Introduction:

This document is intended as a basic aide to the public users of this system. It is not intended to be an exhaustive description of every aspect of the public search functions. It is the goal of the New Jersey Board of Public Utilities to be as transparent as is reasonably possible given the factual context out of which each docket arises. If the user has questions related to this document or the search in general, please email those inquiries to cmsstaff@bpu.nj.gov.

The web address for the Public Search homepage is https://publicaccess.bpu.state.nj.us. The public search homepage can also be accessed from the homepage of the BPU public website at https://bpu.state.nj.gov.

The Public Search Homepage has three primary tabs that appear in dark green at the top under the Public Search Banner. The Public Search tab is what the user will see when they first come to the page. In addition, if the user wants to clear all the search data and start fresh, they can click on the Public Search tab at any time and be returned to a clear search box set to docket search. The Public Access Request tab activates a pop-up that allows the user to request information from the BPU Case Management staff if the initial search yields no results. Finally, the Back to BPU Main Page tab will return the user to the main page of the BPU public website.
Underneath the three primary tabs is a search box that is controlled by five radio buttons. These allow the user to search BPU docket numbers, docket titles and folders, parties, key words, and an advanced search that allows the user to combine criterion to narrow down their search. These different types of searches will be explained in more detail below.

There are five different types of searches that can help you find what you are looking for.

Searches can be by docket number, document title, party, key word, and Advanced Search, that allows the user to combine criterion from the other searches. The application will also return results based on partial numbers and names.

A Docket Number Search allows the user to search for a specific docket number. Docket numbers generally have a structure. For example: docket “ET20031234U,” is structured as below:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>CASE TYPE</th>
<th>YEAR/MONTH</th>
<th>NUMBER</th>
<th>SUFFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>T</td>
<td>20 03</td>
<td>1234</td>
<td>U</td>
</tr>
</tbody>
</table>

a. Classifications are as follows:
A = All Utilities
C = Cable TV
E = Electric
G = Gas
T = Telecommunications
W = Water/Wastewater
Q = Clean Energy

b. **Case Types** are as follows:
   A = Audits
   C = Complaint or Enforcement
   D = Discontinuance of Service
   E = Franchise
   F = Financing
   M = Merger, Sale or Transfer
   R = Rates
   S = Show Cause Order
   T = Tariff Revision
   X = Generic or Rulemaking
   O = Other
   G = Grants, Awards, Rebates, Solar Loans
   W = Waivers, Exemptions, Appeals

c. **Year and Month** are always four digits with the first two digits representing the year and the last two digits representing the month. For example, “1903” is March of 2019, and “1711” is November of 2017.
d. The related number is always four digits. For example, “0001” is the first docket for the year and month chosen.
e. **Suffixes** are as follows:
   S = Slamming
   U = Customer Assistance Case
   K = One-Call Violations

Suffixes are different units within the BPU. Note that not all dockets have a suffix appended to them. Some dockets will have a “- “ at the end. These dockets are associated with the Case Management Unit.
**Docket Number Search** result brings back a list of dockets that match the search criteria, with the basic information such as case caption and party information.

The user can then click on the docket number to access the docket record, or the parties. Once the user clicks on a docket, the docket record will display basic docket information and the available documents. Documents can be downloaded individually by clicking on the blue document title, or in groups by using the check box next to each individual document.
Dockets that do not have documents available for public viewing will display a pop-up. The user can request that BPU review the docket by filling in information in the pop-up and clicking the Send Request button to send the request to the BPU Case Management staff.

**Document Title Search** is a search of the document titles and folder titles. It allows the user to search documents by title, and show the author, description, posted date and a fragment of the document content.
Note also that fields in the search return page that are blank represent data that is not entered into the docket.

**Party Search** allows the user to search for a party related to a docket or multiple dockets. Parties are searched by first or last name (example below uses the name Smith).
Note: If the user then clicks on the party name, the application will bring back a list of all related dockets.

**Keyword Search:** This search will return results where the search term is in the content of the documents related to a docket. The display will also provide a “fragment” of the content to help the user with their search.

**Advanced Search:** This search allows the user to search by multiple criteria at the same time.
The advanced search also has date parameters to allow the user to search a defined date range.

Finally, the more criterion that are added, the narrower the search will be.
**Key Topics:** Under the search box is an area called “Key Topics.” Key topics are a list of dockets that the BPU has determined are of particular interest to the public. To access a Key Topic, simply click on the docket number link in the “Docket #” column. Key Topics will be changed or updated on a regular basis depending on the issue.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Docket #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean Energy Matters</td>
<td>IM/O of Infrastructure Build Out</td>
<td>Q020</td>
</tr>
<tr>
<td>Energy</td>
<td>IM/O of 12/31/2018 United Gas Company – Approval of Increase Base Tariff Rates and Charges for Gas Service, Changes to Depreciation Rates and Other Tariff Revisions</td>
<td>GR20</td>
</tr>
</tbody>
</table>