How to File a Paper Document

Submitting Paper Documents

Before submitting hard copy documents to the USITC, you must enter information (metadata) into EDIS to generate Cover Sheets for each hard copy document. The Cover Sheet contains information related to the filing and is used as the basis for document indexing. The Cover Sheet has a bar code printed on it to match the scanned image with the correct indexing information. EDIS will generate the bar code from the assigned Document ID number.   Print the cover sheet and submit it with the paper document to USITC, Dockets Office, Room 112, 500 E Street SW, Washington, DC 20436.

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

To submit paper 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 the File Documents (Paper Only) link. The "EDIS Document Submission for Hard Copy Filings" page appears.
6. Enter information in all required fields. 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 the information in the Filed on Behalf of: 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 Investigation Phase and Area of Interest will be filled based on your selection of Investigation.

d. If you are requesting a new investigation, 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. External users will be able to submit Public or Confidential Documents. Internal users will be able to set any security level available. Questionnaires must be submitted as Confidential documents.
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. A calendar is available to locate and select the date. 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. Click Create Cover Sheet. The information entered on "EDIS Document Submission for Hard Copy Filings Confirmation" page will be displayed. Verify the contents, in particular, that the investigation number and the security level are accurate. Click Accept Information. If any errors are noticed, click Make Changes to correct the entries. If you wish to cancel submission totally, click on Cancel.
8. The "EDIS Cover Sheet to Accompany Hard Copy Submission" screen will be displayed, with a formatted bar code.
9. Print the EDIS Cover Sheet showing the barcode and submit it along with the appropriate number of copies of your paper documents to USITC, Dockets Office, Room 112 at 500 E Street SW, Washington, DC 20436.

After the document has been scanned and checked to make sure it complies with USITC rules, USITC will send an e-mail notification that the document has been accepted for filing.

You may also use the Cover Sheet to submit physical exhibits, and in some situations other electronic media (CD/DVD) may be accepted. Consult the Office of the Secretary or the Administrative Law Judge's order for acceptability of other media.