

# *Case Management/Electronic Case Files (CM/ECF)*

## *User's Manual: Case Management*



**United States Court of International Trade  
One Federal Plaza  
New York, NY 10278**

### **URL Addresses for the CM/ECF System:**

**Training Database:** <http://ecf-train.cit.uscourts.gov> (Use this address to learn how to navigate the system)

**Live Database:** <http://ecf.cit.uscourts.gov> (Use this address to run case-related queries and reports.)

**CM/ECF Help Desk Telephone Number:** 1-866-450-1859

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## CM/ECF Glossary

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**Adobe Acrobat** Application used almost universally to create and view “PDF” documents. “Adobe” created the “PDF” format.

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**Attachment** An additional supporting document filed electronically with a case entry.

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**Automatic E-mail Notification** A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

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**Browse** A Windows operation of navigating through directories via a mouse to select a specific file.

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**Browser** A browser is a software program such as **Netscape Navigator**, **Microsoft Internet Explorer**, or **Mozilla**, which provides a user-friendly interface allowing a user to access information and services available on the Internet.

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**Bulky Document Standard** The Bulky Document Standard (BDS) limits the size of the documents filed electronically on the Court’s CM/ECF System to those documents either under or at 2 MB.

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**Button/Bullet** A button/bullet on the side of an entry in the system that when selected will advance you to the Docket Information and Related Entries. (**Note:** See page 1-14, Step 4 for an example.)

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**CM/ECF** Case Management/Electronic Case Files is the system that will allow attorneys to file cases and documents electronically via the Internet.

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## CM/ECF Glossary, Continued

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**Default** A default is a common suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you need to type over them. **Example: New York** is the default office for the Court. You don't need to take any action to change the selection. You just accept it and move to the next field.

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**Drop-Down Box** A drop-down box is a window listing selections of data alphabetically in a text box. Drop-down boxes are used throughout CM/ECF for making selections. When you locate the selection you want to make, click to highlight it. To make multiple selections, hold your control (**Ctrl**) key down when making the second (third, etc.) selection. (**Note:** For an example of a drop down box see page 1-3, Step 1.)

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**Hypertext (HTML) Link** A hypertext link is an internet address imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program by clicking on the link.

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**Live Database** The Live Database of the CM/ECF System is where you will electronically file documents with the Court. Once you file a document with the Court, all parties associated with the case will be able to view it. Completed transactions in the Live Database cannot be retrieved. Therefore, you must be sure that the documents you file in the Live Database are documents that you intend for the Court to act upon. The URL (internet address) for the Live Database is <http://ecf.cit.uscourts.gov>.

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**Notice of Electronic Filing** An electronic document produced by CM/ECF that certifies each filing with the U. S. Court of International Trade.

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## CM/ECF Glossary, Continued

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**PDF Document** A Portable Document Format (PDF) document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in PDF format.

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

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**Training Database** The Training Database exists to help users learn to navigate the system. You cannot harm the data in the Training Database. The URL (internet address) for the Training Database is <http://ecf-train.cit.uscourts.gov>.

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**URL** URL is short for Universal Resource Locator. URLs function as the address to a web page or other resource on the Internet. A URL is similar to a street address. The URLs for the CM/ECF System are:

Training Database – <http://ecf-train.uscourts.gov>

Live Database – <http://ecf.cit.uscourts.gov>

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**Wildcards** Wildcards include asterisks (\*) that enable the user to search the system for a party or an attorney without knowing the exact spelling or title of the party or attorney. Wildcards may appear in the beginning, the middle, or the end of the name. For example, **Johns\*n** retrieves documents filed by attorneys named “**Johnson**,” “**Johnsen**,” or “**Johnssen**,” etc. **\*National\*** retrieves “**International**,” “**National Paper**,” “**International Harvester**,” etc.

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

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# Case Management/Electronic Case Files (CM/ECF)

## User's Manual: Case Management

### Overview

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#### Background and Introduction

The Case Management/Electronic Case Files System (CM/ECF) is an electronic filing system used by the U. S. Court of International Trade, which will enable users to query the status of court cases, to view docket entries, to run case-related reports, and to file, electronically, case events.

This manual covers the case management features of the CM/ECF System, which attorneys will have access to when they log onto the system. Public users with read-only access will not have access to all these features, and some of the features may differ slightly from those outlined in this manual.

The electronic case files portion of the system allows users to file, electronically, case events. The procedures for electronic filing are outlined in the *Case Management/Electronic Case Files (CM/ECF) User's Manual for Electronically Filing Case Events*, which can be found on the Court's web site.

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#### Differences between the Training and Live Databases

There are two databases and two separate Universal Resource Locator (URL) internet addresses for the CM/ECF System. One database is the **Training Database** and the other is the **Live Database**.

The **Training Database** is used to help users learn to navigate the system. You cannot harm the data in the Training Database. The URL address for the Training Database is <http://ecf-train.cit.uscourts.gov>.

The **Live Database** is where users electronically file documents with the Court. Once a document is filed with the Court, all parties associated with the case will be able to view it. More importantly, once a document is electronically filed with the Court, it cannot be retrieved. Therefore, when in the **Live Database**, please be sure that the actions taken are intended for the Court to act upon. The URL address for the Live Database is <http://ecf.cit.uscourts.gov>. With one or two exceptions, the screen illustrations used throughout the manual are taken from the **Live Database**.

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# Working with the CM/ECF System

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## Introduction

Users will find certain conventions used throughout the CM/ECF System, which will help them to navigate the system.

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## Windows Conventions for the CM/ECF System

The system includes the following prompts:

**Back**

This button on the browser toolbar allows users to return to a previous screen and to correct an entry made on it.

**Clear**

This button on the screen clears all characters entered on that particular screen.

**Ctrl**

This key on the keyboard allows users to select multiple entries within a given category by pressing and holding down on the **Ctrl** key when selecting entries.

**Tab**

This button on the keyboard allows users to move from one field to another within a screen.

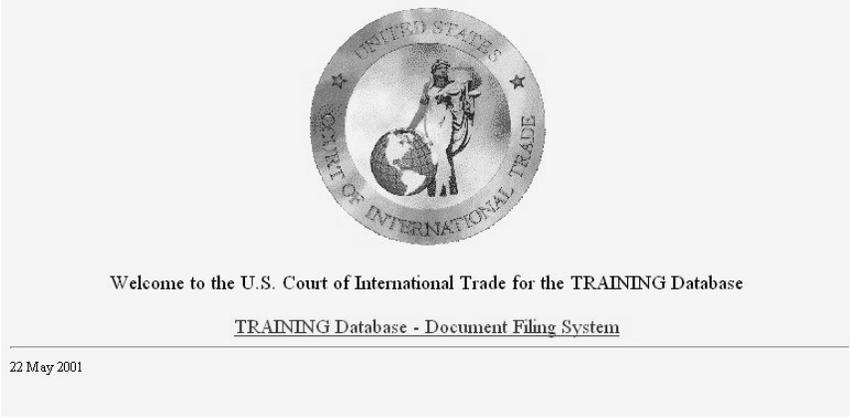
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## Working with the CM/ECF System, Continued

### Accessing the CM/ECF Training Database

To access the CM/ECF **Training** Database, follow the steps outlined below.

Step	Action
1	Start <b>Netscape Navigator</b> version 4.6, 4.7, 7.0, 7.1, <b>Internet Explorer</b> 5.5 or 6.0, or <b>Mozilla</b> 1.0.
2	Type in the following URL internet address: <a href="http://ecf-train.cit.uscourts.gov">http://ecf-train.cit.uscourts.gov</a> .
3	Click on <b>Continue</b> when the Security Information appears.
4	Click on <b>Training Database – Document Filing System</b> . 

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# Working with the CM/ECF System, Continued

## Accessing the CM/ECF Training Database

Continue with the steps outlined below to access the CM/ECF **Training Database**.

Step	Action
5	<p>Enter your login and password in the appropriate fields. <b>Note:</b> Be careful when you input your login and password since they are case sensitive. If you forgot your password, please call the Court's <b>CM/ECF Help Desk at 1-866-450-1859</b>.</p> <div data-bbox="548 743 1403 1262"><p><b>ECF Login</b></p><p><b>Notice</b> This is a <b>Restricted Web Site</b> for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p><div data-bbox="558 957 927 1094"><p><b>Authentication</b></p><p>Login: <input type="text"/></p><p>Password: <input type="password"/></p></div><p><input type="button" value="Login"/> <input type="button" value="Clear"/></p><p><i>CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.</i></p></div>
6	Click <b>Login</b> to continue.

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## Working with the CM/ECF System, Continued

### Accessing the CM/ECF Training Database

Continue with the steps outlined below to access the CM/ECF **Training Database**.

Step	Action
7	<p>Select from among the following CM/ECF System options, that is, <b>Civil, Query, Reports, Utilities, Logout, and Help</b>.</p> 
8	<p><b>Congratulations!</b> You have accessed the Court's Training Database. Explore it to become familiar with its features. You cannot hurt anything here.</p>

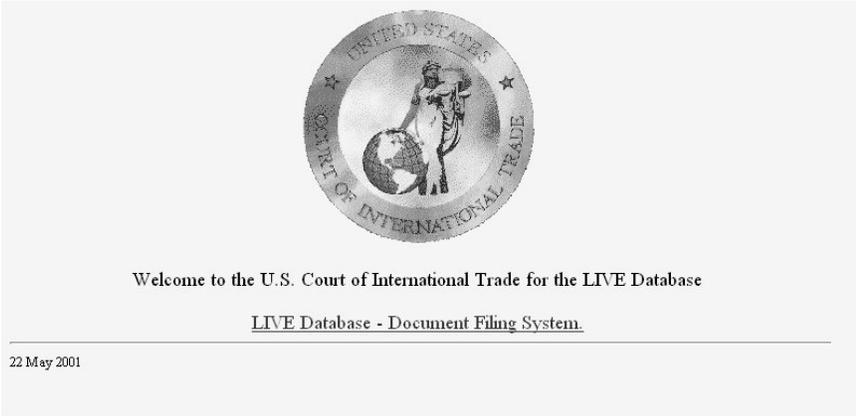
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# Working with the CM/ECF System, Continued

## Accessing the CM/ECF Live Database

To access the CM/ECF **Live** Database, follow the steps outlined below.

**Reminder:** This is live data in the Clerk's Office.

Step	Action
1	Start <b>Netscape Navigator</b> version 4.6, 4.7, 7.0, 7.1, <b>Internet Explorer 5.5</b> or 6.0, or <b>Mozilla 1.0</b> .
2	Enter the following URL address: <a href="http://ecf.cit.uscourts.gov">http://ecf.cit.uscourts.gov</a> .
3	Click on <b>Continue</b> when the Security Information dialog box appears.
4	Click on <b>Live Database – Document Filing System</b> . 

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# Working with the CM/ECF System, Continued

## Accessing the CM/ECF Live Database

Continue with the steps outlined below to access the CM/ECF **Live** Database.

Step	Action
5	<p>Enter your login and password in the appropriate fields. Note: Be careful when you input your login and password since they are case sensitive. If you forgot your password, then please call the Court's <b>CM/ECF Help Desk at 1-866-450-1859</b>.</p> <div data-bbox="548 716 1404 1230"><p><b>ECF Login</b></p><p><b>Notice</b> This is a <b>Restricted Web Site</b> for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p><div data-bbox="558 926 927 1058"><p><b>Authentication</b></p><p>Login: <input type="text"/></p><p>Password: <input type="password"/></p></div><p><input type="button" value="Login"/> <input type="button" value="Clear"/></p><p><i>CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.</i></p></div>
6	Click <b>Login</b> to continue.

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# Working with the CM/ECF System, Continued

## Accessing the CM/ECF Live Database

Continue with the steps outlined below to access the CM/ECF **Live** Database.

Step	Action
7	<p>Select from among the following CM/ECF System options, that is, <b>Civil, Query, Reports, Utilities, Logout, and Help</b>. See the following page for a brief overview of the available options and submenus.</p>  <p>The screenshot shows a web browser window with a black navigation bar at the top containing the CM/ECF logo and menu items: Civil, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar is a large circular seal of the U.S. Court of International Trade, featuring a figure holding a globe. Underneath the seal, the text reads: "U.S. Court of International Trade LIVE Database" and "Official Court Electronic Document Filing System".</p>
8	<p><b>Congratulations!</b> Now you are looking at live data in the Clerk's Office.</p>

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## Working with the CM/ECF System, Continued

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**CM/ECF System Options**

The following options are part of the overall CM/ECF System:

**Civil      Query      Reports      Utilities      Logout      ? (Help)**

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**Civil**

Restricted to the USCIT Case Management staff at this time. With this option, members of the USCIT staff open cases and complete docket entries.

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**Query**

Query attorneys assigned to a case, deadlines and schedules, docket sheets, related transactions and the status of cases. Available query menu options include the following.

<b>Alias</b>	<b>Filers</b>
<b>Associated cases</b>	<b>Party</b>
<b>Attorney</b>	<b>Related Transactions</b>
<b>Deadlines/Hearings</b>	<b>Status</b>
<b>Docket Report</b>	

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**Reports**

Run reports on the docket sheet, civil cases, and calendar events. Available report menu options include the following.

<b>Docket Sheet</b>	<b>Calendar Events</b>
<b>Civil Cases</b>	

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**Utilities**

View transactions made to a case, mailing information for a case, generate mailing labels, and verify a list of docket entries associated with a case. Available utilities menu options include the following.

<b>Your Account: View Your Transaction Log</b>	<b>Mailings: Mailing Labels by Case</b>
<b>Mailings: Mailing Info for a Case</b>	<b>Verify a Document</b>

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**Logout**

Logout of the system.

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**? (Help)**

Access definitions and explanations of terms used in the CM/ECF System.

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## Working with the CM/ECF System, Continued

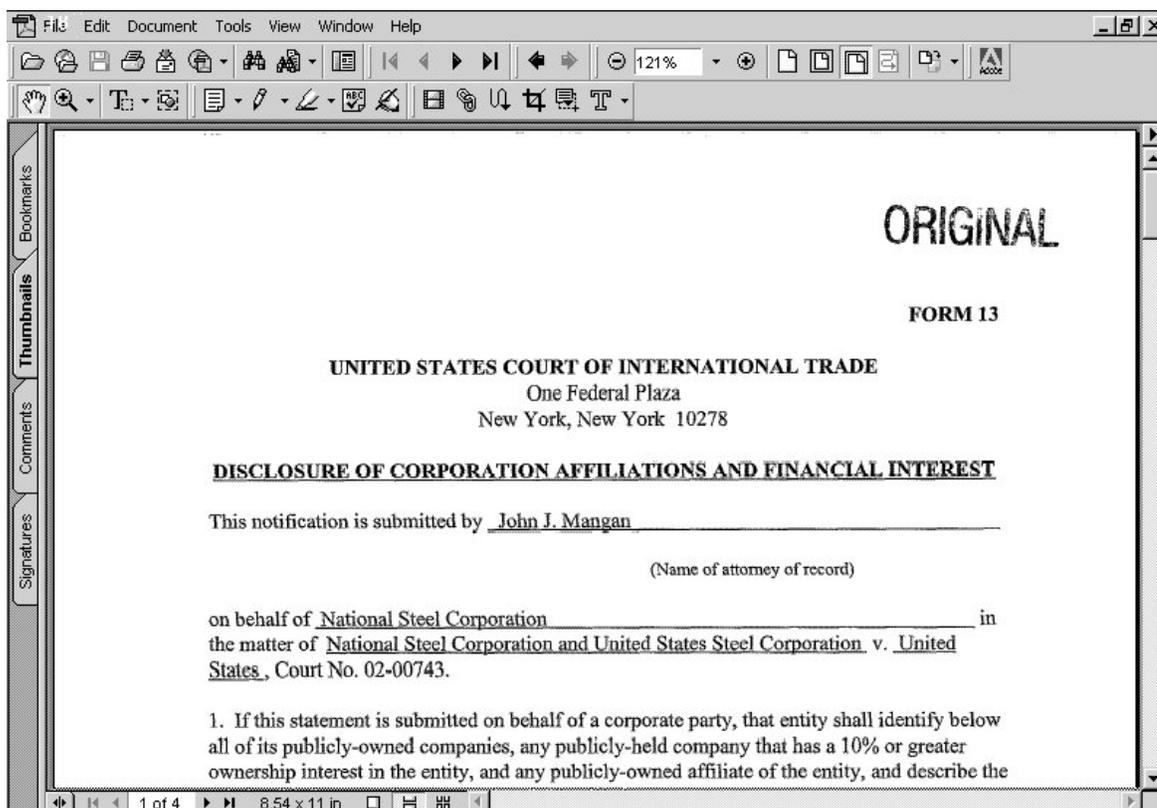
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### Working with Documents in PDF

Documents filed in an action, which can be accessed from the docket sheet, appear in **Portable Document Format (PDF)**. Documents may be viewed and printed in their entirety but they may not be edited. Below is a copy of a document in PDF format and the icons, which will help users to navigate through the document. **Note:** Not all the search features are available in the CM/ECF System.

Adobe Acrobat is a free application used to read, print and display PDF documents. It is available at [www.adobe.com](http://www.adobe.com). Refer to Adobe's documentation and web site for help with Acrobat Reader.

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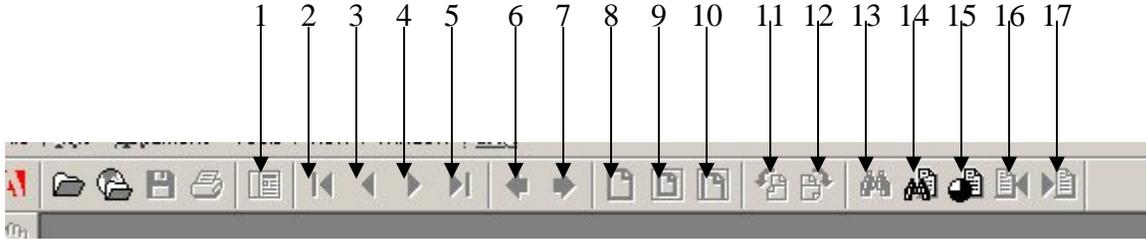


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## Working with the CM/ECF System, Continued

**PDF Navigation Icons** The following table illustrates the PDF navigation icons and their respective functions.



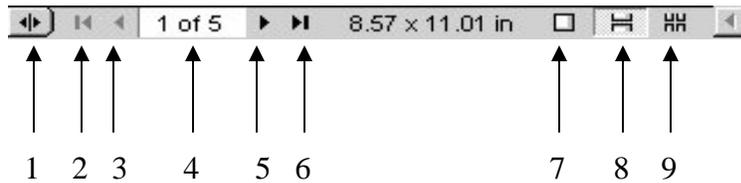
Icon Number	Function
1	Show/Hide navigation pane
2	Brings you back to the first page of the document
3	Brings you back to the previous page in the document
4	Advances you to the next page in the document
5	Advances you to the last page in the document
6	Brings you back to the last PDF document you viewed
7	Advances you to the next PDF document
8	Displays a document in its actual size
9	Fits the document within a window
10	Fits the width of the document within a window
11	Rotates view counterclockwise
12	Rotates view clockwise
13	Finds information in a document (not available in CM/ECF)
14	Search feature (not available in CM/ECF)
15	Search results (not available in CM/ECF)
16	Jumps to previous highlight (not available in CM/ECF)
17	Jumps to the next highlight (not available in CM/ECF)

## Working with the CM/ECF System, Continued

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### Additional PDF Navigation Icons

The following table illustrates additional PDF navigation icons (and their respective functions) that may appear on the documents. The location of these icons on the screen may differ, that is, on some screens the icons may appear at the bottom of the screen (see the sample PDF document on **Introduction-10**), on others they may appear on the left side of the screen.



Icon Number	Function
1	Reveals the bookmark feature of the PDF document.
2	Brings you to the first page of the document
3	Brings you back to the previous page in the document
4	Displays the number of pages in the document and the present page number
5	Advances you to the next page in the document
6	Advances you to the last page in the document
7	Displays a single page view of the document
8	Displays two pages of the document at once
9	Displays four pages of the document at once

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### Help Desk Telephone Number

If you need help while working with the CM/ECF System, please call the Court's **CM/ECF Help Desk at 1-866-450-1859**.

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### Reporting Corrections & Changes to the Manual

To report any changes or corrections to the CM/ECF Manual, please complete the **Errata Reporting Form**. The form may be found in the Appendix. Please fax the form to the Court's **Training Specialist at (212) 264-0441**.

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# Query Options

## Description of Query Options

The following is a list of the queries, which can be performed on the CM/ECF System.

Query	Description
<b>Alias</b>	Lists parties in a case who may have aliases.
<b>Associated Cases</b>	Lists any case listed by the filer as being associated with the case number you input. ( <b>Important:</b> This may not be an exhaustive list since it reflects only the filer's information.)
<b>Attorney</b>	Lists the attorney(s) of record.
<b>Deadlines/Hearings</b>	Queries deadlines/hearings and schedules by: document number, deadline/hearing, filed status, satisfied or terminated status.
<b>Docket Report</b>	Queries the docket report for cases by: Filing date, Enter date, date range and document range.
<b>Filers</b>	Lists the filers relevant to a case.
<b>Party</b>	Provides the names of the parties involved in the case along with their address and telephone numbers.
<b>Related Transactions</b>	Queries for any/all related transactions in a case. Transactions can be queried by date, document type, and pending or terminated status. This option allows users to sort transactions by date filed or entered as well as by document number.
<b>Status</b>	Queries the status of the case within the Court, e.g., whether a case is on the reserve calendar, etc.

## Screen Illustration of the Query Options

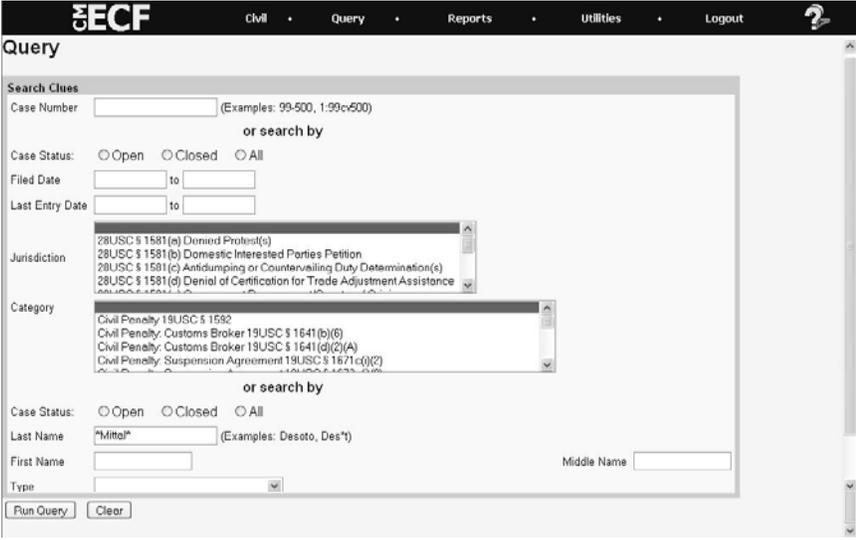
The following is a screen illustration of the **Query** Options available through the CM/ECF System.



# Query Options, Continued

## Accessing the Query Screen

To perform queries related to cases, follow the steps outlined below:

Step	Action								
1	<p>Click on <b>Query</b> from the menu bar. <b>Result:</b> The query screen appears.</p> 								
2	<p>Perform your Query one of the following ways:</p> <table border="1" data-bbox="565 1218 1388 1365"> <thead> <tr> <th data-bbox="565 1218 971 1255">If you want to query by . . .</th> <th data-bbox="971 1218 1388 1255">Then go to . . .</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 1255 971 1291">case number</td> <td data-bbox="971 1255 1388 1291">Step 3</td> </tr> <tr> <td data-bbox="565 1291 971 1327">party</td> <td data-bbox="971 1291 1388 1327">Page 1-4</td> </tr> <tr> <td data-bbox="565 1327 971 1365">attorney name</td> <td data-bbox="971 1327 1388 1365">Page 1-7</td> </tr> </tbody> </table>	If you want to query by . . .	Then go to . . .	case number	Step 3	party	Page 1-4	attorney name	Page 1-7
If you want to query by . . .	Then go to . . .								
case number	Step 3								
party	Page 1-4								
attorney name	Page 1-7								
3	<p>Enter the case number in the following format: <b>yy-xxxxx</b>.</p>								

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# Query Options, Continued

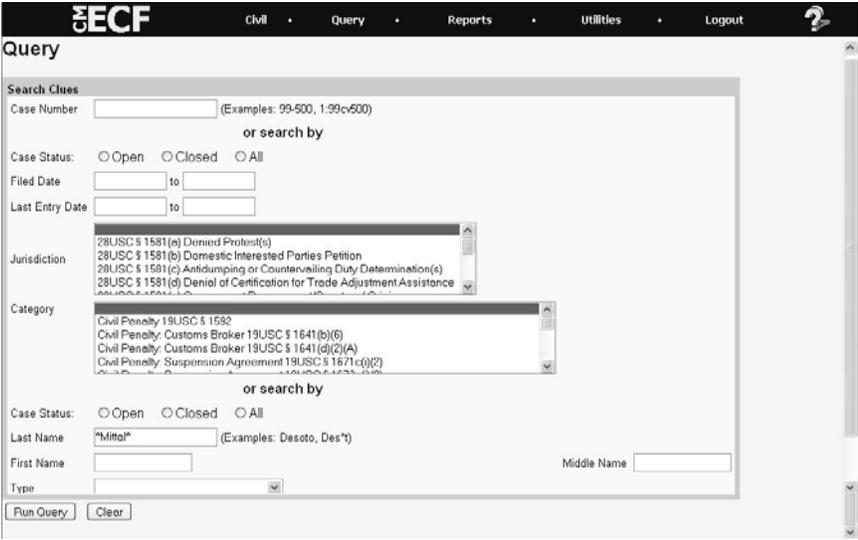
## Accessing the Query Screen (continued)

Continue with the steps outlined below to perform queries related to cases.

Step	Action
4	<p>Click on <b>Run Query</b>. <b>Result:</b> The system displays the screen with the list of available queries.</p>  <p>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, and Logout. Below the navigation bar, the case information is displayed: 1:05-cv-00308-RKE Mittal Steel USA Inc. v. United States, Richard K. Eaton, presiding, Date filed: 04/13/2005, Date of last filing: 04/28/2006. Under the heading 'Query', there is a list of available query options: <a href="#">Alias</a>, <a href="#">Associated Cases</a>, <a href="#">Attorney</a>, <a href="#">Deadlines/Hearings...</a>, <a href="#">Docket Report...</a>, <a href="#">Filings</a>, <a href="#">Party</a>, <a href="#">Related Transactions...</a>, and <a href="#">Status</a>.</p>

## Query Options: By Party

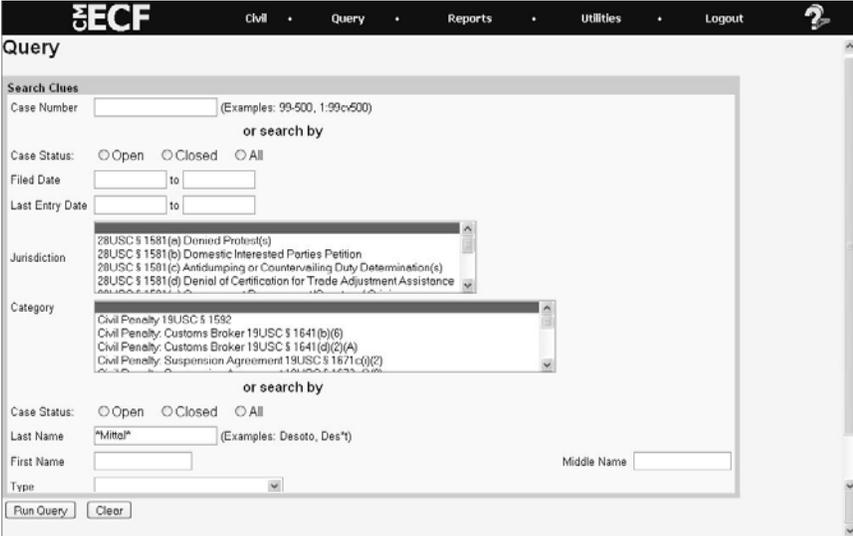
**Query Cases by Party** To query cases by **party**, follow the steps outlined below.

Step	Action
1	<p>Click in the <b>Last Name</b> field and enter the party's name, e.g., <b>*Mittal*</b>. The Court recommends using an asterisk (*) when searching for the last name of a party or an attorney. Wildcards, such as an asterisk (*) may be used before or within search strings. This will ensure that the system searches for all available options. Example: <b>*Mittal*</b> will result in records bearing the name <b>Mittal Steel USA Georgetown, Mittal Steel USA ISG Inc.</b>, etc. If you do not use the *, then you need to make sure that you type the name exactly as it can be found in the system.)</p>  <p>The screenshot shows the ECF Query interface. At the top, there is a navigation bar with 'ECF' logo and links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is a 'Query' section with a 'Search Clues' area. This area includes a 'Case Number' field with examples '99-500, 1:99cv-500'. Below that is an 'or search by' section with radio buttons for 'Case Status' (Open, Closed, All), 'Filed Date' (with 'to' separator), and 'Last Entry Date' (with 'to' separator). There are two dropdown menus for 'Jurisdiction' and 'Category'. The 'Jurisdiction' dropdown shows options like '28USC § 1581(e) Denied Protest(s)', '28USC § 1581(b) Domestic Interested Parties Petition', '28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)', and '28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance'. The 'Category' dropdown shows options like 'Civil Penalty 19USC § 1592', 'Civil Penalty, Customs Broker 19USC § 1641 (b)(6)', 'Civil Penalty, Customs Broker 19USC § 1641 (d)(2)(A)', and 'Civil Penalty, Suspension Agreement 19USC § 1671(c)(2)'. Below these is another 'or search by' section with radio buttons for 'Case Status' (Open, Closed, All), and input fields for 'Last Name' (containing '*Mittal*'), 'First Name', and 'Middle Name'. There is also a 'Type' dropdown menu. At the bottom of the search area are 'Run Query' and 'Clear' buttons.</p>
2	Click in the <b>Type</b> field.

*Continued on next page*

# Query Options: By Party, Continued

**Query Cases by Party** Continue with the steps outlined below to query cases by **party**.

Step	Action
3	<p>Click on the drop down arrow and select <b>Party</b>.</p> 
4	<p>Click on <b>Run Query</b>. <b>Result:</b> The screen appears, which shows the list of parties with pending cases.</p>
5	<p>Select the party you want by clicking on the <b>party</b> name.</p>  <p><b>Result:</b> A screen appears, which shows the cases in which the party is involved.</p>

*Continued on next page*

## Query Options: By Party, Continued

**Query Cases by Party** Continue with the steps outlined below to query cases by **party**.

Step	Action
6	<p>Click on the applicable <b>case number</b>.</p>  <p><b>Result:</b> The screen appears, which shows you the list of available queries.</p>
7	<p>Select from among the available query options.</p> 

## Query Options: By Attorney Name

---

**Query Cases by Attorney Name** To query cases by **attorney name**, follow the steps outlined below. (**Note:** The screen illustrations for querying by attorney mirror those for querying by party found on Pages 1 - 4 to 1 - 6.)

<b>Step</b>	<b>Action</b>
<b>1</b>	Click in the <b>Last Name</b> field.
<b>2</b>	Enter the last name of the attorney, e.g., <b>Johnson</b> . We recommend that when searching for the last name of a party or an attorney, you should search using an asterisk (*). Wildcards, such as an asterisk, (*) may be used before or within search strings. This will ensure that the system searches for all available options. Example: <b>*Johns*n</b> will result in records bearing the name <b>Johnson</b> and <b>Johnsen</b> . If you do not use the *, then you need to make sure that you type the name exactly as it can be found in the system.
<b>3</b>	Click in the <b>Type</b> field.
<b>4</b>	Click on the drop down arrow and select <b>Attorney</b> .
<b>5</b>	Click on <b>Run Query</b> . ( <b>Result:</b> The screen appears which shows the list of attorneys with pending cases.)
<b>6</b>	Click on the name of applicable attorney. ( <b>Result:</b> The screen appears which shows the cases in which the person is a party.)
<b>7</b>	Click on the appropriate case number. ( <b>Result:</b> The screen appears which shows you the list of available queries.)

---

# Query Options: Alias

## Query for Parties with Aliases

To query for parties that may have **aliases**, follow the steps outlined below. (Note: Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on <b>Alias</b> from the <b>Query</b> submenu.</p> 
2	<p>View the screen, which indicates parties with aliases.</p> 
3	<p>To exit out of this option, click on any other option: <b>Query</b>, <b>Report</b>, <b>Utilities</b>, or <b>Logout</b> from the menu bar.</p>

# Query Options: Associated Cases

## Query for Associated Cases

To query **associated cases**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query Screen**.)

Step	Action
1	<p>Click on <b>Associated Cases</b> from the <b>Query</b> submenu screen.</p>  <p>The screenshot shows the ECF interface with a navigation bar (Civil, Query, Reports, Utilities, Logout) and a case header for '1:05-cv-00308-RKE Mital Steel USA Inc. v. United States'. A 'Query' menu is open, listing options: Alter, Associated Cases, Attorney, Deadlines/Hearings, Docket Report, Filers, Party, Related Transactions, and Status. 'Associated Cases' is highlighted.</p>
2	<p>View the <b>Associated Cases</b> screen, which displays the following:</p>  <p>The screenshot shows the 'Associated Cases' screen for case 1:05-cv-00308-RKE. It displays the case name, judge (Richard K. Eaton), and filing dates. Below this, there are three sections: 'Associated Cases' (with a link to the lead docket), 'Related Cases: None', and 'Dkt# in other court: None'.</p> <p><b>Lead Docket</b> – Refers to consolidated cases only. Entries appear on lead docket only and not on the corresponding consolidated cases. Click on the <b>case number</b> to advance to the query screen for the docket sheet. Add the search criteria for the docket sheet. See the following page for a copy of the screen illustration of the docket sheet.</p> <p><b>Related Cases</b> – If applicable, this option would show case numbers of those cases associated with the lead case.</p> <p><b>Docket in other Courts</b> – This option is not available in CM/ECF.</p>

*Continued on next page*

# Query Options: Associated Cases, Continued

## Query for Associated Cases

Continue with the steps outlined below to query **associated cases**.

Step	Action
3	<p>View the <b>docket sheet</b> for the Lead Docket case number: <b>1:05-cv-00308-RKE</b>.</p> 
4	Click on the <b>Doc. No.</b> to advance to the PDF version of the entered document.

Continued on next page

## Query Options: Associated Cases, Continued

### Query for Associated Cases

Continue with the steps outlined below to query for **associated cases**.

Step	Action
5	<p>View the PDF version of the selected document, which appears on the screen.</p> 
6	<p>To exit out of this option, click on any other option: <b>Query</b>, <b>Report</b>, <b>Utilities</b>, or <b>Logout</b> from the menu bar.</p>

# Query Options: Attorney

## Query for Attorneys

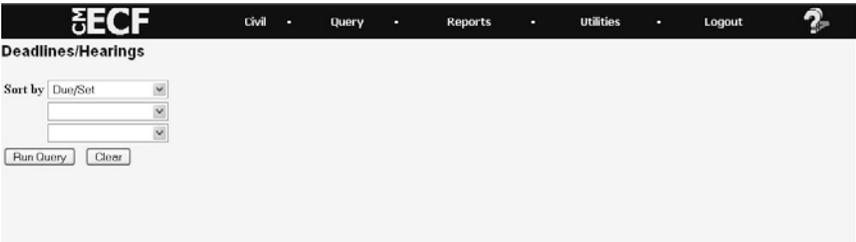
To query for **attorneys**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on <b>Attorney</b> from the <b>Query</b> submenu screen.</p>  <p>The screenshot shows the ECF interface with the 'Query' menu open. The menu items are: Alias, Associated Cases, Attorney, Deadlines/Hearings, Docket Report, Filers, Party, Related Transactions, and Status. An arrow points to the 'Attorney' option.</p>
2	<p>View the <b>Attorneys</b> screen, which lists the attorneys assigned to the case and the parties they represent.</p>  <p>The screenshot shows the 'Attorneys' screen. It lists two attorneys:</p> <ul style="list-style-type: none"> <li><b>Wesley Keith Caine</b>, Stewart and Stewart, 2100 M Street, NW, Suite 200, Washington, DC 20037, (202) 466-1265, (202) 466-1286 (fax), wcaime@stewartlaw.com. Assigned: 04/13/2005. LEAD ATTORNEY. ATTORNEY TO BE NOTICED. representing Mittal Steel USA ISG Inc. (Plaintiff).</li> <li><b>Donald Bertrand Cameron</b>, Kaye Scholer, LLP, 901 15th Street, NW, Suite 1100, Washington, DC 20005-2327, (202) 682-3630, (202) 414-0400 (fax). representing Dongbu Steel Co., Ltd. (Intervenor Defendant).</li> </ul>
3	<p>To exit out of this option, click on any other option: <b>Query</b>, <b>Report</b>, <b>Utilities</b>, or <b>Logout</b> from the menu bar.</p>

# Query Options: Deadlines/Hearings

## Query for Deadline/Schedule

To query for **deadlines/hearings**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on <b>Deadlines/Hearings</b> from the <b>Query</b> submenu screen.</p>  <p>The screenshot shows the ECF interface with a navigation bar containing 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the bar, the case information '1:05-cv-00308-RKE Mittal Steel USA Inc. v. United States' is displayed. A 'Query' submenu is open on the left, listing options like 'Alias', 'Associated Cases', 'Attorney', 'Deadlines/Hearings', 'Docket Report...', 'Filings', 'Party', 'Related Transactions...', and 'Status'. An arrow points to the 'Deadlines/Hearings' option.</p>
2	<p>Go to the <b>Sort by</b> field and select the sort options you want. A list and description of possible sort options appear on the following page. <b>Note:</b> Disregard the second and third sort options and use the first field as the sole sort option.</p>  <p>The screenshot shows the 'Deadlines/Hearings' screen with a 'Sort by' dropdown menu set to 'Date/Set'. Below the dropdown are two empty dropdown menus and two buttons: 'Run Query' and 'Clear'.</p>

*Continued on next page*

## Query Options: Deadlines/Hearings, Continued

### Query for Deadline/ Schedule

Continue with the steps outlined below to query for **deadlines/hearings**.

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

Step	Action
3	After you select the different sort options, click on <b>Run Query</b> .

*Continued on next page*

## Query Options: Deadlines/Hearings, Continued

### Query for Deadline/ Schedule

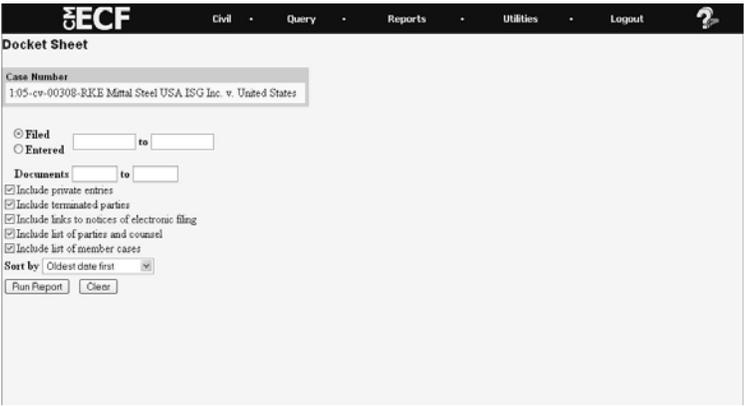
Continue with the steps outlined below to query for **deadlines/hearings**.

Step	Action
4	View the <b>Deadlines/Hearings</b> screen with entries sorted as requested.  
5	Click on the <b>button/bullet</b> next to the <b>Deadlines/Hearings</b> entry to advance to the Docket Information and Related Docket Entries screen.
6	Click on the <b>Doc. No.</b> to advance to a copy of the PDF document filed in the case.
7	To exit out of this option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.

# Query: Docket Report

## Query the Docket Report (Docket Sheet)

To query a **docket report (or docket sheet)**, follow the steps outlined below. (Note: Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on <b>Docket Report</b> from the <b>Query</b> menu. <b>Result:</b> The <b>Docket Sheet</b> screen appears.</p> 
2	<p>Select the preferred formats for the query: (a) <b>Filed</b> date (documents in the order in which they were filed) or (b) <b>Entered</b> date (documents in the order in which they were entered into the system), or (c) <b>Documents</b> – enter the document numbers you are interested in querying. <b>Note:</b> If the <b>Filed</b> and <b>Entered</b> dates are identical, then the system will not display the <b>Enter</b> date in the docket sheet.</p> 

*Continued on the next page*

## Query: Docket Report, Continued

### Query the Docket Report (Docket Sheet)

Continue with the steps outlined below to query the **docket report (docket sheet)**.

The screenshot shows the ECF Docket Sheet query interface. The case number is 1:05-cv-00308-RKE Mittal Steel USA ISG Inc. v. United States. The interface includes options to filter by 'Filed' or 'Entered' with a date range, and checkboxes for 'Include private entries', 'Include terminated parties', 'Include links to notices of electronic filing', 'Include list of parties and counsel', and 'Include list of member cases'. The 'Sort by' dropdown is set to 'Oldest date first'. There are 'Run Report' and 'Clear' buttons at the bottom.

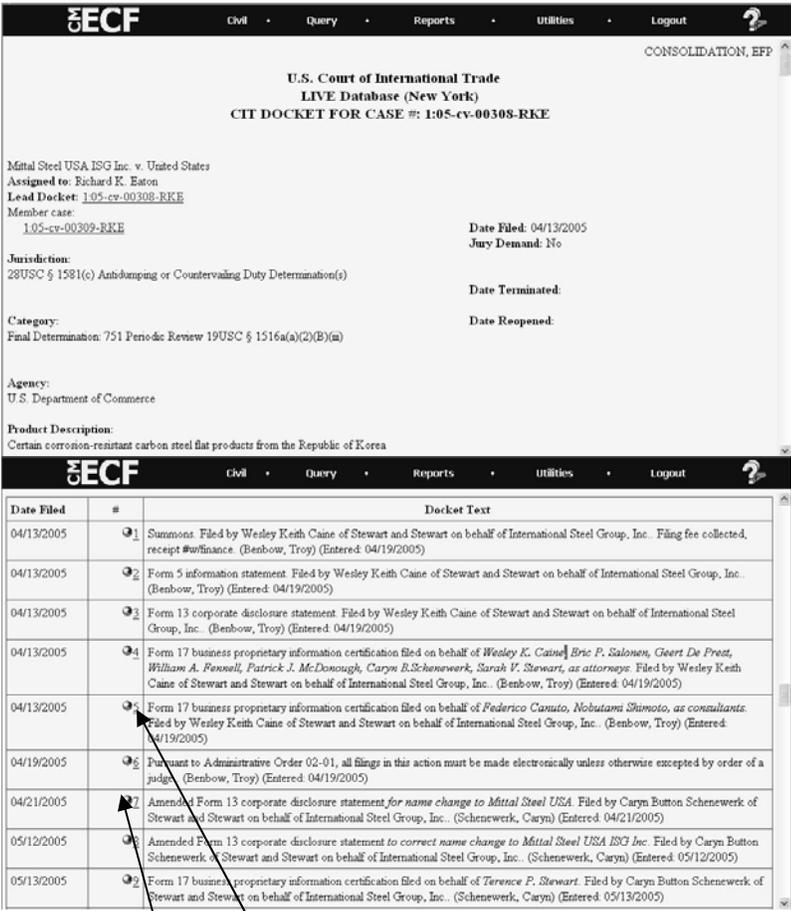
Step	Action
3	Accept the system default of <i>Include terminated parties</i> for a complete docket report. Uncheck the box to show only current parties in the case.
4	Check the box <i>Include links to notices of electronic filing</i> to display buttons/bullets next to each docket sheet entry that, when selected, will lead users to the Notice of Electronic Filing. The system default option for the Notice of Electronic Filing is Html.
5	Check the box <i>Include list of parties and counsel</i> to query for the parties and counsel associated with the case.
6	Check the box <i>Include list of member cases</i> to show a list of consolidated cases, associated cases, etc.
7	Select a sort option, that is, the oldest date first or the most recent date first.
8	Click on <b>Run Report</b> .

Continued on next page

## Query: Docket Report, Continued

### Query the Docket Report (Docket Sheet)

Continue with the steps outlined below to query the **docket report (docket sheet)**.

<p><b>9</b></p>	<p>View the <b>Docket Sheet</b> for the case, which appears on the screen.</p>  <p>The screenshot shows the ECF interface for the U.S. Court of International Trade. The case title is 'Mittal Steel USA ISG Inc. v. United States'. The lead docket is '1:05-cv-00308-RKE'. Below the case details is a table of docket entries:</p> <table border="1"> <thead> <tr> <th>Date Filed</th> <th>#</th> <th>Docket Text</th> </tr> </thead> <tbody> <tr> <td>04/13/2005</td> <td>1</td> <td>Summons. Filed by Wesley Keith Caine of Stewart and Stewart on behalf of International Steel Group, Inc. Filing fee collected, receipt #w/finance. (Benbow, Troy) (Entered: 04/19/2005)</td> </tr> <tr> <td>04/13/2005</td> <td>2</td> <td>Form 5 information statement. Filed by Wesley Keith Caine of Stewart and Stewart on behalf of International Steel Group, Inc. (Benbow, Troy) (Entered: 04/19/2005)</td> </tr> <tr> <td>04/13/2005</td> <td>3</td> <td>Form 13 corporate disclosure statement. 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<p><b>10</b></p>	<p>Click on any of the <b>Doc. Nos.</b> on the screen to advance to the PDF version of the scanned document.</p>																														
<p><b>11</b></p>	<p>Click on the <b>bullets/buttons</b> to access the receipt screen that will display the Notice of Electronic filing screen.</p>																														
<p><b>12</b></p>	<p>To exit out of this option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.</p>																														

# Query Options: Filers

## Query for Filers

To query for **filers**, follow the steps outlined below.  
 (Note: Refer to Page 1 - 2 to access the **Query** Screen.)

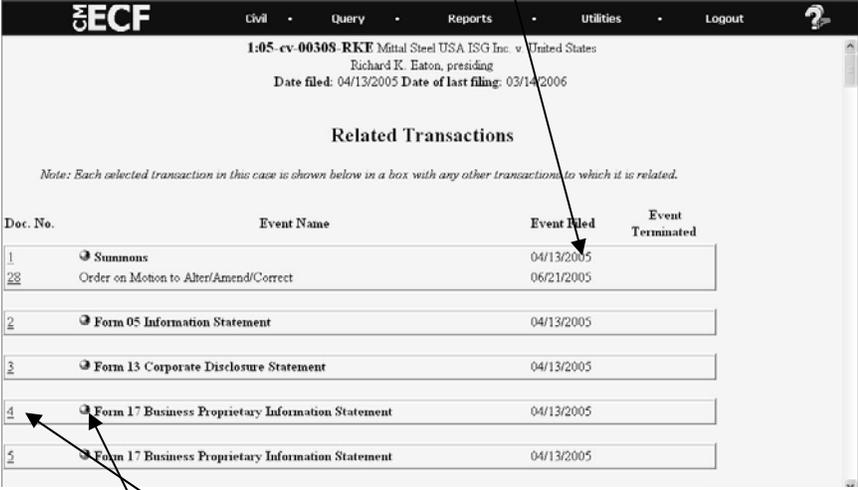
Step	Action																																
<p><b>1</b></p>	<p>Click on <b>Filer</b> from the <b>Query</b> submenu screen.</p>  <p>The screenshot shows the ECF interface with a navigation menu on the left. The 'Filers' option is highlighted with a black arrow pointing to it. The main content area displays case information: '1:05-cv-00308-RKE Mittal Steel USA Inc. v. United States', 'Richard K. Eaton, presiding', and 'Date filed: 04/13/2005 Date of last filing: 04/28/2006'.</p>																																
<p><b>2</b></p>	<p>View the <b>Filer</b> screen, which lists all the filers associated with the case. The list indicates if a filer is a Plaintiff, Intervenor Defendant, etc., the date the filer was added, and the date the filer was terminated (if appropriate).</p>  <p>The screenshot shows the 'Filers' screen with a table listing filers. An arrow points to the 'Mittal Steel USA ISG Inc.' row. The table data is as follows:</p> <table border="1" data-bbox="721 1329 1232 1545"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Added</th> <th>Terminated</th> </tr> </thead> <tbody> <tr> <td><a href="#">Dongbu Steel Co., Ltd.</a></td> <td>Intervenor Defendant</td> <td>06/17/2005</td> <td></td> </tr> <tr> <td><a href="#">Hyundai HYSCO Co., Ltd.</a></td> <td>Intervenor Defendant</td> <td>10/07/2005</td> <td></td> </tr> <tr> <td><a href="#">Mittal Steel USA ISG Inc.</a></td> <td>Plaintiff</td> <td>05/27/2005</td> <td></td> </tr> <tr> <td><a href="#">POSCO</a></td> <td>Intervenor Defendant</td> <td>06/17/2005</td> <td></td> </tr> <tr> <td><a href="#">Union Steel Manufacturing Co., Ltd.</a></td> <td>Intervenor Defendant</td> <td>06/17/2005</td> <td></td> </tr> <tr> <td><a href="#">United States</a></td> <td>Defendant</td> <td>04/13/2005</td> <td></td> </tr> <tr> <td><a href="#">United States Steel Corporation</a></td> <td>Proposed Consolidated Plaintiff</td> <td>08/31/2005</td> <td>09/23/2005</td> </tr> </tbody> </table>	Name	Type	Added	Terminated	<a href="#">Dongbu Steel Co., Ltd.</a>	Intervenor Defendant	06/17/2005		<a href="#">Hyundai HYSCO Co., Ltd.</a>	Intervenor Defendant	10/07/2005		<a href="#">Mittal Steel USA ISG Inc.</a>	Plaintiff	05/27/2005		<a href="#">POSCO</a>	Intervenor Defendant	06/17/2005		<a href="#">Union Steel Manufacturing Co., Ltd.</a>	Intervenor Defendant	06/17/2005		<a href="#">United States</a>	Defendant	04/13/2005		<a href="#">United States Steel Corporation</a>	Proposed Consolidated Plaintiff	08/31/2005	09/23/2005
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<p><b>3</b></p>	<p>Click on the name of the <b>filer</b> to advance to the screen that lists the events filed.</p>																																

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## Query Options: Filers, Continued

### Query for Filers

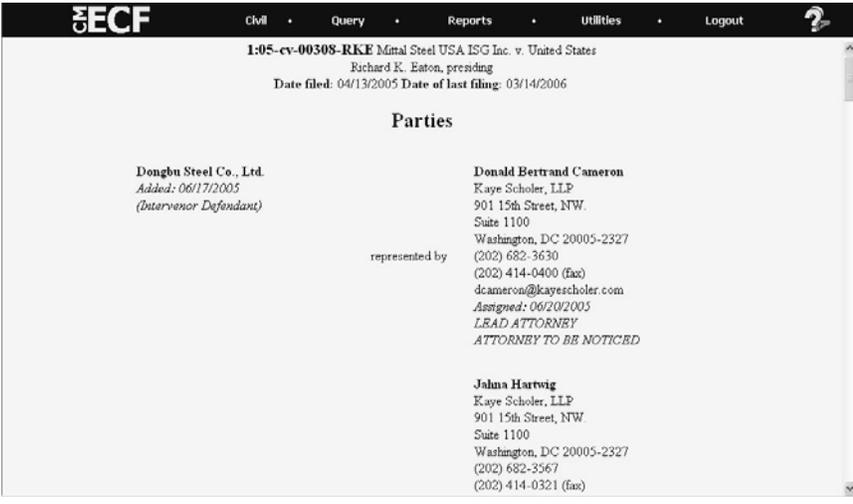
Continue with the steps outlined below to query for **filers**.

Step	Action																												
4	<p>View the screen, which lists <b>events filed</b>.</p>  <table border="1" data-bbox="548 562 1406 1052"> <thead> <tr> <th>Doc. No.</th> <th>Event Name</th> <th>Event Filed</th> <th>Event Terminated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Summons</td> <td>04/13/2005</td> <td></td> </tr> <tr> <td>28</td> <td>Order on Motion to Alter/Amend/Correct</td> <td>06/21/2005</td> <td></td> </tr> <tr> <td>2</td> <td>Form 05 Information Statement</td> <td>04/13/2005</td> <td></td> </tr> <tr> <td>3</td> <td>Form 13 Corporate Disclosure Statement</td> <td>04/13/2005</td> <td></td> </tr> <tr> <td>4</td> <td>Form 17 Business Proprietary Information Statement</td> <td>04/13/2005</td> <td></td> </tr> <tr> <td>5</td> <td>Form 17 Business Proprietary Information Statement</td> <td>04/13/2005</td> <td></td> </tr> </tbody> </table>	Doc. No.	Event Name	Event Filed	Event Terminated	1	Summons	04/13/2005		28	Order on Motion to Alter/Amend/Correct	06/21/2005		2	Form 05 Information Statement	04/13/2005		3	Form 13 Corporate Disclosure Statement	04/13/2005		4	Form 17 Business Proprietary Information Statement	04/13/2005		5	Form 17 Business Proprietary Information Statement	04/13/2005	
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6	Click on the <b>button/bullet</b> next to the Event name, e.g., <b>Form 13 Corporate Disclosure Statement</b> to advance to the Docket Information and Related Docket Entries screen (see the screen illustration on the following page).																												
7	To exit out of this option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.																												

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# Query Options: Party

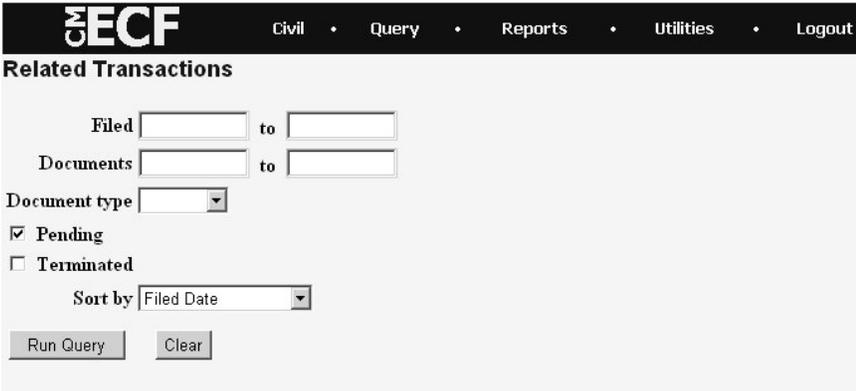
**Query for a Party in a Case** To query for a **party in a case**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query Screen**.)

Step	Action
<p><b>1</b></p>	<p>Click on <b>Party</b> from the <b>Query</b> submenu screen.</p>  <p>The screenshot shows the ECF interface with a menu bar containing 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the menu bar, the case information is displayed: '1:05-cv-00308-RKE Mittal Steel USA Inc. v. United States', 'Richard K. Eaton, presiding', and 'Date filed: 04/13/2005 Date of last filing: 04/28/2006'. A 'Query' submenu is open, listing options: 'Alias', 'Associated Cases', 'Attorney', 'Deadline/Hearings...', 'Docket Report...', 'Filers', 'Party', 'Related Transactions...', and 'Status'. An arrow points to the 'Party' option.</p>
<p><b>2</b></p>	<p>View the <b>Parties</b> screen, which lists all the parties associated with the case, the attorneys representing the parties, and the date they were assigned.</p>  <p>The screenshot shows the 'Parties' screen for the same case. It lists 'Dongbu Steel Co., Ltd.' with the note 'Added: 06/17/2005 (Intervenor Defendant)'. It also lists 'Donald Bertrand Cameron' represented by 'Kaye Scholer, LLP' with contact information: '901 15th Street, NW, Suite 1100, Washington, DC 20005-2327', '(202) 682-3630', '(202) 414-0400 (fax)', and 'dcameron@kayescholer.com'. The assignment date is '09/20/2005' and the role is 'LEAD ATTORNEY ATTORNEY TO BE NOTICED'. Below this, 'Julia Harwig' is listed with the same contact information and role.</p>
<p><b>3</b></p>	<p>To exit out of this option, click on any other option: <b>Query</b>, <b>Report</b>, <b>Utilities</b>, or <b>Logout</b> from the menu bar.</p>

## Query Options: Related Transactions

### Query for Related Transactions

To run a **related transaction** query, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on <b>Related Transactions</b> from the <b>Query</b> submenu.</p>  <p>The screenshot shows the ECF interface with a navigation bar (Civil, Query, Reports, Utilities, Logout) and a case title '1:05-cv-00308-RKE Mital Steel USA Inc. v. United States'. The 'Query' submenu is open, and 'Related Transactions' is highlighted with a black arrow pointing to it.</p>
2	<ul style="list-style-type: none"> <li>• Enter the date range between which related transactions were <b>filed</b> on the case in the following format: <b>MM/DD/YYYY; or</b></li> <li>• Enter <b>document numbers</b> (if known) for which there are related transactions</li> </ul>  <p>The screenshot shows the 'Related Transactions' form with fields for 'Filed' and 'Documents' (each with 'to' and 'from' sub-fields), a 'Document type' dropdown, checkboxes for 'Pending' and 'Terminated', and a 'Sort by' dropdown set to 'Filed Date'. 'Run Query' and 'Clear' buttons are at the bottom.</p>

*Continued on next page*

## Query Options: Related Transactions, Continued

### Query for Related Transactions

Continue with the steps outlined below to run a **related transaction** query.

The screenshot shows the 'Related Transactions' query interface. It features a header with the ECF logo and navigation links for Civil, Query, Reports, Utilities, and Logout. Below the header, there are input fields for 'Filed' and 'Documents' with 'to' indicators. A 'Document type' dropdown menu is highlighted with an arrow from the table below. There are checkboxes for 'Pending' (checked) and 'Terminated'. A 'Sort by' dropdown menu is set to 'Filed Date'. At the bottom are 'Run Query' and 'Clear' buttons.

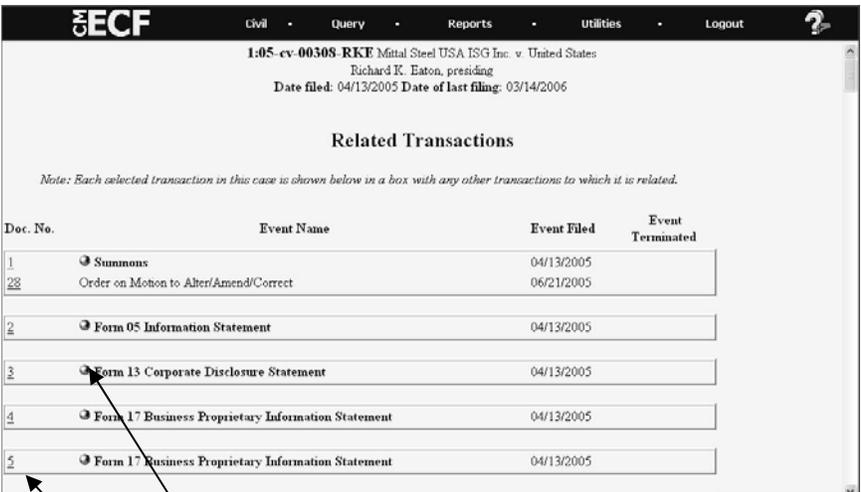
Step	Action
3	Select document type, e.g., <b>appeal, complaint</b> etc. Use the drop down arrow to the right of the document type field to scroll through the list.
4	Click on either <b>Pending</b> or <b>Terminated</b> (the system default is <b>Pending</b> ).
5	Select how you wish to run the query: by <b>filed</b> date (date the documents were filed with the Court), <b>entered</b> date (date the documents were entered into the system) or <b>document number</b> .
6	Click on <b>Run Query</b> .

*Continued on next page*

## Query Options: Related Transactions, Continued

### Query for Related Transactions

Continue with the steps outlined below to run a **related transaction** query.

Step	Action
7	View the screen, which shows each selected transaction in the case along with any other transaction to which it is related. 
8	Click on the <b>button/bullet</b> next to the <b>Event Name</b> , e.g., <b>Form 13 Corporate Disclosure Statement</b> , to advance to the docket information and related docket entries.
9	Click on the <b>Doc. No.</b> to advance to the PDF version of the document.
10	To exit out of this option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.

## Query Options: Status

### Query for the Status of Cases

To query the **status** of a case, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on <b>Status</b> from the <b>Query</b> submenu screen.</p>  <p>The screenshot shows the ECF interface with a navigation bar (Civil, Query, Reports, Utilities, Logout) and a case header for '1:05-cv-00308-RKE Mittal Steel USA Inc. v. United States'. A 'Query' menu is open on the left, with 'Status' highlighted. An arrow points from the text above to the 'Status' link.</p>
2	<p>View the <b>Pending Statuses</b> screen, which lists any pending status records for the case.</p> <p><b>If no pending status cases, then the following screen appears.</b></p>  <p>The screenshot shows the 'Pending Statuses' screen with the message 'There Are No Pending Status Records For This Case.' and a link 'Click here to view terminated Statuses.' An arrow points from the text below to this link.</p> <p><b>Note:</b> The system may prompt you to click on the “here” hyperlink to view terminated statuses. If so, the terminated status screen appears that identifies the status of the case, beginning and ending date, docket number, and status set by.</p>

*Continued on next page*

## Query Options: Status, Continued

### Query for Cases with a Pending Status

To continue to query cases that have a **pending status**, follow the steps outlined below.

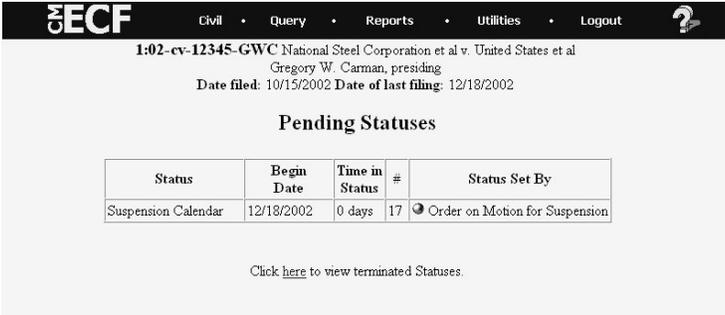
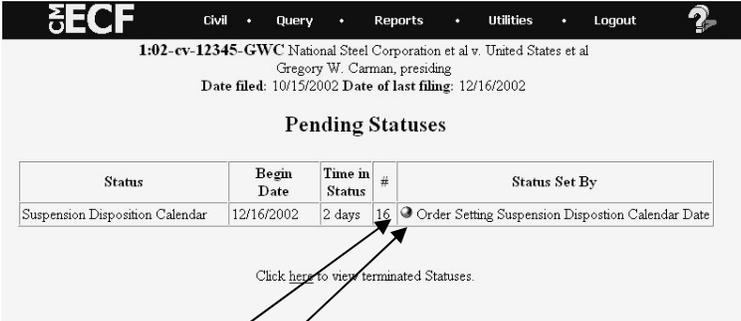
Step	Action												
3	<p>For cases that do have a status associated with it, the choices include the following:</p> <ul style="list-style-type: none"> <li>• <b>Reserve Calendar</b> – an action that is commenced by the filing of a Summons. An action may remain on the reserve calendar for 18 months.</li> <li>• <b>Suspension Disposition Calendar</b> – actions that are suspended under a test case are placed on the Suspension Disposition Calendar after the test case is finally determined, dismissed or discontinued.</li> <li>• <b>Suspension Calendar</b> – action that may be suspended and placed on the Suspension Calendar pending the final determination of a test case.</li> </ul> <p><b>Note:</b> Please see the screen illustrations below and on the following page for cases with pending statuses.</p>												
4	<p>For cases with a <b>Reserve Calendar</b> pending status, the following screen appears.</p>  <table border="1" data-bbox="740 1493 1214 1556"> <thead> <tr> <th>Status</th> <th>Status Group</th> <th>Begin Date</th> <th>End Date</th> <th>#</th> <th>Status Set By</th> </tr> </thead> <tbody> <tr> <td>Reserve Calendar</td> <td>Reserve Calendar</td> <td>04/13/2005</td> <td>05/13/2005</td> <td>1</td> <td>Summons</td> </tr> </tbody> </table>	Status	Status Group	Begin Date	End Date	#	Status Set By	Reserve Calendar	Reserve Calendar	04/13/2005	05/13/2005	1	Summons
Status	Status Group	Begin Date	End Date	#	Status Set By								
Reserve Calendar	Reserve Calendar	04/13/2005	05/13/2005	1	Summons								

*Continued on next page*

## Query Options: Status, Continued

### Query for Cases with a Pending Status

Continue with the steps outlined below to query for cases with a **pending status**.

Step	Action
<p><b>4</b> (Cont'd)</p>	<p>For cases with a <b>Suspension Calendar</b> pending status, the following screen appears. <b>Note:</b> The following two screen illustrations show pending statuses for a Suspension Calendar and Suspension Disposition Calendar, but they do not match the other screen illustrations in the manual which were taken from a case in the Live Database and for which a Suspension Calendar and Suspension Disposition Calendar do not exist.</p>  <p>For cases with a <b>Suspension Disposition Calendar</b> pending status, the following screen appears.</p> 
<b>5</b>	Click on the <b>Doc. No.</b> to advance to the PDF version of the filed entry.
<b>6</b>	Click on the <b>button/bullet</b> next to the event, e.g., <b>Order Setting Suspension Disposition Calendar Date</b> to advance to the Docket Information and Related Docket Entries screen.
<b>7</b>	To exit out of this option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.

## Query Options, Continued

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**End of Query  
Section**

In this section, we looked at the query options and the steps to run the queries. The next section of the manual addresses the reports options.

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# Reports Options

## Overview

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### Description of Reports Options

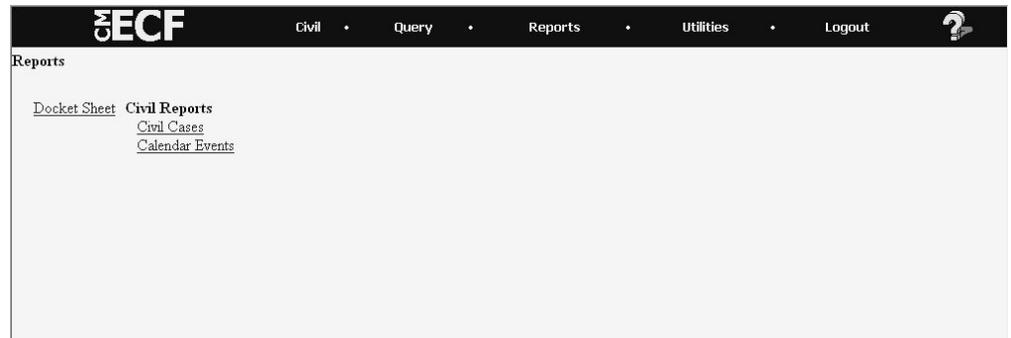
The reports option of the CM/ECF System offers a series of reports. The following list identifies the types of reports available and a brief description of each.

Report	Description
<b>Docket Sheet</b>	Similar to the <b>Query: Docket Report</b> option. You can print out a report by filing date, enter date, date range, or document range.
<b>Civil Cases</b>	Print out reports by jurisdiction, category, case number, and dates filed, entered and closed.
<b>Calendar Events</b>	Print out reports by case number, calendar events, date and time.

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### Screen Illustration of the Reports Options

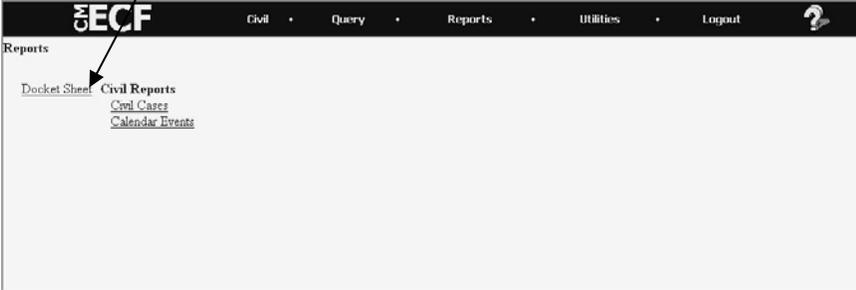
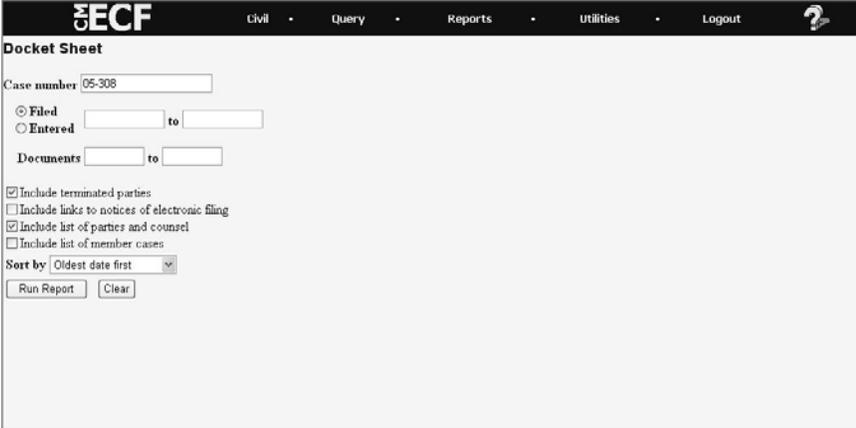
The following is a screen illustration of the various reports options available through the CM/ECF System.



# Reports: Docket Sheet Report

## Docket Sheet Report

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

Step	Action
1	Click on <b>Reports</b> from the menu bar.
2	Click on <b>Docket Sheet</b> from the <b>Reports</b> submenu. 
3	Enter the case number (if it does not appear) in the following format: <b>yy-xxxxx</b> . 
4	Select the preferred formats for the query: (a) <b>Filed</b> date (documents in the order in which they were filed) or <b>Entered</b> date (documents in the order in which they were entered into the system), or <b>Document Numbers</b> . <b>Note:</b> If the <b>Filed</b> and <b>Entered</b> dates are identical, then the system will not display the <b>Entered</b> date in the docket sheet.

*Continued on next page*

## Reports: Docket Sheet Report, Continued

### Docket Sheet Report

Continue with the steps outlined below to run a **docket sheet report**.

The screenshot shows the ECF Docket Sheet report configuration page. At the top, there is a navigation bar with links for Civil, Query, Reports, Utilities, and Logout, along with a help icon. The main content area is titled "Docket Sheet" and contains the following fields and options:

- Case number:** A text input field containing "05-308".
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered", followed by two text input fields for date ranges.
- Documents:** Two text input fields for document date ranges.
- Checkboxes:**
  - Include terminated parties
  - Include links to notices of electronic filing
  - Include list of parties and counsel
  - Include list of member cases
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report" and "Clear".

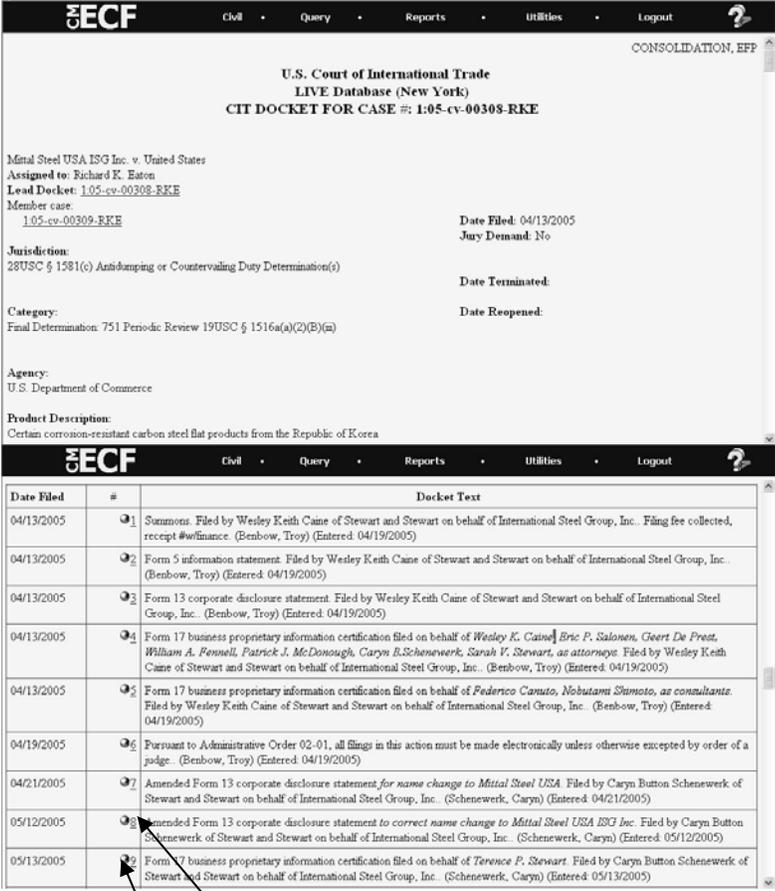
Step	Action
5	Accept the system default of <b>Include terminated parties</b> for a complete docket report. Uncheck the box to show only current parties in the case.
6	Check the box <b>Include links to notices of electronic filing</b> to display buttons/bullets next to each docket entry that, when selected, will lead users to the Notice of Electronic filing. The system default option for the Notice of Electronic Filing is Html.
7	Check the box <b>Include list of parties and counsel</b> to query for the parties and counsel associated with the case.
8	Check the box <b>Include list of member cases</b> to show a list of consolidated cases, associated cases, etc.
9	Select a sort option, that is, the oldest date first or the most recent date first.
10	Click on <b>Run Report</b> .

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# Reports: Docket Sheet Report, Continued

## Docket Sheet Report

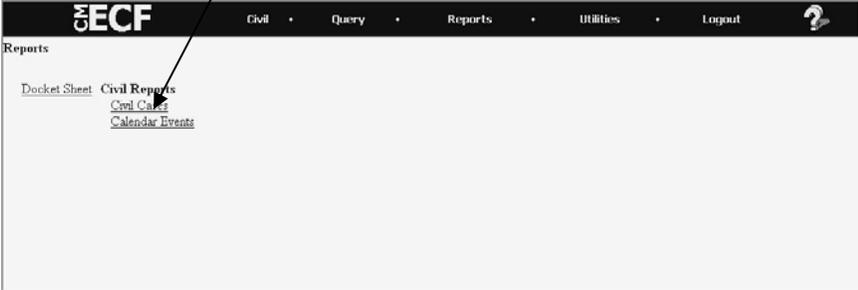
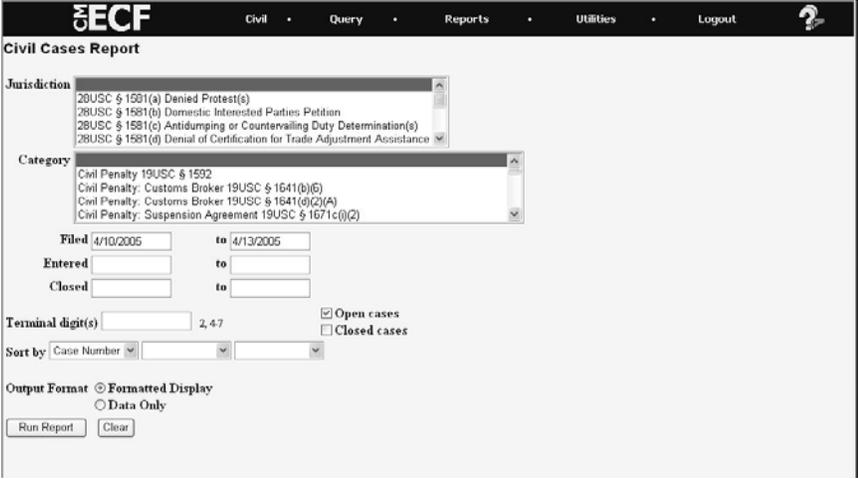
Continue with the steps outlined below to run a **docket sheet report**.

Step	Action
<p><b>11</b></p>	<p>View the <b>Docket Sheet</b> screen.</p> 
<p><b>12</b></p>	<p>Click on the <b>Doc. No.</b> to advance to the PDF version of the scanned docket entry.</p>
<p><b>13</b></p>	<p>Click on the <b>button/bullet</b> next to the document number to advance to the Notice of Electronic Filing receipt screen. Accept the system default of <b>Html</b> and click on <b>Display Receipt</b>.</p>
<p><b>14</b></p>	<p>To exit out of this option, click on any other option: <b>Query</b>, <b>Report</b>, <b>Utilities</b>, or <b>Logout</b> from the menu bar.</p>

# Reports: Civil Cases

## Civil Cases Report

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

Step	Action
1	Click on <b>Reports</b> from the menu bar.
2	<p>Click on <b>Civil Cases</b> from the <b>Reports</b> submenu.</p>  <p>The screenshot shows the ECF web interface. At the top is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is a 'Reports' submenu with options: 'Docket Sheet', 'Civil Reports', 'Civil Cases', and 'Calendar Events'. An arrow points to 'Civil Cases'.</p>
3	<p>Select the <b>Jurisdiction</b> of the case (1581(a), 1581(b), etc.) and the <b>Category</b> of the cases (if appropriate). <b>See the following page for a list of the categories.</b> To select more than one item in the categories, select your first choice by left clicking on the item with your mouse and then press and hold down the <b>Ctrl</b> key to select additional options. Use the scroll bar to the right of the respective dialog boxes to scroll through the lists. (<b>Note:</b> If you do not select a category or jurisdiction, the report will provide information on all.)</p>  <p>The screenshot shows the 'Civil Cases Report' form. It includes dropdown menus for 'Jurisdiction' (with options like 20USC § 1581(a) Denied Protest(s)) and 'Category' (with options like Civil Penalty 19USC § 1592). There are input fields for 'Filed', 'Entered', and 'Closed' dates. A 'Terminal digit(s)' field is set to '2,47'. There are checkboxes for 'Open cases' and 'Closed cases'. A 'Sort by' dropdown is set to 'Case Number'. The 'Output Format' section has 'Formatted Display' selected. 'Run Report' and 'Clear' buttons are at the bottom.</p>

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## Reports: Civil Cases, Continued

**Categories of Civil Cases** The following table lists the categories of civil cases. Other categories listed in the CM/ECF System are not used by the USCIT and therefore are not noted on this list.

Nature of Action	Category	Nature of Action	Category
<b>Denied Protest 28 USC 1581 (a)</b>		<b>Adjustment Assistance 28 USC 1581 (d)</b>	
• Appraisal	110	• Workers	410
• Classification	120	• Firms	420
• Charges or Exactions	130	• Communities	430
• Exclusion	140		
• Liquidation	150	<b>Rules of Origin 28 USC 1581 (e)</b>	510
• Drawback	160		
• Refusal to Reliquidate	170	<b>Confidential Information 28 USC 1581 (f)</b>	
• Rate of Duty	180	• DOC	610
• Redelivery	190	• ITC	620
<b>Denied Petition 28 USC 1581 (b)</b>		<b>Customhouse Broker's License 28 USC 1581 (g)</b>	710
• Appraisal	210		
• Classification	220	<b>Treasury Ruling 28 USC 1581 (h)</b>	810
• Rate of Duty	230		
		<b>Residual 28 USC 1581 (i)</b>	910
<b>Countervailing or Antidumping 28 USC 1581 (c)</b>			
<i>Determinations under 19 USC 1516a (a) (1)</i>		<b>United States Actions 28 USC 1582</b>	
• DOC	310	• Civil Penalties	010
• ITC	320	• Bonds	020
• DOC & ITC	325	• Duties	030
<i>Determinations under 19 USC 1516a (a) (2)</i>			
• DOC	330		
• ITC	340		
• DOC & ITC	345		

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## Reports: Civil Cases, Continued

### Civil Cases Report

Continue with the steps outlined below to run a report on **civil cases**.

The screenshot shows the 'Civil Cases Report' form in the ECF system. The form has a header with 'ECF' and navigation links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, the form is titled 'Civil Cases Report'. It contains several sections: 'Jurisdiction' with a dropdown menu showing options like '28USC § 1581(a) Denied Protest(s)'; 'Category' with a dropdown menu showing options like 'Civil Penalty 19USC § 1592'; 'Filed' with date fields set to '4/10/2005' to '4/13/2005'; 'Entered' and 'Closed' with empty date fields; 'Terminal digit(s)' with a value of '2, 4, 7' and checkboxes for 'Open cases' (checked) and 'Closed cases'; 'Sort by' with a dropdown menu set to 'Case Number'; and 'Output Format' with radio buttons for 'Formatted Display' (selected) and 'Data Only'. At the bottom, there are 'Run Report' and 'Clear' buttons.

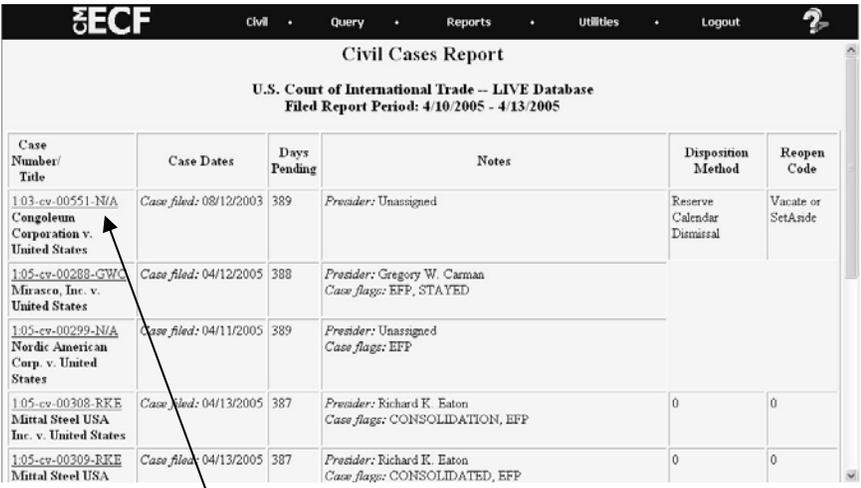
Step	Action
4	Go to the <b>Filed/Entered/Closed</b> fields. The system default for civil cases <b>filed</b> is set for you. If you wish to change the selection, then enter a date in the following format: <b>MM/DD/YYYY</b> for <b>Entered</b> (order in which documents were entered into the system) and/or <b>Closed</b> cases (depending upon the type of report you wish to run). ( <b>Note:</b> If you wish to run a report on closed cases then be sure to uncheck the box <b>Open Cases Only</b> .)
5	Ignore the <b>Terminal</b> digit field. This feature is used by some offices to divide workload among staff.
6	Go to the <b>Sort by</b> field. The system default is <b>Case Number</b> , which runs the report by numerical order. Other options include: <b>Case Title</b> runs a report in alphabetical order by case, <b>Terminal digit</b> runs a report by the number by which the cases are assigned to Case Management staff, and <b>Office</b> – since there is only one office, that is, New York, there is no need to select this option.
7	Accept the system default of <b>Formatted Display</b> for the output format.
8	Click on <b>Run Report</b> .

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## Reports: Civil Cases, Continued

### Civil Cases Report

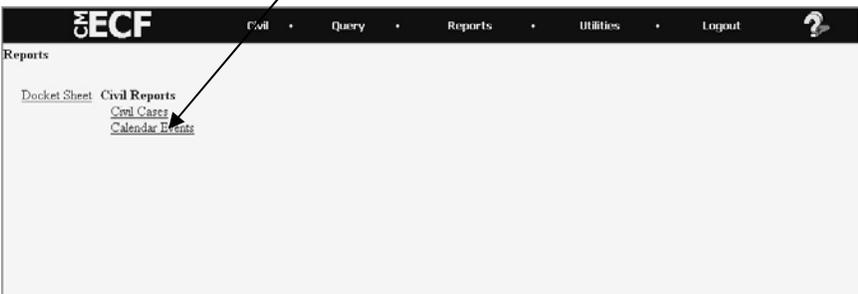
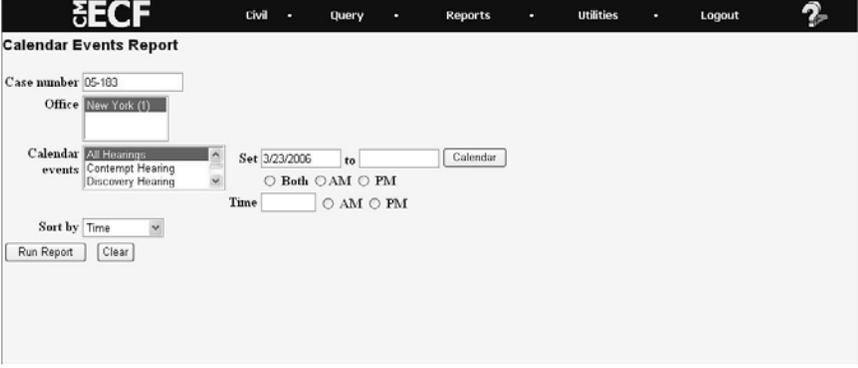
Continue with the steps outlined below to run a report on **civil cases**.

Step	Action																																				
9	<p>View the <b>Civil Cases Report</b>, which appears on the screen. <b>Note:</b> When printing the report, change the paper orientation to landscape in order to print all the information.</p>  <table border="1"> <thead> <tr> <th>Case Number/Title</th> <th>Case Dates</th> <th>Days Pending</th> <th>Notes</th> <th>Disposition Method</th> <th>Reopen Code</th> </tr> </thead> <tbody> <tr> <td>1:03-cv-00551-N/A Congoleum Corporation v. United States</td> <td>Case filed: 08/12/2003</td> <td>389</td> <td>Presider: Unassigned</td> <td>Reserve Calendar Dismissal</td> <td>Vacate or SetAside</td> </tr> <tr> <td>1:05-cv-00288-GWC Mirasol, Inc. v. United States</td> <td>Case filed: 04/12/2005</td> <td>388</td> <td>Presider: Gregory W. Carman Case flags: EFP, STAYED</td> <td></td> <td></td> </tr> <tr> <td>1:05-cv-00299-N/A Nordic American Corp. v. United States</td> <td>Case filed: 04/11/2005</td> <td>389</td> <td>Presider: Unassigned Case flags: EFP</td> <td></td> <td></td> </tr> <tr> <td>1:05-cv-00308-RKE Mittal Steel USA Inc. v. United States</td> <td>Case filed: 04/13/2005</td> <td>387</td> <td>Presider: Richard K. Eaton Case flags: CONSOLIDATION, EFP</td> <td>0</td> <td>0</td> </tr> <tr> <td>1:05-cv-00309-RKE Mittal Steel USA</td> <td>Case filed: 04/13/2005</td> <td>387</td> <td>Presider: Richard K. Eaton Case flags: CONSOLIDATED, EFP</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Case Number/Title	Case Dates	Days Pending	Notes	Disposition Method	Reopen Code	1:03-cv-00551-N/A Congoleum Corporation v. United States	Case filed: 08/12/2003	389	Presider: Unassigned	Reserve Calendar Dismissal	Vacate or SetAside	1:05-cv-00288-GWC Mirasol, Inc. v. United States	Case filed: 04/12/2005	388	Presider: Gregory W. Carman Case flags: EFP, STAYED			1:05-cv-00299-N/A Nordic American Corp. v. United States	Case filed: 04/11/2005	389	Presider: Unassigned Case flags: EFP			1:05-cv-00308-RKE Mittal Steel USA Inc. v. United States	Case filed: 04/13/2005	387	Presider: Richard K. Eaton Case flags: CONSOLIDATION, EFP	0	0	1:05-cv-00309-RKE Mittal Steel USA	Case filed: 04/13/2005	387	Presider: Richard K. Eaton Case flags: CONSOLIDATED, EFP	0	0
Case Number/Title	Case Dates	Days Pending	Notes	Disposition Method	Reopen Code																																
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1:05-cv-00309-RKE Mittal Steel USA	Case filed: 04/13/2005	387	Presider: Richard K. Eaton Case flags: CONSOLIDATED, EFP	0	0																																
10	Click on the <b>Case No.</b> to advance to the Docket Sheet screen.																																				
11	To exit out of this option, click on any other option: <b>Query</b> , <b>Report</b> , <b>Utilities</b> , or <b>Logout</b> from the menu bar.																																				

# Reports: Calendar Events

## Calendar Events Report

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

Step	Action
1	Click on <b>Reports</b> from the menu bar.
2	Click on <b>Calendar Events</b> from the <b>Reports</b> submenu.  
3	Enter the case number (if desired and if it does not appear) in the following format: <b>yy-xxxxx</b> .  
4	Accept the office default, that is, <b>New York</b> .

*Continued on next page*

## Reports: Calendar Events, Continued

### Calendar Events Report

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

The screenshot shows the ECF web interface for the 'Calendar Events Report'. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. The main form area is titled 'Calendar Events Report' and contains the following fields and controls:

- Case number:** Text input field containing '05-183'.
- Office:** Dropdown menu showing 'New York (1)'.
- Calendar events:** Multi-select dropdown menu with options: 'All Hearings', 'Contempt Hearing', and 'Discovery Hearing'.
- Set:** Date input field containing '3/23/2006', followed by 'to' and an empty date field, and a 'Calendar' button.
- Time:** Radio buttons for 'Both', 'AM', and 'PM'.
- Sort by:** Dropdown menu set to 'Time'.
- Buttons:** 'Run Report' and 'Clear' buttons at the bottom left.

Step	Action
5	Select the calendar events for which you want to run a report e.g., <b>All Hearings, All Appointments</b> , etc.). The following is a list of the calendar events for which you may run a report

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

*Continued on next page*

## Reports: Calendar Events, Continued

### Calendar Events Report

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

The screenshot shows the 'Calendar Events Report' form in the CM/ECF system. The form has a header with the CM/ECF logo and navigation links for Civil, Query, Reports, Utilities, and Logout. The main form area contains the following fields and controls:

- Case number:** 05-183
- Office:** New York (1)
- Calendar events:** A dropdown menu with options: All Hearings, Contempt Hearing, and Discovery Hearing.
- Set:** 3/23/2006 to [ ]
- Time:** Radio buttons for Both, AM, and PM.
- Sort by:** Time
- Buttons:** Run Report and Clear

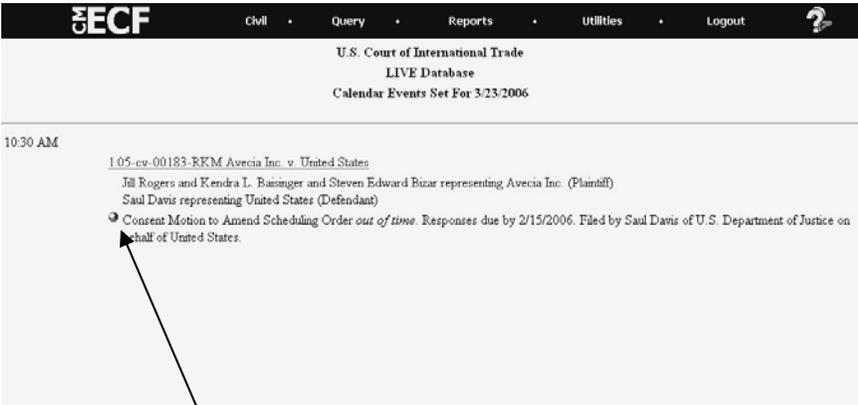
Step	Action
6	Go to the <b>Set</b> field and enter the date from <b>MM/DD/YYYY</b> to <b>MM/DD/YYYY</b> that you wish to run the report. <b>Note:</b> You must enter an end date for the report or the system will not accept it. Or, <ul style="list-style-type: none"> <li>• Click on <b>Calendar</b></li> <li>• Click on <b>Continue</b> at the warning dialog box</li> <li>• Select the month you are interested in by clicking on the drop down arrow and clicking on the month with your mouse</li> <li>• Enter the desired year (if different from that which appears on the screen)</li> <li>• Select the day of the month</li> </ul>
7	Indicate the time you are interested in by clicking on: (a) Both, (b) AM, or (c) PM ( <b>Optional</b> ).
8	Type in the time, e.g., 10:00 that you desire ( <b>Optional</b> ).
9	Sort by <b>Time (Optional)</b> . <b>Note:</b> Ignore the option of <b>Office/Time</b> since there is only one office, i.e., <b>New York</b> , for which you can run a report.
10	Click on <b>Run Report</b> .

*Continued on next page*

## Reports: Calendar Events, Continued

### Calendar Events Report

Continue with the steps outlined below to run a report for **calendar events**.

Step	Action
<p><b>11</b></p>	<p>View the <b>Calendar Events</b> screen, which shows the list of calendar events scheduled for the day.</p> 
<p><b>12</b></p>	<p>Click on the <b>button/bullet</b> to advance to the screen that shows the Related Proceedings Report for the docket entry.</p>
<p><b>13</b></p>	<p>To exit out of this option, click on any other option: <b>Query</b>, <b>Report</b>, <b>Utilities</b>, or <b>Logout</b> from the menu bar.</p>

### End of Reports Section

In this section, we looked at the reports options available in CM/ECF and the steps to run the various reports. In the next section, we will look at the utilities options available in CM/ECF.

# Utilities Options

## Overview

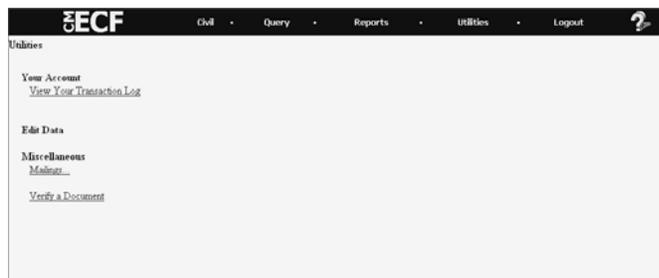
### Description of Utilities Options

The utilities feature of the CM/ECF System offers several options. The following is a brief description of the options.

Utilities Features	Description
<b>Your Account: View Your Transaction Log</b>	Allows users to view the transactions entered into the CM/ECF System by date.
<b>Miscellaneous: Mailing – Mailing Information for a Case</b>	Allows users to view the mailing information for parties involved in a case
<b>Miscellaneous: Mailing – Mailing Labels by Case</b>	Generates the mailing labels for parties to a case. However, in order to print out the mailing labels, users must copy the mailing labels from the CM/ECF System and paste them into either WordPerfect or Word, and then print the labels from the software application.
<b>Miscellaneous: Verify a Document</b>	Allows users to verify that a document viewed in the CM/ECF System is the exact same one that was entered into the system without modifications or changes.

### Screen Illustration of the Utilities Options

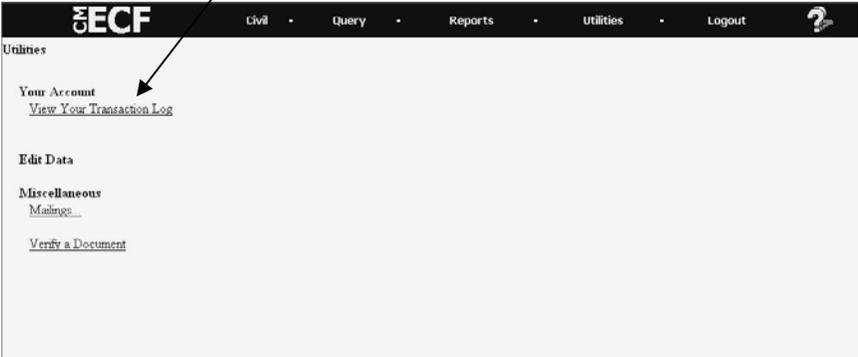
The following is a screen illustration of the utilities features available through the CM/ECF System.



## Utilities: View Your Transaction Log

### Your Account: View Your Transaction Log

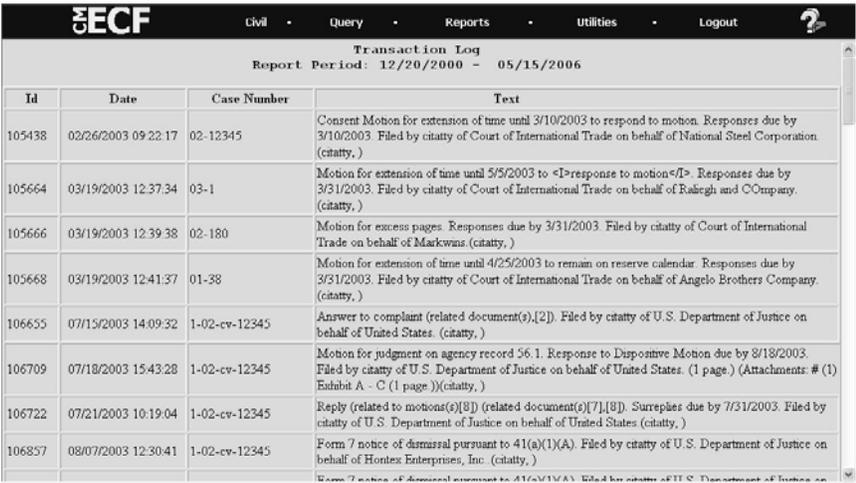
To view the Transaction Log, follow the steps outlined below. A Transaction Log will be generated once users begin to file documents. For users who plan to delegate responsibility for filing documents/events, this feature provides a summary of those events and documents filed, which can be used to verify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

Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	<p>Click on <b>View Your Transaction Log</b> from the <b>Utilities</b> submenu under the category <b>Your Account</b>.</p>  <p><b>Result:</b> The <b>View Transaction Log</b> screen appears.</p>
3	<p>Enter the date selection criteria in the following format: <b>MM/DD/YYYY</b>.</p> 
4	Click on <b>Submit</b> .

*Continued on next page*

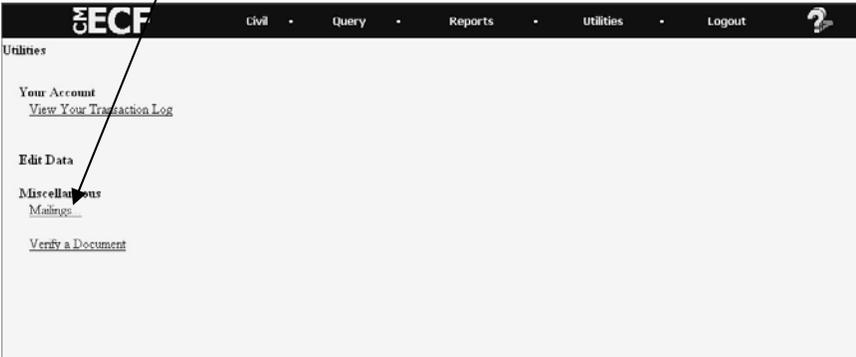
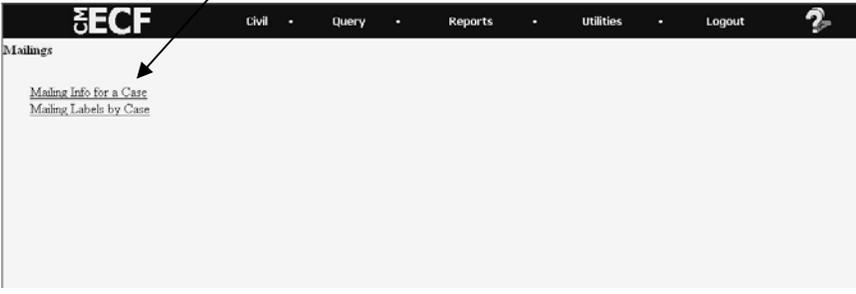
## Utilities: View Your Transaction Log, Continued

**Your Account:** Continue with the steps outlined below to view the transaction log.  
**View Your Transaction Log**

Step	Action																																				
5	<p>View the transaction log for the date range you selected.</p>  <p>The screenshot displays the ECF Transaction Log interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the title 'Transaction Log' is centered, followed by the report period: 'Report Period: 12/20/2000 - 05/15/2006'. The main content is a table with the following columns: Id, Date, Case Number, and Text. The table contains several rows of case entries, including:</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Date</th> <th>Case Number</th> <th>Text</th> </tr> </thead> <tbody> <tr> <td>105438</td> <td>02/26/2003 09:22:17</td> <td>02-12345</td> <td>Consent Motion for extension of time until 3/10/2003 to respond to motion. Responses due by 3/10/2003. Filed by citatty of Court of International Trade on behalf of National Steel Corporation (citatty.)</td> </tr> <tr> <td>105664</td> <td>03/19/2003 12:37:34</td> <td>03-1</td> <td>Motion for extension of time until 5/5/2003 to &lt;I&gt;response to motion&lt;/I&gt;. Responses due by 3/31/2003. Filed by citatty of Court of International Trade on behalf of Raleigh and Company. (citatty.)</td> </tr> <tr> <td>105666</td> <td>03/19/2003 12:39:38</td> <td>02-180</td> <td>Motion for excess pages. Responses due by 3/31/2003. Filed by citatty of Court of International Trade on behalf of Markwans. (citatty.)</td> </tr> <tr> <td>105668</td> <td>03/19/2003 12:41:37</td> <td>01-38</td> <td>Motion for extension of time until 4/25/2003 to remain on reserve calendar. Responses due by 3/31/2003. Filed by citatty of Court of International Trade on behalf of Angelo Brothers Company. (citatty.)</td> </tr> <tr> <td>106655</td> <td>07/15/2003 14:09:32</td> <td>1-02-cv-12345</td> <td>Answer to complaint (related document(s))[2]. Filed by citatty of U.S. Department of Justice on behalf of United States. (citatty.)</td> </tr> <tr> <td>106709</td> <td>07/18/2003 15:43:28</td> <td>1-02-cv-12345</td> <td>Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 8/18/2003. Filed by citatty of U.S. Department of Justice on behalf of United States. (1 page.) (Attachments: # (1) Exhibit A - C (1 page))(citatty.)</td> </tr> <tr> <td>106722</td> <td>07/21/2003 10:19:04</td> <td>1-02-cv-12345</td> <td>Reply (related to motions(s)[8]) (related document(s)[7],[8]). Surreplies due by 7/31/2003. Filed by citatty of U.S. Department of Justice on behalf of United States (citatty.)</td> </tr> <tr> <td>106857</td> <td>08/07/2003 12:30:41</td> <td>1-02-cv-12345</td> <td>Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by citatty of U.S. Department of Justice on behalf of Hontex Enterprises, Inc. (citatty.)</td> </tr> </tbody> </table>	Id	Date	Case Number	Text	105438	02/26/2003 09:22:17	02-12345	Consent Motion for extension of time until 3/10/2003 to respond to motion. Responses due by 3/10/2003. Filed by citatty of Court of International Trade on behalf of National Steel Corporation (citatty.)	105664	03/19/2003 12:37:34	03-1	Motion for extension of time until 5/5/2003 to <I>response to motion</I>. Responses due by 3/31/2003. Filed by citatty of Court of International Trade on behalf of Raleigh and Company. (citatty.)	105666	03/19/2003 12:39:38	02-180	Motion for excess pages. Responses due by 3/31/2003. Filed by citatty of Court of International Trade on behalf of Markwans. (citatty.)	105668	03/19/2003 12:41:37	01-38	Motion for extension of time until 4/25/2003 to remain on reserve calendar. Responses due by 3/31/2003. Filed by citatty of Court of International Trade on behalf of Angelo Brothers Company. (citatty.)	106655	07/15/2003 14:09:32	1-02-cv-12345	Answer to complaint (related document(s))[2]. Filed by citatty of U.S. Department of Justice on behalf of United States. (citatty.)	106709	07/18/2003 15:43:28	1-02-cv-12345	Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 8/18/2003. Filed by citatty of U.S. Department of Justice on behalf of United States. (1 page.) (Attachments: # (1) Exhibit A - C (1 page))(citatty.)	106722	07/21/2003 10:19:04	1-02-cv-12345	Reply (related to motions(s)[8]) (related document(s)[7],[8]). Surreplies due by 7/31/2003. Filed by citatty of U.S. Department of Justice on behalf of United States (citatty.)	106857	08/07/2003 12:30:41	1-02-cv-12345	Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by citatty of U.S. Department of Justice on behalf of Hontex Enterprises, Inc. (citatty.)
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6	<p>To exit out of this option, click on any other option: <b>Query</b>, <b>Report</b>, <b>Utilities</b>, or <b>Logout</b> from the menu bar.</p>																																				

# Utilities: Miscellaneous – Mailings: Mailing Information for a Case

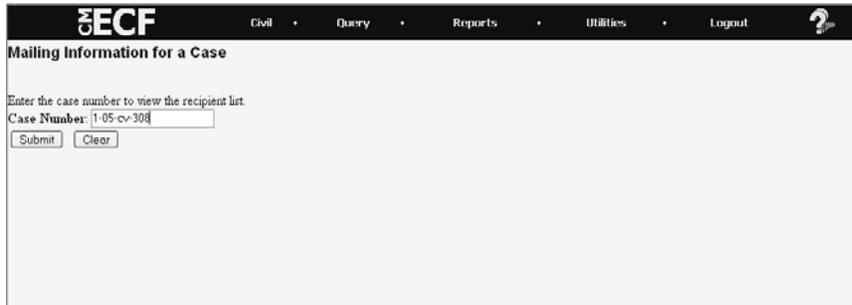
**Miscellaneous – Mailing Information for a Case** – To view the mailing information for a case, follow the steps outlined below.

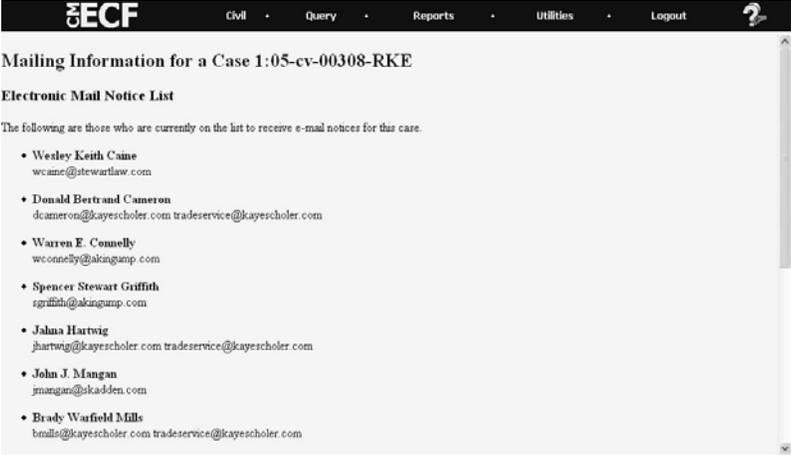
Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	Click on <b>Mailings</b> from the <b>Utilities</b> submenu under the category <b>Miscellaneous</b> . 
3	Click on <b>Mailing Info for a Case</b> 

*Continued on next page*

# Utilities: Miscellaneous – Mailings: Mailing Information for a Case, Continued

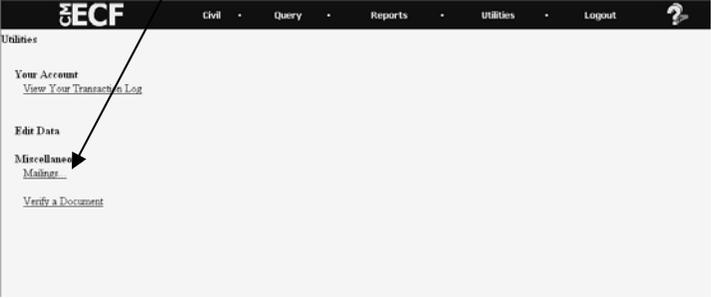
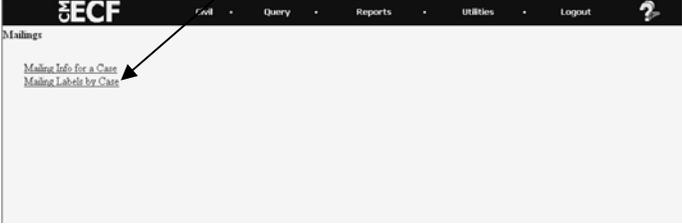
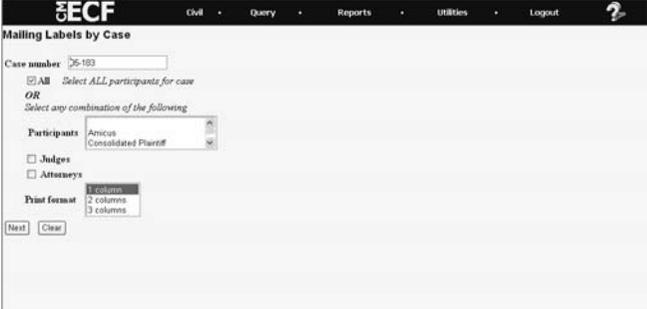
**Miscellaneous – Mailing Information for a Case** Continue with the steps outlined below to review the mailing information for a case.



Step	Action
4	Enter the case number in the following format: <b>yy-xxxxx</b> to view the recipient list.
5	<p>Click on <b>Submit</b>. <b>Result:</b> The <b>Electronic Mail Notice List</b> screen appears that shows the list of individuals who currently receive notification, via either electronic mail or manual mail, of case-related activities.</p> 
6	To exit out of this option, click on any other option: <b>Query</b> , <b>Reports</b> , <b>Utilities</b> , or <b>Logout</b> from the menu bar.

# Utilities: Miscellaneous – Mailings: Mailing Labels by Case

**Mailing Labels by Case** To generate mailing labels for a case, follow the steps outlined below.

Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	<p>Click on <b>Mailings</b> from the <b>Utilities</b> submenu under the category <b>Miscellaneous</b>.</p> 
3	<p>Click on <b>Mailing Labels by Case</b>.</p> 
4	<p>Enter the case number (if not already recorded) in the following format: <b>yy-xxxxx</b>.</p> 

*Continued on next page*

## Utilities: Miscellaneous – Mailings: Mailing Labels by Case, Continued

**Mailing Labels by Case** Continue with the steps outlined below to view **Mailing Labels by Case**.

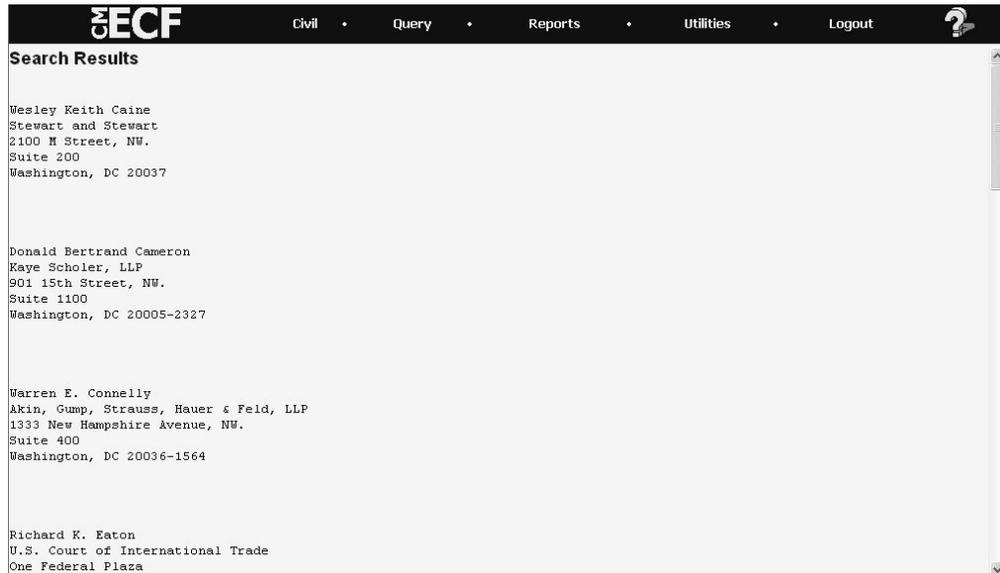
Step	Action
5	Click on <b>All</b> to <b>Select All Participants for case</b> or select from among the list of participants, for example, <b>Amicus, Counter-Claimant, Defendant</b> , etc., by clicking on the drop-down arrow to the right of the <b>Participants'</b> box.
6	Click on the boxes for <b>Judges</b> and <b>Attorneys</b> if applicable.
7	Select a print format, that is, 1-column, 2-columns, or 3-columns format. <b>Note:</b> The Court recommends the 1-column format.
8	Click on <b>Next</b> . <b>Result:</b> The system displays the list of names of the individuals for whom mailing labels will be generated. To prepare the mailing labels to print out, continue with step 9, otherwise to exit out of this option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.

*Continued on next page*

## Utilities: Miscellaneous – Mailings: Mailing Labels by Case, Continued

### Mailing Labels by Case

Continue with the steps outlined below to print out **Mailing Labels by Case**.



Step	Action
9	Select all the names from the Search Results screen by highlighting them with the mouse.
10	Depress the <b>Ctrl C</b> key on your keyboard to copy the list.
11	Minimize the CM/ECF screen by clicking on the (-) that appears in the upper right hand corner of the computer screen.
12	Open up <b>WordPerfect</b> or <b>Microsoft Word</b> and follow the steps to create labels in Word.
13	Click on <b>Format . . . Labels</b> from the tool bar.
14	Select <b>Avery 5162 Address</b> labels from the list of labels
15	Click on the <b>[Edit]</b> button in the label dialog box.
16	Go to the <b>Labels per page</b> display area.
17	Select <b>1 column, 7 rows</b> . <b>Result:</b> In the display box only 1 column of labels is featured.
18	Click <b>OK</b> .
19	Verify that the <b>Avery 5162 Address</b> labels are highlighted.

*Continued on next page*

## Utilities: Miscellaneous – Mailings: Mailing Labels by Case, Continued

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**Mailing Labels by Case** Continue with the steps outlined below to print out **Mailing Labels by Case**.

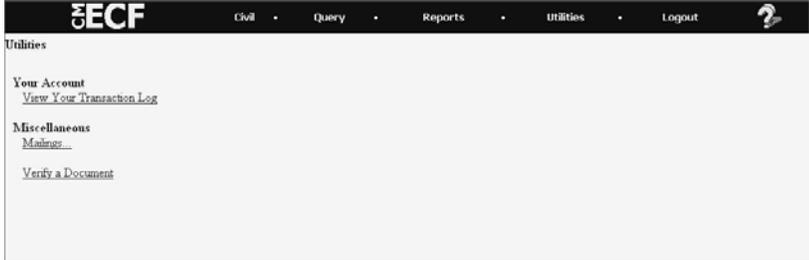
<b>Step</b>	<b>Action</b>
<b>20</b>	Click on <b>[Select]</b> . <b>Result:</b> A 1-column block of labels appears on the screen.
<b>21</b>	Go to the first line in the first label block.
<b>22</b>	Depress the <b>Ctrl V</b> keys on the keyboard to paste the mailing label information onto the labels.
<b>23</b>	Edit the information as needed.
<b>24</b>	Insert <b>Avery 5162 Address</b> labels into your printer.
<b>25</b>	Click on <b>Print</b> from the tool bar. <b>Result:</b> The labels will print out with the mailing information from the CM/ECF System.

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## Utilities: Miscellaneous – Verify a Document

### Verify a Document

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

Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	Click on <b>Verify a Document</b> under the <b>Miscellaneous</b> category. 
3	Enter the case number in the following format: <b>yy-xxxxx</b> . 
4	Enter the docket number of the item you wish to verify. <b>Note:</b> You may verify only one document at a time.
5	Click on <b>Next</b> .

*Continued on next page*

## Utilities: Miscellaneous – Verify a Document, Continued

### Verify a Document

Continue with the steps outlined below to verify a document.

Step	Action
6	Scroll through the screen to ensure that the message <b>The document signatures are the same</b> appears. This message appears after the Verified Signature(s) section. It verifies that the original signature(s) and the verified signature(s) are the same. The electronic document stamp, that is, the string of numbers and letters that appear after the original and verified signatures should match. If they are identical, then the document viewed on the screen is the same document that was entered into the system without any alterations. If they do not agree (as the screen illustration on this page indicates), then please call the <b>CM/ECF Help Desk at 1-866-450-1859</b> .
7	To exit out of the option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.

Continued on next page

## Utilities, Continued

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### **End of Utilities Section**

In this section, we looked at the utilities options available in CM/ECF. This ends the Case Management section of the CM/ECF System. The steps to electronically file documents with the Court are covered in the manual entitled *Case Management/Electronic Case Files (CM/ECF) User's Manual for Electronically Filing Case Events*, which can be found on the Court's web site in the **CM/ECF** section under the heading **Court Provided CM/ECF Training**.

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## Errata Reporting Form

**Directions:** Please use this form to record any changes or corrections to the *CM/ECF User's Manual: Case Management*. Please fax the form to the Court's Training Specialist at (212) 264-0441.

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

Page No.	Step No.	Nature of the Change