
CASE MANAGEMENT (CM) PORTION OF THE CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF) SYSTEM

The following sections of the User's Manual outline the Case Management (CM) portion of the CM/ECF system.

Section IX - Query Options

Section X - Reports Options

Section XI - Utilities Options

Although the steps involved to query cases, view docket entries, run case-related reports, view mailing information for a case and verify documents were covered during the roll-out of the Case Management (CM) portion of the system, the steps themselves (without the screen illustrations) are included again here in this manual to serve as a refresher on the query-only functions of the CM/ECF System.

IX. Query Options

The Query feature allows users to view attorneys assigned to a case, deadlines/hearings, docket, filers, party, related transactions & case status. This table lists available options.

Query Option	Description
Alias	Lists parties in a case who may have aliases
Associated Cases	Lists cases associated with the case number a user inputs into the system. This may not be an exhaustive list; it reflects only the filer's information.
Attorney	Lists the attorneys assigned to a case.
Deadlines/Hearings	Queries the deadlines/hearings and schedules by: due/set date, document number, deadline/hearing, filed status, satisfied or terminated status, and party.
Docket Report	Queries docket sheet for cases by: <i>filed date</i> (order in which documents were filed); <i>entered date</i> (in the order in which documents were entered into the system); and <i>document range</i> . Allows users to sort chronologically or reverse.
Filers	Lists the filers relevant to a case.
Party	Provides the names of the parties involved in the case along with their address and telephone numbers.
Related Transactions	Queries for any/all related transactions in a case. Queries by date, document number, document type, and status. Allows users to sort by date filed or entered and by document no.
Status	Queries the status of the case within the Court, e.g., whether a case is on the reserve calendar, etc.
View a Document	Allows the User to view documents by number.

Of all the available query options, the most comprehensive is the docket report. We will query for and run a docket report in the next section when we look at the reports feature. In this section, we will review how to query the CM/ECF system.

Note: Instructions for *Create an Appendix*, *Include Header*, and *View Multiple Documents* is included in the Reports section of the manual immediately following this section.

IX. Query Options (continued)

1. Click on *Query* from the menu bar.
2. Perform your Query one of the following ways:

If you want to query by . . .	Then go to . . .
Case number	Step 3
Open, closed, all cases, filed date, last entry date, jurisdiction and category	Step 4
Party	Step 5
Attorney Name	Step 6

3. Enter the case number in the **yy-xxxxx** format, and click (see **Figure IX - 1**). The system displays the list of available queries (see **Figure IX - 2** on the following page).

The screenshot shows the ECF Query 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 "Query".

The main content area is titled "Search Clues" and contains several search criteria:

- Case Number:** A text input field containing "1:07-cv-369".
- or search by:** A section with radio buttons for "Open", "Closed", and "All".
- Filed Date:** Two text input fields separated by "to".
- Last Entry Date:** Two text input fields separated by "to".
- Jurisdiction:** A dropdown menu with the following options:
 - 28USC § 1581 (a) Denied Protest(s)
 - 28USC § 1581 (b) Domestic Interested Parties Petition
 - 28USC § 1581 (c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581 (d) Denial of Certification for Trade Adjustment Assistance
- Category:** A dropdown menu with the following options:
 - Civil Penalty 19USC § 1592
 - Civil Penalty: Customs Broker 19USC § 1641(b)(6)
 - Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)
 - Civil Penalty: Suspension Agreement 19USC § 1671c(i)(2)
- or search by:** A second section with radio buttons for "Open", "Closed", and "All".
- Last/Business Name:** A text input field with the example "(Examples: Desoto, Des*t)".
- First Name:** A text input field.
- Middle Name:** A text input field.
- Type:** A dropdown menu.

At the bottom of the search criteria section, there are two buttons: "Run Query" and "Clear".

Figure IX - 1

IX. Query Options (continued)

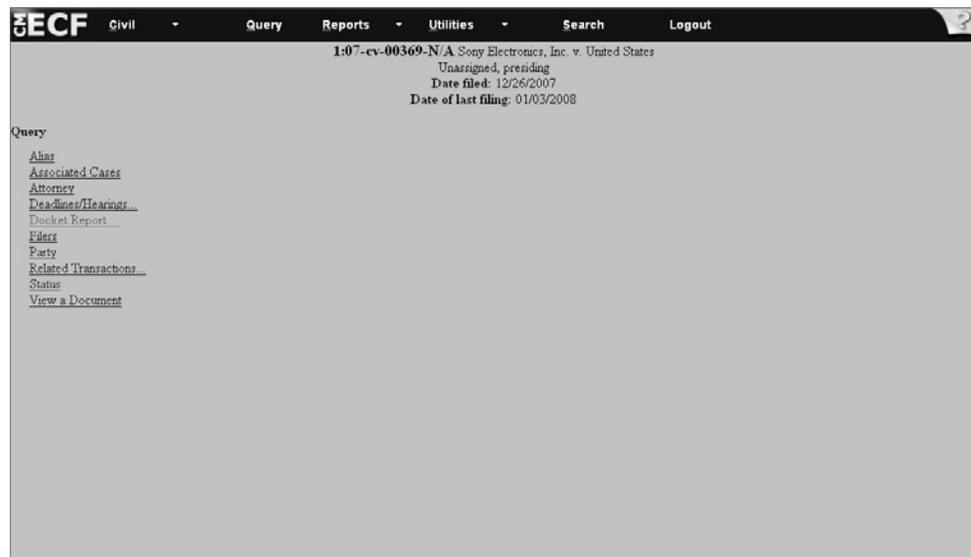


Figure IX - 2

4.
 - (a) Click on *Open*, *Closed* or *All cases*.
 - (b) Enter the dates for the documents you wish to query in the **MM/DD/YYYY** format. The *filed date* refers to documents in the order in which they were filed. *Last entry date* refers to documents in the order in which they were entered into the system.
 - (c) Select the Jurisdiction you wish to query (e.g. *28USC §1581(a) Denied Protests*).
 - (d) Highlight the Category you wish to query (e.g. *Civil Penalty 19USC §1592*).
 - (e) Select . The system displays a list of cases based on the selection criteria.
 - (f) Choose a case number. The system displays the list of available query options.
5.
 - (a) Click on *Open*, *Closed* or *All Cases*.
 - (b) Click the *Last Name* field and enter the party's name, e.g., **National**. When searching for the last name of a party or an attorney, you should search using an asterisk (*). This will ensure that the system searches for all available options.

IX. Query Options (continued)

Wildcards, such as an asterisk (*), may be used before or within search strings. Example: **National** will result in records bearing the name *National Steel*, *National Steel Corporation*, *The National Steel Corporation*, etc. If you do not use the *, then you need to make sure that you type the name exactly as it can be found in the system.

- (c) Select the *Type Field*, and using the drop-down arrow, select *Party*.
 - (d) Press . The system displays a list of the parties with pending cases.
 - (e) Select the appropriate party name. The system displays the cases in which the party is participating.
 - (f) Choose the case number. The system displays a list of available query options.
6. (a) Go to the *Last Name* field and enter the attorney's name. When searching for an attorney, e.g., *Johnson*, it is recommended that an asterisk (*) be used. Wildcards such as an asterisk (*), may be used before or within search strings. This will ensure that the system searches for all available options. Example: **Johns*n** will result in records bearing the name *Johnson* and *Johnson*. If an asterisk is not used, then be sure to type the name exactly as it can be found in the system.
- (b) Click in the *Type* field, and using the drop-down arrow, select *Attorney*.
 - (c) Click . The system displays the cases in which the attorney is a party.
 - (d) Click on the appropriate case number. The system displays the list of available query options.

IX. Query Options (continued)

Directions - To query for parties that may have aliases, follow the steps outlined below.

Alias

1. Click on *Alias* from the *Query* submenu. The system displays the screen, which lists the parties with aliases.
2. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

Associated Cases

1. Click on *Associated Cases* from the *Query* submenu. The system displays the screen, which lists the associated cases.
2. View the screen for the associated cases. If associated cases do exist, they would include the following:

Lead Docket - Refers to consolidated cases only. Entries appear on the lead docket only and not on the corresponding consolidated cases. Click on the *case number* to advance to the docket sheet.

Other Court Information - Allows the User to view entries related to the Case, such as dispositive case numbers, and procedural case history.

3. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

Directions - To query for attorneys, follow the steps outlined below.

Attorney

1. Click on *Attorney* from the *Query* submenu. The system displays the screen, which lists the attorneys assigned to the case.
2. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

IX. Query Options (continued)

Directions - To query for deadlines/hearings, follow the steps outlined below.

Deadlines/Hearings

1. Click on *Deadlines/Hearings* from the *Query* submenu. The system displays the screen that allows users to select the sort options for the query.
2. Select how the deadlines/hearings list will be sorted. **Note:** Disregard the second and third sort options and use the first field as the sole sort option. Click [*Run Query*]. The system displays the screen that lists the deadlines/hearings.

A list and description of the possible sort options appears in the following table.

Sort Option	Description
Due/Set	Equivalent to Deadlines/Hearings. The system generates a sort of when various deadlines are due or when they were automatically set by the system
Document No.	Sequential numbering of case-related documents filed with the Court
Deadlines/Hearings	List of responses due, oral arguments scheduled, etc.
Filed	Date documents were filed with the Court
Satisfied	System generates a sort of when motions were granted, pending deadlines met, etc.
Terminated	Actions not satisfied by order, but ended through other actions, e.g., manual entry by Case Management staff
Party	Lists the parties in the case by alphabetical order.

3. View the deadlines/hearings screen for the dates filed, due/set, satisfied or terminated.
4. Click on the button/bullet next to the deadlines/hearings entry to advance to the docket information to view the docket entry that set the deadline.
5. Click on the *Doc. No.* to advance to a copy of the PDF document filed in the case.
6. To exit this option, click any option: *Query, Reports, Utilities, or Logout* from the menu bar.

IX - Query Options (continued)

Directions - To query a docket report, follow the steps outlined below.

Docket Report

1. Select *Docket Report* from the *Query* submenu.
2. Select the preferred format for the query:
 - a. *Filed date* - documents in the order in which they were filed; or
 - b. *Entered date* - documents in the order in which they were entered into the system; or

Note: If the filed and entered dates are identical, the system will not display the entered date.

- c. *Documents* - enter the document numbers you wish to query.
- d. Accept the system default, *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.
- e. Select *Include links to Notice of Electronic Filing* to display buttons/bullets next to each docket entry that will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.
- f. Select *Include List of Parties and Counsel* to query parties and associated counsellors.
- g. Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.
- h. For users wishing to view or download multiple documents from the Same Docket or case, checking the *View Multiple Documents* box allows the user to continue to pull up those documents with the *Docket Report*.
- i. Click [*Run Report*]. The system will display a copy of the docket sheet for the case you queried. **Note:** Click the *Doc. No.* to advance to the PDF version of the scanned document.
- j. To view or download multiple PDFs or attachments from a document, select the appropriate buttons to either view all or download all documents.
- k. To exit, select any other option: *Query, Reports, Utilities, or Logout* from the menu bar.

IX - Query Options (continued)

Directions: To query for filers, follow the steps outlined below.

Filers

1. Click on *Filer* from the *Query* submenu screen.
2. View the screen for the list of filers associated with the case. The system indicates if a filer is a plaintiff, defendant, etc., the date the filer was added and the date the filer was terminated (if appropriate).
3. While in the filer screen, select the filer name to advance to the events filed list screen.
4. While in the events filed screen, click on the *Doc. No.* to advance to the PDF version of the document filed with the Court and click on the button/bullet next to the event name to advance to the Docket Information and Related Docket entries.
5. To exit, select any other options: *Query, Reports, Utilities, or Logout* from the menu bar.

Directions: To query for a party in a case, follow the steps outlined below.

Party

1. Click on *Party* from the *Query* submenu screen.
2. View the screen that lists all the parties associated with the case, the attorneys representing the parties, and the date they were assigned.
3. To exit, select any other options: *Query, Reports, Utilities, or Logout* from the menu bar.

IX - Query Options (continued)

Directions: To run a related transaction query, follow the steps outlined below.

Related Transactions

1. Click on *Related Transactions* from the *Query* submenu screen. The system displays the input screen for related transactions.

2. Enter the date range between which related transactions were filed on the case. Be sure to enter the date range in the following format: **MM/DD/YYYY**; or

Enter the document numbers (if known) for which there are related transactions.

3. Select the document type, for example, *appeal*, *complaint*, etc. **Note:** If you do not select a document type, then the system will list all documents.

4. Click on either *Pending* or *Terminated* (the system default is *Pending*).

5. Click on the drop-down arrow and select how you wish to run the query, that is, by . . .

(a) *filed date* (date the documents were filed with the Court); or

(b) *entered date* (date the documents were entered into the system); or

(c) *document number*

6. Click . The system displays the list of related transactions.

7. Click on the button/bullet next to the event name to advance to the docket information and related docket entries.

8. Click on the *Doc. No.* to advance to the PDF version of the document.

9. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

IX - Query Options (continued)

Directions: To query the status of a case, follow the steps outlined below.

Status

1. Click on *Status* from the *Query* submenu screen. The system displays the screen that lists the pending status records for the case.

2. View the screen for cases with a pending status. Pending status options include:

Reserve Calendar - an action that is commenced by the filing of a Summons. A 1581(a) action may remain on the reserve calendar for 18 months.

Suspension Disposition Calendar - actions that are suspended under a test case are placed on the Suspension Disposition Calendar after the test case is finally determined, dismissed or discontinued.

Suspension Calendar - actions may be suspended and placed on the Suspension Calendar pending the final determination of a test case.

3. Click on the *Doc. No.* on the screen, which lists the pending statuses, to advance to the PDF version of the filed entry.

4. Click on the button/bullet next to the event, which sets the status, to advance to the Docket Information and Related Docket entries.

5. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

Directions: To retrieve a document associated with a case, follow these steps:

View a Document

1. From the *Query* submenu, select *View a Document*;

2. The case number of the case you are working in will appear above an open box for *Document*;

3. Enter the document number, or document numbers, separated by commas;

4. Select the button.

X. Reports Options

The reports option of the CM/ECF system offers a series of reports. The following table lists the types of reports and provides a brief description of each report.

Report Option	Description
Docket Sheet	Similar to the <i>Query: Docket Report</i> option. Allows users to print out a report by filing date, enter date, or document range.
Create Appendix	Allows users to combine PDFs into one document for appeals, etc.
Include Header	Will include entered headers to the view or print of any PDF
View Multiple Documents	Allows the user to view several documents together, and allows printing of the same documents simultaneously.
Civil Reports	Allows users to monitor cases, calendars and docket activity.
Civil Cases	Allows users to print out reports by jurisdiction, category, date filed, and open or closed cases.
Calendar Events	Allows users to print reports by case no., events, date and time.
Written Opinions	Allows users to generate written opinions by case, judge, jurisdiction, category, party name and date range.

Directions - To run a docket sheet report, follow the steps outlined below.

Docket Sheet

1. Click *Docket Sheet* from the *Reports* submenu.
2. Enter a case number in the **yy-xxxxx** format and .
3. Select the preferred format to run the report:
 - (a) *Filed date* - documents in the order in which they were filed; or
 - (b) *Entered date* - documents in the order they were entered into the System; or
 - (c) *Documents* - enter the document numbers you wish to query.

Note: If filed & entered dates are identical, the system will not display the date in the docket sheet.

X. Reports Option (continued)

Docket Sheet (continued)

3. Select the preferred format to run the report (*continued*):

(d) Accept the system default of *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.

(e) Check the box *Include links to Notice of Electronic Filing* to display buttons/bullets next to each docket entry that, when selected, will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.

(f) Check the box *Include List of Parties and Counsel* to query for the parties and counsel associated with the case.

(g) Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.

(h) Click system will display a copy of the docket sheet for the case. **Note:** Note: Click on the *Doc. No.* to advance to the PDF version of the scanned document.

(i) To exit out of this option, click on any other option: *Query, Reports, Utilities, or Logout* from the menu bar.

X. Reports Option (continued)

Directions: In order to Create an Appendix, follow the steps outlined below:

Creating an Appendix

1. From the *Docket Sheets* Report Screen, enter the case number of the Case you would like to work with;
2. Select . The *Case Number* should now appear;
3. Check the *Create Appendix* box under the *Document option's submenu* column on the right side of the screen underneath the Case number box. Select again;
4. The Docket Sheet will appear with open boxes next to all documents that you will have access to as the User; Next to the Column of Check boxes, you can assign an order to sort the documents in; Thus, if you would like to preserve them in reverse chronological order, you can number the documents in reverse order as shown in **Figure X - 1** ;

Figure X - 1

Date Filed	#	clear	Sort Order	Docket Text
12/26/2007	1	<input type="checkbox"/>		Summons Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew) (Entered: 12/26/2007)
01/02/2008	2	<input type="checkbox"/>		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) (Entered: 01/09/2008)
01/03/2008	3	<input type="checkbox"/>		Answer to complaint Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States (Houston, Sam) (Entered: 01/03/2008)
01/03/2008	4	<input type="checkbox"/>		Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew) (Entered: 01/03/2008)
01/03/2008	5	<input type="checkbox"/>		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) (Entered: 01/03/2008)
01/04/2008	6	<input type="checkbox"/>		Motion to intervene as defendants intervener. 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) (Entered: 01/04/2008)
01/04/2008	7	<input type="checkbox"/>		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) (Entered: 01/04/2008)
01/04/2008	8	<input type="checkbox"/>		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) (Entered: 01/04/2008)
01/04/2008	9	<input type="checkbox"/>		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) (Entered: 01/04/2008)
01/05/2008	10	<input type="checkbox"/>		Amended 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) (Entered: 01/03/2008)

Footer format: Include full docket sheet
(Numbers, letters, spaces, and <pagenum> only) Include abridged docket sheet

5. At the bottom of the page, you will notice that you may enter customized footers for your document. It is recommended that you follow the same format for each record. For example: *Case Name, Case Number, Appeal, Page <pagenum>, Appealed <date of appeal>*. More appropriately, Bates Numbering Systems should be used if possible. Please consult your manual for further instruction on how the pages on an appendix or record on appeal should be numbered. You will also have the option of including either the full docket sheet or an abridged docket sheet;

6. Select ;

X. Reports Option (continued)

Creating an Appendix (continued)

7. The system will use these selected documents to create an Appendix, which includes a docket sheet at the beginning, followed by the documents in the order that you selected them;
8. When this report appears, you will see a PDF toolbar above the top of the document, which will allow you to save, print, or otherwise navigate the PDF document you have just created. Use this toolbar to print and/or save the document as you choose;
9. To exit out of this option, choose any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

Directions: Follow these directions in order to view headers for PDF documents in a docket sheet report:

Include Headers when displaying PDF documents:

1. From a *Docket Sheet* submenu, showing a selected case number, check the box under *Document Options*, which states, *Include Headers when displaying PDF documents*;
2. Select ;
3. A normal *Docket Sheet Report* will display. However, any PDF you select will also include the document headers when viewed and/or printed.

Directions: Follow the steps below to view or print multiple documents.

View Multiple Documents

1. From the *Docket Sheet* page in the *Reports* submenu, check the box under *Document Options* labeled *View Multiple Documents*;
2. The subsequent screen will be a normal docket sheet report, with an open box next to all available documents in the docket sheet;
3. Simply select the documents you would like to view together, and then you may choose to either view the selected documents or to download the selected documents;

X. Reports Option (continued)

View Multiple Documents (continued)

4. Viewing the documents causes the documents to appear within the CM/ECF interface window with a PDF toolbar at the head of the page. **Note** that the documents will all appear on your screen as one PDF file, not as separate files;
5. Downloading the documents will bring up a save document dialogue box, which you may follow in order to select the location and name you would like to give the selected PDF file. **Note** that the multiple files will download as *one* document.
6. Once you have completed your viewing or downloading, to return to the main CM/ECF menu screens, simply select your browser's back button.

Civil Reports

Directions - To run a report on civil cases, follow the steps outlined below.

Civil Reports - Civil Cases

1. Click on *Civil Cases* from the Reports sub menu.
2. Select the *Jurisdiction* of the case, for example, 28USC §1581(a) Denied Protest(s) and *the category*, for example, *Civil Penalty 19USC §1592* that applies. If you do not select a category or jurisdiction, the report will provide information on all
3. Go to the *Filed* field. The system default for cases filed is set for you. *Filed* date refers to the documents in the order in which they were filed. If you wish to change the date range, then enter the new dates in the following format: **MM/DD/YYYY**.
4. Ignore the *Terminal Digit* field. The Court does not assign cases by terminal digits.
5. Click on either *Open Cases* or *Closed Cases*. The system default is *Open Cases*.
6. Ignore the field *Sort by*. System default is *Case Number*, although cases can be sorted by title. **Note:** The options *terminal digit* and *office* do not apply to the Court.

X. Reports Option (continued)

Civil Reports - Civil Cases (continued)

7. Select the preferred output format. The system default is *Formatted Display*. This option formats the data for you.

8. Click . The system displays the cases that match the selected criteria.

9. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

Directions: To run a calendar events report, follow the steps outlined below.

Civil Reports - Calendar Events

1. Click on *Calendar Events* from the *Reports* submenu.

2. Enter the case number (if desired and if it does not appear) in the **yy-xxxx** format.

X. Reports Option (continued)

Civil Reports - Calendar Events (continued)

3. Select the calendar events to be included in the report, for example, *All Hearings*, *All Appointments*, etc. The following is a list of the calendar events for which the system will generate a report.

All Hearings	Motion Hearing
Contempt Hearings	Oral Argument
Court Hearing	Pretrial Conference
Discovery Hearings	Remand Hearing
Evidentiary Hearings	Scheduling Conference
Final Pretrial Conference	Settlement Conference
In Camera Hearing	Show Cause Hearing
In Chambers Conference	Status Conference
Initial Conference	Telephone Conference
Jury Selection	Voir Dire
Jury Trial	Writ Hearing

4. Go to the *Set* field and enter the start and end dates of the report. You must enter an end date for the report or the system will not accept it. Enter dates in **MM/DD/YYYY** format; or

- Click on *Calendar*;
- Click on *Continue* at the warning dialog box (if it appears);
- Select the report month by clicking on the drop-down arrow and selecting the month;
- Enter the desired year (if different from the year that appears on the screen);
- Select the day of the month.

X. Reports Option (continued)

Civil Reports - Calendar Events (continued)

Directions: Continue with the steps outlined below to run a calendar events report.

5. Indicate the time for which you wish to run a report by clicking on (a) Both, (B) AM, or (c) PM (*Optional*).
6. Type in the time, for example, 10:00 that is desired and select either AM or PM (*Optional*).
7. Ignore the *Sort by* field. The system default is *Time*. Since there is only one office, New York, there is no need to sort by Office and Time.
8. Click . The system displays the screen that lists the calendar events for the criteria selected.
9. Click on the button/bullet, which appears on the calendar events screen, to advance to the screen that shows the Related Proceedings Report for the docket entry.
10. To exit out of this option, click on any other option: *Query, Reports, Utilities, or Logout* from the menu bar.

X. Reports Option (continued)

Other Civil Reports - Written Opinions Report

Directions: To run a *Written Opinions Report* follow the steps outlined below

1. Pull down the drop-down menu for *Reports* under *Other Civil Reports*, or from the *Reports* page submenu, select *Written Opinions Report* from the *Other Civil Reports* category. See **Figure X - 2**;



Figure X - 2

2. The Reports request screen, as shown in **Figure X - 3**, can be run by case number, party name, jurisdiction, and category, and offers the additional option of a selected sort order and a range of dates with either Full Text or Summary Docket Text.

Figure X - 3

The screenshot shows the 'Written Opinions Report' request screen. At the top, there is a navigation bar with 'CECF' on the left and 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout' on the right. The main heading is 'Written Opinions Report'. Below this, there are several input fields: 'Case Number', 'Last Name', 'First Name', and 'Middle Name'. There are two dropdown menus: 'Jurisdiction' and 'Category'. The 'Jurisdiction' dropdown is open, showing options: '20 USC § 1501(a) Denied Protest(s)', '20 USC § 1501(b) Domestic Interested Parties Petition', '20 USC § 1501(c) Antidumping or Countervailing Duty Determination(s)', and '20 USC § 1501(d) Denial of Certification for Trade Adjustment Assistance'. The 'Category' dropdown is also open, showing options: 'Civil Penalty 19 USC § 1502', 'Civil Penalty- Customs Broker 19 USC § 1541(b)(5)', 'Civil Penalty- Customs Broker 19 USC § 1541(d)(2)(A)', and 'Civil Penalty- Suspension Agreement 19 USC § 1517(c)(2)'. Below these fields, there are radio buttons for 'Summary text' and 'Full docket text'. At the bottom, there is a 'Sort by' dropdown set to 'Case Number' and two buttons: 'Run Report' and 'Clear'.

X. Reports Option (continued)

Other Civil Reports - Written Opinions Report (Continued)

3. Enter the dates the opinions were filed between (e.g. 01/01/2008 & 07/28/2008) in the **mm/dd/yyyy** format.
4. Enter the criteria in the fields for the search you would like a report on;
5. Select whether you would like full docket text or summary docket text to appear;
6. Select the manner in which you would like to sort the data. For example, you may choose to sort by *Case Number* or by *Date Filed*, as in **Figure X - 4**.

The screenshot shows the ECF (Electronic Case Filing) system interface for a "Written Opinions Report". The page has a dark header with the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. Below the header, the form is titled "Written Opinions Report" and contains the following fields and options:

- Case Number:** A text input field.
- Last Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Jurisdiction:** A dropdown menu with the following options:
 - 28USC § 1581(a) Denied Protest(s)
 - 28USC § 1581(b) Domestic Interested Parties Petition
 - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- Category:** A dropdown menu with the following options:
 - Civil Penalty 19USC § 1592
 - Civil Penalty: Customs Broker 19USC § 1641(b)(6)
 - Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)
 - Civil Penalty: Suspension Agreement 19USC § 1671c(i)(2)
- Filed between:** Two date input fields with "and" between them. The first field contains "1/1/2008" and the second contains "7/28/2008".
- Text Type:** Two radio buttons: "Summary text" (selected) and "Full docket text".
- Sort by:** A dropdown menu currently set to "Case Number".
- Buttons:** "Run Report" and "Clear".

Figure X - 4

7. Select the button to continue to the results screen;

X. Reports Option (continued)

Other Civil Reports - Written Opinions Report (Continued)

8. The results screen for the *Written Opinions Report* will show you the Case Number, Case Name, Date Filed, Document #, Description, Notes, a running total of the number of opinions reported and a list of the selection criteria used in the report, as shown in **Figure X - 5**.

The screenshot displays the 'Written Opinions Report' interface for the U.S. Court of International Trade - TEST Database. The report period is 1/1/2008 - 7/28/2008. The main table lists two cases, both filed on 06/09/2008. The first case is 1:08-cv-00001-JAR-ABB Flexible Automation, Inc. with document number 37. The second case is 1:08-cv-00001-JAR-ABB Flexible Automation, Inc. with document number 38. Both cases are described as 'Order entered on 6/9/2008 Public Slip Op. in favor of defendant (related document(s) 17)' and 'Office: New York'. Below the table, it states 'Total number of opinions reported: 2'. A 'Selection Criteria for Report' table shows the following settings: Case Number: All, Case Type: All, Jurisdiction: All, Category: All, Filed Date: 1/1/2008 - 7/28/2008, and Sort by: Case Number.

Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
1:08-cv-00001-JAR-ABB Flexible Automation, Inc.	06/09/2008	37	Order entered on 6/9/2008 Public Slip Op. in favor of defendant (related document(s) 17). (Cannella, John)	Office: New York
	06/09/2008	38	Order entered on 6/9/2008 Public Slip Op. 7-23 in favor of defendant. (related document(s) 10). (Cannella, John)	Office: New York

Total number of opinions reported: 2

Selection Criteria for Report	
Case Number	All
Case Type	All
Jurisdiction	All
Category	All
Filed Date	1/1/2008 - 7/28/2008
Sort by	Case Number

Figure X - 5

XI. Utilities Options

The utilities feature of the CM/ECF system offers several options. The following table lists the available utilities options and provides a brief description of each.

Utilities Options	Description
User Account: View Your Transaction Log	Allows users to view the transactions entered into the CM/ECF system by date.
User Account: Maintain Your Password	Allows users to change their passwords.
Miscellaneous: Mailing - Mailing Information for a Case	Allows users to view the mailing information for parties involved in a case.
Miscellaneous: Mailing - Mailing Labels by Case	Generates the mailing information for parties to a case, which can be used to generate labels. However, in order to print out the mailing labels, users must copy the information from the CM/ECF system into either WordPerfect or Word and then print the labels.
Miscellaneous: Verify a Document	Allows users to verify that a document viewed in the CM/ECF System is the exact same one that was entered without modifications.
Miscellaneous: Internet Payment History	Use this feature to verify the payments charged to your account for filing payments.

XI. Utilities Options (continued)

Directions: To view a transaction log, follow the steps outlined below. **Reminder:** A Transaction Log will be generated once users begin to file documents. For users who plan to delegate responsibility for filing documents/events, this feature provides a summary of those events and documents filed, which can be used to verify that the filings were completed.

Your Account: View Your Transaction Log

1. Click on *Utilities* from the menu bar.
2. Click on *View Your Transaction Log* under *Your Account* on the *Utilities* submenu.
3. Enter the date selection criteria in the following format: **MM/DD/YYYY**.
4. Click The system displays the screen, which lists all the transactions entered for the time period selected.
5. To exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

Directions: To change your password, follow the steps outlined below. **Reminder:** Attorneys registered as Confidential Filers must change their passwords at least once per year.

Your Account: Maintain Your Password

1. Click on *Utilities* from the menu bar.
2. Click on *Maintain Your Password* on the *Utilities* submenu.
3. Change your password. Note: Passwords must be a minimum of 8 characters and include a number or special character.

XI. Utilities Options (continued)

Directions: To view the mailing information for a case, follow the steps outlined below.

Miscellaneous: Mailing - Mailing Information for a Case

1. Click on *Utilities* from the menu bar.
2. Click on *Mailings* under *Miscellaneous*, then select *Mailing Information for a Case*.
3. Enter the case number in the following format: **yy-xxxxx** to view the recipient list.
4. Click . The system displays the Electronic Mail and Manual Notice Lists, which lists the names of the individuals who currently receive notification of case-related activities.
5. To exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

Directions: To generate mailing labels by case, follow the steps outlined below.

Miscellaneous: Mailing - Mailing Labels by Case

1. Click on *Utilities* from the menu bar.
2. Click on *Mailings* under *Miscellaneous* and then select *Mailing Labels by Case*.
3. Enter the case number (if not already recorded) in the following format: **yy-xxxxx**.
4. Click on *All Participants* for a case or select from among the list of participants, for example, *amicus*, *counter-claimant*, *defendant*, etc., by clicking on the drop-down arrow to the right of the *Participants*' box.
5. Click on the boxes for *Judges* and *Attorneys* if applicable.
6. Select a print format, that is, 1-column, 2-column, or 3-column format. **Note:** The Court recommends the 1-column format.
7. Click . The system displays the list of names of the individuals for whom mailing labels will be generated. To prepare the mailing labels to print out, continue with Step 8, otherwise to exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.
8. Select all the names listed under *Search Results* by highlighting them with the mouse.

XI. Utilities Options (continued)

Mailing Labels by Case (continued)

9. Depress the keys *Ctrl + C* on your keyboard to copy the list.
10. Minimize the CM/ECF screen by clicking on the (-) that appears in the upper right-hand corner of the computer screen.
11. Open WordPerfect or use Word and follow the steps to create labels in Word.
12. Click on *Format . . . Labels* from the Tool bar.
13. Select *Avery 5162 Address* labels from the list of labels.
14. Click on the [*Edit*] button in the label dialog box.
15. Go to the Labels per page display area.
16. Select *1 column, 7 rows*. **Result:** In the display box only 1 column of labels is featured.
17. Click [*OK*].
18. Verify that the *Avery 5162 Address* label is highlighted.
19. Click on [*Select*]. **Result:** A 1-column block of labels appears on the screen.
20. Go to the first line in the first label block.
21. Depress the *Ctrl + V* keys on the keyboard to paste the mailing label information onto the labels.
22. Edit the information as needed.
23. Insert an *Avery 5162 Address* label into your printer.
24. Click on *Print* from the Tool bar. **Result:** The labels will print out with the mailing information from the CM/ECF system.

XI. Utilities Options (continued)

Directions: To verify a document follow the steps outlined below. This feature allows users to verify that a document viewed on the CM/ECF system screen is the exact same one that was entered into the system without any changes. It certifies that the document has not been altered since it was entered into the system.

Miscellaneous: Verify a Document

1. Click on *Utilities* from the menu bar.
2. Click on *Verify a Document* under the *Miscellaneous* category. The system displays the screen that asks the user to input the case number and document number.
3. Enter the case number in the following format: **yy-xxxxx**.
4. Enter the docket number of the item you wish to verify. **Note:** Only one document at a time may be verified.
5. Click The system displays the screen that shows the verification information for the docket entry.
6. Scroll through the screen to verify that the document signatures are the same as they appear in the case documents. This message appears after the Verified Signatures(s) section. It verifies that the original signature(s) and the verified signature(s) are the same. The electronic document stamp, the string of numbers and letters that appear after the original and verified signatures should match. If they are identical, the document viewed on the screen is the same document that was entered into the system without alterations. If they do not agree, then call the **CM/ECF Help Desk at 1-866-450-1859**.
7. To exit out of this option, click on any other option: *Query, Report, Utilities, or Logout* from the menu bar.

XI. Utilities Options (continued)

Directions: Follow the steps outlined below to verify the payments charged to your account for filing payments.

1. Click on *Utilities* on the CM/ECF toolbar. (See **Figure XI - 1**).

Figure XI-1



2. Click on *Internet Payment History* under *Miscellaneous* (See **Figure XI - 2**).

Figure XI - 2



3. Enter the date range for which you want to verify payment. Enter the date in the MM/DD/YYYY format (see **Figure XI - 3**).

4. Click .

Figure XI - 3



XI. Utilities Options (continued)

5. View the internet payment history for the date range you entered (see **Figure XI - 4**). **Note:** If you notice errors, then please call the **USCIT Help Desk at 1-866-450-1859** to report the errors. Adjustments will be made to your account.



Date Paid	Description	Payment Method	Receipt #	Amount
2007-12-26 15:28:27	Summons(1:07-cv-00369-N/A) [misc 398] (150.00)	credit card	11110000000000371787	\$ 150.00
2008-01-03 15:19:21	Complaint (1581a or 1581b only)(1:07-cv-00369-N/A) [cmp cmp] (200.00)	credit card	11110000000000371912	\$ 200.00

Figure XI - 4

XII. CM/ECF Glossary

Adobe Acrobat	Application used almost universally to create and view “PDF” documents. “Adobe” created the “PDF” format.
Attachment	An additional supporting document filed electronically with a case entry.
Automatic E-mail Notification	A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.
Browse	A Windows operation of navigating through directories via mouse to select a specific file.
Browser	A browser is a software program that provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser program interprets Hypertext Markup Language (HTML) documents delivered from Web servers.
Bulky Document Standard	The Bulky Document Standard (BDS) limits the size of the documents filed electronically on the Court’s CM/ECF system to those documents either under or at 10 MB.
Button/Bullet	A button/bullet on the side of any entry in the CM/ECF system that when selected will advance the user to the docket information and related entries.
CM/ECF	Case Management/Electronic Case Files is the system that will allow attorneys to file cases and documents electronically via the Internet.

XII. CM/ECF Glossary (continued)

Default	A default is a common suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you need to type over them. Example: <i>New York</i> is the default office for the Court. You don't need to take any action to change the selection. You just accept it and move to the next field.
Drop Down Box	A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you locate the selection you want to make, click to highlight it. To make multiple selections, hold down your control key [<i>Ctrl</i>] when making the second (third, etc.) selection.
Hypertext (HTML) Link	A hypertext link is a URL imbedded in an html (hypertext markup language) document. It generally appears underlined. It permits the user to move from one area (or topic) to another in a Web-based program.
Live Database	The Live Database of the CM/ECF system is where users will electronically file documents with the Court. Once a document is filed with the Court, all parties associated with the case will be able to view it. Completed transactions in the Live Database cannot be retrieved. Therefore, users must be sure that the documents filed in the Live Database are documents that the Court is expected to act upon.
Notice of Electronic Filing	An electronic document produced by CM/ECF that certifies each filing with the U.S. Court of International Trade. The notice is sent to all parties associated with the case.
PDF Document	A Portable Document Format document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in PDF format.

XII. CM/ECF Glossary (continued)

Screen Illustration Pictures of the CM/ECF system screens used throughout the manual that illustrate to the user what they will see when they navigate through the System.

Training Database The Training Database exists to help users learn to navigate the system. Users cannot harm the data in the Training Database.

URL URL is short for Universal Resource Locator (URL). URLs are the naming scheme used to find Web pages. **It is recommended that users access both the Training and Live databases from the Court's website at www.cit.uscourts.gov**

Wildcards A wildcard, such as an asterisk (*), enables the user to search the system for a party or an attorney without knowing the exact spelling or title of the party or attorney. Wildcards may appear in the beginning, the middle, or the end of a name. **Example: Johns*n** retrieves documents filed by attorneys named **“Johnson,” “Johnson,”** or **“Johnssen.”** ***National*** retrieves **“International,” “National Paper,” “International Harvester,”** etc.

Z motion and Z document Generic motion and document that users may file when they cannot find the appropriate system entry for the motion and/or document they are attempting to file and they need to preserve the filing date.

XIII. Glossary of CM/ECF System Errors

The entries listed below represent the types of errors users may see when there is a problem with the Court's CM/ECF System. When these errors appear, filers should contact the Court's **CM/ECF Help Desk at 1-866-450-1859** to inform the Clerk's Office of the error message received. Additionally, if users need to preserve the original filing date, they should submit the untimely filed document in paper form, accompanied by the form *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties (CM/ECF Form No. 11)*, and if possible, a copy of the error message, to the Court by hand or overnight courier no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

Internal Server Error	The server encountered an internal error or misconfiguration and was unable to complete the request. Filers are asked to contact the server administrator, citml_TDSS@cit.uscourts.gov and inform them of the time the error occurred, and anything they might have done that may have caused the error.
Soft DPF Failed	This error will appear when there is an error with the system's data dictionary.
Syntax Error	This error will appear when there is a typographical error with one of the system's data dictionary events.

XIV. Appendix

Guidelines for:

Bulky Document Standard

Purpose:

The purpose of these guidelines is to define the procedures for administering the Bulky Document Standard (BDS). The BDS is intended to limit the size of an electronically filed document on the Court's CM/ECF System. A document filed on the Court's CM/ECF System shall be no larger than 10 Megabytes (MB) in size, except as noted in these guidelines.

Responsibilities:

It shall be the responsibility of a filer to follow the procedures of the BDS and to strictly monitor the size of each document filed in electronic form with the Court.

Procedures:

1. Any document (including exhibits or attachments) that falls at or below the 10 MB limit is to be filed electronically as a single file/document in the CM/ECF System in accordance with Administrative Order 02-01 and these guidelines. Normal upload procedures shall be followed, and no paper filing shall be required.
2. Certain documents (including exhibits or attachments) are recognized as core to an action, and therefore are exempted from the BDS. These documents are:
 - A. Summons;
 - B. Complaint;
 - C. Answer to Complaint; and
 - D. Briefs (opening, response, reply) in the following:
 - Motion for Summary Judgment;
 - Motion for Judgment on Pleadings;
 - Motion for Judgment on the Agency Record (1581(c));
 - Motion for Judgment on the Agency Record (all other Jurisdictions); and
 - Motion to Dismiss.
3. A document that exceeds the BDS and is on the list of exemptions set forth in point 2 shall be filed as follows:

Guidelines for: **Bulky Document Standard** (continued)

- A. A document that exceeds the 10 MB limit shall be broken up into logical divisions, with each division not exceeding the 10 MB limit. The first part of the document shall be attached to the applicable docket entry as the main document. Each additional section of the document shall be appended to the main document as an attachment and contain a description of that attachment (e.g., main document - Part 2, etc).

Example: Assume a motion is filed and exceeds the 10 MB limit. Under those circumstances, the motion shall be divided into logical divisions, each under the 10 MB limit and named accordingly - Motion pages 1 thru 5 and Motion pages 6 through 10. The first division shall be entered as the main document and the remaining divisions shall be added as attachments to the main document.

- B. Exhibits or attachments that exceed the 10 MB limit shall be logically divided, with a description of the divisions. No exhibit or attachment shall exceed the 10 MB limit.

Example: Assume a motion that falls below the 10 MB limit is filed with three exhibits. The exhibits shall be treated as individual attachments and each should be filed separately, if under the 10 MB limit, and labeled accordingly, Exhibit 1 (with a brief description), Exhibit 2, and Exhibit 3. If any exhibit exceeds the 10 MB limit, then it shall be divided logically and labeled accordingly (e.g. Exhibit 1 - Part 1, Exhibit 1 - Part 2).

4. A document (including exhibits or attachments), which exceeds the BDS and is not listed in the exemptions set forth in point 2, shall adhere to the Court's Rules for the manual filing of documents, with the exception that the document must be accompanied by a *Notice of Manual Filing* (CM/ECF Form 10), available on the Court's website.
-

MOST USED ABBREVIATIONS

Admin.	Administrat(ive,ion)
Aff.	Affidavit
Am.	America, American
Amend., Amends	Amendment(s)
App., Apps.	Appendi(x, ces)
Assoc.	Associated
Ass'n	Association
Att'y(s)	Attorney(s)
Br.	Brief
Cert.	Certiorari
Comm'r	Commissioner
Co.	Company
Consol.	Consolidated
Corp.	Corporation
Dec., Decs.	Decision(s)
Def., Defs.	Defendant(s)
Def-Intvr.	Defendant-Intervenor
Dep.	Deposition
Dept.	Department
Disc.	Discovery
Dismiss	Dismiss
Dist.	District
Distrib.	Distribut(or, ing)
Div.	Division
Doc., Docs.	Document(s)
Ex.	Exhibits
Ext-Time	Extension of Time
Gov't	Government
Hr'g	Hearing
Imp.	Import(er)
Inc.	Incorporated
Indus.	Indust(y, ies, ial)
Inj.	Injunction
Inst.	Institute
Ins.	Insurance
Int'l	International
Interrog.	Interrogator(y, ies)
JOP	Judgment on the Pleadings
Jgmt.	Judgment
JPO	Judicial Protective Order
Ltd.	Limited
Litig.	Litigation
Mach.	Machine(ry)
Mfr.	Manufacturer
Mfg.	Manufacturing
Memo	Memorandum

MOST USED ABBREVIATIONS (continued)

Mot.	Motion
Nat'l	National
No., Nos.	Number(s)
Opp'n.	Opposition
Org.	Organization
Pet.	Petition
Pl., Pls.	Plaintiff(s)
Pl-Intvr.	Plaintiff-Intervenor
Prelim.	Preliminary
Prelim Inj.	Preliminary Injunction
Prod.	Products
Rec.	Record
Ref.	Refining
Res.	Resources
Sched., Scheds.	Schedule(s)
Slip Op.	Slip Opinions
Sur.	Surety
Sys.	System
Tech.	Technology
TRO	Temporary Restraining Order
Test.	Testimony
Tr.	Transcript
Summ.	Summary
Summ. Jgmt.	Summary Judgment
DOC	Department of Commerce (No periods)
DOL	Department of Labor (No periods)
ITC	International Trade Commission
(No periods)	
U.S.	United States
w/	With
w/o	Without

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