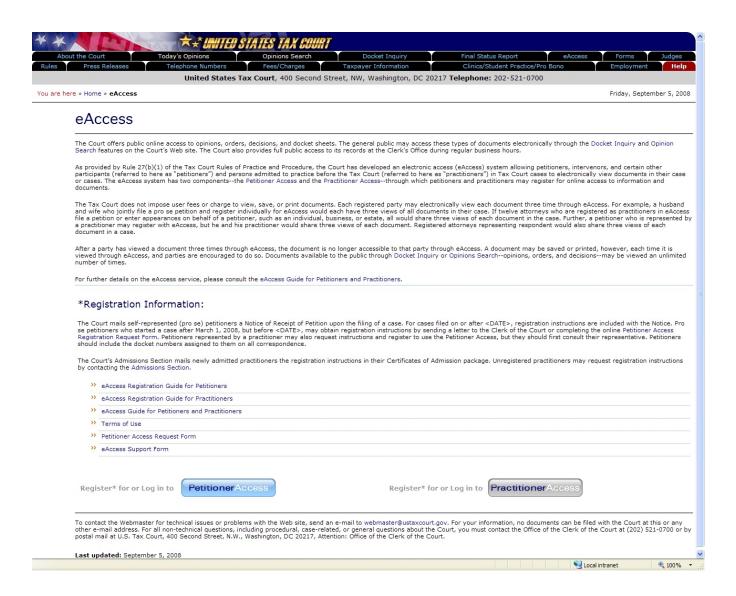
# eAccess

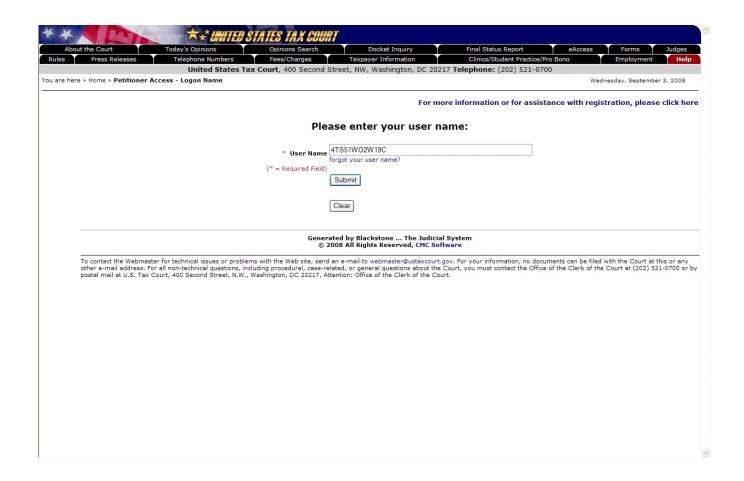
# Registration Manual for Petitioners



United States Tax Court Washington, D.C. January 2009



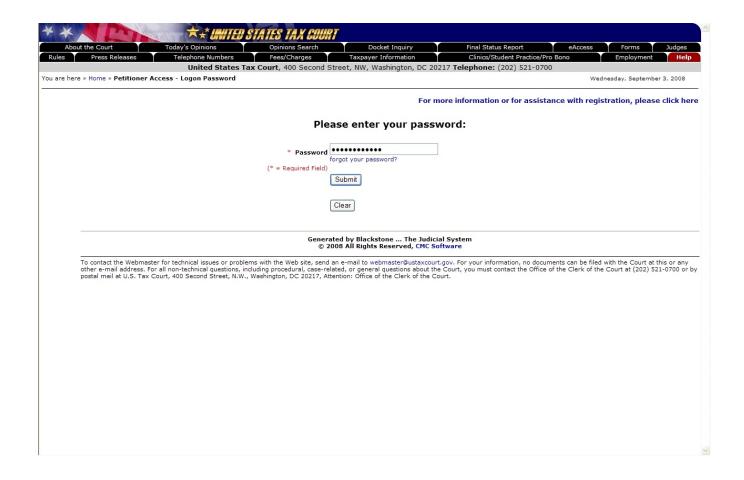
Open your Web browser, such as Microsoft Internet Explorer, and browse to the Court's eAccess Web page, http://www.ustaxcourt.gov/electronic\_access.htm. Click on the button labeled "Petitioner Access" near the bottom-left corner of the page.



2. Log into Petitioner Access by first typing in the temporary "User Name" from the instructions sent by the Tax Court. The User Name must be typed in ALL CAPS. It may contain the letter "O", but will not contain the number zero ("0").

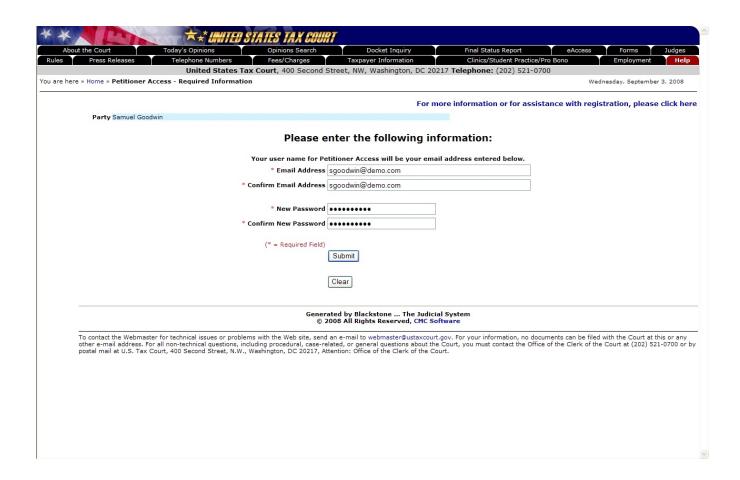
Click the "Submit" button.

The system validates the user name and continues to the next step.



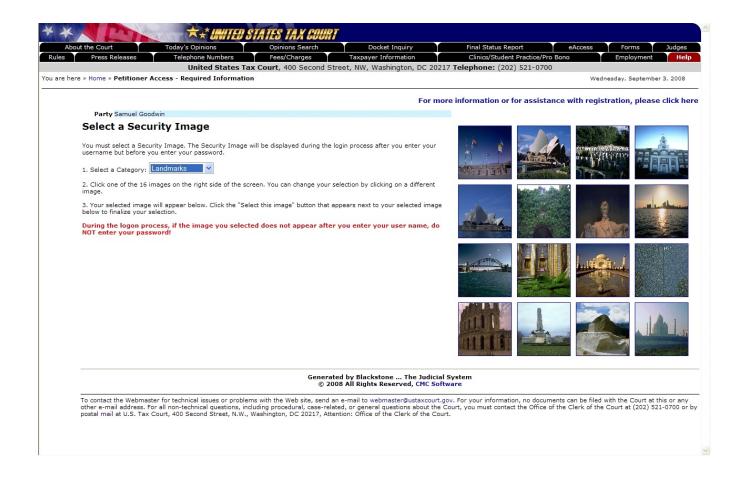
3. Enter the password that was mailed to you and click "Submit". The password must be typed in ALL CAPS. It may contain the letter "O", but will not contain the number zero ("0").

The system validates the password and continues to the next step.

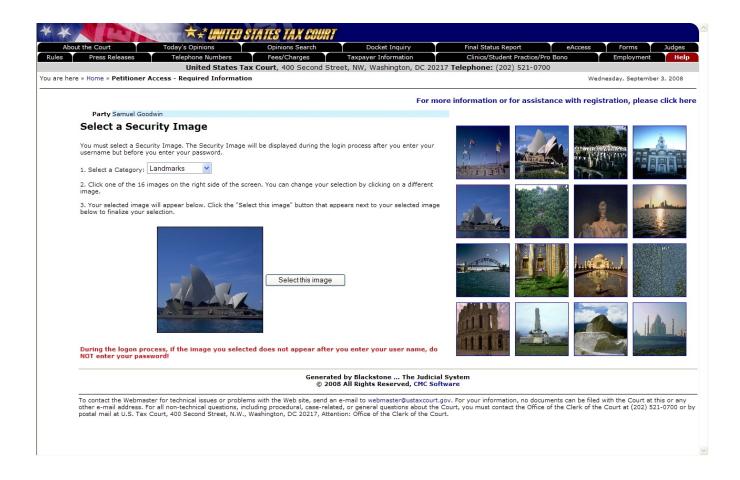


- 4. Complete the form by typing a user name (your e-mail address) and a new password:
  - The e-mail address you enter will be used to complete the registration process and will be your Petitioner Access User Name so it must be valid. Type the same address in the "Confirm Email Address" box.
  - The password must be at least 8 characters in length. The password is case-sensitive and must contain both letters and numbers. No symbols (\* # \_ -) or punctuation (? , ; .) are allowed.

When complete, click "Submit".

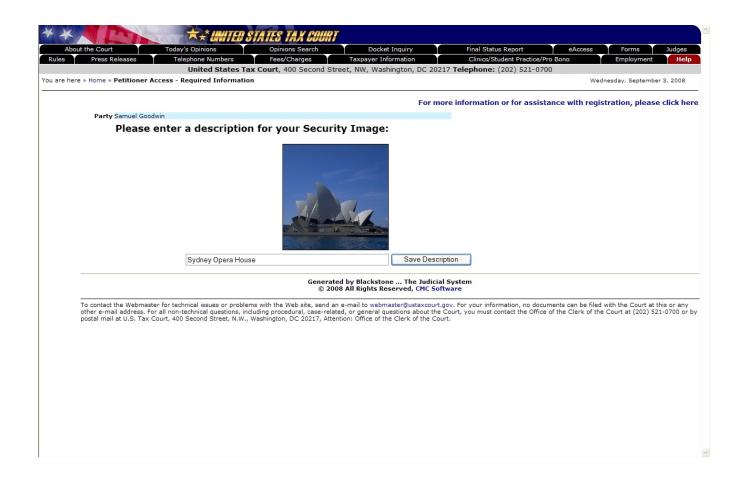


5. You must select a security image. Choose a category of images, such as Agriculture, Landmarks, National Parks, etc., from the drop down list to display the images in that category. You will see 16 random images on the right side of the screen. Click on an image to select it and continue to the next step.



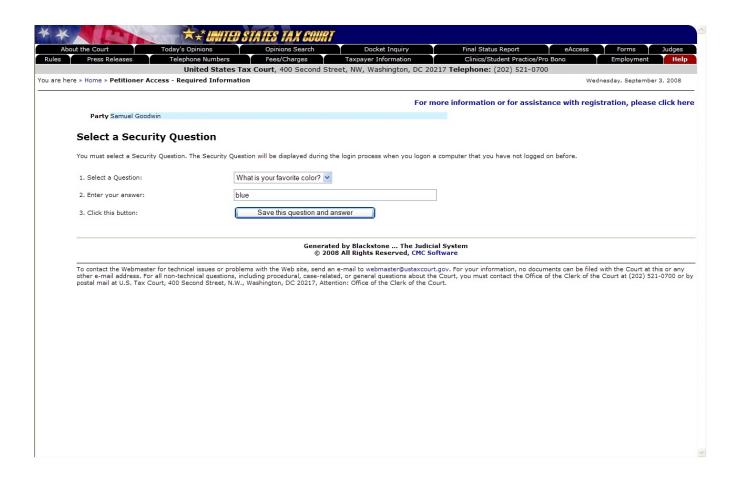
6. When you see the selected image displayed in the large box on the left side of the screen, confirm your choice by clicking on the "Select this image" button.

Your computer's settings may not allow you to see the desired image next to the "Select this image" button. If this happens, click the "Select this image" button and the image will appear on the next Web page.



7. After you have selected a security image, you must enter a description of the image and click "Save Description".

When you log into Petitioner Access after registering, you should see the image you selected and the description you entered. If you see something different, do NOT type in your password.



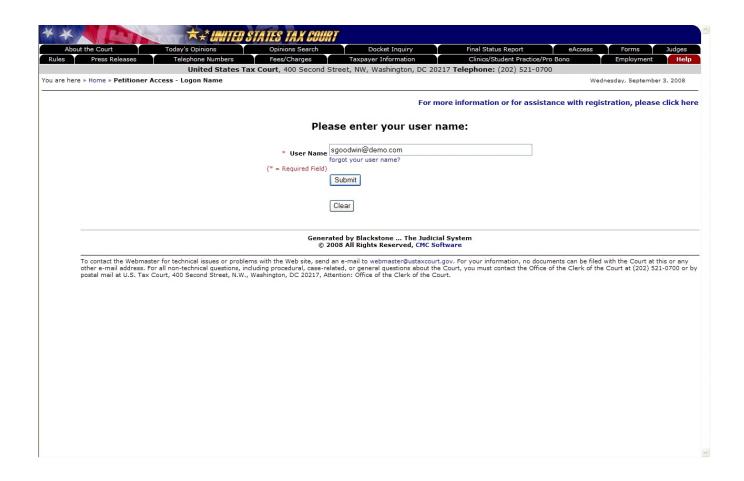
8. You must also select a security question. First pick a question from the drop-down list, then enter your answer to the question. Finally, click the "Save this question and answer" button.

When you log into Petitioner Access after registering, you must provide the answer to your security question exactly as you typed it. For example, if you selected the "Where were you born" question and typed "New York, NY" as the answer, you would not be able to log in if you typed "New York", "new york, ny" or "New York, N.Y."



9. Once you have submitted the registration information, an e-mail message from the Tax Court (psa@ustaxcourt.gov) is sent automatically to the e-mail address you entered in step 4. The message contains a Confirmation Code that must be entered to activate your account the next time you log into Petitioner Access.

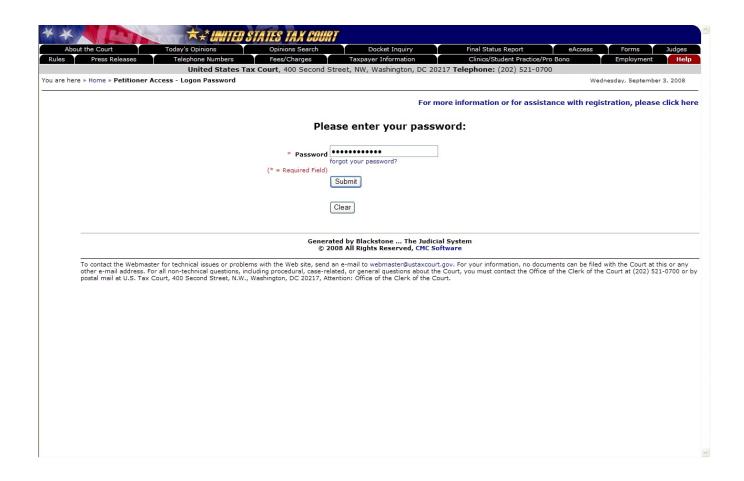
If you do not receive the message, your junk e-mail filter may be blocking it. Look for the message in your junk e-mail folder or try adding psa@ustaxcourt.gov to your list of trusted senders.



Open your Web browser, such as Microsoft Internet Explorer, and browse to the Court's eAccess Web page, http://www.ustaxcourt.gov/electronic\_access.htm. Click on the button labeled "Petitioner Access" near the bottom-left corner of the page. Log into Petitioner Access by typing the user name you created during registration, i.e., your e-mail address, and then clicking on the "Submit" button.



If you forget your user name, click on the "forgot your user name?" link to see a reminder. Your user name is the e-mail address you provided during the registration process.



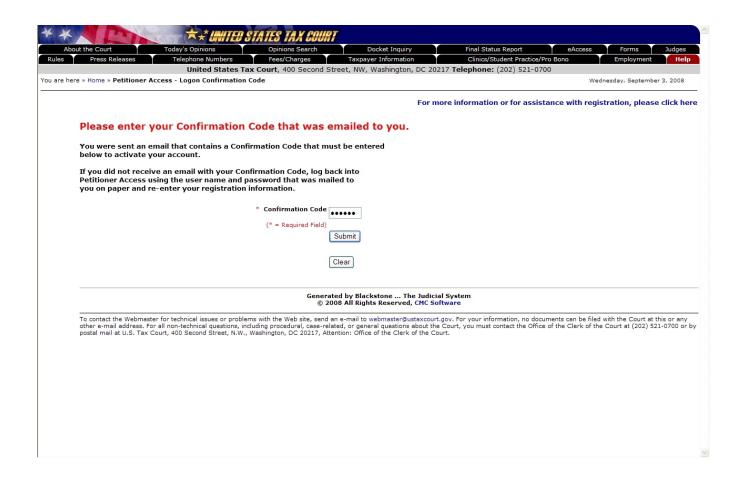
11. Type your new password and click the "Submit" button to continue. The password is case-sensitive and must be typed exactly how you entered it during registration.

The system validates the password and continues to the next step.

User Name:	
	Submit Reset
	Enter your User Name and click Submit.
	Your Password will be emailed to you.

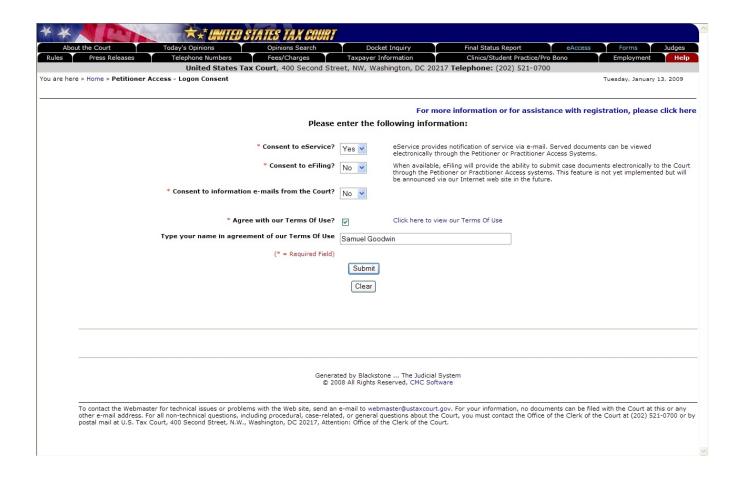
If you forget your password, click on the "forgot your password?" link to display the "Forgot Password" page. Enter your User Name (your e-mail address) and click on the "Submit" button. The system will automatically send you an e-mail message containing the password.

## Petitioner Access - Entering the Confirmation Code



12. Enter the case-sensitive Confirmation Code from the e-mail message, then click the "Submit" button.

#### Petitioner Access - Consent and Terms of Use

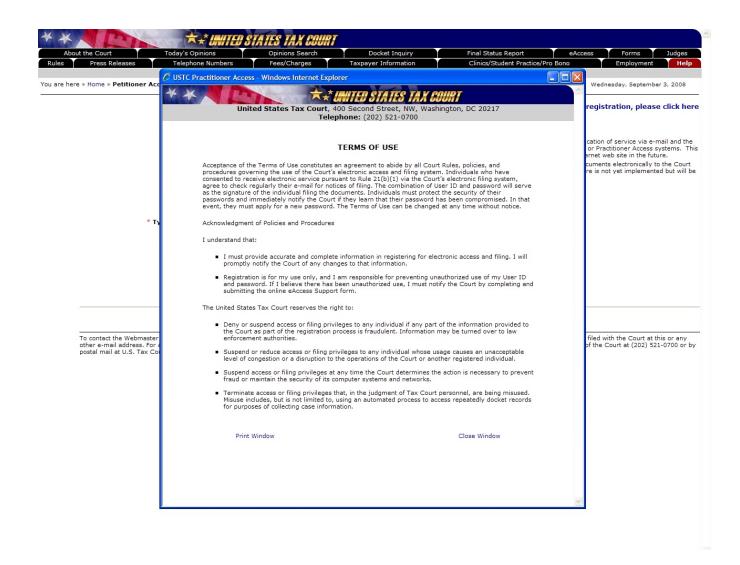


13. Choose "yes" or "no" in the drop-down boxes to indicate whether you consent to electronic service and electronic filing of documents and to receiving information e-mails from the Court when these features become available. You may change your preferences at any time (see page 31).

You must agree to the Terms Of Use (TOU) before you are allowed to view documents. Click in the check box and type your name in the signature block. Clicking the text "Click here to view our Terms of Use" will open the TOU in a new window.

Click the "Submit" button to complete the registration process and begin using Petitioner Access.

#### Petitioner Access - Terms of Use



You must agree to the TOU before you are allowed to view documents. To print the TOU, click the blue "Print Window" text at the bottom of the window.

You may view the TOU at any time by clicking the "Click here to view our Terms Of Use" hyperlink near the bottom of each Petitioner Access screen.

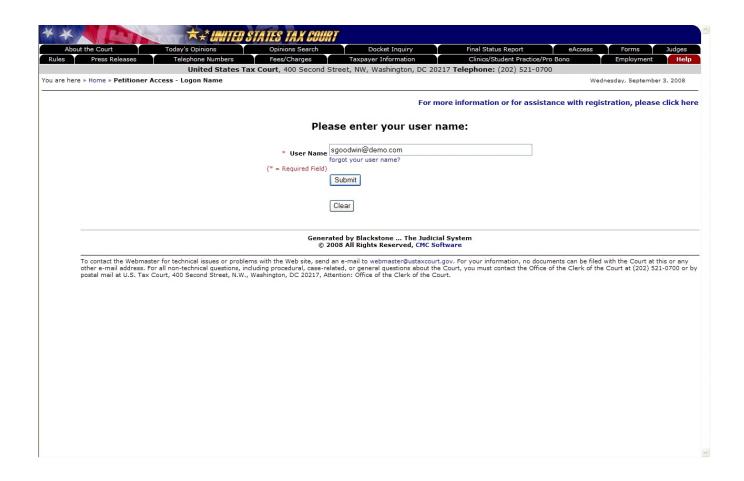
#### Petitioner Access - Open Cases



After successfully registering or logging into Petitioner Access, you will see a list of your "open" cases.

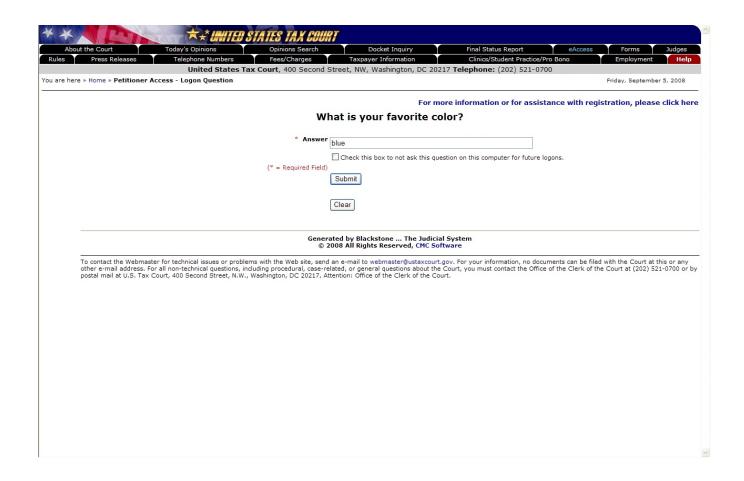
Clicking the blue docket number will display the docket sheet for that case. You can view the docket information for other cases not displayed in the list by (1) clicking on the "Case Entry" link to search by a case number; (2) clicking on the "Party Search" link to search by party name; or (3) clicking on the "Corporate Search" link to search by corporate name.

#### Petitioner Access - Logging On After Registration is Complete



Open your Web browser, such as Microsoft Internet Explorer, and browse to the Court's eAccess Web page, http://www.ustaxcourt.gov/electronic\_access.htm. Click on the button labeled "Petitioner Access" near the bottom-right corner of the page. Log into Petitioner Access by typing the User Name you created during registration, i.e., your e-mail address, and then clicking on the "Submit" button.

#### Petitioner Access - Answering the Security Question



Type the answer to your security question exactly as you typed it during registration. For example, if you selected the "Where were you born" question and typed "New York, NY" as the answer, you must type "New York, NY" as the answer. Click the "Submit" button.

For security purposes, you cannot log into Petitioner Access without correctly answering the question. If you cannot gain access, you will need to re-register with the original User Name and Password the Court sent you.

If you do not want to answer the security question for each subsequent log in on your current computer, you may check the box below the security answer block and you will not be prompted to answer the security question on subsequent log ins.

# Petitioner Access - Security Image and New Password



If you see the security image you selected and the description you typed during registration, type your password and click the "Submit" button to continue.

#### Petitioner Access - Electronic Service (eService)

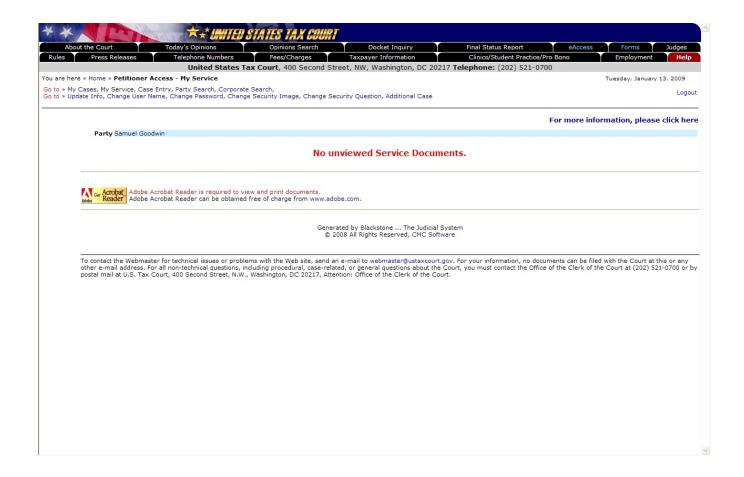


If you consented to receive eService, you will see a list of unviewed service documents in your case after successfully logging in. The "Service Document" column contains a button labeled "View" and the number of pages in the served document. To view the document, click the "View" button. Documents are in portable document format (PDF) and require Adobe Acrobat Reader or equivalent to view them.

Each document may be electronically viewed three times. If you are represented by counsel, you and your representative will share three views of each document, after which neither of you will be able to access the document through eAccess. A document may be saved or printed, however, each time it is viewed, and you are encouraged to do so. Documents available to the public through Docket Inquiry or Opinions Search--docket sheets, opinions, orders, and decisions--may be viewed an unlimited number of times. The first view of an electronically served document does not count against the allotted three views per document.

Documents will remain on the list until they are viewed. After a document is viewed, it is removed from the Service Document list.

## Petitioner Access - Electronic Service (eService)



If you consented to receive eService, but no documents have been served, you will see the "No unviewed Service Documents" message.

# Petitioner Access - Adding an Additional Case

About the Court	Today's Opinions	Opinions Search	Docket Inquiry	Final Status Report	eAccess	Forms
es Press Releases	Telephone Numbers	Fees/Charges	Taxpayer Information	Clinics/Student Practice/	Pro Bono	Employment
		x Court, 400 Second St	reet, NW, Washington, DC 20	217 <b>Telephone:</b> (202) 521-07	00	
e here » Home » Petitioner Ac						Friday, September 5, 200
<ul> <li>My Cases, Case Entry, Party 5</li> <li>Update Info, Change User Nar</li> </ul>		Security Image, Change Se	ecurity Question, Additional Case			L
					For more info	ormation, please click
Party Sam	nuel Goodwin					
	Please eni	* User Name  * Password  * Confirm Password  (* = Required Field)	Password that you received in Submit	your letter for your additional	case.	
To contact the Webmacker	r for technical issues or problem	© 20	ted by Blackstone The Judici 08 All Rights Reserved, CMC So		uments can be file	d with the Court at this or a
other e-mail address. For	all non-technical questions, incli	uding procedural, case-rela		e Court, you must contact the Offic		

If you have filed more than one petition, you may register for eAccess for each case. After obtaining registration instructions with temporary user names and passwords for additional cases, you may add them to your Petitioner Access profile by clicking the "Additional Case" hyperlink near the top of the "My Cases" page. Enter the user name and password from the registration instructions that were sent for the additional case, then click Submit. The case will now appear in the "My Cases" list according to its status--either open or closed.

#### Petitioner Access - Closed Cases



Clicking on the "Closed Cases" link will display a list of any cases in your Petitioner Access profile that are closed. Click on a docket number to view the docket sheet. You may click on the "Open Cases" link to display only open cases, or click on the "Open and Closed Cases" link to display all cases (both open and closed).

Documents may be viewed for 120 days after a case is closed.

#### Petitioner Access - Open and Closed Cases



Clicking on the "Open and Closed Cases" link will display a list of all cases (both open and closed) in your Petitioner Access profile. Click on a docket number to view the docket sheet.

#### Petitioner Access - Viewing Docket Entries



In addition to information on parties, participants, and practitioners in the case, the docket sheet contains the Case Index--a list of all filings and proceedings in the case. Docket records are updated Monday through Friday at 6:00 p.m. Eastern Time.

- To view party, participant, and attorney information, click the "Go to" or the "Case Parties" hyperlink below the docket number.
- Click the "View/Print Docket Sheet" button to open a printer friendly version.
- For documents filed after March 1, 2008 (in cases commenced after 2004), the "Document" column contains a "View" hyperlink and the number of pages of the filed document. To view a document, click the hyperlink. For example, to view the Answer, index entry no. 0005, in the picture above, click the "View 36" hyperlink. Documents are in portable document format (PDF) and require Adobe Acrobat Reader or equivalent to view them.

Each document may be electronically viewed three times. If you are represented by counsel, you and your representative will share three views of each document, after which neither of you will be able to access the document through eAccess. A document may be saved or printed, however, each time it is viewed, and you are encouraged to do so. Documents available to the public through Docket Inquiry or Opinions Search--opinions, orders, and decisions--may be viewed an unlimited number of times.

#### Petitioner Access - Case Entry



Petitioner Access also allows you to see cases other than those to which you are a party. To search for cases by docket number, click on the "Case Entry" link, type the Docket Number, then click the "View Docket" button to display the docket sheet.

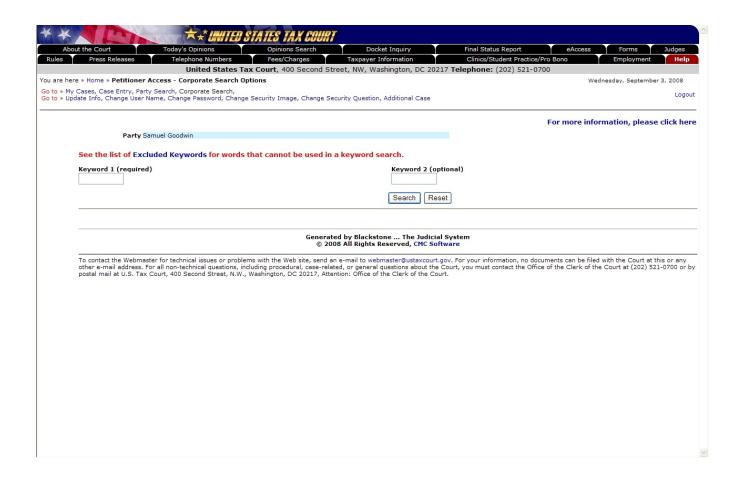
Note: You are able to view documents only for your cases except for opinions, orders, and decisions which are available to the public and may be viewed an unlimited number of times.

#### Petitioner Access - Party Search



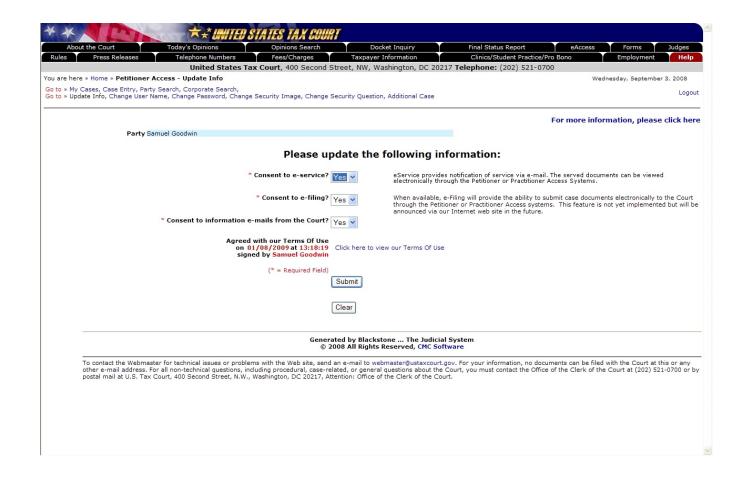
To search for a case by party name, click on the "Party Search" link. Type in the last name (required), first name, middle initial and state (optional, but can narrow the search), then click on the "Search" button to search for cases. Any cases found will be displayed. Click on a case in the list to select it.

#### Petitioner Access - Corporate Search



To search for a case by corporate name, click on the "Corporate Search" link. Type in keyword 1 (required) and keyword 2 (optional, but can narrow the search), then click on the "Search" button to search for cases. Any cases found will be displayed. Click on a case in the list to select it.

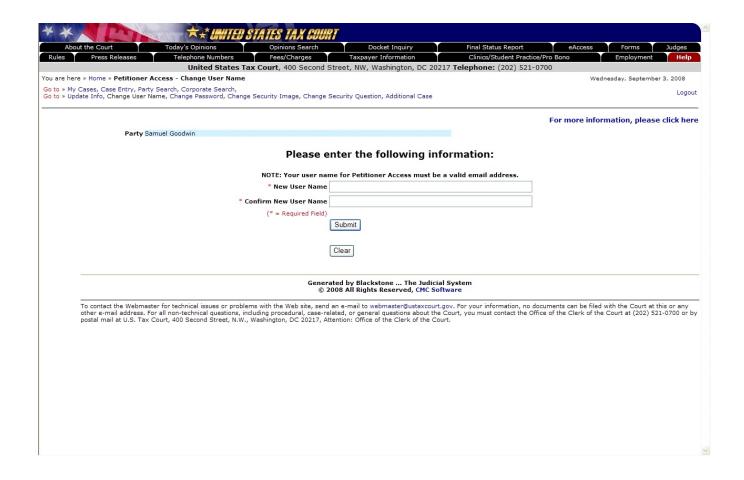
#### Petitioner Access - Update Info



To update information provided during registration, click on the "Update Info" link. Make the needed changes and click the "Submit" button to save the new information.

To change other selections made during registration, click the associated link, such as "Change User Name", "Change Password", "Change Security Image", or "Change Security Question".

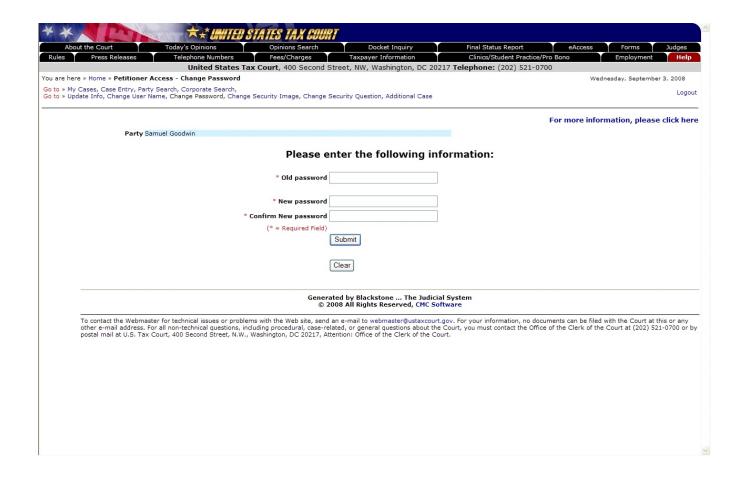
#### Petitioner Access - Change User Name



To change your user name, i.e., your e-mail address, click on the "Change User Name" link and enter a new user name in the top box. Your user name must be a valid e-mail address. Type the new user name again in the bottom box to confirm. Click on the "Submit" button to save the change.

To change other selections made during registration, click the associated link, such as "Update Info", "Change Password", "Change Security Image", or "Change Security Question".

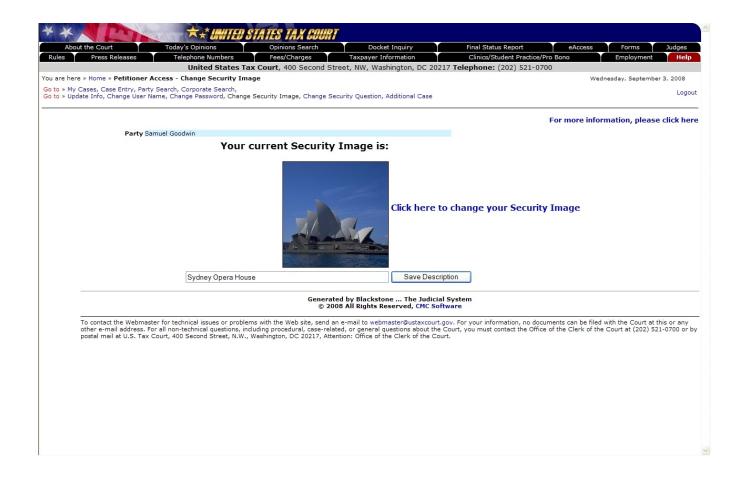
#### Petitioner Access - Change Password



To change your password, click on the "Change Password" link and enter a new password in the top box. The password must be at least 8 characters in length. The password is case-sensitive and must contain both letters and numbers. No symbols (\* # \_ -) or punctuation (? , ; .) are allowed. Type the new password again in the bottom box to confirm. Click on the "Submit" button to validate and save the change.

To change other selections made during registration, click the associated link, such as "Update Info", "Change User Name", "Change Security Image", or "Change Security Question".

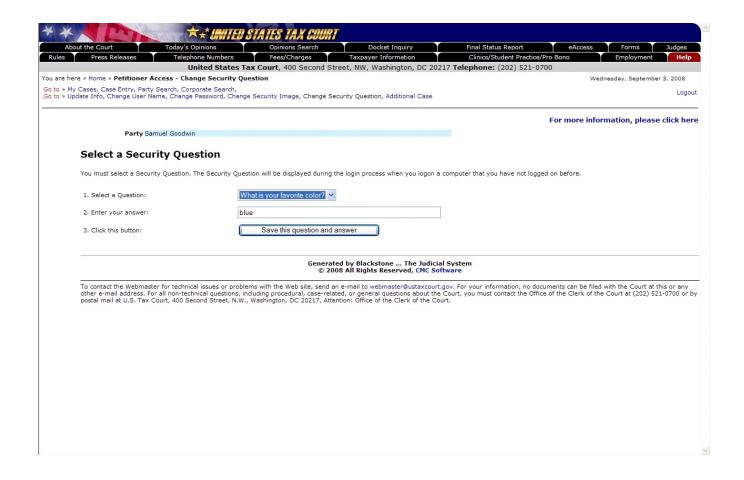
#### Petitioner Access - Change Security Image



To change your security image or its description, click on the "Change Security Image" link. The current image is displayed. To select a different image, click the "Click here to change your Security Image" link. The description for the security image is displayed. Type a new description to change it. Click on the "Save Description" button to save the description change.

To change other selections made during registration, click the associated link, such as "Update Info", "Change User Name", "Change Password", or "Change Security Question".

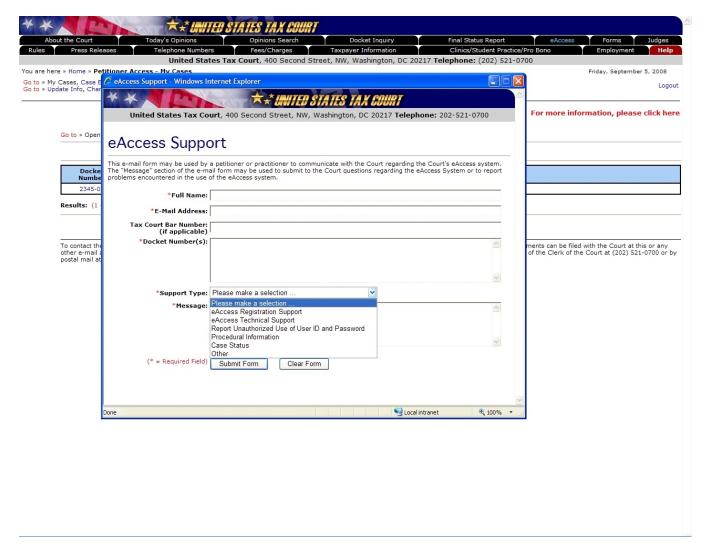
#### Petitioner Access - Change Security Question



To change your security question, click on the "Change Security Question" link. The current question is displayed. Select a different question from the "Select a Question" drop down list. Type the answer to the question in the "Enter your answer" field, and then click on the "Save this question and answer" button to validate and save the security question and/or answer change.

To change other selections made during registration, click the associated link, such as "Update Info", "Change User Name", "Change Password", or "Change Security Image".

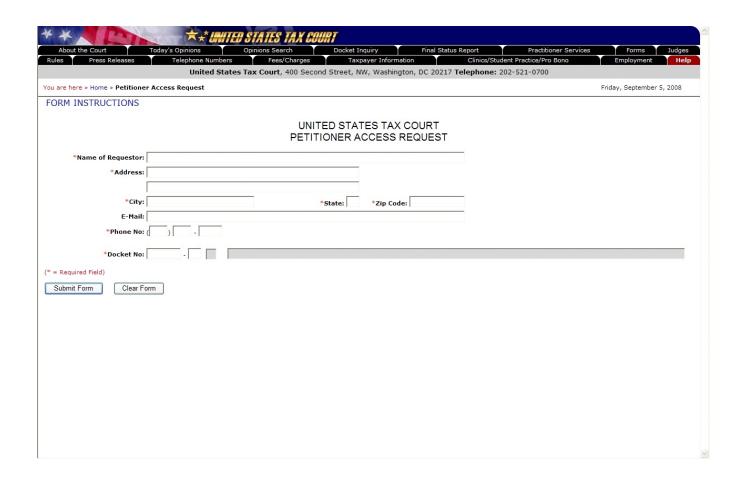
#### Petitioner Access - eAccess Support



If you require eAccess registration or technical help, need information about Tax Court procedures or your case, or would like to report a problem, click the "For more information, please click here" link near the top-right corner of any Petitioner Access screen. Type your full name, e-mail address, and the docket number(s) of your case(s). Click the drop-down Support Type menu and choose from the list the category that best matches the nature of your question. Describe the specific problem or type your question in the message box and click the "Submit Form" button.

To report unauthorized use of your user name and password as required in the TOU, select "Report Unauthorized Use of User ID and Password" from the list of support types.

#### Petitioner Access - Access Request Form



If you filed petitions before September 10, 2008, and your cases are pending, you may register for eAccess for each case, but only documents filed after March 1, 2008, will be viewable. To request registration instructions, complete the Petitioner Access Request Form available on the Court's eAccess Web page, http://www.ustaxcourt.gov/electronic\_access.htm. You may not request access to closed cases.