



EDOCKETS USER GUIDE

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
December 3, 2024	Added Phase II, Groups 1-2 updates	Docket Section staff	2.1
March 27, 2025	Added Phase II, Group 3 updates	Docket Section staff	2.2

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 for past Commission decisions and documents filed by parties.

The eDockets system is a secure online portal where users can electronically upload 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

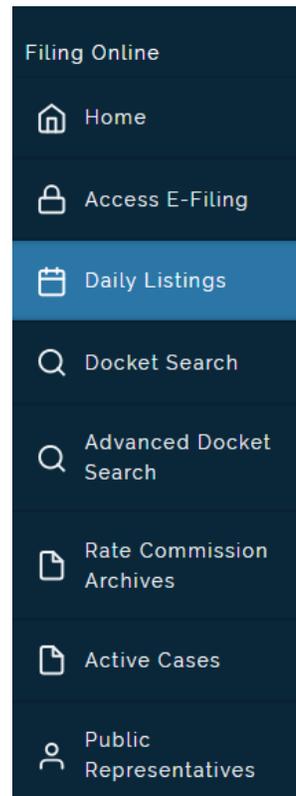
The navigation menu is located on the left side of your screen. See the figure below for a brief description of each item on the navigation menu.

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
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
Rate Commission Archives	Conduct search of archived documents published under the Postal Rate Commission
Active Cases	View Active Cases
Public Representatives	Review list of public representatives and contact information

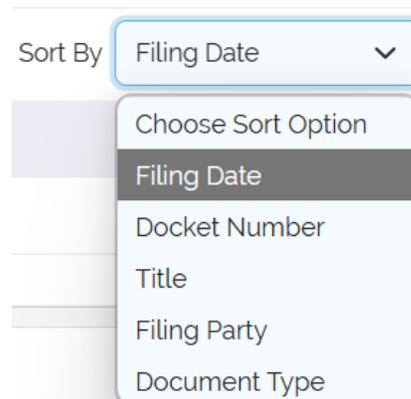
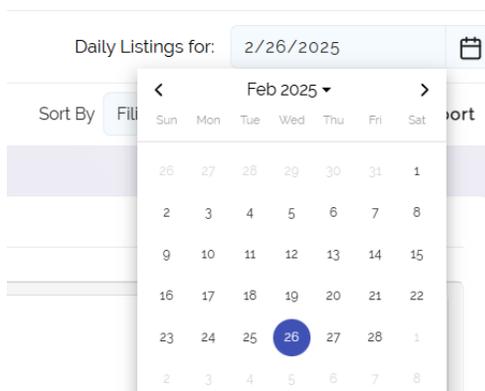
Certain modules are available without logging into eFiling. These default modules are displayed in the lefthand navigation menu. Upon logging into eFiling, the lefthand navigation menu will update to show additional modules.

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 Daily Listings for the current date. Users may select the date field to change the date. You may further fine-tune search results by using the **Sort By** dropdown:



then **Apply Filters:**

Daily Listings for: 3/12/2025

Apply Filters Sort By: Filing Date ↑ Export

Title contains: Enter Title

Docket Type: Any Docket Type

Document Type: Any Document Type

Filing Party: Any Filing Party

Contains Protected Materials

Apply Reset

You may expand Filings to download associated Public Materials attachments. The presence of Protected Materials is indicated by a lock icon, located at the lower right of each filing row.

Daily Listings for: 3/10/2025

Docket #s	Filing Party	Document Types	Filing Date
K2025-1200 (Competitive Negotiated Service Agreement) MC2025-1200 (Mail Classification)	Postal Regulatory Commission (PRC)	Orders/Responses to Orders	03/10/2025
Order No. 8735-Order Adding Priority Mail Express, Priority Mail & USPS Ground Advantage Contract 1336 to the Competitive Product List			
K2025-1209 (Competitive Negotiated Service Agreement) MC2025-1210 (Mail Classification)	United States Postal Service (USPS)	Request Notices	03/10/2025
USPS Request to Add USPS Ground Advantage® Contract 12 to the Competitive Product List and Notice of Filing Materials Under Seal 			

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

Daily Listings for: 12/4/2024

Sort By: Choose Sort Option ↑ Export

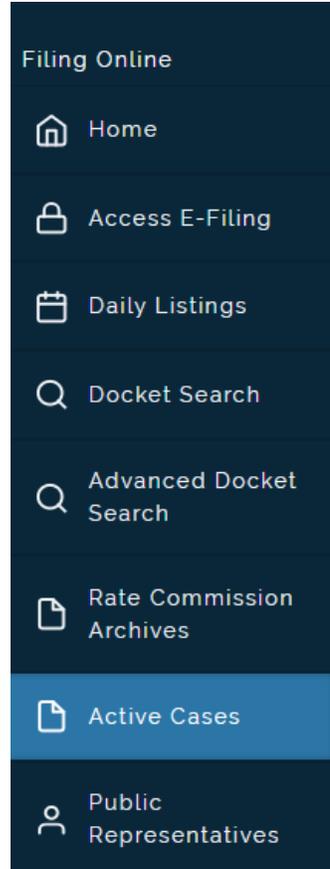
Number of Filings: 2 - Listing Incomplete

Docket #s	Filing Party	Document Types	Filing Date
K2025-494 (Competitive Negotiated Service Agreement) MC2025-496 (Mail Classification)	Public Representative (PR)	Comments	12/04/2024
Public Representative Comments on USPS Request to Add Priority Mail Express, Priority Mail & USPS Ground Advantage Contract 791 to Competitive Product List			
K2025-495 (Competitive Negotiated Service Agreement) MC2025-497 (Mail Classification)	Public Representative (PR)	Comments	12/04/2024
Public Representative Comments on USPS Request to Add Priority Mail Express, Priority Mail & USPS Ground Advantage Contract 792 to Competitive Product List			

50 per page Show 1 - 2 of 2 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.



Users may click the **Docket Number** to navigate to the relevant Docket Details page. You may also export the results by selecting the **Export** button.

The screenshot shows the 'Active Cases' page header with the 'Active Cases' tab selected. In the top right corner, there is an 'Export' button with an upward arrow icon, indicated by a red arrow. Below the header is a 'Results' section containing a table with four columns: 'Docket Type', 'Docket Number', 'Docket Title', and '# of Published Filings'. Each column has a dropdown arrow. Below the column headers are input fields: 'Select Docket Type', 'Input Docket Number', 'Input Docket Title', and 'Input # of Published'. A red arrow points to the 'Input Docket Number' field. The table contains four rows of data:

Docket Type	Docket Number	Docket Title	# of Published Filings
Annual Compliance Report	ACR2022	Annual Compliance Review, 2022	284
Competitive Products	CP2013-64	Competitive Product Prices Global Reseller Expedited Package Contracts 2 (MC2013-51) Negotiated Service Agreement	10
Competitive Products	CP2020-145	Competitive Product Prices Global Expedited Package Services Contracts Non-Published Rates 15 (MC2020-136)	170
Competitive Products	CP2020-169	Competitive Product Prices Inbound Competitive Multi-Service Agreements with Foreign Postal Operators PRIME United States Postal Service Tracked Service Agreement (MC2010-34) Negotiated Service Agreement	65

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

Active Cases Export

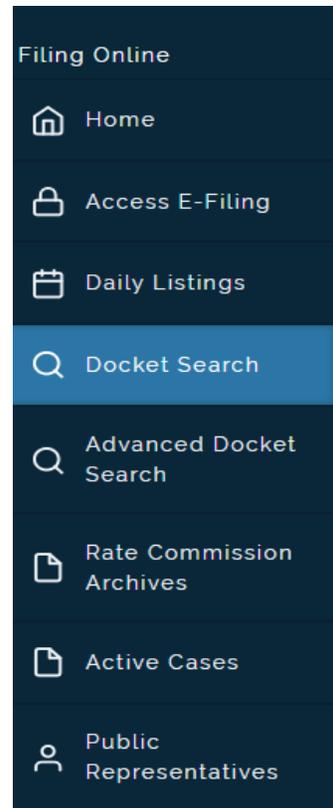
Competitive Products	CP2023-114	Competitive Price and Classification Changes	0
Competitive Products	CP2023-120	Competitive Product Prices Priority Mail & Parcel Select Contract g (MC2023-117) Negotiated Service Agreement	7
Competitive Products	CP2023-155	Competitive Price Changes	11
Competitive Products	CP2023-162	Competitive Product Prices Priority Mail, First-Class Package Service & Parcel Select Contract 1g (MC2023-158) Negotiated Service Agreement	9
Mail Classification	MC2023-111	Competitive Product Prices Priority Mail & First-Class Package Service Priority Mail & First-Class Package Service Contract 230	6
Mail Classification	MC2023-117	Competitive Product Prices Priority Mail & Parcel Select Priority Mail & Parcel Select Contract g	6
Public Inquiry	PI2023-2	Public Inquiry on Review of Postal Service Cost Attribution	14
Public Inquiry	PI2023-4	Public Inquiry on Changes Associated with the Delivering for America Plan	79
RM2023-5	RM2023-5	Competitive Negotiated Service Agreement Review Procedures	23
RM2023-7	RM2023-7	Periodic Reporting (Proposal Two)	21

50 per page Show 1 - 50 of 615 Page 1 of 13

III. RESEARCHING DOCKETS AND FILINGS

A. Docket Search

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



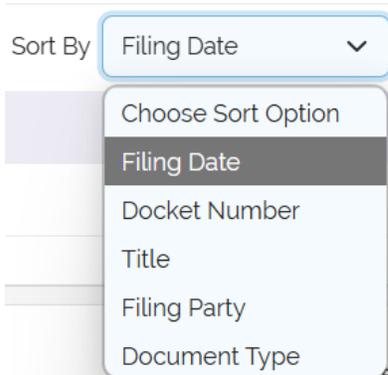
The Docket Search uses a wildcard search against all published Filings in the system. Specifically, the system searches against the following datapoints:

- 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.



Users may further fine-tune search results by using the **Sort By** dropdown.



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

Docket Search

Q request

Results

Docket #s	Filing Party	Document Types	Filing Date
K2025-495 (Competitive Negotiated Service Agreement) MC2025-497 (Mail Classification)	Public Representative (PR)	Comments	12/04/2024
Public Representative Comments on USPS Request to Add Priority Mail Express, Priority Mail & USPS Ground Advantage Contract 792 to Competitive Product List			
K2025-495 (Competitive Negotiated Service Agreement) MC2025-497 (Mail Classification)	Public Representative (PR)	Comments	12/04/2024
Public Representative Comments on USPS Request to Add Priority Mail Express, Priority Mail & USPS Ground Advantage Contract 792 to Competitive Product List			
K2025-494 (Competitive Negotiated Service Agreement) MC2025-496 (Mail Classification)	Public Representative (PR)	Comments	12/04/2024
Public Representative Comments on USPS Request to Add Priority Mail Express, Priority Mail & USPS Ground Advantage Contract 791 to Competitive Product List			

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

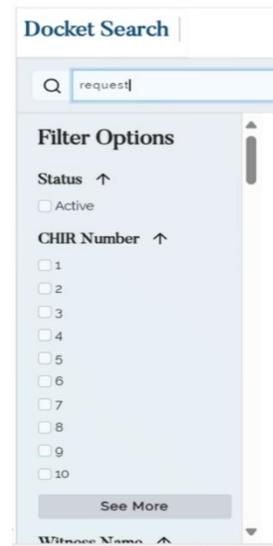
Q notice

Results

Docket #s	Filing Party	Document Types	Filing Date
K2025-495 (Competitive Negotiated Service Agreement) MC2025-497 (Mail Classification)	Public Representative (PR)	Comments	12/04/2024
Public Representative Comments on USPS Request to Add Priority Mail Express, Priority Mail & USPS Ground Advantage Contract 792 to Competitive Product List			
 MC2025-497 PR Comments 139 kB Download File			

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

You may also sort the filters by clicking on the arrow next to each filter option, to apply ascending or descending order.



You may export the results by selecting the **Export** button.



B. Advanced Docket Search

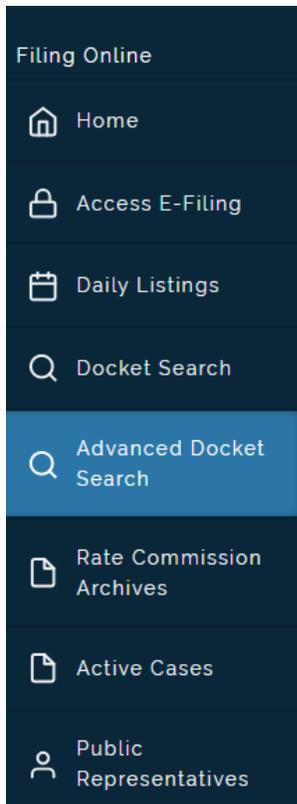
The Advanced Docket Search offers an input-based search against all published Filings in the system. Specifically, the system searches against the following search types:

- Documents
- CHIRs
- CIRs
- Library References
- NOIs
- Orders
- Periodic Reports/Data Reports
- POIRs
- PRC Reports
- Reports
- Rulings
- Transcripts



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.



Advanced Docket Search

Search Type
Documents

Find Records Where

Title contains
Enter Title

Filename contains
Enter Filename

Attachment contains
Enter Keywords

Narrow Results By

Date Range

From Date
MM/DD/YYYY

To Date
MM/DD/YYYY

Docket

Docket Type [Clear](#)
Any Docket Type

Docket #
Enter Docket #

Filing

Document Type [Clear](#)
Select an item

Filing #
Enter Filing #

Filing Party
Any Filing Party

Witness Name
Any Witness Name

Search

Reset Filters

Advanced Docket Search

Search Type
Orders

Order Number
Choose Order Number

Find Records Where

Title contains
Enter Title

Filename contains
Enter Filename

Attachment contains
Enter Keywords

Narrow Results By

Date Range

From Date
MM/DD/YYYY

To Date
MM/DD/YYYY

Docket

Docket Type
Any Docket Type

Docket #

Search

Reset Filters

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.

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

Advanced Docket Search

Search Type
Transcripts

Transcripts
Choose Transcripts

Find Records Where

Title contains
Enter Title

Filename contains
Enter Filename

Attachment contains
Enter Keywords

Narrow Results By

Date Range

From Date
MM/DD/YYYY

To Date
MM/DD/YYYY

Docket

Docket Type
Any Docket Type

Docket #

Search

Reset Filters

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

Advanced Docket Search

Search Type
Documents

Find Records Where

Title contains
Agreement

Filename contains
Enter Filename

Attachment contains
Enter Keywords

Narrow Results By

Date Range

From Date
MM/DD/YYYY

To Date
MM/DD/YYYY

Docket

Docket Type Clear
Any Docket Type

Docket #
Enter Docket #

Search

Reset Filters

Then select the **Search** button.

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](#)

To do more complex searches, you may add special characters to your queries, to better fine-tune your search results. These work only in the **Find Records Where** section, which includes **Title contains**, **Filename contains**, and **Attachment contains** fields.

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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> EITHER/OR function 	<i>filing docket</i> would require one or both terms to appear in all results
! exclamation point	Prohibits a term <ul style="list-style-type: none"> EXCLUDE function 	<i>!filing</i> would NOT return anything with the term <i>filing</i> <i>docket && !filing</i> would return results that contain <i>docket</i> but do NOT contain <i>filing</i>
- minus sign	Prohibits a term <ul style="list-style-type: none"> NOT function 	<i>-filing</i> would NOT return anything with the term <i>filing</i>
+ plus sign	Requires a term <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	"negotiated service agreement" returns all results with that exact phrase

You can sort any results by **Filing Date**, **Docket Number**, **Title**, **Filing Party**, or **Document Type**.

Sort By: Filing Date [v] [↓] [↑] Export

Choose Sort Option

- Filing Date
- Docket Number
- Title
- Filing Party
- Document Type

Search Tips ⓘ

Results

Docket #s	Filing Party	Document Types	Filing Date
CP2022-110 (Competitive Products)	Postal Regulatory Commission (PRC)	Notices	
Notice Initiating Docket(s) for Recent Postal Service Competitive Negotiated Service Agreement Filings			
K2025-1204 (Competitive Negotiated Service Agreement) K2025-1209 (Competitive Negotiated Service Agreement) K2025-1210 (Competitive Negotiated Service Agreement) K2025-1211 (Competitive Negotiated Service Agreement) K2025-1212 (Competitive Negotiated Service Agreement) MC2025-1205 (Mail Classification) MC2025-1210 (Mail Classification) MC2025-1211 (Mail Classification) MC2025-1212 (Mail Classification) MC2025-1213 (Mail Classification)	Postal Regulatory Commission (PRC)	Notices	03/11/2025
Notice Initiating Docket(s) for Recent Postal Service Competitive Negotiated Service Agreement Filings			

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 United States Postal Service (USPS)	Docket # K2025-11, MC2025-11
Title USPS Notice of Termination of Priority Mail Express, Priority Mail & USPS Ground Advantage® Contract 427	Filing Date 01/08/2025

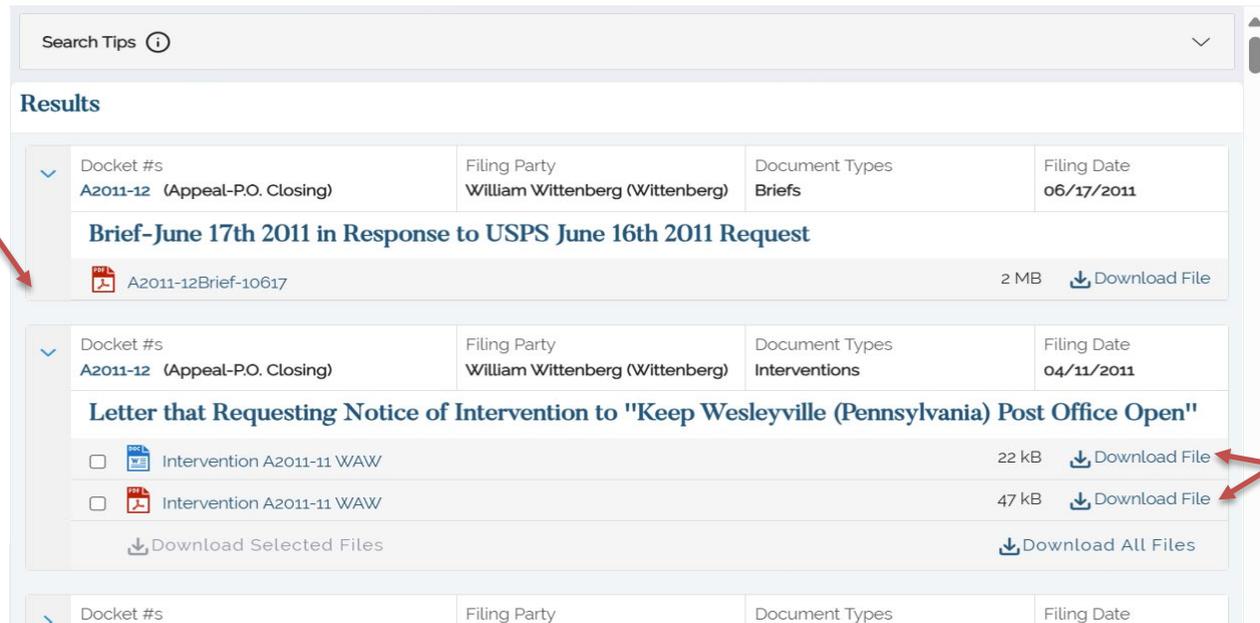
Document Types

'Notices'

Attachments

Filename	File Size
Notice.PME-PM-GA 427Termination	87.4 KB Download File

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



The screenshot displays a search results interface. At the top, there is a 'Search Tips' link with an information icon. Below this, the 'Results' section is shown. The first result is for docket # A2011-12 (Appeal-PO. Closing) by William Wittenberg (Wittenberg), with document type 'Briefs' and filing date '06/17/2011'. The document title is 'Brief-June 17th 2011 in Response to USPS June 16th 2011 Request'. A red arrow points to the expandable chevron on the left of this result. Below the title, a document icon and filename 'A2011-12Brief-10617' are shown, along with a size of '2 MB' and a 'Download File' link. The second result is for docket # A2011-12 (Appeal-PO. Closing) by William Wittenberg (Wittenberg), with document type 'Interventions' and filing date '04/11/2011'. The document title is 'Letter that Requesting Notice of Intervention to "Keep Wesleyville (Pennsylvania) Post Office Open"'. Below the title, two document entries are listed: 'Intervention A2011-11 WAW' (22 kB) and 'Intervention A2011-11 WAW' (47 kB), each with a 'Download File' link. A red arrow points to the 'Download File' link for the 47 kB document. At the bottom of the results, there are links for 'Download Selected Files' and 'Download All Files'. The interface also shows a table header with columns for 'Docket #s', 'Filing Party', 'Document Types', and 'Filing Date'.

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



The screenshot shows the pagination controls at the bottom of the search results page. It includes a dropdown menu set to '50' per page, a 'Show 1 - 50 of 23956' indicator, and a 'Page 1 of 480' display. Navigation buttons for 'Previous' and 'Next' are also visible. Red arrows point to the '50' dropdown and the 'Next' button.

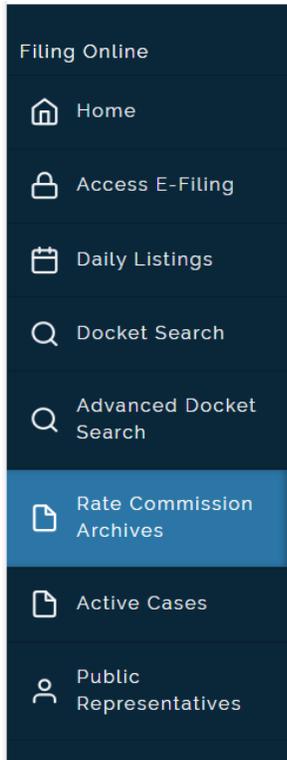
You may export the search results to a .csv file by selecting the **Export** button.



The screenshot shows the search interface. At the top, there is an 'Advanced Docket Search' header. On the right side, there is a 'Sort By' dropdown menu set to 'Filing Date' and a 'Download' icon. A red arrow points to the 'Export' button, which is located to the right of the 'Download' icon. On the left side, there is a 'Search Type' dropdown menu set to 'Documents' and a 'Find Records Where' section with a 'Title contains' input field. The 'Results' section is visible below, showing a table header with columns for 'Docket #s', 'Filing Party', 'Document Types', and 'Filing Date'.

C. Rate Commission Archive Search

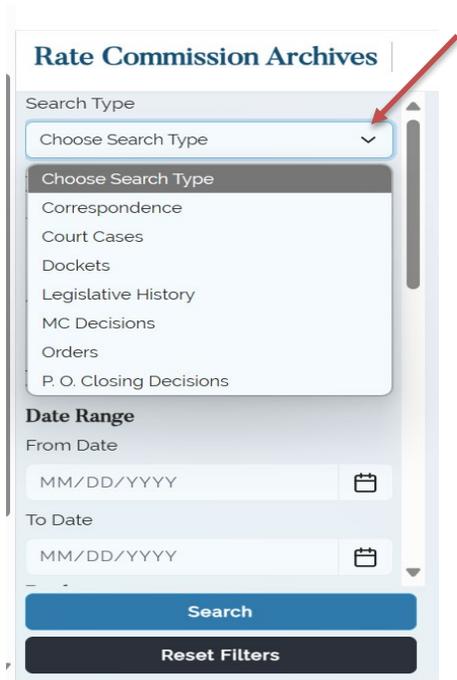
To search for Dockets and Filings published before 2004 with the Postal Rate Commission, select the **Rate Commission Archives** from the lefthand navigation menu.



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

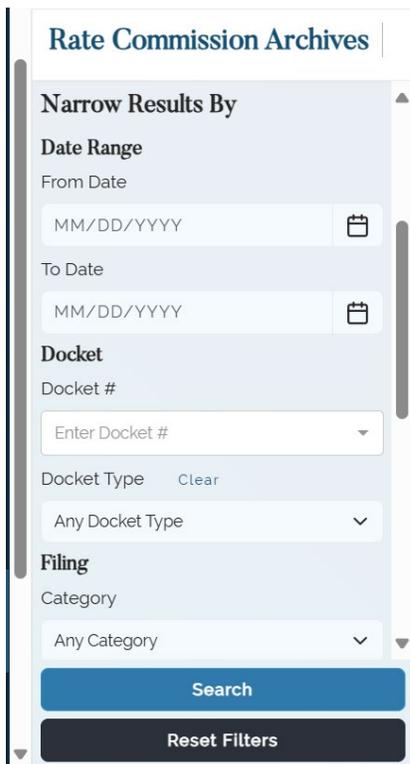
- Docket No.
- Name
- Intervenor
- Title
- Plaintiff
- Defendant
- Determination
- City or State
- Order No.
- Name of File
- Category
- Responder
- Full Text of Any Attachments

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

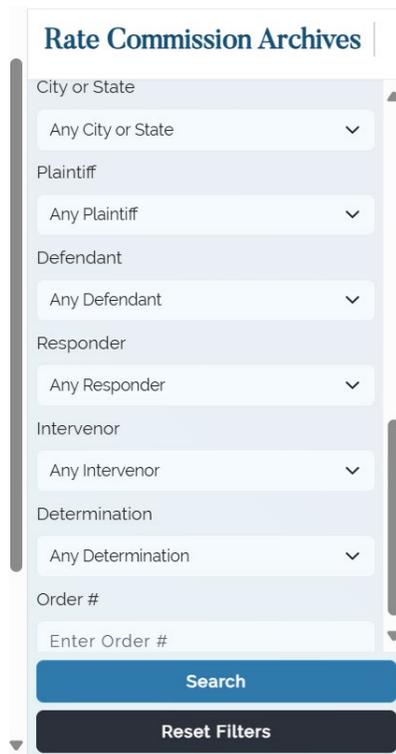


The screenshot shows the 'Rate Commission Archives' search interface. At the top, there is a 'Search Type' section with a dropdown menu labeled 'Choose Search Type'. A red arrow points to this dropdown. The dropdown menu is open, showing a list of search categories: Correspondence, Court Cases, Dockets, Legislative History, MC Decisions, Orders, and P. O. Closing Decisions. Below the dropdown is a 'Date Range' section with 'From Date' and 'To Date' fields, each with a calendar icon. At the bottom, there are two buttons: 'Search' (blue) and 'Reset Filters' (dark grey).

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



The screenshot shows the 'Rate Commission Archives' search interface with the 'Narrow Results By' filter panel expanded on the left. The panel includes sections for 'Date Range' (with 'From Date' and 'To Date' fields), 'Docket' (with 'Docket #' and 'Docket Type' dropdowns), and 'Filing' (with 'Category' dropdown). At the bottom of the panel are 'Search' and 'Reset Filters' buttons.



The screenshot shows the 'Rate Commission Archives' search interface with the 'City or State' filter panel expanded on the left. The panel includes dropdown menus for 'City or State', 'Plaintiff', 'Defendant', 'Responder', 'Intervenor', 'Determination', and 'Order #'. At the bottom of the panel are 'Search' and 'Reset Filters' buttons.

Then add terms to the Filter Options to provide more specific search results. Then select the **Search** button.

Rate Commission Archives

Search Type
 Choose Search Type ▼

Find Records Where

Title contains
 Enter Title

Attachment contains
 Enter Keywords

Narrow Results By

Date Range

From Date
 MM/DD/YYYY 📅

To Date
 MM/DD/YYYY 📅

Search

Reset Filters

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

Results

Type	Docket #s	Order Number	Filing Date
Order	RM2003-5	1391	02/17/2004
ERRATA NOTICE CONCERNING ORDER NO. 1391			
Order	RM2003-5	1391	02/10/2004
ORDER ESTABLISHING RULES APPLICABLE TO REQUESTS FOR BASELINE NSA'S			
Order	C2003-1	1390	02/03/2004
ORDER AFFIRMING PRESIDING OFFICER'S RULING NO. 3			
Order	RM2004-1	1389	01/15/2004

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

Sort By Filing Date ↓ ↑ Export

Results

Type	Docket #s	Order Number	Filing Date
Order	RM2003-5	1391	02/17/2004
ERRATA NOTICE CONCERNING ORDER NO. 1391			
00002731			Download File
> Type	Docket #s	Order Number	Filing Date
Order	RM2003-5	1391	02/10/2004

You may choose a **Sort By** option from the dropdown box to further specify search results.

Sort By Filing Date ↓ ↑ Export

Results

Type	Docket #s	Order Number	Filing Date
> Order	RM2003-5	1391	02/17/2004
ERRATA NOTICE CONCERNING ORDER NO. 1391			
Type	Docket #s	Order Number	Filing Date

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

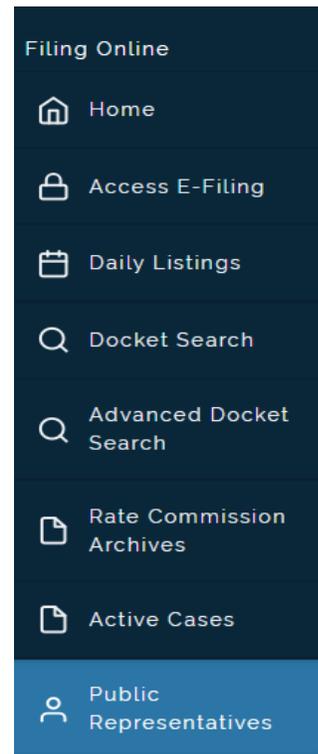
Sort By Filing Date ↓ ↑ Export

Results

Type	Docket #s	Order Number	Filing Date
> Order	RM2003-5	1391	02/17/2004
ERRATA NOTICE CONCERNING ORDER NO. 1391			

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

E. 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 20001
prc.admin@arkcase.org
202-789-6800

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.

F. Filing Details

Selecting a Filing will bring you to the corresponding Filing Details page. The page will display the Filing's Filing Parties, associated Docket #, Title, and Filing Date. Additionally, the page will display the Filing's Document Types as well as any Public Materials attachments.

Users can use the checkboxes to select which files to download or select **Download All Files**.

The screenshot displays the 'Filing Details' page for a filing by the United States Postal Service (USPS). The page is organized into several sections:

- Filing Party:** United States Postal Service (USPS)
- Docket #:** CP2025-2
- Title:** Request of United States Postal Service Concerning Functionally Equivalent Inbound Competitive Multi-Service Agreement with Foreign Postal Operator – FY25-1
- Filing Date:** 11/27/2024
- Document Types:** Includes 'Request' and 'Orders/Responses to Orders'.
- Additional Information:** Order Number 546.
- Attachments:** A table listing two files for download.

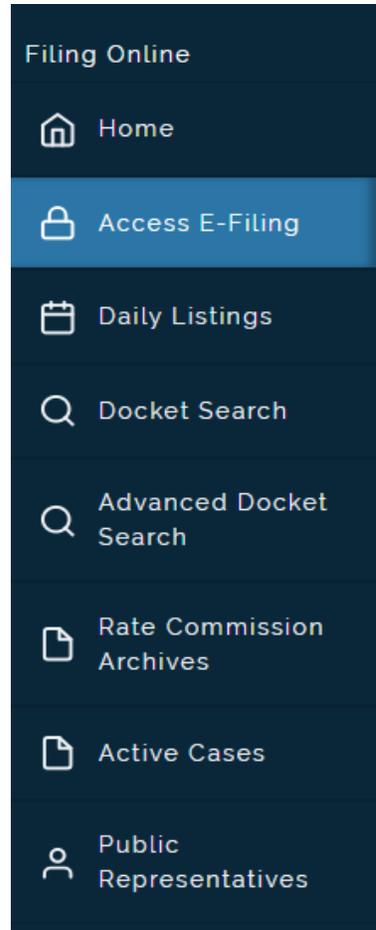
Filename	File Size	Download File
<input type="checkbox"/> USPS Request to File Bilateral Agreement with FPO FY25-1 (CP2025-2) PUBLIC	52627 KB	Download File
<input type="checkbox"/> PUBLIC_Bilateral_Model_WP_CY25 CP2025-2	1014 KB	Download File

Below the table are two options: [Download Selected Files](#) and [Download All Files](#). Red arrows in the original image point to the checkboxes in the first two rows and the 'Download All Files' link.

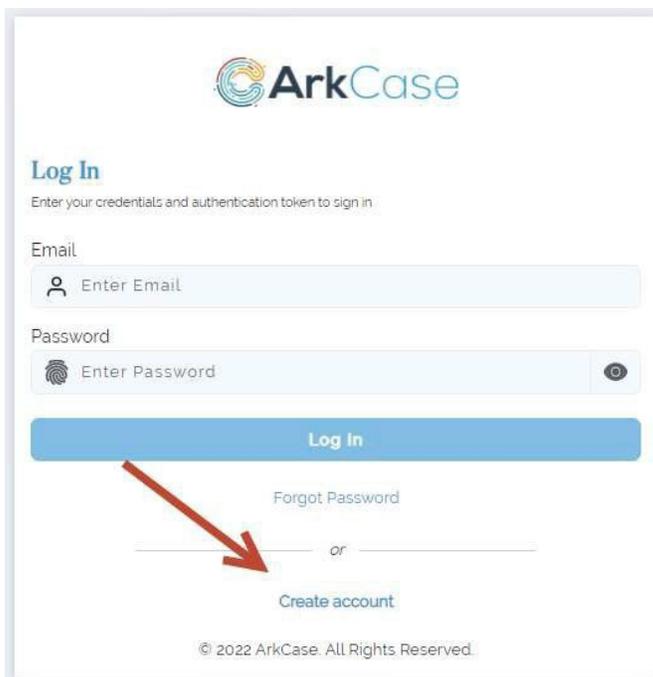
IV. ACCOUNT SETUP

A. Creating Your Account

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

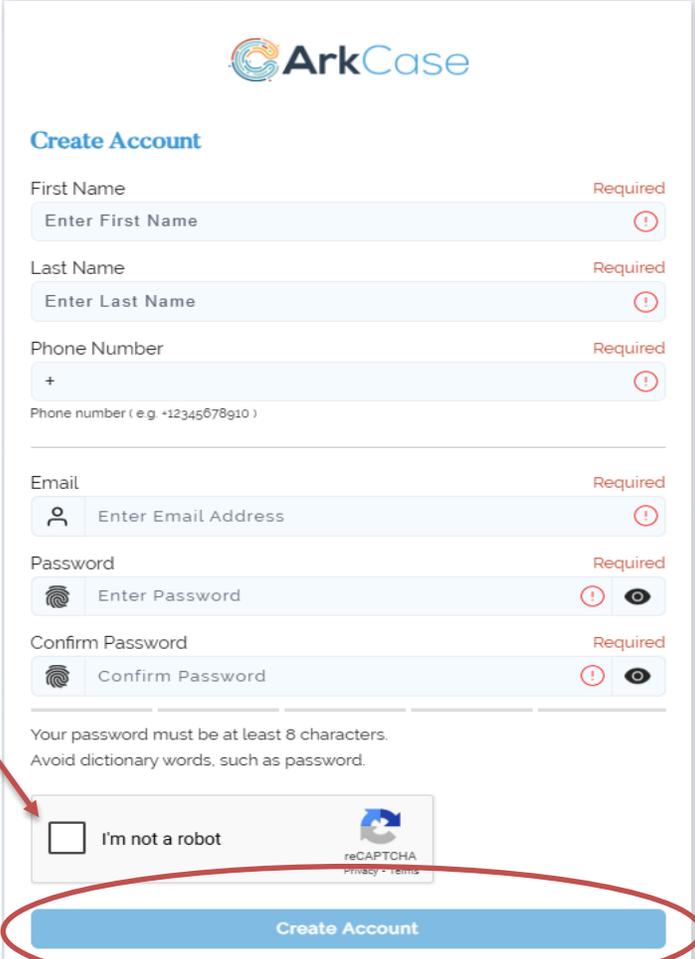


From here, select **Create Account**.



The screenshot shows the ArkCase login page. At the top is the ArkCase logo. Below it is the 'Log In' section with the instruction '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 and a toggle for visibility. A blue 'Log In' button is below the fields. Below the button are links for 'Forgot Password', 'or', and 'Create account'. A red arrow points from the 'Log In' button down to the 'Create account' link. At the bottom is the copyright notice: '© 2022 ArkCase. All Rights Reserved.'

You will be prompted to enter account information. All **Required** fields are marked with a exclamation point Upon entering all required data, confirm the **reCAPTCHA** by checking the **I'm not a robot** box. Then select **Create Account** to create your account.



The image shows a web form for creating an account on ArkCase. At the top is the ArkCase logo. Below it is the heading "Create Account". The form contains several input fields, each with a "Required" label and a red exclamation point icon:

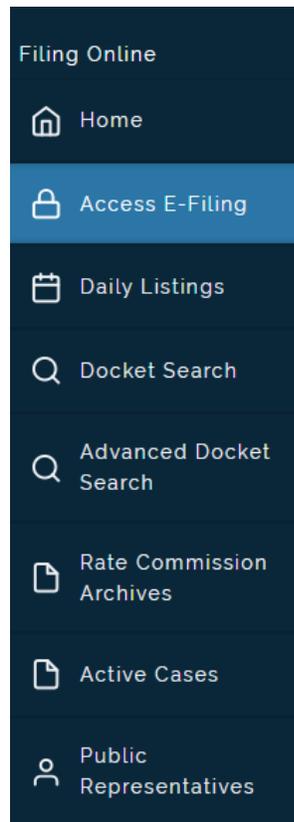
- First Name**: Input field with placeholder "Enter First Name".
- Last Name**: Input field with placeholder "Enter Last Name".
- Phone Number**: Input field with a "+" sign and placeholder "Phone number (e.g. +12345678910)".
- Email**: Input field with a person icon and placeholder "Enter Email Address".
- Password**: Input field with a fingerprint icon, placeholder "Enter Password", and a toggle eye icon.
- Confirm Password**: Input field with a fingerprint icon, placeholder "Confirm Password", and a toggle eye icon.

Below the password fields, there is a note: "Your password must be at least 8 characters. Avoid dictionary words, such as password." Below this note is a reCAPTCHA section with an unchecked checkbox labeled "I'm not a robot" and the reCAPTCHA logo. A red arrow points to the checkbox, and a red oval highlights the "Create Account" button at the bottom of the form.

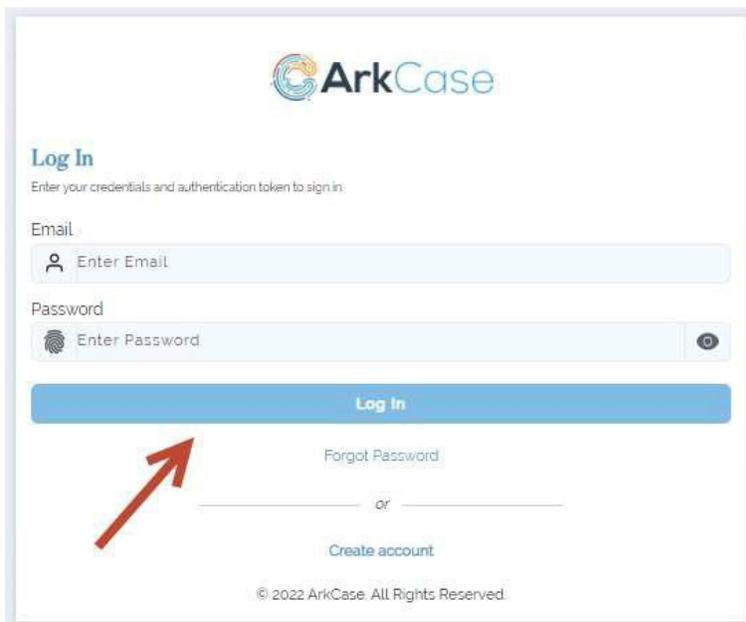
You do not need to wait for the confirmation email – you will be able to log in immediately.

B. Login

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



Enter user credentials and select **Log In**.



The login page for ArkCase. At the top is the ArkCase logo. Below it is the heading 'Log In' and the instruction '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 and a toggle for visibility. A blue 'Log In' button is positioned below the fields. A red arrow points to this button. Below the button are links for 'Forgot Password', 'or', and 'Create account'. At the bottom is the copyright notice '© 2022 ArkCase. All Rights Reserved.'

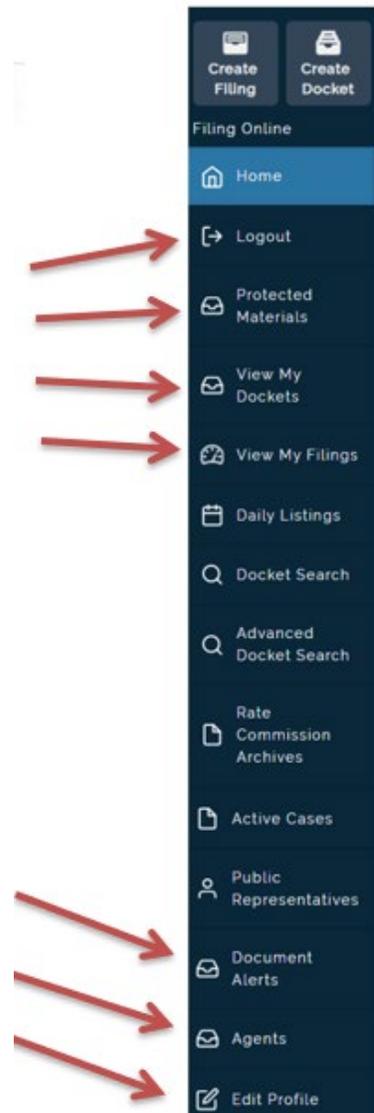
Upon logging in, an alert will display. Select **Confirm** to continue.

For Authorized Government Use Only

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. You may report any unauthorized use of this system to itsecure@prc.gov.

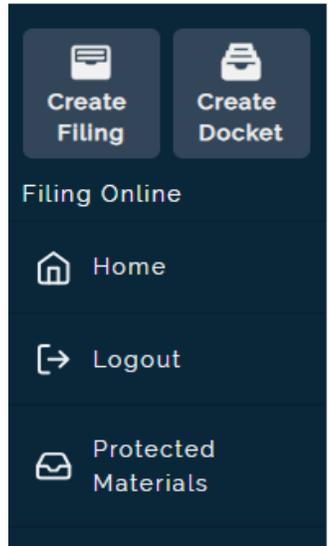
Confirm

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



C. Logout

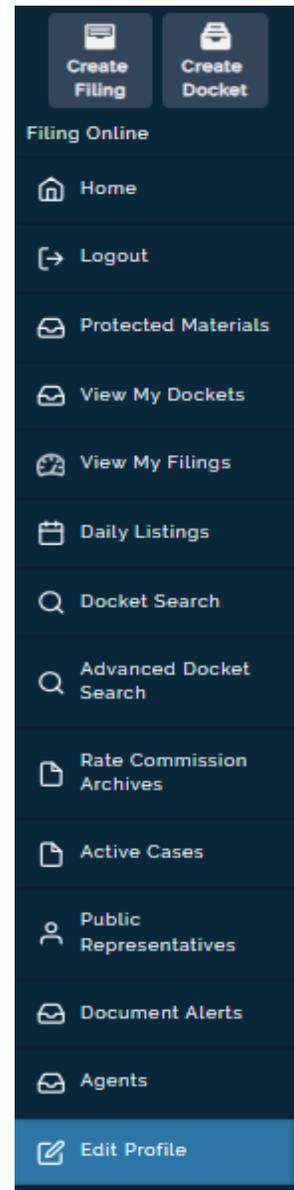
To log out of eFiling, simply select **Logout** from the lefthand navigation menu.



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 editable. You may update your name and phone number, but you may not change the email address associated with your account. First and last name, and phone number are required fields.

You must select **Save Profile** to update your contact information in the eDockets system.

Edit Profile [X]

First Name Matt	Last Name Reese
Username mreese@mailinator.com	

First Name
Matt

Last Name
Reese

Phone Number
1234546789 [!]

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**.

Filing Online

 Home

 Access E-Filing

 Daily Listings

 Docket Search

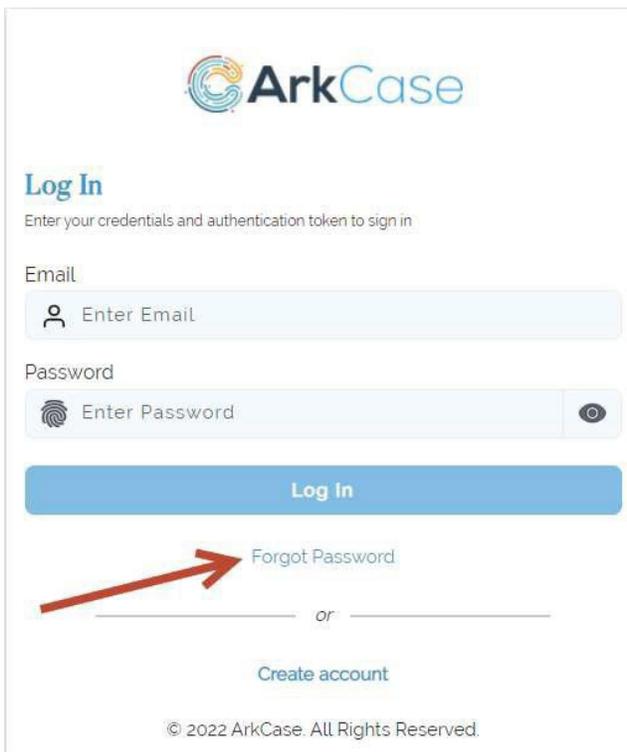
 Advanced Docket Search

 Rate Commission Archives

 Active Cases

 Public Representatives

Next, select **Forgot Password**.



The image shows the ArkCase login page. At the top is the ArkCase logo. Below it is the "Log In" section with the instruction "Enter your credentials and authentication token to sign in". There are two input fields: "Email" with a person icon and "Enter Email" text, and "Password" with a fingerprint icon, "Enter Password" text, and a visibility toggle icon. A blue "Log In" button is below the fields. Underneath the button is a "Forgot Password" link with a red arrow pointing to it. Below the link is an "or" separator and a "Create account" link. At the bottom is the copyright notice "© 2022 ArkCase. All Rights Reserved."

Enter an email address and select **Send Password Reset Link**.

You will receive an email from `prc@arkcase.com` (featuring text similar to that shown below) with instructions on how to reset your password.

PRC eFiling Password Reset

 `prc@arkcase.com`
To 

  Reply  Reply All



We have received a request to reset the password for the eFiling account associated with . 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 Docket Section staff at dockets@prc.gov.

Click [here](#) to reset password.

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

<https://prc.arkcase.com/api/cognito/reset-password-redirect?accessKey=18ecef23-06eb-4f86-b5fa-9540bdb1e2f6&email=mary.hanks@prc.gov>

This is an automated email notification sent from ArkCase.

V. E-FILING GUIDELINES

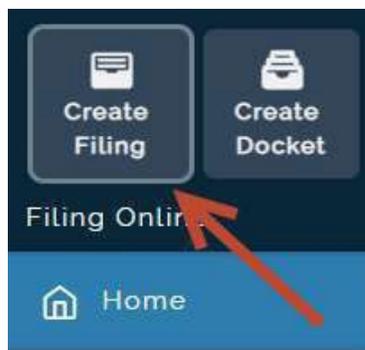
After becoming an account holder, you can access the Filing Online Login page by clicking the Filing Online link located at <https://prc.arkcase.com/portal/home>. You may then file documents in any docket.

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 and will reappear as a Draft in your account, visible via your View My Filings page. Please review the Rules of Practice and this guide prior to filing online. Send any filing-related questions you may have to dockets@prc.gov.

All filings must have at least 1 PDF (portable document format) to be accepted as a valid submission. Account holders must log in and fill out information related to the filing, upload their documents, and submit the filing between the hours of 8:00 a.m. and 4:30 p.m. EST to have it appear online for that business day. Filings that contain multiple documents (*i.e.* contracts or library references) must be submitted completely by 4:30 p.m. or they will be reviewed and posted the next business day. Users may defer their filings if desired.

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 proceeding 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 all that apply.

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 include all Docket numbers here. Do not file separately in each docket. Closed Dockets are indicated by an asterisk.

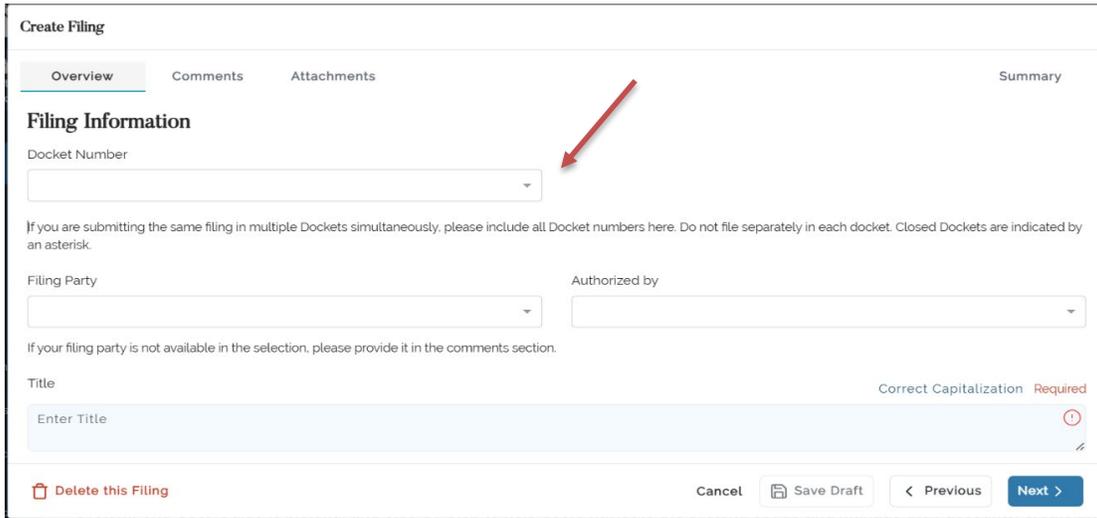
Filing Party Authorized by

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

Title Correct Capitalization Required

Enter Title

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 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 include all Docket numbers here. Do not file separately in each docket. Closed Dockets are indicated by an asterisk.

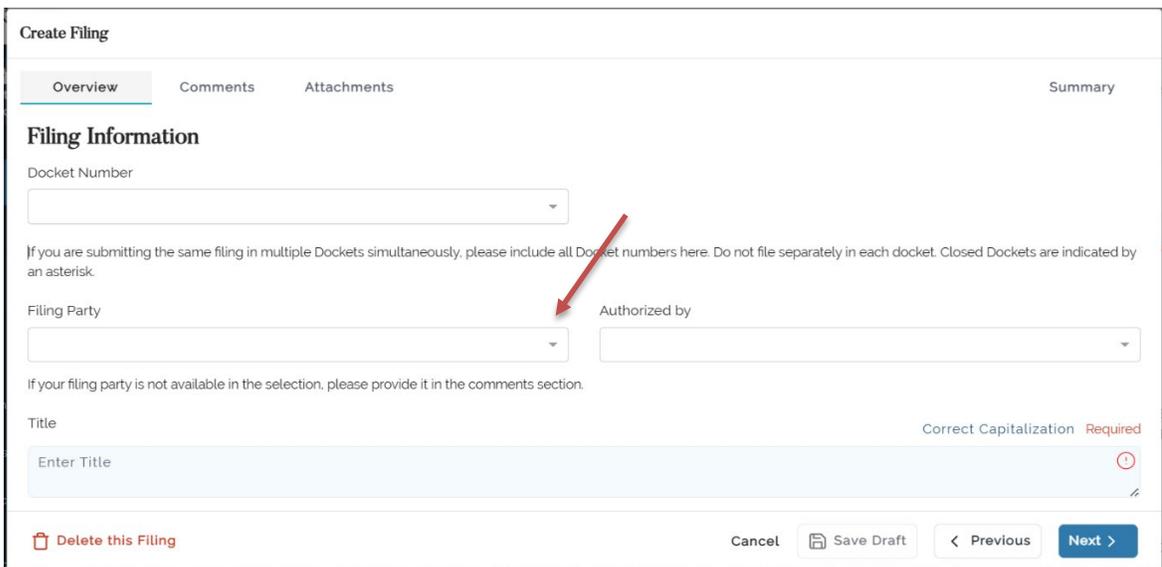
Filing Party Authorized by

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

Title Correct Capitalization Required

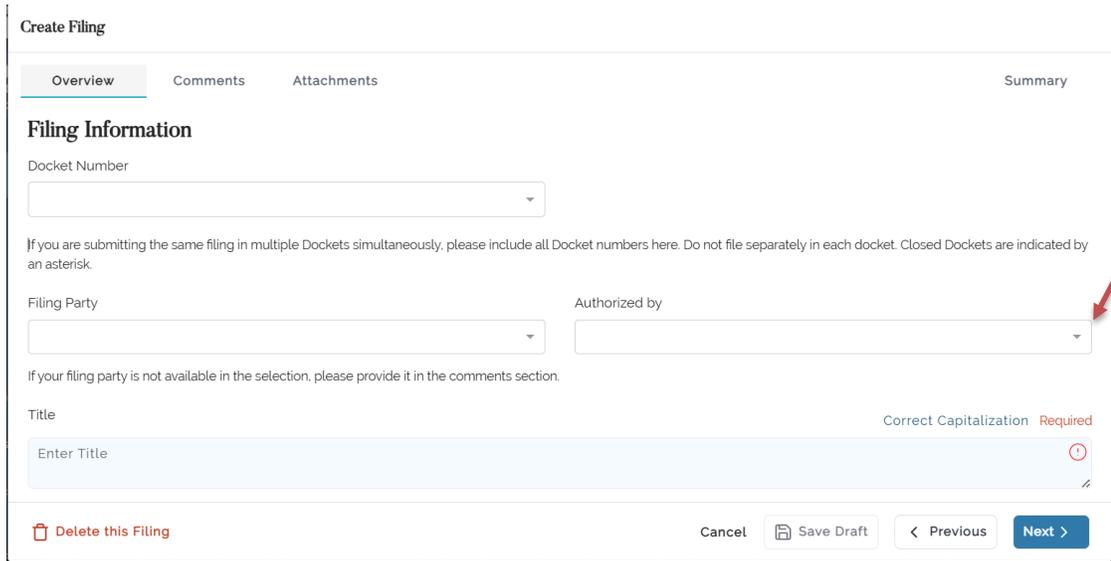
Enter Title

Delete this Filing Cancel Save Draft Previous Next



3. Authorized By

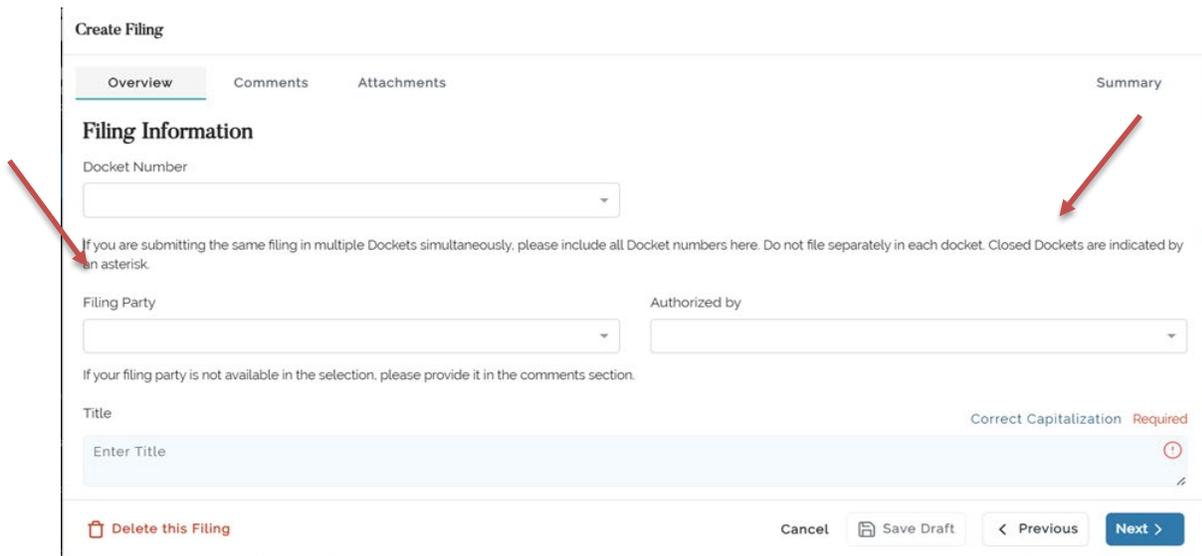
Select **Authorized By** to select an Authorizing User. If a user has designated you as their Authorized Agent and you are filing on their behalf, their email will appear here. If you are filing on behalf of yourself or an entity you represent or are unsure if you should set an Authorized By user, leave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



The screenshot shows the 'Create Filing' form with the 'Filing Information' section. The 'Authorized by' dropdown menu is highlighted with a red arrow. The form includes tabs for 'Overview', 'Comments', 'Attachments', and 'Summary'. The 'Docket Number' field is a dropdown menu. Below it is a note: 'If you are submitting the same filing in multiple Dockets simultaneously, please include all Docket numbers here. Do not file separately in each docket. Closed Dockets are indicated by an asterisk.' The 'Filing Party' and 'Authorized by' fields are dropdown menus. Below 'Filing Party' is a note: 'If your filing party is not available in the selection, please provide it in the comments section.' The 'Title' field is a text input with a 'Correct Capitalization' button and a 'Required' label. At the bottom, there are buttons for 'Delete this Filing', 'Cancel', 'Save Draft', 'Previous', and 'Next'.

4. Title

Enter a Title for your filing. This is a formal, legal document; your Title should reflect 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.



The screenshot shows the 'Create Filing' form with the 'Filing Information' section. The 'Title' text input field is highlighted with a red arrow. The form includes tabs for 'Overview', 'Comments', 'Attachments', and 'Summary'. The 'Docket Number' field is a dropdown menu. Below it is a note: 'If you are submitting the same filing in multiple Dockets simultaneously, please include all Docket numbers here. Do not file separately in each docket. Closed Dockets are indicated by an asterisk.' The 'Filing Party' and 'Authorized by' fields are dropdown menus. Below 'Filing Party' is a note: 'If your filing party is not available in the selection, please provide it in the comments section.' The 'Title' field is a text input with a 'Correct Capitalization' button and a 'Required' label. At the bottom, there are buttons for 'Delete this Filing', 'Cancel', 'Save Draft', 'Previous', and 'Next'.

After entering the Title, select the **Next** button.

The screenshot shows the 'Create Filing' form with the 'Filing Information' section active. The 'Overview' tab is selected. The form includes a 'Docket Number' dropdown, a note about multiple dockets, 'Filing Party' and 'Authorized by' dropdowns, and a 'Title' text input field. A red arrow points to the 'Next >' button at the bottom right. A 'Correct Capitalization Required' error message is visible next to the title field.

5. Comments

Users may enter additional information or instructions in the Comments section, if applicable. This may include Docket associations, Filing Parties, contact numbers, or any questions about their filing. Docket staff will review the information in this section when processing the Filing and respond if necessary. This field can be left blank.

This field should not be used to share the substance of your Filing – that must be uploaded in document form.

Select the **Next** button.

The screenshot shows the 'Create Filing' form with the 'Comments' section active. The 'Comments' tab is selected. The form includes a large text input field for comments with a '300 Character Limit' indicator and a '0/300' character count. A red arrow points to the 'Next >' button at the bottom right.

6. Attachments

Filings must contain at least one PDF document. The system accepts the following filetypes:

- .pdf
- .doc
- .docx
- .xls
- .xlsx
- .xlsm
- .csv
- .sas
- .sas7bdat
- .zip
- .txt
- .rtf

7. Designating Documents Public or Protected Materials

You may designate documents 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

Your filing must contain at least one PDF document.

Upload Public Materials

Drag and drop or choose files to upload

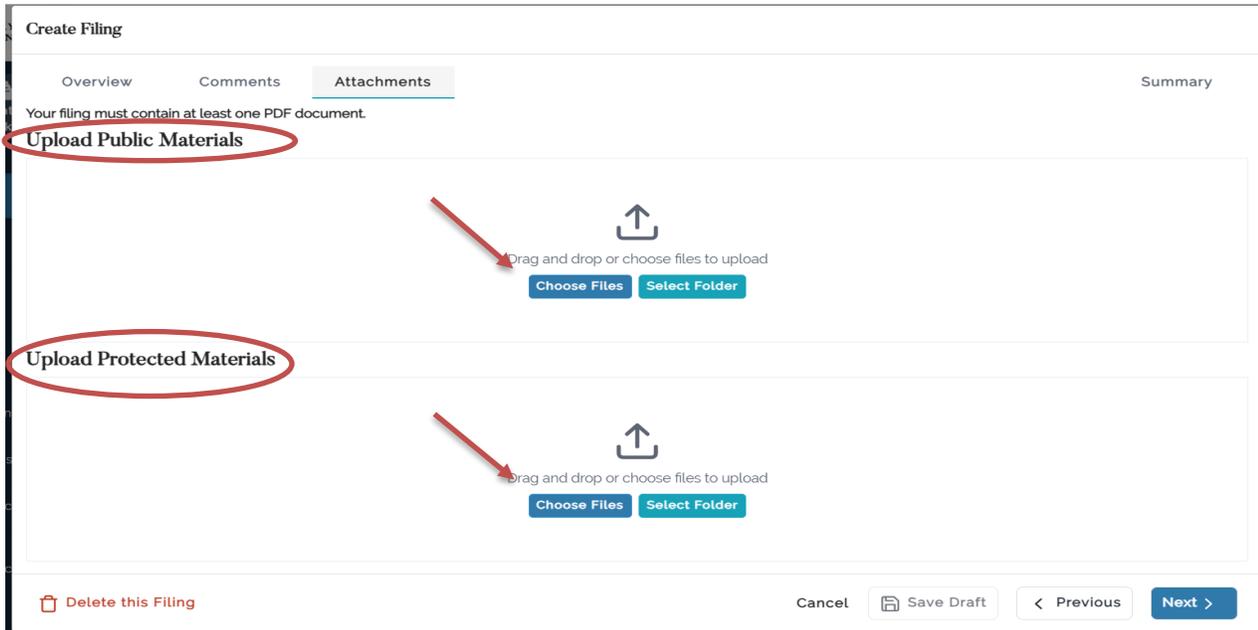
Choose Files Select Folder

Upload Protected Materials

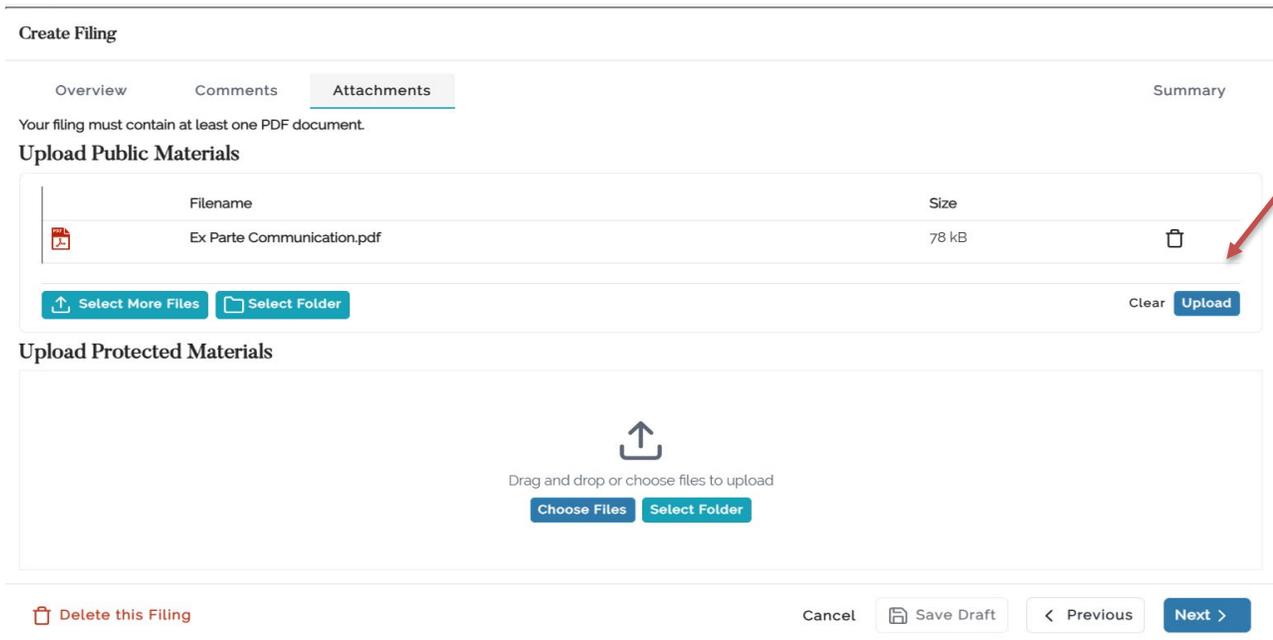
Drag and drop or choose files to upload

Choose Files Select Folder

Delete this Filing Cancel Save Draft < Previous Next >



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 below on submitting a filing.

You may select **Upload More Files** to add more before uploading or select **Remove** to delete the files before uploading.

Create Filing

Overview Comments **Attachments** Summary

Your filing must contain at least one PDF document.

Upload Public Materials

<input type="checkbox"/>	Filename	Size
<input checked="" type="checkbox"/>	Ex Parte Communication.pdf	78 kB

[Make PDF](#) [Assemble](#) [Remove](#) [Upload More Files](#)

8. Creating PDF documents

All Filings must contain at least 1 PDF (portable document format) document as prescribed by the Commission’s Rules of Practice. This both enables security and transparency, ensuring that the Filing maintains its integrity and is visible to the public online. 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

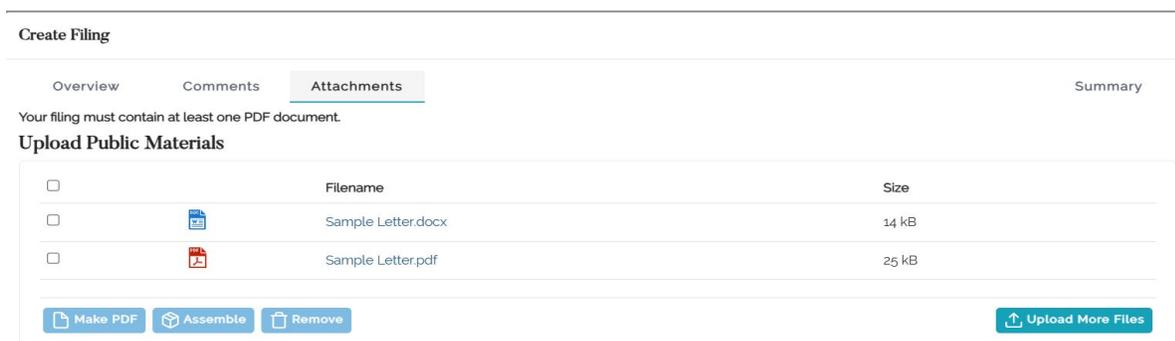
Your filing must contain at least one PDF document.

Upload Public Materials

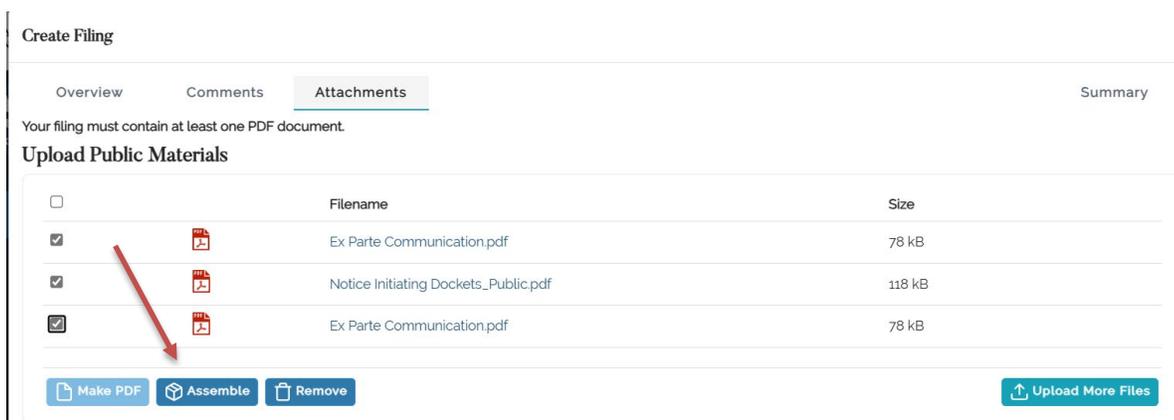
<input type="checkbox"/>	Filename	Size
<input checked="" type="checkbox"/>	Sample Letter.docx	14 kB

[Make PDF](#) [Assemble](#) [Remove](#) [Upload More Files](#)

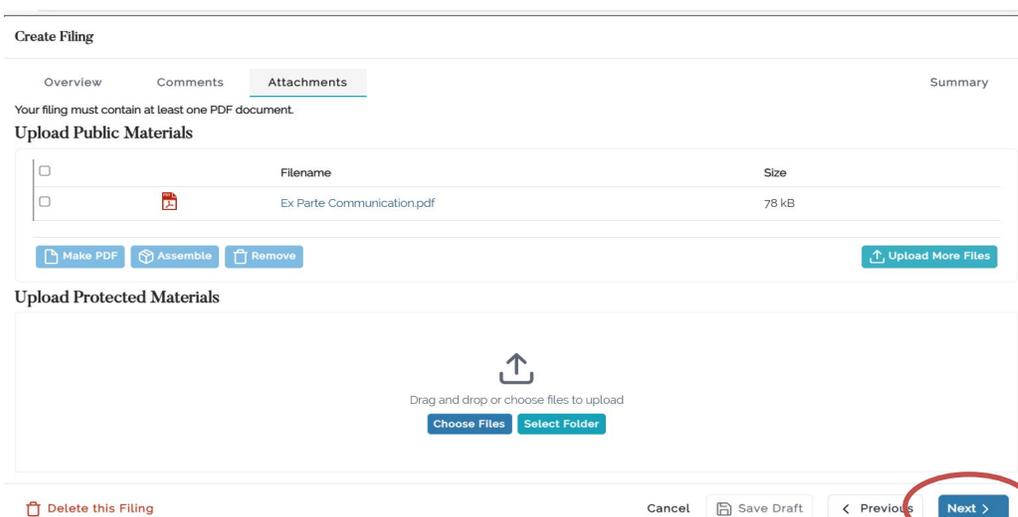
Once the document is converted, you will see both versions listed.



Additionally, you may combine multiple PDFs by selecting them and choosing the “Assemble” button. Enter a new filename and select “Assemble PDF” to create the new PDF containing all the selected documents in one PDF.



Review your filing to ensure that all document(s) have been uploaded to the appropriate sections, then click “Next”.



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.

The screenshot shows the 'Create Filing' interface. At the top, there are tabs for 'Overview', 'Comments', 'Attachments', and 'Summary'. The 'Overview' tab is active. Below the tabs is the 'Filing Information' section. It contains a 'Docket Number' dropdown menu, a note about submitting multiple dockets, 'Filing Party' and 'Authorized by' dropdown menus, and a 'Title' text area. The title text is 'United States Postal Service Request to Convert USPS Connect Local Mail to a Permanent Mail'. A 'Correct Capitalization' link is visible to the right of the title field. At the bottom of the form, there is a 'Delete this Filing' link, a 'Cancel' button, a 'Save Draft' button (highlighted with a red arrow), a '< Previous' button, and a 'Next >' button. Another red arrow points to the title field.

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

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

10. Submitting a Filing

Submitting a Filing officially provides the Commission with your Filing and its affiliated documents.

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.

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

Create Filing

Overview Comments Attachments **Summary**

Review Your Filing Before Submission

Overview

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 

[Delete this Filing](#) Cancel < Previous Submit Filing

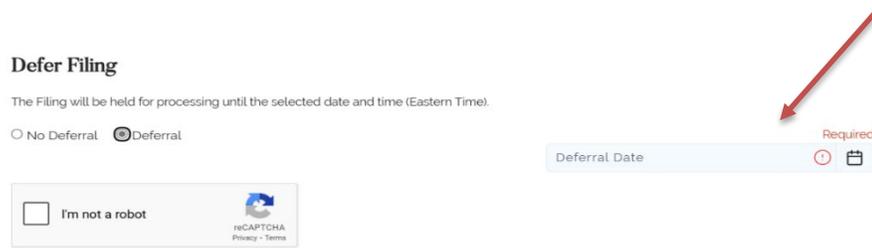
Check the reCAPTCHA box and select **Submit Filing**. Once a Filing is submitted, you may no longer edit it, nor can you un-submit it.

You will be redirected to the View My Filings page. Your Filing will appear in the **Submitted Filings** table. To check whether you did indeed include all, or the correct, attachments you can click into the Filing and observe the list of appended files.

11. Deferring a Filing

You may set a Deferral Date if the Filing should be held for Publishing until a specified date. You are not required to defer the processing and publishing of your filing, but this is helpful if you want to file well in advance of a deadline.

If you would like to defer your filing, your selected date and time must be at least 24 hours ahead of your current date and time. The Deferral Date cannot be set in the past.



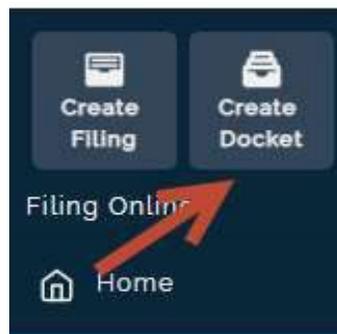
Check the reCAPTCHA box and select **Submit Filing**. Once a Filing is submitted, you may no longer edit it, nor can you un-submit it.

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 proceedings to be considered by the Commission. Once a new Docket is created, they cannot be deleted by account holders. 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 'Create Docket' modal window. It contains the following elements:

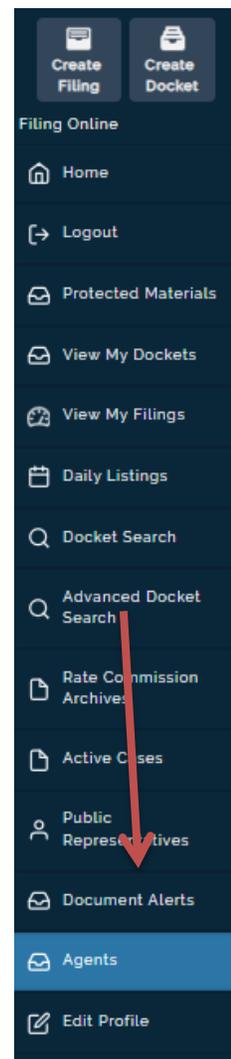
- Title:** A text input field with the placeholder 'Enter Title' and a 'Required' label.
- Type:** A dropdown menu with a 'Required' label.
- reCAPTCHA:** A checkbox labeled 'I'm not a robot' with a reCAPTCHA logo and 'Privacy - Terms' link.
- Buttons:** 'Cancel' and 'Create Docket' buttons at the bottom right.

Red arrows highlight 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.



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

The "Create Agent" dialog box is shown. It has a title bar with a close button (X). Below the title bar, there is a label "Email Address" followed by the word "Required" in red. A text input field contains the placeholder text "Enter Email Address" and has a red exclamation mark icon to its right. Below the input field, there are two buttons: "Cancel" and "Create Agent". A red arrow points to 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 assigned 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 Alerts

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

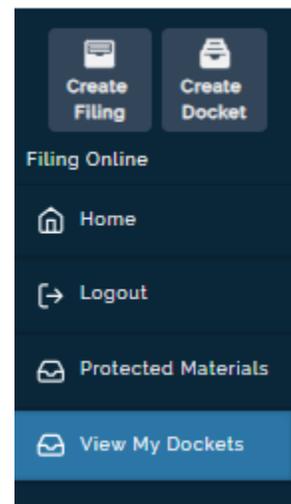
The system will display a list of all Agents you have designated.

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 Dockets

To create a list of docket assignments, users may select the “View My Dockets” option from the lefthand navigation menu. This can function as a sort of shortcut.

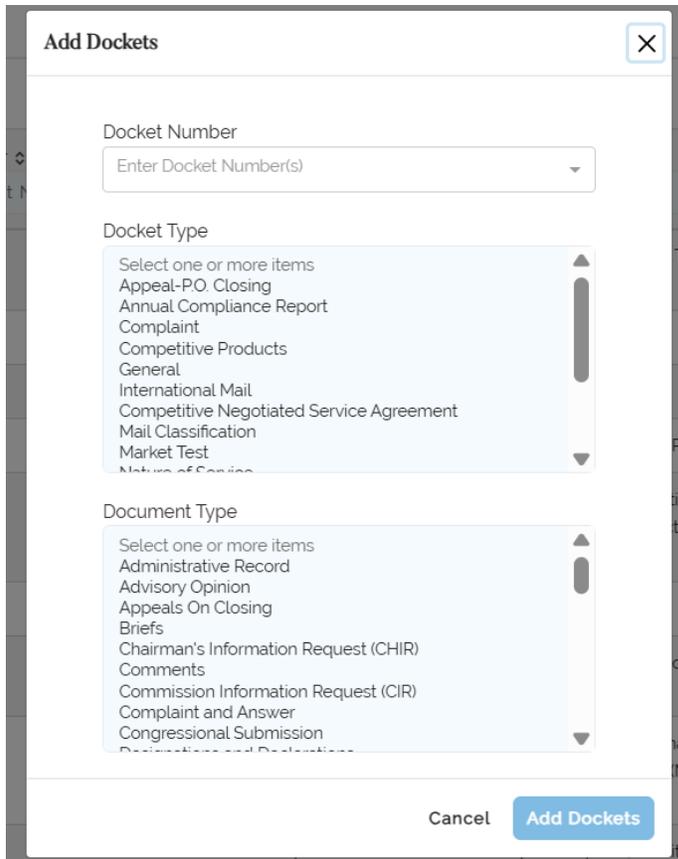


Users can select **Add Docket** to create their list or add more dockets.

My Dockets				+ Add Docket
Docket Type	Docket Number	Docket Title	Docket Creation Date	
Complaint	C2025-7	Complaint of Copper Beech Townhome Communities Twenty One, LLC and Copper Beech Townhome Communities Thirty Six, LLC	12/05/2024	⋮
Complaint	C2025-3	Complaint of Ken Ross	10/04/2024	⋮
Complaint	C2025-1	Complaint of Carl D. Wilson	10/02/2024	⋮
Competitive Products	CP2025-3	Competitive Product Prices: Inbound Parcel Post (at UPU Rates)	12/13/2024	⋮
Competitive Products	CP2025-2	Competitive Product Prices Inbound Competitive Multi-Service Agreements with Foreign Postal Operators United States Postal Service Contractual Bilateral Agreement - FY25-1 (MC2010-34) Negotiated Service Agreement	11/27/2024	⋮



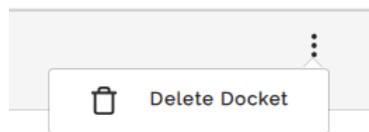
A dropdown menu will appear – users may make their selections and click on **Add Dockets**, or either selection **Cancel** or use the **X** button to opt out.



Once created, users may also sort and filter their list using the **Docket Type**, **Docket Number**, **Docket Title**, and/or **Docket Creation Date** fields.

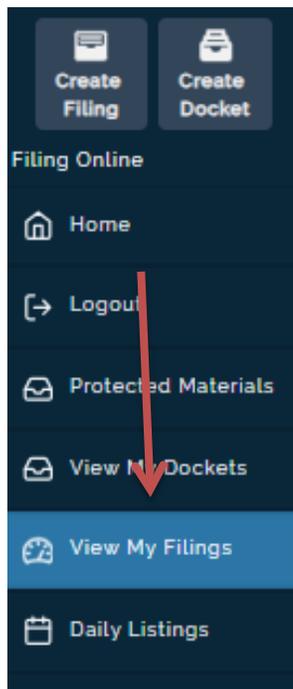


To remove dockets from their list, users may select the three dots at the far-right end of each docket's row and click on the "Delete Docket" button.



E. Viewing Your Filings

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



1. View Draft Filings

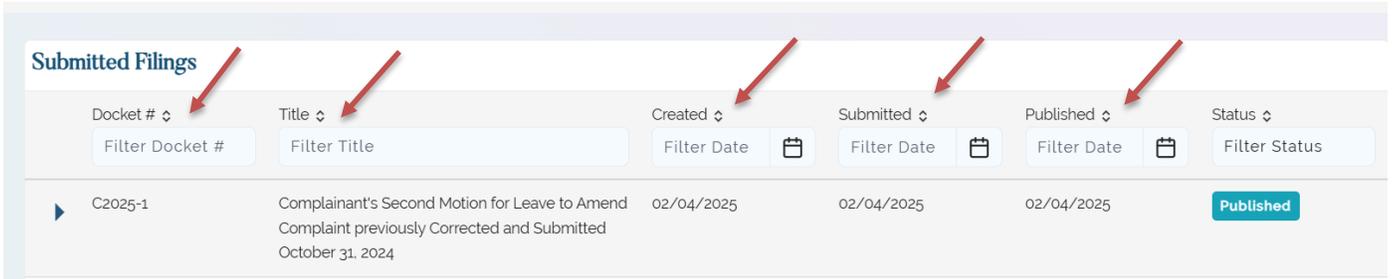
The Draft Filings table displays all Drafts you have saved. You may select the Filing Title to continue working on the Filing.



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 by **Docket #, Title, Date Created, Submitted Date, Published Date, or Status.**

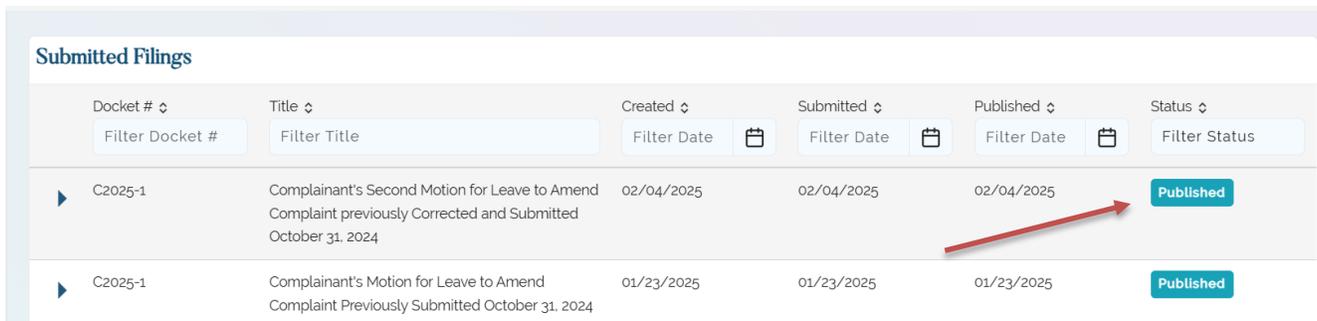


The screenshot shows the 'Submitted Filings' table with filter arrows pointing to each column header. The table has the following structure:

Docket #	Title	Created	Submitted	Published	Status
C2025-1	Complainant's Second Motion for Leave to Amend Complaint previously Corrected and Submitted October 31, 2024	02/04/2025	02/04/2025	02/04/2025	Published

3. View Published Filings

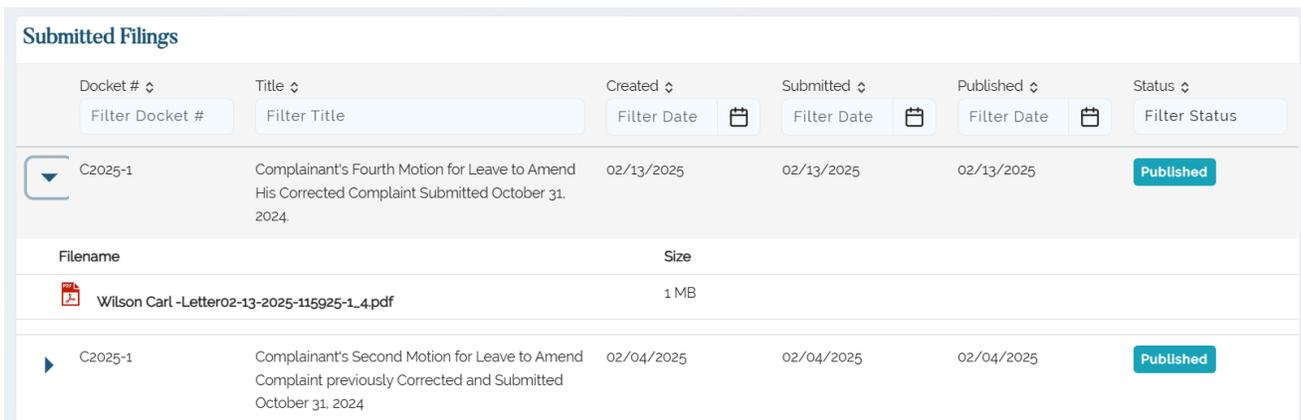
When your Filing is Published, you will see the Status change to “Published” and it will appear on the Commission's Daily Listing page for that day.



The screenshot shows the 'Submitted Filings' table with two rows. A red arrow points to the 'Published' status of the first row.

Docket #	Title	Created	Submitted	Published	Status
C2025-1	Complainant's Second Motion for Leave to Amend Complaint previously Corrected and Submitted October 31, 2024	02/04/2025	02/04/2025	02/04/2025	Published
C2025-1	Complainant's Motion for Leave to Amend Complaint Previously Submitted October 31, 2024	01/23/2025	01/23/2025	01/23/2025	Published

To review your Filing’s attachments after you’ve submitted, you may click on the expand button. This is strictly informative – you cannot change these attachments at this point.



The screenshot shows the 'Submitted Filings' table with the first row expanded to show attachments. The table has the following structure:

Docket #	Title	Created	Submitted	Published	Status
C2025-1	Complainant's Fourth Motion for Leave to Amend His Corrected Complaint Submitted October 31, 2024	02/13/2025	02/13/2025	02/13/2025	Published
Filename		Size			
Wilson Carl -Letter02-13-2025-115925-1_4.pdf		1 MB			
C2025-1	Complainant's Second Motion for Leave to Amend Complaint previously Corrected and Submitted October 31, 2024	02/04/2025	02/04/2025	02/04/2025	Published

VI. PROTECTED MATERIALS

A. Requesting Protected Materials

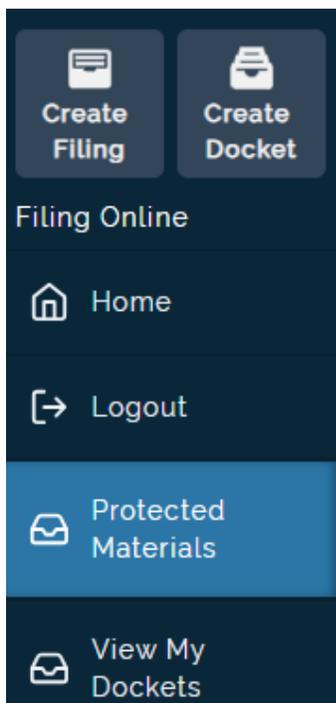
Users may request and receive access to documents filed “under seal,” or confidentially, in any particular docket. Users may request access to specific attachments, entire filings, or an entire docket.

Requests must be filed formally with the Commission as a “Motion for Access to Protected Materials” through the eDockets system. After the motion is filed, the Commission may grant or deny access within 3 days (if notice was provided in advance via telephone, in-person, or voicemail/email message) or 7 days (all other circumstances).

Notice of granting access to Protected Materials is provided formally to users, via a Commission order filed through the eDockets system. Once access has been provided by the Commission’s Docket Section staff, users will receive an email notification that they now have access to the requested materials. If access was granted but no Protected Materials have been made available, users should contact the Docket Section staff at dockets@prc.gov.

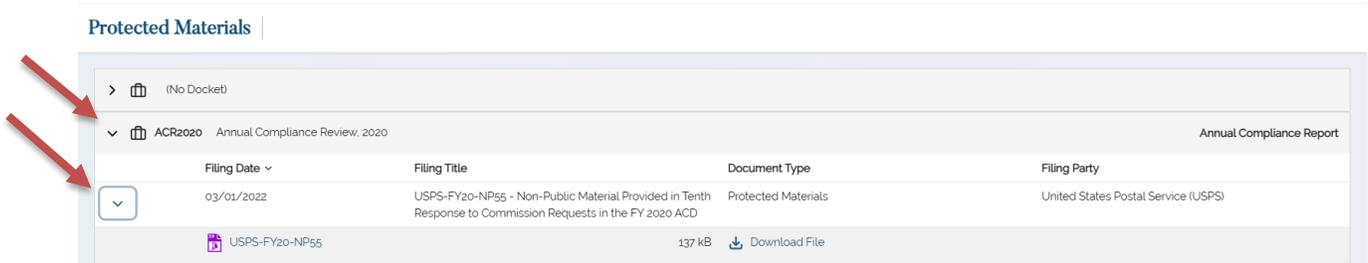
B. Accessing Protected Materials

Once access is granted, you may view your requested documents via the **Protected Materials** module located on the lefthand navigation menu. Users must be logged into their accounts to use this function.



All Protected Materials that users have access to are displayed in rows, organized in folders labeled by docket number. If a filing does not have a docket number, the folder will be called (No Docket).

First select the expand button next to the docket folder, then select the next expand button for a list of attachments.



The screenshot shows the 'Protected Materials' interface. At the top, there is a header 'Protected Materials'. Below it, a folder '(No Docket)' is shown with a right-pointing arrow. Below that, a folder 'ACR2020 Annual Compliance Review, 2020' is shown with a downward-pointing arrow. Below the folder, a table lists attachments. The first row is expanded, showing a table with columns: Filing Date, Filing Title, Document Type, and Filing Party. The data for this row is: 03/01/2022, USPS-FY20-NP55 - Non-Public Material Provided in Tenth Response to Commission Requests in the FY 2020 ACD, Protected Materials, and United States Postal Service (USPS). Below the table, there is a file icon, the text 'USPS-FY20-NP55', the size '137 kB', and a 'Download File' link. Two red arrows point to the expand buttons for the '(No Docket)' and 'ACR2020' folders.

Filing Date	Filing Title	Document Type	Filing Party
03/01/2022	USPS-FY20-NP55 - Non-Public Material Provided in Tenth Response to Commission Requests in the FY 2020 ACD	Protected Materials	United States Postal Service (USPS)

To download more than 1 attachment, select the checkboxes next to the desired attachment(s) and click on **Download Selected Files**. You may also select **Download All**.



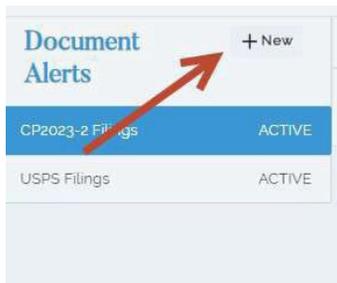
The screenshot shows a list of attachments under the heading 'Chairman's Information Request No. 41 and Notice of Filing Under Seal'. There are three rows, each with a checkbox, a file icon, the text 'Attachment Under SeaL_CHIR No. 41', and a 'Download File' link. A red arrow points to the first checkbox. Below the list, there are two buttons: 'Download Selected Files' and 'Download All', each with a download icon. A red arrow points to the 'Download Selected Files' button.

VII. DOCUMENT ALERTS

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

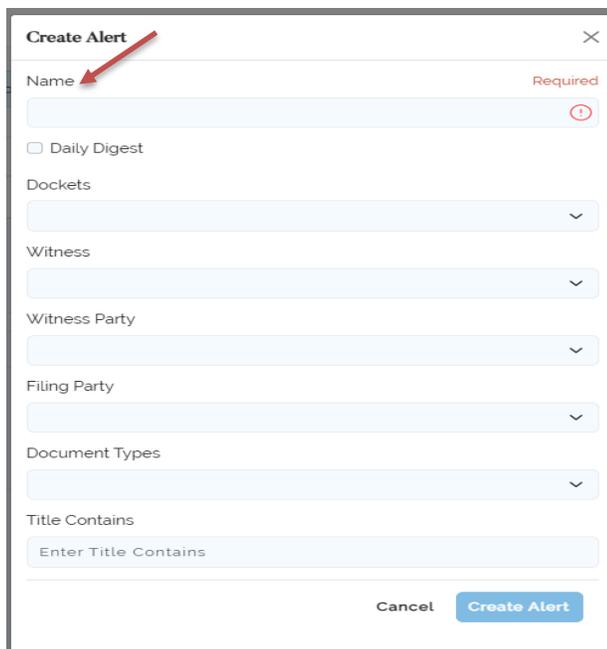
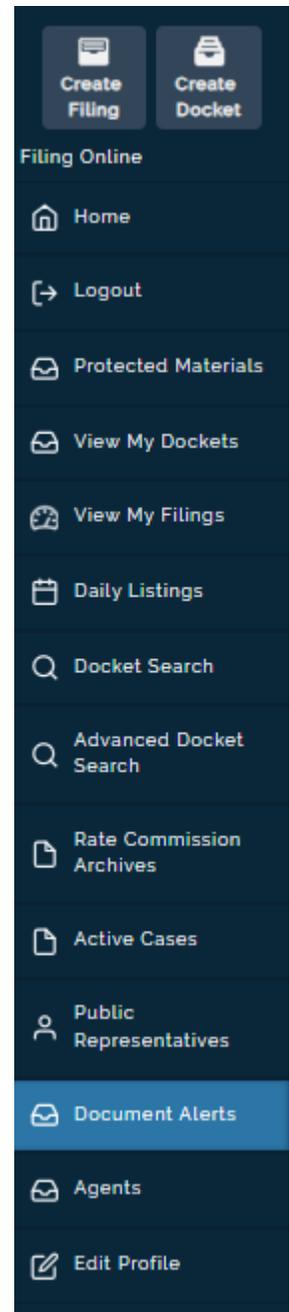
A. Adding an Alert

To add an alert, select the **New** button.



B. Alert Name

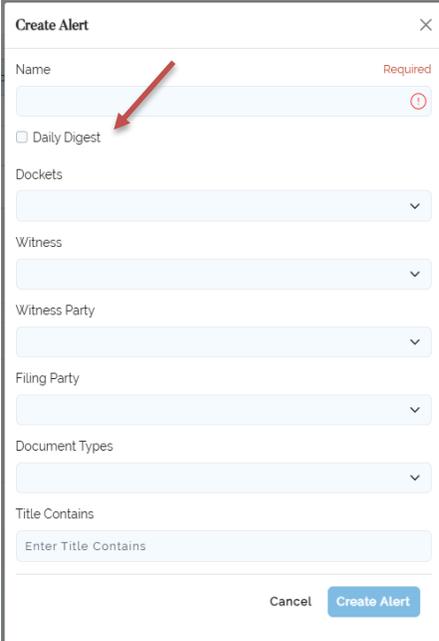
Set a unique name for your alert by entering information in the **Name** field. This is all that is actually required to create the alert. However, if you do not enter any other criteria, you will receive multiple alerts throughout the day.

A screenshot of the 'Create Alert' form. The form has a title 'Create Alert' and a close button 'X'. The first field is 'Name', which is marked as 'Required' and has a red arrow pointing to it. Below the 'Name' field is a checkbox for 'Daily Digest'. There are several dropdown menus for 'Dockets', 'Witness', 'Witness Party', 'Filing Party', and 'Document Types'. At the bottom, there is a text input field for 'Title Contains' with the placeholder text 'Enter Title Contains'. At the very bottom, there are two buttons: 'Cancel' and 'Create Alert'.

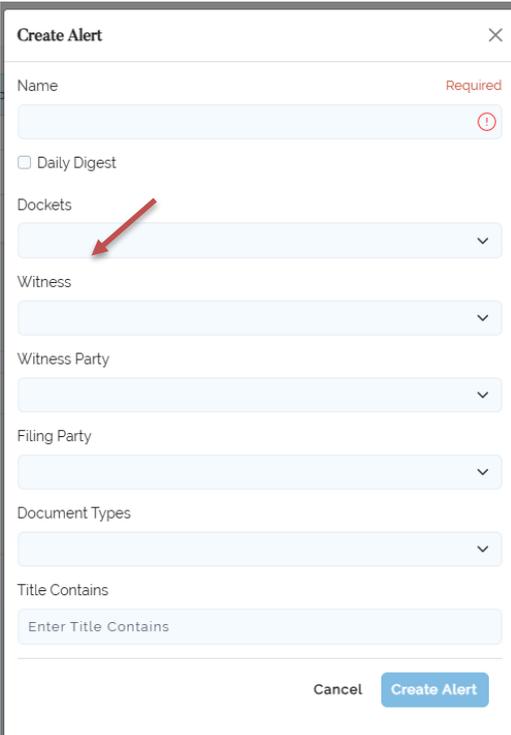
C. Alert Criteria

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 the criteria to trigger the alert.

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.



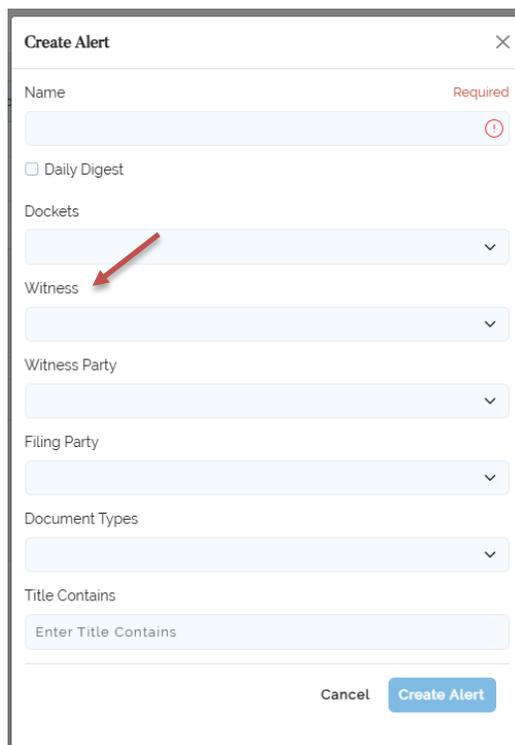
The screenshot shows a 'Create Alert' dialog box with the following fields: 'Name' (required), 'Daily Digest' (checkbox), 'Dockets' (dropdown), 'Witness' (dropdown), 'Witness Party' (dropdown), 'Filing Party' (dropdown), 'Document Types' (dropdown), and 'Title Contains' (text input). A red arrow points to the 'Name' field.



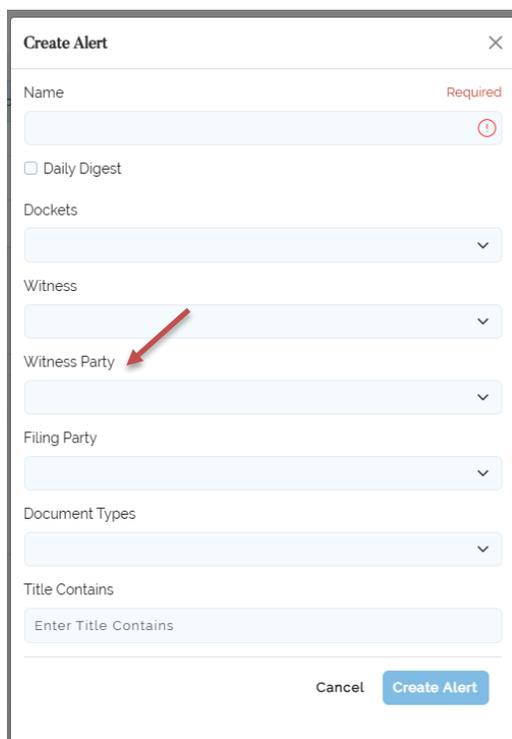
The screenshot shows a 'Create Alert' dialog box with the following fields: 'Name' (required), 'Daily Digest' (checkbox), 'Dockets' (dropdown), 'Witness' (dropdown), 'Witness Party' (dropdown), 'Filing Party' (dropdown), 'Document Types' (dropdown), and 'Title Contains' (text input). A red arrow points to the 'Dockets' dropdown menu.

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.



The screenshot shows a 'Create Alert' dialog box with the following fields: 'Name' (Required), 'Daily Digest' (checkbox), 'Dockets' (dropdown), 'Witness' (dropdown with a red arrow pointing to it), 'Witness Party' (dropdown), 'Filing Party' (dropdown), 'Document Types' (dropdown), and 'Title Contains' (text input). At the bottom are 'Cancel' and 'Create Alert' buttons.



The screenshot shows a 'Create Alert' dialog box with the following fields: 'Name' (Required), 'Daily Digest' (checkbox), 'Dockets' (dropdown), 'Witness' (dropdown), 'Witness Party' (dropdown with a red arrow pointing to it), 'Filing Party' (dropdown), 'Document Types' (dropdown), and 'Title Contains' (text input). At the bottom are 'Cancel' and 'Create Alert' buttons.

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 a 'Create Alert' form with the following fields: 'Name' (required), 'Daily Digest' (checkbox), 'Dockets' (dropdown), 'Witness' (dropdown), 'Witness Party' (dropdown), 'Filing Party' (dropdown, highlighted with a red arrow), 'Document Types' (dropdown), and 'Title Contains' (text input). At the bottom are 'Cancel' and 'Create Alert' buttons.

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.

This screenshot is identical to the one above, but the red arrow points to the 'Document Types' dropdown field instead of the 'Filing Party' field.

The screenshot shows a 'Create Alert' form with the following fields and options:

- Name:** A required text input field with a red 'Required' label and a red circle icon.
- Daily Digest:** An unchecked checkbox.
- Dockets:** A dropdown menu.
- Witness:** A dropdown menu.
- Witness Party:** A dropdown menu.
- Filing Party:** A dropdown menu.
- Document Types:** A dropdown menu.
- Title Contains:** A text input field with the placeholder text 'Enter Title Contains'. A red arrow points to this field.

At the bottom of the form are two buttons: 'Cancel' and 'Create Alert'.

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. You may click on **Cancel** or the **X** buttons to return to your main Document Alerts page.

NOTE: If you do not select any criteria for your alert, you will receive an alert every 30 minutes during the workday.

This screenshot is identical to the one above, showing the 'Create Alert' form. A red arrow points to the 'Create Alert' button at the bottom right of the form.

D. Viewing Your Alerts

To view your alerts, select **Document Alerts** from the left-hand navigation menu. You will see a list of all Alerts you have created.



The screenshot shows the 'Document Alerts' interface. On the left, there is a navigation menu with 'CP2023-2 Filings' and 'USPS Filings', both marked as 'ACTIVE'. The main area displays details for the 'CP2023-2 Filings' alert. At the top right, there are 'Delete' and 'Edit' buttons. The alert details include:

Name	Notifications	Status
CP2023-2 Filings	CP2023-2 Filings	ACTIVE

Additional details include:

Created By	Created Date	Date Modified
ejohnson@mailinator.com	10/13/22, 12:56 PM	10/13/22, 12:56 PM

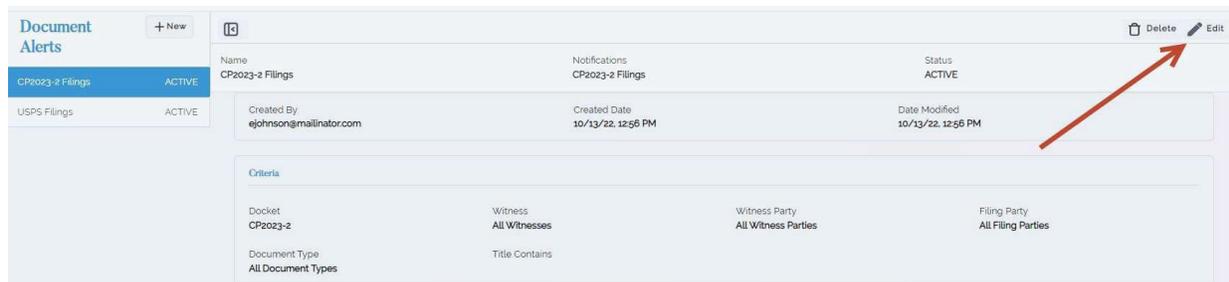
The 'Criteria' section is as follows:

Docket	Witness	Witness Party	Filing Party
CP2023-2	All Witnesses	All Witness Parties	All Filing Parties

Document Type: All Document Types
Title Contains

E. Editing an Alert

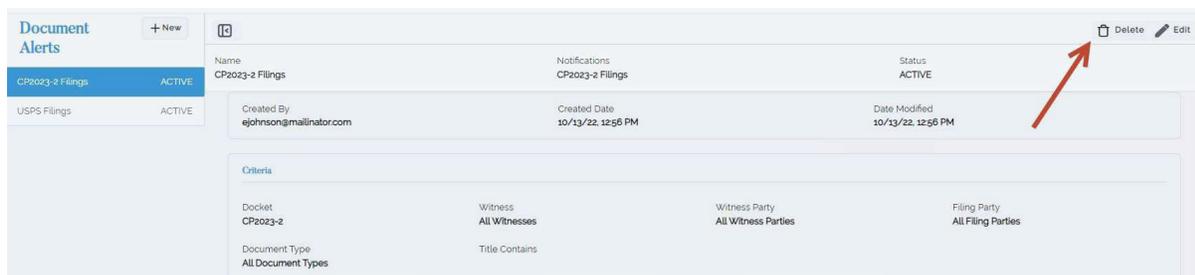
To edit an alert, simply select the **Edit** button on an existing Alert.



This screenshot is identical to the one above, but a red arrow points to the 'Edit' button in the top right corner of the alert details card.

F. Removing an Alert

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



This screenshot is identical to the one above, but a red arrow points to the 'Delete' button in the top right corner of the alert details card.