

Filing a Motion for confidential treatment of information

In accordance with AUC Rule 001: *Rules of Practice*, a party may request (disclosing party) that information within a document, an entire document or multiple documents be treated confidentially and redacted from the public record.

Where the disclosing party is managing the filing, the organizational eFiling user is required to have **confidential administrator** status, or been granted confidential user access for the respective proceeding by their organization's **Confidential administrator**.

Where the representative of the disclosing party (e.g., a law firm) is managing the filing, the organizational eFiling user must be granted confidential user access by the disclosing party for the respective proceeding.

[Part 1](#) – Create and manage confidential administrators

[Part 2](#) – Manage confidential user access

[Part 3](#) – Submit a Motion for confidentiality filing

[Part 4](#) – Await a Confidentiality ruling by the Commission

[Part 5](#) – Upload Commission approved confidential documents with public versions

[Part 6](#) – Grant or deny access to users that submit a Confidentiality undertaking

Part 1 – Create and manage confidential administrators

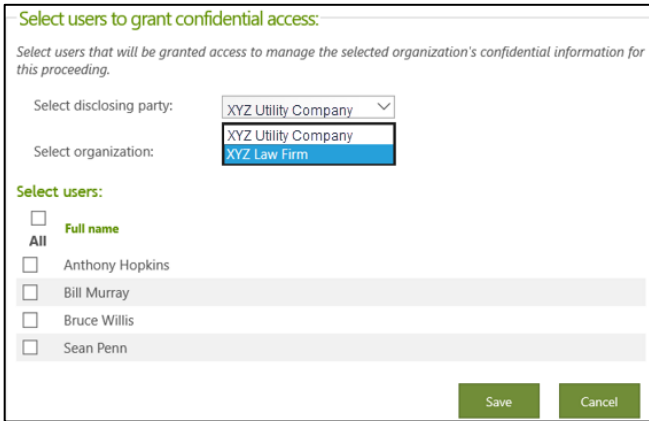
To set up an initial **Confidential administrator** for your organization, submit a request to info@auc.ab.ca. This request must identify the eFiling System organizational user, be on company letterhead and be signed by an officer of your organization. Choose a **Confidential administrator** that understands the importance and sensitivity of your organization's confidential material, and who is available to manage confidential user access.

On the eFiling System, the role of your **Confidential administrator** is to:

- a. Assign **Confidential administrator** status to other existing users from your organization.
- b. Grant confidential access to other users from your organization and your representative organizations that require access to submit and view your organization's confidential documents in specific proceedings.
- c. Grant or deny access to proceeding participants that have submitted a **Confidentiality undertaking** requesting access to view your organization's confidential material.

Part 2 – Manage confidential user access

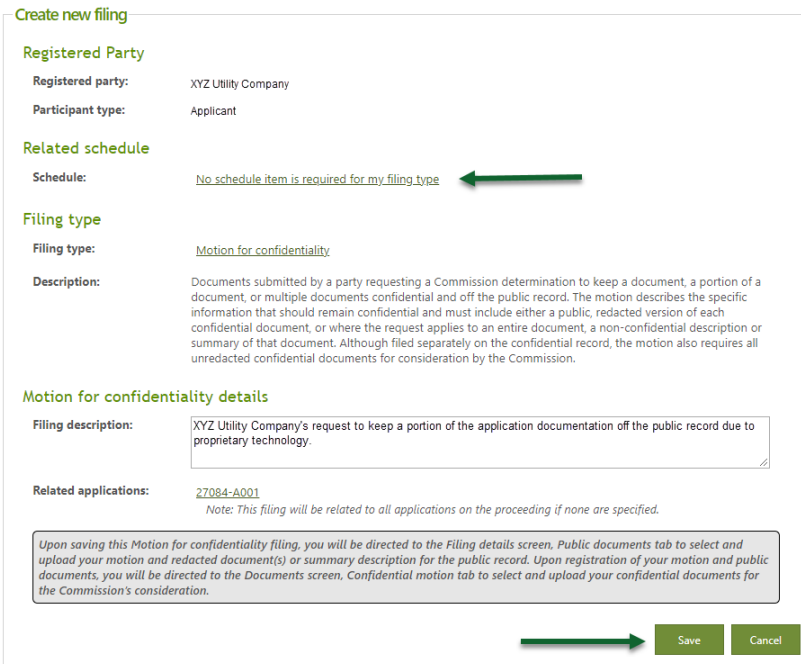
Confidential administrators can grant confidential access to other users from their organization or representative organizations that need to view or submit confidential documents on their behalf for a specific proceeding. From the proceeding's **Documents** screen, **Disclosing party access** tab, select **Manage user access**.



Part 3 – Submit a Motion for confidentiality filing

Step 1: Create the filing

From the **Filings** screen, create a new **Motion for confidentiality** filing type. There is no **Related schedule** item required for this filing type. Upon saving the filing, the user is directed to the **Filing details** screen, **Public documents** tab to upload the motion and related public files.



Step 2: Select the public files to upload to the public record

From the **Filing details** screen, **Public documents** tab, select **Upload filing documents(s)**. Upload the motion and either a redacted version of each of the confidential documents, or where the request applies to an entire document, a non-confidential description or summary of the information. Do not include the confidential documents at this step. Select **Register filing**. When the filing is registered, the system assigns exhibit numbers to the documents and the filing becomes part of the public record.

Upload public document(s) for filing 26855-F0015

Step 1 - Select filing document(s) to upload (Individual file sizes cannot exceed 50 Mb)

Select **Add more files** to add motion and related redacted or summary documents for the public record.

[Add more files](#)

Motion Re SAGD Tech.docx Redacted SAGD Equip..d... Redacted SAGD Specs.d... Add more files

Filing details

Edit info Upload filing document(s) Register filing Delete Filing

Filing number: 26855-F0015 Filing type: Motion for confidentiality Status: Draft Late: No

Filed by: XYZ Utility Company Registered party: XYZ Utility Company Created: 2022/06/28 08:09 AM

Description: Motion for confidentiality Re SAGD technology

Ruling: N/A Motion status: Awaiting ruling

Public documents Applications

Do not upload confidential files at this step.

Filename	Actions	Document Status	Uploaded	Directions
26855_XII_Redacted SAGD Specs_000047.docx Description: Redacted SAGD Specs	Ⓞ	Draft	2022/06/28 08:24 AM	
26855_XII_Redacted SAGD Equip_000046.docx Description: Redacted SAGD Equip.	Ⓞ	Draft	2022/06/28 08:24 AM	
26855_XII_Motion Re SAGD Tech_000045.docx Description: Motion Re SAGD Tech	Ⓞ	Draft	2022/06/28 08:24 AM	

Results per page (of 3 total): [] Go Show all

Results per page (of 3 total): [] Go Show all

The user will be re-directed to the **Documents** screen, **Confidential motion** tab.

Step 3: Select the confidential files for upload to the confidential record

From the **Documents** screen, **Confidential motion** tab select **Upload confidential motion files** and select the unredacted confidential documents related to the motion for the Commission's consideration. The **Confidential administrator** and users with confidential access, can continue to upload confidential motion documents when the motion status is **Awaiting confidential motion files**.

Proceeding 26855

Proceeding home Applicants Applications Directions Dispositions Documents Filings Notifications Registered parties Schedule

Documents

Public Confidential Confidential motion Disclosing party access *Undertaking access (1)

Use this screen to upload confidential motion documents for Commission consideration. Please click the Finalize button to notify the AUC proceeding team when all files have been uploaded to the selected motion. The AUC will not review the documents until the motion has been finalized.

Upload confidential motion files Finalize

Motion for confidentiality: 26855-F0015 Disclosing party: XYZ Utility Company Motion status: Awaiting confidential motion files Ruling status: Awaiting ruling

Motion description: Motion for confidentiality Re SAGD technology

Motion filing	Document description	Actions	Filename	Uploaded
There are no documents available				

Upload confidential document(s) for motion 26855-F0015

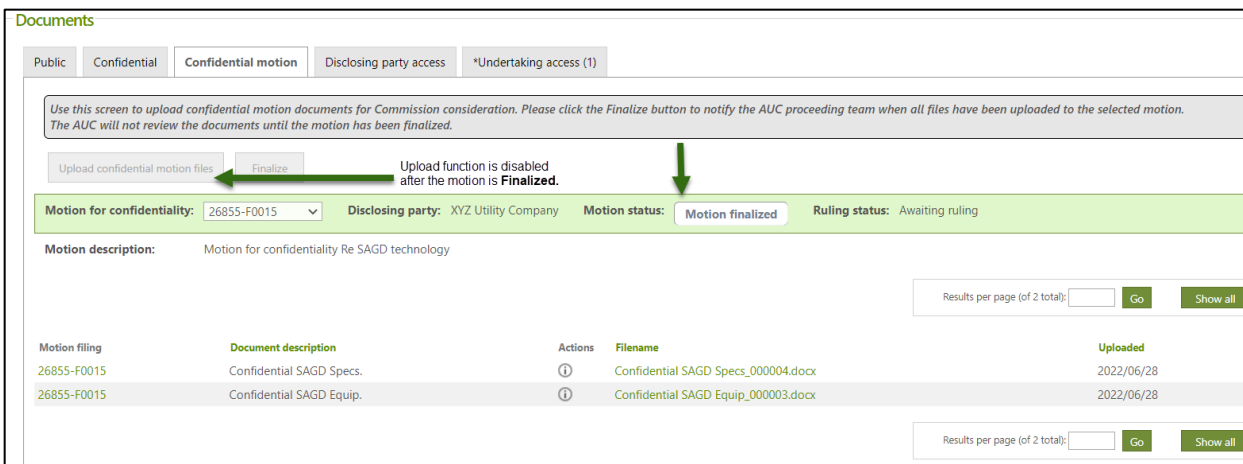
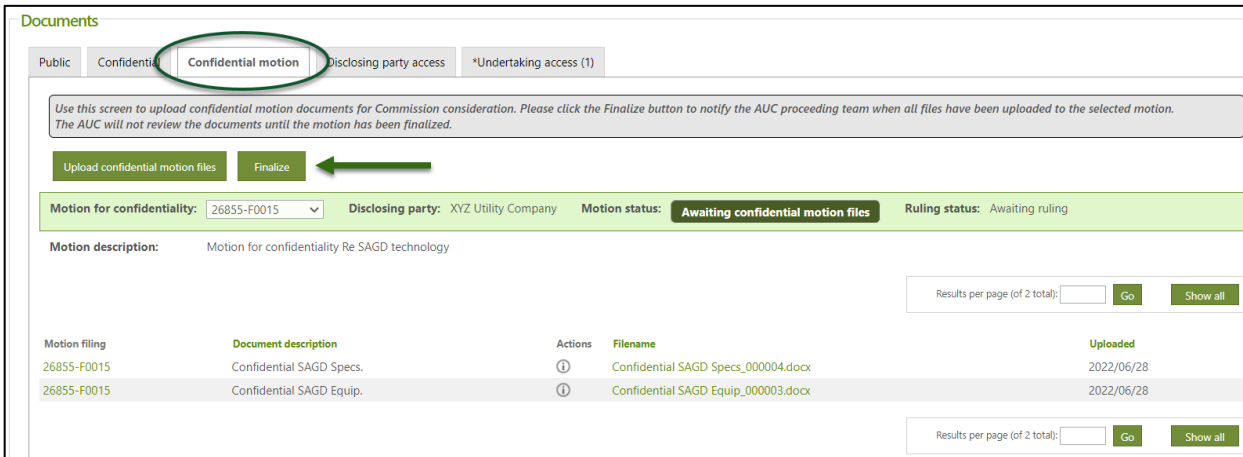
Step 1 - Select confidential motion document(s) to upload (Individual file sizes cannot exceed 50 Mb)

[Add more files](#)

Confidential SAGD Equip... Confidential SAGD Specs... Add more files

Select **Add more files** to add the confidential motion documents for the Commission's consideration.

Once all confidential motion documents are uploaded, select the **Finalize** button to inform the AUC that the confidential documents are ready for Commission consideration. The motion status will change to **Finalized** and the upload function becomes disabled. Confidential motion documents are not assigned exhibit numbers by the system and are not placed on the public record.



Part 4 – Await a confidentiality ruling by the Commission

The Commission will issue a **Confidentiality ruling** outlining what confidential information has been approved to be filed.

Part 5 – Upload your approved confidential documents with public versions

Once the Commission issues a **Confidentiality ruling** granting the associated **Motion for Confidentiality**, the disclosing party is required to re-submit the confidential documents that are specified in the **Confidentiality ruling**.

From the **Filing** screen, select the **Create filing** button. On the new filing select **I am uploading confidential files for the confidential record and redacted versions for the public record**. Select the disclosing party (owner of the confidential material) and save the filing.

Create new filing

Registered Party

Registered party: ABC Utility Company

Participant type: Applicant

Related schedule

Schedule: [No schedule item is required for my filing type](#)

Filing type

Filing type: [Correspondence - external](#)

Description: Letters, emails and other miscellaneous correspondence written by involved parties regarding the proceeding (if you are requesting an action from the Commission use filing type: procedural filing - motion).

Correspondence - external details

Filing description:

Related applications: [Select application\(s\)](#)
Note: This filing will be related to all applications on the proceeding if none are specified.

Confidential material: I am uploading public files for the public record.
 I am uploading confidential files for the confidential record and redacted versions for the public record.

Confidentiality owner: [Select disclosing party](#) *

Please address the following:
 • Please select a disclosing party for confidentiality ownership.

Save Cancel

Select **Upload filing documents** and then select **I am uploading confidential files for the confidential record, and redacted versions for the public record.**

What kind of files are you uploading?

The AUC's eFiling system manages both the public record and confidential record for a proceeding. As outlined in [Rule 001: Rules of Practice](#), for each confidential record uploaded, a public, redacted version or a public summary document must be provided.

Please make a selection below to indicate the types of files that you will be uploading:

Select I am uploading non-confidential files to the public record

Select I am uploading confidential files for the confidential record, and redacted versions for the public record.

Acknowledge and agree to the disclaimer that you are filing the confidential information according to Rule 001: *Rules of Practice*.

Upload the confidential versions of your files first and enter a description.

Upload confidential document(s) for filing 25173-F0003

Please address the following:
• A corresponding public version is required for each confidential document.

Step 2 - Set the description and associated public version for each document

As outlined in Rule 001: Rules of Practice, for each confidential document, a public redacted version or summary document must be provided for the public record.

Set the default description for all documents to their filename (excluding the file extension, e.g. .docx)

Confidential document	Description	Public version	Action
Confidential filing 1.docx	<input type="text" value="Confidential filing 1"/>	Select public version	Remove
Confidential filing 2.docx	<input type="text" value="Confidential filing 2"/>	Select public version	Remove
Confidential filing 3.docx	<input type="text" value="Confidential filing 3"/>	Select public version	Remove

Note that filenames for all documents will be changed once they are uploaded to fit a standardized naming scheme. The original name will be preserved.

[Return to step 1 - Add more documents](#) [Upload](#) [Cancel](#)

For each confidential file uploaded, you are required to submit a public redacted version or a system-generated **Public summary of confidential document** that acts as a placeholder page on the public record for the confidential record. The system-generated summary document is created after the filing is registered.

Select public version

Confidential document from step 2:

Confidential filing 1.docx

[Select](#) Upload the public version of the confidential document uploaded in Step 2. Use this option for files that can be partially redacted.

[Select](#) Have the system generate a public summary version of the confidential document uploaded in Step 2. Use this option when the entire file is confidential.

[Cancel](#)

Once every document has a corresponding public version select the **Upload** button.

Upload confidential document(s) for filing 25173-F0003

Step 2 - Set the description and associated public version for each document

As outlined in Rule 001: Rules of Practice, for each confidential document, a public redacted version or summary document must be provided for the public record.

Set the default description for all documents to their filename (excluding the file extension, e.g. .docx)

Confidential document	Description	Public version	Action
Confidential filing 1.docx	<input type="text" value="Confidential filing 1"/>	Filing 1 public redacted version.docx	Remove
Confidential filing 2.docx	<input type="text" value="Confidential filing 2"/>	Filing 2 Public redacted version.docx	Remove
Confidential filing 3.docx	<input type="text" value="Confidential filing 3"/>	Generate summary	Remove

Note that filenames for all documents will be changed once they are uploaded to fit a standardized naming scheme. The original name will be preserved.

[Return to step 1 - Add more documents](#) [Upload](#) [Cancel](#)

Confirm the upload and then register the filing.

Filing details

Buttons: Edit info, Upload filing document(s), Register filing, Delete filing

Filing number: 25173-F0003 | Filing type: Correspondence - external | Status: Draft | Late: No

Filed by: ABC Utility Company | Registered party: ABC Utility Company | Created: 2020/01/13 03:37 PM

Description: Confidential letter regarding ABC Utility company.

Confidential: Yes | Confidential user: Dustin Hoffman | Disclosing party: ABC Utility Company

Public documents | Confidential documents | Applications

Results per page (of 3 total): [] Go Show all

Filename	Actions	Document Status	Uploaded	Directions
Generated public summary Description: Confidential filing 3	Ⓜ	Draft	2020/01/13 04:11 PM	
25173_XL_Filing2PublicRedactedversion_000013.docx Description: Confidential filing 2	Ⓜ	Draft	2020/01/13 04:11 PM	
25173_XL_Filing1PublicRedactedversion_000012.docx Description: Confidential filing 1	Ⓜ	Draft	2020/01/13 04:11 PM	

Part 6 – Grant or deny access to users that submit a Confidentiality undertaking

The confidential administrators for the disclosing party may grant or deny access to their confidential information as directed in the AUC’s confidentiality ruling to individuals that have submitted a **Confidentiality undertaking**.

From the **Documents** screen, select the **Undertaking access** tab. The number of requests awaiting response are displayed on the tab. Select the access status associated with the user to reveal access options. Select **Granted** or **Denied**.

Proceeding 25173

Proceeding home | Applicants | Applications | Directions | Dispositions | Documents | Filings | Notifications

Documents

Public | Confidential | Confidential motion | Disclosing party access | *Undertaking access (1)

Use this screen to view or manage access for individuals who have submitted Confidential undertaking filings to view a disclosing party's confidential documents.

Results per page (of 1 total): [] Go Show all

User requesting access	User's registered party	Access status	Confidentiality ruling	Confidentiality undertaking	Undertaking date	Statutory declaration	Disclosing party
Angelina Jolie	Consumer Watchers	Awaiting response	25173-F0002	25173-F0005	2020/01/15 03:42 PM	Not required	ABC Utility Company

Documents

Public | Confidential | Confidential motion | Disclosing party access | *Undertaking access (1)

Use this screen to view or manage access for individuals who have submitted Confidential undertaking filings to view a disclosing party's confidential documents.

User requesting access	User's registered party	Access status
Angelina Jolie	Consumer Watchers	Awaiting response

Set access for: Angelina Jolie

- Granted
- Denied

See the [eFiling System User Guide](#) for further instructions on confidential proceedings.