

NEW APOC Interim Reporting System Search Instructions

To Search:

All filings for a particular topic area or yellow tab: Hit the “search” button without putting in any additional parameters. This will yield a complete listing of any records in this database for that particular topic.

If you know only one of the parameters for a particular search: Enter this information into the appropriate field and hit “search” to find that listing. For example, last name of candidate or public official would yield all filings for that particular individual. Entry of a group name under the group tab would result in all filings for that group.

Commission orders: Go to “Commission Orders/Decisions” tab and select “admin orders.” This is the place to find Commission orders that are administrative in nature and not related to a complaint or adjudicatory hearing. Examples include orders related to mitigation criteria, electronic filing of reports and other general administrative matters. If you know the topic or subject, enter this in the “subject” box and hit search. If you are not certain of the particular administrative area, hit “search” and all administrative orders not related to complaints will be displayed.

APOC complaints (from 2010 forward): Go to “Commission Orders/Decisions” tab and select “complaints.” If you know the name of the complainant, enter it into the “Title/Name” field and hit “search.” Documents associated with that particular complaint should be listed. If you do not know the name of the complainant but only know the year of the complaint rather than the specific complaint number, enter the year in the “Complaint number” field using only the last two digits, for example “09” for 2009, then hit “search.” If you are not clear on either the year of the complaint or the name of the complainant, try entering the name of a party that may be involved in a complaint in the “Title/Name” field and hit “search.” In general, the least helpful search field is the “subject” field since this refers to generic names of filed documents (i.e. consent decree, staff report etc.) and is not specific to a particular complaint.

Civil penalty information on late APOC filings (from 2010 forward): Go to “Commission Orders/Decisions” Tab and select “civil penalties.” If you know the name of the filer, put in the last name and hit the search key. If you want to see all late filings for a particular APOC law go to “type” and select the particular type of late filings you would like to see. For listings of companies for late lobbying reports, the name should be put under the “last name” search box and not the first name.

Advisory Opinions (from 2010 forward): Go to “Commission Orders/Decisions” Tab and select “advisory opinions.” If you know the name of the requestor, enter it and hit the search key. Or enter words or phrases related to the subject of the advisory opinion into the subject field and hit search. If the only element you know is the year the opinion was issued, enter the year in

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the “Advisory opinion number” field using only the last two digits, for example “10” for 2010, then hit “search.” If you want to see all advisory opinions for a particular APOC law go to “type” and select the relevant law related to the advisory opinions you would like to see (public official financial disclosure, lobbying, campaign disclosure, legislative financial disclosure).

POFD/LFD (Public Official/Legislative) Disclosures: *Currently, this tab contains only disclosures for state legislators.* Select “POFD/LFD Disclosure” Tab. Enter the last name of the name of the filer in that field and hit the search key. To search by “office held” enter the name of the office (currently either representative or senator). To search for a particular type of filing (initial, annual, final), go to “type,” select and hit search.

Candidate Disclosure: Select “Candidate Disclosure” Tab. Enter the last name of the name of the candidate in that field and hit search. To search by the office being sought, go to “candidate for” and enter the appropriate term. Entering “house” yields a list of all house candidates or you can narrow a search by naming the district, i.e. “house district 24” to obtain a list for that particular race. To search for a particular type of filing submitted by a candidate, go to “report type,” select and hit search. **Note:** Older reports loaded into this system are not organized by type due to this being a new field.

Group Disclosure: Select “Group Disclosure” Tab. Enter the name of the group in that field and hit the search key. IF the name of the group includes a political party, i.e. Republican women’s group, you can also enter “Republican” into the political party field and hit search to produce the group. To search for a particular type of filing submitted by a candidate, go to “report type,” select and hit search. **Note:** Older reports loaded into this system are not organized by type due to this being a new field.

Independent Expenditures: *This tab is new and does not contain historical data.* Select “Independent Expenditures” Tab. Enter the name of the individual, entity or person making the independent expenditure in that field and hit search. To search for a listing of all independent expenditures made for or against a particular candidate or ballot measure, specify the candidate or ballot measure by name in the “Expended for, or against, Candidate/Ballot Proposition or Question” field and hit search. One can narrow the search by indicating “for” or “against” before specifying the ballot measure or candidate.

Statement of Contributions: *This tab is new and does not contain historical data.* Select “Statement of Contributions” Tab. Enter the name of the individual, entity or person making the contribution in that field and hit search. To search for a listing of all contributions made to a candidate or group, specify the candidate or group in the “Contributed to” field and hit search.