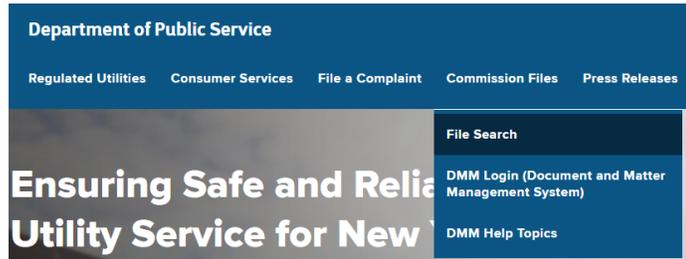


# How to Subscribe to Matter/Case Service List

## Navigate to the Matter Master

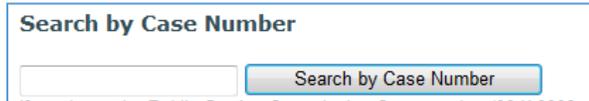
1. Navigate to the Department of Public Service website ( <http://www.dps.ny.gov/>)
2. Click on **Commission Files > File Search**



3. Search for Matter

If you know the Matter or Case Number,

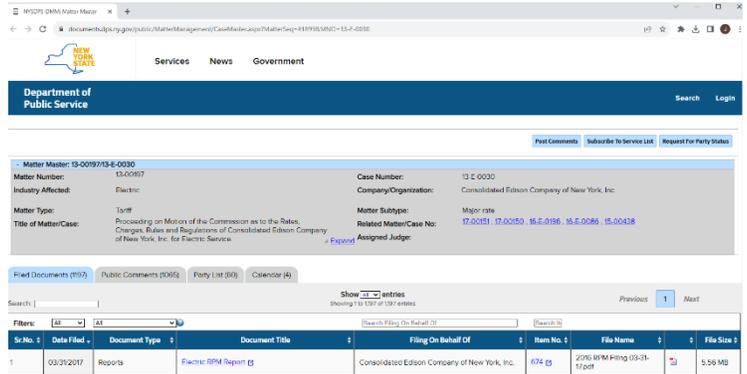
- a. enter it in the Search By Case Number and click on **Search by Case Number**



If you do **not** know the Matter or Case Number, Click on [Advanced Search for Commission Case Related Documents](#) hyperlink. For more information on how to use Advance search click on [Help with Advanced Search](#)

## Matter Master Page

4. From the Matter Master page, click on **Subscribe to Service List**



## Subscribe To Service List

5. To Subscribe to the Service List

### INFORMATION FOR THOSE INTERESTED IN PARTICIPATING IN OR MONITORING PSC PROCEEDINGS

There are several options available for those who wish to participate in or monitor the proceedings of a particular case.

PARTIES	SERVICE LIST	Interested persons who wish to monitor the proceedings of a particular case can do so without the formal commitment to become party to the proceeding. The persons who subscribe to the service list of a case will receive an e-mail with a direct link to the documents issued by the Commission, such as orders, notices, and rulings. Persons unable or unwilling to receive such electronic notification will receive hard copies of Commission-issued documents by regular mail.
<p>Interested persons who wish to contribute to the development of a complete record in a proceeding by discovery, submitting testimony, briefs, or other formal written comments, and/or in ex parte hearings, procedural conferences and other formal events conducted in matters participate in PSC proceedings by filing informal comments, such as letters, in e formal comments filed by parties in response to Commission notices.</p> <p>In PSC proceedings, including rate cases, a person need not be a party to petition for the Commission's final decision; however, in some other proceedings, only those who in the case may petition for rehearing. The right to challenge a PSC decision in New York may also be limited to those who were parties to the PSC proceeding.</p> <p>Under section 16 NYCRR 4.3, you must seek permission to intervene as a party from the Law Judge (ALJ), if one is assigned to the case, or from the Secretary if there is no ALJ. The standard for allowing intervention is whether your participation is likely to the development of a complete record or is otherwise fair and in the public interest, or parties are unfairly prejudiced is also considered.</p> <p>If you are a registered user of the NYS Public Service Commission's Document and Matter (DMM) System, you may submit your request for party status by clicking on the button below. Registration saves time and allows you to see and manage all of your service and party list.</p> <p>Click on the request for party status here, you will be provisionally added to the party list. A right of other parties to object and subject to the final determination of the ALJ or you will be required to mail your request to anyone on the party list who cannot receive e-mail.</p> <p>If you do not wish to register on the NYS Public Service Commission's DMM System, you can download the Request for Service List form using the hyperlink below. Please follow the instructions on the form.</p> <p><a href="#">Download Party Status Request form</a></p>	<p>If you are a registered user of the NYS Public Service Commission's Document and Matter (DMM) System, you may submit your service list subscription by clicking on the button below. Registration saves time and allows you to see and manage all of your service and party list subscriptions.</p> <p>Currently, another significant advantage of online registration is that registered users who subscribe to a service list for a case have the option to receive an e-mail with a direct link to all documents filed by the parties to the case, such as testimony, briefs, correspondence and formal comments, as well as the Commission-issued orders, notices and rulings. Those who submit their service list request by other means, such as submission of the form provided here, can only receive links to Commission-issued documents.</p> <p>If you do not wish to register on the NYS Public Service Commission's DMM System, you can download the Request for Service List form using the hyperlink below. Please follow the instructions on the form.</p> <p><a href="#">Download Service List Request form</a></p> <p>No registration is required for more information on</p>	<p>Interested persons who wish to monitor the proceedings of a particular case can do so without the formal commitment to become party to the proceeding. The persons who subscribe to the service list of a case will receive an e-mail with a direct link to the documents issued by the Commission, such as orders, notices, and rulings. Persons unable or unwilling to receive such electronic notification will receive hard copies of Commission-issued documents by regular mail.</p> <p>If you are a registered user of the NYS Public Service Commission's Document and Matter (DMM) System, you may submit your service list subscription by clicking on the button below. Registration saves time and allows you to see and manage all of your service and party list subscriptions.</p> <p>Currently, another significant advantage of online registration is that registered users who subscribe to a service list for a case have the option to receive an e-mail with a direct link to all documents filed by the parties to the case, such as testimony, briefs, correspondence and formal comments, as well as the Commission-issued orders, notices and rulings. Those who submit their service list request by other means, such as submission of the form provided here, can only receive links to Commission-issued documents.</p>
<p><a href="#">Request for Party Status</a></p>	<p><a href="#">Subscribe to Service List</a></p>	

Don't have an account? Click [here](#) to create an account and become a registered user.  
Service List - [How to Subscribe](#) - Step by Step instructions on how to subscribe to the Service List of Matter and Cases

Using Subscription Management in DMM (Recommended Method)

- a. Click on **Subscribe to Service List**  
If you have a NY.Gov ID account

1. Enter your **User Name and Password**
2. Click on **Sign In**

If you do *not* have a NY.Gov ID account

1. Click here to [Create an Account now](#)
2. Complete all Registration steps and confirm you NY.Gov ID
3. Navigate to [www.dps.ny.gov](http://www.dps.ny.gov)
4. Click on **Commission Files > DMM Log in**
5. Click on **Log in with your DPS Account through NY.GOV ID**
6. Enter your **User Name and Password**
7. Click on **Sign in**
8. Click on **Manage Subscription**
9. Click on **Add Service List Subscription**
10. Enter Matter or Case number and click on **GO**

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

- b. Complete form information and click on **Subscribe**

- c. Review Service List grid for service list subscription information

Case/Matter Title	Case/Matter Number	Requested For Party Status
Electronic Files and ESO Registrations - Affidavits & Contact Forms	13-00000	Notify me of all Filings in this Case/Matter from Commission Issued Documents and Filings
Application of New York State Electric & Gas Corporation for a Certificate of Environmental Compatibility and Public Need for the Construction of the "Columbia County Transmission System", Approximately 11.1 Miles of 115 Kilovolt Transmission Lines and Related Facilities in the Towns of Chatham, Otsego, and Stephentown, in Columbia County.	13-1-0044	Notify me of Commission Issued Documents in the Case/Matter

Using E-Mail to Subscribe to the Service List

- a. Click on **Download Service List Request Form**
- b. Completed Service List request form as directed
- c. Email form to [secretary@dps.ny.gov](mailto:secretary@dps.ny.gov)
- d. Please allow at least 2 – 3 business days for processing