How to File a Comment with the STB

UP-NS Merger | Docket No. FD 36873

1 Serve the parties of record	2 File your comment with the STB

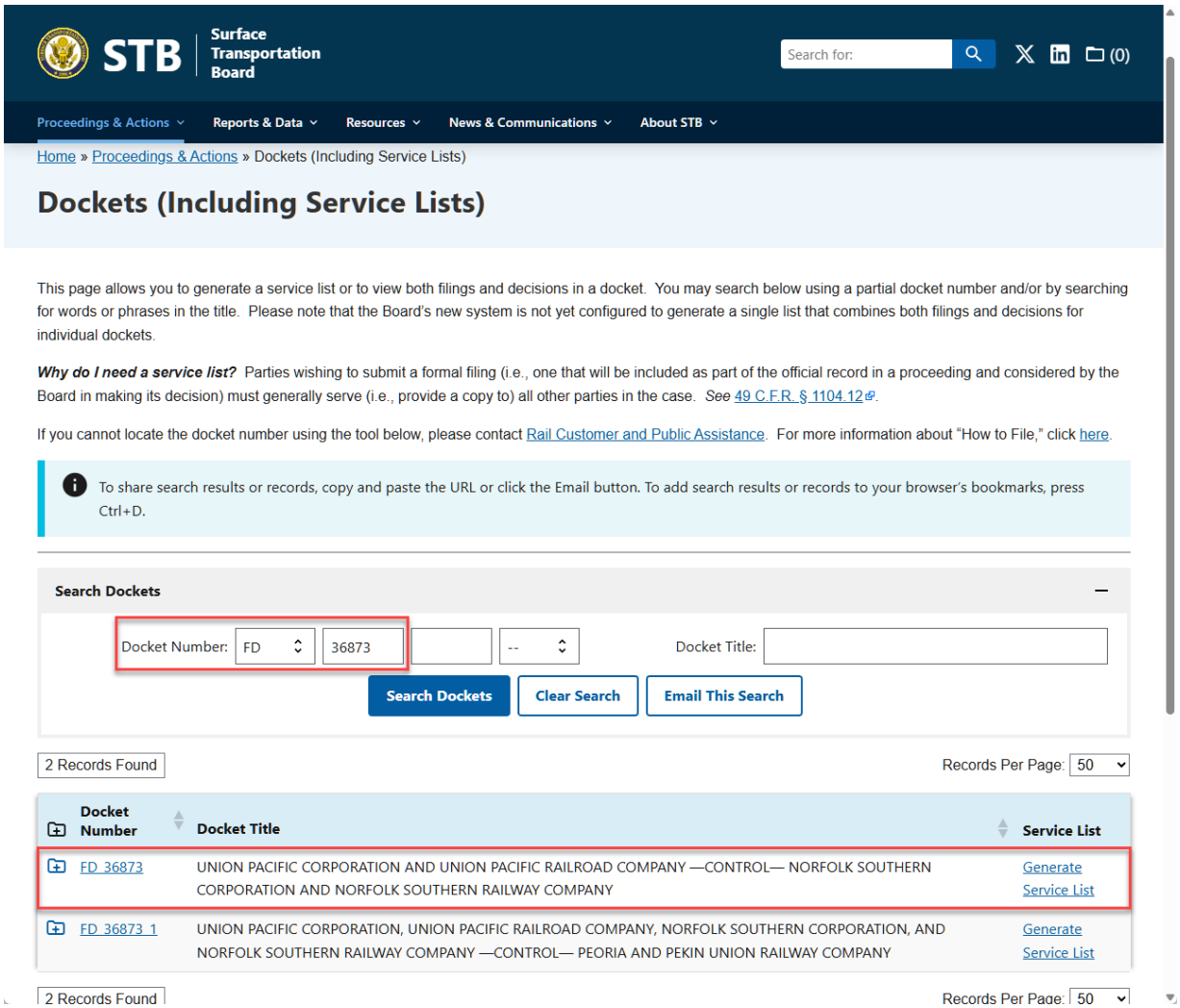
Complete Step 1 before submitting your filing in Step 2.

Step 1: Serve the Parties of Record

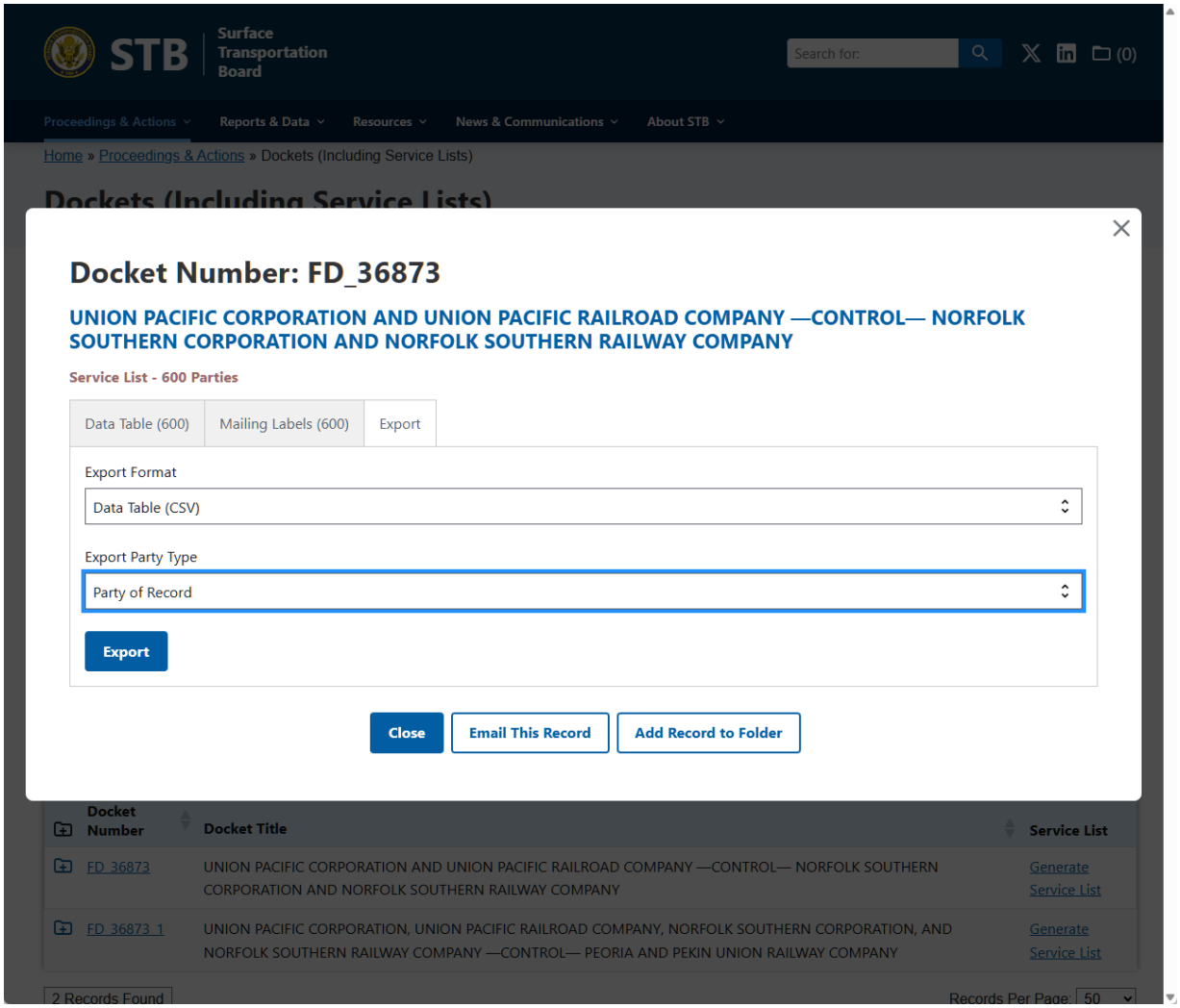
Before filing with the STB, email your comment letter to all parties of record. The STB calls this "serving" the parties.

> ***Before serving the parties:*** *Add "CC: All Parties of Record" below your signature on the comment letter.*

1. Go to the STB Dockets and Service Lists page. Open the STB Dockets and Service Lists page
2. Select **Search Dockets** and enter docket number **FD 36873**.
3. Select **Generate Service List.**
4. Open the Export tab and change Export Party Type to **Party of Record**.
5. Select **Export** to download the email addresses.
6. Email your comment letter to the exported addresses.



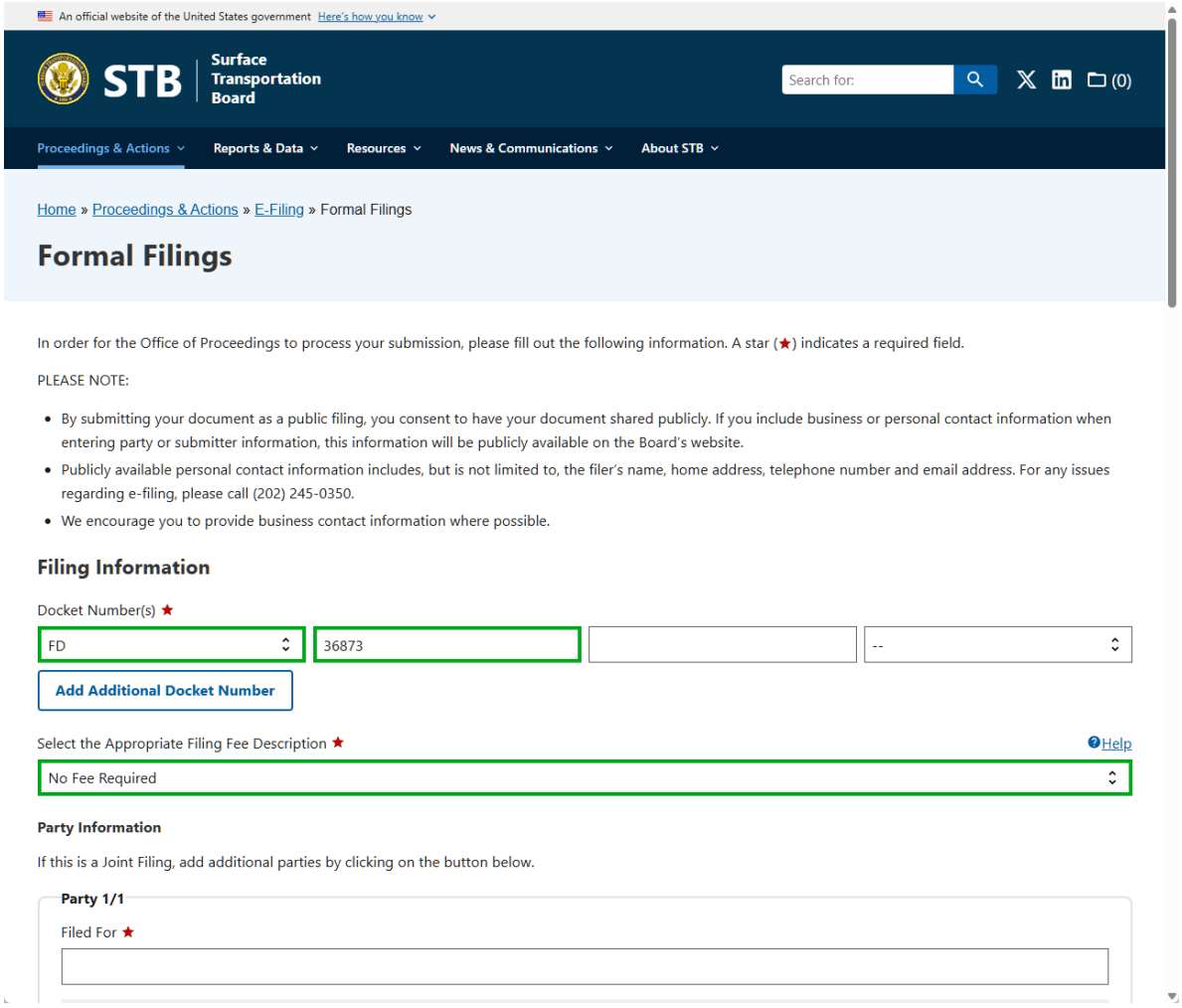
Enter FD 36873, then generate the service list.



On the Export tab, select Party of Record before exporting the list.

Step 2: File Your Comment with the STB

1. Go to the STB Formal Filings page. [Open the STB Formal Filings page]
2. Check that you complied with the Board's service requirements, as you did in step 1, hit continue.
3. Enter docket number **FD 36873**.
4. Complete the required filing information and upload your comment letter.
5. Submit the filing. **No filing fee is required.**



Use FD 36873 for the formal filing.

Before you submit: Confirm that the parties of record were served and that your letter includes "CC: All Parties of Record."