



May 17, 2016

Become an Intervenor

Atlantic Coast Pipeline Docket #: CP15-554

As an intervenor, you will also be allowed to appear at ACP-related hearings and have legal standing to state your case in front of a court. Whether you are a land owner along the proposed route, or a concerned citizen who loves hiking in the National Forests, we all have a stake in ensuring the pipeline does not get built.

We are calling on you to consider becoming an intervenor on the Atlantic Coast Pipeline,

Docket #CP15-554.

FERC moves quickly, so **registration must be completed as soon as possible**. As an intervenor, you will receive the applicant's filings and all other public Commission documents related to the case and materials filed by other intervening parties. But as an intervenor, you also have responsibilities, including that you are required to submit whatever comments or documents you submit to FERC to the "service list," the list of all the other parties who have signed up at the time of your submission.

The following information outlines the steps to register with FERC and submit your opposition to the Atlantic Coast Pipeline project.

How to Register:

I. Enter <http://www.ferc.gov/docs-filing/efiling.asp> into your browser. The page should look like this:

The screenshot shows the FERC eFiling website. At the top, there is the FERC logo and the text "Federal Energy Regulatory Commission". Below this is a search bar labeled "Enter Search Term(s):". A navigation menu includes "ABOUT", "MEDIA", "DOCUMENTS & FILINGS", "INDUSTRIES", "LEGAL RESOURCES", "MARKET OVERSIGHT", "ENFORCEMENT", "CAREERS", and "CONTACT". A sidebar on the left lists various services: "Decisions & Notices", "Notice Formats", "FERC Online", "eComment", "eRegister", "eFiling", "eSubscription", "eService", "eLibrary", "Company Registration", "Forms", "Filing Fees", "eTariff", "Corporate Officials", "Electric Quarterly Reports (EQR)", and "Information Collections". The main content area is titled "Documents & Filing" and "FERC Online" with a sub-tab for "eFiling". It features "Login" and "Register" buttons. Below these are "Important eFiling Information" bullet points: "File size is limited to 50Mb (smaller files encouraged)", "FERC acceptable file formats", "eFilings must be submitted in a text searchable format", "Privileged and Critical Energy Infrastructure Information (CEII) may be eFiled under the appropriate Security tab on the File Upload Screen", and "Material subject to a Protective Order and material for which Protected treatment is requested may now be eFiled under the Privileged tab on the File Upload screen." At the bottom, there is a "Confirmation Receipt" note.



2. Click on the button. This should bring you to registration. Fill out the following two pages.

button. This should bring you to registration.

3. After have registered with FERC, you should get an email that looks like this:



Once you have gotten this email, you are now able to sign up for FERC's eFiling (electronic document submission), eSubscription (receiving all information related to your relevant docket), eComment (comment submission), and to become an intervenor.

4. If you return to the FERC Online Home Page (<https://ferconline.ferc.gov/FERCOOnline.aspx>), you should be able to log-in with your email and password. You will then come to this screen.

 [E-mail this page](#)

FERC Online Home Page

Welcome to FERC Online! FERC Online is the single entry point for all of FERC's electronic access applications. If you have not previously eRegistered with FERC Online, please use the *New Registration* link on the left menu to do so. Once you are registered, you will be able to login to FERC Online to eSubscribe and eFile.

FERC Online Applications

- [Company Registration](#) - Submit Company Registration Requests
- [eFiling](#) - Submit documents electronically
- [eSubscription](#) - Subscribe to electronically receive all information related to a docket without intervening
- [eComment](#) - Submit an eComment electronically
- [Query Mailing List/Recipients by State](#) - View and download lists of postal mail addresses for contacts associated with FERC docketed proceedings. Also, view and download a mailing list of all contacts who reside in a specific state
- [Query Service List](#) - View and download lists of contacts receiving service in FERC docketed proceedings
- [My Service List](#) - View and download lists of dockets associated with the current logged in user
- [eLibrary](#) - Search and retrieve electronic documents related to proceedings
- [eTariff Viewer](#) - Browse and Search Tariffs

5. You are now registered with FERC and able to take further action to halt Dominion in the FERC process.

6. From here, you will access the Atlantic Coast Pipeline project by entering the docket number CPI5-554 into the various sections listed. If you wish to register for the eSubscription, for example, you will go to “eSubscription” and click, “Add New Subscription.” If you are following the ACP project, you will receive email notifications whenever new documents or comments are submitted. You will also want to file as an intervenor, instructions as follows:

Filing as an Intervenor:

1. Return to the FERC Online Home Page (<https://ferconline.ferc.gov/FERCOOnline.aspx>), and click on “eFiling.”
2. Choose the following pathway: “General” --> “Intervention” --> “(doc-less) Motion to Intervene.” Click “Next.”

Filing Type

How is your filing to be directed?	What kind of filing are you making?	Filing Type (Fee)
General	(Fee) Petition for Declaratory Order (not under FPA Part 1)	(doc-less) Motion to Intervene
Annual Charges	(Fee) Request for Interpretation by Gen. Counsel (not under FPA)	(doc-less) Out-of-Time Motion to Intervene
Hearing/ALJ	Audit Material(to Office of Enforcement; not posted to eLibrary)	Motion to Intervene
Gas	Comment (on Filing, Environ. Report,or Tech Conf)	Motion to Intervene Out-of-Time
Electric	Comment on Rulemaking (RM, PL, AD dockets)	
Oil	Intervention	
Hydro: Washington DC	Motion (other than Intervention)	
Hydro: Regional Office	Petition for Declaratory Order under FPA Part 1	
	Protest	
	Request for Interpretation by Gen. Counsel under FPA Part 1	
	Request for Rehearing	
	Request to Update Service, Mailing, or Corporate Officials Lists	
	Response to Complaint	

3. Enter docket number CP15-554 on the next screen. This is the docket number for the Atlantic Coast Pipeline. Hit “Search.” Click the blue  button to add the docket number. Click “Next” to proceed.
4. You will now see the “Document-less Intervention Description” page. Enter the reason you wish to be an intervenor in the box. You may give any reason you wish which may include, you are a member of Wild Virginia, you are an affected landowner, you are concerned about impacts to the George Washington National Forest, you are a concerned citizen, you are a Dominion customer/stockholder--or whatever you feel applies best to you. Then, click “Next.”
5. On the “Specify Filing Parties” page click “on behalf of other party(ies) if you are filing on behalf of a group, or “as an individual” if you are filing for yourself or another person. If you are filing as an individual, enter your e-mail and click, “Add as signer.” Click “Next.”
6. You will now see the Submission Description page. You can keep the pre-formatted text, reading “(doc-less) Motion to Intervene of Your Name Here under CP15-554-000. Click, “Next.”
7. On the “Summary” page, click “Submit.” You will receive an email “Receipt of Filing” first, followed by an “Acceptance for Filing.”

You have successfully submitted the filing and will receive an eMail confirmation shortly.

[Submission Status](#)

[Printable Submission Confirmation Receipt](#)

[Back to FERCOOnline](#)

Informing the Service list:

- I.
 1. The next step is to contact all parties who are on the Service List, which is required of all intervenors. The Service List includes the e-mails of the filer(s) and all parties who have thus far signed up as intervenors. Anytime you file any comments or documents, you must download the latest list and email copies to every party on the list.
 2. Return to the FERC site and click “Query Service List”
 3. You may have to Log In if you have not already, entering your FERC ID and password and click “Log In”
 4. Enter the docket # CP15-554 and click “search”
 5. Click on the blue cross under “select”
 6. “type of address” should read “email”; “format” should read “delimited with semicolon”
 7. Click “download list” and save to your computer. It will read as a .txt document.
 8. Cut and paste this list to the address of your e-mail and click “enter” and it should populate your e-mail address field with all of the e-mail addresses on the service list
 9. Enter “Docket #CP15-554 – Motion to Intervene” into the subject heading
 10. Compose the following message: “Please be advised that (your name) has filed a Motion to Intervene with FERC on Docket #CP15-554” and close with your name and address as you have registered with FERC.
- II. “Send”

Need help or have questions?

Wild Virginia

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