How to File a Document Electronically

Submitting Electronic Documents

Electronic documents may be submitted to USITC via the EDIS web interface.

External filers may file Public documents or Confidential Import Injury questionnaires electronically. All other documents must be submitted in hard copy using an EDIS cover sheet to submit with the hard copy document. Questionnaires must be submitted in Microsoft Word, using the template provided by the investigator. Other attachments supporting the questionnaire must be in PDF format. All other submitted documents must be in PDF format, and contain no links or other information which would connect the document with another web link. A document may contain any number of sections, none of which can exceed 10 MB in size.

Internal filers may file electronic documents of any security level. Internal users submitting questionnaires may use MS Word or PDF format.

To file electronic documents with USITC, the submitter must be a registered user with a valid userid and password.

To submit electronic documents to USITC:

1. Open your web browser. Enter the USITC URL, http://www.usitc.gov. Select Electronic Document Information System (EDIS) and Electronic Docket on the Tools and Links menu.
2. Click on EDIS E-Filing (new) and Public Search.
3. If you have not registered, click on Register and follow the prompts to create a new account.
4. For returning users, click the Login hyperlink. The EDIS Login page appears. Enter your user id and password (case sensitive) and click Submit.
5. Click on the E-file Documents link. The EDIS Document Submission page appears.
6. Enter information (metadata) about the document you are submitting. All fields are required unless specified as "optional."
   a. Your registration information is used in the Submitter Information section. Therefore it is important to use the correct userid and password to submit documents, since the Filed By name and Firm must match the signature within the document. If the user's information is incorrect, please contact USITC to update your profile, prior to submitting the documents. Internal users have more flexibility to change the filer information.
   b. Enter data in the <u>Filed on Behalf of:</u> field. For internal USITC users, this will default to your registered Office/Division, and it can be

changed if you are submitting documents on assignment to a different Office.

   c. Click Find Investigation to search for, and select the proper investigation (click the Select button at the bottom of the popup once you have selected the desired investigation and phase). The Area of Interest and Investigation Phase will be populated on the form based on your selection of Investigation.

   d. If you are requesting a new investigation by filing a petition or complaint, click New Request, and the appropriate fields will be marked <New Request> for submission.

   e. The Document Type list will be filtered based on the Area of Interest for the investigation.

   f. Enter the security level of the document being filed. All electronic documents submitted by external users must be Public, with the exception of electronic questionnaires, which are Confidential MS Word documents. Internal users will be able to set any security level available.

   g. The document date will be set to today's date for external users, and will be defaulted to today's date for internal users. Internal users may adjust the document date if needed, although the date cannot be later than today. The Document Date is the date the document was written, and does not imply the date the document was accepted into EDIS.

   h. The APO Release flag is checked by default on questionnaires. APO Release flag is also available to internal users on other Import Injury documents. If the document is marked for APO Release it must be a Confidential document. The APO Release flag indicates to the Dockets Office that the document must be sent to the investigation parties. Parties to an investigation submitting questionnaires must serve the questionnaires on the other parties, therefore the APO Release Flag must be unchecked.

7. Attach the document sections. Use the Browse.. button to locate and attach the document sections you want to submit electronically. With the exception of electronic Import Injury questionnaires, which are filed as MS Word documents, all documents electronically filed in EDIS must be in PDF format and be less the 10MB. Enter an optional Section Title. Click Attach Files. Continue until all documents are attached and appear in the list below the Attach Files button.

   a. Sections may be defined as chapters or sections of a single large document, or

   b. Multiple small reference documents associated with an investigation, where documents must be reviewed together as a single entity with one document ID and security level.

   c. For rules regarding acceptable PDF Format and Style, please refer to the Handbook On Electronic Filing Procedures.

d. Section Titles should be correctly labeled based on the USITC rules or Judge's orders. Attachments which are in sequence should be labeled properly for easy reference. Post-trial exhibits have a specified labeling format identifying the type of document. For other documents include sequential numbering such as "Posthearing Brief Segment 1 of 13". Further guidance is found in the <u>Handbook On Electronic Filing Procedures</u>. If a section title is not included, the section id will be added.

8. Click Submit Document with Attachments. Review the information being submitted, in particular, the investigation number and the security level. Misfiling the document under the incorrect investigation or with too low of security level, may result in delays in providing the documents to the persons needing this information, and potentially expose business sensitive information to the wrong parties.

9. Click Submit Document to forward the document to EDIS. A Notice of Receipt is displayed once the PDF files have been uploaded from your workstation. The Notice of Receipt acknowledges the files have been transfers, but does not imply acceptance or rejection of the Filing. Print this page for your reference if you need to locate this document within the system later.

10. If additional documents are being filed under this investigation, click File Another Document to retain the document information for the next submission.

At completion of the electronic submission, the EDIS system sends an e-mail confirming completion of the transmission with an notice if the PDFs were validated. After the document is checked to make sure it complies with USITC rules, the USITC will send an e-mail notification that the document has been accepted for filing.