

## Filing an Objection - Step by Step Instructions

1. Make a Word document with your comment you wish to file and name the file (example- Objection or Objection to Bifurcation) Write it as long or short as you like.
2. Find your Docket number (listed below from West to East across the state)

County	Docket Number	County	Docket Number
O'Brien	E-22123	Grundy	E- 22131
Clay	E-22124	Black Hawk	E- 22132
Palo Alto	E-22125	Buchanan	E- 22133
Kossuth	E-22126	Benton	E- 22134
Hancock	E- 22127	Linn	E- 22135
Wright	E- 22128	Jones	E- 22136
Franklin	E- 22129	Cedar	E- 22137
Butler	E- 22130	Scott	E- 22138

3. Go to Iowa [Utilities Board Website homepage](#)
4. Click on [Electronic Filing tab](#)- it will take you to the EFS (Electronic Filing System) page
5. Click on [Submit filing tab](#)
6. Click on [Submit as guest tab](#)
7. Fill out required fields- example of filing title would again be **Objection or Objection to Bifurcation.**
8. Fill out the **Captcha box.**
9. Click **Add Document** tab. Now you will be on the final page.
10. Next – **Use the Browse tab** to find your document you already wrote on your computer.
11. Add it to filing
12. Add **document title** again. (ex. Objection)
13. Click **Add document** to filing
14. Click **Submit Filing**

**Done!!**

Or send Objection to: **Iowa Utilities Board Executive Secretary**

1375 E. Court Ave. Rm. 69  
Des Moines, IA 50319-0069

*\*remember to include your docket number from above*

**Need more help? Call the IUB EFS help desk M-F 8-4:30 (515) 725-7337**