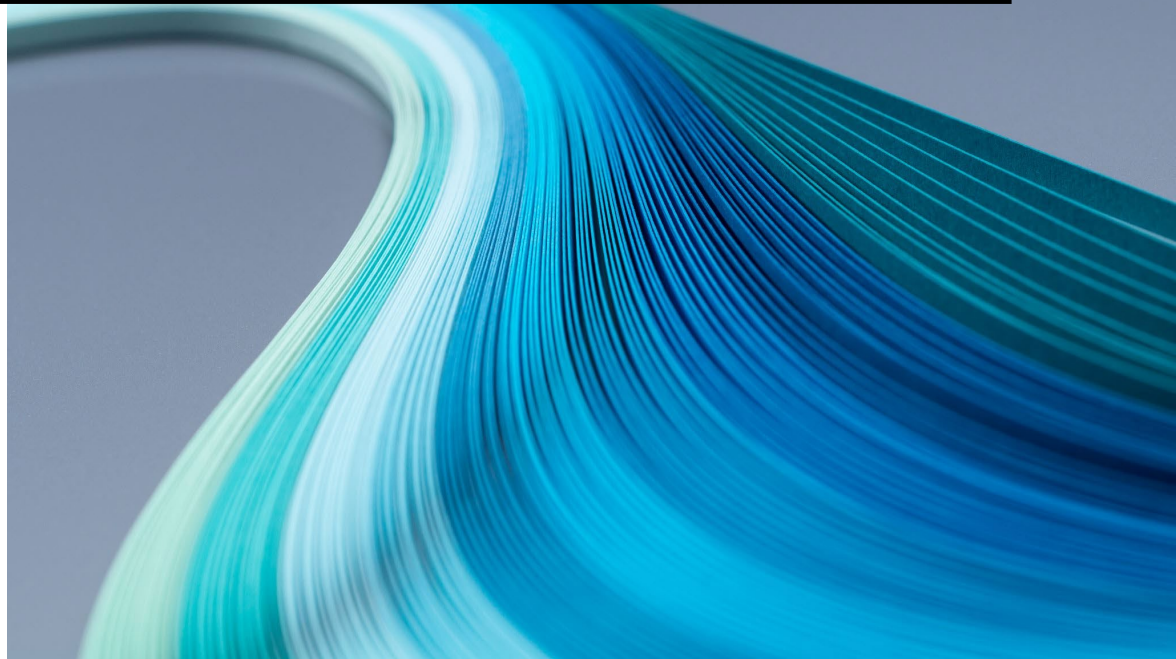




EDOCKETS USER GUIDE



User Guide for the Postal
Regulatory Commission's
Electronic Docketing
System

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Document Information

This document pertains to the Postal Regulatory Commission's eDockets website. This document is accessible via both the eDockets website, <https://prc.arkcase.com/portal/home>, and the Commission's primary website, www.prc.gov.

For any questions regarding this Guide or the eDockets website, please contact dockets@prc.gov.

Document History

Date	Change	Staff Responsible	Version Number
June 9, 2023	Initial posting	Docket Section staff	1.0
July 10, 2023	Added table of special characters for complex searches	Docket Section staff	1.1
August 21, 2023	Added Document Information page	Docket Section staff	1.2

I. INTRODUCTION

This eDockets User Guide provides an overview of the system and instructions on how to use the Postal Regulatory Commission's electronic filing and docketing system. The Guide includes instructions for navigating the system, setting up and managing accounts, creating and submitting electronic filings, and searching past Commission decisions and documents filed by parties.

The eDockets system is a secure online portal where users can electronically upload their documents and file them directly with the Commission. The eDockets system has been adopted by the Commission to streamline the filing process, increase efficiency, and reduce reliance on paper documents. Any user may search eDockets, which serves as the primary repository for the majority of Commission decisions and documents filed with the agency.

The Commission's electronic docketing system permits registered account holders to file documents with the Commission between the hours of 8:00 a.m. ET and 4:30 p.m. ET. If the user does not find a satisfactory answer to their question or problem by reviewing this Guide, the user may contact dockets@prc.gov.

II. SYSTEM NAVIGATION

The eDockets system is both an electronic filing and docketing system. Users can search Commission decisions and documents filed with the Commission, stay updated on new filings submitted to the Commission, and establish accounts to create and submit filings with the Commission.

A. Navigation Menu

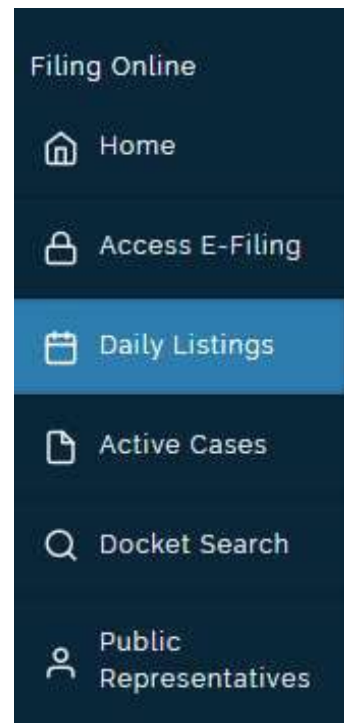
The navigation menu is located on the left side of your screen. See the figure below for a brief description of each item on the navigation menu.

Filing Online	
 Home	Landing Page for eDockets system
 Access E-Filing	Establish user accounts, upload and submit filings
 Daily Listings	View daily filings published with the Commission
 Active Cases	View Active Cases
 Docket Search	Conduct a simple search of filings published with the Commission
 Advanced Docket Search	Conduct an advanced search of filings by title, date, type of document and more
 Public Representatives	Review list of public representatives and contact information
 Rate Commission Archives	Conduct search of archived documents published under the Postal Rate Commission

Certain modules are available without logging into eFiling. These default modules are displayed in the lefthand navigation menu. Upon logging into eFiling, the lefthand navigation menu will update to show additional modules.

B. Daily Listings

The Daily Listings page shows all published Filings for a specific date. To view Daily Listings, select the “Daily Listings” module from the lefthand navigation menu.



By default, the system will display the Daily Listings for the current date. Users may select the date field to change the date.



You may expand Filings to download associated Public Materials attachments.

Daily Listings

Daily Listings for: 10/12/2022  [Apply Filter](#)

Number of Documents: 7 - Incomplete

	Docket #	Title	Document Type(s)	Filing Party
	PI2023-1	Order No. 6204 - Order Granting Motions for Late Acceptance	Orders/Responses to Orders	Postal Regulatory Commission(PRC)
	Order_6204		677 KB  Download File	
	PI2023-1	Order No. 5857 - Order Granting Motion for Access to UPS-LR-PI2020-1-NP-1	Orders/Responses to Orders	Postal Regulatory Commission(PRC)
	PI2023-1	Response of the United States Postal Service to Question 1 of Chairman's Information Request No. 9	Chairman's Information Request (CHIR)	United States Postal Service(USPS)
		Notice of the United States Postal Service of Filing of USPS-PI2020-1-NP8 and Application for Nonpublic Treatment	Library References	United States Postal Service(USPS)
	CP2023-3; CP2023-4	USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 65 to Competitive Product List and Notice of Filing Materials Under Seal.	Request	United States Postal Service(USPS)
	CP2023-3; CP2023-4	USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 65 to Competitive Product List and Notice of Filing Materials Under Seal.	Request	United States Postal Service(USPS)
	CP2023-5	Public Representative Comments on Postal Service Request to Add Priority Mail Express, Priority Mail, First-Class Package Service and Parcel Select Contract 59 to the Competitive Product List	Comments	Postal Regulatory Commission(PRC)

10 per page Show 1 - 7 of 7 Page 1 of 1  

You may also select the Docket # or Filing Title to navigate to the associated Details page.

Daily Listings

Daily Listings for: 10/12/2022  [Apply Filter](#)

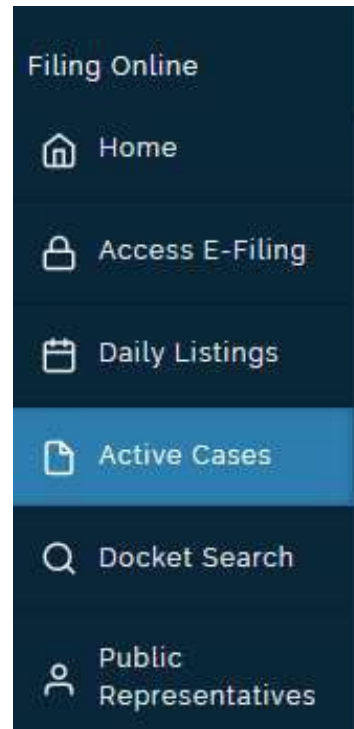
Number of Documents: 7 - Incomplete

	Docket #	Title	Document Type(s)	Filing Party
	PI2023-1	Order No. 6204 - Order Granting Motions for Late Acceptance	Orders/Responses to Orders	Postal Regulatory Commission(PRC)
	Order_6204		677 KB  Download File	
	PI2023-1	Order No. 5857 - Order Granting Motion for Access to UPS-LR-PI2020-1-NP-1	Orders/Responses to Orders	Postal Regulatory Commission(PRC)
	PI2023-1	Response of the United States Postal Service to Question 1 of Chairman's Information Request No. 9	Chairman's Information Request (CHIR)	United States Postal Service(USPS)
		Notice of the United States Postal Service of Filing of USPS-PI2020-1-NP8 and Application for Nonpublic Treatment	Library References	United States Postal Service(USPS)
	CP2023-3; CP2023-4	USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 65 to Competitive Product List and Notice of Filing Materials Under Seal.	Request	United States Postal Service(USPS)
	CP2023-3; CP2023-4	USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 65 to Competitive Product List and Notice of Filing Materials Under Seal.	Request	United States Postal Service(USPS)
	CP2023-5	Public Representative Comments on Postal Service Request to Add Priority Mail Express, Priority Mail, First-Class Package Service and Parcel Select Contract 59 to the Competitive Product List	Comments	Postal Regulatory Commission(PRC)

10 per page Show 1 - 7 of 7 Page 1 of 1  

C. Active Cases

The Active Cases page displays all currently open Dockets. To view Active Cases, select the “Active Cases” module from the lefthand navigation menu.



You may click the Docket # to navigate to the relevant Docket Details page.

Active Cases			
Results			
Docket #	# of Published Filings	Title	
CP2023-1	1	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 55 (MC2022-145) Negotiated Service Agreement	
MC2023-2	0	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 62	
CP2023-2	0	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 65 (MC2023-13) Negotiated Service Agreement	
MC2023-3	0	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 66	
RM2023-1	0	Periodic Reporting of Service Performance	
CP2023-3	1	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 66 (MC2023-14) Negotiated Service Agreement	
10 per page Show 1 - 6 of 6 Page 1 of 1			

The table uses pagination. You may change the number of displayed items per page as well as navigate between pages.

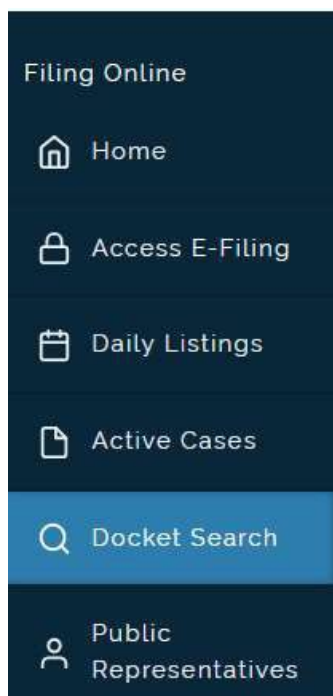
Active Cases |

Results		
Docket #	# of Published Filings	Title
CP2023-1	1	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 55 (MC2022-145) Negotiated Service Agreement
MC2023-2	0	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 62
CP2023-2	0	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 65 (MC2023-13) Negotiated Service Agreement
MC2023-3	0	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 66
RM2023-1	0	Periodic Reporting of Service Performance
CP2023-3	1	Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 66 (MC2023-14) Negotiated Service Agreement

10 per page Show 1 - 6 of 6 Page 1 of 1

III. DOCKET SEARCH

To view the Docket Search, select “Docket Search” from the lefthand navigation menu.



The Docket Search uses a wildcard search against all published Filings in the system. Specifically, the system searches against the following datapoints:

- Associated Docket Title
- Associated Docket Number
- Filing Title
- Document Type
- Filing Party
- Witness Name
- POIR Number
- NOI Number
- CHIR Number
- CIR Number
- Order Number
- Ruling Number
- Full Text of any Word/PDF attachments that are marked as Public Materials

Enter a general search term and select the “Search” button or push the “Enter” key to execute the search.



Docket Search | Export

Q Search Dockets Search

Upon executing the search, the system will display a list of matching Filings.

Results										
	Filing Date	↕	Docket #	↕	Title	↕	Document Type(s)		Filing Party	↕
▶	10/25/2022		CP2023-5		USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 73 to Competitive Product List and Notice of Filing Materials Under Seal		Request		United States Postal Service(USPS)	
▶	10/14/2022		CP2023-1		USPS Request to Add Priority Mail Express International, Priority Mail International & First-Class Package International Service Contract 6 to Competitive Product List and Notice of Filing Materials Under Seal		Request for Recommended Decision		United States Postal Service(USPS)	

You may select from the facets on the right-hand side of the screen to further drill down results.

Filter Options

Docket No

- ☐ CP2023-1 3
- ☐ MC2023-2 3
- ☐ RM2023-1 3
- ☐ A2022-2 2
- ☐ CP2022-2 2
- ☐ N2022-1 2
- ☐ ACR2022 1
- ☐ C2023-1 1
- ☐ CP2022-1 1
- ☐ CP2023-3 1

See More

Document Type

- ☐ Request 7
- ☐ Library References 3
- ☐ Petition 3
- ☐ Motion or Request/Response/Reply 2
- ☐ Oral Cross-examination, Intent to Conduct 2
- ☐ Orders/Responses to Orders 2
- ☐ P.O. Information Request/Response (POIR) 2
- ☐ Transcripts/Corrections/Questions at Hearing 2
- ☐ Chairman's Information Request (CHIR) 1
- ☐ Petition to Initiate Proceeding 1

See More

You may expand the results to download any associated Public Materials.

Filing Date	Docket #	Title	Document Type(s)	Filing Party
10/25/2022	CP2023-5	USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 73 to Competitive Product List and Notice of Filing Materials Under Seal	Request	United States Postal Service(USPS)
 Request PME-PM-FCPS-PS Contract 73 1662.7 KB Download File				

You may export the results by selecting the “Export” button.

Docket Search

Q USPS-FY21-NP37 - Nonpublic Material Provided in Response to Commission Information Request No. 2

[Export](#)

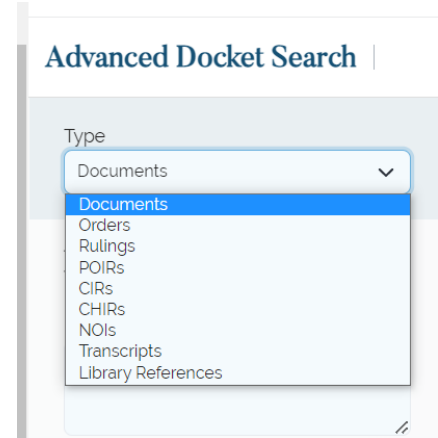
[Search](#)

A. Advanced Docket Search

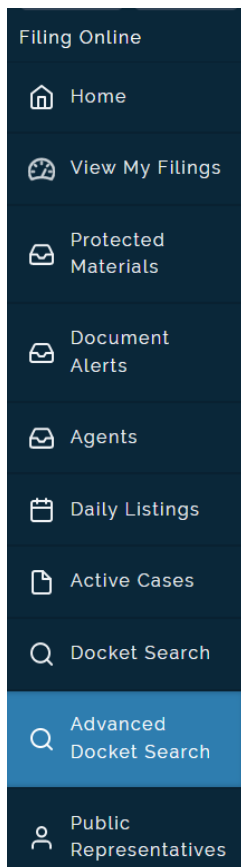
The Advanced Docket Search offers an input-based search against all published Filings in the system. Specifically, the system searches against the following search types:

- Documents
- Orders
- Rulings
- POIRs
- CIRs
- CHIRs
- NOIs
- Transcripts
- Library References

The system defaults to the “Documents” option.



To view the Advanced Docket Search, select “Advanced Docket Search” from the lefthand navigation menu.

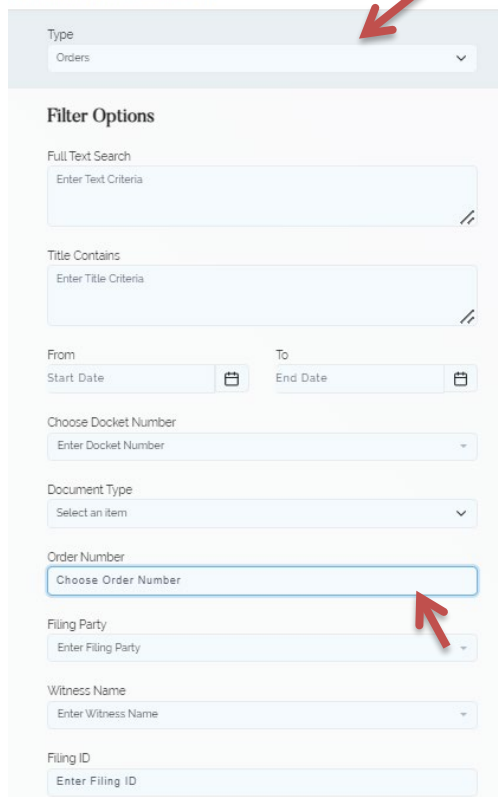


Select a search type then either select “Search” or add additional terms to in the “Filter Options” section below the Type dropdown box.

The screenshot displays the 'Advanced Docket Search' interface. At the top, there is a 'Type' dropdown menu currently set to 'Documents'. Below this is a section titled 'Filter Options' which contains several input fields: 'Full Text Search' with a placeholder 'Enter Text Criteria', 'Title Contains' with a placeholder 'Enter Title Criteria', 'From' and 'To' date pickers with placeholders 'Start Date' and 'End Date', 'Choose Docket Number' with a placeholder 'Enter Docket Number', 'Document Type' with a placeholder 'Select an item', 'Filing Party' with a placeholder 'Enter Filing Party', 'Witness Name' with a placeholder 'Enter Witness Name', and 'Filing ID' with a placeholder 'Enter Filing ID'. At the bottom of the filter options are two buttons: a blue 'Search' button and a dark grey 'Clear Filters' button.

The Filter Option fields change with the search Type chosen at the top of the Advanced Docket Search section. For example, if you select an “Order” search, the system will provide an “Order Number” field.

Advanced Docket Search



Type
Orders

Filter Options

Full Text Search
Enter Text Criteria

Title Contains
Enter Title Criteria

From
Start Date

To
End Date

Choose Docket Number
Enter Docket Number

Document Type
Select an item

Order Number
Choose Order Number

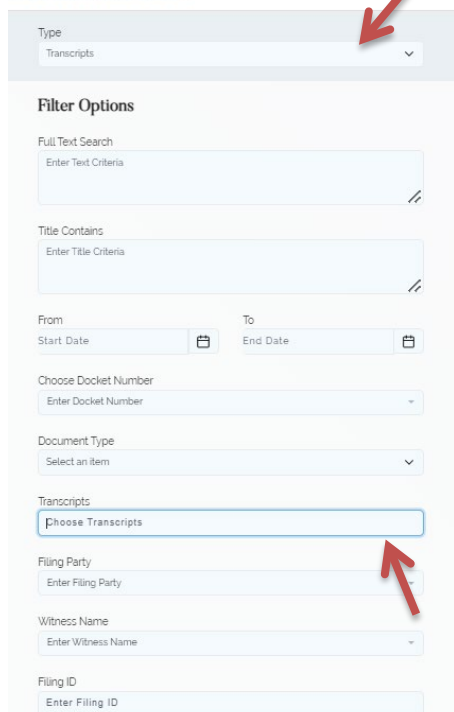
Filing Party
Enter Filing Party

Witness Name
Enter Witness Name

Filing ID
Enter Filing ID

Or if you select a “Transcripts” search, the system will provide a “Transcripts” field.

Advanced Docket Search



Type
Transcripts

Filter Options

Full Text Search
Enter Text Criteria

Title Contains
Enter Title Criteria

From
Start Date

To
End Date

Choose Docket Number
Enter Docket Number

Document Type
Select an item

Transcripts
Choose Transcripts

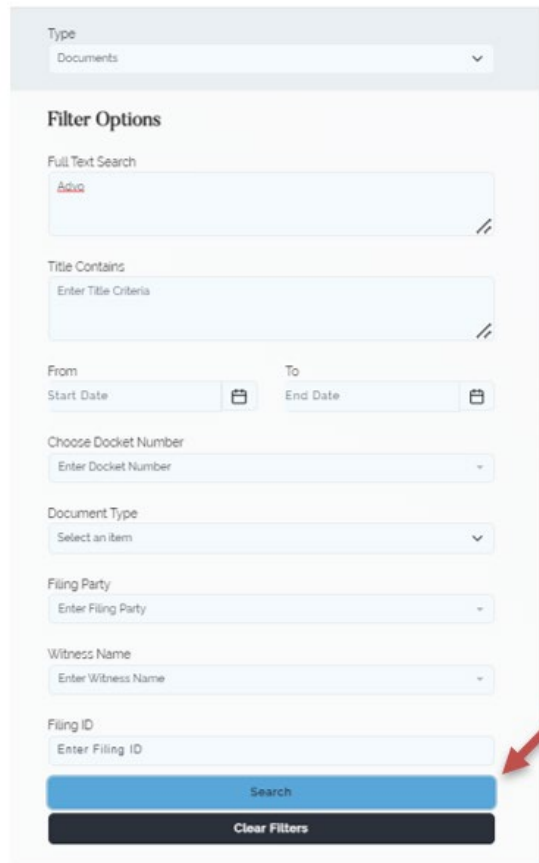
Filing Party
Enter Filing Party

Witness Name
Enter Witness Name

Filing ID
Enter Filing ID

Start your search by selecting the Type at top, then add terms to the Filter Options to provide more specific search results.

Advanced Docket Search |



The form contains the following fields:

- Type: Documents (dropdown)
- Filter Options section:
 - Full Text Search: ACR20
 - Title Contains: Enter Title Criteria
 - From: Start Date (calendar icon) To: End Date (calendar icon)
 - Choose Docket Number: Enter Docket Number (dropdown)
 - Document Type: Select an item (dropdown)
 - Filing Party: Enter Filing Party (dropdown)
 - Witness Name: Enter Witness Name (dropdown)
 - Filing ID: Enter Filing ID (text input)
- Search (blue button)
- Clear Filters (black button)

Then select the “Search” button.

You may sort any results column with the up/down carets at the end of the column’s name.

Results

	Filing Date	⌵	Docket #	⌵	Title	⌵	Document Type(s)	Filing Party	⌵
▶	03/29/2021		ACR2020		PRC-LR-ACR2020-3 - FY 2020 First-Class Mail		Library References		
▶	03/29/2021		ACR2020		PRC-LR-ACR2020-4 - FY 2020 USPS Marketing Mail		Library References		
▶	03/29/2021		ACR2020		PRC-LR-ACR2020-8 - FY 2020 Mail Processing & Delivery Cost, and Market Dominant NSAs		Library References		
▶	12/29/2020		ACR2020		USPS-FY20-19 - FY 2020 Delivery Costs By Shape		Library References	United States Postal Service(USPS)	

You may also add or remove filters after you have received your search results, to further drill down your research. Select the “Search” button again to activate the newest filter.

1. Complex Searches: Special Character List

In order to do more complex searches, you may add special characters to your queries, to better fine-tune your search results. These characters, already widely used in Google searches, may be found in the table below:

Special Character	Complex Search Function	Example
&& 2 ampersands	Requires both terms on either side of characters be present in all search results BOTH/AND function	Using the words <i>filing</i> && <i>docket</i> would require terms <i>filing</i> AND <i>docket</i> to appear in all results
 2 vertical bars (no space between)	Requires either term be present in all search results EITHER/OR function	<i>filing</i> <i>docket</i> would require one or both terms to appear in all results
! exclamation point	Prohibits a term EXCLUDE function	<i>!filing</i> would NOT return anything with the term <i>filing</i> <i>docket</i> && <i>!filing</i> would return results that contain <i>docket</i> but do NOT contain <i>filing</i>
- minus sign	Prohibits a term NOT function	<i>-filing</i> would NOT return anything with the term <i>filing</i>
+ plus sign	Requires a term MUST HAVE function	<i>+filing</i> would require that the term <i>filing</i> appear in all results <i>+filing hello</i> would require <i>filing</i> , but would not require <i>hello</i>
() parenthesis	Allows grouping operations - MUST return results in entire, specified word order - can be used to search for multiple phrases that may not appear in close proximity in documents	<i>(filing by Postal Regulatory Commission)</i> would require all results to have that phrase appear
? question mark	Single character wildcard	<i>th?s</i> would return all results including <i>this</i> and <i>thus</i>
* asterisk	Multi character wildcard	<i>tes*</i> yields test, testing, tester, tested, etc.
"" double quotes	Exact matches	<i>"negotiated service agreement"</i> returns all results with that exact phrase

If you select an individual Filing, that Filing's record page will open in a new browser window. Your search results will remain intact in your original browser window for your continued research.

Filing Details

Filing Party

Title

PRC-LR-ACR2019-4 - FY 2019 USPS Marketing Mail

Docket #

ACR2019

Filing Date

03/25/2020

Document Types

"Library References"

"Library References"

Attachments

Filename	File Size	
PRC-LR-ACR2019-4	2622.6 KB	Download File

You may expand the results to download one or all associated Public Material documents in each Filing's record.

Results						
	Filing Date	Docket #	Title	Document Type(s)	Filing Party	
▶	03/25/2020	ACR2019	\nPRC-LR-ACR2019-3 - FY 2019 First-Class Mail\n	Library References,Library References		
▶	03/25/2020	ACR2019	PRC-LR-ACR2019-4 - FY 2019 USPS Marketing Mail	Library References,Library References		
▶	03/25/2020	ACR2019	PRC-LR-ACR2019-8 - FY 2019 Mail Processing & Delivery Cost, and Market Dominant NSAs\n	Library References,Library References		
▼	12/27/2019	ACR2019	USPS-FY19-19 - FY 2019 Delivery Costs by Shape	Library References	United States Postal Service(USPS)	
	USPS-FY19-19 Preface			215.7 KB		Download File
	USPS-FY19-19.Files			1776.9 KB		Download File
						Download All Files

At the bottom of the results page, you may adjust how many search results you see per page, as well as turn the page.

20 per page

Show 1 - 20 of 46

Page 1 of 3

<

>

You may export the search results to a .csv file by selecting the “Export” button.

Advanced Docket Search

Type
Documents

Filter Options

Full Text Search
adv

Results

Filing Date	Docket #	Title	Document Type(s)	Filing Party
04/19/2023		Sarah Test File1	P.O. Information Request/Response (POIR)	
03/29/2021	ACR2020	PRC-LR-ACR2020-3 - FY 2020 First-Class Mail	Library References	

Export

B. Rate Commission Archive Search

To search for Dockets and Filings published before 2004 with the Postal Rate Commission, select the “Rate Commission Archives” from the lefthand navigation menu.

The Rate Commission Archive search uses a wildcard search against all Published Filings from before 2004. Specifically, the system searches against the following datapoints:

- Docket No.
- Name
- Intervenor
- Title
- Plaintiff
- Defendant
- Determination
- City or State
- Order No.
- Name of File
- Category
- Responder
- Full Text of Any Attachments

Enter a general search term and select the “Search” button or push the “Enter” key to execute the search.



Rate Commission Archives

Q Search Dockets Search

Upon executing the search, the system will display a list of matching Filings.

Results				
	Filing Date	^ Docket #	↕ Title	↕ Name
▶	03/11/1971	R71-1	SUPPLEMENTAL ORDER GRANTING INTERVENTIONS	Order No. 2
▶	03/23/1971	R71-1	2ND SUPPLEMENTAL ORDER GRANTING INTERVENTION	Order No. 3

You may select from the facets on the righthand side of the screen to further drill down results.

Filter Options

Name

☐ Intervention Popkin54

☐ Opinion & Recommended Decision42

☐ Intervention MPA41

☐ Board of Governors Decision38

☐ Intervention DMA38

☐ Reply brief of USPS37

☐ Transcript Vol. 137

☐ Initial brief of OCA34

☐ Intervention ABP32

☐ Intervention UPS32

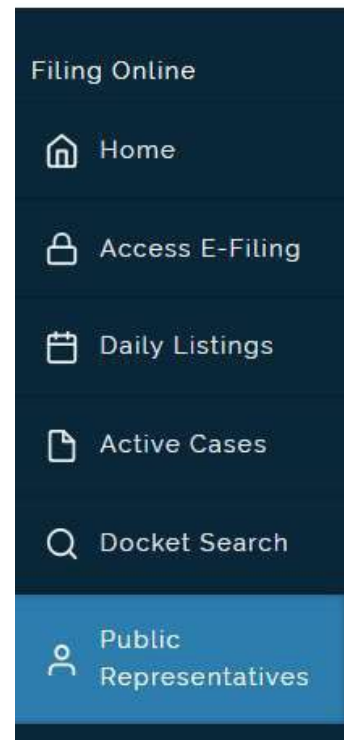
See More

You may expand the results to download any associated Public Materials.

Results							
	Filing Date	^	Docket #	◇	Title	◇	Name
▶	03/11/1971		R71-1		SUPPLEMENTAL ORDER GRANTING INTERVENTIONS		Order No. 2
▶	03/23/1971		R71-1		2ND SUPPLEMENTAL ORDER GRANTING INTERVENTION		Order No. 3

C. Public Representatives

To view Public Representatives, select the “Public Representatives” module from the lefthand navigation menu.



The page will display a list of all Public Representatives that are currently assigned to active Dockets, along with contact information. You may select the Docket to navigate to the relevant Docket details.

Public Representatives

An Officer of the Commission is designated to represent the interests of the general public in public proceedings that come before the Commission. The following individuals are designated Public Representatives in the Active Cases pending before the Commission.

PRC Admin	
901 New York Ave, Ste 200 Washington, DC 20001 202-789-6800 Email: prc.admin@arkcase.org	RM2023-1 - Periodic Reporting of Service Performance MC2023-3 - Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 66 CP2023-2 - Competitive Product Prices Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 65 (MC2023-13) Negotiated Service Agreement

D. Docket Details

Selecting a Docket will bring you to the corresponding Docket Details page. The page will display the Docket's Title, number of published filings, Public Representative (if present), and Procedural Schedule (if present).

Docket Details | RM2023-1

Title
Periodic Reporting of Service Performance

#Published Filings
3

Public Representative

PRC Admin
901 New York Ave, Ste 200
Washington, DC 20005
prc.admin@arkcase.org
202-789-8800

Procedural Schedule

10-01-2022 - Original Filing

Additionally, the page will display a list of all published Filings associated with the Docket. You may expand a Filing to download any associated Public Materials attachments.

Filings				
Filing Date	Title	Document Type(s)	Filing Party	
Filter Date	Filter Title	Filter Document Type	Filter Filing Party	
10/13/2022	Order No. 6244 - Notice and Order Concerning Postal Service Application for Waiver Under 39 CFR 3030.286	Notices	Postal Regulatory Commission(PRC)	
 Order No. 6244		82.0 KB	 Download File	
10/13/2022	Order No. 6261 - Order Approving Postal Service Application for Waiver Under 39 C.F.R. § 3030.286	Orders/Responses to Orders	Postal Regulatory Commission(PRC)	
10/13/2022	United States Postal Service Application for a Waiver Under 39 CFR § 3030.286	Request	United States Postal Service(USPS)	
0 selected / 3 total				

E. Filing Details

Selecting a Filing will bring you to the corresponding Filing Details page. The page will display the Filing’s Filing Parties, associated Dockets, Title, and Filing Date. Additionally, the page will display the Filing’s Document Types as well as any Public Materials attachments. You may download the documents from this page.

Filing Details

Filing Party
Postal Regulatory Commission(PRC)

Title
Order No. 6244 - Notice and Order Concerning Postal Service Application for Waiver Under 39 CFR 3030.286

Docket #
RM2023-1

Filing Date
10-13-2022

Document Types

Notices

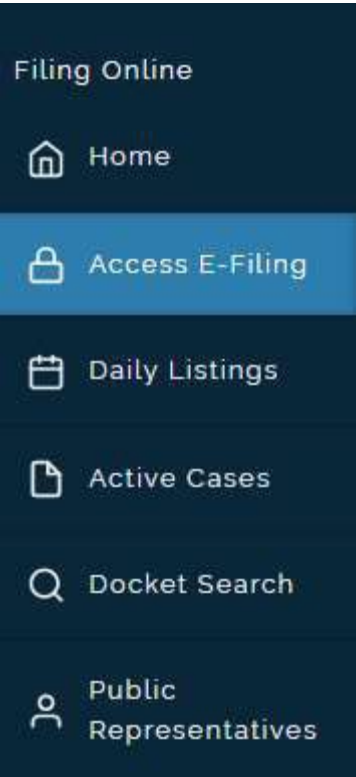
Attachments

Filename	File Size	
 Order No. 6244	82.0 KB	 Download File

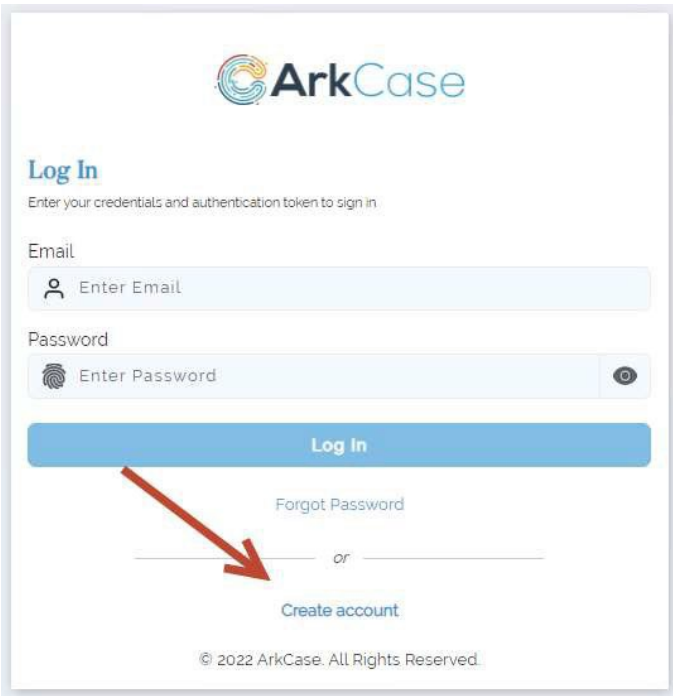
IV. ACCOUNT SETUP

A. Creating Your Account

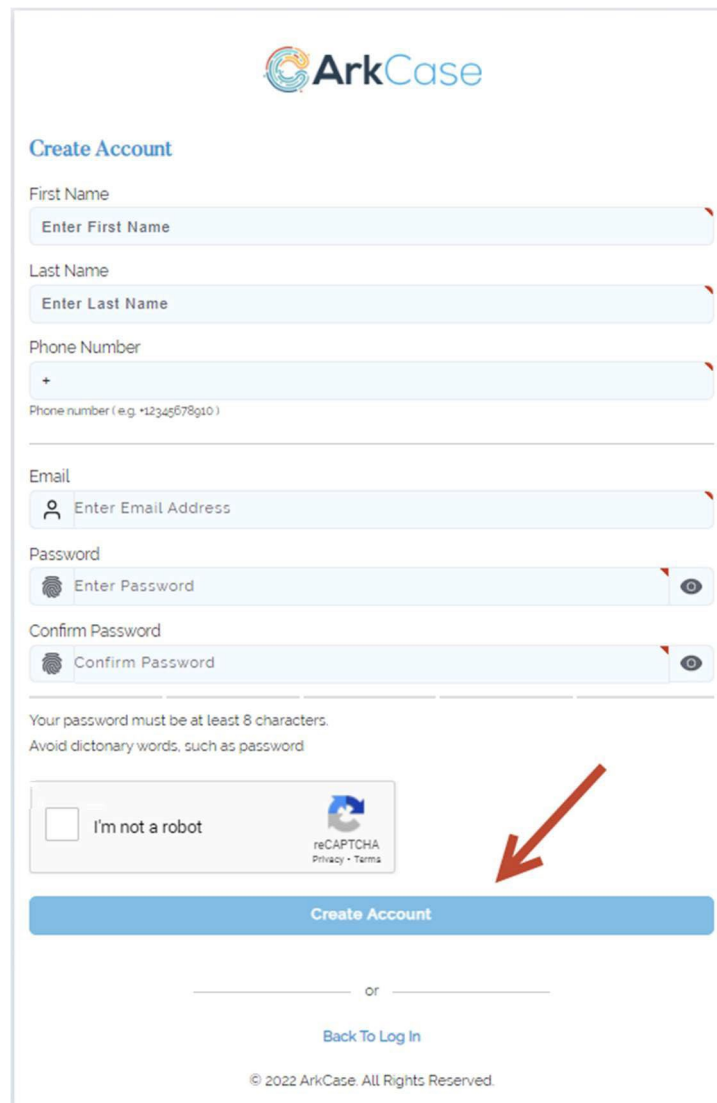
To create your account, select “Access E-Filing” from the lefthand navigation menu.



From here, select “Create Account.”



You will be prompted to enter account information. Upon entering all required data, select “Create Account” to create the account. Required fields have a red mark in their top right corner.

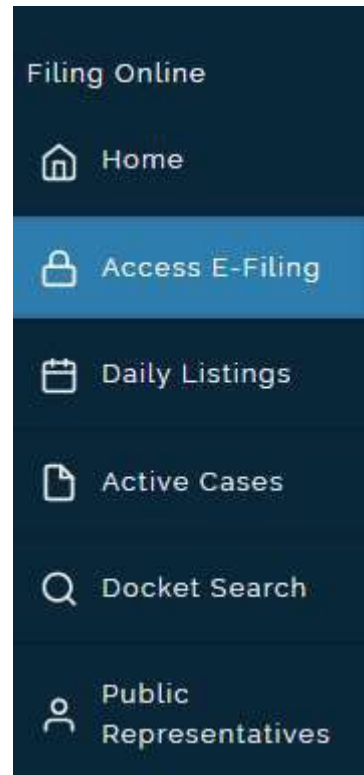


The image shows the 'Create Account' form for ArkCase. At the top is the ArkCase logo. Below it is the title 'Create Account'. The form contains several input fields: 'First Name' with placeholder 'Enter First Name', 'Last Name' with placeholder 'Enter Last Name', 'Phone Number' with a '+' icon and placeholder 'Phone number (e.g. +12345678910)', 'Email' with a person icon and placeholder 'Enter Email Address', 'Password' with a key icon and placeholder 'Enter Password', and 'Confirm Password' with a key icon and placeholder 'Confirm Password'. Each of these fields has a small red mark in the top right corner. Below the password fields is a note: 'Your password must be at least 8 characters. Avoid dictionary words, such as password'. There is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. A large red arrow points to the 'Create Account' button, which is a blue button with the text 'Create Account'. Below the button is a horizontal line with 'or' in the center, followed by a link 'Back To Log In'. At the bottom is the copyright notice '© 2022 ArkCase. All Rights Reserved.'

You do not need to wait for the confirmation email – you will be able to log in immediately.

B. Login

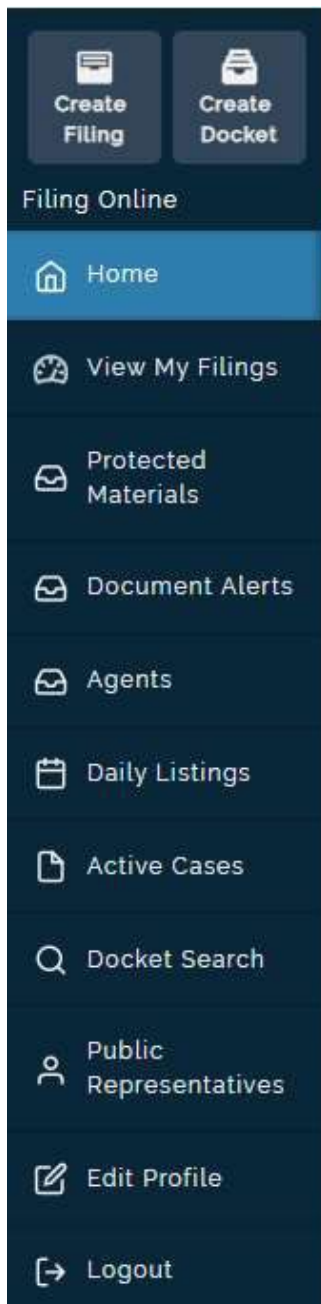
To log in to access eFiling, select “Access E-Filing” from the lefthand navigation menu.



Enter user credentials and select “Log In.”

A login page for ArkCase. At the top is the ArkCase logo. Below it is the heading "Log In" and a subtext "Enter your credentials and authentication token to sign in:". There are two input fields: "Email" with a person icon and "Password" with a fingerprint icon. Both fields have placeholder text "Enter Email" and "Enter Password" respectively. Below the fields is a blue "Log In" button. A red arrow points to this button. To the right of the button are links for "Forgot Password" and "Create account", separated by an "or" and horizontal lines. At the bottom is the copyright notice "© 2022 ArkCase. All Rights Reserved."

Upon logging in, an alert will display. Select “Confirm” to continue.



For Authorized Government Use Only

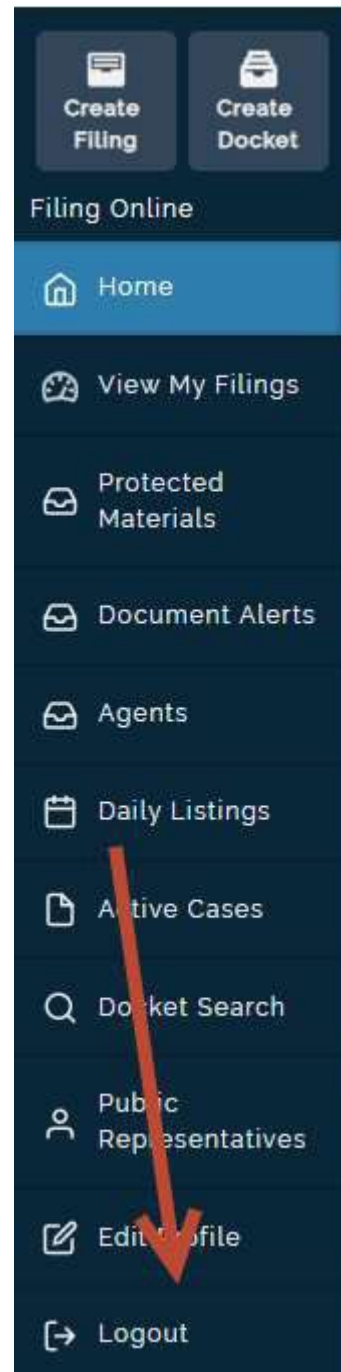
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data, transiting or stored on this information system, including portable electronic devices. Personal use on this system, including any social media and networking sites, is limited as to not interfere with official work duties and is subject to monitoring. You may report any unauthorized use of this system to itsecure@prc.gov

Confirm

Once logged in, new options will appear in the lefthand navigation menu.

C. Logout

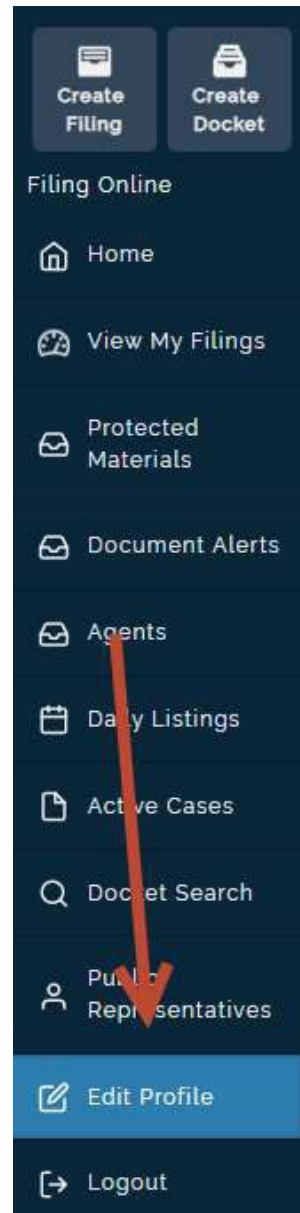
To log out of eFiling, simply select “Logout” from the lefthand navigation menu.



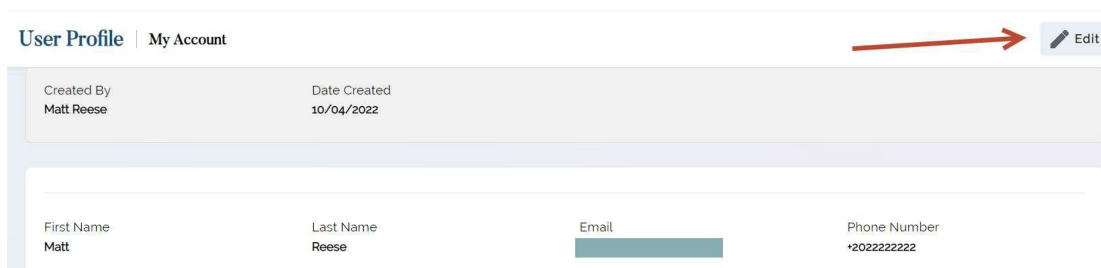
Please note that the system will automatically log out after 15 minutes of non-activity.

D. Updating Your User Profile

To update your user profile, select “Edit Profile” from the lefthand navigation menu.



From here, select “Edit” to update your user profile.



Note that only certain fields are actually editable. You may not change the email address associated with your account.

Edit Profile ✕

First Name
Matt

Last Name
Reese

Username
mreese@mailinator.com

First Name
Matt

Last Name
Reese

Phone Number
+12022222223

Email
mreese@mailinator.com

☐ I'm not a robot

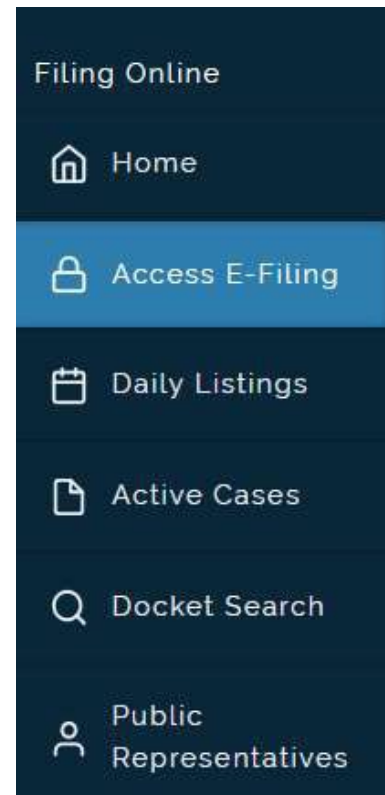

reCAPTCHA
[Privacy](#) · [Terms](#)

Cancel

Save Profile

E. Resetting Your Password

To reset your password, you must be sure to be logged out of eFiling. From there, select “Access E-Filing.”



Next, select “Forgot Password.”

The ArkCase login page features the company logo at the top. Below it is a "Log In" section with the instruction "Enter your credentials and authentication token to sign in". There are input fields for "Email" (with a person icon) and "Password" (with a fingerprint icon and a toggle eye icon). A blue "Log In" button is positioned below these fields. A red arrow points to the "Forgot Password" link, which is located below the button and above a horizontal line. Below the line is a "Create account" link. At the bottom, the copyright notice "© 2022 ArkCase. All Rights Reserved." is displayed.

Enter an email address and select “Send Password Reset Link”.



Forgot Password

Enter your email address and we'll send a reset password link

Email

 Enter Email

Send Password Reset Link

or

Back To Log In

© 2022 ArkCase. All Rights Reserved.



You will receive an email (featuring text similar to that shown below) with instructions on how to reset your password.

PRC eFiling Password Reset



preprod-prc@arkcase.com
To [redacted]

 Reply 

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

We have received a request to reset the password for the eFiling account associated with [redacted]. You can reset your password by clicking the link below. The link will expire in 2 hours.

If you require a new link, please click [here](#).

If you did not request a password reset, please let us know by contacting the Commission's Docketing staff at dockets@prc.gov or (292) 789-6847.

Click [here](#) to reset password.

If the above link does not work, please copy and paste the below link into your browser.

[https://pre-prod.prc.arkcase.com/api/cognito/reset-password-redirect?accessKey=ac052c33-bcfe-4bda-8a8c-c14d413fad1d&email=\[redacted\]](https://pre-prod.prc.arkcase.com/api/cognito/reset-password-redirect?accessKey=ac052c33-bcfe-4bda-8a8c-c14d413fad1d&email=[redacted])

V. E-FILING GUIDELINES

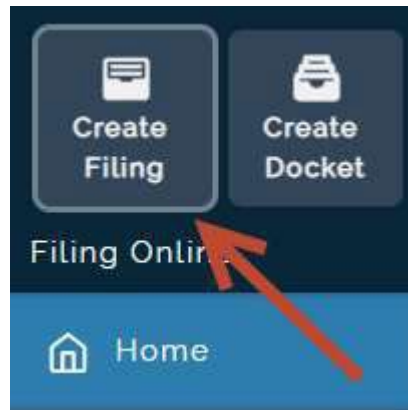
After becoming an account holder, you can access the Filing Online Login page by clicking the Filing Online link located at <https://prc.arkcase.com/portal/home>. You may then file documents or comments in any docket.

All submissions must follow the Commission's Rules of Practice set forth in 39 CFR Part 3010. Any filing that does not comply with an applicable Commission rule or order may be rejected. 39 CFR § 3010.123. Any filing that is rejected is deemed not to have been filed with the Commission. Please review the Rules of Practice and this guide prior to filing online.

The majority of documents filed electronically must be submitted as a PDF (portable document format). Account holders must log in and fill out information related to the filing, upload documents, and submit between the hours of 8:00 a.m. EST and 4:30 p.m. EST. Documents of submissions that contain multiple documents must be filed completely by 4:30 p.m. or they will be posted the next business day.

A. Creating a New Filing

All account holders are eligible to create and file new documents with the Commission. To create a Filing, you must be logged into eFiling. Select "Create Filing" from the lefthand navigation menu.



The first page prompts you to enter basic Filing metadata.

1. Docket Number

Select the "Docket Number" dropdown to select a Docket. The Docket Number selection ties your documents uploaded to a specific issue, matter, or case that will be considered by the Commission. If you are unsure if your Filing should be associated with a Docket, leave this field blank. If your Filing should be associated with multiple Dockets, select a single Docket, and add the additional Docket in the Comments section. If you need to create a new Docket, please go to the "Create a New Docket" section in this guide for instructions.

Create Filing

Overview

Comments

Attachments

Summary

Filing Information

Docket Number

If you are submitting the same filing in multiple Dockets simultaneously, please indicate the first Docket # here. Please indicate all others Dockets in the Comments section. Do not file separately in each docket.

Filing Party

Authorized by

If your filing party is not available in the selection, please provide it in the comments section.

Title

Enter Title

Correct Capitalization

Delete this Filing

Cancel

Save Draft

Previous

Next

2. Filing Party

Select the “Filing Party” dropdown to select a Filing Party. The Filing Party identifies the individual or entity that is responsible for the materials to be filed with the Commission. If you are unsure if your Filing should have a Filing Party, or you cannot find the Filing Party you need, leave this field blank and enter a note in the Comments section.

Create Filing

Overview

Comments

Attachments

Summary

Filing Information

Docket Number

If you are submitting the same filing in multiple Dockets simultaneously, please indicate the first Docket # here. Please indicate all others Dockets in the Comments section. Do not file separately in each docket.

Filing Party

Authorized by

If your filing party is not available in the selection, please provide it in the comments section.

Title

Enter Title

Correct Capitalization

Delete this Filing

Cancel

Save Draft

Previous

Next

3. Authorized By

Select “Authorized By” to select an Authorizing User. If a user has designated you as their Authorized Agent and you are filing on their behalf, their email will appear here. If you are filing on behalf of yourself or an entity you represent, or are unsure if you should set an Authorized By user, leave this field blank.

Create Filing

Overview

Comments

Attachments

Summary

Filing Information

Docket Number

If you are submitting the same filing in multiple Dockets simultaneously, please indicate the first Docket # here. Please indicate all others Dockets in the Comments section. Do not file separately in each docket.

Filing Party

If your filing party is not available in the selection, please provide it in the comments section.

Authorized by

Title

Enter Title

Correct Capitalization

Delete this Filing

Cancel

Save Draft

< Previous

Next >

4. Title

Enter a Title for your filing. The title should be the name of your document that reflects the purpose of your filing with the Commission, consistent with the Commission’s Rules of Practice; examples may start with words like notice, motion, comments, etc. You may select the “Correct Capitalization” button to correct the title’s capitalization. A Title is the bare minimum required to save a Draft Filing.

Create Filing

Overview

Comments

Attachments

Summary

Filing Information

Docket Number

If you are submitting the same filing in multiple Dockets simultaneously, please indicate the first Docket # here. Please indicate all others Dockets in the Comments section. Do not file separately in each docket.

Filing Party

Authorized by

If your filing party is not available in the selection, please provide it in the comments section.

Title

Enter Title

Correct Capitalization

Delete this Filing

Cancel

Save Draft

Previous

Next

After entering the Title, select the “Next” button.

Create Filing

Overview

Comments

Attachments

Summary

Filing Information

Docket Number

If you are submitting the same filing in multiple Dockets simultaneously, please indicate the first Docket # here. Please indicate all others Dockets in the Comments section. Do not file separately in each docket.

Filing Party

Authorized by

If your filing party is not available in the selection, please provide it in the comments section.

Title

Enter Title

Correct Capitalization

Delete this Filing

Cancel

Save Draft

Previous

Next

5. Comments

Users may enter additional comments in the Comments section, if applicable. This may include Docket Associations, Filing Parties, or any other questions. Docket staff will review the information in this section when working the Filing. This field can be left blank.

Select the “Next” button.

The screenshot shows the 'Create Filing' form with the 'Comments' tab selected. The form has three tabs: 'Overview', 'Comments', and 'Attachments'. The 'Comments' tab is active, showing a rich text editor with various formatting options (bold, italic, underline, link, unlink, insert image, insert video, insert document, bulleted list, numbered list, decrease indent, increase indent, link, unlink, normal, bold, italic, font color, background color, font family, font size) and a text area with the placeholder 'Insert text here ...'. A red arrow points to the text area. Below the text area, there is a 'Delete this Filing' link, a 'Cancel' button, a 'Save Draft' button, a '< Previous' button, and a 'Next >' button. A red arrow points to the 'Next >' button.

6. Attachments

Select “Choose Files” to upload attachments to the Filing.

The screenshot shows the 'Create Filing' form with the 'Attachments' tab selected. The form has three tabs: 'Overview', 'Comments', and 'Attachments'. The 'Attachments' tab is active, showing the 'Upload Attachments' section. Below the section title, it says 'Your filing must contain at least PDF document.' There is a large rectangular area for uploading files, with a red arrow pointing to it. In the center of this area is an upload icon (a square with an upward arrow) and the text 'Click and drag or choose files to upload'. Below this text is a 'Choose Files' button. At the bottom of the form, there is a 'Delete this Filing' link, a 'Cancel' button, a 'Save Draft' button, a '< Previous' button, and a 'Next >' button.

The system generally accepts the following filetypes:

- .pdf
- .doc
- .docx
- .xls
- .xlsx
- .rtf
- .csv
- .sas

Once you have selected your files, select “Upload” to upload the documents to the Filing.

NOTE: Uploading documents only uploads them to your filing and does not submit them to the Commission. Please see instructions on submitting a filing in this guide for official submission instructions.

Create Filing

Overview Comments **Attachments** Summary

Upload Attachments

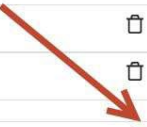
Your filing must contain at least PDF document.

Filename	Size	
 Order No. 6244.pdf	82 kB	
 Order No. 6261.pdf	143 kB	
 RM2022-12 USPS Waiver final.pdf	184 kB	

 Select More Files

Clear **Upload**

 Delete this Filing Cancel  Save Draft < Previous **Next >**



You may select “Select More Files” to add more before uploading or select “Clear” to remove the files before uploading.

Create Filing

Overview Comments **Attachments** Summary

Upload Attachments

Your filing must contain at least PDF document.

Filename	Size	
 Order No. 6244.pdf	82 kB	
 Order No. 6261.pdf	143 kB	
 RM2022-12 USPS Waiver final.pdf	184 kB	

 Select More Files

Clear **Upload**

 Delete this Filing Cancel  Save Draft < Previous **Next >**



7. Designating Documents Public or Non-public

Once the documents have been uploaded, you may designate them as Public Materials or Protected Materials. Public Materials will be made available to the public when the Filing is published. Protected Materials are not made public – they are stored securely, but members of the public may request access to these documents by filing a request with the Commission.

Create Filing

Overview Comments **Attachments** Summary

Upload Attachments

Your filing must contain at least PDF document.

☐	Filename	Size	Permissions
☐	 Order No. 6244.pdf	82 kB	Public Materials
☐	 Order No. 6261.pdf	143 kB	Public Materials
☐	 RM2022-12 USPS Waiver final.pdf	184 kB	Protected Materials

 Make PDF  Assemble  Remove  Upload More Files

 Delete this Filing Cancel  Save Draft < Previous Next >

8. Creating PDF documents

The majority of documents filed electronically must be submitted as a PDF (portable document format) or in native Excel format as prescribed by the Commission’s Rules of Practice. If filers are not able to convert their documents to a PDF before filing, the system permits users to convert files to PDF after uploading.

The “Make PDF” button converts Word and other file types into a PDF file for submission. Only Word or Excel documents may be converted to a PDF. Each document must be converted separately.

Create Filing

Overview Comments **Attachments** Summary

Upload Attachments

Your filing must contain at least PDF document.

☐	Filename	Size	Permissions
☐	 CP2022-52 FCPISPMEIPM122_03_0gRdc.xlsx	267 kB	Public Materials
☒	 Order No. 6244.docx	24 kB	Public Materials

 Make PDF  Assemble  Remove  Upload More Files

 Delete this Filing Cancel  Save Draft < Previous Next >

Additionally, you may combine multiple PDFs by selecting them and choosing the “Assemble” button.

Create Filing

Overview Comments **Attachments** Summary

Upload Attachments
Your filing must contain at least PDF document.

☐	Filename	Size	Permissions
☒	 Order No. 6244.pdf	82 kB	Public Materials
☒	 Order No. 6261.pdf	143 kB	Public Materials
☒	 RM2022-12 USPS Waiver final.pdf	184 kB	Public Materials

The system will prompt you to select the order of the documents. Furthermore, you may extract specific pages from the entered pdf. Entering a range will extract that range of pages, whereas comma separated values will pick those specific pages. Both may be used in tandem. For instance, entering “1,3-5, 9” would extract pages 1, 3, 4, 5, and 9.

Create Filing

Overview Comments **Attachments** Summary

Upload Attachments
Your filing must contain at least PDF document.

Order	Filename	Pages	Selected Pages
 1	 Order No. 6244.pdf	48	22-48
 2	 Order No. 6261.pdf	55	1, 2, 9-11
 3	 RM2022-12 USPS Waiver final.pdf	30	29

New Filename:

Enter a new filename and select “Assemble PDF” to create the new PDF.

9. Saving a Draft Filing

You may save a Draft Filing at any time by selecting “Save Draft.” You must set a Title to be able to save the Draft.

Create Filing

Overview Comments Attachments Summary

Filing Information

Docket Number

If you are submitting the same filing in multiple Dockets simultaneously, please indicate the first Docket # here. Please indicate all others Dockets in the Comments section. Do not file separately in each docket.

Filing Party Authorized by

If your filing party is not available in the selection, please provide it in the comments section.

Title

United States Postal Service Request to Convert USPS Connect Local Mail to a Permanent Offering

Correct Capitalization

Delete this Filing Cancel Save Draft < Previous Next >

You may continue working on the Filing or return to it later from the View My Filings section.

NOTE: Draft Filings will be automatically deleted after 15 days of non-activity on the Filing.

10. Submitting a Filing

Submitting a Filing officially publishes the filing and documents with the Commission.

In order to submit a Filing, it must include:

- A title
- At least one PDF that is marked as Public Materials

To submit a Filing, select “Next” from the Attachments tab.

Create Filing

Overview Comments Attachments Summary

Upload Attachments

Your filing must contain at least PDF document.

☐	Filename	Size	Permissions
☐	 Order No. 6261.pdf	143 kB	Public Materials

Make PDF Assemble Remove Upload More Files

Delete this Filing Cancel Save Draft < Previous Next >

The system will prompt you to review your Filing prior to submission.

Create Filing

Overview

Comments

Attachments

Summary

Review Your Filing Before Submission

Overview

Comments

Attachments

Docket Number
MC2023-1

Filing Party
Postal Regulatory Commission

Authorized By

Title
United States Postal Service Request to Convert USPS Connect Local Mail to a Permanent Offering

Comments

Attachments

Filename	Size	Permissions
 Order No. 6326.pdf	87 kB	Public Materials

Defer Filing

The Filing will be held for processing until the selected date and time (Eastern Time).

☒ No Deferral

☐ Deferral

Deferral Date 

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Delete this Filing

Cancel

< Previous

Submit Filing 

Check the reCAPTCHA box and select “Submit Filing.” Once a Filing is submitted, you may no longer edit it, nor can you un-submit it.

You will be redirected to the View My Filings page. Your Filing will appear in the “Submitted Filings” table.

11. Deferring a Filing

You may set a Deferral Date if the Filing should be held for Publishing until a specified date. The Deferral date cannot be in the past.

Defer Filing

The Document will be held for processing until the selected date and time (Eastern Time).

☐ No Deferral ☒ Deferral

10/20/2022, 12:37 PM



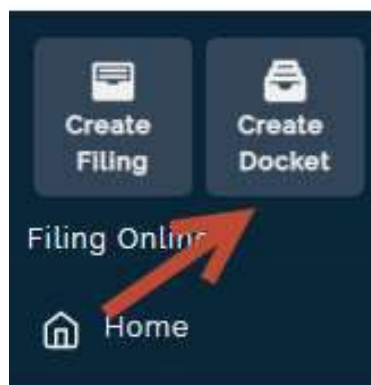
Check the reCAPTCHA box and select “Submit Filing.” Once a Filing is submitted, you may no longer edit it, nor can you un-submit it.

You will be redirected to the View My Filings page. Your Filing will appear in the “Submitted Filings” table.

B. Creating a New Docket

All account holders may create a new Docket. A Docket designates the type and category of the matter that can be considered by the Commission. Once a new Docket is created, they cannot be deleted. If you are unsure whether you need to create a new Docket, please review the Commission’s Rules of Practice, 39 CFR Part 3001. You may also contact dockets@prc.gov.

To create a Docket, you must be logged in to eFiling. Select “Create Docket” from the lefthand navigation menu.



You will be prompted to enter a Docket Title and a Docket Type. Both are required.

Check the reCAPTCHA box and select “Create Docket” to create the Docket.

The screenshot shows a modal window titled "Create Docket" with a close button (X) in the top right corner. Inside the modal, there are two text input fields: "Create Docket *" and "Type *". Below these fields is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the modal, there are two buttons: "Cancel" and "Create Docket". Red arrows point to the "Create Docket *" field, the "Type *" field, the reCAPTCHA checkbox, and the "Create Docket" button.

The new Docket will now be available for selection in your Dockets dropdown list when creating Filings.

C. Agents

Agents are users you may designate to submit Filings on your behalf. You must be logged into eFiling to use the Agents module.

1. Designating an Agent

To designate an agent, select the “Add Agent” button.

The screenshot shows a table titled "Agent Accounts". The table has three columns: "First Name", "Last Name", and "Email". The first row of data shows "Training" in the "First Name" column, "User" in the "Last Name" column, and "traininguser@mailinator.com" in the "Email" column. To the right of the table is a button labeled "+ Add Agent". A red arrow points to this button. Below the table, there is a pagination bar showing "20 per page", "Show 1 - 1 of 1", and "Page 1 of 1".

Enter the email address of the user you would like to designate as your agent. Then select “Create Agent.”

The screenshot shows a modal window titled "Create Agent" with a close button (X) in the top right corner. Inside the modal, there is a text input field labeled "Email Address *". Below this field are two buttons: "Cancel" and "Create Agent". Red arrows point to the "Email Address *" field and the "Create Agent" button.

If the system finds an account with the email you have entered, the user will be set as your agent. They will receive an email notification letting them know they have been set as your agent.

NOTE: A user must have an eFiling account in order to be designated as an agent.

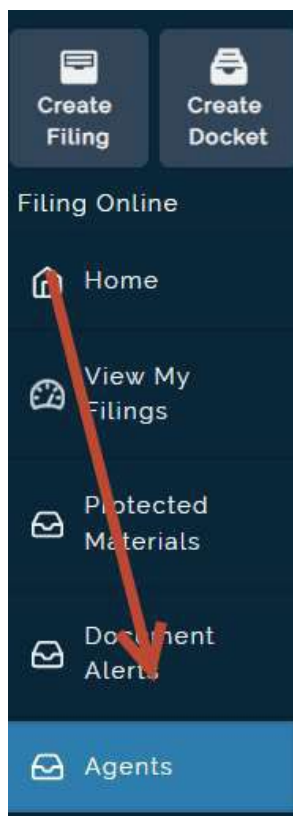
2. Removing an Agent

To remove an agent, select the options button next to an existing agent and select “Delete.”



3. Viewing Your Agents

To view your agents, select “Agents” from the lefthand navigation menu.

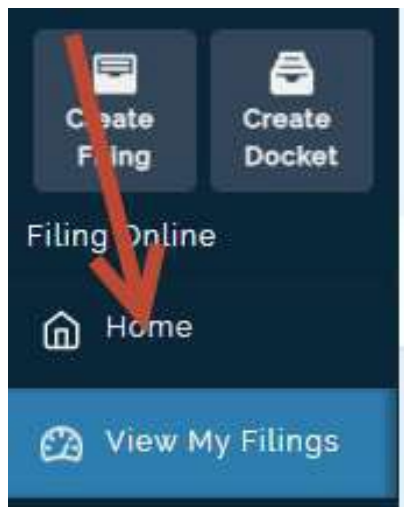


The system will display a list of all Agents you have designated.

Agent Accounts			+ Add Agent
First Name	Last Name	Email	
Training	User	traininguser@mailinator.com	⋮
20 per page		Show 1 - 1 of 1	Page 1 of 1 < >

D. Viewing Your Filings

To view your Filings, select the “View My Filings” option from the lefthand navigation menu.



1. View Draft Filings

The Draft Filings table displays all Draft Filings you have saved. You may select the Filing Title to continue working on the Filing.

Draft Filings			
Docket #	Title	Created	
Filter Docket #	Filter Title	Filter Date	🗑️
MC2023-2	United States Postal Service Request to Convert USPS Connect Local Mail to a Permanent Offering	10/13/2022	⋮
20 per page		Show 1 - 1 of 1	Page 1 of 1 < >

NOTE: Draft Filings will be automatically deleted after 15 days of nonactivity.

2. View Submitted Filings

The Submitted Filings table displays all Filings you have submitted. You may filter and sort on each column.

Submitted Filings						
Docket #	Title	Created	Submitted	Published	Status	
Filter Docket #	Filter Title	Filter Date	Filter Date	Filter Date	Filter Status	
A2022-15	United States Postal Service Motion to Dismiss Proceedings	11/01/2022	11/01/2022		Submitted	
CP2023-1	USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 77 to Competitive Product List and Notice of Filing Materials Under Seal	11/01/2022	11/01/2022	11/01/2022	Published	

20 per page Show 1 - 2 of 2 Page 1 of 1

3. View Published Filings

When your Filing is Published, you will see the Status change to “Published” and it will appear on the Commission's Daily Listing page for that day.

Submitted Filings						
Docket #	Title	Created	Submitted	Published	Status	
Filter Docket #	Filter Title	Filter Date	Filter Date	Filter Date	Filter Status	
A2022-15	United States Postal Service Motion to Dismiss Proceedings	11/01/2022	11/01/2022		Submitted	
CP2023-1	USPS Request to Add Priority Mail Express, Priority Mail, First-Class Package Service & Parcel Select Contract 77 to Competitive Product List and Notice of Filing Materials Under Seal	11/01/2022	11/01/2022	11/01/2022	Published	

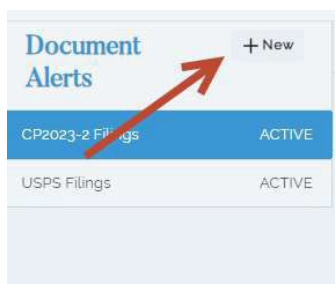
20 per page Show 1 - 2 of 2 Page 1 of 1

VI. DOCUMENT ALERTS

You may set email alerts to let you know when certain Filings are published. You must be logged in to use the Alerts module.

1. Adding an Alert

To add an alert, select the “New” button.



2. Alert Name

Set a name for your alert by entering information in the “Name” field. The “Name” field is simply the alert Title and is all that is actually required to create the alert. However, if you do not enter any other criteria, you will receive an alert every time a Filing is Published.

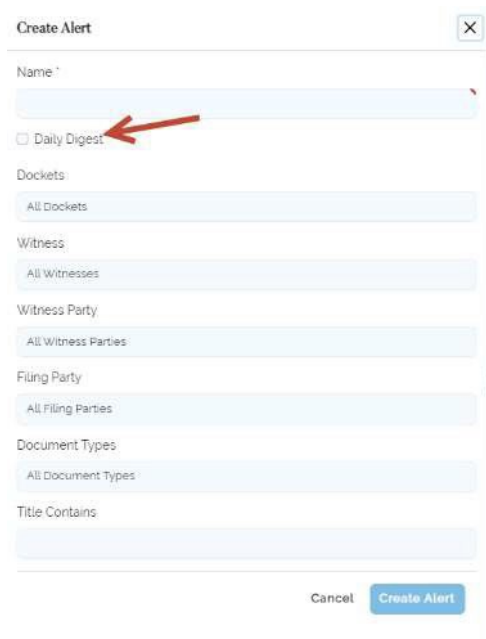
3. Alert Criteria

The system will prompt you to enter a name for your alert and criteria. Generally, you may enter only a single criteria per option. Furthermore, the criteria are additive – if you set more than one, then each document filed must satisfy all of the criteria to trigger the alert.



The screenshot shows the 'Create Alert' form. At the top, there is a title bar with 'Create Alert' and a close button (X). Below the title bar, the 'Name' field is highlighted with a red arrow. The form includes several sections: 'Daily Digest' (with an unchecked checkbox), 'Dockets' (with a dropdown menu showing 'All Dockets'), 'Witness' (with a dropdown menu showing 'All Witnesses'), 'Witness Party' (with a dropdown menu showing 'All Witness Parties'), 'Filing Party' (with a dropdown menu showing 'All Filing Parties'), 'Document Types' (with a dropdown menu showing 'All Document Types'), and 'Title Contains' (with a text input field). At the bottom, there are 'Cancel' and 'Create Alert' buttons.

If you check the “Daily Digest” option, you will receive a single alert email at the end of the day with all published Filings that match your alert criteria. Otherwise, you will receive alerts throughout the day as Filings are published. These typically go out in batches during 30-minute intervals.



The screenshot shows the 'Create Alert' form. At the top, there is a title bar with 'Create Alert' and a close button (X). Below the title bar, the 'Name' field is highlighted with a red arrow. The form includes several sections: 'Daily Digest' (with a checked checkbox), 'Dockets' (with a dropdown menu showing 'All Dockets'), 'Witness' (with a dropdown menu showing 'All Witnesses'), 'Witness Party' (with a dropdown menu showing 'All Witness Parties'), 'Filing Party' (with a dropdown menu showing 'All Filing Parties'), 'Document Types' (with a dropdown menu showing 'All Document Types'), and 'Title Contains' (with a text input field). At the bottom, there are 'Cancel' and 'Create Alert' buttons.

Create Alert ✕

Name *

☐ Daily Digest

Dockets 

All Dockets

Witness

All Witnesses

Witness Party

All Witness Parties

Filing Party

All Filing Parties

Document Types

All Document Types

Title Contains

Cancel Create Alert

The “Dockets” dropdown lets you select from a list of Active Dockets. This will trigger any time a Filing associated with this Docket is published.

The “Witness” dropdown lets you select from any individual who has been designated as a Witness, irrespective of their Witness Party. This will trigger any time a Filing with that Witness is published.

Create Alert ✕

Name *

☐ Daily Digest

Dockets

All Dockets

Witness 

All Witnesses

Witness Party

All Witness Parties

Filing Party

All Filing Parties

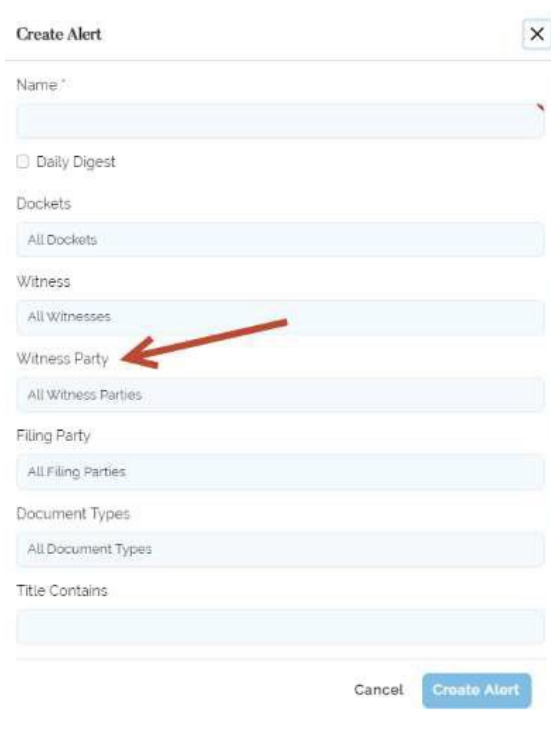
Document Types

All Document Types

Title Contains

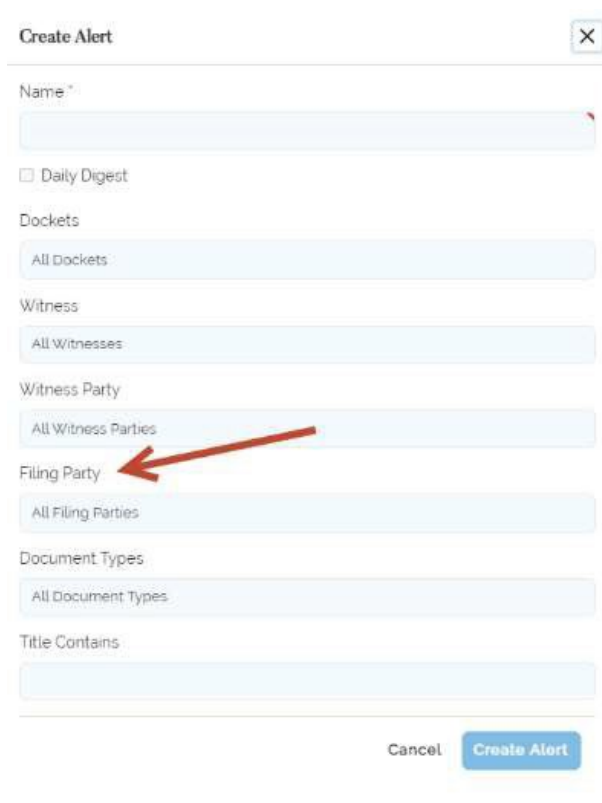
Cancel Create Alert

The “Witness Party” dropdown lets you select from any Party that has been designated as a Witness Party. This will trigger any time a Filing with that Witness Party is published.



The screenshot shows the 'Create Alert' dialog box with the following fields and options:

- Name:** A text input field.
- ☐ **Daily Digest**
- Dockets:** A dropdown menu with 'All Dockets' selected.
- Witness:** A dropdown menu with 'All Witnesses' selected.
- Witness Party:** A dropdown menu with 'All Witness Parties' selected. A red arrow points to this field.
- Filing Party:** A dropdown menu with 'All Filing Parties' selected.
- Document Types:** A dropdown menu with 'All Document Types' selected.
- Title Contains:** A text input field.
- Buttons:** 'Cancel' and 'Create Alert' at the bottom right.

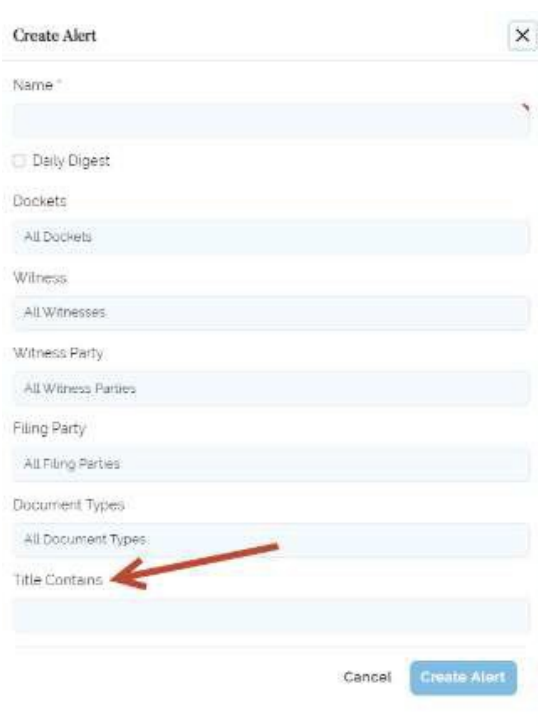


The screenshot shows the 'Create Alert' dialog box with the following fields and options:

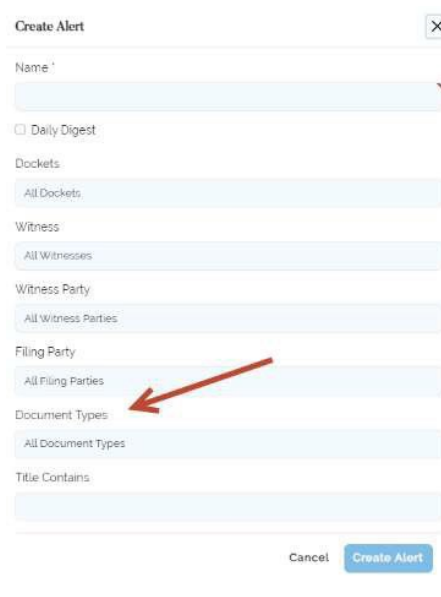
- Name:** A text input field.
- ☐ **Daily Digest**
- Dockets:** A dropdown menu with 'All Dockets' selected.
- Witness:** A dropdown menu with 'All Witnesses' selected.
- Witness Party:** A dropdown menu with 'All Witness Parties' selected.
- Filing Party:** A dropdown menu with 'All Filing Parties' selected. A red arrow points to this field.
- Document Types:** A dropdown menu with 'All Document Types' selected.
- Title Contains:** A text input field.
- Buttons:** 'Cancel' and 'Create Alert' at the bottom right.

The “Filing Party” dropdown lets you select from any Party that has been designated as a Filing Party. This will trigger any time a Filing with that Filing Party is published.

The “Document Types” dropdown lets you select from any Filing type. This will trigger any time a Filing with that Document Type is published.



The screenshot shows the 'Create Alert' dialog box. It has a title bar with a close button (X). Below the title bar is a 'Name' input field. A checkbox labeled 'Daily Digest' is present. Below that are several dropdown menus: 'Dockets' (All Dockets), 'Witness' (All Witnesses), 'Witness Party' (All Witness Parties), 'Filing Party' (All Filing Parties), and 'Document Types' (All Document Types). A red arrow points to the 'Document Types' dropdown. At the bottom are 'Cancel' and 'Create Alert' buttons.

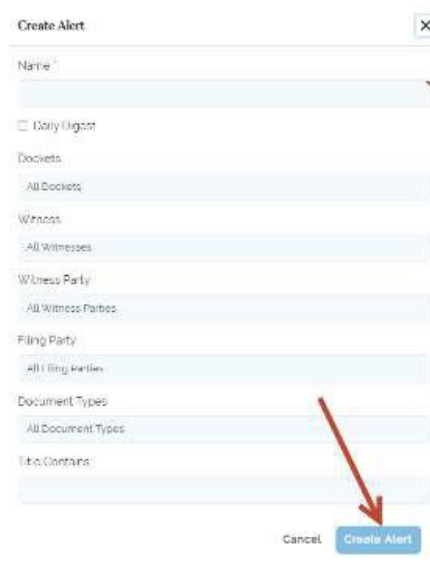


The screenshot shows the 'Create Alert' dialog box. It has a title bar with a close button (X). Below the title bar is a 'Name' input field. A checkbox labeled 'Daily Digest' is present. Below that are several dropdown menus: 'Dockets' (All Dockets), 'Witness' (All Witnesses), 'Witness Party' (All Witness Parties), 'Filing Party' (All Filing Parties), and 'Document Types' (All Document Types). A red arrow points to the 'Document Types' dropdown. At the bottom are 'Cancel' and 'Create Alert' buttons.

Finally, the “Title Contains” field lets you enter text. This will trigger any time a Filing containing that text in its Title is published.

Select “Create Alert” to create the alert.

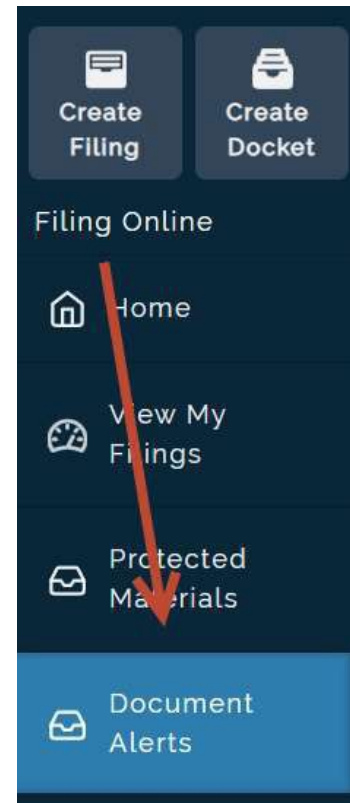
NOTE: If you do not select any criteria for your alert, you will receive an alert every time a Filing is Published.



The screenshot shows the 'Create Alert' dialog box. It has a title bar with a close button (X). Below the title bar is a 'Name' input field. A checkbox labeled 'Daily Digest' is present. Below that are several dropdown menus: 'Dockets' (All Dockets), 'Witness' (All Witnesses), 'Witness Party' (All Witness Parties), 'Filing Party' (All Filing Parties), and 'Document Types' (All Document Types). At the bottom are 'Cancel' and 'Create Alert' buttons. A red arrow points to the 'Create Alert' button.

4. Viewing Your Alerts

To view your alerts, select “Document Alerts” from the lefthand navigation menu.



You will see a list of all Alerts you have created.

Document Alerts		+ New		Delete Edit	
CP2023-2 Filings	ACTIVE	Name	CP2023-2 Filings	Notifications	CP2023-2 Filings
USPS Filings	ACTIVE	Status	ACTIVE	Created By	ejohnson@mailinator.com
		Created Date	10/13/22, 12:56 PM	Date Modified	10/13/22, 12:56 PM
Criteria					
Docket	CP2023-2	Witness	All Witnesses	Witness Party	All Witness Parties
Document Type	All Document Types	Title Contains		Filing Party	All Filing Parties

5. Editing an Alert

To edit an alert, simply select the “Edit” button on an existing Alert.

The screenshot shows the 'Document Alerts' interface. On the left, there is a sidebar with a '+ New' button and a list of alerts: 'CP2023-2 Filings' (ACTIVE) and 'USPS Filings' (ACTIVE). The main area displays details for the 'CP2023-2 Filings' alert. At the top right of the main area, there are two buttons: 'Delete' (with a trash icon) and 'Edit' (with a pencil icon). A red arrow points to the 'Edit' button. Below the buttons, the alert details are shown in a table-like format:

Name	CP2023-2 Filings	Notifications	CP2023-2 Filings	Status	ACTIVE
Created By	ejohnson@mailinator.com	Created Date	10/13/22, 12:56 PM	Date Modified	10/13/22, 12:56 PM
Criteria					
Docket	CP2023-2	Witness	All Witnesses	Witness Party	All Witness Parties
Document Type	All Document Types	Title Contains		Filing Party	All Filing Parties

6. Removing an Alert

To remove an alert, simply select the “Delete” button on an existing Alert.

This screenshot is identical to the one above, showing the 'Document Alerts' interface with the 'CP2023-2 Filings' alert details. In this version, a red arrow points to the 'Delete' button (with a trash icon) instead of the 'Edit' button.