
VIII. Filing Case Events: Answer to Complaint

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

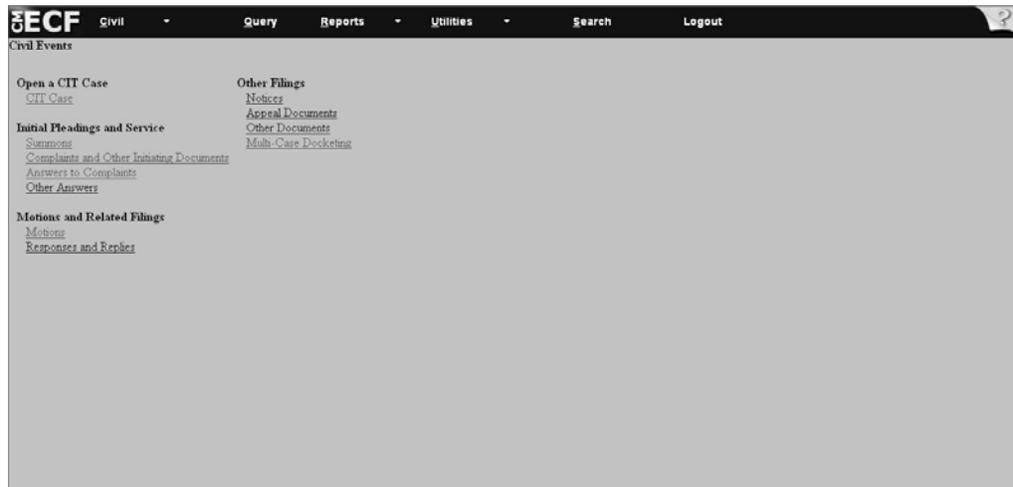


Figure VIII - 1

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

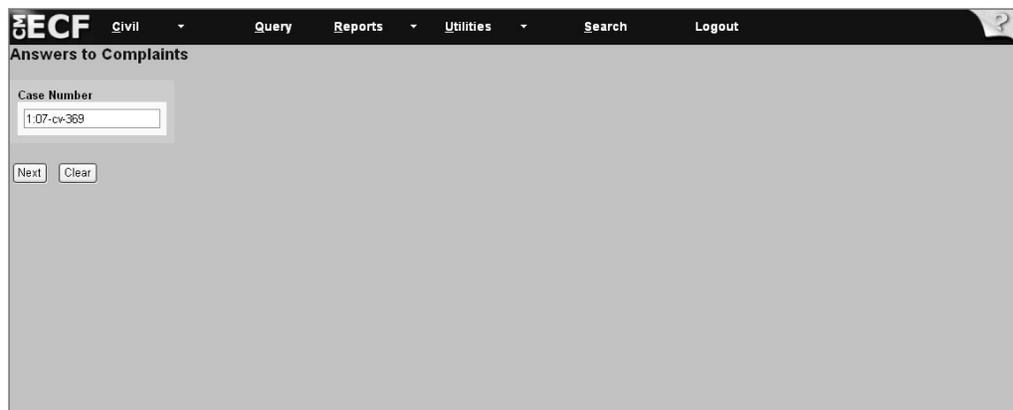
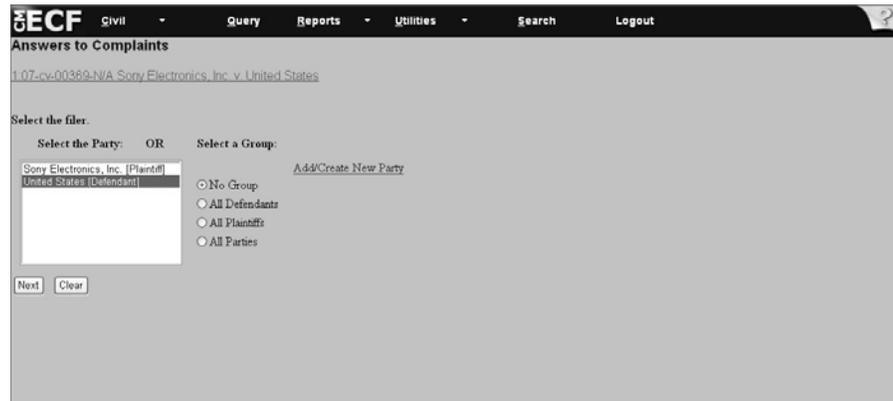


Figure VIII - 2

VIII. Filing Case Events: Answer to Complaint (continued)

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

Figure VIII - 3



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

Click .

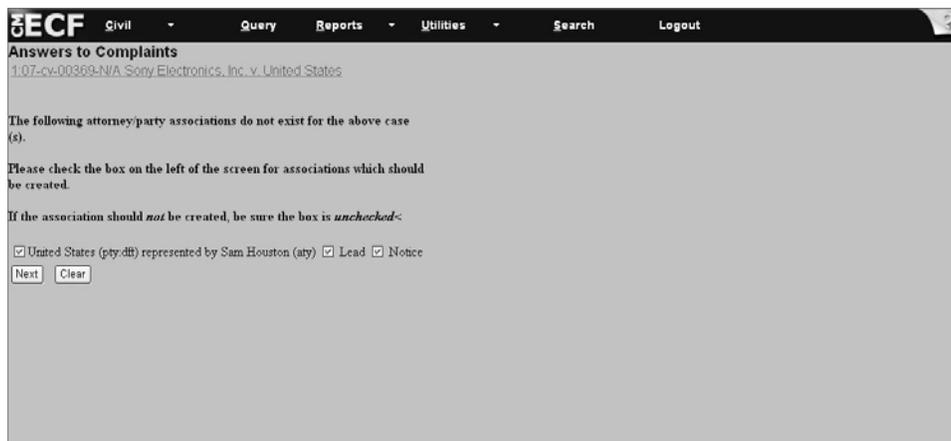
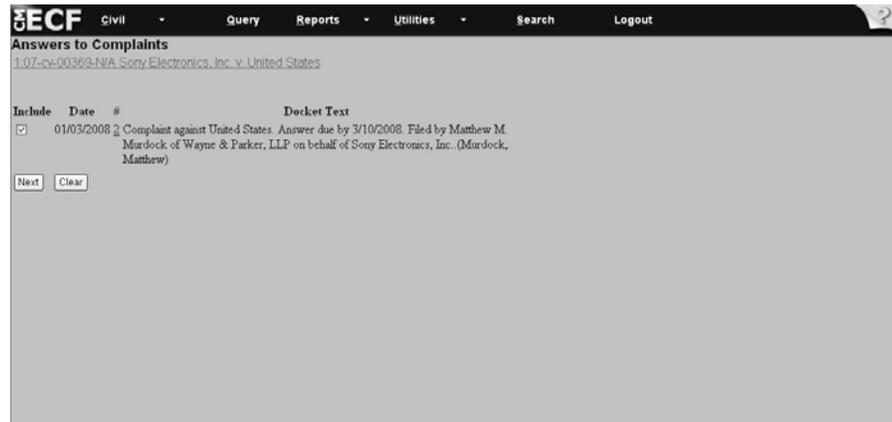


Figure VIII-4

VIII. Filing Case Events: Answer to Complaint (continued)

6. Select the complaint you are answering by selecting the box beside the complaint (see **Figure VIII - 5**). After you add all PDF documents and attachments, click **Next** .

Figure VIII - 5



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Answers to Complaints" and the case name is "1:07-cv-00369-NA Sony Electronics, Inc. v. United States". A table with the following columns: "Include", "Date", "#", and "Docket Text". There is one row with a checked box in the "Include" column, the date "01/03/2008", the number "2", and the 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)". Below the table, there are "Next" and "Clear" buttons.

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

Figure VIII - 6



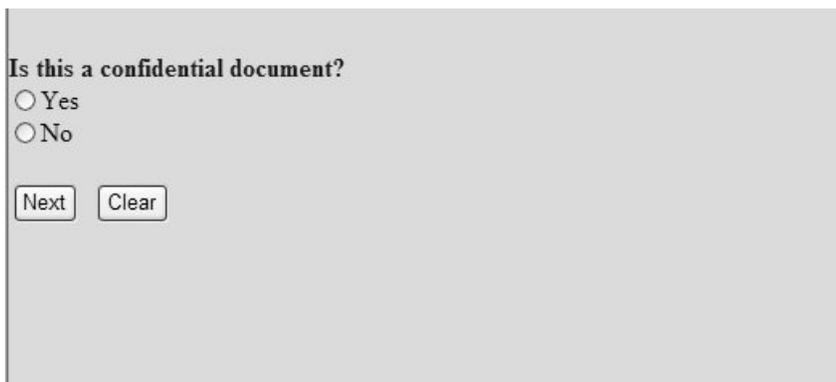
The screenshot shows the PDF upload screen in the ECF system. The title is "Select the pdf document and any attachments." Below the title, there is a "Main Document" section with a text input field containing "C:\aidocument.pdf" and a "Browse..." button. Below this, there is a table with the following columns: "Attachments", "Category", and "Description". There is one row with a text input field containing "1.", a "Browse..." button, a dropdown menu, and a text input field. Below the table, there are "Next" and "Clear" buttons.

7. Where a browse menu appears on the screen subsequent to the complaint selection screen, follow the directions listed in IV. Working with Adobe Acrobat and Portable Document Format (PDF) to attach your PDF documents.

VIII. Filing Case Events: Answer to Complaint (continued)

8. The system asks if the document contains confidential information (see **Figure VIII - 7**)

Figure VIII - 7



Is this a confidential document?

Yes

No

9. Select Yes or No and click .

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

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

Figure VIII - 8



ECF Civil Query Reports Utilities Search Logout

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

Answer to Complaint (1581a & 1581b only)

Date: 1/3/2008

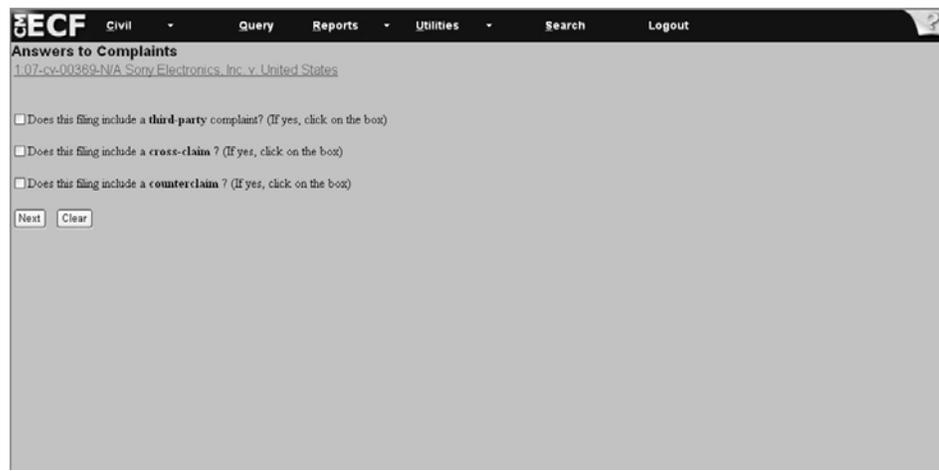
Filing Date #	Docket Text
1:07-cv-00369-N/A	
01/03/2008 2	Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)
	Complaint (1581a or 1581b only)
<input checked="" type="checkbox"/>	Answer Deadline (Gov't) 03/10/2008

VIII. Filing Case Events: Answer to Complaint (continued)

11. If the answer you are filing . . .

- includes a third-party complaint, cross-claim or counterclaim (see **Figure VIII - 9**), then check the appropriate box and click **Next**.
- does not include a third-party complaint, cross-claim or counterclaim, then click **Next**.

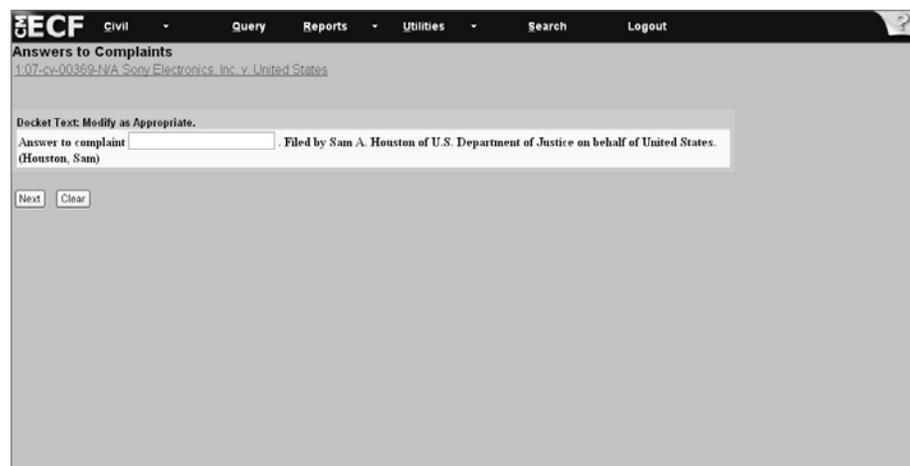
Figure VIII - 9



The screenshot shows the ECF (Electronic Case Filing) interface for 'Answers to Complaints'. The page title is 'Answers to Complaints' and the case number is '1:07-cv-00369-NA Sony Electronics, Inc. v. United States'. The form contains three checkboxes with the following text: 'Does this filing include a third-party complaint? (If yes, click on the box)', 'Does this filing include a cross-claim? (If yes, click on the box)', and 'Does this filing include a counterclaim? (If yes, click on the box)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

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

Figure VIII - 10



The screenshot shows the ECF (Electronic Case Filing) interface for 'Answers to Complaints'. The page title is 'Answers to Complaints' and the case number is '1:07-cv-00369-NA Sony Electronics, Inc. v. United States'. The form contains a section titled 'Docket Text: Modify as Appropriate.' with a text box containing the text 'Answer to complaint [redacted] Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

VIII. Filing Case Events: Answer to Complaint (continued)

13. **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 VIII - 11**). Once you click on the final text screen, you will have no further opportunity to change or correct your entry.

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

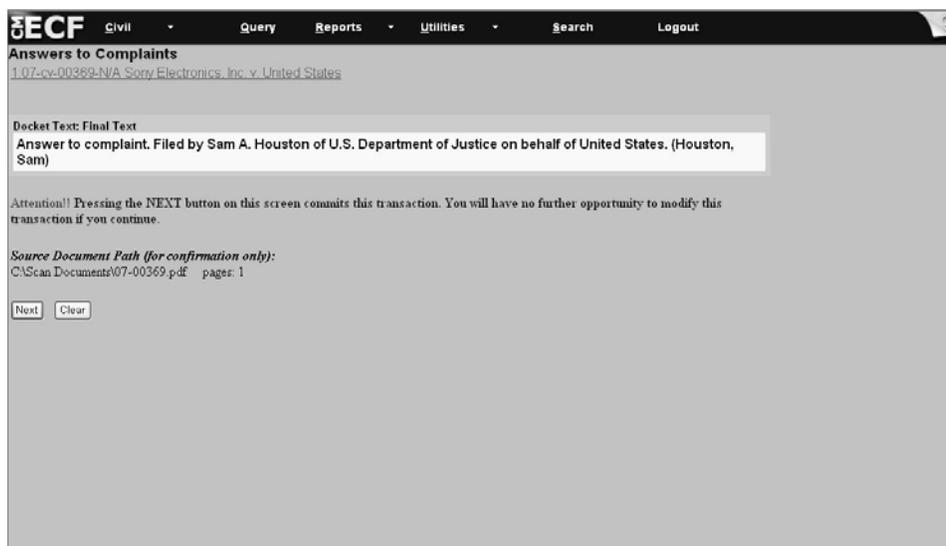


Figure VIII - 11

VIII. Filing Case Events: Answer to Complaint (continued)

14. The last screen the system displays is the notice of electronic filing. This screen is your receipt of the filing (see **Figure VIII - 12**).

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

Notice of Electronic Filing

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

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

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

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

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

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

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

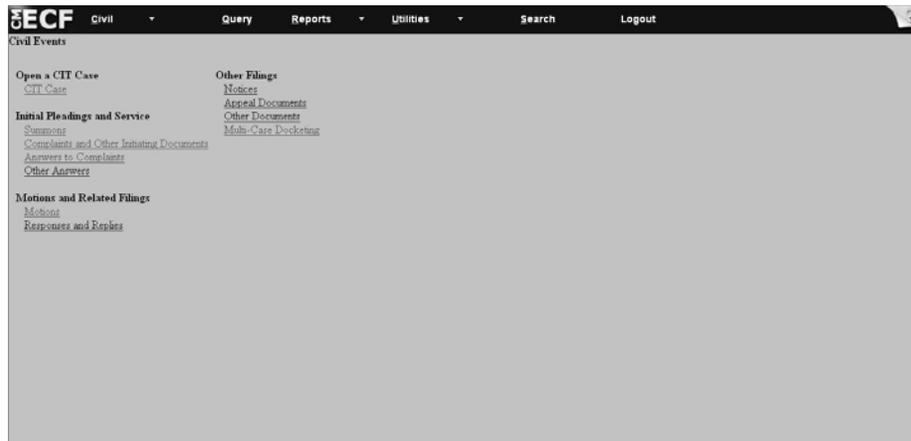
Document description: Main Document
Original filename: C:\Scan Documents\07-00369.pdf
Electronic document Stamp:
[STAMP uscItStamp_ID=992012590 [Date=1/3/2008] [FileNumber=330985-0] [309a83218c299a5dfccfb765fc64c5f8290da452eecd1b793f23ccfb14f1a3e04cddbde2d70ea5c40487f4ed04ecc00088b006ee8fc5f2daaf36701f900916e]]

Figure VIII - 12

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

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.
2. Click on *Notices* under *Other Filings* submenu (see **Figure VIII - 13**).

Figure VIII - 13



3. Type in the case number in the **yy-xxxxx** format (see **Figure VIII - 14**). Click .

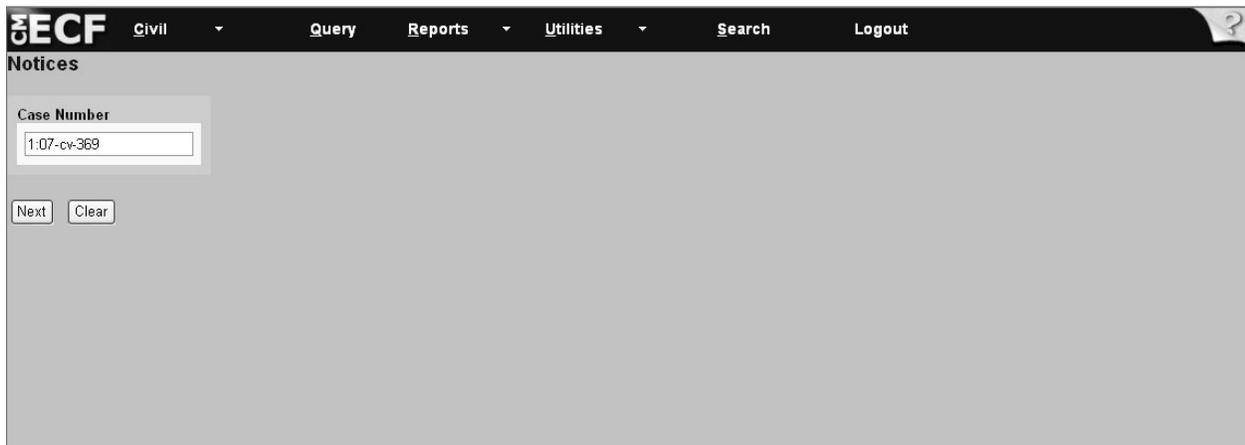


Figure VIII - 14

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

4. Highlight the party on whose behalf you are filing (see **Figure VIII - 15**). Tip: If you have more than one party filer, then hold down the [Ctrl] key and highlight the other parties by on the appropriate names. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Choose one of the group options if it applies and click

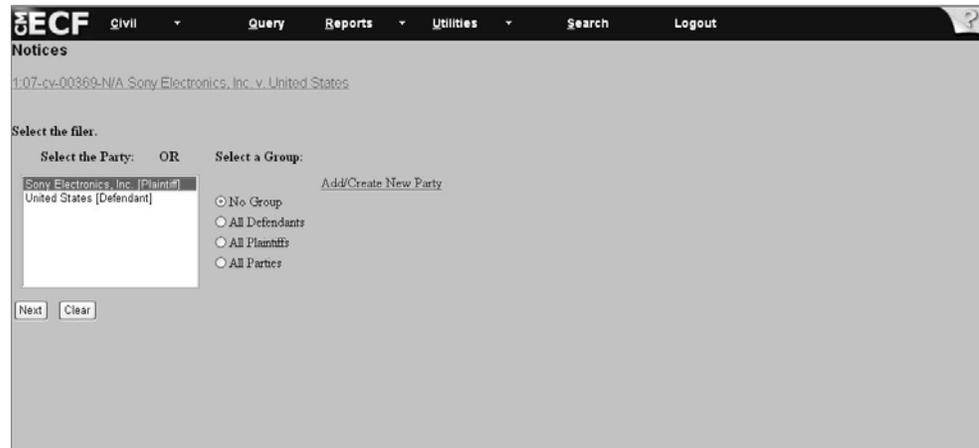


Figure VIII - 15

5. After you select the party, the system may display the attorney associations screen (see **Figure VIII - 16**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click .

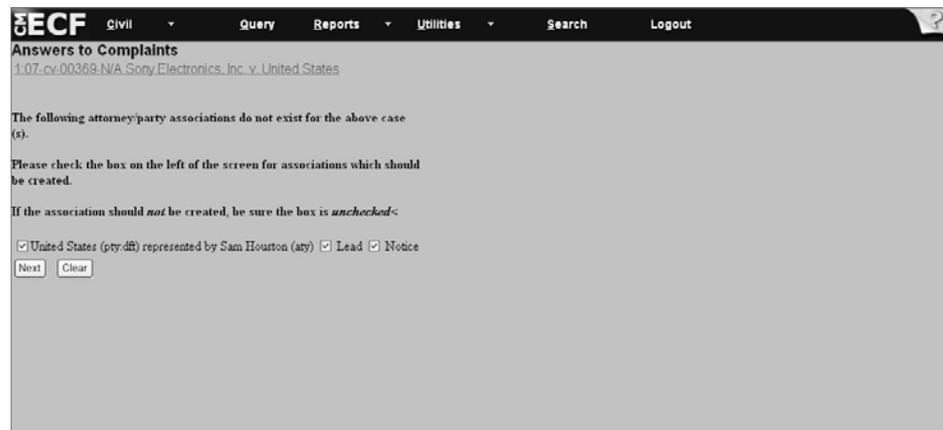


Figure VIII - 16

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

6. Select (by using the drop-down arrow as shown in **Figure VIII - 17**) the event code that describes your document, e.g., *Form 07 Notice of Dismissal 41(a)(1)(A)(i)*, by highlighting the description. The event code will appear in the Notices box to the right of the event code selection.

The screenshot shows the ECF interface with a navigation bar at the top containing 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the 'Notices' section is active for case '1:10-cv-00032-N/A Sony Corporation v. United States'. A search box is present above the 'Available Events' list. The 'Available Events' list contains the following items: Application to Enter Default, Discovery Plan, Errata Memorandum, Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons, Form 01B Waiver of Service of Summons, **Form 07 Notice of Dismissal 41(a)(1)(A)(i)**, Form 08 Notice of Dismissal 41(a)(1)(A)(ii), Form 11 Notice of Appearance, Form 12 Substitution of Attorney, Notice of Consent to Electronic Service, Notice of Deposition, Notice of Destruction of Confidential Documents, Notice of Endorsement, Notice of Intent to Redact, and Notice of Suggestion of Death. The 'Selected Event' field on the right contains the text 'Form 07 Notice of Dismissal 41(a)(1)(A)(i)'. At the bottom of the interface, there are 'Next' and 'Clear' buttons.

Figure VIII - 17

7. Click .

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

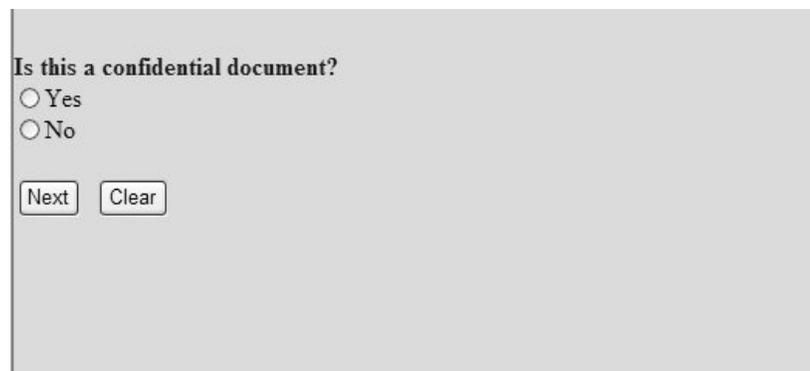
8. After you have selected the event code, you will be prompted to file your case-related documents (see **Figure VIII - 18**). After you have added all PDF documents and attachments, click **Next**.



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 "Notices" and the case name is "1:10-cv-00032-N/A Sony Corporation v. United States". The main instruction is "Select the pdf document and any attachments." Under "Main Document", there is a text input field containing "C:\Documents and Settings\bburg\Desktop\" followed by a "Browse..." button. Below this is a table with three columns: "Attachments", "Category", and "Description". The first row of the table has a text input field with a "Browse..." button, a dropdown menu, and another text input field. At the bottom of the form, there are "Next" and "Clear" buttons.

Figure VIII - 18

9. The system asks if the document contains confidential information (see **Figure VIII - 19**)



The screenshot shows a question: "Is this a confidential document?". Below the question are two radio button options: "Yes" and "No". At the bottom of the form, there are "Next" and "Clear" buttons.

Figure VIII - 19

10. Select Yes or No and click **Next**.

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

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

11. The screen with the docket text information, offers an opportunity to modify the text (see **Figure VIII - 20**). The text in the prefix box can be modified by selecting an appropriate description, for example, *First, Amended, Consent*, from the drop-down menu that appears in the box. Additionally, the text can be modified by typing in the free text box. When finished modifying the text, click . If you do not wish to modify the text, click .

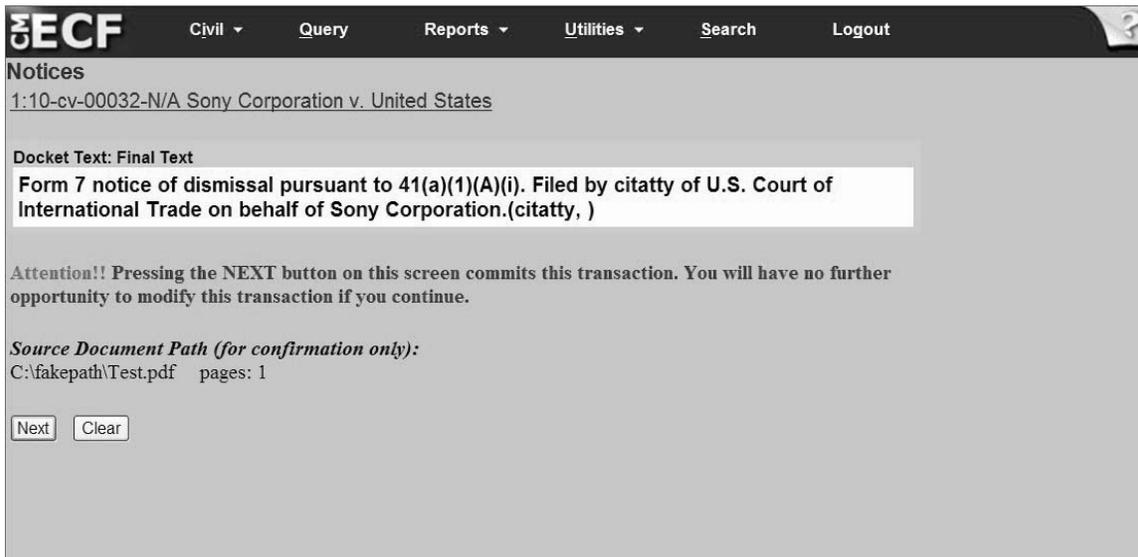
The screenshot shows the ECF interface with a navigation bar at the top containing 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Notices' and shows the case name '1:10-cv-00032-N/A Sony Corporation v. United States'. Under the heading 'Docket Text: Modify as Appropriate.', there is a dropdown menu with 'Form 7 notice of dismissal pursuant to 41(a)(1)(A)(i)' selected. Below the dropdown is a text box containing 'Filed by citatty of U.S. Court of International Trade on behalf of Sony Corporation.(citatty,)'. At the bottom of the section are 'Next' and 'Clear' buttons.

Figure VIII - 20

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

12. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VIII - 21**). Once you click on the final text screen, you will have **no opportunity to change or correct your entry**. The button completes the transaction!

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



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 "Notices" and the case identifier is "1:10-cv-00032-N/A Sony Corporation v. United States". The main content area shows "Docket Text: Final Text" with a highlighted box containing the text: "Form 7 notice of dismissal pursuant to 41(a)(1)(A)(i). Filed by citatty of U.S. Court of International Trade on behalf of Sony Corporation.(citatty,)". 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 (for confirmation only):" is listed as "C:\fakepath\Test.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure VIII - 21

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

13. The last screen the system displays is the notice of electronic filing (see **Figure VIII - 22**). This screen is your receipt of the filing.

Figure VIII - 22

The screenshot displays the ECF (Electronic Case Filing) 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 is titled "Notices" and shows a specific case: "1:10-cv-00032-N/A Sony Corporation v. United States". The court is identified as the "U.S. Court of International Trade" and the database is labeled "TEST Database".

The main content area is titled "Notice of Electronic Filing" and contains the following information:

- The following transaction was entered by citatty, on 8/17/2010 at 8:22 AM and filed on 8/17/2010
- Case Name:** Sony Corporation v. United States
- Case Number:** 1:10-cv-00032-N/A
- Filed:** Sony Corporation
- Document Number:** 4

Docket Text:
Form 7 notice of dismissal pursuant to 41(a)(1)(A)(i). Filed by citatty of U.S. Court of International Trade on behalf of Sony Corporation.(citatty,)

1:10-cv-00032-N/A Notice has been electronically mailed to:
Steven Paul Florsheim sforsheim_gdlsk.com@example.com

1:10-cv-00032-N/A Notice has been delivered by other means to:
citatty
U.S. Court of International Trade
One Federal Plaza
New York, NY 10278-0001

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

Document description:Main Document
Original filename:C:\fakepath\Test.pdf
Electronic document Stamp:
[STAMP uscItStamp_ID=992012590 [Date=8/17/2010] [FileNumber=439760-0]
[4efc64f971a4d45271d58f61ef8ad8cb296a04a0b946e1e86192b5b0bcdaf74ce1d4d
b38caf18a71a797f3271c9904626f249a4c71074be9442fbdeb069e2b9]]

VIII. Filing Case Events: Consent Motion for Extension of Time

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VIII - 23**).

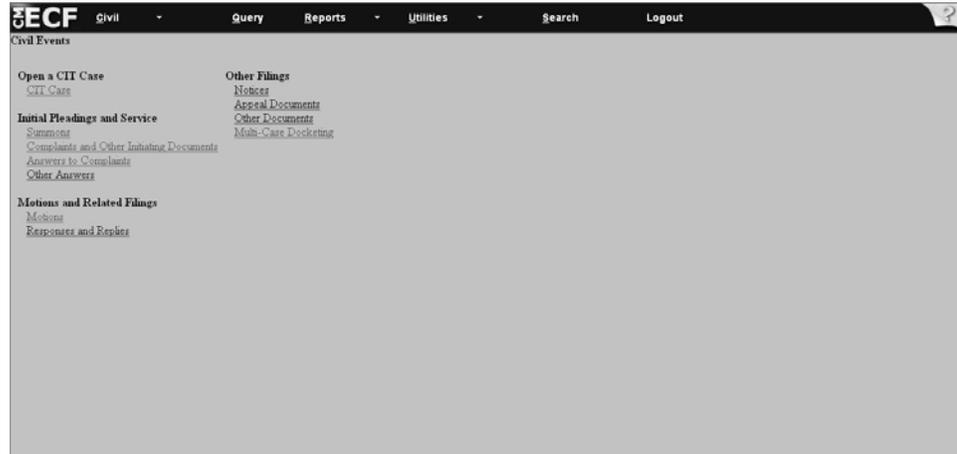


Figure VIII - 23

3. Type in the case number in the **yy-xxxxx** format (see **Figure VIII - 24**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing and select the attorney's name from the list of names that appears. Note: A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click .

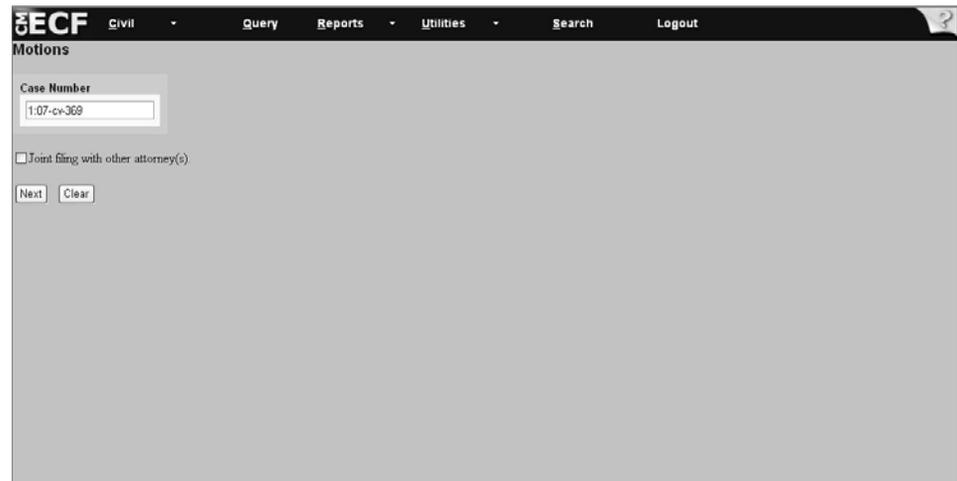
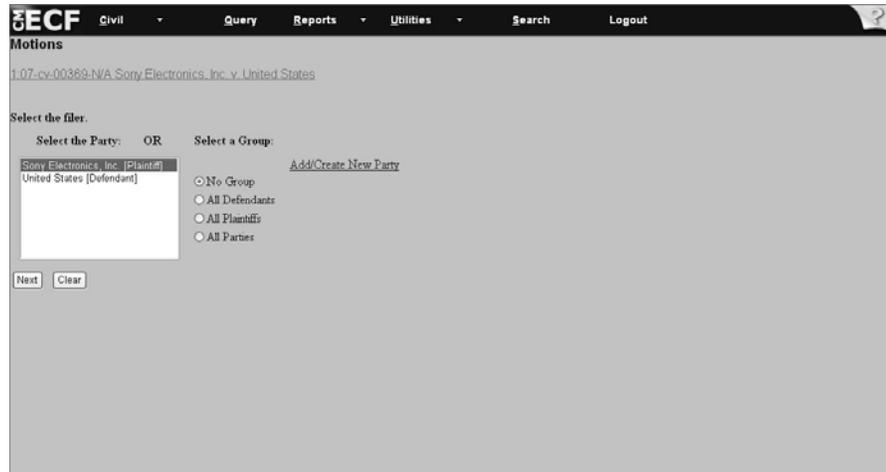


Figure VIII - 24

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

4. Highlight the party on whose behalf you are filing (see **Figure VIII - 25**). Tip: If you have more than one party filer, hold down the [*CTRL*] key and highlight parties by clicking on the appropriate entries. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Click .

Figure VIII - 25

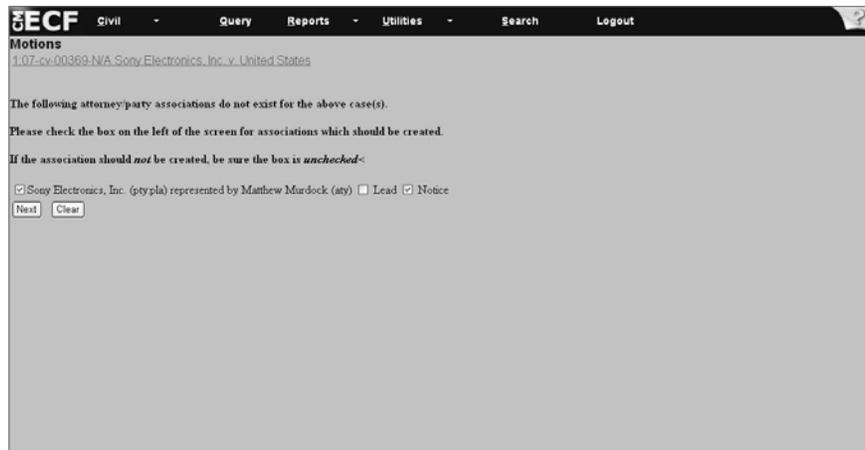


The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. Under the heading "Select the filer:", there are two sections: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list box containing "Sony Electronics, Inc.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

5. After you select the party, the system may display the attorney associations screen (see **Figure VIII - 26**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click .

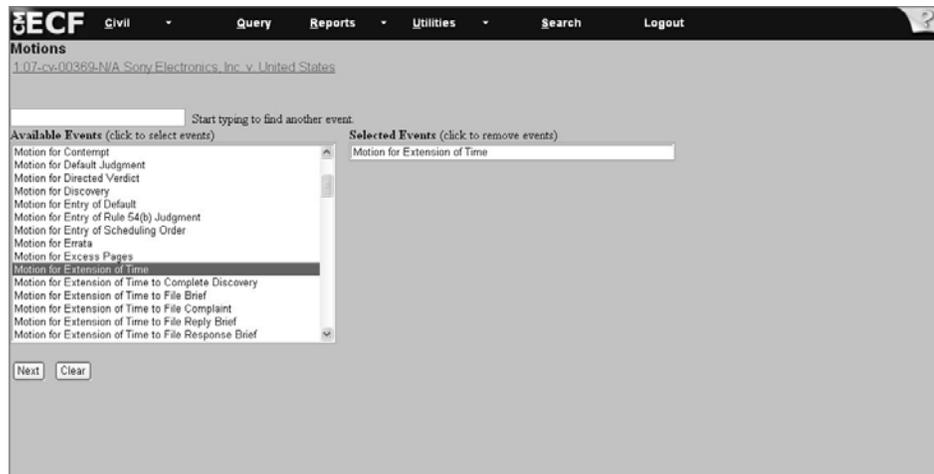
Figure VIII - 26



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

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

6. Select the event code that describes your document by clicking on it. Please try to be as specific as possible when selecting a description. For this example we would select a *Motion for Extension of Time* (see **Figure VIII - 27**) (**Important note:** always choose the most specific motion.) Click .



The screenshot shows the ECF Motions selection interface. At the top, there is a navigation bar with 'ECF' logo and links for 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Motions' and the case name is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. There is a search input field with the placeholder text 'Start typing to find another event.'. Below the search field, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Motion for Contempt, Motion for Default Judgment, Motion for Directed Verdict, Motion for Discovery, Motion for Entry of Default, Motion for Entry of Rule 54(b) Judgment, Motion for Entry of Scheduling Order, Motion for Errata, Motion for Excess Pages, **Motion for Extension of Time**, Motion for Extension of Time to Complete Discovery, Motion for Extension of Time to File Brief, Motion for Extension of Time to File Complaint, Motion for Extension of Time to File Reply Brief, and Motion for Extension of Time to File Response Brief. The 'Selected Events' list contains 'Motion for Extension of Time'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure VIII - 27

7. After selecting the appropriate motion, you will be prompted to file your case-related documents (see **Figure VIII - 28**). After you add all PDF documents and attachments, click .



The screenshot shows the document upload interface. At the top, it says 'Select the pdf document and any attachments.'. Below this, there is a section for 'Main Document' with a text input field containing 'C:\ct\document.pdf' and a 'Browse...' button. Below the main document section, there is a table with three columns: 'Attachments', 'Category', and 'Description'. The table has one row with the index '1.' in the first column, a text input field with a 'Browse...' button in the second column, a dropdown menu in the third column, and an empty text input field in the fourth column. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure VIII - 28

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

8. The system asks if the document contains confidential information (see **Figure VIII - 29**)

Figure VIII - 29



Is this a confidential document?

Yes

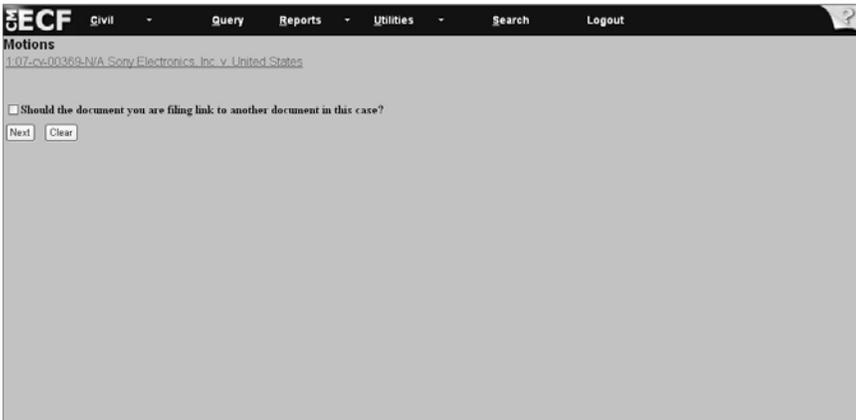
No

9. Select Yes or No and click .

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

10. Check the box *Should the document you are filing link to another document in this case* if you would like your document linked to a docket entry (see **Figure VIII - 30**). (**Note:** This is an optional entry. Checking this box will link the motion in the docket to its corresponding event. For example, if you are docketing a consent motion to extend time to respond to a motion, checking the motion event would allow you to link the document to the motion.)

Figure VIII - 30



ECF Civil Query Reports Utilities Search Logout

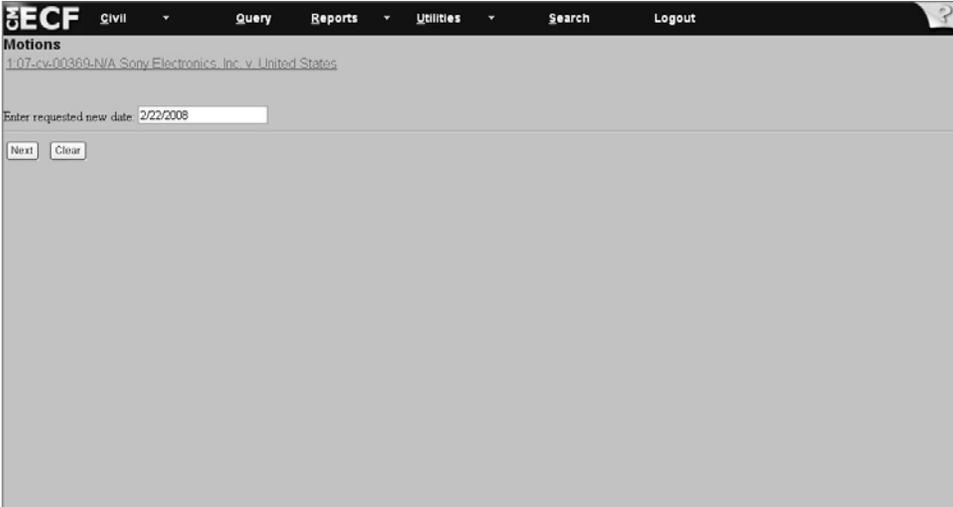
Motions

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

Should the document you are filing link to another document in this case?

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

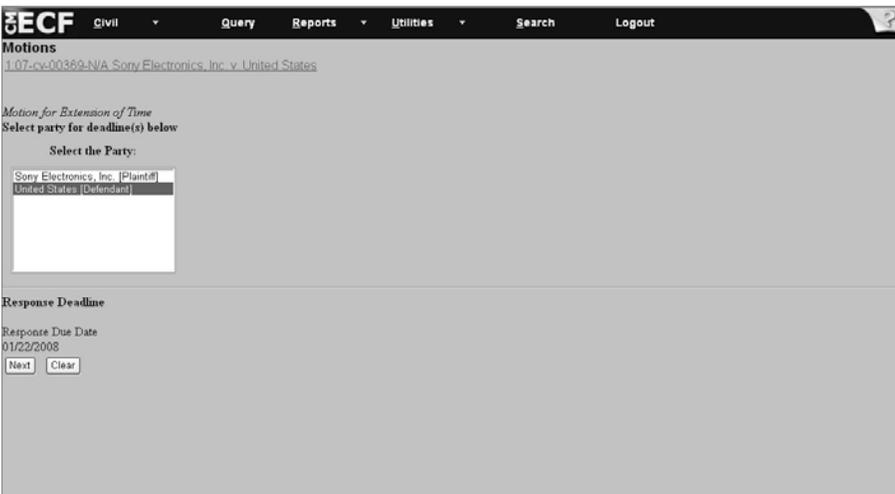
11. Select all parties entitled to respond to your motion (see **Figure VIII - 31**). Click . Notice that on the bottom of the screen the response due date has been created. **Note:** If this is a consent motion, then ignore the response due date. Click .



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 "Motions" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". A form field labeled "Enter requested new date" contains the text "2/22/2008". Below the form field are two buttons: "Next" and "Clear".

Figure VIII - 31

12. The system displays the screen that allows you to enter your requested new deadline (see **Figure VIII - 32**). Enter the new requested deadline in this box in the MM/DD/YY format and click .



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 "Motions" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The page content includes the text "Motion for Extension of Time" and "Select party for deadline(s) below". Below this text is a section labeled "Select the Party:" with a list box containing two items: "Sony Electronics, Inc. (Plaintiff)" and "United States (Defendant)". Below the list box is a form field labeled "Response Deadline" with the text "Response Due Date" and "01/22/2008". Below the form field are two buttons: "Next" and "Clear".

Figure VIII - 32

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

13. This screen with the docket text information offers an opportunity to modify the docket text (see **Figure VIII - 33**). Text can be modified by selecting a description from the drop-down prefix box. **Note:** If the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. **Note:** If you used the generic event *Motion for Extension of Time*, then you need to describe the action you wish to take, for example, *file motion for summary judgment*. When you are finished modifying the text, then click .

The screenshot shows the ECF (Electronic Case Filing) interface for Motions. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Motions" with a sub-heading "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Below this, there is a section titled "Docket Text: Modify as Appropriate." which contains a text input field with the following text: "Motion for extension of time until 2/22/2008 to Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew). Responses due by 1/22/2008." To the left of this text is a vertical drop-down menu with the following options: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Alternative, Amended, Confidential and Public, Confidential, Consent (highlighted), Consolidated, Counter, Cross, Emergency, Endorsed, Ex Parte, Expedited, Final, Interim, Joint, Monthly, Oral, Partial Consent, and Post.

Figure VIII - 33

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

14. **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 VIII - 34**). Once you click on the final text screen, you will have **no opportunity to change or correct your entry**. Selecting the button completes the transaction and locks the text.

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

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

Figure VIII - 34

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

15. The last screen the system displays is the notice of electronic filing (see **Figure VIII - 35**). This screen is your receipt of the filing.

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

The main content area is titled "Notice of Electronic Filing". It states: "The following transaction was entered by Murdock, Matthew on 1/3/2008 at 4:02 PM EDT and filed on 1/3/2008". The details provided are:

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

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

Below this, it states: "1:07-cv-369 Notice has been electronically mailed to:" followed by two recipients:

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

It then states: "1:07-cv-369 Notice has been delivered by other means to:"

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

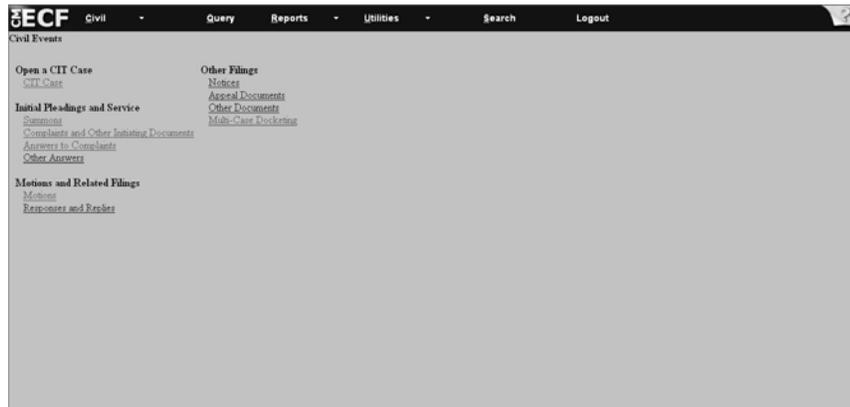
- Document description: Main Document
- Original filename: C:\Scan Documents\07-00369.pdf
- Electronic document Stamp: [STAMP uscItStamp_ID=992012590 [Date=1/3/2008] [FileNumber=330991-0] [29b46becb5887a29e38a58b363dedfe9eff1673a1fb08648f39a9d3dc7582312270d6d3235cf07c6407f59fe8b6cd58d67ed1566c250ecbc843cb93541ca8975]]

Figure VIII - 35

VIII. Filing Case Events: Motion to Intervene

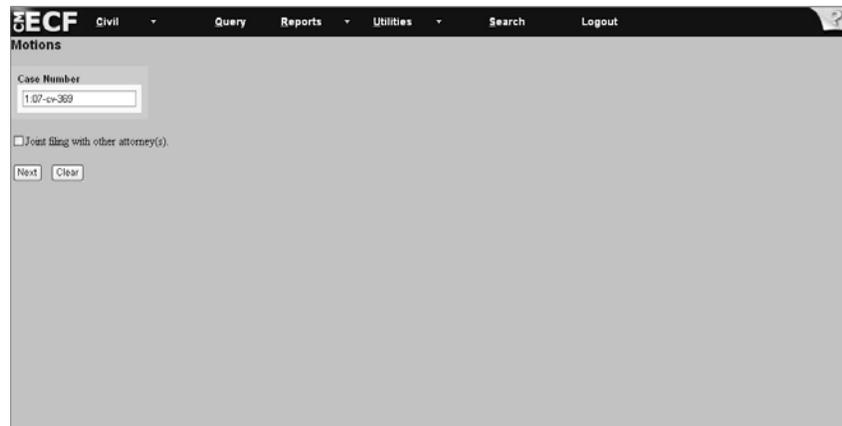
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VIII - 36**).

Figure VIII - 36



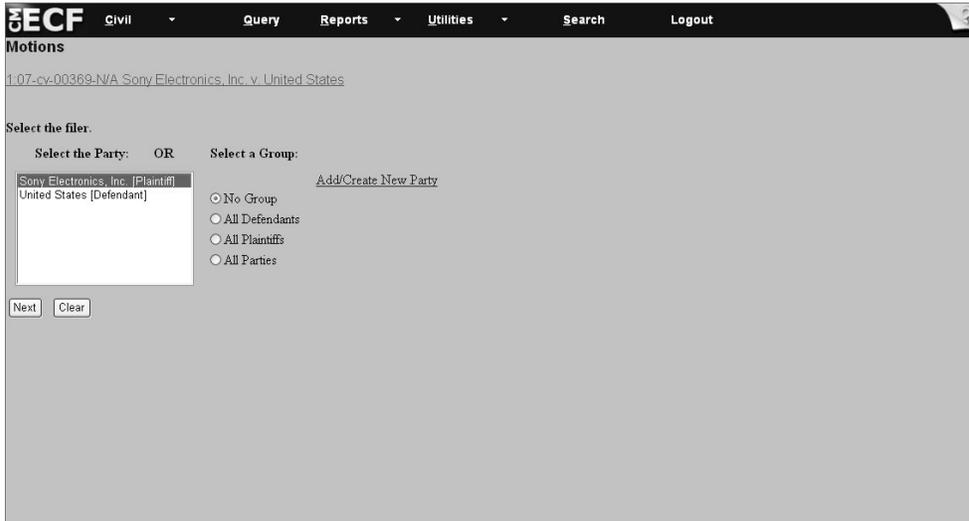
3. Type in the case number in the following format: **yy-xxxxxx** (see **Figure VIII - 37**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click

Figure VIII - 37



VIII. Filing Case Events: Motion to Intervene (continued)

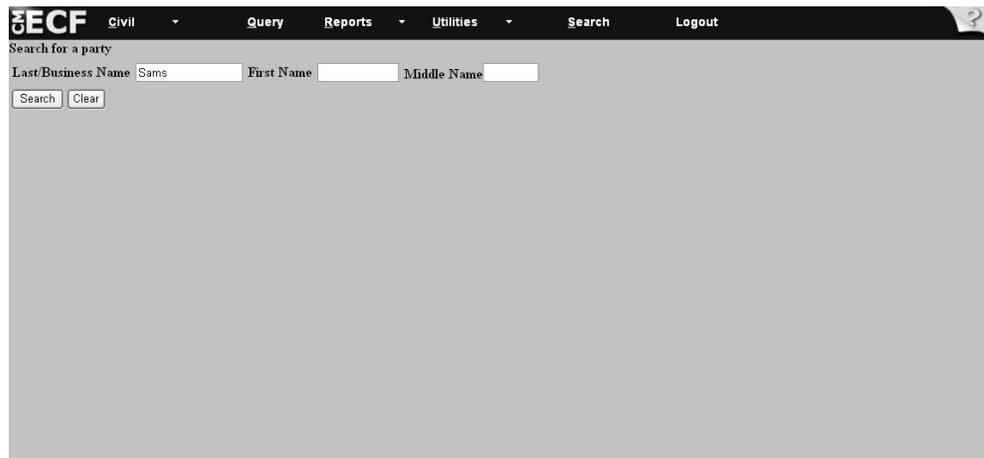
4. The system displays the select filer screen (see **Figure VIII - 38**) . Since you are not a party to the case yet, you must click *Add/Create New Party*.



The screenshot shows the ECF interface for a case titled "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Under the "Motions" heading, the instruction "Select the filer." is displayed. There are two main sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section contains a dropdown menu with "Sony Electronics, Inc. [Plaintiff]" selected and "United States [Defendant]" listed below it. To the right of this dropdown is a link labeled "Add/Create New Party". The "Select a Group:" section contains four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom left of the form are "Next" and "Clear" buttons.

Figure VIII - 38

5. Type in the party name if known (see **Figure VIII - 39** Tip: If you do not know the party's name, then type the first three characters of the party's business name and click).



The screenshot shows the ECF interface for searching for a party. The heading is "Search for a party". Below this heading are three input fields: "Last/Business Name" with the text "Sams", "First Name", and "Middle Name". Below the input fields are "Search" and "Clear" buttons.

Figure VIII - 39

VIII. Filing Case Events: Motion to Intervene (continued)

6. If the party . . .

- ▶ is listed among the system entries, then highlight the party name and click (see **Figure VIII - 40**). **Note:** Information such as *doing business as* should be added on the next screen. The system next displays the party information screen.

Figure VIII - 40

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

- ▶ is not listed among system entries, click (see **Figure VIII - 41**). The system next displays the party information screen. **Note:** The example on the following page, *Microsoft Corporation*, is used in this manual to illustrate the situation where a party is not in the database.

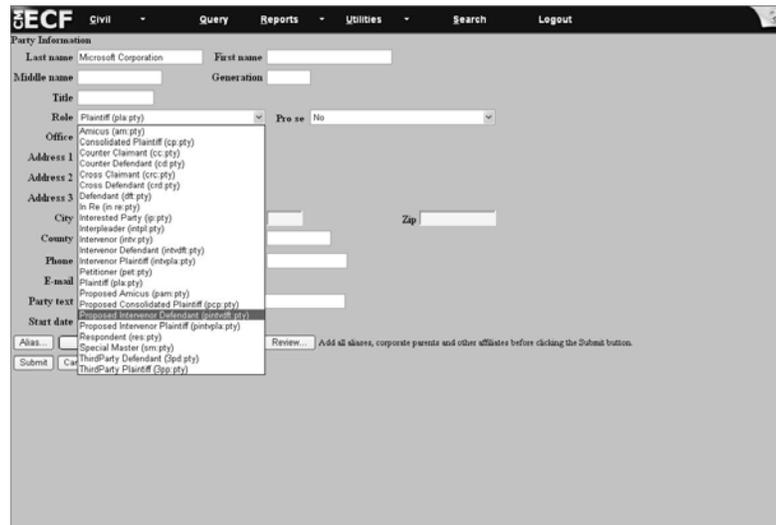
Figure VIII - 41

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

VIII. Filing Case Events: Motion to Intervene (continued)

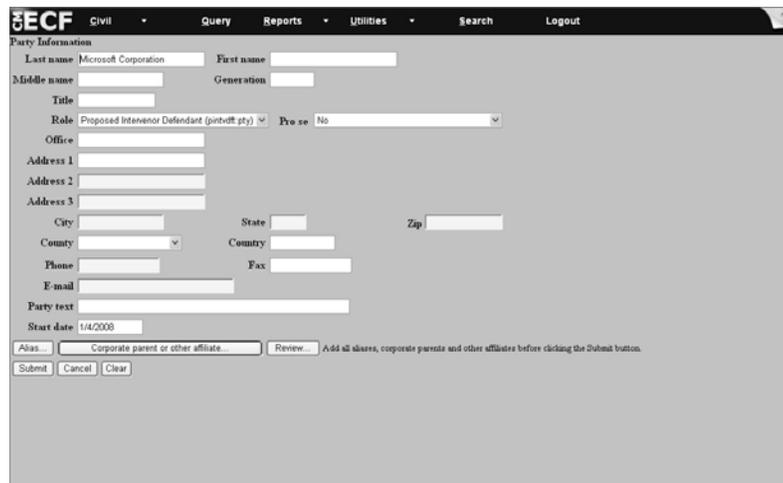
7. Enter the party information business name in the *Last Name* box unless it is an individual and only if you did not find a match on the previous screen. **Note:** Information such as *doing business as* or *formerly known as* must be created or added as though it was a new party. Skip the other address text boxes and go to the *Role* field. Click on the drop-down arrow in the *Role* box and highlight the role of the party (see **Figure VIII - 42**). You do not need to add any other information on this screen. **Note:** Steps 4 - 7 must be repeated for each additional party you represent. Click if there are no other parties (see **Figure VIII - 43**).

Figure VIII - 42



The screenshot shows the ECF Civil form with the 'Role' dropdown menu open. The menu lists various roles such as Plaintiff (pla pty), Amicus (am pty), Consolidated Plaintiff (cp pty), Counter Claimant (cc pty), Counter Defendant (cd pty), Cross Claimant (cc pty), Cross Defendant (cd pty), Defendant (dt pty), Interested Party (ip pty), Interpleader (intpl pty), Intervenor Defendant (intvdf pty), Intervenor Plaintiff (intvpl pty), Petitioner (pet pty), Proposed Amicus (pam pty), Proposed Consolidated Plaintiff (pcp pty), Proposed Intervenor Defendant (pintvdf pty), Proposed Intervenor Plaintiff (pintvpl pty), Respondent (res pty), Special Master (sm pty), ThirdParty Defendant (3pd pty), and ThirdParty Plaintiff (3pp pty). The 'Proposed Intervenor Defendant' option is highlighted. The form also includes fields for Last name (Microsoft Corporation), First name, Middle name, Generation, Title, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, Party text, and Start date (1/4/2008). There are buttons for Alias, Submit, Cancel, and Clear, and a 'Review...' button with a note: 'Add all aliases, corporate parents and other affiliates before clicking the Submit button.'

Figure VIII - 43



The screenshot shows the ECF Civil form with the 'Role' dropdown menu closed and 'Proposed Intervenor Defendant (intvdf pty)' selected. The form fields are the same as in Figure VIII - 42, but the dropdown menu is no longer open. The 'Submit' button is now visible, along with 'Cancel' and 'Clear' buttons. The 'Review...' button and its associated note are also present.

VIII. Filing Case Events: Motion to Intervene (continued)

8. Highlight the party you just added (*Microsoft Corporation*) and the party that you selected from the list (*Samsung*) (see **Figure VIII - 44**). After all parties are selected, click .

Figure VIII - 44

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

9. After you select the party, the system may display the attorney associations screen (see **Figure VIII - 45**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click .

Figure VIII - 45

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

VIII. Filing Case Events: Motion to Intervene (continued)

10. Scroll down through the list of motions and highlight, for purposes of this example, *Motion to Intervene* (see **Figure VIII - 46**) Click .

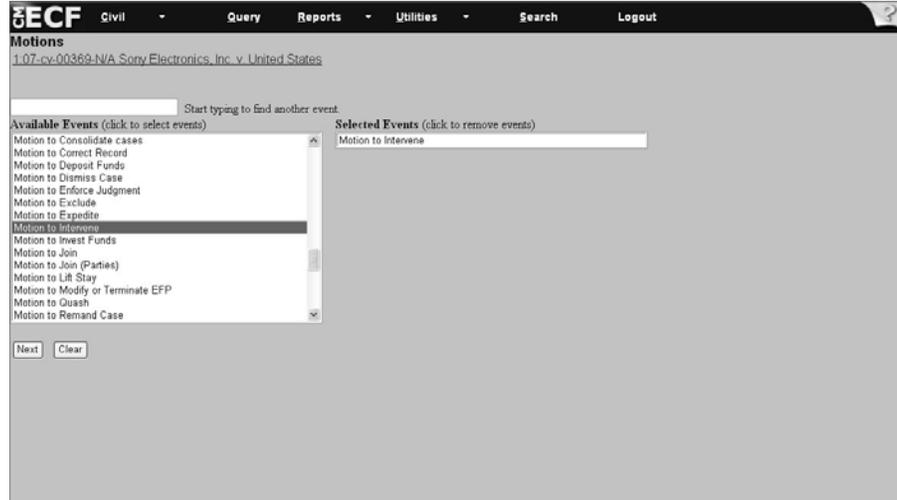


Figure VIII - 46

11. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VIII - 47**) After you add all PDF documents and attachments, click .

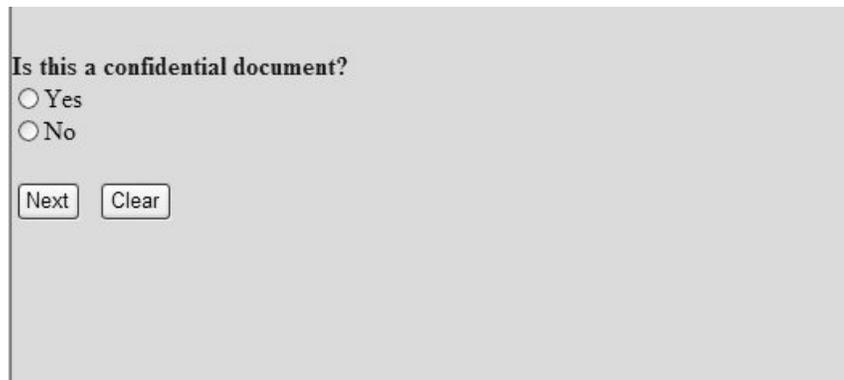
The screenshot shows a form titled 'Select the pdf document and any attachments.' Below the title, there is a section for 'Main Document' with a text input field containing 'C:\citdocument.pdf' and a 'Browse...' button. Below this, there is a table with three columns: 'Attachments', 'Category', and 'Description'. The table has one row with the number '1.' in the first column, a text input field with a 'Browse...' button in the second column, a dropdown menu in the third column, and an empty text input field in the fourth column. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure VIII - 47

VIII. Filing Case Events: Motion to Intervene (continued)

12. The system asks if the document contains confidential information (see **Figure VIII - 48**)

Figure VIII - 48



Is this a confidential document?

Yes

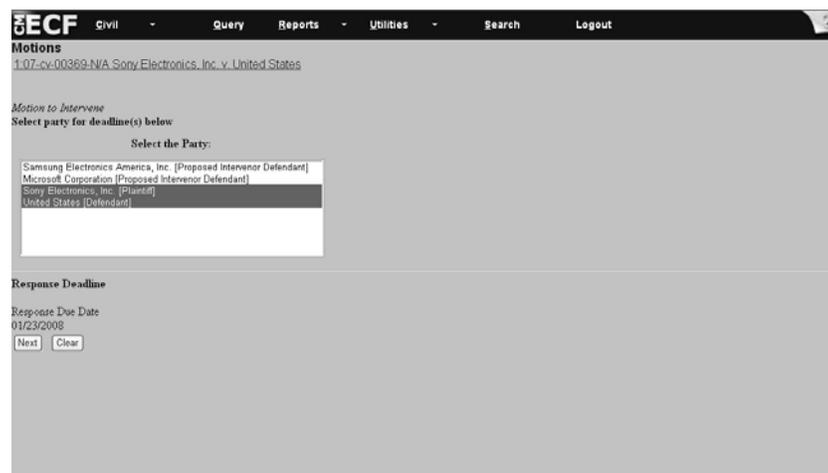
No

13. Select Yes or No and click .

Note: Attorneys representing proposed intervenors in a action will not be permitted to file and view documents containing confidential information until they are granted intervenor status and have submitted and filed the proper documentation. See V. Filing and Viewing Confidential Document.

14. Select all parties entitled to respond to your motion (see **Figure VIII - 49**). Exclude yourself. **Tip:** If you have more than one party filer, then hold down the [CTRL] key and highlight parties by clicking on the appropriate entries. Click .

Figure VIII - 49



ECF Civil Query Reports Utilities Search Logout

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

Motion to Intervene
Select party for deadline(s) below

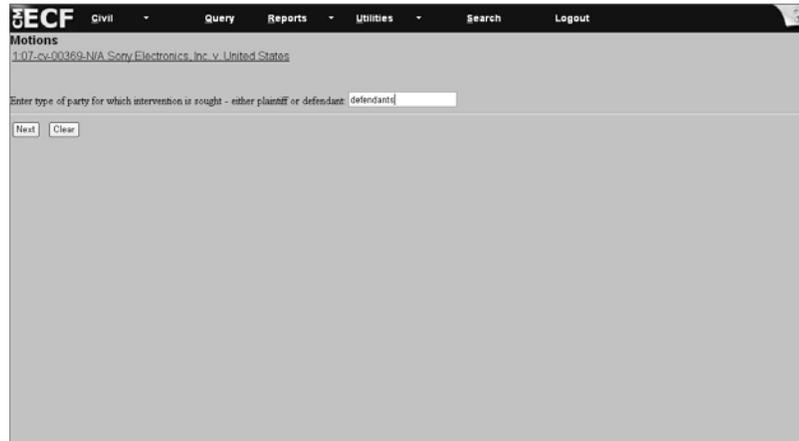
Select the Party:

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

Response Deadline
Response Due Date
01/23/2008

VIII. Filing Case Events: Motion to Intervene (continued)

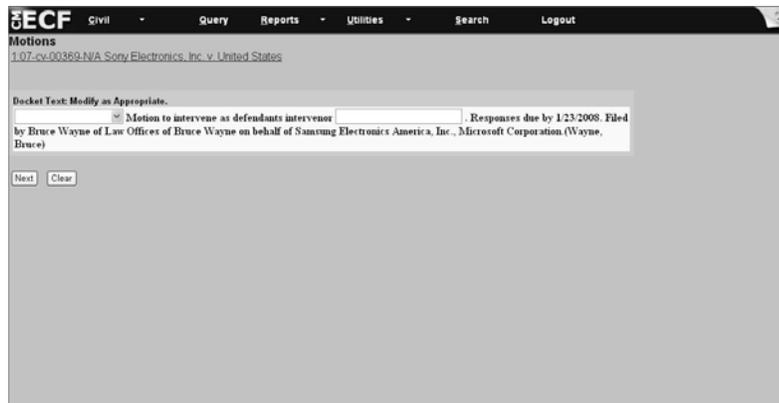
15. Enter the type of party for which intervention is sought (See **Figure VIII - 50** Type in either *Defendant* or *Plaintiff* and click).



The screenshot shows the ECF Motions 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 'Motions' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area contains a text input field with the prompt 'Enter type of party for which intervention is sought - either plaintiff or defendant:' and the text 'defendant' entered. Below the input field are two buttons: 'Next' and 'Clear'.

Figure VIII - 50

16. This screen in the figure below (see **Figure VIII - 51**) shows the docket text information, and offers an opportunity to modify the docket text. Text can be modified by selecting a description from the drop-down prefix box. **Note:** If the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. When you are finished modifying the text, click .



The screenshot shows the ECF Motions 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 'Motions' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area contains a section titled 'Docket Text: Modify as Appropriate.' Below this title is a drop-down menu with the selected option 'Motion to intervene as defendants intervenor'. To the right of the drop-down menu is a text input field containing 'Responses due by 1/23/2008. Filed by Bruce Wayne of Law Offices of Bruce Wayne on behalf of Samsung Electronics America, Inc., Microsoft Corporation.(Wayne, Bruce)'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure VIII - 51

VIII. Filing Case Events: Motion to Intervene (continued)

17. **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 VIII - 52**). Once you click on the final text screen, you will have no opportunity to correct your entry. The button completes and locks the text of the transaction.

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

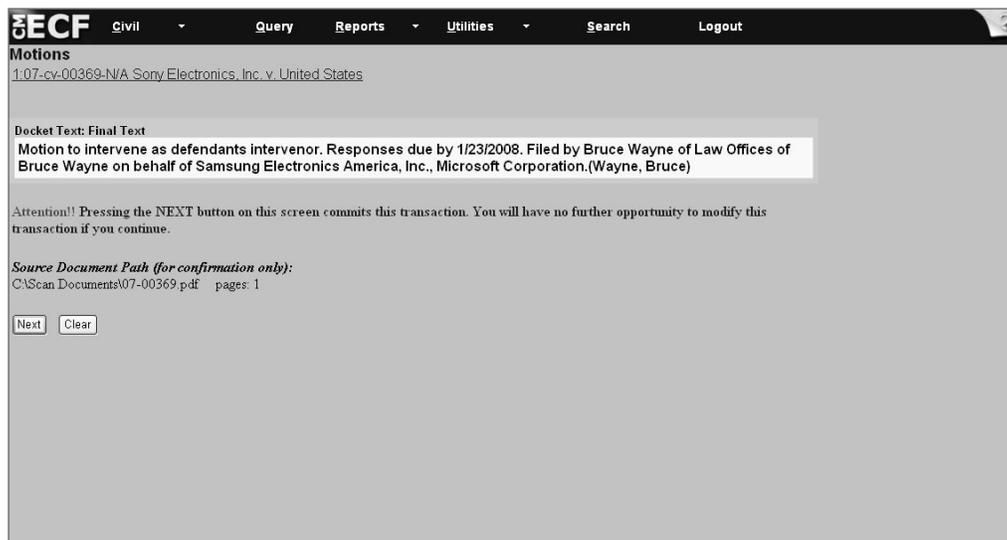


Figure VIII - 52

VIII. Filing Case Events: Motion to Intervene (continued)

18. The last screen the system displays is the notice of electronic filing (see **Figure VIII - 53**). This screen is your receipt of the filing.

Figure VIII - 53

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

Notice of Electronic Filing

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

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

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

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

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

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

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

Document description: Main Document
Original filename: C:\Scan Documents\07-00369.pdf
Electronic document Stamp:
[STAMP uscItStamp_ID=992012590 [Date=1/4/2008] [FileNumber=330994-0] [a0ed1b79c1e3ee6bf56c591485ce22ba9a08d8e318420e43f1b85dd993cad5a82d4be59af7992f943ba522f5b66a3db8cd6da4a5cbe3d72d05c5893d6ad55125]]

VIII. Filing Case Events: Motion to Intervene (continued)

*** Important Procedural Note ***

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

Required entries

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

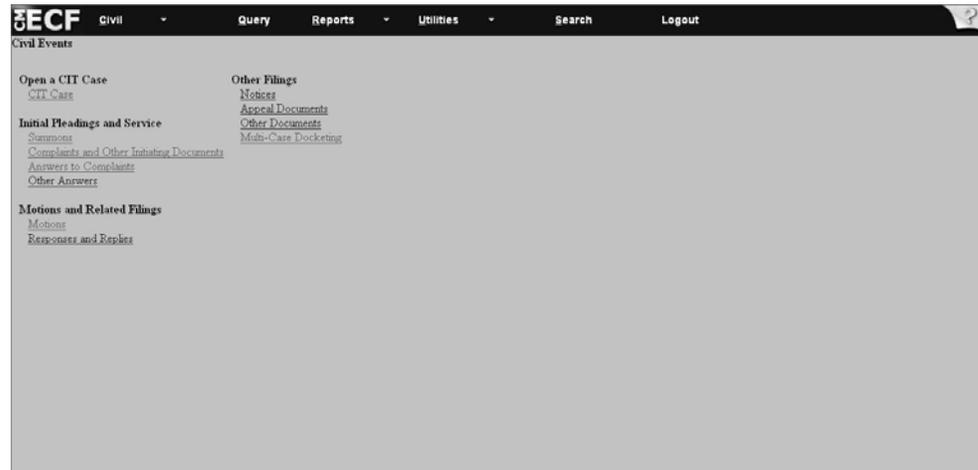
Possible entries

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

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

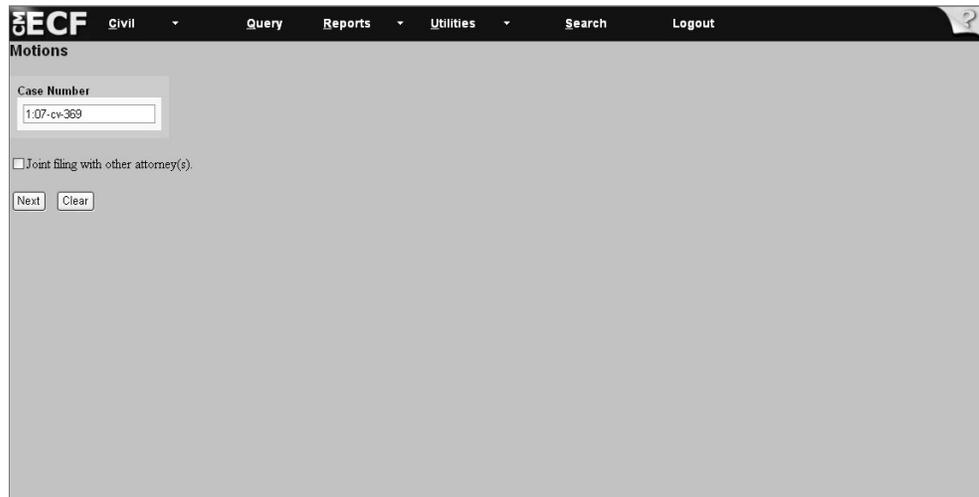
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VIII - 54**).

Figure VIII - 54



3. Type in the case number in the **yy-xxxxx** format (see **Figure VIII - 55**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click .

Figure VIII - 55

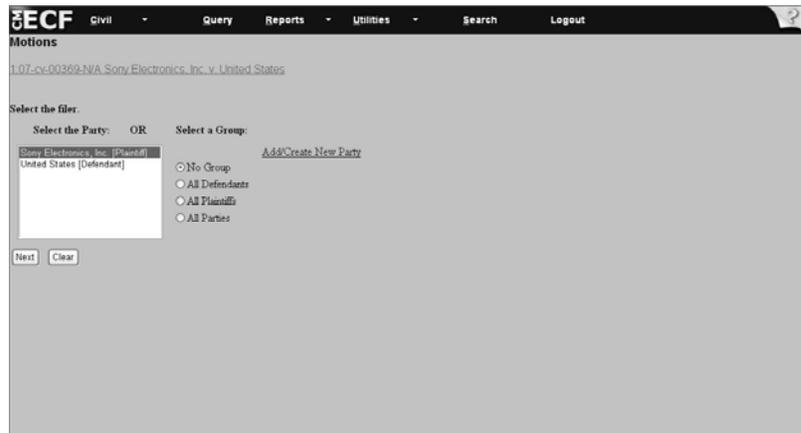


VIII. Filing Case Events: Motion for Judgment Upon Agency Record 56. 1

(continued)

4. Highlight the party on whose behalf you are filing (see **Figure VIII - 56**). **Tip:** If you have more than one party filer, then hold down the [Ctrl] key and highlight parties by clicking on the appropriate entries. **Note:** Select one of the group options if it applies. Click

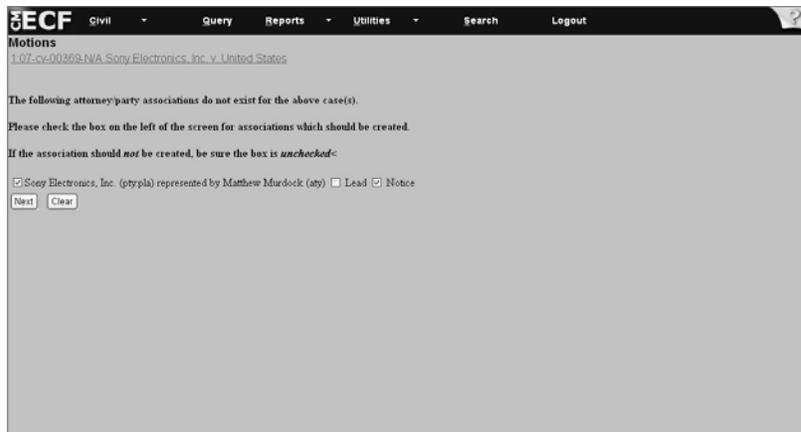
Figure VIII - 56



The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. It features a 'Select the filer' section with a table of parties: Sony Electronics, Inc. (Plaintiff) and United States (Defendant). To the right, there are radio button options for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. A 'Next' button is visible at the bottom left.

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VIII - 57**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Click

Figure VIII - 57

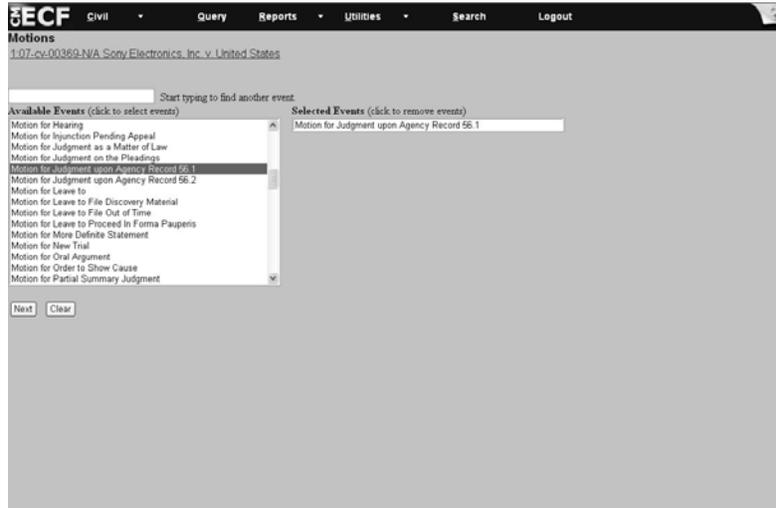


The screenshot shows the ECF Motions interface for the same case, displaying attorney associations. It includes instructions: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked.' A table lists 'Sony Electronics, Inc. (ptypla) represented by Matthew Murdock (att)' with checkboxes for 'Lead' (unchecked) and 'Notice' (checked). A 'Next' button is at the bottom left.

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

6. Scroll down through the list of motions and highlight *Motion for Judgment upon Agency Record 56.1* (see **Figure VIII - 58**). Click .

Figure VIII - 58



7. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VIII - 59**).

Figure VIII - 59

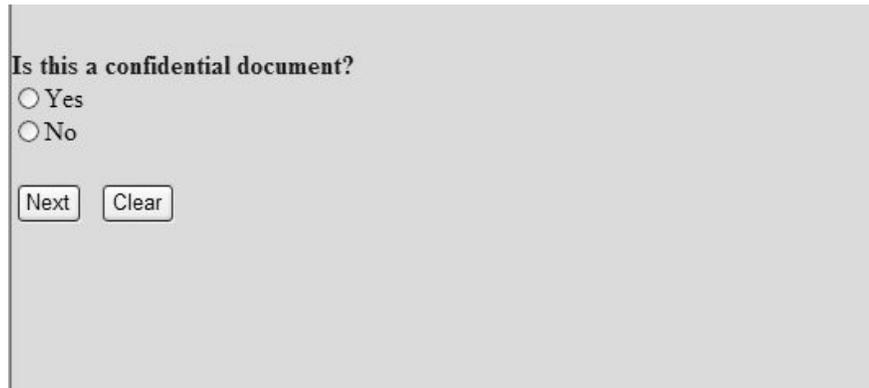
The screenshot shows the document upload interface. At the top, it says 'Select the pdf document and any attachments.' Below this, there is a section for 'Main Document' with a text input field containing 'C:\cttdocument.pdf' and a 'Browse...' button. Below the main document section, there is a table with columns 'Attachments', 'Category', and 'Description'. The first row in the table has an input field for the attachment name, a 'Browse...' button, a dropdown menu for the category, and an empty description field. At the bottom of the interface, there are 'Next' and 'Clear' buttons.

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

(continued)

8. The system asks if the document contains confidential information (see **Figure VIII - 60**)

Figure VIII - 60



Is this a confidential document?

Yes

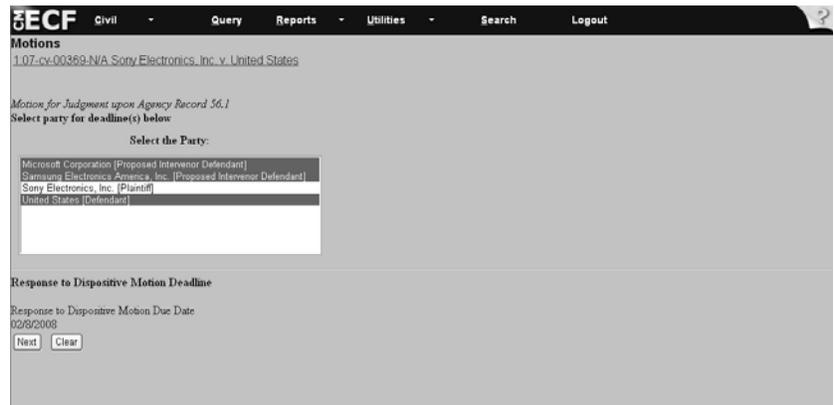
No

9. Select Yes or No and click .

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

10. Select all the parties entitled to respond to your motion (see **Figure VIII - 61**). **Tip:** If you have more than one party filer, then hold down the *Ctrl* key and highlight and select other parties by selecting the appropriate names. Click .

Figure VIII - 61



ECF Civil Query Reports Utilities Search Logout

Motions

1:07-cv-00369-NA Sony Electronics, Inc. v. United States

Motion for Judgment upon Agency Record 56.1

Select party for deadline(s) below:

Select the Party:

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

Response to Dispositive Motion Deadline

Response to Dispositive Motion Due Date

02/09/2008

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

11. The screen with the docket text information offers an opportunity to modify the docket text if appropriate (see **Figure VIII - 62**). Text can be modified by selecting a description from the drop-down prefix box or by typing in the free text box. When you are finished modifying the text, click . If you do not wish to modify the text, click .

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 "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is titled "Docket Text: Modify as Appropriate." and contains a text entry box. The text in the box is: "Motion for judgment on agency record 56.1 . Response to Dispositive Motion due by 2/8/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)". Below the text entry box, there are two buttons: "Next" and "Clear".

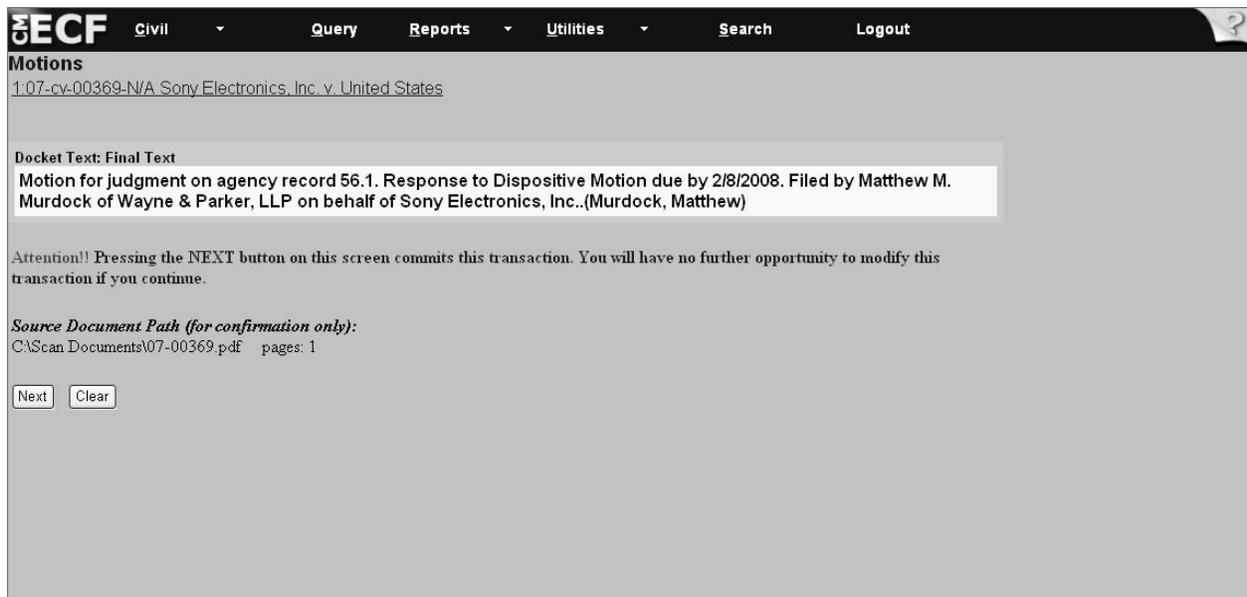
Figure VIII - 62

VIII. Filing Case Events: Motion for Judgment Upon Agency Record 56.

(continued)

12. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VIII - 63). Once you click on the final text screen, you will have no opportunity to change or correct your entry. The Next button completes the transaction and locks the text!**

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



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area displays the docket text: "Docket Text: Final Text" followed by "Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 2/8/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.(Murdock, Matthew)". Below this, there is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath the warning, the source document path is shown: "Source Document Path (for confirmation only): C:\Scan Documents\07-00369.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure VIII - 63

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

13. The last screen the system displays is the notice of electronic filing (**Figure VIII - 64**). This screen is the receipt of the filing.

Figure VIII - 64

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

Notice of Electronic Filing

The following transaction was entered by Murdock, Matthew on 1/4/2008 at 11:57 AM EDT and filed on 1/4/2008

Case Name: Sony Electronics, Inc. v. United States
Case Number: 1:07-cv-369
File: Sony Electronics, Inc.
Document Number: 7

Docket Text:
Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 2/8/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

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

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

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

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

Document description: Main Document
Original filename: C:\Scan Documents\07-00369.pdf
Electronic document Stamp:
[STAMP usc:Stamp_ID=992012590 [Date=1/4/2008] [FileNumber=330997-0] [8f328b7306dfa571bb650965cf159f019bce8e35dcb5a2111da16ed791d9275d05509ca756c631fd013346f94d7e754c278d900398e3b126d1dc3c4aed61da8]]

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

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

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Responses and Replies* under the *Motions and Related Filings* submenu (see **Figure VIII - 65**).

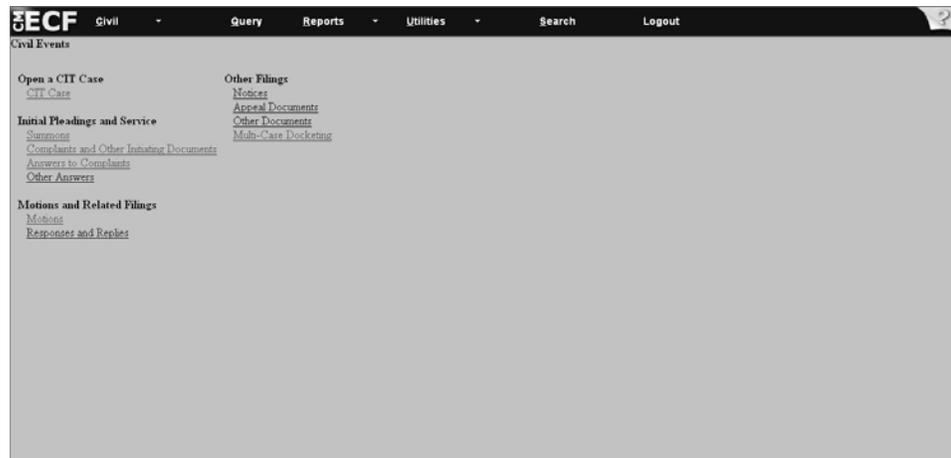


Figure VIII - 65

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VIII - 66**).

Click .

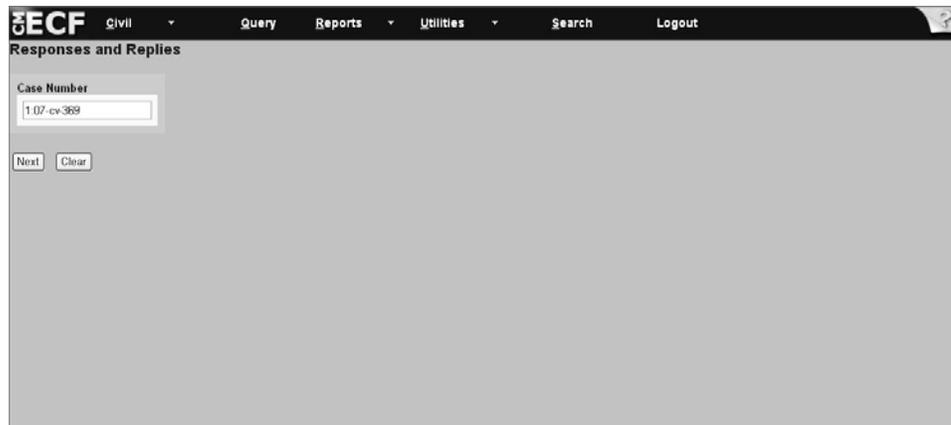
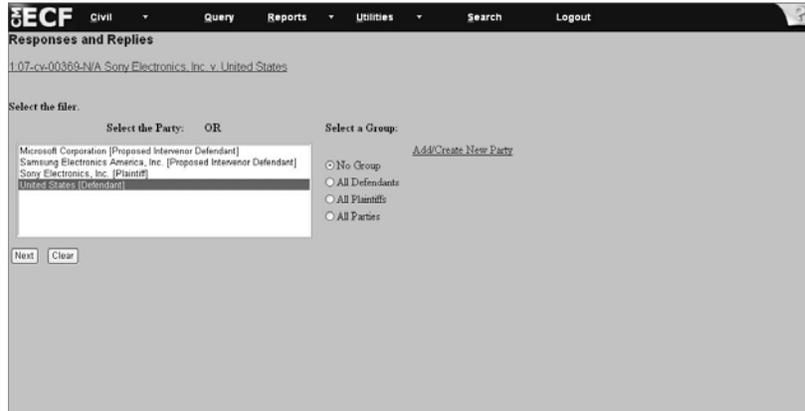


Figure VIII - 66

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

4. Highlight the party on whose behalf you are filing (see **Figure VIII - 67**). **Tip:** If you have more than one party filer, then hold down the *Ctrl* key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies. Click .

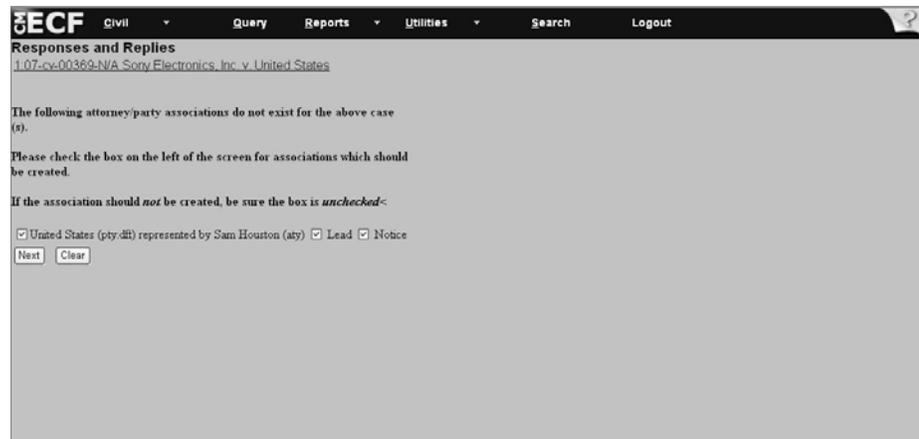
Figure VIII - 67



5. After you highlight the party, the system may display the attorney associations screen (see **Figure - 68**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

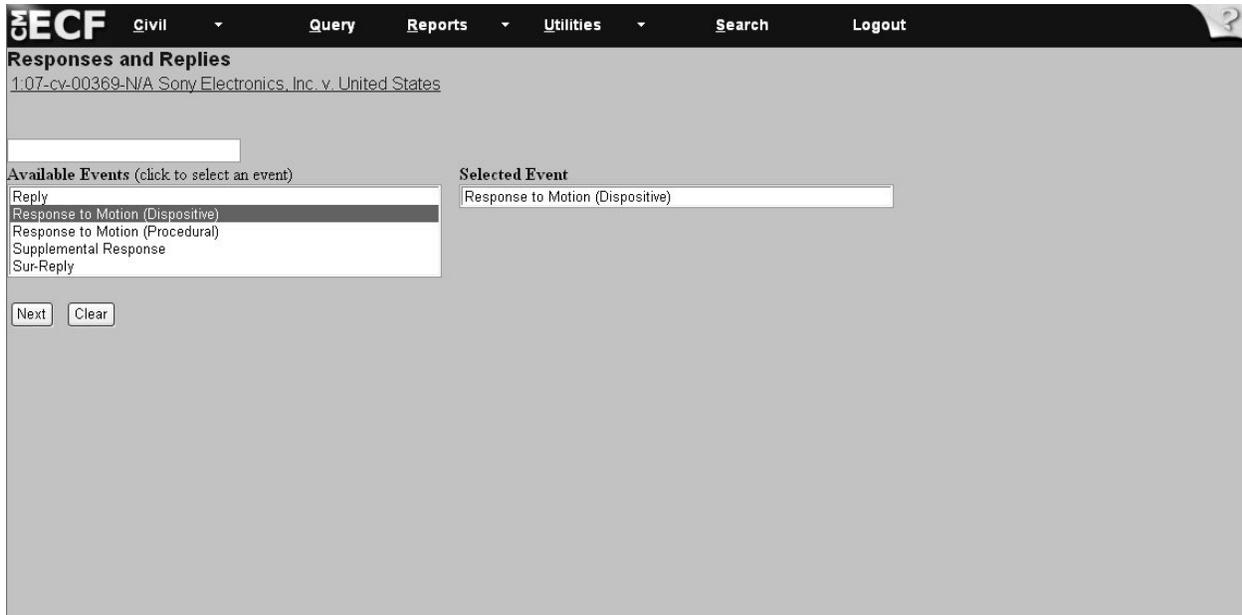
Click .

Figure VIII - 68



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

6. Select the event code from the drop-down menu (see **Figure VIII - 69**) that describes your document by highlighting the description with your mouse. For this example, select *Response to Motion (Dispositive)*. Click .



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 "Responses and Replies" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is divided into two sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" section has a dropdown menu that is open, showing the following options: Reply, Response to Motion (Dispositive), Response to Motion (Procedural), Supplemental Response, and Sur-Reply. The "Selected Event" section has a text box containing "Response to Motion (Dispositive)". Below the dropdown menu, there are two buttons: "Next" and "Clear".

Figure VIII - 69

Note: When your event code is selected, the code should appear in the blank space to the right of the drop-down box, under the *Selected Event* text.

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

7. After you select the appropriate response, you will be prompted to file your case-related documents (see **Figure VIII - 70**). After you add all PDF documents and attachments, click .

Figure VIII - 70

Select the pdf document and any attachments.

Main Document
C:\ctidocument.pdf

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

8. The system asks if the document contains confidential information (see **Figure VIII - 71**)

Figure VIII - 71

Is this a confidential document?

Yes
 No

9. Select Yes or No and click .

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

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

10. Click in the box(es) of the motion(s) to which you are responding (**Figure VIII - 72**). Click

.

ECF Civil Query Reports Utilities Search Logout
Responses and Replies
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States

Select the appropriate event(s) to which your event relates:

- 01/03/2008 5 Consent Motion for extension of time until 2/22/2008 to file motion for summary judgment. Responses due by 1/22/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)
- 01/04/2008 6 Motion to intervene as defendants intervenor. Responses due by 1/23/2008. Filed by Bruce Wayne of Law Offices of Bruce Wayne on behalf of Samsung Electronics America, Inc., Microsoft Corporation (Wayne, Bruce)
- 01/04/2008 7 Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 2/8/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

Figure VIII - 72

11. Select all the parties entitled to respond to your motion (see **Figure VIII - 73**). **Tip:** If you have more than one party, then hold down the *Ctrl* key and highlight the parties by clicking on the appropriate parties. **Note:** This screen creates the reply due date.

12. Click on the box(es) next to the docket entries to which you are responding and click .

ECF Civil Query Reports Utilities Search Logout
Responses and Replies
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States

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

Select the Party:

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

Reply Deadline

Reply due
01/23/2008

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

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

Figure VIII - 73

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

13. The screen with the docket text information allows you to modify the docket text if appropriate. For this example, you may want to type *in opposition* in the first free text box and *for Judgment upon Agency Record* in the second free text box (see **Figure VIII - 74**). When you are finished modifying the text, click . If you do not wish to modify the text, click .

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Responses and Replies" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area displays the "Docket Text: Modify as Appropriate." section. It shows a text box with the following text: "Response in Opposition to motion for Judgment Upon Agency Rec (related document(s)[7]). Replies due by 1/23/2008. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States.(Houston, Sam)". Below the text box are two buttons: "Next" and "Clear".

Figure VIII - 74

14. **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 VIII - 75**). Once you click on the final text screen, you will have no opportunity to change or correct your entry. The button completes the transaction and locks the text.**

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

The screenshot shows the ECF system interface for the final confirmation of the docket text. The page title is "Responses and Replies" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area displays the "Docket Text: Final Text" section. It shows the following text: "Response in Opposition to motion for Judgment Upon Agency Record (related document(s)[7]). Replies due by 1/23/2008. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States.(Houston, Sam)". Below the text is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning message is the "Source Document Path (for confirmation only):" section, which shows "C:\Scan Documents\07-00369.pdf pages 1". At the bottom of the page are two buttons: "Next" and "Clear".

Figure VIII - 75

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

15. The last screen the system displays is a notice of electronic filing (see **Figure VIII - 76**). This screen is your receipt of the filing.

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

The main content area is titled "Notice of Electronic Filing". It states: "The following transaction was entered by Houston, Sam on 1/4/2008 at 12:17 PM EDT and filed on 1/4/2008". The details provided are: Case Name: Sony Electronics, Inc. v. United States; Case Number: 1:07-cv-369; Filer: United States; Document Number: 8.

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

Below this, it states: "1:07-cv-369 Notice has been electronically mailed to:" followed by three recipients: Sam A. Houston (sam.houston@usdoj.gov), Matthew M. Murdock (mmurdock@wayneparker.com, mmurdock@aol.com), and Bruce Wayne (bruce.wayne@knight.com).

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

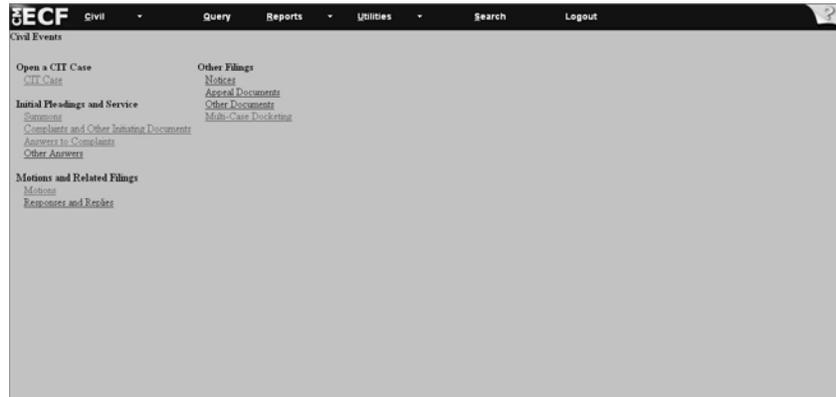
Finally, it provides document details: "Document description: Main Document", "Original filename: C:\Scan Documents\07-00369.pdf", and "Electronic document Stamp: [STAMP uscItStamp_ID=992012590 [Date=1/4/2008] [FileNumber=331000-0] [a44ce0590646e27036295fbcf3a460642e52611145322e17d04cf4ad8d090f4c3a3635636082b0fe1885cc6686be9dc4bc8b45f972819cc58e763da771b81f3]]".

Figure VIII - 76

VIII. Filing Case Events: Reply to Response to Dispositive Motion

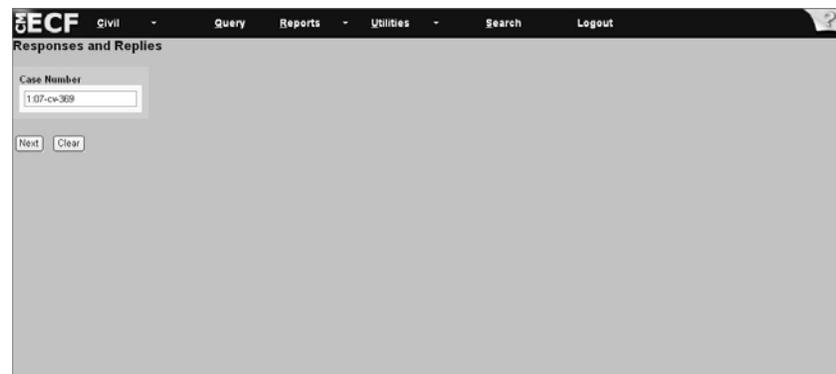
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click *Responses and Replies* under the *Motions and Related Filings* submenu. (see **Figure VIII - 77**)

Figure VIII - 77



3. Type in the case number in the **yy-xxxxx** format (see **Figure VIII - 78**)

Figure VIII - 78



VIII. Filing Case Events: Reply to Response to Dispositive Motion

(continued)

4. Highlight the party on whose behalf you are filing (see **Figure VIII - 79**). **Tip:** If you have more than one party filer, then hold down the [CTRL] key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies. Click .

Figure VIII- 79

The screenshot shows the ECF interface for 'Responses and Replies' for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. It prompts the user to 'Select the filer' and provides two columns of options. The 'Select the Party' column lists: Microsoft Corporation [Proposed Intervenor Defendant], Samsung Electronics America, Inc. [Proposed Intervenor Defendant], Sony Electronics, Inc. [Plaintiff], and United States [Defendant]. The 'Select a Group' column has radio buttons for: No Group, All Defendants, All Plaintiffs, and All Parties. There is an 'Add/Create New Party' link and 'Next' and 'Clear' buttons at the bottom.

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VIII - 80**) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click .

Figure VIII - 80

The screenshot shows the ECF interface for attorney associations. It 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'. A single association is listed: Sony Electronics, Inc. (stypla) represented by Matthew Murdock (aty) with checkboxes for 'Lead' (checked) and 'Notice' (checked). 'Next' and 'Clear' buttons are at the bottom.

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

6. Select the event code from the drop-down menu (see **Figure VIII - 81**) that describes your document by highlighting the description. For example, select *Reply*. Click .

ECF Civil Query Reports Utilities Search Logout

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

Available Events (click to select an event)

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

Selected Event

Reply

Figure VIII - 81

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

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

7. After you select the reply, you will be prompted to file your case-related documents (see **Figure VIII - 82**). After you add all PDF documents and attachments, click **Next** .

Figure VIII - 82

Select the pdf document and any attachments.

Main Document
C:\cidocument.pdf

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

8. The system asks if the document contains confidential information (see **Figure VIII - 83**)

Figure VIII - 83

Is this a confidential document?

Yes
 No

9. Select Yes or No and click **Next** .

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

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

10. Click on the box of the response to which you are replying (see **Figure VIII - 84**). Click

Note: This screen satisfies your reply due date.

Figure VIII - 84

ECF Civil Query Reports Utilities Search Logout

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

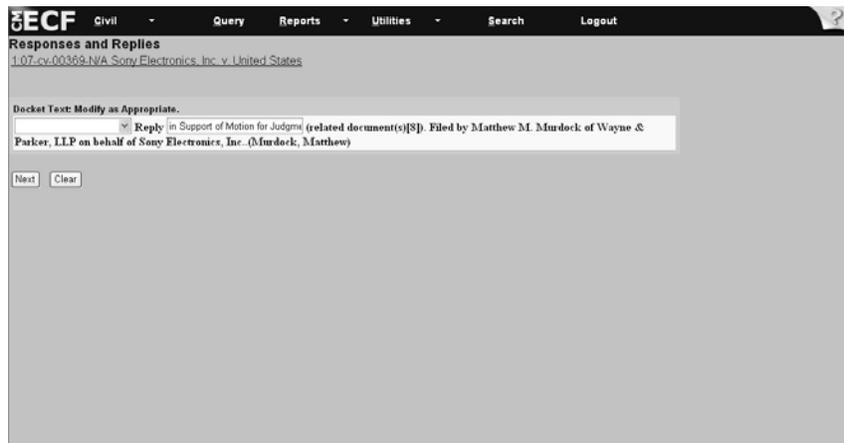
Select the appropriate event(s) to which your event relates:

- 01/03/2008 [3](#) Answer to complaint. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)
- 01/04/2008 [8](#) Response in Opposition to motion for Judgment Upon Agency Record (related document(s) [7](#)). Replies due by 1/23/2008. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States (Houston, Sam)

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

11. The screen with the docket text information offers an opportunity to modify the docket text (if appropriate) by entering in a description, such as, “*in Support of Motion for Judgment*,” in the free text box (see **Figure VIII - 85**). When you are finished modifying the text, click . If you do not want to modify the text, click .

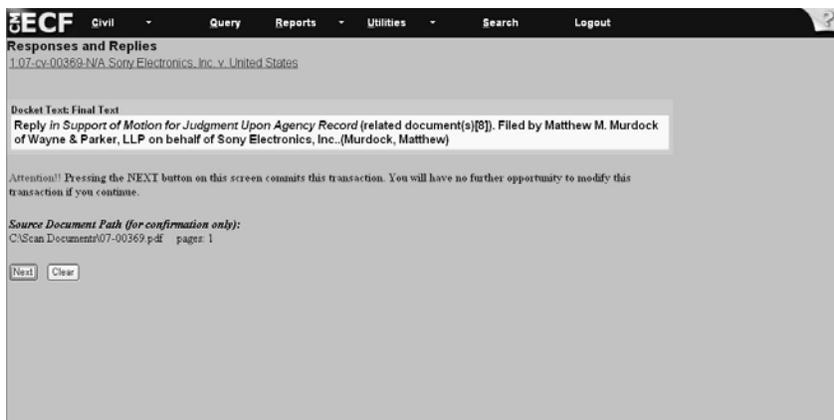
Figure VIII - 85



12. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VIII - 86). 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 button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
- If your entry is correct, then click . The system displays the notice of electronic filing screen.

Figure VIII - 86



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

11. The last screen the system displays is the notice of electronic filing (see **Figure VIII - 87**)
This screen is your receipt of the filing.

Figure VIII - 87

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

The main content area is titled "Notice of Electronic Filing". It states: "The following transaction was entered by Murdock, Matthew on 1/4/2008 at 12:27 PM EDT and filed on 1/4/2008". The details provided are: Case Name: Sony Electronics, Inc. v. United States; Case Number: 1:07-cv-369; Filer: Sony Electronics, Inc.; Document Number: 9.

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

The next section is "1:07-cv-369 Notice has been electronically mailed to:", listing three recipients with their names and email addresses: Sam A. Houston (sam.houston@usdoj.gov), Matthew M. Murdock (mmurdock@wayneparker.com, mmurdock@aol.com), and Bruce Wayne (bruce.wayne@knight.com).

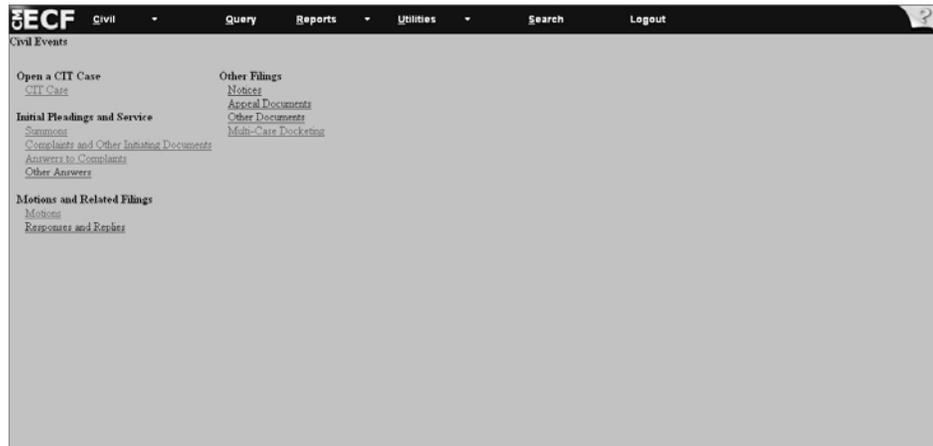
Following that is "1:07-cv-369 Notice has been delivered by other means to:", which states: "The following document(s) are associated with this transaction:".

The final section is "Document description: Main Document", with the original filename "C:\Scan Documents\07-00369.pdf". It also includes an "Electronic document Stamp" with the following text: "[STAMP uscItStamp_ID=992012590 [Date=1/4/2008] [FileNumber=331003-0] [9E33c72dd3b0b3c44322cc017bb5ff1805bac57606f019dd63064ecc22068400239eef d290a6614398744b8f9ce009b41d8035de280a0ec38014f434ceb79247]]".

VIII. Filing Case Events: Appeal Documents

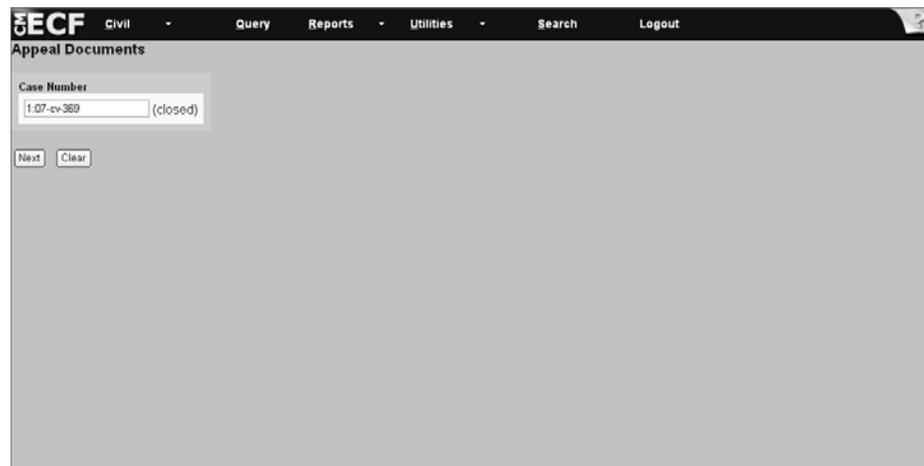
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events Window*.
2. Click on *Appeal Documents* under *Other Filings* (see **Figure VIII - 88**).

Figure VIII - 88



3. Type in the case number in the **yy-xxxxx** format (see **Figure VIII - 89**). Click .

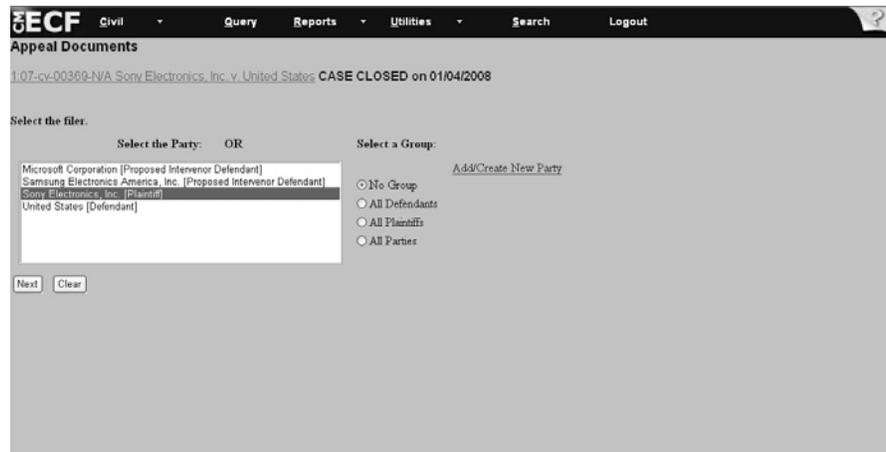
Figure VIII - 89



VIII. Filing Case Events: Appeal Documents (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VIII - 90**). Tip: If you have more than one party filer, then hold down the *[Ctrl]* key and highlight the parties by selecting the appropriate parties. Select one of the group options if it applies. Click .

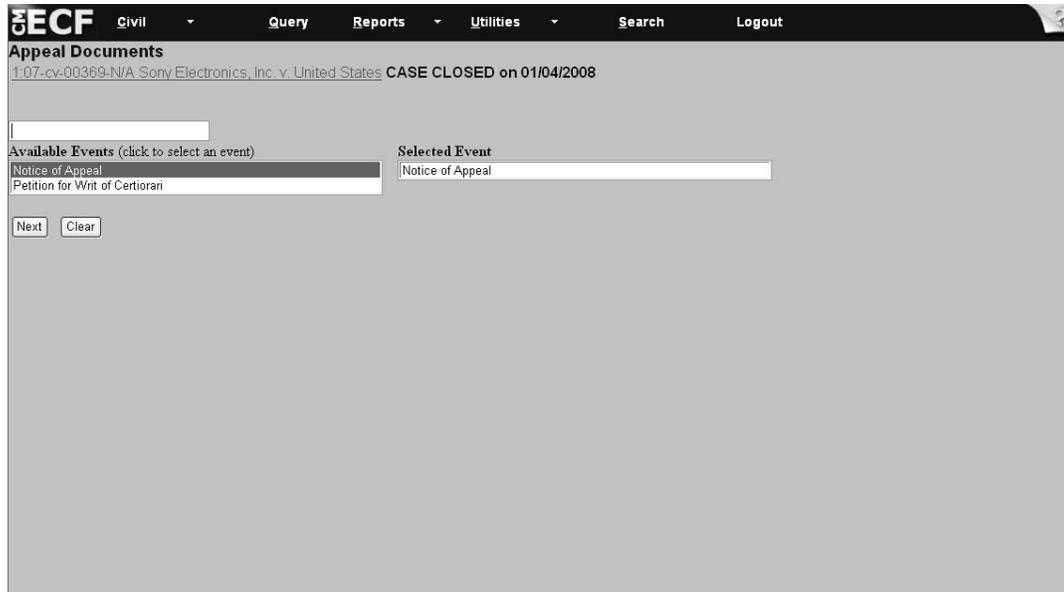
Figure VIII - 90



The screenshot shows the ECF Appeal Documents 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 "Appeal Documents" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008". The main content area is titled "Select the filer." and contains two sections: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list of parties with a dropdown arrow on the right. The parties listed are: Microsoft Corporation [Proposed Intervenor Defendant], Samsung Electronics America, Inc. [Proposed Intervenor Defendant], Sony Electronics, Inc. [Plaintiff], and United States [Defendant]. The "Samsung Electronics America, Inc. [Proposed Intervenor Defendant]" option is highlighted. 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 "Add/Create New Party". At the bottom of the form, there are two buttons: "Next" and "Clear".

5. Click on the down arrow and highlight *Notice of Appeal* (see **Figure VIII - 91**).

6. Click .



The screenshot shows the ECF Appeal Documents 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 "Appeal Documents" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008". The main content area has a search bar at the top. Below the search bar, there are two sections: "Available Events (click to select an event)" and "Selected Event". Under "Available Events", there is a list of events with a dropdown arrow on the right. The events listed are: "Notice of Appeal" and "Petition for Writ of Certiorari". The "Notice of Appeal" option is highlighted. Under "Selected Event", there is a text box containing the text "Notice of Appeal". At the bottom of the form, there are two buttons: "Next" and "Clear".

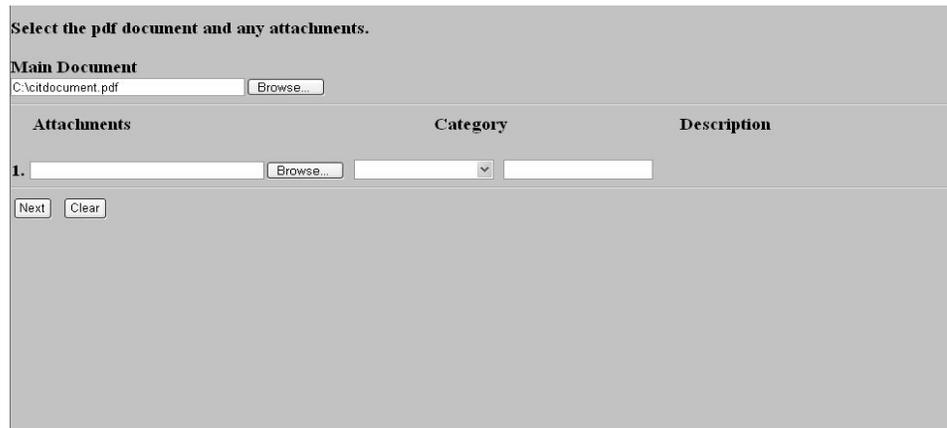
Figure VIII - 91

Note: When your event code is selected, the code should appear in the blank space to the right of the drop-down box, under the *Selected Event* text.

VIII. Filing Events: Appeal Documents (continued)

7. After you select the event *Notice of Appeal* in step 6, you will be prompted to file your case-related documents (see **Figure VIII - 92**). After you add all PDF documents and attachments, click

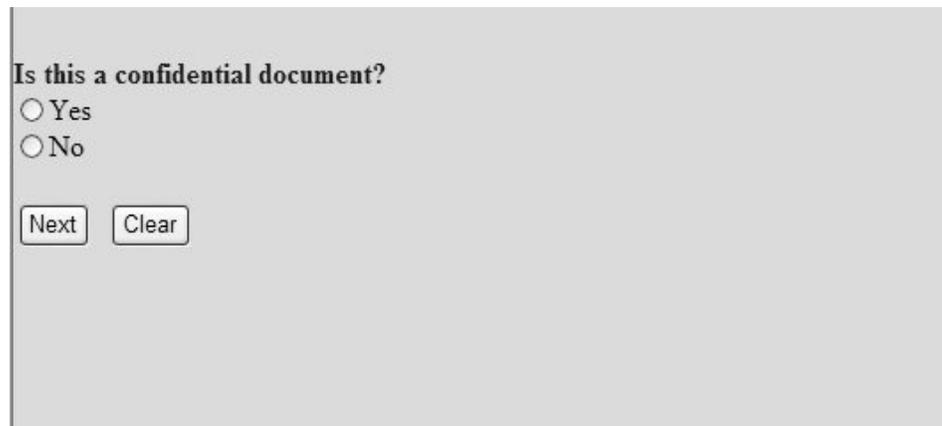
.



The screenshot shows a web interface for selecting documents. At the top, it says "Select the pdf document and any attachments." Below this, there is a section for the "Main Document" with a text input field containing "C:\cit\document.pdf" and a "Browse..." button. Underneath is a table with three columns: "Attachments", "Category", and "Description". The first row of the table has a "1." in the "Attachments" column, a "Browse..." button, a dropdown menu, and an empty text field in the "Description" column. At the bottom of the form, there are "Next" and "Clear" buttons.

Figure VIII - 92

8. The system asks if the document contains confidential information (see **Figure VIII - 93**)



The screenshot shows a confirmation screen with the question "Is this a confidential document?". Below the question are two radio button options: "Yes" and "No". At the bottom of the form, there are "Next" and "Clear" buttons.

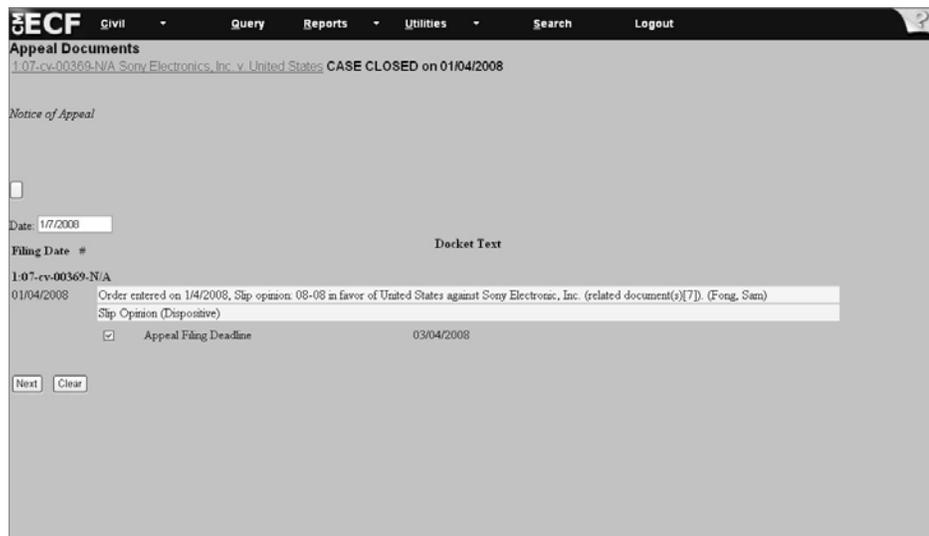
Figure VIII - 93

9. Select Yes or No and click .

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

VIII . Filing Case Events: Appeal Documents (continued)

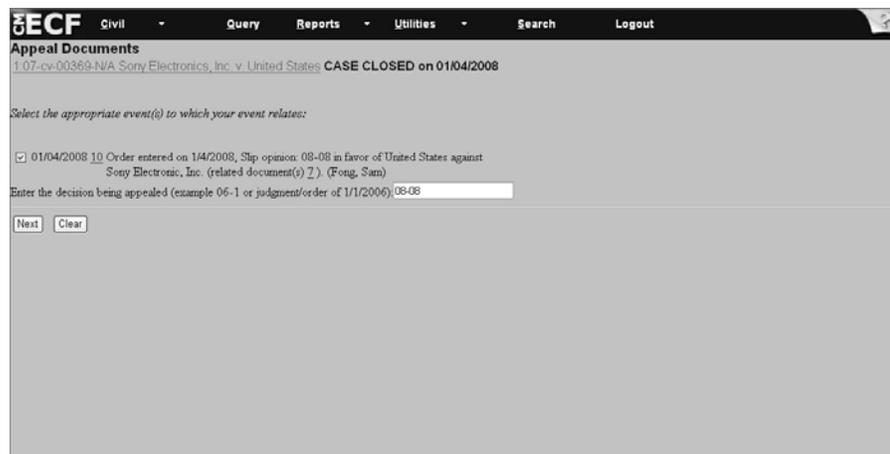
10. Check the box next to the event which you are appealing (see **Figure VIII - 94**).
11. Enter the decision being appealed, for example, *08-08*.



The screenshot shows the ECF (Electronic Case Filing) interface for 'Appeal Documents'. The case is identified as '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States' and is marked as 'CASE CLOSED on 01/04/2008'. The page title is 'Notice of Appeal'. There is a 'Date' field with the value '1/7/2008'. Below this is a table with columns 'Filing Date #' and 'Docket Text'. The table contains one entry: '01/04/2008' with the text 'Order entered on 1/4/2008, Slip opinion: 08-08 in favor of United States against Sony Electronics, Inc. (related document(s) [7]). (Fong, Sam) Slip Opinion (Dispositive)'. Below this entry, there is a checkbox labeled 'Appeal Filing Deadline' which is checked, and a date field containing '03/04/2008'. At the bottom of the table area are 'Next' and 'Clear' buttons.

Figure VIII - 94

12. Check the box *Appeal Filing Deadline* by clicking in the box (see **Figure VIII - 95**).
13. Click

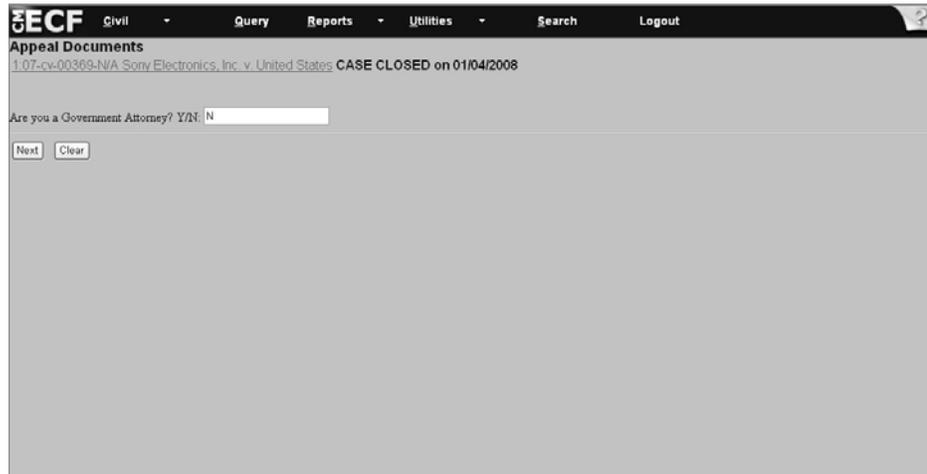


The screenshot shows the ECF (Electronic Case Filing) interface for 'Appeal Documents'. The case is identified as '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States' and is marked as 'CASE CLOSED on 01/04/2008'. The page title is 'Select the appropriate event(s) to which your event relates:'. Below this is a table with columns 'Filing Date #' and 'Docket Text'. The table contains one entry: '01/04/2008' with the text 'Order entered on 1/4/2008, Slip opinion: 08-08 in favor of United States against Sony Electronics, Inc. (related document(s) [7]). (Fong, Sam)'. Below this entry, there is a checkbox labeled 'Appeal Filing Deadline' which is checked. Below the table area, there is a text field labeled 'Enter the decision being appealed (example 06-1 or judgment/order of 1/1/2006)' with the value '08-08'. At the bottom of the table area are 'Next' and 'Clear' buttons.

Figure VIII - 95

VIII. Filing Case Events: Appeal Documents (continued)

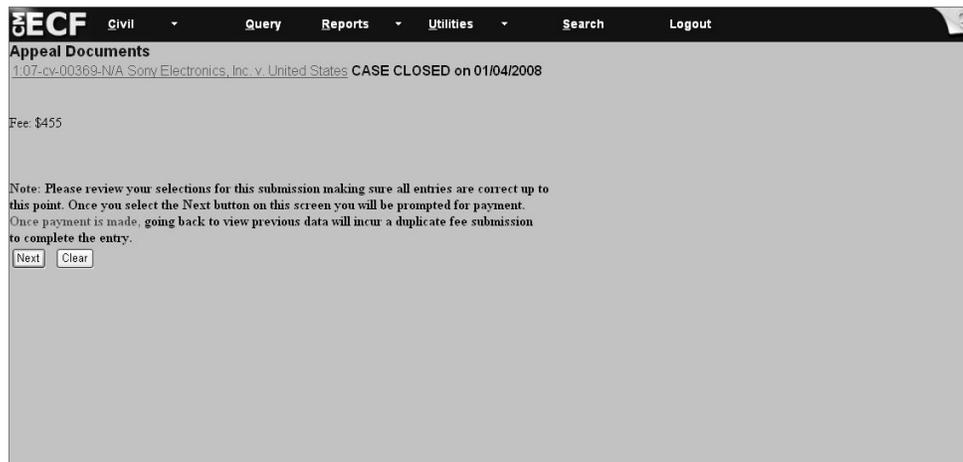
14. Enter, “Y,” or, “N,” in the government attorney box (see **Figure VIII - 96**).



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Appeal Documents" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008". The main content area contains the question "Are you a Government Attorney? Y/N:" followed by a text input field containing the letter "N". Below the input field are two buttons: "Next" and "Clear".

Figure VIII - 96

15. View the screen, which shows the fee associated with filing the appeal (see **Figure VIII - 97**). Click



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Appeal Documents" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008". The main content area displays "Fee: \$455". Below this, there is a note: "Note: Please review your selections for this submission making sure all entries are correct up to this point. Once you select the Next button on this screen you will be prompted for payment. Once payment is made, going back to view previous data will incur a duplicate fee submission to complete the entry." At the bottom of the note area are two buttons: "Next" and "Clear".

Figure VIII - 97

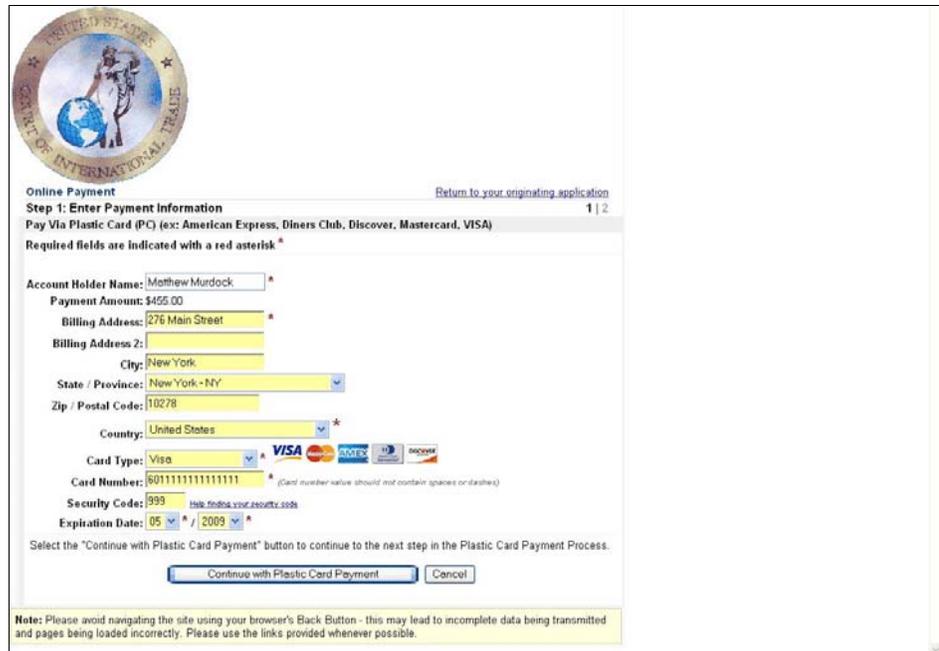
VIII - Filing Case Events: Appeal Documents (continued)

Directions: Continue with the steps outlined below to file an appeal. All fields marked with an asterisk (*) require information. The attorney filer's information will appear on the screen. If needed, change the information or add information.

Note: If you experience difficulty when filing payment, please call the *Pay.gov* Help Desk at: 1-800-624-1373. If payment is not accepted, then file your documents manually via certified mail to preserve the filing date.

16. Complete all the information requested on this screen.
17. Enter credit card number **without dashes or spaces** between numbers (**Figure VIII - 98**).
18. Enter the security code which is the three-digit code on the back of the credit card.
19. Click  after you enter all the information.

Figure VIII - 98



The screenshot displays the 'Pay Via Plastic Card (PC)' payment interface. At the top left is the Department of International Trade logo. The page title is 'Online Payment' with a 'Return to your originating application' link. The current step is 'Step 1: Enter Payment Information' (1 of 2). Below this, it specifies 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk *'. The form fields are: Account Holder Name (Matthew Murdock), Payment Amount (\$455.00), Billing Address (276 Main Street), Billing Address 2, City (New York), State / Province (New York - NY), Zip / Postal Code (10278), Country (United States), Card Type (Visa), Card Number (6011111111111111), Security Code (999), and Expiration Date (05 / 2009). A note below the fields says '(Card number value should not contain spaces or dashes)'. At the bottom, there is a 'Continue with Plastic Card Payment' button and a 'Cancel' button. 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.

VIII - Filing Case Events: Appeal Documents (continued)

20. View the payment information that appears on the screen.
21. Enter an e-mail address to receive confirmation of the transaction.
22. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account (see **Figure VIII - 99**).

The screenshot displays a web interface for an online payment. At the top left is a circular logo for the 'DEPARTMENT OF INTERNATIONAL TRADE' featuring a figure holding a globe. The page title is 'Online Payment' with a link to 'Return to your originating application'. The current step is 'Step 2: Authorize Payment' (1 of 2). Below this is a 'Payment Summary' section with a link to 'Edit this information'. The summary is divided into three columns: 'Address Information' (Account Holder: Matthew Name: Murdock, Billing Address: 276 Main Street, City: New York, State / Province: NY, Zip / Postal Code: 10278, Country: USA), 'Account Information' (Card Type: Visa, Card Number: *****1111, Expiration Date: 5 / 2009), and 'Payment Information' (Payment Amount: \$455.00, Transaction Date and Time: 01/07/2008 09:50 EST). The 'Email Confirmation Receipt' section asks for an email address and confirmation, with both fields containing 'mmurdock@lewirms.com'. A 'CC:' field is also present 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 the text: 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' followed by a checked checkbox and an asterisk. Below this is a warning: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' and two buttons: 'Submit Payment' and 'Cancel'. A yellow note at the bottom states: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

Figure VIII - 99

VIII. Filing Case Events: Appeal Documents (continued)

23. Click on the Appeal Documents screen (see **Figure VIII - 100**).



Figure VIII - 100

Note that if you have already paid, you should NOT use the [Back] button on this screen!

24. **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 VIII - 101**). Once you click on the final text screen, you will have no opportunity to change or correct your entry. The Next button completes the transaction and locks the text.**

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

25. Click .

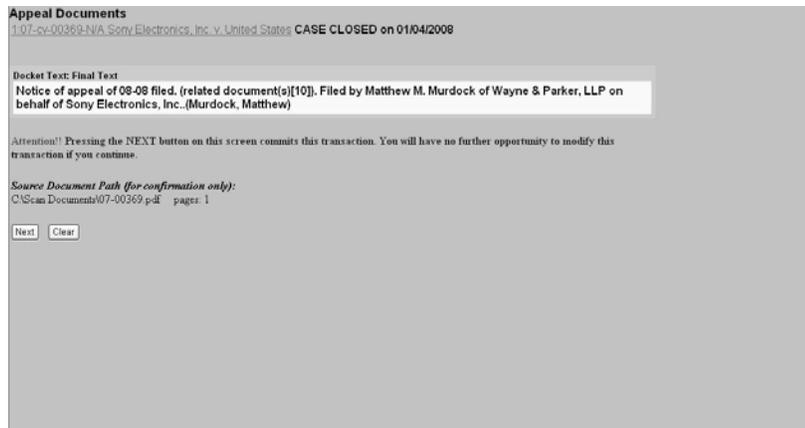


Figure VIII - 101

VIII. Filing Case Events: Appeal Documents (continued)

26. Review the information on the screen below (see **Figure VIII - 102**). If notifies you of the appeal filed.
27. View the recipient list to see who receives notice electronically and whom you need to mail notices of the appeal since some parties may not receive electronic notice.
28. 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.
29. Click on the Document Number to advance to the PDF version of the document filed.

Figure VIII - 102

Appeal Documents
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States **CASE CLOSED on 01/04/2008**

U.S. Court of International Trade
TEST Database

Notice of Electronic Filing

The following transaction was entered by Murdock, Matthew on 1/7/2008 at 9:52 AM EDT and filed on 1/7/2008

Case Name: Sony Electronics, Inc. v. United States
Case Number: [1:07-cv-369](#)
Filer: Sony Electronics, Inc.
WARNING: CASE CLOSED on 01/04/2008
Document Number: [11](#)

Docket Text:
Notice of appeal of 08-08 filed. (related document(s)[10]). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)

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

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

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

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

Document description:Main Document
Original filename:C:\Scan Documents\07-00369.pdf
Electronic document Stamp:
[STAMP uscItStamp_ID=992012590 [Date=1/7/2008] [FileNumber=331009-0] [a0ba3c2ff9c2044441f87bdc6b38b5c3140e5cb6fee5cbbfc7a509ed28a732e1874f84a707d3c39a851f8d335e5c5731df24d694e45741df28cfbba868953167]]

VIII. Filing Case Events: Multi-Case Docketing

One of the options included in the Case Management/Electronic Case Files (ECF) System is the ability to Docket multiple cases on the system. The following directions should assist you in managing multiple cases in various scenarios.

1. From the Main Civil Events screen shown in **Figure VIII - 103**, select *Multi-Case Docketing* from the available choices under *Other Filings*.

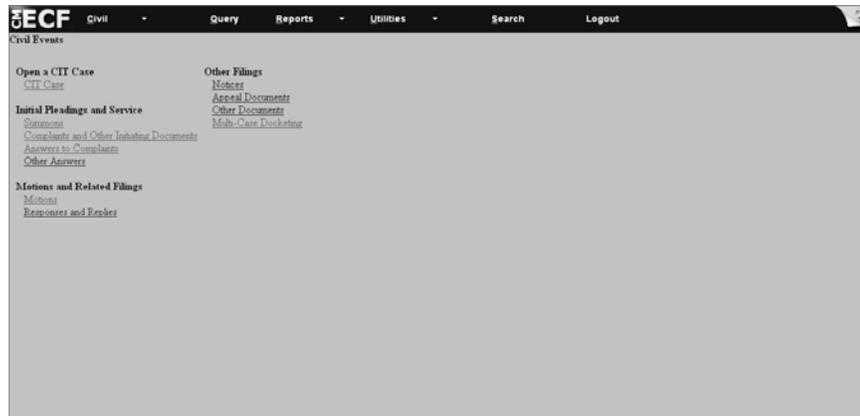


Figure VIII - 103

2. The next screen is the *Multi Case Docketing* Screen. From this screen, you may enter the case number or numbers of cases you would like to docket together. They may be entered in the YY-NNN format. For example, 07-355 (As in **Figure VIII - 104**). Each new case number can be separated by a comma from the preceding case number. Do not concern yourself with the order of entry, because the system will automatically select the earliest case listed as the case under which the cases will be docketed together. However, be sure to include **all** case numbers so that earlier cases are not left out in error.



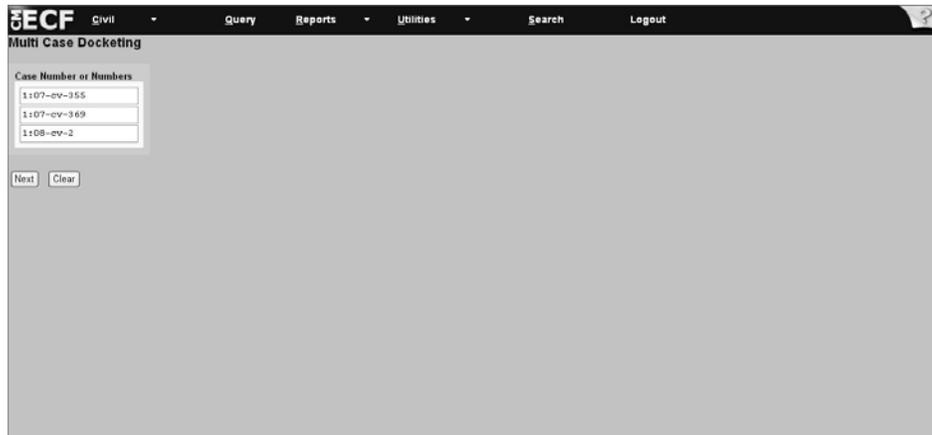
Figure VIII - 104

3. Select the button.

VIII. Filing Case Events: Multi-Case Docketing (continued)

4. On the next screen, the case numbers you have entered will appear in separate boxes to verify that the case numbers you entered appear correctly as shown in **Figure VIII - 105**.

Figure VIII - 105



The screenshot shows the ECF Multi Case Docketing interface. At the top, there is a navigation bar with 'ECF' logo, 'Civil' dropdown, and links for 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the title 'Multi Case Docketing' is displayed. A section titled 'Case Number or Numbers' contains three input fields with the following text: '1:07-cv-355', '1:07-cv-369', and '1:08-cv-2'. Below these fields are 'Next' and 'Clear' buttons.

5. Once you have verified that all case numbers appear to be correct, click .

6. The next screen you see will contain the link for the new, multiple case docket under the earliest case, which has been automatically selected (1-07-cv-00355 in this case). The screen is visible below in **Figure VIII - 106**.

Figure VIII - 106



The screenshot shows the ECF Multi Case Docketing interface. At the top, there is a navigation bar with 'ECF' logo, 'Civil' dropdown, and links for 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the title 'Multi Case Docketing' is displayed. The main content area shows the case number '1:07-cv-00355-N/A Sony Electronics, Inc. v. United States'. Below this, there is a section titled 'Select the files.' with a sub-section 'Select the Party: OR' and a 'Select a Group:' section. The 'Select the Party:' section contains a list of parties with their respective case numbers: 'Microsoft Corporation [Proposed Intervenor Defendant] 1:07-cv-00369-N/A', 'Samsung Electronics America, Inc. [Proposed Intervenor Defendant] 1:07-cv-00369-N/A', 'Sony Electronics, Inc. [Plaintiff] 1:07-cv-00355-N/A', 'Sony Electronics, Inc. [Plaintiff] 1:07-cv-00369-N/A', 'Sony Electronics, Inc. [Plaintiff] 1:08-cv-00002-N/A', 'United States [Defendant] 1:07-cv-00369-N/A', and 'United States [Defendant] 1:08-cv-00002-N/A'. The 'Select a Group:' section contains radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. There is also a link 'Add/Create New Party' and 'Next' and 'Clear' buttons at the bottom.

7. From this screen, click on all filing parties from the case party information, which has populated from the case numbers entered on the previous screen.

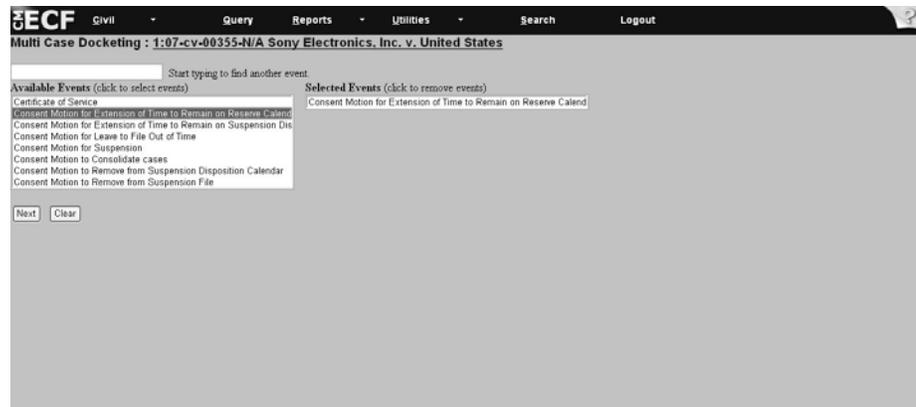
8. Select to move to the subsequent screen.

VIII. Filing Case Events: Multi-Case Docketing (continued)

9. On this screen, you will be prompted to enter the *Event* which is applicable to your multi-case docketing request. At present **only** the following Consent Motions or Events are available:

- Certificate of Service;
- Consent Motion for Extension of Time to Remain on Reserve Calendar;
- Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar;
- Consent Motion for Leave to File Out of Time;
- Consent Motion for Suspension;
- Consent Motion to Consolidate Cases;
- Consent Motion to Remove from Suspension Disposition Calendar;
- Consent Motion to Remove Suspension File;
- Form 11 Notice of Appearance;
- Form 18 Notice of Termination of Access to Business Proprietary Information.

10. Once selected, your *Events* will appear in the blank box to the right of the list of available *Events*, as shown in **Figure VIII - 107**.

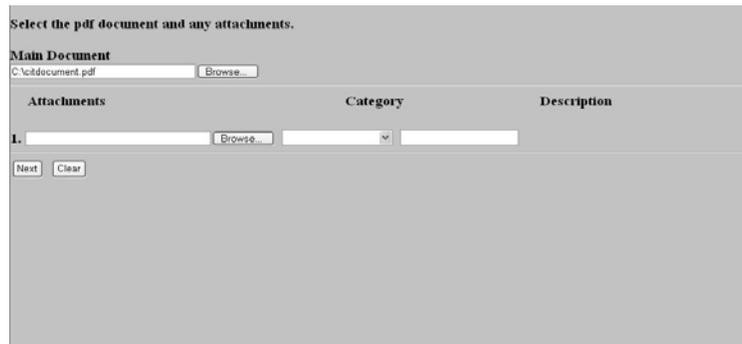


The screenshot shows the ECF Multi Case Docketing interface for case 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States. It features a search bar and a list of available events on the left, including Certificate of Service, Consent Motion for Extension of Time to Remain on Reserve Calendar, Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar, Consent Motion for Leave to File Out of Time, Consent Motion for Suspension, Consent Motion to Consolidate cases, Consent Motion to Remove from Suspension Disposition Calendar, and Consent Motion to Remove from Suspension File. A 'Selected Events' box on the right contains 'Consent Motion for Extension of Time to Remain on Reserve Calendar'. 'Next' and 'Clear' buttons are at the bottom.

Figure VIII - 107

11. Select to move to the subsequent screen.

12. Browse for the document representing your Consent Motion or Certificate of Service, and be sure to indicate whether there are attachments. See **Figure VIII - 108**.



The screenshot shows the document upload interface with the heading 'Select the pdf document and any attachments.' It includes a 'Main Document' field with a file path 'C:\cid\document.pdf' and a 'Browse...' button. Below is a table for attachments with columns for 'Attachments', 'Category', and 'Description'. The first row is labeled '1.' and has a 'Browse...' button in the 'Attachments' column. 'Next' and 'Clear' buttons are at the bottom.

Figure VIII - 108

VIII. Filing Case Events: Multi-Case Docketing (continued)

13. Once the appropriate document has been selected, press the button to advance to the document linking screen (**Figure VIII - 109**).

Figure VIII - 109

Select the pdf document and any attachments.

Main Document
C:\citidocument.pdf

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

14. The system asks if the document contains confidential information (see **Figure VIII - 110**)

Figure VIII - 110

Is this a confidential document?

Yes
 No

15. Select Yes or No and click .

Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.

VIII. Filing Case Events: Multi-Case Docketing (continued)

16. The document linking screen will allow you to select whether you will be linking specific documents from the multiple cases to the Consent Motion or Certificate of Service you are filing. In addition, this screen will allow you to enter a new requested Reserve Calendar Date. (See **Figure VIII - 111**).



The screenshot shows the ECF interface for Multi-Case Docketing. The header includes the ECF logo, navigation tabs (Civil, Query, Reports, Utilities, Search, Logout), and the case name: "Multi Case Docketing : 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States". The main content area contains a checkbox labeled "Should the document you are filing link to another document in this case?". Below this is a text input field for "Enter requested new reserve calendar date:" with the value "6/30/2008". At the bottom of the form are "Next" and "Clear" buttons.

Figure VIII - 111

17. Select to move to the subsequent screen.

18. The *Docket Text Modification* screen should appear next, and will insert the name of the Consent Motion or Certificate of Service Selected. There is a free-form box for comments on this screen. (See **Figure VIII - 112**).



The screenshot shows the ECF interface for Docket Text Modification. The header is identical to Figure VIII - 111. The main content area displays the text: "Docket Text: Modify as Appropriate." followed by "Consent Motion for extension of time until 6/30/2008 to remain on reserve calendar" and a text box containing "Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)". At the bottom of the form are "Next" and "Clear" buttons.

Figure VIII - 112

19. Once you have completed reviewing the information on this screen and entering any free-form comments, select to move to the following screen and complete Docket Text entry.

VIII. Filing Case Events: Multi-Case Docketing (continued)

20. The *Docket Text: Final Text* screen should appear, as in **Figure VIII - 113**, represents your last opportunity to back track to correct screens.



Figure VIII - 113

21. Once you have reviewed the information on the *Docket Text: Final Text* screen, press the Next button to complete the transaction and move to the Notice of Electronic Filing Screen.

VIII. Filing Case Events: Multi-Case Docketing (continued)

22. The Notice of Electronic Filing Screen is the last screen that appears. In the Case of a Multi-Case Docketed event, the screen will appear different, because information will appear for **all cases**. Note that the Docket Text is listed in date sequence. Please review this screen to ensure that **all cases** are included on this screen. If there are errors in this screen, please contact the Help Desk at (866) 450-1859 with questions or concerns. (See **Figure VIII - 114**)

The screenshot shows the CM/ECF Multi Case Docketing interface. At the top, there is a navigation bar with 'CECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Multi Case Docketing : 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States'. The court name is 'U.S. Court of International Trade' and the database is 'TEST Database'. The main content area is titled 'Notice of Electronic Filing' and contains the following information:

The following transaction was entered by Murdock, Matthew on 1/23/2008 at 10:00 AM EDT and filed on 1/23/2008

Case Name: Sony Electronics, Inc. v. United States
Case Number: 1:07-cv-355
Filer: Sony Electronics, Inc.
Document Number: 2

Docket Text:
Consent Motion for extension of time until 6/30/2008 to remain on reserve calendar. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

Case Name: Sony Electronics, Inc. v. United States
Case Number: 1:07-cv-369
Filer: Sony Electronics, Inc.
Document Number: 12

Docket Text:
Consent Motion for extension of time until 6/30/2008 to remain on reserve calendar. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

Case Name: Sony Electronics, Inc. v. United States
Case Number: 1:08-cv-2
Filer: Sony Electronics, Inc.
Document Number: 4

Docket Text:
Consent Motion for extension of time until 6/30/2008 to remain on reserve calendar. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

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

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Matthew M. Murdock mnmurdock@wayneparker.com, mnmurdock@aol.com
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Figure VIII - 114