



eDocket REFERENCE GUIDE

TABLE OF CONTENTS

Contents

INTRODUCTION.....	2
OVERVIEW.....	2
eDOCKET HOME PAGE AND NAVIGATION.....	2
MAIN MENU.....	3
HOME PAGE.....	5
FUNCTIONAL PAGE ELEMENTS.....	9
SEARCH METHODS.....	9
DOCKET SEARCH.....	9
DOCUMENT SEARCH.....	13
EVENT DETAIL SEARCH.....	16
RESPONDENT SEARCH.....	17
CALENDAR.....	18
VIEW CALENDAR EVENTS.....	18
REPORTS.....	21
GENERATING A REPORT.....	21
FAQ.....	22
DISPLAYING FAQ INFORMATION.....	22



eDocket REFERENCE GUIDE

INTRODUCTION

OVERVIEW

The Arizona Corporation Commission (ACC) welcomes you to the Electronic Docket Management System (eDocket). The eDocket web application is an electronic docket information management system located on the Internet for the general public to search and view ACC cases and rule-making proceedings known as cases or Dockets. For more information on how to submit eDocket case filings, please refer to the [FAQ](#) Frequently Asked Questions section. This *eDocket Reference Guide* contains step-by-step instructions to navigate this website.

The eDocket web application was designed and tested using Google Chrome and Windows Internet Explorer. We recommend using Google Chrome if it is available or Internet Explorer 11 or higher in order to provide the best user experience on this website. Check your browser version by choosing "Help" in the browser menu bar, and the "About Internet Explorer" option in your browser. Additionally, Adobe Acrobat version X is recommended to print PDF (Portable Document Format) documents and reports.

eDOCKET HOME PAGE AND NAVIGATION

The eDocket web application provides the ability to:

1. Search and view Docket (case) information
2. Search and view Documents
3. Search and view Event Details
4. Search and view Respondents
5. View ACC scheduled calendar events by date
6. Electronically File ACC documents
7. Generate ACC Reports
8. View ACC (FAQ) Frequently Asked Questions



eDocket REFERENCE GUIDE

MAIN MENU

On a computer or tablet, the eDocket **Main Menu**, located at the top of each eDocket page, provides the ability to navigate to the main Corporation Commission website, and eDocket **Home**, **Search**, **Calendar**, **eFiling**, **Reports** and **FAQ** pages quickly.

The screenshot shows the top navigation bar of the eDocket system. On the left is the ACC seal and the text 'ACC'. To the right is a horizontal menu with links: 'eDocket', 'Search', 'Calendar', 'eFiling', 'Reports', and 'FAQ'. Below the menu is a search box with the placeholder text 'Company Name/Number, Respondent, Docket, Year-Matter' and a magnifying glass icon. The 'Home' link in the menu is highlighted with a red box.

- Mouse-click the ACC seal image to navigate to the main **Corporation Commission** website at www.azcc.gov.



- Mouse-click **eDocket** to navigate to the eDocket **Home** page.

The screenshot shows the top navigation bar of the eDocket system. On the left is the ACC seal and the text 'ACC'. To the right is a horizontal menu with links: 'eDocket', 'Search', 'Calendar', 'eFiling', 'Reports', and 'FAQ'. Below the menu is a search box with the placeholder text 'Company Name/Number, Respondent, Docket, Year-Matter' and a magnifying glass icon. The 'eDocket' link in the menu is highlighted with a red box.

- Mouse-click **Search** to navigate to the **Search** page.

The screenshot shows the top navigation bar of the eDocket system. On the left is the ACC seal and the text 'ACC'. To the right is a horizontal menu with links: 'eDocket', 'Search', 'Calendar', 'eFiling', 'Reports', and 'FAQ'. Below the menu is a search box with the placeholder text 'Company Name/Number, Respondent, Docket, Year-Matter' and a magnifying glass icon. The 'Search' link in the menu is highlighted with a red box.

- Mouse-click **Calendar** to navigate to the **Calendar** event page.

The screenshot shows the top navigation bar of the eDocket system. On the left is the ACC seal and the text 'ACC'. To the right is a horizontal menu with links: 'eDocket', 'Search', 'Calendar', 'eFiling', 'Reports', and 'FAQ'. Below the menu is a search box with the placeholder text 'Company Name/Number, Respondent, Docket, Year-Matter' and a magnifying glass icon. The 'Calendar' link in the menu is highlighted with a red box.

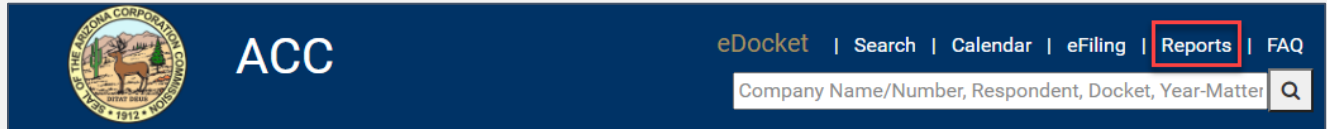
- Mouse-click **eFiling** to navigate to the **eFiling** page.

The screenshot shows the top navigation bar of the eDocket system. On the left is the ACC seal and the text 'ACC'. To the right is a horizontal menu with links: 'eDocket', 'Search', 'Calendar', 'eFiling', 'Reports', and 'FAQ'. Below the menu is a search box with the placeholder text 'Company Name/Number, Respondent, Docket, Year-Matter' and a magnifying glass icon. The 'eFiling' link in the menu is highlighted with a red box.

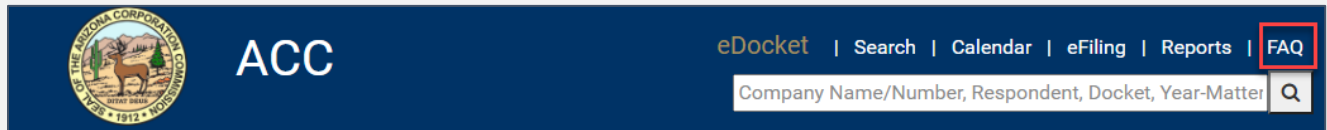


eDocket REFERENCE GUIDE

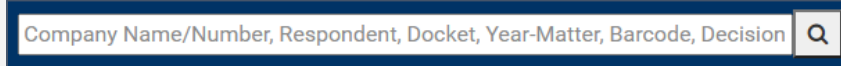
- Mouse-click **Reports** to navigate to the **Reports** page.



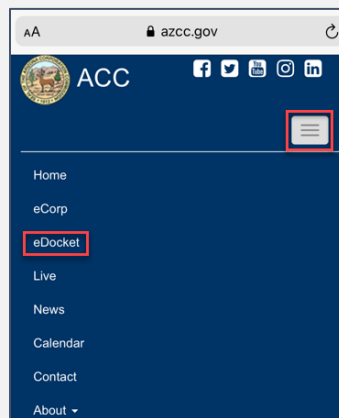
- Mouse-click **FAQ** to navigate to the **FAQ** page.



- To perform a **QUICK SEARCH**, type *Company Name/Number, Respondent, Docket, Year-Matter, Barcode, or Decision Number* directly into the “quick search bar” on a computer or smart/iPhone. Next, select the “Enter” key on the keyboard or the SEARCH bar magnifying glass icon. For Smart/iPhones, you may need to select “Done” and then the SEARCH bar magnifying glass icon.



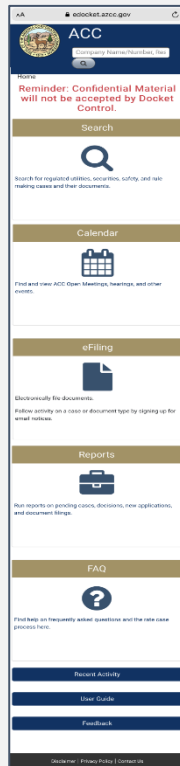
- On Smart/iPhones, the Main Menu is a menu:



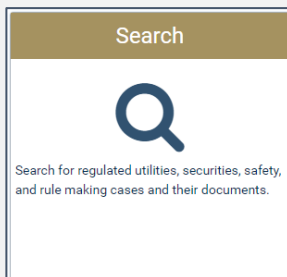


eDocket REFERENCE GUIDE

- On Smart/iPhones, the **Search**, **Calendar**, **eFiling**, **Reports** and **FAQ** options are available from the Home Page as shown below:



HOME PAGE



The **Search Page** offers four search options:


- Docket Search
- Document Search
- Event Detail Search
- Respondent Search

Search page results are restricted to return only 500 records. To return specific search results narrow the search criteria.



eDocket REFERENCE GUIDE

Calendar

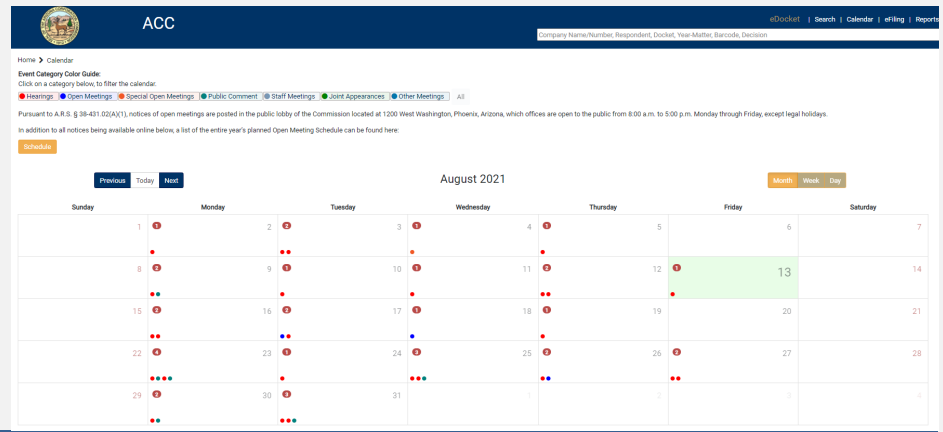


Find and view ACC Open Meetings, hearings, and other events.

The **Calendar Event Page** provides the ability to view all calendar events scheduled at the ACC against dockets each day.

There are six main event type categories:

- Hearings
- Open Meetings
- Special Open Meetings
- Public Comment
- Staff Meetings
- Joint Appearances



Home > Calendar

Event Category Color Guide:
Click on a category below to filter the calendar.

● Hearings ● Open Meetings ● Special Open Meetings ● Public Comment ● Staff Meetings ● Joint Appearances ● Other Meetings | All

Pursuant to A.R.S. § 38-431.02(A)(1), notices of open meetings are posted in the public lobby of the Commission located at 1200 West Washington, Phoenix, Arizona, which offices are open to the public from 8:00 a.m. to 5:00 p.m. Monday through Friday, except legal holidays. In addition to all notices being available online below, a list of the entire year's planned Open Meeting Schedule can be found here.

Calendar

Previous Today Next August 2021 Month Week Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

eFiling



Electronically file documents.

Follow activity on a case or document type by signing up for email notices.

The **eFiling** system (ACC Portal) allows electronic filing, processing, and management of documents submitted for inclusion in Commission dockets for cases, generic inquiries and rulemakings.

Filing can now be made electronically using the ACC Portal in all dockets other than those involving Proceedings of the Power Plant and Transmission Line Siting Committee.



eDocket REFERENCE GUIDE



Welcome to the Arizona Corporation Commission ACC Portal

[Welcome](#)
[Cases and Open Meetings](#)
[Customer Assistance](#)
[Create Account](#)
[Login](#)
[Search](#)
[FAQ](#)

eFile Documents

The eFiling system allows electronic filing, processing, and management of documents submitted for inclusion in Commission dockets for cases, generic inquiries and rulemakings. You must first create an ACC Portal account. Click on [Create Account](#) to learn more. If you already have an account, Case Filings can now be made electronically using the ACC Portal in all dockets other than those involving Proceedings of the Power Plant and Transmission Line String Committee in order to efile.

[Login](#)

Follow a Docket or Document Type

If you want to know what is happening in a Commission case, you can sign up to Follow a Docket or Document Type and receive email notifications when filings are made in the docket. Anyone can sign up to Follow a Docket or Document Type, whether a party to a case or not.

[Learn More](#)

[Login](#)

Request to Speak at Open Meetings

The Request to Speak system replaces paper sign in slips used by members of the public who wish to speak on an agenda item at a Commission Open Meeting. Members of the public who plan to attend and speak at an Open Meeting may sign up to do so either on the day of the Open Meeting or hearing room or from any computer any time after the agenda is posted. The Chairman will have electronic access to listings of everyone signed up to speak and will call persons to the podium at the appropriate time.

[Login](#)

Sign up for Global Consent to Email Service

Global Consent to Email Service will allow you to receive email service for all existing cases in which you are on the service list and all future cases in which you will be on the service list. When you become involved in a new docket in the future, the system will recognize that you have an approved Global Consent to Email Service, and you will automatically be opted in to receive email service.

Please Note: Beginning June 1, 2019, Generic and Rulemaking dockets "Service Lists" will be eliminated.

[Learn More](#)

[Login](#)

Submit a Utilities Public Comment


An informal utilities complaint may be escalated to a formal complaint (Public Comment) if a mediation is not agreed upon by both parties, or the mediation process does not provide a suitable resolution.

[Learn More](#)

[File a public comment](#)

[Or sign](#)

Reports




Run reports on pending cases, decisions, new applications, and document filings.

The **Reports Page** provides a list of reports. Some reports may require report input parameters be entered before generating the report. Each report is produced as a Portable Document Format (PDF) document.

All reports can be generated, viewed, saved, attached to an email, and printed.

FAQ



Find help on frequently asked questions and the rate case process here.

The **FAQ Page** provides three types of FAQ information:

- General FAQ – eDocket and filing for cases.
- Document FAQ – related questions on specific documents filed related to cases.
- Rate Case – Typical Flow - is a step by step description of the flow and rate cases through the Commission.


Recent Activity



View latest updates to Dockets in the last 30 days.



eDocket REFERENCE GUIDE

Feedback

The “Feedback”  button is provided to request assistance, report an issue, or send us feedback about the eDocket website.

To submit feedback, mouse-click the “Feedback”  button, complete the Feedback form, and mouse-click the “Submit”  button.

Feedback

Name

Email

Phone

Question/Feedback *



eDocket REFERENCE GUIDE

FUNCTIONAL PAGE ELEMENTS

Functional page elements are objects that you select via a computer mouse-click or a touch-screen finger press to trigger an action. The following table provides examples and brief explanations of the functional elements available in eDocket.

SEARCH METHODS

On the eDocket **Main Menu** or **Home** page, mouse-click **Search** to navigate to the **Search** page and perform Docket, Document, Event Detail and Respondent searches.

DOCKET SEARCH

Mouse-click the **Docket Search** option and locate dockets and documents by entering search criteria as shown below.

The screenshot shows the 'Docket Search' form with the following elements highlighted by red circles with numbers:

- 1: Input field for 'Company, DBA, or Respondent Name' with a dropdown arrow.
- 2: Input field for 'Docket Number (X-XXXXXX-NN-NNNN) or Year-Matter (NN-NNNN)'.
- 3: 'Date Starting From' and 'Date Ending' input fields.
- 4: 'Show Me' radio buttons for 'All Cases' and 'Just Rate Cases'.
- 5: 'Descriptions contains' input field.
- 6: 'Search as a String' checkbox (checked).
- 7: 'Search' button.
- 8: 'Reset' button.




(When "Search as a String" is unchecked, each word is a separate keyword.)

The following is a step-by-step instruction for the Docket Search option.

1. Select **"Company, DBA, or Respondent Name"** and type directly into the input field to see a list of options as you type.
2. Enter a **"Docket Number"** or **"Year-Matter"** for a specific docket. The **"Docket Number"** format **must be in the format X-XXXXXX-NN-NNNN or X-XXXXXX-NN-NNNN-NNNN where X is alphanumeric, and N is numeric**. The **"Year-Matter"** format is the last six digits of the **"Docket Number"** (For example: T-99999A-14-9999).



eDocket REFERENCE GUIDE

- To restrict the search to a specific date range, enter the **“Date Starting From”** and **“Date Ending”** date fields. The date format is 01/01/2014.
- Select either **“All Cases”** or **“Just Rate Cases”** from the **“Show Me”** options to narrow results to a specific case type.
- Type keywords into the **“Description contains”** input field to narrow results to only docket descriptions that contain those keywords in the docket description.
- When **“Search as String”** is unchecked, each word is a separate keyword.
- Mouse-click the **“Search”** button  to perform the search. The search results will be a listing of all docket descriptions that match the specific search criteria entered, up to 500 records.
- Mouse-click the **“Reset”** button  to clear all search criteria entered for the search.
- On the search results, select:
 - The *Details icon*  to navigate to the **Docket Details** page and view detailed information for the selected docket.
 - The **Docket Details** page displays Docket, Documents, Decisions, Case Schedule, Staff Assigned, Service List, and Linked Dockets (when it applies) information in a tab style format. Mouse-click each tab and view detailed information for the selected docket.

Docket Details

E-00000P-08-0570

Docket	Documents	Decisions	Case Schedule	Staff Assigned	Service List	Linked Dockets
--------	-----------	-----------	---------------	----------------	--------------	----------------

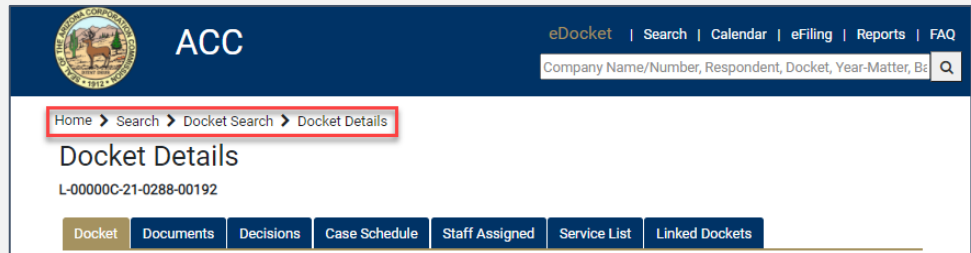
Docket Number
E-00000P-08-0570



eDocket REFERENCE GUIDE

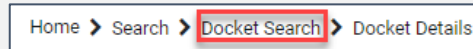
Breadcrumb menu

The *breadcrumb menu* is a navigation aid. Breadcrumb links provide a navigation trail that leads back to the starting or entry point from the current page.

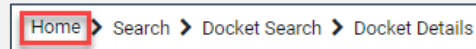


The example above shows a navigation trail that starts at the **Home** page. The **Docket Details** page is the current page.

To return to the **Docket Search** results page, mouse-click the **Docket Search** breadcrumb link.



To return to the **Home** page, mouse-click the **Home** breadcrumb link.

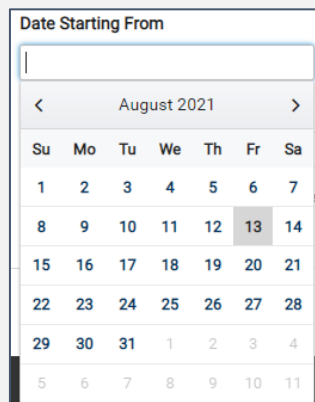


Date entry fields

Date entry fields show a calendar picker only when activated.

Date Starting From	Date Ending
<input type="text"/>	<input type="text"/>

To activate the calendar picker, mouse-click in the *date entry field*.





eDocket REFERENCE GUIDE

<p>Page navigation</p>	<p>The <i>page navigation</i> is available on Docket, Document, Event Detail and Respondent search result pages. To view search results one page at a time, mouse-click a page number button. The <i>page navigation</i> buttons are located at the bottom of the search results listing.</p> <div style="text-align: center;"> </div>																														
<p>Reset</p>	<p>The “Reset” button will clear all data entered as search criteria.</p>																														
<p>Search</p>	<p>The “Search” button will activate a search based on search input criteria.</p>																														
<p>Table Sorting</p>	<p>Table sorting is available when data is displayed in a table grid as shown below. Mouse-click the column header name to sort by that column. Columns can be sorted in ascending ▲ or descending ▼ order.</p> <p>The standard order is ascending (i.e. A to Z, 0 to 9), the reverse order descending (Z to A, 9 to 0). For dates and times, ascending means that earlier values precede later ones e.g. 08/10/2021 will sort ahead of 08/06/2021.</p> <table border="1" data-bbox="472 867 1430 1062"> <thead> <tr> <th>Docket Number</th> <th>Filed</th> <th>Company Name</th> <th>Type</th> <th>Description</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>10000020102840192</td> <td>08/10/2021</td> <td>Tucson Electric Power Company</td> <td>Billing Committee</td> <td>In the name of the application of Tucson Electric Power Company in conformance with the requirements of A.C.C. § 2-202, et seq. for a Certificate of Environmental Compatibility authorizing the City of Tucson, Arizona to issue 2017 Transmission Line Project, which includes the construction of a new 150KV transmission line originating at the existing 150KV Substation (Section 20), Terminating at South Range 14 (East), with an extension to the present 150KV Substation (Section 10), Terminating at South Range 14 (East), and terminating at the existing 240KV Power Substation (Section 10), Terminating at South Range 14 (East) with respect to the City of Tucson, Pima County, Arizona.</td> <td></td> </tr> <tr> <td>1011584210207</td> <td>08/08/2021</td> <td>Dart Wireless LLC</td> <td>Interconnection Agreement - Voluntary</td> <td>In the name of the application of Dart Communications, Inc. for approval of an Interconnection Agreement with Dart Wireless LLC.</td> <td></td> </tr> <tr> <td>1021154210207</td> <td>08/08/2021</td> <td>Nango Communications Company, Inc.</td> <td>Interconnection Agreement - Voluntary</td> <td>In the name of the application of Nango Communications, Inc. for approval of an Interconnection Agreement with Dart Wireless LLC.</td> <td></td> </tr> <tr> <td>1011584210204</td> <td>08/08/2021</td> <td>Dart Wireless LLC</td> <td>Interconnection Agreement - Voluntary</td> <td>In the name of the application of Citizens Telecommunications Company of the White Mountains, Inc. as a Frontier Communications of the White Mountains, for approval of an Interconnection Agreement with Dart Wireless LLC.</td> <td></td> </tr> </tbody> </table>	Docket Number	Filed	Company Name	Type	Description	Details	10000020102840192	08/10/2021	Tucson Electric Power Company	Billing Committee	In the name of the application of Tucson Electric Power Company in conformance with the requirements of A.C.C. § 2-202, et seq. for a Certificate of Environmental Compatibility authorizing the City of Tucson, Arizona to issue 2017 Transmission Line Project, which includes the construction of a new 150KV transmission line originating at the existing 150KV Substation (Section 20), Terminating at South Range 14 (East), with an extension to the present 150KV Substation (Section 10), Terminating at South Range 14 (East), and terminating at the existing 240KV Power Substation (Section 10), Terminating at South Range 14 (East) with respect to the City of Tucson, Pima County, Arizona.		1011584210207	08/08/2021	Dart Wireless LLC	Interconnection Agreement - Voluntary	In the name of the application of Dart Communications, Inc. for approval of an Interconnection Agreement with Dart Wireless LLC.		1021154210207	08/08/2021	Nango Communications Company, Inc.	Interconnection Agreement - Voluntary	In the name of the application of Nango Communications, Inc. for approval of an Interconnection Agreement with Dart Wireless LLC.		1011584210204	08/08/2021	Dart Wireless LLC	Interconnection Agreement - Voluntary	In the name of the application of Citizens Telecommunications Company of the White Mountains, Inc. as a Frontier Communications of the White Mountains, for approval of an Interconnection Agreement with Dart Wireless LLC.	
Docket Number	Filed	Company Name	Type	Description	Details																										
10000020102840192	08/10/2021	Tucson Electric Power Company	Billing Committee	In the name of the application of Tucson Electric Power Company in conformance with the requirements of A.C.C. § 2-202, et seq. for a Certificate of Environmental Compatibility authorizing the City of Tucson, Arizona to issue 2017 Transmission Line Project, which includes the construction of a new 150KV transmission line originating at the existing 150KV Substation (Section 20), Terminating at South Range 14 (East), with an extension to the present 150KV Substation (Section 10), Terminating at South Range 14 (East), and terminating at the existing 240KV Power Substation (Section 10), Terminating at South Range 14 (East) with respect to the City of Tucson, Pima County, Arizona.																											
1011584210207	08/08/2021	Dart Wireless LLC	Interconnection Agreement - Voluntary	In the name of the application of Dart Communications, Inc. for approval of an Interconnection Agreement with Dart Wireless LLC.																											
1021154210207	08/08/2021	Nango Communications Company, Inc.	Interconnection Agreement - Voluntary	In the name of the application of Nango Communications, Inc. for approval of an Interconnection Agreement with Dart Wireless LLC.																											
1011584210204	08/08/2021	Dart Wireless LLC	Interconnection Agreement - Voluntary	In the name of the application of Citizens Telecommunications Company of the White Mountains, Inc. as a Frontier Communications of the White Mountains, for approval of an Interconnection Agreement with Dart Wireless LLC.																											
<p>Text fields</p>	<p>Type directly into <i>text fields</i>. Some <i>text fields</i> display a mask of the required format like the “Docket Number or Year-Matter” example below. The “Docket Number” is formatted as X-XXXXXX-NN-NNNN or X-XXXXXX-NN-NNNN-NNNNN and the “Year-Matter” is formatted as (NN-NNNN)</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-weight: bold;">Docket Number (X-XXXXXX-NN-NNNN) or Year-Matter (NN-NNNN)</p> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p style="text-align: center; color: gray;">X-XXXXXX-NN-NNNN</p> </div> </div>																														



eDocket REFERENCE GUIDE

DOCUMENT SEARCH

Mouse-click the Document Search option and locate documents by one or more search criteria as shown below.

The screenshot shows the 'Document Search' form with the following fields and callouts:

- 1: Docket Number input field (placeholder: X-XXXXXX-NN-NNNN)
- 2: Year-Matter input field (placeholder: YY-NNNN)
- 3: Document Code dropdown menu (placeholder: Select Document Code)
- 4: Sub Code dropdown menu (placeholder: Select Sub Code)
- 5: Company, DBA, or Respondent Name dropdown menu (placeholder: Select Company, DBA, or AKA...)
- 6: Search Filed By input field (placeholder:)
- 7: Search Filed For input field (placeholder:)
- 8: Barcode input field (placeholder:)
- 9: Decision Number input field (placeholder:)
- 10: Date From and Date To input fields (placeholder:)
- 11: Search button
- 12: Reset button

The following is a step-by-step instruction for the Document Search option.

1. Enter **“Docket Number”** to find a specific docket. The “Docket Number” format **must be in the format X-XXXXXX-NN-NNNN or X-XXXXXX-NN-NNNN-NNNN** where X is alphanumeric, and N is numeric.
2. Enter the **“Year-Matter”** to a specific docket year and matter. The “Year-Matter” format is the last six digits of the “Docket Number” (For example: T-99999A-**14-9999**).

Year-Matter
14-9999

3. Select a specific **“Document Code”** to search by a specific type of document. Type directly into the dropdown input field to see a list of options as you type or select the down arrow in the field and choose an option from the list.

Document Code
Select Document Code



eDocket REFERENCE GUIDE

4. Select a specific **“Sub Code”** to search by a specific type of document sub code. Type directly into the dropdown input field to see a list of options as you type or select the down arrow in the field and choose an option from the list. The Sub Code entry field is inactive until a

Document Code is selected.

Sub Code
Select Sub Code

5. Select **“Company, DBA, or Respondent Name”** and type directly into the input field to see a list of options as you type. Make your selection from the provided list.

Company, DBA, or Respondent Name
Select Company, DBA, or Respondent Name

6. Select **“Search Filed By”** to search by the name of the person or business entity who filed the Docket document. Type directly into the input field to see a list of options as you type. Make your selection from the provided list.

Search Filed By
Search Filed By
APs
Jason D. Gellman, Atty. - Legal Division, A.C.C. (Reply to APS' and RUCO's Responses to Staff's Motion to Consolidate)
Jana Van Ness, Manager - State Regulation, APS and Kelly J. Barr, Atty. (# 64704)

7. Select **“Search Filed For”** to search by the name of the person or business entity for which the document filing was made. Type directly into the input field to see a list of options as you type. Make your selection from the provided list.

Search Filed For
Search Filed For
aps
APS
APS Energy Services

8. Enter a document **“Barcode”** number.


Barcode
E000000000


9. Enter a document **“Decision Number”**.

Decision Number
64625

10. To restrict the search to a specific date range, enter the **“Date From”** and **“Date To”** date fields. The date format is 08/01/2021.

Date From	Date To
08/01/2021	08/05/2021


11. Mouse-click the **“Search”**  button to perform the search. The search results will be a listing of all documents that match the specific search criteria entered up to 500 records.

12. Mouse-click the **“Reset”**  button to clear all search criteria entered for the search.

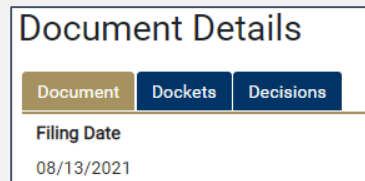



eDocket REFERENCE GUIDE

13. On the search results, select:

a. The *Document Details* icon  to navigate to the **Document Details** page and view detailed information for the selected document.

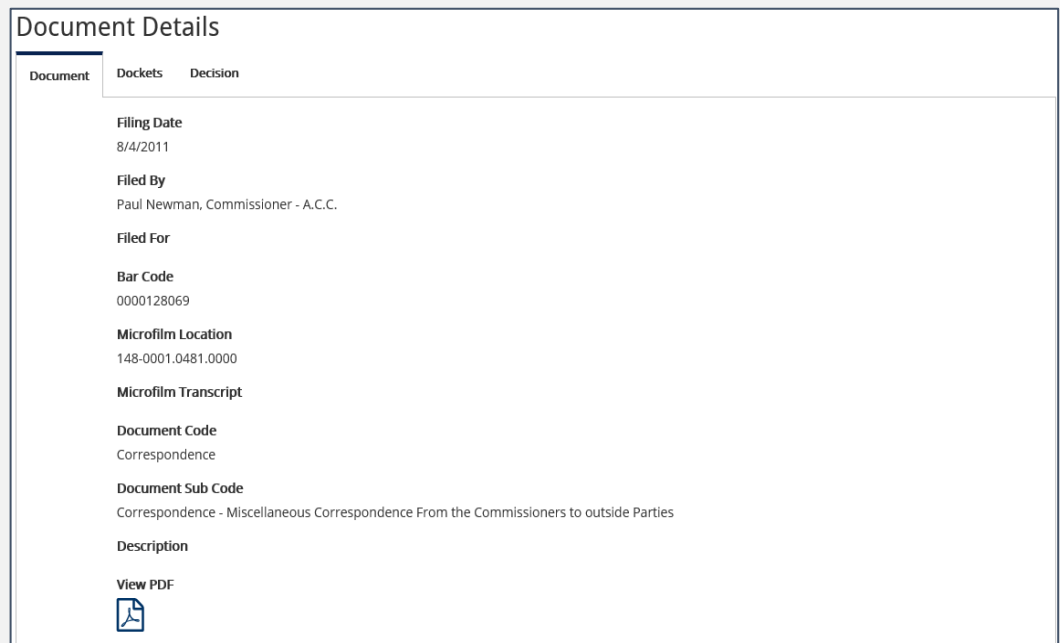
i. The **Document Details** page displays Document, Dockets, and Decision information in a tab-style format. Mouse-click each tab and view detailed information for the selected document.



b. The PDF icon  to view the PDF document.

c. The *Dockets* column hyperlink to navigate to the **Docket Details** page and view detailed information for the selected docket.

i. The **Docket Details** page displays Docket, Documents, Decisions, Case Schedule, Staff Assigned, Service List, and Linked Dockets. Information is in a tab-style format. Mouse-click each tab and view detailed information for the selected docket.







eDocket REFERENCE GUIDE

EVENT DETAIL SEARCH

Mouse-click the **Event Detail Search** option and locate the date, time and location of various events scheduled for a specific date or date range. The Commission publishes Hearing, Open Meeting, and Due Events.

The screenshot shows the 'Event Search' form. It has a dark blue header with the text 'Event Search'. Below the header, there are three main input areas: 1. 'Event Type:' with a dropdown menu labeled 'Select Event Type' and a red circle with the number '1' next to the dropdown arrow. 2. 'Date Starting From:' and 'Date Ending:' with two adjacent text input fields and a red circle with the number '2' between them. 3. At the bottom, there are two buttons: a green 'Search' button with a red circle and the number '3' next to it, and a red 'Reset' button with a red circle and the number '4' next to it.

The following is a step-by-step instruction for the Event Detail Search option.

1. Select an “Event Type” to search for a specific Calendar event. Type directly into the dropdown input field to see a list of options as you type or select the down arrow in the field and choose an option from the list.
2. To restrict the search to a specific date range, enter the “Date Starting From” and “Date Ending” date fields. The date format is 08/01/2021.
3. Mouse-click the “Search” button to perform the search. The search results will be a listing of all event types that match the specific search criteria entered up to 500 records.
4. Mouse-click the “Reset” button to clear all search criteria entered for the search.
5. On the search results page, select:
 - a. The Event Details icon  to view all the detailed information for the selected event.
 - b. The Download Outlook Calendar icon  to download the Calendar event.
 - c. The “Dockets” column will display either “No Dockets” or a Docket Number link that navigates to the **Docket Details** page.



eDocket REFERENCE GUIDE

RESPONDENT SEARCH

Mouse-click the **Respondent Search** option and locate Respondents by name on Securities dockets.

Respondent Search

Respondent:

The following is a step-by-step instruction for the Respondent Search option.

1. Select **“Respondent”** to search Respondents by the name on the docket document. Type directly into the input field to see a list of options as you type. Make your selection from the provided list.
2. Mouse-click the **“Search”** button to perform the search. The search results will be a listing of all documents that match the specific search criteria entered up to 500 records.
3. Mouse-click the **“Reset”** button to clear all search criteria entered for the search.
4. Mouse-click a docket number to view the **Docket Details** page.

Respondent Search

Respondent:

Respondent Results: 1 record(s) found

Name ↕	Docket Numbers	AKAs	DBAs	Status ↕
21st Century Satellite Communications Inc	S-03449A-01-0000			Active

« 1 »



eDocket REFERENCE GUIDE

CALENDAR

On the eDocket **Main Menu** or **Home** page, mouse-click **Calendar** to navigate to the **Calendar** page and view scheduled calendar events.

VIEW CALENDAR EVENTS

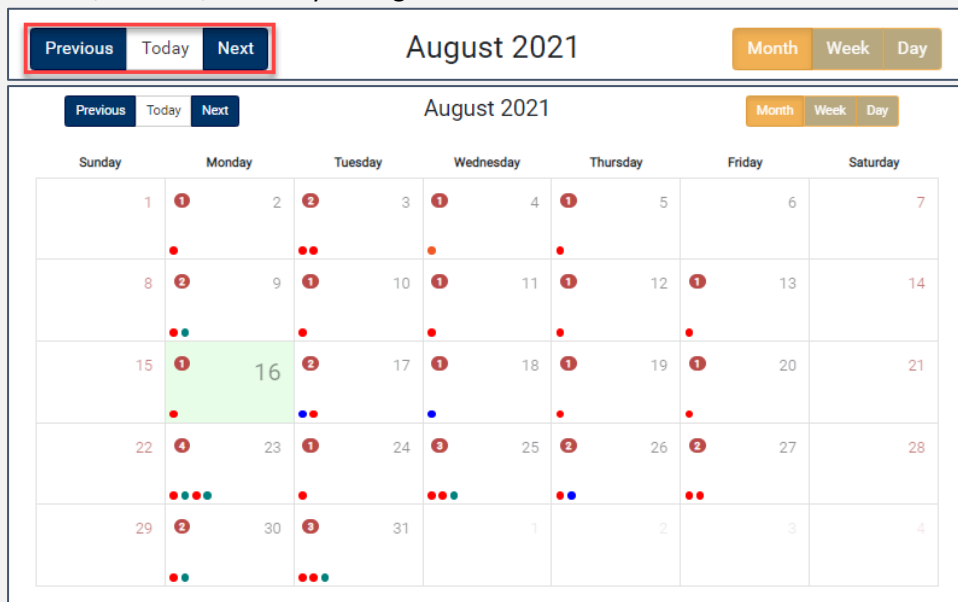
Locate the date, time and location of various events scheduled through a calendar view. The Commission publishes Hearing, Open Meeting, and Due Events.

The following is a step-by-step instruction for the Calendar option.

1. The Calendar default view is set to "Month". To change the view, mouse-click "Month", "Week", or "Day" buttons boxed in red as shown below.




2. Mouse-click the "Previous" and "Next" buttons to navigate to the previous or next "Month", "Week", and "Day" using the buttons boxed in red as shown below.





eDocket REFERENCE GUIDE

Calendar Month view

- Select the “Month” button to view one month at a time.
- The current date is shaded light green.
- Mouse-click a specific calendar date to view a list of events for that date.
 - The number **2** in the top left corner of the date represents the number of events on that date. Dates without a number have no events scheduled for that date.
- Mouse-hover over the linked event indicator **●** to see the event type.
 - The linked event type colors are:
 - Hearings (red)
 - Open Meetings (blue)
 - Due Dates – Filings (green)
 - Mouse-click a linked event from the list to view the Event Item details.
 - Click the Docket Details icon  to navigate to the Docket Details screen.
 - Mouse-click ‘Close’ to return to the calendar view.

Month Week Day

Docket Details

SW-20445A-20-0214

Docket Documents Decisions Case Schedule Staff Assigned Service List Linked Dockets

Docket Number

SW-20445A-20-0214



eDocket REFERENCE GUIDE

Calendar Week view

- Select the “Week” button to view one week at a time.
 - The calendar view will change to a list view.
- Mouse-click a docket number to view **Docket Details** for the selected event item.

Month
Week
Day

Previous
Today
Next

Aug 1 - Aug 7, 2021

Month
Week
Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 1	Aug 2	Aug 2	Aug 4	Aug 5	Aug 6	Aug 7
	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>1:00 PM Phoenix Telephonic</p> <p>Telephonic Procedural Conference - ALJ Hains Rates</p> <p>SW-20445A-20-0214 Global Water-Palo Verde Utilities Company, LLC W-01202A-20-0214 - Global Water - Red Rock Utilities, LLC W-01677A-20-0217 - Global Water - Turner Ranches Water Company, Inc. W-02464A-20-0222 - Water Utility of Greater Tonopah, LLC W-09936A-20-0219 - Eagletail Water Company, LLC W-20422A-20-0220 - Hassayampa Utilities Company, Inc. W-20494A-20-0221 - Global Water - Pinaloche Water Company, Inc. W-20466A-20-0223 - Global Water-Santa Cruz Water Company, LLC W-20495A-20-0224 - Global Water - Pinaloche Water Company, LLC</p> <p><small>Global: 1 (888) 450-5906 Passcode to Speak 457395# (To Listen Only Use Passcode 4208475#)</small></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>10:00 AM Phoenix Hearing Room 1</p> <p>Meeting - ALJ Palmator Fracking</p> <p>W-01465A-21-0023 - Arizona Water Company</p> <p>Notice</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>10:00 AM Phoenix Hearing Room 1</p> <p>Telephonic Hearing - ALJ Palmator Fracking</p> <p>W-01465A-21-0023 - Arizona Water Company</p> <p>Notice</p> <p><small>T (866) 759-2254 Passcode to Speak 241407# (To Listen Only Use Passcode 241407#)</small></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>10:00 AM Phoenix Hearing Room 1</p> <p>Special Open Meeting Commission Workshop - ALJ Full Panel RD-1055 BY: David M. Open Meeting - Violations Notices & Appeals</p> <p>630000A-21-0048 - A2D - Experts</p> <p>Notice</p> <p>REGD: LTR Online at: http://www.a2d.com/online</p> <p><small>T (866) 759-2254 Passcode to Speak 241407# (To Listen Only Use Passcode 241407#)</small></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>10:00 AM Phoenix Telephonic</p> <p>Telephonic Hearing - ALJ Ziem Railroad Crossing</p> <p>W-02466A-21-0111 - Arizona Eastern Railway Company</p> <p>Notice</p> <p><small>T (888) 450-5906 Passcode to Speak 457395# (To Listen Only Use Passcode 4208475#)</small></p> </div>		

Docket Details

SW-20445A-20-0214

- Docket
- Documents
- Decisions
- Case Schedule
- Staff Assigned
- Service List
- Linked Dockets

Docket Number

SW-20445A-20-0214

Calendar Day view

- Select the “Day” button to view one day at a time.
- Mouse-click a docket number to view **Docket Details** for the selected event item.

Month
Week
Day

Previous
Today
Next

Monday, August 2, 2021

Month
Week
Day

Time	Location	Meeting	Notes	Dockets	Notice
1:00 PM	Phoenix Telephonic	Telephonic Procedural Conference - ALJ Hains Rates	1 (888) 450-5906 Passcode to Speak 457395# (To Listen Only Use Passcode 4208475#)	<p>SW-20445A-20-0214 Global Water-Palo Verde Utilities Company, LLC</p> <p>W-04245A-20-0215 - Global Water - Red Rock Utilities, LLC</p> <p>W-03720A-20-0216 - Global Water - Northern Scottsdale Water Company, Inc.</p> <p>W-01677A-20-0217 - Global Water - Turner Ranches Irrigation, LLC</p> <p>SW-20492A-20-0218 - Saltwater Sewer Corp.</p> <p>W-09936A-20-0219 - Eagletail Water Company, LLC</p> <p>SW-20422A-20-0220 - Hassayampa Utilities Company, Inc.</p> <p>SW-20494A-20-0221 - Global Water - Pinaloche Water Company, Inc.</p> <p>W-02464A-20-0222 - Water Utility of Greater Tonopah, LLC</p> <p>W-20466A-20-0223 - Global Water-Santa Cruz Water Company, LLC</p> <p>W-20495A-20-0224 - Global Water - Pinaloche Water Company, LLC</p>	

Docket Details

SW-20445A-20-0214

- Docket
- Documents
- Decisions
- Case Schedule
- Staff Assigned
- Service List
- Linked Dockets

Docket Number

SW-20445A-20-0214



eDocket REFERENCE GUIDE

REPORTS

To navigate to the **Reports** page, mouse-click the **Reports** link on the eDocket **Main Menu** or **Home** page. Reports are listed as links on the **Reports** page and each report can be generated, viewed, saved, emailed as a link, and printed. All reports are produced in Portable Document Format (PDF).

GENERATING A REPORT


The following is a step-by-step instruction for the “Report” option.

1. To expand a report in the reports list, mouse-click the report name in grey shading.

The screenshot shows a web interface titled "Reports". Below the title is the instruction "Choose a report from below." There are two report options listed in a grey-shaded box. The first option, "Compliance Filings By Date", is highlighted with a red border and contains a right-pointing chevron (>) and the text "A list of all compliance filing documents filed with Docket Control for the selected date range." The second option, "Daily Distribution Report", also has a right-pointing chevron (>) and the text "A list of all documents filed with Docket Control on the specified date in your query."

2. To collapse a report in the reports list, mouse-click the expanded report name.

The screenshot shows the same "Reports" page. The "Compliance Filings By Date" report is now collapsed, indicated by a downward-pointing chevron (v) and a red border. Below the report list, there are two input fields: "Start Date" and "End Date", both with a placeholder "MM/DD/YYYY". A green "Submit" button is located at the bottom of the form.

3. Mouse-click the “Submit”  button to generate the selected report. Some reports may require parameter inputs before the report can be generated as shown for #2 above. The report parameter inputs for the Compliance Filings By Date report is “Start Date” and “End Date”.
4. Reports are produced as a PDF file that can be opened, saved, emailed as a link, and printed.



eDocket REFERENCE GUIDE

FAQ

To navigate to the **FAQ** (Frequently Asked Questions) page, mouse-click the **FAQ** link on the **Main Menu** or **Home** page.

DISPLAYING FAQ INFORMATION

The **FAQ** page provides additional support assembled by category. These categories are:

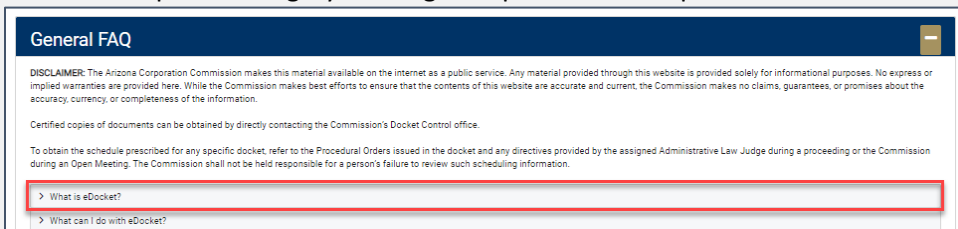
1. General FAQ - eDocket and filing for cases.
2. Case-Related Document FAQs - related questions on specific documents filed related to cases.
3. Rate Case – Typical Flow - is a step-by-step description of the flow of rate cases through the Commission.

The following is a step-by-step instruction for the “Report” option.

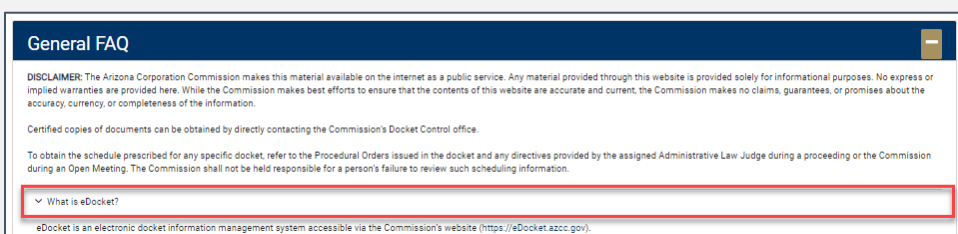
1. Mouse-click an **FAQ** category name in blue shading or gold “+” image link to expand the category and view the questions.



2. Mouse-click a question in grey shading to expand the FAQ question.



3. Mouse-click the expanded question to collapse the FAQ answer.





eDocket REFERENCE GUIDE

4. Mouse-click the **FAQ** category name in blue shading or gold “-” image link to collapse the expanded category.

A screenshot of the eDocket website's FAQ section. The top of the section is a dark blue header with the text "General FAQ" in white. To the right of the text is a small gold square icon with a white minus sign, used for collapsing the section. A red arrow points from this icon to the left. Below the header, there is a disclaimer, a note about certified copies, and a note about scheduling. At the bottom, there are two expandable FAQ items: "What is eDocket?" and "What can I do with eDocket?".

General FAQ

DISCLAIMER: The Arizona Corporation Commission makes this material available on the internet as a public service. Any material provided through this website is provided solely for informational purposes. No express or implied warranties are provided here. While the Commission makes best efforts to ensure that the contents of this website are accurate and current, the Commission makes no claims, guarantees, or promises about the accuracy, currency, or completeness of the information.

Certified copies of documents can be obtained by directly contacting the Commission's Docket Control office.

To obtain the schedule prescribed for any specific docket, refer to the Procedural Orders issued in the docket and any directives provided by the assigned Administrative Law Judge during a proceeding or the Commission during an Open Meeting. The Commission shall not be held responsible for a person's failure to review such scheduling information.

> What is eDocket?

> What can I do with eDocket?