

# **Case Management/Electronic Case Files (CM/ECF) User's Manual for Case Opening, Electronic Case Files and Case Management**



**U.S. Court of International Trade  
One Federal Plaza  
New York, NY 10278**

**USCIT Help Desk Telephone Number: 1-866-450-1859  
Pay.gov Help Desk Telephone Number: 1-800-624-1373**

**Access the CM/ECF System from the USCIT Web Site at: [www.cit.uscourts.gov](http://www.cit.uscourts.gov)**

Version 3.1.2  
September 2008

---

## Table of Contents for CM/ECF User’s Manual

<u>Topic</u>	<u>Page Number</u>
Hardware and Software Requirements .....	1
Windows Convention for CM/ECF System .....	2
How to Access the System .....	2
Helpful Hints/Warnings When Working with the CM/ECF System .....	3
Filing Tips .....	4
How to Register to Use the System .....	4
Help Desk .....	5
CM/ECF System Options .....	5-7
Basic User Information .....	8-14
Commonly Used Keys and Prompts .....	8
Add/Create a Party .....	8
Attorney Association in CM/ECF .....	8
Bulky Document Standard .....	9
Confidential Filings .....	10
Correcting Mistakes .....	10
Documents Filed in Error .....	10
Exhibits - Physical .....	10
Joint Filings .....	11
Motions .....	11
Notice of Electronic Filing .....	11
Notice of Manual Filing .....	13
Uniformity on Filings .....	13
Technical Difficulty with Court’s CM/ECF System .....	13
Z Motion and Z Document .....	14
Working with Adobe Acrobat and Portable Document Format .....	15-21
How to Convert Documents to PDF Format .....	16
WordPerfect Version 6.1, 7 or 8 .....	16
WordPerfect Version 9 or higher .....	16
Microsoft Word 95 or later .....	17
How to View a PDF file .....	17
How to Attach a PDF Document .....	17
Filing Motions as One Document or Multiple Documents .....	18

**Table of Contents for CM/ECF User's Manual (continued)**

<u>Topic</u>	<u>Page Number</u>
Opening a Case .....	22-108
1581(a) Denied Protests - Appraised Value .....	25
Search for a Party .....	28
Selecting a Party .....	29
Creating a New Party Plaintiff .....	30
Adding an Alias .....	31
Adding a New Alias .....	34
Adding Corporate Parent Information .....	36
Adding Defendant Information .....	38
Obtaining a Case Number .....	40
Filing a Summons .....	41
On-Line Payment of the Filing .....	48
Verifying Docket Text Information .....	51
Notice of Electronic Filing .....	52
1581(a) Denied Protest(s) - Classification .....	53
Opening a Case for Remaining 1581(a) Jurisdiction of Cases .....	55
1581(b) Domestic Interested Parties Petition: Appraised Value .....	56-57
Opening a Case for Remaining 1581(b) Domestic Parties Petition Cases .....	58
1581(c) Antidumping or Countervailing Duty Determination .....	59
1581(c) Antidumping or Countervailing Duty Determination - Determination not to Initiate Investigation .....	60-61
Opening a Case for Remaining 1581(c) Antidumping or Countervailing Duty Cases ..	62
1581(d) Denial of Certification for Trade Adjustment Assistance .....	63
1581(d) Denial of Certification for Trade Adjustment Assistance: Worker 19 USC 2273 .....	64-65
Opening a Case for Remaining 1581(d) Denial of Certification for Trade Adjustment Assistance Cases .....	66
1581(e) Government Procurement/Country of Origin .....	67-68
1581(f) Disclosure of Proprietary Information .....	69-70
1581(g) Custom Broker's License/Permit: Private Testing Lab .....	71-72
Opening a Case for Remaining 1581(g) Custom Broker's License/Permit Cases .....	73
1581(h) Pre-importation Ruling .....	74-75
1581(i) Residual Jurisdiction .....	76-80
1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties .....	81
Opening a Case for Remaining 1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties Cases .....	83
1584 Disclosure of Proprietary Information: Sanctions .....	84

---

## Table of Contents for CM/ECF User’s Manual (continued)

<u>Topic</u>	<u>Page Number</u>
Docketing a Complaint .....	86-97
Filing Case Events .....	98-160
Answer to Complaint .....	98
Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) .....	104
Consent Motion for Extension of Time .....	110
Motion to Intervene and Required Related Filings .....	118
Motion for Judgment Upon Agency Record 56.1 .....	127
Response to Dispositive Motion for Judgment Upon Agency Record 56.1 .....	133
Reply to Response to Dispositive Motion .....	140
Appeal Documents .....	146
Multi-Case Docketing .....	155
Query Options .....	162-171
Alias .....	166
Associated Case .....	166
Attorney .....	166
Deadlines/Hearings .....	167
Docket Report .....	168
Filers .....	169
Party .....	169
Related Transactions .....	170
Status .....	171
View a Document .....	171
Reports Options .....	172-182
Docket Sheet .....	172
Transcripts .....	173
Create an Appendix .....	174-175
Including headers when creating PDF documents .....	175
View Multiple Documents .....	175-176
Civil Cases .....	176-182
Civil Reports .....	176-177
Calendar Events .....	177-179
Written Opinions .....	180-182
Utilities Options .....	183-189
Your Account: View Your Transaction Log .....	184
Miscellaneous: Mailing - Mailing Information for a Case .....	184



## Table of Contents for CM/ECF User's Manual (continued)

<u>Topic</u>	<u>Page Number</u>
Miscellaneous: Mailing - Mailing Labels by Case .....	185-186
Miscellaneous: Verify a Document .....	187
Miscellaneous: Internet Payment History .....	188-189
CM/ECF Glossary .....	190
Glossary of CM/ECF System Errors .....	193
Appendix .....	194
Alphabetical Listing of Docket Events .....	Appendix 1 - 6
Bulky Document Standard .....	Appendix 7 - 10
CM/ECF Registration (Attorney) .....	Appendix 11 - 18
CM/ECF Registration (Non-Attorney) .....	Appendix 19 - 24
Change in CM/ECF User Information for Attorneys .....	Appendix 25 - 28
Change in CM/ECF User Information for Non-Attorneys .....	Appendix 29 - 33
Declaration that Party Was Unable to File .....	Appendix 34 - 36
Frequently Used Abbreviations List for CM/ECF Data Entry .....	Appendix 37 - 40
List of Docket Events by Category .....	Appendix 41 - 43
Loss or Compromise of CM/ECF Password .....	Appendix 44 - 47
Notice of Consent to Electronic Service .....	Appendix 48
Errata Reporting Form .....	Appendix - 49
Index .....	<i>Index - 1</i>

---

# Case Management/Electronic Case Files (CM/ECF) User's Manual

## I. Getting Started

### Introduction

The Case Management/Electronic Case Files (CM/ECF) System is an electronic filing system used to view docket sheets, run case reports, and electronically file documents with the Court. The steps outlined in the manual must be followed when opening a case with the Court.

### Hardware and Software Requirements

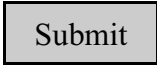

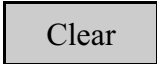

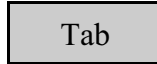
The hardware and software needed to electronically file, view and retrieve case documents include the following:

- A personal computer running a standard platform such as Windows or Macintosh
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word;
- Internet service;
- A web browser such as Netscape (including version 7.2), Internet Explorer (including version 6.0 and 7.0), or Mozilla Firefox (including version 1.5);
- Software to convert documents from word processor format to portable document format (PDF). Adobe Acrobat is recommended. Adobe Acrobat version 6.x, 7.x and 8.x adequately meet the CM/ECF filing requirements;
- Adobe Reader, which is available free, is needed for viewing PDF documents; and
- A scanner may be necessary to create electronic images of documents that are not in your word processing system.

## I. Getting Started

### Windows Conventions for the CM/ECF System

The following system prompts are used throughout the program.

	This button on the screen accepts the entry just made and displays the next entry screen, if any.
	This button on the browser toolbar allows users to return to a screen and correct an entry made on a previous screen.
	This button on the screen clears all characters entered in that particular box.
	This key on the keyboard allows users to select multiple entries within a given category by pressing and holding down on the <b>Ctrl</b> key when selecting entries.
	This button on the keyboard allows users to move from one field to another within a screen.

### How to Access the System

**Note:** If you have not registered to use this system, you will not be able to sign in. (See Page 4).

To access the CM/ECF System follow these steps:

1. Open up your Internet browser (Netscape including version 7.2, Internet Explorer including versions 6.0 & 7.0, or Mozilla Firefox, including version 1.5);
2. Type in the Court's web address: <http://www.cit.uscourts.gov>;
3. Select **Case Management/Electronic Case Files (CM/ECF)** option on the left column;
4. Choose **Login to the Live CM/ECF Database** (or the Training CM/ECF Database if that is the one you wish to access), or, in lieu of steps 2 & 3, go to: <https://ecf.cit.uscourts.gov>;
5. Click **Live Database** (or Training);

---

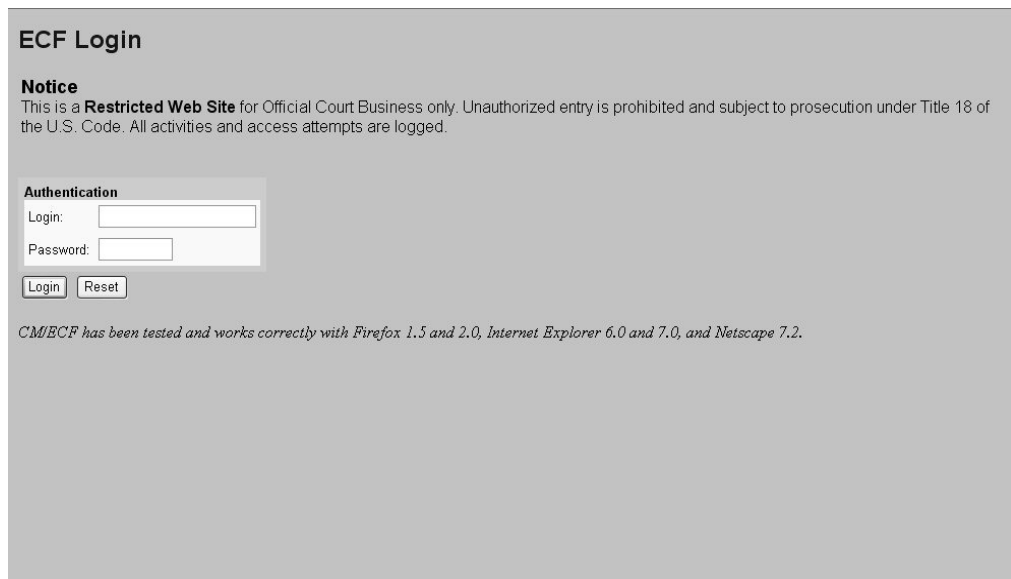
## I. Getting Started

### How to Access the System (continued)

6. Enter your login and password in the appropriate field (see **Figure I-1.**) Login and Password are case-sensitive and must be entered exactly as they appear on your activation letter.

**Note:** If you forgot your login or password, call the **CM/ECF Help Desk at 1-866-450-1859** during regular business hours.

7. Click  to access the system options.



**ECF Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Authentication**

Login:

Password:

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.

**Figure I - 1**

### Helpful Hints/Warnings When Working with the CM/ECF System

The following information will assist you while working with the CM/ECF software:

- ▶ Be careful not to place the cursor on any portion of the border while you are working in the CM/ECF system. If the cursor hits the border of the screen while you are working to input case information, the system will wipe out the information before you have a chance to save it.
- ▶ Keep the screen maximized while you are working.
- ▶ When adding names of individuals or the titles of businesses, be sure to type the first letter of the first and last names in capital letters. The program is case-sensitive when you add names/titles. However, the system is not case-sensitive when searching for a name or business.
- ▶ While entering case information, if you decide to return to a previous screen to make changes, you will need to re-enter all information after the change because the system will wipe out previously entered information once you leave the entry screen.

## I. Getting Started

- ▶ Select *fee waived* when the U.S. Government is filing the summons.
- ▶ **You must enter parties into the system one at a time.**

### Filing Tips

As in the manual filing format, when filing a summons and a complaint concurrently, a **Certificate of Service** also must be filed.

### How to Register to Use the System

Every attorney who wishes to file documents electronically is required to complete a Registration Form. Registration forms may be accessed from the Court's website at the following web address: <http://www.cit.uscourts.gov>. A copy of the registration form (CM/ECF Form No. 1) is available in the Appendix on pages 13-14 in the *CM/ECF Registration (Attorney)* and on pages 20-21 of the Appendix in *CM/ECF Registration (Non-Attorney)*. In addition to individual e-mail addresses on registration forms, filers are encouraged to include general e-mail addresses for their firm/agency to ensure notification of all case activity.

All registration forms must be mailed to the Office of the Clerk, Admissions Office - Room 299, One Federal Plaza, New York, NY 10278-0001. Within two weeks of receipt of a completed registration form, the Clerk's Office will send users a login and password. After receiving a login and password, attorneys should file an entry of appearance in each of their cases if they wish to receive e-mail notification of case-related activities.

**Please Note: Non-attorneys who register to use the CM/ECF system will be given Query-only access. These users will not have the ability to file documents electronically.**

If users lose their Password, or their Password is compromised, they must file with the Court the *Notice of Loss/Compromise of CM/ECF User Password* (CM/ECF Form No. 9) as found in the Appendix on page 45 in *Loss or Compromise of CM/ECF Password*.

If users have a change in the information that appears on file with the Clerk's Office, then they are required to file with the Court the *Notice of Change in CM/ECF User Information* (CM/ECF Form No. 8) as found in the Appendix on page 26 in the document *Change in CM/ECF User Information for Attorneys* and on page 30 of the Appendix in the document *Change in CM/ECF User Information for Non-Attorneys*.

---

## I. Getting Started

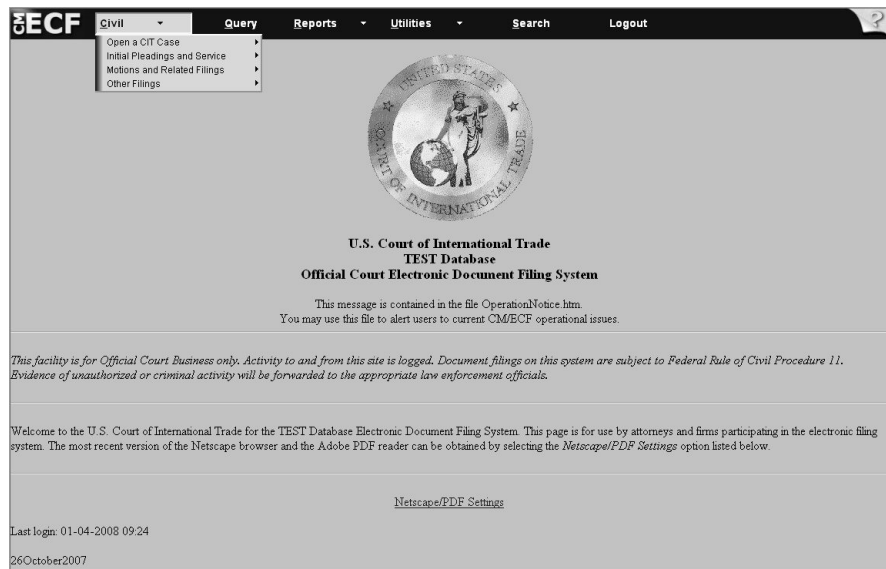
### Help Desk

If you need assistance, please call the Court's Help Desk at (866) 450-1859 between the hours of 8:30 a.m. and 5:00 p.m., Eastern time, Monday through Friday to speak to a Court staff member. After Court hours, your call will forward to voice mail and will be answered the next business day. Emergency Help Desk support will not be available after 5:00 p.m. Eastern Time on weekends, holidays or any other day on which the Court is closed.

## II CM/ECF System Options

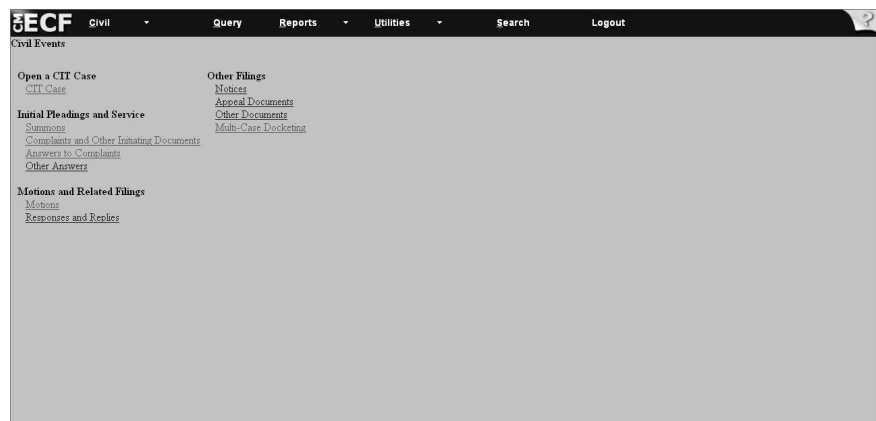
The CM/ECF system operates with a series of drop-down menus from the top menu-tabs as shown below in **Figure II-1**. Submenus within the system may be accessed by either clicking on an option in the drop-down menu, or by clicking the menu tab (in this case, *Civil*).

**Figure II-1**



For example, clicking the *Civil* menu tab will bring you to the *Civil Events* menu screen seen in **Figure II-2**.

**Figure II-2**

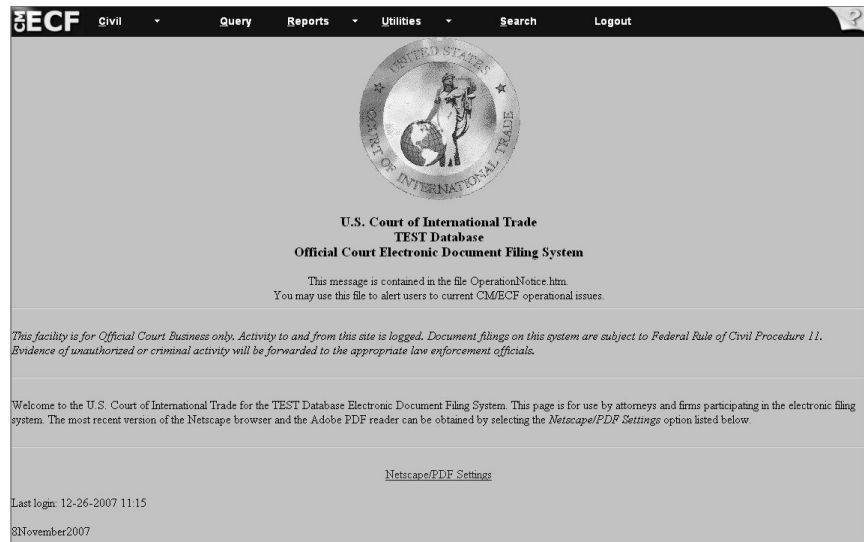


## II. CM/ECF System Options (Continued)

### Use of the Search Function:

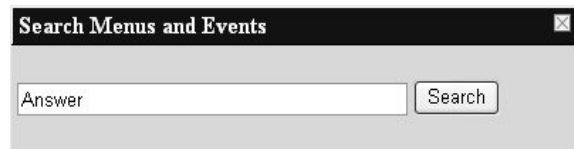
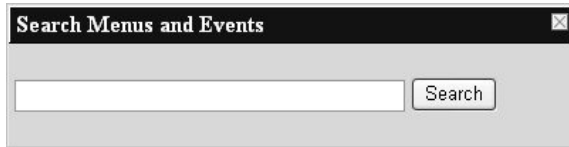
When using the CM/ECF system, a search can be called up from any screen simply by clicking the text on the upper right-hand side of the menu bar that says, "Search." (See **Figure II - 3**)

**Figure II - 3**



A search box (See **Figure II - 4**) will appear on the screen, which will allow you to enter search terms (e.g., "Answer") as shown in **Figure II - 5**.

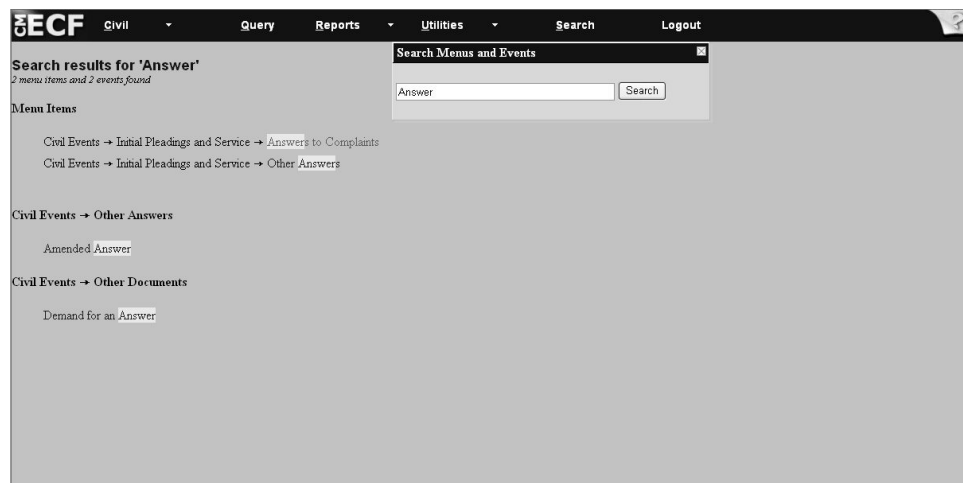
**Figure II - 4**



**Figure II - 5**

Once the search button is pressed, the results will appear on a new screen, with links to all areas containing the term you have searched (See **Figure II - 6**).

**Figure II - 6**



---

## II. CM/ECF System Options (Continued)

The following CM/ECF system options are available.

**Civil      Query      Reports      Utilities      Search      Logout      ? (Help)**

### **Civil Events Options**

#### **Open a CIT Case**

CIT Case

#### **Initial Pleadings & Service**

Summons

Complaints & Other Initiating Documents

Answers to Complaints

Other Answers

### **Query Options**

Alias

Associated Cases

Attorney

Deadlines/Hearings

Docket Report

Filers

Party

Related Transactions

Status

View a Document

### **Reports Options**

Docket Sheet

Civil Reports

Civil Cases

Calendar Events

Other Civil Reports

Written Opinions

### **Motions and Related Filings**

Motions

Responses & Replies

### **Other Filings**

Notices

Appeal Documents

Other Documents

Multi-Case Docketing

### **Utilities Options**

Your Account

View your Transaction Log

Miscellaneous

Mailings

Mailing Information for a Case

Mailing Labels by Case

Internet Payment History

Verify a Document

Release 3.1 Menu Items

**Search** - use this feature to search Menus and Events for specific words or phrases.

**Logout** - select this feature to properly logout of the system. Simply closing out the browser is not sufficient. Filers may experience difficulty logging back into the system if they did not properly logout.

**?(Help)** - access definitions & explanations of terms used in the CM/ECF System.


This feature can be accessed from any screen in the CM/ECF system by clicking the icon located in the upper right corner of the menu bar for assistance.





### III. Basic User Information

#### Commonly Used Keys and Prompts in the ECF System

[ <i>Back</i> ]	This button on the browser Toolbar allows you to return to a previous screen to correct entries.
	This button on the screen clears all characters entered in a particular box and sometimes on the screen.
[ <i>Ctrl</i> ]	This keyboard command allows you to select multiple entries within a given category by pressing and holding down the [ <i>Ctrl</i> ] key when selecting entries.
[ <i>Tab</i> ]	This button on the keyboard allows you to move forward from one field to another within a screen.
[ <i>Shift</i> ] + [ <i>Tab</i> ]	This key combination allows you to back up from one section to a previous section.

#### Add/Create a Party in the CM/ECF System

When the party for whom you are filing does not appear in the CM/ECF system, you need to add or create a party. Type in the first three characters of the party's business name (do not worry about capitalization) using a wildcard (\*) before and after the three characters, for example, "\*IBM\*." The system will generate all the entries with the characters you typed. If the party's name does not appear among the list of entries, then add the party's information using the official style and abbreviation standards. (See pages 37 - 40 of the Appendix for copies of standards.)

**Tip:** Do not type in the complete party/business name since the system may already contain the party/business name but with a slight variation, for example, I.B.M. Corporation may be entered into the system as IBM Corp. If you typed in the full name I.B.M. Corporation, the system may respond that *No Parties were Found* since the typed entry did not match the system's entry.

#### Attorney Associations in CM/ECF

When prompted in CM/ECF to create *attorney associations*, it is recommended that you check the box. This action will create a link in the system between the attorney and the case. It will also add the attorney to the ECF event filing notification list for all parties associated with a case. Failure to check this box may result in failure to properly notify attorneys of case-related events.

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Bulky Document Standard (BDS)**

The Bulky Document Standard (BDS) (see Appendix pages 7-10 for a copy of the guidelines) for the electronic filing of documents on the Court's CM/ECF system limits the size of documents filed electronically.

**Users may not file any document that is larger than 2MB on the Court's CM/ECF system.**

**Exceptions to the BDS include the following documents:** Summons, Complaint, Answer to Complaint, and Briefs (opening, response, reply) in the following: Motion for Summary Judgment, Motion for Judgment on Pleadings, Motion for Judgment on the Agency Record (1581(c)), Motion for Judgment on the Agency Record (all other Jurisdictions); and Motion to Dismiss.

Excepted documents greater than 2MB **shall** be logically divided with a description of the divisions. No division of a document shall exceed 2MB.

**Example:** Assume a motion is filed and exceeds the 2MB limit. Divide the motion into logical divisions, making sure that each division is less than 2MB. Name each division, for example, Motion Parts A-C and Motion Parts D-E. Enter the first division as the main document and enter the remaining divisions as attachments to the main document.

Exhibits that exceed 2MB must be filed in the same manner as documents.

**Example:** Assume a motion is filed with three exhibits. Treat the exhibits as individual attachments and add each one separately. Name each exhibit, for example, Exhibit 1 (with a brief description), Exhibit 2 (with brief description) and Exhibit 3 (with a brief description). If the individual exhibit exceeds 2MB, then divide each Exhibit and label it accordingly, for example Exhibit 1 Parts A-C and Exhibit 1 Parts D-E.

**Note:** See pages 17 - 21 for directions on how to add attachments.

To determine how many MB your documents are, the following information may be helpful:

- The size of the file will normally be listed in the file properties;
- One Megabyte (MB) = 1000 Kilobytes(KB) and One Kilobyte(KB) = 1000 Bytes

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Confidential Filings**

Papers that contain confidential, business proprietary or classified information must be filed manually via the *Notice of Manual Filing* (CM/ECF Form No. 10) found in the Appendix on page 9. Public versions of the filing should be filed electronically. All confidential filings must be filed in accordance with the *Rules of the Court (Rule 81(h))*.

#### **Correcting Mistakes**

If you have to correct a mistake while entering information into the system, use the browser [Back] button to return to a previous screen to correct the entry. Correct the information on the screen.

Hit  in order for the change to take effect and continue on to the next screen.

**Please note that using the browser [Forward] key to advance to the screen where you left off after making the correction will not save the edited information.** You must hit  on the screen where the information was changed before proceeding to subsequent screens.

Also, once you return to a previous screen to correct a mistake, all information entered after the mistake is lost. Therefore, you will need to re-enter the information. It is highly recommended that mistakes are corrected once they are discovered rather than submitting incorrect docket entries and/or documents. If you do submit an incorrect document and/or docket entry, you will need to refer to *Administrative Order No. 02-01* for the necessary steps to correct the entries.

#### **Documents Filed in Error**

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed.

Refer to §3(e) of Administrative Order No. 02-01 for the procedures to correct filings.

#### **Exhibits - Physical**

Any exhibit that cannot be converted to PDF format must be filed manually with the Court using the *Notice of Manual Filing* (CM/ECF Form No. 10) found in the Appendix on page 9.

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Joint Filings**

The option for joint filings will appear with every motion regardless of relevance. To establish a joint filing, complete the following steps.

1. Check joint filing on the first screen where the option appears;
2. Highlight all additional attorneys who have signed the filing;
3. Highlight all parties represented by the filing; and
4. **DO NOT** create any new attorney associations on this screen. Checking this box will create a permanent change in attorney/party association in the case. Only check the box to add yourself as an attorney to represent your client.

**Important Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion.

#### **Motions**

**Motions to Consolidate** - Filers must make a docket entry for all cases involved.

**Motions to Designate Test Case and For Suspension Thereunder** - Filers must docket the entry for test case designation on proposed test case number, and docket the entry for suspension on all cases to be suspended thereunder.

**Motions with Schedules** - Filers must docket the entry for all cases involved. For the lead case, type in the free text box “with schedule.” For those cases on the schedule, type in the free text box “with (*lead court number*).”

#### **Notice of Electronic Filing Screen**

Upon completion of a docket event, the last screen the system displays is the notice of electronic filing screen (see **Figure III - 1 on the following page.**) This screen is the receipt of the filing. To print out the receipt, select your browser’s print function. To save the receipt on the hard drive, select **File** from the browser toolbar and select **Save Frame As** or **Save As** to

### III. Basic User Information for Working with the ECF System (continued) Notice of Electronic Filing Screen (continued)

identify the drive where the receipt will be saved. Rename the file in the *File name* box.

- While in the notice of electronic filing screen, Select the *Document Number*, for example, *1*, to access the PDF document associated with the filing; (**Note:** If you filed both documents and attachments, the system gives you access to both. Click the numbers under the column entitled *Part No.* to view the attachments or documents.)
- While in the notice of electronic filing screen, Choose the *Case Number*, for example, *1:07-cv-355*, to access the docket sheet. (**Note:** The docket sheet entry screen may appear first. If it does, then click  to access the actual docket sheet.)

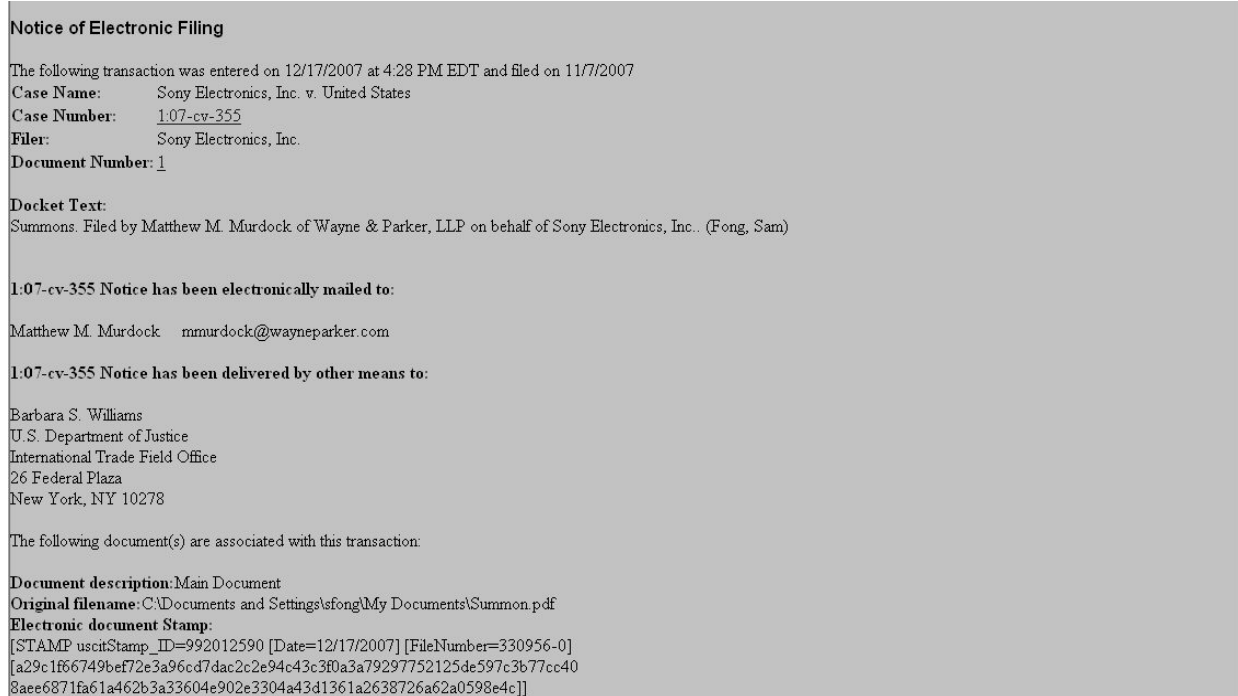


Figure III - 1

- If attorneys filed a *Notice of Consent to Electronic Service* (see page 48 of the Appendix for a copy of the form), then the *Notice of Electronic Filing* sent to the attorney via e-mail of records in the action shall constitute service on that attorney (see **Figure III - 1**). For all others, all papers required to be served shall be served in non-electronic form in accordance with Rule 5 of the Rules of the Court and receipt of a *Notice of Electronic Filing* shall **not** constitute service (see §6 of Administrative Order No. 02-01).

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Notice of Manual Filing**

The form *Notice of Manual Filing* (see CM/ECF Form No. 10 found on page 9 of the Appendix) is to be used when documents cannot be filed electronically. Circumstances under which the *Notice of Manual Filing* should be used include, but are not limited to, the following:

- (1) the electronic file size of the document exceeds 2.0 megabytes (MB);
- (2) the document cannot be converted to an electronic format;
- (3) the document contains confidential, business proprietary or classified information;
- (4) the document is filed under seal pursuant to Court Order;

#### **Uniformity on Filings**

For the purpose of uniformity, the Court requests that all motions be filed with a proposed order preceding the motions (unless otherwise noted in individual Chambers' procedure policy).

Please make separate entries for all forms, and enter the forms into the system in numerical order. For example, make separate entries for a *Notice of Appearance* (Form 11), *Business Proprietary Information Certification* (Form 17) and *Notification of Termination of Access to BPI* (Form 18).

#### **Technical Difficulty with Court's CM/ECF System**

When a document cannot be filed electronically because of Court CM/ECF technical difficulties and not a technical failure with the filer's equipment or Internet connection to the system, the filer should print (if possible) a copy of the error message received and complete a *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties* (CM/ECF Form No. 11 found in the Appendix on page 34).

If a filer misses a filing deadline as a result of the Court's technical difficulties, the filer shall contact the CM/ECF Help Desk at 1-866-450-1859 to inform the Clerk's Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11. The document and declaration shall be filed by hand or overnight courier no later than 12:00 noon (Eastern Time) of the first day on which the Court is open for business following the original filing deadline.

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Z Motion and Z Document**

In order to help filers meet a deadline when they cannot find the appropriate system entry for the document they are attempting to file, the Court has created what is known as the “Z” motion and “Z” document. These entries appear as the last entries in their respective categories.

The following criteria must be met before a filer may use “Z” motion or “Z” document entries.

1. The filer cannot locate a suitable docket entry description in the CM/ECF system;  

**and;**
2. The filing is due the day on which the filing is attempted;  

**and;**
3. It is after the Court’s regular business hours (5:00 p.m. Eastern Time).

If it is during business hours of the Clerk’s Office, 8:30 a.m. to 5:00 p.m. Eastern Time, then call the CM/ECF Help Desk at 1-866-450-1859 for assistance.

If a filer uses the “Z” motion or “Z” document, then he/she must fully describe the document being filed and attach a copy of the document to the entry in order to preserve the filing date. Furthermore, when a filer uses a “Z” motion or “Z” document, the filer is to call the CM/ECF Help Desk at 1-866-450-1859 by 12:00 noon (Eastern Time) of the first day on which the Court is open for business after the “Z” motion and/or “Z” document was filed. The filer will be asked to provide the court number, the electronic filing date and the document number of the “Z” entry. The Clerk’s Office will correct the entry. No “Z” motion or “Z” document shall be left as the permanent entry in the CM/ECF system.

Filers should never use a “Z” entry when there is a suitable system entry for the document they are filing. Excessive and/or inappropriate use of the “Z” entry is discouraged and the Clerk’s Office will address this matter with the individual filer.

#### **IV. Working with Adobe Acrobat and Portable Document Format (PDF) and Guidelines to Scan Documents**

Adobe Reader (formerly Acrobat Reader) is a free application used to read, print and display documents in Portable Document Format (PDF). Adobe Acrobat is available at [www.adobe.com](http://www.adobe.com). Please refer to Adobe's documentation and web site for help with Acrobat Reader. In order to create PDF documents, you will need Adobe Acrobat (not to be confused with Adobe Reader) or similar software, which must be purchased separately if you are using a word processor other than Corel WordPerfect 9 or higher.

**Only PDF documents may be filed with the Court using the Court's Electronic Case Files system. Therefore, before you login to begin your filing session, please make sure you have converted your documents to PDF format. We do not recommend converting documents while attempting to file them. If you interrupt your filing session to convert a document to PDF format, you risk losing your filing data. To guarantee accurate filing, please view the PDF document before filing it to ensure that it appears in its entirety and in the proper format. Verifying the document up-front will prevent you from filing incorrect documents. You may not edit a document once it is converted to PDF format. If you notice an error in the document, you will need to correct the error in the software application in which the document was created and then convert the document into PDF format. Also, please be aware that the CM/ECF system will not accept PDF files that have the password security feature activated.**

Although the Court prefers that PDF documents uploaded to the CM/ECF System be converted directly from the original word processing document, it is not always practical or feasible. Therefore, in those instances when filers scan documents to upload to the system, please follow these guidelines:

- scan the documents at no more than 300 dpi(dots per inch); and
- make the PDF document searchable by using the "paper capture" feature of Adobe Acrobat or its equivalent process in any alternative software you use.



## **IV. Working with Adobe Acrobat and Portable Document Format (PDF)**

(continued)

### **How To Convert Documents to PDF Format**

To file documents with the Court, you must first scan or convert the document from its word processing format to PDF format.

The conversion process is relatively simple and can be accomplished using either WordPerfect or Microsoft Word. WordPerfect versions older than 9 and all versions of Microsoft Office require third-party PDF creation software. The following instructions assume you are either using WordPerfect 9 or higher with built-in PDF creation or an older version of WordPerfect (or Microsoft Word) with Adobe Acrobat version 5 or 6. Your computer's software and configuration may be different. If you experience problems or require additional help with this process, contact your organization's technical support staff or the vendor of your software.

#### **For WordPerfect Version 6.1, 7 or 8**

- Open the document you wish to convert in WordPerfect;
- Select **Print** and in the print dialog box select the option to change the selected printer. A drop-down menu with a list of printer choices is displayed.
- Select **Acrobat Distiller**.
  - Select **Print**. The file will not actually print out - it will give you the option to save the file in PDF format;
  - Name the file, giving it the extension .PDF;
  - Accept the option, The file is converted to a PDF document.

#### **For WordPerfect Version 9 or higher**

- Open the document, select **File** and **Publish to PDF**.
- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

## **IV. Working with Adobe Acrobat and Portable Document Format (PDF)** (continued)

### **For Microsoft Word 95 or later**

- Open the document;
- Select **Acrobat** from the menu (it is located to the right of **Help**) and **Create Adobe PDF**. If you do not have this menu, you can also follow the instructions for older versions of WordPerfect, above;
- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

### **How to View a PDF File**

- Start the Adobe Acrobat program;
- Go to the **File** menu and choose **Open**;
- Click the location and file name of the document to view;
- Acrobat loads the file and displays it on the screen; and
- Use the scroll bar and/or and the arrows to move through the document.

### **How to Attach a PDF Document**

All files must be in PDF format with a .PDF extension in order for you to file your case-related documents. **Please Note: The system will not let you advance to the next screen unless you have selected a document to file.** If you attempt to upload a non-PDF file, or to make a standard docket entry, you will receive an error message.

## IV. Working with Adobe Acrobat and Portable Document Format (PDF)

(continued)

### Note: Filing Motions as One Document or Multiple Documents

When filing a motion as a docket entry, the Court recommends filing the motion, proposed order, memorandum and certificate of service as **one document**. However, the Court will accept it if a filer files the motion as the main document with supporting documents (proposed order, memorandum and certificate of service) as attachments. The Court prefers **one document**.

### How to Attach a PDF Document (continued)

1. Click  to select the drive and directory path, for example, *C:\199cv501-21.pdf*, where the document to be filed is located (see **Figure IV - 1**). The file upload dialogue box will appear (see **Figure IV - 2**).

Figure IV - 1

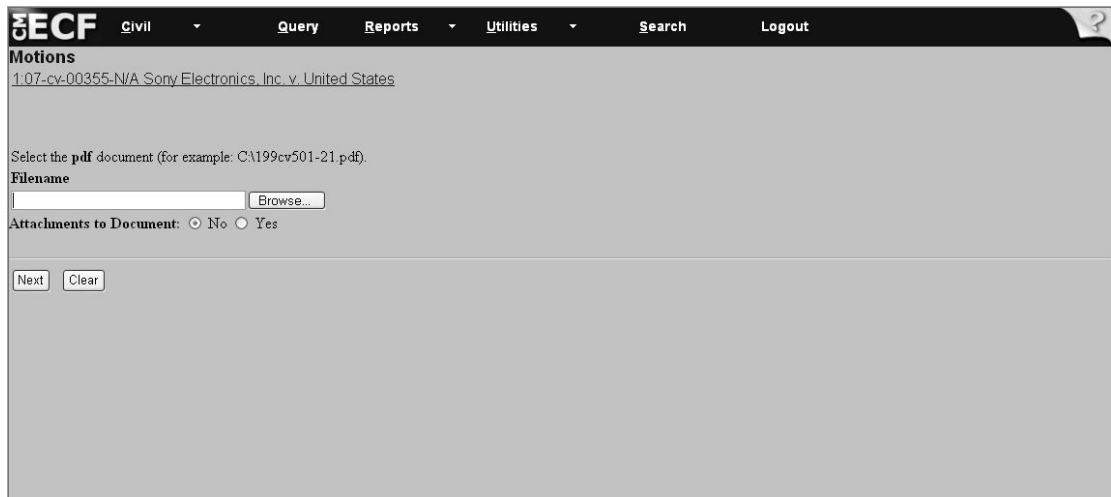
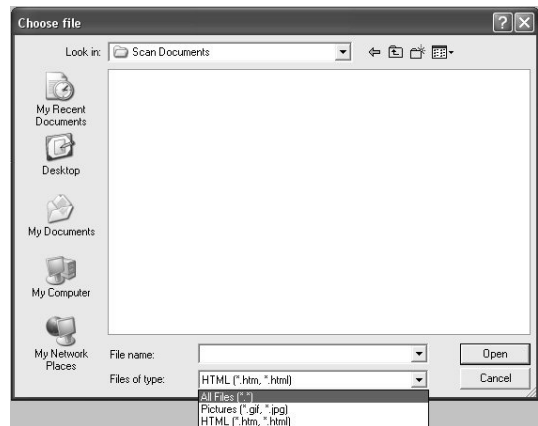


Figure IV - 2

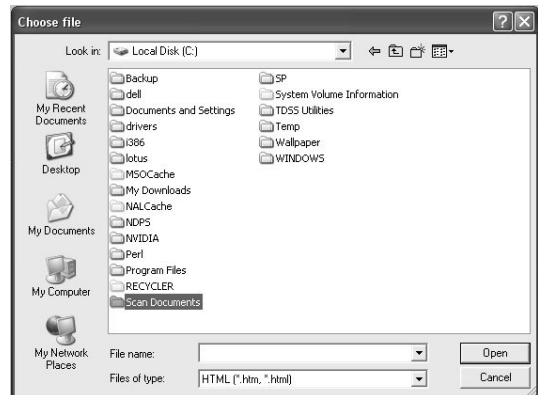


## IV. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

### How to Attach a PDF Document (continued)

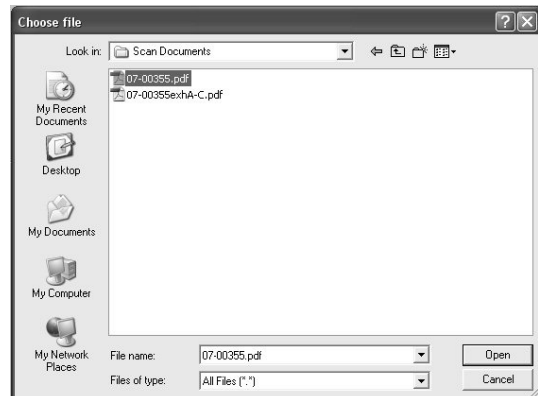
2. Press the drop down arrow to select the drive. At the bottom of the dialogue box is the **Files of type** field. Select the down arrow to the left of **Files of type** field and using the scroll bar select the option **All Files (\*.\*)**
3. The computer displays all the files in the selected drive (see **Figure IV - 3**).

**Figure IV - 3**



4. Select the filename by highlighting the document. To verify that you have located the correct document, right-click on a file name to bring up a menu & left-click **Open**. The PDF document will open and you can view it to verify that it is the correct document.
  - ▶ If it is the wrong document, then select another document.
  - ▶ If it is the correct document, then Select  in the dialogue box.  
**Result:** The filename and directory appear in the **File name** box on the PDF screen (see **Figure IV - 4**).

**Figure IV - 4**



## IV. Working with Adobe Acrobat and Portable Document Format (PDF)

(continued)

### How to Attach a PDF Document (continued)

5. If there are no attachments to the document, then on the PDF screen click .
6. If you have attachments to add, select, "Yes," and click  (see **Figure IV - 5**).

**Figure IV - 5**

ECF Civil Query Reports Utilities Search Logout

Motions  
1:07-cv-00355-N/A Sony Electronics, Inc. v. United States

Select the pdf document (for example: CA199cv501-21.pdf).

Filename  
C:\Scan Documents\07-00355.pdf

Attachments to Document:  No  Yes

7. The system displays the attachment screen (see **Figure IV - 6**).

**Note:** You must add attachments one at a time.

**Figure IV - 6**

ECF Civil Query Reports Utilities Search Logout

Motions  
1:07-cv-00355-N/A Sony Electronics, Inc. v. United States

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename  
C:\Scan Documents\07-00355\exhA-C.pdf

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
Exhibit	A - C

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ▶ If the filename does not appear in the dialogue box, then click  and select the drive and directory path where the file is located.

## IV. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

### How to Attach a PDF Document (continued)

- ▶ Under **Type** select the drop down box for the type of attachment; for example, *Exhibit*.
- ▶ To describe the attachment more fully, click in the **Description** box and add a description; for example, *A - C*.
- ▶ Click  .
- ▶ After you click  , you will see an attachment file name listed in the dialog box (**Figure IV - 7**).

**Note:** If you made an error, highlight the attachment and click  to remove the attachment. Repeat this sequence to add other attachments.

**Figure IV - 7**

The screenshot shows the ECF Motions interface for case 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States. The interface includes a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Motions' and contains the following instructions and form elements:

- Select one or more attachments.**
- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- Filename**  
 - 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
- Category**  **Description**
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
- 
-

8. Click  when you are finished adding attachments.

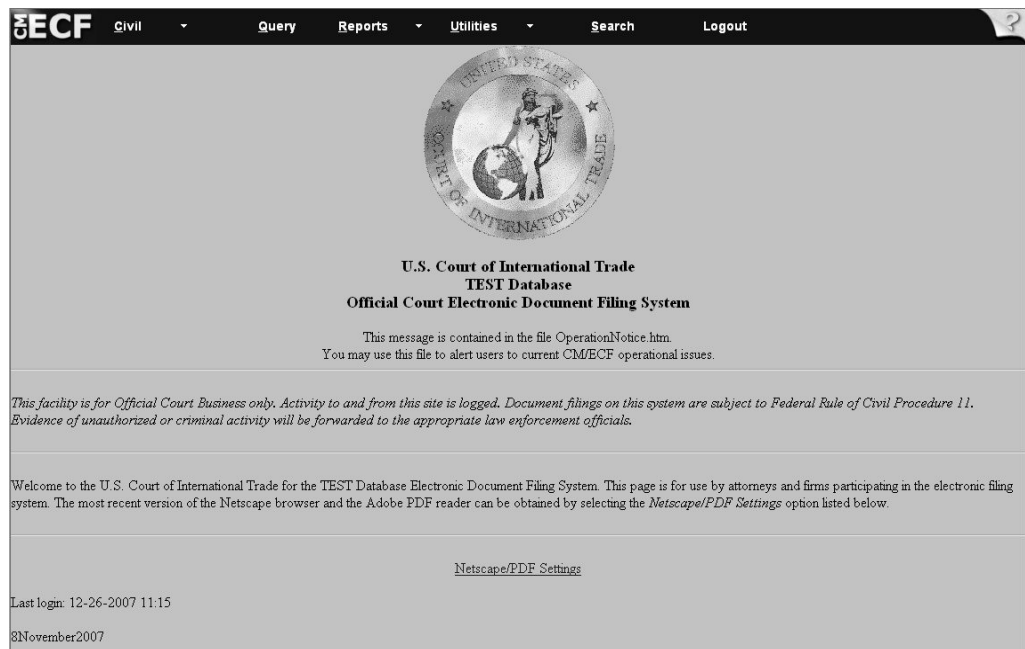
## V. Opening a Case

**Important:** Be sure to have Form 5 - Information Statement, Summons, Form 13 - Corporate Disclosure Statement and, if applicable, the Complaint before you open a case. You will need information from these documents to open a case.

**Directions:** To open a case, follow the steps outlined below.

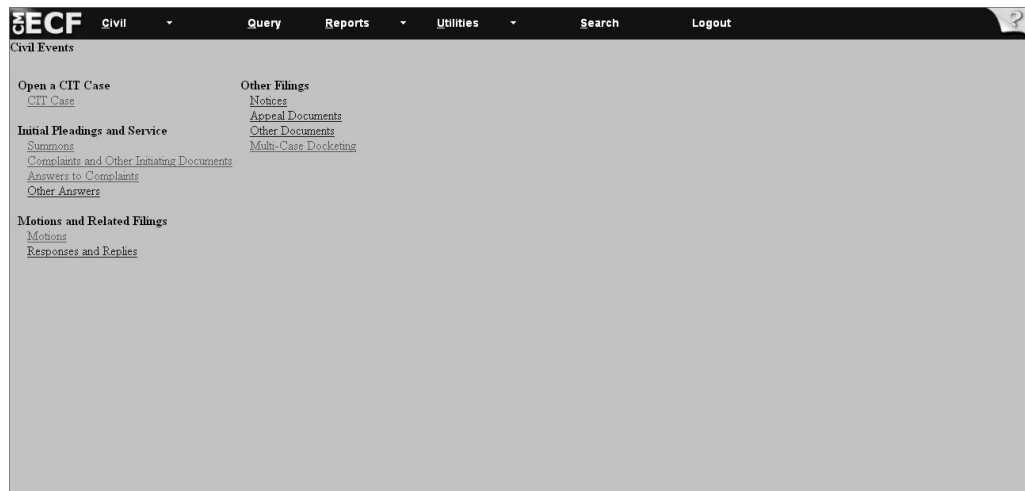
1. Select *Civil* from the toolbar (see **Figure V - 1**).

**Figure V - 1**



2. Select *CIT Case* under the category *Open a CIT Case* (see **Figure V - 2**).

**Figure V - 2**



## V. Opening a Case

**Directions:** To open a case, follow the steps outlined below. All the steps on this page refer to **Figure 3**.

3. Accept the system default of *cv* in the *Case Type* field.
4. Skip the *Date Filed* field. The date will automatically appear as the current date.
5. Go to the *Jurisdiction* field and select all applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the **Ctrl** key and Select all of the appropriate jurisdictions.
6. Go to the *Precedence* field. Select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
7. Go to the *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a Summons and/or a 28 U.S.C. §1581 (a) or (b) Complaint. Select *fee waived* when the U.S. Government is filing the summons.**

The screenshot shows the ECF system interface for opening a case. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case".

The form fields are as follows:

- Case type:** cv (dropdown)
- Date Filed (MM/DD/YY):** 12/26/2007
- Jurisdiction:** A scrollable list with the following options:
  - 28USC § 1581(a) Denied Protest(s)
  - 28USC § 1581(b) Domestic Interested Parties Petition
  - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
  - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
  - 28USC § 1581(e) Government Procurement/Country of Origin
  - 28USC § 1581(f) Disclosure of Proprietary Information
  - 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
  - 28USC § 1581(h) Pre-importation Ruling
  - 28USC § 1581(i) Residual Jurisdiction
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid (dropdown)
- Jury Demand:** No (dropdown)
- Related Cases:** Radio buttons for No and Yes.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No and Yes.

Buttons for "Next" and "Clear" are located at the bottom left of the form.

Figure V - 3



## V. Opening a Case (continued)

8. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No* (see **Figure V - 4**).
9. Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to Step 10. If *Yes*, go to step 12 (see **Figure V - 4**).

**Note:** If you are in doubt if there are related cases, then select *No*.

10. Choose *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order* (see **Figure V - 4**).
11. Click . If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with the directions on page 24.

**Figure V - 4**

12. If related cases apply, the screen, *Indicate Related Cases*, appears (see **Figure V - 5**).  
**Note:** You must indicate at least one case to continue.

13. Click .

**Figure V - 5**

## V. Opening a Case: §1581(a) - Denied Protest(s): Appraised Value

**Directions:** To complete the information for an Appraised Value case, follow the steps outlined below. All the steps on this page refer to **Figure V- 6**.

1. Go to the *Category* field and select *Appraised Value*. If the case involves categories in addition to *Appraised Value*, then press and hold down the *Ctrl* key and select the appropriate categories. Use the scroll bar to the right of the Category box to view all the categories.
2. Go the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the white box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
3. Go to the *Port(s) of Entry* field. Scroll through the list of ports and select the appropriate entries. If you are unsure of the port number, then refer to the U.S. Customs and Border Protection web site at <http://www.cbp.gov/xp/cgov/toolbox/ports/> to access port numbers by state.

The screenshot shows the ECF (Electronic Case Filing) interface for an Open Court of International Trade Case under Jurisdiction 28 U.S.C. § 1581(a). The form is titled "Open Court of International Trade Case" and includes a navigation bar with "Civil", "Query", "Reports", "Utilities", "Search", and "Logout" options. The form fields are as follows:

- Category:** A dropdown menu with "Appraised Value 19USC § 1514(a)(1)" selected. Other options include "Classification 19USC § 1514(a)(2)", "Charges or Exactions 19USC § 1514(a)(3)", and "Exclusion 19USC § 1514(a)(4)".
- Agency:** A dropdown menu with "U.S. Bureau of Customs and Border Protection" selected.
- Exporting Country:** A dropdown menu with "(Not Applicable)" selected. Other options include "Afghanistan" and "Albania".
- Port(s) of Entry:** A dropdown menu with "(Not Applicable)" selected. Other options include "0101 PORTLAND, ME" and "0102 BANGOR, ME".
- Product Description:** A text input field.
- Number of Protests:** A text input field.
- Number of Entries:** A text input field.
- Common Issue for Denied Protest(s):** A text input field.

At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure V - 6**

## V. Opening a Case: §1581(a) - Denied Protest(s): Appraised Value (continued)

**Note:** All the steps outlined on this page, refer to **Figure V - 7**.

4. Go to the *Product Description* field. **This is a mandatory field.** If there is no description available, then you must type in, "None Provided." You cannot leave this field blank.
5. Go to the *Number of Protests* field. **This is a mandatory field.** Type in the appropriate number, but be sure to use numeric, and not alpha characters. Example: Type, "14," not, "fourteen."
6. Go to the *Number of Entries* field. Type in the number of entries. Type in the appropriate number, but be sure to use numeric, and not alpha characters. Example: Type, "14," not, "fourteen."
7. Go to the *Common Issue for Denied Protest(s)* field. **This is a mandatory field.** Type in a description of the decision and protest claim, which can be found on the Summons. Example: *Whether the imported merchandise is specifically provided for under the tariff provisions.* If the information is not provided, then type in *None Provided.*
8. Click  .

The screenshot shows the ECF Open Court of International Trade Case form. The form is titled "Open Court of International Trade Case" and shows the "Jurisdiction 28 U.S.C. § 1581(a)" section. The "Category" dropdown is set to "Appraised Value 19USC § 1514(a)(1)". The "Agency" is "U.S. Bureau of Customs and Border Protection". The "Exporting Country" dropdown is set to "(Not Applicable)". The "Port(s) of Entry" dropdown is set to "(Not Applicable)". The "Product Description" field contains "TV". The "Number of Protests" field contains "4". The "Number of Entries" field contains "22". The "Common Issue for Denied Protest(s)" dropdown is set to "NA". There are "Next" and "Clear" buttons at the bottom left.

**Figure V - 7**

---

## V. Opening a Case: §1581(a) - Denied Protest(s): Category - Appraised Value (continued)

**Note:** All the steps outlined on this page refer to **Figure V - 8**.

- Go to the *Assessed Valuation Statute* field and select all the applicable categories. **This is a mandatory field.** Here, indicate the value methodology actually used by U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and Select the appropriate categories. Use the scroll bar to the right of the *Assessed Valuation Statute* box to view all the categories.)
- Go to the *Claimed Valuation Statute* field and select all the applicable categories. **This is a mandatory field.** Here, indicate the value methodology that the Plaintiff claims should have been used by U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and Select the appropriate categories. Use the scroll bar to the right of the *Claimed Valuation Statute* box to view all the categories.)
- Click  .

**ECF** Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Jurisdiction 28 U.S.C. § 1581(a) Category: Appraised Value

**Assessed Valuation Statute**

- Transaction Value 19USC § 1401a(a)(1)(A)
- Transaction Value (Identical Merchandise) 19USC § 1401a(a)(1)(B)
- Transaction Value (Similar Merchandise) 19USC § 1401a(a)(1)(C)
- Deductive Value 19USC § 1401a(a)(1)(D)
- Computed Value 19USC § 1401a(a)(1)(E)

**Claimed Valuation Statute**

- Transaction Value 19USC § 1401a(a)(1)(A)
- Transaction Value (Identical Merchandise) 19USC § 1401a(a)(1)(B)
- Transaction Value (Similar Merchandise) 19USC § 1401a(a)(1)(C)
- Deductive Value 19USC § 1401a(a)(1)(D)
- Computed Value 19USC § 1401a(a)(1)(E)

**Figure V - 8**

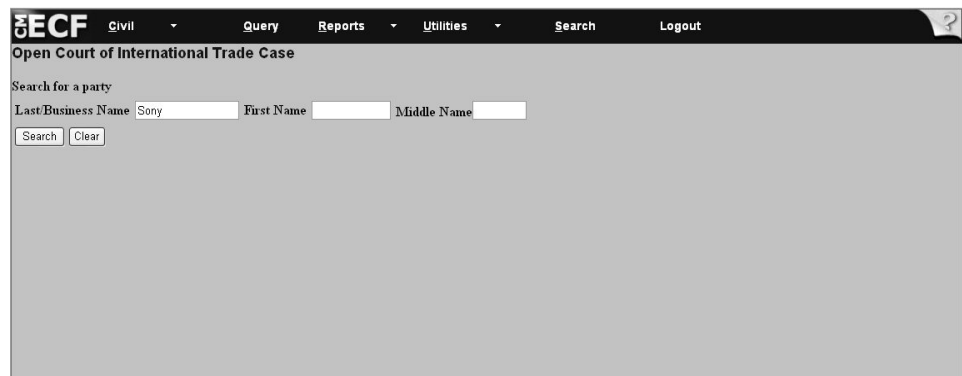
## V. Opening a Case: Search for a Party

**Directions:** Follow the steps outlined on pages 28 - 37 to complete party and all case related information. **Note:** The steps outlined on these pages will be used when entering party information for all categories of cases.

**Important:** The first time this screen appears you are expected to complete information for the Plaintiff. You will receive no prompt informing you that this is the Plaintiff screen. Please be careful when entering information to ensure that the Plaintiff information is entered first.

1. Go to the *Last/Business name* field and add the last name/business. The system accepts either lower case or capital letters when searching for a party/business (see **Figure V - 9**).

2. Click  .



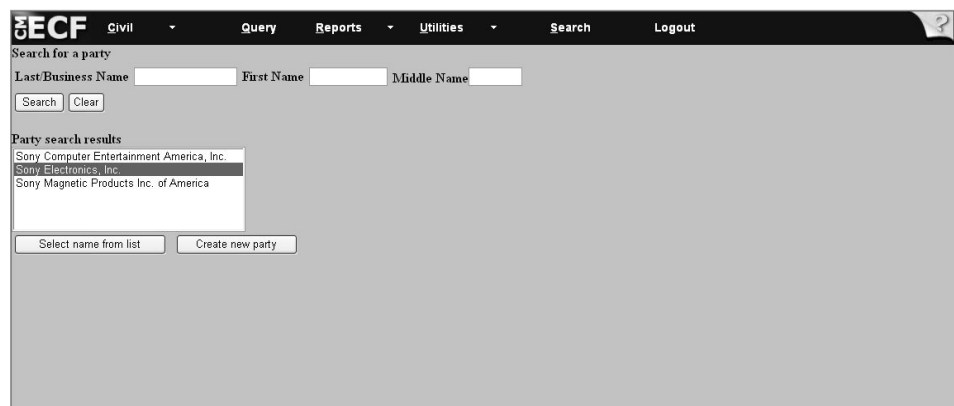
The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is titled "Search for a party" and contains three input fields: "Last/Business Name" with the value "Sony", "First Name", and "Middle Name". Below these fields are two buttons: "Search" and "Clear".

**Figure V - 9**

3. If the person/business is found, then highlight the name under *Party search results* (see **Figure V- 10**).

4. Click  and proceed to page 29 of this manual (see **Figure V - 10**).

5. If the person/business is not found, then click the  button and proceed to page 30 of this manual (see **Figure V - 10**).



The screenshot shows the ECF web interface with search results. The navigation bar and search fields are the same as in Figure V-9. Below the search fields, there is a section titled "Party search results" containing a list of three items: "Sony Computer Entertainment America, Inc.", "Sony Electronics Inc.", and "Sony Magnetic Products Inc. of America". The second item, "Sony Electronics Inc.", is highlighted. Below the list are two buttons: "Select name from list" and "Create new party".

**Figure V - 10**

## V. Opening a Case: Selecting a Party

**Directions:** To select Plaintiff information, follow the steps outlined below. All the steps on this page refer to **Figure V - 11**.

1. Accept all the field defaults leaving the remaining fields blank.
2. If applicable, click on the  button, and/or  ; and
3. Follow the directions on page 31 of this manual to add that information. If no *Alias* or *Corporate Parent* exists, then proceed to step 4.
4. Click  and proceed to the directions on page 38.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Party Information" and the party name is "Sony Electronics, Inc.". The form contains several input fields and dropdown menus for entering party details. The "Role" dropdown is set to "Plaintiff (pla:pty)" and the "Pro se" dropdown is set to "No". The "Start date" field is pre-filled with "12/26/2007". At the bottom of the form, there are buttons for "Alias...", "Corporate parent or other affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button states: "Add all aliases, corporate parents and other affiliates before clicking the Submit button."

**Figure V - 11**

## V. Opening a Case: Creating a New Party Plaintiff

**Directions:** To add Plaintiff party information, follow the steps outlined below. All the steps on this page refer to **Figure V - 12**.

1. Go to the *Last name* field. This field may default to a previously searched name.  
If incorrect, then continue with step 2.  
If correct, then continue with step 3.
2. Type in the last name of the plaintiff's business in the field, for example, *Sony Electronics*. Please be sure to type the first letter of each name of the business in capital letters. The program is case sensitive when adding names. (**Note:** No other information is needed.)
3. Accept the system default of *Plaintiff* and leave all remaining fields blank.
4. Click  .
5. Proceed with the directions outlined on page 38 of this manual.

The screenshot shows the 'Party Information' form in the CM/ECF system. The form includes the following fields and controls:

- Navigation:** ECF logo, Civil (dropdown), Query, Reports (dropdown), Utilities (dropdown), Search, Logout, and a help icon.
- Party Information Section:**
  - Last name:
  - First name:
  - Middle name:
  - Generation:
  - Title:
  - Role:  (dropdown)
  - Pro se:  (dropdown)
  - Office:
  - Address 1:
  - Address 2:
  - Address 3:
  - City:
  - State:
  - Zip:
  - County:  (dropdown)
  - Country:
  - Phone:
  - Fax:
  - E-mail:
  - Party text:
  - Start date:
- Buttons and Footer:**
  - Alias...  Review... Add all aliases, corporate parents and other affiliates before clicking the Submit button.
  - Submit  Cancel  Clear

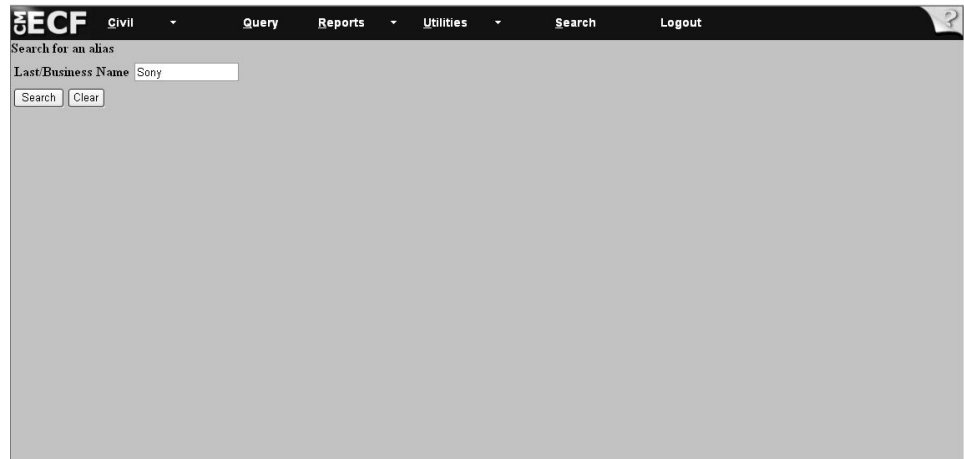
**Figure V - 12**

## V. Opening a Case: Adding an Alias

**Directions:** To add another name for a party complete the steps outlined below.

1. Go to the *Last/Business name* field and type the last name (see **Figure V - 13**). The system accepts either lowercase or capital letters when searching for an alias.
2. Click  (see **Figure V - 13**).

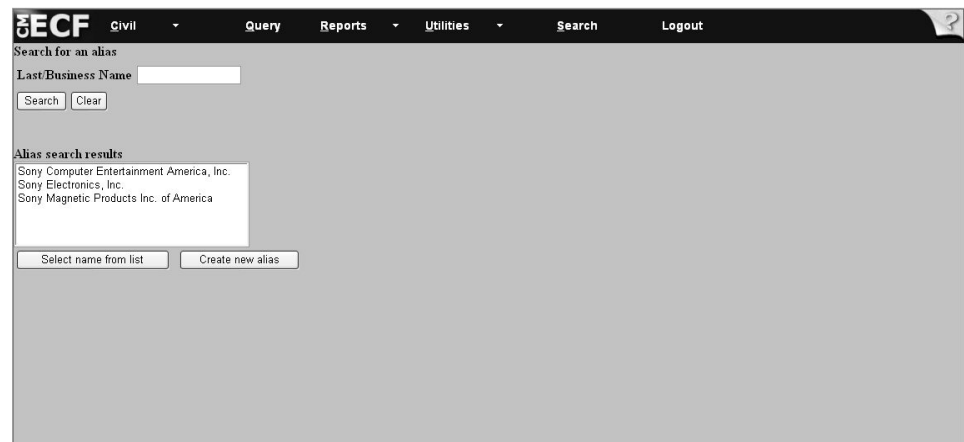
**Figure V - 13**



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Search for an alias". There is a text input field labeled "Last/Business Name" with the word "Sony" entered. Below the input field are two buttons: "Search" and "Clear".

3. Search for the party's name in the *Alias search results* field (see **Figure V - 14**).
4. Click on the name and click  (see **Figure V - 14**).

**Figure V - 14**



The screenshot shows the ECF system interface after a search. The navigation bar and "Search for an alias" title are the same as in Figure V-13. The "Last/Business Name" input field is now empty. Below the input field are "Search" and "Clear" buttons. A section titled "Alias search results" is displayed, containing a list of search results: "Sony Computer Entertainment America, Inc.", "Sony Electronics, Inc.", and "Sony Magnetic Products Inc. of America". Below the list are two buttons: "Select name from list" and "Create new alias".



## V. Opening a Case: Adding an Alias (continued)

5. Go to the *Role* field and select from among the options in the drop-down menu, for example, *aka* (also known as) (see **Figure V - 15**).

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below this, the page title is 'Alias Information (Party Sony Electronics, Inc.,)'. The form contains several fields: 'Last/Business name' (Sony Magnetic Products Inc. o), 'First name', 'Middle name', 'Generation', 'Type' (agent), and 'Start date' (12/26/2007). A dropdown menu for 'Type' is open, showing a list of options: agent, aka, dba, fdba, fka, nee, nka, obo, rpi, ta. The 'aka' option is highlighted. Below the dropdown, there are 'Add alias' and 'Clear' buttons. A note reads: 'Add alias button to return to the Party screen and submit all information for this party.'

**Figure V - 15**

6. Click  to return to the party screen and submit all information for this party (see **Figure V - 16**).

The screenshot shows the ECF system interface, similar to Figure V-15. The 'Type' dropdown menu is now set to 'aka'. The 'Add alias' button is highlighted. The rest of the form and navigation bar are the same as in Figure V-15.

**Figure V - 16**

## V. Opening a Case: Adding an Alias (continued)

7. Click  when finished adding aliases and/or corporate parents (see **Figure V - 17**). This brings you back to the *Search for party* screen.

The screenshot shows the 'Party Information' form in the ECF system. The form is for 'Sony Electronics, Inc.' and contains the following fields and options:

- Title:** Text input field.
- Role:** Dropdown menu with 'Plaintiff (pla.pty)' selected.
- Pro se:** Dropdown menu with 'No' selected.
- Office:** Text input field.
- Address 1, Address 2, Address 3:** Text input fields.
- City, State, Zip:** Text input fields.
- County, Country:** Dropdown menus.
- Phone, Fax:** Text input fields.
- E-mail:** Text input field.
- Party text:** Text input field.
- Start date:** Text input field with '12/26/2007' entered.
- Buttons:** 'Alias...', 'Corporate parent or other affiliate...', 'Review...', 'Submit', 'Cancel', and 'Clear'.
- Text:** 'Add all aliases, corporate parents and other affiliates before clicking the Submit button.'

**Figure V - 17**

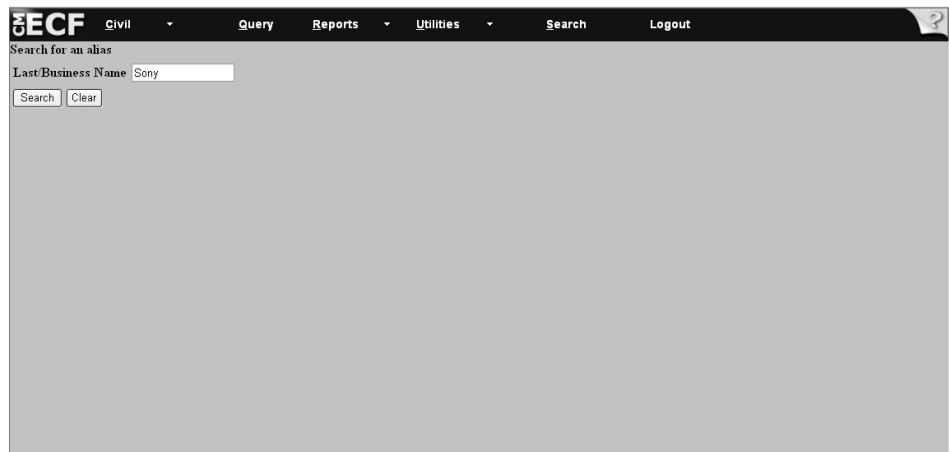
8. Proceed with the directions on page 38 of this manual.

## V. Opening a Case: Adding a New Alias

**Directions:** To add a new alias for a party complete the steps outlined below.

1. Go to the *Last/Business name* field and type the last name (see **Figure V - 18**). The system accepts either lowercase or capital letters when searching for an alias.

2. Click  (see **Figure V - 18**).

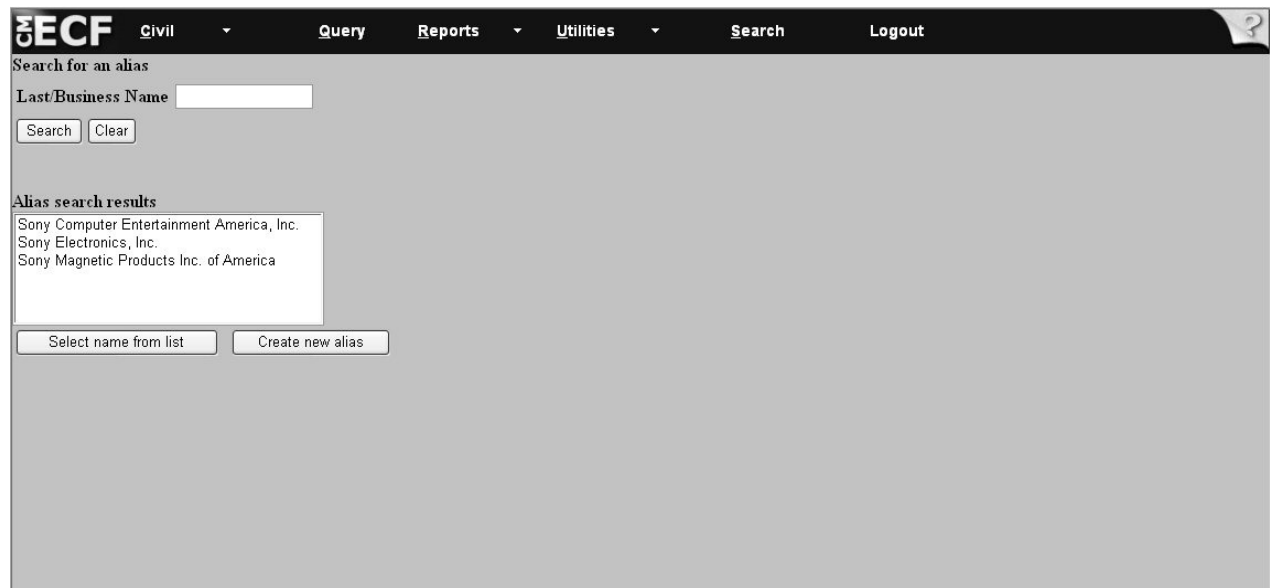


The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Search for an alias". There is a text input field labeled "Last/Business Name" with the word "Sony" entered. Below the input field are two buttons: "Search" and "Clear".

**Figure V - 18**

3. Search for the party's name in the *Alias search results* field (see **Figure V - 19**).

4. If the name does not appear, then click  (see **Figure V - 19**).



The screenshot shows the ECF system interface after a search. The navigation bar is the same as in Figure V-18. Below the "Search for an alias" section, there is a text input field labeled "Last/Business Name" which is empty. Below it are "Search" and "Clear" buttons. A section titled "Alias search results" is displayed, containing a list of search results: "Sony Computer Entertainment America, Inc.", "Sony Electronics, Inc.", and "Sony Magnetic Products Inc. of America". Below the list are two buttons: "Select name from list" and "Create new alias".

**Figure V - 19**

## V. Opening a Case: Adding a New Alias (continued)

5. Go to the *Last/Business name* field and type in the name of the alias. Be sure to use capital letters when typing each name of the business. If applicable, add First name, Middle name, and Generation, that is, Sr., Jr., when entering in the name of a person (see **Figure V - 20**).
6. Go to the role field and select from among the options in the drop-down menu, for example, *aka* (also known as) (see **Figure V - 20**).
7. Accept the system default start date.
8. Click  to return to Party screen to add defendant information (see **Figure V - 20**).

The screenshot shows the 'Alias Information' form for a party named 'Sony Magnetic Products Inc.'. The form has a header with 'ECF' and navigation links for 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The form fields are as follows:

- Last/Business name: Sony Magnetic Products Inc. o
- First name: [Empty]
- Middle name: [Empty]
- Generation: [Empty]
- Type: agent (dropdown menu is open showing options: agent, aka, dba, fdba, fka, nee, nka, obo, rpi, ta)
- Start date: 12/26/2007

At the bottom left, there is an 'Add alias' button and a 'Clear' button. A tooltip for the 'Add alias' button reads: 'Add alias button to return to the Party screen and submit all information for this party.'

Figure V - 20

## V. Opening a Case: Adding Corporate Parent Information

**Directions:** After entering the information for the Plaintiff, and, if applicable, aliases, the system will return to the Party Information Screen seen in Figure V - 21. From this screen you may add the necessary Corporate Parent information for your Party. Follow the Steps below to complete the Corporate Parent Information.

Figure V - 21

1. From a Party Information Screen (**Figure V -21**), select .
2. Selecting the Corporate Parent button will take you to the *Search for a corporate parent or other affiliate* screen (**Figure V - 22**). From here, go to the *Last/Business Name* field and enter a name for the corporate parent or affiliate for the appropriate party. Be sure to use capital letters when typing each name of the business. If applicable, add First name, Middle name, and Generation, that is, Sr., Jr., when entering in the name of a person. Select .

Figure V - 22

---

## V. Opening a Case: Adding Corporate Parent Information

- Pressing search will bring you to a search results screen, as shown in **Figure V - 23**.

The screenshot shows the ECF search interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the main heading is 'Search for a corporate parent or other affiliate'. There is a text input field for 'Last/Business Name' and two buttons: 'Search' and 'Clear'. Below this, the search results are displayed under the heading 'Corporate parent or other affiliate search results'. The results list includes: 'Sony Computer Entertainment America, Inc.', 'Sony Electronics, Inc.', and 'Sony Magnetic Products Inc. of America'. At the bottom of the results area, there are two buttons: 'Select name from list' and 'Create new corporate parent or other affiliate'.

**Figure V - 23**

- Select the appropriate entities from the results list, which appears on the next screen, and select  if the appropriate names have appeared in your search results. If the parties do not appear in the results, to add corporate parents or other affiliates, select , and you will be taken to the *Corporate Parent or Other Affiliate Information* screen, shown in **Figure V - 24**.

The screenshot shows the 'Corporate Parent or Other Affiliate Information' screen. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the main heading is 'Corporate Parent or Other Affiliate Information (Party Sony Electronics, Inc.,)'. There are three text input fields: 'Last/Business name' (containing 'Sony Computer Entertainment'), 'First name', and 'Middle name'. Below these fields is a 'Type' dropdown menu set to 'Corporate Parent'. At the bottom, there are two buttons: 'Add corporate parent or other affiliate' and 'Clear'. A small note below the buttons reads: 'Click the Add alias button to return to the Party screen and submit all information for this party.'

**Figure V - 24**

- While on the *Corporate Parent or Other Affiliate Information* screen, you must select from the Type of affiliation in the drop box directly above the  button. If no search results occur, you will be taken to the screen shown in **Figure V- 24**. In that event, you may enter the corporate parent or affiliate information as new information. Please be sure to verify that all information is true and accurate before submitting information.

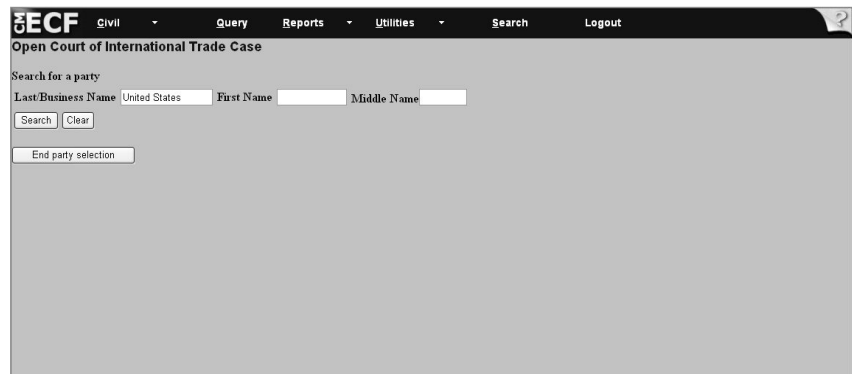
## V. Opening a Case: Adding Defendant Information

**Directions:** After entering the information for the Plaintiff, the system will return to the same *Search for a Party* screen that was used to enter the Plaintiff information. **At this point in the filing, enter the defendant information.** Follow the steps outlined below to complete the defendant information.

**Note:** If you forget to add a party (either the plaintiff or the defendant) to the case after you finished opening the case, you can add the party when filing the summons.

1. Go to the *Last/Business Name* field and type *United States* in the field (see **Figure V - 25**).
2. Click  (see **Figure V - 25**).

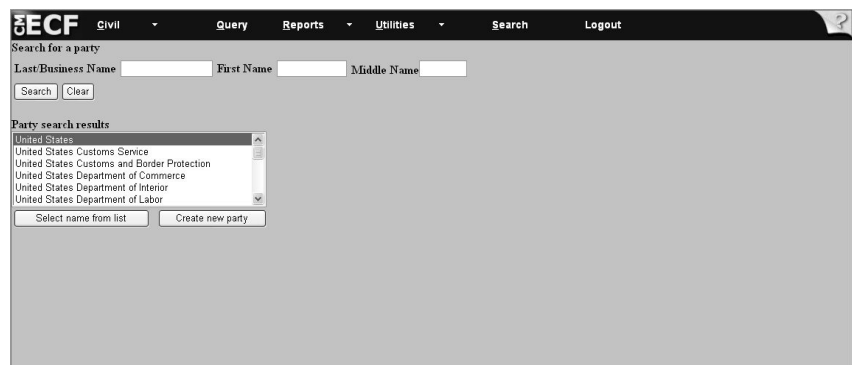
**Figure V - 25**



The screenshot shows the CM/ECF interface for opening a case. The page title is "Open Court of International Trade Case". Below the title, there is a "Search for a party" section with three input fields: "Last/Business Name" (containing "United States"), "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. At the bottom of the search section is an "End party selection" button.

3. Select *United States* from the drop-down menu (see **Figure V - 26**).
4. Click  (see **Figure V - 26**).

**Figure V - 26**



The screenshot shows the same search interface as Figure V-25, but with search results displayed. The "Party search results" dropdown menu is open, showing a list of entities: "United States", "United States Customs Service", "United States Customs and Border Protection", "United States Department of Commerce", "United States Department of Interior", and "United States Department of Labor". Below the list are "Select name from list" and "Create new party" buttons.

## V. Opening a Case: Adding Defendant Information (continued)

**Directions:** To continue to add the defendant information, follow the steps outlined below.

5. Go to the *Role* field and select *defendant* (see **Figure V - 27**).

**Figure V - 27**

The screenshot shows the 'Party Information' form for a 'United States' case. The 'Role' dropdown menu is open, displaying a list of roles including 'Defendant (dft.pty)', 'Amicus (am.pty)', 'Consolidated Plaintiff (cp.pty)', 'Counter Claimant (cc.pty)', 'Counter Defendant (cd.pty)', 'Cross Claimant (ccr.pty)', 'Cross Defendant (crd.pty)', 'Interested Party (ip.pty)', 'Intervenor Defendant (intvdt.pty)', 'Intervenor Plaintiff (intvpla.pty)', 'Petitioner (pet.pty)', 'Proposed Amicus (pam.pty)', 'Proposed Consolidated Plaintiff (pccp.pty)', 'Proposed Intervenor Defendant (pintvdt.pty)', and 'Proposed Intervenor Plaintiff (pintvpla.pty)'. The 'Defendant (dft.pty)' option is selected. Other fields like Title, Office, Address 1-3, City, County, State, Zip, Phone, Fax, E-mail, Party text, and Start date are visible but mostly blank.

6. If there is an alias or corporate parent, follow the directions on pages 31-37 to complete that information. Leave the remaining fields blank (see **Figure V - 28**).

7. Click  ( **Figure V - 28**).

**Figure V - 28**

The screenshot shows the 'Party Information' form with the 'Submit' button highlighted. The 'Role' is set to 'Defendant (dft.pty)'. The 'Start date' is '12/06/2007'. At the bottom, there are buttons for 'Submit', 'Cancel', and 'Clear', along with a 'Review' button and a note: 'Add all aliases, corporate parents and other affiliates before clicking the Submit button.'

8. When you are finished adding defendant information click . (See **Figure V - 29**).

**Figure V - 29**

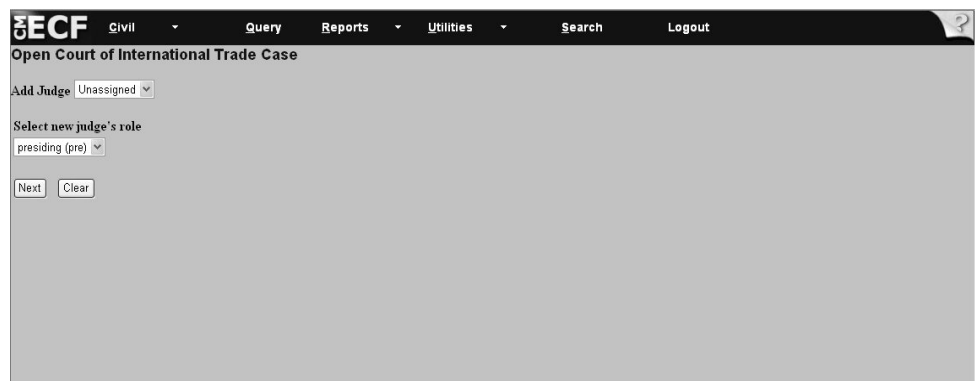
The screenshot shows the 'Open Court of International Trade Case' search page. It has a search bar for 'Last Business Name', 'First Name', and 'Middle Name'. Below the search bar is an 'End party selection' button.



## V. Opening a Case: Viewing Default Screen on Judge Assignment & Obtaining the Case Number

**Directions:** View the system default information on the judge selection as illustrated in **Figure V - 30**. **The Court, not the attorney filer, has the responsibility to assign a judge to the case.**

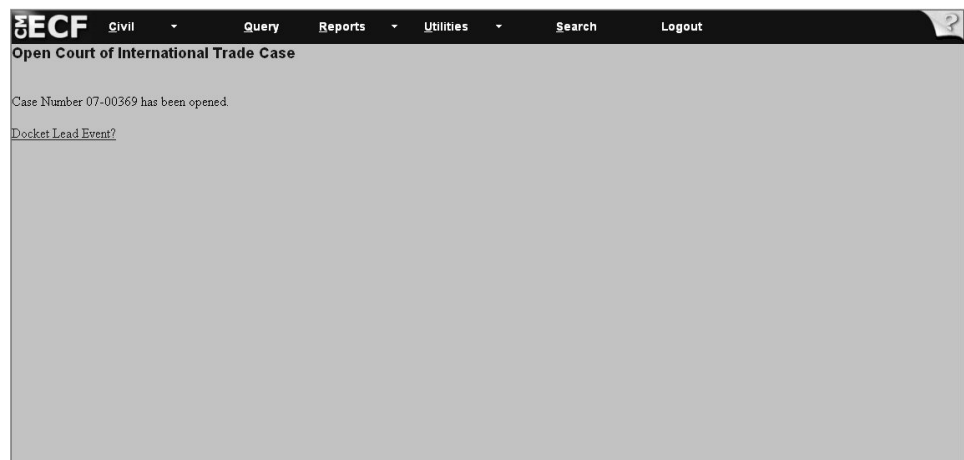
1. Accept all the default settings on this screen (see **Figure V - 30**).
2. Click  (see **Figure V - 30**).



The screenshot shows the ECF system interface for opening a case. The page title is "Open Court of International Trade Case". The interface includes a navigation bar with "Civil", "Query", "Reports", "Utilities", "Search", and "Logout" options. The main content area displays "Add Judge" with a dropdown menu set to "Unassigned" and "Select new judge's role" with a dropdown menu set to "presiding (pre)". Below these options are "Next" and "Clear" buttons.

**Figure V - 30**

3. Obtain the case number and write it on the summons (see **Figure V - 31**).
4. Click *Docket Lead Event?*



The screenshot shows the ECF system interface after the case has been opened. The page title is "Open Court of International Trade Case". The main content area displays "Case Number 07-00369 has been opened." and a link for "Docket Lead Event?".

**Figure V - 31**

**Note:** From this point, if you make an error when opening the case, please **do not** open a new case. **Reason:** At this point in the filing, the system has assigned a case number with the information you entered (see **Figure V - 32**). If there is an error, please call the Court's **Help Desk Telephone Number at: 1-866-450-1859**.

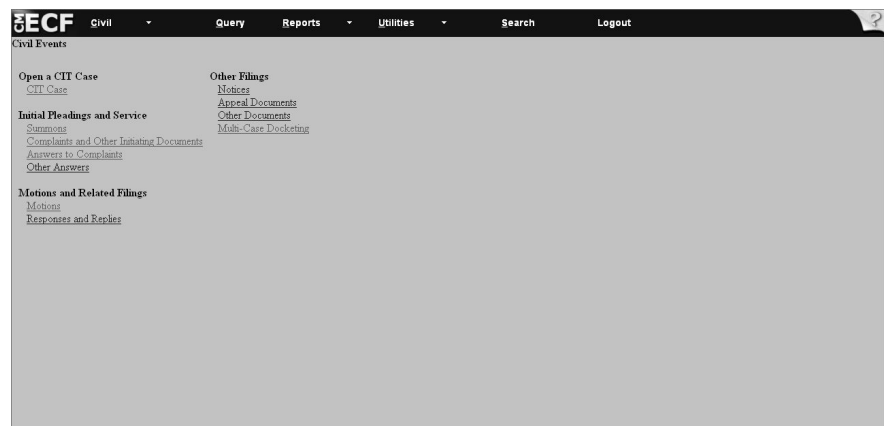
---

## V. Opening a Case: Filing a Summons

**Directions:** To file a summons immediately after opening a case, begin with Step 4 below. Steps 1 through 3 on this page outline the steps to follow when filing a Summons after a case has already been opened and the system has either timed out or the attorney could not continue with the filing when opening a case.

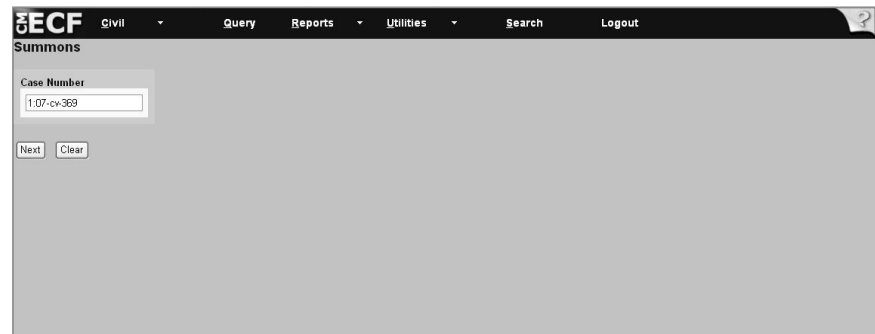
1. Select *Civil* from the CM/ECF toolbar to display the Civil Events window (see **Figure V - 32**).
2. Click *Summons* under *Initial Pleadings and Service* (see **Figure V - 32**).

**Figure V - 32**



3. Enter the case number in the following format: **yy-xxxxx**. (see **Figure V - 33**).
4. Click  (see **Figure V - 33**).

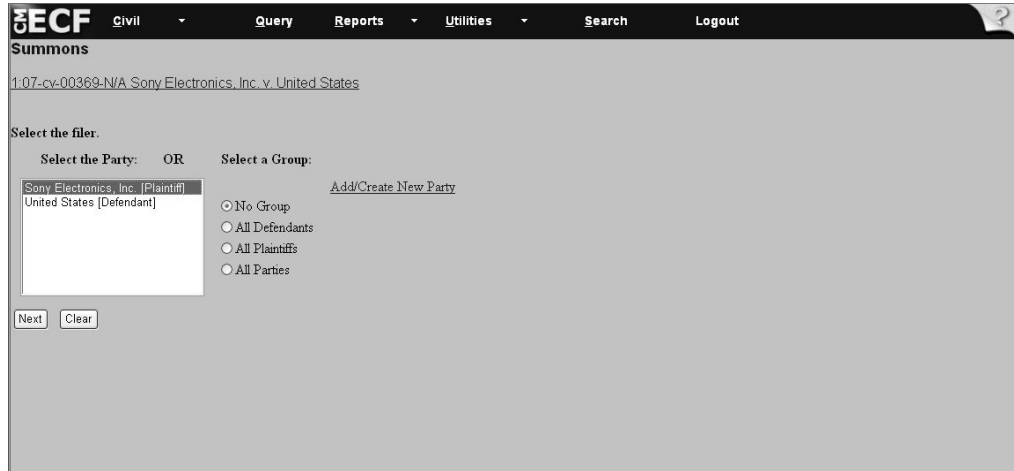
**Figure V - 33**



## V. Opening a Case: Filing a Summons (continued)

5. Select the party filing the summons or click on *Add/Create New Party* if you forgot to add a party when opening the case (see **Figure V - 34**).
6. Click  (see **Figure V - 34**).

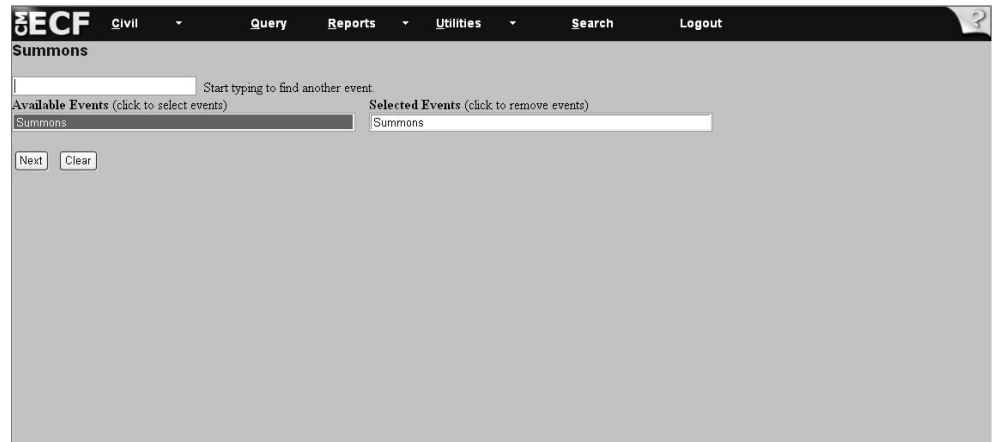
**Figure V - 34**



The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Summons' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area is titled 'Select the filer.' and contains two sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a list box with 'Sony Electronics, Inc. [Plaintiff]' selected and 'United States [Defendant]' below it. To the right of the list box is a link 'Add/Create New Party'. Under 'Select a Group:', there are four radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

7. Accept the system default, which is *Summons* (see **Figure V - 35**).
8. Click  (see **Figure V - 35**).

**Figure V - 35**



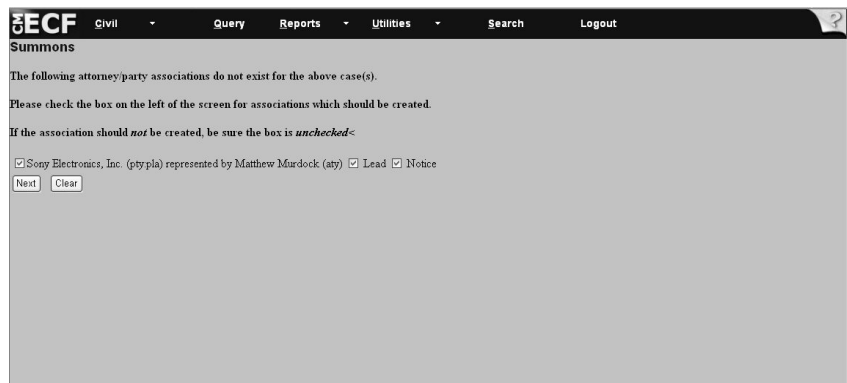
The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Summons' and there is a search bar with the text 'Start typing to find another event'. Below the search bar, there are two sections: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. Under 'Available Events', there is a list box with 'Summons' selected. Under 'Selected Events', there is a list box with 'Summons' selected. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

---

## V. Opening a Case: Filing a Summons (continued)

9. After you selected the system default of Summons, the system next displays the attorney association screen. Check the box to associate the attorney filing the Summons with the case (see **Figure V - 36**). **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.
10. Click  (see **Figure V - 36**).

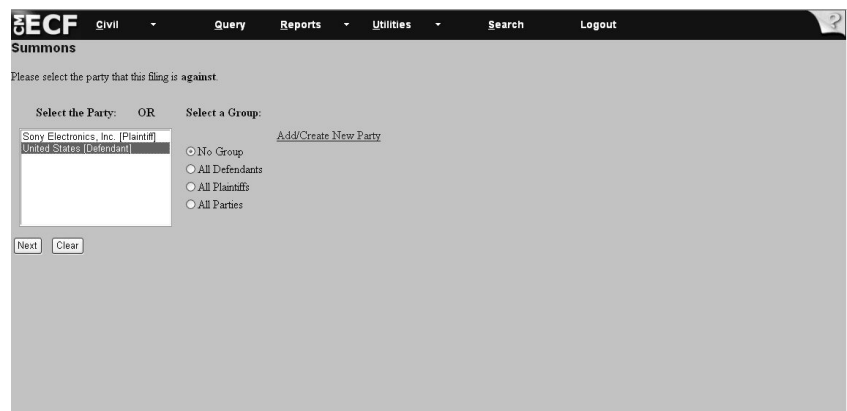
**Figure V - 36**



The screenshot shows the ECF Summons attorney association screen. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main content area contains the following text: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should *not* be created, be sure the box is *unchecked*:" Below this text, there is a list of associations with checkboxes. The first association is "Sony Electronics, Inc. (pty:pla) represented by Matthew Murdock (aty)" with checkboxes for "Lead" and "Notice". The "Notice" checkbox is checked. At the bottom of the list, there are "Next" and "Clear" buttons.

11. Select the party the filing is **against** (see **Figure V - 37**). If the party does not appear on the list, then click *Add/Create New Party* and follow the directions outlined on page 30 of this Manual.
12. Click  (see **Figure V - 37**).

**Figure V - 37**



The screenshot shows the ECF Summons party selection screen. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main content area contains the following text: "Please select the party that this filing is against:" Below this text, there are two columns: "Select the Party:" and "Select a Group:". The "Select the Party:" column has a search box containing "Sony Electronics, Inc. [Plaintiff]" and a list of results including "United States [Defendant]". The "Select a Group:" column has radio buttons for "No Group", "All Defendants", "All Plaintiff", and "All Parties". At the bottom of the list, there are "Next" and "Clear" buttons.

## V. Opening a Case: Filing a Summons - Attaching PDF Documents

13. Click **Browse...** to select the drive and directory path where the Summons is located (see **Figure V - 38**).

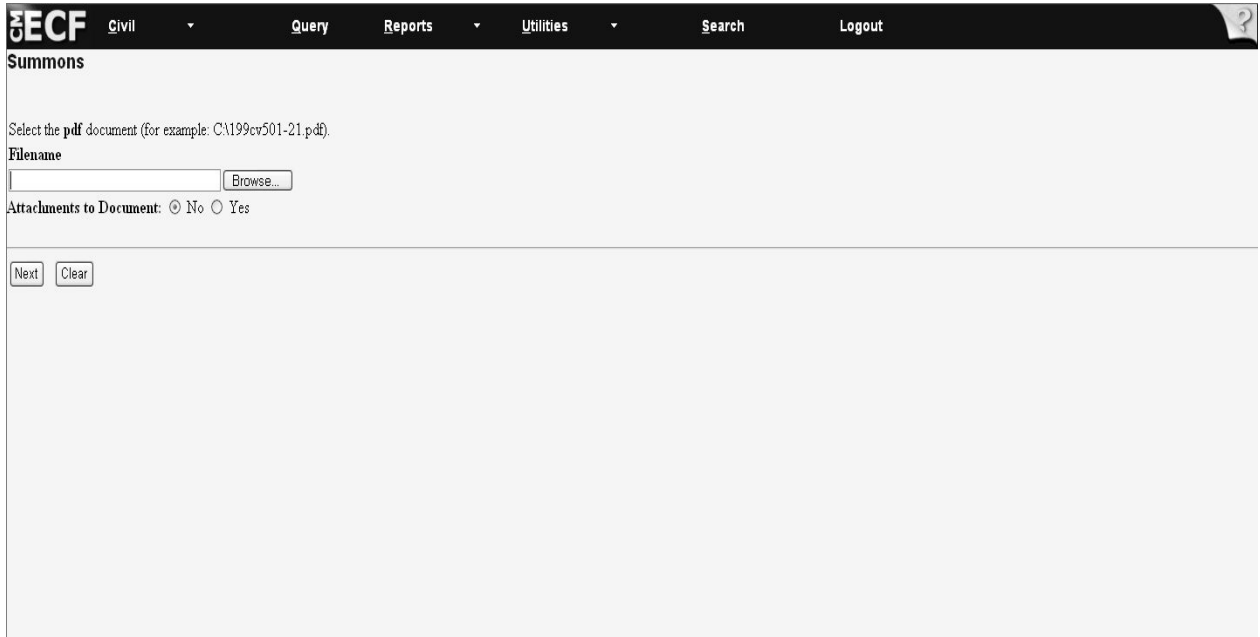
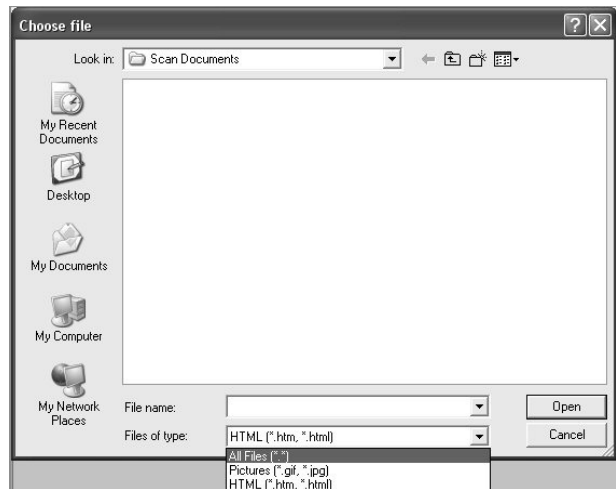


Figure V - 38

14. Click on the drop-down arrow in the *Look in:* field to select the drive where the file is located (see **Figure V - 39**).
15. At the bottom of the dialog box is the *Files of type* field. Click on the down arrow to the left of *Files of type* and use the scroll bar to select the option *All Files (\*.\*)*. (see **Figure V - 39**).

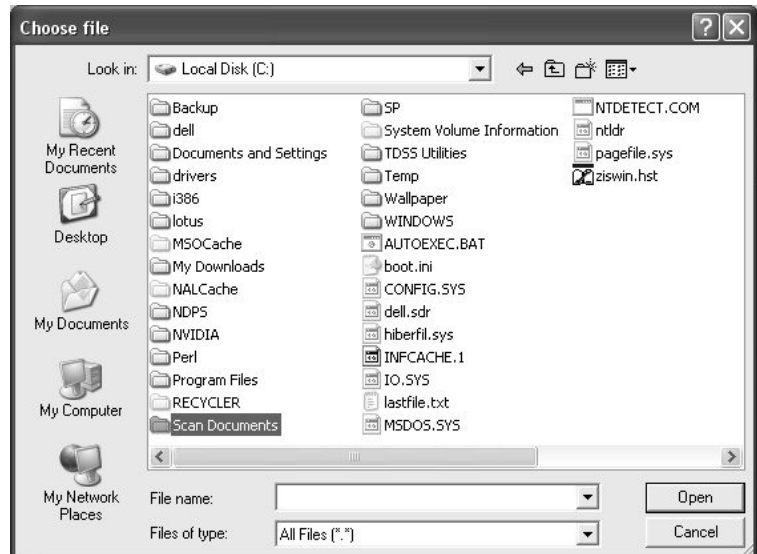
Figure V - 39



---

## V. Opening a Case: Filing a Summons - Attaching PDF Documents (continued)

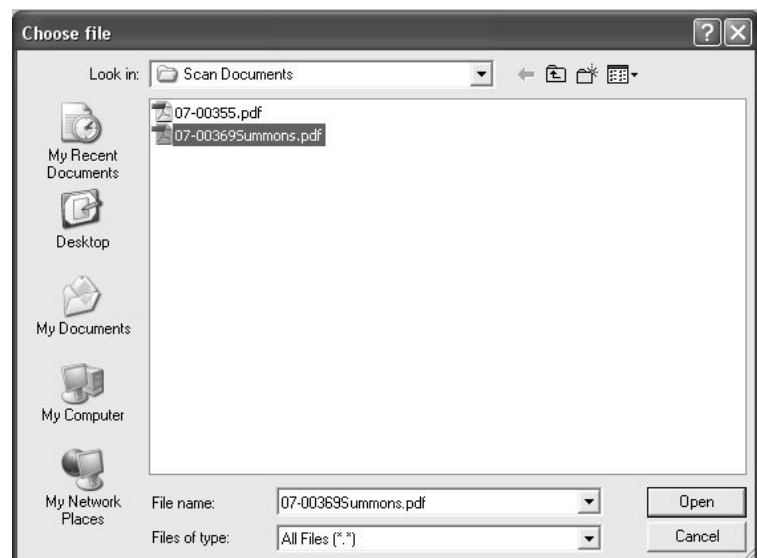
16. The computer displays all the folders in the selected drive (see **Figure V - 40**).



**Figure V - 40**

17. Select the file contained in the folder by highlighting the file (see **Figure V - 41**).

18. Click  (see **Figure V - 41**).



**Figure V - 41**

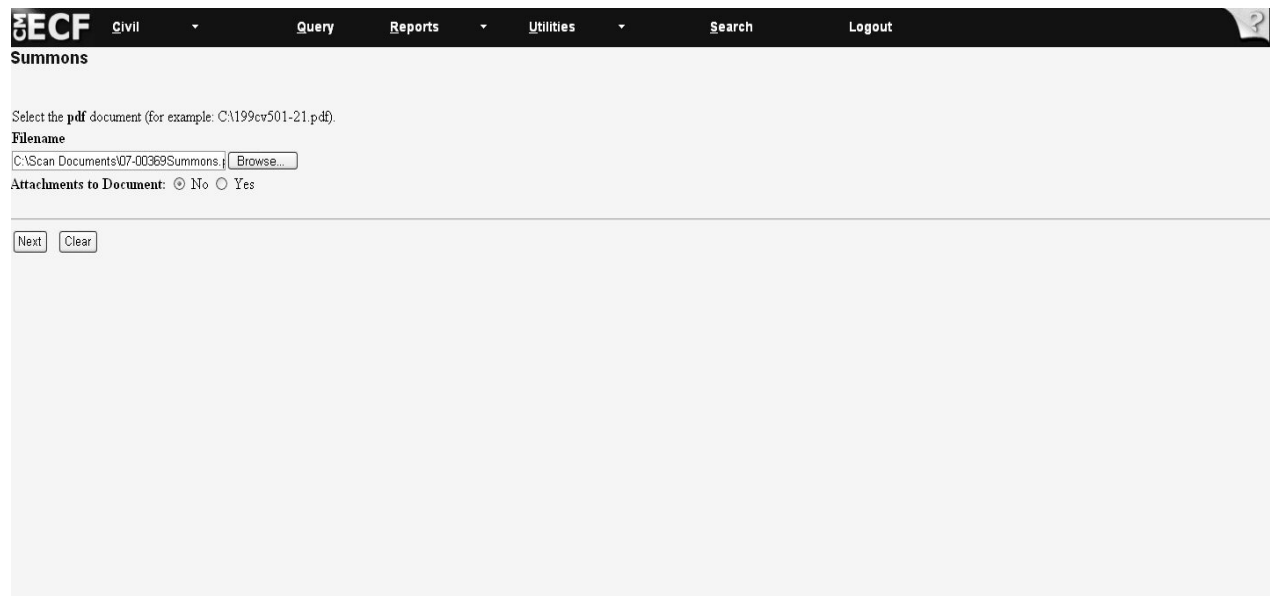
## V. Opening a Case: Filing a Summons - Attaching PDF Documents (continued)

**Note:** All steps on this page refer to **Figure V - 42**.

19. Note the filename and directory appear in the *File name* box.

19a. If there are no attachments to the document, click , and continue with the directions on page 47 of this manual, at step 21.

19b. If there are attachments to the summons, select, “Yes,” click , and continue with the directions on pages 20-21 of this manual.



The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains the following text: "Select the pdf document (for example: C:\199cv501-21.pdf).", "Filename", a text input field containing "C:\Scan Documents\07-00369Summons.p" with a "Browse..." button, and "Attachments to Document:  No  Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

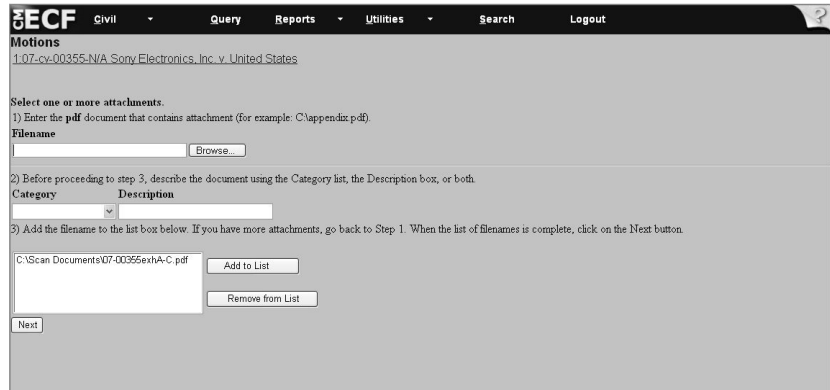
**Figure V - 42**

---

## V. Opening a Case: Filing a Summons - Attaching PDF Documents (continued)

20. Click **Next** when finished adding all attachments (see **Figure V - 43**).

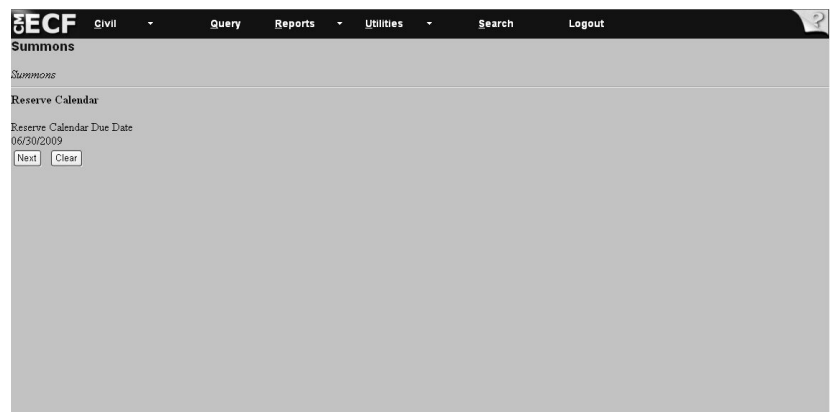
**Figure V - 43**



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Motions' and the case number is '1:07-cv-00355-NVA-Sony Electronics, Inc. v. United States'. The main content area contains instructions: 'Select one or more attachments. 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)'. There is a 'Filename' input field with a 'Browse...' button. Below that, there are fields for 'Category' and 'Description'. A list of attachments is shown with the filename 'C:\Scan Documents\07-00355evhA-C.pdf' and buttons for 'Add to List' and 'Remove from List'. At the bottom, there is a 'Next' button.

21. The Reserve Calendar screen appears. Click **Next** on the Reserve Calendar (see **Figure V - 44**).

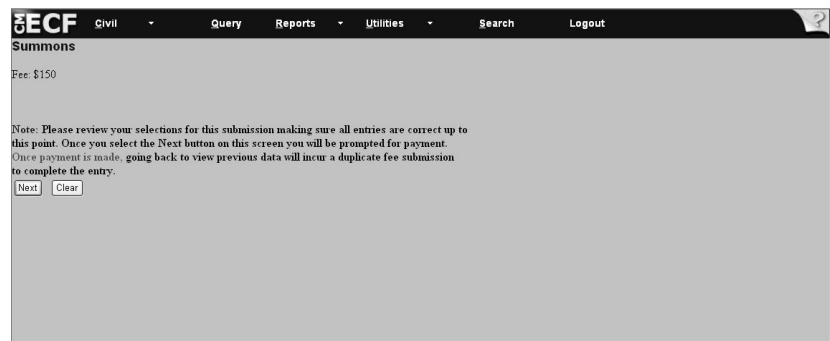
**Figure V - 44**



The screenshot shows the ECF Summons Reserve Calendar interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Summons'. The main content area contains the text 'Reserve Calendar' and 'Reserve Calendar Due Date 06/30/2009'. At the bottom, there are 'Next' and 'Clear' buttons.

22. The Summons Screen Displays the Fee and Note. Click **Next** to continue. (See **Figure V-45**)

**Figure V-45**



The screenshot shows the ECF Summons interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Summons'. The main content area contains the text 'Fee: \$150' and a note: 'Note: Please review your selections for this submission making sure all entries are correct up to this point. Once you select the Next button on this screen you will be prompted for payment. Once a payment is made, going back to view previous data will incur a duplicate fee submission to complete the entry.' At the bottom, there are 'Next' and 'Clear' buttons.




## V. Opening a Case: Filing a Summons - On-Line Payment of the Filing

### Important Notes:

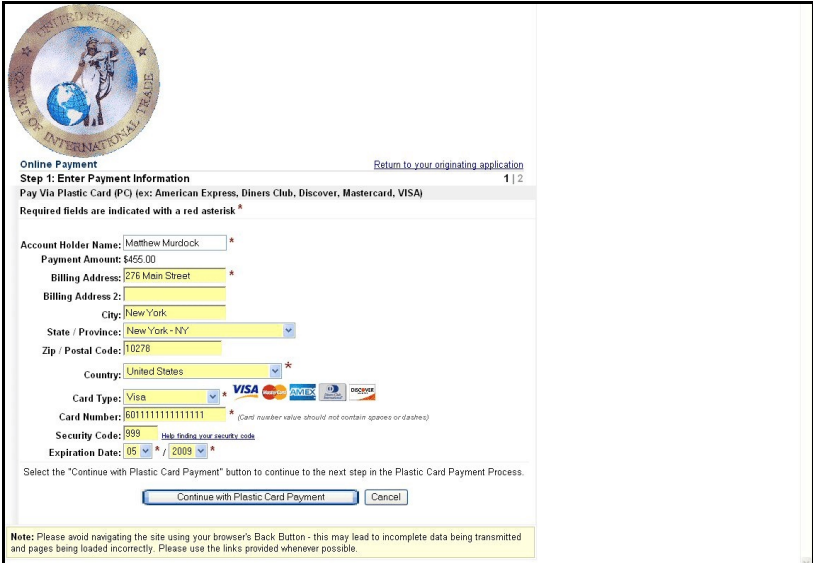
All fees are paid at the time of filing the summons except when filing jurisdiction 28 U.S.C. §1581(a) or (b) complaints. Fees associated with §1581(a) or (b) complaints are paid when filing those complaints.

If you experience any difficulty when filing payment, then please call the *Pay.gov* Help Desk at: 1-800-624-1373. If payment is not accepted, then file using the Notice of Manual Filing to preserve the filing date. Be sure to mail the documents to the Court via certified mail.

**Directions:** All fields marked with an asterisk (\*) require information. The attorney filer's information is already populated on the screen. If necessary, change/add to the information.

23. Complete all the information requested on this screen.
24. When entering the credit card number, be sure to enter the card number without dashes or spaces between the numbers.
25. The security code is the three-digit code from the back of the credit card.
26. Click  after entering all information (see **Figure V - 46**).

**Figure V - 46**



The screenshot shows the 'Pay Via Plastic Card (PC)' payment screen. At the top left is the Department of International Trade logo. The page title is 'Online Payment' with a 'Return to your originating application' link. The current step is 'Step 1: Enter Payment Information' (1 of 2). Below this, it says 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk \*'. The form fields are: Account Holder Name (Matthew Murdock), Payment Amount (\$455.00), Billing Address (276 Main Street), Billing Address 2, City (New York), State / Province (New York - NY), Zip / Postal Code (10278), and Country (United States). Card details include Card Type (Visa), Card Number (6011111111111111), Security Code (999), and Expiration Date (05 / 2009). At the bottom, there are 'Continue with Plastic Card Payment' and 'Cancel' buttons. A footer note reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

### **WARNING:**

While in the *Pay.gov* screen, if you hit the Back button to make changes on previous screens, the system may charge you twice for the same filing. If this occurs, then call the USCIT Help Desk at 1-866-450-1859 and adjustments will be made to your account.

---

## V. Opening a Case: Filing a Summons - On-Line Payment of the Filing (continued)

**Note:** All the steps on this page refer to **Figure V - 47**.

27. View the payment information that appears on the screen.
28. Enter an e-mail address to receive confirmation of the transaction.
29. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account. Click  .

The screenshot displays the 'Online Payment' interface for the Department of International Trade. It is titled 'Step 2: Authorize Payment' and includes a 'Return to your originating application' link. The page is divided into several sections:

- Payment Summary:** Includes a link to 'Edit this information'.
- Address Information:** Account Holder Name: Matthew Murdock; Billing Address: 276 Main Street; City: New York; State / Province: NY; Zip / Postal Code: 10278; Country: USA.
- Account Information:** Card Type: Visa; Card Number: \*\*\*\*1111; Expiration Date: 5 / 2009.
- Payment Information:** Payment Amount: \$455.00; Transaction Date and Time: 01/07/2008 09:50 EST.
- Email Confirmation Receipt:** Requires an email address and confirmation. The email address 'mmurdock@lawfirms.com' is entered in both fields. A CC field is also present.
- Authorization and Disclosure:** Includes a red asterisk indicating required fields. A checkbox is checked, authorizing a charge to the card account. A note states: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' Below this are 'Submit Payment' and 'Cancel' buttons.


A note at the bottom of the page reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

**Figure V - 47**

## V. Opening a Case: Filing a Summons (continued)

**Note:** The system will display a note informing the filer that if the action requires the concurrent filing of a complaint and a summons, the filer must enter the complaint before leaving the system.

30. Click  (see **Figure V - 48**).



The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons". A warning message is displayed: "PLEASE FILE YOUR FORM 5 INFORMATION STATEMENT AND FORM 13 CORPORATE DISCLOSURE STATEMENT BEFORE LEAVING THE SYSTEM!!". Below this, a note states: "NOTE: IF THIS TYPE OF ACTION REQUIRES THE CONCURRENT FILING OF A SUMMONS AND COMPLAINT - YOU MUST ENTER THE COMPLAINT BEFORE LEAVING THE SYSTEM !!". At the bottom of the message area, there are two buttons: "Next" and "Clear".

**Figure V - 48**

31. Review information that appears in the Docket Text window box (see **Figure V - 49**). If applicable, enter a brief description in the free text box. (**Note:** This is an optional entry.)

32. Click  (see **Figure V - 49**).



The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons". A "Docket Text" window box is displayed, containing the text: "Docket Text: Modify as Appropriate." Below this, there is a text entry field for "Summons" with the value ". Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)". At the bottom of the window box, there are two buttons: "Next" and "Clear".

**Figure V - 49**

---

## V. Opening a Case: Filing a Summons - Verifying Docket Text Information

**Note:** Both Steps on this page refer to **Figure V - 50**.

33. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure V - 50). Also check that the PDF file shown is the one that you want to submit to the Court. Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**
- If the entry is not correct, then hit the [*Back*] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart..
34. If your entry is correct, then click  . The system displays the notice of electronic filing.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons". The main content area displays the following information:

Docket Text: Final Text  
Summons. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

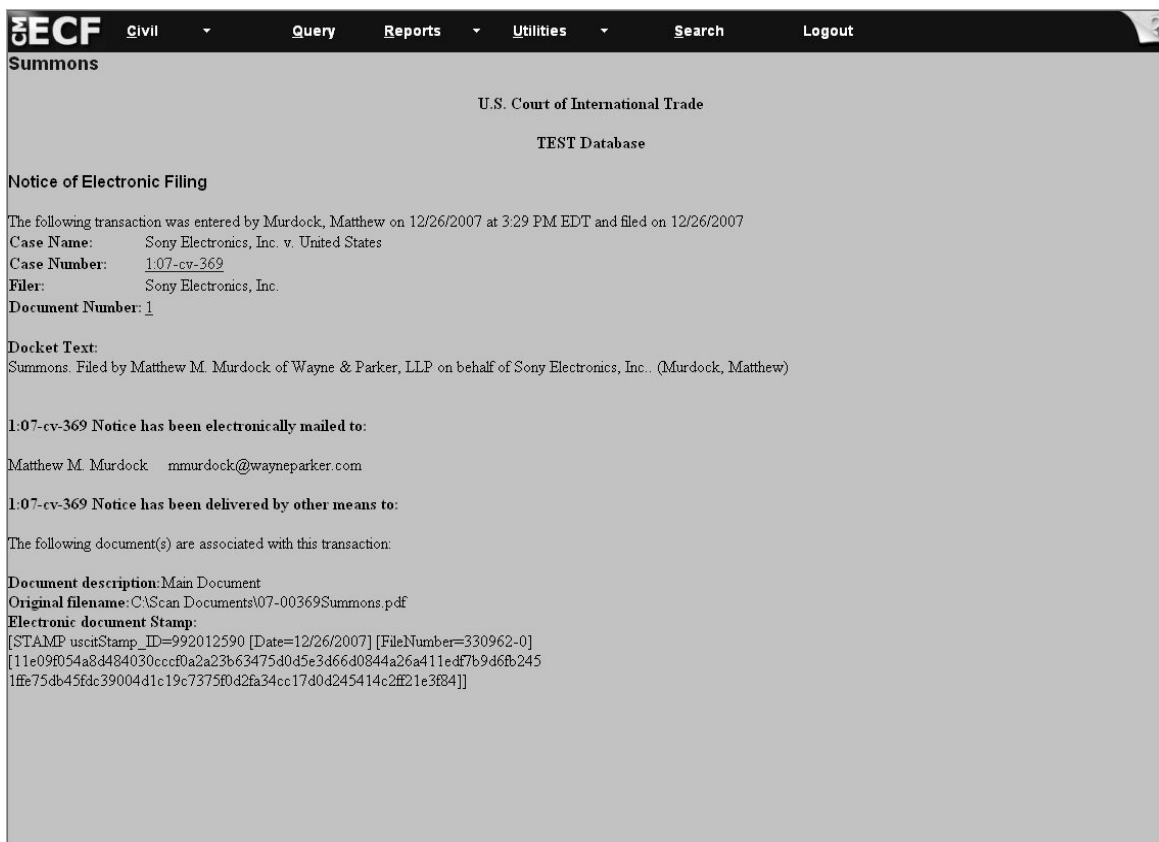
Source Document Path (for confirmation only):  
C:\Scan Documents\07-00369Summons.pdf pages: 1

At the bottom of the form, there are two buttons:  and .

**Figure V - 50**

## V. Opening a Case: Filing a Summons - Notice of Electronic Filing

35. Review the information on the screen below. It notifies you of the *Summons* filed (see **Figure V - 51**).
36. Click on the highlighted *Case Number* to proceed to the docket report screen that will allow you to view the docket and to run docket entry reports.
37. Send manual notices of the *Summons* filed to all parties who the system indicated will not receive an electronic notice.



**Figure V - 51**

**Reminder: After filing Summons and before filing Complaint, please file the following forms IN ORDER:**

- (1) Form 5 - Information Statement; and**
- (2) Form 13 - Corporate Disclosure Statement.**

**Please be sure to enter the case number on both documents before filing the documents.**

---

## V. Opening a Case: §1581(a) Denied Protest(s) - Classification

**Directions:** To complete the general entries required for the *Classification* category, follow the steps outlined below. All steps on this page refer to **Figure V - 52**.

1. Go to the *Category* field and select *Classification*.
2. Follow the same steps as described on page 25 of this manual to complete the remaining fields on the screen shown below in **Figure V - 52**.
3. Click  .

The screenshot shows the ECF (Electronic Case Filing) interface for an "Open Court of International Trade Case". The jurisdiction is set to "28 U.S.C. § 1581(a)". The "Category" dropdown menu is open, showing options: "Appraised Value 19USC § 1514(a)(1)", "Classification 19USC § 1514(a)(2)", "Charges or Exactions 19USC § 1514(a)(3)", and "Exclusion 19USC § 1514(a)(4)". The "Agency" is "U.S. Bureau of Customs and Border Protection". The "Exporting Country" dropdown shows "Jamaica", "Japan", and "Johnston Atoll/Midway/United States Minor Outlying Islands/Wake Island". The "Port(s) of Entry" dropdown shows "0981 BINGHAMTON REGIONAL AIRPORT, NY", "1001 NEW YORK, NY", and "1002 ALBANY, NY". The "Product Description" field contains "TV, LCD". The "Number of Protests" is 12, and the "Number of Entries" is 33. The "Common Issue for Denied Protest(s)" field contains "NA". At the bottom left, there are "Next" and "Clear" buttons.

**Figure V - 52**

## V. Opening a Case: §1581(a) Denied Protest(s) - Classification (continued)

**Note:** All the steps on this page refer to **Figure V - 53**.

1. Go to the *Assessed Classification* field. Enter the classification number in the following format:  
**0000.00.00.00 (There must be ten numbers entered in this format.)**

**Note:** If there are less than ten numbers, add zero (0) as a placeholder for the missing number.

2. Click  .
  - 2a. If the product was classified under multiple HTS numbers, then type the first HTS number, click , and type subsequent HTS numbers.
  - 2b. If you wish to delete an HTS number, highlight it and then click  .
3. Go to the *Claimed Classification* field and follow the same procedures used for entering Assessed Classification numbers.
4. Click  .
5. Follow the steps outlined on pages 28 - 40 of the manual to complete party related information.

The screenshot shows the CM/ECF web interface for an 'Open Court of International Trade Case'. The top navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Jurisdiction 28 U.S.C. § 1581(a) Category: Classification'. It features two main sections: 'Assessed Classification' and 'Claimed Classification'. Each section has a text input field containing a classification number (5342.25.64.44 for assessed and 5214.52.88.00 for claimed). Below each input field are two buttons: 'Add to List' and 'Remove from List'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

**Figure V - 53**

---

## V. Opening a Case: Adding Case and Party Information for Remaining §1581(a) Denied Protest(s) Jurisdiction Cases

**Directions:** For the remaining §1581(a) *Denied Protest(s) Jurisdiction* Cases, refer to the directions outlined on pages 22 - 52 of the user manual to add case information, search for a party, and review and submit case events in the system. Remaining cases include the following:

- Charges or Exactions under 19 U.S.C. § 1514(a)(3);
  - Exclusion under 19 U.S.C. §1514(a)(4);
  - Liquidation/Reliquidation under 19 U.S.C. §1514(a)(5);
  - Claim for Drawback under 19 U.S.C. § 1514(a)(6);
  - Refusal to Reliquidate under 19 U.S.C. §1514(a)(7);
  - Rate of Duty under 19 U.S.C. § 1514(a)(2);
  - Demand for Redelivery under 19 U.S.C. § 1514(a)(4);
  - Other;
  - Repairs of Vessels under 19 U.S.C. § 1466.
-



## V. Opening a Case: §1581(b) Domestic Interested Parties Petition - Appraised Value

**Directions:** To open a §1581(b) case, follow the directions outlined below. All the steps on this page refer to **Figure V - 54**.

1. Follow the steps to open a case as outlined on pages 22-24 of this manual, selecting *§1581(b) Domestic Interested Parties Petition*.

2. Click .

**Figure V - 54**

**Note:** All the steps on this page refer to **Figure V - 54**.

1. Go to the *Category* field and select *Appraised Value*. If the case involves categories in addition to *Appraised Value*, then press and hold down the *Ctrl* key and select the appropriate categories. Use the scroll bar to view all of the categories.
2. Go to the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
3. Go to the *Product Description* field. **This is a mandatory field.** Type in the appropriate description. If none is provided, then type in, "*None provided.*"
4. Go the *Party in Interest* field. **This is a mandatory field.** Type in the name of the party who has a vested interest in the outcome of the case, but who is not the plaintiff in the case. If none is available, then type in, "*NA.*"
5. Click .

## V. Opening a Case: §1581(b) Domestic Interested Parties Petition - Appraised Value (continued)

**Note:** All the steps on this page refer to **Figure V - 55**.

6. Follow the steps outlined on page 27 of this manual for completing the *Assessed Valuation Statute and Claimed Valuation Statute Sections*.
7. Click .
8. Follow the steps outlined on pages 28 - 40 of this manual to complete party and case-related information.

The screenshot displays the ECF system interface for an "Open Court of International Trade Case". The page title is "Jurisdiction 28 U.S.C. § 1581(b) Category: Appraised Value". The main content area is divided into two sections: "Assessed Valuation Statute" and "Claimed Valuation Statute". Both sections have a dropdown menu for selecting a valuation method. The "Assessed Valuation Statute" dropdown is open, showing the following options: "Transaction Value 19USC § 1401a(a)(1)(A)", "Transaction Value (Identical Merchandise) 19USC § 1401a(a)(1)(B)", "Transaction Value (Similar Merchandise) 19USC § 1401a(a)(1)(C)", "Deductive Value 19USC § 1401a(a)(1)(D)", and "Computed Value 19USC § 1401a(a)(1)(E)". The "Claimed Valuation Statute" dropdown is also open, showing the same options. Below the dropdowns are "Next" and "Clear" buttons. The top navigation bar includes "ECF", "Civil", "Query", "Reports", "Utilities", "Search", and "Logout".

**Figure V - 55**

## **V. Opening a Case: §1581(b) Domestic Interested Parties Petition - Adding Case and Party Information for Remaining Cases**

**Directions:** For the remaining §1581(b) Domestic Interested Parties Petition Cases, refer to the directions outlined on pages 22 - 52 of this manual to open cases. The remaining §1581(b) Domestic Interested Parties Petition Cases include the following:

- Classification under 19 U.S.C. § 1516(a)(1);
- Rate of Duty under 19 U.S.C. § 1516(a)(1).

## V. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s)

**Directions:** To open a §1581(c) case, follow the directions outlined below. All the steps on this page refer to **Figure V - 56**.

1. Follow the steps outlined on pages 22 - 24 of this manual, selecting *§1581(c) Antidumping or Countervailing Duty Determination(s)*.
2. Click  .

The screenshot shows the ECF (Electronic Case Filing) interface for opening a case. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case".

The form contains the following fields and options:

- Case type:** A dropdown menu set to "cv".
- Date Filed (MMDD/YY):** A text field containing "1/2/2008".
- Jurisdiction:** A dropdown menu with a list of options. The selected option is "28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)". Other options include "28USC § 1581(a) Denied Protest(s)", "28USC § 1581(b) Domestic Interested Parties Petition", "28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance", "28USC § 1581(e) Government Procurement/Country of Origin", "28USC § 1581(f) Disclosure of Proprietary Information", "28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.", "28USC § 1581(h) Pre-importation Ruling", and "28USC § 1581(i) Residual Jurisdiction".
- Precedence:** Radio buttons for "Rule 3g(1)", "Rule 3g(2)", "Rule 3g(3)", "Rule 3g(4)", "Rule 3g(5)", "Rule 3g(6)", and "Not Applicable".
- Fee Status:** A dropdown menu set to "Paid".
- Jury Demand:** A dropdown menu set to "No".
- Related Cases:** Radio buttons for "No" and "Yes".
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for "No" and "Yes".

At the bottom of the form are two buttons: "Next" and "Clear".

**Figure V - 56**

3. Complete the screens for indicating related cases as necessary, or continue to the next page.

## V. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s) - Determination not to Initiate Investigation

**Directions:** To open a case *Determination not to Initiate Investigation*, follow the directions outlined below. All the steps on this page refer to **Figure V - 57**.

1. Tab to the *Category* field and select *Determination not to Initiate Investigation §1516a(a)(1)(A)*. **This is a mandatory field.** If the case involves categories in addition to *Determination not to Initiate Investigation*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the white box to scroll through the options.
2. *Agency* field. **This is a mandatory field.** Select the correct agency.
3. *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, enter, "2345," not, "2,345."
4. *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the **MM/DD/YYYY** format.

The screenshot shows the ECF Open Court of International Trade Case form for §1581(c). The form is titled "Open Court of International Trade Case" and "Jurisdiction 28 U.S.C. § 1581(c)". The "Category" dropdown is set to "Determination not to Initiate Investigation 19USC § 1516a(a)(1)(A)". The "Agency" dropdown is set to "U.S. Department of Commerce". The "Federal Register Citation" field contains "123" and the "Fed. Reg." field contains "78555". The "Publication Date (MM/DD/YY)" field contains "11/11/2007". The "Amended Federal Register Citation (if applicable)" field is empty and the "Amended Publication Date (MM/DD/YY)(if applicable)" field is empty. The "Exporting Country" dropdown is set to "China". The "Product Description" field contains "Furniture". There are "Next" and "Clear" buttons at the bottom left of the form.

Figure V - 57

---

## V. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s) - Determination not to Initiate Investigation

**Note:** All the steps on this page refer to **Figure V - 58**.

5. Go to the *Amended Federal Register Citation and Publication Date* fields. If the information is unknown or if there was no amended Federal Register Publication, then leave the field blank.
6. Go to the *Exporting Country* field. **This is a mandatory field.** Select from one of the countries listed by using the scroll bar to the right of the *Exporting Country* box. Not applicable is an available option.
7. Go to the *Product Description* field. **This is a mandatory field.** Type in the appropriate description. If no information is available, then type in, “NA,” or, “None provided.”
8. Click . This will take you to the *Search for a Party* screen.
9. Follow the directions on pages 28- 40 of this manual to add party and case-related information.

The screenshot shows the ECF (Electronic Case Filing) system interface for opening a case under 28 U.S.C. § 1581(c). The form is titled "Open Court of International Trade Case" and includes the following fields and options:

- Jurisdiction:** 28 U.S.C. § 1581(c)
- Category:** Determination not to Initiate Investigation 19USC § 1516a(a)(1)(A)
- Agency:** U.S. Department of Commerce
- Federal Register Citation:** 123 Fed. Reg. 78555
- Publication Date (MM/DD/YY):** 11/11/2007
- Amended Federal Register Citation (if applicable):** Fed. Reg. [blank]
- Amended Publication Date (MM/DD/YY) (if applicable):** [blank]
- Exporting Country:** A dropdown menu is open, showing options: Chile, China, and Christmas Island.
- Product Description:** Furniture

At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure V - 58**

## **V. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s) - Adding Case and Party Information for Remaining Cases**

**Directions:** For the remaining §1581(c) Antidumping or Countervailing Duty Determination Jurisdiction Cases, refer to the directions outlined on pages 22 - 52 of this manual to open cases. The remaining §1581(c) Antidumping or Countervailing Duty Determination Jurisdiction Cases include the following:

- Determination not to Review Based on Changed Circumstances under 19 U.S.C. § 1516a(a)(1)(B);
- Negative Injury Determination under 19 U.S.C. § 1516a(a)(1)(C);
- Final Determination: Five Year Review under 19 U.S.C. § 1516a(a)(1)(D);
- Final Affirmative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(i);
- Final Negative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(ii);
- Final Determination: 751 Periodic Review under 19 U.S.C. § 1516a(a)(2)(B)(iii);
- Determination to Suspend Investigation under 19 U.S.C. § 1516a(a)(2)(B)(iv);
- Determination on Injurious Effect under 19 U.S.C. § 1516a(a)(2)(B)(v);
- Determination on Class or Kind of Merchandise under 19 U.S.C. § 1516a(a)(2)(B)(vi);
- Determination under 19 U.S.C. § 3538: 19 U.S.C. § 1516a(a)(2)(B)(vii);
- Determination under 19 U.S.C. §1675b(a)(1): 19 U.S.C. § 1516a(a)(2)(B)(viii);
- Final Affirmative: Department Of Commerce Determination in Final Negative ITC Determination under 19 U.S.C. § 1516a(a)(3).

---

## V. Opening a Case: §1581(d) Denial of Certification for Trade Adjustment Assistance

**Directions:** To open a §1581(d) case, follow the directions outlined below. All the steps on this page refer to **Figure V - 59**.

1. Follow the directions for opening a case as outline on pages 22-24 of this manual, selecting *§1581(d) Denial of Certification for Trade Adjustment Assistance*.

The screenshot shows the ECF (Electronic Case Filing) interface for opening a case. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case".

The form fields are as follows:

- Case type:** cv
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu is open, showing a list of options. The selected option is "28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance". Other visible options include: 28USC § 1581(a) Denied Protest(s), 28USC § 1581(b) Domestic Interested Parties Petition, 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s), 28USC § 1581(e) Government Procurement/Country of Origin, 28USC § 1581(f) Disclosure of Proprietary Information, 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab., 28USC § 1581(h) Pre-importation Ruling, and 28USC § 1581(i) Residual Jurisdiction.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** Radio buttons for No and Yes.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No and Yes.

At the bottom of the form are "Next" and "Clear" buttons.

**Figure V - 59**

2. Click **Next**.



## V. Opening a Case: §1581(d) Denial of Certification for Trade Adjustment Assistance - Worker 19 USC §2273

**Note:** All the steps on this page refer to **Figure V - 60**.

1. Go to the *Category* field and select *Worker 19 USC §2273*. **This is a mandatory field.** If the case involves categories in addition to *Worker 19 USC §2273*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
2. Go to the *Agency* field. **This is a mandatory field.** Select the appropriate agency.
3. Go to the *Company Name* field and type the name in the box.
4. Go to the *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, enter, "2345," not, "2,345."

The screenshot shows the CM/ECF web interface for opening a case. The header includes the CM/ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case". Below this, the jurisdiction is listed as "Jurisdiction 28 U.S.C. § 1581(d)". The form contains the following fields:

- Category:** Worker 19 USC § 2273 (dropdown menu)
- Agency:** U.S. Department of Commerce (dropdown menu)
- Company Name:** Dell Corporation (text input field)
- Federal Register Citation:** 12 Fed. Reg. 3245 (text input fields)
- Publication Date (MMDD/YY):** 10/10/2007 (text input field)
- Amended Federal Register Citation (if applicable):** (text input field)
- Amended Publication Date (MMDD/YY)(if applicable):** (text input field)

At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure V - 60**

## V. Opening a Case: §1581(d) Denial of Certification for Trade Adjustment Assistance - Worker 19 USC §2273

**Note:** All the steps on this page refer to **Figure V - 61**.

5. Go to the *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the **MM/DD/YYYY** format.
6. Go to the *Amended Federal Register Citation* and *Publication Date* fields. If the information is unknown or if there was no amended Federal Register Publication, then leave the field blank.
7. Click  . This will take you to the *Search for a Party* screen.
8. Follow the directions on pages 28 - 40 of this manual to add party and case-related information.

The screenshot shows the EECF web application interface. At the top, there is a navigation bar with the EECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is titled "Jurisdiction 28 U.S.C. § 1581(d)". The form contains the following fields:

- Category: Worker 19USC § 2273 (dropdown menu)
- Agency: U.S. Department of Commerce (dropdown menu)
- Company Name: Dell Corporation (text input)
- Federal Register Citation: 12 Fed. Reg. 3245 (text input)
- Publication Date (MM/DD/YY): 10/10/2007 (text input)
- Amended Federal Register Citation (if applicable): (text input)
- Amended Publication Date (MM/DD/YY)(if applicable): (text input)

At the bottom of the form, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red border.

**Figure V - 61**

## **V. Opening a Case: Remaining §1581(d) Denial of Certification for Trade Adjustment Assistance Jurisdiction Cases**

**Directions:** For the remaining §1581(d) *Denial of Certification for Trade Adjustment Assistance Jurisdiction* Cases, refer to the directions outlined on pages 22 - 52 of this manual to open cases. The remaining §1581(d) *Denial of Certification for Trade Adjustment Assistance Jurisdiction* cases include the following:

- Worker: NAFTA 19 USC §2331(c);
- Firm 19 USC §2341;
- Community 19 USC §2371;
- Individuals 19 USC §2395.

## V. Opening a Case: §1581(e) Government Procurement/Country of Origin

**Directions:** To open a §1581(e) *Government Procurement/Country of Origin* case, follow the directions outlined below. All the steps on this page refer to **Figure V - 62**.

1. Follow the Case Type steps listed on pages 22 - 24 of this manual, selecting §1581(e) *Government Procurement/Country of Origin*.

The screenshot shows the ECF (Electronic Case Filing) interface for opening a case. The page title is "Open Court of International Trade Case". The form includes the following fields and options:

- Case type:** cv
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu with the following options:
  - 28USC § 1581(a) Denied Protest(s)
  - 28USC § 1581(b) Domestic Interested Parties Petition
  - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
  - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
  - 28USC § 1581(e) Government Procurement/Country of Origin**
  - 28USC § 1581(f) Disclosure of Proprietary Information
  - 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
  - 28USC § 1581(h) Pre-importation Ruling
  - 28USC § 1581(i) Residual Jurisdiction
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** Radio buttons for No and Yes.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No and Yes.
- Next** and **Clear** buttons.

**Figure V - 62**

2. Click **Next**.

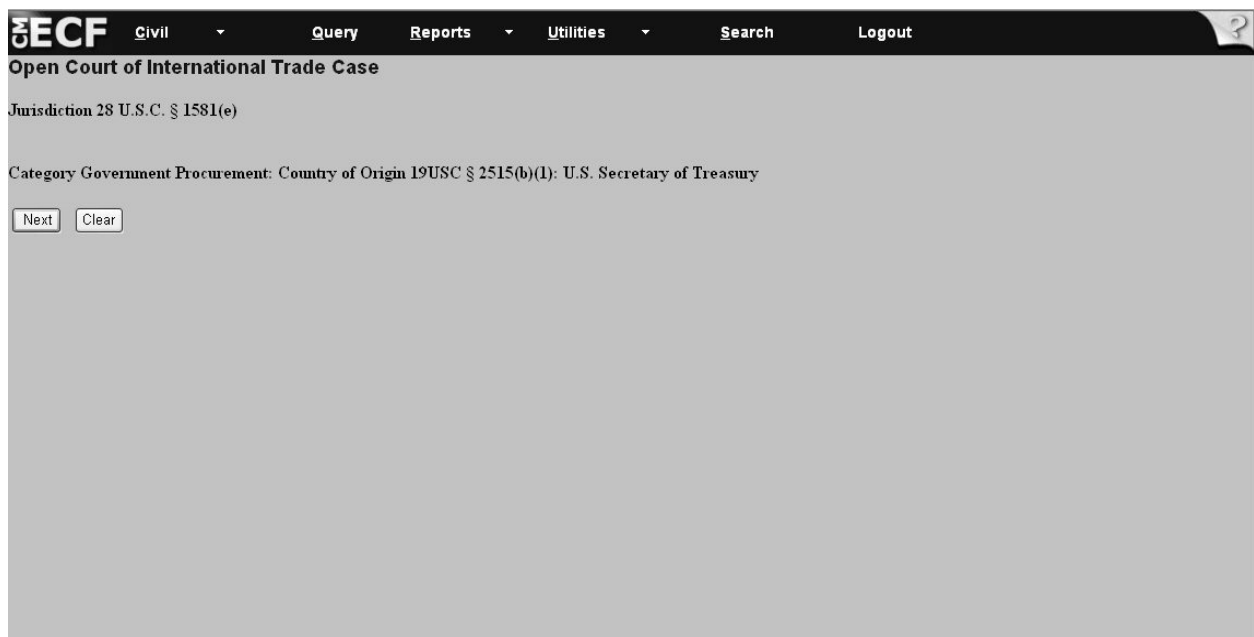
## V. Opening a Case: §1581(e) Government Procurement/Country of Origin (continued)

**Note:** All the steps on this page refer to **Figure V - 63**.

3. Click  to continue to the Search for a Party screen.

This is the only screen that you need to complete before the Search for a Party screen appears.

4. Continue with the directions on pages 28 - 40 of this manual to add party and case-related information.



**Figure V - 63**

## V. Opening a Case: §1581(f) Disclosure of Proprietary Information

**Directions:** To open a §1581(f) *Disclosure of Proprietary Information* case, follow the directions outlined below. All the steps on this page refer to **Figure V - 64**.

1. Follow the steps outlined on page 22 - 24 of this manual, selecting *§1581(f) Disclosure of Proprietary Information*

**Figure V - 64**

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The form is partially filled out. At the top, there is a navigation bar with 'ECF' logo and links for 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main form area has the following fields and options:

- Case type:** cv
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu is open, showing a list of 28USC § 1581 categories. '28USC § 1581(f) Disclosure of Proprietary Information' is selected and highlighted.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable. 'Not Applicable' is selected.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No and Yes. 'No' is selected.
- Buttons for 'Next' and 'Clear' are located at the bottom left of the form.

2. Click  .

## V. Opening a Case: §1581(f) Disclosure of Proprietary Information

**Note:** All the steps on this page refer to **Figure V - 65**.

3. Go to the *Category* field and accept the system default *Disclosure of Proprietary Information 19 USC §1677f(c)(2)* (see **Figure V -65**).
4. Go to the *Agency* field and select the appropriate agency.
5. Click  to continue to the Search for a party screen.
6. Continue with the directions on pages 28 - 40 of this manual to add party and case-related information.

The screenshot shows the CM/ECF system interface. At the top, there is a navigation bar with the following items: **ECF**, **Civil** (with a dropdown arrow), **Query**, **Reports** (with a dropdown arrow), **Utilities** (with a dropdown arrow), **Search**, and **Logout**. Below the navigation bar, the page title is **Open Court of International Trade Case**. The main content area has a light gray background and contains the following text and form elements:   
Jurisdiction 28 U.S.C. § 1581(f)   
Category: Disclosure of Proprietary Information 19USC § 1677f(c)(2) (with a dropdown arrow)   
Agency: U.S. Department of Commerce (with a dropdown arrow)   
Below the Agency field are two buttons:  and .

**Figure V - 65**

## V. Opening a Case: §1581(g) Customs Broker's License/Permit - Private Testing Lab

**Directions:** To open a §1581(g) *Customs Broker's License/Permit* case, follow the directions outlined below. All the steps on this page refer to **Figure V - 66**.

1. Follow the directions on pages 22- 24 of this manual, selecting *§1581(g) Broker's License/Permit*.

**ECF** CIVIL Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type

Date Filed (MM/DD/YY) 1/2/2008

Jurisdiction

- 28USC § 1581 (a) Denied Protest(s)
- 28USC § 1581 (b) Domestic Interested Parties Petition
- 28USC § 1581 (c) Antidumping or Countervailing Duty Determination(s)
- 28USC § 1581 (d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581 (e) Government Procurement/Country of Origin
- 28USC § 1581 (f) Disclosure of Proprietary Information
- 28USC § 1581 (g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581 (h) Pre-importation Ruling
- 28USC § 1581 (i) Residual Jurisdiction

Precedence  Rule 3g(1)  Rule 3g(2)  Rule 3g(3)  Rule 3g(4)  Rule 3g(5)  Rule 3g(6)  Not Applicable

Fee Status

Jury Demand

Related Cases  No  Yes

Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?  No  Yes

**Figure V - 66**

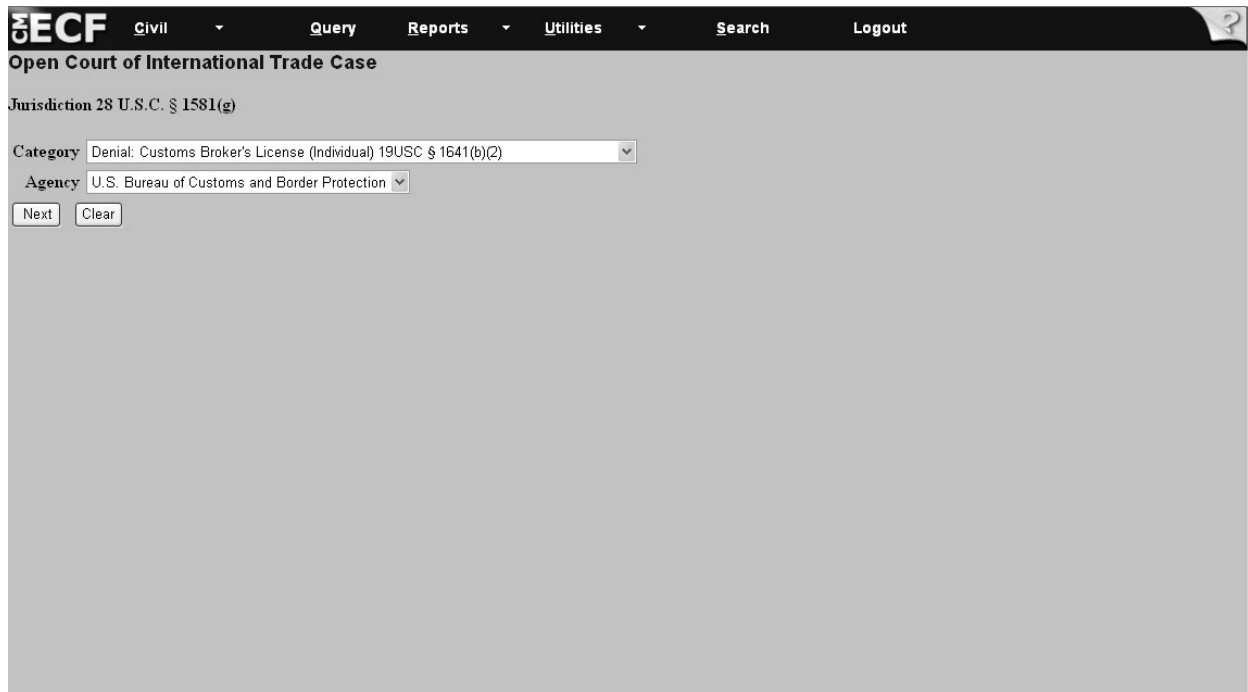
2. Click .



## V. Opening a Case: §1581(g) Customs Broker's License/Permit - Private Testing Lab (continued)

**Note:** All the steps on this page refer to **Figure V - 67**.

3. Go to the *Category* field and select *Denial: Customs Broker's License (Individual) 19 USC §1641(b)(2)*. **This is a mandatory field.** If the case involves categories in addition to *Customs Broker's License (Individual)*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
4. Go to the *Agency* field and select the appropriate agency. **This is a mandatory field.** If you select the wrong agency, you will receive the message, "Invalid Combination of Category/Agency." Return to the *Agency* field and select the correct agency.
5. Click  to continue to the *Search for a party* screen.
6. Continue with the directions on pages 28 - 40 of this manual to add party and case-related information.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Open Court of International Trade Case". The main content area shows the jurisdiction "28 U.S.C. § 1581(g)". There are two dropdown menus: "Category" and "Agency". The "Category" dropdown is set to "Denial: Customs Broker's License (Individual) 19USC § 1641(b)(2)". The "Agency" dropdown is set to "U.S. Bureau of Customs and Border Protection". Below these fields are two buttons: "Next" and "Clear".

**Figure V - 67**

## V. Opening a Case: §1581(g) Customs Broker's License/Permit - Private Testing Lab - Adding Information for Remaining Cases

**Directions:** For the remaining §1581(g) *Customs Broker's License/Permit: Private Testing Lab Jurisdiction* cases, refer to the directions outlined on pages 22 - 52 of this manual to add case information, search for a party, add attorney information, and review and submit the transaction to the system. The remaining §1581(g) *Customs Broker's License/Permit: Private Testing Lab Jurisdiction* cases include the following:

- Denial: Customs Broker's License Corp/Assn/Partnership 19 U.S.C. §1641(b)(3)
- Denial: Customs Broker's Permit 19 U.S.C. §1641(c)(1)
- Revocation: Customs Broker's License Corp/Assn/Partnership 19 U.S.C. §1641(b)(5)
- Revocation: Customs Broker's Permit 19 U.S.C. §1641(c)(3)
- Revocation: Customs Broker's License 19 U.S.C. §1641(d)(2)(B)
- Suspension: Customs Broker's License 19 U.S.C. §1641(d)(2)(B)
- Revocation: Customs Broker's Permit 19 U.S.C. §1641(d)(2)(B)
- Suspension: Customs Broker's Permit 19 U.S.C. §1641(d)(2)(B)
- Monetary Penalty: Customs Broker's License/Permit 19 U.S.C. §1641(d)(2)(B)
- Denial of Accreditation: Private Testing Laboratory 19 U.S.C. §1499(b)
- Suspension of Accreditation: Private Testing Laboratory 19 U.S.C. §1499(b)
- Revocation of Accreditation: Private Testing Laboratory 19 U.S.C. §1499(b)
- Monetary Penalty: Private Testing Laboratory 19 U.S.C. §1499(b)

## V. Opening a Case: §1581(h) Pre-Importation Ruling

**Directions:** To open a *§1581(h) Pre-importation Ruling* case, follow the steps outlined below. All the steps on this page refer to **Figure V - 68**.

1. Follow the steps for beginning a case listed on pages 22 - 24 of this manual, selecting *§1581(h) Pre-Importation Ruling*.

The screenshot shows the 'Open Court of International Trade Case' form in the CM/ECF system. The navigation bar at the top includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The form fields are as follows:

- Case type:** cv
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu is open, displaying a list of options. The selected option is '28USC § 1581(h) Pre-importation Ruling'. Other visible options include '28USC § 1581(a) Denied Protest(s)', '28USC § 1581(b) Domestic Interested Parties Petition', '28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)', '28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance', '28USC § 1581(e) Government Procurement/Country of Origin', '28USC § 1581(f) Disclosure of Proprietary Information', '28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab', and '28USC § 1581(i) Residual Jurisdiction'.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No

Buttons for 'Next' and 'Clear' are located at the bottom left of the form.

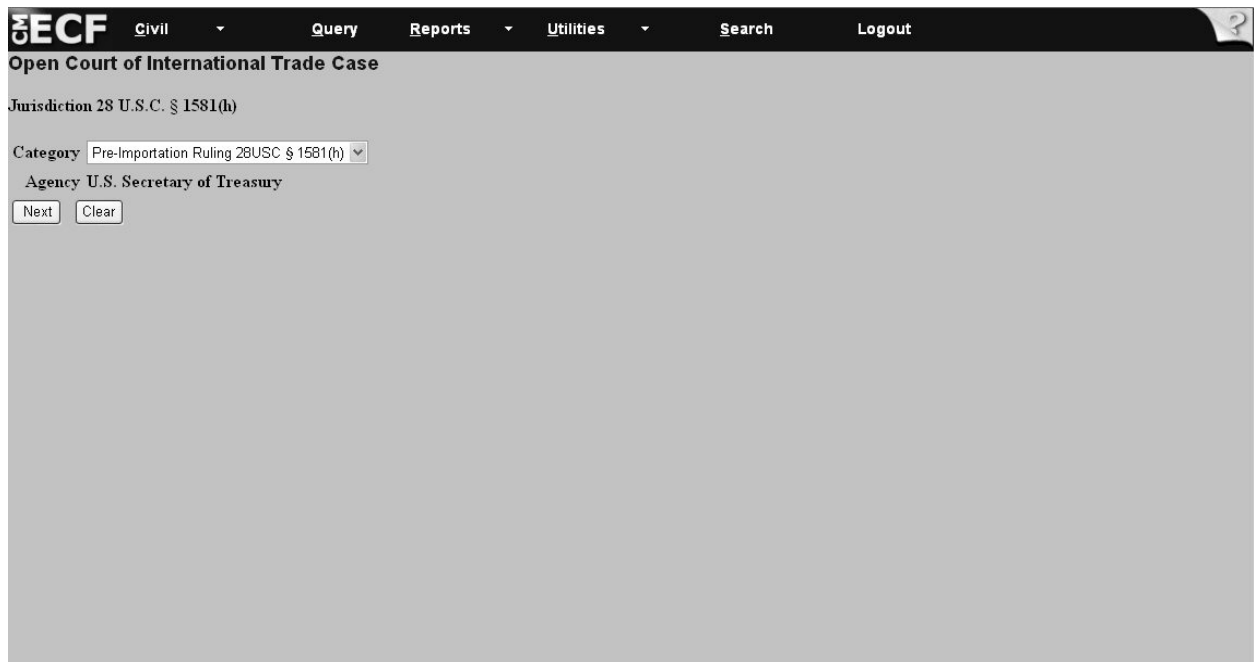
Figure V - 68

2. Click **Next**.

## V. Opening a Case:§1581(h) Pre-Importation Ruling

**Note:** All the steps on this page refer to **Figure V - 69**.

3. Go to the Category field and accept the system default of *Pre-Importation Ruling 28 USC §1581(h)*.
4. Click  to continue to the *Search for a party* screen.
5. Continue with the directions on pages 28 - 40 of this manual to add party and case-related information.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is a form with the following fields and buttons:

- Jurisdiction:** 28 U.S.C. § 1581(h)
- Category:** Pre-Importation Ruling 28USC § 1581(h) (dropdown menu)
- Agency:** U.S. Secretary of Treasury
- Buttons:** Next, Clear

**Figure V - 69**

## V. Opening a Case: §1581(i) Residual Jurisdiction

**Directions:** To open a *§1581(i) Residual Jurisdiction* case, follow the steps outlined below.  
All steps on this page refer to **Figure V - 70**.

1. Follow the steps listed on pages 22 - 24 of this manual, selecting *§1581(i) Residual Jurisdiction*.

The screenshot shows the 'Open Court of International Trade Case' form in the CM/ECF system. The navigation bar at the top includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The form fields are as follows:

- Case type:** cv
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu with the following options: 28USC § 1581(a) Denied Protest(s), 28USC § 1581(b) Domestic Interested Parties Petition, 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s), 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance, 28USC § 1581(e) Government Procurement/Country of Origin, 28USC § 1581(f) Disclosure of Proprietary Information, 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab., 28USC § 1581(h) Pre-importation Ruling, and 28USC § 1581(i) Residual Jurisdiction (selected).
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** Radio buttons for No and Yes.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No (selected) and Yes.
- Buttons:** Next and Clear.

Figure V - 70

2. Click  .

## V. Opening a Case: §1581(i) Residual Jurisdiction

**Note:** All the steps on this page refer to **Figure V - 71**.

3. Go to the *Category* field and select *Revenue from Imports or Tonnage 28 USC §1581(i)(1)*. This is a mandatory field. If the case involves categories in addition to *Revenue from Imports or Tonnage*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
4. Go the *Agency* field and select the appropriate agency. **This is a mandatory field.**
5. Go to the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the white box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
6. Go to *Port(s) of Entry* field. Scroll through the list of ports and select the appropriate entries. If you are unaware of the port number, then refer to the U.S. Customs and Border Protection web site at <http://www.cbp.gov/xp/cgov/toolbox/ports/> to access port numbers by state.

The screenshot shows the ECF (Electronic Case Filing) system interface for opening a case under 28 U.S.C. § 1581(i). The interface includes a navigation bar with links for Civil, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Open Court of International Trade Case" and "Jurisdiction 28 U.S.C. § 1581(i)". The form contains the following fields:

- Category:** A multi-select dropdown menu with options: "Civil Penalty 19USC § 1592", "Civil Penalty: Customs Broker 19USC § 1641(b)(6)", and "Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)".
- Agency:** A dropdown menu with options: "U.S. Bureau of Customs and Border Protection", "U.S. Department of Commerce", and "U.S. Department of State".
- Exporting Country (if applicable):** A dropdown menu with options: "(Not Applicable)", "Afghanistan", and "Albania".
- Port(s) of Entry (if applicable):** A dropdown menu with options: "0581 BINGHAMTON REGIONAL AIRPORT, NY", "1001 NEW YORK, NY", and "1002 ALBANY, NY".
- Product Description (if applicable):** A dropdown menu with the option: "Video Games".
- Federal Register Citation (if applicable):** Fields for "556", "Fed. Reg.", and "79685".
- Publication Date (MM/DD/YY) (if applicable):** Field for "9/8/2007".
- Amended Federal Register Citation (if applicable):** Fields for "Fed. Reg." and "Amended Publication Date (MM/DD/YY)(if applicable)".

At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure V - 71**

## V. Opening a Case: §1581(i) Residual Jurisdiction

**Note:** All the steps on this page refer to **Figure V - 72**.

7. Go to the *Product Description* field. **This is a mandatory field.** If there is no description available, select, "None Provided." You cannot leave the field blank.
8. Go to the *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, type, "2345," not, "2,345."
9. Go to the *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the **MM/DD/YYYY** format.
10. Go to the *Amended Federal Register Citation* and *Publication Date* fields. If the information is unknown or if there was no amended Federal Register Publication, then leave the field blank.
11. Click  . This takes you to the *Search for a party* screen.
12. Continue with the directions on pages 28 - 40 of this manual to add party and case-related information

The screenshot shows the CM/ECF web interface for opening a case. The page title is "Open Court of International Trade Case" under "Jurisdiction 28 U.S.C. § 1581(i)". The form contains the following fields:

- Category:** A dropdown menu with options: "Civil Penalty 19USC § 1592", "Civil Penalty: Customs Broker 19USC § 1641(b)(6)", and "Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)".
- Agency:** A dropdown menu with options: "U.S. Bureau of Customs and Border Protection", "U.S. Department of Commerce", and "U.S. Department of State".
- Exporting Country (if applicable):** A dropdown menu with options: "(Not Applicable)", "Afghanistan", and "Albania".
- Port(s) of Entry (if applicable):** A dropdown menu with options: "0981 BINGHAMTON REGIONAL AIRPORT, NY", "1001 NEW YORK, NY", and "1002 ALBANY, NY".
- Product Description (if applicable):** A dropdown menu with the option: "Video Games".
- Federal Register Citation (if applicable):** Input field with value "556".
- Fed. Reg.:** Input field with value "79685".
- Publication Date (MM/DD/YY) (if applicable):** Input field with value "9/9/2007".
- Amended Federal Register Citation (if applicable):** Empty input field.
- Fed. Reg.:** Empty input field.
- Amended Publication Date (MM/DD/YY)(if applicable):** Empty input field.

At the bottom left, there are two buttons: "Next" and "Clear".

**Figure V - 72**

---

## V. Opening a Case: §1581(i) Residual Jurisdiction - Adding Information Remaining Cases

**Directions:** For the remaining *§1581(i) Residual Jurisdiction* cases, refer to the directions outlined on pages 22 - 52 of this manual to add case information, search for a party, add attorney information and defendant information. The remaining *§1581(i) Residual Jurisdiction* cases include the following.

- Civil Penalty 19 U.S.C. § 1592;
- Civil Penalty: Customs Broker under 19 U.S.C. § 1641(b)(6);
- Civil Penalty: Customs Broker under 19 U.S.C. § 1641(d)(2)(a);
- Civil Penalty: Suspension Agreement under 19 U.S.C. § 1671c(i)(2);
- Civil Penalty: Suspension Agreement under 19 U.S.C. § 1673c(i)(2);
- Civil Penalty: Drawback under 19 U.S.C. § 1593a;
- Recovery Upon a Bond under 28 U.S.C. § 1582(2);
- Recovery of Customs Duties under 28 U.S.C. § 1583(3);
- Appraised Value under 19 U.S.C. § 1514(a)(1);
- Classification under 19 U.S.C. § 1514(a)(2);
- Charges or Extractions under 19 U.S.C. § 1514(a)(3);
- Exclusion under 19 U.S.C. § 1514(a)(4);
- Liquidation/Reliquidation under 19 U.S.C. § 1514(a)(5);
- Claim for Drawback under 19 U.S.C. § 1514(a)(6);
- Refusal to Reliquidate under 19 U.S.C. § 1514(a)(7);
- Rate of Duty under 19 U.S.C. § 1514(a)(2);
- Demand for Redelivery under 19 U.S.C. § 1514(a)(4);
- Other;
- Repairs of Vessels under 19 U.S.C. § 1466;
- Appraised Value under 19 U.S.C. § 1516(a)(1);
- Classification under 19 U.S.C. § 1516(a)(1);
- Rate of Duty under 19 U.S.C. § 1516(a)(1);
- Determination Not to Initiate Investigation under 19 U.S.C. § 1516a(a)(1)(A);
- Determination Not to Review Based on Changed Circumstances under 19 U.S.C. § 1516a(a)(1)(B);
- Negative Injury Determination under 19 U.S.C. § 1516a(a)(1)(C);
- Final Determination: Five Year Review under 19 U.S.C. § 1516a(a)(1)(D);
- Final Affirmative Determinations: Investigations under 19 U.S.C. § 1516a(a)(2)(B)(i);
- Final Negative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(ii);
- Final Determination: 751 Periodic Review under 19 U.S.C. § 1516a(a)(2)(B)(iii);
- Determination to Suspend Investigation under 19 U.S.C. § 1516a(a)(2)(B)(iv);
- Determination on Injurious Effect under 19 U.S.C. § 1516a(a)(2)(B)(v);



## **Opening a Case: §1581(i) Residual Jurisdiction - Adding Information**

### **Remaining Cases** (continued)

- Determination on Class or Kind of Merchandise under 19 U.S.C. §1516a(a)(2)(B)(vi);
- Determination under 19 U.S.C. § 3538: 19 U.S.C. § 1516a(a)(2)(B)(vii);
- Determination under 19 U.S.C. § 1675b(a)(1): 19 U.S.C. § 1516a(a)(2)(B)(viii);
- Final Affirm. DOC Determin. In Final Neg. ITC Determin. Under 19 U.S.C. § 1516a(a)(3);
- Worker under 19 U.S.C. § 2273;
- Worker: NAFTA under 19 U.S.C. § 2331(c);
- Firm under 19 U.S.C. § 2341;
- Community under 19 U.S.C. § 2371;
- Individuals under 19 U.S.C. § 2395;
- Government Procurement: Country of Origin under 19 U.S.C. § 2515(b)(1);
- Disclosure of Proprietary Information under 19 U.S.C. § 1677f(c)(2);
- Disclosure of Proprietary Information: Sanctions under 19 U.S.C. § 1677f(f) NAFTA;
- Denial: Customs Broker License (Individual) under 19 U.S.C. § 1641(b)(2);
- Denial: Customs Broker License Corp./Ass'n./Partnership under 19 U.S.C. § 1641(b)(3);
- Denial: Customs Broker's Permit under 19 U.S.C. § 1641(c)(1);
- Revocation: Customs Broker's Permit under 19 U.S.C. § 1641(c)(3);
- Revocation: Customs Broker's License under 19 U.S.C. § 1641(d)(2)(B);
- Suspension: Customs Broker's License under 19 U.S.C. § 1641(d)(2)(B);
- Revocation: Customs Broker's Permit under 19 U.S.C. § 1641(d)(2)(B);
- Suspension: Customs Broker's Permit under 19 U.S.C. § 1641(d)(2)(B);
- Monetary Penalty: Customs Broker's License/Permit under 19 U.S.C. § 1641(d)(2)(B);
- Denial of Accreditation: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Suspension of Accreditation: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Revocation of Accreditation: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Monetary Penalty: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Pre-importation Ruling under 28 U.S.C. § 1581(h);
- Tariffs, Duties, Fees, Other Taxes under 28 U.S.C. § 1581(i)(2);
- Embargoes or Other Quantitative Restrictions under 28 U.S.C. § 1581(i)(3);
- Administration and Enforcement under 28 U.S.C. § 1581(i)(4).

## V. Opening a Case: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties

**Directions:** To open a *§1582 Recover of Civil Penalty/Upon a Bond/Customs Duties* case, follow the steps outlined below. All steps on this page refer to **Figure V - 73**.

1. Follow the directions on pages 22-24 of this manual to open a case, selecting *§1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties*.

**ECF** Civil Query Reports Utilities Search Logout

**Open Court of International Trade Case**

Case type

Date Filed (MM/DD/YY) 8/8/2008

Jurisdiction  
28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)  
28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance  
28USC § 1581(e) Government Procurement/Country of Origin  
28USC § 1581(f) Disclosure of Proprietary Information  
28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.  
28USC § 1581(h) Pre-importation Ruling  
28USC § 1581(i) Residual Jurisdiction  
**28USC § 1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties**  
28USC § 1584 Disclosure of Proprietary Information: Sanctions

Precedence  Rule 3g(1)  Rule 3g(2)  Rule 3g(3)  
 Rule 3g(4)  Rule 3g(5)  Rule 3g(6)  Not Applicable

Fee Status

Jury Demand

Related Cases  No  Yes

Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?  No  Yes

**Figure V - 73**

2. Click .

## V. Opening a Case: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties (continued)

**Note:** All steps on this page refer to **Figure V - 74**.

3. Go to the *Category* field and select *Civil Penalty 19 USC §1592*. **This is a mandatory field.** If the case involves categories in addition to *Civil Penalty 19 USC § 1592*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
4. Go to the *Agency* field and select the appropriate agency. **This is a mandatory field.**
5. Click  to continue to the *Search for a Party* screen.
6. Continue with the directions on pages 28 - 40 of this manual to add party and case-related information.

The screenshot shows the CM/ECF interface for opening a case. The title bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Open Court of International Trade Case'. Below this, the 'Jurisdiction' is set to '28 U.S.C. § 1582'. The 'Category' field is open, displaying a list of options: 'Civil Penalty: 19USC § 1592', 'Civil Penalty: Customs Broker 19USC § 1641(b)(6)', 'Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)', 'Civil Penalty: Suspension Agreement 19USC § 1671c(i)(2)', 'Civil Penalty: Suspension Agreement 19USC § 1673c(i)(2)', 'Civil Penalty: Drawback 19USC § 1593a', 'Recovery upon a Bond 28USC § 1582(2)', and 'Recovery of Customs Duties 28USC § 1583(3)'. The 'Agency' field is also open, showing 'U.S. Bureau of Customs and Border Protection', 'U.S. Department of Commerce', and 'U.S. International Trade Commission'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

**Figure V - 74**

---

## **V. Opening a Case: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties - Adding Information for Remaining Cases**

**Directions:** For the remaining Recovery of Civil Penalty/Upon a Bond/Customs Duties cases, refer to the directions outlined on pages 22 - 52 of this manual to add case information, search for a party, add attorney and defendant information. The remaining Recovery of Civil Penalty/Upon a Bond/Customs Duties cases include the following:

- Civil Penalty: Customs Broker 19 USC §1641(b)(6);
- Civil Penalty: Customs Broker 19 USC §1641(d)(2)(A);
- Civil Penalty: Suspension Agreement 19 USC §1671c(i)(2);
- Civil Penalty: Suspension Agreement 19 USC §1673c(i)(2);
- Civil Penalty: Drawback 19 USC §1593a;
- Recovery upon a Bond 28 USC §1582(2);
- Recovery of Customs Duties 28 USC §1583(3).

## V. Opening a Case: §1584 Disclosure of Proprietary Information - Sanctions

**Directions:** To open a *§1584 Disclosure of Proprietary Information: Sanctions* case, follow the steps outlined below. All steps on this page refer to **Figure V - 75**

1. Follow the instructions on pages 22 - 24 of this manual to open the case, selecting *§1584 Disclosure of Proprietary Information - Sanctions*.

The screenshot shows the 'Open Court of International Trade Case' form in the CM/ECF system. The form is titled 'Open Court of International Trade Case' and has a navigation bar at the top with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The form fields are as follows:

- Case type:** cv
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** 28USC § 1584 Disclosure of Proprietary Information: Sanctions
- Precedence:** Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), Not Applicable
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No

Buttons for 'Next' and 'Clear' are located at the bottom left of the form.

**Figure V - 75**

2. Click **Next**.

## V. Opening a Case: §1584 Disclosure of Proprietary Information - Sanctions (continued)

**Note:** Both steps on this page refer to **Figure V- 76**.

3. Click  to proceed to the Search for a party screen (see **Figure V - 76**).
4. Continue with the directions on pages 28 - 40 of this manual to add party and case-related information.

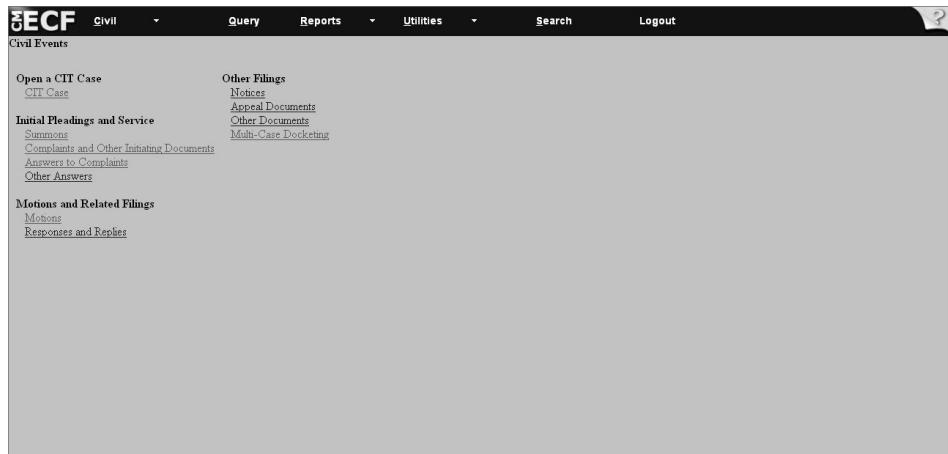


**Figure V - 76**

## V. Opening a Case: Docketing a Complaint

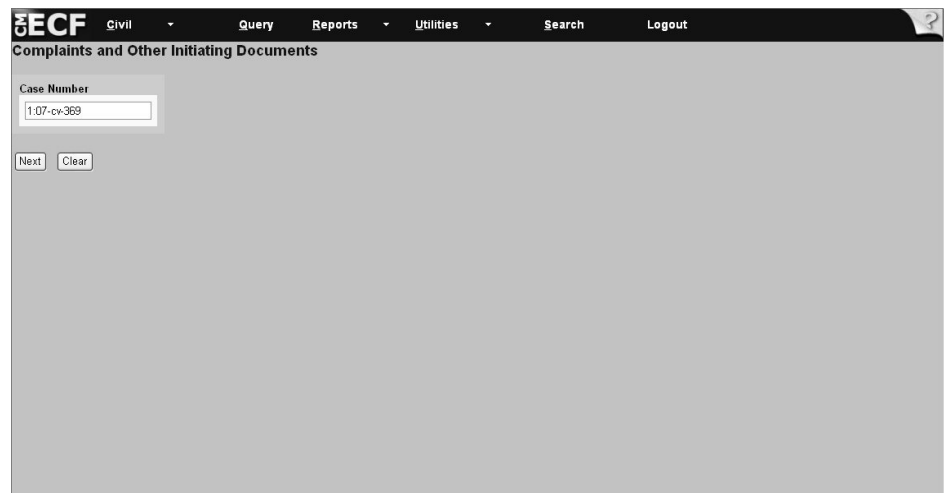
**Directions:** To docket a complaint, follow the steps outlined below.

1. Select *Civil* on the CM/ECF toolbar (see **Figure V - 77**)
2. Under the category *Initial Pleadings and Service* select *Complaints and Other Initiating Documents* (see **Figure V - 77**).



**Figure V - 77**

3. Enter the case number in the following format: **yy-xxxxx** (see **Figure V - 78**).
4. Click  (see **Figure V - 78**).



**Figure V - 78**

## V. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure V - 79**.

5. Select from the drop-down menu the party filing the complaint.

If the party's name appears, then go to step 6.

If the party's name does not appear, then go to step 7.

6. Click  and proceed with the directions on the following page.

7. Click on *Add/Create New Party* and follow the directions outlined on page 30 of this manual.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The case number and name are displayed as "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States".

The main content area is titled "Select the filer." and contains two sections:

- Select the Party:** A drop-down menu with "Sony Electronics, Inc. [Plaintiff]" and "United States [Defendant]" as options.
- Select a Group:** Radio button options for "No Group", "All Defendants", "All Plaintiffs", and "All Parties".

There is a link labeled "Add/Create New Party" to the right of the "Select a Group" options. At the bottom left of the form, there are "Next" and "Clear" buttons.

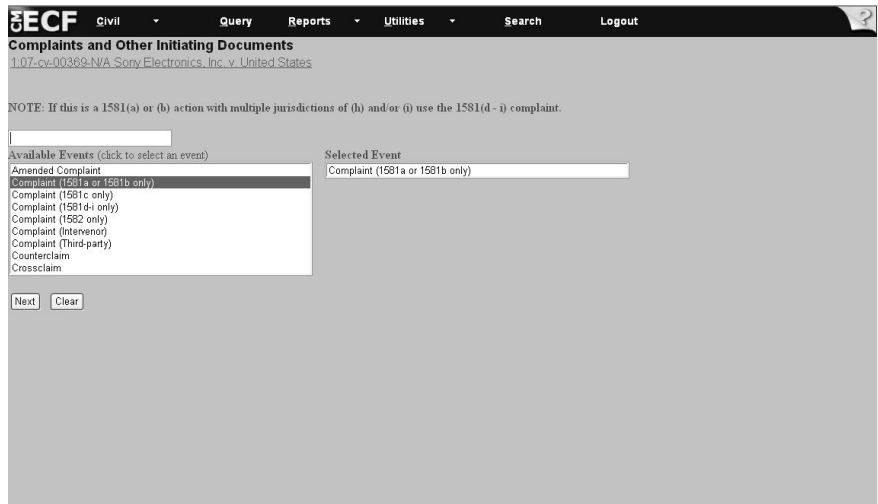
**Figure V - 79**



## V. Opening a Case: Docketing a Complaint (continued)

8. Select from the drop-down menu the type of complaint you are filing, for example, Complaint 1581(a) & 1581(b) only. However, if this is a §1581(a) or (b) action combined with jurisdictions of (h) or (i), then select the §1581 (d - i) complaint. **Reason:** The complaint fee was included in the initial filing of the summons (see **Figure V - 80**).
9. Click  (see **Figure V - 80**).

Figure V - 80

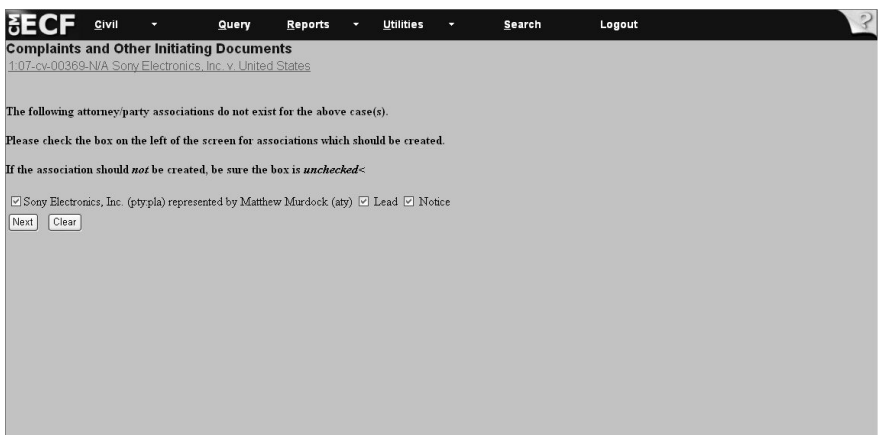


The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Complaints and Other Initiating Documents' with a case identifier '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. A note states: 'NOTE: If this is a 1581(a) or (b) action with multiple jurisdictions of (h) and/or (i) use the 1581(d - i) complaint.' Below the note, there is a text input field. The 'Available Events (click to select an event)' dropdown menu is open, listing various event types. The 'Selected Event' dropdown is set to 'Complaint (1581a or 1581b only)'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

10. The system displays the attorney association screen. Check the box to associate the attorney filing the complaint with the case (see **Figure V - 81**). **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

11. Click  (see **Figure V - 81**).

Figure V - 81



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Complaints and Other Initiating Documents' with a case identifier '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area contains the following text: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked'. Below this text, there is a checkbox for 'Sony Electronics, Inc. (pty/pla) represented by Matthew Murdoch (aty)' which is checked. There are also checkboxes for 'Lead' and 'Notice', both of which are checked. At the bottom of the form, there are 'Next' and 'Clear' buttons.

## V. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure V - 82**.

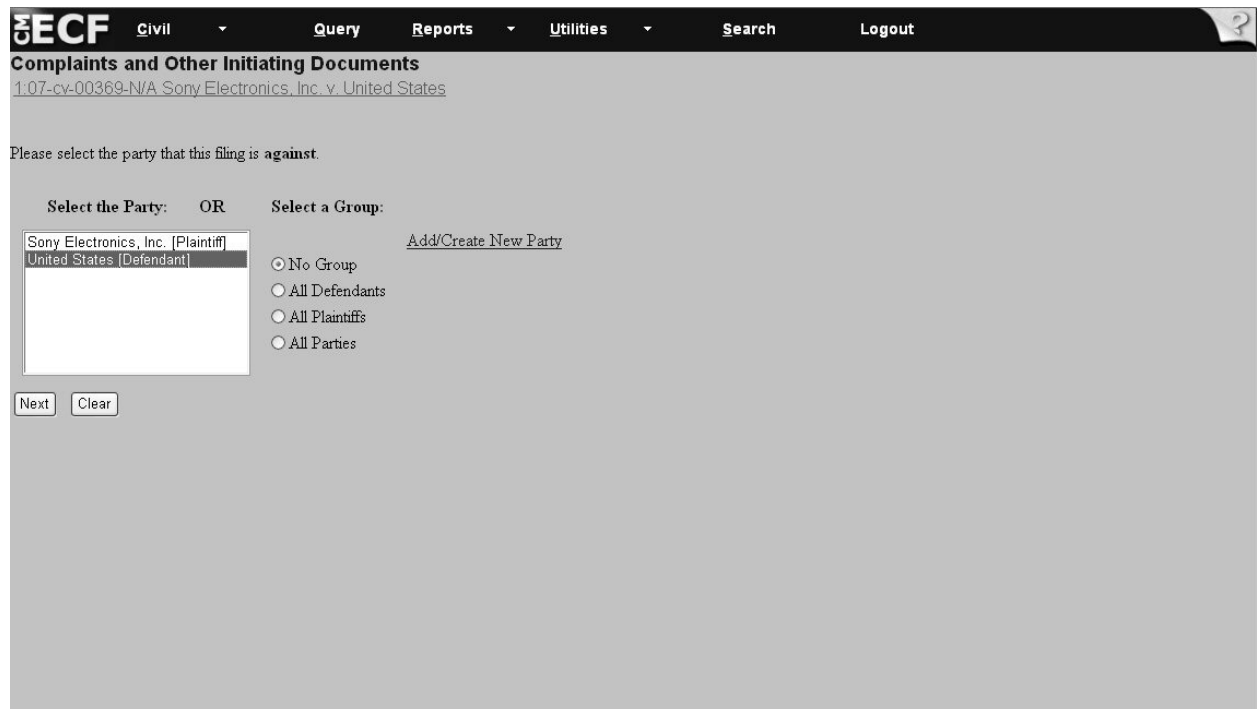
12. Select from the drop-down menu the *United States* as the defendant and the party against whom the complaint is being filed.

If the party's name appears, then go to step 13.

If the party's name does not appear, then go to step 14.

13. Click .

14. Click on *Add/Create New Party* and follow the directions on page 30 to add a party.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: CIVIL, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area contains the instruction "Please select the party that this filing is against." Below this instruction, there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a drop-down menu with "Sony Electronics, Inc. [Plaintiff]" and "United States [Defendant]" as options. The "Select a Group:" section has four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is also a link labeled "Add/Create New Party". At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure V - 82**

## V. Opening a Case: Docketing a Complaint (continued)

15. Click  to select the drive and directory path where the complaint is located.

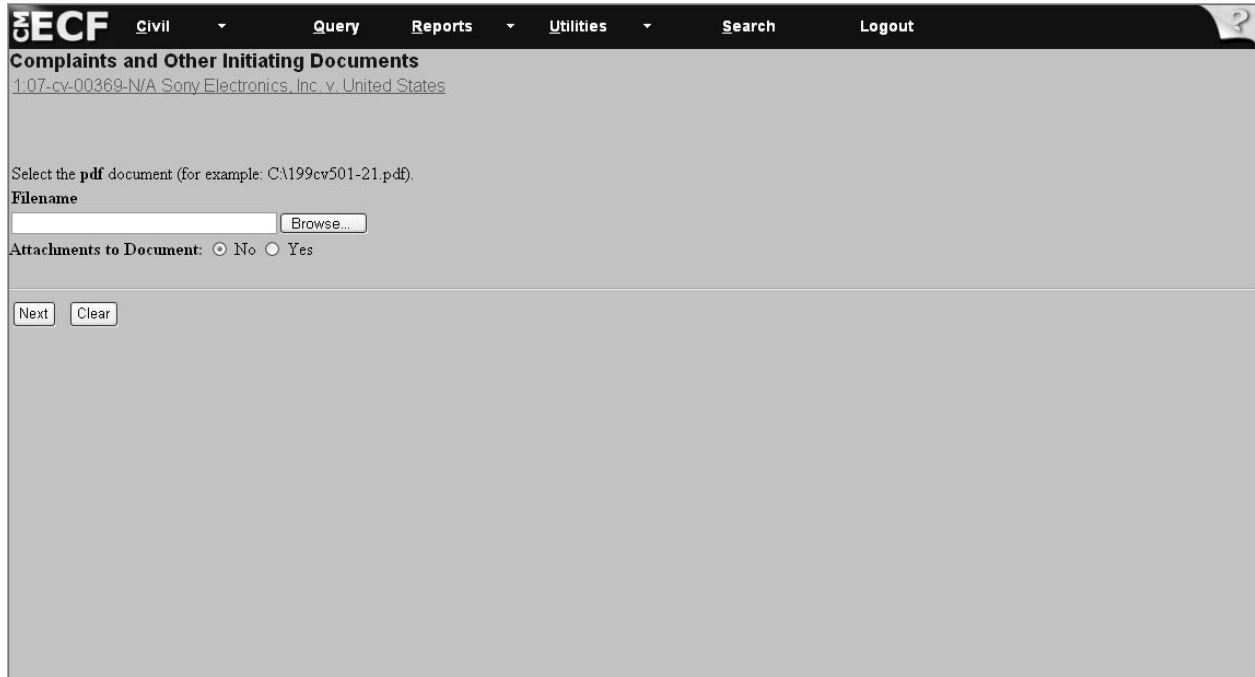


Figure V - 83

16. Click on the drop-down arrow to select the drive where the file is located, for example, C:\199cv501-21. At the bottom of the dialog box is the *Files of type* field. Click on the down arrow to the left of *Files of type* and using the scroll bar, select the option *All Files (\*.\*)* (see Figure V - 84). The computer displays all the folders in the selected drive.

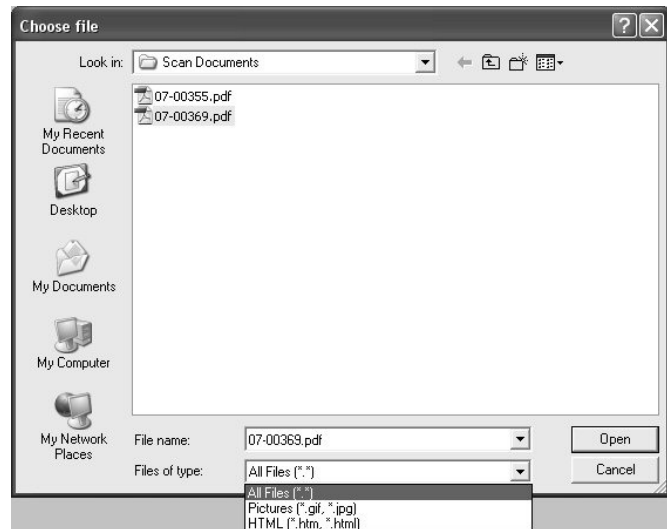
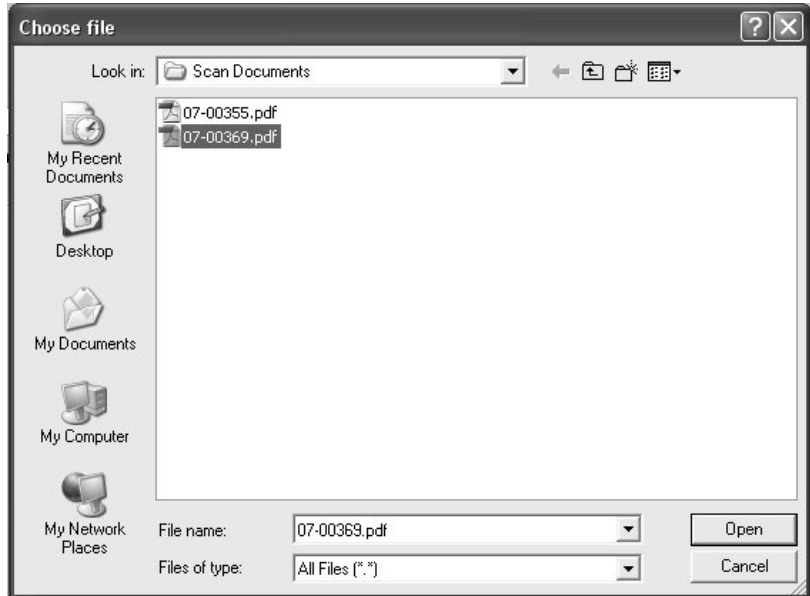


Figure V - 84

## V. Opening a Case: Docketing a Complaint (continued)

17. Select the filename by highlighting the document (see **Figure V - 85**).
18. Click  in the dialog box (see **Figure V - 85**).

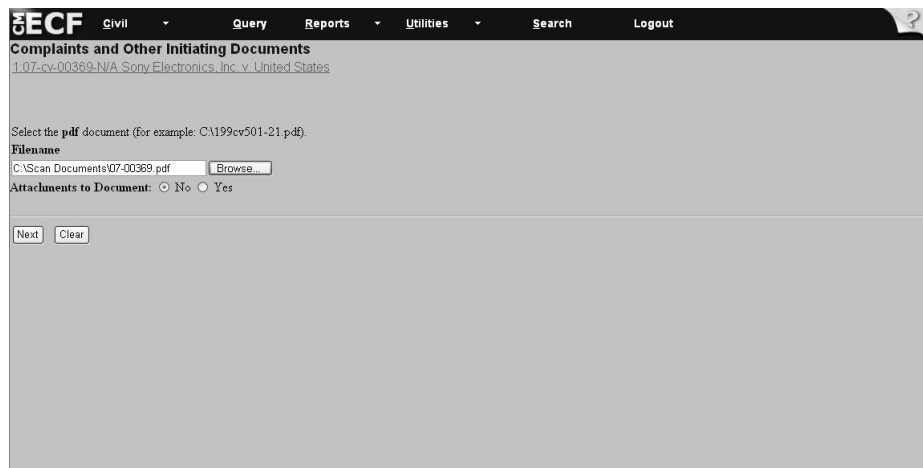


**Figure V - 85**

**Result:** The filename and directory appear in the File name box (see **Figure V - 86**).

19. If there are no attachments to the document, then click  (see **Figure V - 86**).

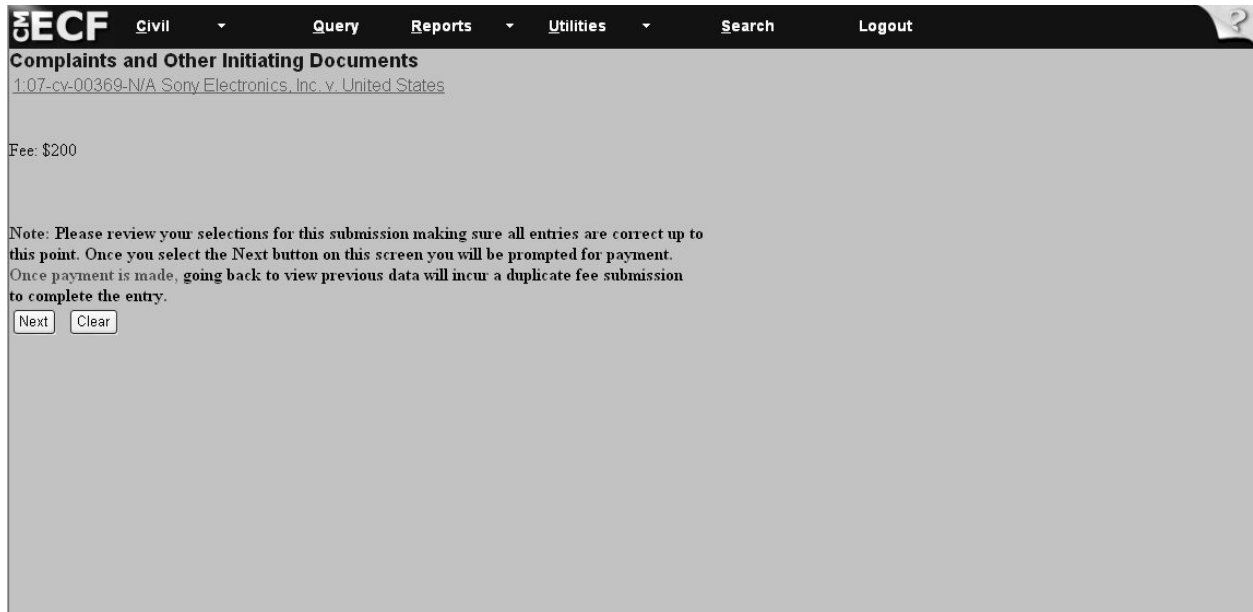
**Note:** If there are attachments to file, then follow the steps outlined on pages 20 & 21.



**Figure V - 86**

## V. Opening a Case: Docketing a Complaint (continued)

20. View the screen, which shows the fee associated with filing the complaint (see **Figure V - 87**).



21. Click .

**Figure V - 87**

## V. Opening a Case: Docketing a Complaint (continued)

**Directions:** Continue with the steps outlined below to docket a complaint. All fields marked with an asterisk (\*) require information. The attorney filer's information is already populated on the screen. If needed, change the information or add information.

**Note:** If you experience difficulty when filing payment, then please call the **Pay.gov Help Desk at: 1-800-624-1373**. Also, if payment is not accepted, then file using the *Notice of Manual Filing* to preserve the filing date. Be sure to mail the documents via certified mail.

22. Complete all the information requested on this screen.
23. When entering the credit card number, be sure to enter the card number without dashes or spaces between the numbers (see **Figure V - 88**).
24. The security code is the three-digit code from the back of the credit card.

**Figure V - 88**

The screenshot shows the 'Online Payment' interface for the U.S. Department of International Trade. It is titled 'Step 1: Enter Payment Information' and indicates it is page 1 of 2. The payment method is 'Pay Via Plastic Card (PG)'. The form contains the following fields and values:

- Account Holder Name: Matthew Murdock \*
- Payment Amount: \$455.00
- Billing Address: 276 Main Street \*
- Billing Address 2: (empty)
- City: New York
- State / Province: New York - NY
- Zip / Postal Code: 10278
- Country: United States \*
- Card Type: Visa
- Card Number: 60111111111111111111 \*
- Security Code: 999
- Expiration Date: 05 / 2009 \*

At the bottom, there are two buttons: 'Continue with Plastic Card Payment' and 'Cancel'. A note at the very bottom states: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

25. Click  after you enter all the information.

### **WARNING:**

**While in the Pay.gov screen, if you hit the Back button to make changes on previous screens, the system may charge you twice for the same filing. If this occurs, then call the USCIT HELP Desk at 1-866-450-1859 and adjustments will be made to your account.**

## V. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure V - 89**.

26. View the payment information that appears on the screen.
27. Enter an e-mail address to receive confirmation of the transaction.
28. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account.
29. Click  .

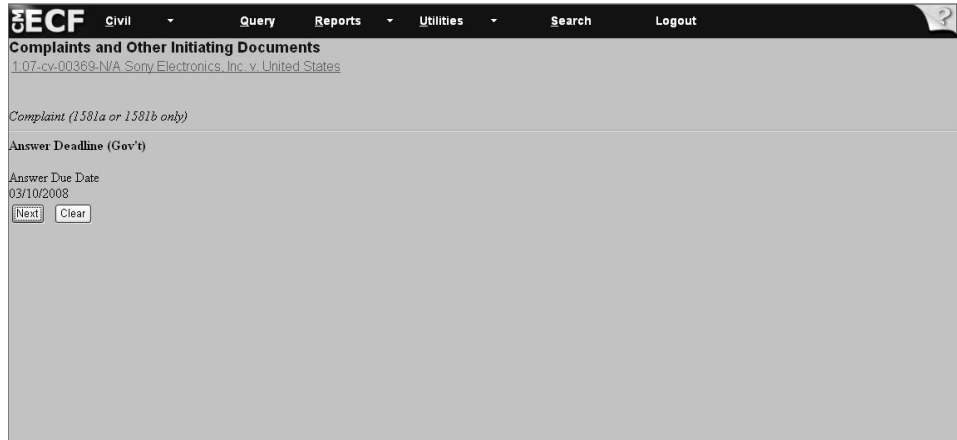
The screenshot shows a web interface for an online payment. At the top left is the seal of the U.S. Department of International Trade. The page title is 'Online Payment' with a 'Return to your originating application' link. The current step is 'Step 2: Authorize Payment' (1 of 2). Below this is a 'Payment Summary' section with a link to 'Edit this information'. The summary is divided into three columns: 'Address Information' (Account Holder: Matthew Murdock, Billing Address: 276 Main Street, City: New York, State: NY, Zip: 10278, Country: USA), 'Account Information' (Card Type: Visa, Card Number: \*\*\*\*1111, Expiration Date: 5 / 2009), and 'Payment Information' (Payment Amount: \$455.00, Transaction Date: 01/07/2008 09:50 and Time: EST). Below the summary is an 'Email Confirmation Receipt' section with fields for 'Email Address' and 'Confirm Email Address', both containing 'mmurdock@lawfirms.com', and a 'CC:' field. The 'Authorization and Disclosure' section includes a red asterisk indicating required fields, a checkbox for authorizing the charge (checked), and a warning to press the 'Submit Payment' button only once. At the bottom are 'Submit Payment' and 'Cancel' buttons. A note at the very bottom advises against using the browser's Back Button.

**Figure V - 89**

## V. Opening a Case: Docketing a Complaint (continued)

30. View the answer deadline date on the screen (see **Figure V - 90**).
31. Click  (see **Figure V - 90**).

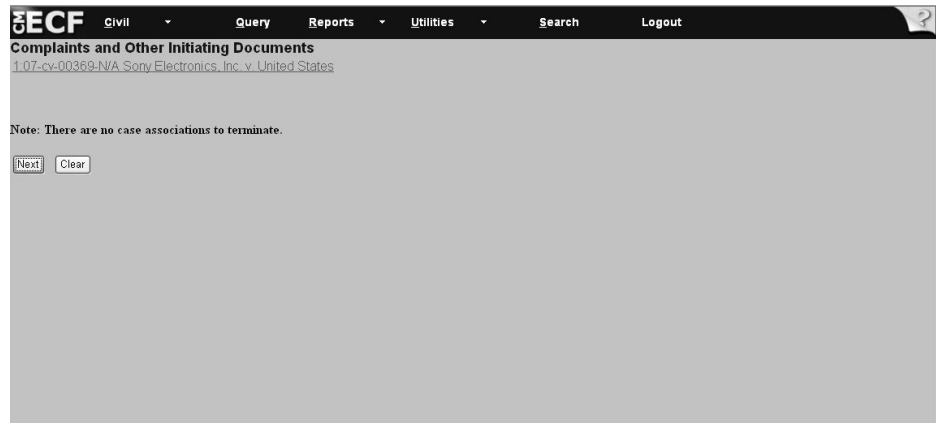
**Figure V - 90**



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Complaints and Other Initiating Documents' followed by the case number '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area displays 'Complaint (1581a or 1581b only)' and 'Answer Deadline (Gov't)'. Under 'Answer Deadline (Gov't)', the 'Answer Due Date' is listed as '03/10/2008'. At the bottom of this section, there are two buttons: 'Next' and 'Clear'.

32. View the information regarding case associations. If the system indicates there are no case associations to terminate it means the case was never on the Suspension Disposition Calendar (SDC).
33. Then, click  (see **Figure V - 91**).

**Figure V - 91**



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Complaints and Other Initiating Documents' followed by the case number '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area displays a note: 'Note: There are no case associations to terminate.' Below the note, there are two buttons: 'Next' and 'Clear'.

**Note:** If the case is on the Suspension Disposition Calendar, you may see a screen that asks you to terminate the association with the test case. The system will list the test case Court number preceded with a box, which is checked. First, accept the system default and then click .

This removes the case from the Suspension Disposition Calendar and allows the complaint to be filed on its own, ending its association with the test case.



## V. Opening a Case: Docketing a Complaint (continued)

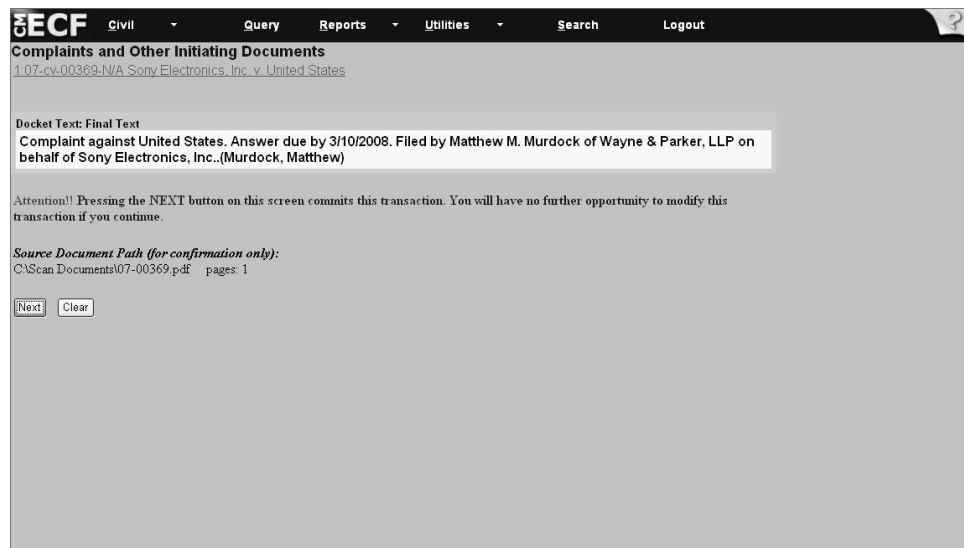
34. If a further description of the complaint you are filing is warranted, then select from the drop-down menu the type of complaint you are filing, for example, *Amended*, *First*, *Second*. The text box on the screen with the downward arrow contains the drop-down menu of choices (see **Figure V - 92**).
35. Click  (see **Figure V - 92**).



The screenshot shows the CM/ECF interface for docketing a complaint. The header includes the ECF logo and navigation tabs: Civil, Query, Reports, Utilities, Search, and Logout. The main heading is 'Complaints and Other Initiating Documents' with a case identifier '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The 'Docket Text: Modify as Appropriate' section contains a dropdown menu with 'Complaint' selected, followed by the text 'against United States . Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)'. At the bottom, there are 'Next' and 'Clear' buttons.

**Figure V - 92**

36. Review the *Docket Text: Final Text* screen **very carefully**. If the information is incorrect then go back to previous screens to correct the information. However, if you do, please note that you will need to re-input all information after the change (see **Figure V - 93**).
37. Click  (see **Figure V - 93**).



The screenshot shows the CM/ECF interface for the final docket text. The header is the same as in Figure V-92. The main heading is 'Complaints and Other Initiating Documents' with the same case identifier. The 'Docket Text: Final Text' section displays the text 'Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)'. Below this, there is a warning: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' At the bottom, there is a 'Source Document Path (for confirmation only): C:\Scan Documents\07-00369.pdf pages: 1' and 'Next' and 'Clear' buttons.

**Figure V - 93**

---

## V. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure V - 94**.

38. Review the information on the screen below. It notifies you of the complaint filed.
39. View the recipient list to see who receives notices electronically and those to whom you need to mail notices of the complaint since some parties do not receive an electronic notice.
40. Click on the highlighted *Case Number* to proceed to the docket sheet that will allow you to view the docket and to run docket entry reports.
41. Click on the *Document Number* to advance to the PDF version of the document filed.

**Figure V - 94**

The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" with a breadcrumb trail: "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is titled "U.S. Court of International Trade" and "TEST Database".

**Notice of Electronic Filing**

The following transaction was entered by Murdock, Matthew on 1/3/2008 at 3:20 PM EDT and filed on 1/3/2008

**Case Name:** Sony Electronics, Inc. v. United States  
**Case Number:** [1:07-cv-369](#)  
**Filer:** Sony Electronics, Inc.  
**Document Number:** [2](#)

**Docket Text:**  
Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

**1:07-cv-369 Notice has been electronically mailed to:**

Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com

**1:07-cv-369 Notice has been delivered by other means to:**

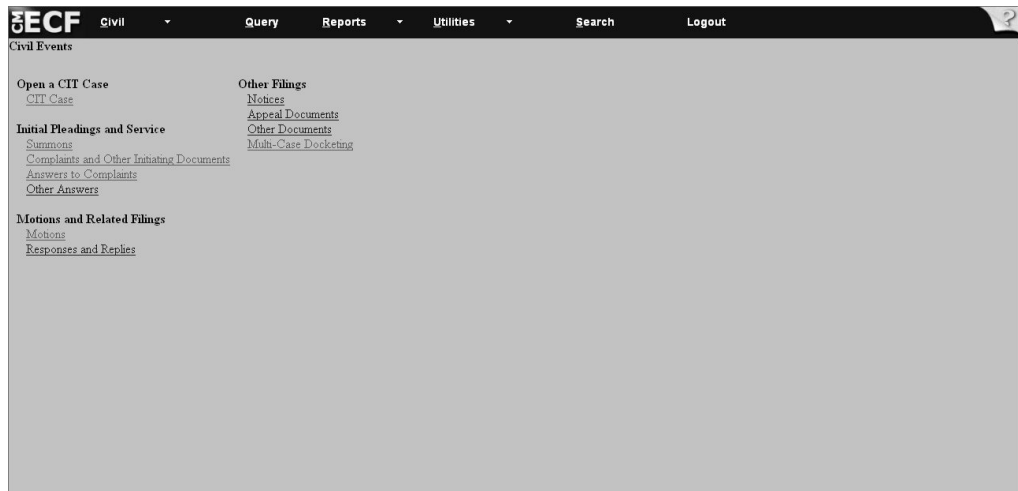
The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/3/2008] [FileNumber=330982-0] [6966a3c41206feb103a89e047eda5912f173b334f9c74f55f58be05b4ccdf551921266e442c86a8e4416ea006d806546698a25f25bf954a79fe7f4d4e37a0db2]]

## VI. Filing Case Events: Answer to Complaint

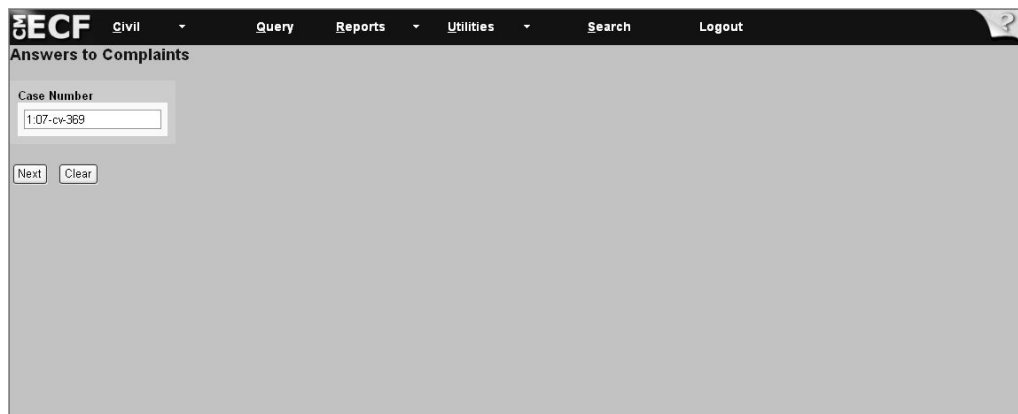
**Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 of this manual for instructions on how to convert a document to PDF format.**

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.
2. Click *Answers to Complaints* under *Initial Pleadings and Service* submenu (see **Fig. VI - 1**).



**Figure VI - 1**

3. Type in the case number in the **yy-xxxxx** format (see **Figure VI - 2**). Click  .

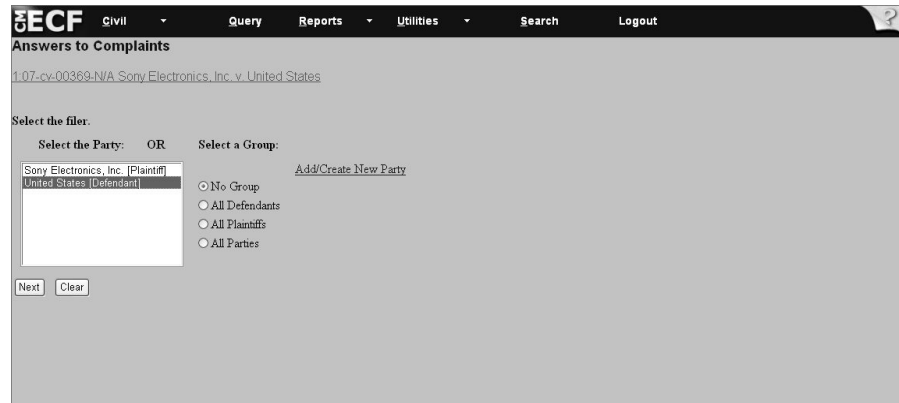


**Figure VI - 2**

## VI. Filing Case Events: Answer to Complaint (continued)

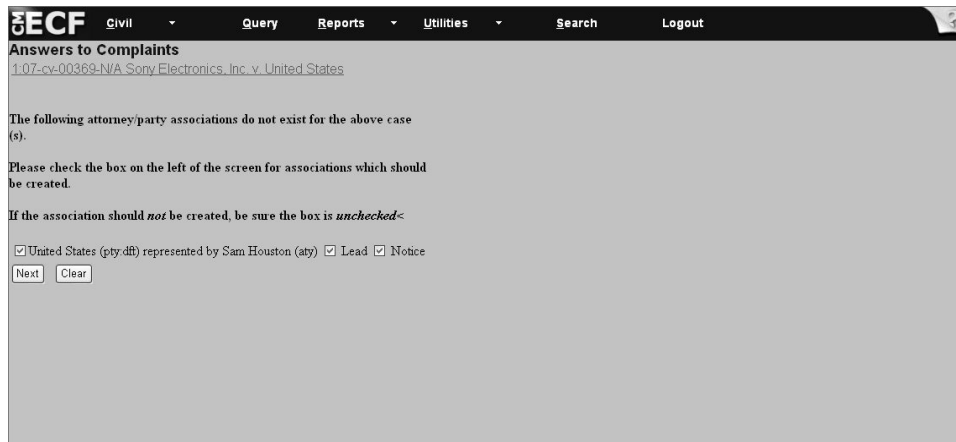
4. Highlight the party on whose behalf you are filing. Tip: If you have more than one party filer, then hold down the [Ctrl] key and highlight the other parties by clicking on the appropriate names. There will be no need to either add or create a party at this point. The filer's name already appears in the system (see **Figure VI - 3**). Click  .

**Figure VI - 3**



5. After party selection, the system may display *Attorney Associations* (see **Figure VI -4**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .



**Figure VI - 4**

## VI. Filing Case Events: Answer to Complaint (continued)

6. Select the complaint you are answering by selecting the box beside the complaint (see **Figure VI - 5**). After you select the complaint, you are asked to file your case-related documents. The documents must be in PDF format in order for you to continue. **Please note:** The system will not let you advance to the next screen unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 of this manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click .

**Figure VI - 5**

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	01/03/2008	2	Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

**Note:** In cases involving an amended complaint, the pdf upload screen will appear on the next screen. Do not be concerned. This is normal (See **Figure IV- 6**).

**Figure VI - 6**

Select the pdf document (for example: C:\199cv501-21.pdf)

Filename: C:\Scan Documents\07-00369.pdf

Attachments to Document:  No  Yes

7. Where a browse menu appears on the screen subsequent to the complaint selection screen, follow the directions listed on pages 17 - 21 of the manual to attach your PDF documents.

---

## VI. Filing Case Events: Answer to Complaint (continued)

8. Click on the Answer Deadline box to satisfy the deadline (see **Figure VI - 7**) or click on *[Satisfy all]* to satisfy all deadlines. Click **Next**.

**Figure VI - 7**

The screenshot shows the ECF 'Answers to Complaints' interface for case 1:07-cv-00369-N/A. The page title is 'Answers to Complaints' and the case name is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. Below the title, it says 'Answer to Complaint (1581a & 1581b only)'. There is a 'Date' field with '1/3/2008' and a 'Filing Date #' field. A table of docket entries is shown with columns 'Filing Date #' and 'Docket Text'. The entry for '01/03/2008' includes the text 'Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew) Complaint (1581a or 1581b only)'. Below the table, there is a checkbox labeled 'Answer Deadline (Govt)' which is checked, and a date '03/10/2008'. At the bottom, there are 'Next' and 'Clear' buttons.

9. If the answer you are filing . . .

- includes a third-party complaint, cross-claim or counterclaim (see **Figure VI - 8**), then check the appropriate box and click **Next**.
- does not include a third-party complaint, cross-claim or counterclaim, then click **Next**.

**Figure VI - 8**

The screenshot shows the ECF 'Answers to Complaints' interface for case 1:07-cv-00369-N/A. The page title is 'Answers to Complaints' and the case name is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. Below the title, it says 'Answer to Complaint (1581a & 1581b only)'. There are three checkboxes with labels: 'Does this filing include a third-party complaint? (If yes, click on the box)', 'Does this filing include a cross-claim? (If yes, click on the box)', and 'Does this filing include a counterclaim? (If yes, click on the box)'. At the bottom, there are 'Next' and 'Clear' buttons.

## VI. Filing Case Events: Answer to Complaint (continued)

10. The screen with the docket text information (see **Figure VI - 9**) offers an opportunity to modify the text. The text can be modified by typing in the free text box. When finished, click  . If you do not wish to modify the text, click  .

**Figure VI - 9**

The screenshot shows the ECF interface for filing an answer to a complaint. The page title is 'Answers to Complaints' for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The 'Docket Text: Modify as Appropriate.' section contains a text entry field with the text: 'Answer to complaint [ ] . Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)'. Below the text field are two buttons: 'Next' and 'Clear'.

11. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 10**). Once you click  on the final text screen, you will have **no opportunity to change or correct your entry**.

- If the entry is not correct, then hit the browser [*Back*] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click *Civil* on the Toolbar to restart.
- If your entry is correct, then click  .

**Figure VI - 10**

The screenshot shows the final text entry screen. The 'Docket Text: Final Text' section contains the text: 'Answer to complaint. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)'. Below this is a warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' At the bottom, there is a section for 'Source Document Path (for confirmation only):' with the path 'C:\Scan Documents\07-00369.pdf pages: 1'. Below the path are two buttons: 'Next' and 'Clear'.

## VI. Filing Case Events: Answer to Complaint (continued)

12. The last screen the system displays is the notice of electronic filing. This screen is your receipt of the filing (see **Figure VI - 11**). **Note:** See pages 11 - 12 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Answers to Complaints" and the case identifier is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is titled "U.S. Court of International Trade" and "TEST Database".

**Notice of Electronic Filing**

The following transaction was entered by Houston, Sam on 1/3/2008 at 3:44 PM EDT and filed on 1/3/2008

**Case Name:** Sony Electronics, Inc. v. United States  
**Case Number:** 1:07-cv-369  
**Filed:** United States  
**Document Number:** 3

**Docket Text:**  
Answer to complaint. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)

**1:07-cv-369 Notice has been electronically mailed to:**

Sam A. Houston sam.houston@usdoj.gov  
Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com

**1:07-cv-369 Notice has been delivered by other means to:**

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/3/2008] [FileNumber=330985-0] [309a83218c299a5dfccfb765fc64c5f3290da452eecd1b793f23ccfb14f1a3e04cddbce2d70ea5c40487f4ed04ecc00088b006ee8fc5f2daaf36701f900916e]]

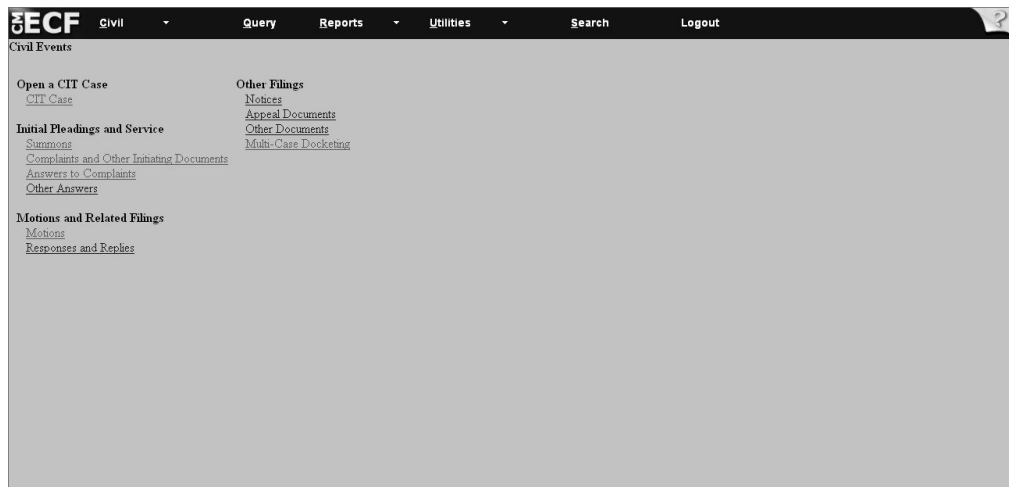
**Figure VI - 11**



## VI. Filing Case Events: Form 07 Notice of Dismissal - Pursuant to Rule 41(1)(1)(A)

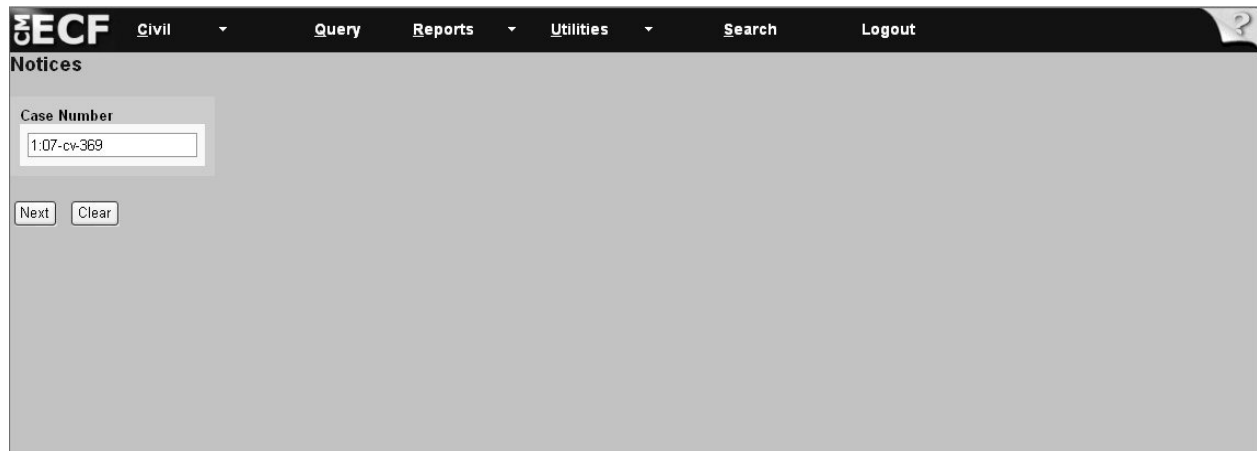
**Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 of this manual for instructions on how to convert a document to PDF format.**

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.
2. Click on *Notices* under *Other Filings* submenu (see **Figure VI - 12**).



**Figure VI - 12**

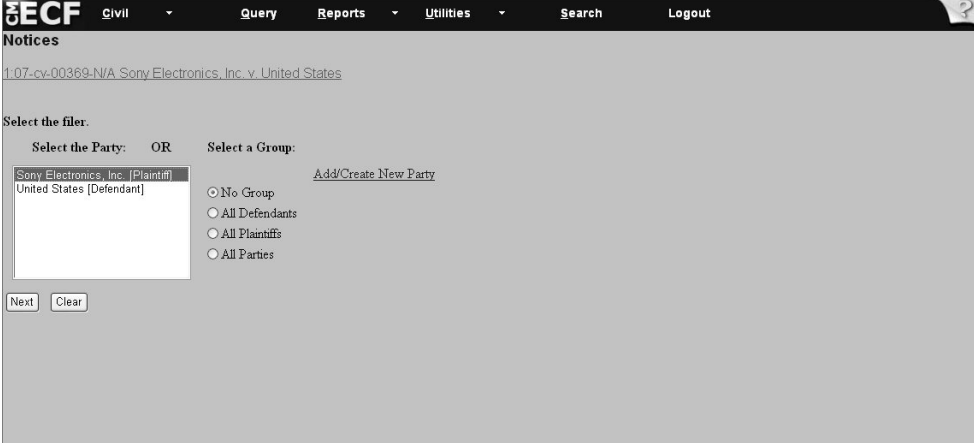
3. Type in the case number in the *yy-xxxxx* format (see **Figure VI - 13**). Click .



**Figure VI - 13**

## VI. Filing Case Events: Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 14**). Tip: If you have more than one party filer, then hold down the [Ctrl] key and highlight the other parties by clicking on the appropriate names. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Choose one of the group options if it applies and click  .

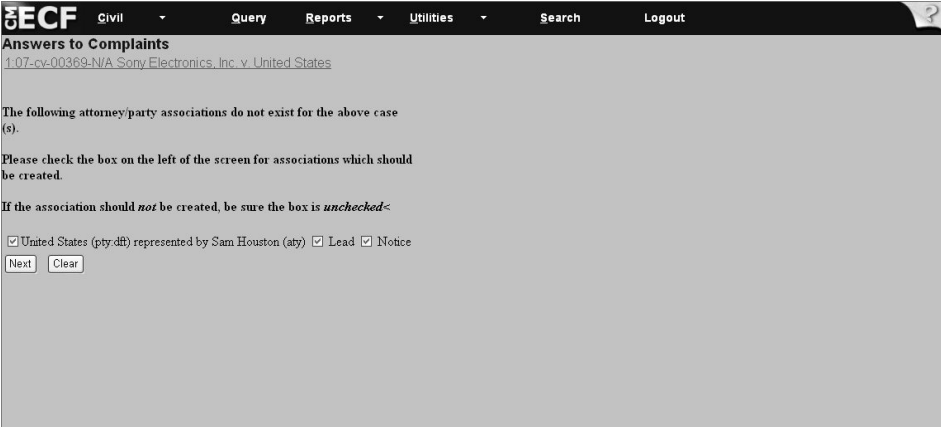


The screenshot shows the ECF system interface for filing a notice. The page title is "Notices" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The "Select the filer." section has two columns: "Select the Party:" and "Select a Group:". Under "Select the Party:", "Sony Electronics, Inc. [Plaintiff]" is selected. Under "Select a Group:", "No Group" is selected. There are "Next" and "Clear" buttons at the bottom.

**Figure VI - 14**

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 15**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .



The screenshot shows the ECF system interface for "Answers to Complaints" for case "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The page displays a message: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked<". There are checkboxes for "United States (pty:dtb) represented by Sam Houston (atb)", "Lead", and "Notice". The "Notice" checkbox is checked. There are "Next" and "Clear" buttons at the bottom.

**Figure VI - 15**

## VI. Filing Case Events: Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

6. Select (by using the drop-down arrow as shown in **Figure VI - 16**) the event code that describes your document, e.g., *Form 07 Notice of Dismissal 41(a)(1)(A)*, by highlighting the description. The event code will appear in the Notices box to the right of the event code selection.

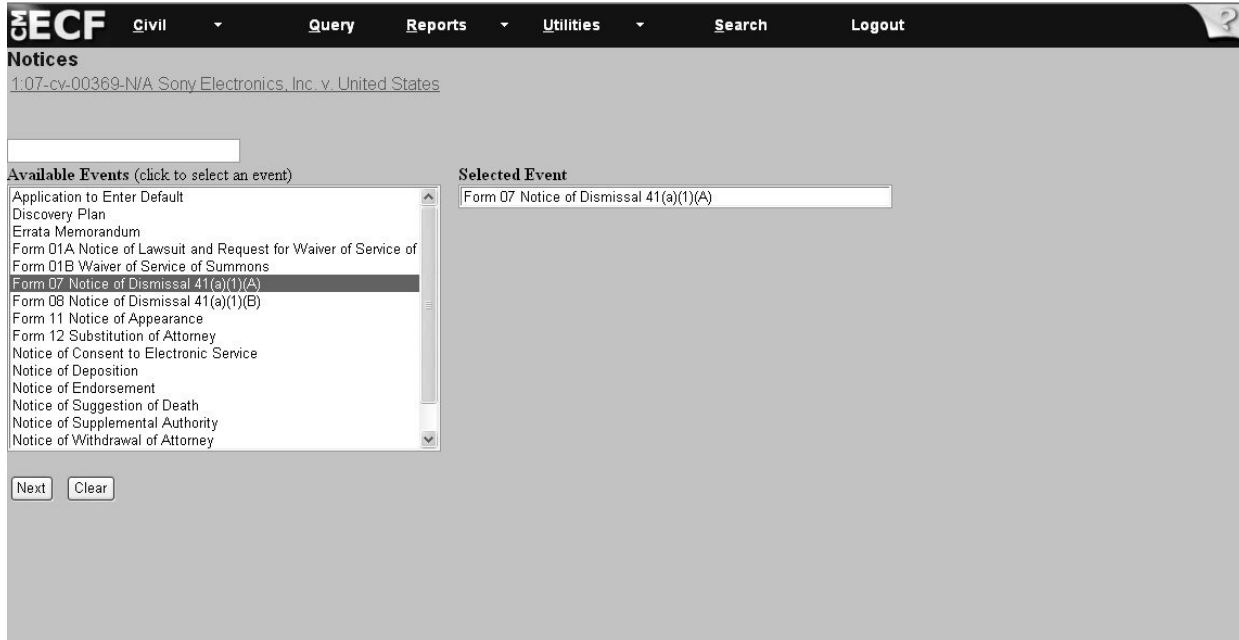
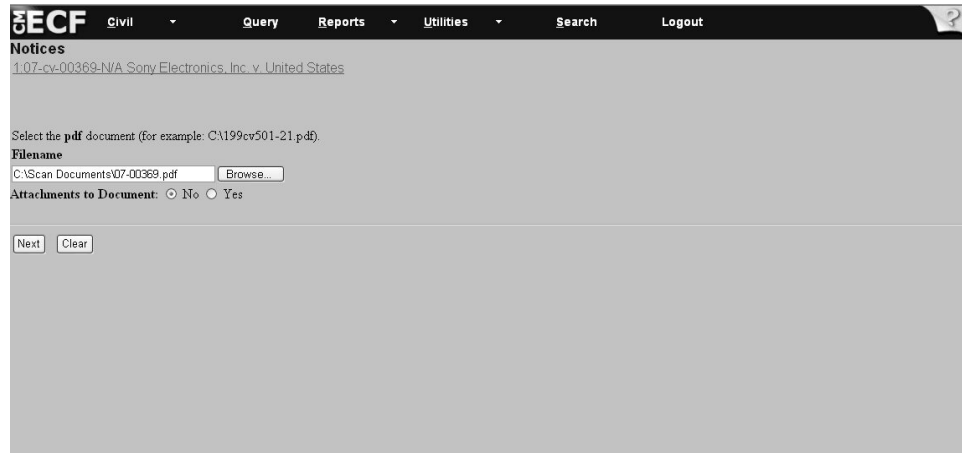


Figure VI - 16

7. Click  .

## VI. Filing Case Events: Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

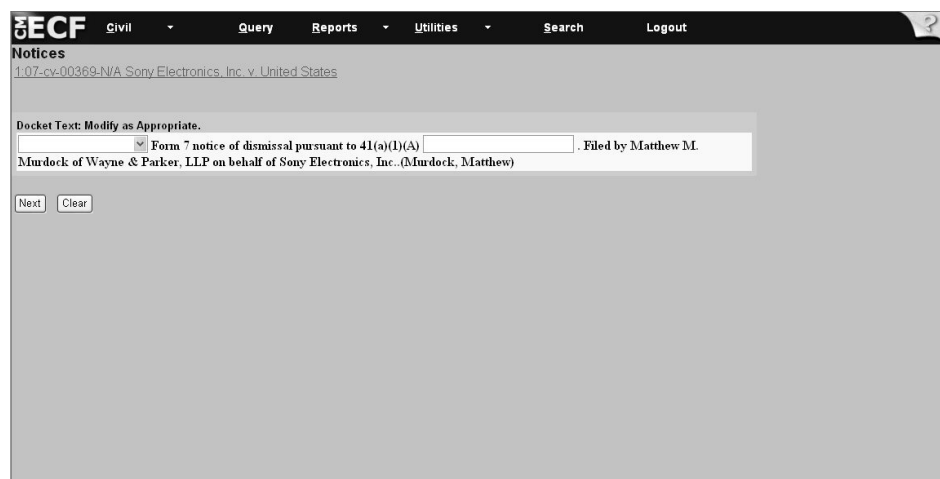
- After you have selected the event code, you will be prompted to file your case-related documents (see **Figure VI - 17**). They must be in PDF format in order for you to continue. Please Note: The system will not let you advance to the next screen unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 20 of this manual entitled *How to Attach a PDF Document*. After you have added all PDF documents and attachments, click **Next**.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" field containing "C:\Scan Documents\07-00369.pdf" and a "Browse..." button. Below this, there are radio buttons for "Attachments to Document:" with options "No" and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure VI - 17**

- The screen with the docket text information, offers an opportunity to modify the text (see **Figure VI - 18**). The text in the prefix box can be modified by selecting an appropriate description, for example, *First, Amended, Consent*, from the drop-down menu that appears in the box. Additionally, the text can be modified by typing in the free text box. When finished modifying the text, click **Next**. If you do not wish to modify the text, click **Next**.



The screenshot shows the ECF system interface for modifying docket text. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area displays "Docket Text: Modify as Appropriate." and a text box containing "Form 7 notice of dismissal pursuant to 41(a)(1)(A) . Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)". There are "Next" and "Clear" buttons at the bottom of the form.

**Figure VI - 18**

## VI. Filing Case Events: Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

10. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 19**). Once you click  on the final text screen, you will have **no opportunity to change or correct your entry**. The  button completes the transaction!

- If the entry is not correct, then hit the *[Back]* button on the toolbar to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
- If your entry is correct, then click  .

**ECF** Civil Query Reports Utilities Search Logout

**Notices**  
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States

**Docket Text: Final Text**  
Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Source Document Path (for confirmation only):**  
C:\Scan Documents\07-00369.pdf pages: 1

**Figure VI - 19**

## VI. Filing Case Events: Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 20**). This screen is your receipt of the filing. **Note:** See pages 11-12 of this manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

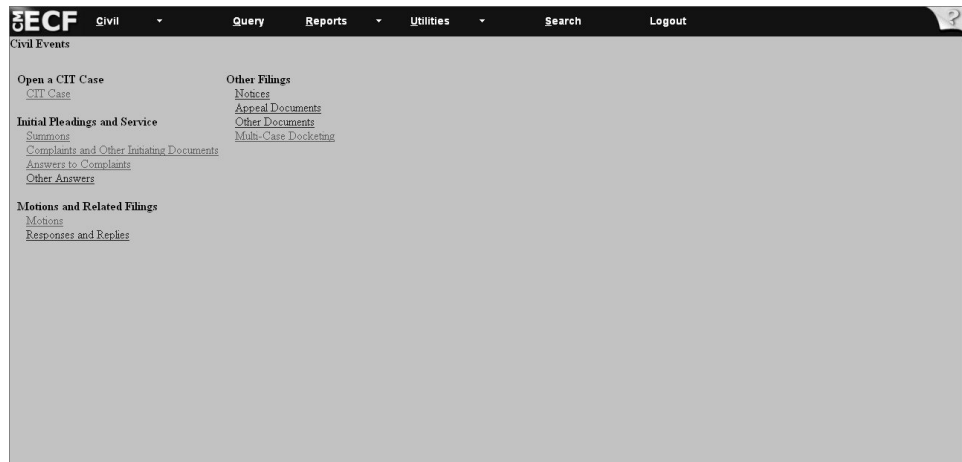
The screenshot displays the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices" followed by the case identifier "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is titled "U.S. Court of International Trade" and "TEST Database". The primary section is "Notice of Electronic Filing", which states: "The following transaction was entered by Murdock, Matthew on 1/3/2008 at 3:53 PM EDT and filed on 1/3/2008". It lists the following details: Case Name: Sony Electronics, Inc. v. United States; Case Number: 1:07-cv-369; Filer: Sony Electronics, Inc.; Document Number: 4. Below this, the "Docket Text" section reads: "Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)". The next section, "1:07-cv-369 Notice has been electronically mailed to:", lists two recipients: Sam A. Houston (sam.houston@usdoj.gov) and Matthew M. Murdock (mmurdock@wayneparker.com, mmurdock@aol.com). The following section, "1:07-cv-369 Notice has been delivered by other means to:", states: "The following document(s) are associated with this transaction:". The final section, "Document description:", provides details for the main document: "Main Document", "Original filename: C:\Scan Documents\07-00369.pdf", and an "Electronic document Stamp" containing a long alphanumeric string: "[STAMP uscstStamp\_ID=992012590 [Date=1/3/2008] [FileNumber=330988-0] [59fbc9999cbbdc95f2009f45e6152a7b206e8f0b6b3d2af3f19921714b9d60d0e228b72f9a777548998b9fa7a3662bcd5e424d49e357c1bbe3efe4a300bc69c]]".

**Figure VI - 20**

## VI. Filing Case Events: Consent Motion for Extension of Time

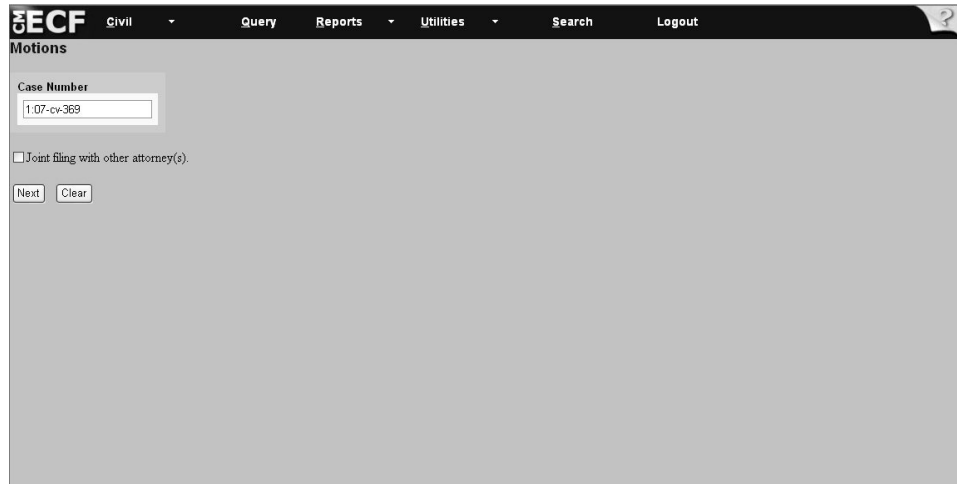
**Important: Documents must be in PDF format to be filed electronically with the Court. Verify the document has a .PDF extension before filing. See pages 16 - 17 of the manual for instructions on converting a document to PDF format.**

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure IV - 21**).



**Figure VI - 21**

3. Type in the case number in the **yy-xxxxx** format (see **Figure VI -22**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing and select the attorney's name from the list of names that appears. Note: A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click **Next**.

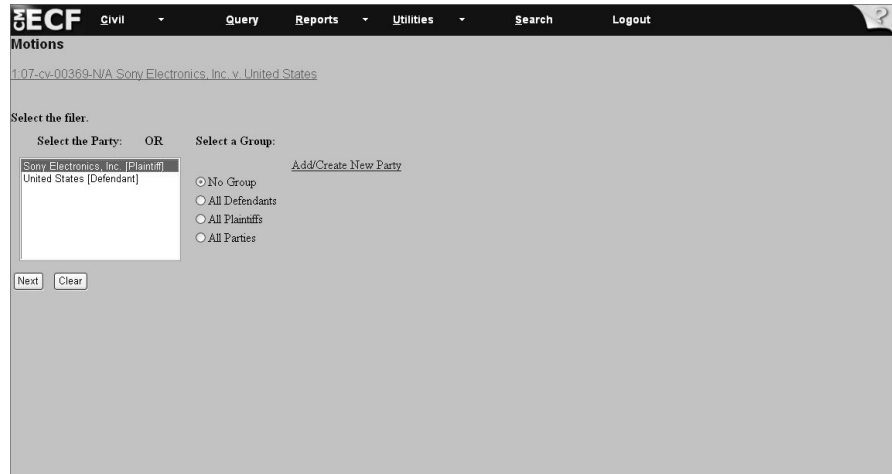


**Figure VI - 22**

## VI. Filing Case Events: Consent Motion for Extension of Time (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 23**). Tip: If you have more than one party filer, hold down the [CTRL] key and highlight parties by clicking on the appropriate entries. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Click  .

Figure VI - 23

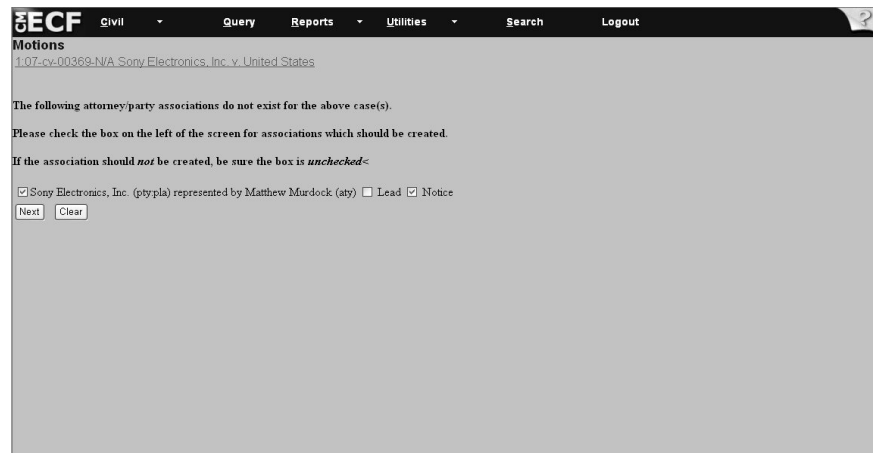


The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Under the heading "Select the filer.", there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list box containing "Sony Electronics, Inc. [Plaintiff]" and "United States [Defendant]". The "Select a Group:" section has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is also a link "Add/Create New Party" and "Next" and "Clear" buttons at the bottom.

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 24**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .

Figure VI - 24



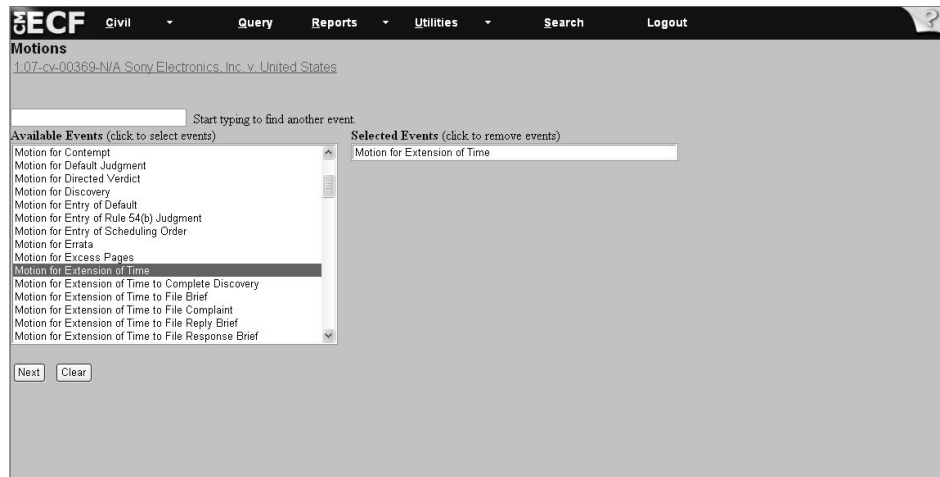
The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The text reads: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked<". Below this, there is a list of associations with checkboxes: "Sony Electronics, Inc. (ptypla) represented by Matthew Murdock (aty) [checked] Lead [unchecked] Notice [checked]". There are "Next" and "Clear" buttons at the bottom.



## VI. Filing Case Events: Consent Motion for Extension of Time (continued)

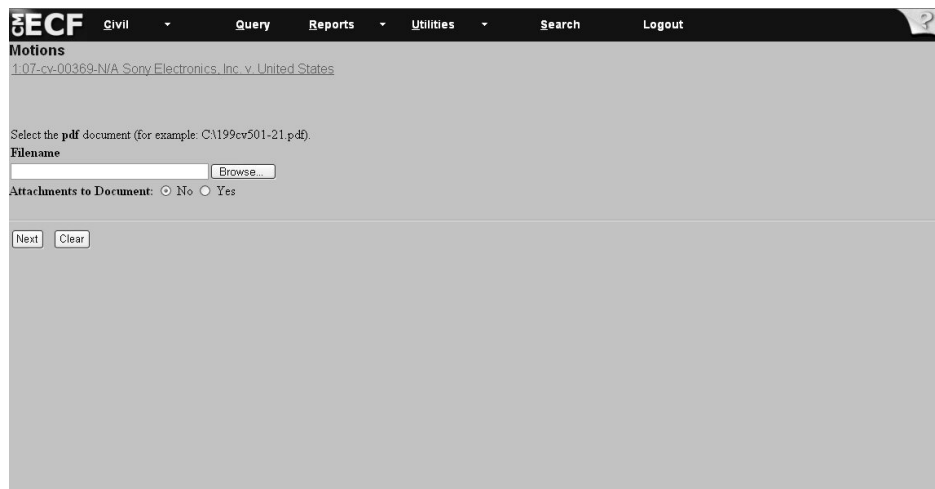
6. Select the event code that describes your document by clicking on it. Please try to be as specific as possible when selecting a description. For this example we would select a *Motion for Extension of Time* (see **Figure VI - 25**). (**Important note:** always choose the most specific motion.) Click  .

**Figure VI - 25**



7. After selecting the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 26**). They must be in PDF format in order for you to continue. Please Note: The system will not let you advance unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click  .

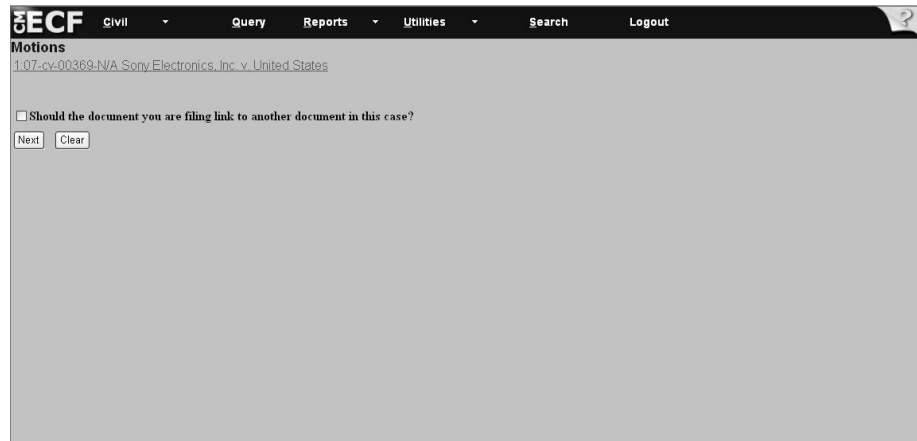
**Figure VI - 26**



## VI. Filing Case Events: Consent Motion for Extension of Time (continued)

8. Check the box *Should the document you are filing link to another document in this case* if you would like your document linked to a docket entry (see **Figure VI - 27**). (**Note:** This is an optional entry. Checking this box will link the motion in the docket to its corresponding event. For example, if you are docketing a consent motion to extend time to respond to a motion, checking the motion event would allow you to link the document to the motion.)

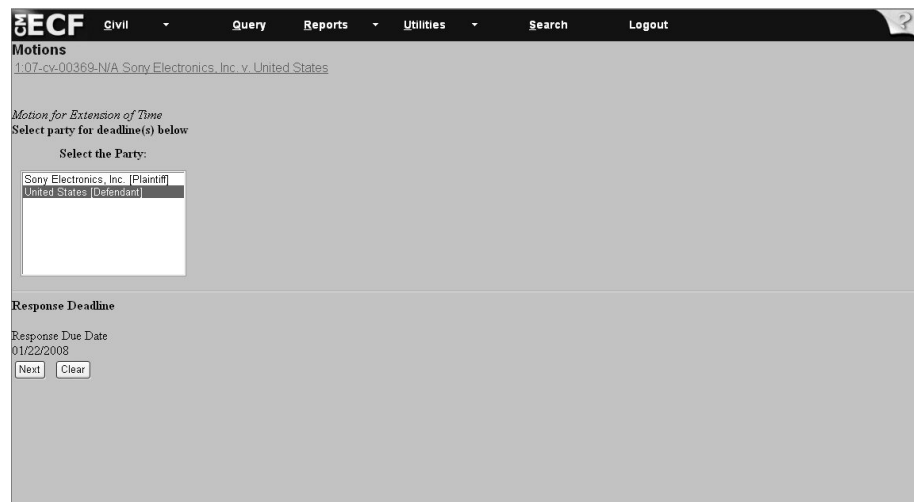
**Figure VI - 27**



The screenshot shows the ECF filing interface for a motion. The header includes the ECF logo and navigation links: CIVIL, Query, Reports, Utilities, Search, and Logout. The page title is "Motions" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". A checkbox is present with the text "Should the document you are filing link to another document in this case?". Below the checkbox are "Next" and "Clear" buttons.

9. Select all parties entitled to respond to your motion (see **Figure VI - 28**). Click **Next**. Notice that on the bottom of the screen the response due date has been created. **Note:** If this is a consent motion, then ignore the response due date. Click **Next**.

**Figure VI - 28**



The screenshot shows the ECF filing interface for selecting parties for a motion. The header includes the ECF logo and navigation links: CIVIL, Query, Reports, Utilities, Search, and Logout. The page title is "Motions" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The section is titled "Motion for Extension of Time" and "Select party for deadline(s) below". Under "Select the Party:", there is a list box containing "Sony Electronics, Inc. [Plaintiff]" and "United States [Defendant]". Below the list box is a "Response Deadline" section with "Response Due Date" set to "01/22/2008". At the bottom are "Next" and "Clear" buttons.

## VI. Filing Case Events: Consent Motion for Extension of Time (continued)

10. The system displays the screen that allows you to enter a new response date deadline (see **Figure VI - 29**). Enter the new requested deadline in this box in the MM/DD/YY format and click **Next**.

The screenshot shows the ECF interface for filing a motion. At the top, there are navigation tabs: ECF, Civil, Query, Reports, Utilities, Search, and Logout. Below this, the case name '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States' is displayed. The main section is titled 'Motions'. There is a text input field labeled 'Enter requested new date' containing the text '2/22/2008'. Below the input field are two buttons: 'Next' and 'Clear'.

**Figure VI - 29**

11. This screen with the docket text information offers an opportunity to modify the docket text (see **Figure VI - 30**). Text can be modified by selecting a description from the drop-down prefix box. **Note:** If the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. **Note:** If you used the generic event *Motion for Extension of Time*, then you need to describe the action you wish to take, for example, *file motion for summary judgment*. When you are finished modifying the text, then click **Next**.

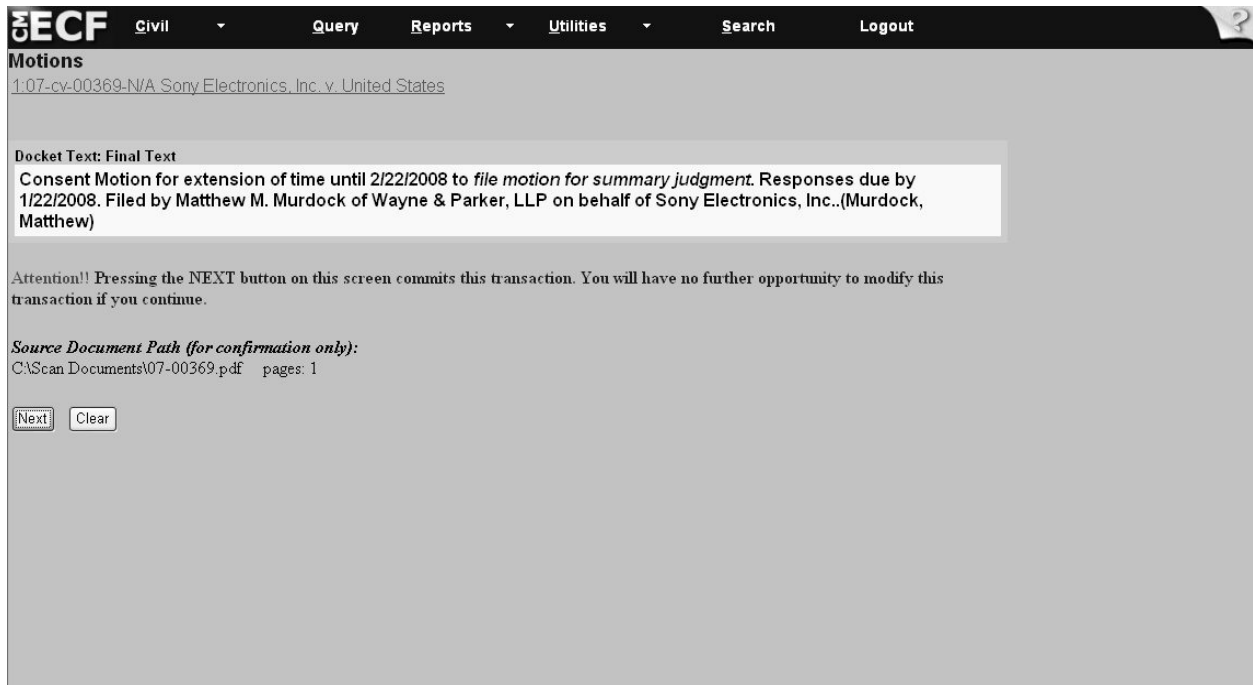
The screenshot shows the ECF interface for modifying docket text. At the top, there are navigation tabs: ECF, Civil, Query, Reports, Utilities, Search, and Logout. Below this, the case name '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States' is displayed. The main section is titled 'Motions'. Below the title, there is a section labeled 'Docket Text: Modify as Appropriate.' with a dropdown menu open. The dropdown menu lists various motion types: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Alternative, Amended, Confidential and Public, Confidential, Consolidated, Counter, Cross, Emergency, Endorsed, Ex Parte, Expedited, Final, Interim, Joint, Monthly, Oral, Partial Consent, and Post. The 'Consent' option is highlighted. To the right of the dropdown menu, there is a text input field containing the text 'Motion for extension of time until 2/22/2008 to Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)'. To the right of the text input field, there is a text input field containing the text 'Responses due by 1/22/2008.'.

**Figure VI - 30**

## VI. Filing Case Events: Consent Motion for Extension of Time (continued)

12. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 31**). Once you click  on the final text screen, you will have **no opportunity to change or correct your entry**. Selecting the  button completes the transaction and locks the text!

- If your entry is correct, then click . The system displays the notice of electronic filing screen.
- If the entry is not correct, then hit the [*Back*] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area displays the docket entry text: "Docket Text: Final Text" followed by "Consent Motion for extension of time until 2/22/2008 to file motion for summary judgment. Responses due by 1/22/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)". Below the docket entry, there is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath the warning, the source document path is shown: "Source Document Path (for confirmation only): C:\Scan Documents\07-00369.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure VI - 31**

## VI. Filing Case Events: Consent Motion for Extension of Time (continued)

- The last screen the system displays is the notice of electronic filing (see **Figure VI - 32**). This screen is your receipt of the filing. **Note:** See pages 11 - 12 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

The screenshot displays the CM/ECF interface. At the top, there is a navigation bar with the following items: **ECF**, **Civil**, **Query**, **Reports**, **Utilities**, **Search**, and **Logout**. Below the navigation bar, the page title is **Motions**, followed by the case identifier [1:07-cv-00369-N/A Sony Electronics, Inc. v. United States](#). The court is identified as the **U.S. Court of International Trade** and the database as the **TEST Database**.

**Notice of Electronic Filing**

The following transaction was entered by Murdock, Matthew on 1/3/2008 at 4:02 PM EDT and filed on 1/3/2008

**Case Name:** Sony Electronics, Inc. v. United States  
**Case Number:** [1:07-cv-369](#)  
**Filer:** Sony Electronics, Inc.  
**Document Number:** [5](#)

**Docket Text:**  
Consent Motion for extension of time until 2/22/2008 to *file motion for summary judgment*. Responses due by 1/22/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

**1:07-cv-369 Notice has been electronically mailed to:**

Sam A. Houston sam.houston@usdoj.gov  
Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com

**1:07-cv-369 Notice has been delivered by other means to:**

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscstStamp\_ID=992012590 [Date=1/3/2008] [FileNumber=330991-0] [29b46becb5887a29e38a58b363dedfe9eff1673a1fb08648f39a9d3dc7582312270d6d3235cf07c6407f59fe8b6cd58d67ed15f6c250ecbc843cb93541ca8975]]

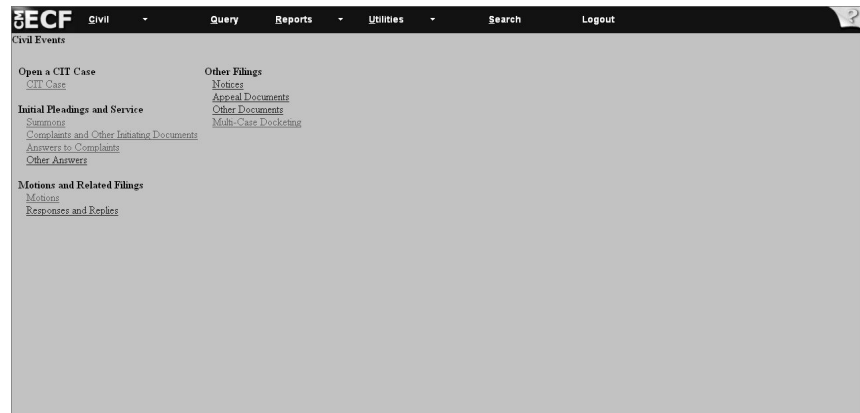
**Figure VI - 32**

## VI. Filing Case Events: Motion to Intervene

**Important:** Documents must be in PDF form to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 of the manual for instructions on how to convert to PDF format. Reminder: Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 of the manual for directions on filing such documents/attachments.

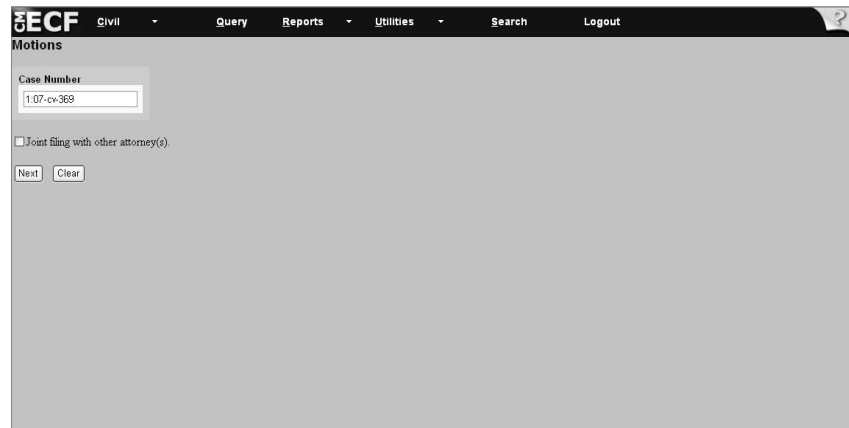
Please refer to page 134 of this manual for a list of the related filings that must follow the filing of a Motion to Intervene, e.g., *Form 11 - Notice of Appearance*.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 33**).



**Figure VI - 33**

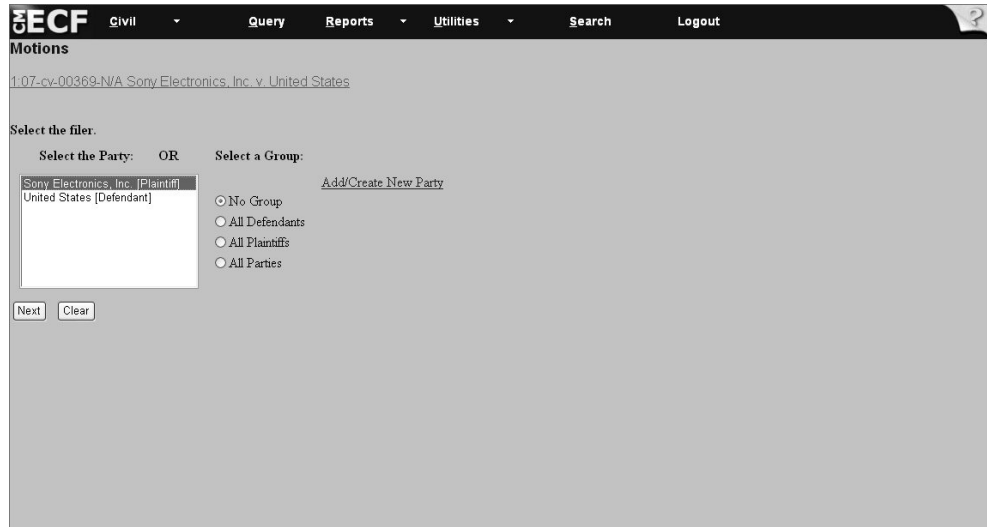
3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 34**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click  .



**Figure VI - 34**

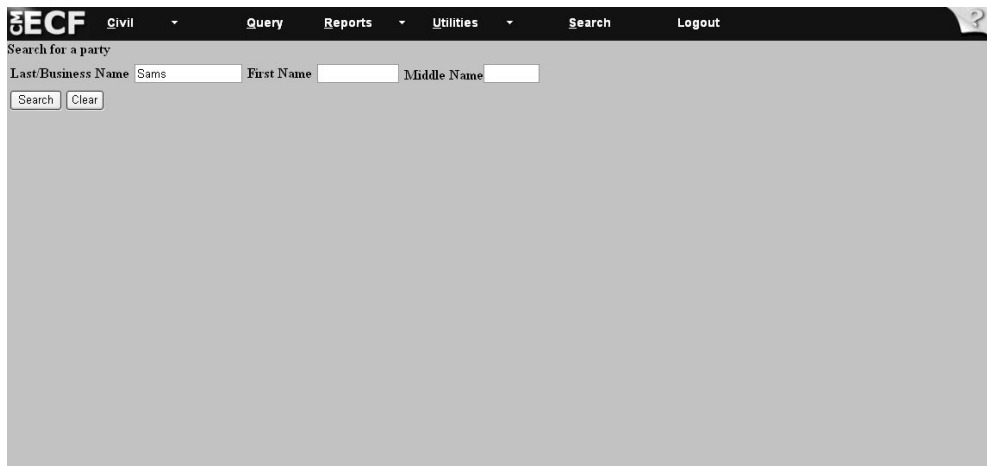
## VI. Filing Case Events: Motion to Intervene (continued)

- The system displays the select filer screen (see **Figure VI - 35**) . Since you are not a party to the case yet, you must click *Add/Create New Party*.



**Figure VI - 35**

- Type in the party name if known (see **Figure VI - 36**). Tip: If you do not know the party's name, then type the first three characters of the party's business name and click . **Note:** Refer to page 8 of this manual for an explanation as to why you should type just the first three characters of the party's business name if unknown.



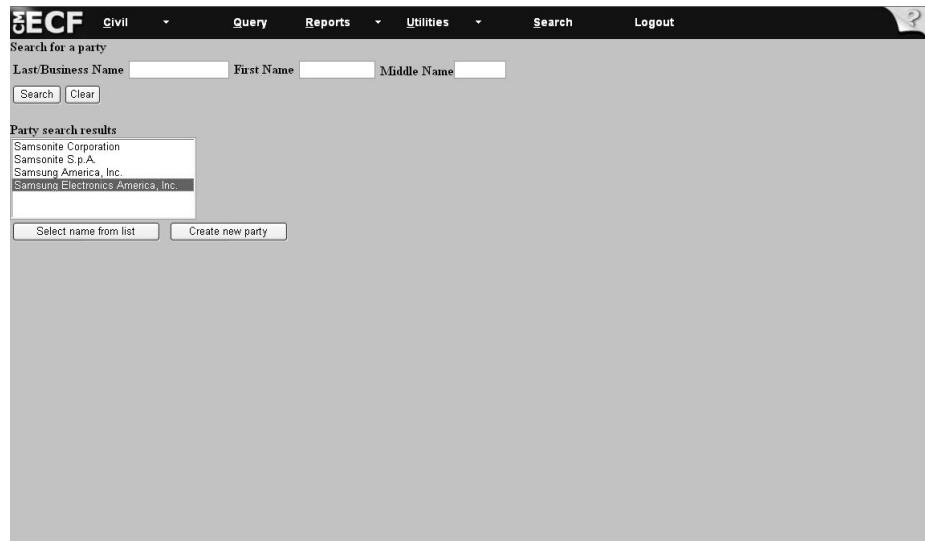
**Figure VI - 36**

## VI. Filing Case Events: Motion to Intervene (continued)

6. If the party . . .

- ▶ is listed among the system entries, then highlight the party name and click  (see **Figure VI - 37**). **Note:** Information such as *doing business as* should be added on the next screen. The system next displays the party information screen.

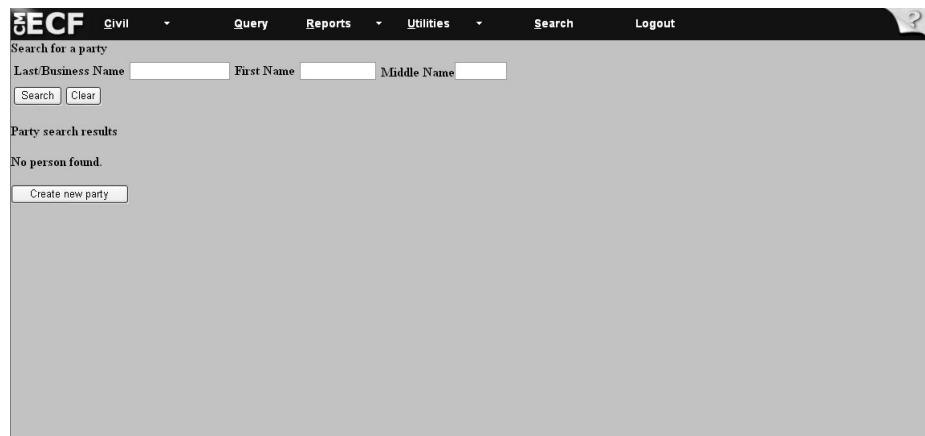
**Figure VI - 37**



The screenshot shows the ECF system search interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there is a search section titled "Search for a party" with three input fields: "Last/Business Name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons. Below the search fields, there is a section titled "Party search results" which displays a list of search results: "Samsonite Corporation", "Samsonite S.p.A", "Samsung America, Inc.", and "Samsung Electronics America, Inc.". The "Samsung Electronics America, Inc." entry is highlighted. Below the list, there are two buttons: "Select name from list" and "Create new party".

- ▶ is not listed among system entries, click  (see **Figure VI - 38**). The system next displays the party information screen. **Note:** The example on the following page, *Microsoft Corporation*, is used in this manual to illustrate the situation where a party is not in the database.

**Figure VI - 38**



The screenshot shows the ECF system search interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there is a search section titled "Search for a party" with three input fields: "Last/Business Name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons. Below the search fields, there is a section titled "Party search results" which displays the message "No person found." Below the message, there is a button: "Create new party".



## VI. Filing Case Events: Motion to Intervene (continued)

- Enter the party information business name in the *Last Name* box unless it is an individual and only if you did not find a match on the previous screen. **Note:** Information such as *doing business as* or *formerly known as* must be created or added as though it was a new party. Skip the other address text boxes and go to the *Role* field. Click on the drop-down arrow in the *Role* box and highlight the role of the party (see **Figure VI - 39**). You do not need to add any other information on this screen. **Note:** Steps 4 - 7 must be repeated for each additional party you represent. Click  if there are no other parties (see **Figure VI - 40**).

Figure VI - 39

The screenshot shows the ECF Party Information form. The 'Last name' field contains 'Microsoft Corporation'. The 'Role' dropdown menu is open, showing a list of roles including 'Plaintiff (pla.pty)', 'Amicus (am.pty)', 'Consolidated Plaintiff (cp.pty)', 'Counter Claimant (cc.pty)', 'Counter Defendant (cd.pty)', 'Cross Claimant (ccr.pty)', 'Cross Defendant (crd.pty)', 'Defendant (dft.pty)', 'In Re (in.re.pty)', 'Interested Party (ip.pty)', 'Intervenor (intv.pty)', 'Intervenor Defendant (intvdf.pty)', 'Intervenor Plaintiff (intvpla.pty)', 'Petitioner (pet.pty)', 'Proposed Amicus (pam.pty)', 'Proposed Consolidated Plaintiff (pcp.pty)', 'Proposed Intervenor Plaintiff (pintvpla.pty)', and 'Respondent (res.pty)'. The 'Pro se' dropdown is set to 'No'. At the bottom, there are 'Submit' and 'Cancel' buttons.

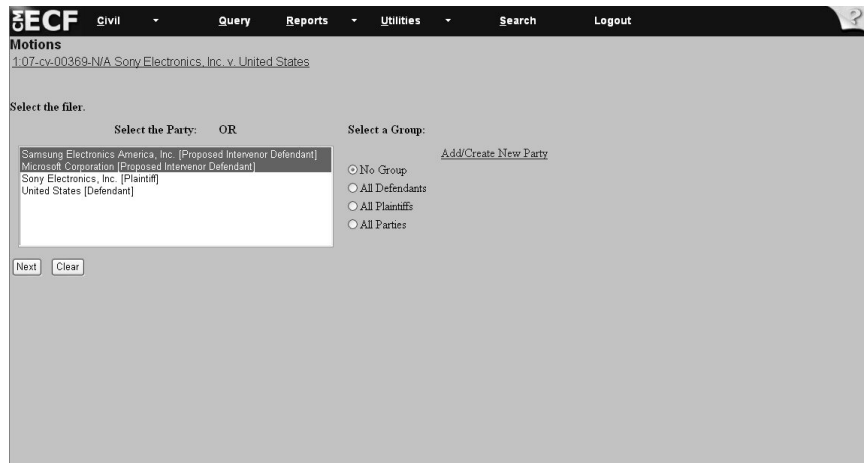
Figure VI - 40

The screenshot shows the ECF Party Information form with the 'Role' dropdown menu closed. The 'Role' field now displays 'Proposed Intervenor Defendant (pintvdf.pty)'. The 'Start date' field contains '1/4/2008'. At the bottom, there are 'Submit', 'Cancel', and 'Clear' buttons.

## VI. Filing Case Events: Motion to Intervene (continued)

8. Highlight the party you just added (*Microsoft Corporation*) and the party that you selected from the list (*Samsung*) (see **Figure VI - 41**). After all parties are selected, click **Next**.

**Figure VI - 41**

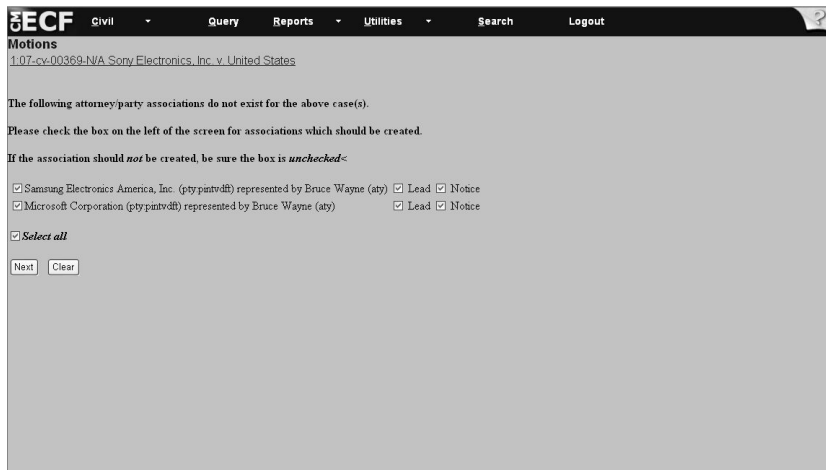


The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Under "Select the files:", there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list of parties: Samsung Electronics America, Inc. [Proposed Intervenor Defendant], Microsoft Corporation [Proposed Intervenor Defendant], Sony Electronics, Inc. [Plaintiff], and United States [Defendant]. The "Select a Group:" section has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is also a link for "Add/Create New Party". At the bottom, there are "Next" and "Clear" buttons.

9. After you select the party, the system may display the attorney associations screen (see **Figure VI - 42**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click **Next**.

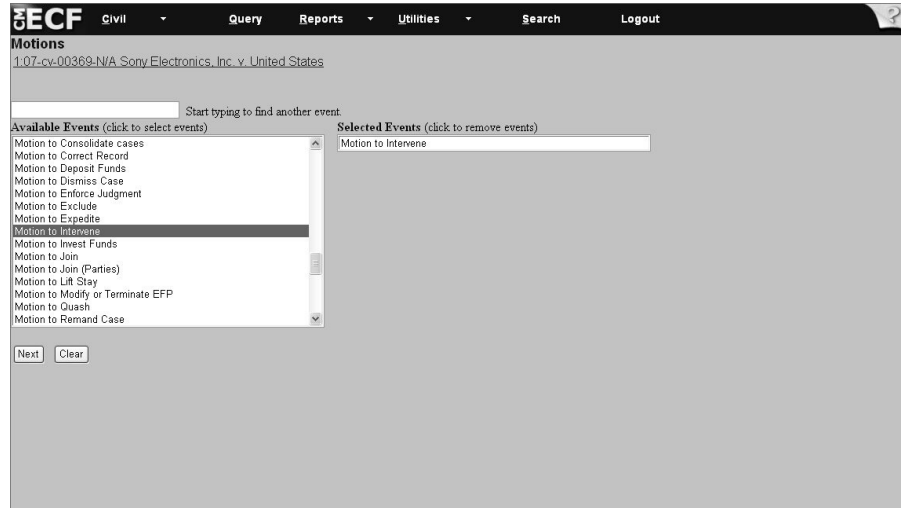
**Figure VI - 42**



The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The text reads: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked:". There are two rows of associations: "Samsung Electronics America, Inc. (pty:patvdf) represented by Bruce Wayne (aty)" and "Microsoft Corporation (pty:patvdf) represented by Bruce Wayne (aty)". Each row has checkboxes for "Lead" and "Notice". Below the associations, there is a checkbox for "Select all". At the bottom, there are "Next" and "Clear" buttons.

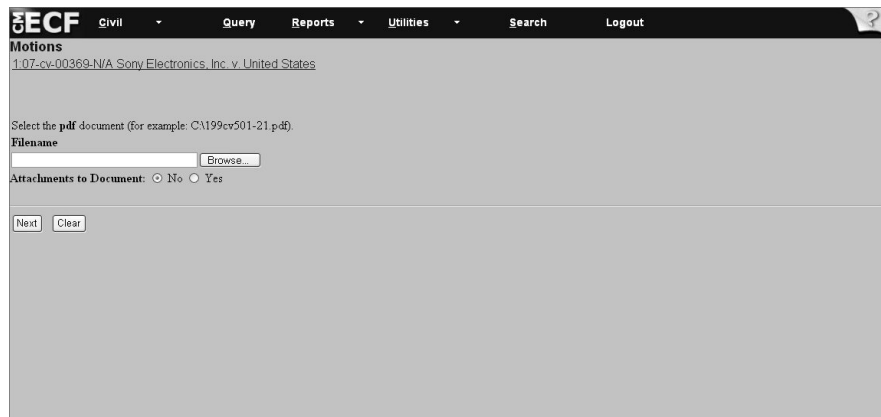
## VI. Filing Case Events: Motion to Intervene (continued)

10. Scroll down through the list of motions and highlight, for purposes of this example, *Motion to Intervene* (see **Figure VI - 43**). Click  .



**Figure VI - 43**

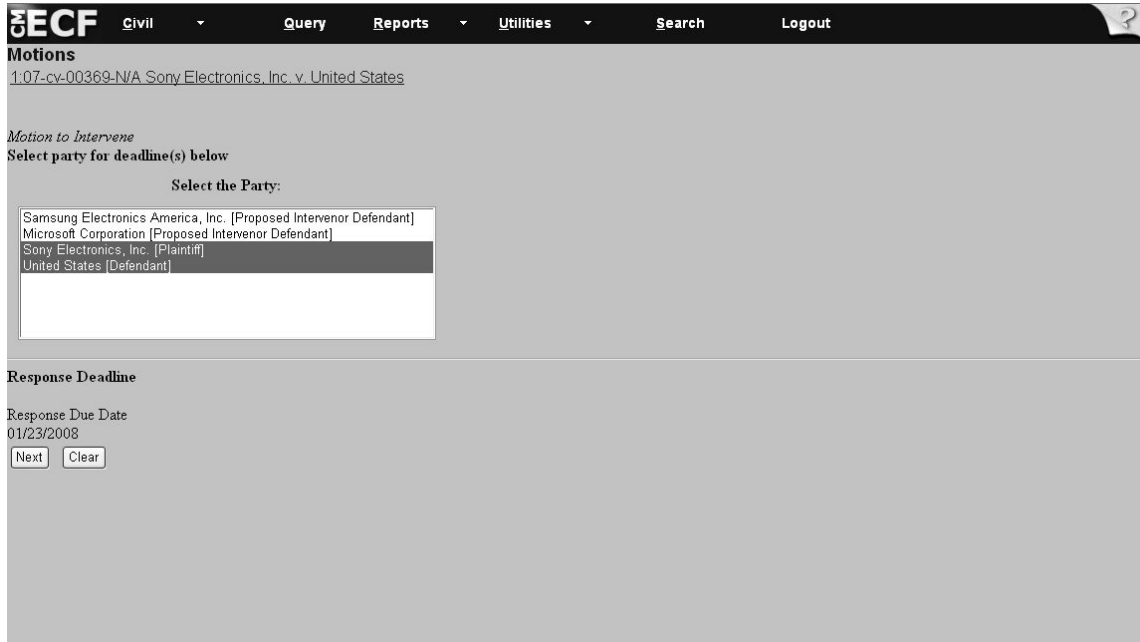
11. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 44**). They must be in PDF format in order for you to continue. **Note:** The system will not let you advance to the next screen unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 of this manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click  .



**Figure VI - 44**

## VI. Filing Case Events: Motion to Intervene (continued)

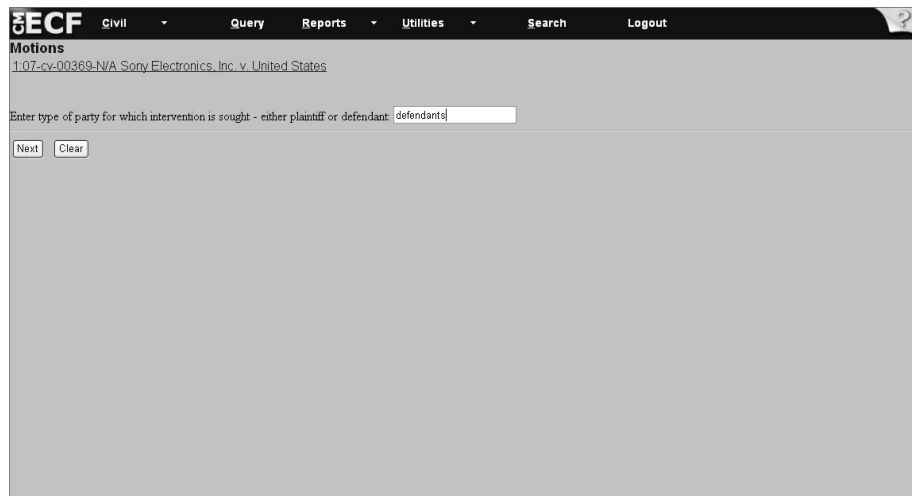
12. Select all parties entitled to respond to your motion (see **Figure VI - 45**). Exclude yourself. **Tip:** If you have more than one party filer, then hold down the [*CTRL*] key and highlight parties by clicking on the appropriate entries. Click .



The screenshot shows the ECF system interface for filing a Motion to Intervene. The page title is "Motions" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The section is titled "Motion to Intervene" and asks the user to "Select party for deadline(s) below". Under "Select the Party:", there is a list of parties: Samsung Electronics America, Inc. [Proposed Intervenor Defendant], Microsoft Corporation [Proposed Intervenor Defendant], Sony Electronics, Inc. [Plaintiff], and United States [Defendant]. The "Sony Electronics, Inc. [Plaintiff]" entry is highlighted. Below the list is a text input field. The "Response Deadline" section shows "Response Due Date" as "01/23/2008" and includes "Next" and "Clear" buttons.

**Figure VI - 45**

13. Enter the type of party for which intervention is sought (See **Figure VI-46**). Type in either *Defendant* or *Plaintiff* (or use the standard abbreviation for these terms found in the Appendix on pages 36-39) and click .

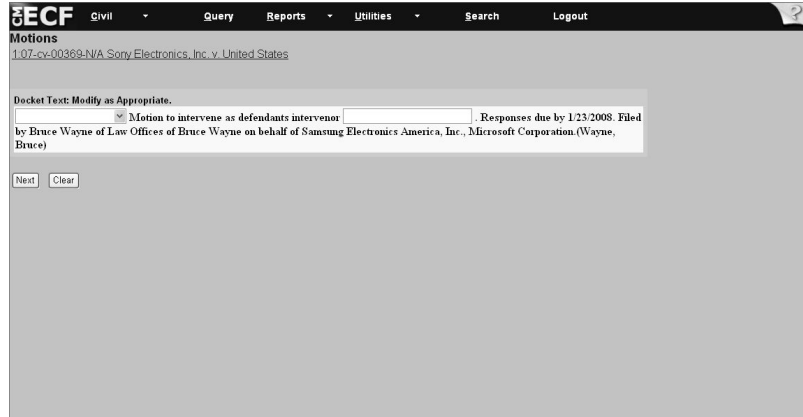


The screenshot shows the ECF system interface for entering the type of party for intervention. The page title is "Motions" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The section asks the user to "Enter type of party for which intervention is sought - either plaintiff or defendant" and has a text input field containing "defendant". Below the input field are "Next" and "Clear" buttons.

**Figure VI-46**

## VI. Filing Case Events: Motion to Intervene (continued)

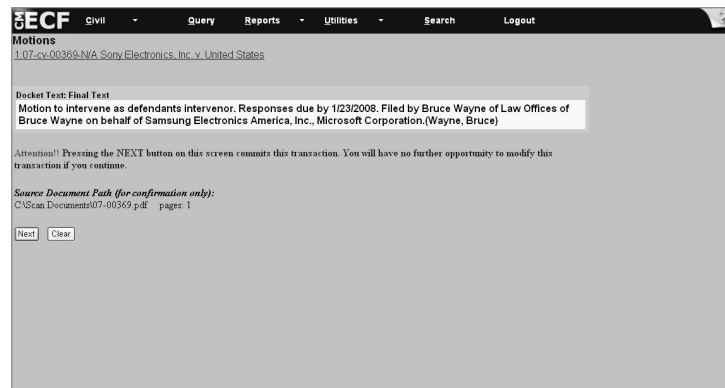
14. Click on the drop-down arrow on the screen that contains the docket text information to see if the event is listed (see **Figure VI - 47**). If it appears, select it by highlighting it. If it does not, then leave it blank. However, if the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. When you are finished modifying the text, click **Next**.



**Figure VI - 47**

15. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 48**). Once you click **Next** on the final text screen, you will have **no opportunity to correct your entry**. The **Next** button completes and locks the text of the transaction!

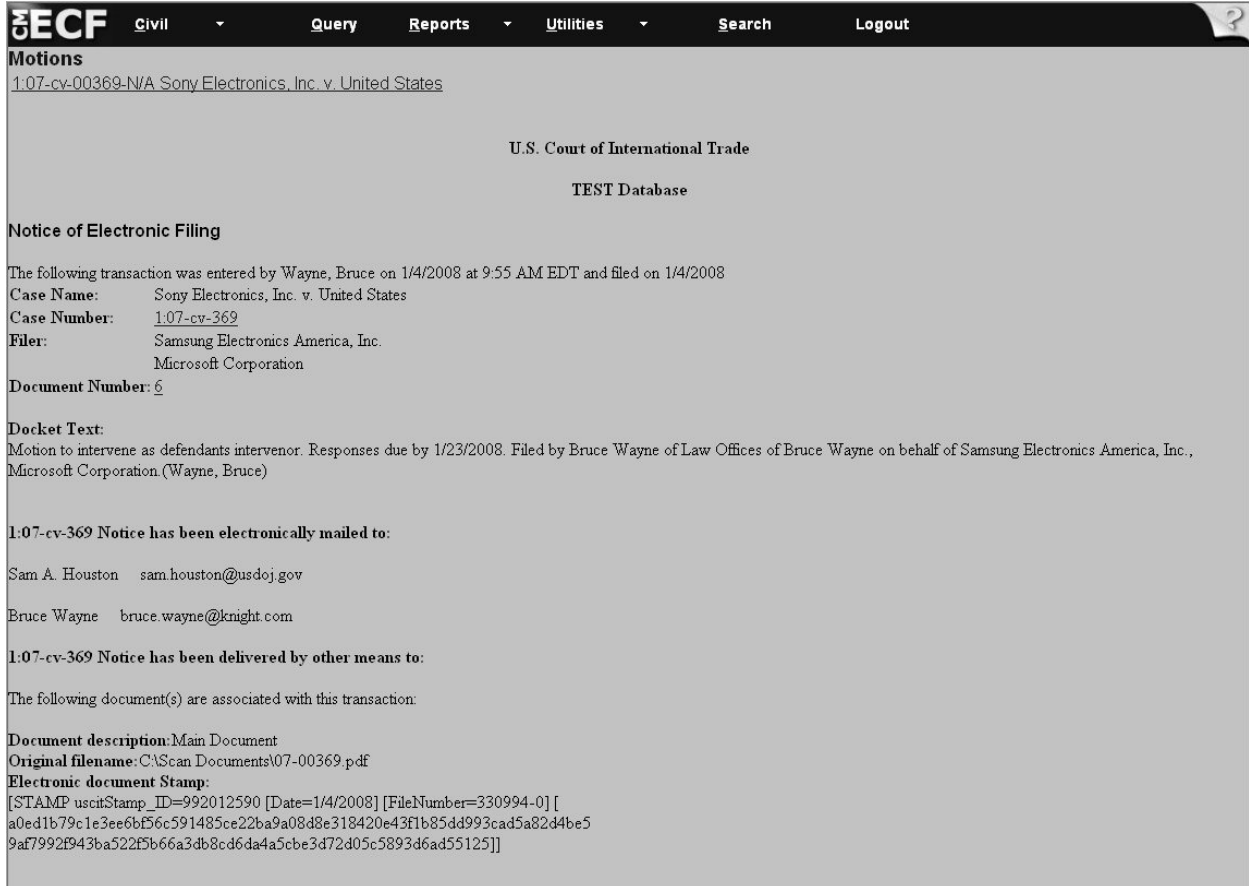
- If the entry is not correct, then hit the **[Back]** button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart
- If your entry is correct, then click **Next**. The system displays the notice of electronic filing screen.



**Figure VI - 48**

## VI. Filing Case Events: Motion to Intervene (continued)

16. The last screen the system displays is the notice of electronic filing (see **Figure IV - 49**). This screen is your receipt of the filing. **Note:** See pages 11 - 12 of the manual for instructions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.



The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The court is identified as the "U.S. Court of International Trade" and the database as "TEST Database".

**Notice of Electronic Filing**

The following transaction was entered by Wayne, Bruce on 1/4/2008 at 9:55 AM EDT and filed on 1/4/2008

**Case Name:** Sony Electronics, Inc. v. United States  
**Case Number:** 1:07-cv-369  
**Filer:** Samsung Electronics America, Inc.  
Microsoft Corporation  
**Document Number:** 6

**Docket Text:**  
Motion to intervene as defendants intervenor. Responses due by 1/23/2008. Filed by Bruce Wayne of Law Offices of Bruce Wayne on behalf of Samsung Electronics America, Inc., Microsoft Corporation. (Wayne, Bruce)

**1:07-cv-369 Notice has been electronically mailed to:**

Sam A. Houston sam.houston@usdoj.gov  
Bruce Wayne bruce.wayne@knight.com

**1:07-cv-369 Notice has been delivered by other means to:**

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** CAScan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/4/2008] [FileNumber=330994-0] [a0ed1b79c1e3ee6bf56c591485ce22ba9a08d8e318420e43f1b85dd993cad5a82d44be59af7992f943ba522f5b66a3db8cd6da4a5cbe3d72d05c5893d6ad55125]]

**Figure VI - 49**

## VI. Filing Case Events: Motion to Intervene (continued)

### \*\*\* Important Procedural Note \*\*\*

Due to the requirements of *Motions to Intervene*, this entry must be followed up with two to four additional and separate docket entries **in the following order**.

#### Required entries

1. *Form 11 - Notice of Appearance* (found under *Notices*)
2. *Form 13 - Corporate Disclosure Statement* (found under *Other Documents*)

#### Possible entries

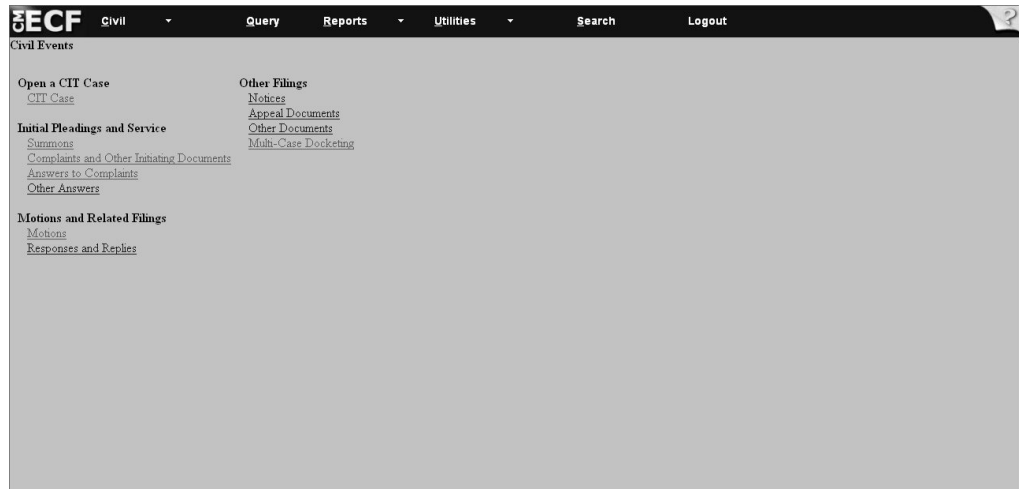
3. *Form 17 - Business Proprietary Information Certification* - (found under *Other Documents* - this is a case-specific filing and must be broken up into two separate filings, if applicable, one for attorneys and one for consultants. The filing for the attorney goes before the filing for the consultant).
4. *Motion for Preliminary Injunction* - this is the **ONLY** other document that may be filed until the motion to intervene has been granted.

**Note:** *Amicus Curiae* filings are subject to rules concerning intervention. Please consult the Rules or contact the Office of the Clerk for more information.

## VI. Filing Case Events: Motion for Judgment Upon Agency Record 56.1

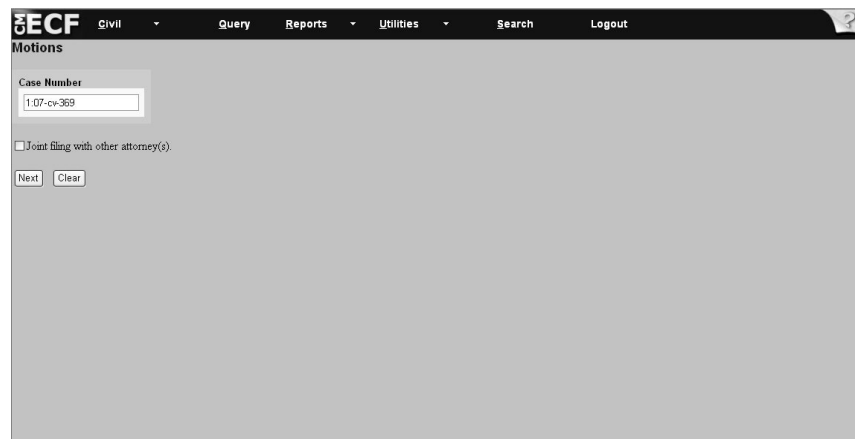
**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16-17 for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments. \_\_

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 50**).



**Figure VI - 50**

3. Type in the case number in the **yy-xxxxx** format (see **Figure VI - 51**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click  .



**Figure VI - 51**



## VI. Filing Case Events: Motion for Judgment Upon Agency Record 56.1 (continued)

- Highlight the party on whose behalf you are filing (see **Figure VI - 52**). **Tip:** If you have more than one party filer, then hold down the **[Ctrl]** key and highlight parties by clicking on the appropriate entries. **Note:** Select one of the group options if it applies. Click  .

**Figure VI - 52**

The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The 'Select the filer:' section has two columns: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', 'Sony Electronics, Inc. (Plaintiff)' is highlighted in a list box, with 'United States (Defendant)' below it. Under 'Select a Group:', there are radio button options for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. A link 'Add/Create New Party' is also present. At the bottom are 'Next' and 'Clear' buttons.

- After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 53**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

- Click  .

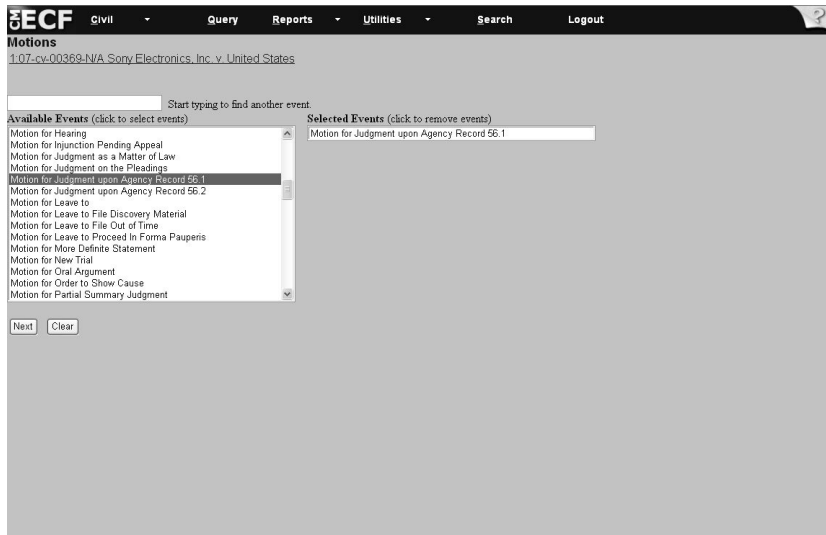
**Figure VI - 53**

The screenshot shows the ECF Motions interface for the same case. It displays the text: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked<'. Below this, there is a checkbox for 'Sony Electronics, Inc. (ptypla) represented by Matthew Murdock (aty)' which is checked, followed by 'Lead' (unchecked) and 'Notice' (checked). At the bottom are 'Next' and 'Clear' buttons.

## VI. Filing Case Events: Motion for Judgment Upon Agency Record 56.1 (continued)

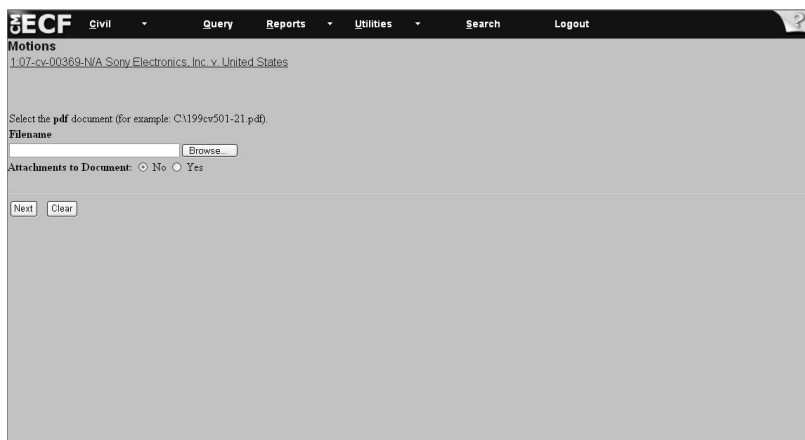
6. Scroll down through the list of motions and highlight *Motion for Judgment upon Agency Record 56.1* (see **Figure VI - 54**). Click  .

**Figure VI - 54**



7. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 55**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 17-21 of this manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click  .

**Figure VI - 55**



## VI. Filing Case Events: Motion for Judgment Upon Agency Record 56.1 (continued)

8. Select all the parties entitled to respond to your motion (see **Figure VI - 56**).  
**Tip:** If you have more than one party filer, then hold down the *Ctrl* key and highlight and select other parties by selecting the appropriate names. Click .

**Figure VI - 56**

The screenshot shows the ECF Motions interface for case 1:07-cv-00369-NA Sony Electronics, Inc. v. United States. The page title is "Motions" and the case name is "1:07-cv-00369-NA Sony Electronics, Inc. v. United States". The main heading is "Motion for Judgment upon Agency Record 56.1". Below this, it says "Select party for deadline(s) below" and "Select the Party:". There is a list of parties with checkboxes: Microsoft Corporation [Proposed Intervenor Defendant], Samsung Electronics America, Inc. [Proposed Intervenor Defendant], Sony Electronics, Inc. [Plaintiff], and United States [Defendant]. The "Next" button is visible at the bottom right of the party selection area. Below the party selection, there is a section for "Response to Dispositive Motion Deadline" with a due date of 02/8/2008 and "Next" and "Clear" buttons.

9. The screen with the docket text information offers an opportunity to modify the docket text if appropriate (see **Figure VI - 57**). Text can be modified by selecting a description from the drop-down prefix box or by typing in the free text box. When you are finished modifying the text, click . If you do not wish to modify the text, click .

**Figure VI - 57**

The screenshot shows the ECF Motions interface for case 1:07-cv-00369-NA Sony Electronics, Inc. v. United States. The page title is "Motions" and the case name is "1:07-cv-00369-NA Sony Electronics, Inc. v. United States". The main heading is "Docket Text: Modify as Appropriate.". There is a drop-down menu with "Motion for judgment on agency record 56.1" selected. To the right of the drop-down is a text box containing "Response to Dispositive Motion due by 2/8/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)". The "Next" and "Clear" buttons are visible at the bottom left of the docket text area.

## VI. Filing Case Events: Motion for Judgment Upon Agency Record 56.1 (continued)

10. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 58). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**
- If the entry is not correct, then hit the *[Back]* button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
  - If your entry is correct, then click . The system displays the notice of electronic filing screen.

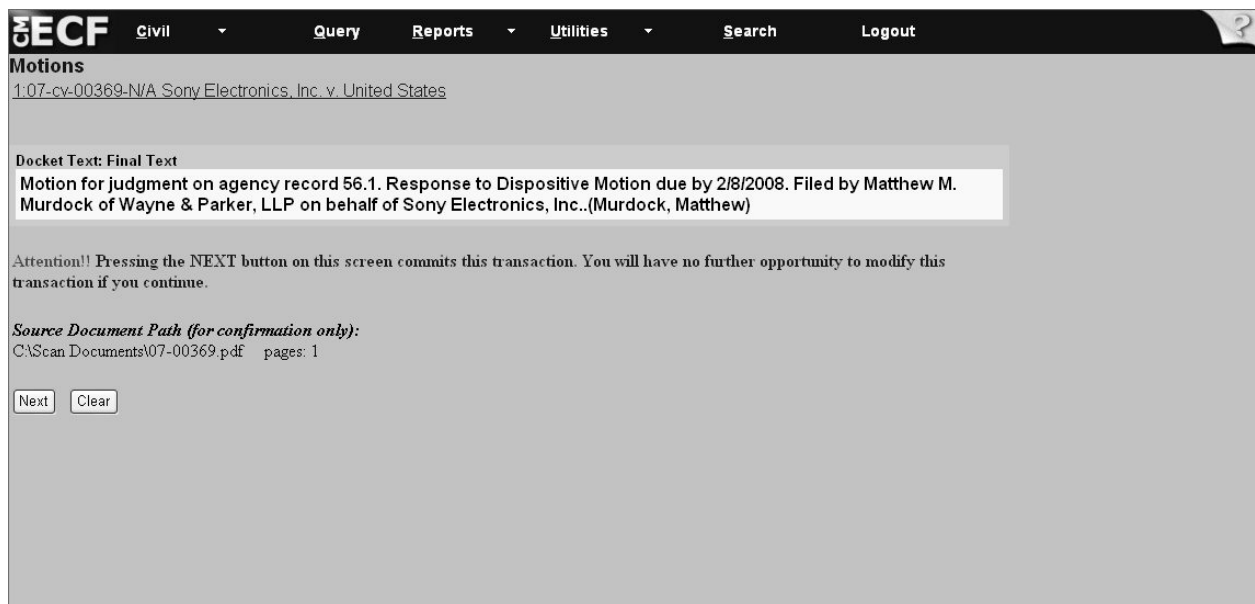


Figure VI - 58

## VI. Filing Case Events: Motion for Judgment Upon Agency Record 56. 1 (continued)

11. The last screen the system displays is the notice of electronic filing (**Figure VI - 59**). This screen is the receipt of the filing. **Note:** See pages 11-12 of the manual for instructions printing and saving the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

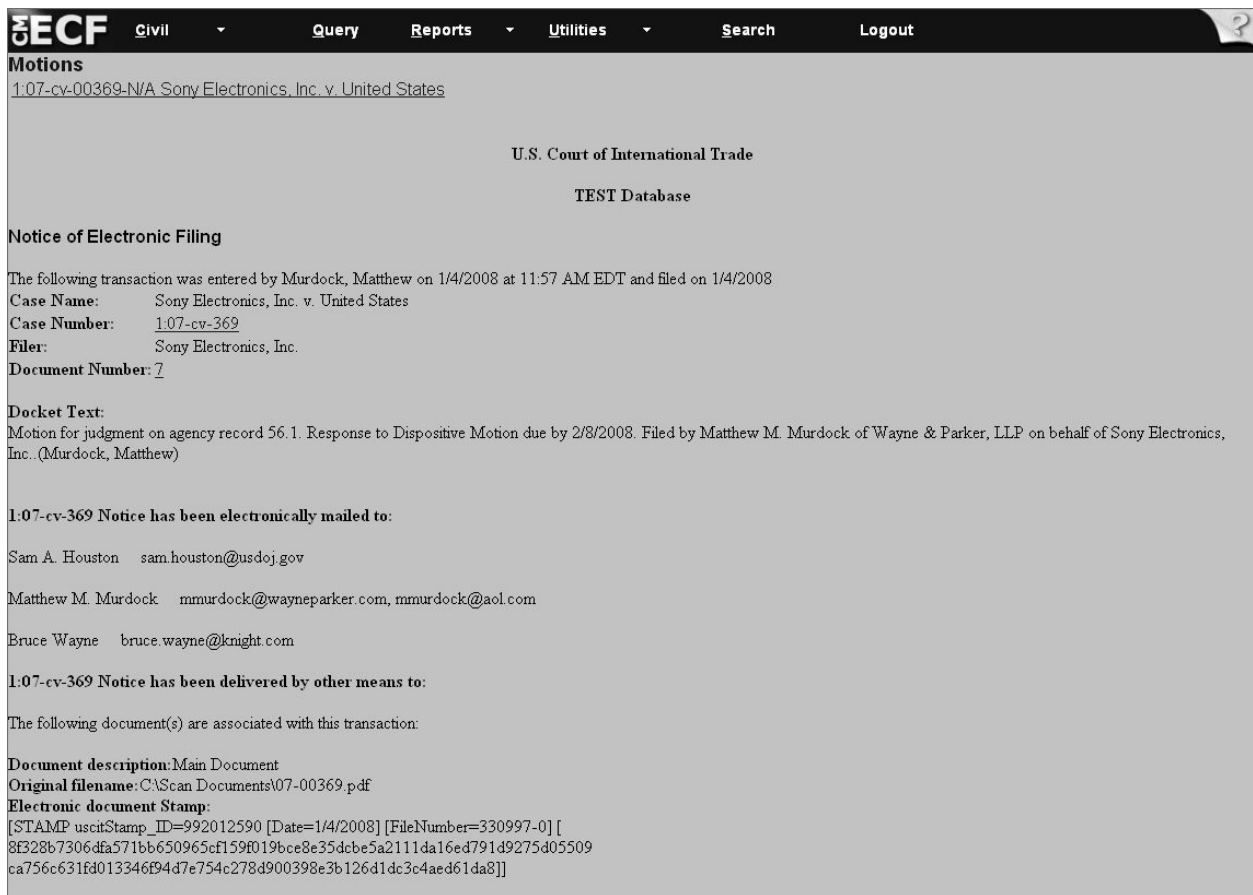


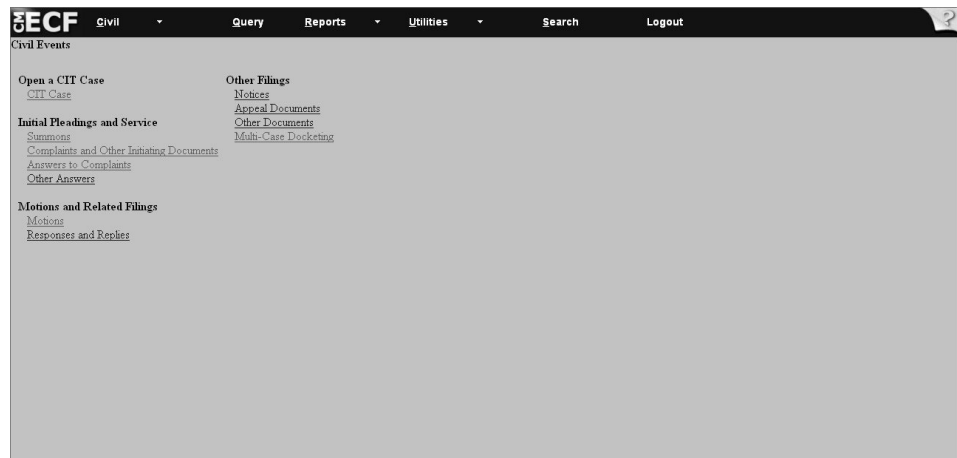
Figure VI - 59

## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16-17 for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments.

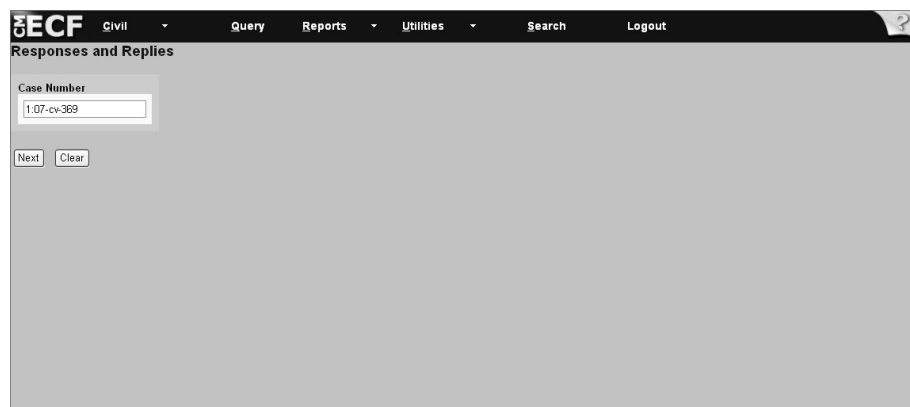
**Important:** If the response contains a cross-motion, then file the document as a cross-motion, and type in the free docket text box, *Response to pending motion*.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Responses and Replies* under the *Motions and Related Filings* submenu (see **Figure VI - 60**).



**Figure VI - 60**

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI -61**). Click  .

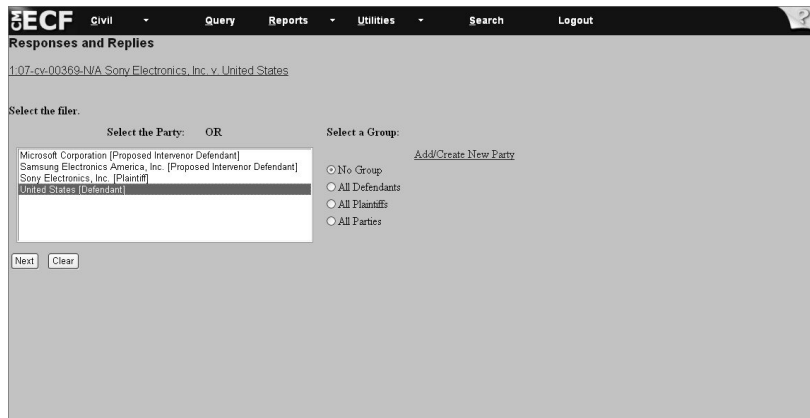


**Figure VI - 61**

## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 62**). **Tip:** If you have more than one party filer, then hold down the *Ctrl* key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies.

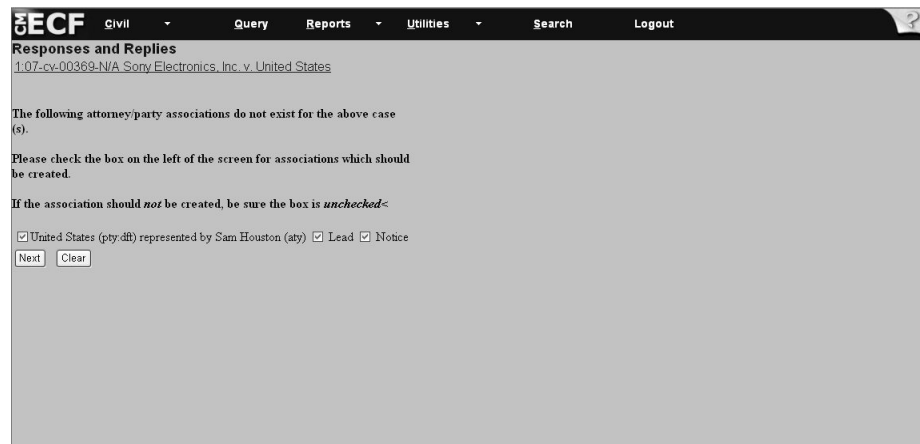
Click  .



**Figure VI - 62**

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 63**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .



**Figure VI - 63**

## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

6. Select the event code from the drop-down menu (see **Figure VI - 64**) that describes your document by highlighting the description with your mouse. For this example, select *Response to Motion (Dispositive)*. Click  .

**ECF** Civil Query Reports Utilities Search Logout

**Responses and Replies**  
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States

**Available Events** (click to select an event)

- Reply
- Response to Motion (Dispositive)**
- Response to Motion (Procedural)
- Supplemental Response
- Sur-Reply

**Selected Event**  
Response to Motion (Dispositive)

**Figure VI - 64**



## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

- After you select the appropriate response, you will be prompted to file your case-related documents (see **Figure VI - 65**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 17-21 entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click **Next**.

**Figure VI - 65**

- Click in the box(ex) of the motion(s) to which you are responding (**Figure VI - 66**). Click **Next**.

**Figure VI - 66**

## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

9. Select all the parties entitled to respond to your motion (see **Figure VI - 67**). **Tip:** If you have more than one party, then hold down the *Ctrl* key and highlight the parties by clicking on the appropriate parties. **Note:** This screen creates the reply due date.
10. Click on the box(es) next to the docket entries to which you are responding and click  .

**ECF** Civil Query Reports Utilities Search Logout

### Responses and Replies

1:07-cv-00369-N/A Sony Electronics, Inc. v. United States

Response to Motion (Dispositive)  
Select party for deadline(s) below

Select the Party:

- Microsoft Corporation [Proposed Intervenor Defendant]
- Samsung Electronics America, Inc. [Proposed Intervenor Defendant]
- Sony Electronics, Inc. [Plaintiff]
- United States [Defendant]

Reply Deadline

Reply due  
01/23/2008

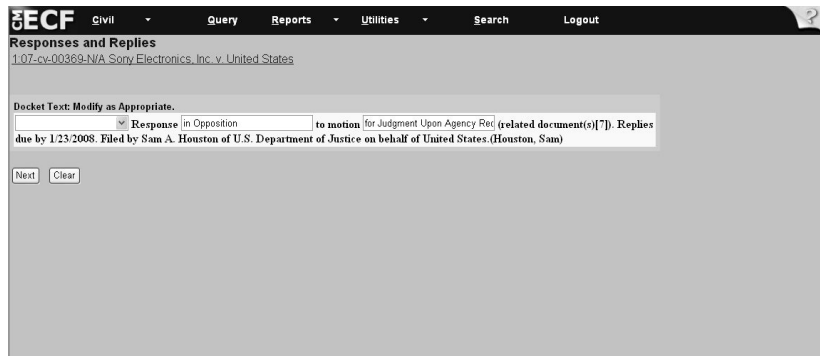
Select docket entry components which are to be associated with the above schedule(s).

Filing Date #	Docket Text
01/03/2008 5	Consent Motion for extension of time until 2/22/2008 to <i>file motion for summary judgment</i> . Responses due by 1/22/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew) <input type="checkbox"/> <i>Motion for Extension of Time</i>
01/04/2008 6	Motion to intervene as defendants intervenor. Responses due by 1/23/2008. Filed by Bruce Wayne of Law Offices of Bruce Wayne on behalf of Samsung Electronics America, Inc., Microsoft Corporation (Wayne, Bruce) <input type="checkbox"/> <i>Motion to Intervene</i>
01/04/2008 7	Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 2/8/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew) <input checked="" type="checkbox"/> <i>Motion for Judgment upon Agency Record 56.1</i>

Figure VI - 67

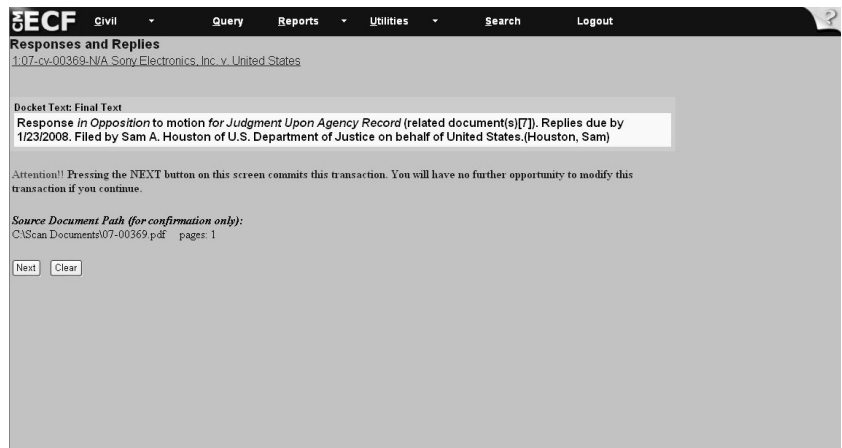
## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

11. The screen with the docket text information allows you to modify the docket text if appropriate. For this example, you may want to type *in opposition* in the first free text box and *for Judgment upon Agency Record* in the second free text box (see **Figure VI - 68**). When you are finished modifying the text, click  . If you do not wish to modify the text, click  .



**Figure VI - 68**

12. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 69). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**
  - If the entry is not correct, then hit the [*Back*] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
  - If your entry is correct, then click  . The system displays the notice of electronic filing screen.



**Figure VI - 69**

## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

- The last screen the system displays is a notice of electronic filing (see **Figure VI - 70**). This screen is your receipt of the filing. **Note:** See pages 11-12 for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Responses and Replies" and the case identifier is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The court name is "U.S. Court of International Trade" and the database is "TEST Database".

**Notice of Electronic Filing**

The following transaction was entered by Houston, Sam on 1/4/2008 at 12:17 PM EDT and filed on 1/4/2008

Case Name: Sony Electronics, Inc. v. United States  
Case Number: 1:07-cv-369  
Filer: United States  
Document Number: 8

**Docket Text:**  
Response in Opposition to motion for Judgment Upon Agency Record (related document(s)[7]). Replies due by 1/23/2008. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)

**1:07-cv-369 Notice has been electronically mailed to:**

Sam A. Houston sam.houston@usdoj.gov  
Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com  
Bruce Wayne bruce.wayne@knight.com

**1:07-cv-369 Notice has been delivered by other means to:**

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/4/2008] [FileNumber=331000-0] [a44ce0590646e27036295fbcf3a460642e52611145322e17d04cf4ad84090fd4c3a3635636082b0fe1885cc6686be9dc4bc8b45f972819cc58e763da771b81f3]]

**Figure VI - 70**

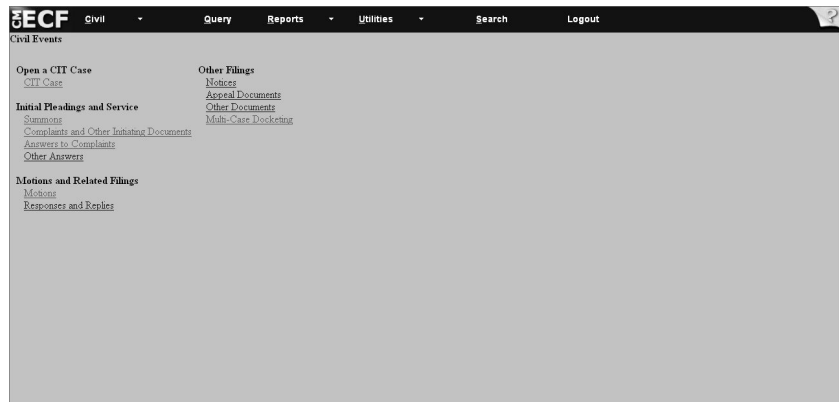
## VI. Filing Case Events: Reply to Response to Dispositive Motion

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16-17 for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments.

### Reply to Response to Dispositive Motion

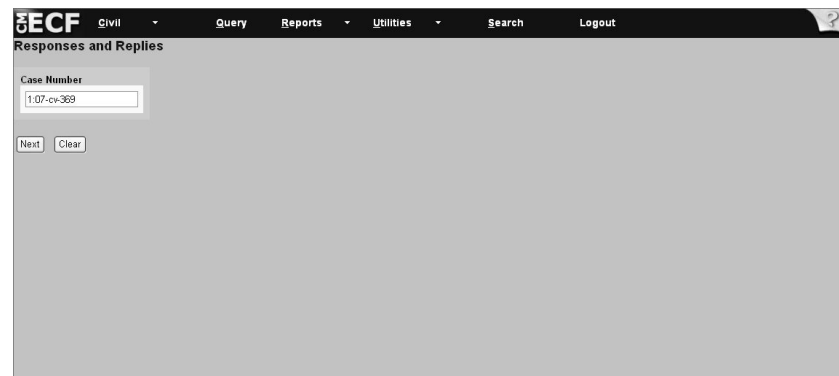
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click *Responses and Replies* under the *Motions and Related Filings* submenu. (see **Figure VI - 71**)

**Figure VI - 71**



3. Type in the case number in the yy-xxxxx format (see **Figure VI - 72**). Click  .

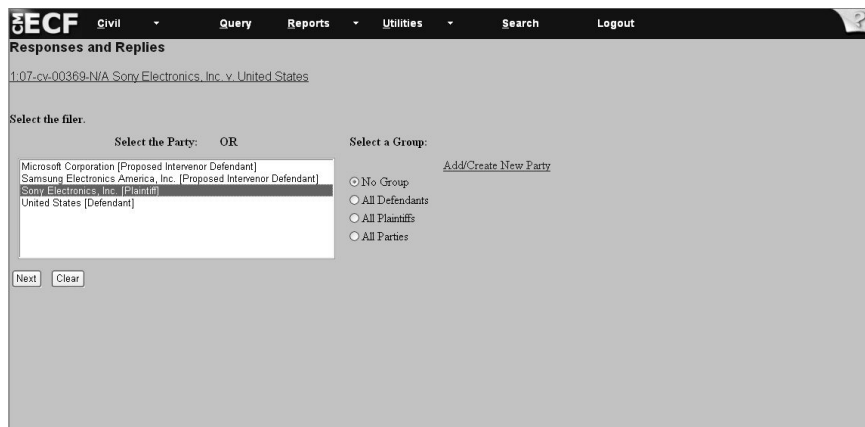
**Figure VI - 72**



## VI. Filing Case Events: Reply to Response to Dispositive Motion (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 73**). **Tip:** If you have more than one party filer, then hold down the [*CTRL*] key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies. Click  .

**Figure VI - 73**

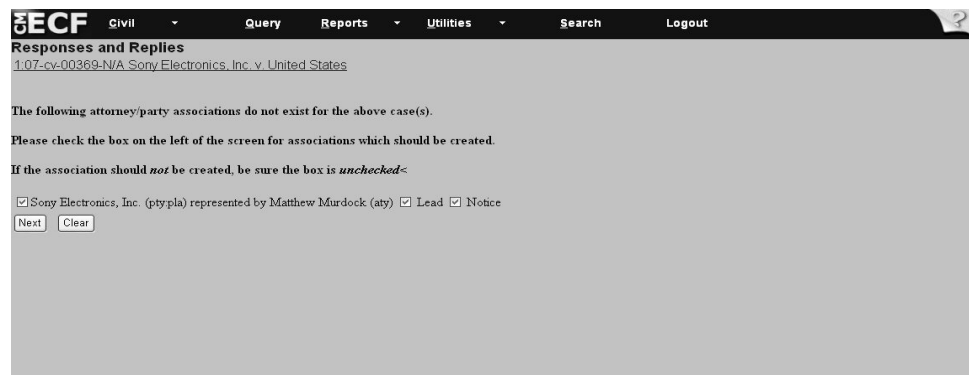


The screenshot shows the ECF interface for 'Responses and Replies' for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. Under 'Select the filer.', there are two sections: 'Select the Party: OR' and 'Select a Group:'. The party list includes Microsoft Corporation, Samsung Electronics America, Inc., Sony Electronics, Inc. (highlighted), and United States. The group options are No Group, All Defendants, All Plaintiffs, and All Parties. A 'Next' button is visible at the bottom left.

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 74**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .

**Figure VI - 74**



The screenshot shows the ECF interface for 'Responses and Replies' for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. It displays a message: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked'. Below this, there is a list of associations with checkboxes: Sony Electronics, Inc. (pty:pla) represented by Matthew Murdock (aty) [checked], Lead [checked], and Notice [checked]. A 'Next' button is visible at the bottom left.

## VI. Filing Case Events: Reply to Response to Dispositive Motion (continued)

6. Select the event code from the drop-down menu (see **Figure VI - 75**) that describes your document by highlighting the description. For example, select *Reply*. Click  .

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Responses and Replies" for case "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area features a form with two sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" dropdown menu is open, displaying a list of event codes: "Reply", "Response to Motion (Dispositive)", "Response to Motion (Procedural)", "Supplemental Response", and "Sur-Reply". The "Selected Event" field contains the text "Reply". Below the dropdown menu, there are two buttons: "Next" and "Clear".

**Figure VI - 75**

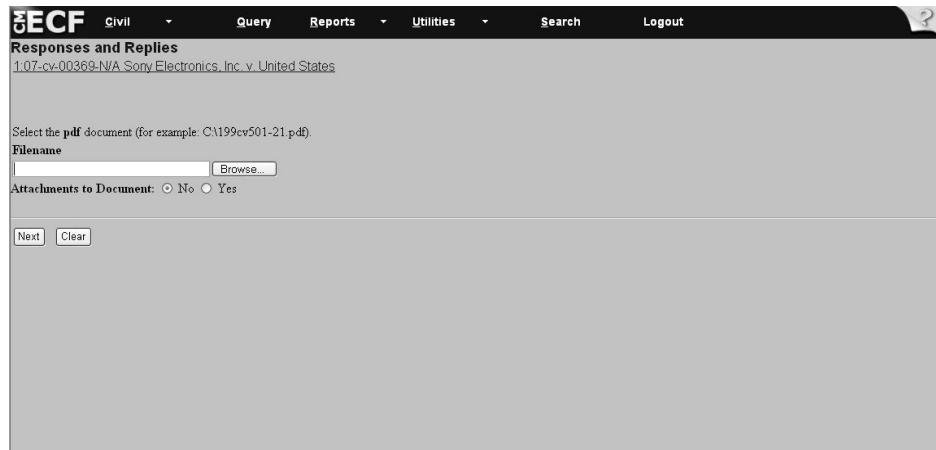
**Note:** When your event code is selected, the code should appear in the blank space to the left of the drop-down box.

## VI. Filing Case Events: Reply to Response to Dispositive Motion (continued)

- After you select the reply, you will be prompted to file your case-related documents (see **Figure VI - 76**). They must be in PDF format in order for you to continue.

**Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 17- 21 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click **Next**.

**Figure VI - 76**



The screenshot shows the ECF system interface for filing a document. The header includes the ECF logo, a dropdown menu for 'Civil', and navigation links for 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Responses and Replies' for case '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The instruction reads: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' input field with a 'Browse...' button. Below this, there are radio buttons for 'Attachments to Document: No' (selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

- Click on the box of the response to which you are replying (see **Figure VI - 77**). Click **Next**. **Note:** This screen satisfies your reply due date.

**Figure VI - 77**



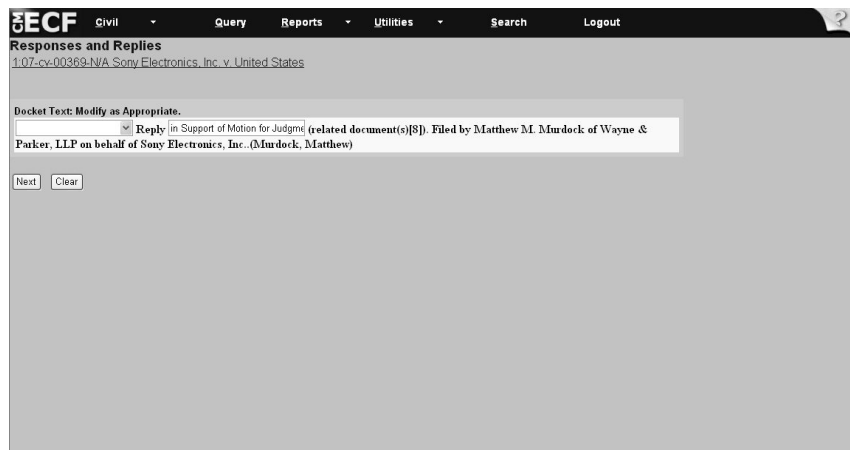
The screenshot shows the ECF system interface for selecting an event to reply to. The header is identical to Figure VI - 76. The main heading is 'Responses and Replies' for case '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The instruction reads: 'Select the appropriate event(s) to which your event relates:'. There are two checkboxes with associated text: the first is unchecked and describes an 'Answer to complaint' filed on 01/03/2008; the second is checked and describes a 'Response in Opposition to motion for Judgment Upon Agency Record' filed on 01/04/2008. At the bottom, there are 'Next' and 'Clear' buttons.



## VI. Filing Case Events: Reply to Response to Dispositive Motion (continued)

- The screen with the docket text information offers an opportunity to modify the docket text (if appropriate) by entering in a description, such as, “*in Support of Motion for Judgment,*” in the free text box (see **Figure VI - 78**). When you are finished modifying the text, click  . If you do not want to modify the text, click  .

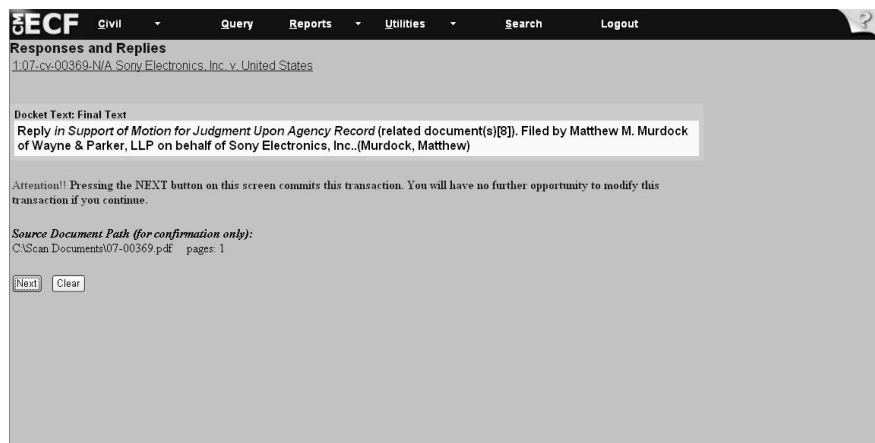
**Figure VI - 78**



- Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 79**). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**

- If the entry is not correct, then hit the *[Back]* button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
- If your entry is correct, then click  . The system displays the notice of electronic filing screen.

**Figure VI - 79**



## VI. Filing Case Events: Reply to Response to Dispositive Motion (continued)

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 80**). This screen is your receipt of the filing. **Note:** See pages 11-12 for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Responses and Replies" for case "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The court is identified as the "U.S. Court of International Trade" and the database as "TEST Database".

The main content area is titled "Notice of Electronic Filing". It states: "The following transaction was entered by Murdock, Matthew on 1/4/2008 at 12:27 PM EDT and filed on 1/4/2008". The details provided are: Case Name: Sony Electronics, Inc. v. United States; Case Number: 1:07-cv-369; Filer: Sony Electronics, Inc.; Document Number: 2.

Under "Docket Text", it reads: "Reply in Support of Motion for Judgment Upon Agency Record (related document(s)[8]). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)".

It then lists recipients for the notice: "1:07-cv-369 Notice has been electronically mailed to:" followed by Sam A. Houston (sam.houston@usdoj.gov), Matthew M. Murdock (mmurdock@wayneparker.com, mmurdock@aol.com), and Bruce Wayne (bruce.wayne@knight.com).

Next, it states: "1:07-cv-369 Notice has been delivered by other means to:". Below this, it says: "The following document(s) are associated with this transaction:".

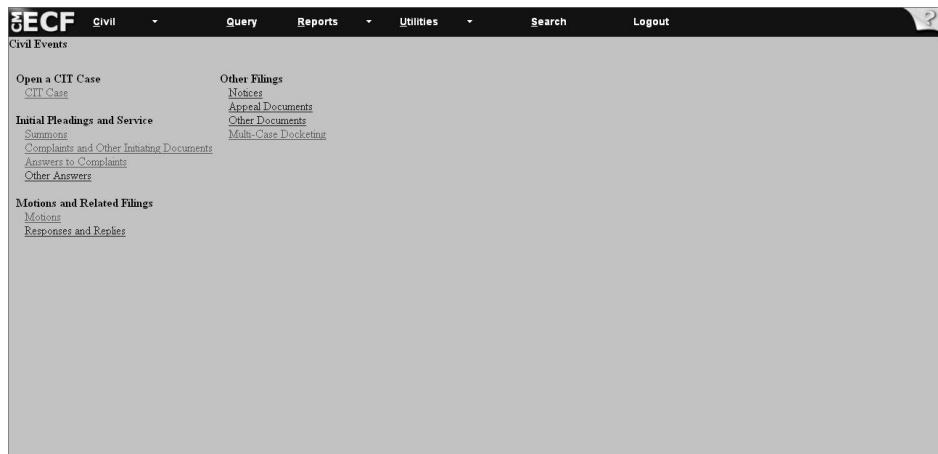
Finally, it provides document details: "Document description: Main Document", "Original filename: C:\Scan Documents\07-00369.pdf", and "Electronic document Stamp: [STAMP uscstStamp\_ID=992012590 [Date=1/4/2008] [FileNumber=331003-0] [9f33c72dd3b0b3c44322cc017bb5ff1f05bac57606f019dd63064ecc22068400239eef d290a6614398744b8f9ce009b41d8035de280a0ec38014f434ceb79247]]".

Figure VI - 80

## VI. Filing Case Events: Appeal Documents

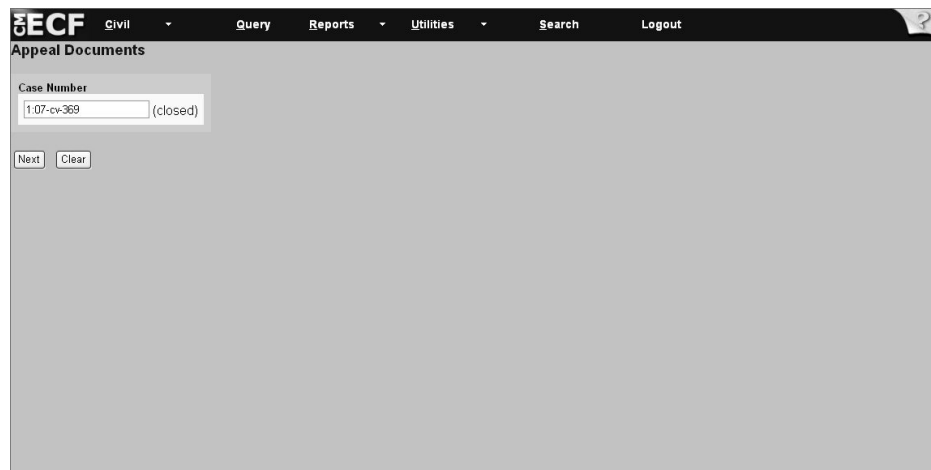
**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 for instructions on converting a document to PDF. **Reminder:** Any document or attachment that exceeds 2 MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events Window*.
2. Click on *Appeal Documents* under *Other Filings* (see **Figure VI - 81**).



**Figure VI - 81**

3. Type in the case number in the yy-xxxxx format (see **Figure VI - 82**). Click  .

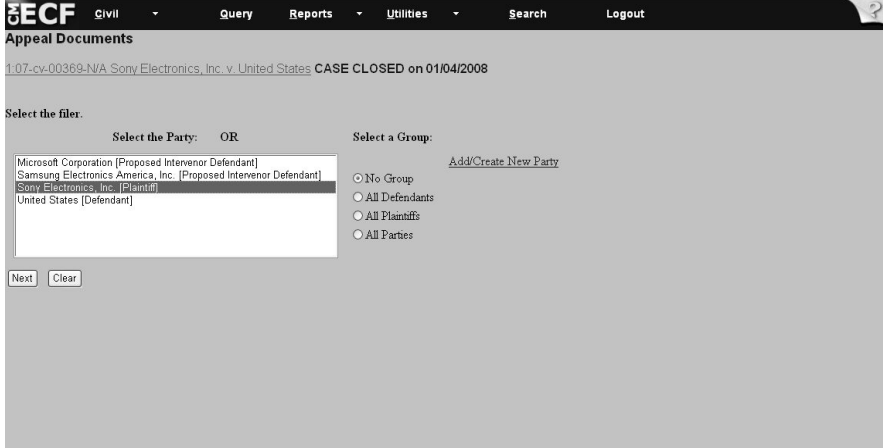


**Figure VI - 82**

## VI. Filing Case Events: Appeal Documents (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 83**). Tip: If you have more than one party filer, then hold down the [Ctrl] key and highlight the parties by selecting the appropriate parties. Select one of the group options if it applies. Click **Next**.

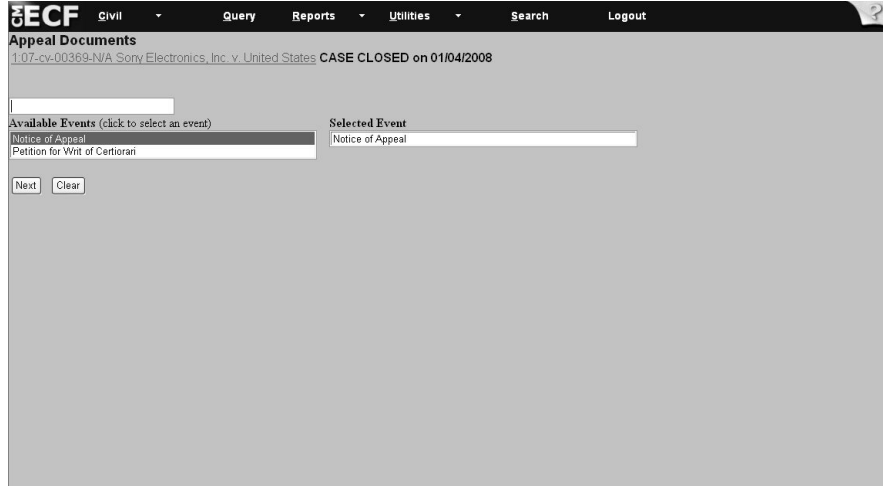
**Figure VI - 83**



The screenshot shows the ECF Appeal Documents interface. At the top, there is a navigation bar with 'ECF' logo, 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Appeal Documents' and the case information is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. The main content area is titled 'Select the filer:' and contains two sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a list of parties: 'Microsoft Corporation [Proposed Intervenor Defendant]', 'Samsung Electronics America, Inc. [Proposed Intervenor Defendant]', 'Sony Electronics, Inc. [Plaintiff]', and 'United States [Defendant]'. The 'Sony Electronics, Inc. [Plaintiff]' option is highlighted. Under 'Select a Group:', there are radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. There is also a link 'Add/Create New Party'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

5. Click on the down arrow and highlight *Notice of Appeal* (see **Figure VI - 84**).
6. Click **Next** (see **Figure VI - 84**).

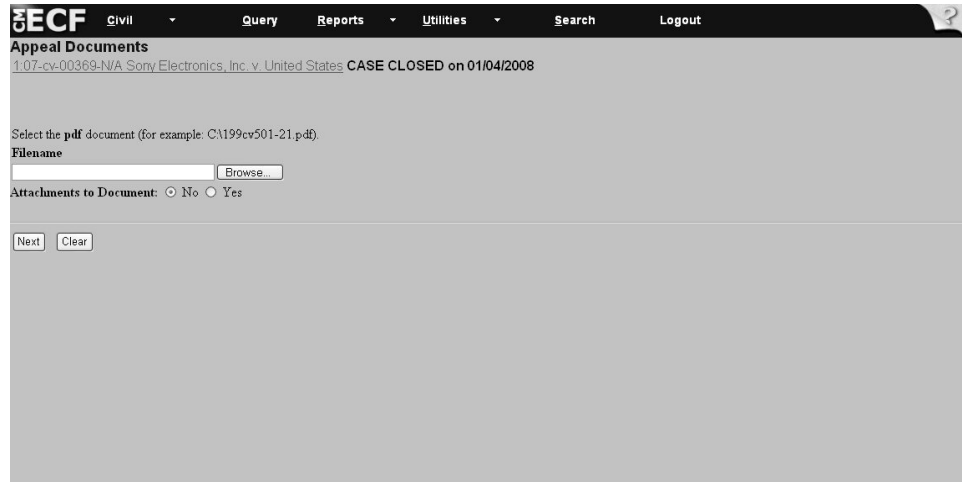
**Figure VI - 84**



The screenshot shows the ECF Appeal Documents interface. At the top, there is a navigation bar with 'ECF' logo, 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Appeal Documents' and the case information is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. The main content area is titled 'Available Events (click to select an event)' and contains two sections: 'Available Events' and 'Selected Event'. Under 'Available Events', there is a list of events: 'Notice of Appeal' and 'Petition for Writ of Certiorari'. The 'Notice of Appeal' option is highlighted. Under 'Selected Event', there is a text box containing 'Notice of Appeal'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

## VI. Filing Events: Appeal Documents (continued)

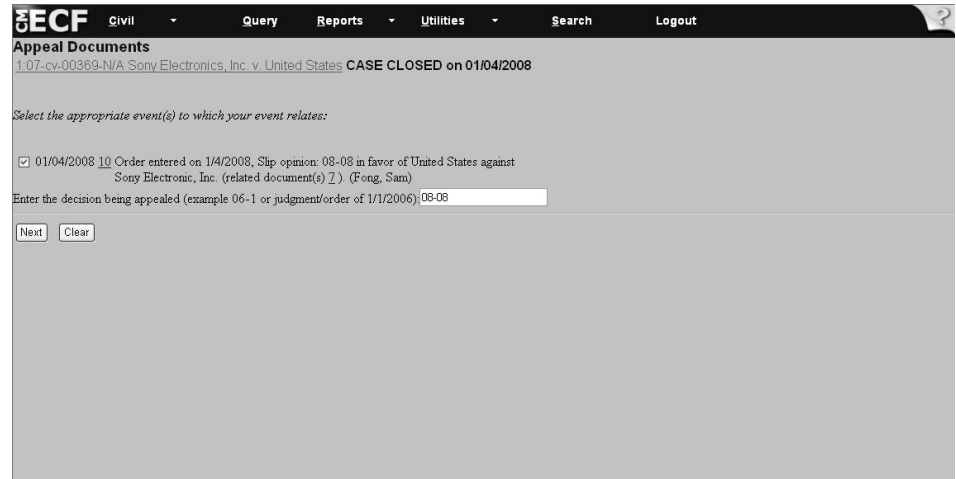
7. After you select the event *Notice of Appeal* in step 6, you will be prompted to file your case-related documents (see **Figure VI - 85**). They must be in PDF format in order for you to continue. **Please Note:** The system will not let you advance unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 of this manual. After you add all PDF documents and attachments, click  .



The screenshot shows the ECF web interface for filing appeal documents. The header includes the ECF logo and navigation tabs: Civil, Query, Reports, Utilities, Search, and Logout. The page title is "Appeal Documents" for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States, which is marked as "CASE CLOSED on 01/04/2008". The main content area prompts the user to "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" label above a text input field, followed by a "Browse..." button. Below this, there are radio buttons for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

**Figure VI - 85**

8. Check the box next to the event which you are appealing (see **Figure VI - 86**).
9. Enter the decision being appealed, for example, *08-08* (see **Figure VI - 86**).



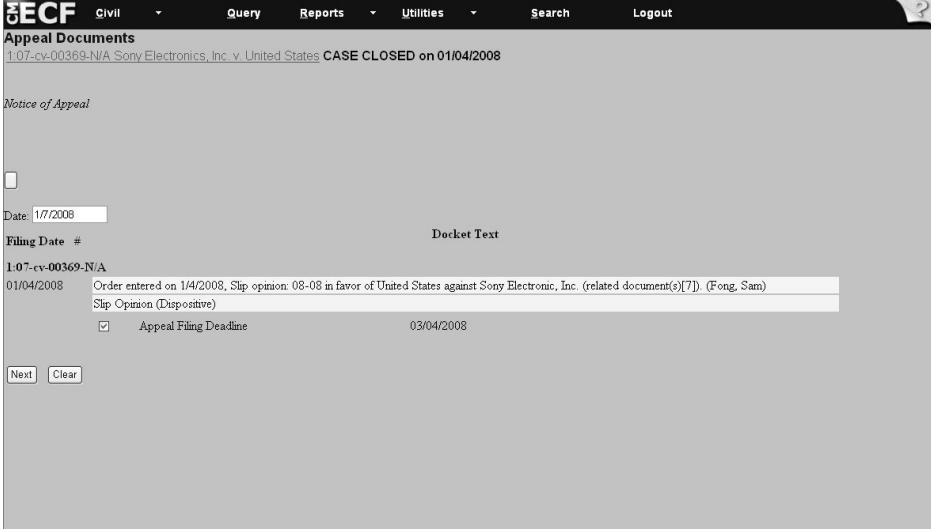
The screenshot shows the ECF web interface for selecting an event to appeal. The header and case information are the same as in Figure VI - 85. The main content area prompts the user to "Select the appropriate event(s) to which your event relates:". A list of events is shown, with the first one selected:  01/04/2008 10 Order entered on 1/4/2008, Slip opinion: 08-08 in favor of United States against Sony Electronic, Inc. (related document(s) 1). (Fong, Sam). Below the list is a text input field labeled "Enter the decision being appealed (example 06-1 or judgment/order of 1/1/2006):" with the value "08-08" entered. At the bottom of the form are "Next" and "Clear" buttons.

**Figure VI - 86**

## VI. Filing Case Events: Appeal Documents (continued)

10. Check the box *Appeal Filing Deadline* by clicking in the box (see **Figure VI - 87**).
11. Click  (see **Figure VI - 87**).


**Figure VI - 87**



The screenshot shows the ECF (Electronic Case Filing) interface for 'Appeal Documents'. The page title is 'Appeal Documents' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. The page is titled 'Notice of Appeal'. There is a 'Date' field with the value '1/7/2008'. Below this is a table with columns 'Filing Date #', 'Docket Text', and 'Appeal Filing Deadline'. The first row shows a filing date of '01/04/2008' with docket text 'Order entered on 1/4/2008, Slip opinion: 08-08 in favor of United States against Sony Electronic, Inc. (related document(s) [7] (Fong, Sam) Slip Opinion (Dispositive))'. The 'Appeal Filing Deadline' checkbox is checked, and the date '03/04/2008' is displayed. At the bottom, there are 'Next' and 'Clear' buttons.

12. Enter, "Y," or, "N," in the box asking if you are a government attorney (see **Figure VI - 88**).

**Figure VI - 88**



The screenshot shows the ECF (Electronic Case Filing) interface for 'Appeal Documents'. The page title is 'Appeal Documents' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. The page is titled 'Are you a Government Attorney? Y/N'. There is a text input field with the value 'N'. At the bottom, there are 'Next' and 'Clear' buttons.

## VI. Filing Case Events: Appeal Documents (continued)

13. View the screen, which shows the fee associated with filing the appeal (see **Figure VI - 89**).  
Click  .


The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with the following items: **ECF**, **Civil** (with a dropdown arrow), **Query**, **Reports** (with a dropdown arrow), **Utilities** (with a dropdown arrow), **Search**, and **Logout**. Below the navigation bar, the page title is **Appeal Documents**. The main content area displays the case information: **1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008**. Below this, it shows **Fee: \$455**. A note follows: **Note: Please review your selections for this submission making sure all entries are correct up to this point. Once you select the Next button on this screen you will be prompted for payment. Once payment is made, going back to view previous data will incur a duplicate fee submission to complete the entry.** At the bottom of the form, there are two buttons:  and .

**Figure VI - 89**

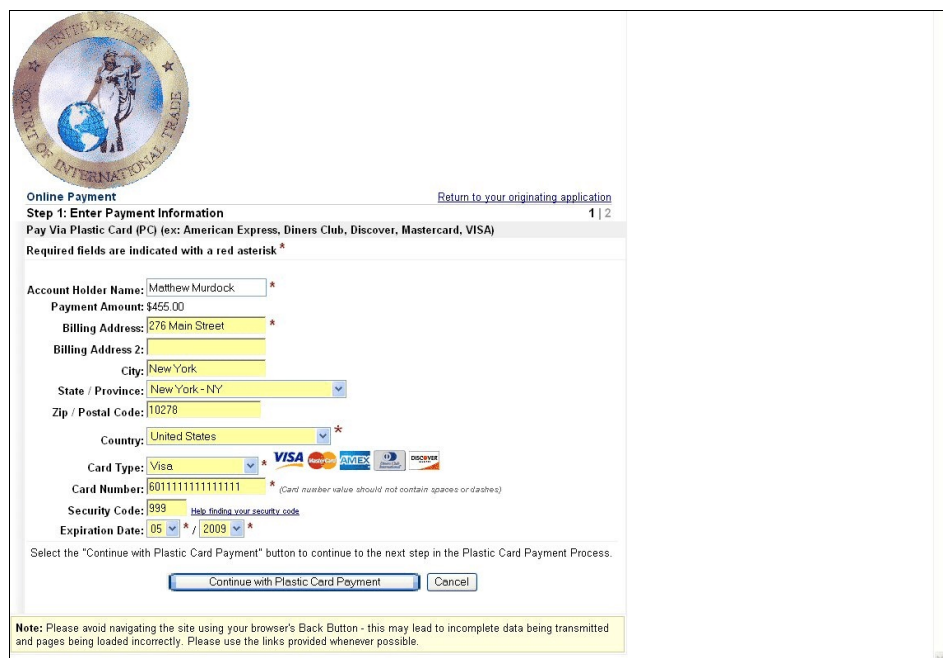
## VI - Filing Case Events: Appeal Documents (continued)

**Directions:** Continue with the steps outlined below to file an appeal. All fields marked with an asterisk (\*) require information. The attorney filer's information will appear on the screen. If needed, change the information or add information.

**Note:** If you experience difficulty when filing payment, please call the *Pay.gov* Help Desk at: 1-800-624-1373. If payment is not accepted, then file using the Notice of Manual Filing to preserve the filing date. Mail the documents via certified mail.

14. Complete all the information requested on this screen.
15. Enter credit card number **without dashes or spaces** between numbers (**Figure VI - 90**).
16. Enter the security code which is the three-digit code from the back of the credit card.
17. Click  after you enter all the information.

**Figure VI - 90**



The screenshot shows the 'Pay Via Plastic Card (PC)' payment screen on the USCIT website. At the top left is the seal of the Department of International Trade. The page title is 'Online Payment' with a 'Return to your originating application' link. The current step is 'Step 1: Enter Payment Information' (1 of 2). The payment method is 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk \*'. The form contains the following fields: Account Holder Name (Matthew Murdock), Payment Amount (\$455.00), Billing Address (278 Main Street), Billing Address 2, City (New York), State / Province (New York - NY), Zip / Postal Code (10278), Country (United States), Card Type (Visa), Card Number (6011111111111111), Security Code (999), and Expiration Date (05 / 2009). At the bottom, there is a 'Continue with Plastic Card Payment' button and a 'Cancel' button. A note at the very bottom advises against using the browser's Back button.

### **WARNING:**

**While in the *Pay.gov* screen, if you hit the Back button to make changes on previous screens, the system may charge you twice for the same filing. If this occurs, then call the USCIT Help Desk at 1-866-450-1859 and adjustments will be made to your account.**



## VI - Filing Case Events: Appeal Documents (continued)

18. View the payment information that appears on the screen.
19. Enter an e-mail address to receive confirmation of the transaction.
20. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account (see **Figure VI - 91**).

The screenshot displays a web interface for an online payment. At the top left is the seal of the United States Department of International Trade. The page title is 'Online Payment' with a link to 'Return to your originating application'. The current step is 'Step 2: Authorize Payment' (1 of 2). Below this is a 'Payment Summary' section with a link to 'Edit this information'. The summary is divided into three columns: 'Address Information', 'Account Information', and 'Payment Information'. The 'Address Information' column lists: Account Holder Matthew Murdock, Billing Address 276 Main Street, City New York, State / Province NY, Zip / Postal Code 10278, and Country USA. The 'Account Information' column lists: Card Type Visa, Card Number \*\*\*\*\*1111, and Expiration Date 5 / 2009. The 'Payment Information' column lists: Payment Amount \$455.00 and Transaction Date 01/07/2008 09:50 and Time: EST. Below the summary is an 'Email Confirmation Receipt' section with instructions to provide an email address. It shows 'Email Address: mmurdock@lewfirm.com' and 'Confirm Email Address: mmurdock@lewfirm.com'. There is a 'CC:' field with a dropdown arrow and a note: 'Separate multiple email addresses with a comma'. The 'Authorization and Disclosure' section includes a red asterisk indicating required fields. It contains the text: 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' followed by a checked checkbox and a red asterisk. Below this is a warning: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' and two buttons: 'Submit Payment' and 'Cancel'. At the bottom, a yellow note reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

Figure VI - 91

## VI. Filing Case Events: Appeal Documents (continued)

21. Click  on the Appeal Documents screen (see **Figure VI - 92**).



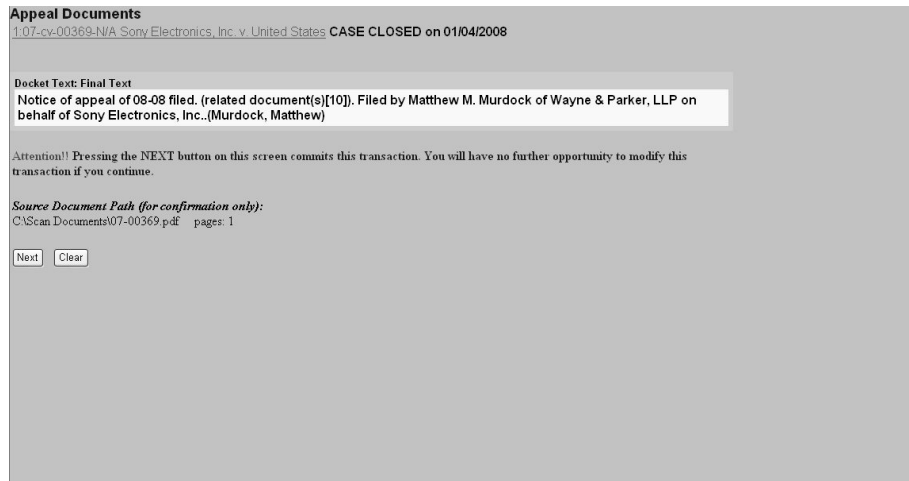
**Figure VI - 92**

**Note that if you have already paid, you should NOT use the [Back] button on this screen!**

22. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 58**). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**

- If the entry is not correct, then hit the [Back] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
- If your entry is correct, then click . The system displays the notice of electronic filing screen.

23. Click .



**Figure VI - 93**

## VI. Filing Case Events: Appeal Documents (continued)

24. Review the information on the screen below (see **Figure VI - 94**). If notifies you of the appeal filed.
25. View the recipient list to see who receives notice electronically and whom you need to mail notices of the appeal since some parties may not receive electronic notice.
26. Click on the highlighted Case Number to proceed to the docket sheet that will allow you to view the docket and to run docket entry reports.
27. Click on the Document Number to advance to the PDF version of the document filed.

**Appeal Documents**  
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States **CASE CLOSED on 01/04/2008**

U.S. Court of International Trade  
TEST Database

**Notice of Electronic Filing**

The following transaction was entered by Murdock, Matthew on 1/7/2008 at 9:52 AM EDT and filed on 1/7/2008

**Case Name:** Sony Electronics, Inc. v. United States  
**Case Number:** 1:07-cv-369  
**Filer:** Sony Electronics, Inc.  
**WARNING:** CASE CLOSED on 01/04/2008  
**Document Number:** 11

**Docket Text:**  
Notice of appeal of 08-08 filed. (related document(s)[10]). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

**1:07-cv-369 Notice has been electronically mailed to:**

Sam A. Houston sam.houston@usdoj.gov  
Bruce Wayne bruce.wayne@knight.com

**1:07-cv-369 Notice has been delivered by other means to:**

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/7/2008] [FileNumber=331009-0] [a0ba3c2ff9c2044441f67bdc6b38b5c3140e5cb6fee5cbbfc7a509ed28a732e1874f84a707d3c39a851f8d335e5c5731df24d694e45741df28cfbba868953167]]

**Figure VI - 94**

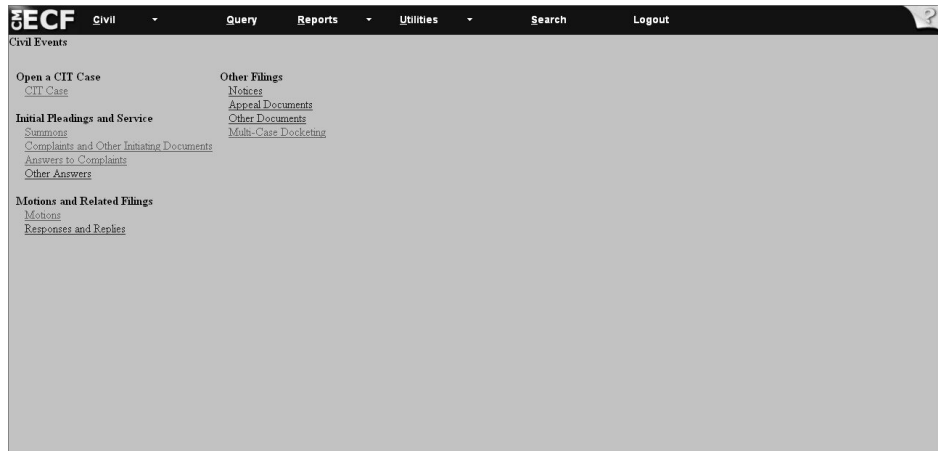
---

## VI. Filing Case Events: Multi-Case Docketing

One of the new options added to version 3.0 of the Case Management/Electronic Case Files (ECF) System is the ability to Docket multiple cases on the system. The following directions should assist you in managing multiple cases in various scenarios.

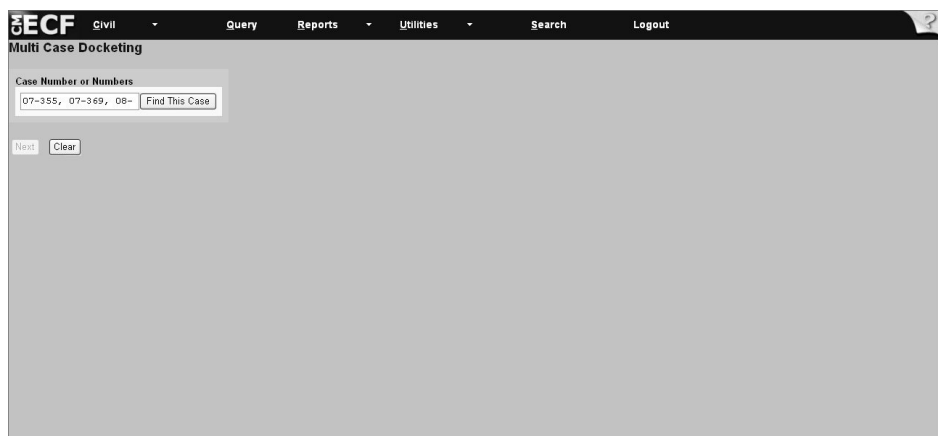
1. From the Main Civil Events screen shown in **Figure VI - 95**, select *Multi-Case Docketing* from the available choices under *Other Filings*.

**Figure VI - 95**



2. The next screen is the *Multi Case Docketing* Screen. From this screen, you may enter the case number or numbers of cases you would like to docket together. They may be entered in the YY-NNN format. For example, 07-355 (As in **Figure VI - 96**). Each new case number can be separated by a comma from the preceding case number. Do not concern yourself with the order of entry, because the system will automatically select the earliest case listed as the case under which the cases will be docketed together. However, be sure to include **all** case numbers so that earlier cases are not left in error.

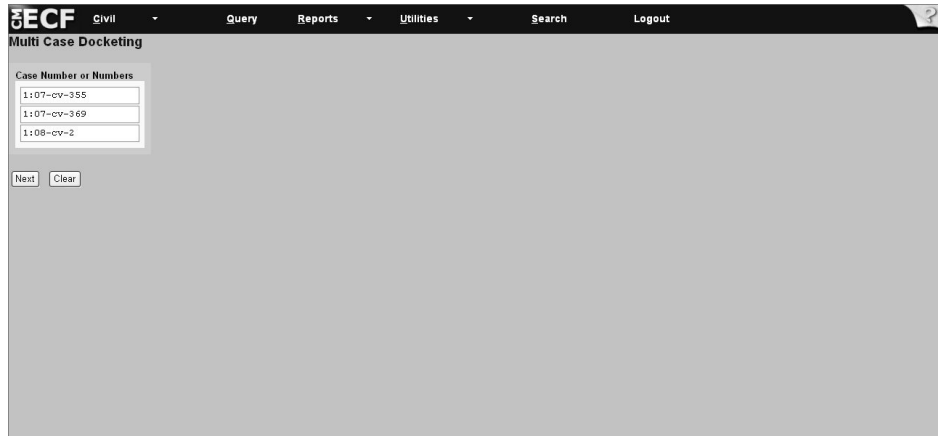
**Figure VI - 96**



3. Select the  button.

## VI. Filing Case Events: Multi-Case Docketing (continued)

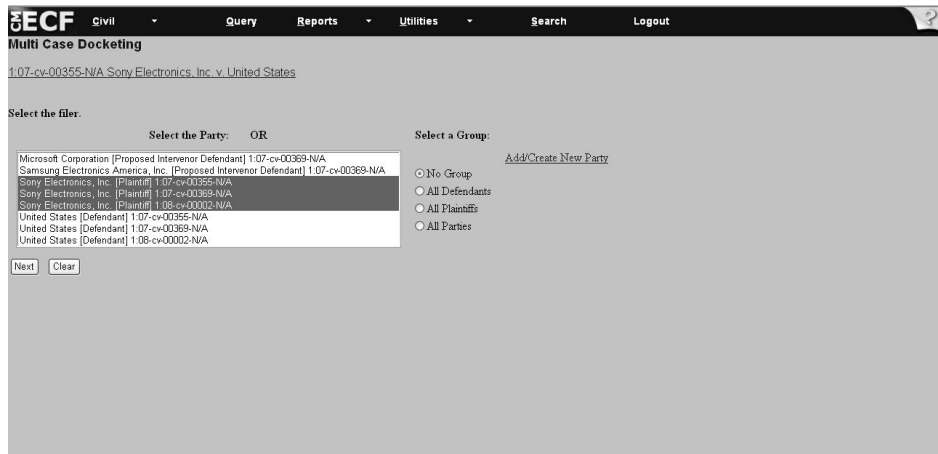
4. On the next screen, the case numbers you have entered will appear in separate boxes to verify that the case numbers you entered appear correctly as shown in **Figure VI - 97**.



The screenshot shows the ECF Multi Case Docketing interface. At the top, there is a navigation bar with 'ECF CIVIL' and menu items for 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the title 'Multi Case Docketing' is displayed. A section titled 'Case Number or Numbers' contains three input fields with the following text: '1:07-cv-355', '1:07-cv-369', and '1:08-cv-2'. Below these fields are 'Next' and 'Clear' buttons.

**Figure VI - 97**

5. Once you have verified that all case numbers appear to be correct, click  .
6. The next screen you see will contain the link for the new, multiple case docket under the earliest case, which has been automatically selected (1-07-cv-00355 in this case). The screen is visible below in **Figure VI - 98**.



The screenshot shows the ECF Multi Case Docketing interface after clicking 'Next'. The title 'Multi Case Docketing' is present. Below it, the case information '1:07-cv-00355-N/A Sony Electronics, Inc. v. United States' is displayed. A section titled 'Select the files.' contains a list of parties and their associated case numbers. To the right of this list are radio buttons for 'Select a Group:' with options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. There is also a link 'Add/Create New Party' and 'Next' and 'Clear' buttons at the bottom.

**Figure VI - 98**

7. From this screen, click on all filing parties from the case party information, which has populated from the case numbers entered on the previous screen.
8. Select  to move to the subsequent screen.

---

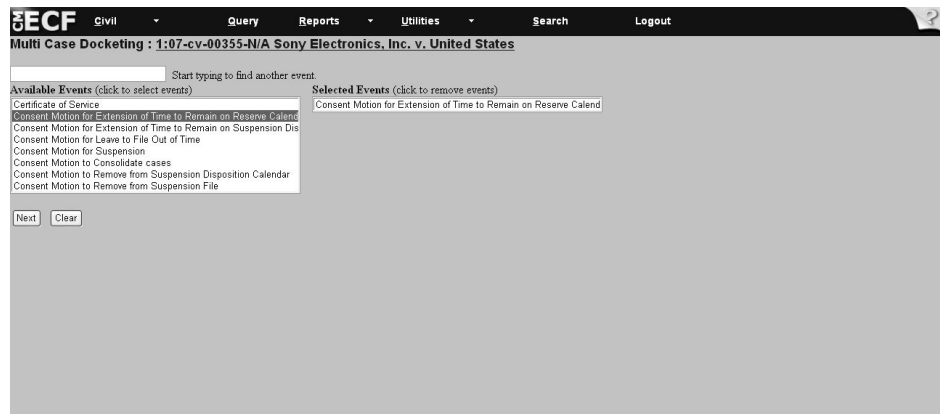
## VI. Filing Case Events: Multi-Case Docketing (continued)

9. On this screen, you will be prompted to enter the *Event* which is applicable to your multi-case docketing request. At present **only** the following Consent Motions or Events are available:

- Certificate of Service;
- Consent Motion for Extension of Time to Remain on Reserve Calendar;
- Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar;
- Consent Motion for Leave to File Out of Time;
- Consent Motion for Suspension;
- Consent Motion to Consolidate Cases;
- Consent Motion to Remove from Suspension Disposition Calendar;
- Consent Motion to Remove Suspension File.

If new *Events* are added to the list, an announcement will be made by the Court.

10. Once selected, your *Events* will appear in the blank box to the right of the list of available *Events*, as shown in **Figure VI - 99**.

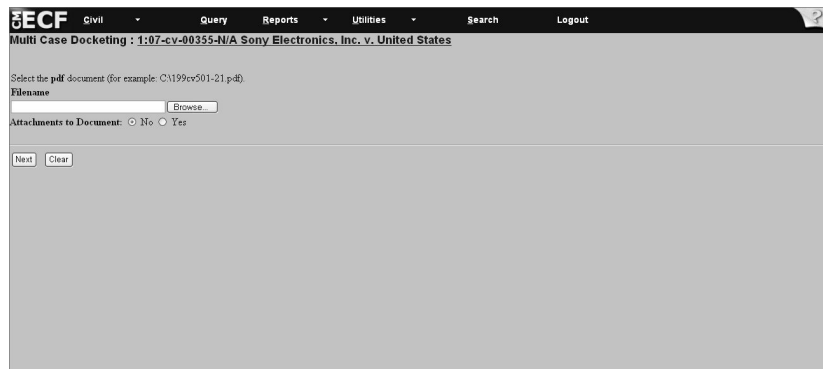


The screenshot shows the ECF Multi Case Docketing interface for case 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States. The interface is divided into two main sections: 'Available Events' and 'Selected Events'. The 'Available Events' section contains a search bar and a list of event options: Certificate of Service, Consent Motion for Extension of Time to Remain on Reserve Calendar, Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar, Consent Motion for Leave to File Out of Time, Consent Motion for Suspension, Consent Motion to Consolidate cases, Consent Motion to Remove from Suspension Disposition Calendar, and Consent Motion to Remove from Suspension File. The 'Selected Events' section currently contains one event: Consent Motion for Extension of Time to Remain on Reserve Calendar. At the bottom of the interface, there are 'Next' and 'Clear' buttons.

**Figure VI - 99**

11. Select  to move to the subsequent screen.

12. Browse for the document representing your Consent Motion or Certificate of Service, and be sure to indicate whether there are attachments. See **Figure VI - 100**.




The screenshot shows the ECF Multi Case Docketing interface for case 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States. The interface prompts the user to 'Select the pdf document (for example: C:\199cv01-21.pdf)'. Below this, there is a 'Filename' field with a 'Browse...' button. Underneath, there is a section for 'Attachments to Document' with radio buttons for 'No' and 'Yes'. At the bottom of the interface, there are 'Next' and 'Clear' buttons.

**Figure VI - 100**

## VI. Filing Case Events: Multi-Case Docketing (continued)

13. Once the appropriate document has been selected, press the **Next** button to advance to the document linking screen (**Figure VI - 101**).

**Figure VI - 101**



14. The document linking screen will allow you to select whether you will be linking specific documents from the multiple cases to the Consent Motion or Certificate of Service you are filing. In addition, this screen will allow you to enter a new requested Reserve Calendar Date. (See **Figure VI - 102**).

**Figure VI - 102**



15. Select **Next** to move to the subsequent screen.

---

## VI. Filing Case Events: Multi-Case Docketing (continued)

16. The *Docket Text Modification* screen should appear next, and will insert the name of the Consent Motion or Certificate of Service Selected. There is a free-form box for comments on this screen. (See **Figure VI - 103**).

**Figure VI - 103**



17. Once you have completed reviewing the information on this screen and entering any free-form comments, select  to move to the following screen and complete Docket Text entry.
18. The *Docket Text: Final Text* screen should appear, as in **Figure VI - 104**, represents your last opportunity to back track to correct screens.

**Figure VI - 104**



19. Once you have reviewed the information on the *Docket Text: Final Text* screen, press the  button to complete the transaction and move to the Notice of Electronic Filing Screen.

**Remember that this is the last opportunity you will have to make corrections.** Pressing the  button will complete the transaction and lock out any additional or subsequent changes.



## VI. Filing Case Events: Multi-Case Docketing (continued)

20. The Notice of Electronic Filing Screen is the last screen that appears. In the Case of a Multi-Case Docketed event, the screen will appear different, because information will appear for **all cases**. Note that the Docket Text is listed in date sequence. Please review this screen to ensure that **all** cases are included on this screen. If there are errors in this screen, please contact the Help Desk at (866) 450-1859 with questions or concerns. (See **Figure VI - 105**)

**CM/ECF** CIVIL Query Reports Utilities Search Logout

**Multi Case Docketing : 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States**

U.S. Court of International Trade  
TEST Database

**Notice of Electronic Filing**

The following transaction was entered by Murdock, Matthew on 1/23/2008 at 10:00 AM EDT and filed on 1/23/2008

Case Name: Sony Electronics, Inc. v. United States  
Case Number: 1:07-cv-355  
Filer: Sony Electronics, Inc.  
Document Number: 2

**Docket Text:**  
Consent Motion for extension of time until 6/30/2008 to remain on reserve calendar. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

Case Name: Sony Electronics, Inc. v. United States  
Case Number: 1:07-cv-369  
Filer: Sony Electronics, Inc.  
Document Number: 12

**Docket Text:**  
Consent Motion for extension of time until 6/30/2008 to remain on reserve calendar. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

Case Name: Sony Electronics, Inc. v. United States  
Case Number: 1:08-cv-2  
Filer: Sony Electronics, Inc.  
Document Number: 4

**Docket Text:**  
Consent Motion for extension of time until 6/30/2008 to remain on reserve calendar. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

**1:07-cv-355 Notice has been electronically mailed to:**

Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com

**1:07-cv-355 Notice has been delivered by other means to:**

Barbara S. Williams  
U.S. Department of Justice  
International Trade Field Office  
26 Federal Plaza  
New York, NY 10278

**1:07-cv-369 Notice has been electronically mailed to:**

Sam A. Houston sam.houston@usdoj.gov

Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com

Bruce Wayne bruce.wayne@knight.com

**1:07-cv-369 Notice has been delivered by other means to:**

**1:08-cv-2 Notice has been electronically mailed to:**

Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com

**1:08-cv-2 Notice has been delivered by other means to:**

The following document(s) are associated with this transaction:

CMECF widget ProcessingWindowDestroy() RONG>Document description:Main Document  
Original filename: C:\Scan Documents\07-00355.pdf  
Electronic document Stamp:  
[STAMP uscitStamp\_ID=992012590 [Date=1/23/2008] [FileNumber=331194-0]  
[10747d6790b78626b3055aa7e03edc17933f5be73e0f22bc9758c442dedf1f4bea0c  
79d8543302dab5efc40f1d8Ea0163325456735e2d21a95e4028e31b0a]]

Figure VI - 105

**Case Management (CM) Portion of the Case Management/Electronic Case Files  
(CM/ECF) System**

The following sections of the User's Manual outline the Case Management (CM) portion of the CM/ECF system.

**Section VII - Query Options**

**Section VIII - Reports Options**

**Section IX - Utilities Options**

Although the steps involved to query cases, view docket entries, run case-related reports, view mailing information for a case and verify documents were covered during the roll-out of the Case Management (CM) portion of the system, the steps themselves (without the screen illustrations) are included again here in this manual to serve as a refresher on the query-only functions of the CM/ECF System.

---

## VII. Query Options

The Query feature allows users to view attorneys assigned to a case, deadlines/hearings, docket, filers, party, related transactions & case status. This table lists available options.

Query Option	Description
<b>Alias</b>	Lists parties in a case who may have aliases
<b>Associated Cases</b>	Lists cases associated with the case number a user inputs into the system. This may not be an exhaustive list; it reflects only the filer's information.
<b>Attorney</b>	Lists the attorneys assigned to a case.
<b>Deadlines/Hearings</b>	Queries the deadlines/hearings and schedules by: due/set date, document number, deadline/hearing, filed status, satisfied or terminated status, and party.
<b>Docket Report</b>	Queries docket sheet for cases by: <i>filed date</i> (order in which documents were filed); <i>entered date</i> (in the order in which documents were entered into the system); and <i>document range</i> . Allows users to sort chronologically or reverse.
<b>Filers</b>	Lists the filers relevant to a case.
<b>Party</b>	Provides the names of the parties involved in the case along with their address and telephone numbers.
<b>Related Transactions</b>	Queries for any/all related transactions in a case. Queries by date, document number, document type, and status. Allows users to sort by date filed or entered and by document no.
<b>Status</b>	Queries the status of the case within the Court, e.g., whether a case is on the reserve calendar, etc.
<b>View a Document</b>	Allows the User to view documents by number.

Of all the available query options, the most comprehensive is the docket report. We will query for and run a docket report in the next section when we look at the reports feature. In this section, we will review how to query the CM/ECF system.

**Note:** Instructions for *Create an Appendix*, *Include Header*, and *View Multiple Documents* is included in the Reports section of the manual immediately following this section.

## VII. Query Options (continued)

1. Click on *Query* from the menu bar.
2. Perform your Query one of the following ways:

If you want to query by . . .	Then go to . . .
Case number	Step 3
Open, closed, all cases, filed date, last entry date, jurisdiction and category	Step 4
Party	Step 5
Attorney Name	Step 6

3. Enter the case number in the **yy-xxxxx** format, and click  (see **Figure VII-1**). The system displays the list of available queries (see **Figure VII-2** on the following page).

The screenshot shows the ECF Query interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the 'Query' section is active. It features a 'Search Chues' area with the following fields and options:

- Case Number:** A text input field containing '1:07-cv-369'.
- or search by:** A section with radio buttons for 'Open', 'Closed', and 'All'.
- Filed Date:** Two text input fields separated by 'to'.
- Last Entry Date:** Two text input fields separated by 'to'.
- Jurisdiction:** A dropdown menu with the following options: '28USC § 1581(a) Denied Protest(s)', '28USC § 1581(b) Domestic Interested Parties Petition', '28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)', and '28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance'.
- Category:** A dropdown menu with the following options: 'Civil Penalty 19USC § 1592', 'Civil Penalty: Customs Broker 19USC § 1641(b)(6)', 'Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)', and 'Civil Penalty: Suspension Agreement 19USC § 1671c(f)(2)'.
- or search by:** A second section with radio buttons for 'Open', 'Closed', and 'All'.
- Last/Business Name:** A text input field with a hint '(Examples: Desoto, Des\*\*)'.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Type:** A dropdown menu.

At the bottom of the search area, there are two buttons: 'Run Query' and 'Clear'.

**Figure VII - 1**

## VII. Query Options (continued)



Figure VII- 2

**Note:** Refer to Figure VII-1 on page 163 for the screen illustration.

4. (a) Click on *Open*, *Closed* or *All cases*.
- (b) Enter the dates for the documents you wish to query in the **MM/DD/YYYY** format. The *filed date* refers to documents in the order in which they were filed. *Last entry date* refers to documents in the order in which they were entered into the system.
- (c) Select the Jurisdiction you wish to query (e.g. *28USC §1581(a) Denied Protests*).
- (d) Highlight the Category you wish to query (e.g. *Civil Penalty 19USC §1592*).
- (e) Select . The system displays a list of cases based on the selection criteria.
- (f) Choose a case number. The system displays the list of available query options.

**Note:** Refer to **Figure VII-1** on page 154 for the screen illustration.

5. (a) Click on *Open*, *Closed* or *All Cases*.
- (b) Click the *Last Name* field and enter the party's name, e.g., *\*National\**. When searching for the last name of a party or an attorney, you should search using an asterisk (\*). This will ensure that the system searches for all available options.

## VII. Query Options (continued)

Wildcards, such as an asterisk (\*), may be used before or within search strings.

Example: *\*National\** will result in records bearing the name *National Steel*, *National Steel Corporation*, *The National Steel Corporation*, etc. If you do not use the \*, then you need to make sure that you type the name exactly as it can be found in the system.

- (c) Select the *Type Field*, and using the drop-down arrow, select *Party*.
  - (d) Press . The system displays a list of the parties with pending cases.
  - (e) Select the appropriate party name. The system displays the cases in which the party is participating.
  - (f) Choose the case number. The system displays a list of available query options.
6. (a) Go to the *Last Name* field and enter the attorney's name. When searching for an attorney, e.g., *Johnson*, it is recommended that an asterisk (\*) be used. Wildcards such as an asterisk (\*), may be used before or within search strings. This will ensure that the system searches for all available options. Example: *\*Johns\*n\** will result in records bearing the name *Johnson* and *Johnson*. If an asterisk is not used, then be sure to type the name exactly as it can be found in the system.
- (b) Click in the *Type* field, and using the drop-down arrow, select *Attorney*.
  - (c) Click . The system displays the cases in which the attorney is a party.
  - (d) Click on the appropriate case number. The system displays the list of available query options.

## VII. Query Options (continued)

**Directions** - To query for parties that may have aliases, follow the steps outlined below.

### Alias

1. Click on *Alias* from the *Query* submenu. The system displays the screen, which lists the parties with aliases.
2. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

### Associated Cases

1. Click on *Associated Cases* from the *Query* submenu. The system displays the screen, which lists the associated cases.
2. View the screen for the associated cases. If associated cases do exist, they would include the following:

**Lead Docket** - Refers to consolidated cases only. Entries appear on the lead docket only and not on the corresponding consolidated cases. Click on the *case number* to advance to the docket sheet.

**Other Court Information** - Allows the User to view entries related to the Case, such as dispositive case numbers, and procedural case history.

3. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

**Directions** - To query for attorneys, follow the steps outlined below.

### Attorney

1. Click on *Attorney* from the *Query* submenu. The system displays the screen, which lists the attorneys assigned to the case.
2. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

---

## VII. Query Options (continued)

**Directions** - To query for deadlines/hearings, follow the steps outlined below.

### Deadlines/Hearings

1. Click on *Deadlines/Hearings* from the *Query* submenu. The system displays the screen that allows users to select the sort options for the query.
2. Select how the deadlines/hearings list will be sorted. **Note:** Disregard the second and third sort options and use the first field as the sole sort option. Click [*Run Query*]. The system displays the screen that lists the deadlines/hearings.

**A list and description of the possible sort options appears in the following table.**

<b>Sort Option</b>	<b>Description</b>
<b>Due/Set</b>	Equivalent to Deadlines/Hearings. The system generates a sort of when various deadlines are due or when they were automatically set by the system
<b>Document No.</b>	Sequential numbering of case-related documents filed with the Court
<b>Deadlines/Hearings</b>	List of responses due, oral arguments scheduled, etc.
<b>Filed</b>	Date documents were filed with the Court
<b>Satisfied</b>	System generates a sort of when motions were granted, pending deadlines met, etc.
<b>Terminated</b>	Actions not satisfied by order, but ended through other actions, e.g., manual entry by Case Management staff
<b>Party</b>	Lists the parties in the case by alphabetical order.

3. View the deadlines/hearings screen for the dates filed, due/set, satisfied or terminated.
4. Click on the button/bullet next to the deadlines/hearings entry to advance to the docket information to view the docket entry that set the deadline.
5. Click on the *Doc. No.* to advance to a copy of the PDF document filed in the case.
6. To exit this option, click any option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.



## VII - Query Options (continued)

**Directions** - To query a docket report, follow the steps outlined below.

### **Docket Report**

1. Select *Docket Report* from the *Query* submenu.
2. Select the preferred format for the query:
  - a. *Filed date* - documents in the order in which they were filed; or
  - b. *Entered date* - documents in the order in which they were entered into the system; or
  - c. *Documents* - enter the document numbers you wish to query.

**Note:** If the filed and entered dates are identical, the system will not display the entered date.

- d. Accept the system default, *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.
- e. Select *Include links to Notice of Electronic Filing* to display buttons/bullets next to each docket entry that will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.
- f. Select *Include List of Parties and Counsel* to query parties and associated counsellors.
- g. Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.
- h. For users wishing to view or download multiple documents from the Same Docket or case, checking the *View Multiple Documents* box allows the user to continue to pull up those documents with the *Docket Report*.
- i. Click [*Run Report*]. The system will display a copy of the docket sheet for the case you queried. **Note:** Click the *Doc. No.* to advance to the PDF version of the scanned document.
- j. To view or download multiple PDFs or attachments from a document, select the appropriate buttons to either view all or download all documents.
- k. To exit, select any other option: *Query, Reports, Utilities, or Logout* from the menu bar.

## **VII. Query Options** (continued)

**Directions:** To query for filers, follow the steps outlined below.

### **Filers**

1. Click on *Filer* from the *Query* submenu screen.
2. View the screen for the list of filers associated with the case. The system indicates if a filer is a plaintiff, defendant, etc., the date the filer was added and the date the filer was terminated (if appropriate).
3. While in the filer screen, select the filer name to advance to the events filed list screen.
4. While in the events filed screen, click on the *Doc. No.* to advance to the PDF version of the document filed with the Court and click on the button/bullet next to the event name to advance to the Docket Information and Related Docket entries.
5. To exit, select any other options: *Query, Reports, Utilities, or Logout* from the menu bar.

**Directions:** To query for a party in a case, follow the steps outlined below.

### **Party**

1. Click on *Party* from the *Query* submenu screen.
2. View the screen that lists all the parties associated with the case, the attorneys representing the parties, and the date they were assigned.
3. To exit, select any other options: *Query, Reports, Utilities, or Logout* from the menu bar.

## VII. Query Options (continued)

**Directions:** To run a related transaction query, follow the steps outlined below.

### **Related Transactions**

1. Click on *Related Transactions* from the *Query* submenu screen. The system displays the input screen for related transactions.
2. Enter the date range between which related transactions were filed on the case. Be sure to enter the date range in the following format: **MM/DD/YYYY; or**  
  
Enter the document numbers (if known) for which there are related transactions.
3. Select the document type, for example, *appeal, complaint, etc.* **Note:** If you do not select a document type, then the system will list all documents.
4. Click on either *Pending* or *Terminated* (the system default is *Pending*).
5. Click on the drop-down arrow and select how you wish to run the query, that is, by . . .
  - (a) *filed date* (date the documents were filed with the Court); **or**
  - (b) *entered date* (date the documents were entered into the system); **or**
  - (c) *document number*
6. Click . The system displays the list of related transactions.
7. Click on the button/bullet next to the event name to advance to the docket information and related docket entries.
8. Click on the *Doc. No.* to advance to the PDF version of the document.
9. To exit out of this option, click on any other options: *Query, Reports, Utilities, or Logout* from the menu bar.

## VII. Query Options (continued)

**Directions:** To query the status of a case, follow the steps outlined below.

### Status

1. Click on *Status* from the *Query* submenu screen. The system displays the screen that lists the pending status records for the case.
2. View the screen for cases with a pending status. Pending status options include:

*Reserve Calendar* - an action that is commenced by the filing of a Summons. An action may remain on the reserve calendar for 18 months.

*Suspension Disposition Calendar* - actions that are suspended under a test case are placed on the Suspension Disposition Calendar after the test case is finally determined, dismissed or discontinued.

*Suspension Calendar* - actions may be suspended and placed on the Suspension Calendar pending the final determination of a test case.

3. Click on the *Doc. No.* on the screen, which lists the pending statuses, to advance to the PDF version of the filed entry.
4. Click on the button/bullet next to the event, which sets the status, to advance to the Docket Information and Related Docket entries.
5. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

**Directions:** To retrieve a document associated with a case, follow these steps:

### **View a Document**

1. From the *Query* submenu, select *View a Document*;
2. The case number of the case you are working in will appear above an open box for *Document*;
3. Enter the document number, or document numbers, separated by commas;
4. Select the  button.

## VIII. Reports Options

The reports option of the CM/ECF system offers a series of reports. The following table lists the types of reports and provides a brief description of each report.

Report Option	Description
<b>Docket Sheet</b>	Similar to the <i>Query: Docket Report</i> option. Allows users to print out a report by filing date, enter date, or document range.
<b>Create Appendix</b>	Allows users to combine PDFs into one document for appeals, etc.
<b>Include Header</b>	Will include entered headers to the view or print of any PDF
<b>View Multiple Documents</b>	Allows the user to view several documents together, and allows printing of the same documents simultaneously.
<b>Civil Reports</b>	Allows users to monitor cases, calendars and docket activity.
<b>Civil Cases</b>	Allows users to print out reports by jurisdiction, category, date filed, and open or closed cases.
<b>Calendar Events</b>	Allows users to print reports by case no., events, date and time.
<b>Written Opinions</b>	Allows users to generate written opinions by case, judge, jurisdiction, category, party name and date range.

**Directions** - To run a docket sheet report, follow the steps outlined below.

### Docket Sheet

1. Click *Docket Sheet* from the *Reports* submenu.
2. Enter a case number in the **yy-xxxxx** format and .
3. Select the preferred format to run the report:
  - (a) *Filed date* - documents in the order in which they were filed; or
  - (b) *Entered date* - documents in the order they were entered into the System; or
  - (c) *Documents* - enter the document numbers you wish to query.

**Note:** If filed & entered dates are identical, the system will not display the date in the docket sheet.

## VIII. Reports Option (continued)

### Docket Sheet (continued)

3. Select the preferred format to run the report (*continued*):

- (d) Accept the system default of *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.
- (e) Check the box *Include links to Notice of Electronic Filing* to display buttons/bullets next to each docket entry that, when selected, will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.
- (f) Check the box *Include List of Parties and Counsel* to query for the parties and counsel associated with the case.
- (g) Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.
- (h) Click . The system will display a copy of the docket sheet for the case. **Note:** Click on the *Doc. No.* to advance to the PDF version of the scanned document.
- (i) To exit out of this option, click on any other option: *Query, Reports, Utilities, or Logout* from the menu bar.

### Transcripts:

1. With the latest version of CM/ECF, the Court of International Trade has implemented the following policy with regard to transcripts, and which you should be aware of:

Transcripts of court proceedings will be made available to the general public for inspection only at the clerk's office for a period of ninety (90) days after delivery to the clerk of court.

- 2. During that 90 day period, a copy of the transcript may be purchased from the court reporter or transcriber at the rate established by the Judicial Conference.
- 3. In addition, attorneys who have purchased the transcript or a copy thereof should be provided remote electronic access to the document in the CM/ECF system to create hyperlinks in court filings and for other purposes.
- 4. After that 90-day period, transcripts will be available to the public for copying/printing in the clerk's office and through PACER

## VIII. Reports Option (continued)

**Directions:** In order to Create an Appendix, follow the steps outlined below:

### Creating an Appendix

1. From the *Docket Sheets* Report Screen, enter the case number of the Case you would like to work with;
2. Select . The *Case Number* should now appear;
3. Check the *Create Appendix* box under the *Document option's submenu* column on the right side of the screen underneath the Case number box. Select  again;
4. The Docket Sheet will appear with open boxes next to all documents that you will have access to as the User; Next to the Column of Check boxes, you can assign an order to sort the documents in; Thus, if you would like to preserve them in reverse chronological order, you can number the documents in reverse order as shown in **Figure VI - 11** ;

**Figure VI - 11**

Date Filed	#	clear	Sort Order	Docket Text
12/26/2007	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="text"/>	Summons. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew) (Entered: 12/26/2007)
01/02/2008	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="text"/>	Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew) (Entered: 01/09/2008)
01/03/2008	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="text"/>	Answer to complaint. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam) (Entered: 01/03/2008)
01/03/2008	<input type="text" value="4"/>	<input type="checkbox"/>	<input type="text"/>	Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew) (Entered: 01/03/2008)
01/03/2008	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="text"/>	Consent Motion for extension of time until 2/22/2008 to file motion for summary judgment. Responses due by 1/22/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew) (Entered: 01/03/2008)
01/04/2008	<input type="text" value="6"/>	<input type="checkbox"/>	<input type="text"/>	Motion to intervene as defendants intervener. Responses due by 1/23/2008. Filed by Bruce Wayne of Law Offices of Bruce Wayne on behalf of Samsung Electronics America, Inc., Microsoft Corporation. (Wayne, Bruce) (Entered: 01/04/2008)
01/04/2008	<input type="text" value="7"/>	<input type="checkbox"/>	<input type="text"/>	Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 2/8/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew) (Entered: 01/04/2008)
01/04/2008	<input type="text" value="8"/>	<input type="checkbox"/>	<input type="text"/>	Response in Opposition to motion for Judgment Upon Agency Record (related document(s) 7). Replies due by 1/23/2008. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States (Houston, Sam) (Entered: 01/04/2008)
01/04/2008	<input type="text" value="9"/>	<input type="checkbox"/>	<input type="text"/>	Reply in Support of Motion for Judgment Upon Agency Record (related document(s) 8). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew) (Entered: 01/04/2008)
01/05/2008	<input type="text" value="10"/>	<input type="checkbox"/>	<input type="text"/>	Amended Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew) (Entered: 01/03/2008)

Footer format: <pagenum>  Include full docket sheet  
(Numbers, letters, spaces, and <pagenum> only)  Include abridged docket sheet

5. At the bottom of the page, you will notice that you may enter customized footers for your document. It is recommended that you follow the same format for each record. For example: *Case Name, Case Number, Appeal, Page <pagenum>, Appealed <date of appeal>*. More appropriately, Bates Numbering Systems should be used if possible. Please consult your manual for further instruction on how the pages on an appendix or record on appeal should be numbered. You will also have the option of including either the full docket sheet or an abridged docket sheet;

6. Select  ;

---

## VIII. Reports Option (continued)

### Creating an Appendix (continued)

7. The system will use these selected documents to create an Appendix, which includes a docket sheet at the beginning, followed by the documents in the order that you selected them;
8. When this report appears, you will see a PDF toolbar above the top of the document, which will allow you to save, print, or otherwise navigate the PDF document you have just created. Use this toolbar to print and/or save the document as you choose;
9. To exit out of this option, choose any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

**Directions:** Follow these directions in order to view headers for PDF documents in a docket sheet report:

### Include Headers when displaying PDF documents:

1. From a *Docket Sheet* submenu, showing a selected case number, check the box under *Document Options*, which states, *Include Headers when displaying PDF documents*;
2. Select  ;
3. A normal *Docket Sheet Report* will display. However, any PDF you select will also include the document headers when viewed and/or printed.

**Directions:** Follow the steps below to view or print multiple documents.

### View Multiple Documents

1. From the *Docket Sheet* page in the *Reports* submenu, check the box under *Document Options* labeled *View Multiple Documents*;
2. The subsequent screen will be a normal docket sheet report, with an open box next to all available documents in the docket sheet;
3. Simply select the documents you would like to view together, and then you may choose to either view the selected documents or to download the selected documents;



## VIII. Reports Option (continued)

### View Multiple Documents (continued)

4. Viewing the documents causes the documents to appear within the CM/ECF interface window with a PDF toolbar at the head of the page. **Note** that the documents will all appear on your screen as one PDF file, not as separate files;
5. Downloading the documents will bring up a save document dialogue box, which you may follow in order to select the location and name you would like to give the selected PDF file. **Note** that the multiple files will download as *one* document.
6. Once you have completed your viewing or downloading, to return to the main CM/ECF menu screens, simply select your browser's back button.

### Civil Reports

**Directions** - To run a report on civil cases, follow the steps outlined below.

#### Civil Reports - Civil Cases

1. Click on *Civil Cases* from the Reports sub menu.
2. Select the *Jurisdiction* of the case, for example, 28USC §1851(s) Denied Protest(s) and *the category*, for example, *Civil Penalty 19USC §1592* that applies. If you do not select a category or jurisdiction, the report will provide information on all. **Note:** See the following page for a list of the categories.
3. Go to the *Filed* field. The system default for cases filed is set for you. *Filed* date refers to the documents in the order in which they were filed. If you wish to change the date range, then enter the new dates in the following format: **MM/DD/YYYY**.
4. Ignore the *Terminal Digit* field. The Court does not assign cases by terminal digits.
5. Click on either *Open Cases* or *Closed Cases*. The system default is *Open Cases*.
6. Ignore the field *Sort by*. System default is *Case Number*, although cases can be sorted by title. **Note:** The options *terminal digit* and *office* do not apply to the Court.

## **VIII. Reports Option** (continued)

### **Civil Reports - Civil Cases** (continued)

7. Select the preferred output format. The system default is *Formatted Display*. This option formats the data for you.
8. Click . The system displays the cases that match the selected criteria.
9. To exit out of this option, click on any other option: *Query, Reports, Utilities, or Logout* from the menu bar.

**Directions:** To run a calendar events report, follow the steps outlined below.

### **Civil Reports - Calendar Events**

1. Click on *Calendar Events* from the *Reports* submenu.
2. Enter the case number (if desired and if it does not appear) in the **yy-xxxx** format.

## VIII. Reports Option (continued)

### Civil Reports - Calendar Events (continued)

3. Select the calendar events to be included in the report, for example, *All Hearings*, *All Appointments*, etc. The following is a list of the calendar events for which the system will generate a report.

All Hearings	Motion Hearing
Contempt Hearings	Pretrial Conference
Discovery Hearings	Remand Hearing
Evidentiary Hearings	Scheduling Conference
Final Pretrial Conference	Settlement Conference
In Camera Hearing	Show Cause Hearing
In Chambers Conference	Status Conference
Initial Conference	Voir Dire
Jury Selection	Writ Hearing
Jury Trial	

4. Go to the *Set* field and enter the start and end dates of the report. You must enter an end date for the report or the system will not accept it. Enter dates in **MM/DD/YYYY** format; or

- Click on *Calendar*;
- Click on *Continue* at the warning dialog box (if it appears);
- Select the report month by clicking on the drop-down arrow and selecting the month;
- Enter the desired year (if different from the year that appears on the screen);
- Select the day of the month.

---

## VIII. Reports Option (continued)

### Civil Reports - Calendar Events (continued)

**Directions:** Continue with the steps outlined below to run a calendar events report.

5. Indicate the time for which you wish to run a report by clicking on (a) Both, (B) AM, or (c) PM (*Optional*).
6. Type in the time, for example, 10:00 that is desired and select either AM or PM (*Optional*).
7. Ignore the *Sort by* field. The system default is *Time*. Since there is only one office, New York, there is no need to sort by Office and Time.
8. Click . The system displays the screen that lists the calendar events for the criteria selected.
9. Click on the button/bullet, which appears on the calendar events screen, to advance to the screen that shows the Related Proceedings Report for the docket entry.
10. To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

## VIII. Reports Option (continued)

### Other Civil Reports - Written Opinions Report

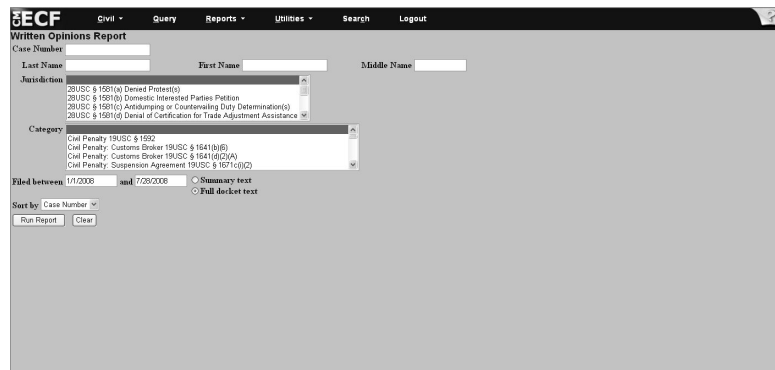
**Directions:** To run a *Written Opinions Report* follow the steps outlined below

1. Pull down the drop-down menu for *Reports* under *Other Civil Reports*, or from the *Reports* page submenu, select *Written Opinions Report* from the *Other Civil Reports* category. See **Figure VIII - 1**;



**Figure VIII - 1**

2. The Reports request screen, as shown in **Figure VIII - 2**, can be run by case number, party name, jurisdiction, and category, and offers the additional option of a selected sort order and a range of dates with either Full Text or Summary Docket Text.



**Figure VIII - 2**

---

## VIII. Reports Option (continued)

### Other Civil Reports - Written Opinions Report (Continued)

3. Enter the dates the opinions were filed between (e.g. 01/01/2008 & 07/28/2008) in the **mm/dd/yyyy** format.
4. Enter the criteria in the fields for the search you would like a report on;
5. Select whether you would like full docket text or summary docket text to appear;
6. Select the manner in which you would like to sort the data. For example, you may choose to sort by *Case Number* or by *Date Filed*, as in **Figure VIII - 3**.

The screenshot shows the 'Written Opinions Report' search interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the title 'Written Opinions Report' is displayed. The form includes several input fields: 'Case Number', 'Last Name', 'First Name', and 'Middle Name'. There are two dropdown menus: 'Jurisdiction' with options like '28USC § 1581(a) Denied Protest(s)', '28USC § 1581(b) Domestic Interested Parties Petition', '28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)', and '28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance'; and 'Category' with options like 'Civil Penalty 19USC § 1592', 'Civil Penalty: Customs Broker 19USC § 1641(b)(6)', 'Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)', and 'Civil Penalty: Suspension Agreement 19USC § 1671c(i)(2)'. Below these are date fields for 'Filed between' with '1/1/2008' and '7/28/2008' entered, and radio buttons for 'Summary text' and 'Full docket text'. At the bottom, there is a 'Sort by' dropdown set to 'Case Number' and two buttons: 'Run Report' and 'Clear'.

**Figure VIII - 3**

7. Select the  button to continue to the results screen;

## VIII. Reports Option (continued)

### Other Civil Reports - Written Opinions Report (Continued)

8. The results screen for the *Written Opinions Report* will show you the Case Number, Case Name, Date Filed, Document #, Description, Notes, a running total of the number of opinions reported and a list of the selection criteria used in the report, as shown in **Figure VIII - 4**.

The screenshot displays the ECF interface for a 'Written Opinions Report'. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the report title 'Written Opinions Report' is centered, followed by 'U.S. Court of International Trade -- TEST Database' and 'Filed Report Period: 1/1/2008 - 7/28/2008'. A table lists two cases with columns for Case Number & Name, Date Filed, Doc. #, Description, and Notes. Below the table, it states 'Total number of opinions reported: 2'. A 'Selection Criteria for Report' table is also present, showing filters for Case Number, Case Type, Jurisdiction, Category, Filed Date, and Sort by.

Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
<a href="#">1:08-cv-00001-JAR ABB Flexible Automation, Inc.</a>	06/09/2008	<a href="#">37</a>	Order entered on 6/9/2008 Public Slip Op. in favor of defendant (related document(s) 17 ). (Cannella, John)	Office: New York
	06/09/2008	<a href="#">38</a>	Order entered on 6/9/2008 Public Slip Op. 7-23 in favor of defendant. (related document(s) 10 ). (Cannella, John)	Office: New York

Total number of opinions reported: 2

Selection Criteria for Report	
Case Number	All
Case Type	All
Jurisdiction	All
Category	All
Filed Date	1/1/2008 - 7/28/2008
Sort by	Case Number

**Figure VIII - 4**

## IX. Utilities Options

The utilities feature of the CM/ECF system offers several options. The following table lists the available utilities options and provides a brief description of each.

<b>Utilities Options</b>	<b>Description</b>
<b>Your Account: View Your Transaction Log</b>	Allows users to view the transactions entered into the CM/ECF system by date.
<b>Miscellaneous: Mailing - Mailing Information for a Case</b>	Allows users to view the mailing information for parties involved in a case.
<b>Miscellaneous: Mailing - Mailing Labels by Case</b>	Generates the mailing information for parties to a case, which can be used to generate labels. However, in order to print out the mailing labels, users must copy the information from the CM/ECF system into either WordPerfect or Word and then print the labels.
<b>Miscellaneous: Verify a Document</b>	Allows users to verify that a document viewed in the CM/ECF system is the exact same one that was entered into the system without modifications.
<b>Miscellaneous: Internet Payment History</b>	Use this feature to verify the payments charged to your account for filing payments.
<b>Release 3.1 Menu Items</b>	This feature contains some new functions.



## **IX. Utilities Options** (continued)

**Directions:** To view a transaction log, follow the steps outlined below. **Reminder:** A Transaction Log will be generated once users begin to file documents. For users who plan to delegate responsibility for filing documents/events, this feature provides a summary of those events and documents filed, which can be used to verify that the filings were completed.

### **Your Account: View Your Transaction Log**

1. Click on *Utilities* from the menu bar.
2. Click on *View Your Transaction Log* under *Your Account* on the *Utilities* submenu.
3. Enter the date selection criteria in the following format: **MM/DD/YYYY**.
4. Click . The system displays the screen, which lists all the transactions entered for the time period selected.
5. To exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

**Directions:** To view the mailing information for a case, follow the steps outlined below.

### **Miscellaneous: Mailing - Mailing Information for a Case**

1. Click on *Utilities* from the menu bar.
2. Click on *Mailings* under *Miscellaneous*, then select *Mailing Information for a Case*.
3. Enter the case number in the following format: **yy-xxxxx** to view the recipient list.
4. Click . The system displays the Electronic Mail and Manual Notice Lists, which lists the names of the individuals who currently receive notification of case-related activities.
5. To exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

## IX. Utilities Options (continued)

**Directions:** To generate mailing labels by case, follow the steps outlined below.

### **Miscellaneous: Mailing - Mailing Labels by Case**

1. Click on *Utilities* from the menu bar.
2. Click on *Mailings* under *Miscellaneous* and then select *Mailing Labels by Case*.
3. Enter the case number (if not already recorded) in the following format: **yy-xxxxx**.
4. Click on *All Participants* for a case or select from among the list of participants, for example, *amicus*, *counter-claimant*, *defendant*, etc., by clicking on the drop-down arrow to the right of the Participants' box.
5. Click on the boxes for Judges and Attorneys if applicable.
6. Select a print format, that is, 1-column, 2-column, or 3-column format. **Note:** The Court recommends the 1-column format.
7. Click . The system displays the list of names of the individuals for whom mailing labels will be generated. To prepare the mailing labels to print out, continue with Step 8, otherwise to exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.
8. Select all the names listed under Search Results by highlighting them with the mouse.
9. Depress the keys *Ctrl + C* on your keyboard to copy the list.
10. Minimize the CM/ECF screen by clicking on the (-) that appears in the upper right-hand corner of the computer screen.
11. Open WordPerfect or use Word and follow the steps to create labels in Word.
12. Click on *Format . . . Labels* from the Tool bar.
13. Select *Avery 5162 Address* labels from the list of labels.
14. Click on the [*Edit*] button in the label dialog box.

## **IX. Utilities Options** (continued)

### **Mailing Labels by Case** (continued)

15. Go to the Labels per page display area.
16. Select *1 column, 7 rows*. **Result:** In the display box only 1 column of labels is featured.
17. Click [*OK*].
18. Verify that the *Avery 5162* Address label is highlighted.
19. Click on [*Select*]. **Result:** A 1-column block of labels appears on the screen.
20. Go to the first line in the first label block.
21. Depress the *Ctrl + V* keys on the keyboard to paste the mailing label information onto the labels.
22. Edit the information as needed.
23. Insert an *Avery 5162* Address label into your printer.
24. Click on *Print* from the Tool bar. **Result:** The labels will print out with the mailing information from the CM/ECF system.

## **IX. Utilities Options** (continued)

**Directions:** To verify a document follow the steps outlined below. This feature allows users to verify that a document viewed on the CM/ECF system screen is the exact same one that was entered into the system without any changes. It certifies that the document has not been altered since it was entered into the system.

### **Miscellaneous: Verify a Document**

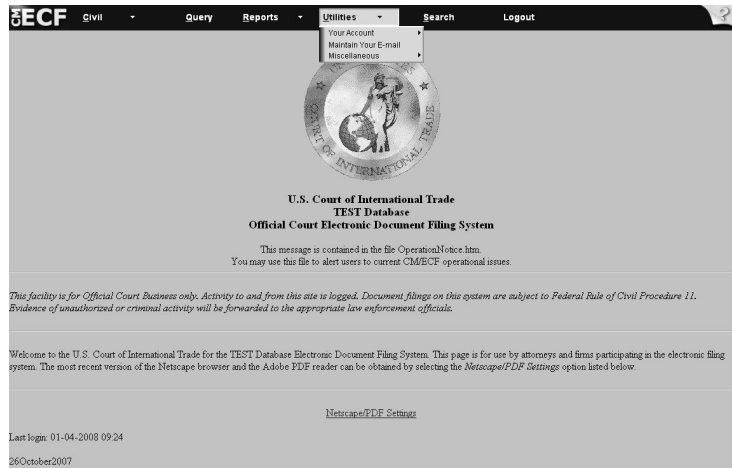
1. Click on *Utilities* from the menu bar.
2. Click on *Verify a Document* under the *Miscellaneous* category. The system displays the screen that asks the user to input the case number and document number.
3. Enter the case number in the following format: **yy-xxxxx**.
4. Enter the docket number of the item you wish to verify. **Note:** Only one document at a time may be verified.
5. Click . The system displays the screen that shows the verification information for the docket entry.
6. Scroll through the screen to verify that the document signatures are the same as they appear in the case documents. This message appears after the Verified Signatures(s) section. It verifies that the original signature(s) and the verified signature(s) are the same. The electronic document stamp, the string of numbers and letters that appear after the original and verified signatures should match. If they are identical, the document viewed on the screen is the same document that was entered into the system without alterations. If they do not agree, then call the **CM/ECF Help Desk at 1-866-450-1859**.
7. To exit out of this option, click on any other option: *Query, Report, Utilities, or Logout* from the menu bar.

## IX. Utilities Options (continued)

**Directions:** Follow the steps outlined below to verify the payments charged to your account for filing payments.

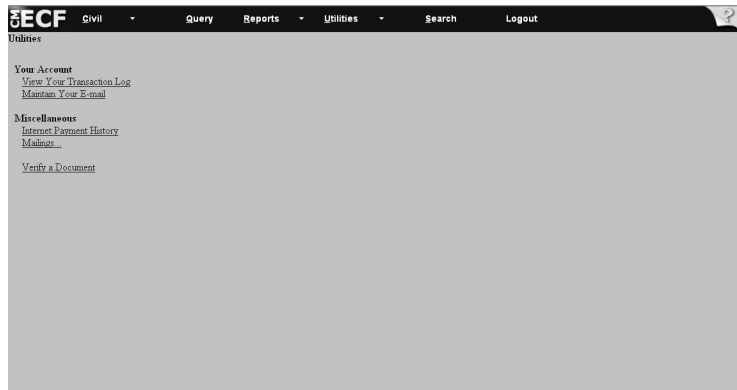
1. Click on *Utilities* on the CM/ECF toolbar. (See **Figure IX - 1**).

**Figure IX-1**



2. Click on *Internet Payment History* under *Miscellaneous* (See **Figure IX - 2**).

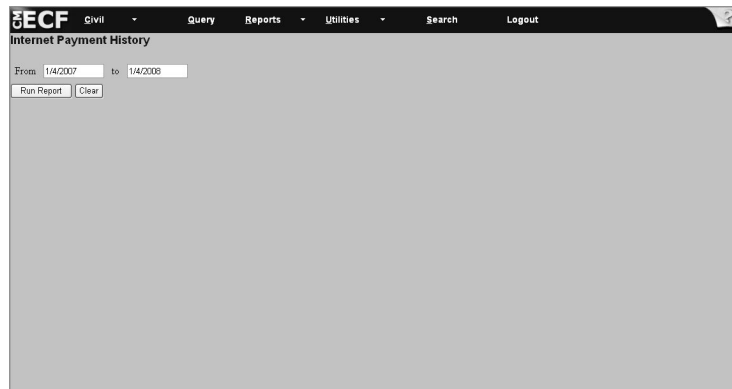
**Figure IX - 2**



3. Enter the date range for which you want to verify payment. Enter the date in the MM/DD/YYYY format (see **Figure IX - 3**).

4. Click  .

**Figure IX - 3**

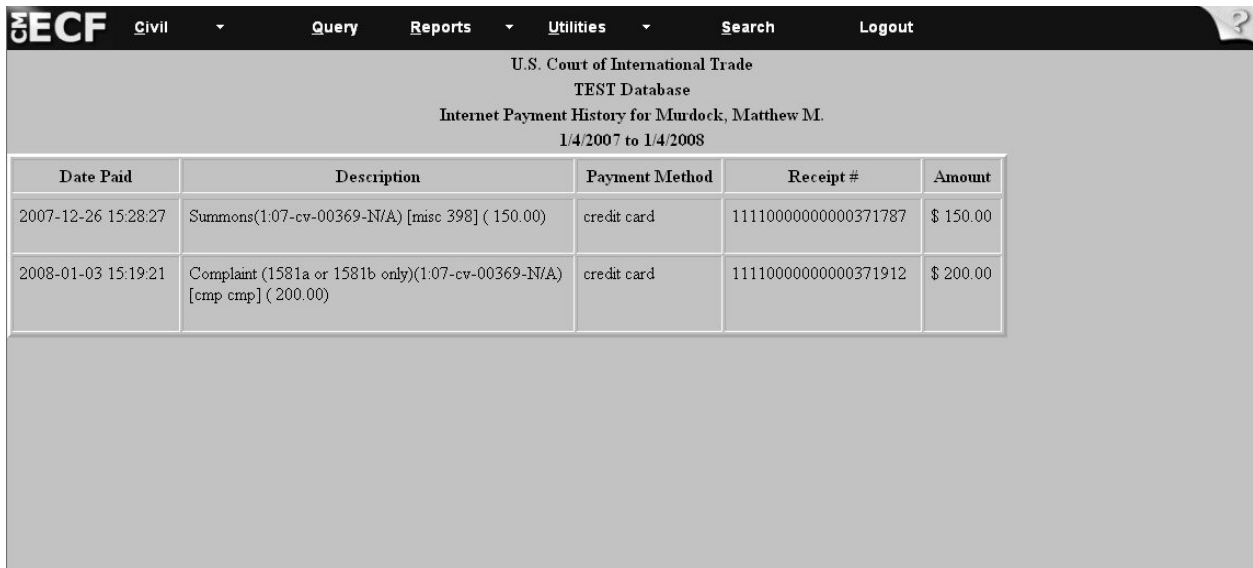


---

## IX. Utilities Options (continued)

5. View the internet payment history for the date range you entered (see **Figure IX - 4** ).

**Note:** If you notice errors, then please call the **USCIT Help Desk at 1-866-450-1859** to report the errors. Adjustments will be made to your account.



Date Paid	Description	Payment Method	Receipt #	Amount
2007-12-26 15:28:27	Summons(1:07-cv-00369-N/A) [misc 398] ( 150.00)	credit card	11110000000000371787	\$ 150.00
2008-01-03 15:19:21	Complaint (1581a or 1581b only)(1:07-cv-00369-N/A) [cmp cmp] ( 200.00)	credit card	11110000000000371912	\$ 200.00

**Figure IX - 4**

## **X. CM/ECF Glossary**

<b>Adobe Acrobat</b>	Application used almost universally to create and view “PDF” documents. “Adobe” created the “PDF” format.
<b>Attachment</b>	An additional supporting document filed electronically with a case entry.
<b>Automatic E-mail Notification</b>	A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.
<b>Browse</b>	A Windows operation of navigating through directories via mouse to select a specific file.
<b>Browser</b>	A browser is a software program that provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser program interprets Hypertext Markup Language (HTML) documents delivered from Web servers.
<b>Bulky Document Standard</b>	The Bulky Document Standard (BDS) limits the size of the documents filed electronically on the Court’s CM/ECF system to those documents either under or at 2 MB.
<b>Button/Bullet</b>	A button/bullet on the side of any entry in the CM/ECF system that when selected will advance the user to the docket information and related entries.
<b>CM/ECF</b>	Case Management/Electronic Case Files is the system that will allow attorneys to file cases and documents electronically via the Internet.

## X. CM/ECF Glossary (continued)

<b>Default</b>	A default is a common suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you need to type over them. <b>Example:</b> <i>New York</i> is the default office for the Court. You don't need to take any action to change the selection. You just accept it and move to the next field.
<b>Drop Down Box</b>	A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you locate the selection you want to make, click to highlight it. To make multiple selections, hold down your control key [ <i>Ctrl</i> ] when making the second (third, etc.) selection.
<b>Hypertext (HTML) Link</b>	A hypertext link is a URL imbedded in an html (hypertext markup language) document. It generally appears underlined. It permits the user to move from one area (or topic) to another in a Web-based program.
<b>Live Database</b>	The Live Database of the CM/ECF system is where users will electronically file documents with the Court. Once a document is filed with the Court, all parties associated with the case will be able to view it. Completed transactions in the Live Database cannot be retrieved. Therefore, users must be sure that the documents filed in the Live Database are documents that the Court is expected to act upon.
<b>Notice of Electronic Filing</b>	An electronic document produced by CM/ECF that certifies each filing with the U.S. Court of International Trade. The notice is sent to all parties associated with the case.
<b>PDF Document</b>	A Portable Document Format document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in PDF format.



## X. CM/ECF Glossary (continued)

<b>Screen Illustration</b>	Pictures of the CM/ECF system screens used throughout the manual that illustrate to the user what they will see when they navigate through the System.
<b>Training Database</b>	The Training Database exists to help users learn to navigate the system. Users cannot harm the data in the Training Database.
<b>URL</b>	URL is short for Universal Resource Locator (URL). URLs are the naming scheme used to find Web pages. <b>It is recommended that users access both the Training and Live databases from the Court's website at <a href="http://www.cit.uscourts.gov">www.cit.uscourts.gov</a></b>
<b>Wildcards</b>	A wildcard, such as an asterisk (*), enables the user to search the system for a party or an attorney without knowing the exact spelling or title of the party or attorney. Wildcards may appear in the beginning, the middle, or the end of a name. <b>Example: Johns*n</b> retrieves documents filed by attorneys named <b>“Johnson,” “Johnson,”</b> or <b>“Johnssen.”</b> <b>*National*</b> retrieves <b>“International,” “National Paper,” “International Harvester,”</b> etc.
<b>Z motion and Z document</b>	Generic motion and document that users may file when they cannot find the appropriate system entry for the motion and/or document they are attempting to file and they need to preserve the filing date.

## **XI. Glossary of CM/ECF System Errors**

The entries listed below represent the types of errors users may see when there is a problem with the Court's CM/ECF System. When these errors appear, filers should contact the Court's **CM/ECF Help Desk at 1-866-450-1859** to inform the Clerk's Office of the error message received. Additionally, if users need to preserve the original filing date, they should submit the untimely filed document in paper form, accompanied by the form *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties (CM/ECF Form No. 11)*, and if possible, a copy of the error message, to the Court by hand or overnight courier no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

### **Internal Server Error**

The server encountered an internal error or misconfiguration and was unable to complete the request. Filers are asked to contact the server administrator, [citml\\_TDSS@cit.uscourts.gov](mailto:citml_TDSS@cit.uscourts.gov) and inform them of the time the error occurred, and anything they might have done that may have caused the error.

### **Soft DPF Failed**

This error will appear when there is an error with the system's data dictionary.

### **Syntax Error**

This error will appear when there is a typographical error with one of the system's data dictionary events.

### **XIII. Appendix**

Alphabetical Listing of Docket Events and Their Location by Category	
Event	Category
Acknowledgment	Other Documents
Administrative Records	Other Documents
Affidavit/Declarations	Other Documents
Alter/Amend/Correct, Motion to	Motions
Amend Scheduling Order, Motion to	Motions
Amended Answer	Other Answers
Amended Complaint	Complaints & Other Docs.
Answer to Amended Complaint	Answers to Complaints
Answer to Complaint	Answers to Complaints
Answer to Counterclaim	Answers to Complaints
Answer to Intervenor Complaint	Answers to Complaints
Answer to Third Party Complaint	Answers to Complaints
Appear as Amicus Curiae, Motion to	Motions
Appear Pro Hoc Vice, Motion to	Motions
Appearance, Notice of (See Form 11 Notice of Appearance)	Notices
Appendix	Other Documents
Application for Attorney Fees and other Expenses (See Form 15)	Other Documents
Application to Enter Default	Notices
Application/Motion for Preliminary Injunction	Motions
Application/Motion for Temporary Restraining Order	Motions
Assignment to a Judge, Motion for	Motions
Attorney Fees, Motion for	Motions
Bill of Costs	Other Documents
Bond	Other Documents
Brief	Other Documents
Business Proprietary Information Certification (See Form 17)	Other Documents
Cancel Oral Argument, Motion to	Motions
Certificate of Service	Other Documents
Certificate of Settlement Efforts	Other Documents
Certification and Index	Other Documents
Certification of Appealability, Motion for	Motions
Change/Transfer Venue, Motion for	Motions
CIT Case	Open a CIT Case
Clarify, Motion to	Motions
Class Certification, Motion for	Motions

<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
<b>Event</b>	<b>Category</b>
Comments on Remand Results	Other Documents
Compel, Motion to	Motions
Complaint (1581a or 1581b only)	Complaints & Other Docs.
Complaint 1581c only	Complaints & Other Docs.
Complaint 1581d-i only	Complaints & Other Docs.
Complaint 1582 only	Complaints & Other Docs.
Complaint (Intervenor)	Complaints & Other Docs.
Complaint (Third-Party)	Complaints & Other Docs.
Consent Motion for Extension of Time to Remain on Reserve Calendar	Multi-Case Docketing
Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar	Multi-Case Docketing
Consent Motion for Leave to File Out of Time	Multi-Case Docketing
Consent Motion for Suspension	Multi-Case Docketing
Consent Motion to Consolidate Cases	Multi-Case Docketing
Consent Motion to Remove from Suspension Disposition Calendar	Multi-Case Docketing
Consent Motion to Remove from Suspension File	Multi-Case Docketing
Consent of Client	Other Documents
Consolidate Cases, Motion to	Motions
Confession of Judgment	Other Documents
Contempt, Motion for	Motions
Corporate Disclosure Statement (See Form 13 Corporate Disclosure Statement)	Other Documents
Correct Record, Motion to	Motions
Counterclaim	Complaints & Other Docs.
Crossclaim	Complaints & Other Docs.
Default Judgment, Motion for	Motions
Demand for an Answer	Other Documents
Demand for Complaint	Other Documents
Deposit Funds, Motion to	Motions
Directed Verdict, Motion for	Motions
Discovery, Motion for	Motions
Discovery Plan	Notices
Dismiss Case, Motion to	Motions
Enforce Judgment, Motion to	Motions
Entry of Default, Motion for	Motions
Entry of Scheduling Order, Motion for	Motions
Entry Papers Sent to Port, Motion to have	Motions
Entry Rule 54(b) Judgment, Motion for	Motions
Errata Memorandum	Notices

<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
<b>Event</b>	<b>Category</b>
Errata, Motion for	Motions
Excess Pages, Motion for	Motions
Exclude, Motion to	Motions
Exhibits	Other Documents
Expedite, Motion to	Motions
Expert Witness Testimony	Other Documents
Extension of Time, Motion for	Motions
Extension of Time to Complete Discovery, Motion for	Motions
Extension of Time to Complete Discovery, Motion for	Motions
Extension of Time File Answer to Complaint, Motion for	Motions
Extension of Time to File Brief, Motion for	Motions
Extension of Time to File Complaint, Motion for	Motions
Extension of Time to File Reply Brief, Motion for	Motions
Extension of Time to File Response Brief, Motion for	Motions
Extension of Time to Remain on Reserve Calendar, Motion for	Motions
Extension of Time to Remain on Suspension Disposition Calendar, Motion for	Motions
Extension of Time to Respond to Complaint, Motion for	Motions
Extension of Time to Respond to Motion, Motion for	Motions
Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons	Notices
Form 01B Waiver of Service of Summons	Notices
Form 05 Information Statement	Other Documents
Form 06 Request for Trial	Motions
Form 07 Notice of Dismissal 41(a)(1)(A)	Notices
Form 08 Notice of Dismissal 41(a)(1)(B)	Notices
Form 09 Stipulation on Agreed Statement of Facts	Other Documents
Form 11 Notice of Appearance	Notices
Form 12 Substitution of Attorney	Notices
Form 13 Corporate Disclosure Statement	Other Documents
Form 15 Application for Attorney Fees (EAJA)	Motions
Form 17 Business Proprietary Information Statement	Other Documents
Form 18 Notice of Termination of Access to Business Proprietary Information	Other Documents
Form 19 Report of Parties Planning Conference	Other Documents
Hearing, Motion	Motions
Information Statement (See Form 05 Information Statement)	Other Documents
In Limine, Motion	Motions
Injunction Pending Appeal, Motion for	Motions
Intervene, Motion to	Motions
Invest Funds, Motion to	Motions
Join (Cases), Motion to	Motions
Join (Parties), Motion to	Motions
Joint Status Report	Other Documents
Judgment as a Matter of Law, Motion for	Motions
Judgment on Agency Record (56.1), Motion for	Motions

<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
<b>Event</b>	<b>Category</b>
Judgment on Agency Record (56.2), Motion for	Motions
Judgment on the Pleadings, Motion for	Motions
Jurisdiction Statement	Other Documents
Jury Demand	Other Documents
Law Student Appearance Form	Other Documents
Leave to, Motion for	Motions
Leave to File Discovery Material, Motion for	Motions
Leave to File out of Time, Motion for	Motions
Leave to Proceed in Forma Pauperis, Motion for	Motions
Letter	Other Documents
Lift Stay, Motion to	Motions
Marshal's Proof of Service	Other Documents
Memorandum of Points & Authorities	Other Documents
Modify or Terminate EFP, Motion to	Motions
More Definite Statement, Motion for	Motions
New Trial, Motion for	Motions
Notice of Appeal	Appeal Documents
Notice of Consent to Electronic Service	Notices
Notice of Deposition	Notices
Notice of Endorsement	Notices
Notice of Suggestion of Death	Notices
Notice of Supplemental Authority	Notices
Notice of Withdrawal of Attorney	Notices
Oral Argument, Motion for	Motions
Order to Show Cause, Motion for	Motions
Partial Summary Judgment, Motion for	Motions
Permanent Injunction, Motion for	Motions
Petition	Other Documents
Petition for a Writ of Mandamus	Other Documents
Pretrial Brief	Other Documents
Pretrial Disclosures Pursuant to Rule 26	Notices
Pretrial Memorandum	Other Documents
Proof of Service	Other Documents
Proposed Exhibit List	Other Documents
Proposed Findings of Fact	Other Documents
Proposed Findings of Facts and Conclusions of Law	Other Documents
Proposed Judgment Order	Other Documents
Proposed Order	Other Documents
Proposed Order Governing Trial	Other Documents

<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
<b>Event</b>	<b>Category</b>
Proposed Pretrial Order	Other Documents
Proposed Scheduling Order	Other Documents
Proposed Witness List	Other Documents
Protective Order, Motion for	Motions
Quash, Motion to	Motions
Reassignment of a Judge, Motion for	Motions
Reconsideration, Motion for	Motions
Referral to Court-Annexed Mediation, Motion for	Motions
Rehearing (Dispositive), Motion for	Motions
Rehearing (Procedural), Motion for	Motions
Relief from Order/Judgment, Motion for	Motions
Remand Case, Motion to	Motions
Remand Results	Other Documents
Remove from Suspension Disposition Calendar, Motion to	Motions
Remove from Suspension File, Motion to	Motions
Reopen Case, Motion to	Motions
Reopen Record, Motion to	Motions
Reply	Responses & Replies
Reply	Other Answers
Reply to Comments on Remand Results	Other Documents
Report of Parties Planning Conference (See Form 19)	Other Documents
Request for Entry of Default	Other Documents
Request to Have Entry Papers Sent to Port	Other Documents
Response to 56.2 Motion	
Response to Court's Request	Other Documents
Response to Motion (Dispositive)	Responses & Replies
Response to Motion (Procedural)	Responses & Replies
Rule 65 (b) Certification	Other Documents
Sanctions, Motion for	Motions
Service Acknowledged	Notices
Set Aside Default, Motion to	Motions
Set Aside Default Judgment, Motion to	Motions
Set Aside Dismissal, Motion to	Motions
Settlement Agreement	Other Documents
Statement of Issues	Other Documents
Sever, Motion to	Motions
Sever and Dismiss (Dispositive), Motion to	Motions
Sever and Dismiss (Procedural), Motion to	Motions
Status Report	Other Documents



**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

<b>Alphabetical Listing of Docket Events and Their Location by Category</b>	
<b>Event</b>	<b>Category</b>
Stay Pending Appeal, Motion for	Motions
Stay, Motion to	Motions
Stipulated Judgment on Agreed Statement of Facts (See Form 9 Stipulated Judgment)	Other Documents
Stipulation	Other Documents
Stipulation in Lieu of Trial	Other Documents
Stipulation of Facts Not in Controversy	Other Documents
Strike, Motion to	Motions
Substitute Party, Motion to	Motions
Substitution of Attorney (See Form 12 Substitution of Attorney)	Notices
Summary Judgment, Motion for	Motions
Summons	Summons
Summons, (Third-Party)	Other Documents
Supplement, Motion to	Motions
Supplemental Response	Responses & Replies
Suppress, Motion to	Motions
Sur Reply	Responses & Replies
Suspension, Motion for	Motions
Termination of Access to Business Proprietary Information (See Form 18)	Other Documents
Test Case Designation, Motion for	Motions
Three Judge Panel, Motion for	Motions
Transfer Action to another Court, Motion to	Motions
Trial Brief	Other Documents
Trial, Request for (See Form 6 Request for Trial)	Motions
Vacate, Motion to	Motions
Vacate Prior Order (Dispositive), Motion to	Motions
Vacate Prior Order (Procedural), Motion to	Motions
Withdraw Document/Motion, Motion to	Motions
Withdraw/Substitute Attorney, Motion to	Motions
Witness List	Other Documents
Writ of Mandamus, Motion for	Motions
Zdocument	Other Documents
Zmotion	Motions

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

Guidelines for: **Bulky Document Standard**

Purpose:

The purpose of these guidelines is to define the procedures for administering the Bulky Document Standard (BDS). The BDS is intended to limit the size of an electronically filed document on the Court's CM/ECF System. A document filed on the Court's CM/ECF System shall be no larger than 2 Megabytes (MB) in size, except as noted in these guidelines.

Responsibilities:

It shall be the responsibility of a filer to follow the procedures of the BDS and to strictly monitor the size of each document filed in electronic form with the Court.

Procedures:

1. Any document (including exhibits or attachments) that falls at or below the 2MB limit is to be filed electronically as a single file/document in the CM/ECF System in accordance with Administrative Order 02-01 and these guidelines. Normal upload procedures shall be followed, and no paper filing shall be required.
2. Certain documents (including exhibits or attachments) are recognized as core to an action, and therefore are exempted from the BDS. These documents are:
  - A. Summons;
  - B. Complaint;
  - C. Answer to Complaint; and
  - D. Briefs (opening, response, reply) in the following:
    - Motion for Summary Judgment;
    - Motion for Judgment on Pleadings;
    - Motion for Judgment on the Agency Record (1581(c));
    - Motion for Judgment on the Agency Record (all other Jurisdictions); and
    - Motion to Dismiss.
3. A document that exceeds the BDS and is on the list of exemptions set forth in point 2 shall be filed as follows:

**United States Court of International Trade**  
**Office of the Clerk**  
Administrative Policies and Procedures

---

---

Guidelines for: **Bulky Document Standard** (continued)

- A. A document that exceeds the 2MB limit shall be broken up into logical divisions, with each division not exceeding the 2MB limit. The first part of the document shall be attached to the applicable docket entry as the main document. Each additional section of the document shall be appended to the main document as an attachment and contain a description of that attachment (e.g., main document - Part 2, etc).

Example: Assume a motion is filed and exceeds the 2MB limit. Under those circumstances, the motion shall be divided into logical divisions, each under the 2MB limit and named accordingly - Motion pages 1 thru 5 and Motions pages 6 through 10. The first division shall be entered as the main document and the remaining divisions shall be added as attachments to the main document.

- B. Exhibits or attachments that exceed the 2MB limit shall be logically divided, with a description of the divisions. No exhibit or attachment shall exceed the 2MB limit.

Example: Assume a motion that falls below the 2MB limit is filed with three exhibits. The exhibits shall be treated as individual attachments and each should be filed separately, if under the 2MB limit, and labeled accordingly, Exhibit 1 (with a brief description), Exhibit 2, and Exhibit 3. If any exhibit exceeds the 2MB limit, then it shall be divided logically and labeled accordingly (e.g. Exhibit 1 - Part 1, Exhibit 1 - Part 2).

4. A document (including exhibits or attachments), which exceeds the BDS and is not listed in the exemptions set forth in point 2, shall adhere to the Court's Rules for the manual filing of documents, with the exception that the document must be accompanied by a *Notice of Manual Filing* (CM/ECF Form 10) (See Attachment 1).

**UNITED STATES COURT OF INTERNATIONAL TRADE  
BEFORE:**

Plaintiff(s).
v.
Defendant(s).

Court No.:

**NOTICE OF MANUAL FILING**

Please take notice that \_\_\_\_\_,  
[Party Role] [Name of Party]

has manually filed the following document:

This document has not been filed electronically because (check all that apply):

- the electronic file size of the document exceeds 2.0 megabytes;
- the document cannot be converted to an electronic format;
- the document contains confidential, business proprietary or classified information;
- the document is filed under seal pursuant to Court Order; or
- other: \_\_\_\_\_

The party is relieved from filing this document as authorized by the Administrative Order No. 02-01 of this Court.

/S/  
Attorney  
Law Firm Name  
Address  
Phone Number  
Fax Number  
E-Mail Address

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

Guidelines for: **Bulky Document Standard** (continued)

**Effective Date: April 1, 2004**

Approved:                    /S/  
                  Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
                  Clerk's Office Policies and Procedures - CM/ECF Section

Copies to:           All Section Managers  
                  Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for: **CM/ECF Registration (Attorney)**

Purpose:

The purpose of these guidelines is to set forth the registration process for attorney users of the CM/ECF System.

Responsibilities:

All registration requests or changes are routed through the Admissions Clerk in the Financial and Property Management Section (Admissions Clerk). All data is kept on file in hard copy and electronically within the Attorney Database program. The Admissions Clerk will serve as the primary contact for verifying an attorney's registration information for the CM/ECF System. The Technology Development and Support Services Section (TDSS) will create and manage the electronic accounts and passwords for registering attorneys in the CM/ECF System.

Procedures for Registration:

1. The attorney completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The attorney is required to mail the completed form to the Admissions Clerk.
2. The Admissions Clerk receives the CM/ECF Registration Form and verifies that the attorney is on the Court's Active Admission to Practice Roster.
  - A. If the attorney is on the Court's Active Admission to Practice Roster, and his/her information is current, the Admissions Clerk will sign off on the Registration Form and forward it to TDSS for further processing.
  - B. If the attorney is not on the Court's Active Admissions to Practice Roster, the Admissions Clerk sends the Registration Form to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for: **CM/ECF Registration (Attorney)**(continued)

3. Upon receipt of the approved Registration Form, TDSS will scan the Live Database of the CM/ECF System to determine whether the attorney appears in the Live Database as counsel of record at a firm other than the one listed on the Registration Form.
4. If there is a discrepancy, the attorney is notified of that fact (CM/ECF Form No. 2) (See Attachment 2) and the registration process is suspended until the discrepancy is resolved. Once the discrepancy is resolved, the registration process continues.
5. Where there is no discrepancy in the Live Database or once the discrepancy is resolved, TDSS will input all pertinent information and will assign a login and password to the attorney.
6. TDSS will send the attorney's login, password, and other pertinent information, via memorandum, to the Admissions Clerk (CM/ECF Form No. 3) (See Attachment 3).
7. The Admissions Clerk enters the necessary information sent by TDSS into the Attorney Database.
8. The Admissions Clerk generates a form memorandum containing the relevant information and mails it to the attorney (CM/ECF Form No. 5) (See Attachment 4).

## UNITED STATES COURT OF INTERNATIONAL TRADE

## CM/ECF REGISTRATION - Page 1

(Please type)

## Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	

Are you a practicing Attorney (if yes, answer next 2)	_____ Yes	_____ No
Are you admitted to the bar of the USCIT	_____ Yes	_____ No
Are you a member in good standing	_____ Yes	_____ No

## Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

## User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
Notice of Electronic Filing: E-mail Notice Option - <i>One Daily Summary</i> <input type="checkbox"/> <i>Single E-mail for Each Filing</i> <input type="checkbox"/>
User's Telephone Number: (      )
User's Fax Number: (      )
Mother's Maiden Name (used for security verification):

## Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

- I have been trained by the United States Court of International Trade on the use of the CM/ECF System. Date and Location of Training: \_\_\_\_\_



**UNITED STATES COURT OF INTERNATIONAL TRADE**

**CM/ECF Registration - Page 2**

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.
2. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Clerk's Office if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.
6. I understand that attendance at one of the scheduled ECF training classes normally will be required. If I cannot attend training but believe that I possess proficiency sufficient to allow me to begin to E-File, I may request that the Clerk's Office activate my E-Filing access rights without training after completion of a Court-assigned practice filing. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.
7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the *Procedure for Manual Filing* (as stated on the Court's Website: [www.cit.uscourts.gov](http://www.cit.uscourts.gov), as well as on page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstated is to be submitted, by letter or e-mail, to the Clerk of the Court.

Applicant's Signature

Dated

**Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

CM/ECF Form No. 1  
Revised 3/07



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

**M E M O R A N D U M**

**TO:** <User's Name>

**FROM:** John M. Cannella, Operations Manager

**RE:** USCIT CM/ECF Registration Discrepancy

This is to advise you that the Office of the Clerk has received your registration form to become an authorized user of the Court's CM/ECF System.

In the course of processing your request, we have found that you appear as the attorney of record in various pending actions with information that differs from that on your registration form. Kindly take the steps necessary in accordance with the Court's Rules to correct the docket in each of the actions set forth on the attached report.

Please note that we will not issue a CM/ECF password and ID to you until these discrepancies are resolved. Therefore, we ask that you act as quickly as possible to address this matter.

If you have any questions, please contact Don Kaliebe, Case Management Supervisor, at (212) 264-2031 or [Donald.Kaliebe@cit.uscourts.gov](mailto:Donald.Kaliebe@cit.uscourts.gov)

CM/ECF Form No. 2



**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Attachment 3

**United States Court  
of International Trade  
Office of the Clerk  
One Federal Plaza  
New York, NY 10278-0001**

<Date>

**M E M O R A N D U M**

**TO:** Admissions Clerk

**FROM:** TDSS

**RE:** USCIT CM/ECF Attorney Account Password Information

The information listed below will provide access to the CM/ECF System for the attorney whose registration form is attached:

Training ID: \_\_\_\_\_ Training Password: \_\_\_\_\_

Live ID: \_\_\_\_\_ Live Password: \_\_\_\_\_

**NOTE: PLEASE SHRED THIS PAGE AFTER GENERATING THE CM/ECF ACCOUNT CONFIRMATION LETTER. IT SHOULD NOT BE INCLUDED IN THE OFFICIAL FILE FOR THIS INDIVIDUAL.**

CM/ECF Form No. 3



UNITED STATES COURT OF INTERNATIONAL TRADE  
Admissions Office - Room 299  
One Federal Plaza, New York, NY 10278-0001

DATE: <Date>

**TO:** <Attorney Name>

**RE:** CM/ECF Attorney Account Information

Your Case Management/Electronic Case Files (CM/ECF) account information is provided below:

**CIT Bar ID:** <ID>

**Training ID:** <ID>

**Live ID:** <ID>

**Training Password:** <PASSWORD>

**Live Password:** <PASSWORD>

We ask that you visit the Court's Website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) to carefully view the following information regarding the use of CM/ECF:

- Administrative Order 02-01 - Procedures governing the use of CM/ECF
- CM/ECF User's Manual for the Bar - A user's guide to navigating CM/ECF
- Current Technical Requirements
- Training Information
- Online CM/ECF Tutorial

Should you have any questions about the CM/ECF System, particular case information or need technical assistance regarding hardware and software requirements, please contact the CM/ECF Help Desk at 866-450-1859.

CM/ECF Form No. 5  
Rev. 9/06

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

---

Guidelines for: **CM/ECF Registration (Attorney)**

**Effective Date: April 1, 2004**

Approved:         /S/                                  
Leo M. Gordon, Clerk of the Court

Date: December 30, 2004

Original Copy: Clerk's Office Policies and Procedures - CM/ECF Section

Copy to: Clerk's Office Policies and Procedures  
- Financial & Property Management Section

Guidelines for: **CM/ECF Registration (Non-Attorney)**

Purpose:

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

The purpose of these guidelines is to set forth the registration process for non-attorney users of the CM/ECF System.

#### Responsibilities:

All registration requests or changes are routed through the Admissions Clerk in the Financial and Property Management Section (Admissions Clerk). All data is kept on file in hard copy and electronically within the Attorney Database program. The Case Management Supervisor will serve as the primary contact for verifying a non-attorney's registration information for the CM/ECF System. The Technology Development and Support Services Section (TDSS) will create and manage the electronic accounts and passwords for registering non-attorneys in the CM/ECF System.

#### Procedures for Registration:

1. The registrant completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The registrant is required to mail the completed form to the Admissions Office.
2. The Admissions Office receives the CM/ECF Registration Form and forwards it to TDSS for further processing.
3. TDSS will input all pertinent information and will assign a login and password to the registrant.
4. TDSS will send the registrant's login, password, and other pertinent information, via memorandum, to the Case Management Supervisor (CM/ECF Form No. 4) (See Attachment 2).
5. The Case Management Supervisor enters the necessary information sent to it by TDSS into the Attorney Database.
6. The Case Management Supervisor generates a form memorandum containing the relevant information and mails it to the registrant (CM/ECF Form No. 6) (See Attachment 3).

## UNITED STATES COURT OF INTERNATIONAL TRADE

## CM/ECF REGISTRATION - Page 1

(Please type)

## Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	

Are you a practicing Attorney (if yes, answer next 2)	_____ Yes	_____ No
Are you admitted to the bar of the USCIT	_____ Yes	_____ No
Are you a member in good standing	_____ Yes	_____ No

## Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

## User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
Notice of Electronic Filing: E-mail Notice Option - <i>One Daily Summary</i> <input type="checkbox"/> <i>Single E-mail for Each Filing</i> <input type="checkbox"/>
User's Telephone Number: (      )
User's Fax Number: (      )
Mother's Maiden Name (used for security verification):

## Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

- I have been trained by the United States Court of International Trade on the use of the CM/ECF System. Date and Location of Training: \_\_\_\_\_

**UNITED STATES COURT OF INTERNATIONAL TRADE**

**CM/ECF Registration - Page 2**

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.
1. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
2. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
3. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Clerk's Office if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.
6. I understand that attendance at one of the scheduled ECF training classes normally will be required. If I cannot attend training but believe that I possess proficiency sufficient to allow me to begin to E-File, I may request that the Clerk's Office activate my E-Filing access rights without training after completion of a Court-assigned practice filing. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.
7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the *Procedure for Manual Filing* (as stated on the Court's Website: [www.cit.uscourts.gov](http://www.cit.uscourts.gov), as well as on page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstated is to be submitted, by letter or e-mail, to the Clerk of the Court.

Applicant's Signature

Dated

**Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

CM/ECF Form No. 1  
Revised 3/07





**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

<Date>

**MEMORANDUM**

**TO:** Case Management Supervisor

**FROM:** TDSS

**RE:** USCIT CM/ECF Public Account (Non-Attorney) Password Information

The information listed below will provide access to the CM/ECF System for the public user whose registration form is attached to this memorandum:

Live ID: \_\_\_\_\_ Live Password: \_\_\_\_\_

**NOTE: PLEASE SHRED THIS PAGE AFTER GENERATING THE CM/ECF ACCOUNT CONFIRMATION LETTER. IT SHOULD NOT BE INCLUDED IN THE OFFICIAL FILE FOR THIS INDIVIDUAL.**

CM/ECF Form No. 4



UNITED STATES COURT OF INTERNATIONAL TRADE  
Admissions Office - Room 299  
One Federal Plaza, New York, NY 10278-0001

DATE: <Date>

**TO:** <Public User>

**RE:** CM/ECF Public Account Information

Your Case Management/Electronic Case Files (CM/ECF) account information provided below will allow you to view documents filed at the United States Court of International Trade.

**Live ID:** <ID>

**Live Password:** <PASSWORD>

We ask that you visit the Court's Website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) to carefully view the following information regarding the use of CM/ECF:

- Administrative Order 02-01 - Procedures governing the use of CM/ECF  
CM/ECF User's Manual for the Bar - A user's guide to navigating CM/ECF  
Current Technical Requirements  
Training Information  
Online CM/ECF Tutorial

Should you have any questions about the CM/ECF System, particular case information or need technical assistance regarding hardware and software requirements, please contact the CM/ECF Help Desk at 866-450-1859.

CM/ECF Form No. 6

**United States Court of International Trade**  
**Office of the Clerk**  
Administrative Policies and Procedures

---

---

Guidelines for:       **CM/ECF Registration (Non-Attorney)**

**Effective Date: April 1, 2004**

Approved: \_\_\_\_\_/S/\_\_\_\_\_  
          Leo M. Gordon, Clerk of the Court

Date: December 30, 2004

Original Copy: Clerk's Office Policies and Procedures Binder  
                  - CM/ECF Section

Copy to:               Clerk's Office Policies and Procedures Binder  
                          - Financial & Property Section

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for:           **Change in CM/ECF User Information for Attorneys**

Purpose:

The purpose of these guidelines is to set forth the process for attorney users of the CM/ECF System whose user information has changed.

Responsibilities:

It shall be the responsibility of each registered CM/ECF User to report to the Clerk's Office any change in his/her user information, which includes; 1) Name; 2) Address; 3) Affiliation; 4) Telephone/Fax Numbers; and 5) Primary and Secondary e-mail addresses.

Procedures:

1. When an attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the attorney is to file the required Notice of Change (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.
2. A change in an attorney's CM/ECF User information is not a substitute for filing of the required documents pursuant to the USCIT Rules regarding this new information in cases pending before the Court.
3. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.
4. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 12), that the change in the User's information has been processed (See Attachment 2).

Attachment 1

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

#### UNITED STATES COURT OF INTERNATIONAL TRADE

##### NOTICE OF CHANGE IN CM/ECF USER INFORMATION

Name of CM/ECF User	<input type="text"/>						
Firm/Agency	<input type="text"/>						
Street Address	<input type="text"/>						
City, State and Zip Code	<input type="text"/>						
Telephone Number	<input type="text"/>						
Fax Number	<input type="text"/>						
Primary E-mail Address	<input type="text"/>						
Additional E-mail Address	<input type="text"/>						
Notice of Electronic Filing	<table><tr><td>E-mail Notice Option:</td><td><i>One Daily Summary</i></td><td><input type="checkbox"/></td></tr><tr><td></td><td><i>Single E-mail for Each Filing</i></td><td><input type="checkbox"/></td></tr></table>	E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>		<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>
E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>					
	<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>					

---

Signature of CM/ECF User

Date

**Return completed form by mail to:**  
United States Court of International Trade  
Office of the Clerk, Admissions Office - Room 29  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812

*CM/ECF Form No. 8  
Revised 3/07*

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Attachment 2



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

<Date>

**M E M O R A N D U M**

**TO:** <Attorney's Name>

**RE:** Change of CM/ECF User Information

This is to advise you that the Office of the Clerk has received your *Notice of Change of CM/ECF User Information* and has processed your request.

Please note that a change in your CM/ECF User information is not a substitute for the filing of the required documents pursuant to the USCIT Rules regarding this new information in cases pending before the Court.

If you have any questions, please contact the Court's Admissions Clerk at (212) 264-2823.

CM/ECF Form No: 21

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for: **Change in CM/ECF User Information for Attorneys**

**Effective Date: April 1, 2004**

Approved: */S/*  
Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: Clerk's Office Policies and Procedures - Financial & Property Section  
All Section Managers  
Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

Guidelines for: **Change in CM/ECF User Information for Non-Attorneys**

Purpose:

The purpose of these guidelines is to set forth the process for non-attorney users of the CM/ECF System whose user information has changed.

Responsibilities:

It shall be the responsibility of each registered CM/ECF User to report to the Clerk's Office any change in his/her user information, which includes; 1) Name; 2) Address; 3) Affiliation; 4) Telephone/Fax Numbers; and 5) Primary and Secondary e-mail addresses.

Procedures:

1. When a non-attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the User is to file the required *Notice of Change* (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.
2. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.
3. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 13) (See Attachment 2), that the change in the User's information was processed.



# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

## UNITED STATES COURT OF INTERNATIONAL TRADE

### NOTICE OF CHANGE IN CM/ECF USER INFORMATION

Name of CM/ECF User	<input type="text"/>						
Firm/Agency	<input type="text"/>						
Street Address	<input type="text"/>						
City, State and Zip Code	<input type="text"/>						
Telephone Number	<input type="text"/>						
Fax Number	<input type="text"/>						
Primary E-mail Address	<input type="text"/>						
Additional E-mail Address	<input type="text"/>						
Notice of Electronic Filing	<table><tr><td>E-mail Notice Option:</td><td><i>One Daily Summary</i></td><td><input type="checkbox"/></td></tr><tr><td></td><td><i>Single E-mail for Each Filing</i></td><td><input type="checkbox"/></td></tr></table>	E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>		<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>
E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>					
	<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>					

---

Signature of CM/ECF User

Date

**Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office - Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812  
CM/ECF Form No. 8  
Revised 3/07

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Attachment 2



**United States Court  
of International Trade  
Office of the Clerk  
One Federal Plaza  
New York, NY 10278-0001**

<Date>

**M E M O R A N D U M**

**TO:** <User's Name>

**RE:** Change of CM/ECF User Information

This is to advise you that the Office of the Clerk has received your *Notice of Change of CM/ECF User Information* and processed your request.

If you have any questions, please contact the Court's CM/ECF Help Desk at 1-866-450-1859.

CM/ECF Form No: 13

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for: **Change in CM/ECF User Information for Non-Attorneys**

**Effective Date: April 1, 2004**

Approved: /S/  
Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: Clerk's Office Policies and Procedures - Financial & Property Section  
All Section Managers  
Sandra Fiore - Administrative Specialist

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

Guidelines for: **Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties**

**Purpose:**

The purpose of these guidelines is to provide a procedure for a party to use when, despite the party's best efforts, filing in a timely manner was not completed due to technical difficulties with the Court's end of the CM/ECF System and not a technical failure with the filer's equipment or Internet connection to the System.

**Responsibilities:**

TDSS will determine if the CM/ECF System was unavailable and the length of time that the System was down. The Intake Unit of the Case Management Section shall be responsible for all incoming filings.

**Procedures:**

1. When a document cannot be filed electronically, the party should print (if possible) a copy of the error message received and complete a "Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties." (CM/ECF Form No. 11) (See Attachment 1).
2. If a party is unable to file electronically, and, as a result, misses a filing deadline, the party shall contact the CM/ECF Help Desk at 866-450-1859 to inform the Clerk's Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11 (See Attachment 1) stating the reason(s) for missing the deadline. The document and declaration shall be filed by hand or overnight courier no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

UNITED STATES COURT OF INTERNATIONAL TRADE

Plaintiff(s).  v.  Defendant(s).
--

**BEFORE:**

Court No.:

### Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties

Please take notice that \_\_\_\_\_, \_\_\_\_\_ [Name of Party] [Party Role] was unable to file the attached \_\_\_\_\_ in a timely manner due to technical difficulties. The deadline for filing the \_\_\_\_\_ was \_\_\_\_\_. The reason(s) that I was unable to file the document in a [Filing Deadline Date] timely manner and the good faith efforts I made to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

\_\_\_\_\_  
 [Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

/S/  
 Attorney Name  
 Law Firm:  
 Address:  
 Phone: (    )  
 Fax: (    )  
 E-mail:

**United States Court of International Trade**  
**Office of the Clerk**  
Administrative Policies and Procedures

---

Guidelines for: **Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties** (continued)

**Effective Date: May 3, 2004**

Approved: \_\_\_\_\_/s/\_\_\_\_\_  
Leo M. Gordon, Clerk of the Court

Date: April 27, 2004

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: All Section Managers  
Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for: **Frequently Used Abbreviation List  
for CM/ECF Data Entry**

**Purpose:**

The purpose of this list is to provide consistency and uniformity for data entries made into the CM/ECF System. This list is available to Court personnel, and registered users of the CM/ECF System. This list is largely based on *The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass'n et al. eds., 17th ed. 2000) as well as common usage in the Court.

**Responsibilities:**

The Standardization of Abbreviations and Punctuation (SAP) Subcommittee researched and produced a recommended list of commonly used abbreviations. It was submitted to the CM/ECF Staff Committee for approval. The SAP Subcommittee will maintain, revise and distribute the list to Clerk of the Court, Operations Manager, Case Management Supervisor and to the Training Specialist (for insertion into the User's Manuals). This list also will be provided to the Webmaster for posting on the Court's Website.

**Procedures:**

1. The SAP Subcommittee will review the Frequently Used Abbreviation List (See Attachment 1) in October on an annual basis. New updates will be published in the User's Manual, as well as on the Court's Website.
2. The Operations Manager or Case Management Supervisor will distribute updated lists to all relevant personnel in the Clerk's Office, Chambers, Webmaster, and the Training Specialist.

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Attachment 1

**MOST USED ABBREVIATIONS**

Admin.	Administrat(ive,ion)
Aff.	Affidavit
Am.	America, American
Amend., Amends	Amendment(s)
App., Apps.	Appendi(x, ces)
Assoc.	Associated
Ass'n	Association
Att'y(s)	Attorney(s)
Br.	Brief
Cert.	Certiorari
Comm'r	Commissioner
Co.	Company
Consol.	Consolidated
Corp.	Corporation
Dec., Decs.	Decision(s)
Def., Defs.	Defendant(s)
Def-Intvr.	Defendant-Intervenor
Dep.	Deposition
Dept.	Department
Disc.	Discovery
Dismiss	Dismiss
Dist.	District
Distrib.	Distribut(or, ing)
Div.	Division
Doc., Docs.	Document(s)
Ex.	Exhibits
Ext-Time	Extension of Time
Gov't	Government
Hr'g	Hearing
Imp.	Import(er)
Inc.	Incorporated
Indus.	Indust(y, ies, ial)
Inj.	Injunction
Inst.	Institute
Ins.	Insurance
Int'l	International
Interrog.	Interrogator(y, ies)
JOP	Judgment on the Pleadings
Jgmt.	Judgment
JPO	Judicial Protective Order
Ltd.	Limited
Litig.	Litigation
Mach.	Machine(ry)
Mfr.	Manufacturer
Mfg.	Manufacturing
Memo	Memorandum



**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

**MOST USED ABBREVIATIONS**

Mot.	Motion
Nat'l	National
No., Nos.	Number(s)
Opp'n.	Opposition
Org.	Organization
Pet.	Petition
Pl., Pls.	Plaintiff(s)
Pl-Intvr.	Plaintiff-Intervenor
Prelim.	Preliminary
Prelim Inj.	Preliminary Injunction
Prod.	Products
Rec.	Record
Ref.	Refining
Res.	Resources
Sched., Scheds.	Schedule(s)
Slip Op.	Slip Opinions
Sur.	Surety
Sys.	System
Tech.	Technology
TRO	Temporary Restraining Order
Test.	Testimony
Tr.	Transcript
Summ.	Summary
Summ. Jgmt.	Summary Judgment
DOC	Department of Commerce (No periods)
DOL	Department of Labor (No periods)
ITC	International Trade Commission (No periods)
U.S.	United States
w/	With
w/o	Without

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for: **Frequently Used Abbreviation List  
for CM/ECF Data Entry**

**Effective Date: April 1, 2004**

Approved: /S/ Date: March 12, 2004  
Leo M. Gordon, Clerk of the Court

Original Copy: CM/ECF Policies and Procedures Binder  
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: All Section Managers  
Sandra Fiore - Administrative Specialist

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

**LIST OF DOCKET EVENTS BY CATEGORY**

**OPEN A CIT CASE**

CIT Case

**INITIAL PLEADINGS AND SERVICE**

**SUMMONS**

Summons (Filing Fee Required)

**COMPLAINTS AND OTHER INITIATING DOCUMENTS**

Amended Complaint

Complaint (1581a or 1581b only) (Filing Fee Required)

Complaint (1581c only)

Complaint (1581d-i only)

Complaint 1582 only

Complaint (Intervenor)

Complaint (Third-Party)

Counterclaim

Crossclaim

**ANSWERS TO COMPLAINTS**

Answer to Complaint

**OTHER ANSWERS**

Amended Answer

Reply

**MOTIONS AND RELATED FILINGS**

**MOTIONS**

Application/Motion for Preliminary Injunction

Application/Motion for Temporary Restraining Order

Form 06 - Request for Trial

**MOTIONS** (continued)

Form 15 - Application for Attorney Fees  
(EAJA)

Motion for Assignment to a Judge

Motion for Attorney Fees

Motion for Certification of Appealability

Motion for Change/Transfer of Venue

Motion for Class Certification

Motion for Contempt

Motion for Default Judgment

Motion for Directed Verdict

Motion for Discovery

Motion for Entry of Default

Motion for Entry Rule 54(b) Judgment

Motion for Entry of Scheduling Order

Motion for Errata

Motion for Excess Pages

Motion for Extension of Time

Motion for Extension of Time

to Complete Discovery

Motion for Extension of Time to File Brief

Motion for Extension of Time to File Brief

Motion for Extension of Time to

File Complaint

Motion for Extension of Time to File

Reply Brief

Motion for Extension of Time to File

Response Brief

Motion for Extension of Time to Remain  
on Reserve Calendar

Motion for Extension of Time to Remain  
on Suspension Disposition Calendar

Motion for Extension of Time to

Respond to Complaint

Motion for Extension of Time to Respond  
to Motion

Motion for Hearing

Motion for Injunction Pending Appeal

Motion for Judgment as a Matter of Law

Motion for Judgment on the Pleadings

Motion for Judgment on Agency Record (56.1)

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

**MOTIONS AND RELATED FILINGS** (continued)

Motion for Judgment on Agency Record (56.2)	Motion to Intervene
Motion for Leave to	Motion to Invest Funds
Motion for Leave to File Discovery Material	Motion to Join
Motion for Leave to File Out of Time	Motion to Join (Parties)
Motion for Leave to Proceed In Forma Pauperis	Motion to Lift Stay
Motion for a More Definite Statement	Motion to Modify or Terminate EFP
Motion for New Trial	Motion to Quash
Motion for Oral Argument	Motion to Remand Case
Motion for Order to Show Cause	Motion to Remove from Suspension Disposition Calendar
Motion for Partial Summary Judgment	Motion to Remove from Suspension File
Motion for Permanent Injunction	Motion to Reopen Case
Motion for Protective Order	Motion to Reopen Record
Motion for Reassignment of a Judge	Motion to Set Aside Default
Motion for Reconsideration	Motion to Set Aside Default Judgment
Motion for Referral to Court-Annexed Mediation	Motion to Set Aside Dismissal
Motion for Rehearing (Dispositive)	Motion to Sever
Motion for Rehearing (Procedural)	Motion to Sever and Dismiss (Dispositive)
Motion for Relief from Order/Judgment	Motion to Sever and Dismiss (Procedural)
Motion for Sanctions	Motion to Stay
Motion for Stay Pending Appeal	Motion to Strike
Motion for Summary Judgment	Motion to Substitute Party
Motion for Suspension - Rule 84	Motion to Supplement
Motion for Test Case Designation	Motion to Suppress
Motion for Three-Judge Panel	Motion to Transfer Action to another Court
Motion for Writ of Mandamus	Motion to Vacate
Motion in Limine	Motion to Vacate Prior Order (Dispositive)
Motion to Alter/Amend/Correct	Motion to Vacate Prior Order (Procedural)
Motion to Amend Scheduling Order	Motion to Withdraw Document/Motion
Motion to Appear as Amicus Curiae	Motion to Withdraw/Substitute Attorney
Motion to Appear Pro Hoc Vice	Motion to Have Entry Papers Sent to Port ZMotion
Motion to Cancel Oral Argument	
Motion to Clarify	
Motion to Compel	
Motion to Consolidate Cases	
Motion to Correct Record	
Motion to Deposit Funds	
Motion to Dismiss Case	
Motion to Enforce Judgment	
Motion to Exclude	
Motion to Expedite	

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

**RESPONSES and REPLIES**

Reply  
Response to 56.2 Motion  
Response to Motion (Dispositive)  
Response to Motion (Procedural)  
Supplemental Response  
Sur-Reply

**OTHER FILINGS**

**NOTICES**

Application to Enter Default  
Discovery Plan  
Errata Memorandum  
Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons  
Form 01B Waiver of Service of Summons  
Form 7 Notice of Dismissal 41(a)(1)(A)  
Form 8 Notice of Dismissal 41(a)(1)(B)  
Form 11 Notice of Appearance  
Form 12 Substitution of Attorney  
Notice of Consent to Electronic Service  
Notice of Deposition  
Notice of Destruction of Confidential Information  
Notice of Endorsement  
Notice of Suggestion of Death  
Notice of Supplemental Authority  
Notice of Withdrawal of Attorney  
Pretrial Disclosures Pursuant to Rule 26  
Service Acknowledged

**APPEAL DOCUMENTS**

Notice of Appeal ( Fee Required)  
Petition for Writ of Certiorari

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

**OTHER DOCUMENTS**

Acknowledgment  
Administrative Record  
Affidavit/Declarations  
Appendix  
Bill of Costs  
Bond  
Brief  
Certificate of Service  
Certificate of Settlement Efforts  
Certification and Index  
Comments on Remand Results  
Confession of Judgment  
Consent of Client  
Demand for Complaint  
Demand for an Answer  
Exhibits  
Expert Witness Testimony  
Form 5 Information Statement  
Form 9 Stipulation on Agreed Statement of Facts  
Form 13 Corporate Disclosure Statement  
Form 17 Business Proprietary Information Certification  
Form 18 Notice of Termination of Access  
to Business Proprietary Information  
Form 19 Report of Parties Planning Conference  
Joint Status Report  
Jurisdiction Statement  
Jury Demand  
Law Student Appearance Form  
Letter  
Marshal's Proof of Service  
Memorandum of Points & Authorities  
Petition  
Petition for Writ of Mandamus  
Pretrial Brief  
Pretrial Memorandum  
Proof of Service  
Proposed Exhibit List  
Proposed Findings of Fact  
Proposed Findings of Fact and Conclusions of Law  
Proposed Judgment Order  
Proposed Order  
Proposed Order Governing Trial  
Proposed Pretrial Order  
Proposed Scheduling Order  
Proposed Witness List  
Remand Results  
Reply to Comments on Remand Results

Request for Entry of Default  
Request to Have Entry Papers Sent to Port  
Response to Court's Request/Order  
Rule 65(b) Certification  
Settlement Agreement  
Statement of Issues  
Status Report  
Stipulation  
Stipulation in Lieu of Trial  
Stipulation of Facts not in Controversy  
Summons (Third-Party)  
Trial Brief  
Witness List  
ZDocument

**MULTI-CASE DOCKETING**

Certificate of Service  
Consent Motion for Extension of Time to  
Remain On Reserve Calendar  
Consent Motion for Extension of Time to  
Remain On Suspension Disposition  
Calendar  
Consent Motion for Leave to File Out of Time  
Consent Motion for Suspension  
Consent Motion to Consolidate Cases  
Consent Motion to Remove from Suspension  
Disposition Calendar  
Consent Motion to Remove from Suspension File

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Guidelines for: **Loss or Compromise of CM/ECF Password**

**Purpose:**

The purpose of these guidelines is to set forth the process for attorney and non-attorney users of the CM/ECF System when a password is lost or compromised.

**Responsibilities:**

It shall be the responsibility of each registered CM/ECF System user to report to the Clerk's Office any lost or compromised password.

**Procedures:**

1. When a user loses his/her password, or his/her password is compromised, the user is to file a *Notice of Loss/Compromise in CM/ECF User Password* (CM/ECF Form No. 9) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section of the Clerk's Office.
2. Once the Admissions Clerk receives the Notice and verifies that the user is on the Court's Active Admission to Practice Roster and is registered as a CM/ECF user, the Admissions Clerk shall initial the Notice and forward it to TDSS for further processing.
3. If the user is not on the Court's Active Admission to Practice Roster, the Admissions Clerk shall initial and send the Notice to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.
4. The Admission Clerk advises the attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.
5. The Case Management Supervisor shall advise a non-attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

Attachment 1

**UNITED STATES COURT OF INTERNATIONAL TRADE**

**NOTICE OF LOSS/COMPROMISE OF CM/ECF USER PASSWORD**

PLEASE TAKE NOTE that the password of the undersigned registered CM/ECF user for the Court's CM/ECF System was lost or compromised. Therefore, in accordance with Paragraph 2(g) of the Court's Administrative Order 02-01, the undersigned requests the issuance of a new password.

\_\_\_\_\_  
Name of CM/ECF User

\_\_\_\_\_  
Firm/Agency

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Primary E-mail Address

\_\_\_\_\_  
Secondary E-Mail Address

\_\_\_\_\_  
Signature of CM/ECF User

\_\_\_\_\_  
Date

CM/ECF Form No. 9

For Internal USCIT use only.

\_\_\_\_\_ Active Attorney and Registered CM/ECF User

\_\_\_\_\_ Non-Attorney User

\_\_\_\_\_  
Case Management Supervisor

\_\_\_\_\_  
Date forwarded to TDSS

\_\_\_\_\_  
Date of Acknowledgment



**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

Attachment 2



**United States Court  
of International Trade  
Office of the Clerk  
One Federal Plaza  
New York, NY 10278-0001**

<Date>

**M E M O R A N D U M**

**TO:** <User's Name>  
**RE:** Change of CM/ECF User's Password

This is to advise you that the Office of the Clerk, Attorney Admissions Section, has received your *Notice of Loss or Compromise of CM/ECF User Password*. Your request has been processed. Below please find your new password.

Password: \_\_\_\_\_

If you have any questions, please contact the CM/ECF Help Desk at 1-866-450-1859 from 8:30 a.m. to 5:00 p.m., EST.

CM/ECF Form No. 14

**United States Court of International Trade**  
**Office of the Clerk**  
Administrative Policies and Procedures

---

Guidelines for: **Loss or Compromise of CM/ECF Password**

**Effective Date: April 20, 2004**

Approved: \_\_\_\_\_/S/\_\_\_\_\_  
Leo M. Gordon, Clerk of the Court

Date: April 20, 2004

Original Copy: CM/ECF Policies and Procedures Binder

Copies to: All Section Managers

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

UNITED STATES COURT OF INTERNATIONAL TRADE

v.	Plaintiff,  Defendant.
----	------------------------------

Court No. \_\_\_\_\_

NOTICE OF CONSENT TO ELECTRONIC SERVICE

The above-captioned action is subject to electronic filing procedures adopted in the Court's Administrative Order No. 02-01, adopted by the Court on December 18, 2001 with an effective date of April 1, 2002, governing electronic filing procedures. Pursuant to the Order, the parties are not required to serve each other electronically. However, parties to an action in the Court may consent to electronic service, consistent with the procedures set forth in the Administrative Order. See Paragraph 6 of Administrative Order No. 02-01.

Accordingly, \_\_\_\_\_ (insert name of attorney and firm) hereby consents to electronic service in the above-captioned action. Such service shall be accomplished in accordance with the procedures set forth in the Administrative Order referenced above and the Electronic Filing Procedures Users' Manual available on the U.S. Court of International Trade's Public Website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) at the undersigned attorney's e-mail address(es) of record for this action in the Court's CM/ECF database.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Attorney

\_\_\_\_\_  
Address

Counsel for: \_\_\_\_\_

**United States Court of International Trade**  
**Office of the Clerk**  
**Administrative Policies and Procedures**

---

---

**Errata Reporting Form**

**Directions:** Please use this form to record any changes or corrections to the *CM/ECF User's Manual for Electronically Filing Case Events*. Please fax the form to (212) 264-0441 to the attention of the Training Specialist. Please make additional copies of the form as needed.

Thank you for your help. Your feedback is very important.

Page No.	Item No.	Nature of the Change

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

---

#### Index for CM/ECF User's Manual

Add/Create a Party in CM/ECF .....	8
Attorney Associations in CM/ECF .....	8
Basic User Information .....	8-14
Bulky Document Standard (BDS) .....	9, 190
CM/ECF Glossary .....	186-188
CM/ECF System Options .....	7
Confidential Filings .....	10
Correcting Mistakes .....	10
Documents Filed in Error .....	10
Exhibits - Physical .....	10
Filers .....	4, 7, 10, 11, 12, 13, 14, 15, 162, 171, 189
Filing Case Events .....	98-160, A-49
Answer to Complaint .....	7, 8, 96-103, 196, A-1, A-7, A-40
Appeal Documents .....	7, 146-154, A-4, A-42
Consent Motion for Extension of Time .....	110-116, 157, A-2, A-42
Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) .....	104-109, A-3
Motion for Judgment Upon Agency Record 56.1 .....	127, 129
Motion to Intervene and Required Related Filings .....	117-126, A-41
Reply to Response to Dispositive Motion .....	140-145
Response to Dispositive Motion for Judgment Upon Agency Record 56.1 .....	133-139
Filing Tips .....	4
Glossary of CM/ECF System Errors .....	189
Hardware and Software Requirements .....	1, 15-17
Help Desk .....	3, 5, 13, 14, 40, 48, 93, 151, 160, 183, 185, 189, A-17, A-23, A-31, A-33, A-46
Helpful Hints/Warnings When Working with the CM/ECF System .....	3
How to Access the System .....	2, 3
How to Register to Use the System .....	4
Joint Filings .....	11
Motions .....	7, 11, 13, 18, 120, 127, 132, 136, 137, 139, 143, 150, 172, 196, 197, A-40, A-41
Notice of Electronic Filing Screen .....	11, 12, 52, 103, 109, 115, 116, 124, 125, 131, 132, 138, 139, 144, 145, 159, 160, 170, 175, A-13, A-20, A-26, A-30
Notice of Manual Filing .....	10, 13, 48, 103, 151, A-8, A-9

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

---

#### Index for CM/ECF User's Manual (continued)

Opening a Case .....	1, 22-97
Adding a New Alias .....	34-35
Adding an Alias .....	2, 31-33
Adding Defendant Information .....	2, 38-39
Appeal Documents .....	7, 146-154, A4, A42
Creating a New Party Plaintiff .....	2, 30
Docketing a Complaint .....	3, 86-97
Filing a Summons .....	2, 4, 22, 41-52
Notice of Electronic Filing .....	1, 2, 11, 12, 52, 103, 109, 115, 119, 124, 125, 126, 132, 139, 140, 144, 145, 159, 170, 175, A-13, A-20, A-26, A-30
On-Line Payment of the Filing .....	2, 48-49
Search for a Party .....	2, 28, 38, 55, 61, 65, 68, 70, 72, 73, 75, 78, 79, 82, 83, 85
Verifying Docket Text Information .....	2, 51
1581(a) Denied Protest - Appraised Value .....	25-27
1581(a) Denied Protest - Classification .....	54
1581(b) Domestic Interested Parties Petition: Appraised Value .....	56-57
1581(c) Antidumping or Countervailing Duty Determination .....	59
1581(c) Antidumping or Countervailing Duty Determination: Not to Initiate Investigation .....	60-61
1581(d) Denial of Certification for Trade Adjustment Assistance .....	63
1581(d) Denial of Certification for Trade Adjustment Assistance: Worker 19 USC 2273 .....	64-65
1581(e) Government Procurement/Country of Origin .....	67-68
1581(f) Disclosure of Proprietary Information .....	70
1581(g) Custom Broker's License/Permit: Private Testing Lab .....	71-72
1581(h) Pre-importation Ruling .....	74-75
1581(i) Residual Jurisdiction .....	76-78
1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties .....	81-82
1584 Disclosure of Proprietary Information: Sanctions .....	84-85

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

---

#### Index for CM/ECF User's Manual (continued)

Query Options .....	7, 161-173
Alias .....	2, 3, 7, 29, 31, 32-36, 162, 166
Associated Cases .....	7, 162, 166
Attorney ...	1, 3, 4, 7, 8, 11, 12, 40, 41, 43, 48, 73, 79, 83, 88, 93, 97, 105, 110, 111, 117 121, 126-128, 134, 141, 149, 151, 162-165, 167, 171, 181, 186, 188, A-1, A-3-A-4, A-6, A-9, A-11-A-13, A-15-A-20, A-22, A-24, A-27-A-28, A-32, A-34, A-37, A-40-A-42, A-44-A-56, A-48, A-50
Deadlines/Hearings .....	3, 7, 162, 168-169
Docket Report .....	7, 52, 162, 170, 174
Filers .....	3, 4, 7, 11, 14, 15, 162, 171, 189
Party .....	1-4, 7, 8, 11, 13, 16, 28-36, 38, 42, 43, 54-58, 61, 62, 65, 68, 70, 72, 73, 75, 78-79, 82, 83, 85, 87, 89, 101, 105, 111, 118-121, 123, 128, 130, 134, 137, 141, 147, 156, 162-165, 168, 171, 188, 189, A-1, A-2, A-6, A-9, A-33-A-35 A-40, A-41, A-43
Related Transactions .....	3, 7, 162, 172
Status .....	3, 7, 22, 162, 173, 177, A-3, A-5, A-43
Report Options	
Calendar Events .....	3, 7, 174, 177, 178
Civil Cases .....	7, 176
Docket Sheet ...	12, 88, 97, 103, 105, 109, 110, 116, 121, 125, 128, 132, 134, 139, 141, 145, 154, 162, 166, 170, 174, 175, A-14, A-21
Transcripts .....	173
Technical Difficulty with Court's CM/ECF System .....	13
Uniformity on Filings .....	13
Utilities Options .....	7, 165, 183- 189
Internet Payment History .....	7, 183, 188, 189
Mailing Information for a Case .....	7, 165,183,184
Mailing Labels by Case .....	7, 183, 185, 186
Verify a Document .....	7, 183, 187
Your Account: View Your Transaction Log .....	183, 184

# United States Court of International Trade

## Office of the Clerk

### Administrative Policies and Procedures

---

---

#### **Index for CM/ECF User's Manual** (continued)

Windows Conventions for the CM/ECF System .....	2
Working with Adobe Acrobat and Portable Document Format (PDF) .....	14-20
Filing Motions as One Document or Multiple Documents .....	17
How to Attach a PDF Document .....	16-20, 110, 117, 122, 132, 139, 153
How to Convert Documents to PDF Format .....	15
Microsoft Word 95 or later .....	16
WordPerfect Version 6.1, 7, 8 or higher .....	15
WordPerfect Version 9 or higher .....	15
How to View a PDF File .....	16
Z Motion and Z Document .....	13
Appendix .....	4, 7-9, 11, 12, 133, 195, 196, A-12, A-21, A-39, A-42
Alphabetical Listing of Docket Events .....	196, 197, 1-4
Bulky Document Standard .....	8, 127, 137, 143, 150, 156, 190, 5, 6, 8
Change in CM/ECF User Information .....	4, 24, 26, 30, 32
CM/ECF Registration (Attorney) .....	4, 9, 10, 16
CM/ECF Registration (Non-Attorney) .....	4, 9, 18, 24, 44
Declaration that Party Was Unable to File .....	12, 193, A-33-A-35
Errata Reporting Form .....	49
List of Docket Events by Category .....	40
Notice of Consent to Electronic Service .....	11, 2, 42, 48