

# How to File a Motion to Intervene with FERC

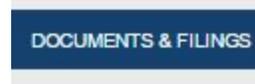
The following information outlines the steps to register with FERC and submit your opposition to the LNG export terminals proposed for the Port of Brownsville.

## How to Register:

1. Enter: [www.ferc.gov](http://www.ferc.gov) into your browser. The page should look like this:



2. Click the **Documents & Filings** tab and select **eFiling**.



3. This will take you to the eFiling page. Select **eRegister** to create a profile to file a motion to Intervene.



4. Create a FERC Online Account. Fill in all the spaces with a required \* and the test code (your code will be different).

**Click “Next” when you are done.**

Create FERC Online Account

Name Prefix:

\* First Name:

Middle Initial:

\* Last Name:

Name Suffix:

\* eMail address:

\* Confirm eMail address:

\* Password:

Note: Password should be between 8 and 12 characters and contain at least one numeric or special character.

\* Confirm Password:

Type the characters you see in the picture



You may complete your registration at this point, however, without completing the full registration, you will be limited to eSubscription among the functions requiring login.

Proceed to full registration, allowing the use of eFiling and Query Service List.

5. Type in your street address, city, state, zip code, country, and phone number. Click “Next.”

Title:

\* Street Address:

\* City:

\* State:

\* Zip Code:

\* Country:

\* Phone Number:  i.e. 555-555-5555 or 011-52-1234-123456

Fax Number:

6. You are not required to fill in this portion if you are filing as a private citizen. Leave the spaces empty and click “done.”

Identify your employer. For example: a law firm or energy company already in FERC's mailing lists.

Employer:

If you are a private citizen, you may leave this blank.

Please provide an alternate contact from your organization in case we are unable to contact you. This person should be a supervisor or co-worker that can act on your behalf. This is not required if you are a private citizen.

Name:

Phone Number:  i.e. 555-555-5555 or 011-52-1234-123456

eMail Address:

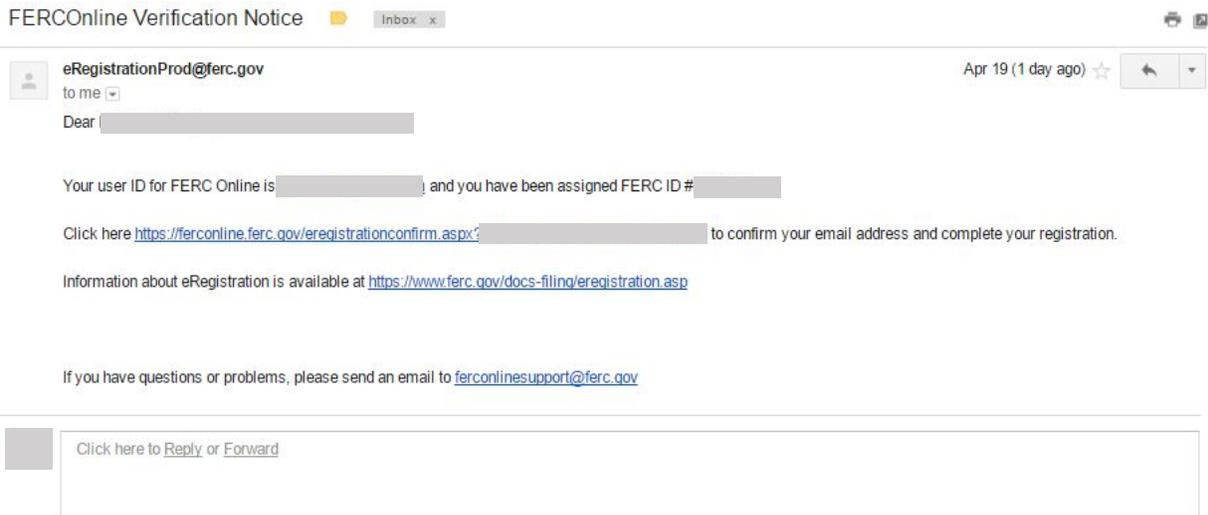
Confirm eMail Address:

7. Your screen should inform you that a verification email has been sent. Please check your inbox for a verification email.

A verification eMail has been sent to you the eMail address you specified. Please click on the link to validate your eMail address and complete the FERC Online registration process.

8. Your verification email should look like this:

Click the link to “confirm your email address and complete your registration.”



9. Clicking the link to confirm your email address should take you back to the FERC website.

The message should read:

Click “**FERC Online Home**” on the side panel.

**FERC Online** - Web Applications of the Federal Energy Regulatory Commission



Your eMail address has been validated and FERC Online registration is now complete.

10. This will take you back to the eFiling page. Click “**eFiling.**”

 [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

11. Select “General,” then “Intervention” and finally “(doc-less) Motion to Intervene”

Current FERC Time: 12:35:12 AM Eastern

### Filing Type

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

Next Cancel

12. Enter the Docket Number for the project. For example, CP16-480 is the Annova LNG docket number. Click “Search” the company you are wishing to file a motion to intervene will appear.

### Select Docket

Search and select all dockets and sub-dockets for your submission.

You can search for dockets or click the Quick Entry tab if you already know the docket numbers you want to insert.

|   |
|---|
| Search Quick Entry                                  |
| Enter Docket Number: CP16-480 Search (e.g. ER08-10) |
| Selected Dockets:                                   |
| - No Dockets have been selected. -                  |

Next Cancel

13. The company you wish to file a motion to Intervene should appear. For example, we are filing a motion to Intervene on the Annova LNG docket.

### Select Docket

Search and select all dockets and sub-dockets for your submission.

You can search for dockets or click the Quick Entry tab if you already know the docket numbers you want to insert.

Search **Quick Entry**

Enter Docket Number:   (e.g. ER08-10)

| Docket       | Description  | Applicant/Filer                       | Select  |
|--------------|--|---------------------------------------|---|
| CP16-480-000 | Application under Section 3 of the Natural Gas Act | Annova LNG Common Infrastructure, LLC |  |

Selected Dockets:

- No Dockets have been selected. -

You must specify at least one docket to file against.

**Select**



14. Click the blue cross and select **“Next”**

15. Explain your position on the project and explain why you will be materially impacted by FERC's decision.

### Document-less Intervention Description

I am opposed to this project, and it will directly impact me because...

Characters remaining:

16. Select **“As an Individual”** if you are filing as an individual

### Specify Filing Parties

On behalf of another Party(ies)       As an Individual

17. Enter your primary contact email. Click **“add as signer”** and then click **“next”**

**Specify the person or persons to whom communication should be addressed. For service list-related filings, all persons to be added to the service list must be eRegistered and added as a signer or other contact.**

|  |
|--|
| Filing Party <input checked="" type="radio"/> Individual   |
| Contact Email: <input type="text"/>  |
| <input type="button" value="Add as Signer"/> <input type="button" value="Add as Other Contact"/> |

- No Contacts selected. -

18. Here’s your Submission Description. It will designate the docket number that you selected. Click **“next”**

### Submission Description

Please modify the description to accurately describe your submission.

(doc-less) Motion to Intervene of  under CP16-116-000.

Characters remaining:

19. Here is the Summary of your Motion to Intervene. Click **“Submit”**

**Summary**

You must click the Submit button to officially submit filing to FERC.

Submission (doc-less) Motion to Intervene of [redacted] under CP16-116-000.  
Description

Submission Date 4/21/2016 12:38:09 AM

Dockets

| Docket       | Description  | Applicant/Filer           |
|--------------|--|---------------------------|
| CP16-116-000 | Section 3 Application for Authorization for certain facilities | Texas LNG Brownsville LLC |

Text On-line/Document-less Text

Filing Party/Contacts

| Filing Party | Signer (Representative) | Other Contacts (Principal) |
|--------------|-------------------------|----------------------------|
| Individual   | [redacted]              |                            |

20. Click **“submission status”** and you will see if your motion to intervene has been approved by FERC.

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

[Submission Status](#)

[Printable Submission Confirmation Receipt](#)

21. You will see that you are currently “waitlisted” and you will receive an email confirmation once your motion has been received by FERC.

**Submission Status**

Printer Friendly Submission Summary

Submission ID 665129

Submission Description (doc-less) Motion to Intervene of [REDACTED] under CP16-116-000.

Submission Date 4/21/2016 12:38:09 AM

Filed Date 4/21/2016 8:30:00 AM

Current Status WaitList

| Docket       | Description  | Applicant/Filer           |
|--------------|--|---------------------------|
| CP16-116-000 | Section 3 Application for Authorization for certain facilities | Texas LNG Brownsville LLC |

Text On-line/Document-less Text

| Filing Party | Signer (Representative) | Other Contacts (Principal) |
|--------------|-------------------------|----------------------------|
| Individual   | [REDACTED]              |                            |

22. This is the “confirmation” email you will receive once FERC has approved your motion to intervene.



23. Finally, you need to email the text of your motion to intervene, together with your contact information to the applicant (the LNG company). Make sure to include your full name and address.

For Annova LNG, the contact is [christopher.young@constellation.com](mailto:christopher.young@constellation.com).

Thank you for going through the Motion to Intervene process! This is a guide to the electronic process and should not be construed as legal advice. If you have further questions you can contact FERC at [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov) or 1-866-208-3676.