

Electronic Records Filing (ERF) Quick Reference

*Note: all documents uploaded to ERF must be in .pdf format

Upload a File using ERF – Mini Upload

1. Start at the OCR'S homepage, <http://ocr.wi.gov/>
2. Click on the Electronic Filing tab
3. Enter in Name, Email and Phone
4. If your filing is a new docket select Non-Docket and a number will be established by OCR staff when the document is accepted.
 - a. Utility numbers can be found here:
<https://apps.ocr.wi.gov/pages/docket.htm>
5. If your filing is for an existing docket, select Docket and enter the docket number in the Docket ID
6. Select a file to upload by clicking Browse and navigating to the appropriate file.
7. Type in a meaningful description of the document in the Description box. To offer a docket Petition for the record, follow the format guidelines below. A Petition would normally be marked as Ex.-[party]-[witness]-[exhibit #1], i.e., Ex.-City-Miller-1.- Mark all attachments to the Petition as Ex.-[party]-[witness]-[exhibit # 1-1, 1-2, 1-3, etc.], i.e., Ex.-City-Miller-1-1, Ex.-City-Miller-1-2, etc. Each exhibit should be filed separately on ERF.
8. Enter the code in the box, Click Upload

Create individual Subscription to a Docket

The EZ Subscription allows interested parties to receive email notifications when a document is uploaded to the docket.

1. Start at the OCR'S homepage, <http://ocr.wi.gov/>
2. Scroll to the bottom of the screen and click the button "EZ Docket Subscription"
3. Enter the Docket ID and email address
4. Type the code in the box
5. Click Subscribe

Locate Documents using ERF

ERF allows users to search and view all documents related to OCR dockets.

1. Start at the OCR's homepage, <http://ocr.wi.gov/>
2. Scroll to bottom and click the button "ERF Electronic Records Filing System"
3. Enter the docket number in the "Quick Single Docket Search"
4. Click "Documents"

If you have questions or problems, call 608-261-8221 or email OCR@wisconsin.gov.

Useful resource material:

1. *Wisconsin DOT Facilities Development Manual (FDM)* (Chapter 17 covers railroads)
<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx>
2. *Manual on Uniform Traffic Control Devices* (Federal Highway Administration)
<http://mutcd.fhwa.dot.gov/index.htm>
3. *Wisconsin DOT Supplement to the MUTCD*
<http://www.dot.wisconsin.gov/business/engrserv/wmutcd.htm>
4. *Guidance on Traffic Control Devices at Highway-Rail Grade Crossings*, USDOT, FHWA, Highway/Rail Grade Crossing Technical Working Group (November 2002)
https://safety.fhwa.dot.gov/hsip/xings/docs/guidance_on_traffic_control_devices.pdf
5. *Railroad-Highway Grade Crossing Handbook – Revised Third Edition* July 2019 (FHWA-SA-18-040)
https://safety.fhwa.dot.gov/hsip/xings/com_roaduser/fhwasa18040/fhwasa18040v2.pdf
6. *A Policy on Geometric Design of Highways and Streets*, 7th edition, 2018, AASHTO (American Association of State Highway & Transportation Officials)
<https://store.transportation.org/item/collectiondetail/180>
7. Federal Railroad Administration Crossing Inventory Data Sheets
<http://safetydata.fra.dot.gov/OfficeofSafety/publicsite/crossing/crossing.aspx>
8. Federal Railroad Administration Crossing Accident History Data Sheets
<http://safetydata.fra.dot.gov/OfficeofSafety/publicsite/crossing/crossing.aspx>
9. Federal Railroad Administration rail-highway crossing statistics
<http://safetydata.fra.dot.gov/OfficeofSafety/Default.aspx>

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