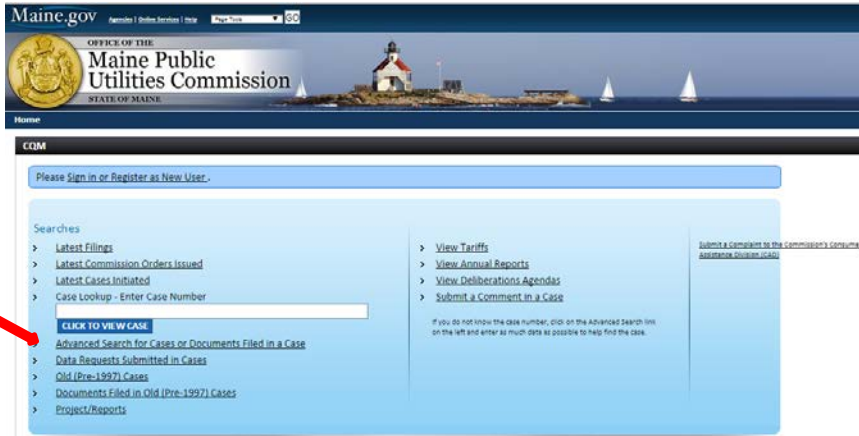


How to file a public comment on CMS

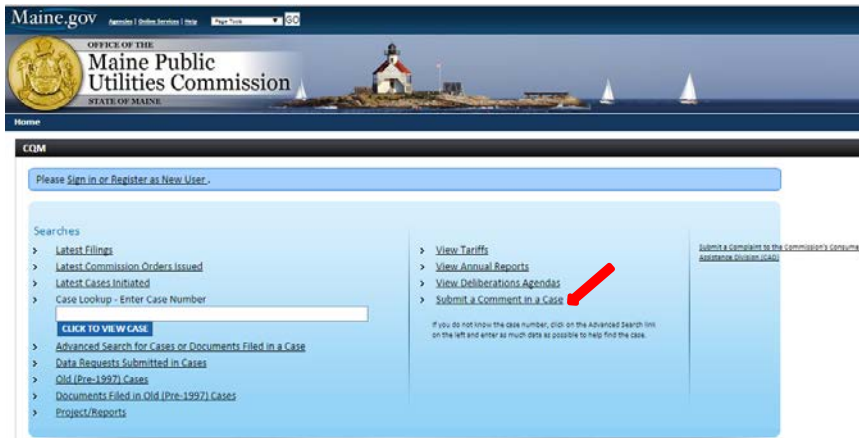
- 1) Go to the Public Utilities Commission's Content Management Site:
<https://mpuc-cms.maine.gov/CQM.Public.WebUI/ExternalHome.aspx>
- 2) If you know the case number, jump to step **4**. If you do not know the case number, select the link for Advanced Search for Cases or Documents Filed in a Case.



- 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. At the top, there are buttons for 'SEARCH', 'RESET', and 'BACK'. Below these is a search bar with a dropdown menu for 'Cases' and 'Documents'. The main search form is titled 'Case Search' and contains several fields and dropdown menus: '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'. At the bottom of the form, there are buttons for 'SEARCH', 'RESET', and 'BACK'.

- 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.

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.