



Federal Energy Regulatory Commission Document-less Intervention (Timely & Out-of-Time)

Document-less intervention is an optional method for parties to intervene in a proceeding. It is for intervention only. Substantive comments on the merits of the proceeding, protests, or other motions should be filed separately using the e filing system.

Motions to Intervene are timely or out-of-time, depending on whether they are submitted before or after 5:00 pm Eastern Time on the deadline for filing specified in the Commission's Notice of Filing. The filed date and time is normally determined at the time of file upload. Since there is no file upload step for a document-less intervention, all information should be submitted prior to 5:00 pm in order to receive the same day's filing date.

Filing Type Selection: On the Filing Type Screen

- 1) Select "General" in Column 1
- 2) Select "Intervention" in Column 2
- 3) In Column 3, select either
 - a. "(doc-less) Motion to Intervene, or
 - b. "(doc-less) Out-of-Time Motion to Intervene

Select Docket: Query and select the applicable Docket or Project Number(s). We currently maintain all service lists only at the -000 sub-docket level.

Text Box Information: After you query and select the applicable Docket (or Project) Number, you should key or copy/paste the basis for intervening in the text box. This is the information in 18 C.F.R. 385.2 14(b). For "Out-of-time" Motions to Intervene the submitter must also show good cause why the time limitation should be waived.

Filing Party(ies): On the Filing Party screen, query and select the party or parties that should appear on the service list. In a joint or several motion, select each party individually. Do not add the law firm filing on behalf of a client company.

Specify the Person(s) to Whom Communication Should be Addressed: There is now just one screen for entering all contacts. The filing party or parties you selected on the previous screen appear at the top of the Communications screen



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with a radio button adjacent to each party. Select a party, enter the email address for a contact, and add the contact as either a signer/representative or other contact. You can associate the same contact with multiple parties simply by selecting a different radio button and adding the contact to the list. Repeat the process for each additional contact.

Each party must have at least one signer/representative on the service list. This is the signer or other legal representative for the party. In most cases it's the attorney at the company appearing on the service list or at the law firm representing that company. You can enter more than one signer/representative for a party.

An Other Contact (optional) is normally a person affiliated with the party on the service list that should be served. They are involved in the proceeding but not necessarily as the legal representative of the party. All entries will be added to the service list regardless of how you designate them.

After you have added all contact information, follow the remaining screens. You must click on "Submit" on the last screen to confirm that you want to make the filing.