How to Search in EFS
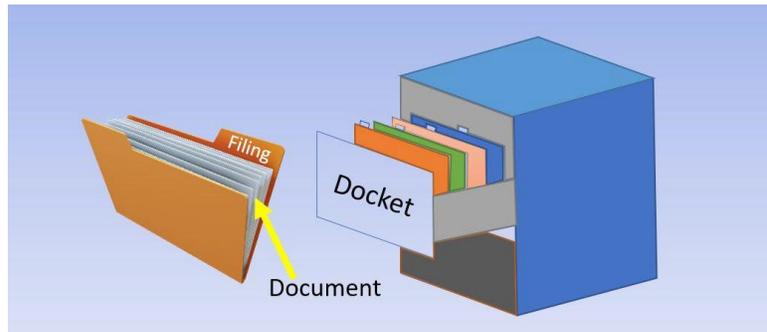
EFS organizes *documents* into *filings; filings* into *dockets*. A Docket would be comparable to a drawer of a filing cabinet while a Filing would be comparable to a folder within said cabinet. A Document is a record within the folder. Consider what the goal of your search may be and what forms of information will be needed to obtain the expected results.

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

Dockets are a set of one or more filings. Dockets are organized by docket type. Docket types are intended to reflect the general content of the case and pertinent procedural characteristics. To view a list of all the docket types used in EFS, what a specific docket type is used for, or how a docket is structured, please refer to our Docket Designations page. Note: EFS was created in 2009 and dockets prior to that year may be limited to paper copies. If you are not able to find a docket in EFS that was created prior to 2009, contact ITsupport@iub.iowa.gov to request paper copies.

Useful Search Tools/Tips:

- % = Wildcard. As of December 2023, wildcards are no longer required but can be a helpful tool when searching. A wildcard is a helpful search tool that is used to display search results when a specific phrase is known. You can experiment searching with or without a wildcard to help narrow search results.
    - Examples:
        - Searching "Tariff" would find "Electric Tariff Update," "Reports and Tariffs," and "Company Tariffs" and any results containing "Tariff"
        - Searching "%Company Tariff%" would find only "Company Tariff" and would not find "Energy Tariffs" or "Electric Rate Tariff Update"
- Enter as many search criteria as possible. This will narrow your results and minimize the amount of time spent looking through results. However, do not enter search criteria if you are uncertain whether they apply. You may inadvertently be removing search results that may be of interest.
- **EFS can display up to 2,000 search results at a time. If there are more than 2,000 results, EFS will advise you to enter additional search criteria to assist in narrowing the results.**

Search Options:

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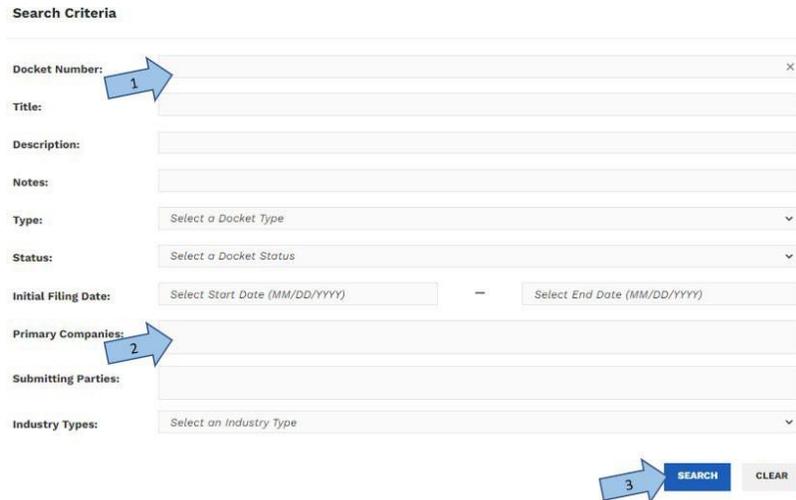
📖 Docket Search

Use this option to find a specific docket or list of dockets. If you are looking for a specific docket, enter the docket number[1] and click Search.[3] If the docket number is unknown, enter as much information as possible in the fields below docket number, and click Search.[3]

You can also use docket search to find a list of dockets based on search criteria. A common search is to look for a list of dockets for a particular company. To do this, you would utilize the Primary Companies field.[2] (Each docket has Primary Companies that indicate which companies are the subject of the docket.)

See image:

📄 Document Search

This option is used to locate individual documents within EFS. You can enter criteria in the respective fields and click search to display your results. The more criteria entered, the fewer results will be generated.

Within the document search, you can narrow your search by document type.[1] Each document filed with the IUB is assigned a document type by IUB staff. The document type field serves the purpose of categorizing each document so that you may easily search for specific types of documents.

You can also narrow your document search by selecting a Submitting Party.[2] Submitting Parties indicates which company submitted each respective filing, whereas Primary Companies indicates which companies are the main subject of the docket.

You can also search by the file type. The different types of documents in EFS are Adobe PDFs, Microsoft Excel spreadsheets, or a variety of electric map files.

EFS can display up to 2,000 search results at a time. If there are more than 2,000 results, EFS will advise you to enter additional search criteria to assist in narrowing the results.

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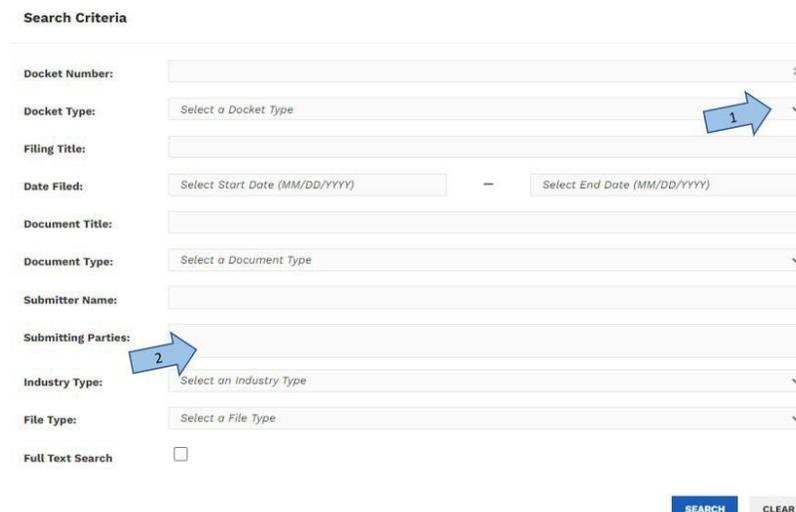
📁 Filing Search

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

🏷 Tariff Search

This option is only used to find company Tariff books. If you are looking for individual tariff filings, use TF- YYYY-NNNN under docket search. To search for tariffs, first select the interested company[1] or alternatively search an entire industry. Next, select a tariff status.[2] If you leave a blank, EFS will display all tariff types. Click Search.[3] T-dockets are the current tariff on file for each company. TS-dockets are the superseded tariff on file for each company. Superseded tariffs display each and every revision of the tariff.
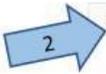
See image:

🏠 Company Search

This option allows you to search the list of Companies in EFS. To use this option, enter the company number[1] or company name[2] and click Search.[4] If the name of the company is unknown, use the address fields.[3] You can also use wildcards. Example: Searching "%municipal%" will pull all companies with "municipal" somewhere in the name, and likewise for "%city%".

See image:

Full-Text Search:

This option allows you to search the entirety of EFS, including the documents themselves (i.e., PDFs & Excel documents). Use this search if you are unable to locate a document by using the document search and when you are looking for a unique or specialized wording in the body of the document(s). You can reduce the volume of results returned by this search and the time it takes to complete the search by completing as many of the search fields as possible.

Use the Filing Search option described above then select the Full-Text Search checkbox.[1] Enter as details within the Full-Text Search field[2] then click on Search[3] to see your results. If you are not receiving the results expected, consider having fewer details within the search field.[2]

See image:

☰ Daily Filing Summary

This option allows you to view all of the filings entered into EFS on a specified date or date range. To use this search, select your date range[1] and click Search.[6] This search displays filings chronologically for all dates selected. Filings are represented by their respective Docket Number, Docket Title, Filing Title, and Submitter Name.

Additional criteria fields can be used to narrow the results. Docket number[2] will limit results specific to the docket provided. Docket Industry Types[3] will limit results based on the industry type. Docket Primary Company[4] will limit results based on the Primary Company listed.

You can also limit results to only show Orders by selecting the Show Orders Only check box.[5]

See image:

Filtering your search results

Once your search results are compiled, you can filter those results by docket number, filing title, submitting parties, document title, date filed, and document type.

To filter your search results, select the hamburger icon[1] by each column title. Select the filter icon[2] and enter filtering details as needed. To clear all filtering, select the "Reset Column Sort/Filter"[3] button.

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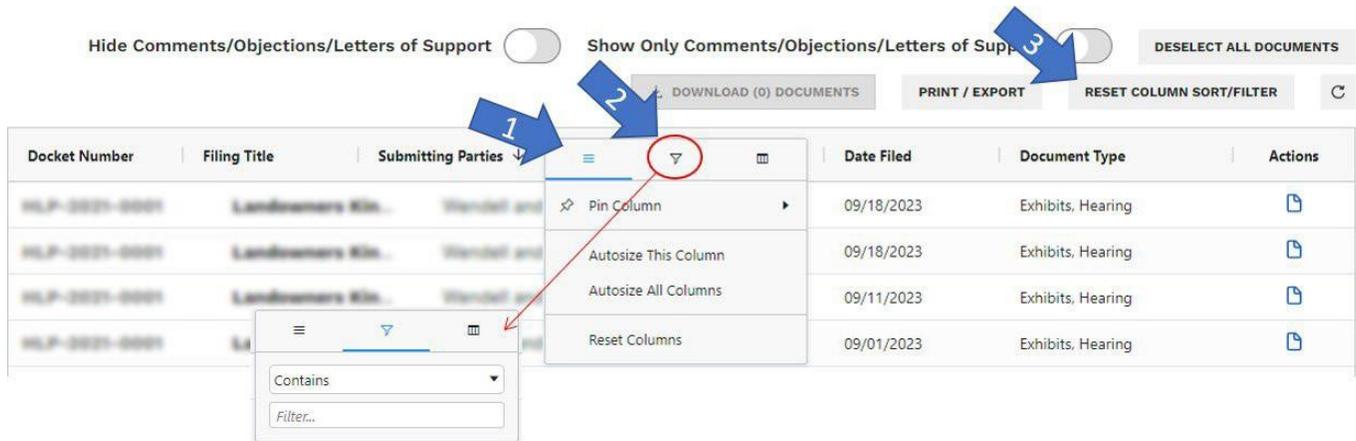
Downloading multiple files

You can select and download multiple files at once; there is a limit of 10 files at a time. Chose the files by selecting on the check box located at the left of the document title. Then select "Download (x) Documents." EFS will provide a total number of files selected.

Note: If you select files then filter the search results (as directed above), the selected files will remain. The total number of documents to download will reflect those that are selected but the filtering may not reflect that total amount. By selecting the "Download (x) Documents" button, the total number of files will be downloaded, not just shown on the screen.

See image:
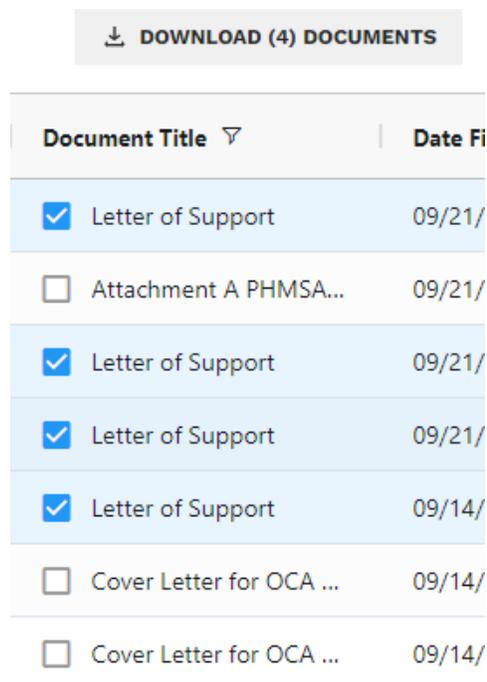
Common Search Examples:

Example 1:

- *Trying to find:* A specific Docket
- *User knows:* The docket number
- *What Search Criteria to Enter:* Start by navigating to Search > Docket Search. In the Docket Number field, type the docket number.
    - In this example, we are using Docket No. RMU-2023-0002
- Click Search

Search Criteria

Docket Number: RMU-2023-0002 - Iowa Utilities Board (1)

- *Search Results that will generate:* Details of the docket number entered and quick access to the Summary, Filings within the docket, and documents within the docket.

Example 2:

In this example, we are trying to find a rulemaking docket (RMU) from 2023, but we don't know the last four digits of the docket are.

- *Trying to find:* A specific Docket, but the docket number is unknown
- *User knows:* The Docket was created in 2023 and is a Rulemaking Docket
- *What Search Criteria to Enter:* Start by navigating to Search > Docket Search
    - In the Docket Number Field, enter 2023[1] as this is the known part of the docket number
    - In the Type field,[2] select RMU as it is the known docket type
- Click Search

Search Results that will generate: This search will display all of the RMUs from 2023. You can then choose from the list of dockets which to select. Use the scroll bar[3] to continue reviewing the search results.

Example 3:

- *Trying to find:* A list of orders within a docket
- *User knows:* The docket number. To keep this example generic, we will not include a specific docket number
- *What Search Criteria to Enter:* Start by navigating to the Document Search page in EFS. Enter the docket number in the Docket Number field[1]. Select Order in the Document Type.[2]

- *Search Results that will generate:*

Search Results

Hide Comments/Objections/Letters of Support ( )   Show Only Comments/Objections/Letters of Support ( )   **DESELECT ALL DOCUMENTS**

⬇ DOWNLOAD (0) DOCUMENTS   **PRINT / EXPORT**   C

Docket Number ↑	Filing Title	Submitting Parties	Document Title	Date Filed	Document Type	Actions
	Order Excusing ...	Iowa Utilities Board	☐ Order Excusing Witn...	07/07/2023	Order	▯
	Order Addressin...	Iowa Utilities Board	☐ Order Addressing Pr...	06/23/2023	Order	▯
	Order Establishi...	Iowa Utilities Board	☐ Order Establishing In...	09/26/2022	Order	▯
	Order Granting ...	Iowa Utilities Board	☐ Order Granting Requ...	05/25/2023	Order	▯
	Order Granting ...	Iowa Utilities Board	☐ Order Granting Petiti...	12/15/2022	Order	▯
	Order Denying ...	Iowa Utilities Board	☐ Order Denying Moti...	09/14/2022	Order	▯
	Order Granting I...	Iowa Utilities Board	☐ Order Granting Inter...	12/06/2022	Order	▯
	Order Granting ...	Iowa Utilities Board	☐ Order Granting Waiver	03/28/2023	Order	▯
	Order Approving...	Iowa Utilities Board	☐ Order Approving No...	05/19/2023	Order	▯
	Order Establishi...	Iowa Utilities Board	☐ Order Establishing Pr...	02/24/2023	Order	▯
	Order Reschedu...	Iowa Utilities Board	☐ Order Rescheduling ...	11/08/2022	Order	▯
	Order Granting ...	Iowa Utilities Board	☐ Order Granting Petiti...	09/13/2023	Order	▯