

Electronic Comment Filing System User Manual

Version 2.1

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1 INTRODUCTION

1.1 ECFS

The Electronic Comment Filing System (ECFS) is an Internet Web-based tool designed for the Federal Communications Commission (FCC or Commission) to give access to Commission rulemaking (RM) and docketed proceedings. ECFS allows you to research, retrieve, view and print any document in the system including previous non-electronic FCC documents that have been scanned into the system. ECFS includes data and images from the year 1992 onward. ECFS serves as the repository for official records in the FCC's docketed and RM proceedings.

The goals of ECFS are as follows:

1. Provide the public with a simple electronic means to express and review opinions in docketed and rulemaking proceedings.
2. Improve staff access to documents.
3. Improve staff workflow.

ECFS provides the general public with direct access to FCC documents from their own computer workstations. Access to ECFS is unrestricted so that anyone with Internet access can file and retrieve comments. Multiple users may view and access documents concurrently.

ECFS users send or "upload" files via an Internet Web Browser. These files are typically word-processing documents containing comments in reference to a specific FCC Docket or RM proceeding. Users can also send comments via email (a computer readable form is submitted as part of email filings). Filers may also continue to send a paper filing (hard copy) instead, in accordance with existing rules, for inclusion in ECFS via FCC scanning. Virtually all documents are stored electronically and are available for search and retrieval via the World Wide Web (WWW). Exceptions to this rule include a case in which the size of a document or certain types of media (video, microfiche, etc.) requires storing the document off-line. Confidential documents will not be available for the public to view.

ECFS accepts files in the following formats:

- Microsoft Word 6.0 or higher
- WordPerfect 5.1 or higher
- ASCII Text
- Microsoft Excel 4.0 or higher
- Lotus 123
- Portable Document Format (PDF)*

**preferred format*



Two types of reference materials are designed to familiarize you with the ECFS environment:









- **User Manual:** This manual is designed for individuals who have some basic knowledge of using the Internet. It focuses on tasks required for submitting and searching for filings(s).
- **Online Help:** Enables you to view procedural instructions on your monitor while you are using the ECFS application.

1.2 NOTES, TIPS, AND WARNINGS

This manual contains a number of notes, tips and warnings that are designed to aid in your understanding of how the system works, to prevent unnecessary errors, and to help you save time. Several of the notes, tips and warnings are listed below.

Table 1-1. Note, Tips, and Warning Icons

ICON	NAME
	Note/Tip
	Warning

-  When using ECFS for the first time, you may wish to file your comments several business days before the comment period deadline. This will enable you to obtain filing assistance, if needed, and to ensure that your comments are filed in a timely fashion.
-  ECFS is accessible from <http://www.fcc.gov/cgb/ecfs/welcome.html>. It is recommended for users to create a bookmark of this page and other frequently visited web pages for each access. Refer to your Web Browser's Help Menu for instructions on how to create a bookmark.
-  Test filings are permitted; however, the Office of the Secretary must be contacted prior to the submission at (202) 418-0300.
-  The filing deadline for email or electronic comments is before midnight EST. The filing deadline for hard copies (paper) is by 7:00 p.m. EST. In most cases, if ECFS is experiencing technical difficulties filing deadlines will be extended.
-  There is no specific turnaround time for placing filings on the Internet. Although electronic filings are generally placed quicker than hard copy/paper filings, processing could range from a few hours to approximately seven business days.
-  Please do not attach documents that are password protected, have redlined markings, macros enabled, formatted as read-only, or have automated links to source documents that are not included in your filing. Processing will be disrupted and your filing is subject to be rejected by ECFS, if the system detects these elements in your document.
-  MS Excel Workbooks that include multiple spreadsheets: Due to the conversion process that electronic submissions must undergo, the spreadsheets will display on ECFS as the last active sheet you viewed and saved before transmitting your Excel file to ECFS.
-  PDF documents: Although ECFS prefers documents to be submitted in PDF, you must remove all "Document Security" used to encrypt a document before attaching the file.

1.3 TECHNICAL SUPPORT

If while working in ECFS you experience any problems or have questions related to ECFS, please contact ECFSHelp@fcc.gov or call (202) 418-0193. Technical support is available Monday through Friday, 8:00 a.m. – 5:00 p.m. EST. You may also contact the FCC's Reference Information Center at (202) 418-0270 for general information concerning proceedings. If you are seeking guidelines on filing documents, contact the Office of the Secretary at (202) 418-0300. Of course, some problems may relate directly to your computer system and/or Web browser, then you should contact your Network Administrator or your Internet Service Provider.

2 ACCESSING ECFS


This chapter explains how the user can access the ECFS web page from the Internet (WWW). A user must have access to a browser to file comments or perform queries.

Software Requirements: In order to use ECFS, the user must have Netscape Navigator 3.0 or higher or Microsoft Internet Explorer 4.0 or higher. Adobe Reader is also required in order to permit .pdf documents to be viewed.

 Netscape Navigator 4.0+ is recommended because of its reliability.

Following are the steps to access ECFS:

1. Type <http://www.fcc.gov> on your website location to access the FCC Home Page URL. If you use FCC information frequently, you may want to bookmark one or more of the following sections mentioned in this manual.
2. Select the [E-Filing](#) link located on the menu bar located at the top and bottom of the page.
3. Scroll the list of FCC Electronic Filing & Public Access Systems to locate and select the [Electronic Comment Filing System \(ECFS\)](#) link.
4. Select [Submit a Filing](#) to file a comment or select [Search for Filed Comments](#) to query the database for comments.

 At the Commission, staff and public may access the ECFS web page from the Intranet. In an environment set up for the Reference Information Center, the public may access ECFS by using the Novell-delivered Applications for PUB1.public.FCC located on the PCs. Click the ECFS icon and the FCC ECFS Main Menu will display. FCC staff may access ECFS directly from the FCC Intranet Home Page by clicking on Information Center and selecting Databases then ECFS.

3 SUBMIT A FILING

The two methods for submitting a filing are via the Internet through the ECFS website (<http://www.fcc.gov/cgb/ecfs/welcome.html>) or through email (ecfs@fcc.gov).


3.1 FILING VIA THE WORLD WIDE WEB

This process contains three phases: (1) Completing a cover sheet, and (2) Attaching documents or submitting typed comments, and (3) Receiving a Confirmation.

Following the steps to access ECFS, the ECFS Home Page should be in view on your monitor. Click the [Submit a Filing](#) link from the **ECFS Main Links** section.

The system will navigate you to the **Electronic Comment File Submission** web page. A Cover Sheet will appear.

This section explains how to complete the cover sheet information prior to sending a comment to the FCC. Only some of the fields are required to be completed by the filer. The fields are labeled clearly and numbered for reference. In addition, the system allows a user to search for all docket and rulemaking (RM) numbers if it is not known at the time of the filing. Fields 1, 2, 3, 7, 8, 9, 10, and 12 are required fields and **must** be completed in order to process a comment. Subsequently, if all the fields including the relevant optional fields on the cover sheet are completed, comments will be processed more quickly and it will give a researcher more criteria to search/query a specific comment. No submissions can be filed against closed proceedings.

 You can use the **Tab** key to navigate between the fields.

3.2 COMPLETING A COVER SHEET

1. **Proceeding (required)**

Enter the Proceeding number. The proceeding number is either the unique assigned Docket Number or Rulemaking Number. Enter only the digits for a docketed proceeding, i.e. 00-221. For a Rulemaking Number use uppercase RM- followed by the digits, i.e. RM-9920. You may click on the underlined word Proceeding for a list of available Docket Numbers (DK#) or Rulemaking Numbers (RM). If you choose to click on the word "Proceeding," follow the directions provided after doing so.

2. **Mail Correspondence To: (required) Name, Law Firm, Attorney**

Select one of the options by clicking on the radio button.

3. **Name of Applicant/Petitioner (required)**

Enter the name of the applicant or petitioner. This is the name of the filer. It is the actual applicant for a license, the petitioner of record or party represented, such as an individual, company/agency, etc.

4. **Law Firm Name**

Enter the name of the law firm. You may enter the name of the law firm or agency [optional]

5. **Attorney Name**

Enter the attorney's name. You may enter the name of the filer's attorney, the author of the

document or a contact person [optional]

6. **Email-id**

Enter your email address. Although it is optional to enter your email address, it will assist the FCC in notifying you if there is a technical or computer-related problem with your filing.

7. **Mailing Address for Correspondence (required)**

Enter the mailing address of the correspondence selected in field 2 (**Mail Correspondence To**).

8. **City (required)**

Enter the City of the correspondence selected in field 2 (**Mail Correspondence To**).


9. **State (required)**

Click on the ▼ (arrow) and select a state from the available list.

 International filers choose “DC” in the state drop-down list box.


10. **Zip Code (required)**

Enter the zip code of the correspondence selected in field 2 (**Mail Correspondence To**).


 International filers enter “00000” in the zip code field.

11. **Ex-Parte/Late Filed**

If the filing is late or an ex-parte filing, click the check box.


 It is the filer’s responsibility to specify in the documentation submitted whether the comment being filed is ex-parte or late filed.

12. Click on the ▼ (arrow) and select a document type from the available list. (required)

 The most common document types used are **Comment** and **Reply to Comments**. Please do not select another type unless you are familiar with it and if it applies to your particular filing.

13. Review your entries for accuracy.

You now have completed the Cover Sheet. Click the “Clear Cover Sheet” button to reset the fields in the Cover Sheet.

 If you are filing to more than one proceeding, you must complete a new Cover Sheet for each additional filing.

3.3 ATTACHING A DOCUMENT

Once you have completed the cover sheet, you must submit at least one comment. Your comments may be sent as an attached file or as text typed into the brief comment form. If you choose to send comments as an attached file you will complete the form directly below the cover sheet. Attaching a document

requires three steps (1) Confirm/Enter a file description, (2) Enter the path and name of the document, and (3) Select a file type. We have attempted to minimize the burden on the user to complete this portion of the filing. The data fields in this section are automated to facilitate the process and ensure accuracy of data. You can attach only one document at a time.

The preferred document format for submitting filings in ECFS is the portable document format (PDF). However, users can submit documents in MS Word, MS Excel, WordPerfect, Lotus, and American Standard Code for Information Interchange (ASCII) Text file formats.

1. **File Description**

The File Description will be populated with information based on your selection from field 12 on the Cover Sheet. If necessary, you may edit this information.

2. **File**

Enter the directory and file name to be attached. For example, if you saved your file on drive C and named it "97113fc.wp" then enter "C:\97113fc.wp" in the File field. Or use the "Browse..." button to help in locating your file. A **File Upload** window will appear. Locate your file using the **Look in** drop-down window or double clicking on folders displayed in the window. Once you have located your file, select it and click the "Open" button.


3. **Select one of these file types or convert your file to one of these**

Click on the ▼ (arrow) and select a file type. If the file type you used is not available, convert your file to one of the formats listed.

4. Review information for accuracy.


5. **Send Attached File to FCC**

Click on the "Send Attached File to FCC" button. If an error message appears in a pop-up dialog box, click the "Ok" button and perform the recommended changes. If an error message appears again in a new page, click on the browser's "Back" button and fix error(s) accordingly. Once the error(s) are corrected, click on the "Send Attached File to FCC" button to re-send.

 Click the "Send Attached File to FCC" button once. If you click it more than once, the system may generate an error or the system will attach your document more than once.

The system will navigate to page where you can continue or complete processing of your filing.

6. Click the "Enter Additional Attachments" button if you have more than one attachment associated with your current filing. (For example, if you were sending a separate chart or if you divided your attachment into multiple parts such as Cover, Table of Contents, Summary, etc.)

 If you are filing in more than one proceeding, you must first complete this filing. Complete a new Cover Sheet after you receive the confirmation for the sent comment submission.


The system will return to the **Send Comments to FCC (Attachments)** window. Then repeat steps 1-5.

-OR-


7. Click the “Finish Transaction and Receive Confirmation” button if you have completed attaching documents.

3.4 SUBMITTING TYPED-IN COMMENTS

ECFS also allows user to type in brief comments directly into a form on the Internet to send to the FCC.

 Please include your name and address in the text of your brief comment. This will ensure that your comments are clearly identified if printed from ECFS.

1. Press the **ENTER** key at the end of each line. If you wish to clear your comments and begin again click on the “Clear Comment” button to delete everything typed in the box.
2. Click on the “Send Brief Comment to FCC” button to send your comment. If an error message appears in a pop-up dialog box, click the “Ok” button and perform the recommended changes. If an error message appears again in a new page, click on the browser’s “Back” button and fix error(s) accordingly. Once the error(s) are corrected, click on the “Send Brief Comment to FCC” button to re-send.
3. The system will navigate to a screen where you can continue or complete processing of your filing.
4. Click the “Enter Additional Attachments” button if you have more than one attachment associated with your current filing. (For example, if you were sending a separate chart or if you divided your attachment into multiple parts such as Cover, Table of Contents, Summary, etc.)

 If you are filing in more than one proceeding, you must first complete this filing. Complete a new Cover Sheet after you receive the confirmation for the sent comment submission.

The system will return to the **Send Comments to FCC (typed-in)** window. Then repeat steps 1-4.

-OR-

5. Click the “Finish Transaction and Receive Confirmation” button if you have associated all text and comments to your filing.

The system will generate a confirmation page that will list details about your filing. It is recommended to print this page for reference in order to aid in researching the filing and troubleshooting problems associated with your filing.


3.5 FINISHING THE COMMENT SUBMISSION


This electronic confirmation informs you that the Federal Communications Commission (FCC) has received and accepted your filing. This receipt serves the same purpose as the Office of the Secretary’s stamp on a paper filing.

You can click on the [Initiate a Submission](#) link to prepare another filing for a different proceeding or client. In addition, you can [Search ECFS](#) for comments or [Return to the ECFS Home Page](#). Filings become available every business day, online, as they are disseminated. See Section 4.2 for instructions on finding comments in ECFS.

3.6 SENDING COMMENTS VIA EMAIL

A second alternative in using ECFS is submitting comments via email. There are two options to submitting comments via email. For technical support contact the ECFS Help Desk at ecfshelp@fcc.gov or (202) 418-0193.

 You cannot attach files with this option. You must enter the comments on the email form.


 Please include your name and address in the text of your email filing. This will ensure that your comments are clearly identified if printed from ECFS.

3.6.1 Option 1

1. Click on the [Email Filing Instructions](#) link found on the ECFS Home Page.
2. You may obtain a copy of the email form by clicking on the [HERE](#) (<http://www.fcc.gov/cgb/ecfs/form-et.txt>) link.
3. Use the copy function by highlighting and copying all the tagged fields and placing them into a text editor program such as Notepad.

Because email filings are automatically processed, they must include specific ECFS Document Index Terms, and must be computer readable. To this end, FORM-ET includes Standard Generalized Markup Language (SGML) tags (similar to HyperText Markup Language (HTML) tags).


4. Complete FORM-ET using Windows Notepad, any ASCII Text editor, or a word processing program that can save files as plain text. Fill in each line of the form by entering your specific information after each **<TAG>**. Do not remove or modify any of the tags. Type the body of your comment after the **<TEXT>** tag.


 To ensure that your comments will be fully indexed, please complete as many of the tagged fields as possible. It is required that the following fields must be completed: **<PROCEEDING>**, **<NAME>**, **<ADDRESS1>**, **<CITY>**, **<STATE>**, **<ZIP>**, **<DOCUMENT-TYPE>**, and **<TEXT>**.

5. Save the completed FORM-ET as an ASCII Text (plain text) formatted file.
6. Copy the completed FORM-ET into the body of a new email message.
7. Email the form to ecfs@fcc.gov. Please do not reply to ECFS messages.

Email filers will be notified of receipt and either acceptance or rejection and any associated errors via email to the sender only as a reply. If once the email is received and processed any problems with your filing is detected you will be contacted at the email address listed in the **<CONTACT-EMAIL>** tag.

3.6.2 Option 2

 You cannot attach files with this option. You must enter the comments on the email form.


 Please include your name and address in the text of your email filing. This will ensure that your comments are clearly identified if printed from ECFS.

1. You can request a copy of FORM-ET by sending a blank email message with the following words in the subject line or body of the message:

Get Form <your email address>

Example get form jsmith@domain.com

2. You will receive in return a completed sample form and instructions on how to submit a comment using email, in addition to the actual form. Because email filings are automatically processed, they must include specific ECFS Document Index Terms, and must be computer readable. To this end, FORM-ET includes SGML tags (similar to HTML tags).
3. Complete FORM-ET using Windows Notepad, any ASCII Text editor, or a word processing program that can save files as plain text. Fill in each line of the form by entering your specific information after each <TAG>. Do not remove or modify any of the tags. Type the body of your comment after the <TEXT> tag.

 To ensure that your comments will be fully indexed, please complete as many of the tagged fields as possible. It is required that the following fields must be completed: <PROCEEDING>, <NAME>, <ADDRESS1>, <CITY>, <STATE>, <ZIP>, <DOCUMENT-TYPE>, and <TEXT>.

4. Save the completed FORM-ET as an ASCII Text (plain text) formatted file.
5. Copy the completed FORM-ET into the body of a new email message.
6. Email the form to ecfs@fcc.gov. Please do not reply to ECFS messages.

Email filers will be notified of receipt and either acceptance or rejection and any associated errors via email to the sender only as a reply. If once the email is received and processed any problems with your filing is detected you will be contacted at the email address listed in the <CONTACT-EMAIL> tag.

4 SEARCH FOR FILED COMMENTS

ECFS allows users to query the database for specific proceedings filed within the system. Based on specific criteria, users can limit or broaden search results. Fewer criteria will produce more results; more criteria will produce fewer results. In other words, the more fields you complete the fewer records you will retrieve. The fewer fields you complete the more records you will retrieve. In addition, users are encouraged to utilize the FCC's other search engines for items not contained within ECFS.

4.1 LOCATING A PROCEEDING NUMBER

If you do not know the proceeding number at the time of filing or searching, you can locate a proceeding number in just a few minutes from the **Search for Filed Comments** page.

1. Click on the [Proceeding](#) link in field #1.

The system will navigate you to a search screen to locate a docket or RM number. Follow the directions provided after accessing the **Search for Proceedings** screen.

2. You may confirm the accuracy of the Docket or RM number. Type in a numeral, RM, or a combination of both that represents the number of the targeted proceeding (e.g. 99, 217, RM-88, etc.)



By typing an asterisk (*) in the box, the system will retrieve all proceedings stored in ECFS. You may search the list to determine the subject by using the **Find In Page** Search window from the toolbar. Select the drop down menu from **Edit**.

3. Click the "Search For Proceedings" button.

The system will display all dockets and RMs associated with the data entered in Step 2. The docket/RM numbers will be represented as a link and will include a description of each. Browse through the list to locate your desired proceeding.

4. Click on the [Enter More Criteria](#) link next to the desired proceeding number.

The system will return to the [Cover Sheet](#) with the proceeding number populated in field 1 and the title displayed below it.




Once returned to the **Search for Filed Comments** page, Proceeding will no longer be displayed as a link. However, the system generates another link [Select a different Proceeding](#) for you to click on and perform another search if the proceeding listed in field 1 is incorrect.

4.2 PERFORMING A SEARCH

Although you can use any or all fields to retrieve comments, it is recommended that your search is restricted to only a few fields (i.e. **Proceeding** and/or **Date Submitted**). You have the ability to perform "wildcard" searches using the percent (%) symbol in fields 5 – 7, 9 (**Filed on Behalf of, Law Firm, Attorney Name, and File Number/Community**). This is useful when you are uncertain of the spelling or know only part of the information such as a person's last name. You can use the **Tab** key to navigate between fields. You can click the "Clear" button to remove data from all the fields.

From the ECFS Home Page, click on the third link Search for Filed Comments in the **ECFS Main Links** section.

1. **Proceeding**
Enter the docket or rulemaking number. Enter only the digits for a docketed proceeding, i.e. 00-221. For a Rulemaking Number use the uppercase RM- followed by the digits, i.e. RM-9920. It should also be noted that you might search for a proposed rulemaking stored in ECFS by using the year and designated bureau with PRM, i.e. PRM01WT. Enter PRM00MM, PRM02MM, PRM01ET, etc.
 2. **Date Submitted**
Enter the date of the submission. This is the date that a public filing is either (1) officially received at the Commission, (2) officially adopted by the Commission, or (3) officially issued by the Commission. Enter the date in the format as follows: mm/dd/yyyy.
 3. **DA/FCC Number**
Enter the specific FCC or DA number. This is a unique number assigned to various Commission action documents. For a DA number enter DA followed by the numerical characters, i.e. DA 00-1673. For a FCC number enter only the numerical characters, i.e. 00-395. DA/FCC numbers will only be available on ECFS if also assigned to a Docket or Rulemaking Number.
-  To perform a general search for DA or FCC number, you may wish to use the [Electronic Document Management System](#) search engine.
4. Click on the ▼ (arrow) and select an abbreviation of the document type that accurately describes the document you are searching. This is a unique code assigned to the document. The complete list is available by clicking on the [Document Type](#) link.
 5. **Filed on Behalf Of**
Enter the applicant or petitioner's name. This is the actual applicant for a license, the petitioner of the record or party represented, such as an individual or company/agency, etc. If uncertain, use enough characters to make the search criteria unique or use the "wildcard" (%).
 6. **Law Firm**
Enter the name of the law firm. You can use the "wildcard" (%) search, or partial spelling to ensure that any variation in spelling will not limit the results.
 7. **Attorney Name**
Enter the name of the filer's attorney, the author of the document, or contact person. You can enter a "wildcard" (%) search, first name, last name, or partial spelling to ensure that any variation in spelling will not limit the results.
 8. **Document Date**
Enter the document date. This is the date of the filed document indicated on the filing or cover sheet. The filer provides this date. Enter the date in the format as follows: mm/dd/yyyy.
 9. **File Number/Community**
Enter the unique file number, report number, documents submitted in a mass mailing, or the city and state for petitions for rulemaking filed in table of allotments proceedings. You can use a "wildcard" (%) search, or partial spelling to ensure that any variation in spelling will not limit the results.
 10. **Date Released/Denied**

Enter the date released or denied. This is the date a Commission originated document was released or the date a petition for rulemaking was denied. Enter the date in the format as follows: mm/dd/yyyy.

11. **Ex-Parte/Late Filed**

Select the checkbox to retrieve all documents designated as either Ex-Parte or Late Filed. Most documents will have a Document Type of NOTICE (NO).

12. **City**

Enter the city of the filer, law firm or attorney.

13. **State**

Click on the ▼ (arrow) and select the state of the filer, law firm, or attorney.


14. **Zip Code**


Enter the zip code of the filer, law firm or attorney.

15. Review data for accuracy.

16. Click the “Retrieve Document List” button.

The system will display the “**Search Result Set**” which will show how many documents were found that met your search criteria and are available for viewing. In each result box, a Proceeding No., Type code, Date Received/ Adopted, Date Released/Denied, Document Type, total pages, File Number/Community, DA/FCC Number, Filed on Behalf of, Filed By, Attorney/Author Name, and Complete Mailing Address will be displayed, if applicable. To read a specific comment, click on the appropriate buttons labeled with document types such as **COMMENT**, **REPLY**, etc., (generally for electronic submissions), **View** (for scanned documents), or they may be labeled with page ranges (for documents migrated from the original imaging system in 1998).

 The date reported in ECFS should reflect the information available on the actual filing. However occasionally our effort to provide excellent service may yield to human error. We appreciate and welcome your feedback to correct any discrepancies you may find on ECFS. Please report the information to the ECFS Help Desk at ecfshelp@fcc.gov.

 The most recently disseminated documents appear at the top of the list.

The search results list will be displayed in divisions of 10, 20 or 100 records respectively if the number of records retrieved is greater than 10, 400, or 1000. The system will exhibit the search results list and will display the document links. If a docket is associated with a RM and that docket is queried, the result will display document information for both the docket and the consolidated RMs (e.g. docket 98-154 is associated with RM-9174. If the docket number 98-154 is queried the RM-9174 will be listed with the docket number in the result set).

If a search is performed on a closed and consolidated RM, the system will inform you that the RM is closed and refer you to any docket(s) under which it was consolidated. You can enter the associated docket number in field 1 on the form and any additional search criteria.

If the rulemaking is open, the search result list will display document information for the RM only.

4.2.1 Using Wildcards

To perform a search using wildcards enter the percent sign (%) at the beginning and ending of the search string in place of the missing text in the desired field (e.g. Sprint Communications can be typed as “%rint Commun%” in the **Filed on Behalf of** field). This search string would only retrieve document(s) from the database that has the string “ring Commun” contained within the applicant name. You can use wildcards for **Filed on Behalf of**, **Law Firm**, **Attorney Name**, **File Number/Community**, and **City** fields.

5 SEARCH FOR A PROCEEDING HISTORY

A Docket History is the chronological listing of all documents received or issued by the Commission in a particular proceeding. The documents listed in the History are routine filings. They may be unrestricted or restricted for viewing purposes, and they also may be confidential, or “Not Available for Public Inspection.” Docket Histories were historically typewritten on index cards. The Cards summarizing the histories of proceedings for the period 1934 through 1984 are available for inspection in the Reference Information Center, CY-A257, 445 12th Street, SW, Washington, DC (The Portals).

The ECFS History for several proceedings lists a document type called “Other.” When “Other History Cards” is the document type on a History, it is an indication that an index card was scanned into the ECFS system and is available as an image. When “Other History Cards” is the document type, you may view the entire record by going to the query form to search for filed comments. The records will also indicate two other Docket History document subsets of “Other.” A second subset of “Other” is called “History.”

The “History” subset of “Other” indicates a history which was initiated before 1992 and was formerly known as “Pre-RIPS” before the ECFS system was put into production. These have been scanned into ECFS. The Document type for these histories is shown as “Other History.” These records may also be viewed by navigating to the query form, and searching for filed comments.

To search for ECFS Proceeding History Reports click on the [Search for a Proceeding History](#) link located in the **ECFS Main Links** section.


5.1 LOCATING A PROCEEDING NUMBER

If you do not know the proceeding number, you can locate a proceeding number in just a few minutes from the **ECFS Proceeding History Report** page.

1. Click on the [Proceeding](#) link in field #1.

The system will navigate you to a search screen to locate a docket or RM number. Follow the directions provided after accessing the **Search for Proceedings** screen.

2. You may confirm the accuracy of the Docket or RM number. Type in a numeral, RM, or a combination of both that represents the number of the targeted proceeding (e.g. 99, 217, RM-88, etc.)

 By typing an asterisk (*) in the box, the system will retrieve all proceedings stored in ECFS. You may search the list to determine the subject by using the **Find In Page** Search window form the toolbar. Select the drop down menu from **Edit**.


3. Click the “Search For Proceedings” button.

The system will display all dockets and RMs associated with the data entered in Step 2. The docket/RM numbers will be represented as a link and will include a description of each. Browse through the list to locate your desired proceeding.

4. Click on the desired proceeding link.

5.2 RETRIEVING PROCEEDING HISTORY REPORTS

1. Click in the first text box and type in the docket or rulemaking number. Enter only the digits for a docketed proceeding, i.e. 00-221. For a Rulemaking Number use the uppercase RM- followed by the digits, i.e. RM-9920.
2. Click the “Retrieve” button. The system will list all records for the proceeding in a result set.

 Generally the Viewing Status indicated for each document listed on the history is Unrestricted (10). However, you will also find Viewing Status for documents as Correspondence (20), Confidential (30), and Sunshine (40). The confidential filings (30) are not available for public inspection.

-OR-


3. If you are interested in a particular date range, tab to the second text box and enter a start date and tab to the third text box and enter an ending date. Enter the date as specified (mm/dd/yyyy). Then click the “Retrieve” button. The system will list the number of records for that date range found of the total number of records for the proceeding.

The result set will include all consolidated proceedings. If a docket is associated with a RM and that docket is queried, the result set will display document information for both the docket and the consolidated RMs.


If a query is performed on a closed and consolidated RM, the system will inform the user that the RM is close and any docket(s) under which it was consolidated will be listed.


6 BATCH PRINTING

The batch-printing feature is available to both the staff and public from within the FCC. Users gain access via the Commission's Intranet web site. Public users are welcome to visit the Reference Information Center (RIC) located in Room CY-A257 at the Commission's Headquarters. It is open to the public Monday through Thursday from 8:00 a.m. to 4:30 p.m. and from 8:00 a.m. to 11:30 a.m. on Friday. The RIC has public computer workstations available for use.

 In addition to the Batch Printing, you may print a document directly to your local or network printer. Click on File and choose the Print option. You may print an entire comment document by choosing **All Pages** or any part of the comment by choosing the **Current Page(s)**. Once you have made your selection, click **OK** to print.


The public may access ECFS by using the Novell-delivered Applications for PUB1.public.FCC located on the PCs. Click the ECFS icon and the FCC ECFS Main Menu will display. FCC staff may access ECFS directly from the FCC Intranet Home Page by clicking on Information Center and selecting Databases then ECFS.


 Public users direct their print job(s) to the Commission's Copy Contractor, located in room CY-B402. Make sure to provide them with the job ID number to ensure receipt of the correct documents.

 FCC staff must retrieve their print job(s) from the designated printer. We suggest that staff ensure that the paper supply in the printers is sufficient to complete the print request. For problems with ECFS printers, contact the Help Desk at (202) 418-0193.

6.1 PRINTING A DOCUMENT

1. Click on the **Print a Document** link found on the frame or the web page. The system will navigate to the **Document Report Print Request Form**.

 To complete the form you must select a year, proceeding type, and the actual documents you wish to have printed. The RM link indicates Rulemaking numbers. The PR link indicates newly filed Petitions for Rulemaking.

 If printing most of the documents in a proceeding, you may click on "Print a Docket/RM." There you can deselect the documents you do not wish to print and only print those that you want.

2. Click on the desired year or the proceeding type.
3. Choose a proceeding for the available list.
4. Select a document by clicking on the box. If you plan to select several documents to print, you can distribute your print jobs to more than one printer for a faster result.
5. Click on the ▼ (arrow) and select a printer. Public users have a choice of two printers located in Room CY-B402 (Copy Contractor). Staff users have a choice of several printers conveniently located throughout the Commission.
6. Click on the "Enter These Print Requests" button.

7. Click on the **Print** link to commit the print request. The system will navigate to a page with your print job ID number. Please note the number for reference.

-OR-


8. Click on the **Modify** link to change your selection. When completed, click on the “Modify These Print Requests” button. Continue with step 7 to complete the request.


-OR-

9. Click on the **Cancel** link to delete the print job.

6.2 PRINTING A DOCKET OR RULEMAKING

1. Click on the **Print a Docket/RM** link found on the frame or the web page. The system will navigate to the **Document Report Print Request Form**.

 To complete the form you must select a year, proceeding type, and the actual documents you wish to have printed. The RM link indicates Rulemaking numbers. The PR link indicates newly filed Petitions for Rulemaking.

 If printing a few documents in a proceeding, you may click on “Print a Document.” There you can select the documents you wish to print.

2. Click on the desired year or the proceeding type.
3. Choose a proceeding for the available list.
4. Select a document by clicking on the box. If you plan to select several documents to print, you can distribute your print jobs to more than one printer for a faster result.
5. Click on the ▼ (arrow) and select a printer. Public users have a choice of two printers located in Room CY-B402 (Copy Contractor). Staff users have a choice of several printers conveniently located throughout the Commission.
6. Click on the “Enter These Print Requests” button.
7. Click on the **Print** link to commit the print request. The system will navigate to a page with your print job ID number. Either make note of the number or print the page, if applicable, for reference.

-OR-


8. Click on the **Modify** link to change your selection. When completed, click on the “Modify These Print Requests” button. Continue with step 7 to complete the request.

-OR-

9. Click on the **Cancel** link to delete the print job.

6.3 PRINTING A PROCEEDING HISTORY

1. Click on the **Print a Proceeding History** link found on the frame or the web page. The system will navigate to the **Document Report Print Request Form**.

 To complete the form you must select a year and proceeding type you wish to have printed. The RM link indicates Rulemaking numbers. The PR link indicates newly filed Petitions for Rulemaking.

2. Click on the desired year or the proceeding type.
3. Choose a proceeding for the available list.
4. Click on the ▼ (arrow) and select a printer. Public users have a choice of two printers located in Room CY-B402 (Copy Contractor). Staff users have a choice of several printers conveniently located throughout the Commission.
5. Click on the “Enter These Print Requests” button.
6. Click on the **Print** link to commit the print request. The system will navigate to a page with your print job ID number. Either make note of the number or print the page, if applicable, for reference.

-OR-

7. Click on the **Cancel** link to delete the print job.

7 USING THE ADOBE ACROBAT READER

This chapter provides instructions on displaying Portable Document Format (PDF) comments using the Adobe Acrobat Reader.

7.1 DISPLAYING COMMENTS

The Adobe Acrobat Reader (AAR) is required to display comments that are stored as PDF files. The AAR and installation instructions are available free of charge at the Adobe site (<http://www.adobe.com>). Please refer to your web browser for instructions to configure a “helper” or plug-in application, if the “Unknown File Type” message is displayed when you attempt to view a PDF file.

ECFS Documents are available in two versions scanned or editable electronic format. Users have the ability to search for words or phrases in the editable version, whereas the scanned versions is not available for word/phrase searches. To learn more about finding words or phrases in documents, refer to Section 6.2.

After you have configured the browser to work with PDF files, you will have several options to view the pages of the document: click on any of the page # buttons on the search screen, click on the scroll bar on the right of the screen, or click on the <**Previous Page** or **Next Page**> buttons at the top of the screen.



After you have finished reading the correct document, minimize the AAR instead of closing it, to ensure that it will already be open if you need to view other documents later.

7.2 FINDING WORDS WITHIN COMMENTS


Comments to the Commission are submitted electronically or via paper. Documents which are received electronically upon dissemination are automatically added to the database and provide many additional benefits for research. Electronic documents support word search, cut and paste, and other functions. Paper filings are scanned into the ECFS system. Scanned documents are only pictures of the pages and have the ability to be reviewed but not manipulated. Like photocopies, the text cannot be modified or searched. The file size of the scanned documents is larger than the file size of the electronic documents, so they will download slower than an electronic document. The scanned documents may be located using the search techniques described in Section 4.2. The advanced searching described in the rest of this chapter, however, cannot be applied to scanned documents.

If a document was submitted electronically, you can use the “Find Word” option to find words or a phrase within a comment. However, if a document was submitted via paper, the “Find Word” option will not work. To search for words within the comment, select the Edit and Find or the binocular icon (Find Word). You can use any or all three options. The “Match Whole Word Only” option searches for the word that is identical to the word that you entered. For example, if you enter the word “support,” it will not locate the word “supporting.” “Match Case” is case sensitive; therefore, it will only locate words that are exactly the same in terms of lower or upper case as you have entered (For example, if you enter the word “REPLY” it would not locate words such as “Reply” or “reply.”). The last option is “Find Backwards,” which allows you to search from the current page backward.

7.3 COPYING AND PASTING COMMENTS

You may copy and paste comments into the windows Clipboard, or word processors by performing the following steps:

1. Select **Text Select Tool** or **Graphics Select Tool** from the toolbar menu. Click and drag the mouse to highlight the text/graphic that you want to copy.

 There are some scanned documents which you must use the Graphics Select Tool option since the pages are images not text. You also may want to adjust the size before copying because you will not be able to enlarge the font size after you have pasted the image of the text.

2. Select **Copy** in the Edit menu or the Copy icon on the toolbar of the Acrobat browser plug-in to copy the selected text/graphic.
3. Select **Show Clipboard** in the Window menu to view your selected text/graphic. You may save your selected text/graphic using the **Save As** option in the File Menu, or paste into any word processor.

7.4 SAVING COMMENTS

You may save the entire document or part of the document to your hard disk by doing the following:

1. Choose **Save As** under the File menu to save the entire document. For partial documents, choose **Text Select Tool** or **Graphics Select Tool** under the Tool menu, and highlight the text or graphic.
2. Go to Edit and select **Copy**. Paste your selection into your processor (i.e. MS Word, WP etc.) by choosing **Paste** under the Edit menu.
3. To save, choose **Save As** in the File menu.

Alternately, you could break up the PDF document into smaller PDF documents and mix and match the pages with other PDF documents. See the Acrobat help files for instructions on the page handling capabilities of the Acrobat product that you are using.

APPENDIX A: VALID DOCUMENT TYPES

ABBREVIATION	FILING TYPE
AI	ANSWER TO INTERROGATORY
AL	APPEAL
AM	AMENDMENT
AP	APPLICATION
AR	APPLICATION FOR REVIEW
CL	COMPLAINT
CO	COMMENT
CP	COUNTERPROPOSAL
CT	CORRECTION TO TRANSCRIPT
DC	DIRECT CASES
DE	DECISION
DN	DECLARATION OF NO CONSIDERATION
DO	DESIGNATION ORDER
DP	DEPOSITION
EC	EXCEPTION
ER	ERRATA, ERRATUM, & ADDENDUM
ET	ORDER GRANTING EXTENSION OF TIME
EX	EXHIBIT
FI	FURTHER NOTICE OF INQUIRY
FN	FURTHER NOTICE OF PROPOSED RULEMAKING
HD	HEARING DESIGNATION ORDER
ID	INITIAL DECISION
IO	INTERROGATORY
IS	INTEGRATION STATEMENT
LF	LICENSE FILE
LT	LETTER
MA	MEMORANDUM OPINION & AUTHORIZATION
MN	MOTION
MN	MOTION FOR EXTENSION OF TIME
MN	MOTION FOR PRODUCTION OF DOCUMENTS
MN	MOTION FOR PROTECTIVE OR CLARIFYING ORDER
MN	MOTION FOR SUMMARY DECISION
MN	MOTION TO ACCEPT LATE-FILED COMMENTS
MN	MOTION TO COMPEL
MN	MOTION TO DISMISS
MN	MOTION TO ENLARGE ISSUE
MN	MOTION TO QUASH
MN	MOTION TO REOPEN THE RECORD
MN	MOTION TO STRIKE
MN	MOTION TO SUSPEND PROCEDURAL DATES
MN	PRODUCTION OF DOCUMENTS
MN	STRIKE
MO	MEMORANDUM OPINION & ORDER
NA	APPEARANCE
NA	NOTICE OF APPEARANCE

ABBREVIATION	FILING TYPE
NC	CHANGE OF ADDRESS
NC	NOTICE OF CHANGE OF ADDRESS
ND	NOTICE OF DEPOSITION
NI	INQUIRY
NI	NOTICE OF INQUIRY
NO	INTENT TO PARTICIPATE IN ORAL ARGUMENT
NO	NOTICE
NO	NOTICE OF INTENT TO PARTICIPATE IN ORAL ARGUMENT
NO	NOTICE OF INTENT TO TAKE DEPOSITION
NO	NOTICE OF PRE-HEARING CONFERENCE
NP	NOTICE OF PROPOSED RULEMAKING
NP	PROPOSED RULEMAKING
NW	NOTIFICATION OF WITNESS
OA	ORDER & AUTHORIZATION
OC	ORDER, AUTHORIZATION & CERTIFICATE
OD	DENIAL OF EXTENSION OF TIME
OD	ORDER DENYING EXTENSION OF TIME
OI	DESIGNATION ISSUES
OI	ORDER DESIGNATING ISSUES FOR INVESTIGATION
ON	ORDER ON RECONSIDERATION
OO	OPINION AND ORDER
OP	OPPOSITION
OP	OPPOSITION TO ANSWERS TO INTERROGATORIES
OP	OPPOSITION TO COMPEL
OP	OPPOSITION TO MOTION FOR PRODUCTION OF DOCUMENTS
OP	OPPOSITION TO MOTION FOR PRODUCTION OF DOCUMENTS
OP	OPPOSITION TO MOTION FOR PROTECTIVE OR CLARIFYING
OP	OPPOSITION TO MOTION TO COMPEL
OP	OPPOSITION TO MOTION TO STRIKE
OP	OPPOSITION TO NOTICE OF DEPOSITION UPON ORAL EXAMINATION
OP	OPPOSITION TO NOTICE OF DEPOSITION(S)
OP	OPPOSITION TO PETITION FOR RECONSIDERATION
OP	PARTIAL OPPOSITION
OR	ORDER
OS	ORDER STAYING FILING WINDOW
OS	STAYING FILING WINDOW
OT	OTHER
PF	PROPOSED FINDINGS/REPLY FINDINGS
PL	LEAVE TO AMEND
PL	PETITION FOR LEAVE TO AMEND
PN	PUBLIC NOTICE
PO	PREHEARING ORDER
PP	PROOF OF PUBLICATION
PR	PETITION FOR RECONSIDERATION
PT	PETITION
PU	PETITION FOR RULEMAKING
PU	RULEMAKING
PV	PETITION FOR REVIEW

ABBREVIATION	FILING TYPE
PW	PETITION FOR WAIVER
PW	WAIVER
RC	REPLY TO COMMENTS
RE	RECONSIDERATION
RL	REPLY
RN	RETURN RECEIPT
RO	REPORT & ORDER
RP	REPLY TO PETITION FOR RECONSIDERATION
RQ	JOINT REQUEST FOR APPROVAL OF SETTLEMENT
RQ	REQUEST
RQ	REQUEST FOR APPROVAL OF SETTLEMENT
RQ	REQUEST FOR EXTENSION OF TIME
RQ	REQUEST FOR ORAL ARGUMENT
RQ	REQUEST FOR SUPPLEMENTAL INFORMATION
RR	REPLY TO OPPOSITION(S) TO PETITION FOR RECONSIDERA
RT	REPORT
RT	SUBMISSION OF REPORT
SC	ORDER TO SHOW CAUSE & HEARING DESIGNATION ORDER
SC	SHOW CAUSE
SD	SUMMARY DECISION
SP	SUPPLEMENT
SR	SUBMISSION FOR THE RECORD
ST	STATEMENT
ST	STATEMENT FOR THE RECORD
SU	SUBPOENA
TD	TENTATIVE DECISION
TR	TRANSCRIPT
TS	TESTIMONY
WD	NOTICE OF WITHDRAWAL OF COUNSEL
WD	WITHDRAWAL
WD	WITHDRAWAL OF COUNSEL