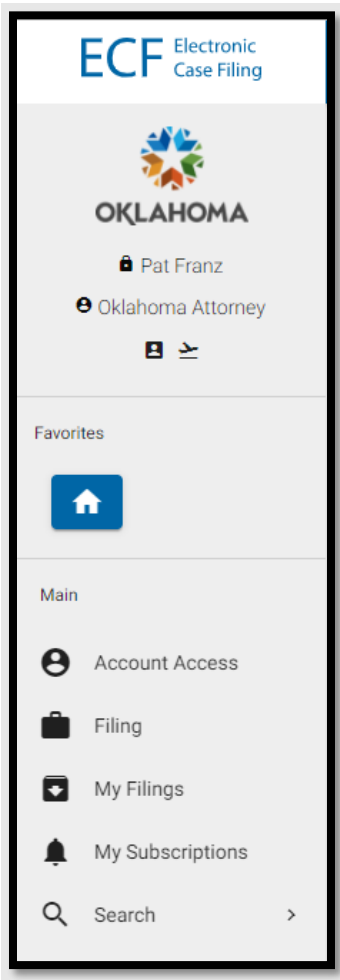
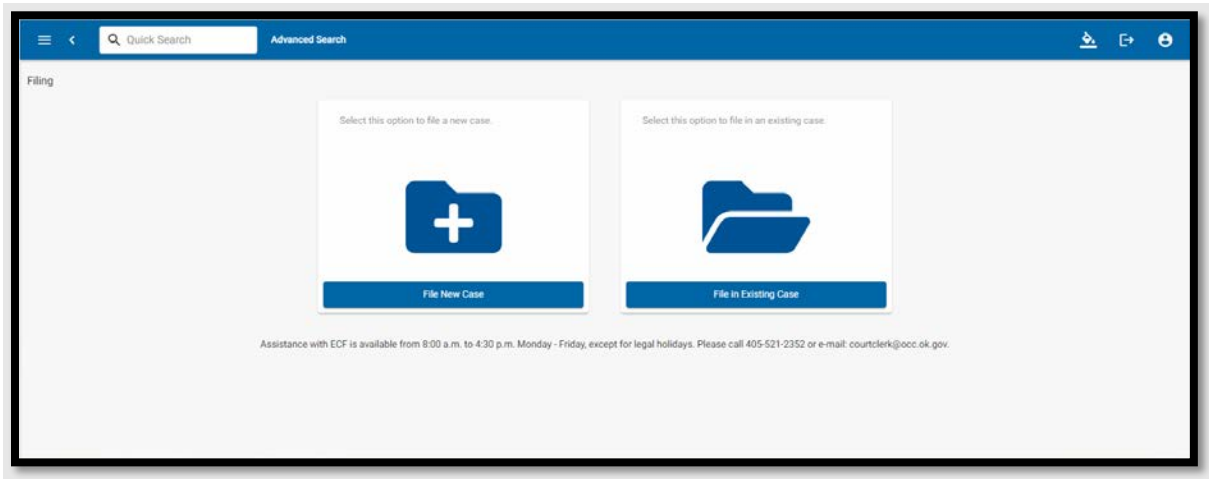


General Instructions:

To file a new case, click on the “briefcase” Filing icon on the left vertical ECF Menu:



On Filing Screen, click on **File New Case**:



Program Area, Docket Type, & Relief Type:

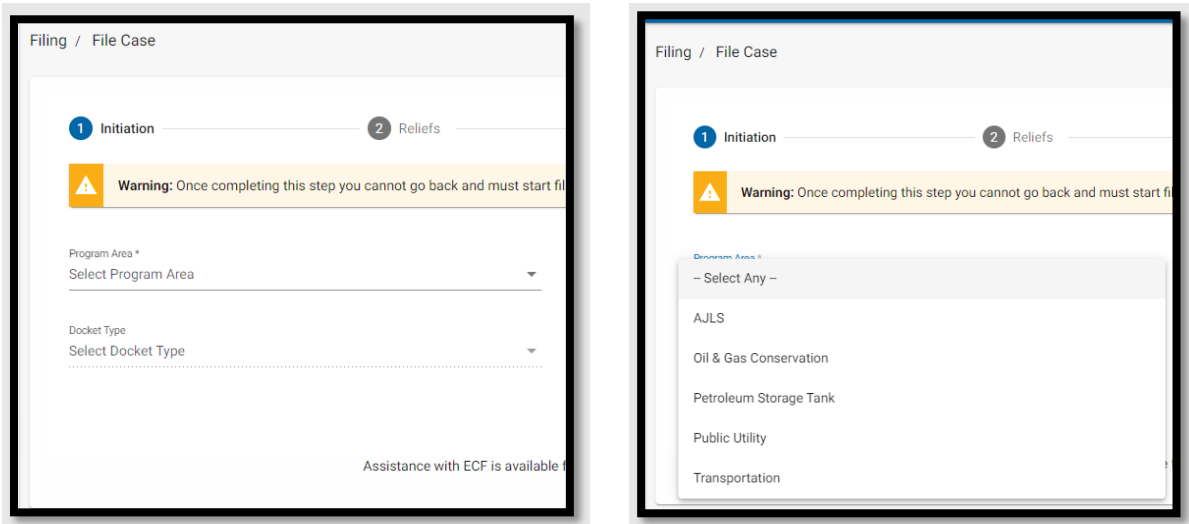
To file a new case, you must select a Program Area, Docket Type and Relief Type. These selections are interdependent. The selection at each level narrows the choices at the next.

You must select a Program Area before selecting a Docket Type and select a Docket Type before selecting a Relief type.

For the Public Utility and Transportation Program Areas, there is an additional filter prior to selecting relief type.

- For Public Utility, a **Utility Type** selection must be made prior to selecting Relief Type.
- For the Transportation Program Area, a **Regulated Entity Type** selection is required prior selecting Relief Type.

Click the arrow next to the Program Area Field to open a drop-down list of choices:

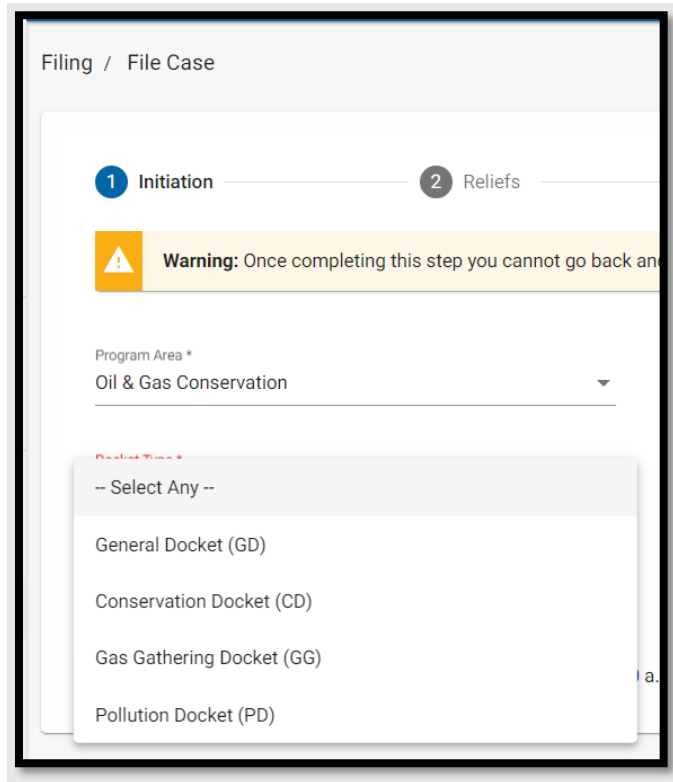


Program Area: The Program Area choices reflect the organizational structure of the Commission:

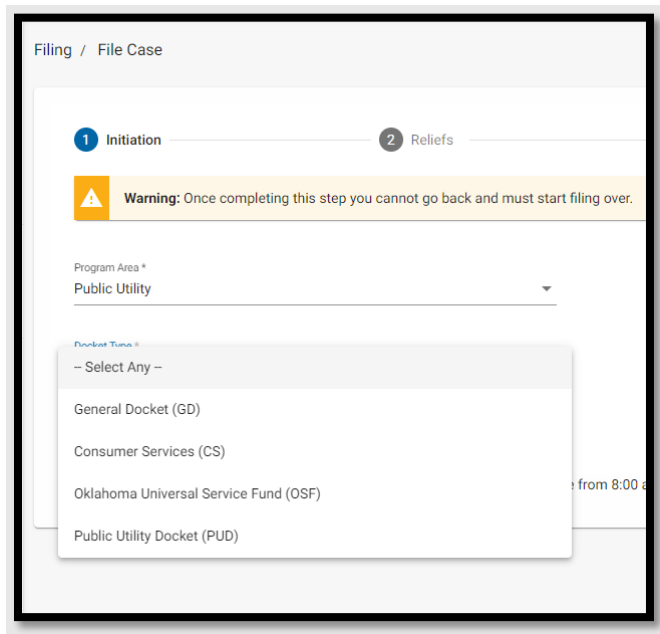
- Administrative, Judicial & Legal Services (AJLS)
- Oil & Gas Conservation
- Petroleum Storage Tank
- Public Utility
- Transportation

The Program Area chosen determines which Docket Types are available for selection.

For example, if you choose Oil & Gas Conservation, the Docket Types available will be only those related to the Oil & Gas Conservation Program:



If you choose the Public Utility Program Area, the available Docket Type drop-down list will include only those Docket Types related to the Public Utility Program:



Docket Type: The Docket Types are described in more detail in [Rule 165:5-5-1 in Chapter 5](#) of the Commission's administrative rules. Docket Types available for each Program Area are:

Administrative, Judicial & Legal Services (AJLS)

- General (GD)

Oil & Gas Conservation

- General (GD)
- Conservation (CD)
- Gas Gathering (GG)
- Pollution (PD)

Petroleum Storage Tank

- General Docket (GD)
- Petroleum Storage Tank (PSD)

Public Utility

- General (GD)
- Consumer Services (CS)
- Oklahoma Universal Service Fund (OSF)
- Public Utility (PUD)

Transportation

- General (GD)
- Transportation (TD)

For the Public Utility and Transportation Program Areas, there is an additional selection required.

For Public Utility cases, a **Utility Type** selection must be made prior to clicking **Next** and selecting Relief Type:

Filing / File Case

1 Initiation 2 Reliefs

Warning: Once completing this step you cannot go back a

Program Area *
Public Utility

Docket Type *
Public Utility Docket (PUD)

Utility Type *
Select Utility Type

Please select a Utility Type

Assistance with ECF is available from 8:00

Filing / File Case

1 Initiation 2 Reliefs

Warning: Once completing this step you cannot go back a

Program Area *
Public Utility

Docket Type *
Public Utility Docket (PUD)

-- Select Any --

Electric

Gas

Water

Telecommunications

Cotton Gin

For the Transportation Program Area, a [Regulated Entity Type](#) selection is required prior to clicking **Next** and selecting a Relief Type.

Filing / File Case

1 Initiation 2 Reliefs

Warning: Once completing this step you cannot go back a

Program Area *
Transportation

Docket Type *
Transportation Docket (TD)

Regulated Entity Type *
Select Regulated Entity Type

Please select a Regulated Entity Type

Warning: Once completing this step you cannot go back a

Program Area *
Transportation

Docket Type *
Transportation Docket (TD)

Regulated Entity Type *

-- Select Any --

Excavator

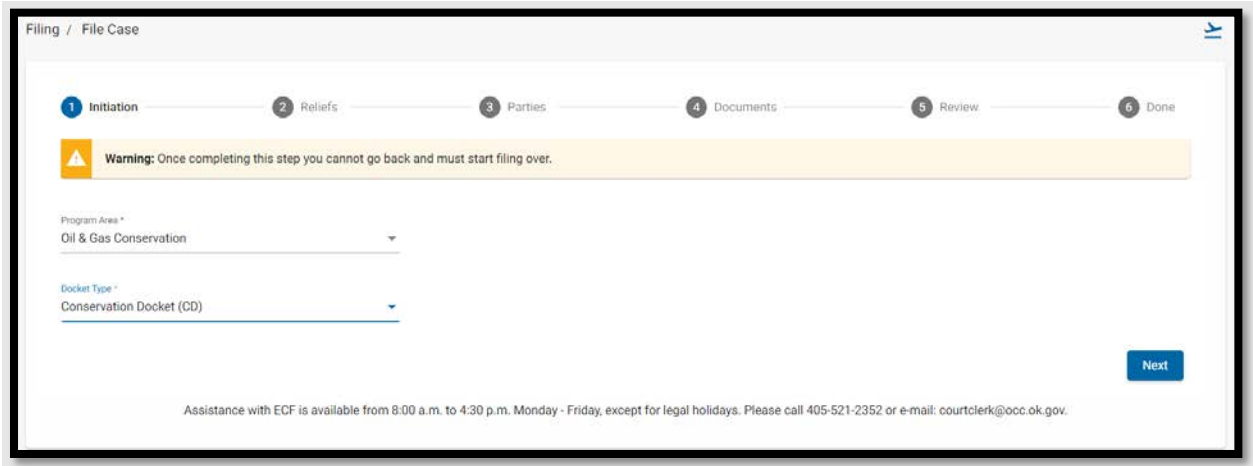
Hazardous Waste Transporter

IFTA Licensee

Interstate Motor Carrier

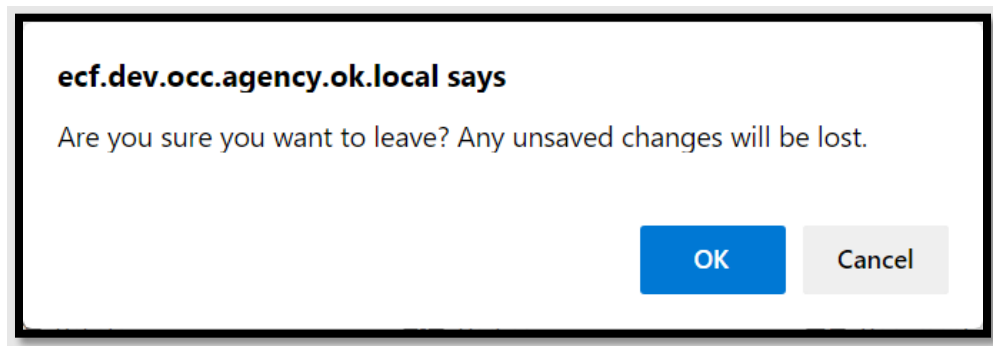
Intrastate Household Goods Carrier

Once Program Area and Docket Type have been chosen (and Utility or Regulated Entity Type selected, if applicable), click the **Next** button on the lower far-right side of the Filing screen:



NOTE: As noted on the screen, once the Next button is clicked, the Program Area and Docket selections cannot be changed. If the selections need to be changed, click on the **Filing** icon in the left vertical ECF Menu to begin the filing process again.

A pop-up screen will warn that previous selections will not be saved. Click **OK**.

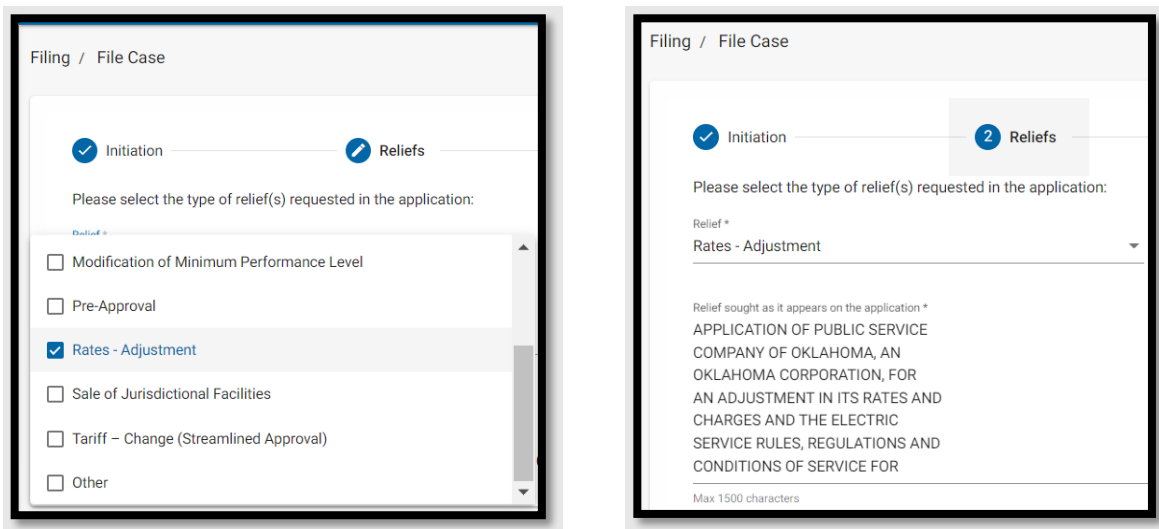


Relief Type: On the next screen use the arrow next to the Relief Type field to open the drop-down list of relief types applicable to the previously selected Program Area and Docket Type.

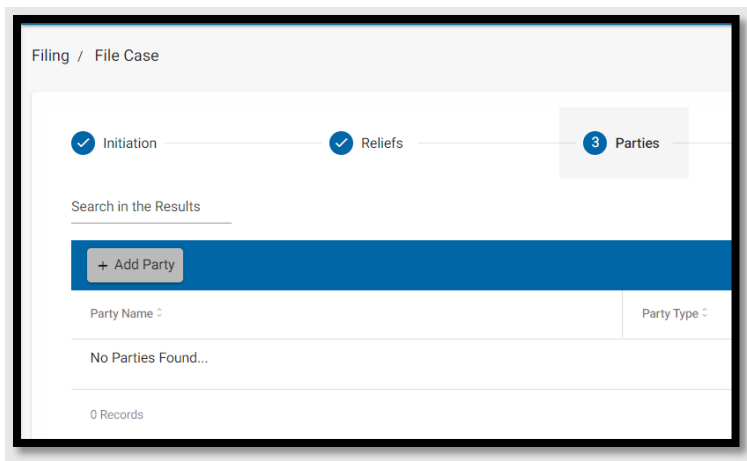
Select one, or more, relief types from the drop-down list. Where the relief sought is not listed, choose Other.

NOTE: Where Commission rules limit relief requested to one type per application (e.g., Conservation and Pollution Docket), the Relief Type field will allow for one selection only.

Use the text box below the Relief field to enter the relief requested exactly as it appears on the application. It can be copied & pasted from the case caption:



Click **Next** (on the lower right side of the screen) to navigate to the next step – Parties:



Click **Add Party** to enter the name of the Applicant. A pop-up box will open.

Begin typing the name of the Applicant to determine if the Applicant is listed in the ECF System entity database and click **Search**:

Party Name :	Individual Type :	Email :	Org Name :	Address :
Party Not Found...				

0 Records

If the name of the Applicant is in the results list, click on it and choose Applicant as the party type:

Party Name :	Individual Type ^	Email :	Org Name :	Address :
of Oklahoma, Public Service Company				

1 Records

Close

The screenshot shows a web form titled '+ Add Party'. It has two main input fields: 'Party Name' and 'Party Type'. The 'Party Name' field contains the text 'of Oklahoma, Public Service Company'. Below the input fields, it says '1 Records'. A dropdown menu for 'Party Type' is open, showing options: '- Select Any --', 'Applicant', 'Beneficiary', 'Complainant', 'Intervenor', and 'Provider'. At the bottom of the form, there is a note: 'Assistance with ECF is available from 8:00 a.m. to 4:30 p.m.'

If the name of the Applicant and party type are correct, click **Save**:

This screenshot shows the 'Parties' tab selected in a breadcrumb navigation bar (Initiation, Reliefs, Parties, Documents). Below the navigation, there is a search bar 'Search in the Results' and a '+ Add Party' button. The main form area shows the 'Party Name' field with 'of Oklahoma, Public Service Company' and the 'Party Type' dropdown set to 'Applicant'. To the right of the dropdown are 'Save' and 'Cancel' buttons.

Once the Applicant has been saved as a party, that record can be Edited or Removed, using the buttons to the right of the record.

To add another party, click **Add Party** to start the process again:

This screenshot shows the same 'Parties' tab as the previous one. The '+ Add Party' button is now greyed out. The table below shows one record for 'of Oklahoma, Public Service Company' with 'Applicant' as the party type. To the right of this record are 'Edit' and 'Remove' buttons.

If the party is not in the search results, click **Create a New Party**:

Search for Party

Name
New Party Test

Email

Phone Number

Tax ID

Search Q

Create a New Party →

Party Name : Individual Type : Email : Org Name : Address :

Party Not Found...

On the **New Entity Information** screen, select the new party's **Entity Type** (i.e., individual or type of business entity):

Individual

Limited Partnership

Cooperative

Partnership

Corporation

Professional Corporation

Irrevocable Trust

Professional Limited Liability Company

Joint Venture

Revocable Trust

Limited Liability Partnership

Sole Proprietorship

Limited Liability Company

State Agency or Instrumentality

New Entity Information

1 Main 2 Contact Info 3 Other Info

-- Select Any --

Sole Proprietorship

Partnership

Limited Partnership

Joint Venture

Cooperative

Cancel Next

Once the Entity Type is selected, click Next and fill in the Contact Information pop-up screens.

NOTE: Required fields are marked with an asterisk:

The screenshot shows the 'New Entity Information' form with three tabs: 'Main', 'Contact Info', and 'Other Info'. The 'Contact Info' tab is active. It contains three input fields: 'Contact First Name *', 'Contact Last Name *', and 'Contact Title'. Below this is the 'Address' section, which is split into 'Mailing Address' and 'Physical Address'. The 'Mailing Address' section includes fields for 'Attention', 'Address Line 1 *', 'Address Line 2', 'City *', 'State/Province *' (set to 'Oklahoma'), and 'Zip/Postal Code *'. The 'Physical Address' section includes a 'Copy mailing address' button, and the same fields as the mailing address. At the bottom right, there are 'Back' and 'Next' buttons.

If the physical address is the same as the mailing address, be sure to fill out all sections of the mailing address, including the zip code, before clicking on **Copy mailing address**.

Use the right scroll bar in the New Entity pop-up screen to scroll down to fill in telephone and email address information.

NOTE: If you cannot see the scroll bar, use your browser settings to zoom out to show more of the screen.

The screenshot shows the 'New Entity Information' form with the 'Phone' and 'Email' sections. The 'Phone' section has an 'Add Phone #' button, a phone number input field with a placeholder '(000) XXX-XXXX *' and a value '(405) 867-5309', an 'Extension' field, a 'Phone Type *' dropdown menu set to 'Work Cell', a checked 'Primary?' checkbox, and a 'Remove' button. The 'Email' section has an 'Add Email' button, an 'Email Address *' input field with a value 'NewEntityTest@gmail.com', and a checked 'Primary?' checkbox. At the bottom right, there are 'Back' and 'Next' buttons.

When the Phone and Email fields are completed, click **Next**.

If the page does not advance, scroll back up to see if any required information has been omitted.

After the page advances, fill in any applicable Identification Numbers or other Program Area-specific information for the new entity and click **Save**:

New Entity Information

✓ Main ✓ Contact Info ✓ Other Info

Attorney Bar Info Add Attorney Bar Info

Other Info

Drivers License Number State: Select State Operator Number

Secretary Of State Filing Number Public Utility Customer Id Facility Id

Pin Number US DOT Motor Carrier Number

Tank Owner Id Licensee Id Antifreeze Permit Id

Pipeline Operator Id

Back Save

Once the New Entity is saved, select Party Type (Applicant) and click **Save**, then click **Next**:

+ Add Party

Party Name :	Party Type :	Actions
Example Company	Applicant	Edit Remove

1 Records

Back Next

Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@scc.ok.gov

The next step is Document Uploading.

All documents filed/uploaded into ECF must be in Portable Document Format (PDF).

The size limit is twenty-five megabytes (25 MB) per document.

- If the Application has attachments, those can be uploaded as a part of the application document OR as separate documents related to the main document.
- One benefit of filing attachments separately is the ability to navigate quickly to the attachments from the Case Docket in ECF.
- In addition, when attachments are filed as separate, but related, documents, each attachment can also be up to 25 MB in size.
- As discussed below, the system will prompt you through this process for filing attachments as separate documents.

Use the drop-down list of parties to the case to indicate filing on behalf of the Applicant:

Parties

Please select the parties to file on behalf of

Parties *
of Oklahoma, Public Service Company

Please fill out the above required fields and then upload your main document and any supporting documents as attachments below.

+ Main Document + Attachment

File Name	Title	Document Category	Document Type	Main Doc	Actions
-----------	-------	-------------------	---------------	----------	---------

Click on the Main Document button to upload the application or other initiating document.

A pop-up warning regarding redaction requirements will appear. Click the redaction rule acknowledgement:

Upload Document

Warning: You must read and agree to below notices before uploading documents.

Caution: All documents filed with the Commission using ECF will be visible to the public on the OCC website. It is your responsibility to redact confidential information from any electronically filed document.

Unredacted documents containing confidential information must be filed in paper with the OCC Court Clerk's Office. A Confidential Cover Page with a brief description of what is being filed must also be filed through ECF. See 165:5-1-5(h). For questions re: filing confidential documents, please contact the Court Clerk's Office at 405-521-2352 or e-mail: courtclerk@occ.ok.gov.

Redaction Notice:
The responsibility for redacting personal data identifiers as required in 165:5-1-5(i), or as otherwise required by law, rests solely with counsel and the parties. The OCC will not review documents for compliance with redaction requirements, seal documents containing personal data identifiers, or redact documents.

I acknowledge that I have read and agree to the Redaction Notice.

No file uploaded yet Browse

Document Category * Document Type *
 Select Document Category ▼ ▼

Title ▼

Cancel Upload

Click the Browse button to select a document to upload.

Use the drop-down boxes to elect the Document Category and Document Type.

With the exception of cases filed on the Oklahoma Universal Services Fund (OSF) Docket, when filing a new case, at least one "Initiating Document" must be filed.

In this example, the relief requested is a Rate Adjustment. Therefore, the Initiating Document is a Notice of Intent to File an Application for General Rate Change:

BEFORE THE CORPORATION COMMISSION OF OKLAHOMA

APPLICATION OF PUBLIC SERVICE) COMPANY OF OKLAHOMA, AN) OKLAHOMA CORPORATION, FOR) AN ADJUSTMENT IN ITS RATES AND) CHARGES AND THE ELECTRIC) SERVICE RULES, REGULATIONS AND) CONDITIONS OF SERVICE FOR) ELECTRIC SERVICE IN THE STATE) OF OKLAHOMA)	CAUSE NO. PUD 2017-0151 <div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">FILED</div> MAY 12 2017 COURT CLERK'S OFFICE - OKC CORPORATION COMMISSION OF OKLAHOMA
--	---

NOTICE OF INTENT

Pursuant to OAC 165:70-3-7 ("Rule"), Public Service Company of Oklahoma ("PSO" or "Company") gives notice to the Oklahoma Corporation Commission ("Commission") of PSO's intent to file an Application seeking to modify the rates and charges for PSO's Oklahoma jurisdiction customers as well as amend PSO's Electric Service Rules, Regulations and Conditions of Service.

Type the **Title** of the document as it appears on the document and click **Upload**.

NOTE: If you cannot see the **Upload** button, adjust the zoom in your browser down to show more of the pop-up box on your screen.

Upload Document

⚠ **Warning:** You must read and agree to below notices before uploading documents.

Caution: All documents filed with the Commission using ECF will be visible to the public on the OCC website. It is your responsibility to redact confidential information from any electronically filed document.

Unredacted documents containing confidential information must be filed in paper with the OCC Court Clerk's Office. A Confidential Cover Page with a brief description of what is being filed must also be filed through ECF. See 165:5-1-5(h). For questions re: filing confidential documents, please contact the Court Clerk's Office at 405-521-2352 or e-mail: courtclerk@occ.ok.gov.

Redaction Notice:
The responsibility for redacting personal data identifiers as required in 165:5-1-5(i), or as otherwise required by law, rests solely with counsel and the parties. The OCC will not review documents for compliance with redaction requirements, seal documents containing personal data identifiers, or redact documents.

I acknowledge that I have read and agree to the Redaction Notice.

Notice of Intent to File Rate Case.pdf Browse

Document Category * Document Type *
 Initiating Documents Notice of Intent to File an Application for Gen...

Title
 Notice of Intent

Cancel Upload

To file the attachment as a separate document, click **Attachment:**

✓ Initiation
✓ Reliefs
✓ Parties
✓ Documents
5 Review
6 Done

Parties

Please select the parties to file on behalf of

Parties:
of Oklahoma, Public Service Company

Please fill out the above required fields and then upload your main document and any supporting documents as attachments below.

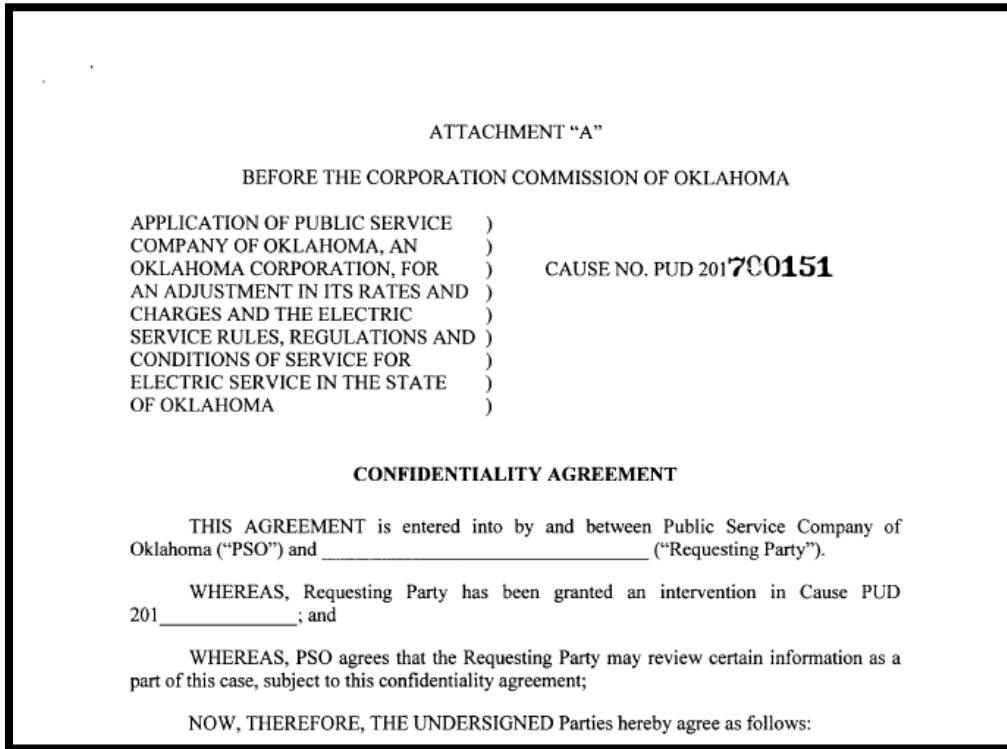
+ Attachment

File Name	Title	Document Category	Document Type	Main Doc	Actions
164563024645-Notice of Intent to File Rate Case.pdf	Notice of Intent	Initiating Documents	Notice of Intent to File an Application for General Rate Change	Yes	✎ Edit ✖ Delete

1 total

Back Next

In this example the attachment is a proposed confidentiality agreement:



As with the Main Document, click Browse to select the PDF file to upload.

Check the Redaction Notice box.

Use the Document Category and Document Type drop-down lists to choose the appropriate Category and type.

For the example attachment, the Document Category is Miscellaneous – General. The Document Type is Agreement.

Redaction Notice:
The responsibility for redacting personal data identifiers as required in 165:5-1-5(i), or as otherwise required by law, rests solely with counsel and the parties. The OCC will not review documents for compliance with redaction requirements, seal documents containing personal data identifiers, or redact documents.

I acknowledge that I have read and agree to the Redaction Notice.

Notice of Intent to File Rate Case_Attachment A.pdf Browse

Document Category *
Miscellaneous - General

Document Type *
Agreement (e.g. Settlement Agreement)

Title *
Confidentiality Agreement

Cancel Upload

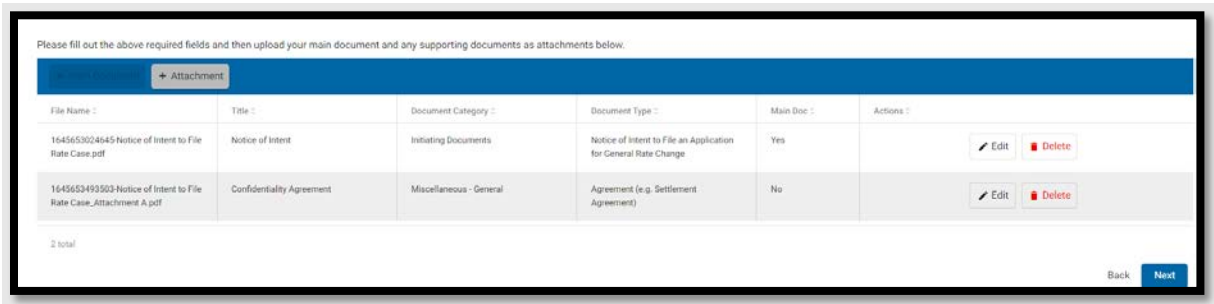
Type the title of the attachment as it appears on the document.

Do not include “Attachment” or “Exhibit” in the document title unless either of those words appears in the title of the attachment, *e.g.*, an attachment titled “Exhibit A.”

For the example attachment, the document title is “Confidentiality Agreement.”

Click **Upload**.

The attachment will be listed under the Main Document.



If there are additional attachments, click the Attachment button. If not, click **Next**.

The next page allows for a final review prior to submitting the Initiating Document for filing.

If everything is correct, click **Pay & Submit**.

Otherwise, click **Back (next to Pay & Submit)** to correct any information prior to submission:

Initiation Reliefs Parties Documents **Review** Done

Clicking Submit commits this transaction. You will have no further opportunity to modify this submission.

Filing on behalf of the following **Filing by**

of Oklahoma, Public Service Company Franz, Pat Lynne

Fees

\$ FILING FEE- PUD DOCKET: \$100.00

Documents

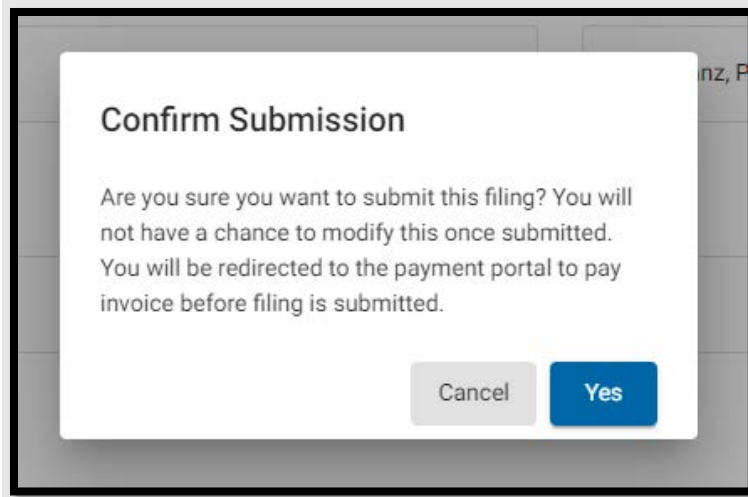
Name	Document Type	Submission Date
104503204045-Notice of Intent to File Rate Case.pdf	Notice of Intent to File an Application for General Rate Change	Feb 23, 2022
1645634923523-Notice of Intent to File Rate Case_Attachment A.pdf	Agreement (e.g. Settlement Agreement)	Feb 23, 2022

2 total

Back **Pay & Submit**

After clicking **Pay & Submit**, a confirmation pop-up will appear.

To proceed to the payment portal, click **Yes**:



Fill in the Customer Information for the credit card holder and click **Next**.

NOTE: You must fill in the email address field in order to receive a receipt from the credit card processing company that includes the amount of the 3% service fee. (The receipt that appears in ECF will only include the filing fee amount.)

The screenshot displays the 'Payment' step of the ECF filing process. The interface includes a progress bar at the top with steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The 'Customer Info' step is currently active.

Transaction Detail

SPU	Description	Unit Price	Quantity	Amount
800004	FILING FEE- PUD DOCKET	\$100.00	1	\$100.00
Tax				\$100.00

Transaction Summary

FILING FEE- PUD DOCKET	\$100.00
Non-Refundable Service Fee	\$3.00
TOTAL	\$103.00

Need Help?
Please complete the Customer Information Section.

Payment

Payment Type: Credit/Debit Card ✓

Customer Information

Country *
United States

First Name *
Data ✓

Last Name *
Street ✓

Company Name
Mason Firm ✓

Address *
123 Broadway ✓

Address 2

City *
Oklahoma City ✓

State *
OK - Oklahoma ✓

ZIP/Postal Code *
73106 ✓

Phone Number
405-467-6300

Email *
data@masonfirm@gmail.com ✓

Next >

Payment Information

Cancel

Fill in the payment information and click **Next**:

1 Payment Type 2 Customer info 3 Payment 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
600054	FILING FEE- PUD DOCKET	\$100.00	1	\$100.00
Total				\$100.00

Payment

Payment Type ✓

Credit/Debit Card

Customer information ✓

Address
Della Street
Mason Firm
123 Broadway
Oklahoma City, OK 73106

Phone Number
405-867-5309

Country
United States

Emell Address
dellastreatmasonfirm@gmail.com

Payment Information

Credit Card Number * 4111111111111111 ✓

Credit Card Type Complete all required fields | * |

Expiration Month * 07 - July ✓

Expiration Year * 2025 ✓

Security Code * 1111

Name on Credit Card * Mason Firm ✓

Next >

Cancel

Review the transaction:

1 Payment Type 2 Customer info 3 Payment 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
600054	FILING FEE- PUD DOCKET	\$100.00	1	\$100.00
Total				\$100.00

Payment

Payment Type ✓
Credit/Debit Card

Customer Information ✓ [Edit](#)

Address: Della Street, Mason Firm, 123 Broadway, Oklahoma City, OK 73106
Phone Number: 405-867-5309
Country: United States
Email Address: dellastreetmasonfirm@gmail.com

Payment Information ✓ [Edit](#)

Credit Card: Visa ****1111, Exp. 07/2025
Name on Credit Card: Mason Firm


[Cancel](#) [Submit Payment](#)

Transaction Summary

FILING FEE- PUD DOCKET	\$100.00
Non-Refundable Service Fee	\$3.00
TOTAL	\$103.00

Need Help?


Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.



Review & Confirm

Please confirm the payment of \$103.00 to be charged to account ending in ****1111.


[Back](#) [OK](#)

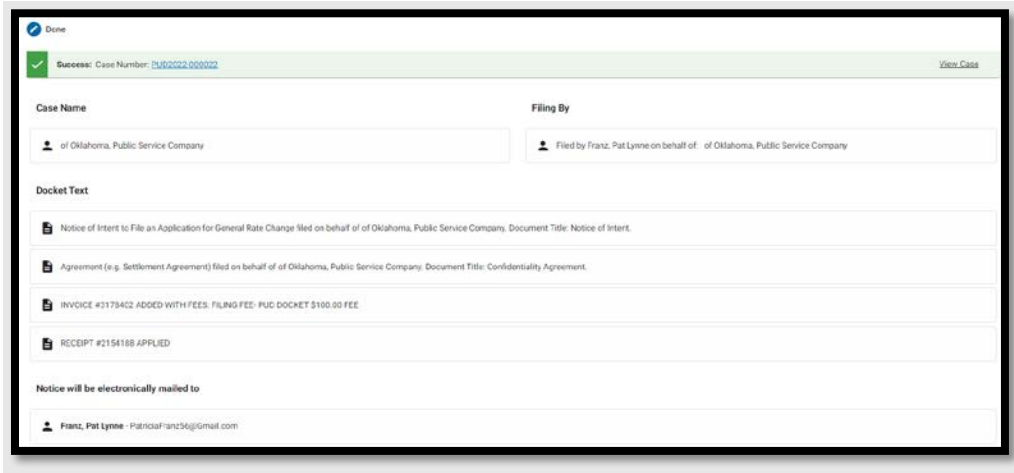


Please wait

Your payment is being processed.

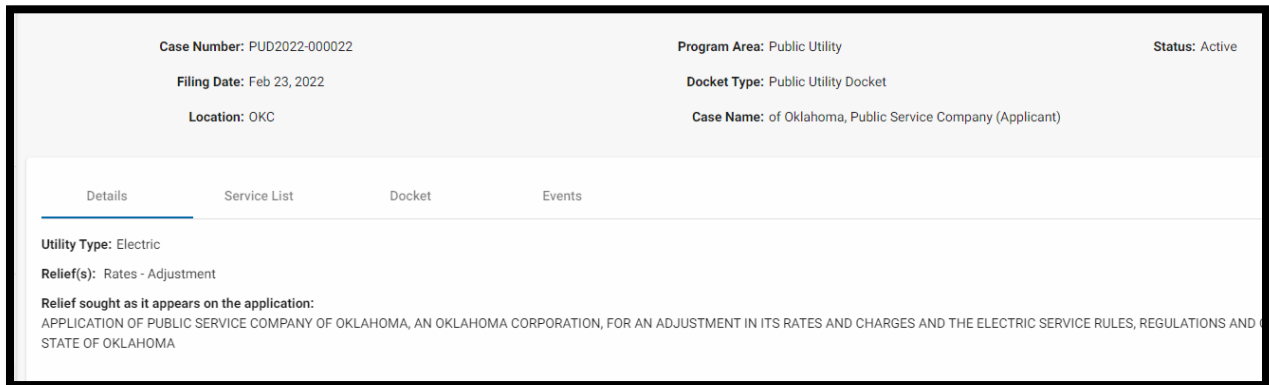
Please do not close your tab or window, and please do not use your browser's Back button.





Once the payment process is complete, click on the case number or the View Case link at the top right of the Receipt screen to view information located in four (4) separate tabs.

Details:



Service List:

Case Number: PUD2022-000022 Program Area: Public Utility Status: Active
Filing Date: Feb 23, 2022 Docket Type: Public Utility Docket
Location: OKC Case Name: of Oklahoma, Public Service Company (Applicant)

Details Service List Docket Events

Attorney(s) or Pro Se Parties Represented Parties

Franz, Pat Lynne of Oklahoma, Public Service Company
OCC

Docket:

Details Service List Docket Events

Download Documents Print Docket List

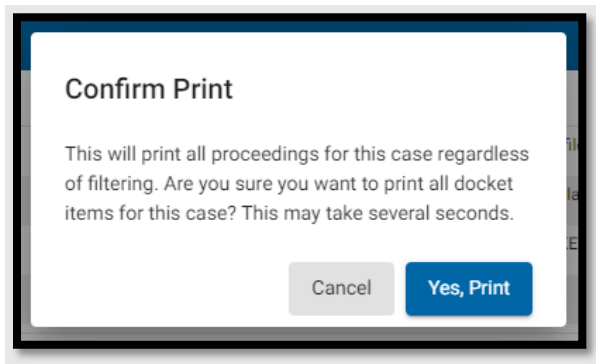
Date :	Entry # :	Type :	Text :	Document Type :
2/23/22	1	Document	Notice of Intent to File an Application for General Rate Change filed on be...	Notice of Intent to File an Appli...
2/23/22	1-1	Document	Agreement (e.g. Settlement Agreement) filed on behalf of of Oklahoma, Publi...	Agreement (e.g. Settlement Agreemen...
2/23/22	1-2	Financial	INVOICE #3178402 ADDED WITH FEES: FILING FEE: PUD DOCKET \$100.00 FEE	
2/23/22	1-3	Financial	RECEIPT #2154188 APPLIED	

4 Records

Click the Document link next to any document to open and review and/or download.

Click **Print Docket List** to print a chronological list of all filings and events in the case.

A pop-up confirmation window will appear. Click **Yes, Print:**



The "Docket List" page from the Oklahoma Corporation Commission. It includes the following information:

- Applicant:** of Oklahoma, Public Service Company
- Case Number:** PUD2022-000022
- Division:** Public Utility
- Relief(s):** Rates - Adjustment
- Complete Relief Sought:** APPLICATION OF PUBLIC SERVICE COMPANY OF OKLAHOMA, AN OKLAHOMA CORPORATION, FOR AN ADJUSTMENT IN ITS RATES AND CHARGES AND THE ELECTRIC SERVICE RULES, REGULATIONS AND CONDITIONS OF SERVICE FOR ELECTRIC SERVICE IN THE STATE OF OKLAHOMA

Attorneys: Franz, Pat Lynne, OCC, [Redacted], [Redacted], PatriciaFranz56@gmail.com

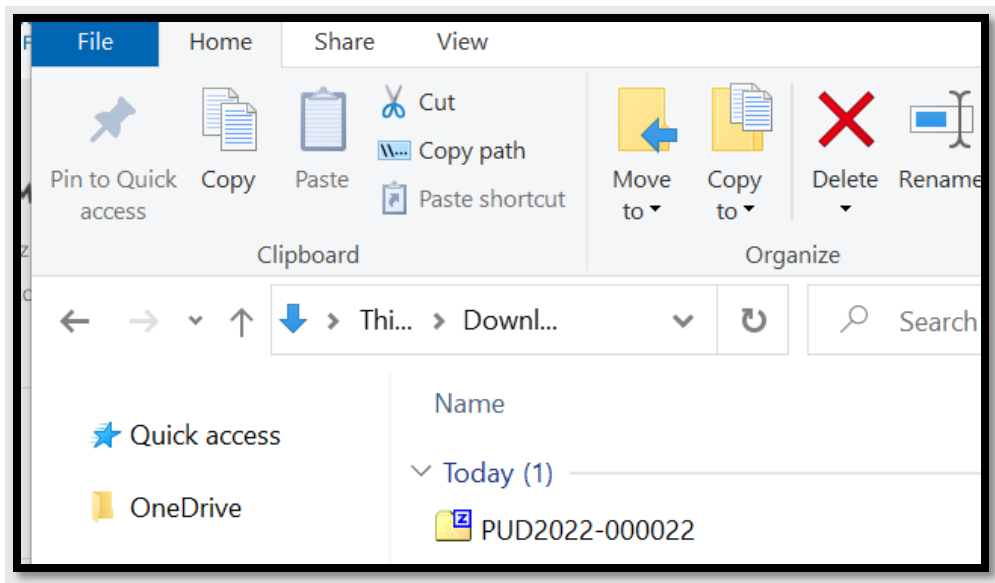
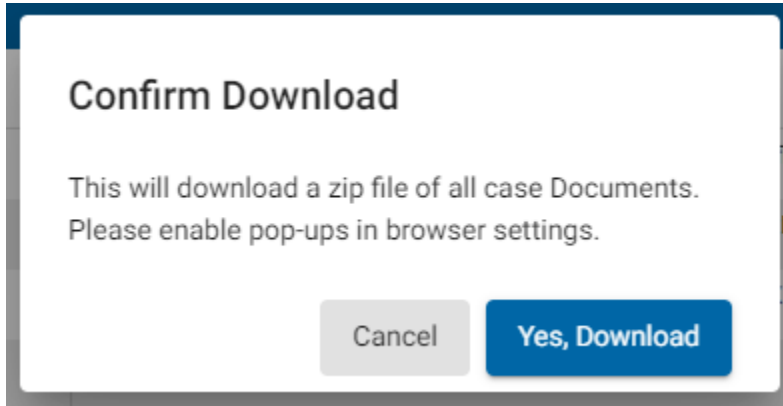
Represented Parties: of Oklahoma, Public Service Company

Proceedings:

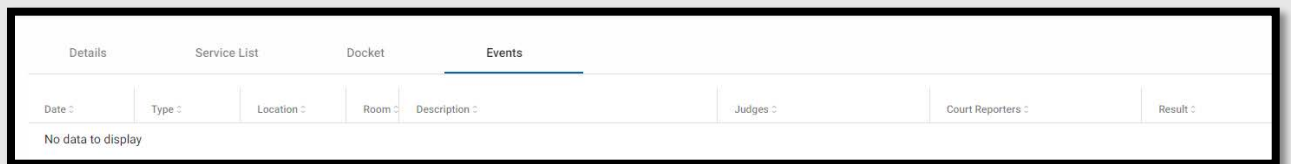
Entry #	Docket Date	Type	Text
1	Feb 23, 2022	Document	Notice of Intent to File an Application for General Rate Change filed on behalf of of Oklahoma, Public Service Company. Document Title: Notice of Intent.
1-1	Feb 23, 2022	Document	Agreement (e.g. Settlement Agreement) filed on behalf of of Oklahoma, Public Service Company. Document Title: Confidentiality Agreement.
1-2	Feb 23, 2022	Financial	INVOICE #3178402 ADDED WITH FEES: FILING FEE- PUD DOCKET \$100.00 FEE
1-3	Feb 23, 2022	Financial	RECEIPT #2154188 APPLIED

To download a zip file of all documents filed in the case, make sure that pop-ups are enabled in browser settings and click **Download Documents**.

A pop-up confirmation window will open. Click **Yes, Download**.



Any scheduled events in the case will be listed under the **Events** tab:



To view this, or any other cases you have filed at a later time, click the **My Filings** icon in the left vertical ECF Menu:

