

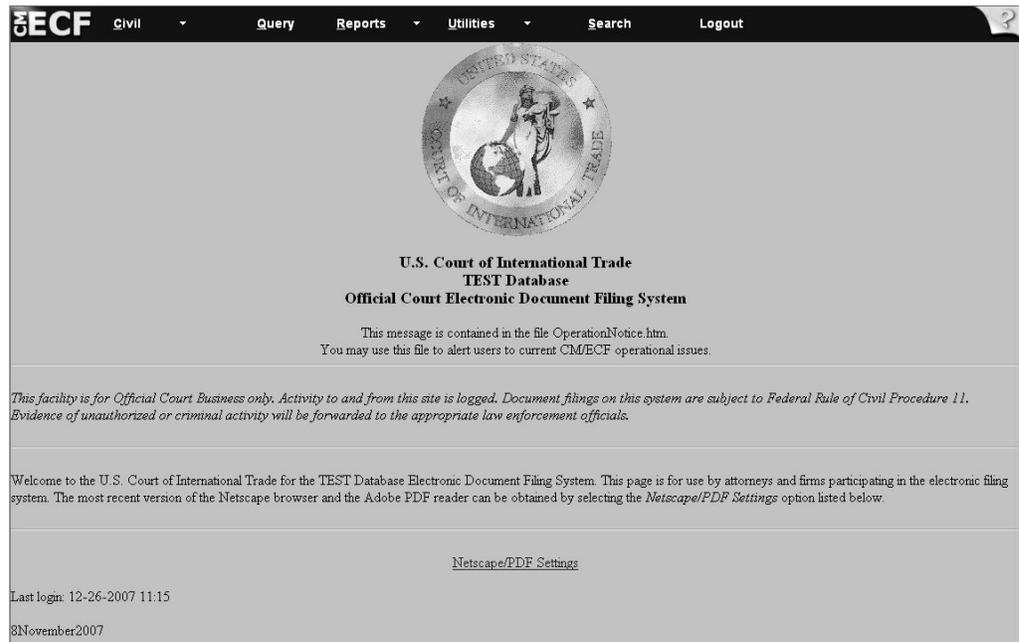
V. Opening a Case

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.

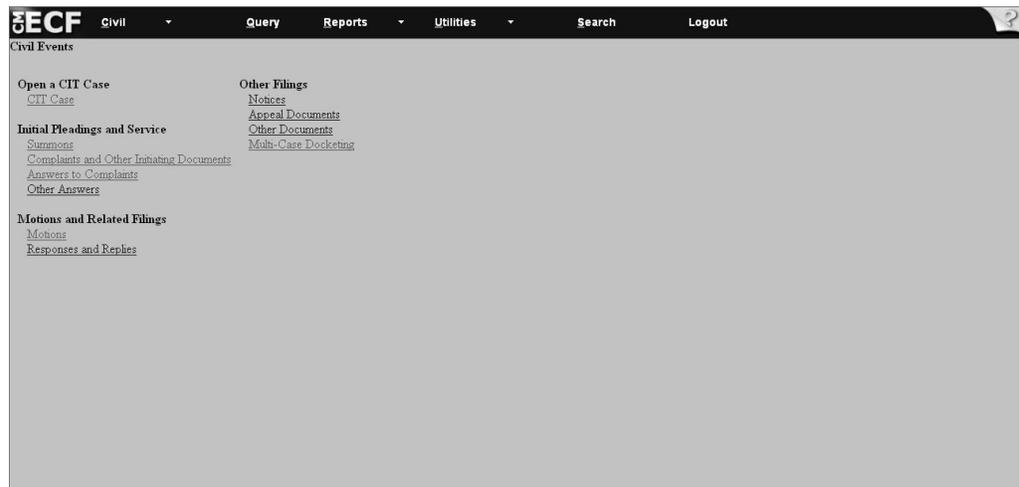
1. Select *Civil* from the toolbar (see **Figure V - 1**).

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.**

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type: cv

Date Filed (MM/DD/YY): 12/26/2007

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: Paid

Jury Demand: No

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

Next Clear

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. Otherwise, continue with the next step.

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 the Open Court of International Trade Case. The page title is "Open Court of International Trade Case" and the jurisdiction is "28 U.S.C. § 1581(a)". The form contains the following fields:

- Category:** A dropdown menu with 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)".
- Agency:** A dropdown menu with the option "U.S. Bureau of Customs and Border Protection".
- Exporting Country:** A dropdown menu with options: "(Not Applicable)", "Afghanistan", and "Albania".
- Port(s) of Entry:** A dropdown menu with options: "(Not Applicable)", "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 Civil Case Entry Form for §1581(a) cases. The form is titled "Open Court of International Trade Case" and "Jurisdiction 28 U.S.C. § 1581(a)". The fields are as follows:

- Category:** A dropdown menu with 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 first option is selected.
- Agency:** U.S. Bureau of Customs and Border Protection
- Exporting Country:** A dropdown menu with options: (Not Applicable), Afghanistan, and Albania. (Not Applicable) is selected.
- Port(s) of Entry:** A dropdown menu with options: (Not Applicable), 0101 PORTLAND, ME, and 0102 BANGOR, ME. (Not Applicable) is selected.
- Product Description:** A text field containing "TV".
- Number of Protests:** A text field containing "4".
- Number of Entries:** A text field containing "22".
- Common Issue for Denied Protest(s):** A text field containing "NA".

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

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**.

9. 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.)
10. 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.)
11. 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 - 39 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 application 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". There are two buttons: "Add New Party" and "Create Case". Below these buttons are "Collapse All" and "Expand All" links. The main search area is titled "Search for a party" and contains three input fields: "Last / Business Name", "First Name", and "Middle Name". A "Search" button is located below the input fields.

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**).

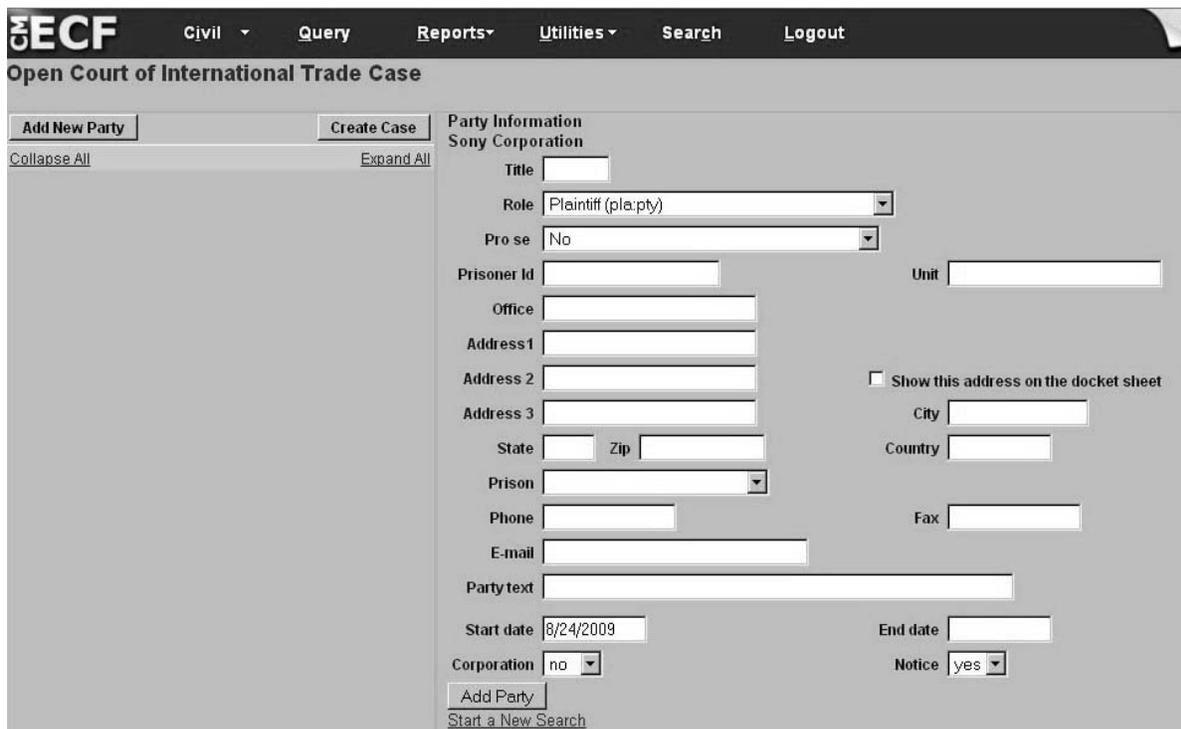
The screenshot shows the ECF web application interface, similar to Figure V-9. The "Last / Business Name" field now contains the text "Sony". Below the search fields, a "Search Results" dropdown menu is open, displaying a list of search results: "Sony Computer Entertainment America, Inc.", "Sony Corporation", "Sony Electronics, Inc.", "Sony Fiber Optics, Inc.", "Sony Magnetic Products Inc", and "Sony Magnetic Products Inc. of America". The "Sony Corporation" result is highlighted. Below the search results, there are two buttons: "Select Party" 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. Select **Add Party** ;
2. On the left side of your screen, the new party will appear as shown in **Figure V-11**, with the option to add alias and corporate parent information by selecting the  symbol, and entering the additional party(s) on the right side of the screen, and selecting **Search** .
3. Follow the directions on page 31 to add *Alias* or page 36 to add *Corporate Parent* information. If no *Alias* or *Corporate Parent* exists, then proceed to step 4. Otherwise, complete the information for all parties (plaintiffs, defendants, etc.) in this same manner, as directed in the following pages.



The screenshot shows the M/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 "Party Information" and shows details for "Sony Corporation". The form includes fields for Title, Role (set to "Plaintiff (pla:pty)"), Pro se (set to "No"), Prisoner Id, Office, Address 1, Address 2, Address 3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, Party text, Start date (8/24/2009), End date, Corporation (set to "no"), and Notice (set to "yes"). There are "Add Party" and "Start a New Search" buttons at the bottom. On the left side, there are buttons for "Add New Party", "Create Case", "Collapse All", and "Expand All". A checkbox "Show this address on the docket sheet" is also present.

Figure V - 11

4. Click **Create new party** and proceed to the directions on page 38.

Note that when you select the **Add Party button, the party is added to the left side of the screen as that party under the category that has been selected.**

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 **Select Party** . The party will then appear on the left side of the screen.

The screenshot shows the ECF system interface for adding a new party. The page title is "Open Court of International Trade Case". On the left, there are buttons for "Add New Party", "Create Case", "Collapse All", and "Expand All". The main form area is titled "Party Information" and contains the following fields:

- Last name: [Text Input]
- First name: [Text Input]
- Middle name: [Text Input]
- Generation: [Text Input]
- Title: [Text Input]
- Role: [Dropdown Menu, selected: Plaintiff (pla:pty)]
- Pro se: [Dropdown Menu, selected: No]
- Prisoner Id: [Text Input]
- Unit: [Text Input]
- Office: [Text Input]
- Address 1: [Text Input]
- Address 2: [Text Input]
- Address 3: [Text Input]
- City: [Text Input]
- State: [Text Input]
- Zip: [Text Input]
- Country: [Text Input]
- Prison: [Dropdown Menu]
- Phone: [Text Input]
- Fax: [Text Input]
- E-mail: [Text Input]
- Party text: [Text Input]
- Start date: [Text Input, value: 8/28/2009]
- End date: [Text Input]
- Corporation: [Dropdown Menu, selected: no]
- Notice: [Dropdown Menu, selected: yes]

At the bottom left of the form is an "Add Party" button. A checkbox labeled "Show this address on the docket sheet" is located to the right of the address fields.

Figure V - 12

5. If the party does not have an *Alias*, *Corporate Parent*, or *Other Affiliate*, proceed with the directions outlined on page 38 of this manual.

V. Opening a Case: Adding an Alias

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

1. You may add alias information by selecting the  symbol, and entering the alias name on the right side of the screen in the box for *Last/Business Name*; and
2. Click (see **Figure V - 13**).



Figure V - 13

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



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

5. Go to the *Type* 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 CM/ECF interface for an 'Open Court of International Trade Case'. The 'Alias Information' section is active, with the following fields filled: 'Last Business name' is 'Sony Magnetic Products Inc', 'First name' is empty, 'Middle name' is empty, 'Type' is set to 'aka' (with a dropdown menu open showing other options), 'Generation' is empty, and 'Start date' is '8/28/2009'. There are buttons for 'Add Alias' and 'Start a New Search'. On the left, a tree view shows 'Sony Corporation' expanded, with 'Alias' selected.

Figure V - 15

6. Click to submit all information for this party (see **Figure V - 16**).
The party will now be visible on the left side of the screen under the *Alias* Section.

This screenshot is similar to Figure V-15, but the 'Add alias' button is highlighted. In the left-hand tree view, the 'Alias' option under 'Sony Corporation' is now expanded and visible, indicating that the alias has been successfully added to the system.

Figure V - 16

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

7. Click **Create Case** when finished adding parties or attorneys(see **Figure V - 17**).



Figure V - 17

8. If the party does not have *Corporate Parents*, or *Other Affiliates*, proceed with the directions on page 38 of this manual.

V. Opening a Case: Creating a New Alias

Directions: To create 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**).

Figure V - 18

The screenshot shows the 'Open Court of International Trade Case' interface. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, there are buttons for 'Add New Party' and 'Create Case'. The main area is divided into two sections. On the left, there is a tree view with 'Sony Corporation' selected, showing sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, there is a search form titled 'Search for an alias for Sony Corporation'. It has a text input field labeled 'Last / Business Name' containing 'Sony' and a 'Search' button.

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 same interface as Figure V-18, but with search results displayed. The 'Search' button is now highlighted. Below the search form, there is a 'Search Results' section with a list box containing the following items: 'Sony Computer Entertainment America, Inc.', 'Sony Corporation', 'Sony Electronics, Inc.', 'Sony Fiber Optics, Inc.', 'Sony Magnetic Products Inc', and 'Sony Magnetic Products Inc. of America'. Below the list box are two buttons: 'Select Alias' 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 alias will now be visible on the left side of the screen.

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 this is the title "Open Court of International Trade Case".

The main content area is divided into two sections. On the left is a sidebar with a tree view of parties. It includes "Collapse All" and "Expand All" buttons. The tree shows "Sony Corporation" (pla.) and "United States" (dft.), each with sub-entries for "Alias", "Corporate Parent or other affiliate", and "Attorney".

The right section is titled "Alias Information". It contains the following fields:

- Last/Business name:** Sony Magnetic Products Inc
- First name:** (empty text box)
- Middle name:** (empty text box)
- Generation:** (empty text box)
- Type:** agent (dropdown menu)
- Start date:** 8/24/2009

Below the "Alias Information" fields are two buttons: "Add Alias" and "Start a New Search".

Figure V - 20

V. Opening a Case: Adding Corporate Parent Information

Directions: After entering the information for the Plaintiff, and, if applicable, *Aliases*, you may add *Corporate Parents* as shown on the left of the screen, 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 the Party Screen (**Figure V -21**), select  from *Corporate Parent or other affiliate*.
2. Selecting the icon will bring up the *Last/Business Name* box as shown in **Figure V - 22**. From here, Fill the *Last/Business Name* field with the name for the corporate parent or affiliate for the appropriate party. Be sure to use capital letters when typing each name. If applicable, add First name, Middle name, & Suffix (Sr., Jr., etc.), when entering in the name of a person. Then, select .



Figure V - 22

V. Opening a Case: Adding Corporate Parent Information

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

Figure V - 23

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this is the title 'Open Court of International Trade Case'. On the left, there is a tree view with 'Sony Corporation' expanded, showing sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, there is a search form with 'Last Business Name' set to 'Sony' and a 'Search' button. Below the search form, a 'Search Results' list is displayed, containing: 'Sony Computer Entertainment America, Inc.', 'Sony Corporation', 'Sony Electronics, Inc.', 'Sony Fiber Optics, Inc.', 'Sony Magnetic Products Inc', and 'Sony Magnetic Products Inc. of America'. At the bottom of the search results, there are two buttons: 'Select Corporate parent' and 'Create New Corporate Parent'.

4. Select the appropriate entities from the results list, which appears on the next screen, and select **Select Corporate parent** 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 **Create New Corporate Parent**, and you will be taken to the *Corporate Parent Information* screen, shown in **Figure V - 24**.

The screenshot shows the 'Corporate Parent Information' screen. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this is the title 'Open Court of International Trade Case'. On the left, there is a tree view with 'Sony Corporation' expanded, showing sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, there is a form with the following fields: 'Last/Business name' (Sony), 'First name' (empty), 'Middle name' (empty), 'Generation' (empty), 'Type' (Corporate Parent), and 'Start date' (8/24/2009). At the bottom of the form, there is an 'Add Corporate Parent' button.

Figure V - 24

5. While on the *Corporate Parent Information* screen, you must select from the *Type* of affiliation in the drop box directly above the button as shown in **Figure V - 24**. Once the information has been verified by the user, simply select the **Add Corporate Parent** button to complete the addition of the Corporate Parent or Affiliate. Please be sure to verify that all information is true and accurate before submitting information. The new party information will display at the left under *Corporate Parent or other affiliate*.

V. Opening a Case: Adding Defendant Information

Directions: After entering the information for the Plaintiff, you will continue to use the same *Party Information* screen that was used to enter the Plaintiff information. **At this point in the filing, enter the defendant information. You may correct, add or delete party information for any of the parties at any time while on this screen.** 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 the defendants' name (e.g. *United States*) in the field (see **Figure V - 25**).
2. Click (see **Figure V - 25**).



The screenshot shows the CM/ECF interface for an 'Open Court of International Trade Case'. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, there are buttons for 'Add New Party', 'Create Case', 'Collapse All', and 'Expand All'. The 'Search for a party' section is active, with the 'Last / Business Name' field containing 'United States'. There are also fields for 'First Name' and 'Middle Name', and a 'Search' button.

Figure V - 25

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



The screenshot shows the same CM/ECF interface as Figure V-25, but now the search results are displayed. The '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'. The 'Select Party' button is highlighted.

Figure V - 26

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

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 **Add Party**
(See **Figure V - 28**).

Figure V - 28

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

Figure V - 29

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. After selecting **Create Case** you will be prompted to verify that you are done. Once you are, proceed to the *Add Judge* screen. Accept the default settings on this screen (**Figure V - 30**).
2. Click **Next** (**Figure V - 30**).

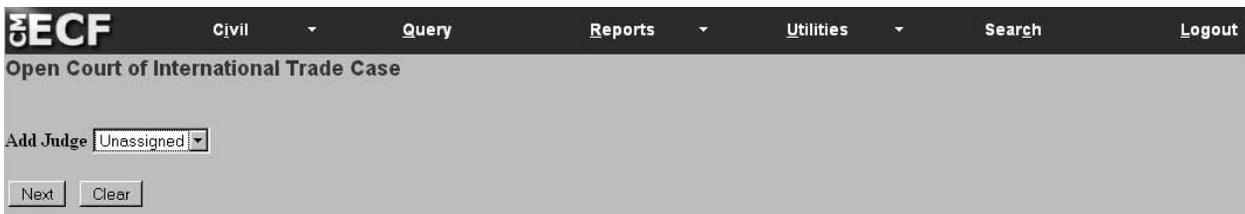


Figure V - 30

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

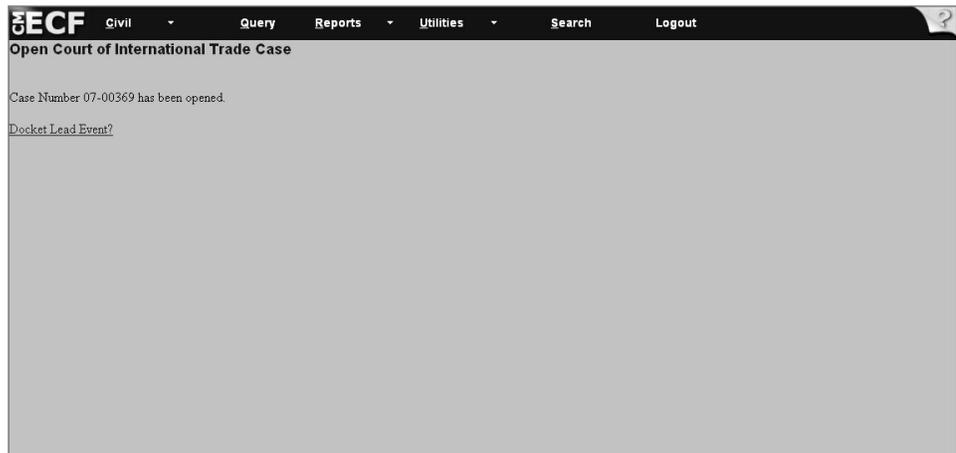


Figure V - 31

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 - 31**). 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**).

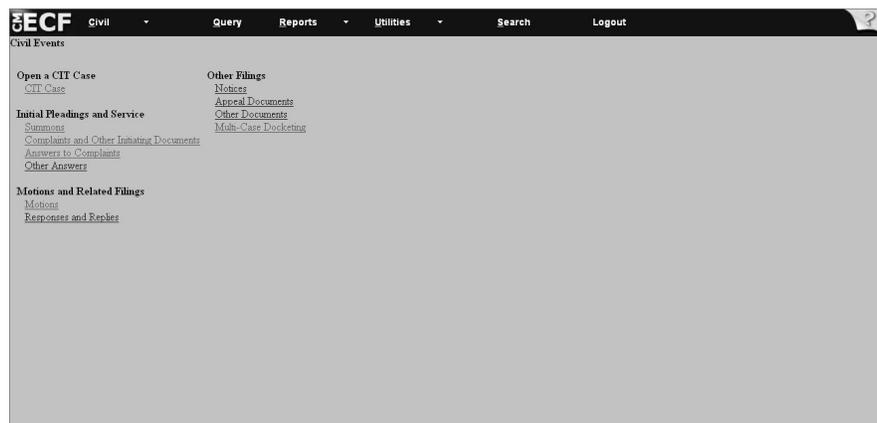


Figure V - 32

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

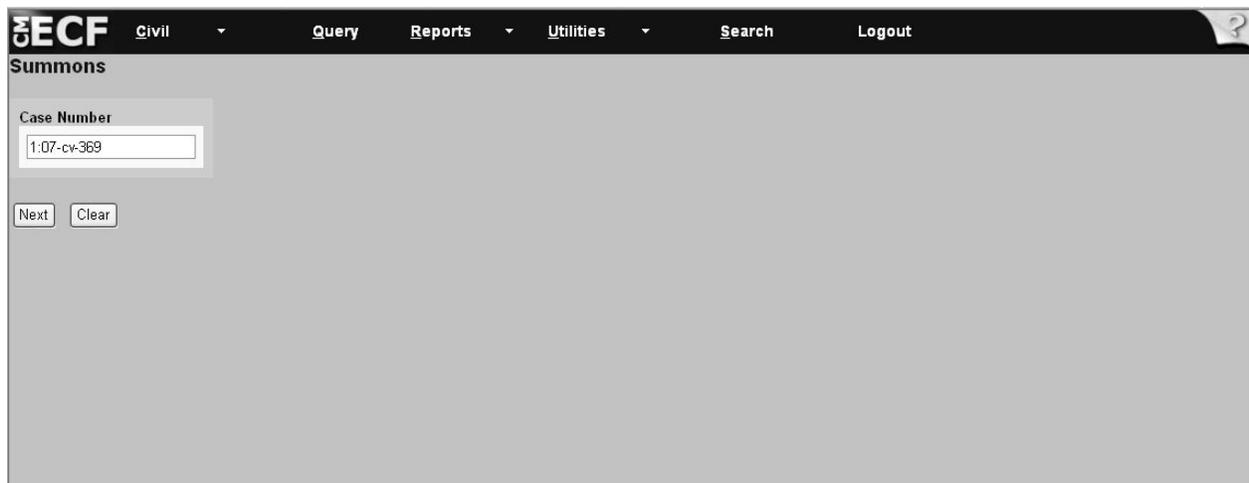
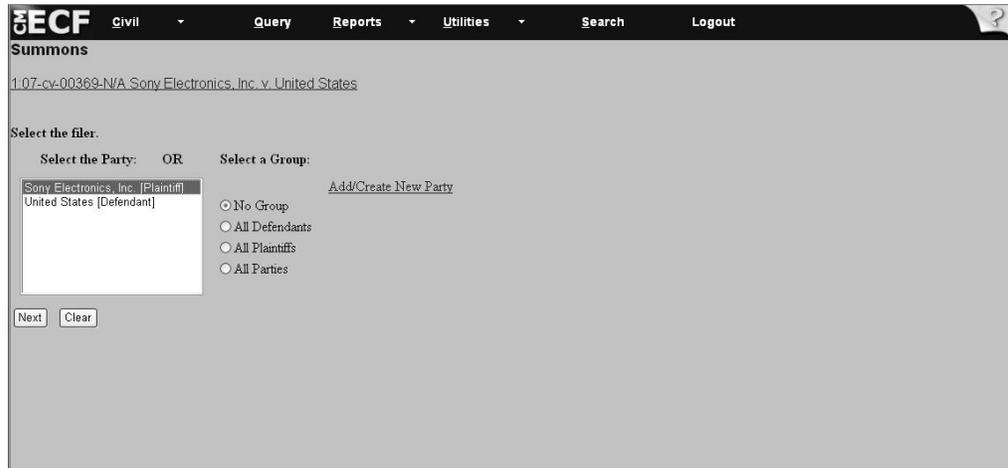


Figure V - 33

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

5. Select the party filing the summons from the left of the screen (see **Figure V - 34**).
6. Click **Next** (see **Figure V - 34**).

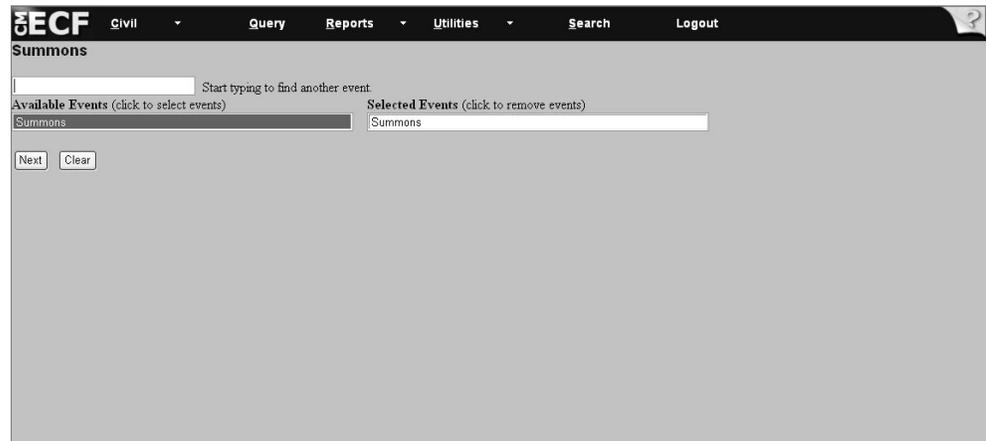
Figure V - 34



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 section is titled 'Select the filer.' and contains two columns: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a dropdown menu with 'Sony Electronics, Inc. [Plaintiff]' selected and 'United States [Defendant]' below it. Under 'Select a Group:', there are four radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. To the right of these options is a link that says 'Add/Create New Party'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

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

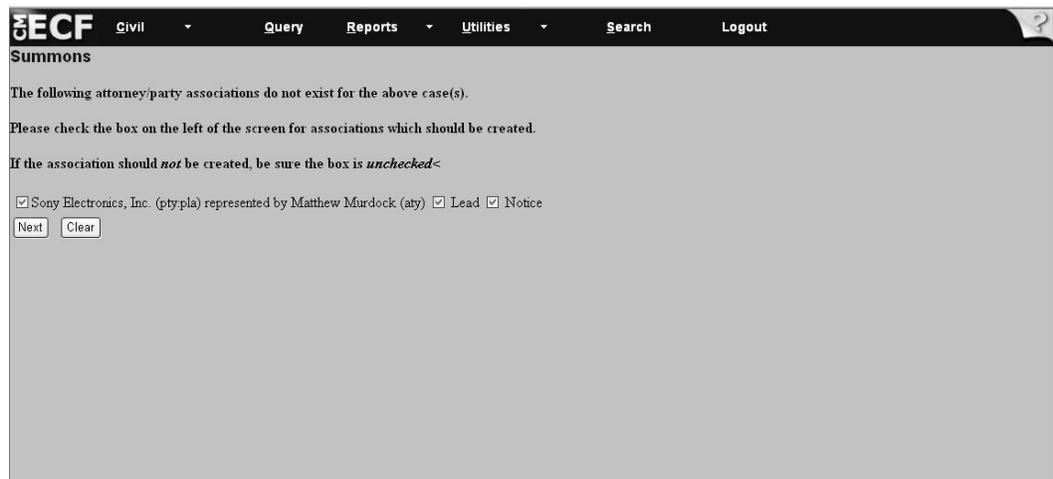
Figure V - 35



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 columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. Under 'Available Events', there is a blue box containing the word 'Summons'. Under 'Selected Events', there is a white box containing the word 'Summons'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

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

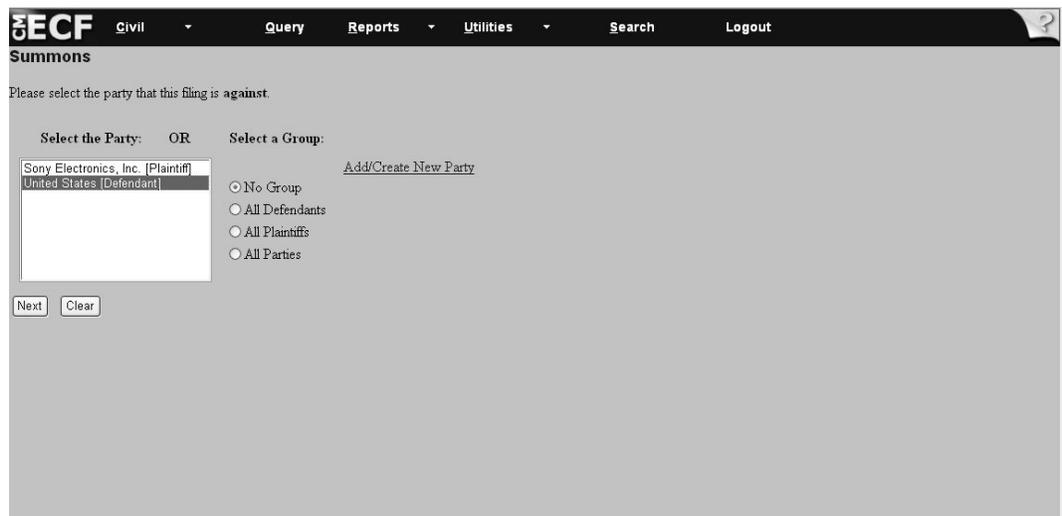
9. After you selected the system default of Summons, the system next displays the attorney association screen. If appropriate, Check the box to associate the attorney filing the Summons with the case (see **Figure V - 36**). **Note:** Checking this box will create a link in the system between the attorney 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**).



The screenshot shows the ECF Summons screen. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Summons" and 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: Sony Electronics, Inc. (pty:pla) represented by Matthew Murdock (aty) Lead Notice. At the bottom of the list are two buttons: "Next" and "Clear".

Figure V - 36

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



The screenshot shows the ECF Summons screen. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Summons" and contains the following text: "Please select the party that this filing is against." Below this text, there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list of parties: Sony Electronics, Inc. [Plaintiff] and United States [Defendant]. The "Select a Group:" section has four radio button options: No Group, All Defendants, All Plaintiffs, and All Parties. To the right of the "Select a Group:" section is a link: "Add/Create New Party". At the bottom of the list are two buttons: "Next" and "Clear".

Figure V - 37

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

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

Select the pdf document and any attachments.

Main Document
C:\citdocument.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▼	<input type="text"/>

Figure V - 38

- Click on the drop-down arrow in the *Look in:* field to select the drive where the file is located (see **Figure V - 39**).
- 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**).

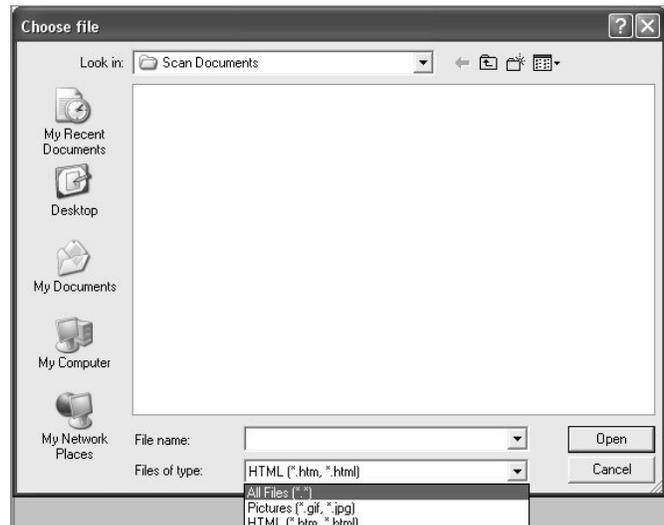


Figure V - 39

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**).

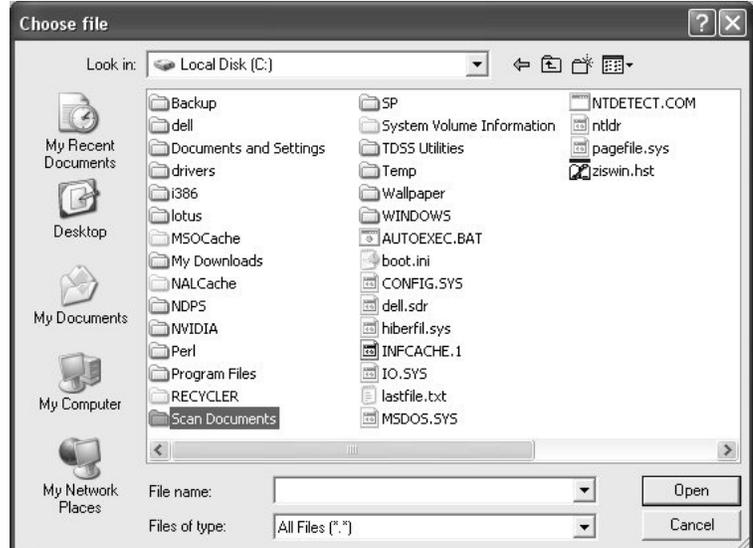


Figure V - 40

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

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

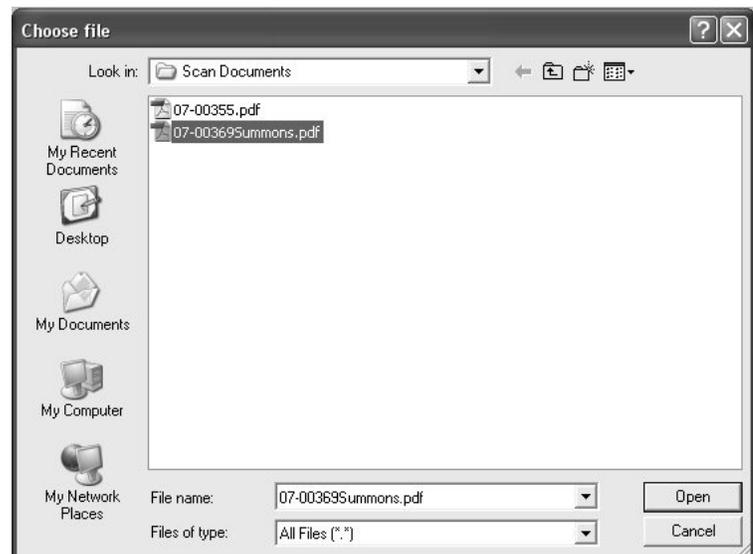


Figure V - 41

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 *Main Document* box or the *Attachment* 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 them in the browse box click , and continue with the directions on pages 20-21 of this manual.

Select the pdf document and any attachments.

Main Document
C:\citdocument.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Figure V - 42

Please note that when you are filing your Summons, *Form 5* and *Form 13* should be filed as separate documents, not as attachments to, or as part of the *Summons* document.

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

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

Select the pdf document and any attachments.

Main Document
C:\c:\document.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/>		

Figure V - 43

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

ECF Civil Query Reports Utilities Search Logout

Summons

Reserve Calendar

Reserve Calendar Due Date
06/30/2009

Figure V - 44

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

ECF Civil Query Reports Utilities Search Logout

Summons

Fee: \$150

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.

Figure V-45

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 displays the 'Online Payment' interface for a summons filing. At the top left is the seal of the United States District Court for the District of Columbia. 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 is the heading '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: 276 Main Street *
- Billing Address 2:
- City: New York
- State / Province: New York-NY
- Zip / Postal Code: 10278
- Country: United States *
- Card Type: Visa (with icons for VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, and PAYCOM)
- Card Number: 8011111111111111 * (Card number value should not contain spaces or dashes)
- Security Code: 999 (with a link: [View your security code](#))
- Expiration Date: 05 / 2009 *

At the bottom, there is a note: 'Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.' Below the note are two buttons: 'Continue with Plastic Card Payment' and 'Cancel'. 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 a web interface for online payment. At the top left is the Department of International Trade logo. 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 organized into three columns: Address Information, Account Information, and Payment Information.

Address Information	Account Information	Payment Information
Account Holder Name: Matthew Murdock Billing Address: 276 Main Street Billing Address 2: City: New York State / Province: NY Zip / Postal Code: 10278 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 5 / 2009	Payment Amount: \$455.00 Transaction Date and Time: 01/07/2008 09:50 EST

Below the summary is an 'Email Confirmation Receipt' section. It asks for an email address and a confirmation address. Both fields contain 'mmurdock@lawfirms.com'. There is also a 'CC:' field with a dropdown arrow and a note: 'Separate multiple email addresses with a comma'.

The 'Authorization and Disclosure' section includes a note: 'Required fields are indicated with a red asterisk *'. It contains a checkbox for authorization, which is checked. Below the checkbox is a warning: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' At the bottom of this section are two buttons: 'Submit Payment' and 'Cancel'.

A yellow 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**).



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**).



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 docket text: "Docket Text: Final Text" followed by "Summons. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)". Below this, a warning message states: "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\07-00369Summons.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

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.

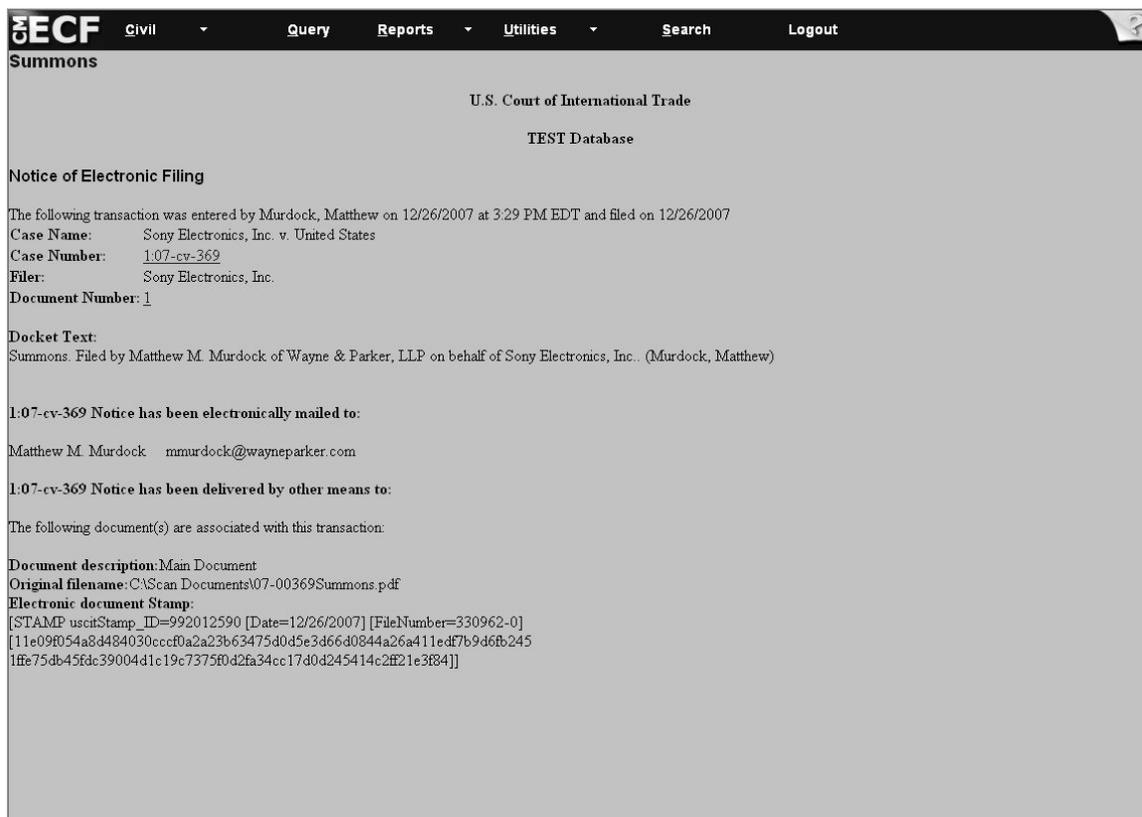


Figure V - 51

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 .

EECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Jurisdiction 28 U.S.C. § 1581(a)

Category
Appraised Value 19USC § 1514(a)(1)
Classification 19USC § 1514(a)(2)
Charges or Exactions 19USC § 1514(a)(3)
Exclusion 19USC § 1514(a)(4)

Agency U.S. Bureau of Customs and Border Protection

Exporting Country
Jamaica
Japan
Johnston Atoll/Midway/United States Minor Outlying Islands/Wake Island

Port(s) of Entry
0981 BINGHAMTON REGIONAL AIRPORT, NY
1001 NEW YORK, NY
1002 ALBANY, NY

Product Description
TV, LCD

Number of Protests 12

Number of Entries 33

Common Issue for Denied Protest(s) NA

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 page title is 'Open Court of International Trade Case' and the jurisdiction is '28 U.S.C. § 1581(a)' with the category 'Classification'. There are two main sections: 'Assessed Classification' and 'Claimed Classification'. Each section has a text input field and a list of entries. In the 'Assessed Classification' section, the entry '5342.25.64.44' is shown with 'Add to List' and 'Remove from List' buttons. In the 'Claimed Classification' section, the entry '5214.52.88.00' is shown with 'Add to List' and 'Remove from List' buttons. At the bottom of the form, there are 'Next' and 'Clear' buttons. The top navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'.

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 .

The screenshot shows the 'Open Court of International Trade Case' form. The 'Category' dropdown is open, showing three options: 'Appraised Value 19USC § 1516(a)(1)', 'Classification 19USC § 1516(a)(1)', and 'Rate of Duty 19USC § 1516(a)(1)'. The 'Exporting Country' dropdown is also open, showing 'Georgia', 'Ghana', and 'Ghana'. The 'Product Description' field contains the text 'Cars'. The 'Party in Interest' dropdown is set to 'NA'. The 'Next' button is highlighted.

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 "Open Court of International Trade Case" and the jurisdiction is "28 U.S.C. § 1581(b)" with the category "Appraised Value".

There are two main sections for valuation:

- Assessed Valuation Statute:** A dropdown menu 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)
 - Computed Value 19USC § 1401a(a)(1)(E)
- Claimed Valuation Statute:** A dropdown menu is also open, showing the same five options as the Assessed Valuation Statute.

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

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 fields are as follows:

- Case type:** cv
- Date Filed (MMDD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu is open, showing a list of 28 USC sections. 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. Rule 3g(6) 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?** No

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

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 system interface for opening a case. The form is titled "Open Court of International Trade Case" and is under the jurisdiction of 28 U.S.C. § 1581(e). The form fields are as follows:

- 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:** China (selected from a list including Chile and Christmas Island)
- Product Description:** Furniture

Buttons for "Next" and "Clear" are visible 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 outlined 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 left, there 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 navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The page title is 'Open Court of International Trade Case'. Below the title, the jurisdiction is listed as '28 U.S.C. § 1581(d)'. The form contains the following fields:

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

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 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 is open, showing a list of options. The selected option is "28USC § 1581(e) Government Procurement/Country of Origin". Other 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(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.
- Buttons:** Next and Clear.

Figure V - 62

2. Click .

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.



The screenshot shows the CM/ECF web 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 displays the following text: **Jurisdiction 28 U.S.C. § 1581(e)** and **Category Government Procurement: Country of Origin 19USC § 2515(b)(1): U.S. Secretary of Treasury**. At the bottom left of the main content area, there are two buttons: **Next** and **Clear**.

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*

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:** cv
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu is open, showing a list of options. "28USC § 1581(f) Disclosure of Proprietary Information" is 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. "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:** Next and Clear

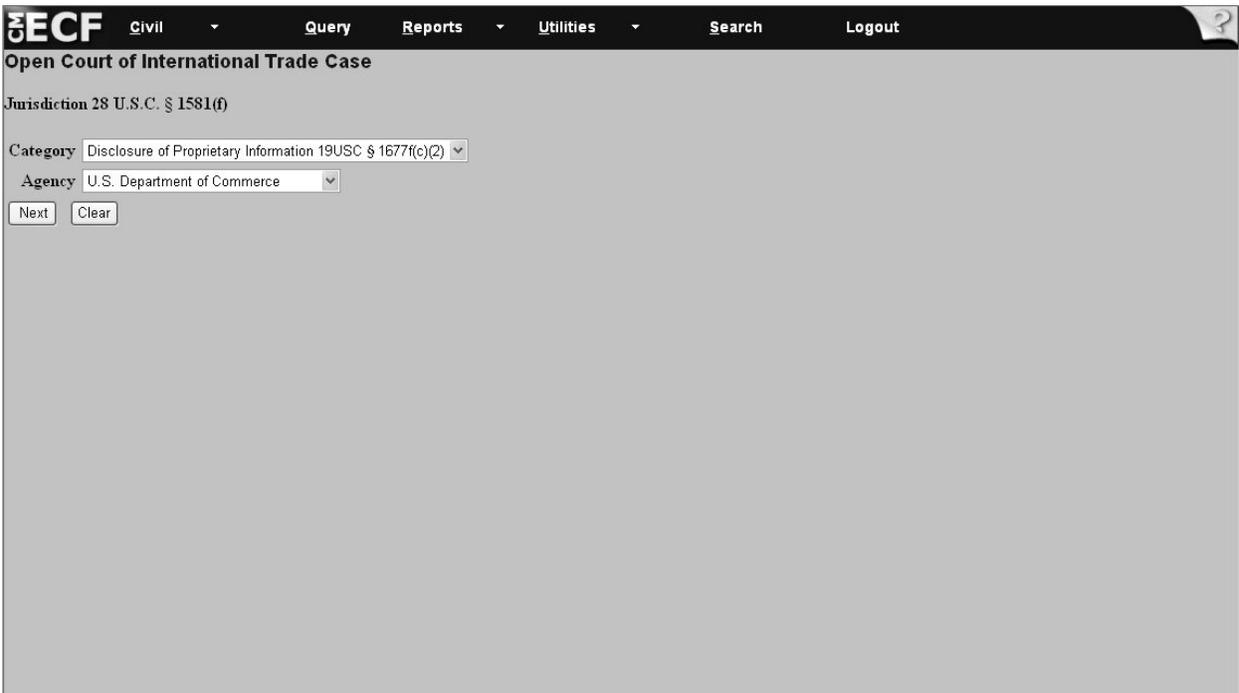
Figure V - 64

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 web 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 displays the text **Jurisdiction 28 U.S.C. § 1581(f)**. Below this, there are two dropdown menus: **Category** (set to *Disclosure of Proprietary Information 19USC § 1677f(c)(2)*) and **Agency** (set to *U.S. Department of Commerce*). At the bottom of the form, there are two buttons: **Next** and **Clear**.

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 for opening a case. The top navigation bar includes 'ECF', 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Open Court of International Trade Case'. Below this, the jurisdiction is specified as 'Jurisdiction 28 U.S.C. § 1581(g)'. The 'Category' dropdown menu is set to 'Denial: Customs Broker's License (Individual) 19USC § 1641(b)(2)'. The 'Agency' dropdown menu is set to 'U.S. Bureau of Customs and Border Protection'. There are 'Next' and 'Clear' buttons below the dropdown menus.

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*.

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type

Date Filed (MMDD/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(j) 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

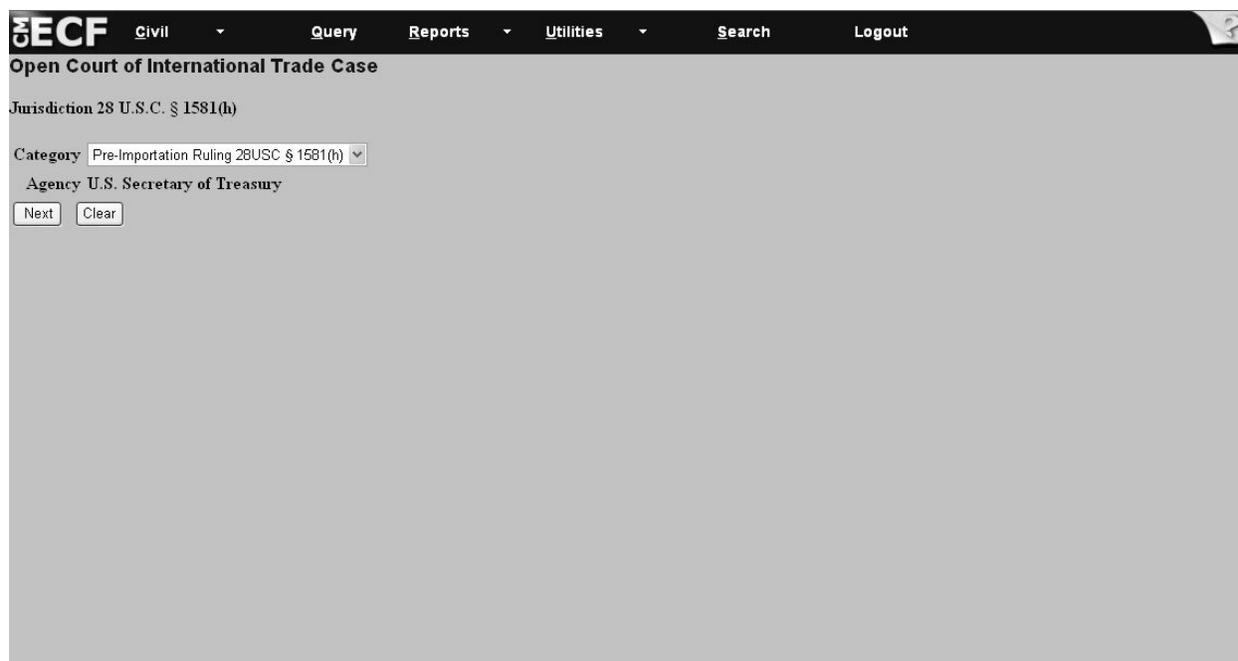
Figure V - 68

2. Click .

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 displays 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 shows the following information:

- Jurisdiction: 28 U.S.C. § 1581(h)
- Category: Pre-Importation Ruling 28USC § 1581(h) (selected in a dropdown menu)
- Agency: U.S. Secretary of Treasury

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

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 - 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 heading is "Open Court of International Trade Case". Below this, the jurisdiction is specified as "Jurisdiction 28 U.S.C. § 1581(i)".

The form fields are as follows:

- 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 text input field containing "Video Games".
- Federal Register Citation (if applicable):** A text input field containing "556".
- Fed. Reg.:** A text input field containing "79685".
- Publication Date (MM/DD/YY) (if applicable):** A text input field containing "9/9/2007".
- Amended Federal Register Citation (if applicable):** A text input field.
- Fed. Reg.:** A text input field.
- Amended Publication Date (MM/DD/YY) (if applicable):** A text input field.

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 is 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 ECF system interface for opening a case under §1581(i). The form is titled "Open Court of International Trade Case" and "Jurisdiction 28 U.S.C. § 1581(i)". The fields are as follows:

- 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: 0381 BINGHAMTON REGIONAL AIRPORT, NY; 1001 NEW YORK, NY; and 1002 ALBANY, NY.
- Product Description (if applicable):** A text input field containing "Video Games".
- Federal Register Citation (if applicable):** A text input field containing "556".
- Fed. Reg.:** A text input field containing "79685".
- Publication Date (MM/DD/YY) (if applicable):** A text input field containing "9/9/2007".
- Amended Federal Register Citation (if applicable):** A text input field.
- Fed. Reg.:** A text input field.
- Amended Publication Date (MM/DD/YY)(if applicable):** A text input field.

At the bottom of the form, 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 Determ. In Final Neg. ITC Determ. 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*.

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The form includes the following fields and options:

- Case type:** cv
- Date Filed (MM/DD/YY):** 8/3/2008
- Jurisdiction:** A dropdown menu with the following options:
 - 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** (highlighted)
 - 28USC § 1584 Disclosure of Proprietary Information: Sanctions
- 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:** Waived
- 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.
- Buttons:** Next and Clear.

Figure V - 73

2. Click **Next**.

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 top navigation 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 19 USC § 1592', '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)', and 'Recovery of Customs Duties 28 USC § 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 with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The form fields are as follows:

- Case type:** cv
- Date Filed (MMDD/YY):** 1/2/2008
- Jurisdiction:** 28USC § 1584 Disclosure of Proprietary Information: Sanctions
- Precedence:** Rule 3g(6) (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?** 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.

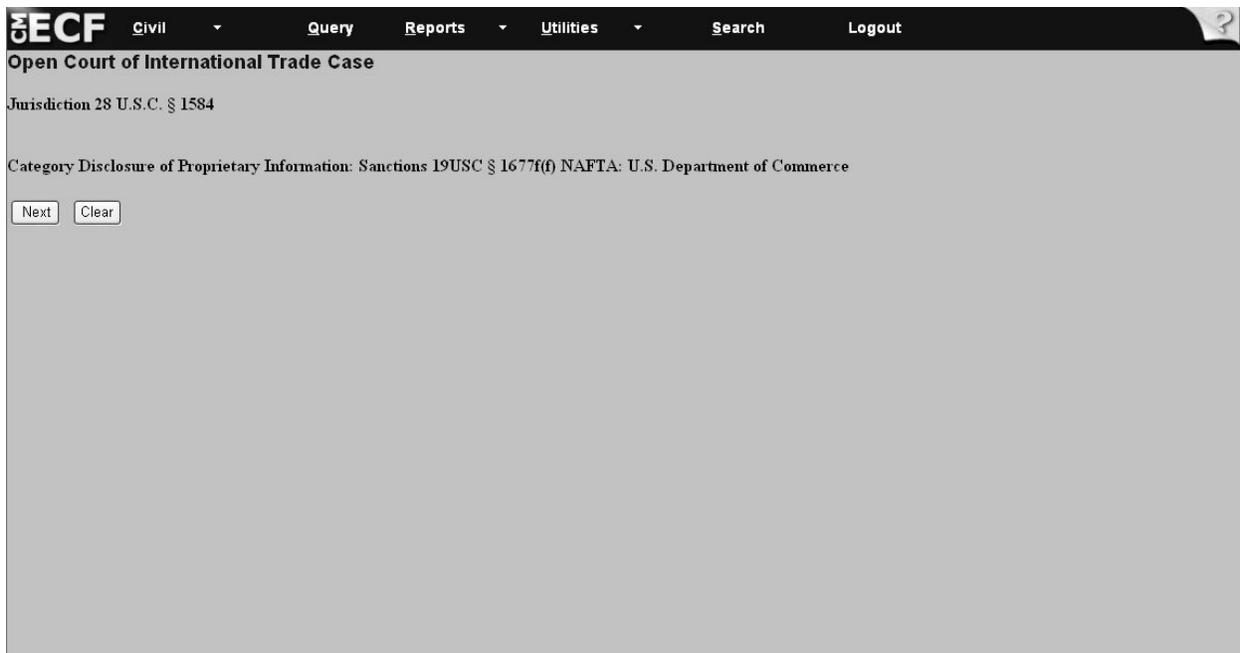


Figure V - 76

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**).

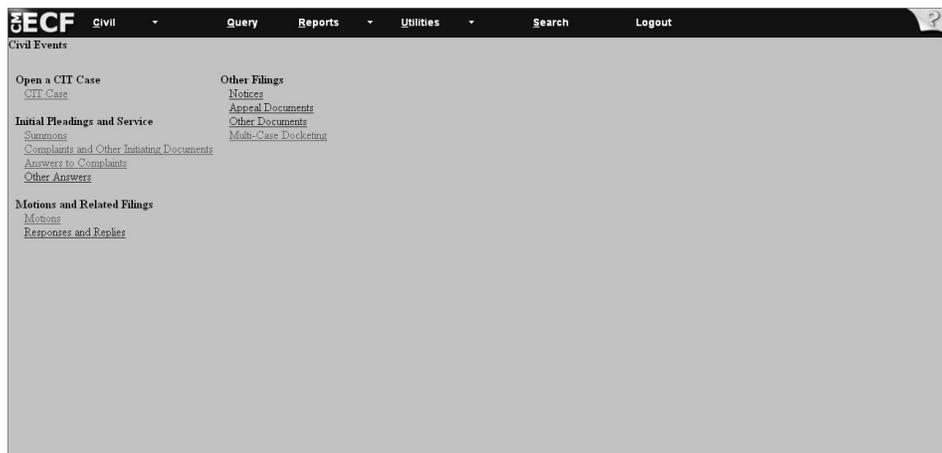


Figure V - 77

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

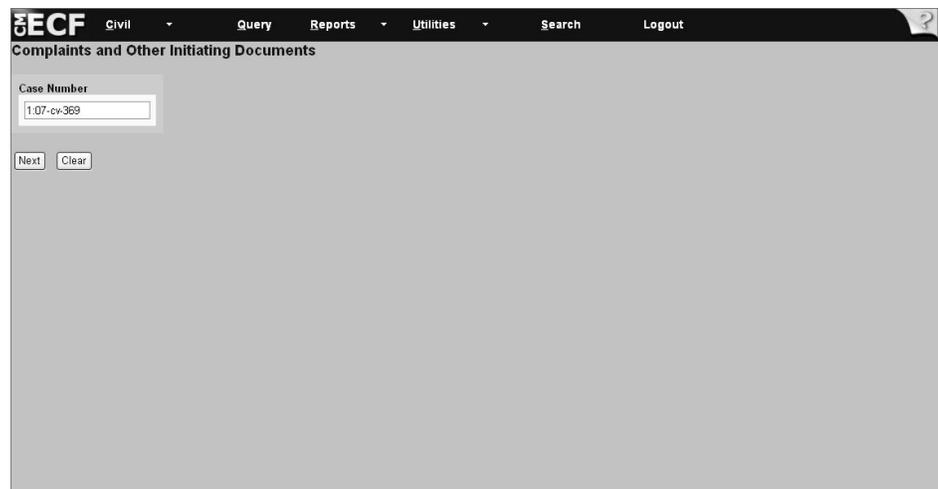


Figure V - 78

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

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

5. Select from the 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 *Add/Create New Party* and follow the directions outlined on page 30 of this manual.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there are navigation tabs for "Civil", "Query", and "Reports". The main heading is "Complaints and Other Initiating Documents" for case "1:09-cv-00044-N/A Sony Corporation v. United States".

On the left, there is a "Pick Filer" section with a tree view showing the case structure:

- 1:09-cv-44
 - United States dft
 - ⊕ Sony Corporation pla

On the right, there is a "Select the filer." section. It includes a dropdown menu with "United States [dft]" and "Sony Corporation [pla]" as options. Below the dropdown, there are radio buttons for "Select a Group":

- No Group
- All Defendants
- All Plaintiffs
- All Parties

At the bottom of the "Select the filer." section, 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 fee was included in the initial summons filing .
9. Click (see **Figure V - 80**).

Complaints and Other Initiating Documents
1:07-cv-00369-N/A Sony Electronics, Inc. v. United 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.

Available Events (click to select an event)

- Amended Complaint
- Complaint (1581a or 1581b only)
- Complaint (1581c only)
- Complaint (1581d-i only)
- Complaint (1582 only)
- Complaint (Intervenor)
- Complaint (Third-party)
- Counterclaim
- Crossclaim

Selected Event
Complaint (1581a or 1581b only)

Figure V - 80

10. The system displays the *attorney association* screen. If appropriate, Check the box to associate the attorney filing the complaint with the case (see **Figure V - 81**). **Note:** Checking this box creates 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 checked *Notice* box is the system default. The Court recommends keeping the *Notice* box checked as 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**).

Complaints and Other Initiating Documents
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States

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*<

Sony Electronics, Inc. (pty) represented by Matthew Murdock (aty) Lead Notice

Figure V - 81

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 38 to add the United States as a defendant.

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]" 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 "Add/Create New Party" next to the "Select a Group:" section. 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.

Select the pdf document and any attachments.

Main Document
C:\citdocument.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

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.

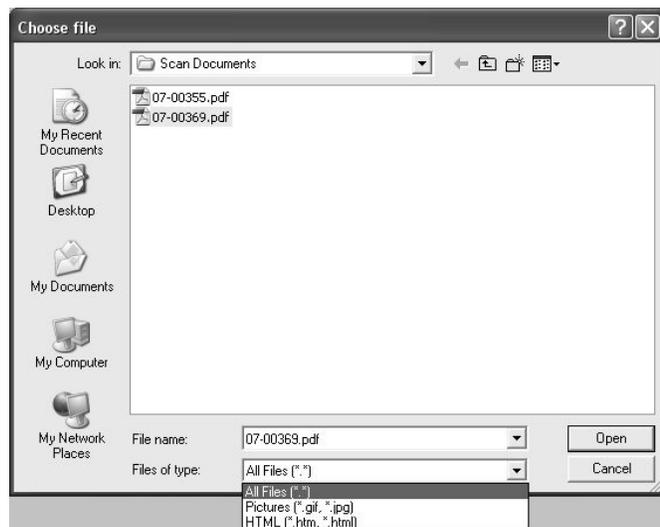
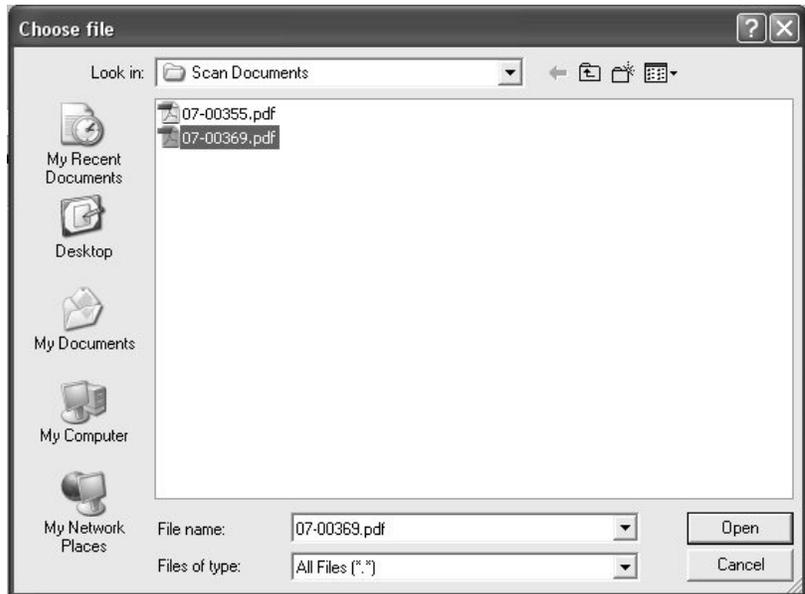


Figure V - 84

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

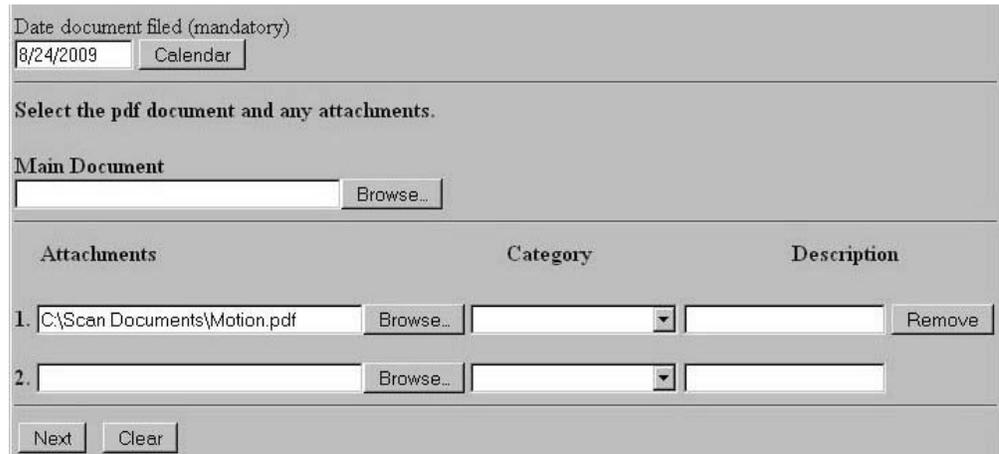


Result: The filename and directory appear in the File name box (see **Figure V - 86**).

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

A screenshot of a web-based form for entering document information. At the top, there is a field for 'Date document filed (mandatory)' with the value '8/24/2009' and a 'Calendar' button. Below this is the instruction 'Select the pdf document and any attachments.' There is a 'Main Document' field with a 'Browse...' button. Below that is a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'. The first row contains the path 'C:\Scan Documents\Motion.pdf', a 'Browse...' button, a dropdown menu, and a 'Remove' button. The second row is empty with a 'Browse...' button. At the bottom of the form are 'Next' and 'Clear' buttons.

Attachments	Category	Description
1. C:\Scan Documents\Motion.pdf <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

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**).

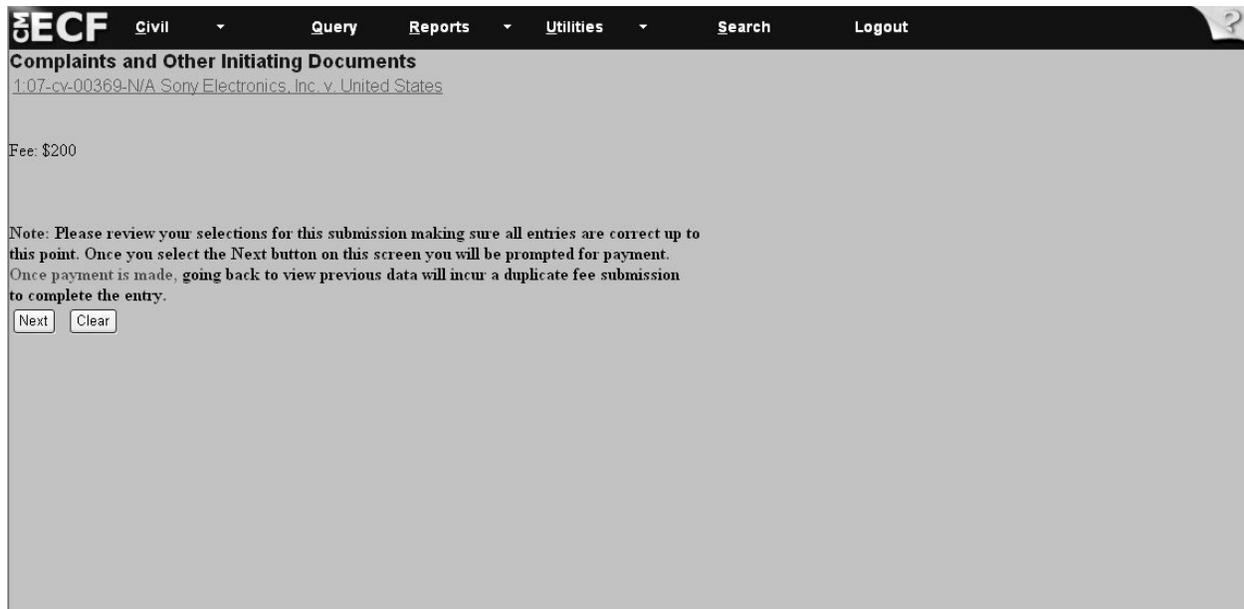


Figure V - 87

21. Click .

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 'Pay Via Plastic Card (PC)' payment form. At the top left is the Department of International Trade logo. The form title is 'Online Payment' with a 'Return to your originating application' link. Below the title is 'Step 1: Enter Payment Information' and 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A page indicator '1 | 2' is visible. 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' (276 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 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.'

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 .

Online Payment [Return to your originating application](#)
Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Matthew Murdock Billing Address: 276 Main Street Billing Address 2: City: New York State / Province: NY Zip / Postal Code: 10278 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 5 / 2009	Payment Amount: \$455.00 Transaction Date and Time: 01/07/2008 09:50 EST

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

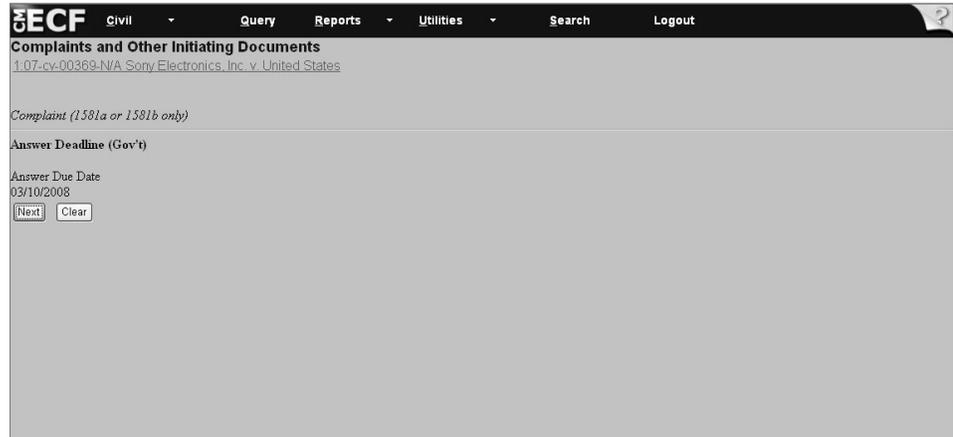
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure V - 89

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

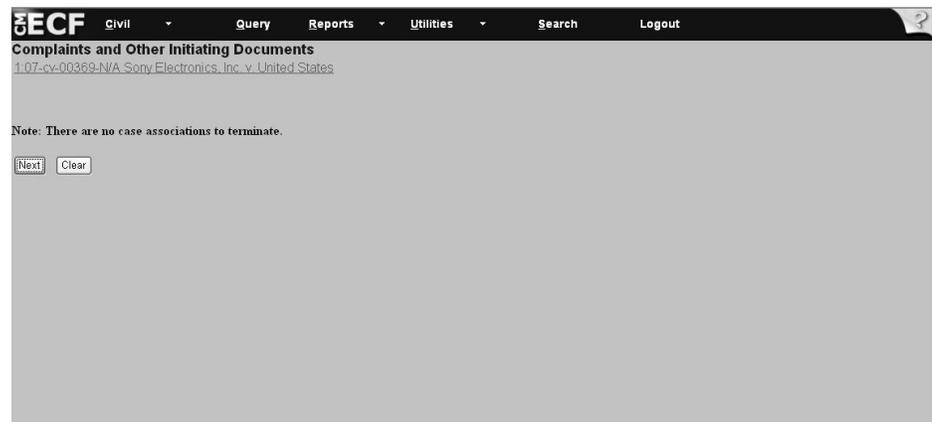
30. View the answer deadline date on the screen (see **Figure V - 90**).
31. Click (see **Figure V - 90**).

Figure V - 90



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



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**).



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**).

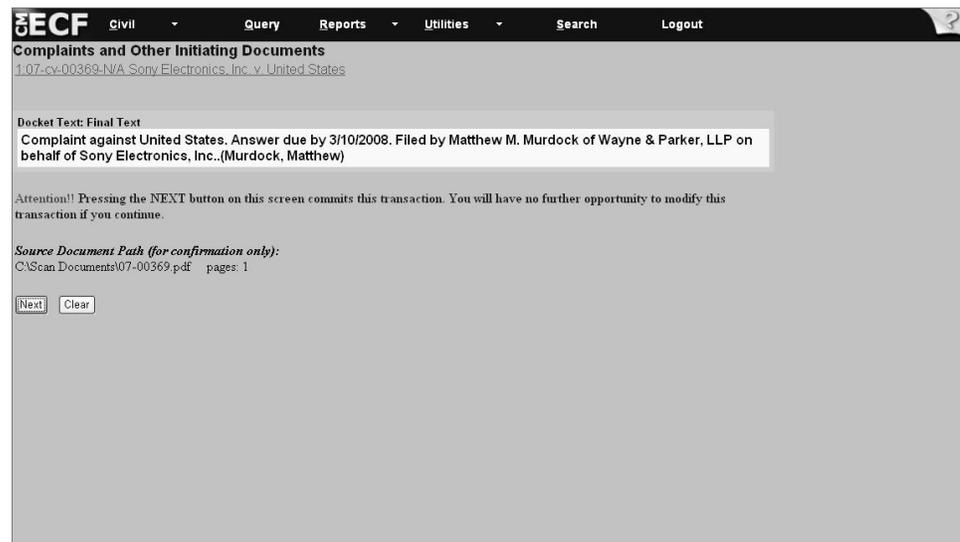


Figure V - 93

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. 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.
40. Click on the *Document Number* to advance to the PDF version of the document filed.

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 sub-link "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](#)
Filed: 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] [6966a3c41206feb103a89e047eda5912f173b334f9c74f55f58be05b4ccd551921266e442c86a8e4416ea0064806546698a25f25bf954a79fe7f4d4e37a0db2]]

Figure V - 94