

State of Florida



Public Service Commission

CAPITAL CIRCLE OFFICE CENTER • 2540 SHUMARD OAK BOULEVARD
TALLAHASSEE, FLORIDA 32399-0850

-M-E-M-O-R-A-N-D-U-M-

DATE: July 6, 2017
TO: Filers with the PSC *ms*
FROM: Carlotta S. Stauffer, Commission Clerk, Office of Commission Clerk
RE: Case Management System Upgrade

The Florida Public Service Commission has upgraded its internal Case Management System. The main change you will notice is the year reference is now 4 digits, rather than 2. The following is a FAQ page designed to answer the most common questions about the upgrade and what it means to you as a filer. We hope this will be a smooth transition for everyone, and please do not hesitate to contact the Clerk's Office if we may be of assistance to you. We may be reached at 850.413.6770 or clerk@psc.state.fl.us.

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Attachment

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CLERK

CASE MANAGEMENT SYSTEM UPGRADED

Effective July 2017, our internal Case Management System (CMS) has been upgraded. Below are some FAQs concerning the upgrade.

Are there e-filing changes? No, the e-filing process is the same. However, CMS now uses a 4-digit year instead of a 2-digit year. If you do not type in the 4-digit year, the system will automatically populate the 4-digit year for you. You will also notice a dropdown menu of docket numbers for your convenience.

How does the CMS upgrade affect me as a user? All entries requiring the year will now use 4 digits instead of 2, for example:

- Docket No. **2017**0001
- Document No. 00012-**2017**
- Order No. PSC-**2017**-0250-CFO-EI

Does this change the Commission's historical documents, especially orders?

No, historical documents will keep their original Docket No., Document No., or Order No. in the body of the document (e.g., the DN "stamp" will not change from what was used on the document at the time it was originally filed). However, the *search* to locate the documents will need to be entered in the new 4-digit year format.

How do I reference a historical order? Reference the order in the same manner as always. Use the order number as it was originally entered; this is the information that will show on the online document when you view it. No changes.

What if I need help filing or finding a document? For help filing a document, contact Dorothy Menasco in the Clerk's Office at 850-413-6243 or dmenasco@psc.state.fl.us. For assistance finding a document, call the Clerk's main line at 850-413-6770 or email clerk@psc.state.fl.us.