

Case Management/Electronic Case Files (CM/ECF): User's Manual: Case Opening



**U.S. Court of International Trade
One Federal Plaza
New York, NY 10278**

**USCIT Help Desk Telephone Number: 1-866-450-1859
Pay.gov Help Desk Telephone Number: 1-800-624-1373**

To Access the CM/ECF System login to the Court's web site at: www.cit.uscourts.gov

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Case Management/Electronic Case Files User's Manual: Case Opening

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Case Management/Electronic Case Files (CM/ECF) User's Manual: Case Opening

Introduction

The Case Management/Electronic Case Files (CM/ECF) System is an electronic filing system used to view docket sheets, run case reports, and file, electronically, documents with the Court. The steps outlined in the manual must be followed when opening a case with the Court.

Windows Conventions for the CM/ECF System

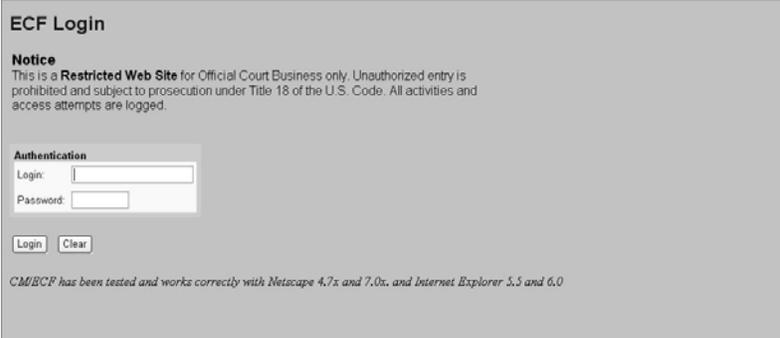
The following system prompts are used throughout the program.

	This button on the screen accepts the entry just made and displays the next entry screen, if any.
	This button on the browser toolbar allows users to return to a screen and correct an entry made on a previous screen.
	This button on the screen clears all characters entered in that particular box.
	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.
	This button on the keyboard allows users to move from one field to another within a screen.

How to Access the System

To access the CM/ECF System follow these steps:

1. Open up your Internet browser (Netscape 4.6, 4.7, 7.0, Internet Explorer 5.0, or Mozilla 1.0);
2. Type in the Court's web address: <http://www.cit.uscourts.gov>;
3. Click on **Case Management/Electronic Case Files (CM/ECF)**;
4. Click on **Login to the Live CM/ECF Database** (or the Training CM/ECF Database if that is the one you wish to access);
5. Click on **Live Database** (or Training);
6. Enter your login and password in the appropriate fields. (See Figure 1.) Be careful when you input your login and password since they are case sensitive. **Note:** If you forgot your login or password, call the **CM/ECF Help Desk at 1-866-450-1859** during regular business hours.
7. Click on **Login** to access the system options.



ECF Login

Notice
This is a **Restricted Web Site** 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.

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

Figure 1

Helpful Hints/Warnings When Working with the CM/ECF System

The following information will assist you while working with the system.

- ▶ Be careful not to place the cursor on any portion of the border while you are working in the system. If the cursor hits the border of the screen while you are working to input case information, the system will wipe out the information before you have a chance to save it.
- ▶ Keep the screen maximized while you are working.
- ▶ When adding the names of individuals or the titles of businesses, please be sure to type the first letter of the first and last names in capital letters. The program is case sensitive when you are prompted to add names/titles. However, the case sensitive rule does not apply when you are searching the system for a name or business.
- ▶ While entering case information, if you decide to go back to a previous screen to make changes, you will need to re-input all information after the change because the system wipes out previously entered information.
- ▶ Select *fee waived* when the U.S. Government is filing the summons.
- ▶ **You must enter parties into the system one at a time.**

Filing Tips:

As in the paper system, when filing a summons and a complaint concurrently, a **Certificate of Service** also must be filed.

Opening a Case

Important: Be sure to have the **Form 5 - Information Statement, Summons, Form 13 - Corporate Disclosure Statement** and, if applicable, the **Complaint** before you begin to open a case. You will need information from these documents to open a case.

Directions: To open a case, follow the steps outlined below.

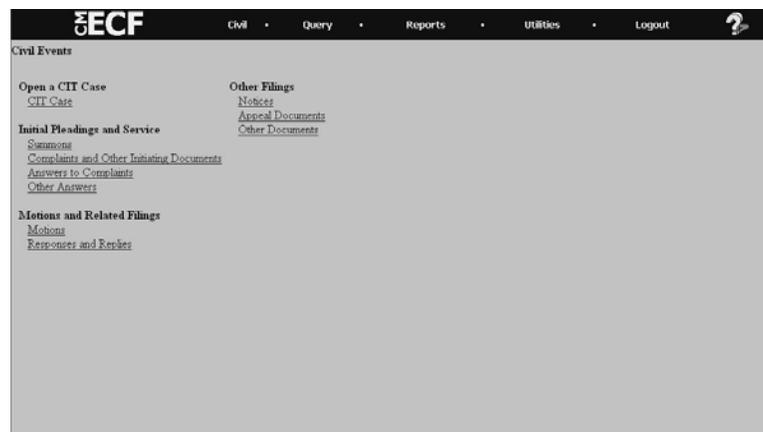
1. Select *Civil* from the toolbar. (See **Figure 2**.)

Figure 2



2. Select *CIT Case* under the category *Open a CIT Case*. (See **Figure 3**.)

Figure 3



Opening a Case

Directions: To begin opening a case, follow the steps outlined below. All the steps on this page refer to **Figure 4**.

1. Accept the system default of *cv* in the *Case Type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the **Ctrl** key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field. Select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to the *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a Summons and/or a 28 U.S.C. §1581 (a) or (b) Complaint. Select *fee waived* when the U.S. Government is filing the summons.**

The screenshot shows the 'Open Court of International Trade Case' form in the CM/ECF system. The form is titled 'Open Court of International Trade Case' and has a navigation bar at the top with links for Civil, Query, Reports, Utilities, and Logout. The form fields are as follows:

- Case type:** A dropdown menu set to 'cv'.
- Date Filed (MM/DD/YY):** A text field containing '12/18/2006'.
- Jurisdiction:** A scrollable list box containing the following options:
 - 28USC § 1581(a) Denied Protest(s)
 - 28USC § 1581(b) Domestic Interested Parties Petition
 - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
 - 28USC § 1581(e) Government Procurement/Country of Origin
 - 28USC § 1581(f) Disclosure of Proprietary Information
 - 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
 - 28USC § 1581(h) Pre-importation Ruling
 - 28USC § 1581(i) Residual Jurisdiction
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** A dropdown menu set to 'Paid'.
- Jury Demand:** A dropdown menu set to 'No'.
- Related Cases:** Radio buttons for 'No' and 'Yes'.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for 'No' and 'Yes'.
- Next** and **Clear** buttons are located at the bottom left of the form.

Figure 4

Opening a Case (continued)

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See Figure 5.)
7. Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to Step 8. If *Yes*, go to step 10. (Note: If you are in doubt if there are related cases, then select *No*.) (See Figure 5.)

Figure 5

8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See Figure 5.)
9. Click on [*Next*]. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with the directions on page 7.
10. If related cases apply, the screen, *Indicate Related Cases*, appears. (Note: You must indicate at least one case to continue.) (See Figure 6.)
11. Click on [*Next*].

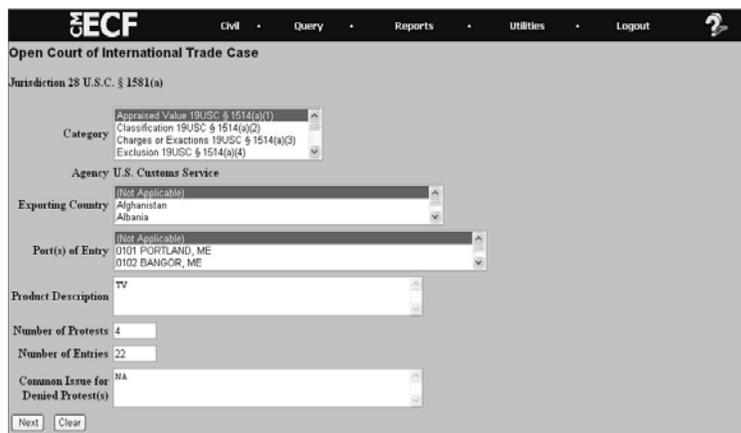
Figure 6

	Plaintiff	CIT Court Number	Judge
<input type="radio"/> Decided <input type="radio"/> Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Decided <input type="radio"/> Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Decided <input type="radio"/> Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>

§1581(a) - Denied Protest(s): Category - Appraised Value

Directions: To complete the information for an Appraised Value case, follow the steps outlined below. All the steps on this page refer to **Figure 7**.

1. Go to the *Category* field and select *Appraised Value*. If the case involves categories in addition to *Appraised Value*, then press and hold down the *Ctrl* key and select the appropriate categories. Use the scroll bar to the right of the Category box to view all the categories.
2. Go the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the white box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
3. Go to *Port(s) of Entry* field. Scroll through the list of ports and select the appropriate entries. If you are unsure of the port number, then refer to the U.S. Customs and Border Protection web site at <http://www.cbp.gov/xp/cgov/toolbox/ports/> to access port numbers by state.



The screenshot shows the ECF (Electronic Case Filing) interface for an Open Court of International Trade Case. The form is titled "Open Court of International Trade Case" and "Jurisdiction 28 U.S.C. § 1581(a)". The fields are as follows:

- Category:** A dropdown menu with "Appraised Value 19USC § 1514(a)(1)" selected. Other options include "Classification 19USC § 1514(a)(2)", "Charges or Exactions 19USC § 1514(a)(3)", and "Exclusion 19USC § 1514(a)(4)".
- Agency:** A dropdown menu with "U.S. Customs Service" selected.
- Exporting Country:** A dropdown menu with "Not Applicable" selected. Other options include "Afghanistan" and "Albania".
- Port(s) of Entry:** A dropdown menu with "Not Applicable" selected. Other options include "0101 PORTLAND, ME" and "0102 BANGOR, ME".
- Product Description:** A text input field with "TV" entered.
- Number of Protests:** A text input field with "4" entered.
- Number of Entries:** A text input field with "22" entered.
- Common Issue for Denied Protest(s):** A dropdown menu with "NA" selected.

At the bottom of the form are "Next" and "Clear" buttons.

Figure 7

§1581(a) - Denied Protest(s): Category - Appraised Value (continued)

Directions: Continue with the steps outlined below to file a case on Appraised Value. All the steps outlined on this page, refer to **Figure 8**.

4. Go to the *Product Description* field. **This is a mandatory field.** If there is no description available, then you must type in “None Provided.” You cannot leave this field blank.
5. Go to the *Number of Protests* field. **This is a mandatory field.** Type in the appropriate number, but be sure to use numeric and not alpha characters. Example: Type “14” not fourteen.
6. Go to the *Number of Entries* field. Type in the number of entries. Type in the appropriate number, but be sure to use numeric and not alpha characters. Example: Type “14” not fourteen.
7. Go to the *Common Issue for Denied Protest(s)* field. **This is a mandatory field.** Type in a description of the decision and protest claim, which can be found on the Summons. Example: *Whether the imported merchandise is specifically provided for under the tariff provisions.* If the information is not provided, then type in *None Provided*.
8. Click on [Next].

The screenshot shows the ECF (Electronic Case Filing) system interface for filing a case under 28 U.S.C. § 1581(a). The form is titled "Open Court of International Trade Case" and contains several dropdown menus and text input fields. The "Appraised Value" dropdown is set to "Appraised Value 19USC § 1514(a)(1)". The "Category" dropdown is set to "Classification 19USC § 1514(a)(2)". The "Agency" is "U.S. Customs Service". The "Exporting Country" dropdown is set to "Albania". The "Part(s) of Entry" dropdown is set to "0101 PORTLAND, ME". The "Product Description" is "TV". The "Number of Protests" is "4". The "Number of Entries" is "22". The "Common Issue for Denied Protest(s)" is "NA". There are "Next" and "Clear" buttons at the bottom left.

Figure 8

§1581(a) - Denied Protest(s): Category - Appraised Value

Directions: To continue to open an Appraised Value case, follow the steps outlined below.
All the steps outlined on this page refer to **Figure 9**.

1. Go to the *Assessed Valuation Statute* field and select all the applicable categories. **This is a mandatory field.** Here, indicate the value methodology actually used by the U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Assessed Valuation Statute* box to view all the categories.)
2. Go to the *Claimed Valuation Statute* field and select all the applicable categories. **This is a mandatory field.** Here, indicate the value methodology that the Plaintiff claims should have been used by the U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Claimed Valuation Statute* box to view all the categories.)
3. Click on [*Next*].

The screenshot displays the ECF system interface for opening a Court of International Trade case. The page title is "Open Court of International Trade Case". The jurisdiction is set to "28 U.S.C. § 1581(a)" and the category is "Appraised Value". There are two main sections: "Assessed Valuation Statute" and "Claimed Valuation Statute". Each section contains a list of value methodologies: Transaction Value 19USC § 1401a(a)(1)(A), Transaction Value (Identical Merchandise) 19USC § 1401a(a)(1)(B), Transaction Value (Similar Merchandise) 19USC § 1401a(a)(1)(C), Deductive Value 19USC § 1401a(a)(1)(D), and Computed Value 19USC § 1401a(a)(1)(E). There are "Next" and "Clear" buttons at the bottom of the form.

Figure 9

Search for a Party

Directions: Follow the steps outlined on pages 10 - 19 to complete party and all case related information. **Note:** The steps outlined on these pages will be used when entering party information for all categories of cases.

Important: The first time this screen appears you are expected to complete information for the Plaintiff. You will receive no prompt informing you that this is the Plaintiff screen. Please be careful when entering information to ensure that the Plaintiff information is entered first.

1. Go to the *Last/Business name* field and add the last name/business. The system accepts either lower case or capital letters when searching for a party/business. (See **Figure 10**.)
2. Click on [*Search*]. (See **Figure 10**.)

Figure 10



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is titled "Search for a party" and contains a form with a label "Last Business name" and a text input field containing the word "Sony". Below the input field are two buttons: "Search" and "Clear".

3. If the person/business is found, then highlight the name under *Party search results*. (See **Figure 11**.)
4. Click on [*Select name from list*] and proceed to page 11 of this manual. (See **Figure 11**.)
5. If the person/business is not found, then click on the button [*Create new party*] and proceed to page 12 of this manual. (See **Figure 11**.)

Figure 11



The screenshot shows the ECF system interface with search results. The navigation bar and page title are the same as in Figure 10. The "Search for a party" form is still visible. Below the form, there is a section titled "Party search results" which contains a list of three items: "Sony Computer Entertainment America, Inc.", "Sony Electronics Inc.", and "Sony Magnetic Products Inc. of America". The first item, "Sony Computer Entertainment America, Inc.", is highlighted. At the bottom of the results section, there are two buttons: "Select name from list" and "Create new party".

Selecting a Party

Directions: To select Plaintiff information, follow the steps outlined below. All the steps on this page refer to **Figure 12**.

1. Accept all the field defaults leaving the remaining fields blank.
2. If applicable, click on the button [*Alias*] and/or [*Corporate Parent*] and follow the directions on page 13 of this manual to add that information. If no *Alias* or *Corporate Parent* exists, then proceed to step 3.
3. Click on [*Submit*] and proceed to the directions on page 18.

The screenshot shows the 'Party Information' form in the CM/ECF system. The form is for 'Sony Electronics, Inc.' and contains the following fields and controls:

- Title:** Text input field.
- Role:** Dropdown menu with 'Plaintiff (pla:pty)' selected.
- Pro se:** Dropdown menu with 'no' selected.
- Prisoner Id:** Text input field.
- Office:** Text input field.
- Unit:** Text input field.
- Address 1:** Text input field.
- Address 2:** Text input field.
- Address 3:** Text input field.
- City:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- County:** Dropdown menu.
- Country:** Text input field.
- Phone:** Text input field.
- Fax:** Text input field.
- E-mail:** Text input field.
- Party text:** Text input field.
- Start date:** Text input field with '7/13/2006' entered.

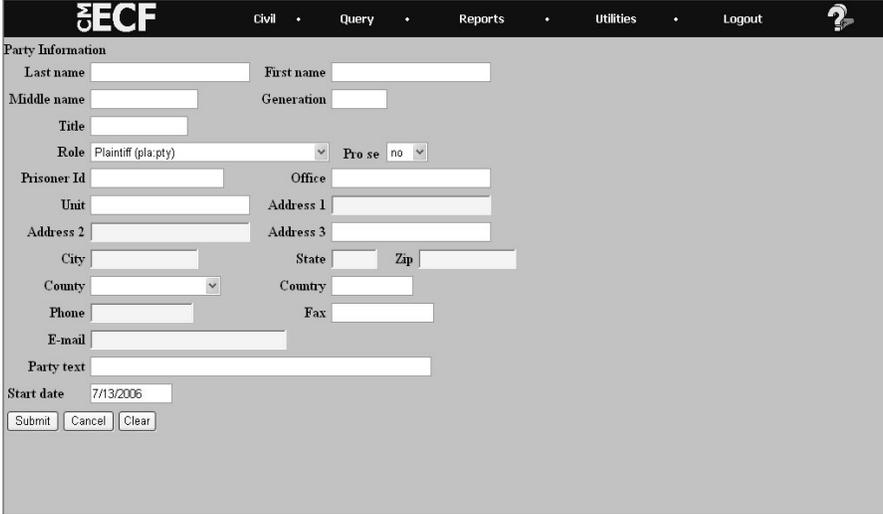
At the bottom of the form, there are three buttons: 'Alias...', 'Corporate parent...', and 'Review...'. A note below these buttons reads: 'Add all aliases and corporate parents before clicking the Submit button.' Below the buttons are three more buttons: 'Submit', 'Cancel', and 'Clear'.

Figure 12

Creating a New Party Plaintiff

Directions: To add Plaintiff party information, follow the steps outlined below. All the steps on this page refer to **Figure 13**.

1. Go to the *Last name* field. This field may default to a previously searched name.
If incorrect, then continue with step 2.
If correct, then continue with step 3.
2. Type in the last name of the plaintiff's business in the field, for example, *Sony Electronics*. Please be sure to type the first letter of each name of the business in capital letters. The program is case sensitive when adding names. (**Note:** No other information is needed.)
3. Accept the system default of *Plaintiff* and leave all remaining fields blank.
4. Click on [*Submit*].
5. Proceed with the directions outlined on page 18 of this manual.



The screenshot shows a web form titled "Party Information" within a navigation bar that includes "ECF", "Civil", "Query", "Reports", "Utilities", and "Logout". The form contains the following fields and controls:

- Last name:
- First name:
- Middle name:
- Generation:
- Title:
- Role: (dropdown menu)
- Pro se: (dropdown menu)
- Prisoner Id:
- Office:
- Unit:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:
- Zip:
- County: (dropdown menu)
- Country:
- Phone:
- Fax:
- E-mail:
- Party text:
- Start date:
- Buttons: , ,

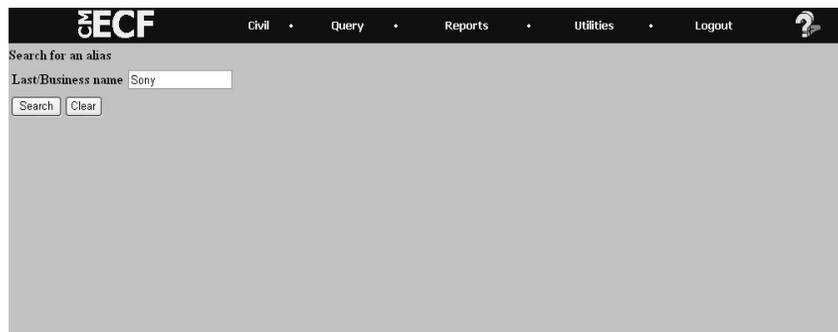
Figure 13

Adding an Alias

Directions: To add another name for a party complete the steps outlined below.

1. Go to the *Last/Business name* field and type the last name. (See **Figure 14.**) The system accepts either lowercase or capital letters when searching for an alias.
2. Click on [*Search*]. (See **Figure 14.**)

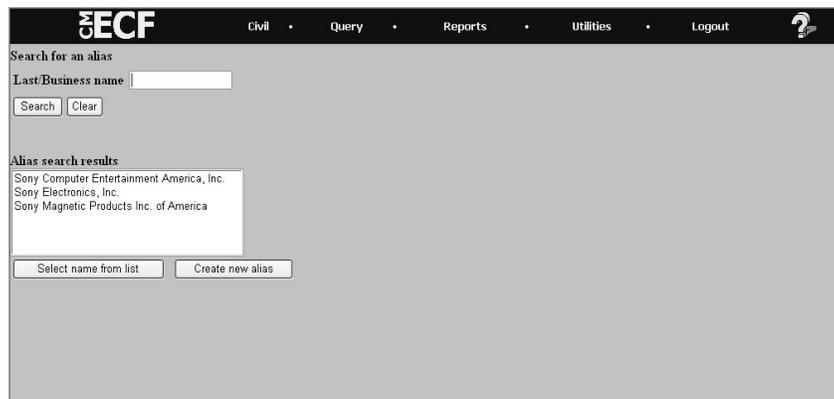
Figure 14



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, there is a section titled "Search for an alias". Under this section, there is a label "Last/Business name" followed by a text input field containing the word "Sony". Below the input field are two buttons: "Search" and "Clear".

3. Search for the party's name in the *Alias search results* field. (See **Figure 15.**)
4. Click on the name and click on [*Select name from list*]. (See **Figure 15.**)

Figure 15



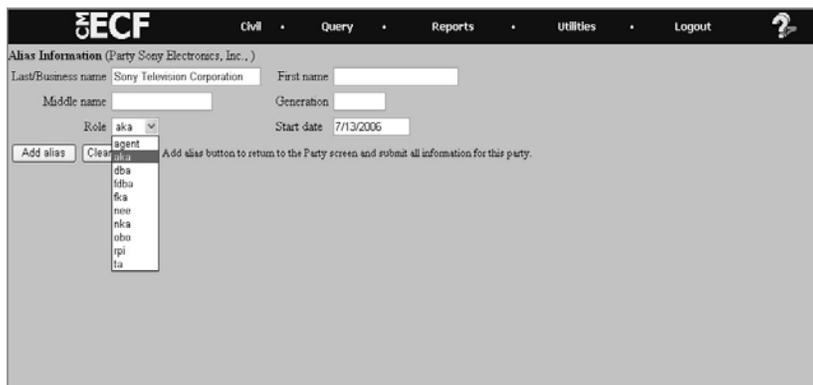
The screenshot shows the ECF system interface after a search. The "Search for an alias" section is still visible, but the "Last/Business name" input field is now empty. Below the input field, there is a section titled "Alias search results" which contains a list of three items: "Sony Computer Entertainment America, Inc.", "Sony Electronics, Inc.", and "Sony Magnetic Products Inc. of America". Below the list are two buttons: "Select name from list" and "Create new alias".

Adding an Alias (continued)

Directions: To continue adding an alias, follow the steps outlined below.

5. Go to the *Role* field and select from among the options in the drop-down menu, for example, *aka* (also known as). (See **Figure 16**.)

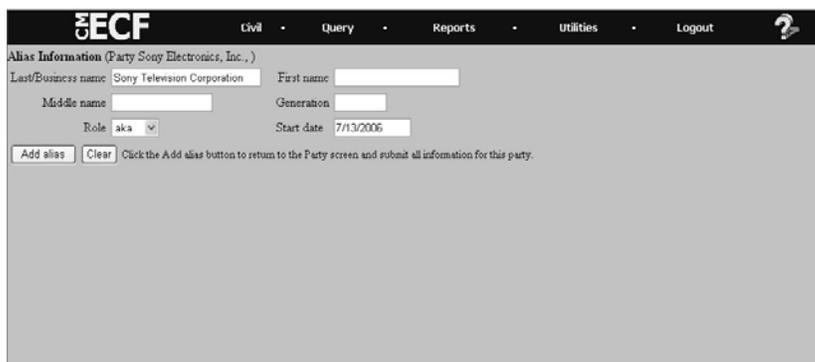
Figure 16



The screenshot shows the ECF web interface for adding an alias. The page title is "Alias Information (Party Sony Electronics, Inc.)". The form includes fields for "Last/Business name" (Sony Television Corporation), "First name", "Middle name", "Generation", "Role" (set to "aka"), and "Start date" (7/13/2006). A dropdown menu for "Role" is open, displaying a list of options: agent, aka, cba, cba, fca, fca, nca, nca, rpi, ta. Below the form are "Add alias" and "Clear" buttons. A note states: "Add alias button to return to the Party screen and submit all information for this party."

6. Click on [Add alias] to return to the party screen and submit all information for this party. (See **Figure 17**.)

Figure 17

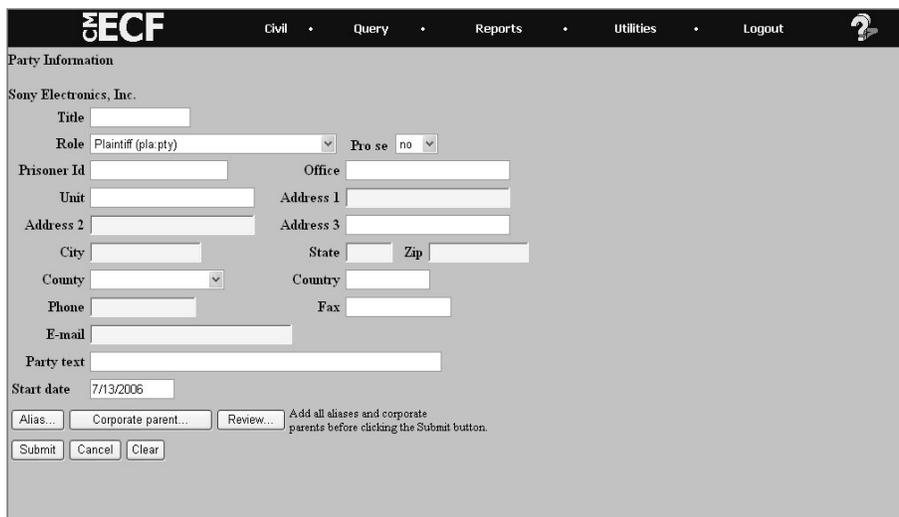


The screenshot shows the same ECF web interface as Figure 16, but the "Role" dropdown menu is now closed. The "Add alias" button is highlighted, indicating it is the next step to click. The rest of the form and the note remain the same.

Adding an Alias (continued)

Directions: To continue to add an alias, follow the steps outlined below.

7. Click on [*Submit*] when finished adding all aliases and/or corporate parents. This brings you back to the Search for party screen.



The screenshot shows the CM/ECF web interface for adding party information. The header includes the CM/ECF logo and navigation links for Civil, Query, Reports, Utilities, and Logout. The main form is titled "Party Information" and is for "Sony Electronics, Inc.". It contains various input fields: Title, Role (set to "Plaintiff (pla.pty)"), Pro se (set to "no"), Prisoner Id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, and Party text. A "Start date" field is set to "7/13/2006". At the bottom, there are buttons for "Alias...", "Corporate parent...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button says "Add all aliases and corporate parents before clicking the Submit button."

Figure 18

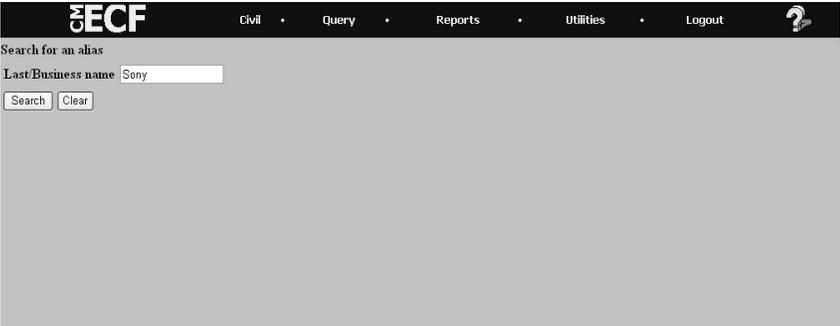
8. Proceed with the directions on page 18 of this manual.

Adding a New Alias

Directions: To add a new alias for a party complete the steps outlined below.

1. Go to the *Last/Business name* field and type the last name. (See **Figure 19**.) The system accepts either lowercase or capital letters when searching for an alias.
2. Click on [Search]. (See **Figure 19**.)

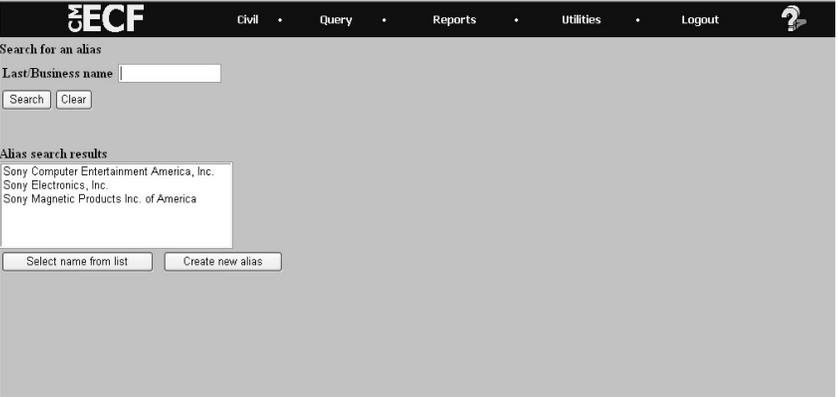
Figure 19



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page is titled "Search for an alias". There is a text input field labeled "Last/Business name" with the word "Sony" entered. Below the input field are two buttons: "Search" and "Clear".

3. Search for the party's name in the *Alias search results* field. (See **Figure 20**.)
4. If the name does not appear, then click on [*Create new alias*]. (See **Figure 20**.)

Figure 20



The screenshot shows the ECF system interface after a search. The navigation bar is the same as in Figure 19. The "Search for an alias" section now shows the "Last/Business name" field with a dropdown arrow. Below it are "Search" and "Clear" buttons. A section titled "Alias search results" is displayed, containing a list of three items: "Sony Computer Entertainment America, Inc.", "Sony Electronics, Inc.", and "Sony Magnetic Products Inc. of America". Below the list are two buttons: "Select name from list" and "Create new alias".

Adding a New Alias

Directions: To add a new alias for a party complete the steps outlined below.

5. Go to the *Last/Business name* field and type in the name of the alias. Be sure to use capital letters when typing each name of the business. If applicable, add First name, Middle name, and Generation, that is, Sr., Jr., when entering in the name of a person. (See **Figure 21**.)
6. Go to the role field and select from among the options in the drop-down menu, for example, *aka* (also known as). (See **Figure 21**.)
7. Accept the system default start date.
8. Click on [Add alias] to return to the Party screen to add defendant information. (See **Figure 21**.)

The screenshot shows the 'Alias Information' form for the party 'Sony Television Corporation'. The form includes the following fields and options:

- Last/Business name:** Sony Television Corporation
- First name:** [Empty text box]
- Middle name:** [Empty text box]
- Generation:** [Empty text box]
- Role:** A dropdown menu currently showing 'aka'.
- Start date:** 7/13/2006
- Buttons:** 'Add alias' and 'Clear'.
- Instructions:** 'Add alias button to return to the Party screen and submit all information for this party.'
- Role List:** A list of roles is visible: agent, aka, filia, filia, filia, nka, obo, rpi, ta.

Figure 21

Adding Defendant Information

Directions: After entering the information for the Plaintiff, the system will return to the same *Search for a Party* screen that was used to enter the Plaintiff information. **At this point in the filing, enter the defendant information.** Follow the steps outlined below to complete the defendant information.

Note: If you forget to add a party (either the plaintiff or the defendant) to the case after you finished opening the case, you can add the party when filing the summons.

1. Go to the *Last/Business Name* field and type in the *United States* in the field. (See **Figure 22**.)
2. Click on [Search]. (See **Figure 22**.)



The screenshot shows the ECF system interface for searching a party. The page title is "Open Court of International Trade Case". Below the title, there is a search section titled "Search for a party". It includes a text input field labeled "Last Business name" containing the text "United States". To the right of the input field are two buttons: "Search" and "Clear". Below the input field is a button labeled "End party selection". The top navigation bar includes the ECF logo and links for "Civil", "Query", "Reports", "Utilities", and "Logout".

Figure 22

3. Select *United States* from the drop-down menu. (See **Figure 23**.)
4. Click on [Select name from list]. (See **Figure 23**.)



The screenshot shows the ECF system interface after a search. The page title is "Open Court of International Trade Case". Below the title, there is a search section titled "Search for a party". It includes a text input field labeled "Last Business name" which is empty. To the right of the input field are two buttons: "Search" and "Clear". Below the input field is a button labeled "End party selection". Below the search section, there is a section titled "Party search results" which contains a list of search results: "United States", "United States Customs Service", "United States Department of Commerce", "United States Department of Labor", "United States Enrichment Corp.", and "United States International Trade Commission". Below the list are two buttons: "Select name from list" and "Create new party". The top navigation bar includes the ECF logo and links for "Civil", "Query", "Reports", "Utilities", and "Logout".

Figure 23

Adding Defendant Information (continued)

Directions: To continue to add the defendant information, follow the steps outlined below.

- Go to the *Role* field and select *defendant*. (See Figure 24.)

Figure 24

- If there is an alias or corporate parent, follow the directions on pages 13-17 to complete that information. Leave the remaining fields blank. (See Figure 25.)
- Click on [Submit]. (See Figure 25.)

Figure 25

- When you are finished adding defendant information click on *End party selection*. (See Figure 26.)

Figure 26

Viewing Default Screen on Judge Assignment & Obtaining the Case Number

Directions: View the system default information on the judge selection as illustrated in **Figure 27**. The Court, not the attorney filer, has the responsibility to assign a judge to the case.

1. Accept all the default settings on this screen. (See **Figure 27**.)
2. Click on [Next].
(See **Figure 27**.)



Figure 27

4. Obtain the case number and write it on the summons. (See **Figure 28**.)
5. Click on *Docket Lead Event*?



Figure 28

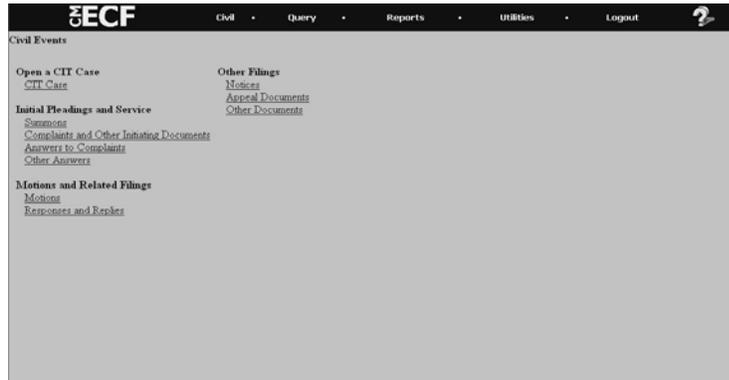
Note: From this point, if you make an error when opening the case, please **do not** open a new case. **Reason:** At this point in the filing, the system has assigned a case number with the information you entered (see **Figure 28**). If there is an error, please call the Court's **Help Desk Telephone Number at: 1-866-450-1859**.

Filing a Summons

Directions: To file a summons immediately after opening a case, begin with Step 4 below. Steps 1 through 3 on this page outline the steps to follow when filing a Summons after a case has already been opened and the system has either timed out or the attorney could not continue with the filing when opening a case.

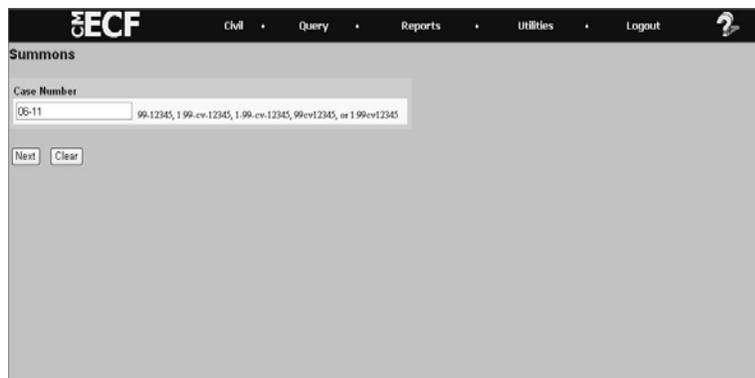
1. Select *Civil* from the CM/ECF tool bar to display the Civil Events window. (See **Figure 29**.)
2. Click on *Summons* under *Initial Pleadings and Service*. (See **Figure 29**.)

Figure 29



3. Enter the case number in the following format: **yy-xxxxx**. (See **Figure 30**.)
4. Click on [*Next*].

Figure 30

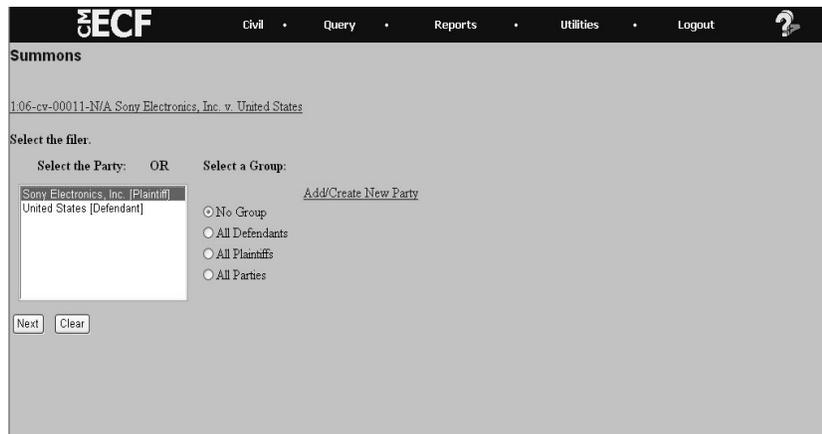


Filing a Summons (continued)

Directions: To file a summons, continue with the steps outlined below.

5. Select the party filing the summons or click on *Add/Create New Party* if you forgot to add a party when opening the case. (See **Figure 31**.)
6. Click on *[Next]*. (See **Figure 31**.)

Figure 31



The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The case number "1:06-cv-00011-N/A, Sony Electronics, Inc. v. United States" is displayed. The main content area is titled "Select the filer." and contains two sections: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a dropdown menu with "Sony Electronics, Inc. [Plaintiff]" selected and "United States [Defendant]" listed below it. To the right of the dropdown menu, there is a link "Add/Create New Party". Under "Select a Group:", there are four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the form, there are "Next" and "Clear" buttons.

7. Accept the system default, which is *Summons*. (See **Figure 32**.)
8. Click on *[Next]*. (See **Figure 32**.)

Figure 32



The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The main content area is titled "Summons" and contains a dropdown menu with "Summons" selected. Below the dropdown menu, there are "Next" and "Clear" buttons.

Filing a Summons (continued)

Directions: To file a summons, continue with the steps outlined below.

9. After you selected the system default of Summons, the system next displays the attorney association screen. Check the box to associate the attorney filing the Summons with the case. (See **Figure 33.**) **Note:** Checking this box will create a link in the system between the attorney and the case. Also, it will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this adds the phrase “Attorney to be Noticed” to the docket sheet.

10. Click on [Next].
(See **Figure 33.**)

Figure 33



The screenshot shows the ECF Summons screen. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text, there is a checkbox for "Sony Electronics, Inc. (pty pla) represented by Sam Fong (aty)" which is checked. To the right of this checkbox are two more checkboxes: "Lead" (unchecked) and "Notice" (checked). At the bottom of the form, there are two buttons: "Next" and "Clear".

11. Select the party the filing is **against**. (See **Figure 34.**) If the party does not appear on the list, then click on *Add/Create New Party* and follow the directions outlined on page 12 of the Manual.

12. Click on [Next].
(See **Figure 34.**)

Figure 34



The screenshot shows the ECF Summons screen for party selection. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains the text: "Please select the party that this filing is against:". Below this text, there are two columns: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list box with "Sony Electronics, Inc. (Plaintiff)" and "United States (Defendant)". Under "Select a Group:", there are four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". To the right of the "Select a Group:" options, there is a link for "Add/Create New Party". At the bottom of the form, there are two buttons: "Next" and "Clear".

Filing a Summons: Attaching PDF Documents

Directions: To file a summons, continue with the steps outlined below.

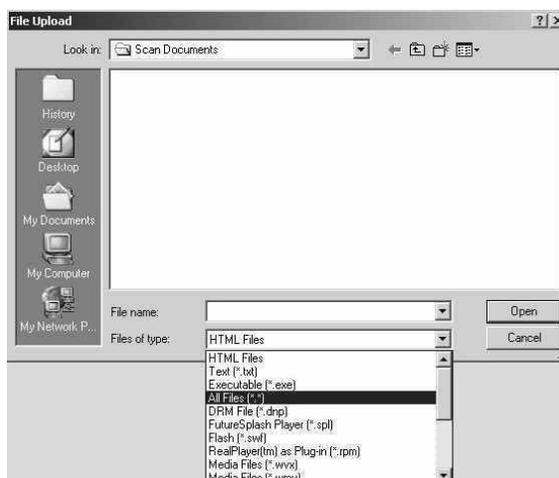
13. Click on *Browse* to select the drive and full directory path where the Summons to be filed is located. (See **Figure 35**.)

Figure 35



14. Click on the drop-down arrow in the *Look in:* field to select the drive where the file is located. (See **Figure 36**.)
15. At the bottom of the dialog box is the *Files of type* field. Click on the down arrow to the left of *Files of type* and use the scroll bar to select the option *All Files (*.*)*. (See **Figure 36**.)

Figure 36



Filing a Summons: Attaching PDF Documents (continued)

Directions: To file a summons, continue with the steps outlined below.

16. The computer displays all the folders in the selected drive. (See **Figure 37**.)

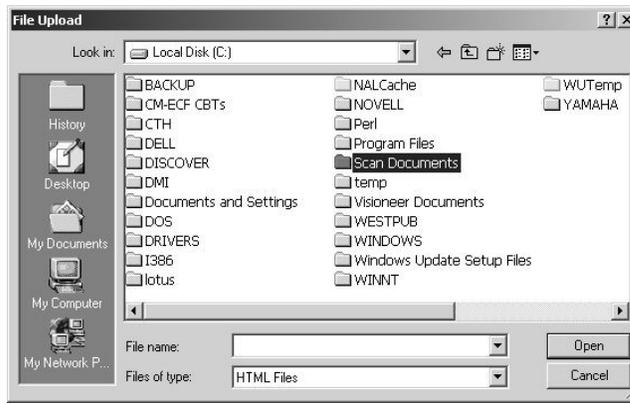


Figure 37

17. Select the file contained in the folder by highlighting the file. (See **Figure 38**.)

18. Click [*Open*]. (See **Figure 38**.)

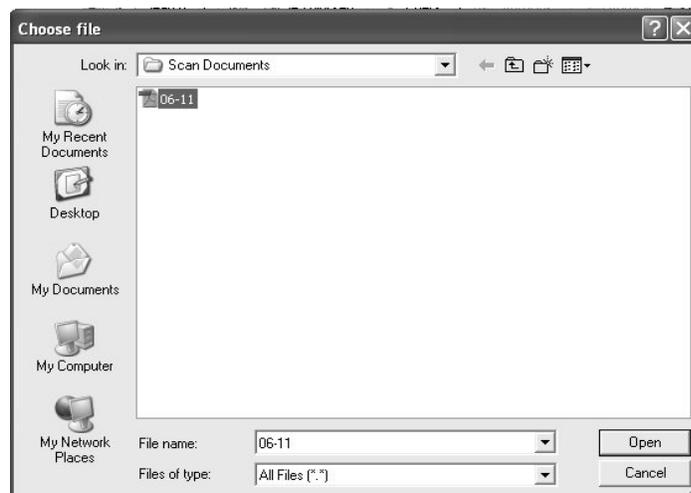


Figure 38

Filing a Summons: Attaching PDF Documents (continued)

Directions: To file a summons, continue with the steps outlined below. All steps on this page refer to **Figure 39**.

19. Note the filename and directory appear in the *File name* box.

19a. If there are no attachments to the document, click on [*Next*], and continue with the directions on page 28 of this manual.

19b. If there are attachments to the summons, click on [*Yes*], click on [*Next*], and continue with the directions on page 27 of this manual.



The screenshot shows a web interface for filing a summons. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains the following text: "Select the pdf document (for example: C:\199cv501-21.pdf)". Underneath, there is a "Filename" label followed by a text input field containing "C:\Scan Documents\06-11.pdf" and a "Browse..." button. Below the filename field, there is a label "Attachments to Document:" followed by two radio buttons: "No" and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 39

Filing a Summons: Attaching PDF Documents (continued)

Directions: To file a summons, continue with the steps outlined below. Repeat the steps listed below to file attachments one at a time.

19(b)(1). File attachments to a summons one at a time.

- If the filename does not appear in the dialog box, then click on [*Browse*] and select the drive and full directory path where the file is located. (See **Figure 40**.)
- Under *Category* click on the drop-down arrow and click on the type of attachment you are filing, for example, *Exhibit*. (See **Figure 40**.)
- To describe the attachment more fully, click in the *Description* box and type in a description, for example, *A*. (See **Figure 40**.)
- Click on [*Add to List*]. (See **Figure 40**.) **Note:** If you made an error, highlight the attachment, which appears in the dialog box (see **Figure 41**) and click on [*Remove from List*] to remove the attachment. (See **Figure 41**.)

Figure 40

The screenshot shows the ECF Summons filing interface. At the top, there is a navigation bar with 'ECF' and links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the 'Summons' section contains instructions: 'Select one or more attachments. 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)'. A 'Filename' field contains 'C:\Scan Documents\06-11exhA.pdf' with a 'Browse...' button to its right. Below that, it says '2) At your option, select a document category, enter a description, and select a type.' The 'Category' dropdown is set to 'Exhibit' and the 'Description' field contains 'A'. A 'Next' button is at the bottom. In the center of the interface, there is a list of attachments with an 'Add to List' button next to the current entry.

Figure 41

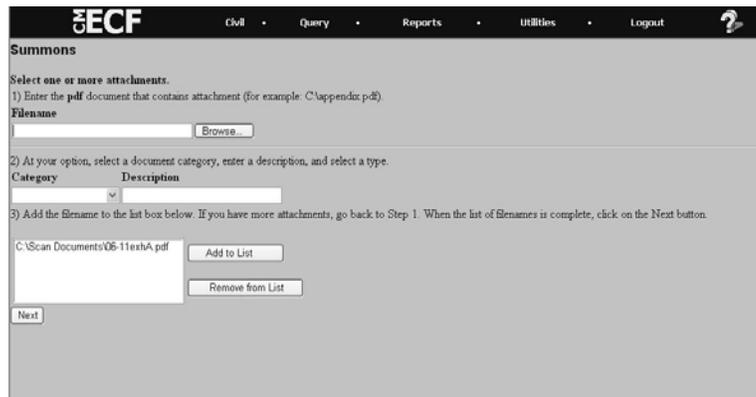
This screenshot is identical to Figure 40, but the 'Add to List' button is now disabled and greyed out. The 'Remove from List' button is now active and highlighted, indicating that the attachment has been added to the list and is ready to be removed.

Filing a Summons: Attaching PDF Documents

Directions: To file a summons, continue with the steps outlined below.

20. Click on [Next] when finished adding all attachments. (See Figure 42.)

Figure 42



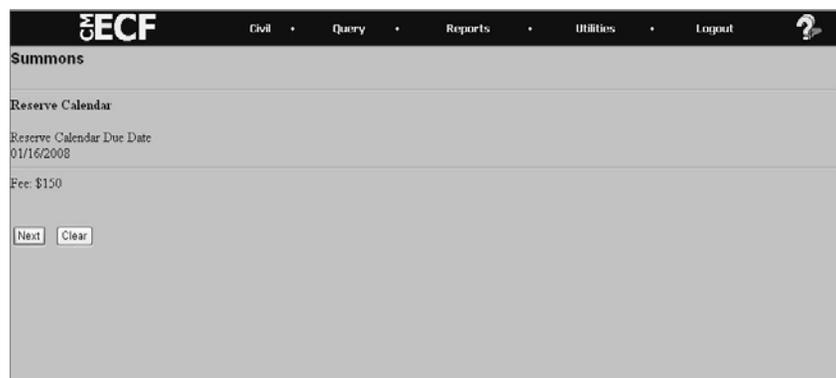
The screenshot shows the ECF Summons interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains three steps for attaching documents:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)
Filename:
- 2) At your option, select a document category, enter a description, and select a type.
Category: Description:
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Below the instructions, there is a list box containing the filename "C:\Scan Documents\06-11exhA.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom left of the form is a "Next" button.

21. The Reserve Calendar screen appears. Click on [Next] on the Reserve Calendar. (See Figure 43.)

Figure 43



The screenshot shows the ECF Reserve Calendar interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains the "Reserve Calendar" section:

Reserve Calendar
Reserve Calendar Due Date
01/16/2008
Fee: \$150

At the bottom left of the form are two buttons: "Next" and "Clear".

Filing a Summons: On-Line Payment of the Filing

Important Notes:

All fees are paid at the time of filing the summons except when filing jurisdiction 28 U.S.C. §1581(a) or (b) complaints. Fees associated with §1581(a) or (b) complaints are paid when filing those complaints.

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

Directions: All fields marked with an asterisk (*) require information. The attorney filer's information is already populated on the screen. If needed, change the information or add information.

22. Complete all the information requested on this screen.
23. When entering the credit card number, be sure to enter the card number without dashes or spaces between the numbers.
24. The security code is the three-digit code from the back of the credit card.
25. Click on *Continue with Plastic Card Payment* after you enter all the information. (See Figure 44.)

Figure 44

The screenshot shows the ECF Online Payment interface. At the top, there's a navigation bar with 'ECF' and links for 'Civil', 'Query', 'Reports', 'USBlms', and 'Logout'. Below this is a header with the ECF logo and a 'Return to your originating application' link. The main content area is titled 'Step 1: Enter Payment Information' and 'Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)'. It lists 'Required fields are indicated with a red asterisk *'. The form fields are: 'Account Holder Name' (Dawn Fong), 'Payment Amount' (\$150.00), 'Billing Address 1' (One Shen Stadium), 'Billing Address 2', 'City', 'Zip / Postal Code' (15276), 'Country' (United States), 'Card Type' (Visa), 'Card Number' (4111111111111111), 'Security Code' (123), and 'Expiration Date' (01/01/2010 - 01/01/2012). At the bottom, there are 'Continue with Plastic Card Payment' and 'Cancel' buttons. A note at the very bottom states: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

WARNING:

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

Filing a Summons: On-Line Payment of the Filing (continued)

Directions: To file a summons, continue with the steps outlined below. All the steps on this page refer to **Figure 45**.

26. View the payment information that appears on the screen.
27. Enter an e-mail address to receive confirmation of the transaction.
28. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account.
29. Click on [*Submit Payment*].

The screenshot displays the ECF (Electronic Case Filing) system's online payment interface. At the top, the ECF logo is visible alongside navigation links for Civil, Query, Reports, Utilities, and Logout. The main content area features the United States District Court for the District of Columbia seal and the text "Online Payment" with a link to "Return to your originating application". The current step is "Step 2: Authorize Payment".

The "Payment Summary" section includes a table with the following data:

Address Information	Account Information	Payment Information
Account Holder Name: Sam Fong Billing Address: Stadium Billing Address 2: City: State / Province: Zip / Postal Code: 10278 Country: USA	Card Type: Visa Card Number: ****1111 Expiration Date: 2 / 2008	Payment Amount: \$150.00 Transaction Date: 07/13/2006 15:40 and Time: EDT

Below the summary, the "Email Confirmation Receipt" section prompts the user to provide an email address for confirmation. The "Email Address" field contains "sam_fong@bww.com" and the "Confirm Email Address" field also contains "sam_fong@bww.com". There is a checkbox for "Separate multiple email addresses with a comma" which is currently unchecked.

The "Authorization and Disclosure" section contains the following text: "Required fields are indicated with a red asterisk." and "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." followed by a checked checkbox. Below this is a warning: "Press the 'Submit Payment' Button only once. Pressing the button more than once could result in multiple transactions." At the bottom of this section are two buttons: "Submit Payment" and "Cancel".

A note at the very bottom of the page reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

Figure 45

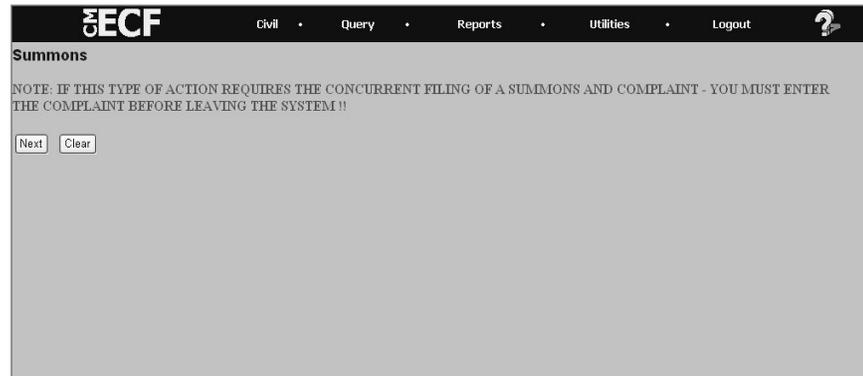
Filing a Summons (continued)

Directions: To file a summons, continue with the steps outlined below.

Note: The system will display a note informing the filer that if the action requires the concurrent filing of a complaint along with the summons, then the filer must enter the complaint before leaving the system.

30. Click on [Next].
(See Figure 46.)

Figure 46



31. Review information that appears in the Docket Text window box. (See Figure 47.) If applicable, enter in a brief description in the free text box. (Note: This is an optional entry.)

32. Click on [Next].
(See Figure 47.)

Figure 47



Filing a Summons: Verifying Docket Text Information (continued)

Directions: To file a summons, continue with the steps outlined below. Both steps on this page refer to **Figure 48**.

33. Verify docket text in the *Docket Text: Final Text* field. If you need to make changes, then do so at this time using the *Back* button, however, please note that if you go back to previous screens to make changes, you will need to re-input all information after the change if you did not previously submit the record.
34. Click on [*Next*].

The screenshot shows the ECF Filing System interface. The header is black with the ECF logo on the left and navigation links: Civil, Query, Reports, Utilities, Logout, and a help icon. The main content area is light gray. It features a section titled "Summons" with a sub-section "Docket Text: Final Text" containing a text box with the text "Summons. Filed by Sam Fong of Reyes, Beltran & Wright on behalf of Sony Electronics, Inc.. (Fong, Sam)". Below this is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

Figure 48

Filing a Summons: Notice of Electronic Filing

Directions: To file a summons, continue with the steps outlined below.

35. Review the information on the screen below. It notifies you of the *Summons* filed. (See Figure 49.)
36. Click on the highlighted *Case Number* to proceed to the docket report screen that will allow you to view the docket and to run docket entry reports.
37. Send manual notices of the *Summons* filed to all parties who the system indicated will not receive an electronic notice.



The screenshot shows a web interface for the ECF system. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Summons". The main content area displays the following information:

U.S. Court of International Trade
TEST Database

Notice of Electronic Filing

The following transaction was received from Sam Fong entered on 7/13/2006 at 4:23 PM and filed on 7/13/2006

Case Name: Sony Electronics, Inc. v. United States
Case Number: 1:06-cv-11
Filer: Sony Electronics, Inc.
Document Number: 1

Docket Text
Summons Filed by Sam Fong of Reyes, Beltran & Wright on behalf of Sony Electronics, Inc.. (Fong, Sam)

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

1:06-cv-11 Notice will be electronically mailed to:
1:06-cv-11 Notice will be delivered by other means to:

Figure 49

Reminder: After filing the Summons and before filing the complaint, please file the following forms **IN ORDER**:

- (1) Form 5 - Information Statement; and
- (2) Form 13 - Corporate Disclosure Statement.

Please be sure to enter the case number on both documents before filing the documents.

Jurisdiction Case Information: §1581(a) Denied Protest(s) - Classification

Directions: To complete the general entries required for the *Classification* category, follow the steps outlined below. All steps on this page refer to **Figure 50**.

1. Go to the *Category* field and select *Classification*. If the case involves categories in addition to *Classification*, then press and hold down the *Ctrl* key and select the appropriate categories. Use the scroll bar to the right of the Category box to view all the categories.
2. Go the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the white box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
3. Go to the *Port(s) of Entry* field. Scroll through the list of ports and select the appropriate entries. If you are unaware of the port number, then refer to the U.S. Customs and Border Protection web site at <http://www.cbp.gov/xp/cgov/toolbox/ports/> to access port numbers by state.
4. Go to the *Product Description* field. **This is a mandatory field.** If there is no description available, then type in the phrase, *None Provided*. You cannot leave this field blank.
5. Go the *Number of Protests* field. **This is a mandatory field.** Type in the appropriate number, but be sure to use numeric and not alpha characters. **Example:** Type "14" not fourteen.
6. Go the *Number of Entries* field. Type in the number of applicable entries. Type in the appropriate number, but be sure to use numeric and not alpha characters. **Example:** Type "14" not fourteen.
7. Go the *Common Issue for Denies Protest(s)* field. **This is a mandatory field.** Type in a description of the decision and protest claim, which can be found on the Summons. Example: *Whether the imported merchandise is specifically provided for under the tariff provisions*. If the information is not provided, then type in *None Provided*.
8. Click on [*Next*].

Figure 50

The screenshot shows the ECF (Electronic Case Filing) system interface for an "Open Court of International Trade Case". The page title is "Jurisdiction 28 U.S.C. § 1581(a)". The form contains the following fields and values:

- Category:** A dropdown menu with "Classification 19USC § 1514(a)(2)" selected. Other options include "Appraised Value 19USC § 1514(a)(1)", "Charges or Exactions 19USC § 1514(a)(3)", and "Exclusion 19USC § 1514(a)(4)".
- Agency:** "U.S. Customs Service".
- Exporting Country:** A dropdown menu with "Jamaica" selected. Other options include "Jawston Atoll/Midway/United States Minor Outlying Islands/Wake Island".
- Port(s) of Entry:** A dropdown menu with "0861 BINGHAMTON REGIONAL AIRPORT, NY" selected. Other options include "1001 ALBANY, NY" and "1002 ALBANY, NY".
- Product Description:** "TV, LCP".
- Number of Protests:** "12".
- Number of Entries:** "33".
- Common Issue for Denied Protest(s):** "NA".

At the bottom of the form, there are "Next" and "Clear" buttons.

Jurisdiction Case Information: §1581(a) Denied Protest(s) - Classification

Directions: To complete the entries for the *Classification* category, complete the following steps.

All the steps on this page refer to **Figure 51**.

1. Go to the *Assessed Classification* field. Enter the classification number in the following format:

0000.00.00.00 (There must be ten numbers entered in this format.)

Note: If there are less than ten numbers, then add a zero (0) as a placeholder for the missing number.

2. Click on *Add to List*
 - 2a. If the product was classified under multiple HTS numbers, then type the first HTS number, click on *Add to List*, and type subsequent HTS numbers.
 - 2b. If you made an error and wish to delete an HTS number, click on *Remove from List*.
3. Go to the *Claimed Classification* field and follow the instructions for entering Assessed Classification numbers.
4. Click on [*Next*].
5. Follow the steps outlined on pages 10 - 19 of the manual to complete party and case related information.

Figure 51

The screenshot shows a web application interface for the ECF (Electronic Case Filing) system. The page title is "Open Court of International Trade Case". Below the title, it specifies the jurisdiction as "28 U.S.C. § 1581(a)" and the category as "Classification". There are two main input sections: "Assessed Classification" and "Claimed Classification". Each section has a text input field containing a sample classification number (5342 20 65 99 for Assessed and 5214 80 50 00 for Claimed), an "Add to List" button, and a "Remove from List" button. At the bottom of the form, there are "Next" and "Clear" buttons. The top navigation bar includes "ECF", "Civil", "Query", "Reports", "Utilities", and "Logout".

Adding Case and Party Information for Remaining §1581(a) Denied Protest(s) Jurisdiction Cases

Directions: For the remaining §1581(a) *Denied Protest(s) Jurisdiction* Cases, refer to the directions outlined on pages 5 - 19 of the user manual to add case information, search for a party, and review and submit case events in the system. Remaining cases include the following:

- Charges or Exactions
- Exclusion
- Liquidation/Reliquidation
- Claim for Drawback
- Refusal to Reliquidate
- Rate of Duty
- Demand for Redelivery
- Other
- Repairs of Vessels

§1581(b) Domestic Interested Parties Petition: Appraised Value

Directions: To open a §1581(b) case, follow the directions outlined below. All the steps on this page refer to **Figure 52**.

1. Accept the system default of *cv* in the *Case Type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all the applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field. Select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a Summons and/or a 28 U.S.C. §1581(a) or (b) Complaint. Select fee waived when the U.S. Government is filing the summons.**

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The form is titled 'Open Court of International Trade Case' and has a navigation bar at the top with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. The form fields are as follows:

- Case type:** cv (dropdown menu)
- Date Filed (MM/DD/YY):** 12/18/2006
- Jurisdiction:** A dropdown menu with the following options: 28USC § 1581(e) Denied Protections, 28USC § 1581(b) Domestic Interested Parties Petition, 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s), 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance, 28USC § 1581(e) Government Procurement/Country of Origin, 28USC § 1581(f) Disclosure of Proprietary Information, 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab., 28USC § 1581(h) Pre-importation Ruling, and 28USC § 1581(i) Residual Jurisdiction.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid (dropdown menu)
- Jury Demand:** No (dropdown menu)
- Related Cases:** No (radio button) or Yes (radio button)
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No (radio button) or Yes (radio button)
- Buttons:** Next and Clear

Figure 52

§1581(b) Domestic Interested Parties Petition: Appraised Value (continued)

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See **Figure 53**.)
7. Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. **Note:** If you are in doubt if there are related cases, then select *No*. (See **Figure 53**.)

Figure 53

8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See **Figure 53**.)
9. Click on *[Next]*. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with step 11.
10. If related cases apply, the screen, *Indicate Related Cases*, appears. (**Note:** You must indicate at least one case to continue.) (See **Figure 54**.)
11. Click on *[Next]*.

Figure 54

§1581(b) Domestic Interested Parties Petition: Appraised Value

(continued)

Directions: To complete the information for an Appraised Value case, follow the steps outlined below. All the steps on this page refer to **Figure 55**.

1. Go to the *Category* field and select *Appraised Value*. If the case involves categories in addition to *Appraised Value*, then press and hold down the *Ctrl* key and select the appropriate categories. Use the scroll bar to the right of the category box to view all the categories.
2. Go to the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
3. Go to the *Product Description* field. **This is a mandatory field.** Type in the appropriate description. If none is provided, then type in *None provided*.
4. Go the *Party in Interest* field. **This is a mandatory field.** Type in the name of the party who has a vested interest in the outcome of the case, but who is not the plaintiff in the case. If none is available, then type in NA.
5. Click on [*Next*].

The screenshot shows a web form for opening a court case. At the top, there is a navigation bar with 'ECF' and links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'Open Court of International Trade Case'. The jurisdiction is '28 U.S.C. § 1581(b)'. The 'Category' dropdown menu is open, showing 'Appraised Value 19 USC § 1516(c)(1)' selected. Other options are 'Classification 19 USC § 1516(a)(1)' and 'Rate of Duty 19 USC § 1516(a)(1)'. The 'Agency' is 'U.S. Customs Service'. The 'Exporting Country' dropdown is set to 'Georgia'. The 'Product Description' dropdown is set to 'Cases'. The 'Party in Interest' dropdown is set to 'NA'. At the bottom left, there are 'Next' and 'Clear' buttons.

Figure 55

§1581(b) Domestic Interested Parties Petition: Appraised Value (continued)

Directions: To complete the information for an Appraised Value case, follow the steps outlined below. All the steps on this page refer to **Figure 56**.

6. Go to the *Assessed Valuation Statute* field and select all the applicable categories. **This is a mandatory field.** Here, indicate the value methodology actually used by the U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Assessed Valuation Statute* box to view all the categories.)
7. Go to the *Claimed Valuation Statute* field and select all the applicable categories. **This is a mandatory field.** Here, indicate the value methodology that the Plaintiff claims should have been used by the U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Claimed Valuation Statute* box to view all the categories.)
8. Click on [*Next*].
9. Follow the steps outlined on pages 10 - 19 of this manual to complete party and case-related information.

The screenshot shows the ECF (Electronic Case Filing) interface for an "Open Court of International Trade Case". The case is titled "Jurisdiction 28 U.S.C. § 1581(b) Category: Appraised Value". There are two dropdown menus, one for "Assessed Valuation Statute" and one for "Claimed Valuation Statute". Both dropdown menus contain the following options: "Transaction Value 19USC § 1401a(a)(1)(A)", "Transaction Value (Identical Merchandise) 19USC § 1401a(a)(1)(B)", "Transaction Value (Similar Merchandise) 19USC § 1401a(a)(1)(C)", "Deductive Value 19USC § 1401a(a)(1)(D)", and "Computed Value 19USC § 1401a(a)(1)(E)". Below the dropdown menus are "Next" and "Clear" buttons.

Figure 56

Jurisdiction of Cases: §1581(b) Domestic Interested Parties Petition - Adding Case and Party Information for Remaining Cases

Directions: For the remaining §1581(b) Domestic Interested Parties Petition Cases, refer to the directions outlined on pages 5 & 6 and 10 - 19 of this manual to open cases. The remaining §1581(b) Domestic Interested Parties Petition Cases include the following:

- Classification 19USC §1516(a)(1)
- Rate of Duty 19USC §1516(a)(1)

§1581(c) Antidumping or Countervailing Duty Determination(s)

Directions: To open a §1581(c) case, follow the directions outlined below. All the steps on this page refer to **Figure 57**.

1. Accept the system default of *cv* in the *Case Type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all the applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field. Select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a Summons and/or a 28 U.S.C. §1581(a) or (b) Complaint. Select fee waived when the U.S. Government is filing the summons.**

The screenshot shows the ECF (Electronic Case Filing) interface for an "Open Court of International Trade Case". The form includes the following fields and options:

- Case type:** A dropdown menu set to "cv".
- Date Filed (MMDDYY):** A text field containing "12/18/2006".
- Jurisdiction:** A scrollable list box containing the following options:
 - 28USC § 1581(a) Denied Protest(s)
 - 28USC § 1581(b) Domestic Interested Parties Petition
 - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
 - 28USC § 1581(e) Government Procurement/Country of Origin
 - 28USC § 1581(f) Disclosure of Proprietary Information
 - 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab
 - 28USC § 1581(h) Pre-importation Ruling
 - 28USC § 1581(i) Residual Jurisdiction
- Precedence:** Radio button options for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable. "Not Applicable" is selected.
- Fee Status:** A dropdown menu set to "Paid".
- Jury Demand:** A dropdown menu set to "No".
- Related Cases:** Radio button options for "No" and "Yes". "No" is selected.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio button options for "No" and "Yes". "No" is selected.
- Buttons:** "Next" and "Clear" buttons are located at the bottom left.

Figure 57

§1581(c) Antidumping or Countervailing Duty Determination(s) (continued)

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See **Figure 58**.)
7. Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. **Note:** If you are in doubt if there are related cases, then select *No*. (See **Figure 58**.)

Figure 58

8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See **Figure 58**.)
9. Click on [*Next*]. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with step 11.
10. If related cases apply, the screen, *Indicate Related Cases*, appears. (**Note:** You must indicate at least one case to continue.) (See **Figure 59**.)
11. Click on [*Next*].

Figure 59

Jurisdiction Case Information: §1581(c) Antidumping or Countervailing Duty Determination(s) - Determination not to Initiate Investigation

Directions: To open a case *Determination not to Initiate Investigation*, follow the directions outlined below. All the steps on this page refer to **Figure 60**.

1. Go to the *Category* field and select *Determination not to Initiate Investigation §1516a(1)(A)*. **This is a mandatory field.** If the case involves categories in addition to *Determination not to Initiate Investigation*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the white box to scroll through the options.
2. Go to the *Agency* field. **This is a mandatory field.** Select the correct agency.
3. Go to the *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, type 2345 not 2,345.
4. Go to the *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the following format: **MM/DD/YYYY**.

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The jurisdiction is 28 U.S.C. § 1581(c). The form fields are as follows:

Field	Value
Category	Determination not to Initiate Investigation 19USC § 1516a(1)(A)
Agency	U.S. Department of Commerce
Federal Register Citation	123
Fed. Reg.	987
Publication Date (MM/DD/YY)	01/2004
Amended Federal Register Citation (if applicable)	
Fed. Reg. (if applicable)	
Amended Publication Date (MM/DD/YY) (if applicable)	
Exporting Country	Chile, China, Christmas Island
Product Description	NA

Buttons: Next, Clear

Figure 60

Jurisdiction Case Information: §1581(c) Antidumping or Countervailing Duty Determination(s) - Determination not to Initiate Investigation

Directions: Continue with the steps outlined below to open a case for *Determination not to Initiate Investigation*. All the steps on this page refer to **Figure 61**.

5. Go to the *Amended Federal Register Citation and Publication Date* fields. If the information is unknown or if there was no amended Federal Register Publication, then leave the field blank.
6. Go to the *Exporting Country* field. **This is a mandatory field.** Select from one of the countries listed by using the scroll bar to the right of the *Exporting Country* box. Not applicable is an available option.
7. Go to the *Product Description* field. **This is a mandatory field.** Type in the appropriate description. If no information is available, then type in *NA* or *None provided*.
8. Click on [*Next*]. This will take you to the *Search for a Party* screen.
9. Follow the directions on pages 10 - 19 of this manual to add party and case-related information.

The screenshot shows the ECF (Electronic Case Filing) interface for opening a case. The title is "Open Court of International Trade Case" with a sub-header "Jurisdiction 28 U.S.C. § 1581(c)". The form contains the following fields:

- Category:** A dropdown menu set to "Determination not to initiate investigation 19USC § 1516a(a)(1)(A)".
- Agency:** A dropdown menu set to "U.S. Department of Commerce".
- Federal Register Citation:** Two input fields: "123" and "907".
- Publication Date (MM/DD/YY):** An input field containing "01/2004".
- Amended Federal Register Citation (if applicable):** Two empty input fields.
- Amended Publication Date (MM/DD/YY)(if applicable):** An empty input field.
- Exporting Country:** A dropdown menu with "Chile" selected, and "None" and "Christmas Island" visible in the scroll bar.
- Product Description:** An input field containing "NA".

At the bottom of the form are two buttons: "Next" and "Clear".

Figure 61

Jurisdiction of Cases: §1581(c) Antidumping or Countervailing Duty Determination(s) Jurisdiction Cases - Adding Case and Party Information for Remaining Cases

Directions: For the remaining §1581(c) Antidumping or Countervailing Duty Determination Jurisdiction Cases, refer to the directions outlined on pages 5 & 6 and 10 - 19 of this manual to open cases. The remaining §1581(c) Antidumping or Countervailing Duty Determination Jurisdiction Cases include the following:

- Determination not to Review Based on Changed Circumstances
- Negative Injury Determination
- Final Determination: Five Year Review
- Final Affirmative Determination: Investigation
- Final Negative Determination: Investigation
- Final Determination: 751 Periodic Review
- Determination to Suspend Investigation
- Determination on Injurious Effect
- Determination on Class or Kind of Merchandise
- Determination under 19 U.S.C. §1675b(a)(1)
- Final Affirmative: Dept. Of Commerce Determination in Final Negative ITC Determination

Jurisdiction of Cases: §1581(d) Denial of Certification for Trade Adjustment Assistance

Directions: To open a §1581(d) case, follow the directions outlined below. All the steps on this page refer to **Figure 62**.

1. Accept the system default of *cv* in the *Case Type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all the applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field. Select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to the *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a Summons and/or a 28 U.S.C. §1581(a) or (b) Complaint. Select fee waived when the U.S. Government is filing the summons.**

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The 'Case type' is set to 'cv'. The 'Date Filed' is '12/18/2006'. The 'Jurisdiction' dropdown menu is open, showing a list of 28 USC sections, with '28 USC § 1581(d) Denial of Certification for Trade Adjustment Assistance' selected. The 'Precedence' section has radio buttons for 'Rule 3g(1)', 'Rule 3g(2)', 'Rule 3g(3)', 'Rule 3g(4)', 'Rule 3g(5)', 'Rule 3g(6)', and 'Not Applicable'. The 'Fee Status' is set to 'Paid'. The 'Jury Demand' is set to 'No'. The 'Related Cases' section has radio buttons for 'No' and 'Yes'. At the bottom, there is a question: 'Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?' with radio buttons for 'No' and 'Yes'. There are 'Next' and 'Clear' buttons at the bottom left.

Figure 62

Jurisdiction of Cases: §1581(d) Denial of Certification for Trade Adjustment Assistance

Directions: Continue with the steps outlined below to open a case for *Denial of Certification for Trade Adjustment Assistance*.

- Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See **Figure 63**.)
- Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. **Note:** If you are in doubt if there are related cases, then select *No*. (See **Figure 63**.)

The screenshot shows the 'Open Court of International Trade Case' form. The 'Jurisdiction' dropdown menu is open, displaying a list of options including '29 USC § 1581(a) General Protections', '29 USC § 1581(b) Domestic Interested Parties Petition', and '29 USC § 1581(d) Denial of Certification for Trade Adjustment Assistance'. The 'Jury Demand' field is set to 'No'. The 'Related Cases' field is set to 'No'. A question at the bottom asks 'Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?' with 'No' selected.

Figure 63

- Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See **Figure 63**.)
- Click on *[Next]*. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with step 11.
- If related cases apply, the screen, *Indicate Related Cases*, appears. (**Note:** You must indicate at least one case to continue.) (See **Figure 64**.)
- Click on *[Next]*.

The screenshot shows the 'Indicate Related Cases (Maximum of 3)' form. It features a table with columns for 'Plaintiff', 'CIT Court Number', and 'Judge'. Each row has radio buttons for 'Decided' and 'Pending' next to the 'Plaintiff' column. The 'Next' and 'Clear' buttons are at the bottom.

Figure 64

Jurisdiction of Cases: §1581(d) Denial of Certification for Trade Adjustment Assistance: Worker 19 USC §2273

Directions: Continue with the steps outlined below to open a case for *Denial of Certification for Trade Adjustment Assistance*. All the steps on this page refer to **Figure 65**.

1. Go to the *Category* field and select *Worker*. **This is a mandatory field.** If the case involves categories in addition to *Worker*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
2. Go to the *Agency* field. **This is a mandatory field.** Select the appropriate agency.
3. Go to the *Company Name* field and type the name in the box.
4. Go to the *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, type 2345 not 2,345.

The screenshot shows the ECF system interface for opening a case. The page title is "Open Court of International Trade Case" and the jurisdiction is "28 U.S.C. § 1581(d)". The form includes the following fields:

- Category:** Worker 19USC § 2273
- Agency:** U.S. Department of Commerce
- Company Name:** Sony Television Corporation
- Federal Register Citation:** 112 Fed. Reg. 123
- Publication Date (MM/DD/YY):** 8/1/2005
- Amended Federal Register Citation (if applicable):** Fed. Reg.
- Amended Publication Date (MM/DD/YY) (if applicable):**

There are "Next" and "Clear" buttons at the bottom of the form.

Figure 65

Jurisdiction of Cases: §1581(d) Denial of Certification for Trade Adjustment Assistance: Worker 19 USC §2273

Directions: Continue with the steps outlined below to open a case for *Denial of Certification for Trade Adjustment Assistance*. All the steps on this page refer to **Figure 66**.

5. Go to the *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the following format: **MM/DD/YYYY**.
6. Go to the *Amended Federal Register Citation* and *Publication Date* fields. If the information is unknown or if there was no amended Federal Register Publication, then leave the field blank.
7. Click on [Next]. This will take you to the *Search for a Party* screen.
8. Follow the directions on pages 10 - 19 of this manual to add party and case-related information.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links for Civil, Query, Reports, Utilities, and Logout. Below this, the page title is "Open Court of International Trade Case" and the jurisdiction is "Jurisdiction 28 U.S.C. § 1581(d)". The form contains the following fields:

- Category: Worker 19USC § 2273
- Agency: U.S. Department of Commerce
- Company Name: Sony Television Corporation
- Federal Register Citation: 112 Fed. Reg. 123
- Publication Date (MM/DD/YY): 8/1/2005
- Amended Federal Register Citation (if applicable):
- Amended Publication Date (MM/DD/YY) (if applicable):

At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 66

Opening Cases for Remaining §1581(d) Denial of Certification for Trade Adjustment Assistance Jurisdiction Cases

Directions: For the remaining §1581(d) *Denial of Certification for Trade Adjustment Assistance Jurisdiction* Cases, refer to the directions outlined on pages 5 & 6 and 10 - 19 of this manual to open cases. The remaining §1581(d) *Denial of Certification for Trade Adjustment Assistance Jurisdiction* cases include the following:

- Worker: NAFTA 19 USC §2331(c)
- Firm 19 USC §2341
- Community 19 USC §2371
- Individuals 19 USC §2395

Jurisdiction of Cases: §1581(e) Government Procurement/Country of Origin

Directions: To open a §1581(e) *Government Procurement/Country of Origin* case, follow the

directions outlined below. All the steps on this page refer to **Figure 67**.

1. Accept the system default of *cv* in the *Case Type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all the applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field. Select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to the *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a Summons and/or a 28 U.S.C. §1581(a) or (b) Complaint. Select fee waived when the U.S. Government is filing the summons.**

The screenshot shows the ECF (Electronic Case Filing) interface for an "Open Court of International Trade Case". The form contains the following fields and options:

- Case type:** cv
- Date Filed (MM/DD/YY):** 12/18/2006
- Jurisdiction:** A scrollable list box containing the following options:
 - 28USC § 1581(a) Denied Protest(s)
 - 28USC § 1581(b) Domestic Interested Parties Petition
 - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
 - 28USC § 1581(e) Government Procurement/Country of Origin
 - 28USC § 1581(f) Disclosure of Proprietary Information
 - 28USC § 1581(g) Customs Broker's License/Permit; Private Testing Lab.
 - 28USC § 1581(h) Pre-importation Ruling
 - 28USC § 1581(i) Residual Jurisdiction
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No (selected), Yes
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No (selected), Yes
- Buttons:** Next, Clear

Figure 67

Jurisdiction of Cases: §1581(e) Government Procurement/Country of Origin

Directions: Continue with the steps outlined below to open a case for §1581(e) Government Procurement/Country of Origin.

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See Figure 68.)
7. Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. **Note:** If you are in doubt if there are related cases, then select *No*. (See Figure 68.)

Figure 68

8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See Figure 68.)
9. Click on *[Next]*. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with the directions in step 11.
10. If related cases apply, the screen *Indicate Related Cases* appears. (**Note:** You must indicate at least one case to continue.)

(See Figure 69.)

11. Click on *[Next]*.

Figure 69

Jurisdiction of Cases: §1581(e) Government Procurement/Country of Origin

Directions: Continue with the steps outlined below to open a case for §1581(e) *Government Procurement/Country of Origin*. All the steps on this page refer to **Figure 70**.

12. Click on [Next] to continue to the Search for a Party screen. This is the only screen that you will need to complete before the Search for a Party screen appears.
13. Continue with the directions on pages 10 - 19 of this manual to add party and case-related information.



ECF Civil Query Reports Utilities Logout

Open Court of International Trade Case

Jurisdiction 28 U.S.C. § 1581(e)

Category Government Procurement: Country of Origin 19USC § 2515(b)(1): U.S. Secretary of Treasury

Next Clear

Figure 70

Jurisdiction of Cases: §1581(f) Disclosure of Proprietary Information

Directions: To open a §1581(f) *Disclosure of Proprietary Information* case, follow the directions outlined below. All the steps on this page refer to **Figure 71**.

1. Accept the system default of *cv* in the *Case Type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all the applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field. Select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to the *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a Summons and/or a 28 U.S.C. §1581(a) or (b) Complaint. Select *fee waived* when the U.S. Government is filing the summons.**

The screenshot shows the 'Open Court of International Trade Case' form in the CM/ECF system. The form is titled 'Open Court of International Trade Case' and has a navigation bar at the top with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. The form fields are as follows:

- Case type:** cv
- Date Filed (MM/DD/YY):** 12/18/2006
- Jurisdiction:** A scrollable list of 28 USC sections. The selected option is '28 USC § 1581(f) Disclosure of Proprietary Information'. Other options include: 28 USC § 1581(a) Denied Protest(s), 28 USC § 1581(b) Domestic Interested Parties Petition, 28 USC § 1581(c) Antidumping or Countervailing Duty Determination(s), 28 USC § 1581(d) Denial of Certification for Trade Adjustment Assistance, 28 USC § 1581(e) Government Procurement/Country of Origin, 28 USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab., 28 USC § 1581(h) Pre-importation Ruling, and 28 USC § 1581(i) Residual Jurisdiction.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable. 'Not Applicable' is selected.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No

Buttons for 'Next' and 'Clear' are located at the bottom of the form.

Figure 71

Jurisdiction of Cases: §1581(f) Disclosure of Proprietary Information

Directions: To continue to open a §1581(f) *Disclosure of Proprietary Information* case, follow the directions outlined below.

- Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See Figure 72.)
- Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. Note: If you are in doubt if there are related cases, then select *No*. (See Figure 72.)

Figure 72

Open Court of International Trade Case

Case type:

Date Filed: 12/18/2006 (MMDDYY)

Jurisdiction:

Precedence: Rule 3g(1) Rule 3g(2) Rule 3g(3) Rule 3g(4) Rule 3g(5) Rule 3g(6) Not Applicable

Fee Status:

Jury Demand: No Yes

Related Cases: No Yes

Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order? No Yes

- Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See Figure 72.)
- Click on *[Next]*. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with the directions in step 11.
- If related cases apply, the screen *Indicate Related Cases* appears. (Note: You must indicate at least one case to continue.) (See Figure 73.)

- Click on *[Next]*.

Figure 73

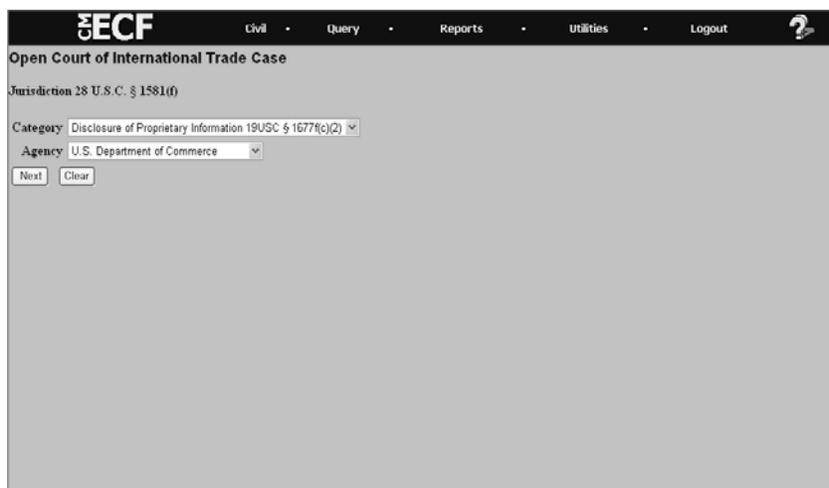
Indicate Related Cases (Maximum of 3)

	Plaintiff	CIT Court Number	Judge
<input type="radio"/> Decided	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Decided	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Decided	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>

Jurisdiction of Cases: §1581(f) Disclosure of Proprietary Information

Directions: To continue to open a §1581(f) *Disclosure of Proprietary Information* case, follow the directions outlined below. All the steps on this page refer to **Figure 74**.

12. Go to the *Category* field and accept the system default *Disclosure of Proprietary Information 19 USC §1677f(c)(2)*. (See **Figure 74**.)
13. Go to the *Agency* field and select the appropriate agency.
14. Click on [*Next*] to continue to the Search for a party screen.
15. Continue with the directions on pages 10 - 19 of this manual to add party and case-related information.



The screenshot shows the CM/ECF Case Opening interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below this, the page title is "Open Court of International Trade Case". The jurisdiction is set to "28 U.S.C. § 1581(f)". The "Category" dropdown menu is set to "Disclosure of Proprietary Information 19USC § 1677f(c)(2)". The "Agency" dropdown menu is set to "U.S. Department of Commerce". There are "Next" and "Clear" buttons at the bottom of the form.

Figure 74

Jurisdiction of Cases: §1581(g) Customs Broker's License/Permit: Private Testing Lab

Directions: To open a §1581(g) *Customs Broker's License/Permit* case, follow the directions outlined below. All the steps on this page refer to **Figure 75**.

1. Accept the system default of *cv* in the *Case type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field and select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to the *Fee Status* field. **Although the system default is *Paid*, you will be asked to submit payment later in the filing sequence when filing a summons and/or a 28 U.S.C. §1581(a) or (b) complaint. Select *fee waived* when the U.S. Government is filing the summons.**

The screenshot shows the ECF (Electronic Case Filing) interface for opening a Court of International Trade case. The form is titled "Open Court of International Trade Case".

- Case type:** cv
- Date Filed (MM/DD/YY):** 12/18/2006
- Jurisdiction:** A scrollable list of legal provisions. The selected option is "28 USC § 1581(g) Customs Broker's License/Permit Private Testing Lab". Other visible options include 28 USC § 1581(a) through (f), 28 USC § 1581(h), and 19 USC § 1511(f).
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable. "Not Applicable" is selected.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No

Buttons for "Next" and "Clear" are located at the bottom left of the form.

Figure 75

Jurisdiction of Cases: §1581(g) Customs Broker's License/Permit: Private Testing Lab

(continued)

Directions: To continue to open a §1581(g) *Customs Broker's License/Permit* case, follow the directions outlined below.

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See Figure 76.)
7. Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. **Note:** If you are in doubt if there are related cases, then select *No*. (See Figure 76.)

Figure 76

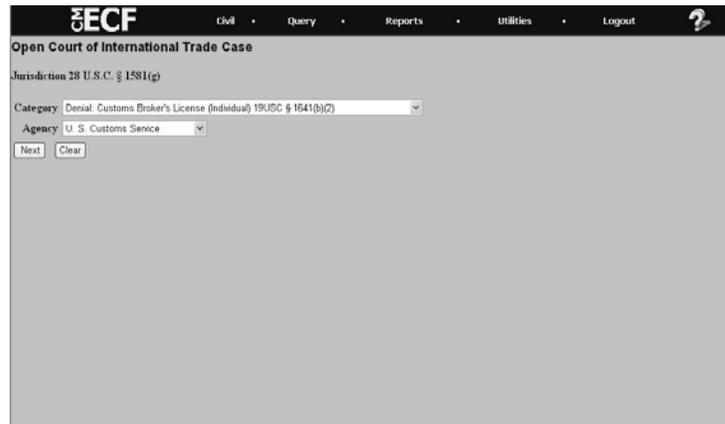
8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See Figure 76.)
9. Click on *[Next]*. If you receive an invalid jurisdiction error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with step 11.
10. If related cases apply, the screen, *Indicate Related Cases*, appears. (**Note:** You must indicate at least one case to continue.) (See Figure 77.)
11. Click on *[Next]*.

Figure 77

Jurisdiction of Cases: §1581(g) Customs Broker's License/Permit: Private Testing Lab (continued)

Directions: To continue with the *Customs Broker's License 19 USC §1641(b)(2)* cases, follow the steps outlined below. All the steps on this page refer to **Figure 78**.

12. Go to the *Category* field and select *Denial: Customs Broker's License (Individual) 19 USC §1641(b)(2)*. **This is a mandatory field.** If the case involves categories in addition to *Customs Broker's License (Individual)*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
13. Go to the *Agency* field and select the appropriate agency. **This is a mandatory field.** If you select the wrong agency, you will receive the message, "Invalid Combination of Category/Agency." Return to the *Agency* field and select the correct agency.
14. Click on [*Next*] to continue to the *Search for a party* screen.
15. Continue with the directions on pages 10 - 19 of this manual to add party and case-related information.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links for Civil, Query, Reports, Utilities, and Logout. Below this, the page title is "Open Court of International Trade Case". The main content area shows the "Jurisdiction" field set to "28 U.S.C. § 1581(g)". Below that, the "Category" dropdown menu is open, showing the selected option: "Denial: Customs Broker's License (Individual) 19 USC § 1641(b)(2)". The "Agency" dropdown menu is also open, showing the selected option: "U. S. Customs Service". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 78

Jurisdiction of Cases: §1581(g) Customs Broker's License/Permit: Private Testing Lab

Directions: For the remaining §1581(g) *Customs Broker's License/Permit: Private Testing Lab Jurisdiction* cases, refer to the directions outlined on pages 5 & 6 and 10 - 19 of this manual to add case information, search for a party, add attorney information, and review and submit the transaction to the system. The remaining §1581(g) *Customs Broker's License/Permit: Private Testing Lab Jurisdiction* cases include the following:

- Denial: Customs Broker's License Corp/Assn/Partnership 19 USC §1641(b)(3)
- Denial: Customs Broker's Permit 19 USC §1641(c)(1)
- Revocation: Customs Broker's License Corp/Assn/Partnership 19 USC §1641(b)(5)
- Revocation: Customs Broker's Permit 19 USC §1641(c)(3)
- Revocation: Customs Broker's License 19 USC §1641(d)(2)(B)
- Suspension: Customs Broker's License 19 USC §1641(d)(2)(B)
- Revocation: Customs Broker's Permit 19 USC §1641(d)(2)(B)
- Suspension: Customs Broker's Permit 19 USC §1641(d)(2)(B)
- Monetary Penalty: Customs Broker's License/Permit 19 USC §1641(d)(2)(B)
- Denial of Accreditation: Private Testing Laboratory 19 USC §1499(b)
- Suspension of Accreditation: Private Testing Laboratory 19 USC §1499(b)
- Revocation of Accreditation: Private Testing Laboratory 19 USC §1499(b)
- Monetary Penalty: Private Testing Laboratory 19 USC §1499(b)

Jurisdiction of Cases: §1581(h) Pre-importation Ruling

Directions: To open a §1581(h) Pre-importation Ruling case, follow the steps outlined below. All the steps on this page refer to **Figure 79**.

1. Accept the system default *Case type* of *cv*.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go the *Precedence* field and select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go the *Fee Status* field. **Although the system default is Paid, you will be asked to submit payment later in the filing sequence when filing the summons and/or a 28 U.S.C. §1581(a) or (b) complaint. Select *fee waived* when the U.S. Government is filing the summons.**

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below this is the title "Open Court of International Trade Case". The main form area contains several fields: "Case type" is set to "cv"; "Date Filed (MM/DD/YY)" is "12/18/2006"; "Jurisdiction" is a scrollable list with "28 USC § 1581(h) Pre-importation Ruling" selected; "Precedence" has radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable; "Fee Status" is set to "Paid"; "Jury Demand" is set to "No"; "Related Cases" has radio buttons for "No" and "Yes"; and a question "Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?" with radio buttons for "No" and "Yes". At the bottom left are "Next" and "Clear" buttons.

Figure 79

Jurisdiction of Cases: §1581(h) Pre-importation Ruling

Directions: Continue with the steps outlined below to open a §1581(h) Pre-importation Ruling case.

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See Figure 80).
7. Go to the *Related Cases* field. **This is a mandatory field.** Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. (Note: If you are in doubt if there are related cases, then select *No*.)

Figure 80

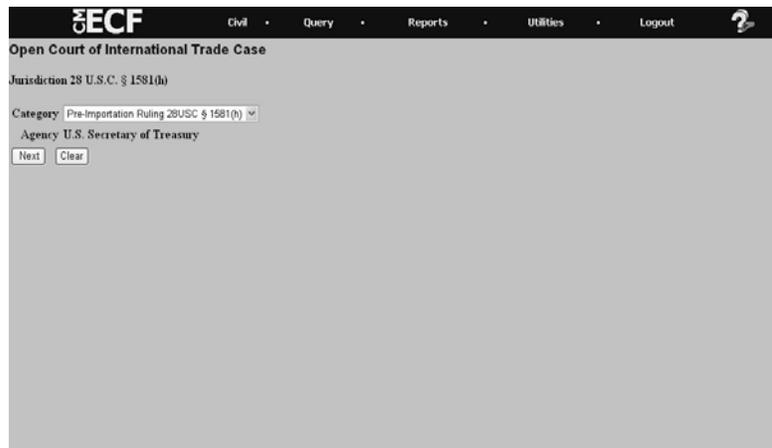
8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See Figure 80.)
9. Click on [Next]. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with the step 11.
10. If related cases apply, the screen, *Indicate Related Cases*, appears. (Note: You must indicate at least one case to continue.) (See Figure 81.)
11. Click on [Next].

Figure 81

Jurisdiction of Cases: §1581(h) Pre-importation Ruling

Directions: To continue to open a *§1581(h) Pre-importation Ruling* case follow the steps outlined below. All the steps on this page refer to **Figure 82**.

12. Go to the Category field and accept the system default of *Pre-Importation Ruling 28 USC §1581(h)*.
13. Click on [Next] to continue to the *Search for a party* screen.
14. Continue with the directions on pages 10 - 19 of this manual to add party and case-related information.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area displays the following information:

- Jurisdiction 28 U.S.C. § 1581(h)
- Category: Pre-Importation Ruling 28USC § 1581(h) (with a dropdown arrow)
- Agency: U.S. Secretary of Treasury
- Buttons: Next and Clear

Figure 82

Jurisdiction of Cases: §1581(i) Residual Jurisdiction

Directions: To open a §1581(i) Residual Jurisdiction case, follow the steps outlined below. All steps on this page refer to **Figure 83**.

1. Accept the system default of *cv* in the *Case type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go the *Precedence* field and select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go the *Fee Status* field. **Although the system default is Paid, you will be asked to submit payment later in the filing sequence when filing the summons and/or a 28 U.S.C. §1581(a) or (b) complaint. Select *fee waived* when the U.S. Government is filing the summons.**

The screenshot shows the ECF system interface for opening a case. The form is titled "Open Court of International Trade Case". It includes the following fields and options:

- Case type:** cv
- Date Filed (MM/DD/YY):** 12/18/2006
- Jurisdiction:** A list of 28 USC sections is displayed, with "28 USC § 1581(i) Residual Jurisdiction" selected.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No

Buttons for "Next" and "Clear" are located at the bottom of the form.

Figure 83

Jurisdiction of Cases: §1581(i) Residual Jurisdiction

Directions: Continue with the steps outlined below to open a §1581(i) *Residual Jurisdiction* case.

- Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See Figure 84).
- Go to the *Related Cases* field. **This is a mandatory field.** Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. (**Note:** If you are in doubt if there are related cases, then select *No*.) (See Figure 84.)

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The 'Jurisdiction' dropdown menu is open, displaying a list of options including '29 USC § 1581(i) Denial of Patent(s)', '29 USC § 1581(i) Domestic Interested Parties Petition', '29 USC § 1581(i) Anti-Dumping or Countervailing Duty Determination(s)', '29 USC § 1581(i) Denial of Certification for Trade Adjustment Assistance', '29 USC § 1581(i) Government Procurement/Country of Origin', '29 USC § 1581(i) Disclosure of Proprietary Information', '29 USC § 1581(i) Customs Broker's License/Chemical Private Testing Lab', and '29 USC § 1581(i) Pre-Importation Ruling'. Other fields on the form include 'Case type', 'Date Filed' (12/19/2006), 'Precedence' (with radio buttons for Rule 3g(1), 3g(2), 3g(3), 3g(4), 3g(5), 3g(6), and Not Applicable), 'Fee Status' (Paid), 'Jury Demand' (No), and 'Related Cases' (No). A question at the bottom asks 'Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?' with 'No' and 'Yes' radio buttons.

Figure 84

- Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See Figure 84.)
- Click on *[Next]*. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with step 11.
- If related cases apply, the screen, *Indicate Related Cases*, appear. (**Note:** You must indicate at least one case to continue.) (See Figure 85.)
- Click on *[Next]*.

The screenshot shows the 'Indicate Related Cases (Maximum of 3)' form in the ECF system. The form has three columns: 'Plaintiff', 'CTI Court Number', and 'Judge'. There are three rows, each with radio buttons for 'Decided' and 'Pending' and corresponding input fields. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 85

Jurisdiction of Cases: §1581(i) Residual Jurisdiction

Directions: Continue with the steps outlined below to open a *§1581(i) Residual Jurisdiction* case. All the steps on this page refer to **Figure 86**.

12. Go to the Category field and select *Revenue from Imports or Tonnage 28 USC §1581(i)(1)*. This is a mandatory field. If the case involves categories in addition to *Revenue from Imports or Tonnage*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the Category box to view all the options.
13. Go the Agency field and select the appropriate agency. **This is a mandatory field.**
14. Go to the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the white box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
15. Go to *Port(s) of Entry* field. Scroll through the list of ports and select the appropriate entries. If you are unaware of the port number, then refer to the U.S. Customs and Border Protection web site at <http://www.cbp.gov/xp/cgov/toolbox/ports/> to access port numbers by state.

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The form is titled 'Jurisdiction 28 U.S.C. § 1581(i)'. It contains several dropdown menus and text input fields. The 'Category' field is set to 'Revenue from Imports or Tonnage 28 USC § 1581(i)(1)'. The 'Agency' field is set to 'U.S. Customs Service'. The 'Exporting Country' field is set to '(Not Applicable)'. The 'Port(s) of Entry' field is set to '0905 SODUS POINT, NY'. The 'Product Description' field is set to 'NA'. The 'Federal Register Citation' field is set to '556 Fed. Reg. 8794' and the 'Publication Date' field is set to '7/12/2004'. There are 'Next' and 'Clear' buttons at the bottom of the form.

Figure 86

Jurisdiction of Cases: §1581(i) Residual Jurisdiction

Directions: Continue with the steps outlined below to open a §1581(i) *Residual Jurisdiction* case. All the steps on this page refer to **Figure 87**.

16. Go to the *Product Description* field. **This is a mandatory field.** If there is no description available, then you must type in “None Provided.” You cannot leave the field blank.
17. Go to the *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, type 2345 not 2,345.
18. Go to the *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the following format: **MM/DD/YYYY**.
19. Go to the *Amended Federal Register Citation* and *Publication Date* fields. If the information is unknown or if there was no amended Federal Register Publication, then leave the field blank.
20. Click on [Next]. This takes you to the *Search for a party* screen.
21. Continue with the directions on pages 10 - 19 of this manual to add party and case-related information.

Figure 87

The screenshot shows the ECF (Electronic Case Filing) interface for an Open Court of International Trade Case. The title is "Jurisdiction 28 U.S.C. § 1581(i)". The form contains several dropdown menus and text input fields. The "Category" dropdown is set to "General Items Imports on Tariffs 28 USC § 1581(i)(1)". The "Agency" dropdown is set to "U.S. Customs Service". The "Exporting Country (if applicable)" dropdown is set to "Not Applicable". The "Part(s) of Entry (if applicable)" dropdown is set to "0005 SODUS POINT, NY". The "Product Description (if applicable)" dropdown is set to "NA". The "Federal Register Citation (if applicable)" field is set to "556 Fed. Reg. 8794". The "Publication Date (if applicable)" field is set to "7/12/2004". There are also fields for "Amended Federal Register Citation (if applicable)" and "Amended Publication Date (if applicable)". At the bottom left, there are "Next" and "Clear" buttons.

Jurisdiction of Cases: §1581(i) Residual Jurisdiction

Directions: For the remaining *§1581(i) Residual Jurisdiction* cases, refer to the directions outlined on pages 5 & 6 and 10 - 19 of this manual to add case information, search for a party, add attorney information and defendant information. The remaining *§1581(i) Residual Jurisdiction* cases include the following.

- Tariffs, Duties, Fees, Other Taxes 28 USC §1581(i)(2)
- Embargoes or Other Quantitative Restrictions 28 USC §1581(i)(3)
- Administration and Enforcement 28 USC §1581(i)(4)

Jurisdiction of Cases: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties

Directions: To open a *§1582 Recover of Civil Penalty/Upon a Bond/Customs Duties* case, follow the steps outlined below. All steps on this page refer to **Figure 88**.

1. Accept the system default of *cv* in the *Case type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field and select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to the *Fee Status* field. Accept the system default of *Waived*. **The fee is waived when the U.S. Government files the summons.**

The screenshot shows the ECF system interface for opening a Court of International Trade Case. The form includes the following fields and options:

- Case type:** cv
- Date Filed (MM/DD/YY):** 12/18/2006
- Jurisdiction:** A list of 28 USC sections is displayed, with §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties selected.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** Radio buttons for No and Yes.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No and Yes.
- Next** and **Clear** buttons are located at the bottom of the form.

Figure 88

Jurisdiction of Cases: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties (continued)

Directions: Continue with the steps outlined below to open a *§1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties* case.

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See Figure 89).
7. Go to the *Related Cases* field. **This is a mandatory field.** Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. (Note: If you are in doubt if there are related cases, then select *No*.) (See Figure 89.)

Figure 89

8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See Figure 89.)
9. Click on *[Next]*. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with step 11.
10. If related cases apply, the screen, *Indicate Related Cases*, appear. (Note: You must indicate at least one case to continue.) (See Figure 90.)
11. Click on *[Next]*.

Figure 90

	Plaintiff	CIT Court Number	Judge
<input type="radio"/> Decided <input type="radio"/> Pending			
<input type="radio"/> Decided <input type="radio"/> Pending			
<input type="radio"/> Decided <input type="radio"/> Pending			

Jurisdiction of Cases: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties (continued)

Directions: Continue with the steps outlined below to open a *§1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties* case. All steps on this page refer to **Figure 91**.

- Go to the *Category* field and select *Civil Penalty 19 USC §1592*. **This is a mandatory field.** If the case involves categories in addition to *Civil Penalty 19 USC § 1592*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the Category box to view all the options.
- Go to the *Agency* field and select the appropriate agency. **This is a mandatory field.**
- Click on [Next] to continue to the *Search for a Party* screen.
- Continue with the directions on pages 10 - 19 of this manual to add party and case-related information.

The screenshot shows the ECF system interface for opening a Court of International Trade case. The page title is "Open Court of International Trade Case" and the jurisdiction is "28 U.S.C. § 1582". The "Category" dropdown menu is open, showing options: "Civil Penalty 19USC § 1592", "Civil Penalty: Customs Broker 19USC § 1641(b)(6)", "Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)", "Civil Penalty: Suspension Agreement 19USC § 1671c(i)(2)", "Civil Penalty: Suspension Agreement 19USC § 1673c(i)(2)", "Civil Penalty: Drawback 19USC § 1593a", "Recovery upon a Bond 28USC § 1582(2)", and "Recovery of Customs Duties 28USC § 1683(3)". The "Agency" dropdown menu is also open, showing options: "U.S. Customs Service", "U.S. Department of Commerce", and "U.S. International Trade Commission". There are "Next" and "Clear" buttons at the bottom of the form.

Figure 91

Jurisdiction of Cases: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties (continued)

Directions: For the remaining Recovery of Civil Penalty/Upon a Bond/Customs Duties cases, refer to the directions outlined on pages 5 & 6 and 10 - 19 of this manual to add case information, search for a party, add attorney and defendant information. The remaining Recovery of Civil Penalty/Upon a Bond/Customs Duties cases include the following:

- Civil Penalty: Customs Broker 19 USC §1641(b)(6)
- Civil Penalty: Customs Broker 19 USC §1641(d)(2)(A)
- Civil Penalty: Suspension Agreement 19 USC §1671c(i)(2)
- Civil Penalty: Suspension Agreement 19 USC §1673c(i)(2)
- Civil Penalty: Drawback 19 USC §1593a
- Recovery upon a Bond 28 USC §1582(2)
- Recovery of Customs Duties 28 USC §1583(3)

Jurisdiction of Cases: §1584 Disclosure of Proprietary Information: Sanctions

Directions: To open a *§1584 Disclosure of Proprietary Information: Sanctions* case, follow the steps outlined below. All steps on this page refer to **Figure 92**.

1. Accept the system default of *cv* in the *Case type* field.
2. Skip the *Date Filed* field. The date will automatically appear as the current date.
3. Go to the *Jurisdiction* field and select all applicable jurisdictions. Use the scroll bar to the right of the jurisdiction box to view all the jurisdictions. To select multiple jurisdictions, press and hold down the *Ctrl* key and click on the appropriate jurisdictions.
4. Go to the *Precedence* field and select the correct precedence under CIT Rule 3. If precedence is unknown, then leave the field at the default option, *Not Applicable*.
5. Go to the *Fee Status* field. Accept the system default of *Waived*. The fee is waived when the U.S. Government is filing the summons.

The screenshot shows the ECF (Electronic Case Filing) interface for an "Open Court of International Trade Case". The form includes the following fields and options:

- Case type:** A dropdown menu with "cv" selected.
- Date Filed (MM/DD/YY):** A text field containing "12/18/2006".
- Jurisdiction:** A scrollable list box containing the following options:
 - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
 - 28USC § 1581(e) Government Procurement/Country of Origin
 - 28USC § 1581(f) Disclosure of Proprietary Information
 - 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
 - 28USC § 1581(h) Pre-importation Ruling
 - 28USC § 1581(i) Residual Jurisdiction
 - 28USC § 1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties
 - 28USC § 1584 Disclosure of Proprietary Information: Sanctions
- Precedence:** Radio button options for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable. "Not Applicable" is selected.
- Fee Status:** A dropdown menu with "Paid" selected.
- Jury Demand:** A dropdown menu with "No" selected.
- Related Cases:** Radio button options for "No" and "Yes". "No" is selected.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio button options for "No" and "Yes". "No" is selected.
- Buttons:** "Next" and "Clear" buttons at the bottom left.

Figure 92

Jurisdiction of Cases: §1584 Disclosure of Proprietary Information: Sanctions (continued)

Directions: Continue with the steps outlined below to open a *§1584 Disclosure of Proprietary Information: Sanctions* case.

6. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No*. (See **Figure 93**).
7. Go to the *Related Cases* field. **This is a mandatory field.** Select either *Yes* or *No*. If *No*, go to step 8. If *Yes*, go to step 10. (**Note:** If you are in doubt if there are related cases, then select *No*.) (See **Figure 93**).

Figure 93

8. Click on *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (See **Figure 93**).
9. Click on *[Next]*. If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. If no invalid jurisdiction message appears, then continue with step 11.
10. If related cases apply, the screen, *Indicate Related Cases*, appear. (**Note:** You must indicate at least one case to continue.) (See **Figure 94**).
11. Click on *[Next]*.

Figure 94

Plaintiff	CIT Court Number	Judge
<input type="radio"/> Decided <input type="radio"/> Pending		
<input type="radio"/> Decided <input type="radio"/> Pending		
<input type="radio"/> Decided <input type="radio"/> Pending		

Jurisdiction of Cases: §1584 Disclosure of Proprietary Information: Sanctions (continued)

Directions: Continue with the steps outlined below to open a *§1584 Disclosure of Proprietary Information: Sanctions* case.

12. Click on [Next] to proceed to the Search for a party screen. (See **Figure 95**).
13. Continue with the directions on pages 10 - 19 of this manual to add party and case-related information.

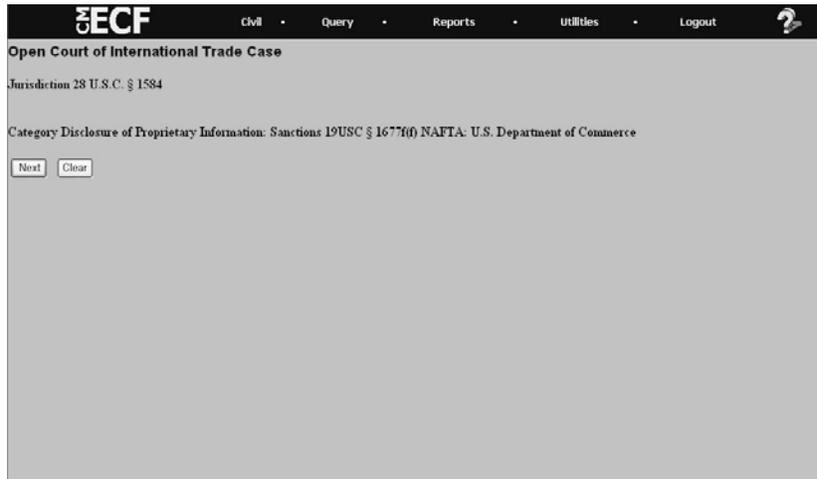


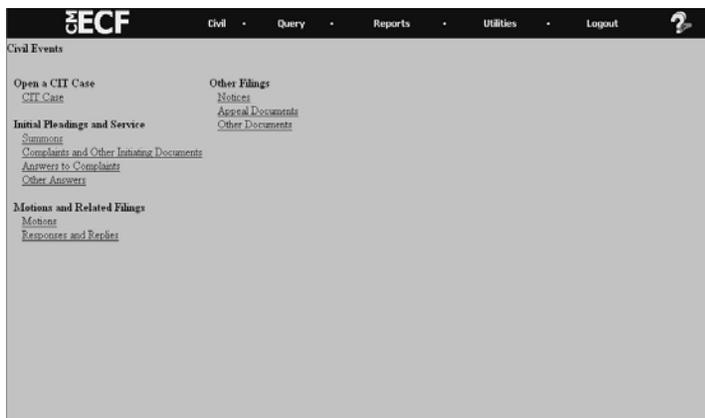
Figure 95

Docketing a Complaint

Directions: To docket a complaint, follow the steps outlined below.

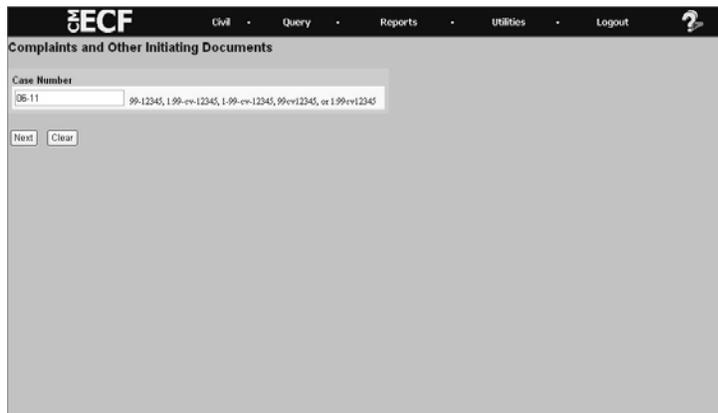
1. Select *Civil* on the CM/ECF toolbar. (See **Figure 96**.)
2. Under the category *Initial Pleadings and Service* select *Complaints and Other Initiating Documents*. (See **Figure 96**.)

Figure 96



3. Enter the case number in the following format: **yy-xxxxx** (See **Figure 97**.)
4. Click on [*Next*]. (See **Figure 97**.)

Figure 97



Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint. All the steps on this page refer to **Figure 98**.

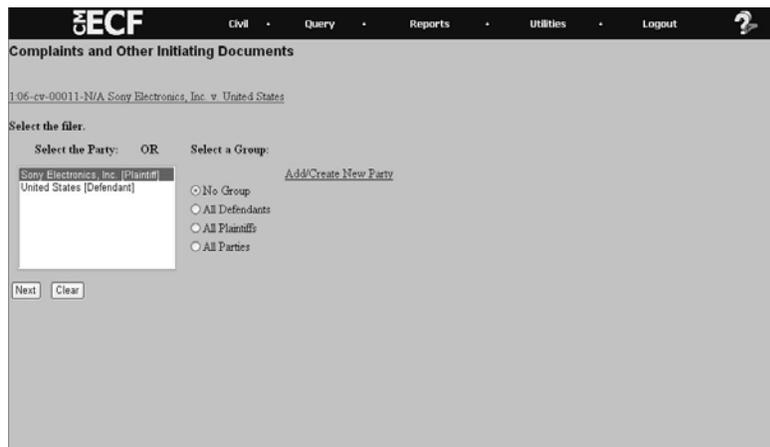
5. Select from the drop-down menu the party filing the complaint.

If the party's name appears, then go to step 6.

If the party's name does not appear, then go to step 7.

6. Click on [Next] and proceed with the directions on the following page.

7. Click on *Add/Create New Party* and follow the directions outlined on page 12 of this manual.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The case number "1:06-cv-00011-N/A Sony Electronics, Inc. v. United States" is displayed. The main section is titled "Select the filer." and contains two columns: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a drop-down menu with "Sony Electronics, Inc. [Plaintiff]" selected and "United States [Defendant]" listed below it. To the right of the drop-down menu is a link labeled "Add/Create New Party". Under "Select a Group:", there are four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 98

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint.

8. Select from the drop-down menu the type of complaint you are filing, for example, Complaint 1581(a) & 1581(b) only. However, if this is a §1581(a) or (b) action combined with jurisdictions of (h) or (i), then select the §1581 (d - i) complaint. **Reason:** The complaint fee was included in the initial filing of the summons. (See **Figure 99**.)
9. Click on [*Next*].
(See **Figure 99**.)



Figure 99

10. The system displays the attorney association screen. Check the box to associate the attorney filing the complaint with the case. (See **Figure 100**.) **Note:** Checking this box will create a link in the system between the attorney and the case. Also, it will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Check the *Lead* box if you are the lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this adds the phrase “Attorney to be Noticed” to the docket sheet.
11. Click on [*Next*].
(See **Figure 100**.)



Figure 100

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint. All the steps on this page refer to **Figure 101**.

12. Select from the drop-down menu the *United States* as the defendant and the party against whom the complaint is being filed.

If the party's name appears, then go to step 13.

If the party's name does not appear, then go to step 14.

13. Click on *[Next]*.

14. Click on *Add/Create New Party* and follow the directions on page 12 of this manual to add a party.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. Below this, the page title is 'Complaints and Other Initiating Documents' and the case number is '1:06-cv-00011-N/A Sony Electronics, Inc. v. United States'. The main instruction is 'Please select the party that this filing is against'. There are two sections: 'Select the Party:' with a dropdown menu showing 'Sony Electronics, Inc. [Plaintiff]' and 'United States [Defendant]', and 'OR Select a Group:' with radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. A link 'Add/Create New Party' is also visible. At the bottom are 'Next' and 'Clear' buttons.

Figure 101

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint.

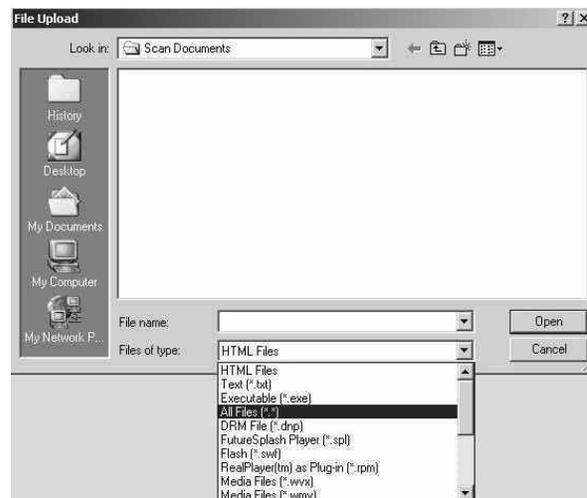
15. Click on *Browse* to select the drive and full directory path where the complaint to be filed is located. (See **Figure 102.**)

Figure 102



16. Click on the drop-down arrow to select the drive where the file is located, for example, *C:.* At the bottom of the dialog box is the *Files of type* field. Click on the down arrow to the left of *Files of type* and using the scroll bar select the option *All Files (*.*)*. (See **Figure 103.**) The computer displays all the folders in the selected drive.

Figure 103



Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint.

17. Select the filename by highlighting the document. (See Figure 104.)
18. Click on [Open] in the dialog box. (See Figure 104.)

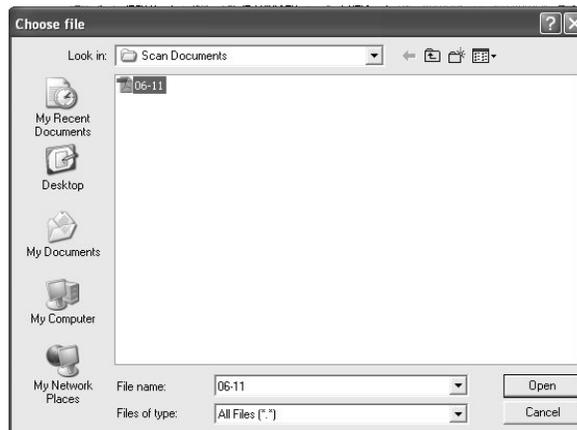


Figure 104

Result: The filename and directory appear in the File name box. (See Figure 105.)

19. If there are no attachments to the document, then click on [Next]. (See Figure 105.)
Note: If there are attachments to file, then follow the steps outlined on pages 27 & 28 of this manual.



Figure 105

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint.

20. View the screen, which shows the fee associated with filing the complaint.
(See **Figure 106**.)
21. Click on [*Next*].

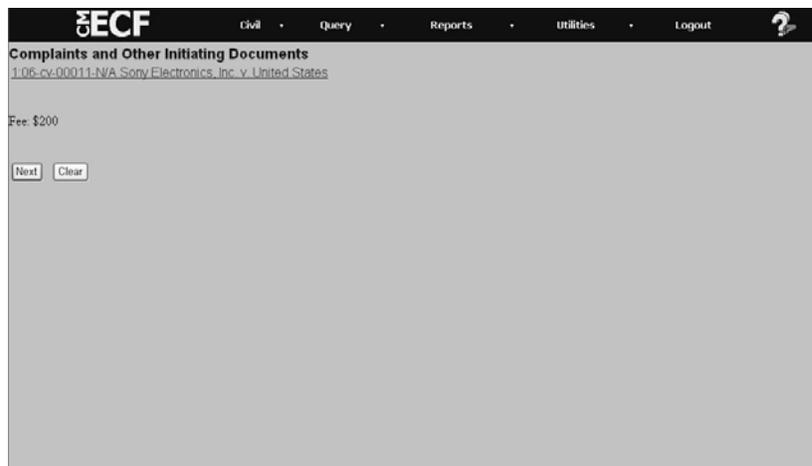


Figure 106

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint. All fields marked with an asterisk (*) require information. The attorney filer's information is already populated on the screen. If needed, change the information or add information.

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

22. Complete all the information requested on this screen.
23. When entering the credit card number, be sure to enter the card number without dashes or spaces between the numbers (**See Figure 107.**)
24. The security code is the three-digit code from the back of the credit card.
25. Click on *Continue with Plastic Card Payment* after you enter all the information.

Figure 107

The screenshot shows the ECF Online Payment interface. At the top, there is a navigation bar with 'ECF' and links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is the ECF logo and the text 'Online Payment' with a link to 'Return to your originating application'. The main heading is 'Step 1: Enter Payment Information' and the sub-heading is 'Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk *'. The form contains the following fields: 'Account Holder Name' (Sam Fong), 'Payment Amount' (\$200.00), 'Billing Address' (One Shea Stadium), 'Billing Address 2', 'City', 'State / Province' (dropdown), 'Zip / Postal Code' (110278), 'Country' (United States), 'Card Type' (Visa), 'Card Number' (4111111111111111), 'Security Code' (999), and 'Expiration Date' (04 / 2008). At the bottom, there is a 'Continue with Plastic Card Payment' button and a 'Cancel' button. A note at the very bottom reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

WARNING:

While in the Pay.gov screen, if you hit the Back button to make changes on previous screens, the system may charge you twice for the same filing. If this occurs, then call the USCIT HELP Desk at 1-866450-1859, and adjustments will be made to your account.

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint. All the steps on this page refer to **Figure 108**.

26. View the payment information that appears on the screen.
27. Enter an e-mail address to receive confirmation of the transaction.
28. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account.
29. Click on [*Submit Payment*].

The screenshot displays the ECF Online Payment interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar is the ECF logo and the text "UNITED STATES DISTRICT COURT OF INTERNATIONAL TRADE". The main content area is titled "Online Payment" and "Step 2: Authorize Payment". It includes a "Payment Summary" section with three columns: "Address Information", "Account Information", and "Payment Information". The "Address Information" column lists the account holder's name (Sam Fong), billing address (One Shea Stadium), city, state/province, zip/postal code (10278), and country (USA). The "Account Information" column lists the card type (Visa), card number (*****1111), and expiration date (5 / 2010). The "Payment Information" column lists the payment amount (\$200.00) and transaction date (03/17/2006 15:23 and Time: EDT). Below the payment summary is an "Email Confirmation Receipt" section with fields for "Email Address" (sam_fong@tbw.com) and "Confirm Email Address" (sam_fong@tbw.com). There is also a "CC:" field. The "Authorization and Disclosure" section includes a checkbox for "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." and a "Submit Payment" button. A note at the bottom of the form states: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

Figure 108

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint.

30. View the answer deadline date on the screen. (See **Figure 109**).
31. Click on *[Next]*. (See **Figure 109**.)



Figure 109

32. View the information regarding case associations. If the system indicates there are no case associations to terminate it means the case was never on the Suspension Disposition Calendar (SDC). Therefore, click on *[Next]*. (See **Figure 110**.)

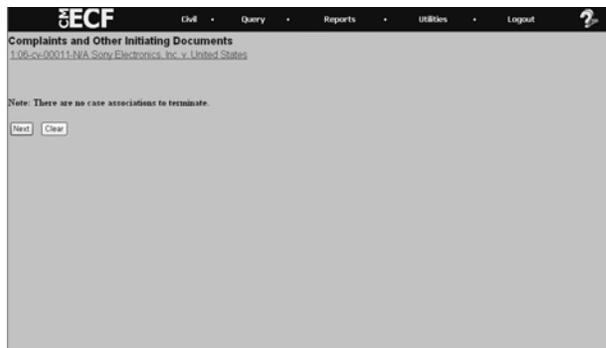


Figure 110

Note: If the case was on the Suspension Disposition Calendar, you may see a screen that asks you to terminate the association with the test case under which your case was subsumed. The system will list the test case's Court number preceded with a box, which is checked. Accept the system default and click on *[Next]*. This action removes the case from the Suspension Disposition Calendar and allows the complaint to be filed on its own merit thereby ending its association with the test case.

Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint.

33. If a further description of the complaint you are filing is warranted, then select from the drop-down menu the type of complaint you are filing, for example, *Amended*, *First*, *Second*. The text box on the screen with the downward arrow contains the drop-down menu of choices. (See Figure 111.)
34. Click on [Next]. (See Figure 111.)

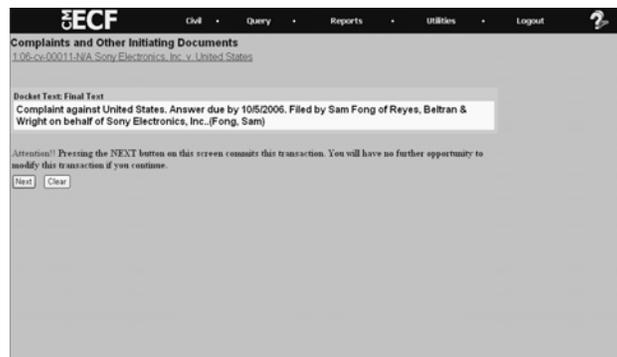
Figure 111



35. Review the *Docket Text: Final Text* screen very carefully. If the information is incorrect then go back to previous screens to correct the information. However, if you do, please note that you will need to re-input all information after the change. (See Figure 112.)

36. Click on [Next].
(See Figure 112.)

Figure 112



Docketing a Complaint (continued)

Directions: Continue with the steps outlined below to docket a complaint. All the steps on this page refer to **Figure 113**.

37. Review the information on the screen below. It notifies you of the complaint filed.
38. View the recipient list to see who receives notices electronically and those to whom you need to mail notices of the complaint since some parties do not receive an electronic notice.
39. Click on the highlighted *Case Number* to proceed to the docket sheet that will allow you to view the docket and to run docket entry reports.
40. Click on the *Document Number* to advance to the PDF version of the document filed.

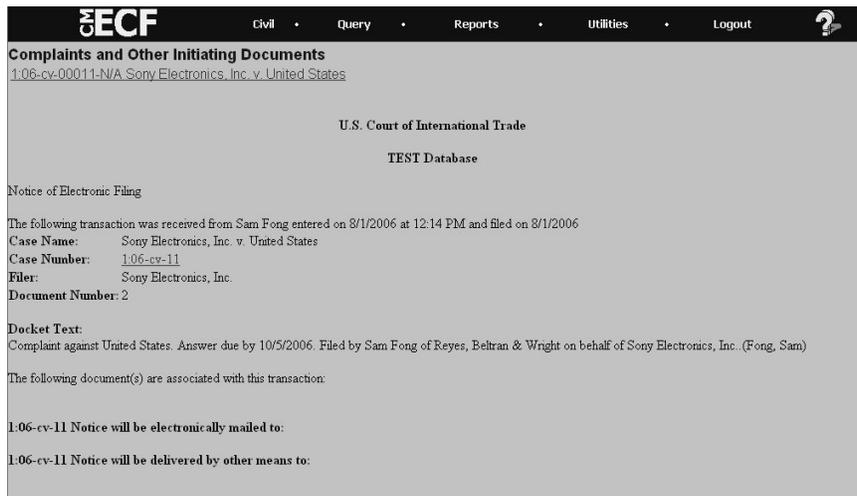


Figure 113

Verifying Payment of the Summons and Complaint (Internet Payment History)

Directions: After you open a case and pay for the Summons and/or the Complaint, you can verify the payments charged to your account by following the steps outlined below.

1. Once in the CM/ECF System, click on *Utilities* on the CM/ECF toolbar. (See Figure 114.)
2. Click on *Internet Payment History* under *Miscellaneous*. (See Figure 114.)

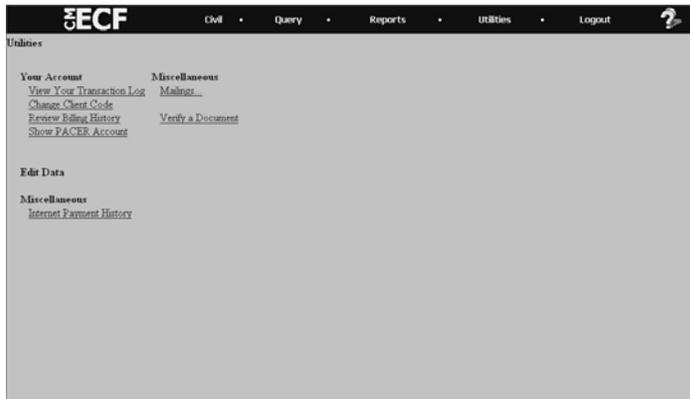


Figure 114

3. Enter the date range for which you want to verify payment. Enter the date in the following format: **MM/DD/YYYY**. (See Figure 115.)
4. Click on [*Run Report*].

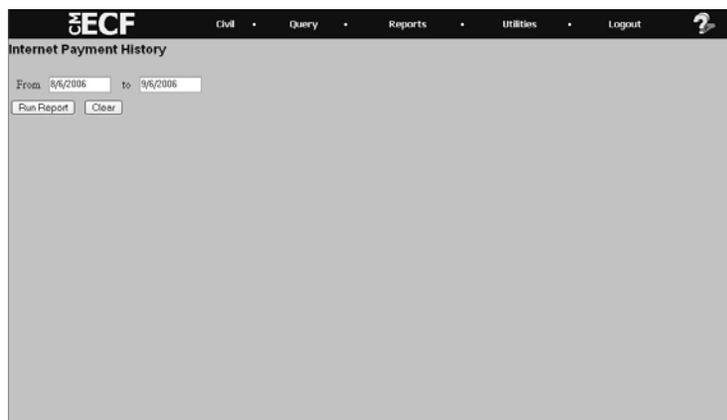


Figure 115

Verifying Payment of the Summons and Complaint (Internet Payment History)

(continued)

Directions: Continue with the steps outlined below to verify the payments charged to your account.

- View the internet payment history for the date range you entered. (See Figure 116.)
Note: If you notice errors, then please call the USCIT Help Desk at 1-866-450-1859 to report the errors. Adjustments will be made to your account.

Date Paid	Description	Payment Method	Receipt #	Amount
2006-08-23 10:02:59	Summons(1:06-cv-00033-N/A) [misc 398] (150.00)	credit card	286727	\$ 150.00
2006-08-29 14:52:59	Summons(1:06-cv-00045-N/A) [misc 398] (150.00)	credit card	286844	\$ 150.00
2006-08-29 15:17:43	Complaint (1581a& 1581b only)(1:06-cv-00045-N/A) [cmp cmp] (200.00)	credit card	286856	\$ 200.00
2006-08-30 15:05:14	Summons(1:06-cv-00064-N/A) [misc 398] (150.00)	credit card	286903	\$ 150.00
2006-08-30 15:11:31	Complaint (1581a& 1581b only)(1:06-cv-00064-N/A) [cmp cmp] (200.00)	credit card	286913	\$ 200.00

Figure 116

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