eAccess

Registration Manual
for Petitioners

United States Tax Court
Washington, D.C.
September 2008

Petitioner Access - Registration

United States Tax Court eAccess web page screenshot

1. 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.

Petitioner Access - Registration

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United States Tax Court, 400 Second Street, NW, Washington, DC 20217 **Telephone:** (202) 521-0700

You are here » Home » **Petitioner Access - Logon Name**   Wednesday, September 3, 2008

For more information or for assistance with registration, please click here

Please enter your user name:

* **User Name**   4TS51WO2W19C

forgot your user name?

(* = Required Field)

[Submit]

[Clear]

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To contact the Webmaster for technical issues or problems with the Web site, send an e-mail to webmaster@ustaxcourt.gov. For your information, no documents can be filed with the Court at this or any other e-mail address. For all non-technical questions, including procedural, case-related, or general questions about the Court, you must contact the Office of the Clerk of the Court at (202) 521-0700 or by postal mail at U.S. Tax Court, 400 Second Street, N.W., Washington, DC 20217, Attention: Office of the Clerk of the Court.

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.

Petitioner Access - Registration

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You are here » Home » **Petitioner Access - Logon Password**   Wednesday, September 3, 2008

For more information or for assistance with registration, please click here

Please enter your password:

* **Password** [●●●●●●●●●●●]
forgot your password?

(* = Required Field)

[Submit]

[Clear]

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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.

Petitioner Access - Registration

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 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".

Petitioner Access - Registration

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.

Petitioner Access - Registration

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.

Petitioner Access - Registration

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.

Petitioner Access - Registration

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."

Petitioner Access - Registration

★★ UNITED STATES TAX COURT

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You are here » **Home** » **Petitioner Access - Required Information**   Wednesday, September 3, 2008

For more information or for assistance with registration, please click here

Confirmation of email address

You have been sent an email that contains a Confirmation Code
that must be entered the next time you log into Petitioner Access
to activate your account.

After receiving this email, log into Petitioner Access using your new user name
and password that you created during the registration process. You will then be
required to enter your Confirmation Code that is in the email.

The entry of the Confirmation Code only needs to be done once to activate your account.

If you do not receive this email, log back into Petitioner Access
using the user name and password that was mailed to you.

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9.   Once you have submitted the registration information, an e-mail message from 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.

Petitioner Access - Logging On

10. 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, then clicking on the "Submit" button.

Petitioner Access - Logging On

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 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 would not be able to log in if you typed "New York", "new york, ny" or "New York, N.Y." Click the "Submit" button.

        If you do not want to answer the security question for each subsequent log in on the current computer, you may click in the check box below the security answer block.

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

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

Petitioner Access - Logging On

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

Petitioner Access - Consent and Terms of Use

For more information or for assistance with registration, please click here

Please enter the following information:

* **Consent to e-Service?** Yes ▾   When available, e-Service will provide the ability to receive notification of service via e-mail and the receipt of served documents electronically through the Petitioner or Practitioner Access systems. This feature is not yet implemented but will be announced via our Internet web site in the future.

* **Consent to e-Filing?** Yes ▾   When available, e-Filing will provide the ability to submit case documents electronically to the Court through the Petitioner or Practitioner Access systems. This feature is not yet implemented but will be announced via our Internet web site in the future.

* **Consent to information e-mails from the Court?** Yes ▾

* **Agree with our Terms Of Use?** ☑ Click here to view our Terms Of Use

* **Type your name in agreement of our Terms Of Use** Samuel Goodwin

(* = Required Field)

[Submit]

[Clear]

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14.   Choose "yes" or "no" in the drop-down boxes to indicate whether or not you consent to electronic service and filing of documents and information e-mails from the Court when these features become available.

You must agree to the Terms Of Use (TOU) before you are allowed to view documents. This is a one-time occurrence. 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 logging in, 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 - Adding an Additional Case

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 closed cases you have added to your Petitioner Access profile. Click on a case's 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) you have added to 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. 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" hyperlinks below the docket number.
- Click the "View/Print Docket Sheet" button to open a printer friendly version.
- For cases commenced after March 1, 2008, 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.

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.

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".

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".

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".

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".

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 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

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You are here » Home » **Petitioner Access Request**   Friday, September 5, 2008

FORM INSTRUCTIONS

UNITED STATES TAX COURT
PETITIONER ACCESS REQUEST

*Name of Requestor: [   ]

*Address: [   ]
[   ]

*City: [   ]   *State: [ ]   *Zip Code: [   ]

E-Mail: [   ]

*Phone No: ([   ]) [   ] - [   ]

*Docket No: [   ] - [ ] [ ] [   ]

(* = Required Field)

[Submit Form]   [Clear Form]

If you filed petitions before September 10, 2008, 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.