
United States International Trade Commission

Guidance on Paper Copy Requirements



Effective
November 7, 2011

337 Document Types

Document Type	Copies Required?	No. of Copies Required	Copies Due
Action Request	Yes	2	Same business day
Answer to Complaint	Yes	2	Noon, next business day
Brief Filed with ALJ	Yes	2	Noon, next business day
Brief on Review/Remedy	Yes	8	Noon, next business day
Comments/Response to Comments	Yes	2 (if before ALJ) 8 (if before Commission)	Noon, next business day
Complaint ¹	Yes	Original + 8 Exhibits, etc. on CD/DVD (See §210.8 to comply with complete copy requirement)	At the time of filing (this filing is required in paper)
Compliance Report	Yes	8	Noon, next business day
Correspondence	No	n/a	n/a
Discovery Statement	No	n/a	n/a
Exhibit List	No	n/a	n/a
Exhibit Objections	No	n/a	n/a
Expert Report	No	n/a	n/a
Memorandum	No	n/a	n/a
Motion ²	Yes	2 (if before ALJ) 8 (if before Commission)	Noon, next business day

¹ This document type includes Motion for Temporary Relief (See §§ 210.8, 210.52)

² This document type does not include Motion for Temporary Relief (See §§ 210.8, 210.52)

Document Type	Copies Required?	No. of Copies Required	Copies Due
Motion Response/Reply	Yes	2 (if before ALJ) 8 (if before Commission)	Noon, next business day
Notice of Appearance	No	n/a	n/a
Notice of Prior Art	No	n/a	n/a
Notice of Withdrawal of Appearance	No	n/a	n/a
Other	No	n/a	n/a
Petition for Review; and Response to	Yes	8	Noon, next business day
PO Subscription	No	n/a	n/a
Pre-Hearing Statement	Yes	2 (if before ALJ) 8 (if before Commission)	Noon, next business day
Proposed Fact Findings/Law Conclusions; Responses	Yes	2	Noon, next business day
Request for Confidential Materials	No	n/a	n/a
Response/Submission to ALJ Order	Yes	2 (if before ALJ) 8 (if before Commission)	Noon, next business day
Witness List	No	n/a	n/a

Import Injury Document Types

Document Type	Copies Required ?	No. of Copies Required	Copies Due
Action Request	Yes	2	Same business day
Brief - Final Comments	Yes	8	Same business day
Brief - Non-Party Statements and Other Briefs	Yes	8	Same business day
Brief - Post Hearing/Conference	Yes	8	Same business day
Brief - Pre-hearing	Yes	8	Same business day
Comments on Adequacy	Yes	8	Same business day
Correspondence	Yes	8	Noon, next business day
Entry of Appearance and Related Documents	No	n/a	n/a
Hearing/Conference Request to Appear/Witness List	Yes	8	Noon, next business day
Other	Yes	8	Noon, next business day
Petition	Yes	Original + 8 Exhibits, etc. on CD/DVD	At the time of filing (this filing is required in paper)
Protective Order Certification of Destruction	No	n/a	n/a
Protective Order Request	No	n/a	n/a
Protective Order Request Amendment	No	n/a	n/a
Questionnaire - Comments on Draft	Yes	8	Noon, next business day
Response to Notice of Institution	Yes	8	Same business day
Transcript - Corrections Request	No	n/a	n/a

Industry and Economic Analysis Documents Types (Including AGOA)

Document Type	Copies Required?	No. of Copies Required	Copies Due
Action Request	Yes	2	Noon, next business day
Briefs and Written Submissions	Yes	8	Noon, next business day
Correspondence	Yes	8	Noon, next business day
Hearing Material – Request to Appear/Witness List	Yes	8	Noon, next business day
Other	Yes	8	Noon, next business day
Petition	Yes	8	Noon, next business day
Questionnaire	Yes	8	Noon, next business day
Request Letter	Yes	8	Noon, next business day
Transcript - Corrections Request	No	n/a	n/a

Byrd Amendment Document Types

Document Type	Copies Required?	No. of Copies Required	Copies Due
Correspondence	Yes	8	Noon, next business day
Other	Yes	8	Noon, next business day
Request Letter	Yes	8	Noon, next business day

Rule Making Document Types

Document Type	Copies Required?	No. of Copies Required	Copies Due
Action Request	Yes	2	Same business day
Comments/Response to Comments	Yes	8	Noon, next business day
Correspondence	Yes	8	Noon, next business day
Hearing Material	Yes	8	At the time of filing (this filing is made in paper at time of hearing)