



## **Step by Step Instructions on How to Intervene Online for a FERC Pipeline Docket**

Intervening on a project that has been filed for approval with FERC is important and valuable: it shows how strongly you are opposed to a project, it preserves your rights to bring a legal challenge should you wish to do so down the road, and it ensures you will be fully informed about every step of the process as it goes forward through email notifications.

When FERC accepts an application it sets a deadline for when interventions should be filed. Interventions can be filed after the established deadline but are often rejected by the agency.

Below are step by step instructions for intervening via the FERC website if you have created a document to attach and upload in pdf or doc format. FERC accepts other formats also. See FERC website for other acceptable documents. If you cannot create a doc or pdf file to upload in advance, you can also file a **“Doc-less” motion** to intervene and write in your reasons for intervening without uploading a document. To perform a Doc-less intervention, select “Doc-less motion to intervene” at Step 8 below and type in your intervention language at Step 15 instead of uploading a saved file from your computer. If you have **not yet registered** on the FERC website with your email address and a password, you will have to do so in order to log in and submit comment:

1. Go to the **FERC.gov website**
2. On the top of the website, click on the tab called **Documents and Filings**
3. Select **Eregister**
4. **Login** or register
5. On the left side of the screen, select the tab for **Efiling**
6. On the main section of the screen, three columns will appear. On the *left of the three columns*, select **general**
7. Then on *center of the three* columns select **intervention**
8. On the *right of the three* columns, select **motion to intervene** (if you are filing without a pdf or document to upload – you can select “Doc-less motion to intervene” at this step).
9. Click **next**
10. **Enter docket number** (ex: TGP Orion Docket Number: CP 16-4)
11. Click **next**
12. Under the Select column, click the **plus sign**
13. Click **next**

14. In the **description box**, write *Motion to Intervene of [your name] for the [x project] (or if you are doing a doc-less intervention, you can write in your contact info and reasons for intervening in the box – take note only 6,000 characters are allowed for Doc-less motions)*
15. Choose file: **upload PDF** (*must be PDF, doc format or other acceptable FERC file format*) (see sample text below) (no file upload needed for doc-less motion – just type in your information for your intervention)
16. Click **upload** if you are uploading a file
17. Click **next** (you don't need to select anything else)
18. Affiliation box: If you are affiliated with an organization, write it here, if not, leave this space blank
19. **Enter** contact **email**
20. Click **next**
21. **Add a signer**, select yourself
22. Click **next**
23. **Provide/edit the description** of your submission as you choose
24. Confirm that information is accurate
25. Click **submit**. You should receive a confirmation email that your comment was submitted. Keep a copy of that for your records.

You can also intervene by mail. To do so, you must send an original copy of the motion to intervene and 3 copies to: Federal Energy Regulatory Commission, 888 First Street, N.E., Washington, DC 20426

**Sample Petition Language – highlights identify where information must be added:**

**UNITED STATES OF AMERICA  
BEFORE THE  
FEDERAL ENERGY REGULATORY COMMISSION**

**Pipeline Company Name** )                    **Docket No. xyz**  
**Pipeline Project Name** )

**MOTION FOR LEAVE TO INTERVENE**

Pursuant to Rules 212 and 214 of the Federal Energy Regulatory Commission's ("Commission") Rules of Practice and Procedure, 18 C.F.R. § 385.212 and 385.214 (2007), I, **name here**, files this motion to intervene in this proceeding.

On **x date**, the **xyz** Pipeline Company, LLC ("**short name for pipeline**") filed its application under § 7 of the Natural Gas Act, 15 U.S.C. § 717f, and § 157 of FERC's regulations, 18 C.F.R. § 157.1 *et seq.*, for the proposed Project, FERC Docket No. **XYHZ**.

**I. COMMUNICATIONS AND SERVICE**

All communications, pleadings, and orders with respect to this proceeding should be sent to the following individual:

**Provide your name,**  
**address,**  
**phone number**  
**email address**

**II. INTEREST OF PETITIONER**

Construction, operation and maintenance of the Pipeline would adversely impact me.

**Provide paragraphs on how construction of the pipeline will adversely impact you:**  
**e.g. how might it affect your home and family**

how it might affect natural resources important to you and how it will impact your enjoyment of those natural resources

how it might affect your work

how it might affect the ways you use your property

how it might impact your community and how that will adversely impact you

I have important information and perspectives to bring to this process, consideration of which will serve the public interest.

### **III. CONCLUSION**

Wherefore, I, give your name, respectfully requests that the Commission to grant my Motion to Intervene as a party with full rights to participate in all further proceedings.

Respectfully submitted,

Your Name and address