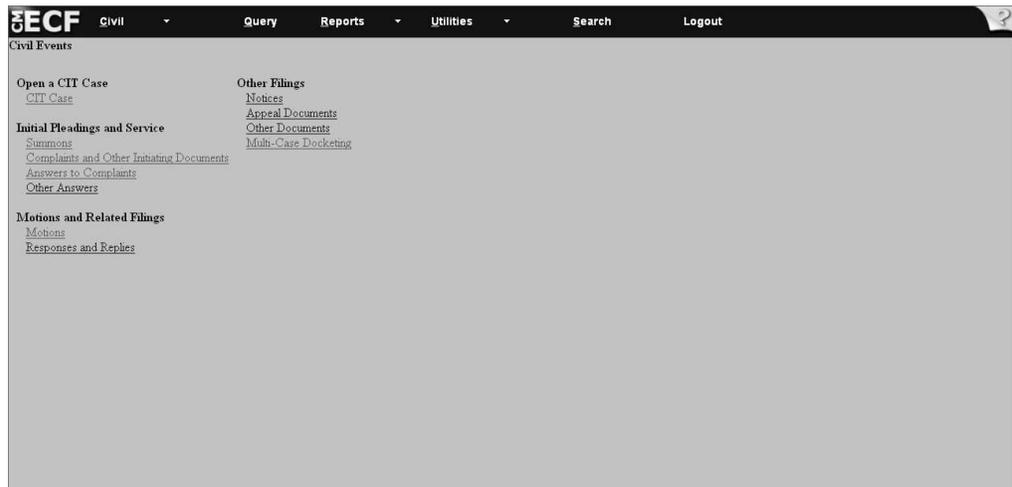


## VI. Filing Case Events: Answer to Complaint

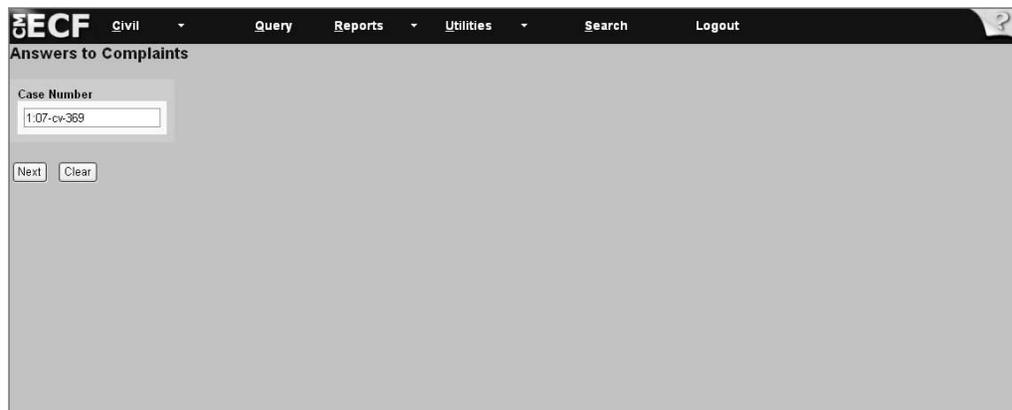
**Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 of this manual for instructions on how to convert a document to PDF format.**

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



**Figure VI - 1**

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



**Figure VI - 2**

## VI. Filing Case Events: Answer to Complaint (continued)

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

**Figure VI - 3**

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

Select the filer.

Select the Party: OR Select a Group:

Sony Electronics, Inc. [Plaintiff]  
United States [Defendant]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

[Add/Create New Party](#)

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

Click  .

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

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

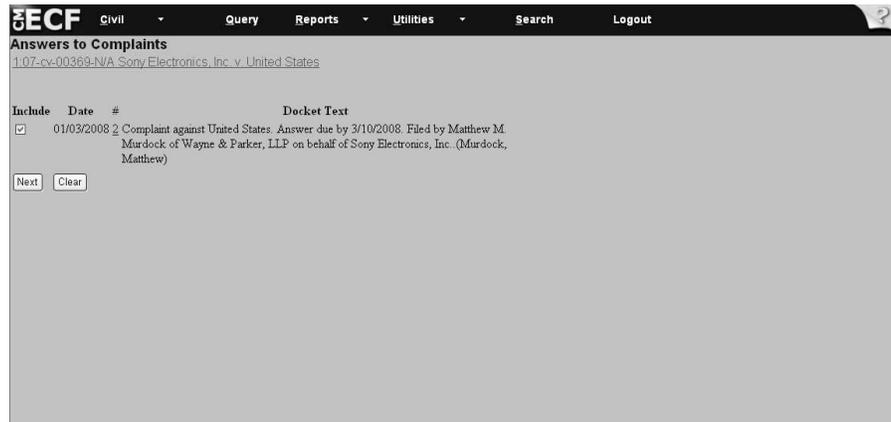
United States (pty:dtf) represented by Sam Houston (aty)  Lead  Notice

**Figure VI - 4**

## VI. Filing Case Events: Answer to Complaint (continued)

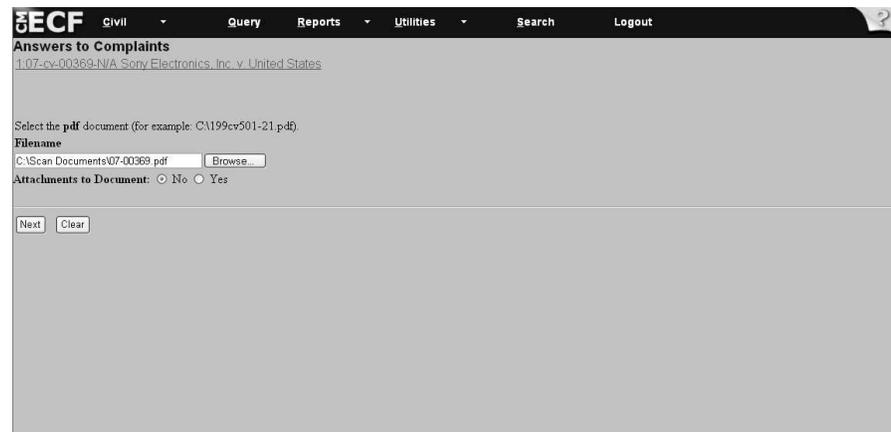
6. Select the complaint you are answering by selecting the box beside the complaint (see **Figure VI - 5**). After you select the complaint, you are asked to file your case-related documents. The documents must be in PDF format in order for you to continue. **Please note:** The system will not let you advance to the next screen unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 of this manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click  .

**Figure VI - 5**



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

**Figure VI - 6**



7. Where a browse menu appears on the screen subsequent to the complaint selection screen, follow the directions listed on pages 17 - 21 of the manual to attach your PDF documents.

---

## VI. Filing Case Events: Answer to Complaint (continued)

8. Click on the Answer Deadline box to satisfy the deadline (see **Figure VI - 7**) or click on *[Satisfy all]* to satisfy all deadlines. Click  .

**Figure VI - 7**

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

Answer to Complaint (1581a & 1581b only)

Date: 1/3/2008

Filing Date #	Docket Text
1:07-cv-00369-N/A	
01/03/2008	Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)
	Complaint (1581a or 1581b only)
<input checked="" type="checkbox"/>	Answer Deadline (Govt) 03/10/2008

9. If the answer you are filing . . .

- includes a third-party complaint, cross-claim or counterclaim (see **Figure VI - 8**), then check the appropriate box and click  .
- does not include a third-party complaint, cross-claim or counterclaim, then click  .

**Figure VI - 8**

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

Does this filing include a **third-party** complaint? (If yes, click on the box)

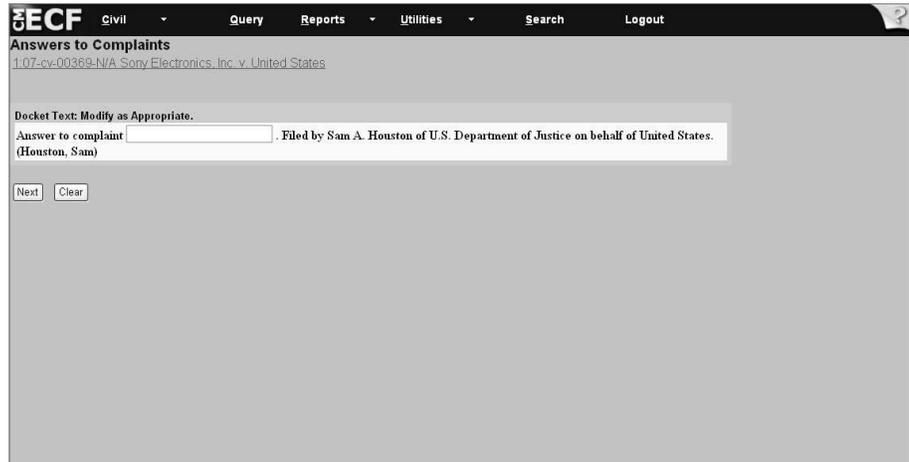
Does this filing include a **cross-claim**? (If yes, click on the box)

Does this filing include a **counterclaim**? (If yes, click on the box)

## VI. Filing Case Events: Answer to Complaint (continued)

10. The screen with the docket text information (see **Figure VI - 9**) offers an opportunity to modify the text. The text can be modified by typing in the free text box. When finished, click  . If you do not wish to modify the text, click  .

**Figure VI - 9**



11. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 10**). Once you click  on the final text screen, you will have **no opportunity to change or correct your entry.**

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

**Figure VI - 10**



## VI. Filing Case Events: Answer to Complaint (continued)

12. The last screen the system displays is the notice of electronic filing. This screen is your receipt of the filing (see **Figure VI - 11**). **Note:** See pages 11 - 12 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

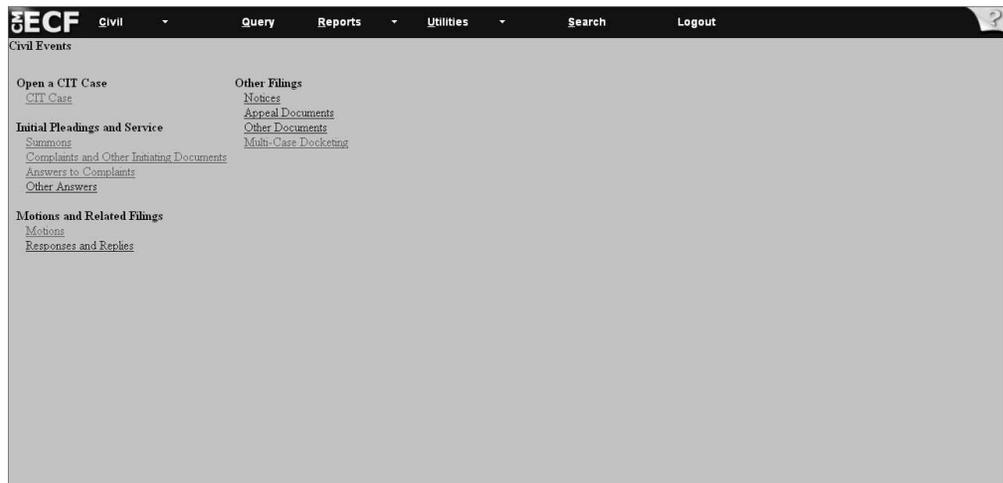
The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Answers to Complaints" and the case identifier is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is titled "U.S. Court of International Trade" and "TEST Database". The primary section is "Notice of Electronic Filing", which states: "The following transaction was entered by Houston, Sam on 1/3/2008 at 3:44 PM EDT and filed on 1/3/2008". It lists the following details: Case Name: Sony Electronics, Inc. v. United States; Case Number: 1:07-cv-369; Filer: United States; Document Number: 3. Below this, the "Docket Text" section reads: "Answer to complaint. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)". A section titled "1:07-cv-369 Notice has been electronically mailed to:" lists two recipients: Sam A. Houston (sam.houston@usdoj.gov) and Matthew M. Murdock (mmurdock@wayneparker.com, mmurdock@aol.com). Another section titled "1:07-cv-369 Notice has been delivered by other means to:" states: "The following document(s) are associated with this transaction:". The "Document description" is "Main Document", the "Original filename" is "C:\Scan Documents\07-00369.pdf", and the "Electronic document Stamp" is "[STAMP uscItStamp\_ID=992012590 [Date=1/3/2008] [FileNumber=330985-0] [309a83218c299a5dfccfb765fc64c5f8290da452eecd1b793f23ccfb14f1a3e04cddbce2d70ea5c40487f4ed04ecc00088b006ee8fc5f2daaf36701f900916e]]".

**Figure VI - 11**

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

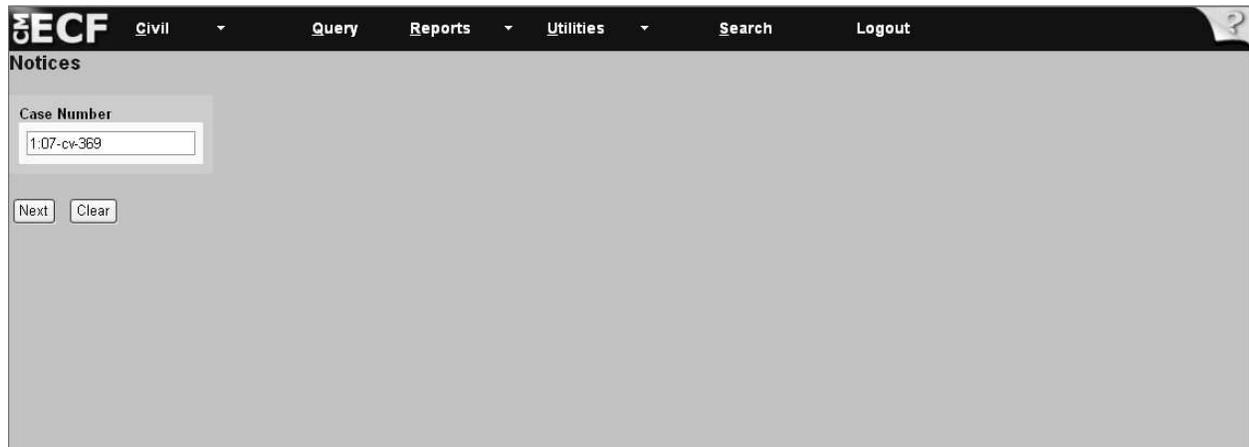
**Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 of this manual for instructions on how to convert a document to PDF format.**

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.
2. Click on *Notices* under *Other Filings* submenu (see **Figure VI - 12**).



**Figure VI - 12**

3. Type in the case number in the *yy-xxxxx* format (see **Figure VI - 13**). Click  .



**Figure VI - 13**

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

4. Highlight the party on whose behalf you are filing (see **Figure VI - 14**). Tip: If you have more than one party filer, then hold down the [Ctrl] key and highlight the other parties by clicking on the appropriate names. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Choose one of the group options if it applies and click  .

The screenshot shows the ECF system interface for filing a notice. The page title is 'Notices' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The user is prompted to 'Select the filer.' with two options: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', 'Sony Electronics, Inc. [Plaintiff]' is selected. Under 'Select a Group:', 'No Group' is selected. There are 'Next' and 'Clear' buttons at the bottom.

**Figure VI - 14**

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 15**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .

The screenshot shows the ECF system interface for 'Answers to Complaints' for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The screen displays the following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked. The screen shows a list of associations with checkboxes for 'Lead' and 'Notice'. The 'Notice' box is checked. There are 'Next' and 'Clear' buttons at the bottom.

**Figure VI - 15**

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

6. Select (by using the drop-down arrow as shown in **Figure VI - 16**) the event code that describes your document, e.g., *Form 07 Notice of Dismissal 41(a)(1)(A)*, by highlighting the description. The event code will appear in the Notices box to the right of the event code selection.

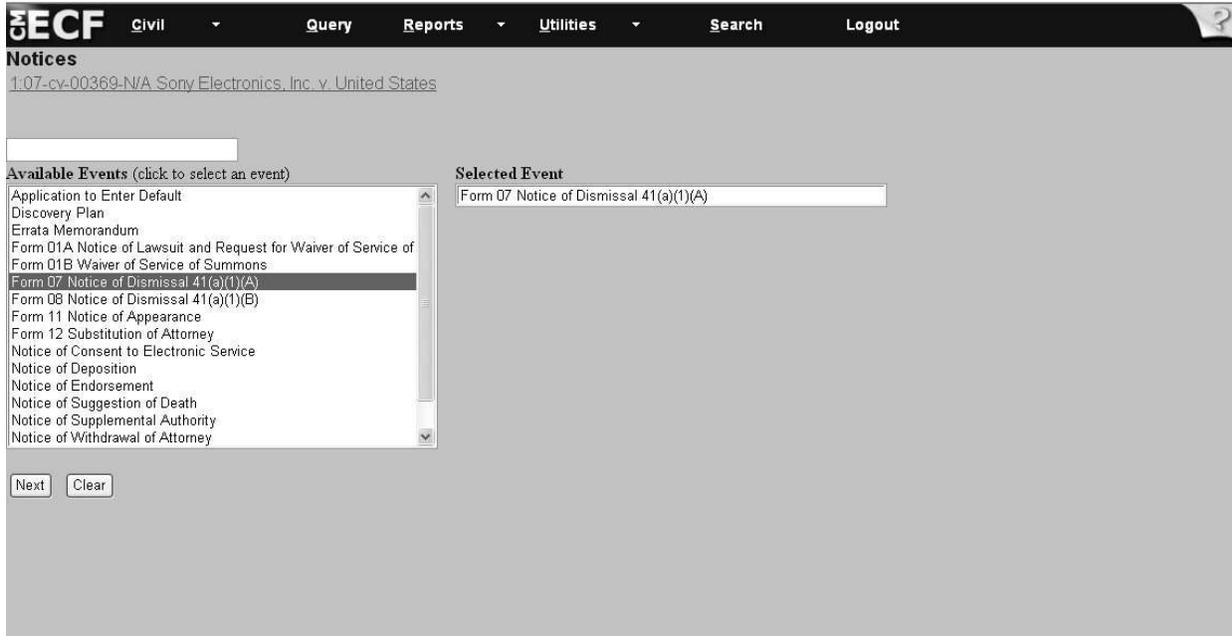
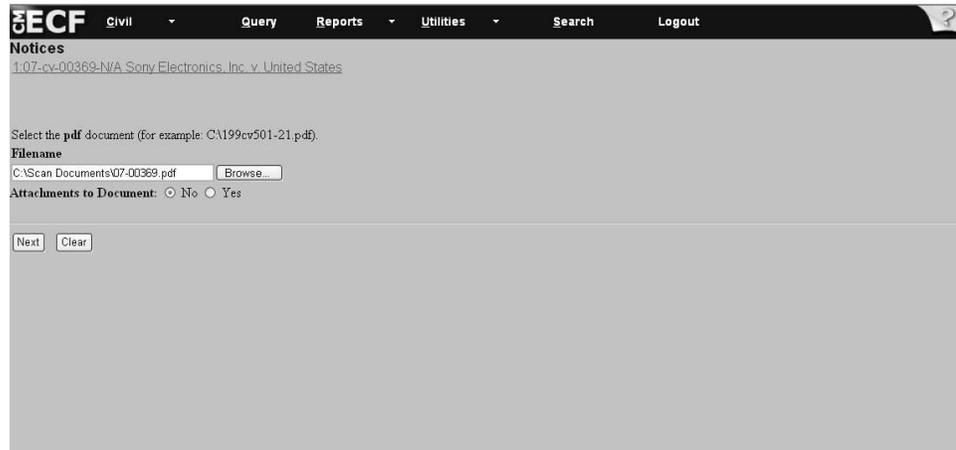


Figure VI - 16

7. Click  .

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

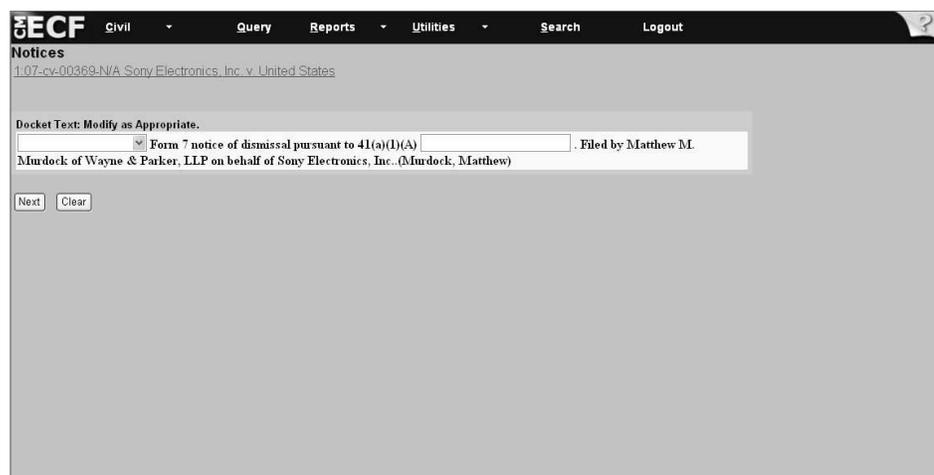
- After you have selected the event code, you will be prompted to file your case-related documents (see **Figure VI - 17**). They must be in PDF format in order for you to continue. Please Note: The system will not let you advance to the next screen unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 20 of this manual entitled *How to Attach a PDF Document*. After you have added all PDF documents and attachments, click **Next**.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" field containing "C:\Scan Documents\07-00369.pdf" and a "Browse..." button. Below this, there is a radio button selection for "Attachments to Document" with options "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure VI - 17**

- The screen with the docket text information, offers an opportunity to modify the text (see **Figure VI - 18**). The text in the prefix box can be modified by selecting an appropriate description, for example, *First, Amended, Consent*, from the drop-down menu that appears in the box. Additionally, the text can be modified by typing in the free text box. When finished modifying the text, click **Next**. If you do not wish to modify the text, click **Next**.



The screenshot shows the ECF system interface for modifying docket text. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area prompts the user to "Docket Text: Modify as Appropriate." There is a drop-down menu with the selected option "Form 7 notice of dismissal pursuant to 41(a)(1)(A)" and a text box containing ". Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)". At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure VI - 18**

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

10. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 19**). Once you click  on the final text screen, you will have **no opportunity to change or correct your entry**. The  button completes the transaction!

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

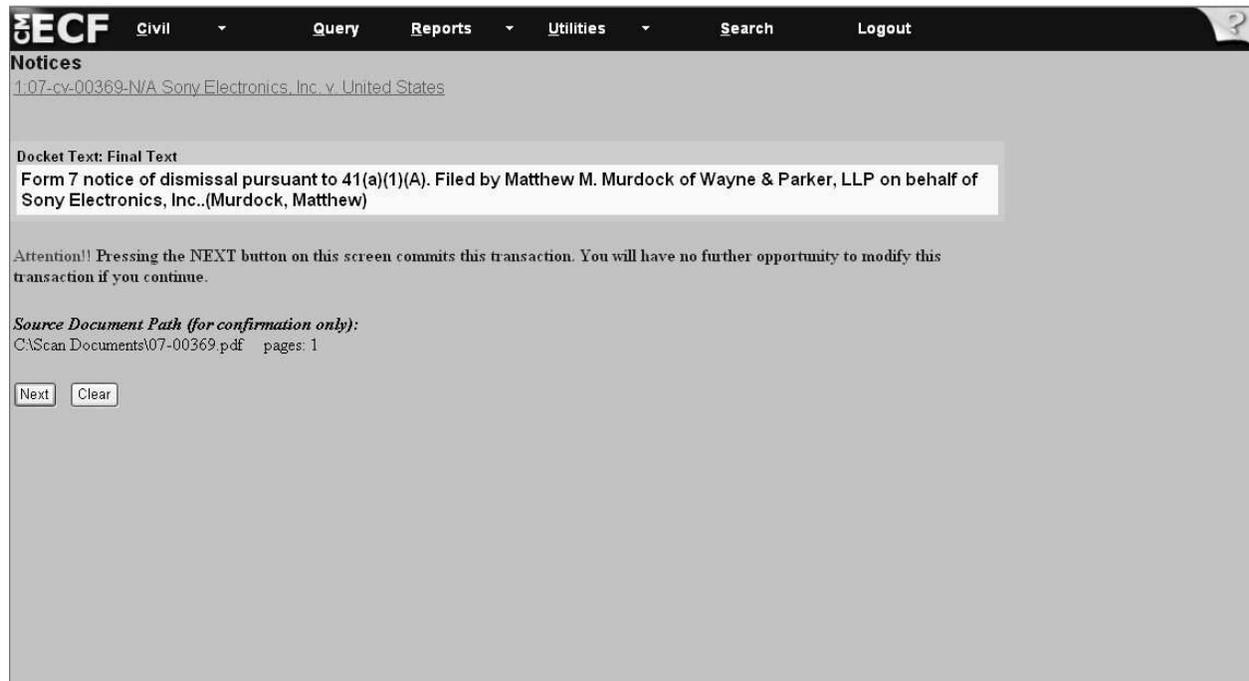


Figure VI - 19

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

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 20**). This screen is your receipt of the filing. **Note:** See pages 11-12 of this manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

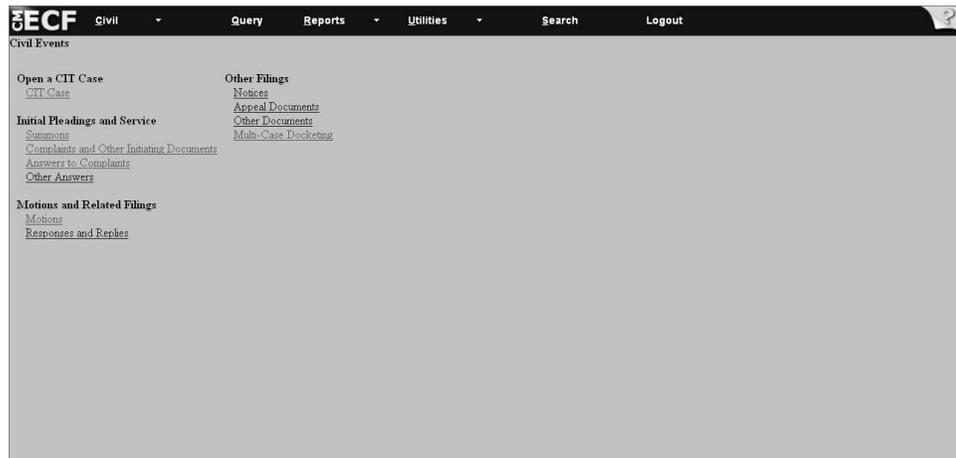
The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices" and the case identifier is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is titled "U.S. Court of International Trade" and "TEST Database". The primary section is "Notice of Electronic Filing", which states: "The following transaction was entered by Murdock, Matthew on 1/3/2008 at 3:53 PM EDT and filed on 1/3/2008". It lists the following details: Case Name: Sony Electronics, Inc. v. United States; Case Number: 1:07-cv-369; Filer: Sony Electronics, Inc.; Document Number: 4. Below this, the "Docket Text" section reads: "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)". The next section, "1:07-cv-369 Notice has been electronically mailed to:", lists two recipients: Sam A. Houston (sam.houston@usdoj.gov) and Matthew M. Murdock (mmurdock@wayneparker.com, mmurdock@aol.com). The following section, "1:07-cv-369 Notice has been delivered by other means to:", states: "The following document(s) are associated with this transaction:". The "Document description" is "Main Document", the "Original filename" is "C:\Scan Documents\07-00369.pdf", and the "Electronic document Stamp" is "[STAMP uscstStamp\_ID=992012590 [Date=1/3/2008] [FileNumber=330988-0] [59fbc9999cbbdc95f2009f45e6152a7b206e8f0b6b3d2af3f19921714b9d60d0e228b72f9a777548998b9fa7a3662bcd5e42449e357c1bbe3efe4a300bc69c]]".

**Figure VI - 20**

## VI. Filing Case Events: Consent Motion for Extension of Time

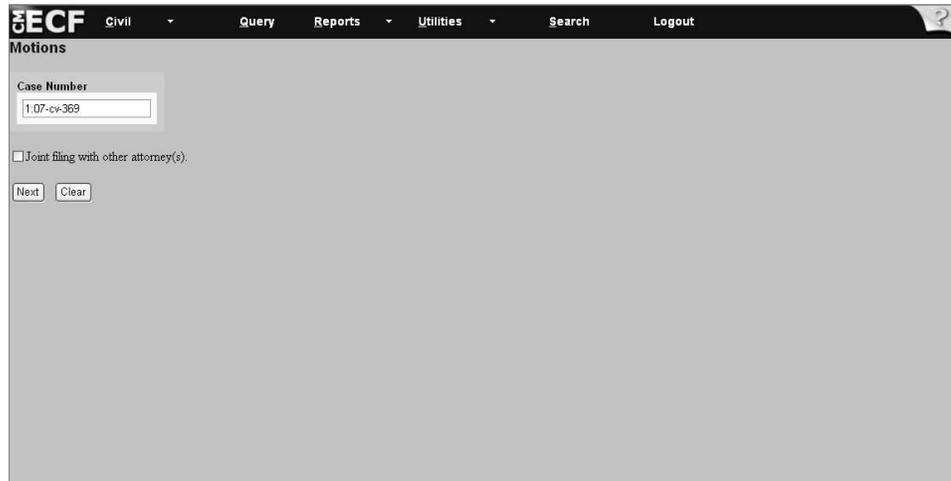
**Important: Documents must be in PDF format to be filed electronically with the Court. Verify the document has a .PDF extension before filing. See pages 16 - 17 of the manual for instructions on converting a document to PDF format.**

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure IV - 21**).



**Figure VI - 21**

3. Type in the case number in the **yy-xxxxx** format (see **Figure VI -22**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing and select the attorney's name from the list of names that appears. Note: A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click **Next**.

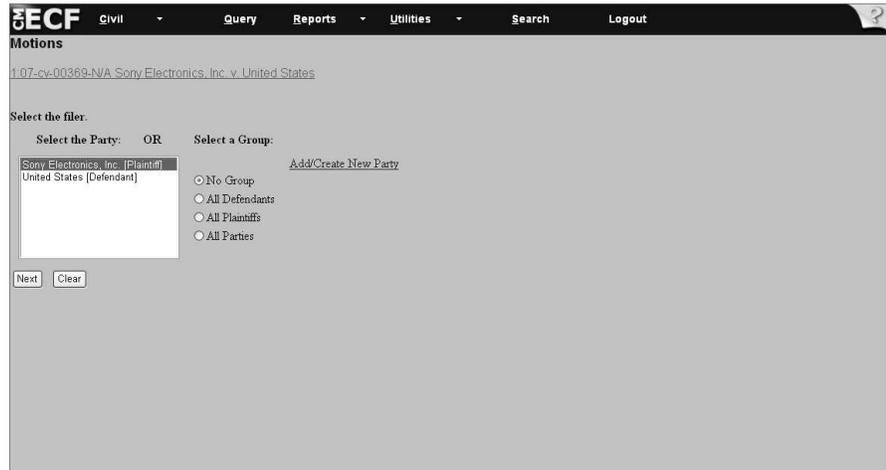


**Figure VI - 22**

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

4. Highlight the party on whose behalf you are filing (see **Figure VI - 23**). Tip: If you have more than one party filer, hold down the [CTRL] key and highlight parties by clicking on the appropriate entries. There will be no need to either add or create a party at this point. The filer's name already appears in the system. Click  .

Figure VI - 23

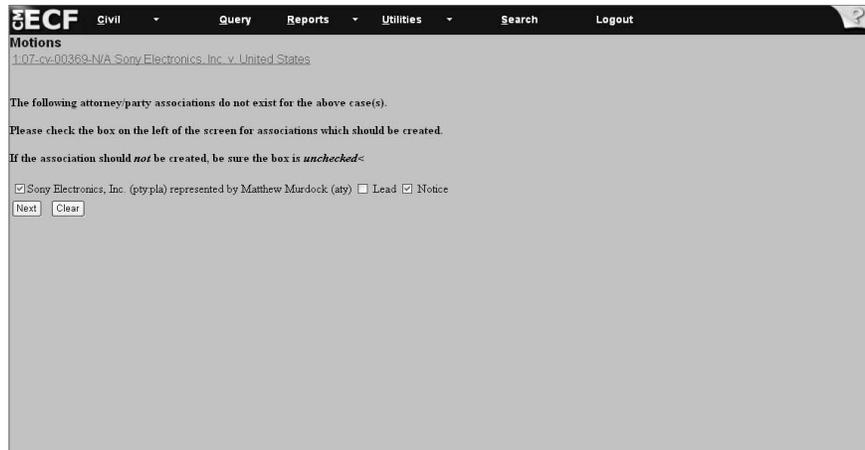


The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Under the heading "Select the filer.", there are two sections: "Select the Party:" and "Select a Group:". The "Select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

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 24**). If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .

Figure VI - 24



The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The text reads: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked<". Below this, there is a list of associations with checkboxes: " Sony Electronics, Inc. (ptypla) represented by Matthew Murdock (aty)  Lead  Notice". There are "Next" and "Clear" buttons at the bottom.

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

6. Select the event code that describes your document by clicking on it. Please try to be as specific as possible when selecting a description. For this example we would select a *Motion for Extension of Time* (see **Figure VI - 25**). (**Important note:** always choose the most specific motion.) Click  .

**Figure VI - 25**

The screenshot shows the ECF system interface for filing a motion. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". There is a search bar with the placeholder text "Start typing to find another event." Below this, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes various motion types, with "Motion for Extension of Time" highlighted. The "Selected Events" list contains "Motion for Extension of Time". At the bottom, there are "Next" and "Clear" buttons.

7. After selecting the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 26**). They must be in PDF format in order for you to continue. Please Note: The system will not let you advance unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click  .

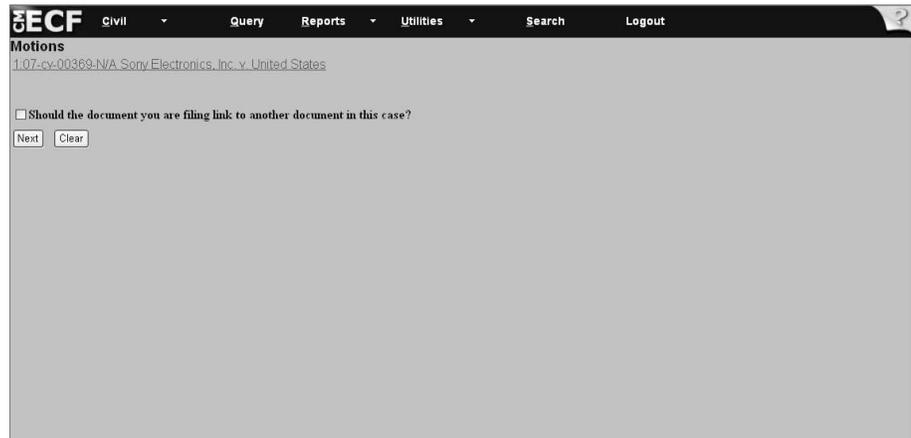
**Figure VI - 26**

The screenshot shows the ECF system interface for selecting a document. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The prompt is "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" field with a "Browse..." button. Below this, there is a radio button for "Attachments to Document" with "No" selected. At the bottom, there are "Next" and "Clear" buttons.

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

8. Check the box *Should the document you are filing link to another document in this case* if you would like your document linked to a docket entry (see **Figure VI - 27**). (**Note:** This is an optional entry. Checking this box will link the motion in the docket to its corresponding event. For example, if you are docketing a consent motion to extend time to respond to a motion, checking the motion event would allow you to link the document to the motion.)

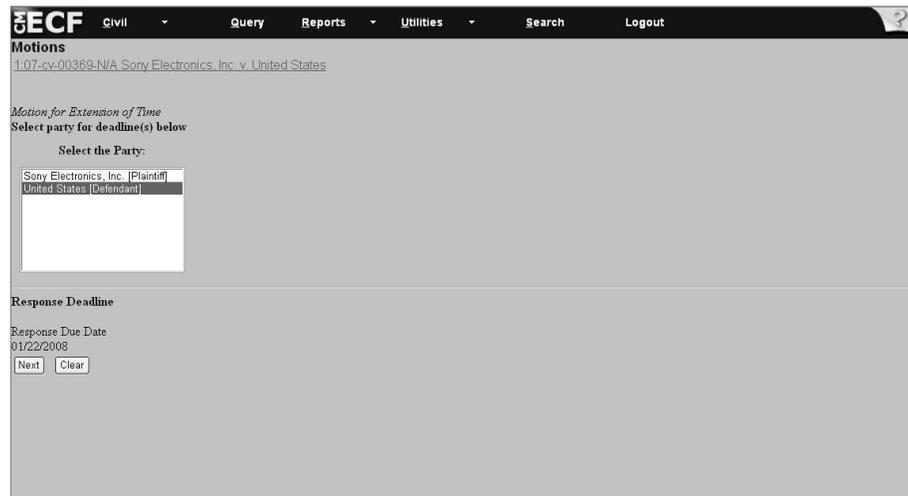
**Figure VI - 27**



The screenshot shows the ECF filing interface for a Motion for Extension of Time. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". There is a checkbox labeled "Should the document you are filing link to another document in this case?". Below the checkbox are "Next" and "Clear" buttons.

9. Select all parties entitled to respond to your motion (see **Figure VI - 28**). Click **Next**. Notice that on the bottom of the screen the response due date has been created. **Note:** If this is a consent motion, then ignore the response due date. Click **Next**.

**Figure VI - 28**



The screenshot shows the ECF filing interface for a Motion for Extension of Time. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The section is titled "Motion for Extension of Time" and "Select party for deadline(s) below". There is a "Select the Party:" label and a list of parties: "Sony Electronics, Inc. [Plaintiff]" and "United States [Defendant]". Below the list is a "Response Deadline" section with "Response Due Date" and "01/22/2008". There are "Next" and "Clear" buttons.

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

10. The system displays the screen that allows you to enter a new response date deadline (see **Figure VI - 29**). Enter the new requested deadline in this box in the MM/DD/YY format and click **Next**.

The screenshot shows the CM/ECF interface for filing a motion. The page title is 'Motions' and the case name is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. There is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area has a label 'Enter requested new date:' followed by a text input field containing '2/22/2008'. Below the input field are two buttons: 'Next' and 'Clear'.

**Figure VI - 29**

11. This screen with the docket text information offers an opportunity to modify the docket text (see **Figure VI - 30**). Text can be modified by selecting a description from the drop-down prefix box. **Note:** If the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. **Note:** If you used the generic event *Motion for Extension of Time*, then you need to describe the action you wish to take, for example, *file motion for summary judgment*. When you are finished modifying the text, then click **Next**.

The screenshot shows the 'Docket Text: Modify as Appropriate.' section of the CM/ECF interface. It features a dropdown menu with a list of motion types: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Alternative, Amended, Confidential and Public, Confidential, Consolidated, Counter, Cross, Emergency, Endorsed, Ex Parte, Expedited, Final, Interim, Joint, Monthly, Oral, Partial Consent, and Post. The 'Consent' option is currently selected. To the right of the dropdown is a text input field containing the text: 'Motion for extension of time until 2/22/2008 to Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)'. To the right of the text field is a label 'Responses due by 1/22/2008.'.

**Figure VI - 30**

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

12. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 31**). Once you click  on the final text screen, you will have **no opportunity to change or correct your entry**. Selecting the  button completes the transaction and locks the text!

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

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

**Figure VI - 31**

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

- The last screen the system displays is the notice of electronic filing (see **Figure VI - 32**). This screen is your receipt of the filing. **Note:** See pages 11 - 12 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

The screenshot displays the CM/ECF interface with a navigation bar at the top containing 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Motions' and shows details for case '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. It identifies the court as the 'U.S. Court of International Trade' and the 'TEST Database'. A 'Notice of Electronic Filing' section states that a transaction was entered by Murdock, Matthew on 1/3/2008 at 4:02 PM EDT. It lists the case name, number (1:07-cv-369), filer (Sony Electronics, Inc.), and document number (5). A 'Docket Text' section provides the filing details: '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)'. It also lists electronic mailings to Sam A. Houston and Matthew M. Murdock. A section for 'Notice has been delivered by other means to:' is present but empty. Finally, it lists associated documents with a detailed 'Electronic document Stamp' including a unique ID, date, file number, and a long alphanumeric hash.

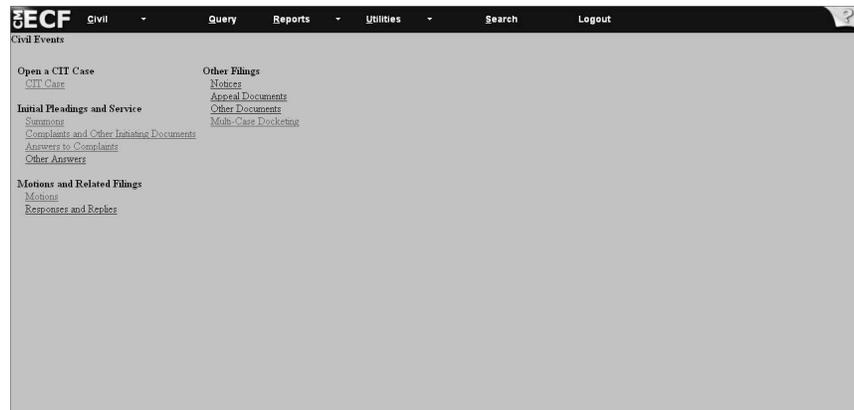
Figure VI - 32

## VI. Filing Case Events: Motion to Intervene

**Important:** Documents must be in PDF form to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 of the manual for instructions on how to convert to PDF format. Reminder: Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 of the manual for directions on filing such documents/attachments.

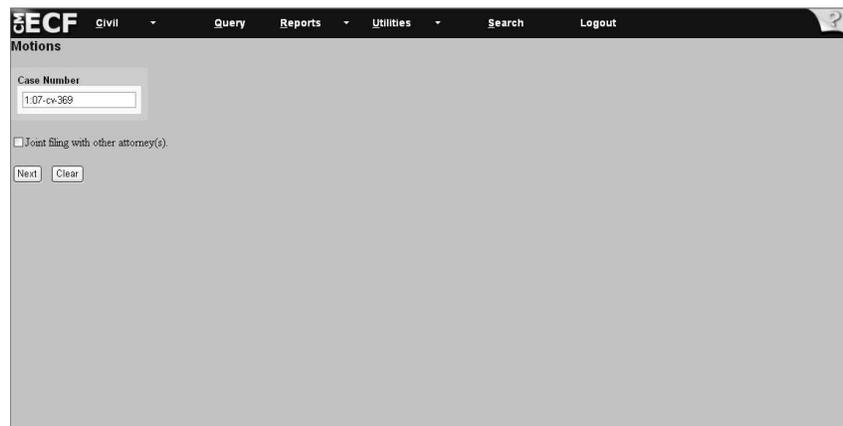
Please refer to page 134 of this manual for a list of the related filings that must follow the filing of a Motion to Intervene, e.g., *Form 11 - Notice of Appearance*.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 33**).



**Figure VI - 33**

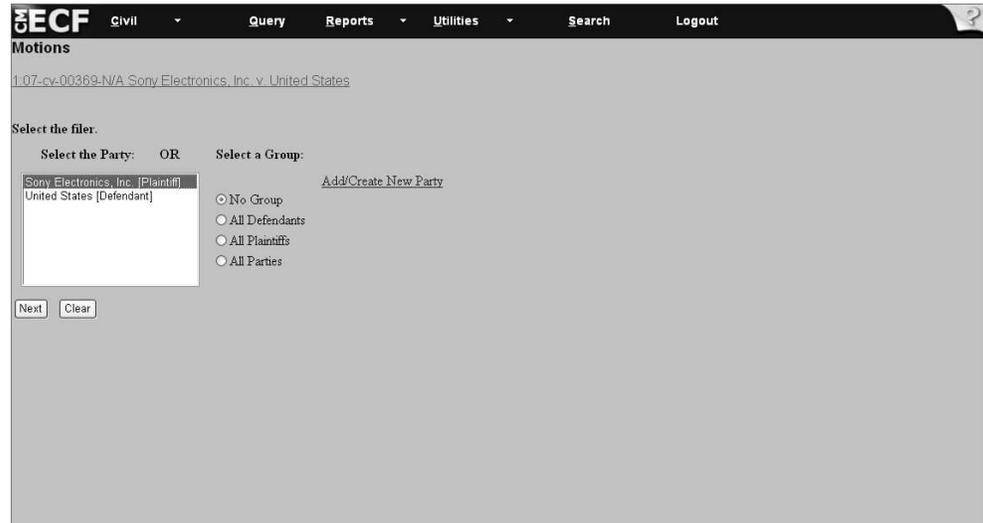
3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 34**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click  .



**Figure VI - 34**

## VI. Filing Case Events: Motion to Intervene (continued)

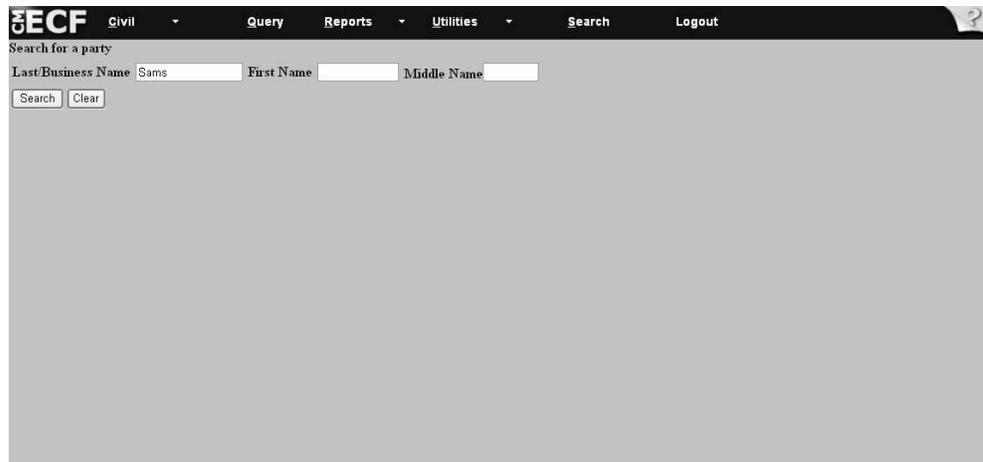
- The system displays the select filer screen (see **Figure VI - 35**) . Since you are not a party to the case yet, you must click *Add/Create New Party*.



The screenshot shows the CM/ECF interface for filing a motion. The page title is 'Motions' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main section is titled 'Select the filer.' and contains two sub-sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a list box containing 'Sony Electronics, Inc. [Plaintiff]' and 'United States [Defendant]'. To the right of this list is a link labeled 'Add/Create New Party'. Under 'Select a Group:', there are four radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom of the form are 'Next' and 'Clear' buttons.

**Figure VI - 35**

- Type in the party name if known (see **Figure VI - 36**). Tip: If you do not know the party's name, then type the first three characters of the party's business name and click  .  
**Note:** Refer to page 8 of this manual for an explanation as to why you should type just the first three characters of the party's business name if unknown.



The screenshot shows the 'Search for a party' section of the CM/ECF interface. It has three input fields: 'Last/Business Name' (containing 'Sams'), 'First Name', and 'Middle Name'. Below these fields are 'Search' and 'Clear' buttons.

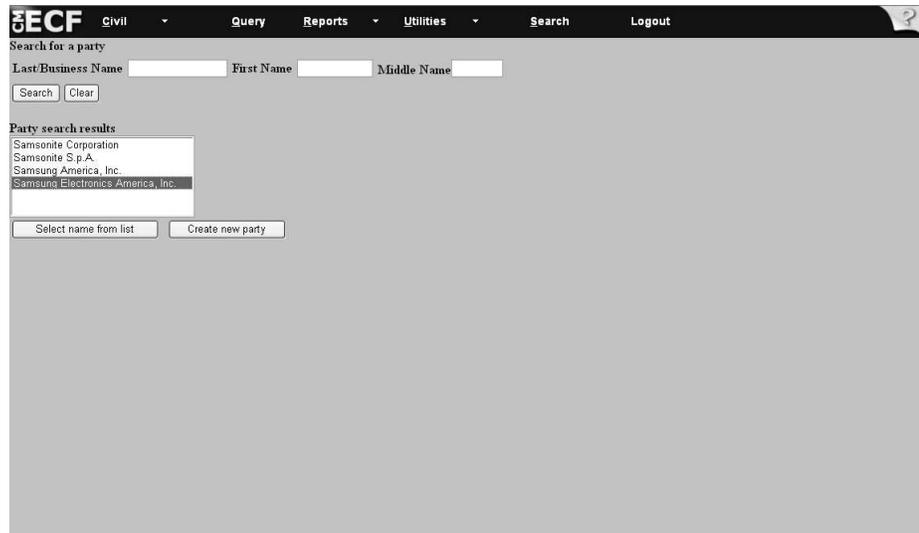
**Figure VI - 36**

## VI. Filing Case Events: Motion to Intervene (continued)

6. If the party . . .

- ▶ is listed among the system entries, then highlight the party name and click  (see **Figure VI - 37**). **Note:** Information such as *doing business as* should be added on the next screen. The system next displays the party information screen.

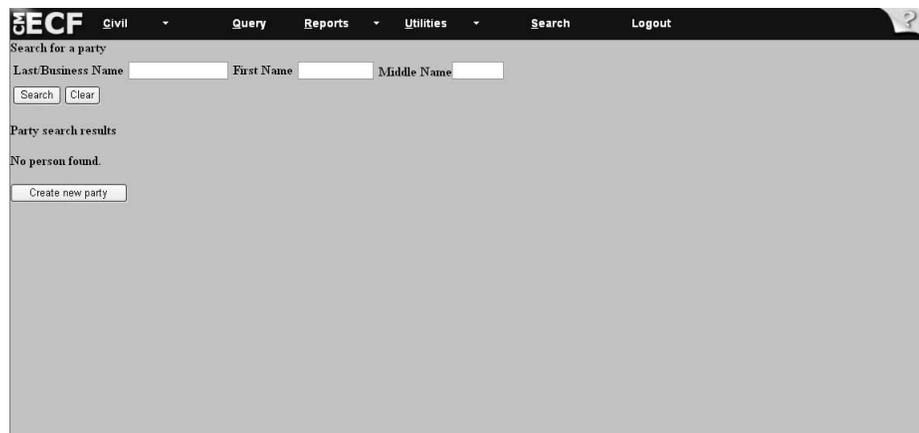
**Figure VI - 37**



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

- ▶ is not listed among system entries, click  (see **Figure VI - 38**). The system next displays the party information screen. **Note:** The example on the following page, *Microsoft Corporation*, is used in this manual to illustrate the situation where a party is not in the database.

**Figure VI - 38**



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

## VI. Filing Case Events: Motion to Intervene (continued)

- Enter the party information business name in the *Last Name* box unless it is an individual and only if you did not find a match on the previous screen. **Note:** Information such as *doing business as* or *formerly known as* must be created or added as though it was a new party. Skip the other address text boxes and go to the *Role* field. Click on the drop-down arrow in the *Role* box and highlight the role of the party (see **Figure VI - 39**). You do not need to add any other information on this screen. **Note:** Steps 4 - 7 must be repeated for each additional party you represent. Click  if there are no other parties (see **Figure VI - 40**).

Figure VI - 39

The screenshot shows the ECF Party Information form. The 'Last name' field contains 'Microsoft Corporation'. The 'Role' dropdown menu is open, showing a list of roles including 'Plaintiff (pla.pty)', 'Amicus (am.pty)', 'Consolidated Plaintiff (cp.pty)', 'Counter Claimant (cc.pty)', 'Counter Defendant (cd.pty)', 'Cross Claimant (ccr.pty)', 'Cross Defendant (crd.pty)', 'Defendant (dft.pty)', 'In Re (in.re.pty)', 'Interested Party (ip.pty)', 'Interpleader (intp.pty)', 'Intervenor (intr.pty)', 'Intervenor Defendant (intvdf.pty)', 'Intervenor Plaintiff (intvpla.pty)', 'Petitioner (pet.pty)', 'Plaintiff (pla.pty)', 'Proposed Amicus (pam.pty)', 'Proposed Consolidated Plaintiff (pcp.pty)', 'Proposed Intervenor Plaintiff (pintvpla.pty)', 'Respondent (res.pty)', 'Special Master (sm.pty)', 'ThirdParty Defendant (3pd.pty)', and 'ThirdParty Plaintiff (3pp.pty)'. The 'Pro se' dropdown is set to 'No'. At the bottom, there are buttons for 'Alias...', 'Submit', and 'Cancel', along with a 'Review...' button and a note: 'Add all aliases, corporate parents and other affiliates before clicking the Submit button.'

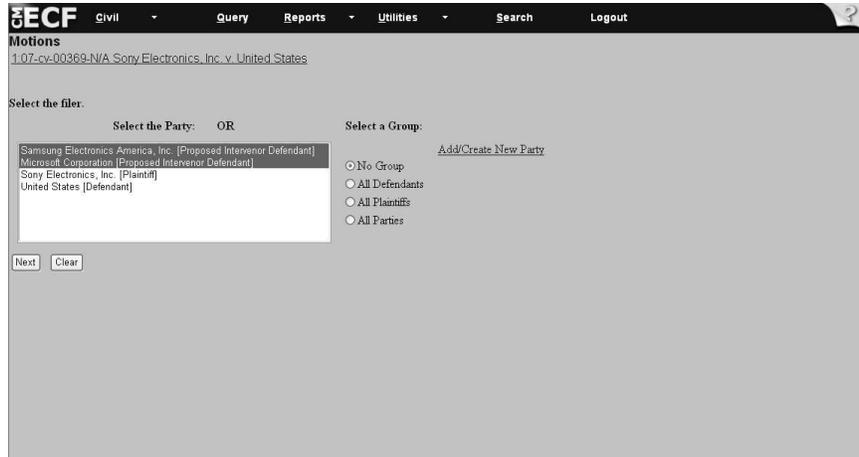
Figure VI - 40

The screenshot shows the ECF Party Information form with the 'Role' dropdown menu closed. The 'Role' field now displays 'Proposed Intervenor Defendant (pintvdf.pty)'. The 'Start date' field contains '1/4/2008'. At the bottom, there are buttons for 'Alias...', 'Corporate parent or other affiliate...', 'Review...', 'Submit', 'Cancel', and 'Clear', along with the same note: 'Add all aliases, corporate parents and other affiliates before clicking the Submit button.'

## VI. Filing Case Events: Motion to Intervene (continued)

8. Highlight the party you just added (*Microsoft Corporation*) and the party that you selected from the list (*Samsung*) (see **Figure VI - 41**). After all parties are selected, click **Next**.

**Figure VI - 41**

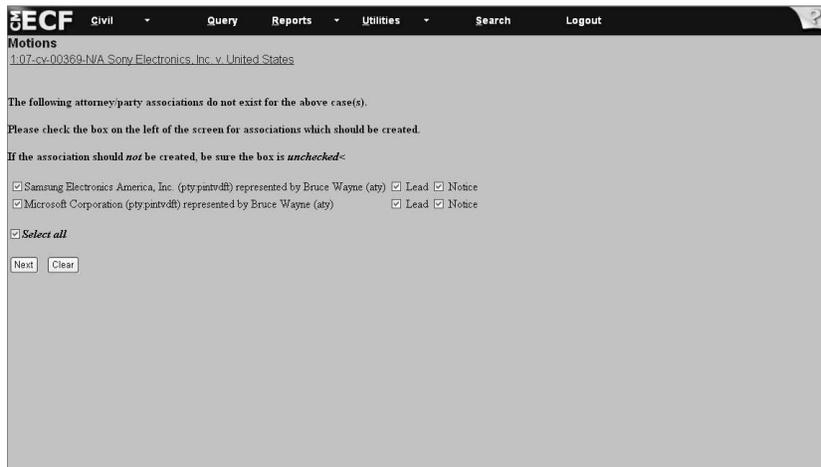


The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Below the case information, there is a section titled "Select the filer." with two columns: "Select the Party:" and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

9. After you select the party, the system may display the attorney associations screen (see **Figure VI - 42**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click **Next**.

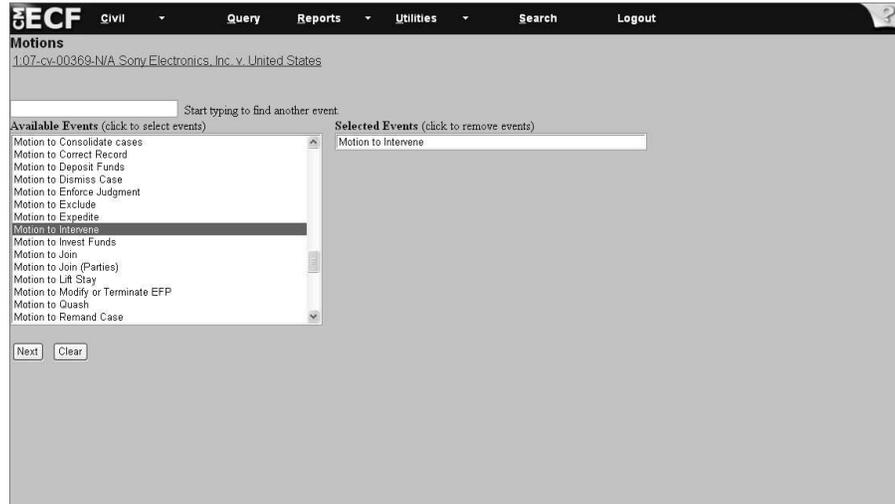
**Figure VI - 42**



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

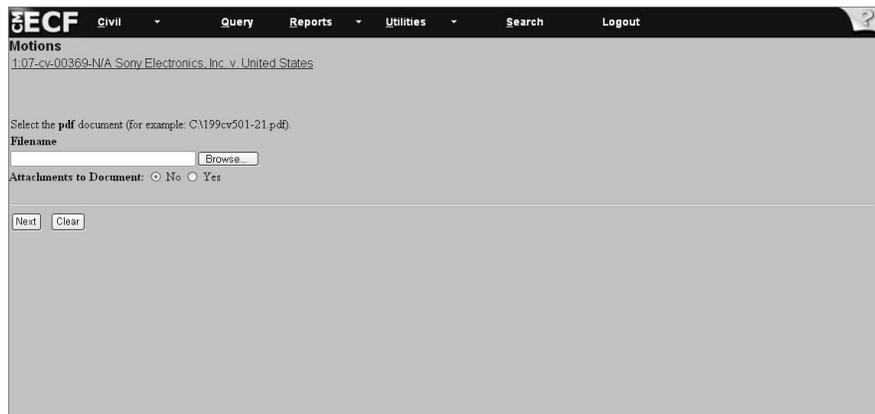
## VI. Filing Case Events: Motion to Intervene (continued)

10. Scroll down through the list of motions and highlight, for purposes of this example, *Motion to Intervene* (see **Figure VI - 43**). Click  .



**Figure VI - 43**

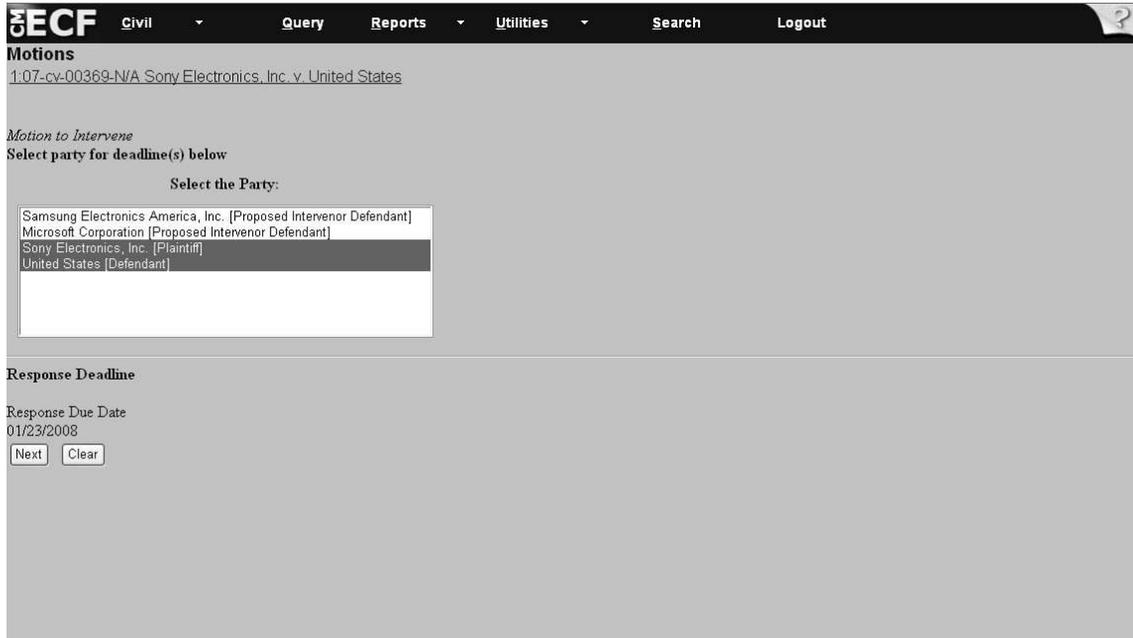
11. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 44**). They must be in PDF format in order for you to continue. **Note:** The system will not let you advance to the next screen unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 of this manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click  .



**Figure VI - 44**

## VI. Filing Case Events: Motion to Intervene (continued)

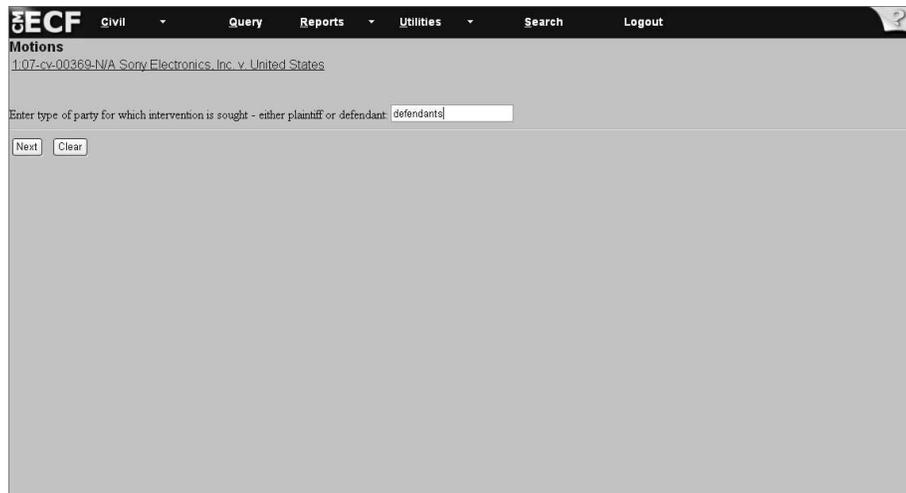
12. Select all parties entitled to respond to your motion (see **Figure VI - 45**). Exclude yourself. **Tip:** If you have more than one party filer, then hold down the [*CTRL*] key and highlight parties by clicking on the appropriate entries. Click .



The screenshot shows the ECF system interface for filing a Motion to Intervene. The top navigation bar includes "ECF", "Civil", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Motions" with the case number "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Below this, the text reads "Motion to Intervene" and "Select party for deadline(s) below". A section titled "Select the Party:" contains a list of parties: "Samsung Electronics America, Inc. [Proposed Intervenor Defendant]", "Microsoft Corporation [Proposed Intervenor Defendant]", "Sony Electronics, Inc. [Plaintiff]", and "United States [Defendant]". The "Sony Electronics, Inc. [Plaintiff]" entry is highlighted. Below the list is a text input field. At the bottom, the "Response Deadline" section shows "Response Due Date" as "01/23/2008" and includes "Next" and "Clear" buttons.

**Figure VI - 45**

13. Enter the type of party for which intervention is sought (See **Figure VI-46**). Type in either *Defendant* or *Plaintiff* (or use the standard abbreviation for these terms found in the Appendix on pages 36-39) and click .

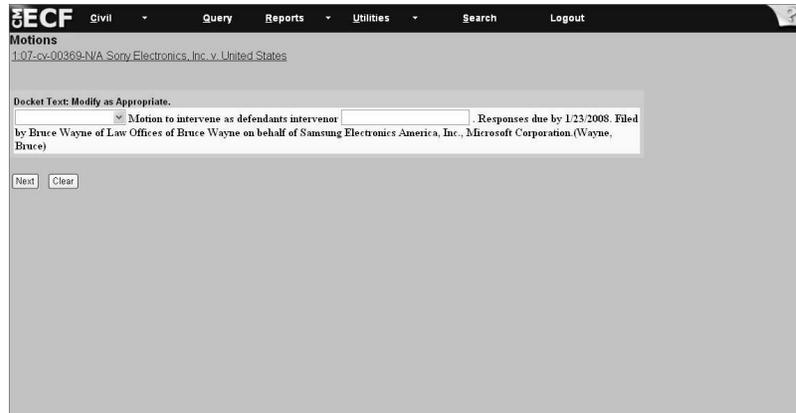


The screenshot shows the ECF system interface for entering the type of party for intervention. The top navigation bar is the same as in Figure VI-45. The main heading is "Motions" with the case number "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". Below this, the text reads "Enter type of party for which intervention is sought - either plaintiff or defendant:" followed by a text input field containing the word "defendant". Below the input field are "Next" and "Clear" buttons.

**Figure VI-46**

## VI. Filing Case Events: Motion to Intervene (continued)

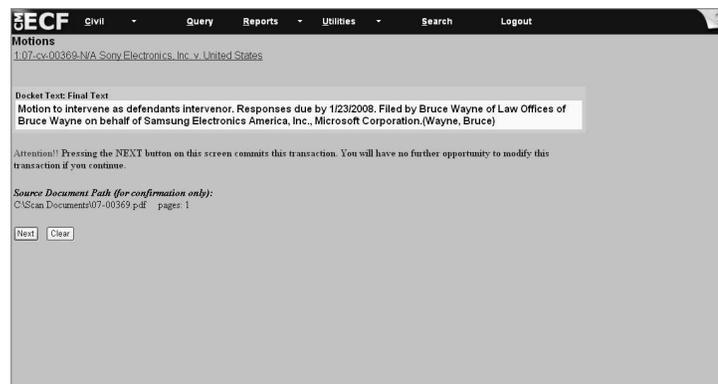
14. Click on the drop-down arrow on the screen that contains the docket text information to see if the event is listed (see **Figure VI - 47**). If it appears, select it by highlighting it. If it does not, then leave it blank. However, if the motion is a consent motion, then you must use the drop-down box to select *Consent* and ignore the response due date. You may also modify the text by typing in the free text box. When you are finished modifying the text, click **Next**.



**Figure VI - 47**

15. **Important:** Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 48**). Once you click **Next** on the final text screen, you will have **no opportunity to correct your entry**. The **Next** button completes and locks the text of the transaction!

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



**Figure VI - 48**

## VI. Filing Case Events: Motion to Intervene (continued)

16. The last screen the system displays is the notice of electronic filing (see **Figure IV - 49**). This screen is your receipt of the filing. **Note:** See pages 11 - 12 of the manual for instructions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

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

**Notice of Electronic Filing**

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

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

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

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

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

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

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

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/4/2008] [FileNumber=330994-0] [a0ed1b79c1e3ee6bf56c591485ce22ba9a08d8e318420e43f1b85dd993cad5a82d44be59af7992f943ba522f5b66a3db8cd6da4a5cbe3d72d05c5893d6ad55125]]

Figure VI - 49

## VI. Filing Case Events: Motion to Intervene (continued)

### \*\*\* Important Procedural Note \*\*\*

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

#### Required entries

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

#### Possible entries

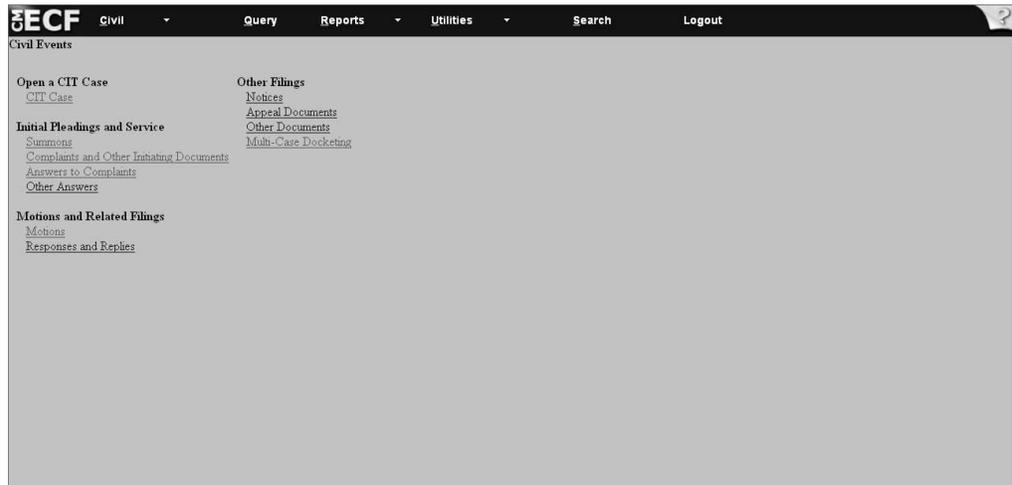
3. *Form 17 - Business Proprietary Information Certification* - (found under *Other Documents* - this is a case-specific filing and must be broken up into two separate filings, if applicable, one for attorneys and one for consultants. The filing for the attorney goes before the filing for the consultant).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

**Note:** *Amicus Curiae* filings are subject to rules concerning intervention. Please consult the Rules or contact the Office of the Clerk for more information.

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

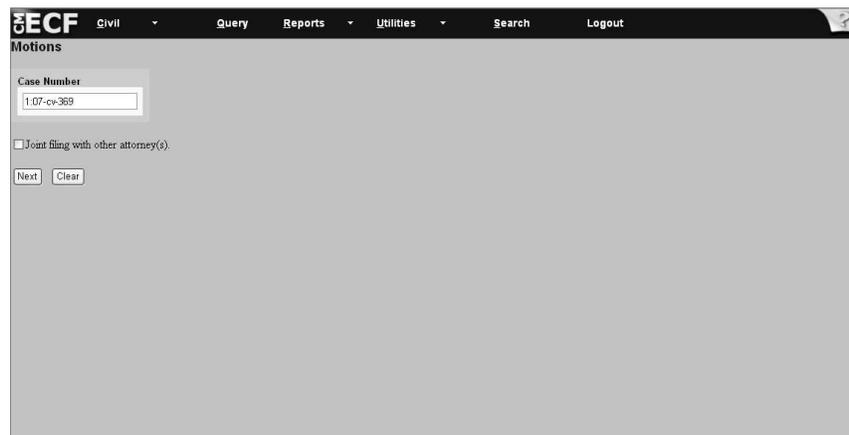
**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16-17 for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments. \_\_

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 50**).



**Figure VI - 50**

3. Type in the case number in the **yy-xxxxx** format (see **Figure VI - 51**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click  .



**Figure VI - 51**

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

- Highlight the party on whose behalf you are filing (see **Figure VI - 52**). **Tip:** If you have more than one party filer, then hold down the **[Ctrl]** key and highlight parties by clicking on the appropriate entries. **Note:** Select one of the group options if it applies. Click  .

**Figure VI - 52**

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

- After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 53**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

- Click  .

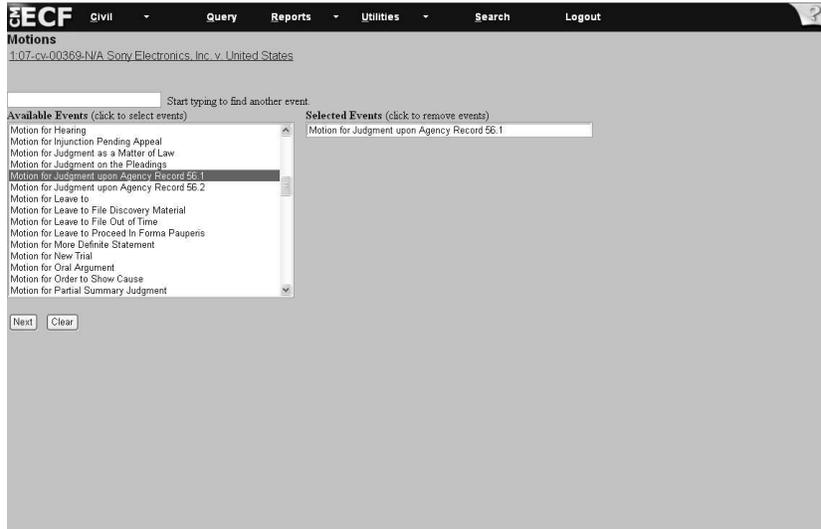
**Figure VI - 53**

The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The text reads: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked<". Below this, there is a list with "Sony Electronics, Inc. (ptypla) represented by Matthew Murdock (aty)" and checkboxes for "Lead" and "Notice". The "Notice" checkbox is checked. There are "Next" and "Clear" buttons at the bottom.

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

6. Scroll down through the list of motions and highlight *Motion for Judgment upon Agency Record 56.1* (see **Figure VI - 54**). Click **Next**.

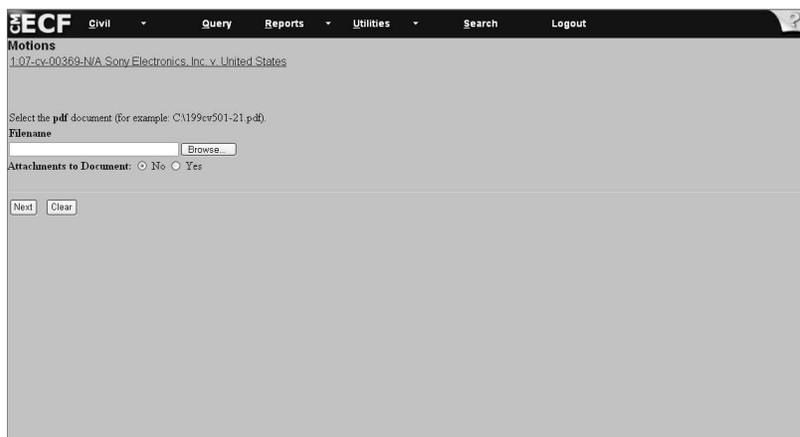
**Figure VI - 54**



The screenshot shows the ECF system interface for the case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The 'Motions' section is active, and the 'Available Events' list is open. The list includes various motion types, with 'Motion for Judgment upon Agency Record 56.1' highlighted. The 'Selected Events' list shows 'Motion for Judgment upon Agency Record 56.1' is selected. The 'Next' button is highlighted.

7. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 55**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 17-21 of this manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click **Next**.

**Figure VI - 55**



The screenshot shows the ECF system interface for the case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The 'Motions' section is active, and the 'Select the pdf document' section is visible. The 'Attachments to Document' section is also visible. The 'Next' button is highlighted.

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

8. Select all the parties entitled to respond to your motion (see **Figure VI - 56**).

**Tip:** If you have more than one party filer, then hold down the *Ctrl* key and highlight and select other parties by selecting the appropriate names. Click .

The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main heading is "Motion for Judgment upon Agency Record 56.1". Below this, it says "Select party for deadline(s) below" and "Select the Party:". There is a list of parties with checkboxes: Microsoft Corporation [Proposed Intervenor Defendant], Samsung Electronics America, Inc. [Proposed Intervenor Defendant], Sony Electronics, Inc. [Plaintiff], and United States [Defendant]. The Sony Electronics, Inc. [Plaintiff] checkbox is checked. At the bottom, there is a section for "Response to Dispositive Motion Deadline" with a due date of 02/8/2008 and "Next" and "Clear" buttons.

**Figure VI - 56**

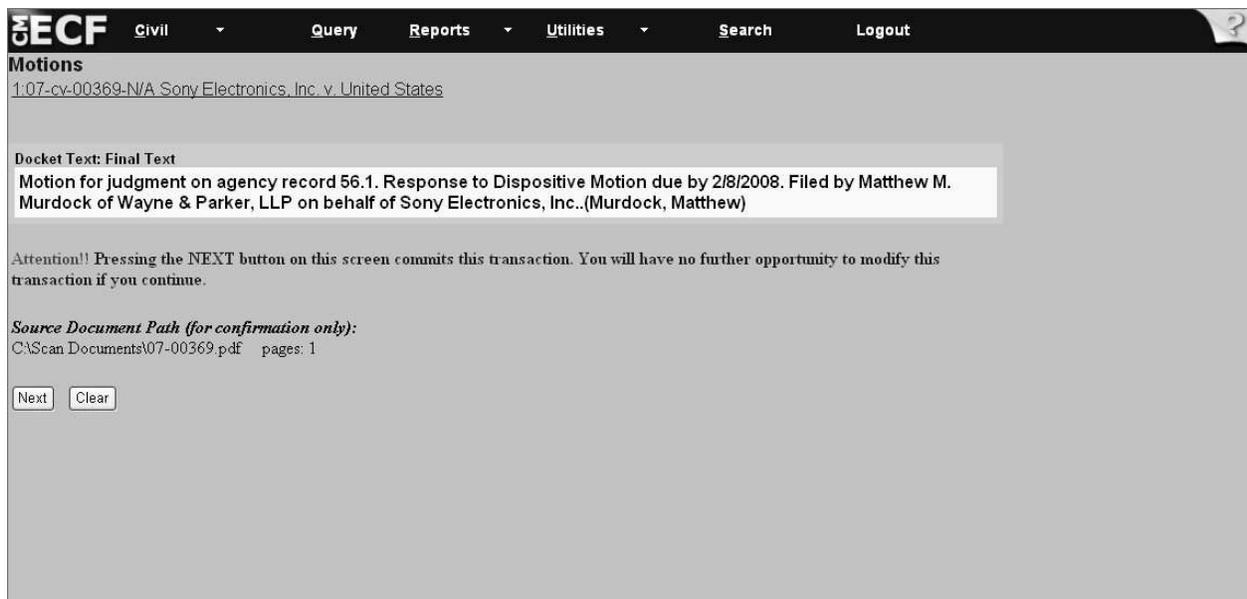
9. The screen with the docket text information offers an opportunity to modify the docket text if appropriate (see **Figure VI - 57**). Text can be modified by selecting a description from the drop-down prefix box or by typing in the free text box. When you are finished modifying the text, click . If you do not wish to modify the text, click .

The screenshot shows the ECF Motions interface for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. The page title is "Motions" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main heading is "Docket Text: Modify as Appropriate.". Below this, there is a drop-down menu with "Motion for judgment on agency record 56.1" selected and a text box containing "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)". At the bottom, there are "Next" and "Clear" buttons.

**Figure VI - 57**

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

10. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 58). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**
- If the entry is not correct, then hit the [*Back*] button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
  - If your entry is correct, then click . The system displays the notice of electronic filing screen.



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

Figure VI - 58

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

11. The last screen the system displays is the notice of electronic filing (**Figure VI - 59**). This screen is the receipt of the filing. **Note:** See pages 11-12 of the manual for instructions printing and saving the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

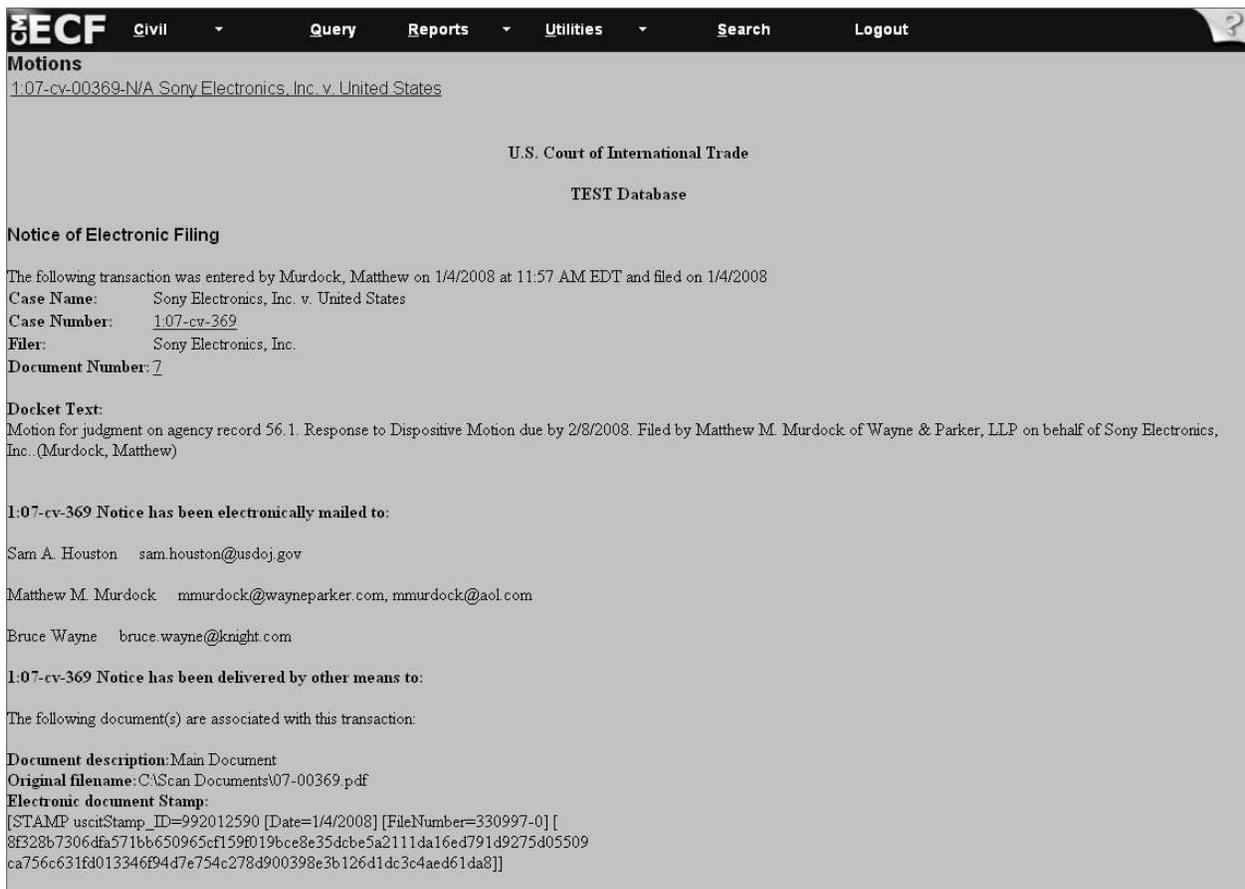


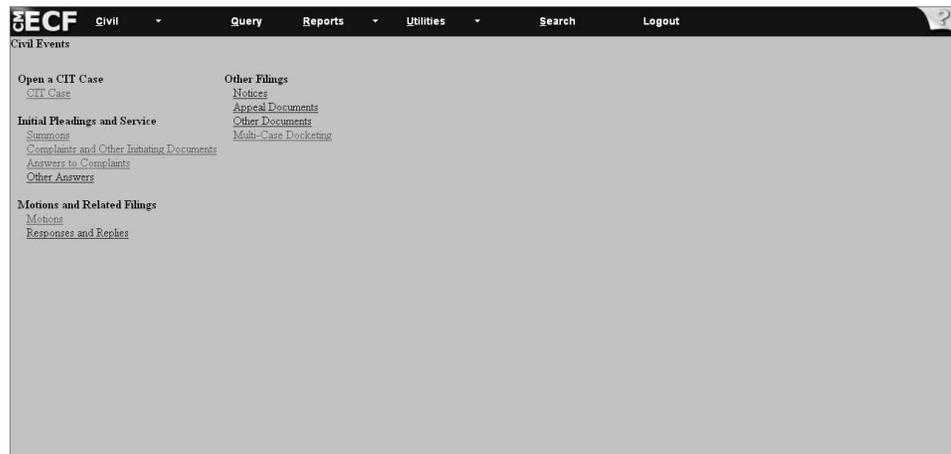
Figure VI - 59

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

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16-17 for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments.

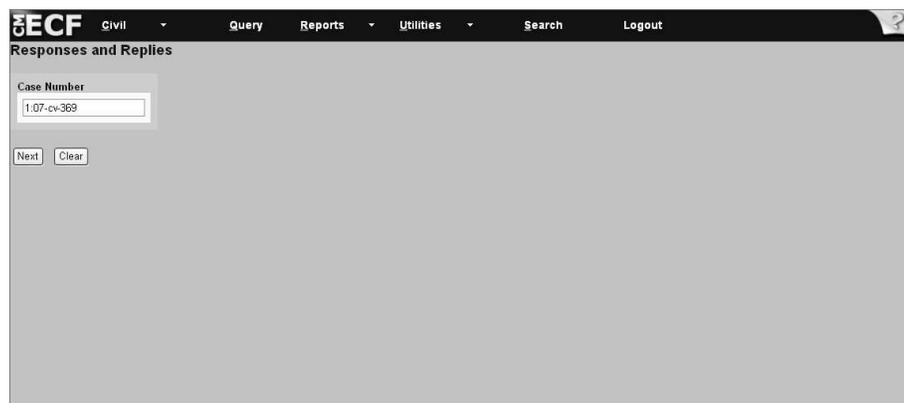
**Important:** If the response contains a cross-motion, then file the document as a cross-motion, and type in the free docket text box, *Response to pending motion*.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click on *Responses and Replies* under the *Motions and Related Filings* submenu (see **Figure VI - 60**).



**Figure VI - 60**

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI -61**).  
Click



**Figure VI - 61**

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

- Highlight the party on whose behalf you are filing (see **Figure VI - 62**). **Tip:** If you have more than one party filer, then hold down the *Ctrl* key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies.

Click  .

**Figure VI - 62**

- After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 63**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .

**Figure VI - 63**

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

6. Select the event code from the drop-down menu (see **Figure VI - 64**) that describes your document by highlighting the description with your mouse. For this example, select *Response to Motion (Dispositive)*. Click  .

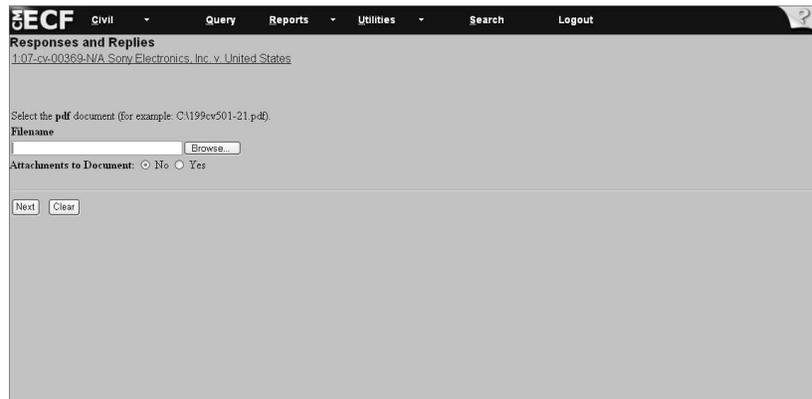
The screenshot shows the ECF interface for filing a response. The page title is "Responses and Replies" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The "Available Events" dropdown menu is open, showing options: Reply, Response to Motion (Dispositive) (highlighted), Response to Motion (Procedural), Supplemental Response, and Sur-Reply. The "Selected Event" dropdown menu shows "Response to Motion (Dispositive)". There are "Next" and "Clear" buttons below the dropdowns.

**Figure VI - 64**

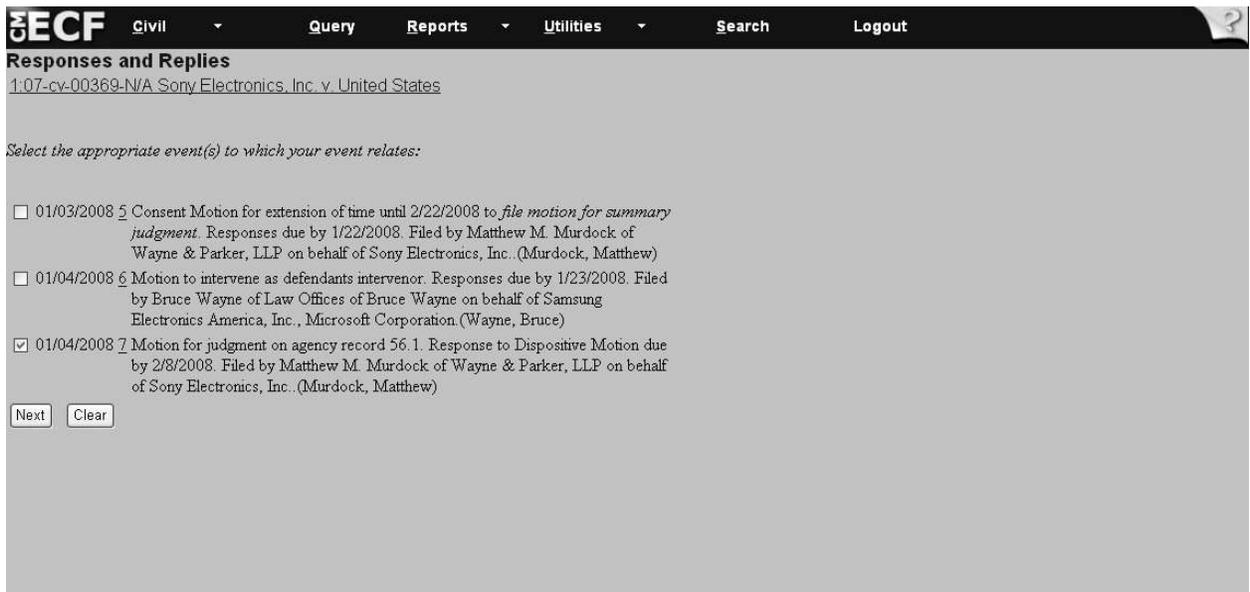
## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

7. After you select the appropriate response, you will be prompted to file your case-related documents (see **Figure VI - 65**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 17-21 entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click **Next**.

**Figure VI - 65**



8. Click in the box(ex) of the motion(s) to which you are responding (**Figure VI - 66**). Click **Next**.



**Figure VI - 66**

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

9. Select all the parties entitled to respond to your motion (see **Figure VI - 67**). **Tip:** If you have more than one party, then hold down the *Ctrl* key and highlight the parties by clicking on the appropriate parties. **Note:** This screen creates the reply due date.
10. Click on the box(es) next to the docket entries to which you are responding and click  .

The screenshot shows the ECF system interface for the case '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The page title is 'Responses and Replies'. Below the case name, it indicates 'Response to Motion (Dispositive)' and 'Select party for deadline(s) below'. A section titled 'Select the Party:' contains a list of parties with checkboxes: Microsoft Corporation [Proposed Intervenor Defendant], Samsung Electronics America, Inc. [Proposed Intervenor Defendant], Sony Electronics, Inc. [Plaintiff], and United States [Defendant]. The 'Reply Deadline' section shows 'Reply due 01/23/2008'. Below this, a table lists docket entries with columns for 'Filing Date #' and 'Docket Text'. The table contains three entries, with the third entry (dated 01/04/2008) selected with a checkbox. At the bottom, there are 'Next' and 'Clear' buttons.

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

Figure VI - 67

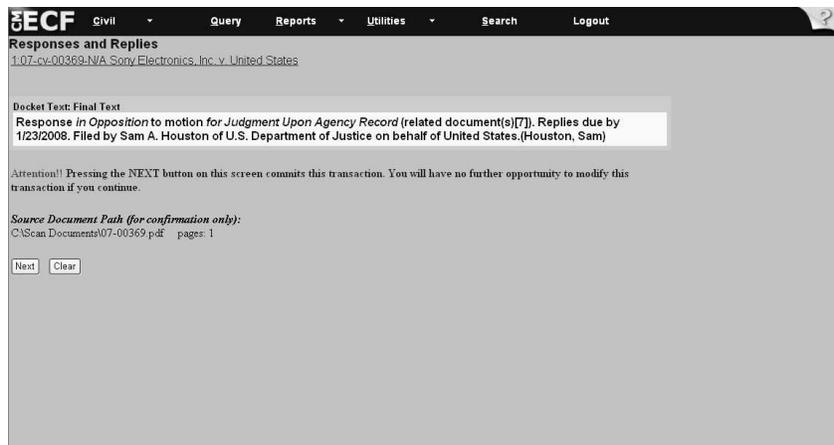
## VI. Filing Case Events: Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

11. The screen with the docket text information allows you to modify the docket text if appropriate. For this example, you may want to type *in opposition* in the first free text box and *for Judgment upon Agency Record* in the second free text box (see **Figure VI - 68**). When you are finished modifying the text, click  . If you do not wish to modify the text, click  .



**Figure VI - 68**

12. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 69). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**
  - If the entry is not correct, then hit the *[Back]* button to return to previous screens to edit your entry. To abort the entire entry (and lose all your information), click on *Civil* to restart.
  - If your entry is correct, then click  . The system displays the notice of electronic filing screen.



**Figure VI - 69**

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

- The last screen the system displays is a notice of electronic filing (see **Figure VI - 70**). This screen is your receipt of the filing. **Note:** See pages 11-12 for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

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

**Notice of Electronic Filing**

The following transaction was entered by Houston, Sam on 1/4/2008 at 12:17 PM EDT and filed on 1/4/2008

Case Name: Sony Electronics, Inc. v. United States  
Case Number: 1:07-cv-369  
Filer: United States  
Document Number: 8

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

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

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

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

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

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/4/2008] [FileNumber=331000-0] [a44ce0590646e27036295fbcf3a460642e52611145322e17d04cf4ad84090fd4c3a3635636082b0fe1885cc6686be9dc4bc8b45f972819cc58e763da771b81f3]]

**Figure VI - 70**

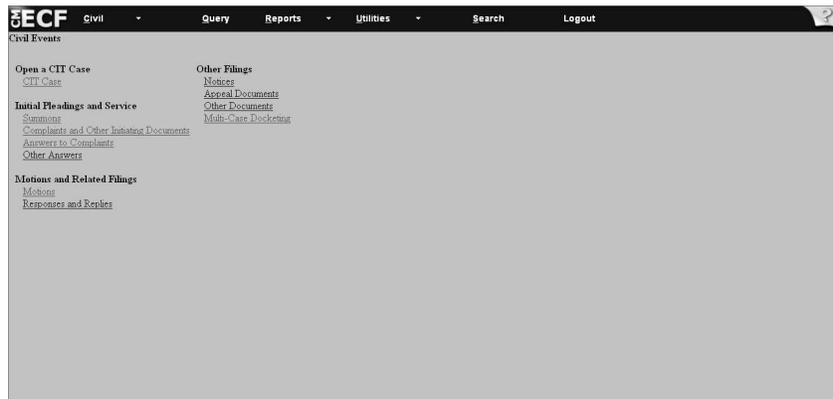
## VI. Filing Case Events: Reply to Response to Dispositive Motion

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16-17 for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments.

### Reply to Response to Dispositive Motion

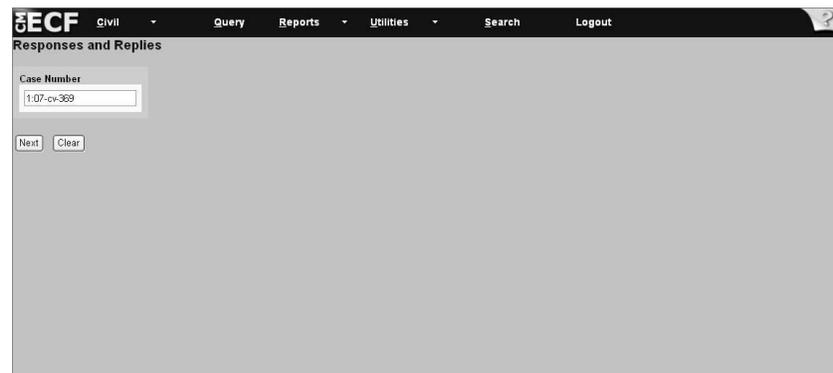
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.
2. Click *Responses and Replies* under the *Motions and Related Filings* submenu. (see **Figure VI - 71**)

**Figure VI - 71**



3. Type in the case number in the yy-xxxxx format (see **Figure VI - 72**). Click  .

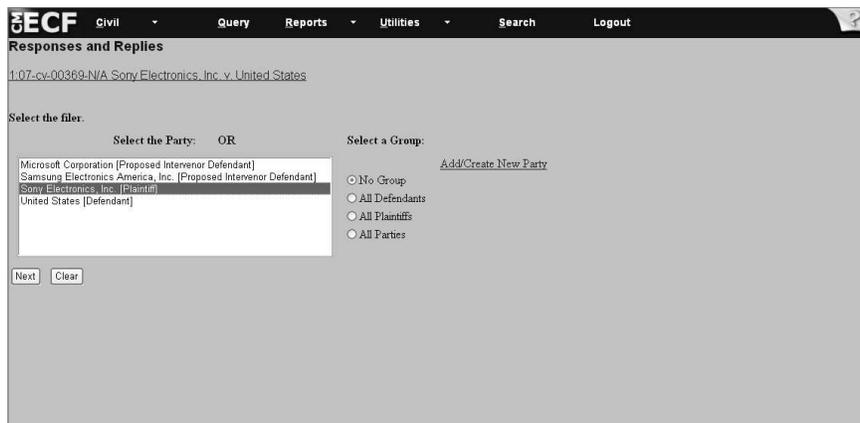
**Figure VI - 72**



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

4. Highlight the party on whose behalf you are filing (see **Figure VI - 73**). **Tip:** If you have more than one party filer, then hold down the [*CTRL*] key and highlight the parties by clicking on the appropriate parties. Select one of the group options if it applies. Click  .

**Figure VI - 73**

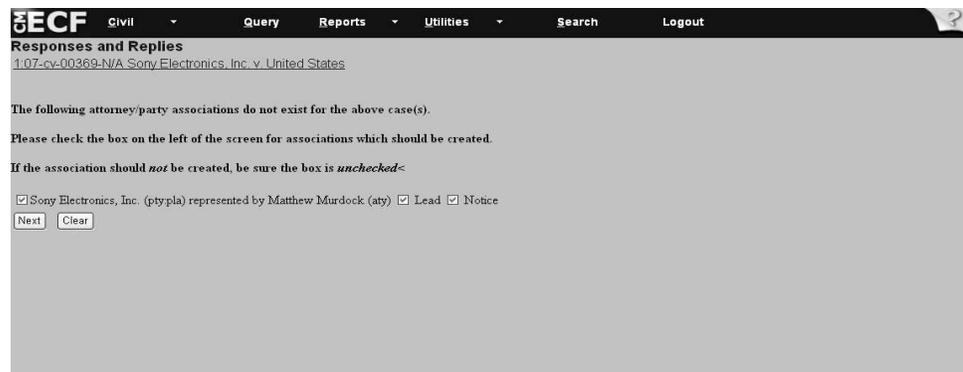


The screenshot shows the ECF interface for 'Responses and Replies' for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. Under 'Select the filer', there are two sections: 'Select the Party: OR' and 'Select a Group:'. The party list includes Microsoft Corporation, Samsung Electronics America, Inc., Sony Electronics, Inc. (highlighted), and United States. The group options are: No Group, All Defendants, All Plaintiffs, and All Parties. There are 'Next' and 'Clear' buttons at the bottom.

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 74**.) If so, then select attorney associations if applicable. **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

Click  .

**Figure VI - 74**



The screenshot shows the ECF interface for 'Responses and Replies' for case 1:07-cv-00369-N/A Sony Electronics, Inc. v. United States. It displays a message: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked'. Below this, there is a checked box for 'Sony Electronics, Inc. (pty:pla) represented by Matthew Murdock (aty)' and checked boxes for 'Lead' and 'Notice'. There are 'Next' and 'Clear' buttons at the bottom.

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

6. Select the event code from the drop-down menu (see **Figure VI - 75**) that describes your document by highlighting the description. For example, select *Reply*. Click

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Responses and Replies" for case "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area features a form with two sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" dropdown menu is open, displaying a list of event codes: "Reply", "Response to Motion (Dispositive)", "Response to Motion (Procedural)", "Supplemental Response", and "Sur-Reply". The "Selected Event" field contains the text "Reply". Below the dropdown menu, there are two buttons: "Next" and "Clear".

**Figure VI - 75**

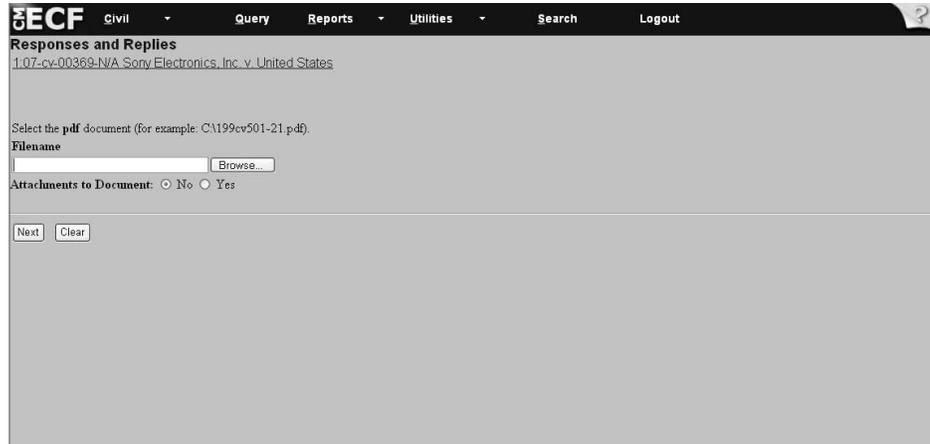
**Note:** When your event code is selected, the code should appear in the blank space to the left of the drop-down box.

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

7. After you select the reply, you will be prompted to file your case-related documents (see **Figure VI - 76**). They must be in PDF format in order for you to continue.

**Please Note: The system will not let you advance to the next screen unless you have selected a document.** To attach PDF documents and attachments, follow the directions on pages 17- 21 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click **Next**.

**Figure VI - 76**



The screenshot shows the ECF system interface for filing a response to a dispositive motion. The page title is "Responses and Replies" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The user is prompted to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" input field with a "Browse..." button. Below this, there are radio buttons for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

8. Click on the box of the response to which you are replying (see **Figure VI - 77**). Click **Next**. **Note:** This screen satisfies your reply due date.

**Figure VI - 77**

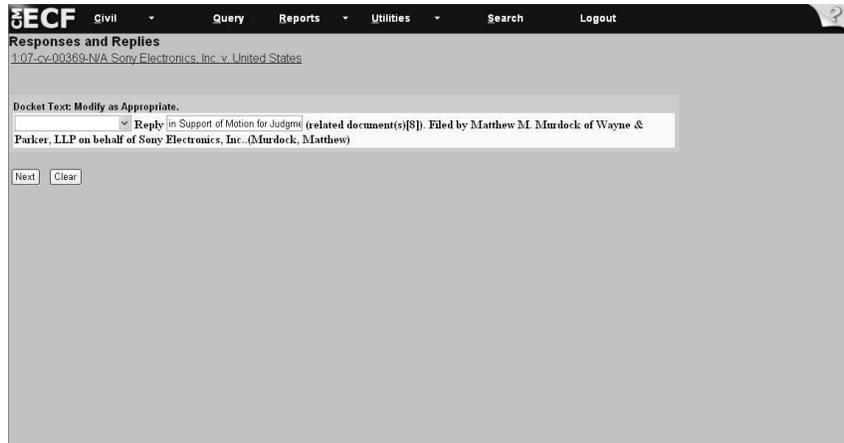


The screenshot shows the ECF system interface for selecting a response to which you are replying. The page title is "Responses and Replies" and the case name is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The user is prompted to "Select the appropriate event(s) to which your event relates:". There are two checkboxes with corresponding text: "01/03/2008 3 Answer to complaint. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)" and "01/04/2008 8 Response in Opposition to motion for Judgment Upon Agency Record (related document(s) [7]). Replies due by 1/23/2008. Filed by Sam A. Houston of U.S. Department of Justice on behalf of United States. (Houston, Sam)". The second checkbox is selected. At the bottom of the form, there are "Next" and "Clear" buttons.

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

9. The screen with the docket text information offers an opportunity to modify the docket text (if appropriate) by entering in a description, such as, “*in Support of Motion for Judgment,*” in the free text box (see **Figure VI - 78**). When you are finished modifying the text, click  . If you do not want to modify the text, click  .

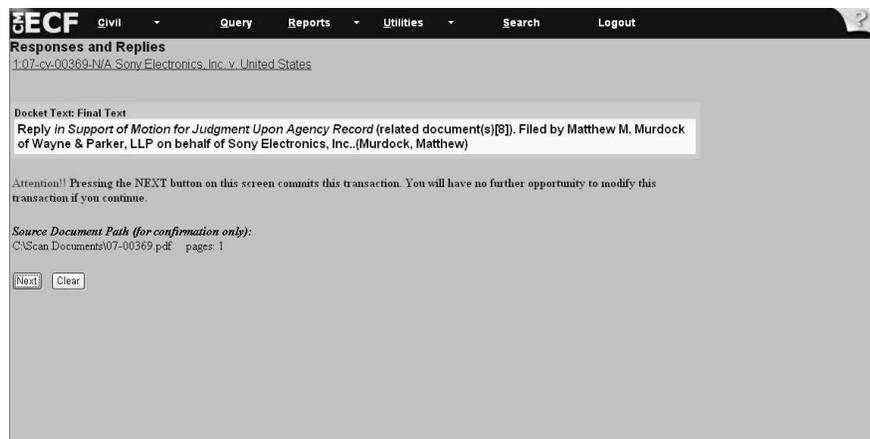
**Figure VI - 78**



10. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 79). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**

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

**Figure VI - 79**



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

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 80**). This screen is your receipt of the filing. **Note:** See pages 11-12 for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

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

**Notice of Electronic Filing**

The following transaction was entered by Murdock, Matthew on 1/4/2008 at 12:27 PM EDT and filed on 1/4/2008

**Case Name:** Sony Electronics, Inc. v. United States  
**Case Number:** 1:07-cv-369  
**Filer:** Sony Electronics, Inc.  
**Document Number:** 2

**Docket Text:**  
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)

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

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

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

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

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscstStamp\_ID=992012590 [Date=1/4/2008] [FileNumber=331003-0] [9f33c72d4d8b0b3c44322cc017bb5ff1f05bac57606f019dd63064ecc22068400239eef d290a6614398744b8f9ce009b41d8035de280a0ec38014f434ceb79247]]

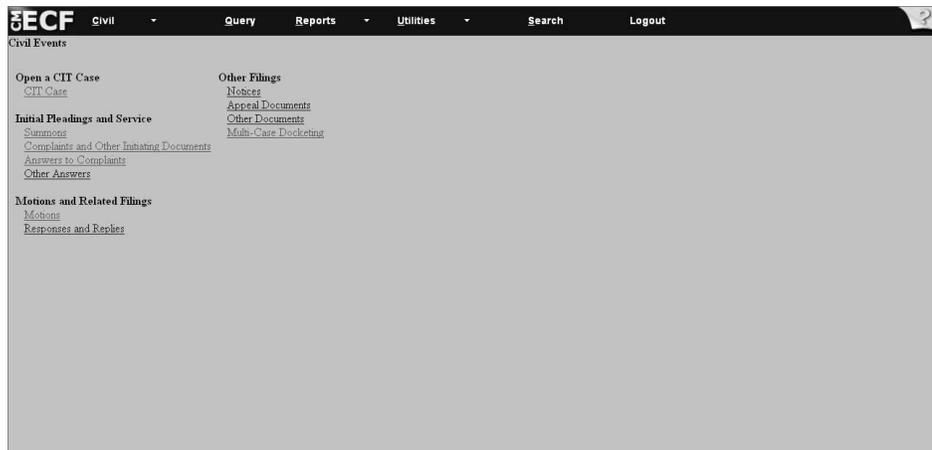
**Figure VI - 80**

## VI. Filing Case Events: Appeal Documents

**Important:** Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 16 - 17 for instructions on converting a document to PDF. **Reminder:** Any document or attachment that exceeds 2 MB falls under the Bulky Document Standard. Please refer to page 9 for directions on filing such documents/attachments.

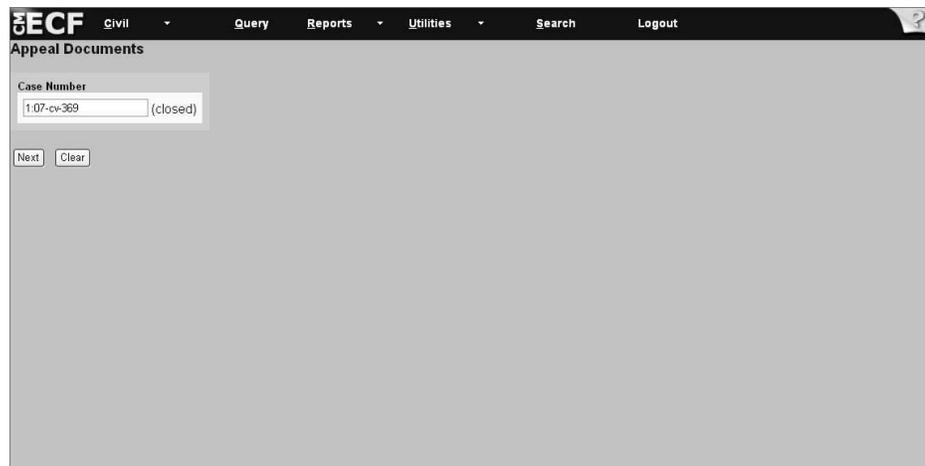
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events Window*.
2. Click on *Appeal Documents* under *Other Filings* (see **Figure VI - 81**).

**Figure VI - 81**



3. Type in the case number in the yy-xxxxx format (see **Figure VI - 82**). Click  .

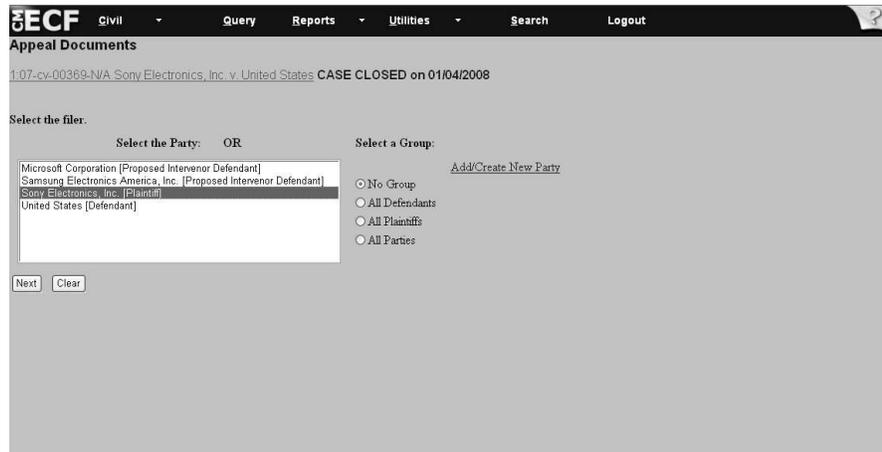
**Figure VI - 82**



## VI. Filing Case Events: Appeal Documents (continued)

4. Highlight the party on whose behalf you are filing (see **Figure VI - 83**). Tip: If you have more than one party filer, then hold down the [Ctrl] key and highlight the parties by selecting the appropriate parties. Select one of the group options if it applies. Click

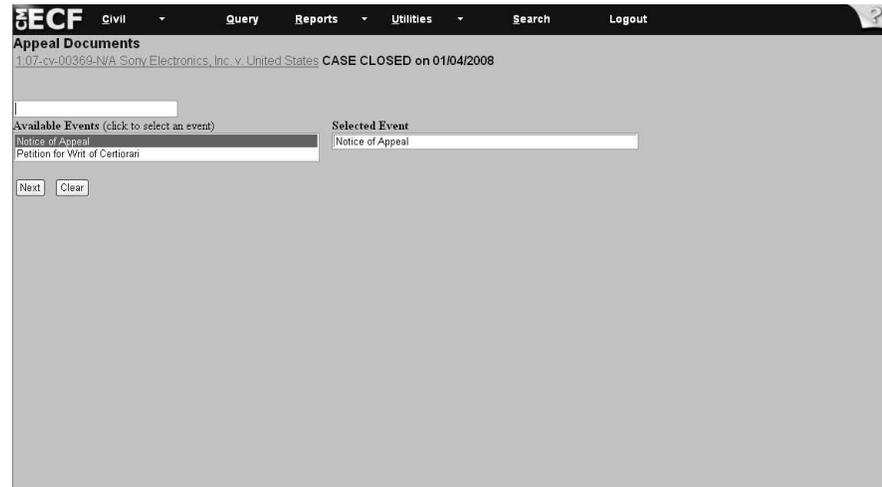
**Figure VI - 83**



The screenshot shows the ECF Appeal Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Appeal Documents' and the case information is '1:07-cv-00369-NA Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. The main content area is titled 'Select the filer:' and is divided into two sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a list of parties: 'Microsoft Corporation [Proposed Intervenor Defendant]', 'Samsung Electronics America, Inc. [Proposed Intervenor Defendant]', 'Sony Electronics, Inc. [Plaintiff]', and 'United States [Defendant]'. The 'Sony Electronics, Inc. [Plaintiff]' option is highlighted. Under 'Select a Group:', there are radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. A link 'Add/Create New Party' is also present. At the bottom of the form, there are 'Next' and 'Clear' buttons.

5. Click on the down arrow and highlight *Notice of Appeal* (see **Figure VI - 84**).
6. Click  (see **Figure VI - 84**).

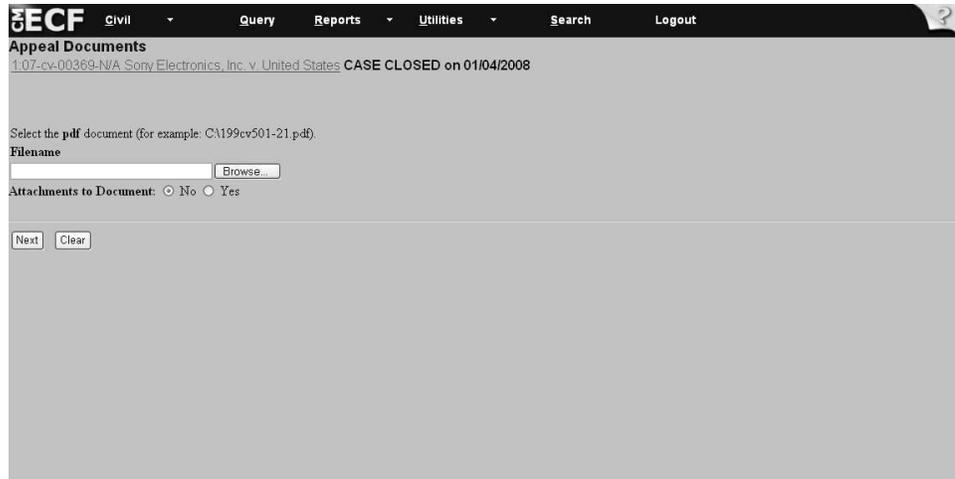
**Figure VI - 84**



The screenshot shows the ECF Appeal Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Appeal Documents' and the case information is '1:07-cv-00369-NA Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. The main content area is titled 'Available Events (click to select an event)' and is divided into two sections: 'Available Events' and 'Selected Event'. Under 'Available Events', there is a list of events: 'Notice of Appeal' and 'Petition for Writ of Certiorari'. The 'Notice of Appeal' option is highlighted. Under 'Selected Event', there is a text box containing 'Notice of Appeal'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

## VI. Filing Events: Appeal Documents (continued)

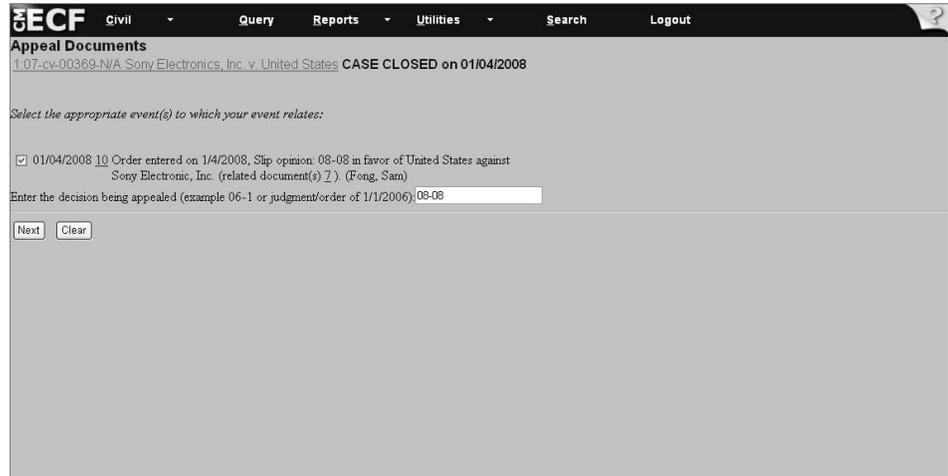
7. After you select the event *Notice of Appeal* in step 6, you will be prompted to file your case-related documents (see **Figure VI - 85**). They must be in PDF format in order for you to continue. **Please Note:** The system will not let you advance unless you have selected a document. To attach PDF documents and attachments, follow the directions on pages 17 - 21 of this manual. After you add all PDF documents and attachments, click  .



The screenshot shows the ECF web interface for filing appeal documents. The page title is "Appeal Documents" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008". The main instruction is "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" label above a text input field, and a "Browse..." button to its right. Below this, there are radio buttons for "Attachments to Document: No" (selected) and "Yes". At the bottom of the form area, there are "Next" and "Clear" buttons.

**Figure VI - 85**

8. Check the box next to the event which you are appealing (see **Figure VI - 86**).
9. Enter the decision being appealed, for example, *08-08* (see **Figure VI - 86**).



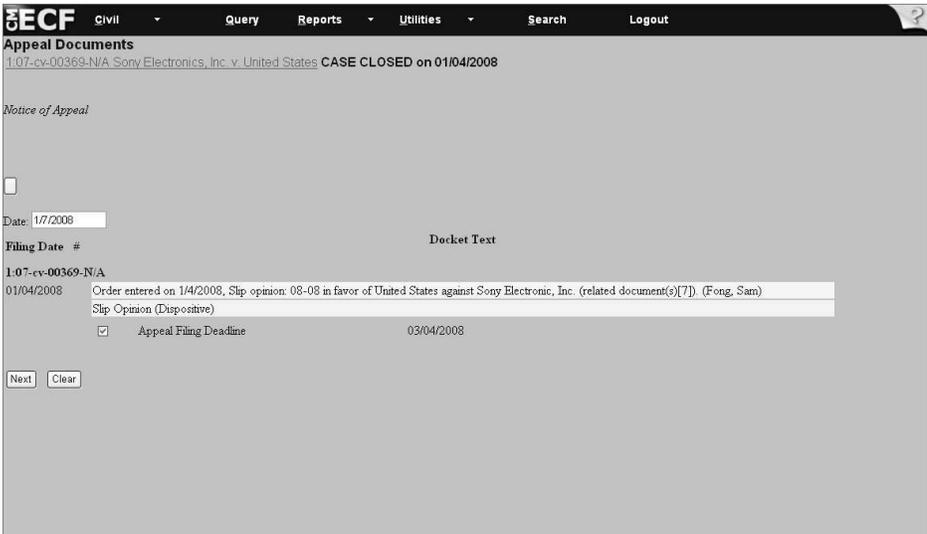
The screenshot shows the ECF web interface for selecting an event to appeal. The page title is "Appeal Documents" and the case information is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008". The instruction is "Select the appropriate event(s) to which your event relates:". There is a list of events with a checkbox next to the first one: "01/04/2008 10 Order entered on 1/4/2008, Slip opinion: 08-08 in favor of United States against Sony Electronic, Inc. (related document(s) 1). (Fong, Sam)". Below the list, there is a text input field with the label "Enter the decision being appealed (example 06-1 or judgment/order of 1/1/2006):" and the value "08-08". At the bottom of the form area, there are "Next" and "Clear" buttons.

**Figure VI - 86**

## VI. Filing Case Events: Appeal Documents (continued)

10. Check the box *Appeal Filing Deadline* by clicking in the box (see **Figure VI - 87**).
11. Click  (see **Figure VI - 87**).

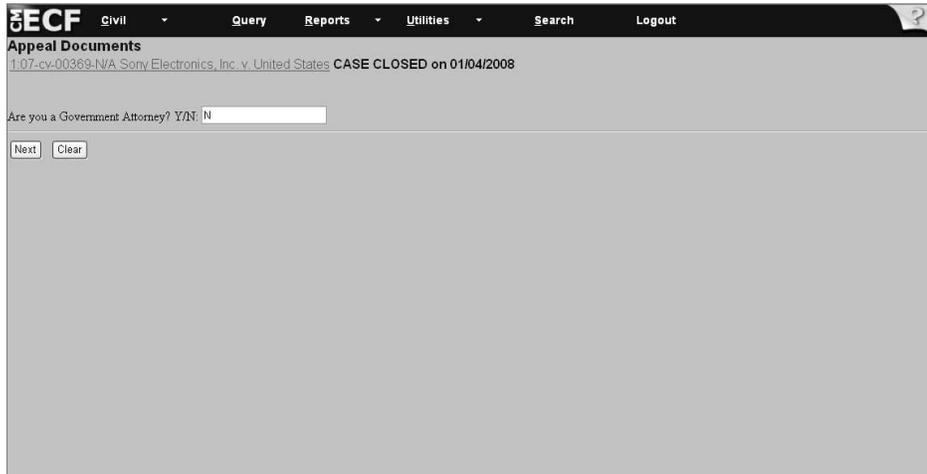
**Figure VI - 87**



The screenshot shows the ECF (Electronic Case Filing) interface for 'Appeal Documents'. The page title is 'Appeal Documents' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. Below the title, there is a 'Notice of Appeal' section with a date field set to '1/7/2008'. The main section is a table with columns 'Filing Date #', 'Docket Text', and 'Appeal Filing Deadline'. The first row shows a filing date of '01/04/2008' with docket text: 'Order entered on 1/4/2008, Slip opinion: 08-08 in favor of United States against Sony Electronic, Inc. (related document(s) [7] (Fong, Sam) Slip Opinion (Dispositive)'. The 'Appeal Filing Deadline' checkbox is checked, and the date '03/04/2008' is displayed. At the bottom, there are 'Next' and 'Clear' buttons.

12. Enter, "Y," or, "N," in the box asking if you are a government attorney (see **Figure VI - 88**).

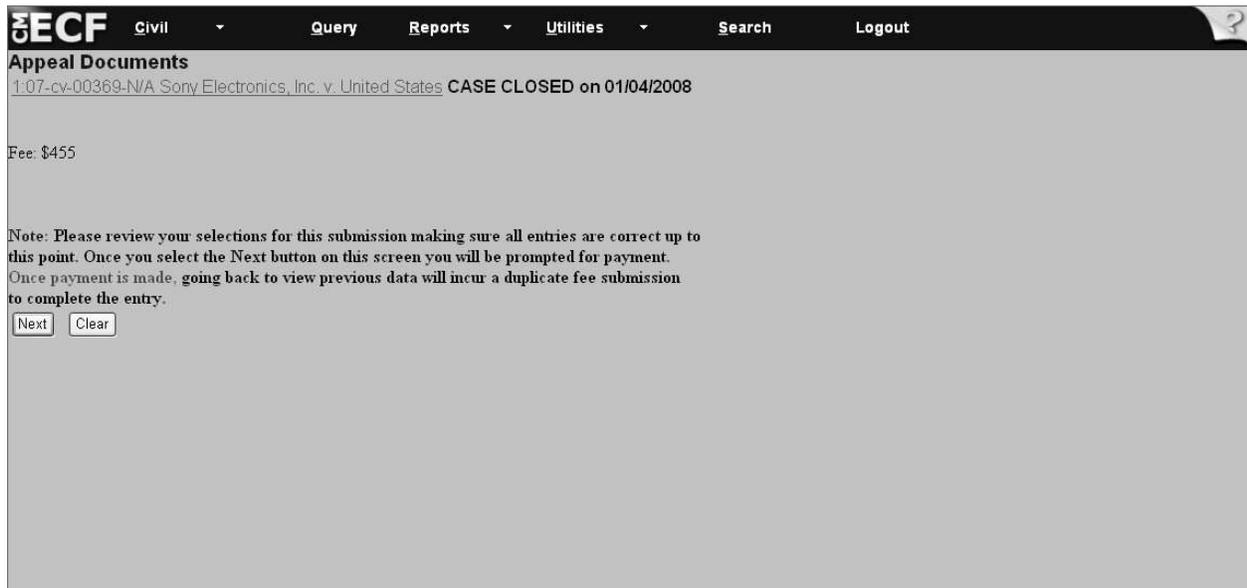
**Figure VI - 88**



The screenshot shows the ECF (Electronic Case Filing) interface for 'Appeal Documents'. The page title is 'Appeal Documents' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States CASE CLOSED on 01/04/2008'. Below the title, there is a question: 'Are you a Government Attorney? Y/N'. The 'N' option is selected in the dropdown menu. At the bottom, there are 'Next' and 'Clear' buttons.

## VI. Filing Case Events: Appeal Documents (continued)

13. View the screen, which shows the fee associated with filing the appeal (see **Figure VI - 89**).  
Click  .



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

**Figure VI - 89**

## VI - Filing Case Events: Appeal Documents (continued)

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

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

14. Complete all the information requested on this screen.

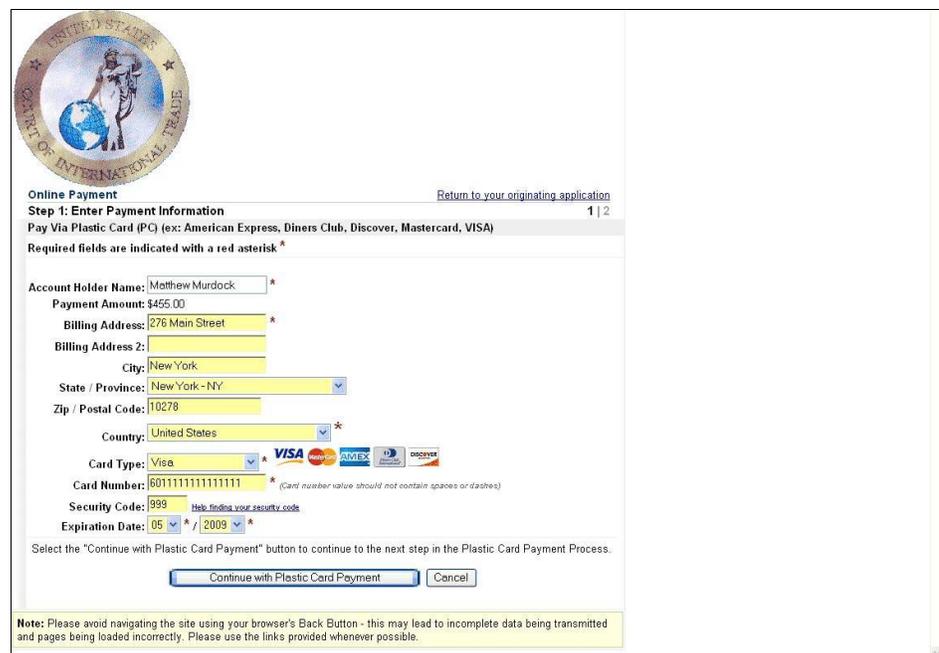
15. Enter credit card number **without dashes or spaces** between numbers (**Figure VI - 90**).

16. Enter the security code which is the three-digit code from the back of the credit card.

17. Click 

after you enter all the

**Figure VI - 90**



The screenshot shows the 'Pay Via Plastic Card (PC)' form on the USCIT website. At the top left is the seal of the U.S. Department of International Trade. The page title is 'Online Payment' with a 'Return to your originating application' link. The current step is 'Step 1: Enter Payment Information' (1 of 2). The form is titled 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk \*'. The form fields are: Account Holder Name (Matthew Murdock), Payment Amount (\$455.00), Billing Address (278 Main Street), Billing Address 2, City (New York), State / Province (New York - NY), Zip / Postal Code (10278), Country (United States), Card Type (Visa), Card Number (6011111111111111), Security Code (999), and Expiration Date (05 / 2009). At the bottom, there is a 'Continue with Plastic Card Payment' button and a 'Cancel' button. A note at the very bottom reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

### **WARNING:**

**While in the *Pay.gov* screen, if you hit the Back button to make changes on previous screens, the system may charge you twice for the same filing. If this occurs, then call the USCIT Help Desk at 1-866-450-1859 and adjustments will be made to your account.**

## VI - Filing Case Events: Appeal Documents (continued)

18. View the payment information that appears on the screen.
19. Enter an e-mail address to receive confirmation of the transaction.
20. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account (see **Figure VI - 91**).

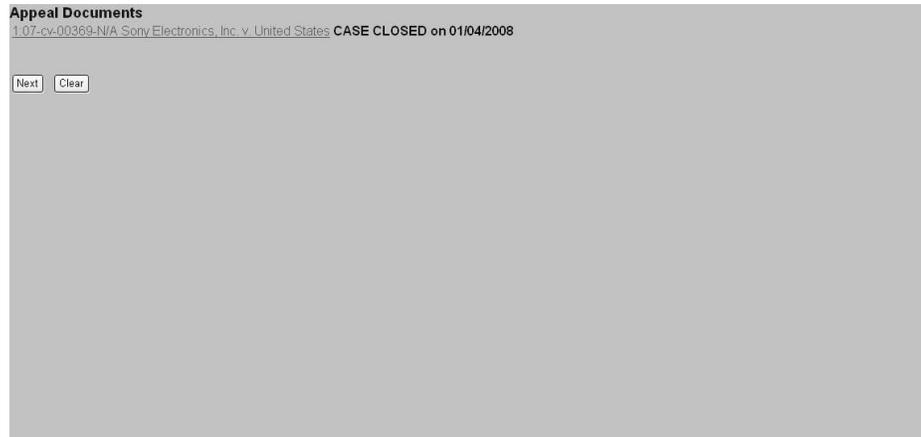
The screenshot displays a web interface for an online payment. At the top left is the seal of the United States Department of International Trade. The page title is 'Online Payment' with a link to 'Return to your originating application'. The current step is 'Step 2: Authorize Payment' (1 of 2). Below this is a 'Payment Summary' section with a link to 'Edit this information'. The summary is divided into three columns: 'Address Information', 'Account Information', and 'Payment Information'. The 'Address Information' column lists: Account Holder Matthew Murdock, Billing Address 276 Main Street, City New York, State / Province NY, Zip / Postal Code 10278, and Country USA. The 'Account Information' column lists: Card Type Visa, Card Number \*\*\*\*\*1111, and Expiration Date 5 / 2009. The 'Payment Information' column lists: Payment Amount \$455.00 and Transaction Date 01/07/2008 09:50 and Time: EST. Below the summary is an 'Email Confirmation Receipt' section with instructions to provide an email address. It shows 'Email Address: mmurdock@lewfirm.com' and 'Confirm Email Address: mmurdock@lewfirm.com'. There is a 'CC:' field with a dropdown arrow and a note: 'Separate multiple email addresses with a comma'. The 'Authorization and Disclosure' section includes a red asterisk indicating required fields. It contains the text: 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*'. Below this is a note: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' At the bottom of this section are two buttons: 'Submit Payment' and 'Cancel'. A yellow note at the very bottom of the page reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

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

Figure VI - 91

## VI. Filing Case Events: Appeal Documents (continued)

21. Click  on the Appeal Documents screen (see **Figure VI - 92**).



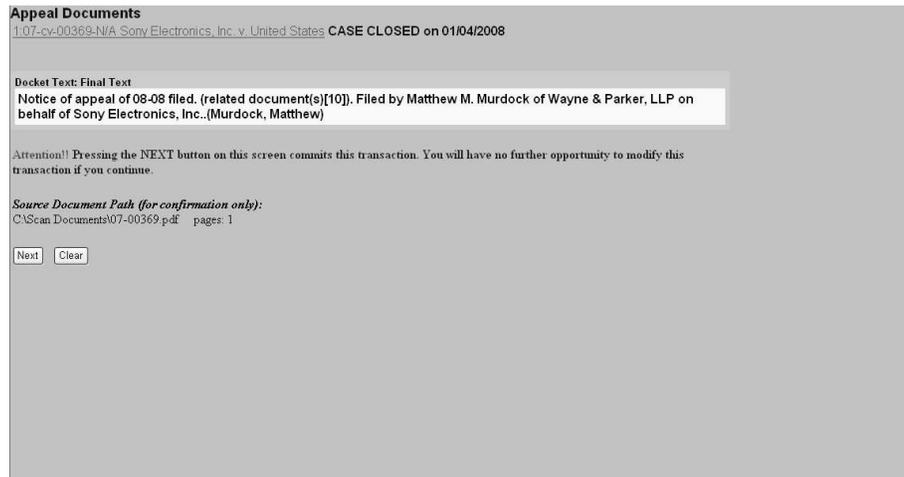
**Figure VI - 92**

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

22. **Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see **Figure VI - 58**). Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The  button completes the transaction and locks the text!**

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

23. Click .



**Figure VI - 93**

## VI. Filing Case Events: Appeal Documents (continued)

24. Review the information on the screen below (see **Figure VI - 94**). If notifies you of the appeal filed.
25. View the recipient list to see who receives notice electronically and whom you need to mail notices of the appeal since some parties may not receive electronic notice.
26. Click on the highlighted Case Number to proceed to the docket sheet that will allow you to view the docket and to run docket entry reports.
27. Click on the Document Number to advance to the PDF version of the document filed.

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

U.S. Court of International Trade  
TEST Database

**Notice of Electronic Filing**

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

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

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

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

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

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

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

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/7/2008] [FileNumber=331009-0] [a0ba3c2ff9c2044441f67bdc6b38b5c3140e5cb6fee5cbbf7a509ed28a732e1874f84a707d3c39a851f8d335e5c5731df24d694e45741df28cfbba868953167]]

**Figure VI - 94**

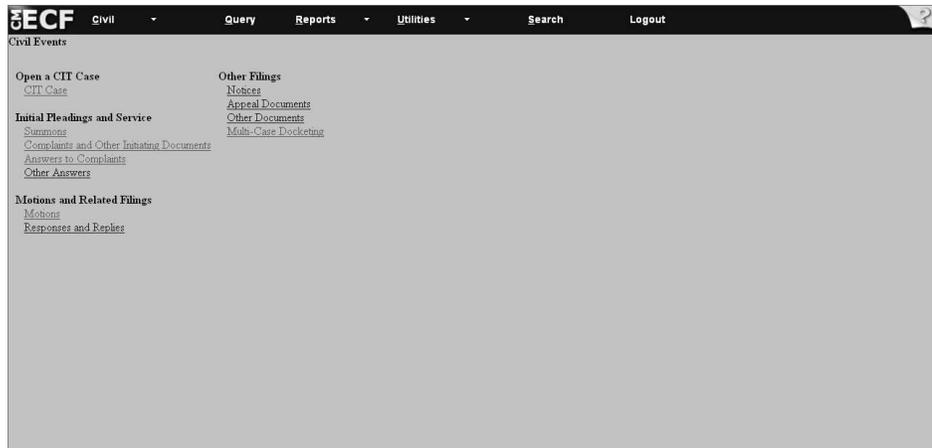
---

## VI. Filing Case Events: Multi-Case Docketing

One of the new options added to version 3.0 of the Case Management/Electronic Case Files (ECF) System is the ability to Docket multiple cases on the system. The following directions should assist you in managing multiple cases in various scenarios.

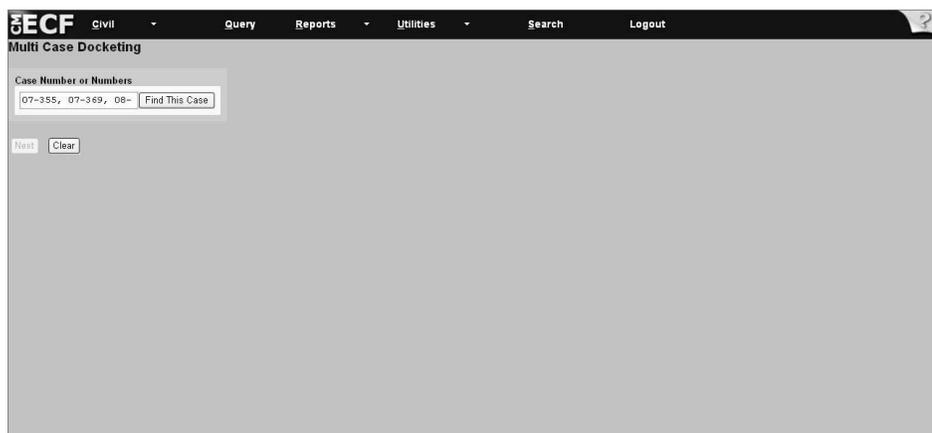
1. From the Main Civil Events screen shown in **Figure VI - 95**, select *Multi-Case Docketing* from the available choices under *Other Filings*.

**Figure VI - 95**



2. The next screen is the *Multi Case Docketing* Screen. From this screen, you may enter the case number or numbers of cases you would like to docket together. They may be entered in the YY-NNN format. For example, 07-355 (As in **Figure VI - 96**). Each new case number can be separated by a comma from the preceding case number. Do not concern yourself with the order of entry, because the system will automatically select the earliest case listed as the case under which the cases will be docketed together. However, be sure to include **all** case numbers so that earlier cases are not left in error.

**Figure VI - 96**

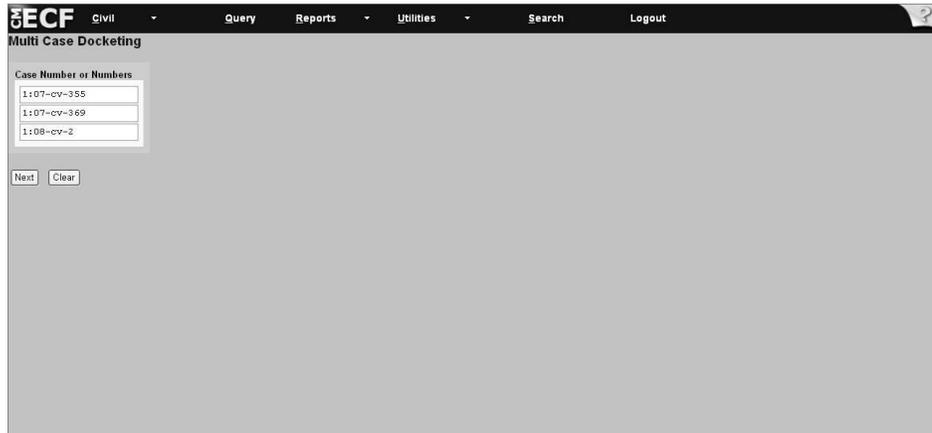


3. Select the  button.

## VI. Filing Case Events: Multi-Case Docketing (continued)

4. On the next screen, the case numbers you have entered will appear in separate boxes to verify that the case numbers you entered appear correctly as shown in **Figure VI - 97**.

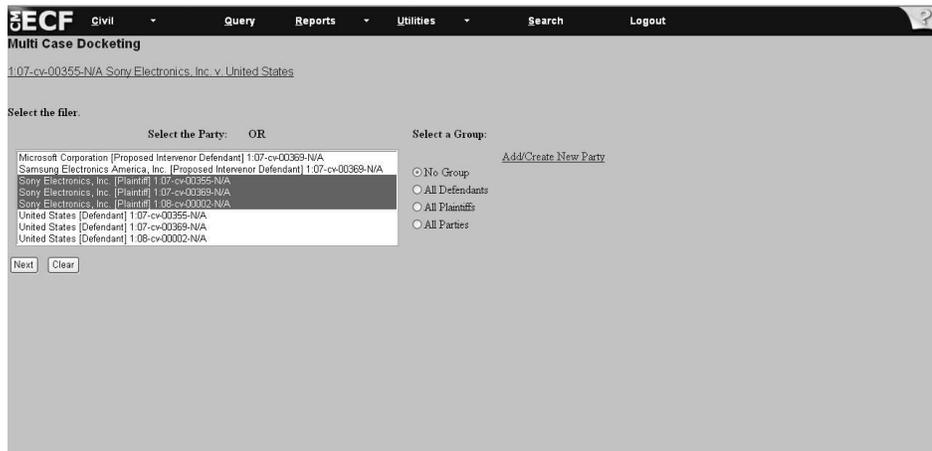
**Figure VI - 97**



The screenshot shows the ECF Multi Case Docketing interface. At the top, there is a navigation bar with 'ECF CIVIL' and menu items for 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the title 'Multi Case Docketing' is displayed. A section titled 'Case Number or Numbers' contains three text input fields. The first field contains '1:07-cv-355', the second contains '1:07-cv-369', and the third contains '1:08-cv-2'. Below the input fields are two buttons: 'Next' and 'Clear'.

5. Once you have verified that all case numbers appear to be correct, click  .
6. The next screen you see will contain the link for the new, multiple case docket under the earliest case, which has been automatically selected (1-07-cv-00355 in this case). The screen is visible below in **Figure VI - 98**.

**Figure VI - 98**



The screenshot shows the ECF Multi Case Docketing interface. At the top, there is a navigation bar with 'ECF CIVIL' and menu items for 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the title 'Multi Case Docketing' is displayed. The main content area shows the case number '1:07-cv-00355-N/A Sony Electronics, Inc. v. United States'. Below this, there is a section titled 'Select the files.' with a sub-section 'Select the Party: OR' and a sub-section 'Select a Group:'. The 'Select the Party' section contains a list of parties with radio buttons next to them. The 'Select a Group' section contains three radio buttons: 'No Group', 'All Defendants', and 'All Plaintiffs'. Below the party list are two buttons: 'Next' and 'Clear'.

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

---

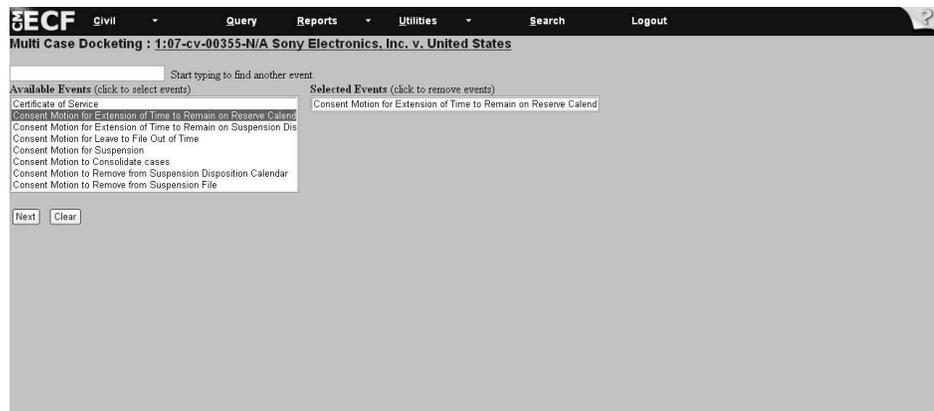
## VI. Filing Case Events: Multi-Case Docketing (continued)

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

- Certificate of Service;
- Consent Motion for Extension of Time to Remain on Reserve Calendar;
- Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar;
- Consent Motion for Leave to File Out of Time;
- Consent Motion for Suspension;
- Consent Motion to Consolidate Cases;
- Consent Motion to Remove from Suspension Disposition Calendar;
- Consent Motion to Remove Suspension File.

If new *Events* are added to the list, an announcement will be made by the Court.

10. Once selected, your *Events* will appear in the blank box to the right of the list of available *Events*, as shown in **Figure VI - 99**.

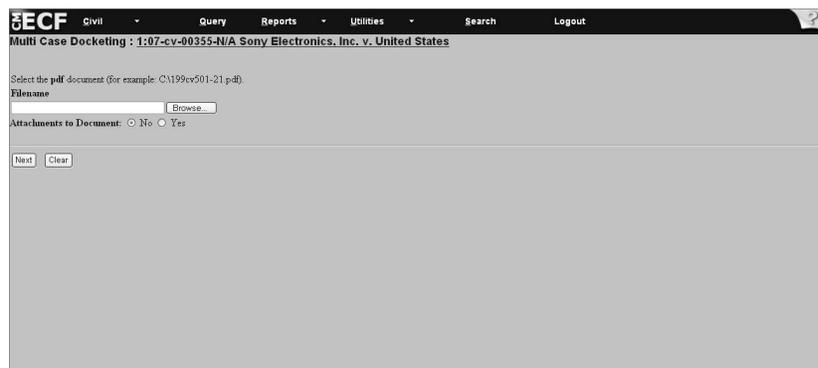


The screenshot shows the ECF Multi Case Docketing interface for case 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States. The interface is divided into two main sections: 'Available Events' and 'Selected Events'. The 'Available Events' section contains a search bar and a list of event options: Certificate of Service, Consent Motion for Extension of Time to Remain on Reserve Calendar, Consent Motion for Extension of Time to Remain on Suspension Disposition Calendar, Consent Motion for Leave to File Out of Time, Consent Motion for Suspension, Consent Motion to Consolidate cases, Consent Motion to Remove from Suspension Disposition Calendar, and Consent Motion to Remove from Suspension File. The 'Selected Events' section is currently empty. At the bottom of the interface, there are 'Next' and 'Clear' buttons.

**Figure VI - 99**

11. Select  to move to the subsequent screen.

12. Browse for the document representing your Consent Motion or Certificate of Service, and be sure to indicate whether there are attachments. See **Figure VI - 100**.



The screenshot shows the ECF Multi Case Docketing interface for case 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States. The interface prompts the user to 'Select the pdf document (for example: C:\199cv001-21.pdf)'. Below this, there is a 'Filename' field with a 'Browse...' button. Underneath, there is a section for 'Attachments to Document' with radio buttons for 'No' and 'Yes'. At the bottom of the interface, there are 'Next' and 'Clear' buttons.

**Figure VI - 100**

## VI. Filing Case Events: Multi-Case Docketing (continued)

13. Once the appropriate document has been selected, press the  button to advance to the document linking screen (**Figure VI - 101**).

**Figure VI - 101**

ECF CIVIL Query Reports Utilities Search Logout  
Multi Case Docketing : 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename  
C:\Scan Documents\07-00355.pdf Browse...

Attachments to Document:  No  Yes

Next Clear

14. The document linking screen will allow you to select whether you will be linking specific documents from the multiple cases to the Consent Motion or Certificate of Service you are filing. In addition, this screen will allow you to enter a new requested Reserve Calendar Date. (See **Figure VI - 102**).

**Figure VI - 102**

ECF CIVIL Query Reports Utilities Search Logout  
Multi Case Docketing : 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States

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

Enter requested new reserve calendar date: 6/30/2008

Next Clear

15. Select  to move to the subsequent screen.

---

## VI. Filing Case Events: Multi-Case Docketing (continued)

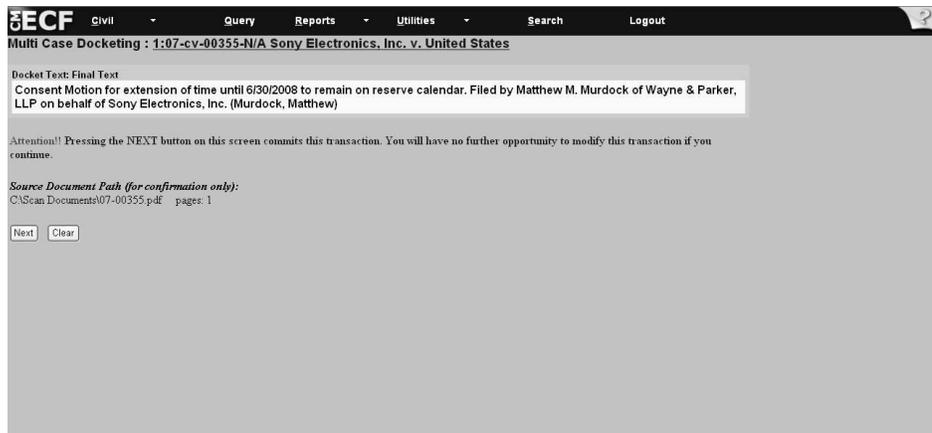
16. The *Docket Text Modification* screen should appear next, and will insert the name of the Consent Motion or Certificate of Service Selected. There is a free-form box for comments on this screen. (See **Figure VI - 103**).

**Figure VI - 103**



17. Once you have completed reviewing the information on this screen and entering any free-form comments, select  to move to the following screen and complete Docket Text entry.
18. The *Docket Text: Final Text* screen should appear, as in **Figure VI - 104**, represents your last opportunity to back track to correct screens.

**Figure VI - 104**



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

**Remember that this is the last opportunity you will have to make corrections.** Pressing the  button will complete the transaction and lock out any additional or subsequent changes.

## VI. Filing Case Events: Multi-Case Docketing (continued)

20. The Notice of Electronic Filing Screen is the last screen that appears. In the Case of a Multi-Case Docketed event, the screen will appear different, because information will appear for **all cases**. Note that the Docket Text is listed in date sequence. Please review this screen to ensure that **all** cases are included on this screen. If there are errors in this screen, please contact the Help Desk at (866) 450-1859 with questions or concerns. (See **Figure VI - 105**)

**CM/ECF** CIVIL Query Reports Utilities Search Logout

**Multi Case Docketing : 1:07-cv-00355-N/A Sony Electronics, Inc. v. United States**

U.S. Court of International Trade  
TEST Database

**Notice of Electronic Filing**

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

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

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

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

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

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

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

**1:07-cv-355 Notice has been electronically mailed to:**

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

**1:07-cv-355 Notice has been delivered by other means to:**

Barbara S. Williams  
U.S. Department of Justice  
International Trade Field Office  
26 Federal Plaza  
New York, NY 10278

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

Sam A. Houston sam.houston@usdoj.gov

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

Bruce Wayne bruce.wayne@knight.com

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

**1:08-cv-2 Notice has been electronically mailed to:**

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

**1:08-cv-2 Notice has been delivered by other means to:**

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

CM/ECF widget ProcessingWindowDestroy() RONG>Document description:Main Document  
Original filename: C:\Scan Documents\07-00355.pdf  
Electronic document Stamp:  
[STAMP uscitStamp\_ID=992012590 [Date=1/23/2008] [FileNumber=331194-0]  
[10747d6790b7862663055aa7e03edc17933f5be73e0f22bc9758c44dedf1f4bea0c  
79d8543302dab5efcd0f1d8Ea0163325456735e2d21a95e4028e31b0a]]

Figure VI - 105