

4 SEARCH FOR FILED COMMENTS

ECFS allows users to query the database for specific proceedings filed within the system. Based on specific criteria, users can limit or broaden search results. Fewer criteria will produce more results; more criteria will produce fewer results. In other words, the more fields you complete the fewer records you will retrieve. The fewer fields you complete the more records you will retrieve. In addition, users are encouraged to utilize the FCC's other search engines for items not contained within ECFS.

4.1 LOCATING A PROCEEDING NUMBER

If you do not know the proceeding number at the time of filing or searching, you can locate a proceeding number in just a few minutes from the **Search for Filed Comments** page.

1. Click on the [Proceeding](#) link in field #1.

The system will navigate you to a search screen to locate a docket or RM number. Follow the directions provided after accessing the **Search for Proceedings** screen.

2. You may confirm the accuracy of the Docket or RM number. Type in a numeral, RM, or a combination of both that represents the number of the targeted proceeding (e.g. 99, 217, RM-88, etc.)



By typing an asterisk (*) in the box, the system will retrieve all proceedings stored in ECFS. You may search the list to determine the subject by using the **Find In Page** Search window from the toolbar. Select the drop down menu from **Edit**.

3. Click the "Search For Proceedings" button.

The system will display all dockets and RMs associated with the data entered in Step 2. The docket/RM numbers will be represented as a link and will include a description of each. Browse through the list to locate your desired proceeding.

4. Click on the [Enter More Criteria](#) link next to the desired proceeding number.

The system will return to the [Cover Sheet](#) with the proceeding number populated in field 1 and the title displayed below it.




Once returned to the **Search for Filed Comments** page, Proceeding will no longer be displayed as a link. However, the system generates another link [Select a different Proceeding](#) for you to click on and perform another search if the proceeding listed in field 1 is incorrect.

4.2 PERFORMING A SEARCH

Although you can use any or all fields to retrieve comments, it is recommended that your search is restricted to only a few fields (i.e. **Proceeding** and/or **Date Submitted**). You have the ability to perform "wildcard" searches using the percent (%) symbol in fields 5 – 7, 9 (**Filed on Behalf of, Law Firm, Attorney Name, and File Number/Community**). This is useful when you are uncertain of the spelling or know only part of the information such as a person's last name. You can use the **Tab** key to navigate between fields. You can click the "Clear" button to remove data from all the fields.

From the ECFS Home Page, click on the third link Search for Filed Comments in the **ECFS Main Links** section.

1. **Proceeding**
Enter the docket or rulemaking number. Enter only the digits for a docketed proceeding, i.e. 00-221. For a Rulemaking Number use the uppercase RM- followed by the digits, i.e. RM-9920. It should also be noted that you might search for a proposed rulemaking stored in ECFS by using the year and designated bureau with PRM, i.e. PRM01WT. Enter PRM00MM, PRM02MM, PRM01ET, etc.
 2. **Date Submitted**
Enter the date of the submission. This is the date that a public filing is either (1) officially received at the Commission, (2) officially adopted by the Commission, or (3) officially issued by the Commission. Enter the date in the format as follows: mm/dd/yyyy.
 3. **DA/FCC Number**
Enter the specific FCC or DA number. This is a unique number assigned to various Commission action documents. For a DA number enter DA followed by the numerical characters, i.e. DA 00-1673. For a FCC number enter only the numerical characters, i.e. 00-395. DA/FCC numbers will only be available on ECFS if also assigned to a Docket or Rulemaking Number.
-  To perform a general search for DA or FCC number, you may wish to use the [Electronic Document Management System](#) search engine.
4. Click on the ▼ (arrow) and select an abbreviation of the document type that accurately describes the document you are searching. This is a unique code assigned to the document. The complete list is available by clicking on the [Document Type](#) link.
 5. **Filed on Behalf Of**
Enter the applicant or petitioner's name. This is the actual applicant for a license, the petitioner of the record or party represented, such as an individual or company/agency, etc. If uncertain, use enough characters to make the search criteria unique or use the "wildcard" (%).
 6. **Law Firm**
Enter the name of the law firm. You can use the "wildcard" (%) search, or partial spelling to ensure that any variation in spelling will not limit the results.
 7. **Attorney Name**
Enter the name of the filer's attorney, the author of the document, or contact person. You can enter a "wildcard" (%) search, first name, last name, or partial spelling to ensure that any variation in spelling will not limit the results.
 8. **Document Date**
Enter the document date. This is the date of the filed document indicated on the filing or cover sheet. The filer provides this date. Enter the date in the format as follows: mm/dd/yyyy.
 9. **File Number/Community**
Enter the unique file number, report number, documents submitted in a mass mailing, or the city and state for petitions for rulemaking filed in table of allotments proceedings. You can use a "wildcard" (%) search, or partial spelling to ensure that any variation in spelling will not limit the results.
 10. **Date Released/Denied**

Enter the date released or denied. This is the date a Commission originated document was released or the date a petition for rulemaking was denied. Enter the date in the format as follows: mm/dd/yyyy.

11. **Ex-Parte/Late Filed**

Select the checkbox to retrieve all documents designated as either Ex-Parte or Late Filed. Most documents will have a Document Type of NOTICE (NO).

12. **City**

Enter the city of the filer, law firm or attorney.

13. **State**

Click on the ▼ (arrow) and select the state of the filer, law firm, or attorney.


14. **Zip Code**


Enter the zip code of the filer, law firm or attorney.

15. Review data for accuracy.

16. Click the “Retrieve Document List” button.

The system will display the “**Search Result Set**” which will show how many documents were found that met your search criteria and are available for viewing. In each result box, a Proceeding No., Type code, Date Received/ Adopted, Date Released/Denied, Document Type, total pages, File Number/Community, DA/FCC Number, Filed on Behalf of, Filed By, Attorney/Author Name, and Complete Mailing Address will be displayed, if applicable. To read a specific comment, click on the appropriate buttons labeled with document types such as **COMMENT**, **REPLY**, etc., (generally for electronic submissions), **View** (for scanned documents), or they may be labeled with page ranges (for documents migrated from the original imaging system in 1998).

 The date reported in ECFS should reflect the information available on the actual filing. However occasionally our effort to provide excellent service may yield to human error. We appreciate and welcome your feedback to correct any discrepancies you may find on ECFS. Please report the information to the ECFS Help Desk at ecfshelp@fcc.gov.

 The most recently disseminated documents appear at the top of the list.

The search results list will be displayed in divisions of 10, 20 or 100 records respectively if the number of records retrieved is greater than 10, 400, or 1000. The system will exhibit the search results list and will display the document links. If a docket is associated with a RM and that docket is queried, the result will display document information for both the docket and the consolidated RMs (e.g. docket 98-154 is associated with RM-9174. If the docket number 98-154 is queried the RM-9174 will be listed with the docket number in the result set).

If a search is performed on a closed and consolidated RM, the system will inform you that the RM is closed and refer you to any docket(s) under which it was consolidated. You can enter the associated docket number in field 1 on the form and any additional search criteria.

If the rulemaking is open, the search result list will display document information for the RM only.

4.2.1 Using Wildcards

To perform a search using wildcards enter the percent sign (%) at the beginning and ending of the search string in place of the missing text in the desired field (e.g. Sprint Communications can be typed as “%rint Commun%” in the **Filed on Behalf of** field). This search string would only retrieve document(s) from the database that has the string “ring Commun” contained within the applicant name. You can use wildcards for **Filed on Behalf of**, **Law Firm**, **Attorney Name**, **File Number/Community**, and **City** fields.