How to Subscribe to Matter/Case Service List

Navigate to the Matter Master

- 1. Navigate to the Department of Public Service website (<u>http://www.dps.ny.gov/</u>)
- 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

Search by Case Nur	ıber
	Search by Case Number

If you do **not** know the Matter or Case Number, Click on <u>Advanced Search for Commission Case Related</u> <u>Documents</u> hyperlink. For more information on how to use Advance search click on <u>Help with Advanced</u> <u>Search</u>

Matter Master Page

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



Subscribe To Service List

INFORMATION FOR THOSE INTERESTED IN PARTICIPATING IN OR MONITORING PSC PROCEED

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

5. To Subscribe to the Service List

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PARTIES	SERVICE LIST	
rities commit to contribute to the development of a complete record in a proceeding by isocrevy, submitting testimony, briefs, or other formal written comments, andro- in evidentiary hearings, procedural conferences and other formal events conducted in nearties participate in PSC proceedings by filling informal comments, such as letters, in e formal comments filed by parties in response to Commission notices.)	Interested persons who wish to monitor the proceedings of a particular case can do so without the formal commitment to become party in 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. Reverso unable or unifing to receive such electronic notification will receive hard copies of Commission-issued documents by regular mail.	Interested persons our web site at thei by parties, corres Commission in a g comments submitte tab for the same ca
IC proceedings, including rate cases, a person need not be a party to petition for the Commissions 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 surt may also be limited to those who were parties to the PSC proceeding.	If you are a registered user of the NYS Public Service Commission's Document and Matter Management (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.	
ission rules, 16 NYCRR 4.3, you must seek permission to intervene as a party from the 4 Lew Judge (JLL); if one is assigned to the case, or from the Secretary if there is no 3. 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; r parties are unfairly regulated as late considered.	Currently, another significant abvertage of on-line registration is that registrated users who subsorbe to a survival list for a case have the option to receive an e-mail with endice list to all object untertification by the parties to the case, such as testimony, toriets, correspondence and formal comments, as well as the Commission-Issue doets, notices and rungs. There who substrate their service is traceable by other memory, such as submission of the form provides here, can only receive links to Commission-Issued bocuments.	
 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 train saves time and allows you to see and manage all of your service and party list 		
bmit the request for party status here, you will be provisionally added to the party list, e right of other parties to object and subject to the final determination of the ALJ or u will be required to mail your request to anyone on the party list who cannot receive e-		
sh to register on the NYS Public Service Commission's DMM System, you can download the Request for n using the hyperlink below. Please follow the instructions on the form.	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.	No registration is re
Download Party Status Request form.	Download Service List Request form.	For more information or
Request For Party Status	Subscribe To Service List	
Don	t have an account? Click <u>here</u> to create an account and become a registered user.	

Document and Matter Management (DMM) Service List

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
 - 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
- b. Complete form information and click on Subscribe



c. Review Service List grid for service list subscription information

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a Subscriptions			
e Favorite Searches	Manage Subscriptions		
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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 <a>secretary@dps.ny.gov
- d. Please allow at least 2-3 business days for processing

Secure Access to New York State Services
Username
Password
Sign In
Forgot Username? or Forgot Password?

Create an Account

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