

**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 VII - Query Options

Section VIII - Reports Options

Section IX - 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.

VII. 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.

VII. 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 VII-1**). The system displays the list of available queries (see **Figure VII-2** on the following page).

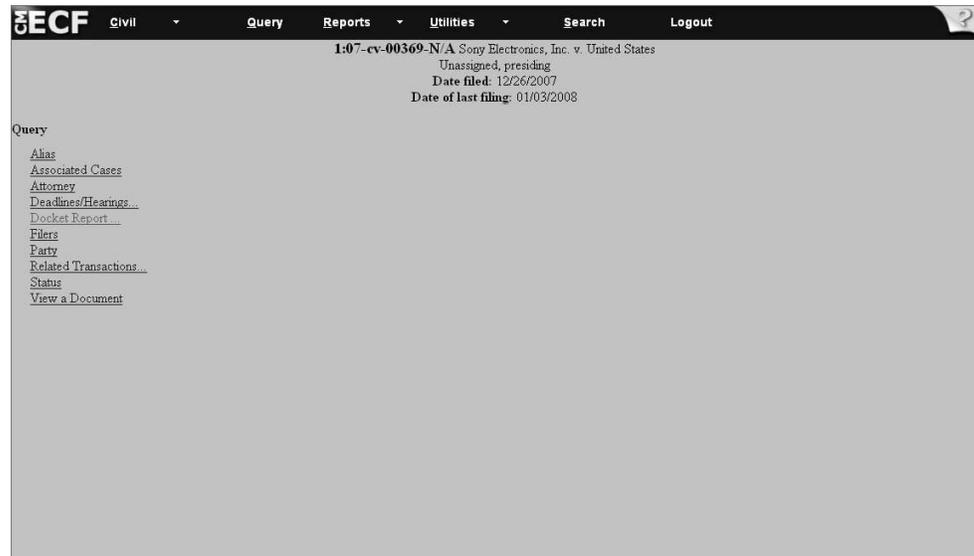
The screenshot shows the ECF Query interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the 'Query' section is active. It features a 'Search Chies' area with the following fields and options:

- 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)', and '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)', and '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 a note '(Examples: Desoto, Des**)'.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Type:** A dropdown menu.

At the bottom of the search area, there are two buttons: 'Run Query' and 'Clear'.

Figure VII - 1

VII. Query Options (continued)



2 **Figure VII-**

Note: Refer to Figure VII-1 on page 163 for the screen illustration.

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.

Note: Refer to **Figure VII-1** on page 154 for the screen illustration.

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.

VII. 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.

VII. 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.

VII. 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.

VII - 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
 - c. *Documents* - enter the document numbers you wish to query.

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

- 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.

VII. 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.

VII. 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.

VII. 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. An 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.

VIII. 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.

VIII. 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 . The system will display a copy of the docket sheet for the case. **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.

Transcripts:

1. With the latest version of CM/ECF, the Court of International Trade has implemented the following policy with regard to transcripts, and which you should be aware of:

Transcripts of court proceedings will be made available to the general public for inspection only at the clerk's office for a period of ninety (90) days after delivery to the clerk of court.

2. During that 90 day period, a copy of the transcript may be purchased from the court reporter or transcriber at the rate established by the Judicial Conference.

3. In addition, attorneys who have purchased the transcript or a copy thereof should be provided remote electronic access to the document in the CM/ECF system to create hyperlinks in court filings and for other purposes.

4. After that 90-day period, transcripts will be available to the public for copying/printing in the clerk's office and through PACER

VIII. 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 VI - 11** ;

Figure VI - 11

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 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) (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: <pagenum> 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 ;

VIII. 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;

VIII. 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 §1851(s) 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. **Note:** See the following page for a list of the categories.
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.

VIII. 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.

VIII. 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	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	Voir Dire
Jury Selection	Writ Hearing
Jury Trial	

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.

VIII. 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.

VIII. 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 VIII - 1**;



Figure VIII - 1

2. The Reports request screen, as shown in **Figure VIII - 2**, 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.

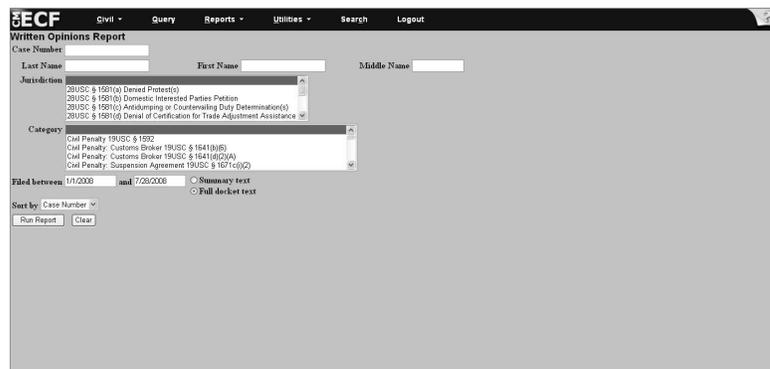
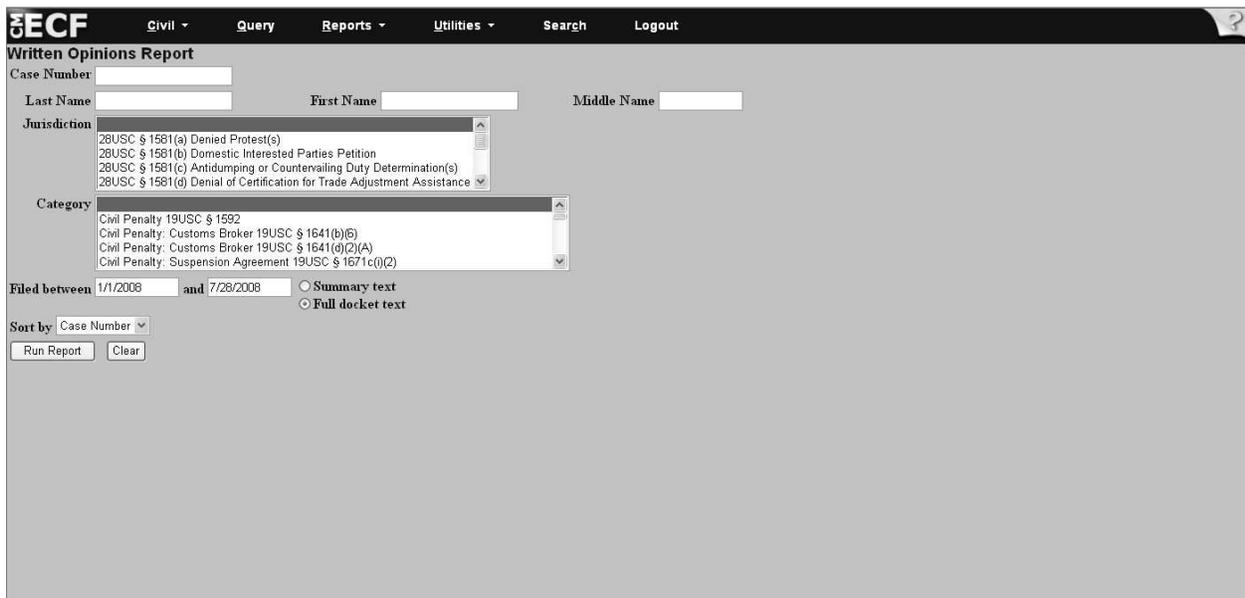


Figure VIII - 2

VIII. 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 VIII - 3**.



The screenshot shows the 'Written Opinions Report' search 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 title 'Written Opinions Report' is displayed. The form includes several input fields: 'Case Number', 'Last Name', 'First Name', and 'Middle Name'. There are two dropdown menus: 'Jurisdiction' with options like '28USC § 1581(a) Denied Protest(s)', '28USC § 1581(b) Domestic Interested Parties Petition', '28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)', and '28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance'; and 'Category' with options like 'Civil Penalty 19USC § 1592', 'Civil Penalty: Customs Broker 19USC § 1641(b)(6)', 'Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)', and 'Civil Penalty: Suspension Agreement 19USC § 1671c(i)(2)'. Below these are two date input fields labeled 'Filed between' with values '1/1/2008' and '7/28/2008'. There are two radio buttons: 'Summary text' (selected) and 'Full docket text'. A 'Sort by' dropdown menu is set to 'Case Number'. At the bottom, there are 'Run Report' and 'Clear' buttons.

Figure VIII - 3

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

VIII. 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 VIII - 4**.

The screenshot displays the 'Written Opinions Report' 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 title 'Written Opinions Report' is centered, followed by 'U.S. Court of International Trade -- TEST Database' and 'Filed Report Period: 1/1/2008 - 7/28/2008'. The main content area contains a table with the following data:

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

Below the table, it states 'Total number of opinions reported: 2'. To the right, there is a 'Selection Criteria for Report' table:

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 VIII - 4

IX. 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
Your Account: View Your Transaction Log	Allows users to view the transactions entered into the CM/ECF system by date.
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 into the system without modifications.
Miscellaneous: Internet Payment History	Use this feature to verify the payments charged to your account for filing payments.
Release 3.1 Menu Items	This feature contains some new functions.

IX. 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 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.

IX. Utilities Options (continued)

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.
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.

IX. Utilities Options (continued)

Mailing Labels by Case (continued)

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.

IX. 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

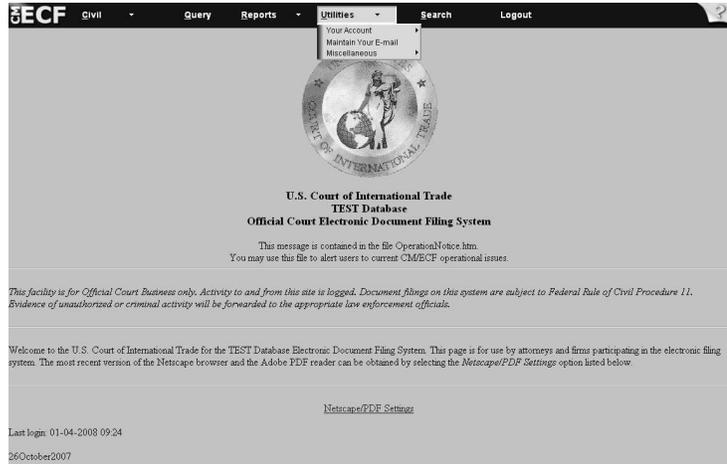
1. Click on *Utilities* from the menu bar.
2. Click on *Verify a Document* under the *Miscellaneous* category. The system displays the screen that asks the user to input the case number and document number.
3. Enter the case number in the following format: **yy-xxxxx**.
4. Enter the docket number of 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.

IX. Utilities Options (continued)

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

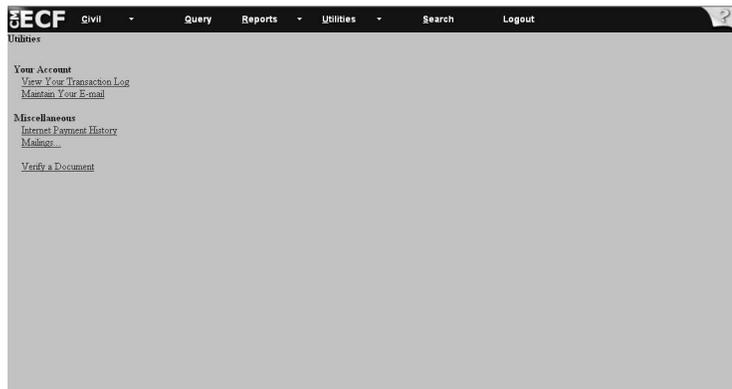
1. Click on *Utilities* on the CM/ECF toolbar. (See **Figure IX - 1**).

Figure IX-1



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

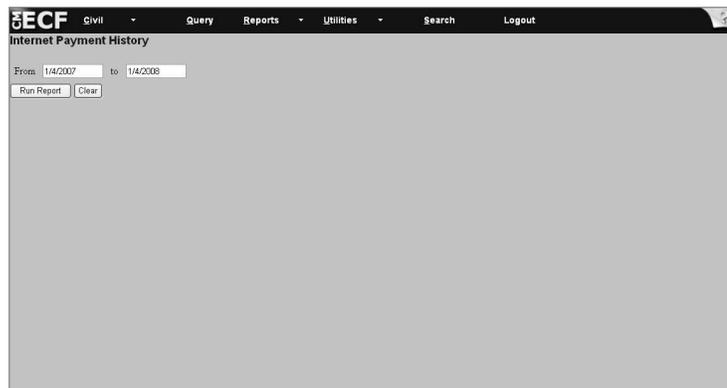
Figure IX - 2



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

4. Click .

Figure IX - 3



IX. Utilities Options (continued)

5. View the internet payment history for the date range you entered (see **Figure IX - 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 IX - 4

X. 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 2 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.

X. 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.

X. 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.

XI. 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.

XIII. Appendix

Alphabetical Listing of Docket Events and Their Location by Category	
Event	Category
Acknowledgment	Other Documents
Administrative Records	Other Documents
Affidavit/Declarations	Other Documents
Alter/Amend/Correct, Motion to	Motions
Amend Scheduling Order, Motion to	Motions
Amended Answer	Other Answers
Amended Complaint	Complaints & Other Docs.
Answer to Amended Complaint	Answers to Complaints
Answer to Complaint	Answers to Complaints
Answer to Counterclaim	Answers to Complaints
Answer to Intervenor Complaint	Answers to Complaints
Answer to Third Party Complaint	Answers to Complaints
Appear as Amicus Curiae, Motion to	Motions
Appear Pro Hoc Vice, Motion to	Motions
Appearance, Notice of (See Form 11 Notice of Appearance)	Notices
Appendix	Other Documents
Application for Attorney Fees and other Expenses (See Form 15)	Other Documents
Application to Enter Default	Notices
Application/Motion for Preliminary Injunction	Motions
Application/Motion for Temporary Restraining Order	Motions
Assignment to a Judge, Motion for	Motions
Attorney Fees, Motion for	Motions
Bill of Costs	Other Documents
Bond	Other Documents
Brief	Other Documents
Business Proprietary Information Certification (See Form 17)	Other Documents
Cancel Oral Argument, Motion to	Motions
Certificate of Service	Other Documents
Certificate of Settlement Efforts	Other Documents
Certification and Index	Other Documents
Certification of Appealability, Motion for	Motions
Change/Transfer Venue, Motion for	Motions
CIT Case	Open a CIT Case
Clarify, Motion to	Motions
Class Certification, Motion for	Motions

Alphabetical Listing of Docket Events and Their Location by Category	
Event	Category
Comments on Remand Results	Other Documents
Compel, Motion to	Motions
Complaint (1581a or 1581b only)	Complaints & Other Docs.
Complaint 1581c only	Complaints & Other Docs.
Complaint 1581d-i only	Complaints & Other Docs.
Complaint 1582 only	Complaints & Other Docs.
Complaint (Intervenor)	Complaints & Other Docs.
Complaint (Third-Party)	Complaints & Other Docs.
Consent Motion for Extension of Time to Remain on Reserve Calendar	Multi-Case Docketing
Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar	Multi-Case Docketing
Consent Motion for Leave to File Out of Time	Multi-Case Docketing
Consent Motion for Suspension	Multi-Case Docketing
Consent Motion to Consolidate Cases	Multi-Case Docketing
Consent Motion to Remove from Suspension Disposition Calendar	Multi-Case Docketing
Consent Motion to Remove from Suspension File	Multi-Case Docketing
Consent of Client	Other Documents
Consolidate Cases, Motion to	Motions
Confession of Judgment	Other Documents
Contempt, Motion for	Motions
Corporate Disclosure Statement (See Form 13 Corporate Disclosure Statement)	Other Documents
Correct Record, Motion to	Motions
Counterclaim	Complaints & Other Docs.
Crossclaim	Complaints & Other Docs.
Default Judgment, Motion for	Motions
Demand for an Answer	Other Documents
Demand for Complaint	Other Documents
Deposit Funds, Motion to	Motions
Directed Verdict, Motion for	Motions
Discovery, Motion for	Motions
Discovery Plan	Notices
Dismiss Case, Motion to	Motions
Enforce Judgment, Motion to	Motions
Entry of Default, Motion for	Motions
Entry of Scheduling Order, Motion for	Motions
Entry Papers Sent to Port, Motion to have	Motions
Entry Rule 54(b) Judgment, Motion for	Motions
Errata Memorandum	Notices

Alphabetical Listing of Docket Events and Their Location by Category	
Event	Category
Errata, Motion for	Motions
Excess Pages, Motion for	Motions
Exclude, Motion to	Motions
Exhibits	Other Documents
Expedite, Motion to	Motions
Expert Witness Testimony	Other Documents
Extension of Time, Motion for	Motions
Extension of Time to Complete Discovery, Motion for	Motions
Extension of Time to Complete Discovery, Motion for	Motions
Extension of Time File Answer to Complaint, Motion for	Motions
Extension of Time to File Brief, Motion for	Motions
Extension of Time to File Complaint, Motion for	Motions
Extension of Time to File Reply Brief, Motion for	Motions
Extension of Time to File Response Brief, Motion for	Motions
Extension of Time to Remain on Reserve Calendar, Motion for	Motions
Extension of Time to Remain on Suspension Disposition Calendar, Motion for	Motions
Extension of Time to Respond to Complaint, Motion for	Motions
Extension of Time to Respond to Motion, Motion for	Motions
Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons	Notices
Form 01B Waiver of Service of Summons	Notices
Form 05 Information Statement	Other Documents
Form 06 Request for Trial	Motions
Form 07 Notice of Dismissal 41(a)(1)(A)	Notices
Form 08 Notice of Dismissal 41(a)(1)(B)	Notices
Form 09 Stipulation on Agreed Statement of Facts	Other Documents
Form 11 Notice of Appearance	Notices
Form 12 Substitution of Attorney	Notices
Form 13 Corporate Disclosure Statement	Other Documents
Form 15 Application for Attorney Fees (EAJA)	Motions
Form 17 Business Proprietary Information Statement	Other Documents
Form 18 Notice of Termination of Access to Business Proprietary Information	Other Documents
Form 19 Report of Parties Planning Conference	Other Documents
Hearing, Motion	Motions
Information Statement (See Form 05 Information Statement)	Other Documents
In Limine, Motion	Motions
Injunction Pending Appeal, Motion for	Motions
Intervene, Motion to	Motions
Invest Funds, Motion to	Motions
Join (Cases), Motion to	Motions
Join (Parties), Motion to	Motions
Joint Status Report	Other Documents
Judgment as a Matter of Law, Motion for	Motions
Judgment on Agency Record (56.1), Motion for	Motions

Alphabetical Listing of Docket Events and Their Location by Category	
Event	Category
Judgment on Agency Record (56.2), Motion for	Motions
Judgment on the Pleadings, Motion for	Motions
Jurisdiction Statement	Other Documents
Jury Demand	Other Documents
Law Student Appearance Form	Other Documents
Leave to, Motion for	Motions
Leave to File Discovery Material, Motion for	Motions
Leave to File out of Time, Motion for	Motions
Leave to Proceed in Forma Pauperis, Motion for	Motions
Letter	Other Documents
Lift Stay, Motion to	Motions
Marshal's Proof of Service	Other Documents
Memorandum of Points & Authorities	Other Documents
Modify or Terminate EFP, Motion to	Motions
More Definite Statement, Motion for	Motions
New Trial, Motion for	Motions
Notice of Appeal	Appeal Documents
Notice of Consent to Electronic Service	Notices
Notice of Deposition	Notices
Notice of Endorsement	Notices
Notice of Suggestion of Death	Notices
Notice of Supplemental Authority	Notices
Notice of Withdrawal of Attorney	Notices
Oral Argument, Motion for	Motions
Order to Show Cause, Motion for	Motions
Partial Summary Judgment, Motion for	Motions
Permanent Injunction, Motion for	Motions
Petition	Other Documents
Petition for a Writ of Mandamus	Other Documents
Pretrial Brief	Other Documents
Pretrial Disclosures Pursuant to Rule 26	Notices
Pretrial Memorandum	Other Documents
Proof of Service	Other Documents
Proposed Exhibit List	Other Documents
Proposed Findings of Fact	Other Documents
Proposed Findings of Facts and Conclusions of Law	Other Documents
Proposed Judgment Order	Other Documents
Proposed Order	Other Documents
Proposed Order Governing Trial	Other Documents

Alphabetical Listing of Docket Events and Their Location by Category	
Event	Category
Proposed Pretrial Order	Other Documents
Proposed Scheduling Order	Other Documents
Proposed Witness List	Other Documents
Protective Order, Motion for	Motions
Quash, Motion to	Motions
Reassignment of a Judge, Motion for	Motions
Reconsideration, Motion for	Motions
Referral to Court-Annexed Mediation, Motion for	Motions
Rehearing (Dispositive), Motion for	Motions
Rehearing (Procedural), Motion for	Motions
Relief from Order/Judgment, Motion for	Motions
Remand Case, Motion to	Motions
Remand Results	Other Documents
Remove from Suspension Disposition Calendar, Motion to	Motions
Remove from Suspension File, Motion to	Motions
Reopen Case, Motion to	Motions
Reopen Record, Motion to	Motions
Reply	Responses & Replies
Reply	Other Answers
Reply to Comments on Remand Results	Other Documents
Report of Parties Planning Conference (See Form 19)	Other Documents
Request for Entry of Default	Other Documents
Request to Have Entry Papers Sent to Port	Other Documents
Response to 56.2 Motion	
Response to Court's Request	Other Documents
Response to Motion (Dispositive)	Responses & Replies
Response to Motion (Procedural)	Responses & Replies
Rule 65 (b) Certification	Other Documents
Sanctions, Motion for	Motions
Service Acknowledged	Notices
Set Aside Default, Motion to	Motions
Set Aside Default Judgment, Motion to	Motions
Set Aside Dismissal, Motion to	Motions
Settlement Agreement	Other Documents
Statement of Issues	Other Documents
Sever, Motion to	Motions
Sever and Dismiss (Dispositive), Motion to	Motions
Sever and Dismiss (Procedural), Motion to	Motions
Status Report	Other Documents

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Alphabetical Listing of Docket Events and Their Location by Category	
Event	Category
Stay Pending Appeal, Motion for	Motions
Stay, Motion to	Motions
Stipulated Judgment on Agreed Statement of Facts (See Form 9 Stipulated Judgment)	Other Documents
Stipulation	Other Documents
Stipulation in Lieu of Trial	Other Documents
Stipulation of Facts Not in Controversy	Other Documents
Strike, Motion to	Motions
Substitute Party, Motion to	Motions
Substitution of Attorney (See Form 12 Substitution of Attorney)	Notices
Summary Judgment, Motion for	Motions
Summons	Summons
Summons, (Third-Party)	Other Documents
Supplement, Motion to	Motions
Supplemental Response	Responses & Replies
Suppress, Motion to	Motions
Sur Reply	Responses & Replies
Suspension, Motion for	Motions
Termination of Access to Business Proprietary Information (See Form 18)	Other Documents
Test Case Designation, Motion for	Motions
Three Judge Panel, Motion for	Motions
Transfer Action to another Court, Motion to	Motions
Trial Brief	Other Documents
Trial, Request for (See Form 6 Request for Trial)	Motions
Vacate, Motion to	Motions
Vacate Prior Order (Dispositive), Motion to	Motions
Vacate Prior Order (Procedural), Motion to	Motions
Withdraw Document/Motion, Motion to	Motions
Withdraw/Substitute Attorney, Motion to	Motions
Witness List	Other Documents
Writ of Mandamus, Motion for	Motions
Zdocument	Other Documents
Zmotion	Motions

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

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 2 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 2MB 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:

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

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

- A. A document that exceeds the 2MB limit shall be broken up into logical divisions, with each division not exceeding the 2MB 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 2MB limit. Under those circumstances, the motion shall be divided into logical divisions, each under the 2MB limit and named accordingly - Motion pages 1 thru 5 and Motions 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 2MB limit shall be logically divided, with a description of the divisions. No exhibit or attachment shall exceed the 2MB limit.

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

**UNITED STATES COURT OF INTERNATIONAL TRADE
BEFORE:**

Plaintiff(s).
v.
Defendant(s).

Court No.:

NOTICE OF MANUAL FILING

Please take notice that _____,
[Party Role] [Name of Party]

has manually filed the following document:

This document has not been filed electronically because (check all that apply):

- the electronic file size of the document exceeds 2.0 megabytes;
- the document cannot be converted to an electronic format;
- the document contains confidential, business proprietary or classified information;
- the document is filed under seal pursuant to Court Order; or
- other: _____

The party is relieved from filing this document as authorized by the Administrative Order No. 02-01 of this Court.

/S/
Attorney
Law Firm Name
Address
Phone Number
Fax Number
E-Mail Address

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

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

Effective Date: April 1, 2004

Approved: /S/
 Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder
 Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: All Section Managers
 Sandra Fiore - Administrative Specialist

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **CM/ECF Registration (Attorney)**

Purpose:

The purpose of these guidelines is to set forth the registration process for attorney users of the CM/ECF System.

Responsibilities:

All registration requests or changes are routed through the Admissions Clerk in the Financial and Property Management Section (Admissions Clerk). All data is kept on file in hard copy and electronically within the Attorney Database program. The Admissions Clerk will serve as the primary contact for verifying an attorney's registration information for the CM/ECF System. The Technology Development and Support Services Section (TDSS) will create and manage the electronic accounts and passwords for registering attorneys in the CM/ECF System.

Procedures for Registration:

1. The attorney completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The attorney is required to mail the completed form to the Admissions Clerk.
2. The Admissions Clerk receives the CM/ECF Registration Form and verifies that the attorney is on the Court's Active Admission to Practice Roster.
 - A. If the attorney is on the Court's Active Admission to Practice Roster, and his/her information is current, the Admissions Clerk will sign off on the Registration Form and forward it to TDSS for further processing.
 - B. If the attorney is not on the Court's Active Admissions to Practice Roster, the Admissions Clerk sends the Registration Form to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **CM/ECF Registration (Attorney)**(continued)

3. Upon receipt of the approved Registration Form, TDSS will scan the Live Database of the CM/ECF System to determine whether the attorney appears in the Live Database as counsel of record at a firm other than the one listed on the Registration Form.
4. If there is a discrepancy, the attorney is notified of that fact (CM/ECF Form No. 2) (See Attachment 2) and the registration process is suspended until the discrepancy is resolved. Once the discrepancy is resolved, the registration process continues.
5. Where there is no discrepancy in the Live Database or once the discrepancy is resolved, TDSS will input all pertinent information and will assign a login and password to the attorney.
6. TDSS will send the attorney's login, password, and other pertinent information, via memorandum, to the Admissions Clerk (CM/ECF Form No. 3) (See Attachment 3).
7. The Admissions Clerk enters the necessary information sent by TDSS into the Attorney Database.
8. The Admissions Clerk generates a form memorandum containing the relevant information and mails it to the attorney (CM/ECF Form No. 5) (See Attachment 4).

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF REGISTRATION - Page 1

(Please type)

Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	

Are you a practicing Attorney (if yes, answer next 2)	_____ Yes	_____ No
Are you admitted to the bar of the USCIT	_____ Yes	_____ No
Are you a member in good standing	_____ Yes	_____ No

Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
Notice of Electronic Filing: E-mail Notice Option - <i>One Daily Summary</i> <input type="checkbox"/> <i>Single E-mail for Each Filing</i> <input type="checkbox"/>
User's Telephone Number: ()
User's Fax Number: ()
Mother's Maiden Name (used for security verification):

Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

I have been trained by the United States Court of International Trade on the use of the CM/ECF System. Date and Location of Training: _____

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF Registration - Page 2

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.
2. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Clerk's Office if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.
6. I understand that attendance at one of the scheduled ECF training classes normally will be required. If I cannot attend training but believe that I possess proficiency sufficient to allow me to begin to E-File, I may request that the Clerk's Office activate my E-Filing access rights without training after completion of a Court-assigned practice filing. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.
7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the *Procedure for Manual Filing* (as stated on the Court's Website: www.cit.uscourts.gov, as well as on page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstated is to be submitted, by letter or e-mail, to the Clerk of the Court.

Applicant's Signature

Dated

Return completed form by mail to:

United States Court of International Trade
Office of the Clerk
Admissions Office -Room 299
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2812

CM/ECF Form No. 1
Revised 3/07



**United States Court
of International Trade
Office of the Clerk**
One Federal Plaza
New York, NY 10278-0001

M E M O R A N D U M

TO: <User's Name>

FROM: John M. Cannella, Operations Manager

RE: USCIT CM/ECF Registration Discrepancy

This is to advise you that the Office of the Clerk has received your registration form to become an authorized user of the Court's CM/ECF System.

In the course of processing your request, we have found that you appear as the attorney of record in various pending actions with information that differs from that on your registration form. Kindly take the steps necessary in accordance with the Court's Rules to correct the docket in each of the actions set forth on the attached report.

Please note that we will not issue a CM/ECF password and ID to you until these discrepancies are resolved. Therefore, we ask that you act as quickly as possible to address this matter.

If you have any questions, please contact Don Kaliebe, Case Management Supervisor, at (212) 264-2031 or Donald.Kaliebe@cit.uscourts.gov

CM/ECF Form No. 2



United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Attachment 3

**United States Court
of International Trade
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001**

<Date>

M E M O R A N D U M

TO: Admissions Clerk

FROM: TDSS

RE: USCIT CM/ECF Attorney Account Password Information

The information listed below will provide access to the CM/ECF System for the attorney whose registration form is attached:

Training ID: _____ Training Password: _____

Live ID: _____ Live Password: _____

NOTE: PLEASE SHRED THIS PAGE AFTER GENERATING THE CM/ECF ACCOUNT CONFIRMATION LETTER. IT SHOULD NOT BE INCLUDED IN THE OFFICIAL FILE FOR THIS INDIVIDUAL.

CM/ECF Form No. 3



UNITED STATES COURT OF INTERNATIONAL TRADE
Admissions Office - Room 299
One Federal Plaza, New York, NY 10278-0001

DATE: <Date>

TO: <Attorney Name>

RE: CM/ECF Attorney Account Information

Your Case Management/Electronic Case Files (CM/ECF) account information is provided below:

CIT Bar ID: <ID>

Training ID: <ID>

Live ID: <ID>

Training Password: <PASSWORD>

Live Password: <PASSWORD>

We ask that you visit the Court's Website at www.cit.uscourts.gov to carefully view the following information regarding the use of CM/ECF:

- Administrative Order 02-01 - Procedures governing the use of CM/ECF
- CM/ECF User's Manual for the Bar - A user's guide to navigating CM/ECF
- Current Technical Requirements
- Training Information
- Online CM/ECF Tutorial

Should you have any questions about the CM/ECF System, particular case information or need technical assistance regarding hardware and software requirements, please contact the CM/ECF Help Desk at 866-450-1859.

CM/ECF Form No. 5

Rev. 9/06

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

The purpose of these guidelines is to set forth the registration process for non-attorney users of the CM/ECF System.

Responsibilities:

All registration requests or changes are routed through the Admissions Clerk in the Financial and Property Management Section (Admissions Clerk). All data is kept on file in hard copy and electronically within the Attorney Database program. The Case Management Supervisor will serve as the primary contact for verifying a non-attorney's registration information for the CM/ECF System. The Technology Development and Support Services Section (TDSS) will create and manage the electronic accounts and passwords for registering non-attorneys in the CM/ECF System.

Procedures for Registration:

1. The registrant completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The registrant is required to mail the completed form to the Admissions Office.
2. The Admissions Office receives the CM/ECF Registration Form and forwards it to TDSS for further processing.
3. TDSS will input all pertinent information and will assign a login and password to the registrant.
4. TDSS will send the registrant's login, password, and other pertinent information, via memorandum, to the Case Management Supervisor (CM/ECF Form No. 4) (See Attachment 2).
5. The Case Management Supervisor enters the necessary information sent to it by TDSS into the Attorney Database.
6. The Case Management Supervisor generates a form memorandum containing the relevant information and mails it to the registrant (CM/ECF Form No. 6) (See Attachment 3).

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF REGISTRATION - Page 1

(Please type)

Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	

Are you a practicing Attorney (if yes, answer next 2)	_____ Yes	_____ No
Are you admitted to the bar of the USCIT	_____ Yes	_____ No
Are you a member in good standing	_____ Yes	_____ No

Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
Notice of Electronic Filing: E-mail Notice Option - <i>One Daily Summary</i> <input type="checkbox"/> <i>Single E-mail for Each Filing</i> <input type="checkbox"/>
User's Telephone Number: ()
User's Fax Number: ()
Mother's Maiden Name (used for security verification):

Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

- I have been trained by the United States Court of International Trade on the use of the CM/ECF System. Date and Location of Training: _____

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF Registration - Page 2

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.
1. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
2. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
3. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Clerk's Office if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.
6. I understand that attendance at one of the scheduled ECF training classes normally will be required. If I cannot attend training but believe that I possess proficiency sufficient to allow me to begin to E-File, I may request that the Clerk's Office activate my E-Filing access rights without training after completion of a Court-assigned practice filing. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.
7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the *Procedure for Manual Filing* (as stated on the Court's Website: www.cit.uscourts.gov, as well as on page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstated is to be submitted, by letter or e-mail, to the Clerk of the Court.

Applicant's Signature

Dated

Return completed form by mail to:

United States Court of International Trade
Office of the Clerk
Admissions Office -Room 299
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2812

CM/ECF Form No. 1
Revised 3/07



**United States Court
of International Trade
Office of the Clerk**
One Federal Plaza
New York, NY 10278-0001

<Date>

M E M O R A N D U M

TO: Case Management Supervisor

FROM: TDSS

RE: USCIT CM/ECF Public Account (Non-Attorney) Password Information

The information listed below will provide access to the CM/ECF System for the public user whose registration form is attached to this memorandum:

Live ID: _____ Live Password: _____

NOTE: PLEASE SHRED THIS PAGE AFTER GENERATING THE CM/ECF ACCOUNT CONFIRMATION LETTER. IT SHOULD NOT BE INCLUDED IN THE OFFICIAL FILE FOR THIS INDIVIDUAL.

CM/ECF Form No. 4



UNITED STATES COURT OF INTERNATIONAL TRADE
Admissions Office - Room 299
One Federal Plaza, New York, NY 10278-0001

DATE: <Date>

TO: <Public User>

RE: CM/ECF Public Account Information

Your Case Management/Electronic Case Files (CM/ECF) account information provided below will allow you to view documents filed at the United States Court of International Trade.

Live ID: <ID>

Live Password: <PASSWORD>

We ask that you visit the Court's Website at www.cit.uscourts.gov to carefully view the following information regarding the use of CM/ECF:

- Administrative Order 02-01 - Procedures governing the use of CM/ECF
CM/ECF User's Manual for the Bar - A user's guide to navigating CM/ECF
Current Technical Requirements
Training Information
Online CM/ECF Tutorial

Should you have any questions about the CM/ECF System, particular case information or need technical assistance regarding hardware and software requirements, please contact the CM/ECF Help Desk at 866-450-1859.

CM/ECF Form No. 6

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **CM/ECF Registration (Non-Attorney)**

Effective Date: April 1, 2004

Approved: _____/S/_____
Leo M. Gordon, Clerk of the Court

Date: December 30, 2004

Original Copy: Clerk's Office Policies and Procedures Binder
- CM/ECF Section

Copy to: Clerk's Office Policies and Procedures Binder
- Financial & Property Section

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Change in CM/ECF User Information for Attorneys**

Purpose:

The purpose of these guidelines is to set forth the process for attorney users of the CM/ECF System whose user information has changed.

Responsibilities:

It shall be the responsibility of each registered CM/ECF User to report to the Clerk's Office any change in his/her user information, which includes; 1) Name; 2) Address; 3) Affiliation; 4) Telephone/Fax Numbers; and 5) Primary and Secondary e-mail addresses.

Procedures:

1. When an attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the attorney is to file the required Notice of Change (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.
2. A change in an attorney's CM/ECF User information is not a substitute for filing of the required documents pursuant to the USCIT Rules regarding this new information in cases pending before the Court.
3. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.
4. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 12), that the change in the User's information has been processed (See Attachment 2).

Attachment 1

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

UNITED STATES COURT OF INTERNATIONAL TRADE

NOTICE OF CHANGE IN CM/ECF USER INFORMATION

Name of CM/ECF User	<input type="text"/>						
Firm/Agency	<input type="text"/>						
Street Address	<input type="text"/>						
City, State and Zip Code	<input type="text"/>						
Telephone Number	<input type="text"/>						
Fax Number	<input type="text"/>						
Primary E-mail Address	<input type="text"/>						
Additional E-mail Address	<input type="text"/>						
Notice of Electronic Filing	<table><tr><td>E-mail Notice Option:</td><td><i>One Daily Summary</i></td><td><input type="checkbox"/></td></tr><tr><td></td><td><i>Single E-mail for Each Filing</i></td><td><input type="checkbox"/></td></tr></table>	E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>		<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>
E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>					
	<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>					

Signature of CM/ECF User

Date

Return completed form by mail to:
United States Court of International Trade
Office of the Clerk, Admissions Office - Room 29
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2812

CM/ECF Form No. 8
Revised 3/07

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Attachment 2



**United States Court
of International Trade
Office of the Clerk**
One Federal Plaza
New York, NY 10278-0001

<Date>

M E M O R A N D U M

TO: <Attorney's Name>

RE: Change of CM/ECF User Information

This is to advise you that the Office of the Clerk has received your *Notice of Change of CM/ECF User Information* and has processed your request.

Please note that a change in your CM/ECF User information is not a substitute for the filing of the required documents pursuant to the USCIT Rules regarding this new information in cases pending before the Court.

If you have any questions, please contact the Court's Admissions Clerk at (212) 264-2823.

CM/ECF Form No: 21

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Change in CM/ECF User Information for Attorneys**

Effective Date: April 1, 2004

Approved: /S/
Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: Clerk's Office Policies and Procedures - Financial & Property Section
All Section Managers
Sandra Fiore - Administrative Specialist

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Change in CM/ECF User Information for Non-Attorneys**

Purpose:

The purpose of these guidelines is to set forth the process for non-attorney users of the CM/ECF System whose user information has changed.

Responsibilities:

It shall be the responsibility of each registered CM/ECF User to report to the Clerk's Office any change in his/her user information, which includes; 1) Name; 2) Address; 3) Affiliation; 4) Telephone/Fax Numbers; and 5) Primary and Secondary e-mail addresses.

Procedures:

1. When a non-attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the User is to file the required *Notice of Change* (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.
2. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.
3. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 13) (See Attachment 2), that the change in the User's information was processed.

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

UNITED STATES COURT OF INTERNATIONAL TRADE

NOTICE OF CHANGE IN CM/ECF USER INFORMATION

Name of CM/ECF User	<input type="text"/>						
Firm/Agency	<input type="text"/>						
Street Address	<input type="text"/>						
City, State and Zip Code	<input type="text"/>						
Telephone Number	<input type="text"/>						
Fax Number	<input type="text"/>						
Primary E-mail Address	<input type="text"/>						
Additional E-mail Address	<input type="text"/>						
Notice of Electronic Filing	<table><tr><td>E-mail Notice Option:</td><td><i>One Daily Summary</i></td><td><input type="checkbox"/></td></tr><tr><td></td><td><i>Single E-mail for Each Filing</i></td><td><input type="checkbox"/></td></tr></table>	E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>		<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>
E-mail Notice Option:	<i>One Daily Summary</i>	<input type="checkbox"/>					
	<i>Single E-mail for Each Filing</i>	<input type="checkbox"/>					

Signature of CM/ECF User

Date

Return completed form by mail to:

United States Court of International Trade
Office of the Clerk
Admissions Office - Room 299
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2812
CM/ECF Form No. 8
Revised 3/07

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Attachment 2



**United States Court
of International Trade
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001**

<Date>

M E M O R A N D U M

TO: <User's Name>

RE: Change of CM/ECF User Information

This is to advise you that the Office of the Clerk has received your *Notice of Change of CM/ECF User Information* and processed your request.

If you have any questions, please contact the Court's CM/ECF Help Desk at 1-866-450-1859.

CM/ECF Form No: 13

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Change in CM/ECF User Information for Non-Attorneys**

Effective Date: April 1, 2004

Approved: /S/
Leo M. Gordon, Clerk of the Court

Date: March 23, 2004

Original Copy: CM/ECF Policies and Procedures Binder
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: Clerk's Office Policies and Procedures - Financial & Property Section
All Section Managers
Sandra Fiore - Administrative Specialist

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties**

Purpose:

The purpose of these guidelines is to provide a procedure for a party to use when, despite the party's best efforts, filing in a timely manner was not completed due to technical difficulties with the Court's end of the CM/ECF System and not a technical failure with the filer's equipment or Internet connection to the System.

Responsibilities:

TDSS will determine if the CM/ECF System was unavailable and the length of time that the System was down. The Intake Unit of the Case Management Section shall be responsible for all incoming filings.

Procedures:

1. When a document cannot be filed electronically, the party should print (if possible) a copy of the error message received and complete a "Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties." (CM/ECF Form No. 11) (See Attachment 1).
2. If a party is unable to file electronically, and, as a result, misses a filing deadline, the party shall contact the CM/ECF Help Desk at 866-450-1859 to inform the Clerk's Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11 (See Attachment 1) stating the reason(s) for missing the deadline. The document and declaration shall be filed 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.

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties** (continued)

Effective Date: May 3, 2004

Approved: _____/s/_____
Leo M. Gordon, Clerk of the Court

Date: April 27, 2004

Original Copy: CM/ECF Policies and Procedures Binder
Clerk's Office Policies and Procedures - CM/ECF Section

Copies to: All Section Managers
Sandra Fiore - Administrative Specialist

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Frequently Used Abbreviation List
for CM/ECF Data Entry**

Purpose:

The purpose of this list is to provide consistency and uniformity for data entries made into the CM/ECF System. This list is available to Court personnel, and registered users of the CM/ECF System. This list is largely based on *The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass'n et al. eds., 17th ed. 2000) as well as common usage in the Court.

Responsibilities:

The Standardization of Abbreviations and Punctuation (SAP) Subcommittee researched and produced a recommended list of commonly used abbreviations. It was submitted to the CM/ECF Staff Committee for approval. The SAP Subcommittee will maintain, revise and distribute the list to Clerk of the Court, Operations Manager, Case Management Supervisor and to the Training Specialist (for insertion into the User's Manuals). This list also will be provided to the Webmaster for posting on the Court's Website.

Procedures:

1. The SAP Subcommittee will review the Frequently Used Abbreviation List (See Attachment 1) in October on an annual basis. New updates will be published in the User's Manual, as well as on the Court's Website.
2. The Operations Manager or Case Management Supervisor will distribute updated lists to all relevant personnel in the Clerk's Office, Chambers, Webmaster, and the Training Specialist.

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Attachment 1

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

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

MOST USED ABBREVIATIONS

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

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

LIST OF DOCKET EVENTS BY CATEGORY

OPEN A CIT CASE

CIT Case

INITIAL PLEADINGS AND SERVICE

SUMMONS

Summons (Filing Fee Required)

COMPLAINTS AND OTHER INITIATING DOCUMENTS

Amended Complaint

Complaint (1581a or 1581b only) (Filing Fee Required)

Complaint (1581c only)

Complaint (1581d-i only)

Complaint 1582 only

Complaint (Intervenor)

Complaint (Third-Party)

Counterclaim

Crossclaim

ANSWERS TO COMPLAINTS

Answer to Complaint

OTHER ANSWERS

Amended Answer

Reply

MOTIONS AND RELATED FILINGS

MOTIONS

Application/Motion for Preliminary Injunction

Application/Motion for Temporary Restraining Order

Form 06 - Request for Trial

MOTIONS (continued)

Form 15 - Application for Attorney Fees
(EAJA)

Motion for Assignment to a Judge

Motion for Attorney Fees

Motion for Certification of Appealability

Motion for Change/Transfer of Venue

Motion for Class Certification

Motion for Contempt

Motion for Default Judgment

Motion for Directed Verdict

Motion for Discovery

Motion for Entry of Default

Motion for Entry 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 Brief

Motion for Extension of Time to

File Complaint

Motion for Extension of Time to File

Reply Brief

Motion for Extension of Time to File

Response Brief

Motion for Extension of Time to Remain
on Reserve Calendar

Motion for Extension of Time to Remain
on Suspension Disposition Calendar

Motion for Extension of Time to

Respond to Complaint

Motion for Extension of Time to Respond
to Motion

Motion for Hearing

Motion for Injunction Pending Appeal

Motion for Judgment as a Matter of Law

Motion for Judgment on the Pleadings

Motion for Judgment on Agency Record (56.1)

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

MOTIONS AND RELATED FILINGS (continued)

Motion for Judgment on Agency Record (56.2)	Motion to Intervene
Motion for Leave to	Motion to Invest Funds
Motion for Leave to File Discovery Material	Motion to Join
Motion for Leave to File Out of Time	Motion to Join (Parties)
Motion for Leave to Proceed In Forma Pauperis	Motion to Lift Stay
Motion for a More Definite Statement	Motion to Modify or Terminate EFP
Motion for New Trial	Motion to Quash
Motion for Oral Argument	Motion to Remand Case
Motion for Order to Show Cause	Motion to Remove from Suspension Disposition Calendar
Motion for Partial Summary Judgment	Motion to Remove from Suspension File
Motion for Permanent Injunction	Motion to Reopen Case
Motion for Protective Order	Motion to Reopen Record
Motion for Reassignment of a Judge	Motion to Set Aside Default
Motion for Reconsideration	Motion to Set Aside Default Judgment
Motion for Referral to Court-Annexed Mediation	Motion to Set Aside Dismissal
Motion for Rehearing (Dispositive)	Motion to Sever
Motion for Rehearing (Procedural)	Motion to Sever and Dismiss (Dispositive)
Motion for Relief from Order/Judgment	Motion to Sever and Dismiss (Procedural)
Motion for Sanctions	Motion to Stay
Motion for Stay Pending Appeal	Motion to Strike
Motion for Summary Judgment	Motion to Substitute Party
Motion for Suspension - Rule 84	Motion to Supplement
Motion for Test Case Designation	Motion to Suppress
Motion for Three-Judge Panel	Motion to Transfer Action to another Court
Motion for Writ of Mandamus	Motion to Vacate
Motion in Limine	Motion to Vacate Prior Order (Dispositive)
Motion to Alter/Amend/Correct	Motion to Vacate Prior Order (Procedural)
Motion to Amend Scheduling Order	Motion to Withdraw Document/Motion
Motion to Appear as Amicus Curiae	Motion to Withdraw/Substitute Attorney
Motion to Appear Pro Hoc Vice	Motion to Have Entry Papers Sent to Port ZMotion
Motion to Cancel Oral Argument	
Motion to Clarify	
Motion to Compel	
Motion to Consolidate Cases	
Motion to Correct Record	
Motion to Deposit Funds	
Motion to Dismiss Case	
Motion to Enforce Judgment	
Motion to Exclude	
Motion to Expedite	

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

RESPONSES and REPLIES

Reply
Response to 56.2 Motion
Response to Motion (Dispositive)
Response to Motion (Procedural)
Supplemental Response
Sur-Reply

OTHER FILINGS

NOTICES

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 7 Notice of Dismissal 41(a)(1)(A)
Form 8 Notice of Dismissal 41(a)(1)(B)
Form 11 Notice of Appearance
Form 12 Substitution of Attorney
Notice of Consent to Electronic Service
Notice of Deposition
Notice of Destruction of Confidential Information
Notice of Endorsement
Notice of Suggestion of Death
Notice of Supplemental Authority
Notice of Withdrawal of Attorney
Pretrial Disclosures Pursuant to Rule 26
Service Acknowledged

APPEAL DOCUMENTS

Notice of Appeal (Fee Required)
Petition for Writ of Certiorari

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

OTHER DOCUMENTS

Acknowledgment
Administrative Record
Affidavit/Declarations
Appendix
Bill of Costs
Bond
Brief
Certificate of Service
Certificate of Settlement Efforts
Certification and Index
Comments on Remand Results
Confession of Judgment
Consent of Client
Demand for Complaint
Demand for an Answer
Exhibits
Expert Witness Testimony
Form 5 Information Statement
Form 9 Stipulation on Agreed Statement of Facts
Form 13 Corporate Disclosure Statement
Form 17 Business Proprietary Information Certification
Form 18 Notice of Termination of Access
to Business Proprietary Information
Form 19 Report of Parties Planning Conference
Joint Status Report
Jurisdiction Statement
Jury Demand
Law Student Appearance Form
Letter
Marshal's Proof of Service
Memorandum of Points & Authorities
Petition
Petition for Writ of Mandamus
Pretrial Brief
Pretrial Memorandum
Proof of Service
Proposed Exhibit List
Proposed Findings of Fact
Proposed Findings of Fact and Conclusions of Law
Proposed Judgment Order
Proposed Order
Proposed Order Governing Trial
Proposed Pretrial Order
Proposed Scheduling Order
Proposed Witness List
Remand Results
Reply to Comments on Remand Results

Request for Entry of Default
Request to Have Entry Papers Sent to Port
Response to Court's Request/Order
Rule 65(b) Certification
Settlement Agreement
Statement of Issues
Status Report
Stipulation
Stipulation in Lieu of Trial
Stipulation of Facts not in Controversy
Summons (Third-Party)
Trial Brief
Witness List
ZDocument

MULTI-CASE DOCKETING

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 from Suspension File

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Loss or Compromise of CM/ECF Password**

Purpose:

The purpose of these guidelines is to set forth the process for attorney and non-attorney users of the CM/ECF System when a password is lost or compromised.

Responsibilities:

It shall be the responsibility of each registered CM/ECF System user to report to the Clerk's Office any lost or compromised password.

Procedures:

1. When a user loses his/her password, or his/her password is compromised, the user is to file a *Notice of Loss/Compromise in CM/ECF User Password* (CM/ECF Form No. 9) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section of the Clerk's Office.
2. Once the Admissions Clerk receives the Notice and verifies that the user is on the Court's Active Admission to Practice Roster and is registered as a CM/ECF user, the Admissions Clerk shall initial the Notice and forward it to TDSS for further processing.
3. If the user is not on the Court's Active Admission to Practice Roster, the Admissions Clerk shall initial and send the Notice to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.
4. The Admission Clerk advises the attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.
5. The Case Management Supervisor shall advise a non-attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Attachment 1

UNITED STATES COURT OF INTERNATIONAL TRADE

NOTICE OF LOSS/COMPROMISE OF CM/ECF USER PASSWORD

PLEASE TAKE NOTE that the password of the undersigned registered CM/ECF user for the Court's CM/ECF System was lost or compromised. Therefore, in accordance with Paragraph 2(g) of the Court's Administrative Order 02-01, the undersigned requests the issuance of a new password.

Name of CM/ECF User

Firm/Agency

Street Address

Telephone Number

City, State and Zip Code

Fax Number

Primary E-mail Address

Secondary E-Mail Address

Signature of CM/ECF User

Date

CM/ECF Form No. 9

For Internal USCIT use only.

_____ Active Attorney and Registered CM/ECF User

_____ Non-Attorney User

Case Management Supervisor

Date forwarded to TDSS

Date of Acknowledgment

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Attachment 2



**United States Court
of International Trade
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001**

<Date>

M E M O R A N D U M

TO: <User's Name>
RE: Change of CM/ECF User's Password

This is to advise you that the Office of the Clerk, Attorney Admissions Section, has received your *Notice of Loss or Compromise of CM/ECF User Password*. Your request has been processed. Below please find your new password.

Password: _____

If you have any questions, please contact the CM/ECF Help Desk at 1-866-450-1859 from 8:30 a.m. to 5:00 p.m., EST.

CM/ECF Form No. 14

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Loss or Compromise of CM/ECF Password**

Effective Date: April 20, 2004

Approved: _____/S/_____
Leo M. Gordon, Clerk of the Court

Date: April 20, 2004

Original Copy: CM/ECF Policies and Procedures Binder

Copies to: All Section Managers

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

UNITED STATES COURT OF INTERNATIONAL TRADE

v.	Plaintiff, Defendant.
----	------------------------------

Court No. _____

NOTICE OF CONSENT TO ELECTRONIC SERVICE

The above-captioned action is subject to electronic filing procedures adopted in the Court's Administrative Order No. 02-01, adopted by the Court on December 18, 2001 with an effective date of April 1, 2002, governing electronic filing procedures. Pursuant to the Order, the parties are not required to serve each other electronically. However, parties to an action in the Court may consent to electronic service, consistent with the procedures set forth in the Administrative Order. See Paragraph 6 of Administrative Order No. 02-01.

Accordingly, _____ (insert name of attorney and firm) hereby consents to electronic service in the above-captioned action. Such service shall be accomplished in accordance with the procedures set forth in the Administrative Order referenced above and the Electronic Filing Procedures Users' Manual available on the U.S. Court of International Trade's Public Website at www.cit.uscourts.gov at the undersigned attorney's e-mail address(es) of record for this action in the Court's CM/ECF database.

Dated: _____

By: _____

Attorney

Address

Counsel for: _____

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Errata Reporting Form

Directions: Please use this form to record any changes or corrections to the *CM/ECF User's Manual for Electronically Filing Case Events*. Please fax the form to (212) 264-0441 to the attention of the Training Specialist. Please make additional copies of the form as needed.

Thank you for your help. Your feedback is very important.

Page No.	Item No.	Nature of the Change

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

Index for CM/ECF User's Manual

Add/Create a Party in CM/ECF.....	8
Attorney Associations in CM/ECF.....	8
Basic User Information.....	8-14
Bulky Document Standard (BDS).....	9, 190
CM/ECF Glossary.....	186-188
CM/ECF System Options.....	7
Confidential Filings.....	10
Correcting Mistakes.....	10
Documents Filed in Error.....	10
Exhibits - Physical.....	10
Filers.....	4, 7, 10, 11, 12, 13, 14, 15, 162, 171, 189
Filing Case Events.....	98-160, A-49
Answer to Complaint.....	7, 8, 96-103, 196, A-1, A-7, A-40
Appeal Documents.....	7, 146-154, A-4, A-42
Consent Motion for Extension of Time.....	110-116, 157, A-2, A-42
Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A).....	104-109, A-3
Motion for Judgment Upon Agency Record 56.1.....	127, 129
Motion to Intervene and Required Related Filings.....	117-126, A-41
Reply to Response to Dispositive Motion.....	140-145
Response to Dispositive Motion for Judgment Upon Agency Record 56.1.....	133-139
Filing Tips.....	4
Glossary of CM/ECF System Errors.....	189
Hardware and Software Requirements.....	1, 15-17
Help Desk.....	3, 5, 13, 14, 40, 48, 93, 151, 160, 183, 185, 189, A-17, A-23, A-31, A-33, A-46
Helpful Hints/Warnings When Working with the CM/ECF System.....	3
How to Access the System.....	2, 3
How to Register to Use the System.....	4
Joint Filings.....	11
Motions.....	7, 11, 13, 18, 120, 127, 132, 136, 137, 139, 143, 150, 172, 196, 197, A-40, A-41
Notice of Electronic Filing Screen.....	11, 12, 52, 103, 109, 115, 116, 124, 125, 131, 132, 138, 139, 144, 145, 159, 160, 170, 175, A-13, A-20, A-26, A-30
Notice of Manual Filing.....	10, 13, 48, 103, 151, A-8, A-9

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Index for CM/ECF User's Manual (continued)

Opening a Case.	1, 22-97
Adding a New Alias	34-35
Adding an Alias.	2, 31-33
Adding Defendant Information.	2, 38-39
Appeal Documents.	7, 146-154, A4, A42
Creating a New Party Plaintiff.	2, 30
Docketing a Complaint	3, 86-97
Filing a Summons.	2, 4, 22, 41-52
Notice of Electronic Filing	1, 2, 11, 12, 52, 103, 109, 115, 119, 124, 125, 126, 132, 139, 140, 144, 145, 159, 170, 175, A-13, A-20, A-26, A-30
On-Line Payment of the Filing.	2, 48-49
Search for a Party	2, 28, 38, 55, 61, 65, 68, 70, 72, 73, 75, 78, 79, 82, 83, 85
Verifying Docket Text Information.	2, 51
1581(a) Denied Protest - Appraised Value	25-27
1581(a) Denied Protest - Classification	54
1581(b) Domestic Interested Parties Petition: Appraised Value	56-57
1581(c) Antidumping or Countervailing Duty Determination	59
1581(c) Antidumping or Countervailing Duty Determination: Not to Initiate Investigation	60-61
1581(d) Denial of Certification for Trade Adjustment Assistance	63
1581(d) Denial of Certification for Trade Adjustment Assistance: Worker 19 USC 2273	64-65
1581(e) Government Procurement/Country of Origin.	67-68
1581(f) Disclosure of Proprietary Information	70
1581(g) Custom Broker's License/Permit: Private Testing Lab	71-72
1581(h) Pre-importation Ruling	74-75
1581(i) Residual Jurisdiction	76-78
1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties	81-82
1584 Disclosure of Proprietary Information: Sanctions	84-85

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

Index for CM/ECF User's Manual (continued)

Query Options	7, 161-173
Alias	2, 3, 7, 29, 31, 32-36, 162, 166
Associated Cases	7, 162, 166
Attorney.	1, 3, 4, 7, 8, 11, 12, 40, 41, 43, 48, 73, 79, 83, 88, 93, 97, 105, 110, 111, 117 121, 126-128, 134, 141, 149, 151, 162-165, 167, 171, 181, 186, 188, A-1, A-3-A-4, A-6, A-9, A-11-A-13, A-15-A-20, A-22, A-24, A-27-A-28, A-32, A-34, A-37, A-40-A-42, A-44-A-56, A-48, A-50
Deadlines/Hearings	3, 7, 162, 168-169
Docket Report.	7, 52, 162, 170, 174
Filers.	3, 4, 7, 11, 14, 15, 162, 171, 189
Party	1-4, 7, 8, 11, 13, 16, 28-36, 38, 42, 43, 54-58, 61, 62, 65, 68, 70, 72, 73, 75, 78-79, 82, 83, 85, 87, 89, 101, 105, 111, 118-121, 123, 128, 130, 134, 137, 141, 147, 156, 162-165, 168, 171, 188, 189, A-1, A-2, A-6, A-9, A-33-A-35 A-40, A-41, A-43
Related Transactions.	3, 7, 162, 172
Status	3, 7, 22, 162, 173, 177, A-3, A-5, A-43
Report Options	
Calendar Events.	3, 7, 174, 177, 178
Civil Cases	7, 176
Docket Sheet	12, 88, 97, 103, 105, 109, 110, 116, 121, 125, 128, 132, 134, 139, 141, 145, 154, 162, 166, 170, 174, 175, A-14, A-21
Transcripts.	173
Technical Difficulty with Court's CM/ECF System.	13
Uniformity on Filings.	13
Utilities Options	7, 165, 183- 189
Internet Payment History	7, 183, 188, 189
Mailing Information for a Case	7, 165, 183, 184
Mailing Labels by Case	7, 183, 185, 186
Verify a Document.	7, 183, 187
Your Account: View Your Transaction Log.	183, 184

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

Index for CM/ECF User's Manual (continued)

Windows Conventions for the CM/ECF System.....	2
Working with Adobe Acrobat and Portable Document Format (PDF).....	14-20
Filing Motions as One Document or Multiple Documents	17
How to Attach a PDF Document.....	16-20, 110, 117, 122, 132, 139, 153
How to Convert Documents to PDF Format	15
Microsoft Word 95 or later	16
WordPerfect Version 6.1, 7, 8 or higher	15
WordPerfect Version 9 or higher	15
How to View a PDF File.....	16
Z Motion and Z Document.....	13
Appendix.....	4, 7-9, 11, 12, 133, 195, 196, A-12, A-21, A-39, A-42
Alphabetical Listing of Docket Events.....	196, 197, 1-4
Bulky Document Standard.....	8, 127, 137, 143, 150, 156, 190, 5, 6, 8
Change in CM/ECF User Information.....	4, 24, 26, 30, 32
CM/ECF Registration (Attorney)	4, 9, 10, 16
CM/ECF Registration (Non-Attorney).....	4, 9, 18, 24, 44
Declaration that Party Was Unable to File	12, 193, A-33-A-35
Errata Reporting Form.....	49
List of Docket Events by Category.....	40
Notice of Consent to Electronic Service.....	11, 2, 42, 48