

***Welcome to DelaFile, the Delaware Public Service Commission's automated electronic filing and information system.***

**DELAFILE USER TRAINING**  
Delaware public service commission

# Advanced Search For Registered Users

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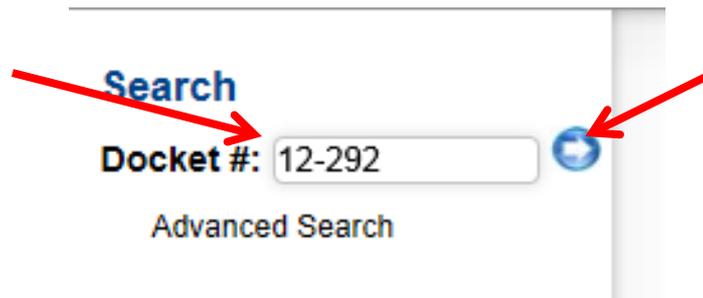
# SEARCH OPTIONS

- ❑ There are 3 ways to locate information in DelaFile
  1. Use **Docket Search** if you know the docket #.
  2. Use **Advanced Search** if you do not know the docket number, or if you are looking for information that does not have a docket number.
  3. Use **View Dockets** as a simple search if you know the utility name or utility type.

The screenshot shows the DelaFile website interface. At the top, it says "Department of State >> Delaware Public Service Commission". On the left side, there is a "Search" section with a "Docket #" input field and an "Advanced Search" link. Below that is a "User Login" section with "Email ID:" and "Password:" input fields, "Login" and "Cancel" buttons, and a "Forgot Password" link. At the bottom of the left sidebar, there are links for "Registration" (with a sub-link "User Registration"), "Dockets" (with a sub-link "View Dockets"), and "Public Links". On the right side, there is a "Welcome to DelaFile" message with a globe icon. Below that, it states "The Delaware Public Service Commission's repository for all filings, complaints, inquiries, agendas, and comments." and provides a link to "View Information on a Specific Docket" with a descriptive paragraph. There is also a "Public Links" section with a sub-link "Public Links" and a descriptive paragraph. At the bottom right, there is a "Calendar" section with a sub-link "Calendar" and a descriptive paragraph, and a "Subscribe" link. A large blue and white graphic of a water droplet is visible on the right side of the page.

# QUICK DOCKET # SEARCH

- ❑ Enter the Docket #, including the dash
- ❑ Click the blue arrow
- ❑ The search will open the Advanced Search page
- ❑ Click on the Docket # link



**Docket Search**

From Date :   To Date :  

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Docket # :  Status :

Utility Type :

Issue/Docket Type :

Docket Sub Type :

Company :

Document Type :

Keyword :

**Search** **Reset**

Docket #	Docket Caption	Utility Type	Company	Docket Type	Docket Sub Type	Filed On
<a href="#">12-292</a>	IN THE MATTER OF THE APPLICATION OF CHESAPEAKE UTILITIES CORPORATION FOR APPROVAL FOR NATURAL GAS EXPANSION SERVICE OFFERINGS (FILED JUNE 25, 2012)	Gas	Chesapeake Utilities	CPCN	Extension	06/25/2012

**Print** **Cancel**

# DOCKET SHEET

- ❑ The search will open the Docket Sheet
- ❑ The Docket Details section lists the details for the docket including date filed, filing type, and company name
- ❑ The Supporting Documents section displays the documents filed as part of the docket
- ❑ Click the View link to display or save the document

**Docket Sheet**

[View Public Comments](#) | [View Service List](#)

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**Docket Details**

Docket # : 12-292 Filed By : Dela File Filing Date : 06/25/2012 Case Manager : Jason Smith	Utility Type : Gas Company Name : Chesapeake Utilities Docket Type : CPCN Status : Closed
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Docket Caption : IN THE MATTER OF THE APPLICATION OF CHESAPEAKE UTILITIES CORPORATION FOR APPROVAL OF NATURAL GAS EXPANSION SERVICE OFFERINGS (FILED JUNE 25, 2012)

**Supporting Documents**

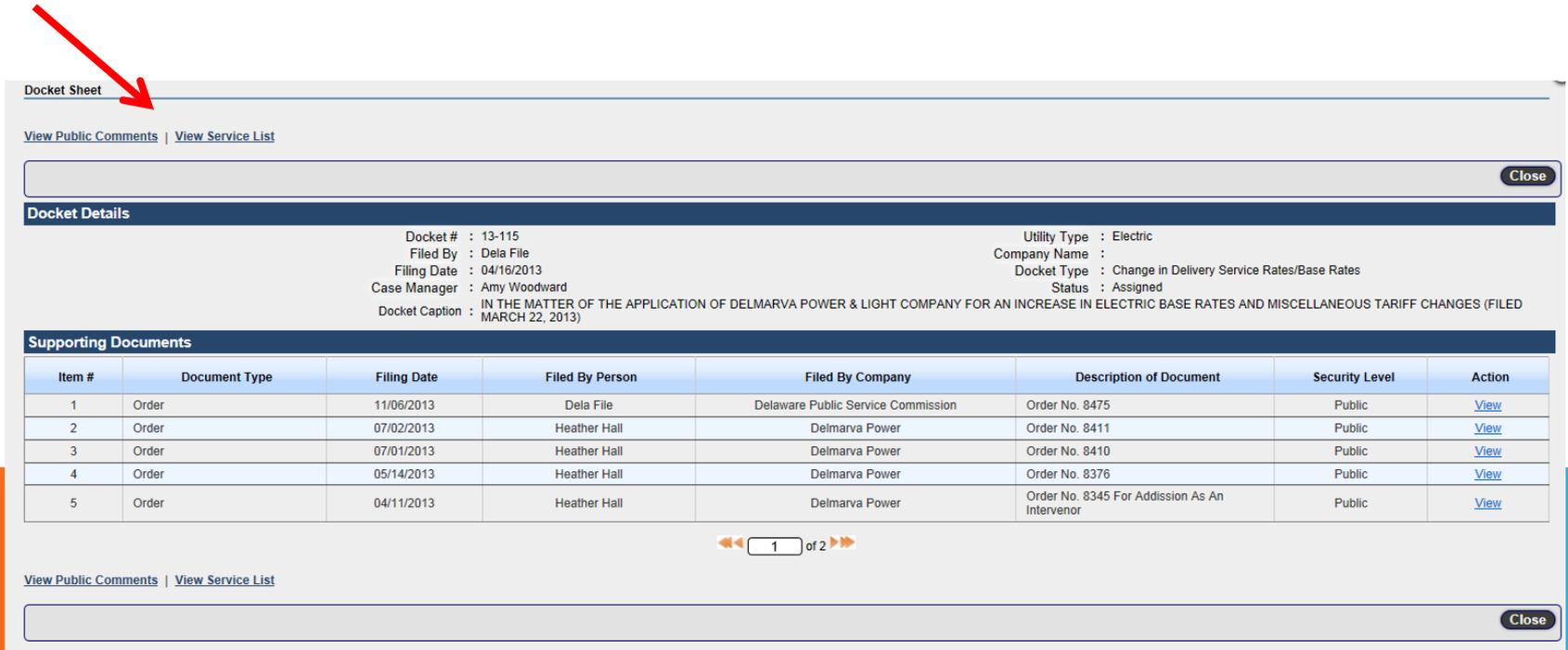
Item #	Document Type	Filing Date	Filed By Person	Filed By Company	Description of Document	Security Level	Action
1	Staff Memorandum	11/12/2013	Dela File	Delaware Public Service Commission	Chesapeake Advises That It Will Update Its Website To Reflect The Revised Tariff	Public	<a href="#">View</a>
2	Order	11/06/2013	Dela File	Delaware Public Service Commission	Order No. 8479	Public	<a href="#">View</a>
3	Tariff	11/06/2013	Dela File	Delaware Public Service Commission	Recently Approved Tariff Sheets	Public	<a href="#">View</a>
4	Hearing Exhibit	11/05/2013	Dela File	Delaware Public Service Commission	Exhibit Log	Public	<a href="#">View</a>
5	Settlement Agreement	10/01/2013	Dela File	Delaware Public Service Commission	Proposed Settlement Agreement	Public	<a href="#">View</a>

◀ 1 of 8 ▶

[View Public Comments](#) | [View Service List](#)

# DOCKET SHEET

- ❑ The View Public Comments link displays all public comments filed in the docket
- ❑ The View Service List link displays the most recent service list



**Docket Sheet**

[View Public Comments](#) | [View Service List](#)

Close

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**Docket Details**

Docket # : 13-115	Utility Type : Electric
Filed By : Dela File	Company Name :
Filing Date : 04/16/2013	Docket Type : Change in Delivery Service Rates/Base Rates
Case Manager : Amy Woodward	Status : Assigned
Docket Caption : IN THE MATTER OF THE APPLICATION OF DELMARVA POWER & LIGHT COMPANY FOR AN INCREASE IN ELECTRIC BASE RATES AND MISCELLANEOUS TARIFF CHANGES (FILED MARCH 22, 2013)	

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**Supporting Documents**

Item #	Document Type	Filing Date	Filed By Person	Filed By Company	Description of Document	Security Level	Action
1	Order	11/06/2013	Dela File	Delaware Public Service Commission	Order No. 8475	Public	<a href="#">View</a>
2	Order	07/02/2013	Heather Hall	Delmarva Power	Order No. 8411	Public	<a href="#">View</a>
3	Order	07/01/2013	Heather Hall	Delmarva Power	Order No. 8410	Public	<a href="#">View</a>
4	Order	05/14/2013	Heather Hall	Delmarva Power	Order No. 8376	Public	<a href="#">View</a>
5	Order	04/11/2013	Heather Hall	Delmarva Power	Order No. 8345 For Adission As An Intervenor	Public	<a href="#">View</a>

◀ 1 of 2 ▶

[View Public Comments](#) | [View Service List](#)

Close

# ADVANCED SEARCH - DOCKET & REPORT

- ❑ Advanced search is available to locate dockets and reports
  - ❑ Search options help narrow your search results
- ❑ Docket Search includes anything filed under a docket number. Reports filed as part of a docket will be included in the docket search.
- ❑ Report Search includes information filed by the company that does not fall under a docket number. This includes presentations made during Commission Meetings, required monthly financial reports, and consumer education samples.

# ADVANCED SEARCH

- ❑ All users can access advanced search by clicking the advanced search link
- ❑ Registered users can also login to the system and then select the advanced search link on their homepage

**Search**  
Docket #:   
**Advanced Search**

**User Login**  
Email ID:   
Password:   
   
[Forgot Password](#)

**Welcome to DelaFile**

The Delaware Public Service Commission's repository for all filings, complaints, inquiries, agendas, and comments.

[View Information on a Specific Docket](#)

If you know the number of the docket you are interested in, type the docket number in the search field to the left. If you do not know the docket number, select Advanced Search. You can search by utility type, utility name, date, type of filing or keyword. You can also search and view the public reports filed by regulated utilities.

Department of State >> Delaware Public Service Commission

Menu | Home | **Advanced Search** | [Help](#)

Brienne Tarth as Primary Contact | Date: 6/24/2014 | Logout

**My Filing**

Filing #	Utility Company	Filing Type	Filing Status	Submitted Date	Action	Service List
<a href="#">14-363</a>	Castle Rock Electric Company, Inc.	Change in Delivery Service Rates/Base Rates	Filing Received	6/12/2014	<a href="#">View</a>	<a href="#">View Edit</a>

# ADVANCED SEARCH - DOCKET SEARCH

Select the **Docket** radio button, enter the search criteria, and click Search button to view matching dockets in the data grid

- Filing Date Range (From Date and To Date) Note: This is the date the docket was filed, not the document.
- Docket #
- Status
- Utility Type
- Docket type
- Docket Subtype
- Company
- Document Type
- Keyword

ADVANCED SEARCH

Docket Filing       Report Filing

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Docket Search

From Date :

To Date :

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Docket # :

Status :

Utility Type :

Issue/Docket Type :

Docket Sub Type :

Company :

Document Type :

Keyword :

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Docket #	Docket Caption	Utility Type	Company	Docket Type	Docket Sub Type	Status	Filed On

# ADVANCED SEARCH - DOCKET SEARCH

- Click on the **Docket #** link to view documents filed in the docket.

**Docket Search**

From Date :

To Date :

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Docket # :

Status : --Select--

Utility Type : Electric

Issue/Docket Type : Tariff Changes

Docket Sub Type : --Select--

Company : --Select--

Document Type : --Select--

Keyword :

Search
Reset

Docket #	Docket Caption	Utility Type	Company	Docket Type	Docket Sub Type	Status	Filed On
<a href="#">14-0194</a>	In The Matter Of the application of castle rock electric for changes to the dynamic pricing tariff	Electric	Castle Rock Electric Company, Inc.	Tariff Changes	Program Tariff	Unassigned	06/02/2014
<a href="#">14-0246</a>	In The Matter Of the application of Castle Rock Electric Company for miscellaneous tariff charges	Electric	Castle Rock Electric Company, Inc.	Tariff Changes	Other	Unassigned	06/25/2014

## Docket Details

Docket # : 14-0246  
 Filed By : Brienne Tarth  
 Filing Date : 06/25/2014  
 Case Manager :  
 Docket Caption : In The Matter Of the applicaton of Castle Rock Electric Company for miscellaneous tariff charges

Utility Type : Electric  
 Company Name : Castle Rock Electric Company, Inc.  
 Docket Type : Tariff Changes  
 Status : Unassigned

## Supporting Documents

Item #	Document Type	Filing Date	Filed By Person	Filed By Company	Description of Document	Security Level	Action
1	Application	06/25/2014	Brienne L Tarth	Castle Rock Electric Company, Inc.	Application Book 1 of 2	Public	<a href="#">View</a>
2	Application	06/25/2014	Brienne L Tarth	Castle Rock Electric Company, Inc.	Application Book 2 of 2	Public	<a href="#">View</a>

[View Public Comments](#) | [View Service List](#)

# ADVANCED SEARCH – REPORT SEARCH

- Select **Report Filing** radio button
- Enter search criteria
  - Filing Date Range (From Date and To Date)
  - Report#
  - Status
  - Utility Type
  - Company
  - Report type
  - Report Subtype
  - Document Type
  - Keyword

Docket Filing
 Report Filing
 Eligible Energy Resource
 Orders

Assessments
 Agenda
 Calender
 Forms

Tariff

**Report Filing Advanced Search**

Report Search

From Date :

Report # :

Utility Type : --Select--

Company : --Select--

Report Type : --Select--

Report Sub Type : --Select--

Document Type : --Select--

Keyword :

To Date :

Status : --Select--

Report #	Utility Type	Company	Report Type	Report Sub Type	Filed On	Status
<a href="#">14-BL-0058-NDS</a>	Telecom	Blue Hen Telecommunications	Policy/Procedure Documentation		5/2/2014	Unassigned
<a href="#">14-BL-0060-NDS</a>	Telecom	Blue Hen Telecommunications	Other		5/2/2014	Unassigned
<a href="#">14-BL-0061-NDS</a>	Telecom	Blue Hen Telecommunications	Report, Financial	Other	5/2/2014	Unassigned
<a href="#">14-DE-0012-NDS</a>	Electric	DelMar Electric Company	Marketing Materials/ Consumer Education	AMI/Smart Grid	5/1/2014	Unassigned
<a href="#">14-DE-0043-NDS</a>	Electric	DelMar Electric Company	Commission Meeting Presentation		5/2/2014	Assigned

- ❑ Click on the **Report #** link to view the filed documents

Report #	Utility Type	Company	Report Type	Report Sub Type	Filed On	Status
<a href="#">14-DE-0043-NDS</a>	Electric	DelMar Electric Company	Commission Meeting Presentation		5/2/2014	Assigned

### Report Filing Details

Report Filing # : 14-DE-0043-NDS	Utility Type : Electric
Filed By : Robert Schaeffgen	Company Name : DelMar Electric Company
Filing Date : 05/02/2014	Report Filing Type : Commission Meeting Presentation
Case Manager :	Status :
Description : Test	

### Supporting Documents

Item #	Document Type	Filing Date	Filed By Person	Filed By Company	Description of Document	Security Level	Action
1	Application	05/02/2014	RobertSchaeffgen	DelMar Electric Company	Docket Filing Application	Public	<a href="#">View</a>
2	Other	05/02/2014	RobertSchaeffgen	DelMar Electric Company	Test	Highly Confidential	<a href="#">View</a>

# Thank You