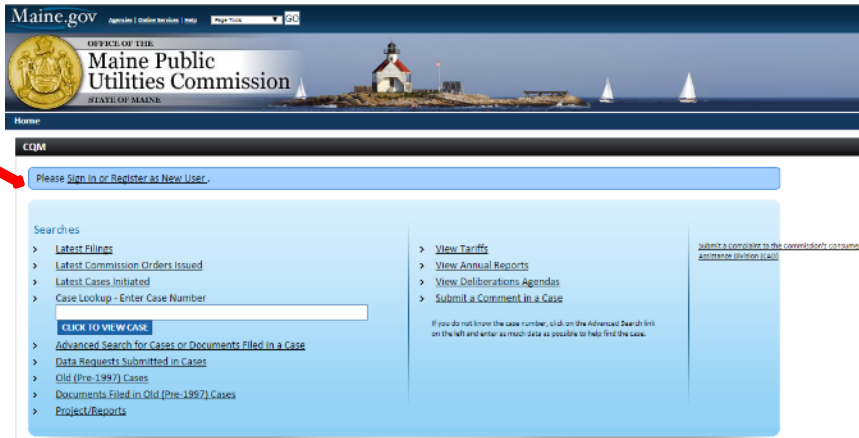
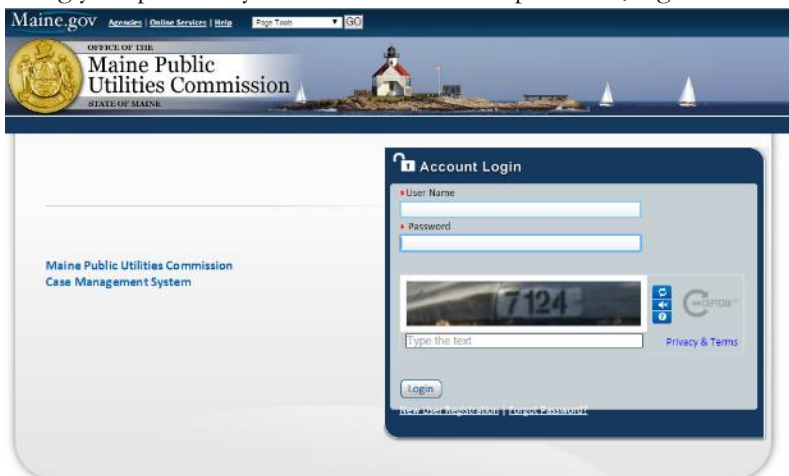


How to File a Petition to Intervene in a Docket on CMS

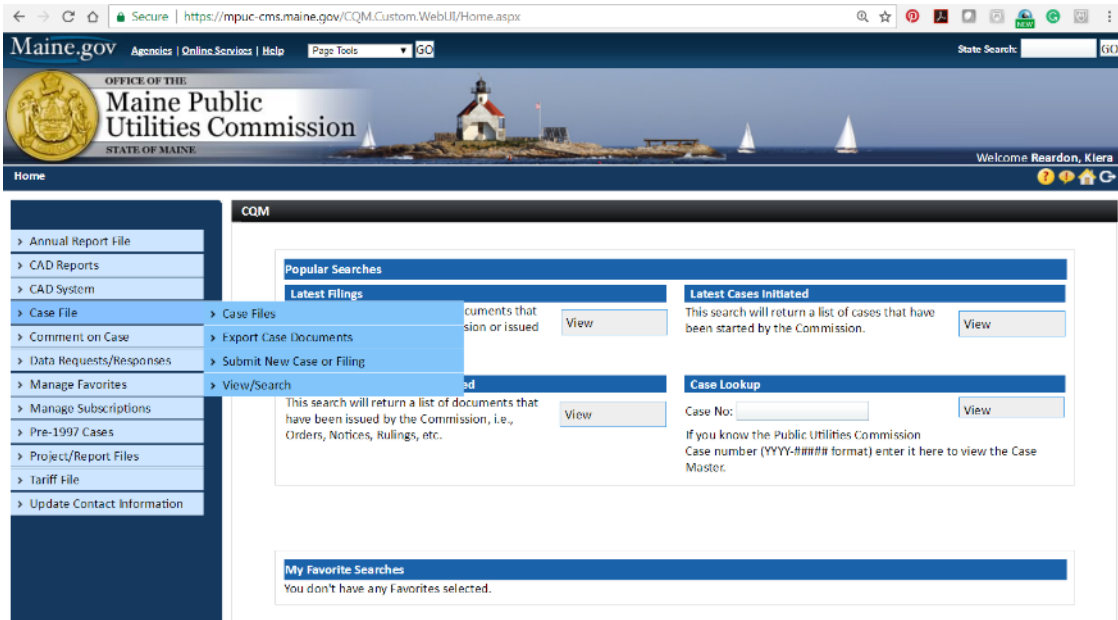
- 1) Go to the Public Utilities Commission's Content Management Site:
<https://mpuc-cms.maine.gov/CQM.Public.WebUI/ExternalHome.aspx>
- 2) Click the link to sign in to the system:



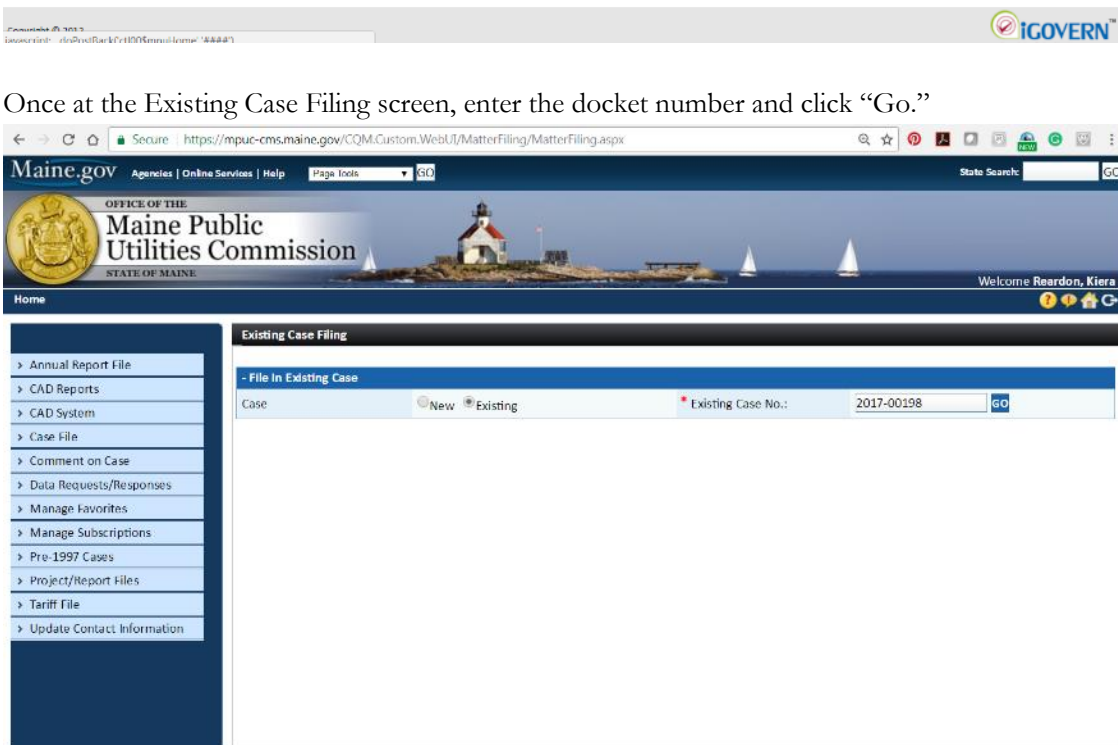
- 3) Using your previously created username and password, log-in on this screen.



- 4) In the menu on the left hand side of the screen, select the “Submit New Case or Filing” option under the Case File heading.



- 5) Once at the Existing Case Filing screen, enter the docket number and click “Go.”



- 6) Update the Description of Filing field with a relevant title, such as Petition to Intervene. Also, if your comments represent your own view, select Representing Self under Filing Party. If you are representing a company or organization, select Representing Utility/Company. The Utility/Company Name field will appear if it was not visible previously. Clicking the “Add” text will generate a new window or tab where you can select the company. Please note, you must be registered in CMS as representative of that company.

- 7) Once those fields are completed, select the Attach Non-Confidential Document(s). In the Document Type drop down menu, select Petition to Intervene. The Subtype will prepopulate. Add a document title to the field, such as “Person X Petition to Intervene” and then click Attach Non-Confidential Documents. This will create a pop-up where you can search for the file on your computer and attach it. Once the file is selected, click Done.

- 8) The pop-up window should have closed at this point and your document should be visible at the bottom of the Case Filing screen as shown below. After verifying that the correct document is attached, click Submit. An email notification will be sent to all individuals on the case notification list to alert individuals to the new filing.

Existing Case Filing

SUBMIT BACK

- File In Existing Case: 2015-00113

* Existing Case No.: 2015-00113 GO

Utility/Industry Type: Electric Case Type: COMMISSION INITIATED

Utility/Industry Subtype: Transmission and Distribution Utilities Case Subtype: INQUIRY

* Pertaining to Utility/Company: MAINE PUBLIC UTILITIES COMMISS Case Title: COMMISSION INITIATED INQUIRY INTO LOW-INCOME ASSISTANCE PLANS PERTAINING TO MAINE PUBLIC UTILITIES COMMISSION.

Check if this is a Compliance Filing:

- Filing Information

* Description of Filing: Case comments Date Filed: 2/4/2016
 Characters remaining: 237

Filed By: Finucane, Kiera Filing Party: Representing Utility/Company
 Representing Self

+ ATTACH NON-CONFIDENTIAL DOCUMENT(S) (These Documents Will Be Publicly Available Online)

ATTACH CONFIDENTIAL DOCUMENT(S) (Confidential Documents Will Be Subjected To Special Handling)

SUBMIT BACK

	Document Type	Document Subtype	Document Title	File Name	Protective Order(s)	Size
	Comment	Comment	Comments on Case	Letter Template .docx		48.43 KB X

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If you have any questions or problems when filing your comments in the CMS, please contact the Office of the Public Advocate at (207) 624-3687 or the Public Utilities Commission (207) 287-3831 for further assistance.