









Massachusetts Department of Public Utilities

File Room User Guide

The Massachusetts Department of Public Utilities (DPU) File Room is an online repository providing public access to documents related to regulatory filings, dockets, orders, and decisions on utility services in Massachusetts. This guide is intended to help you navigate the site, use its search features, and access documents.

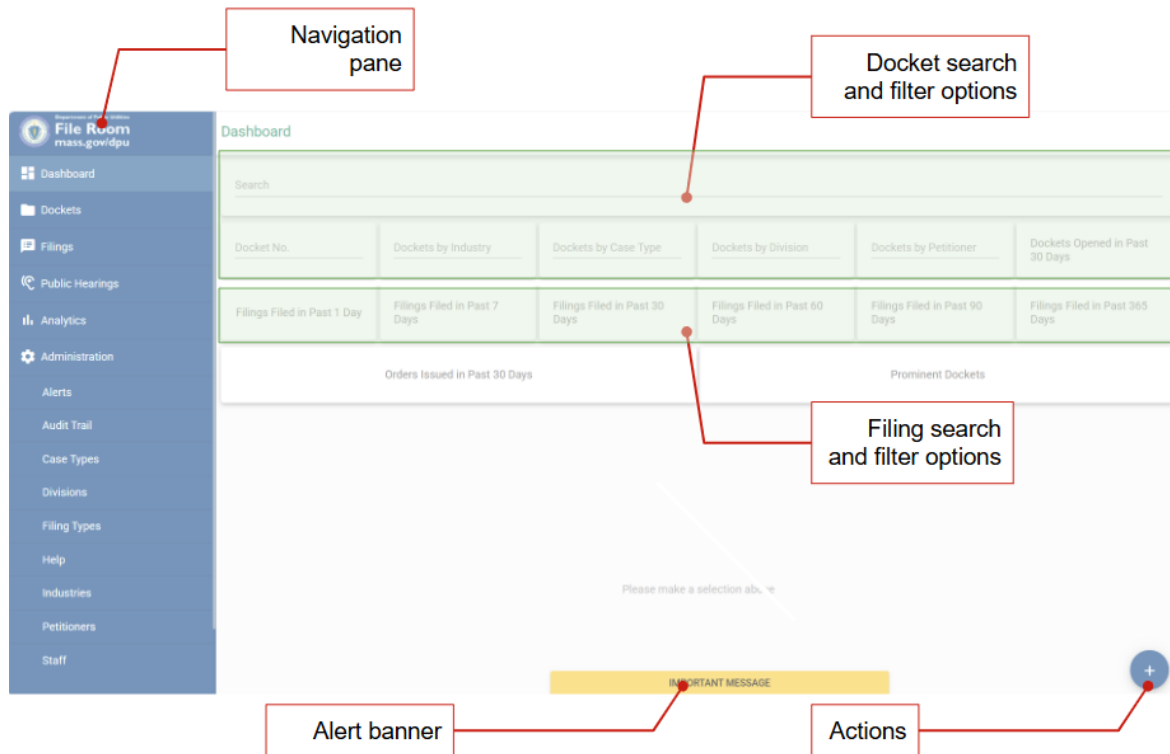
File Room Icons to Know

Icon	Description
	Print or save a docket's filings as a PDF in the Dockets view.
	Generate an email distribution list of all service list contacts' email addresses using the Dockets view.
	Subscribe to notifications about a docket in the Dockets view.
	Add a service list member to a docket in the Dockets view.
	Indicates that a docket is considered "legacy" in the Dockets view.
	Apply a filter when searching administrative data items such as filings, industries, or case types.
	Expand the navigation pane when it has collapsed due to browser width.
	Indicates that a link in this document points to an external page.


Accessing the DPU File Room

- **URL:** <https://eeaonline.eea.state.ma.us/dpu/fileroom>
- The File Room dashboard has a search bar that offers a quick entry point for document search. You'll also find navigation options, such as links to common document types and docket listings, designed to streamline your search.

- When you first open the application, the File Room displays the **Dashboard** view by default. Use the options in the navigation pane and action buttons to further search through the File Room.



If the navigation pane does not display, you can either:

-  Click in the upper left

OR

- Resize your browser window to increase the width. Depending on your browser's width, File Room auto-hides the navigation menu so that it can display data.

Working with dockets

A docket is a public record of an official case or proceeding before the DPU. Dockets contain important documents such as petitions, legal correspondence, motions, discovery questions and responses, public comments, briefs, hearing transcripts, orders, and notices. Dockets are typically summarized on a specific docket page.

Each document in a docket is considered its own separate filing. A docket sheet can have dozens or even hundreds of filings.

Filings include:

- Summary of each document filed
- Findings and actions by parties and attorneys
- Date each document was filed
- The docket number

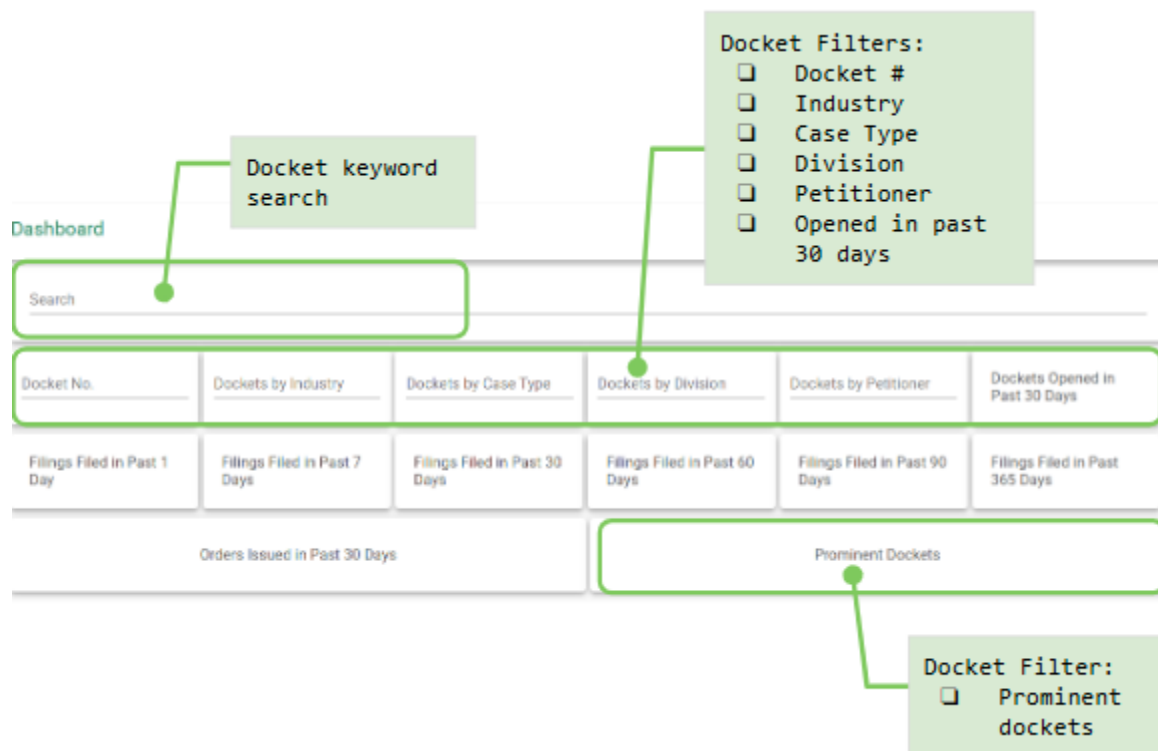
Searching dockets

The File Room provides multiple ways to search and filter dockets: using the **Dashboard** and using the **Dockets** view. Each of these is described in the sections that follow.

Searching with the Dashboard



To search for dockets using the **Dashboard**, log into the File Room and click **Dashboard** in the navigation pane. In the **Dashboard**, you can search dockets and filters using the following fields and links:



The following table describes the docket search options in the **Dashboard**:

Field	Description
Search	<p>Enter a keyword or keywords in the Search field and press Enter. The File Room finds dockets that contain that keyword (in all fields including the Case Type, Description, Industry, and Petitioner).</p> <p>If you enter more than one keyword, the File Room searches for dockets that contain all of those keywords, in that order.</p>
Docket No.	<p>Enter a docket number to find the docket with that number.</p> <p>The docket number that you enter must match the docket's number exactly, including hyphens.</p>
Dockets by Industry	<p>Narrows your search to dockets in the specified industry.</p> <p>Begin by typing the first few letters of the industry in this field. The File Room auto-completes the industry name as you type. Click Go to execute the search.</p> <p>The File Room returns all dockets whose Industry field matches the industry that you entered.</p>
Dockets by Case Type	<p>Narrows your search to dockets of the specified case type.</p> <p>Begin typing the first few letters of the case type in this field. The File Room auto-completes the case type as you type. Click Go to execute the search.</p>

	The File Room returns dockets whose Case Type field matches the case type that you entered.
Dockets by Division	<p>Narrows your search to dockets in the specified division.</p> <p>Begin by typing the first few letters of the division name in this field. The File Room auto-completes the division as you type. Click Go to execute the search.</p> <p>The File Room returns only dockets whose Division field matches the division that you enter.</p>
Dockets by Petitioner	<p>Narrows your search to dockets with the specified petitioner.</p> <p>Begin typing the first few letters of the petitioner in this field. The File Room auto-completes the petitioner as you type. Click Go to execute the search.</p> <p>The File Room returns only dockets whose Petitioner field matches the petitioner that you enter.</p>
Dockets Opened in the Past 30 Days	Retrieves all dockets that were opened within the last 30 days. Dockets opened before that are not displayed.
Prominent Dockets	Retrieves dockets that are flagged as “prominent”.

Searching with the Dockets view

To search for dockets using the **Dockets** view, log into the File Room and click **Dockets** in the navigation pane. The File Room displays the **Dockets** view:

The screenshot shows the 'File Room' interface with a blue sidebar on the left containing navigation links: Dashboard, Dockets (selected), Filings, Public Hearings, Analytics, and Administration. The main content area is titled 'Dockets' and features a search form with the following fields: Docket No., Industry, Case Type, Division, and Petitioner. Below these fields are 'Start Date' and 'End Date' with calendar icons. To the right of the search fields are 'GO' and 'Clear' buttons. At the bottom of the search area, a message reads 'Please make a selection above'.

The following table describes the search options available in the **Dockets** view:

Field	Description
Docket No.	Enter a docket number to find the docket with that number and click Go .

	<p>The docket number you enter must match the docket's number exactly, including hyphens. For example, "24-BSF-C3".</p>
Industry	<p>Narrows your search to dockets in the specified industry (e.g. Water, EFSB, Electric, etc.).</p> <p>Begin by typing the first few letters of the industry in this field. The File Room auto-completes the industry name as you type. Click Go to execute the search.</p> <p>The File Room returns all dockets whose Industry field matches the industry that you entered.</p>
Case Type	<p>Narrows your search to dockets of the specified case type (e.g. Adjudicatory, Contract, etc.).</p> <p>Begin typing the first few letters of the case type in this field. The File Room auto-completes the case type as you type. Click Go to execute the search.</p> <p>The File Room returns dockets whose Case Type field matches the case type that you entered.</p>
Division	<p>Narrows your search to dockets in the specified division (e.g. Electric Power Division, Rail Safety Division, etc.).</p> <p>Begin by typing the first few letters of the division name in this field. The File Room auto-completes the division as you type. Click Go to execute the search.</p> <p>The File Room returns only dockets whose Division field matches the division that you enter.</p>
Petitioner	<p>Narrows your search to dockets with the specified petitioner.</p> <p>Begin typing the first few letters of the petitioner in this field. The File Room auto-completes the petitioner as you type. Click Go to execute the search.</p> <p>The File Room returns only dockets whose Petitioner field matches the petitioner that you enter.</p>
Start Date	<p>Defines the beginning of a date range in which dockets were opened.</p> <p>For example, to find all dockets that were opened in the month of June, set Start Date to 6/1/25 and End Date to 6/30/25.</p>
End Date	<p>Defines the end of a date range in which dockets were opened.</p> <p>For example, to find all dockets that were opened in the month of June, set Start Date to 6/1/25 and End Date to 6/30/25.</p>

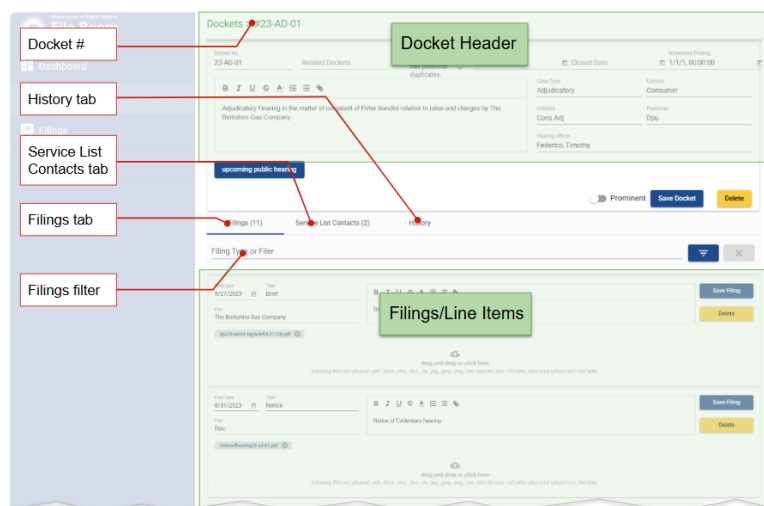
TIP

To get *all* dockets, select today as the **End Date** and do not select any other option.

Anatomy of a docket

Dockets are displayed in the File Room's data region. They always have a docket header (or general information) and usually have at least one line item (or filing).

The following image shows the docket header and line items of a docket and calls out important areas of a docket as it is displayed in the File Room:



The docket header contains the basic information about the docket including:

1. Docket number
2. Description
3. Date the docket was created ("Opened Date") and closed ("Closed Date")
4. Case Type
5. Division
6. Industry
7. Petitioner
8. Hearing Officer
9. Scheduled Posting date

The filings, or line items, section contains basic information about filings associated with the docket, including:

10. Date filed
11. Filing type
12. Filer (the person who submitted the filing)

- 13. Description
- 14. Attachments



In addition to the docket header and line items, the **Docket** view also includes the following important navigation aids:

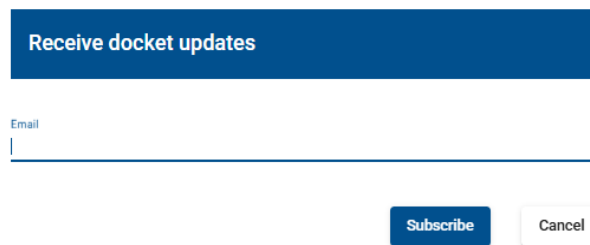
- 15. **Filings tab:** Displays all filings associated with the docket, in reverse chronological order (most recent filings are shown first). This tab is selected by default when you view a docket.
- 16. **Service List Contacts tab:** Lists all service list contacts associated with the docket.
- 17. **Filings filter:** Narrow the number of line items by either the filer or the filing type.

Subscribing to a docket

You can subscribe to a docket so that the DPU can send notifications about that docket to your email address.

To subscribe to a docket:

1. Open a web browser and navigate to the [File Room Dashboard](#) .
2. Select **Dockets** in the navigation pane. The File Room displays the **Dockets** view.
3. Open the docket that you want to subscribe to in the **Dockets** view.
4.  Click in the bottom right of the **Dockets** view.



Receive docket updates

Email

Subscribe Cancel

The **Receive docket updates** pop-up displays:

5. Enter your email address in the **Email** field.
6. Click the **Subscribe** button.

The File Room records your email address. When the DPU team has a notification, they will include you in the distribution list.

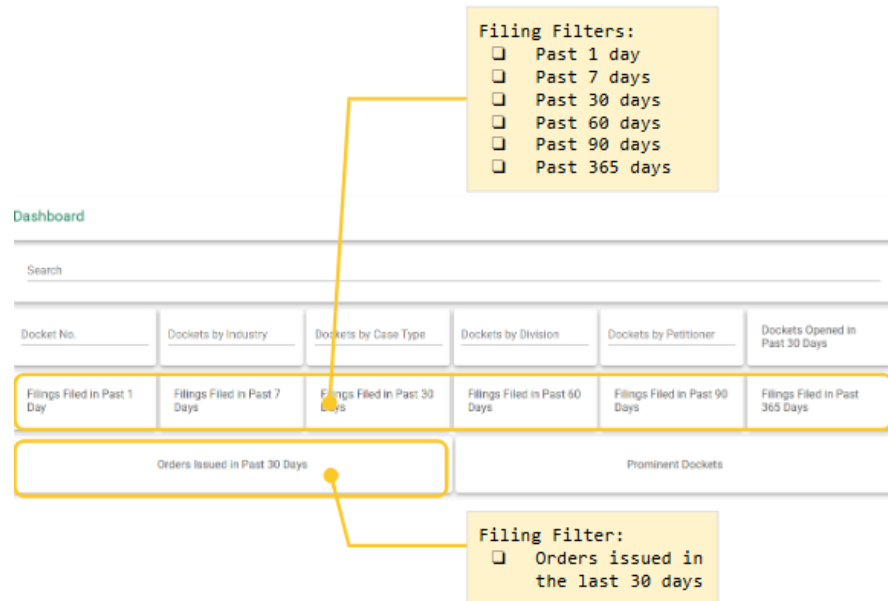
Please note that the distribution list is public to all File Room users.

Searching filings

The File Room provides multiple ways to search and filter filings: using the **Dashboard** and using the Filings view. Each of these is described in the sections that follow.

Searching using the Dashboard

To use the **Dashboard** to search for filings, open the File Room main page and click **Dashboard** in the navigation pane.



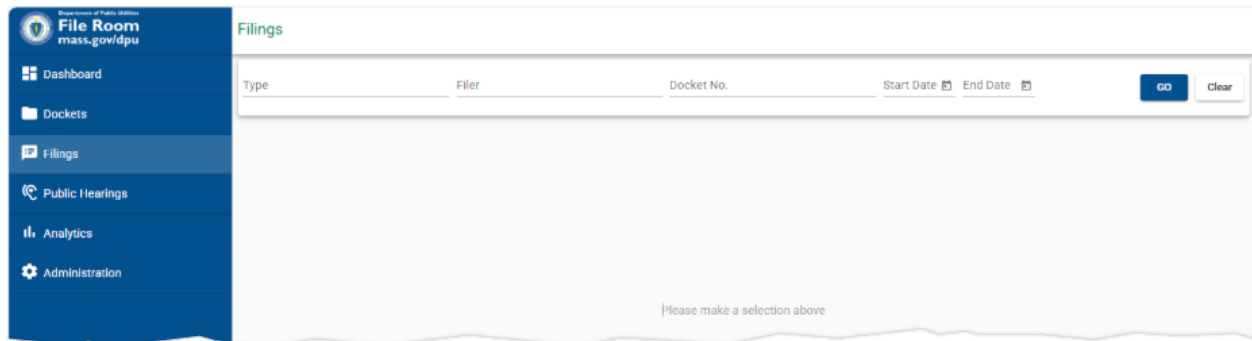
In the **Dashboard**, you can search filings using the following filters:

The following table describes the filing filter options:

Field	Description
Filings Filed in Past 1 Day	Retrieves all filings that were filed in the last 24 hours.
Filings Filed in Past 7 Days	Retrieves all filings that were filed in the last 7 days.
Filings Filed in Past 30 Days	Retrieves all filings that were filed in the last 30 days.
Filings Filed in Past 60 Days	Retrieves all filings that were filed in the last 60 days.
Filings Filed in Past 90 Days	Retrieves all filings that were filed in the last 90 days.
Filings Filed in Past 365 Days	Retrieves all filings that were filed in the last year.
Orders Issued in Past 30 Days	Retrieves all orders that were issued within the last 30 days. Orders are a type of filing in which decisions are issued in response to an initial filing in a docket.

Searching using the Filings view

To find filings using the **Filings** view, select **Filings** in the navigation pane. The File Room displays the **Filings** view:



Use the options to find dockets whose filings match your search criteria.

The following table describes the available options in the **Filings** view:

Field	Description
Type	<p>Enter the filing type of the filings that you want to retrieve. Begin by typing the first few letters of the filing type that you’re looking for and the File Room auto-completes the filing type. Click Go to execute the search.</p> <p>The File Room returns all filings whose Type field matches the filing type that you enter.</p>
Filer	<p>Enter the filer for the filings that you want to retrieve. Begin by typing the first few letters of the filer that you’re looking for and the File Room auto-completes the filer. Click Go to execute the search.</p> <p>The File Room returns all filings whose Filer field matches some or all of the filer that you enter.</p>
Docket No.	<p>Enter the complete docket number for the docket that the filing is attached to. You must enter the exact docket number, including hyphens. For example, “24-GREC-12”.</p>
Start Date	<p>Sets the start of a date range during which filings were filed.</p>
End Date	<p>Sets the end of a date range during which filings were filed.</p> <p>For example, to get all dockets that have filings that were filed during December 2024, select 12/1/24 for the Start Date and 12/31/24 for the End Date.</p>

TIP



To get *all* filings in the dockets you are looking for, select today as the **End Date** and do not select any other option.

Printing and saving filings

You can print and save all filings associated with a docket using the File Room. You can also download all filings as a PDF and save them to your local machine using the **Print** dialog box.

When you print a docket's filings, the File Room prints a list of the filings' descriptions and links to the filings' attachments. The File Room does not print or save the contents of the filings' attachments or details about the docket from the docket header.

To print or download filings associated with a docket:

1. Open a web browser and navigate to the [File Room Dashboard](#) .
2. Select **Dockets** in the navigation pane.
3. Use the fields and filters to find the docket that you want to print. The File Room displays a list of dockets that match your search criteria.
4.  Click the docket in the search results. The File Room displays the docket, including all its filings, service list contacts, and other information.
5. Click in the bottom right. The File Room generates a page that lists the filings and their descriptions. This page also lists the file names of all attachments for each filing, as the following example shows:

Docket Number: 24-BSF-C3

Aug 20, 2024

Filer: Dpu

Document Type: Stamp Approval

Description: Stamp Approval of NSTAR Electric Company d/b/a Eversource Energy's Basic Service Filing and Tariff M.D.P.U. No. 1-24-E, Summary of Electric Service Delivery Rates. By Chair Van Nostrand, Commissioners Fraser and Rubin

Files: [DPU24-BSF-C3Approved8-20-24.pdf](#) [DPU24-BSF-C3SummaryTariff.pdf](#)

Aug 19, 2024

Filer: Dpu

Document Type: Memorandum

Description: Assigned to Jeffrey Leupold, Hearing Officer. By Chair Van Nostrand and Commissioner Fraser

Files:

Aug 16, 2024

Filer: Attorney General

Document Type: Intervention

Description: Notice of Intervention and Appearance of Counsel for Allison L. O'Connell on behalf of the Office of the Attorney General

Files: [DPU24-BSF-C3AGONoticeofInterventionandAppearanceo](#)

Aug 15, 2024

Filer: Nstar Electric Company D/B/A Eversource Energy

Document Type: Initial Filing

Description: Basic Service Rates Filing for NSTAR Electric Company d/b/a Eversource Energy (NEMA/SEMA). Motion for Protective Treatment of Confidential Information contained in Appendix B CONFIDENTIAL. Affidavit of Parker Littlehale.

Files: [DPU24-BSF-C3-TransmittalDocuments.pdf](#) [DPU24-BSF-C3-AppendixA.pdf](#) [DPU24-BSF-C3-AppendixB\(PUBLIC\).pdf](#) [DPU24-BSF-C3-AppendixC.pdf](#) [DPU24-BSF-C3-AppendixD.pdf](#)

6. To save the filings as a PDF, select PDF for the printer and click **Save**. Otherwise, select your printer and click **Print**.

Finding public hearings

Public hearings are scheduled events regarding a docket and are open to all members of the public. The File Room lets you view upcoming public and discovery hearings for dockets.

Viewing public hearings

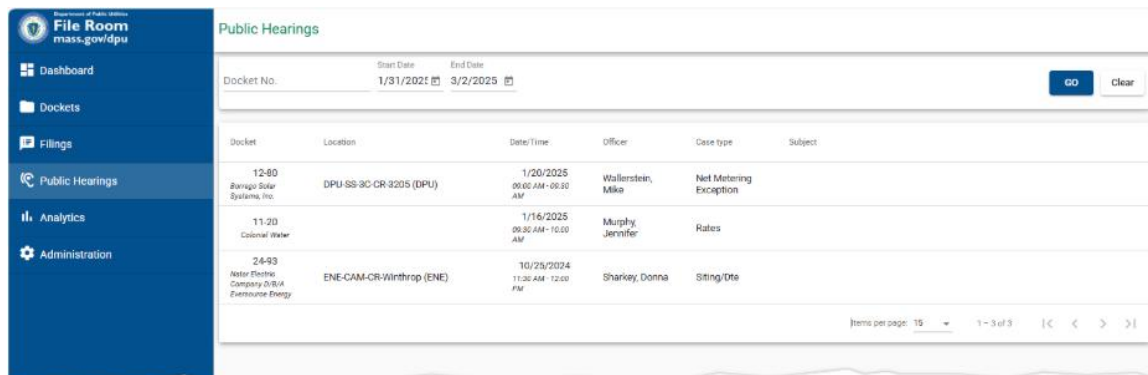
The File Room shows you all upcoming public hearings about specific dockets and meetings.

To view public hearings:

1. Open a web browser and navigate to the [File Room Dashboard](#) .



2. Click **Public Hearings** in the navigation pane:



3. To sort the hearings by other values, click at the top of the **Location**, **Date/Time**, **Officer**, and **Case Type** columns.
4. To view the docket associated with a public hearing, click that public hearing in the **Public Hearings** view. The File Room displays that docket in the **Dockets** view.