search criteria.

10 Results Found

Search Criteria: **Docket Number:** IAC-2020-1902 **Date Filed:** 02/01/2020 - 03/01/2020

Dockets Related to IAC-2020-1902 (Consolidated):

Dockets Related to IAC-2020-1902 (Includes):

Dockets Related to IAC-2020-1902 (See Also): [SPU-2020-0003 \(Summary\)](#)

Page 1 of 1

			Docket Number	Document Title	Date Filed	Document Type
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Iowa Natural Gas Consumption Report for January, 2020 <b>Filing Title:</b> Iowa Natural Gas Consumption Report for January, 2020 <b>Submitting Parties:</b> Interstate Power and Light Company	02/28/2020	Reports
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Iowa Natural Gas Consumption Report for January, 2020 <b>Filing Title:</b> Iowa Natural Gas Consumption Report for January, 2020 <b>Submitting Parties:</b> Black Hills Energy	02/28/2020	Reports
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Iowa Natural Gas Consumption Report for January, 2020 <b>Filing Title:</b> Iowa Natural Gas Consumption Report for January, 2020 <b>Submitting Parties:</b> Liberty Utilities (Midstates Natural Gas) Corp d/b/a Liberty Utilities	02/28/2020	Reports
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Cover Letter <b>Filing Title:</b> Iowa Natural Gas Consumption Report for January, 2020 <b>Submitting Parties:</b> Liberty Utilities (Midstates Natural Gas) Corp d/b/a Liberty Utilities	02/28/2020	Correspondence
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Gas Moratorium Report January, 2020 <b>Filing Title:</b> Gas Moratorium Report January, 2020 <b>Submitting Parties:</b> Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy	02/14/2020	Reports
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Cover Letter <b>Filing Title:</b> Gas Moratorium Report January, 2020 <b>Submitting Parties:</b> Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy	02/14/2020	Correspondence
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Gas Moratorium Report January, 2020 <b>Filing Title:</b> Gas Moratorium Report January, 2020 <b>Submitting Parties:</b> Interstate Power and Light Company	02/11/2020	Reports
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Cover Letter <b>Filing Title:</b> Gas Moratorium Report January 2020 <b>Submitting Parties:</b> MidAmerican Energy Company	02/10/2020	Correspondence
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Gas Moratorium Report January, 2020 <b>Filing Title:</b> Gas Moratorium Report January 2020 <b>Submitting Parties:</b> MidAmerican Energy Company	02/10/2020	Reports
<a href="#">View</a>	<a href="#">Save</a>	<a href="#">Summary</a>	IAC-2020-1902	Gas Moratorium Report - January 2020 <b>Filing Title:</b> Gas Moratorium Report - January 2020 <b>Submitting Parties:</b> Liberty Utilities (Midstates Natural Gas) Corp d/b/a Liberty Utilities	02/06/2020	Reports