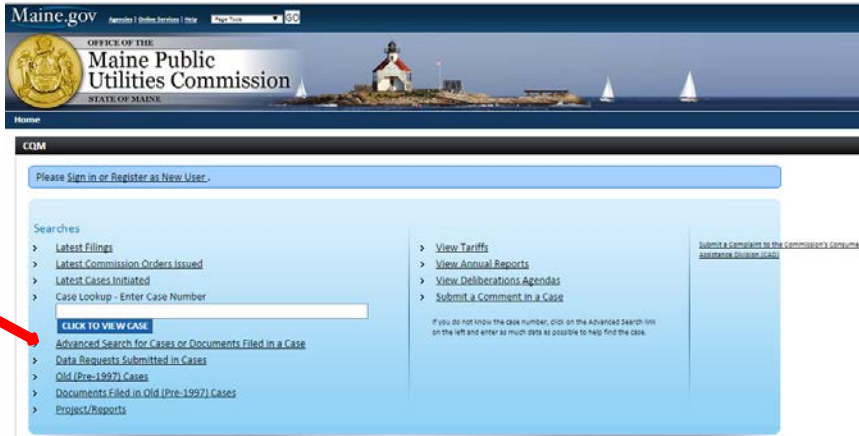


How to file a public comment on CMS

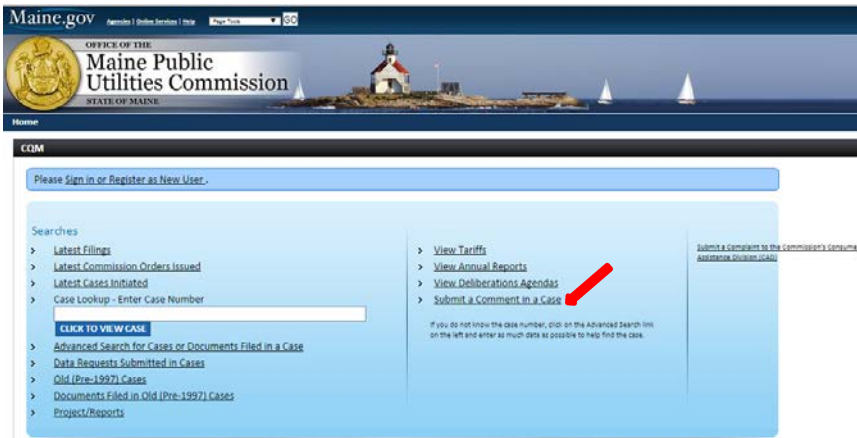
- 1) Go to the Public Utilities Commission's Content Management Site:
<https://mpuc-cms.maine.gov/CQM.Public.WebUI/ExternalHome.aspx>
- 2) If you know the case number, jump to step **4**. If you do not know the case number, select the link for Advanced Search for Cases or Documents Filed in a Case.



- 3) On the search screen, you can look up cases by the name of the utility or the type of utility involved. There are many options, but typically searching by utility name is the most effective. In the Pertaining to Utility/Company box, find the utility you are interested in and select it. To further narrow the results, make sure that you go to the Status option and select Open. Hit the Search button at the bottom of the box. Reviewing the results should provide you with the case number needed.

The screenshot shows the 'CMS View/Search' page. The page has a search bar at the top with 'SEARCH', 'RESET', and 'BACK' buttons. Below the search bar, there is a 'Case Search' section with several filters: 'Case Number', 'Start Date From: (Valid Format : MM/DD/YYYY)', 'Utility Type', 'Utility Subtype', 'Case Type', 'Case Subtype', 'Status', 'Start Date To: (Valid Format : MM/DD/YYYY)', 'Filing Party', 'Enter full Title or any portion of the text contained in Title', and 'Pertaining to Utility/Company'. The 'Status' dropdown menu is set to 'Select'. The 'Pertaining to Utility/Company' dropdown menu is also set to 'Select'. The 'SEARCH', 'RESET', and 'BACK' buttons are located at the bottom of the search form.

- 4) Click the link to submit a comment in a case:



- 5) Enter the case number in the box and click Go.



- 6) To file your comment, please fill out the form that is shown below.

Post Comment

Fill in the form below to post your comments or if you are registered with CCM, and prefer to login please click [login](#)

POST COMMENT BACK

Case Details:

Case Number: 2014-00354

Case Title: REQUEST FOR APPROVAL OF RATE CHANGE - 6104 (PROPOSED EFFECTIVE 4/1/2015) PERTAINING TO BERWICK WATER DEPARTMENT.

Post Comment

Name: Company:

Address: Phone No:

Characters remaining: 250

Email ID:

Comments:

Characters remaining: 2000

Attachment(s): [ADD/REMOVE ATTACHMENTS](#)

Type the text [Privacy & Terms](#)

POST COMMENT BACK

Please do not post any obscene, indecent, discriminatory or unlawful material or information. MPUC reserves the right to remove, without notice, any content received from users. Also please do not post any confidential information as the information posted is public. To post confidential information, please contact Clerk of the Commission by emailing maine.puc@maine.gov or by calling 207-287-9831.

BACK

If you have any questions or problems when filing your public comment 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.