



UNITED STATES INTERNATIONAL TRADE COMMISSION

EDIS CODING MANUAL

Updated July 2008

INTRODUCTION

Welcome to the Electronic Document Information System (“EDIS”) Coding Guide for paper and electronic filing. This guide is intended for use by internal and external users to standardize the process of completing EDIS cover sheets for manual and electronic filing at the United States International Trade Commission (“USITC”).

Uniformity is essential to the efficient functionality of electronic search applications. The EDIS search feature not only searches the full text of a document, but also the metadata that is initially keyed into the EDIS cover sheet by the filer. If the information entered on the EDIS coversheet is incorrect or inconsistent with the actual document data, a search for the document data may not return the document sought. Additionally, incorrect coding could result in the inadvertent disclosure of confidential information.

Besides streamlining the search process, uniform coding of documents in EDIS also lessens time USITC staff spends editing metadata, which, in turn, improves turn-around time for documents to be posted on EDIS after they are filed. Docket Services reviews the metadata of every document filed before releasing the document to the public search function on EDIS. Whenever inconsistent or erroneous metadata is found, the staff changes the information to correctly reflect the information contained in the document. If users adhere to the standardized procedures outlined in this guide, their documents can be made available more quickly on EDIS.

The EDIS Coding Manual is divided into two main sections. The first section addresses each field on the EDIS coversheet and describes the type of information that field should contain. The second section provides charts arranged by Area of Interest that detail the documents that should be filed under each particular document type, the class of users that should file each document type, and the standard title for each document type, if any.

This guide contains only the information necessary to properly code a document for EDIS filing. It is not intended as a technical EDIS help guide or as a guide to procedural filing questions.

The EDIS filing user guide and additional help information can be found at the EDIS help page at <https://eofpub.usitc.gov/edis-efile/app> or by calling the EDIS Helpdesk at 202.205.3347.

For other general assistance, contact Docket Services at 202.205.1802 or visit our homepage at www.usitc.gov/docketservices/.

TABLE OF CONTENTS

EDIS CODING GUIDE..... 1

DOCUMENT TYPES AND TITLES 9

 337 Document Types 10

 Import Injury Document Types 14

 Industry and Economic Analysis Documents Types (Including AGOA) 19

 Byrd Amendment Document Types 21

 Rule Making Document Types 22

EDIS CODING GUIDE

To properly file a document, users must log into EDIS and correctly code either an e-filing or a paper filing cover sheet. Please note that there are some differences in procedures for e-filed documents versus paper filed documents. Additionally, some documents cannot be e-filed. These documents require the creation of a paper filing cover sheet and MUST be filed by hand with Docket Services. For more information, see the EDIS Electronic Filing Procedures Handbook:

http://www.usitc.gov/secretary/fed_reg_notices/rules/documents/handbook_on_electronic_filing.pdf

Internal USITC users can file documents using both the standard EDIS interface and the EDIS Legacy interface, while external users can only file documents using the standard EDIS interface. The EDIS form looks slightly different for internal Legacy users and regular EDIS users. The biggest difference in the forms, besides appearance, is that internal Legacy users are able to independently enter data for all of the fields under "Investigation Information," while users of the standard EDIS interface must use the "Find Investigation" function to populate these fields. Also, while the e-filing and paper filing forms are almost exactly the same for external users, external users must select either e-filing or paper filing from the main menu. However, there is only one link/form for internal users. Internal users merely click to generate a paper filing coversheet or upload documents to e-file.

Internal/External Standard EDIS User Coversheet

The screenshot shows the 'FILE DOCUMENTS' section of the EDIS interface. It includes a 'Submitter Information' section with fields for 'Filed By', 'Firm Organization', 'Filed On Behalf Of', and 'Submitted By' (pre-filled with 'kvigus'). Below this is the 'Investigation Information' section, which has fields for 'Investigation Number', 'Area Of Interest', 'Investigation Phase', and 'Investigation Title'. A 'Find Investigation' button is located next to the 'Investigation Number' field. To the right of the form is a sidebar with links for 'Change Password', 'Service List', 'Daily Filing Report', and 'Access EDIS (Legacy System)', along with an 'RSS FEED GENERATOR' button. An orange callout box with an arrow pointing to the 'Find Investigation' button contains the text: 'External users must use "Find Investigation" to populate all fields in the Investigation Information Section'.

Internal EDIS Legacy User Coversheet

Create Cover Sheet

All fields are required unless they are designated as optional.

Filed By

Filed on Behalf of

Firm/Organization

Investigation

Active List Inactive List New Investigation

Area of Interest

Investigation Phase

Security

Document Type

Document Title (optional)

Document Date (MM/DD/YYYY) (optional)

APO Release (For Internal OINV use only)

Create a printable cover sheet to submit a hard copy filing :

To properly code an EDIS coversheet for e-filing or paper filing, the following fields must be completed on the EDIS coversheet creation page:

Filed By

This field automatically populates with the user's registration information. Internal users may edit this field. It should contain the name of the person who has signed the document being filed. The registered user may authorize another person to file a document with the Commission using the user ID and password of the registered user. This procedure ensures that the signatory to each document retains responsibility for the document.

Firm/Organization

This field automatically populates with the user's registration information. It should reflect the organization of the filing person. Internal users may edit this data. If the data is incorrect, external users must contact the EDIS Helpdesk at 202.205.3347 to update this information.

Filed on Behalf Of

This field should include the name of the person or organization on whose behalf the document is being filed (e.g., the client name or particular Commission office).

Submitted By

This field cannot be edited. It contains the registered User ID for the account used.

Investigation Number

The investigation number selected must reflect the exact investigation phase, number and title as the investigation in which the document is being filed. Some investigations have entries for more than one phase. Be careful to select the correct investigation phase for the document being filed.

Investigation Number (External Users)

External users cannot type the investigation number directly into the corresponding field. To populate this field, select either "Find Investigation" or "New Request."

FILE DOCUMENTS

A cover sheet is required to file paper documents. Please print the page, "EDIS Cover Sheet to Accompany Hard Copy Submission" to attach to your hard copy document submission. Barcodes are generated internally so there is no need to download any fonts.

- [How to file a Paper Document](#)
- [Help for 337 Filings](#)
- [Help for Import Injury Filings](#)

Submitter Information

Filed By

Firm Organization

Filed On Behalf Of

Submitted By **kvigus**

Investigation Information

Investigation Number

Area Of Interest

Investigation Phase

Investigation Title

Document Filing Information

Document Type

Security

Document Title (Optional) * Recommended

Document Date (MM/DD/YYYY)

"Find Investigation" launches a search tool to help locate the desired investigation. Enter search criteria into the designated space on the form and select "Find Investigation."

https://eefpub.usitc.gov - EDIS E-Filing - Investigation Search - Mozilla Firefox

EDIS - FIND INVESTIGATION

FILTER BY

Investigation Status Active Inactive Both

Investigation Phase

Area Of Interest

Investigation Number

Investigation Title

Enter the Investigation Number and Click "Find Investigation"

Inv Num	Phase	Area Of Interest	Full Title	Status
<input type="button" value="Select"/>				

<< First < Previous Next > Last >>

By Investigation Number

Entering the last three digits of an investigation number will return all investigations with that specific combination of numbers in the investigation number. For example, searching for "491" will return both "332-491" and "337-491". The number can also be entered as "337-491" or "332-491" for narrower results. For investigations that have a docket number but no investigation number, enter that number instead (e.g. "337-2585" or just "2585").

By Area of Interest

While all investigations can be located by using the "Area of Interest" filter, it is most useful when filing Byrd Amendment and Rule Making documents.

To file a Byrd Amendment document, select "Byrd Amendment" as the area of interest. To file a Rule Making document, select "Rule Making" as the area of interest. *See the Miscellaneous Document section for more information on coding special documents.*

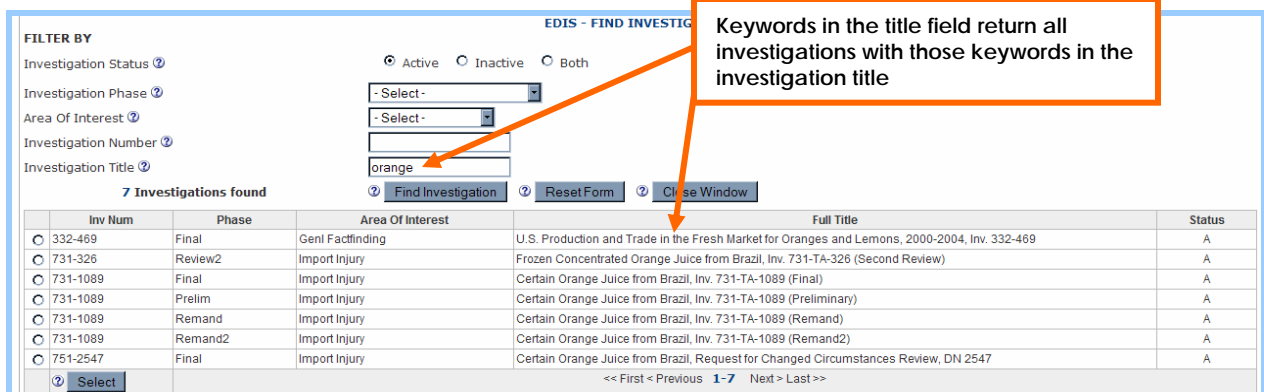
Note: "Find Investigation" searches can also be narrowed by "Active" status, "Inactive" status or "Both," "Investigation Phase", "Area of Interest" and "Investigation Title." However, these additional fields are not required to return results.

If the search does not return the desired investigation, simplify the search criteria to generate more hits. It also helps to choose "Both" instead of "Active" or "Inactive". Just be sure to select the correct investigation from the list after the results are returned.

By Title

Investigations can also be located by title. Entering text in the "Investigation Title" field initiates a keyword search of all investigation titles. One key word will return results for all investigation titles containing that keyword. This is particularly useful if there is more than one investigation pertaining to a certain product or for older investigations where the investigation number is not known.

Example: Typing "orange" in the title field returns all investigations with "orange" in the investigation title.



Keywords in the title field return all investigations with those keywords in the investigation title

Inv Num	Phase	Area Of Interest	Full Title	Status
332-469	Final	Genl Factfinding	U.S. Production and Trade in the Fresh Market for Oranges and Lemons, 2000-2004, Inv. 332-469	A
731-326	Review2	Import Injury	Frozen Concentrated Orange Juice from Brazil, Inv. 731-TA-326 (Second Review)	A
731-1089	Final	Import Injury	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)	A
731-1089	Prelim	Import Injury	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Preliminary)	A
731-1089	Remand	Import Injury	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Remand)	A
731-1089	Remand2	Import Injury	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Remand2)	A
751-2547	Final	Import Injury	Certain Orange Juice from Brazil, Request for Changed Circumstances Review, DN 2547	A

Generate Results

Click "Find Investigation" after inputting search criteria to return results.

When the search results appear at the bottom, select the correct investigation by clicking the radio button next to the corresponding investigation number. Pay attention to the title and number to make sure the selected investigation is correct and click "Select."

https://eofpub.usitc.gov - EDIS E-Filing - Investiga

SELECT the desired Investigation and click "Select"

FILTER BY

Investigation Status Active Inactive Both

Investigation Phase

Area Of Interest

Investigation Number

Investigation Title

2 Investigations found

Inv Num	Phase	Area Of Interest	Full Title	Status
<input type="radio"/> 332-491	Final	Genl Factfinding	China: Government Policies Affecting U.S. Trade in Selected Sectors, Inv. No. 332-491	A
<input checked="" type="radio"/> 337-491	Enforcement	Sec 337	Certain Display Controllers and Products Containing Same, Inv. 337-TA-491	A

<< First < Previous 1-2 Next > Last >>

A popup will then request confirmation. Click "OK" to continue. This process automatically populates the following fields with the correct information:

Area of Interest
Investigation Phase
Investigation Title

No further action by the user is required in these fields.

Submitted by

Investigation Information

Investigation Number

Area Of Interest

Investigation Phase

Investigation Title

Document Filing Information

Additional fields automatically populated by "Find Investigation"

"New Request" should be selected when the user is requesting that the Commission institute a new investigation. For example, when filing new complaints and new petitions, the user should select "New Request."

Selecting "New Request" automatically populates the same fields as "Find Investigation." Although the "Investigation Title" remains blank, it cannot be edited.

Investigation Number (Internal Legacy Users)

Unlike external users, internal users may type the investigation number directly into the corresponding field. However, if the user types the investigation number manually instead of selecting from the list, the user must also select the investigation phase and area of interest from the dropdown menu.

The screenshot shows a web form with the following fields and controls:

- Investigation**: A text input field.
- Area of Interest**: A dropdown menu with the text "<Select one>".
- Investigation Phase**: A dropdown menu with the text "<Select one>".
- Browse**: A button.
- Active List**: A radio button.
- Inactive List**: A radio button.
- New Investigation**: A radio button.

Callout boxes provide additional instructions:

- A box on the left points to the "Investigation", "Area of Interest", and "Investigation Phase" fields, stating: "Internal users may input the Investigation Number, Area of Interest and Investigation Phase".
- A box on the right points to the "Browse" button and the radio buttons, stating: "Internal users may also select 'Browse' to choose from the Active or Inactive lists or file in a new investigation".

Additionally, internal users may use the "Browse" button to select the investigation from a list. This automatically populates the investigation phase and area of interest fields. However, users must be careful to select either "Active List", "Inactive List" or "New Investigation" to perform this search.

Click "Browse" to view a list of investigations from the selected list. Select the desired investigation by clicking the radio button to the left. Then scroll to the bottom and click "Select" to populate the investigation number, phase, and area of interest.

The screenshot shows a table with the following data:

<input type="radio"/>	MISC-021	Final	Import Injury	Terminated Sunset Review on Large Newspaper Printing Presses from Japan
<input type="radio"/>	MISC-022	Final	Rule Making	19 CFR Part 210, 71 FR 236, 71113, Notice of Proposed Rulemaking
<input checked="" type="radio"/>	MISC-023	Final	Rule Making	19 CFR Part 208, AGOA Rulemaking

Below the table is a "Select" button. A callout box points to the "Select" button and the table, stating: "Choose the desired investigation and click 'Select'".

Document Type

The document type selected from the dropdown menu should be the MOST accurate description of the document being filed. Certain document types, although they can be selected by both internal and external users, are intended solely for the use of internal parties. *For a list of document types, explanations of their intended uses, standard titles and distinctions between internal and external coding, see the accompanying charts.*

Security

Security is the level of access allowed for a document. Public documents are retrievable by members of the public on EDIS. Confidential documents can only be retrieved on EDIS by users internal to the USITC. Internal users also have additional options not available to external users when selecting a document's security level for both e-filing and paper filing. (*See below.*)

External Users

External users may only code a document "Public" or "Confidential." All e-filed documents must be coded "Public" and cannot contain any confidential information unless the document is a questionnaire. Any documents besides questionnaires containing confidential business information should be coded "Confidential" and filed in paper form. Public documents may also be filed in paper form with a paper filing cover sheet.

Internal Users

Internal users may code e-filed documents both "Public" and "Confidential." Additionally, internal users have the option to set the security level to "Limited," "Privileged" and "Restricted."

Limited security is used by the Secretary to place transcripts of public sessions on the record. To satisfy contractual agreements public transcripts are held for 60 days before being made public.

Privileged security is used to code all action jackets.

Restricted security is used by either the Secretary or Docket Services to hold documents pending resolution of filing issues relating to the documents.

*****Documents containing NSI are never placed on EDIS*****

Document Title

This field is designed to help identify the document. Usually it contains the title as written on the document but may also be a condensed version of that title. Certain document titles are standard for certain document types. See the tables attached to this guide for further information on these standardized titles.

Remember to use proper capitalization when entering the document title. DO NOT USE ALL CAPS or type the title in all lower case.

Document Date

The document date automatically populates with the date the cover sheet is created. Internal users may edit the date.

Internal parties should change the date to match the date on the document being filed if different from the current date. Docket Services will make all other corrections.

Section 337 Processing Detail

Users wishing to e-file certain documents in 337 investigations may be asked to select either "Before the Commission" or "Before the Administrative Law Judge" in this section. This initiates internal routing functions at the USITC.

Select "Before the Commission" if the investigation or issue at hand is currently proceeding before the Commissioners.

Select "Before the Administrative Law Judge" if the investigation or issue at hand is currently proceeding before the Administrative Law Judge.

APO Release

This box is checked by **internal filers only** for documents such as questionnaires, reports, commission opinions, etc. It triggers the process that creates CDs of APO materials for release to the parties.

Add Attachments for Electronic Submission

This section allows users to browse for and upload documents for e-filing. For most EDIS filings, documents must be submitted in PDF format of version 1.3 or greater and broken up into sections of 10MB or smaller. There is no limit as to the number of sections that may be uploaded. However, EDIS Legacy users must break their PDF documents into sections of 5MB or smaller and can only upload 10 total sections.

External users filing questionnaires must file the questionnaire as a Word document. A template is usually provided to these users by the office requesting the questionnaire. All other files submitted along with the questionnaire must be PDF files.

Filings containing Word documents that are not questionnaires will be rejected.

For more information on uploading documents and PDF requirements, see the E-Filing User Guide:

https://eofpub.usitc.gov/edis-efile/docs/EDIS_EFiling_1.1_User_Guide.pdf

DOCUMENT TYPES AND TITLES

The tables below list each document type that can be filed in a particular investigation, a designation of the users that may use each document type (internal to the USITC, external or both), the documents that should be filed under each document type and a standard title for each document, if available. The charts are arranged by investigation area of interest.

The "Internal/External" field denotes which users should submit documents coded as a particular document type. Users should only select document types available to them with regards to their relationship with the USITC. Users internal to the USITC should only use the "Internal Only" document types or the "Internal and External" document types. Users outside the USITC should only use "External Only" document types or "Internal and External" document types.

The "Use" field describes which types of documents are generally filed under a certain document type. Be sure to choose the document type that BEST describes the document being filed. For example, do not use "Motion Response/Reply" to file a motion, even if it addresses a prior motion. Use the document type "Motion."

The "Standard Title" field provides standard titles for commonly filed documents. Use the titles provided in this chart to complete the "Document Title" field of the EDIS coversheet.

If a standard title is not provided in the chart, use the "Document Title" field to describe the document being filed. The most common title for a document without a standard title is the title as written on the document itself or a condensed version of any such title. Just be sure that the title of the document clearly identifies the document being filed.

Remember to use proper capitalization when entering the document title. **DO NOT USE ALL CAPS** or type the title in all lower case.

Note on Corrections, Amendments, Supplements, Etc.

Corrections, amendments, supplements and other documents seeking to alter another document that has already been filed should be filed under the same document type as the original document. The title field should then be used to describe the nature of the amending document and identify the document being amended. (For example, if a document titled "Motion to Compel" is filed with an incorrect certificate of service, the corrected certificate of service should also be filed as a motion. The title field for the corrected certificate of service should then read "Corrected Certificate of Service to Motion to Compel.")

337 Document Types

Document Type	Internal/External	Use	Standard Title (If Any)
Action Jacket	Internal Only	Copies of Commission sequential vote sheets with comments and underlying documents (security is always privileged)	Office-CY-###, e.g. "GC-08-157" or "OUII-08-008"
Action Request	Internal and External	Request by a party that the Commission take a particular action, e.g. Request for Commission Permission to Appear, Request for Extension of Time/Filing Out of Time, etc., when the investigation is before the Commission	Dockets will add an action request number to this field in the form of FY-##, e.g. "08-52"
Answer to Complaint	External Only	Response/answer to the complaint/notice of investigation and any amendments, supplements or corrections to this answer/response	None
Brief Filed with ALJ	Internal and External	All briefs filed with the ALJ that do not fall within another category	None
Brief on Review/Remedy	Internal and External	Briefs on remedy, review, bonding, etc. filed with the Commission, excluding petitions for review and related documents	None
Certified Mailing List	Internal Only	Photocopies of certified mailing lists, international certified mailing sheets, etc., generally used by the Office of the Secretary	Certified Mailing List for (Document)
Comments/Response to Comments	Internal and External	Comments submitted at request of the Commission and responses to those comments	None
Complaint	Internal and External	Original new complaints as well as amendments, supplements and corrections to the original complaint	(Dockets will add the CBI# to the title field after the complaint has been filed in the form of CBI FY-#).
Compliance Report	External Only	Used by parties subject to Commission order(s) to update the Commission as to party compliance with the order(s)	Compliance period covered in the form of Period MM/DD/YY – MM/DD/YY
Correspondence	Internal and External	Used by parties for correspondence that is not an action request or a motion	Statement of the purpose of the correspondence
Correspondence – USITC	Internal Only	Used by Office of the Secretary for correspondence, including conveyance of documents such as Transmittal of Confidential Materials, Physical Exhibits, Etc.	Statement of the purpose of the correspondence
Discovery Statement	Internal and External	Used by the parties for filing discovery statements	Discovery Statement of (party)

Document Type	Internal/External	Use	Standard Title (If Any)
Exhibit List	Internal and External	Used for both proposed and final exhibit lists filed by the parties	(Party)'s (Initial/Rebuttal/Final) Exhibit List
Exhibit Objections	Internal and External	Used to file objections to proposed exhibits and responses to objections to proposed exhibits	None
Exhibit, Post-Trial	Internal Only	Used internally to file parties' final post-hearing exhibits in an investigation	Complainant's Exhibits or Respondent's Exhibits or Staff Exhibits or Joint Exhibits
Expert Report	Internal and External	Used for expert reports, if the ALJ requires that they be filed	Expert report of XXXX
ID/RD - Final on Violation	Internal Only	Used for the ALJ's final determination in an investigation as well as his recommended determination to the Commission	None
ID/RD – Other Than Final on Violation	Internal Only	Used for initial determinations or recommended determinations other than final initial determinations. Although these initial determinations may be issued as orders, they should be filed in this category.	None
Memorandum	Internal Only	Used by the Office of the Secretary to file internal memoranda	Title Format: Office Code-FF-###
Motion	Internal and External	Any and all motions, including motions <i>in limine</i> and motions for summary determination, etc. All papers in support of motions should be filed with the motion itself	State the purpose of the motion. Dockets staff should add the motion number to the beginning of the title field upon processing the document with format ###-###
Motion Response/Reply	Internal and External	Responses, replies and objections to any and all motions	Indicate which motion the document addresses in the title field
News Release	Internal Only	Used for documents released by External Relations	Number assigned by OER
Notice	Internal Only	Used to file notices of the ALJs, Commission opinions, decisions and other important events/documents	Statement of purpose of the notice For Federal Register Notices include the Federal Register Number, format ## FR #####
Notice of Appearance	External Only	Statement of nature or reason for participation in and intent to file documents regarding a particular investigation	Notice of Appearance of (firm) on behalf of (party)
Notice of Prior Art	Internal and External	Used to file Notices of Prior Art when required by the ALJ	None

Document Type	Internal/External	Use	Standard Title (If Any)
Notice of Withdrawal of Appearance	External Only	Used to withdraw an entry of appearance	Withdrawal of Appearance of (attorney name) as attorney for (party)
Opinion, Commission	Internal Only	Used for opinions issued by the Commission	None
Order	Internal Only	Used by an ALJ to rule on matters and issue orders	The order number should appear first in the title field, followed by the title/description of the order
Order, Commission	Internal Only	Used to file orders issued by the Commission without an accompanying notice	None (the Secretary does not number orders)
Other	Internal and External	Used only if there is no related document type provided	Describe the purpose of the document in the title field
Petition for Review; and Response to	Internal and External	Requests for Commission review of an initial determination made by the ALJ and responses to petitions for review	Note if petition or response
PO Subscription	External Only	Used to file a statement subscribing to the protective order issued by the ALJ	Agreement to be Bound by the Protective Order of (name of person)
Pre-Hearing Statement	Internal and External	Used to file pre-hearing statements and briefs	Identify document and party on whose behalf it is filed
Proposed Fact Findings/Law Conclusions; Responses	Internal and External	Used to file proposed findings of fact and conclusions of law and responses to proposed findings of fact and conclusions of law	Identify document and party on whose behalf it is filed
Publication - USITC	Internal Only	Used for reports published by the Office of General Counsel only	Four digit Commission number
Request for Confidential Materials	External Only	Used for requests for confidential materials	Identify document and party on whose behalf it is filed
Response/Submission to ALJ Order	Internal and External	Used to respond to requests or orders issued by the ALJ	Reference the order number or request in the title field
Returned Mail	Internal Only	Used to record when service documents are returned to the Commission as undelivered	(Document Returned) from (Person/Entity Served)
Transcript	Internal Only	Used by the ALJ and the Commission to file hearing transcripts recorded by the court reporter	Internal parties should title the document "Transcript." External parties should code transcript submissions as "Other" and indicate in the Title Field that the document is a transcript submitted for the record.
Voting Sheet	Internal Only	Used to file the Action Jacket coversheet containing the Commission vote on the public record	Office-YY-#, e.g. "GC-08-157" or "OUII-08-008"

Document Type	Internal/External	Use	Standard Title (If Any)
Witness List	Internal and External	Used to file witness lists when required by an ALJ	None

Import Injury Document Types

Document Type	Internal/External	Use	Standard Title (If Any)
Action Jacket	Internal Only	Copies of Commission sequential vote sheets with comments and underlying documents (security is always privileged)	Office-CY-#, e.g. "GC-08-157" or "INV-08-008"
Action Request	External Only	Used to file requests by a party that the Commission take a particular action, e.g. Request for Extension of Time/Filing Out of Time, etc.	Dockets will add an action request number to this field in the form of FY-#, e.g. "08-52"
Brief - Final Comments	External Only	Used to file final comments prior to record closing	Dockets will add a CBI Number, e.g. "CBI-99-245" Note if revisions or corrections
Brief – Non-Party Statements and Other Briefs	External Only	Used to code written statements filed by non-parties and any other briefs (authorized by Commission) filed with the Commission other than the pre-hearing brief, the post-conference/hearing brief, and final comments	Dockets will add a CBI Number, e.g. "CBI-99-245" Note if revisions or corrections
Brief - Post Hearing/Conference	External Only	Used to file post-hearing or post-conference brief	Dockets will add a CBI Number, e.g. "CBI-99-245" Note if revisions or corrections
Brief - Pre-hearing	External Only	Used to file pre-hearing brief	Dockets will add a CBI Number, e.g. "CBI-99-245" Note if revisions or corrections
Comments on Adequacy	External Only	Used to code comments on the adequacy of responses to the Commission's notice of institution in a five-year review	Dockets will add a CBI Number, e.g. "CBI-99-245"
Correspondence	Internal and External	Used for all correspondence other than official USITC correspondence, including congressional letters and letters, e-mails and faxes between the investigative staff and parties or other interested persons in the investigation	Statement of the purpose of the correspondence
Correspondence – USITC	Internal Only	Used for official USITC correspondence, including but not limited to correspondence from the Secretary	Statement of the purpose of the correspondence
Entry of Appearance and Related Documents	External Only	Statement of nature or reason for participation as a party in, and intent to file documents regarding, a particular investigation; also used by	None

Document Type	Internal/External	Use	Standard Title (If Any)
		external parties to file changes of address, withdrawal, etc.	
Hearing/Conference Exhibits/Testimony	Internal and External	Used to file hearing or conference exhibits/testimony	None
Hearing/Conference Request to Appear/Witness List	External Only	Used to file requests to appear at the hearing or conference, and witness lists	None
Import Statistics	Internal Only	Used by the investigator to file Commerce import statistics (PUBLIC) or Customs data (CONF) Note: If confidential, check APO box	None
Memorandum	Internal Only	Used to file any memorandum Note: If confidential, check APO box. All GC memoranda are privileged	Office-year code-# 2008's year code is FF e.g. "INV-FF-214"
News Release	Internal Only	Used for documents released by External Relations	Number assigned by OER
Notice	Internal Only	Used by the Secretary and the investigative team to file notices to be published in the Federal Register and notices, decision memoranda and other documents received from Commerce	None
Opinion, Commission	Internal Only	Used to file both Public and BPI version of Commission Opinions, including majority and separate opinions Note: If confidential, check APO box	None
Other	Internal and External	Used only if there is no relevant document type available	Describe the purpose of the document
Petition	External Only	Original new petitions and requests for 751 reviews, as well as amendments, supplements and corrections to the original petition and 751 review requests	None
Protective Order	Internal Only	Used by the Secretary to file the official protective order in an investigation	None
Protective Order Certification of Destruction	External Only	Used by external parties after the termination of an investigation to certify that confidential material has been destroyed	Reference APO Number, e.g. "APO 08-25"
Protective Order Request	External Only	Used to file a party's initial request to subscribe to the protective order	Reference APO Number, e.g. "APO 08-25"
Protective Order Request Amendment	External Only	Used to file any changes or corrections to the original protective order request	Reference APO Number, e.g. "APO 08-25"
Publication - USITC	Internal Only	Used to file reports published by the Commission (Publication	Four digit Commission number

Document Type	Internal/External	Use	Standard Title (If Any)
		includes public version of Commission opinion(s) and staff report)	
Questionnaire - Blank	Internal Only	Used by the investigative team to file draft questionnaires and instructions sent to the parties for comment and final questionnaires and instructions approved by the Commission Note: Security level is public	Indicate either "Draft" or "Final"
Questionnaire - Comments on Draft	External Only	Used to code party comments on draft questionnaires	Dockets will add a CBI Number, e.g. "CBI-99-245"
Questionnaire - Foreign Producer	Internal and External	Used to file questionnaires and revisions to questionnaires completed by foreign producers Note: Security level is always confidential; check APO box unless filed by party	If a revision, indicate date and page(s) of revision
Questionnaire - Importer	Internal and External	Used to file questionnaires and revisions to questionnaires completed by importers Note: Security level is always confidential; check APO box unless filed by party	If a revision, indicate date and page(s) of revision
Questionnaire - Mailing List	Internal Only	Used by the investigative team to file questionnaire mailing lists Note: Security level is always confidential; check APO box	US Producer, US Importer, US Purchaser, or Foreign Producer
Questionnaire - Purchaser	Internal and External	Used to file questionnaires and revisions to questionnaires completed by purchasers Note: Security level is always confidential; check APO box unless filed by party	If a revision, indicate date and page(s) of revision
Questionnaire - U.S. Producer	Internal and External	Used to file questionnaires and revisions to questionnaires completed by US producers Note: Security level is always confidential; check APO box unless filed by party	If a revision, indicate date and page(s) of revision
Research Material	Internal Only	Used to file any relevant information that may pertain to the investigation discovered through research	Identify source and/or title of material, e.g., "ABC Company, SEC Form 10-K, 2001"
Response to Notice of Institution	Internal and External	Used by interested parties to file a response to the Notice of Institution of a five-year review, by staff to file an OINV deficiency letter related to a response and by interested parties to file a	None

Document Type	Internal/External	Use	Standard Title (If Any)
		response to an OINV deficiency letter	
Service List - APO	Internal Only	Used to file the list compiled by the Secretary of all parties signed onto the APO	None
Service List - Public	Internal Only	Used to file the list compiled by the Secretary of all parties who have requested to participate in an investigation, not limited to those signed onto the APO	None
Service-Related Document	Internal Only	Used by Dockets to code APO pickup letters	None
Staff Report - Final and Preliminary	Internal Only	Used by the investigator to file the Commission's preliminary and final staff report (as well as revisions and supplements) in an investigation or review (Public and BPI versions) Note: If confidential, check APO box	Use office-year code-# 2008's year code is FF e.g. "INV-FF-214" Note if revision or supplements
Staff Report - Pre-Hearing	Internal Only	Used by the investigator to file the Commission's pre-hearing staff report (as well as revisions and supplements) in an investigation or review (Public and BPI versions) Note: If confidential, check APO box	Use office-year code-# 2008's year code is FF e.g. "INV-FF-214" Note if revision or supplements
Telephone/Meeting/Trip Notes	Internal Only	Used to file any relevant notes or material gathered throughout the investigation while traveling meeting, or speaking with other parties Note: Security level is usually confidential. If so, check APO box	Identify party taking part in communication
Transcript	Internal Only	Used by the Secretary to file hearing, Commission meeting and preliminary conference transcripts	Hearing (See special instructions under Miscellaneous Documents for more on transcripts)
Transcript - Corrections Request	Internal and External	Used to file requests from outside parties to amend or change the transcript	None
Verification Report	Internal Only	Used by the auditor to file the verification report Note: Security level is always confidential; check APO box	Use office-year code-# 2008's year code is FF e.g. "INV-FF-214"
Voting Sheet	Internal Only	Used to file the Action Jacket coversheet containing the Commission vote on the public record	Office-YY-#, e.g. "INV-08-008"

Document Type	Internal/External	Use	Standard Title (If Any)
Work Sheet	Internal Only	<p>Used by investigative team to file final statistical data worksheets compiled during the course of the investigation or review</p> <p>Note: Security level is usually confidential. If so, check APO box</p>	None

Industry and Economic Analysis Documents Types (Including AGOA)

Document Type	Internal/External	Use	Standard Title (If Any)
Action Jacket	Internal Only	Copies of Commission sequential vote sheets with comments and underlying documents (security is always privileged) Never place NSI information on EDIS.	Office-YY-#, e.g. "ID-08-157" or "EC-08-008"
Action Request	External Only	Used to file requests that the Commission take a particular action, e.g. Request for Extension of Time/Filing Out of Time, etc	Dockets will add an action request number to this field in the form of YY-#, e.g. "08-52"
Briefs and Written Submissions	External Only	Used to code written submissions filed with the Commission including pre-hearing and post-hearing submissions	Reference CBI Number, e.g. "CBI 99-245" (if applicable)
Correspondence	Internal and External	Used for all correspondence other than official USITC correspondence, including congressional letters and letters,. Also, e-mails and faxes between the investigative staff and other interested persons in the investigation (in AGOA investigations only)	Reference CBI Number, e.g. "CBI 99-245" (if Applicable)
Correspondence – USITC	Internal Only	Used for official USITC correspondence, including but not limited to correspondence from the Secretary	Statement of the purpose of the correspondence
Hearing Material – Exhibits/Testimony	Internal and External	Used to file hearing exhibits/testimony/additional information for use at hearing	None
Hearing Material – Request to Appear/Witness List	External Only	Used to file requests for witnesses to appear at the hearing and witness lists	None
Memorandum	Internal Only	Used to file any memorandum Note: All GC memoranda are privileged. Other memoranda may be privileged and/or contain CBI Never place NSI information on EDIS.	Internal users use: Office-year code-number 2008's year code is FF e.g. "EC-FF-214"
News Release	Internal Only	Used for documents released by External Relations	OER Control Number
Notice	Internal Only	Used by Secretary to file notices to be published in the Federal Register	None
Opinion and Final Staff Report	Internal Only	**AGOA investigation only** Used to the CBI version of Commission opinions,	None

Document Type	Internal/External	Use	Standard Title (If Any)
		determinations and final staff reports (including majority and separate opinions)	
Other	Internal and External	Used only if there is no related document type provided	Describe the purpose of the document in the title field
Petition	External Only	***AGOA Investigations Only*** Used to code new AGOA petitions as well as amendments, supplements and corrections to the petition	None
Publication - USITC	Internal Only	Used for reports published by the Commission	Four digit Commission number
Questionnaire	External Only	***AGOA Investigations Only*** Used to file questionnaires and revisions to questionnaires Note: Security level is always confidential	None
Request Letter	Internal and External	Used to file a request for initiation of an investigation, usually filed by the USTR, Congress, etc.	None
Research Material	Internal Only	**AGOA investigations only** Used to file any relevant information that may be pertinent to the investigation	Identify the source and/or title of the materials
Telephone/Meeting/Trip Notes	Internal Only	**AGOA investigations only** Used to file any relevant notes or materials from field work or meetings	None
Transcript	Internal Only	Used by the Secretary to file hearing transcripts and corrections	None
Transcript - Corrections Request	Internal and External	Used to file requests from participants to amend or change the transcript	None
Voting Sheet	Internal Only	Used to file the Action Jacket coversheet containing the Commission vote on the public record	Office-YY-#, e.g. "ID-08-157" or "EC-08-008"
Work Sheet	Internal Only	***AGOA Investigations Only*** Used by investigative team to file final statistical data spreadsheets compiled during the course of the investigation	None

BYRD AMENDMENT DOCUMENTS

Byrd Amendment documents (documents relating to questions regarding, requests for, or grants/denials of funds under the Continued Dumping and Subsidies Offset Act of 2000, Title X of Public Law 106-387) have distinct coding rules. Many Byrd Amendment documents are filed by internal staff. External parties also file Byrd Amendment documents, particularly requests for consideration or reconsideration.

Investigation Number: MISC-006 (Final): Regardless of the underlying investigation, all documents requesting distribution of funds or inquiring about eligibility of funds under the Continued Dumping and Subsidies Offset Act of 2000, Title X of Public Law 108-387 are coded as MISC-006. *(See the main text of the Coding Guide for assistance selecting this investigation number.)*

Document Title: To facilitate the location of all documents relating to the same underlying investigation, use the short name of the investigation in the "Document Title" field. If more information is required, add space dash space (-) after the short name and then add the additional data (e.g. "Ammonium Nitrate - Letter to Customs").

Document Type: Use the chart below to choose a document type and title for a Byrd Amendment document.

Byrd Amendment Document Types

Document Type	Internal/External	Use	Standard Title (If Any)
Action Jacket	Internal Only	Copies of Commission sequential vote sheets with comments and underlying documents (security is always privileged)	Office-YY-Next number in internal office sequence, e.g. "INV-08-008"
Correspondence	Internal and External	Used for all correspondence other than official USITC correspondence	Statement of the purpose of the correspondence
Correspondence - USITC	Internal Only	Used for official USITC correspondence, including but not limited to correspondence from the Secretary	Statement of the purpose of the correspondence
Memorandum	Internal Only	Used to file any memorandum	Use office-year code-# 2008's year code is FF, e.g. "INV-FF-214"
Other	Internal and External	Used only if there is no related document type provided	Describe the purpose of the document
Request Letter	External Only	Used to file requests for consideration or reconsideration	Reference original investigation number and title
Voting Sheet	Internal Only	Used to file the Action Jacket coversheet containing the Commission vote on the public record	Office-YY-# e.g. "INV-08-008"

RULE MAKING DOCUMENTS

Rule Making documents are filed when the Commission proposes changes to the Commission Rules. The Commission then solicits comments from internal and external parties on the proposed changes. Sometimes the proceedings merit a hearing.

See the EDIS Coding Guide section for information on selecting a rule making investigation in EDIS.

Document Types: Use the chart below to select a document type and title for a Rule Making document.

Rule Making Document Types

Document Type	Internal/External	Use	Standard Title (If Any)
Action Jacket	Internal Only	Copies of Commission sequential vote sheets with comments and underlying documents (security is always privileged)	Office-YY-Next number in internal office sequence, e.g. "GC-08-157" or "OUII-08-008"
Action Request	External Only	Request that the Commission take a particular action, e.g. Request for Extension of Time/Filing Out of Time, etc., when the investigation is before the Commission	None
Comments/Response to Comments	External Only	Comments solicited by the Commission	None
Correspondence	Internal and External	Used for all correspondence other than official USITC correspondence	Statement of the purpose of the correspondence
Correspondence - USITC	Internal Only	Used for official USITC correspondence, including but not limited to correspondence from the Secretary	Statement of the purpose of the correspondence
Hearing Material	Internal and External	For use if hearing is held in connection with rule making	None
Memorandum	Internal Only	Used to file any memorandum Note: All GC memoranda are privileged	Internal users use: Office-year code - # 2008's year code is FF, e.g. "GC-FF-214"
Notice and/or Administrative Order	Internal Only	Used internally to publish notices of Commission rulemaking or administrative orders or request for comments on proposed or interim rules	None
Voting Sheet	Internal Only	Used to file the Action Jacket coversheet containing the Commission vote on the public record	Office-YY-#, e.g. "GC-08-157"

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