

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 in order to upload the confidential documents. Access can only be granted after the public portion of the motion is registered.

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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.

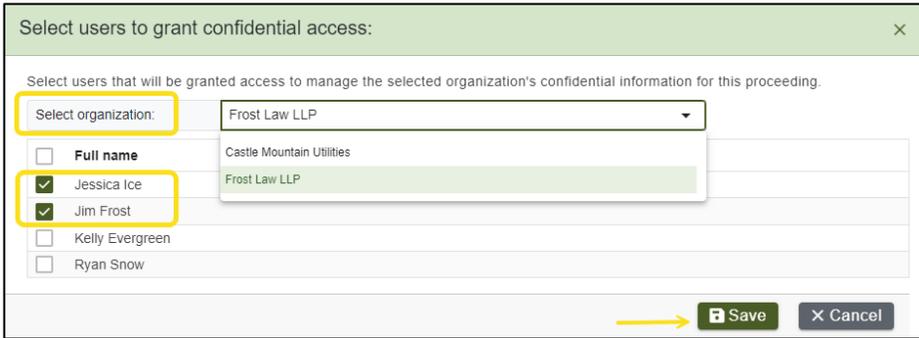
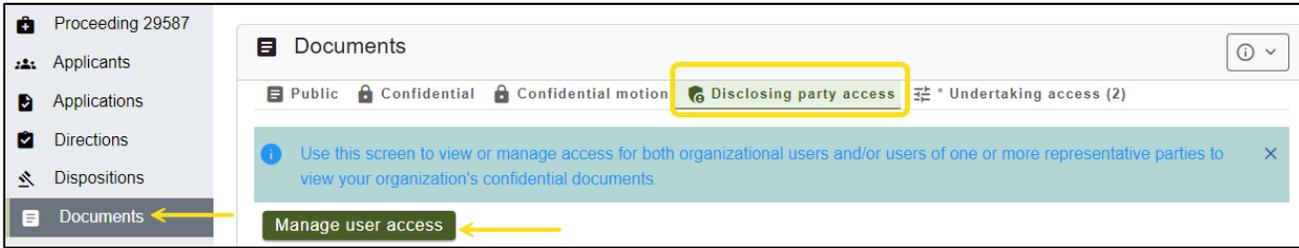
On the eFiling System, the role of your **Confidential administrator** is to:

- 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

After the public portion of the Motion for Confidentiality is registered, 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**.

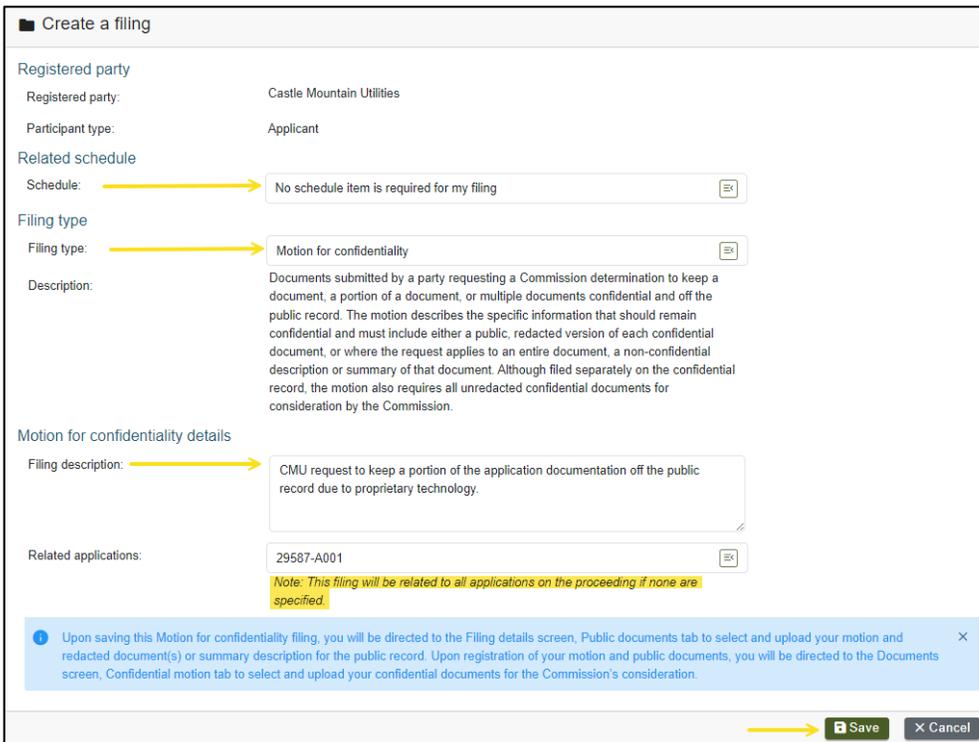
Select your organization or an organization registered to represent you. Select the individuals from the respective organization you want to grant confidential access to for the respective proceeding. Select **Save**.



Part 3 – Submit a Motion for confidentiality filing

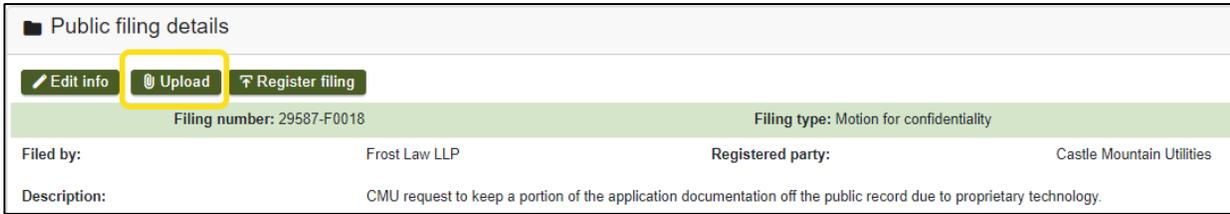
Step 1: Create the filing

From the **Filings** screen, create a new **Motion for confidentiality** filing type. There is no **Related schedule** item required for this filing type. Select **Save**.

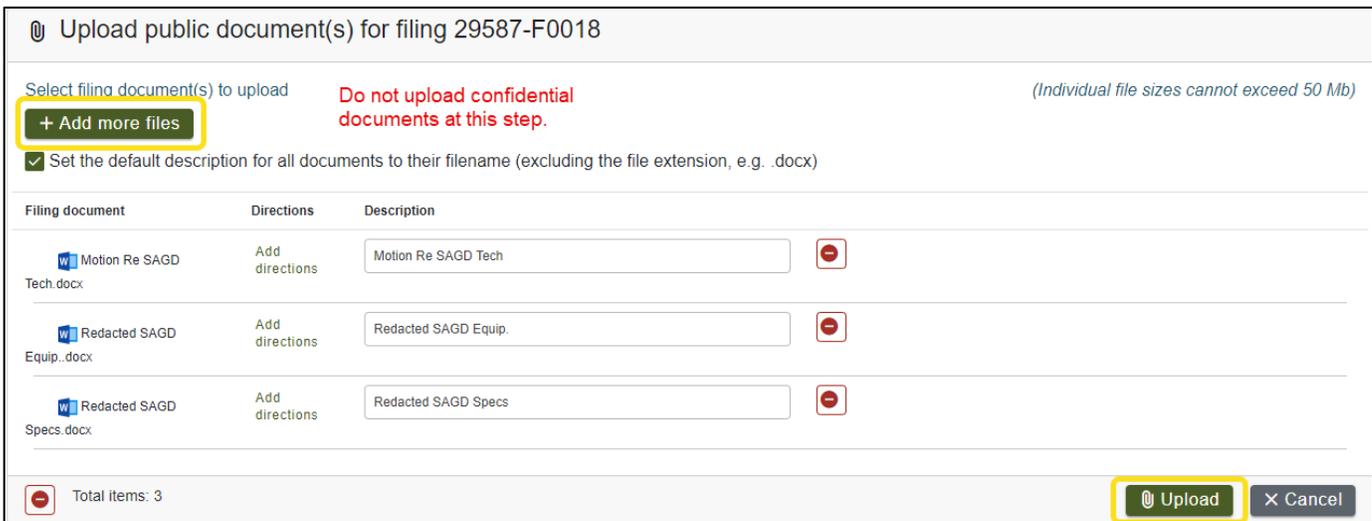


Step 2: Select the public files to upload to the public record

From the **Public Filing details** screen, select **Upload**.

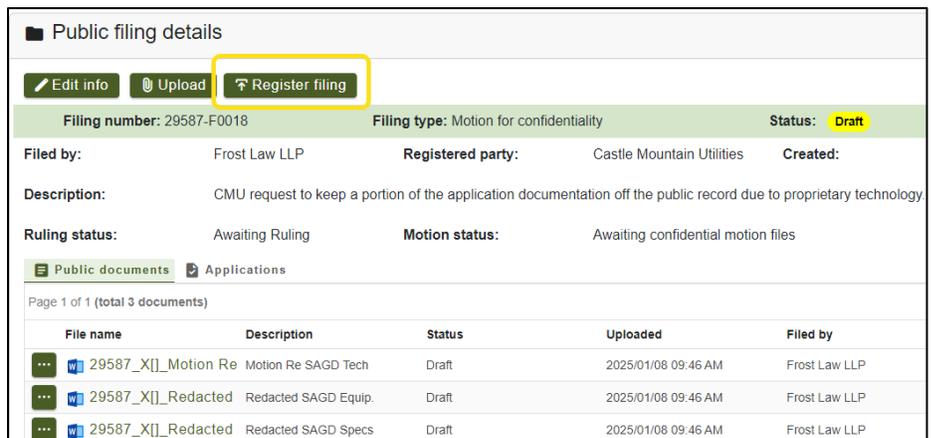


From the **Upload public document(s)** screen, select **+Add more files**. Upload the public motion and either a redacted version of each of the confidential documents, or where the request applies to an entire document, a non-confidential description or summary of the information. Do not include the confidential documents at this step. Select **Upload**.



From the **Public Filing details** screen, select **Register filing**.

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



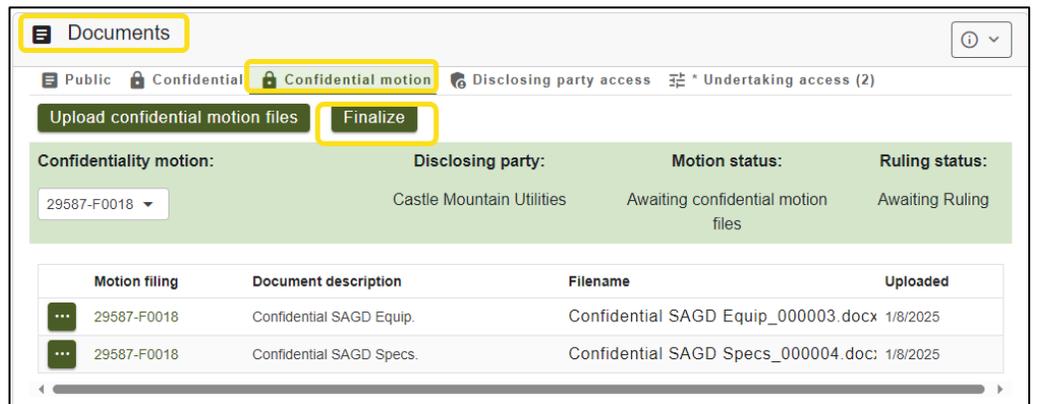
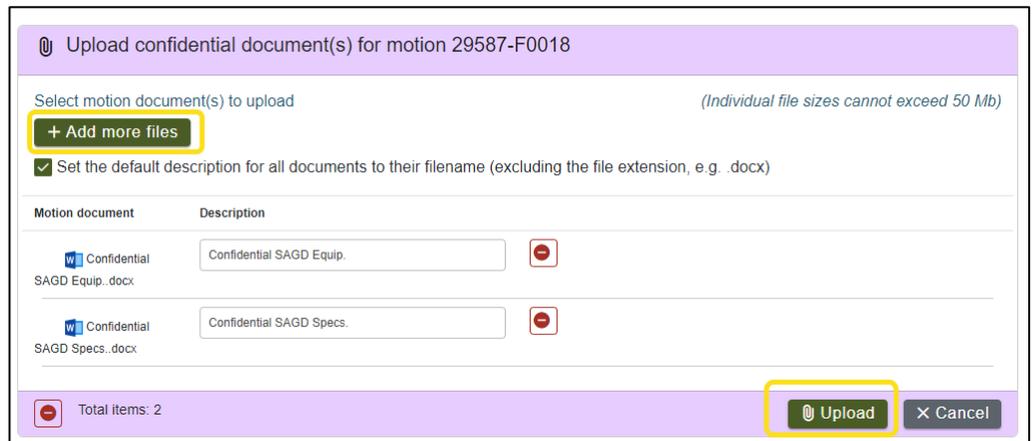
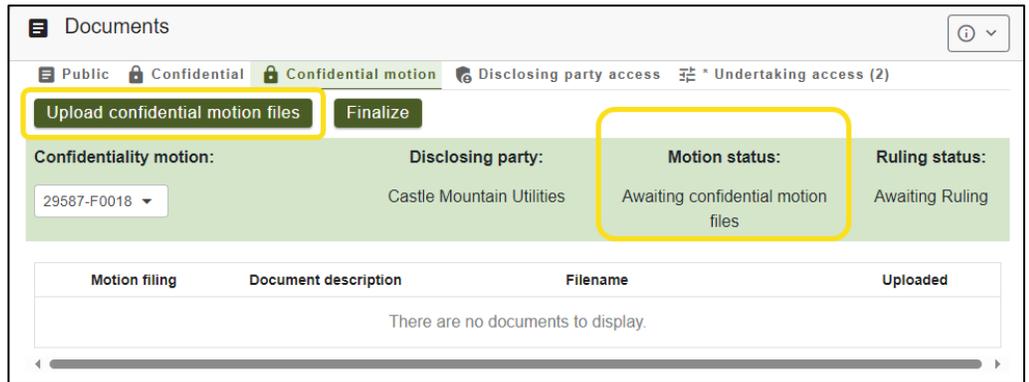
Step 3: Select the confidential files for upload to the confidential record

From the **Documents** screen, **Confidential motion** tab select **Upload confidential motion files** and select the unredacted confidential documents related to the motion.

The **Confidential administrator** and users with confidential access, can continue to upload confidential motion documents when the motion status is **Awaiting confidential motion files**.

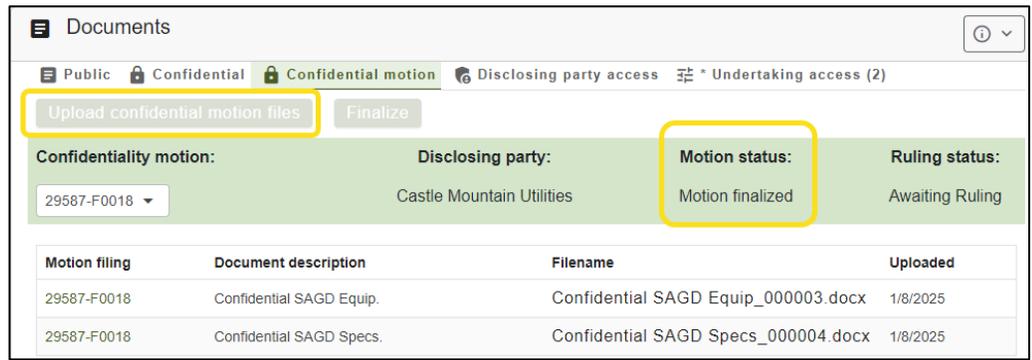
From the **Upload confidential documents(s)** screen, select **+Add more files**. Browse and select the confidential documents. Select **Upload**.

Once all confidential documents are uploaded, from the **Documents** screen, **Confidential motion** tab, select the **Finalize** button to inform the AUC that the confidential documents are ready for Commission consideration.



The motion status will change to **Motion 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.



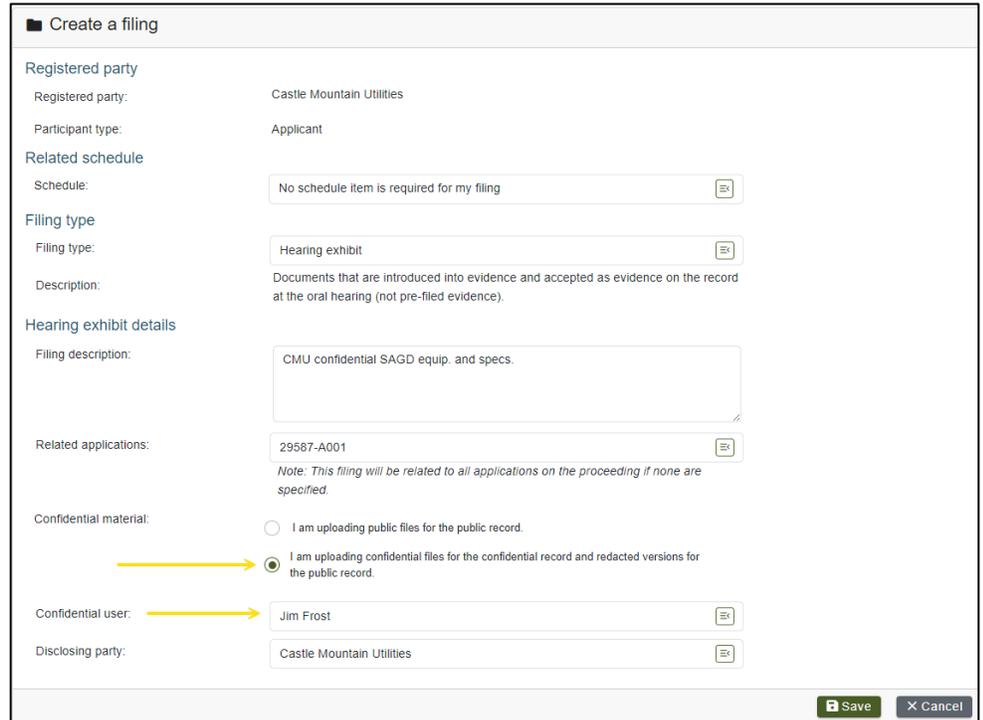
Part 4 – Await a confidentiality ruling by the Commission

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 **Filings** screen, select the **Create filing** button. In the new filing form select **I am uploading confidential files for the confidential record and redacted versions for the public record**. Select the **Confidential user**. Select **Save**.



From the **Confidential filing details** screen, select **Upload**.



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:

I am uploading non-confidential documents to the public record.

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

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

Upload confidential document disclaimer

You are about to submit confidential information directly to the confidential record of an Alberta Utilities Commission (AUC) proceeding.

If you are filing confidential motion documents, the information in these documents will be accessible to you and the following users:

- Commission panel members and Commission staff for the purposes of the Commission issuing a confidentiality ruling on the request.
- Any confidential administrators in your organization.
- Organizational users that you have designated on the disclosing party access screen for a particular proceeding.
- Users from any organization that represents you that you have designated on the disclosing party access screen for a particular proceeding.

If the Commission grants a request for confidentiality in a confidentiality ruling, and you are filing confidential information that is subject to the directions in that ruling, the confidential information will be accessible to you and the following users:

- Commission panel members and Commission staff.
- Any registered party that files a confidentiality undertaking and that has been granted access by the disclosing party for a particular proceeding.

In addition, if you are the disclosing party, then the information that you share will also be accessible to the following:

- Any confidential administrators in the disclosing party's organization.
- Organizational users that you have designated on the disclosing party access screen for a particular proceeding.
- Users from any organization that represents you that you have designated on the disclosing party access screen for a particular proceeding.

I acknowledge and agree that I am filing confidential information according to the directions outlined in Rule 001: Rules of Practice.

I will not be submitting confidential information.

From the **Upload confidential documents(s)** screen, select **+Add more files**. Browse and select the confidential documents.

Upload confidential document(s) for filing 29587-F0021

Select filing document(s) to upload

+ Add more files

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

Filing document	Directions	Description	Public version
Confidential SAGD Specs..docx	Add directions	Confidential SAGD Specs.	Select public version
Confidential SAGD Equip..docx	Add directions	Confidential SAGD Equip.	Select public version

For each confidential file uploaded, you are required to submit a public redacted version or a system-generated public summary 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.

Description Public version

Confidential SAGD Specs. Select public version

Select public version

Confidential document:

Confidential SAGD Specs..docx

> **Upload the public version of the confidential document.** Use this option for files that can be partially redacted.

> **Have the system generate a public summary version** of the confidential document. Use this option when the entire file is confidential.

Close

For each confidential document click **Select public version** and select to upload a redacted public version of the document or the system generated public summary.

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

Once all confidential documents are uploaded, from the **Confidential filing details** screen select **Register filing**.

The confidential documents are assigned exhibit numbers and placed on the confidential record.

Confidential filing details

[Edit info](#) [Upload](#) [Register filing](#)

Filing number: 29587-F0021 **Filing type:** Hearing exhibit

Filed by: Frost Law LLP **Registered party:** Castle Mountain Utilities

Description: CMU confidential SAGD equip. and specs.

Confidential: Yes **Confidential user:** Jim Frost

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 and select **Granted** or **Denied**.

Documents

[Public](#) [Confidential](#) [Confidential motion](#) [Disclosing party access](#) [* Undertaking access \(2\)](#)

User requesting access	User's registered party	Access status	Confidentiality ruling	Confidentiality undertaking	Undertaking date	Statutory declaration	Disclosing party
Tony Stark	Shield Ltd.	Awaiting response	29587-F0012	29587-F0013	2024/12/16 10:...	Not required	Castle Mountai...
Pepper Potts	Shield Ltd.	Awaiting response	29587-F0012	29587-F0014	2024/12/16 10:...	Not required	Castle Mountai...

Documents

[Public](#) [Confidential](#) [Confidential motion](#) [Disclosing party access](#) [* Undertaking access \(1\)](#)

User requesting access	User's registered party	Access status	Confidentiality ruling	Confidentiality undertaking	Undertaking date	Statutory declaration	Disclosing party
Tony Stark	Shield Ltd.	Granted	29587-F0012	29587-F0013	2024/12/16 1...	Outstanding	Castle Mount...
Pepper Potts	Shield Ltd.	Awaiting response	29587-F0012	29587-F0014	2024/12/16 1...	Not required	Castle Mount...

Granted
Denied

See the eFiling System User Guide for further instructions on requesting confidentiality.