

## Screenshots for Recordation

www.stb.dot.gov/recordations.nsf/Director/OpenForm

**Surface Transportation Board**

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### Recordations

In order to process your recordation, please fill out the information on this page. You may use your account to pay the recordation fee, or you may send a check to:

Surface Transportation Board  
395 E Street, SW  
Washington, DC 20423

In accordance with Ex Parte 542 Sub-No. 20, served on July 27, 2012, and effective August 26, 2012, the Filing of Documents for Recordations (49 U.S.C. 11301 and 49 CFR 1177.3(c)) is \$42.00 per document.

You will receive an email notifying you when your recordation has been accepted. Your recordation will not be accepted until it is processed at the STB, and it will not be processed until the fee is received. Therefore, if the recordation is time-sensitive, file it in person at the STB.

Is this a [Primary Recordation](#) or is it a [Secondary Recordation](#)?

Primary  
 Secondary

Taskbar: www.stb.dot.gov, Mail - Inbox - IBM..., 42507.pdf - Adobe..., 12:01 PM 4/12/2012

www.stb.dot.gov/RECORDATIONS.NSF/Primary-WebSubmission?OpenForm

### Primary Recordations

Please fill out the following information to help us complete your electronic recordation:

Use My Account  
 Check has been sent

Submitter: \*   
Company Name: \*   
Your Address: \*   
Email Address: \*   
Document Date: \*   
Document Type: \*   
New Document Type ( If not found above)

Have Parties Identified Hereafter Aquired Clause \*  Yes  No

Equipment Description: \*

Attachments: \*  No file chosen

**Please note that ONLY PDF files will be accepted.**

\* Required fields

Taskbar: Outlook - andrea\_pope@..., 10:36 AM

## First Page of the Website for Filings

The screenshot shows the top portion of the STB website. At the top, there is a navigation bar with links: E-FILING, E-LIBRARY, RAIL CONSUMERS, INDUSTRY DATA, ENVIRONMENTAL MATTERS, PUBLIC INFORMATION, NEWS, and ABOUT STB. Below this is a large heading: "Welcome to E-Filing at STB". The main content area is divided into two columns. The left column contains text explaining that e-filings can be made in lieu of paper filings and lists three types of filings that cannot be e-filed: initial filings, filings with fees, and large evidentiary filings. It also states that e-filing is not mandatory and provides the STB's address. The right column features a "Request a Login Account" button, a link for password recovery, and two sections: "Processes that require a Login Account" (with links for Formal Filings and Recordations) and "Processes that do not require a Login Account" (with links for Environmental Comments and FOIA Requests). The browser's taskbar at the bottom shows the time as 10:37 AM.

www.stb.dot.gov/stb/efilings.nsf

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### Welcome to E-Filing at STB

E-filings (electronic filings) can be made in lieu of certain paper filings. E-filing is a file attachment process. The document(s) you submit must include the name and address of the person responsible for the filing. E-filing may **not** be used to file:

- initial filings in a proceeding;
- filings requiring a fee (with the exception of recordations, which may be e-filed); or
- large evidentiary filings (over 10MB).

E-filing is not mandatory. You may continue to submit paper filings by submitting an original and ten copies to:

Surface Transportation Board  
395 E Street, SW  
Washington, DC 20423-0001

[Request a Login Account](#)

If you forgot your password, [please click here](#)

**Processes that require a Login Account:**

- [Formal Filing Recordations](#)

[How To E-file](#)

**Processes that do not require a Login Account:**

- [Environmental Comments](#)
- [FOIA Requests](#)
- [Information Quality Requests](#)

10:37 AM

This screenshot shows the lower portion of the STB website. The left column contains a "NOTE" about ZIP codes for express deliveries, instructions on logging in, and a note about processing times for documents filed after 5pm EST. A yellow box at the bottom of this column provides a phone number for issues. The right column continues the list of submission options with links for Rail Consumer, Public Hearings, and Other Submissions. A second "NOTE" explains that personal information is shared as public information. The footer includes the STB address, a help menu, and the U.S. Department of Transportation logo. The browser's taskbar at the bottom shows the time as 10:38 AM.

www.stb.dot.gov/stb/efilings.nsf

[Information Quality Requests](#)

[Rail Consumer](#)

[Public Hearings and Oral Arguments: Notice of Intent to Participate](#)

[Other Submissions \(Correspondence, Comments\)](#)

**NOTE:** For express company and private courier deliveries, use ZIP CODE 20024. Use of incorrect ZIP Code may result in additional express company delivery charges.

Some of our e-filing systems will require you to log in, others will not. If you are prompted for a user name and password, you must first request a login account. Your user name will be your e-mail address and you will choose your password during registration. Once we grant you an account, you can continue with your e-filing.

Please note that e-filed documents received after 5pm EST will be processed the next business day.

For any issues regarding STB filings, please call 1-202-245-0350

**NOTE:** When an individual chooses to submit a Formal Filing, a Recordation, an Environmental Comment, or some Other Submissions, his or her personal contact information is considered public information and is shared within and outside of STB without additional authorization.

Surface Transportation Board, 395 E Street, SW, Washington, DC 20423

help | FAQs | FOIA | privacy | disclaimers | contact us U.S. Department of Transportation FIRSTGOV.gov

10:38 AM