

Worksheet 1

Beginner

1. How many documents were filed on September 20, 1999?

2. What are the four ways to submit a FOIA request?

3. List two actions OCA will carry out in furtherance of its mission.

4. Speeches by two guest lecturers appear on the site. Who are they?

5. What are the seven possible search types?

6. The posted Rules of Practice list changes published in the Federal Register through what date?

7. What event was scheduled for January 13, 2000.

Worksheet 1

Answers

1. Two.

(1) Select Daily Listing from the banner. Use the arrow on the calendar to move back to September and choose the 20th. (2) Select Search from the banner. Use the default Documents search and enter '9/20/99' in the first date range field. You do not need to fill in the second field. Click the Submit button.

2. Online form, mail, fax, and email.

On the banner, select Contents or Home—About the PRC. In the left frame, choose FOIA/Privacy Act. Select the Freedom of Information Act FAQs link.

3. Any two of the ten actions listed under OCA's Mission Statement.

On the banner, select Consumer Advocate. Select the OCA Mission link from the left frame.

4. Vincenzo Visco-Comandini and Frank Wolak.

On the banner, select Home—About the PRC. In the left frame, click Speeches/Papers/Testimony. Pick Speeches from the exposed choices. Select the Guest Lecturers link.

5. Documents, Interrogatories, Designations, Orders, Rulings, POIRs, and Transcripts.

Select Search from the banner. Use the arrow on the Search Type pull-down box to show the possible search types.

6. February 10, 2000.

Choose Contents from the banner. Select Commission Rules from the left frame and click on the Rules of Practice link.

7. Docket No. MC2000-2 hearings (witnesses Takis and Plunkett).

Choose Calendar from the banner. Use the arrow on the calendar to move back to January and choose the 13th.

Worksheet 2

Intermediate

1. How many rulemakings are currently available on the Commission's site?

2. What events are currently listed for March 2000?

3. How many interrogatories did OCA submit to witness Ellard in MC99-2?

4. Which parties submitted interrogatories in C99-4?

5. Who appeared as witnesses in MC99-4?

6. Who receives documents on behalf of Pitney Bowes in MC2000-2?

7. Which parties filed comments in response to Order No. 1263 in Docket No. RM98-2?

8. What does library reference USPS-LR-I-18 filed in Docket No. R2000-1 contain?

Worksheet 2

Answers

1. Nine.

On the banner, select Contents. In the left frame, select Docketed Cases. Choose Rulemaking from the listed choices. All available cases will appear.
2. Docket No. MC2000-2 hearings on March 8, 2000.

Choose Calendar from the banner. Use the arrow to move forward to March and click March 1st. Events appear for a month following the selected date.
3. Eleven.

(1) Pick Contents from the banner. Click on Docketed Cases and select Mail Classification. Choose MC99-2 from the right frame to open the MC99-2 page. Expand the Witness List and select Ellard. (2) Pick Search from the banner. Select the Interrogatories search type. Fill in the Docket No., Asking Party, and Witness fields and click the Submit button.
4. CSA, OCA, and USPS.

(1) On the C99-4 page, select Interrogatories and count the parties. (2) Select Documents on the C99-4 page and pick the Interrogatories or Request for Production/Admission link. Interrogatory filings will be listed by party.
5. Mohammad A. Adra and Jennifer L. Eggleston.

On the MC99-4 page, select Witness List.
6. Daniel Goldstein and Ian D. Volner.

(1) On the MC2000-2 page, select Service List and click the View Updated List link. (2) Select Documents on the MC2000-2 page, pick the Interventions link, select the intervention filed by Pitney Bowes, and open the attached electronic file.
7. Douglas Carlson, OCA, David Popkin, and USPS.

(1) Choose Contents from the banner. Select Orders from the left frame and scan down the list to Order No. 1263. (2) Select Search from the banner and pick the Orders search type. Fill in the Order No. field and click the Submit button. Click on any titles where the party is not named.
8. Handbook F-65, Data Collection User's Guide for Cost System.

Choose Library References from the R2000-1 page and select United States Postal Service (USPS). The list appears in reverse numeric order.

Worksheet 3

Advanced

1. How many parties have filed interventions in MC2000-2?

2. In R2000-1, errata and additional information have been filed for several library references. List two.

3. How many motions to adopt transcript corrections were received for Transcript Volume 6 in Docket No. MC98-1?

4. Find a witness in R2000-1 who has received fewer than 20 interrogatories.

5. What is the minimum permitted size for the top and bottom margins of filings that are not printed?

6. Which parties designated PB/USPS-T2-3 in MC98-1?

7. These words appeared in a Presiding Officer's ruling. Fill in the blank and give the docket and ruling numbers:

"contending that his testimony is not germane to the only issue raised by _____"

Worksheet 3

Answers

1. Eleven.

(1) Pick Contents from the banner and select Pending Cases from the left frame. Choose MC2000-2 from the list to open the MC2000-2 page. Select Documents and choose the Interventions link. Count the listed parties. (2) Pick Search from the banner. Fill in the Docket No. and Doc Type fields and click Submit.

2. I-2, I-49, I-51, I-94, I-105, I-115, I-117, I-126, I-127, I-130, I-150 etc.

(1) Select Library References from the R2000-1 page. Library references are grouped by party and number. Scan the list for library references having supplemental filings. (2) Pick Search from the banner. Fill in the Docket No. and Doc Type fields and enter 'errata' or 'add' in the Title Contains field. Click Submit.

3. Two.

(1) Pick Contents from the banner. Click on Docketed Cases and select Mail Classification. Choose MC98-1 from the right frame to open the MC98-1 page. Select Transcripts and open the Volume 6 link. (2) Select Search from the banner. Choose the Transcripts search type and fill in the Docket No. and Transcript Volume fields. Click Submit.

4. Bernstein, Bradley, Daniel, Davis, Degen, Eggleston, Harahush, Kaneer etc.

Select Witness List on the R2000-1 page. Check each witness until you find one with fewer than 20 interrogatories listed.

5. .75 inches.

Choose Contents from the banner. Select Commission Rules and click on the Rules of Practice link. In the right frame, open the PDF. Use Find (the binoculars button) to search for the word 'margin.'

6. Pitney Bowes and OCA.

(1) Select Interrogatories on the MC98-1 page, choose Pitney Bowes, and select PB/USPS-T2-3. (2) Use the Interrogatories search type to find and open PB/USPS-T2-3. Please note that not all designations are listed on the site.

7. NFN, P.O. Ruling No. 1 in Docket No. MC99-3.

Under Search, enter the phrase in the Full Text field and click Submit. Open the attached electronic file and use Find in Acrobat or Word to find the phrase.

Worksheet 4

Expert

1. On behalf of which parties does William Baker receive service in R2000-1?

2. What is the difference between the following two full-text searches?

postal and not postal service
postal not w/2 service

3. Responses to which questions of POIR No. 1 in MC98-1 were designated?

4. In the Rules of Practice, there are two ways to find each section (such as § 3001.71) not including searching. Describe them.

5. Which of the following full-text searches returns the most records? Why?

(bprs w/10 cost coverage) and standard
(bprs and standard) w/10 cost coverage

6. Why does a search for the word 'when' return no matches?

7. How many orders on the website have the word 'adopting' in their title?

Worksheet 4

Answers

1. Newspaper Association of America and the McClatchy Company.
(1) Select Service List on the R2000-1 page and click the View Updated List link. Use the Find command under the Edit menu of the browser to find instances of the name 'Baker.' (2) On the search screen, fill in the Docket No. and select Interventions as the Doc Type field. Type 'Baker' in the full-text search field and click submit. Check each intervention returned.
2. The first search will find documents containing the word 'postal' but exclude those containing the phrase 'postal service.' The second search will return all documents having instances of the word 'postal' not within two words of the word 'service.' A document containing both 'postal rate' and 'postal service' would be excluded from the first search but returned in the second.

Explanations of search terms are available from the Full-text searching help link in the left frame of the search screen.
3. Questions 1-5.

Select Search from the banner and choose the Designations search type. Select the docket and enter 'poir' in the Non-Interrogatory Item field. Click Submit.
4. There is a linked index in the left frame of the PDF. Click the arrows to expand each subpart and select an item to go to that part of the document. The document's Table of Contents is also linked.
5. The first search returns the most records since it only requires documents to contain an instance of 'bprs' within ten words of 'cost coverage' and an instance of the word 'standard.' The second search requires documents to contain an instance of the word 'bprs' within ten words of 'cost coverage' and an instance of the word 'standard' within ten words of 'cost coverage.'
6. 'When' is a noise word, a common word ignored by the search engine.

An explanation of noise words is available from full-text searching help.
7. Seven.

Select Search from the banner. Choose Orders/Responses to Orders in the Doc Type field and enter 'adopting' in the Title Contains field. Click Submit.