

How to Access the FERC Service List

1. Go to <https://ferconline.ferc.gov/ServiceList.aspx>. Note: if you are not logged on the FERC system, you may have to do this first. You will see:

Enter **CP16-10** in the Enter Docket Number box. Click **Search**.

2. You will see:

Click on the plus sign next in the Select column. The MVP docket will now show as being selected.

3. You now need to download the list of intervenors who have filed either via email or postal mail:
 - a. Next to Type of Address, choose **Email** from the dropdown. In the Format box, you can choose from a variety of formats in the dropdown such comma delimited, excel, database file, etc. We personally prefer

Excel format. Click **Download List**. This will now download the list of everyone who has filed to intervene via email.

- b. Next to Type of Address, choose **Postal Contacts without email** from the dropbox. In the Format box, select the format you prefer from the dropbox. Click **Download List**. This will now download the list of everyone who has signed up via mail without an email address.

4. You need to email all of the intervenors on the email list:

- a. Open the file you downloaded that contains the email filers.
- b. Copy all of the email addresses provided.
- c. Paste these email addresses into the To line of your email.
- d. In the Subject Line, enter **Docket #CP16-10-000** and a description of what you are submitting. For example, if you are notifying the other intervenors of your motion to intervene enter – **Motion to Intervene**.
- e. Compose your message indicating the content of what you are sending along with the name and address you have registered with the FERC. If you are sending your Motion to Intervene to the list, you can simply state the following in the body of your email:

Please be advised that (your name/organization/group) has filed a Motion to Intervene with the Federal Energy Regulatory Commission on Docket #CP16-10-000.

- f. Click **Send**.

5. Open the file you downloaded that contains the name of those who filed by postal mail and did not provide an email address. If there is anyone listed there, you will need to send a copy of your filing (whether it be a Motion to Intervene or something else) along with the name and address you have registered with the FERC, via postal mail, to the mailing address listed for each individual, organization or group.