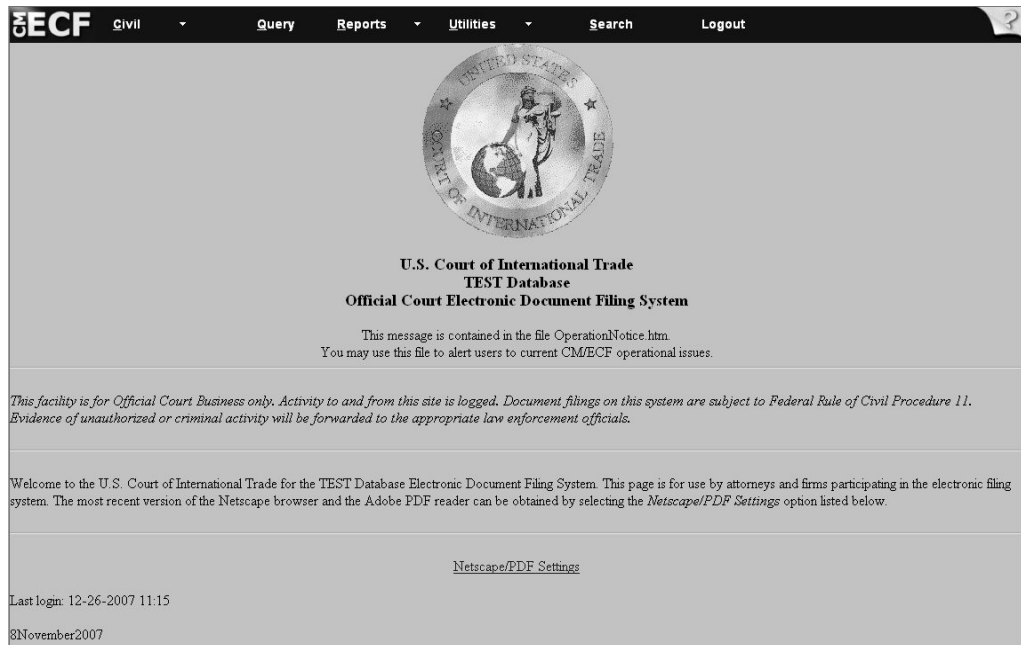


## VIII. Opening a Case

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

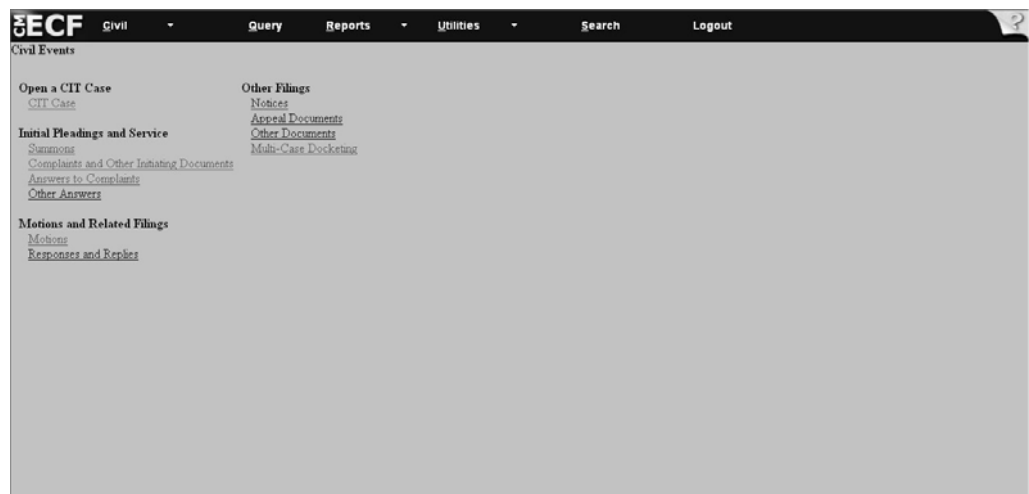
**Directions:** To open a case, follow the steps outlined below.

1. Select *Civil* from the toolbar (see **Figure VIII - 1**).



**Figure VIII - 1**

2. Select *CIT Case* under the category *Open a CIT Case* (see **Figure VIII- 2**).



**Figure VIII - 2**

## VIII. Opening a Case (continued)

**Directions:** To open a case, follow the steps outlined below. All the steps on this page refer to **Figure VIII - 3**.

3. Accept the system default of *cv* in the *Case Type* field.
4. Skip the *Date Filed* field. The date will automatically appear as the current date.
5. 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 Select all of the appropriate jurisdictions.
6. 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*.
7. 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 case in the Court of International Trade. The form is titled "Open Court of International Trade Case". At the top, there is a navigation bar with links for "Civil", "Query", "Reports", "Utilities", "Search", and "Logout". The form fields are as follows:

- Case type:** A dropdown menu with "cv" selected.
- Date Filed (MM/DD/YY):** A text field showing "12/26/2007".
- 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: 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: 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: No and Yes. "No" is selected.
- Buttons:** "Next" and "Clear" buttons at the bottom left.

**Figure VIII - 3**

## VIII. Opening a Case (continued)

8. Go to the *Jury Demand* field. Select either *Yes* or *No*. The system default is *No* (see **Figure VIII - 4**).

9. Go to *Related Cases* field. This is a mandatory field. Select either *Yes* or *No*. If *No*, go to Step 10. If *Yes*, go to step 12 (see **Figure VIII - 4**).

10. Choose *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 VIII - 4**).

11. Click .

**Note:** If you receive an invalid jurisdiction selection error message, then return to the jurisdiction field and review for proper selection. Otherwise, continue with the next step.

**Figure VIII - 4**

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The form includes fields for Case type (set to 'cv'), Date Filed (12/26/2007), and a dropdown for Jurisdiction. A list of jurisdiction options is displayed, including 28USC § 1501(a) Denied Protest(s), 28USC § 1501(b) Domestic Interested Parties Petition, 28USC § 1501(c) Antidumping or Countervailing Duty Determination(s), 28USC § 1501(d) Denial of Certification for Trade Adjustment Assistance, 28USC § 1501(e) Government Procurement/Country of Origin, 28USC § 1501(f) Disclosure of Proprietary Information, 28USC § 1501(g) Customs Broker's License/Permit- Private Testing Lab, 28USC § 1501(h) Pre-importation Ruling, and 28USC § 1501(i) Residual Jurisdiction. Below the jurisdiction list are radio buttons for Precedence (Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable), a Fee Status dropdown (set to 'Paid'), a Jury Demand dropdown (set to 'No'), and a Related Cases dropdown (set to 'No'). 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'. 'Next' and 'Clear' buttons are at the bottom left.

12. If related cases apply, the screen, *Indicate Related Cases*, appears (see **Figure VIII - 5**).  
**Note:** You must indicate at least one case to continue.

13. Click .

**Figure VIII - 5**

The screenshot shows the 'Indicate Related Cases (Maximum of 3)' form in the ECF system. The form has a table with three columns: Plaintiff, CIT Court Number, and Judge. There are three rows for indicating related cases. Each row has radio buttons for 'Decided' and 'Pending' followed by input fields for the Plaintiff, CIT Court Number, and Judge. At the bottom, there are 'Next' and 'Clear' buttons.

## VIII. Opening a Case:

### §1581(a) - Denied Protest(s): 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 VIII - 6**.

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 the *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 the Open Court of International Trade Case. The form is titled "Jurisdiction 28 U.S.C. § 1581(a)". The "Category" field is a dropdown menu with the following options: "Appraised Value 19USC § 1514(a)(1)", "Classification 19USC § 1514(a)(2)", "Charges or Exactions 19USC § 1514(a)(3)", and "Exclusion 19USC § 1514(a)(4)". The "Agency" field is a text box containing "U.S. Bureau of Customs and Border Protection". The "Exporting Country" field is a dropdown menu with the following options: "(Not Applicable)", "Afghanistan", and "Albania". The "Port(s) of Entry" field is a dropdown menu with the following options: "(Not Applicable)", "0101 PORTLAND, ME", and "0102 BANGOR, ME". The "Product Description" field is a text box. The "Number of Protests" field is a text box. The "Number of Entries" field is a text box. The "Common Issue for Denied Protest(s)" field is a text box. At the bottom of the form are "Next" and "Clear" buttons.

**Figure VIII - 6**

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## VIII. Opening a Case: §1581(a) - Denied Protest(s): Appraised Value (continued)

**Note:** All the steps outlined on this page, refer to **Figure VIII - 7**.

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  .

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The form is titled "Jurisdiction 28 U.S.C. § 1581(a)". It contains several fields for case information:

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

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

**Figure VIII - 7**

## VIII. Opening a Case: §1581(a) - Denied Protest(s): Appraised Value (continued)

**Note:** All the steps outlined on this page refer to **Figure VIII - 8**.

9. 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 U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and Select the appropriate categories. Use the scroll bar to the right of the *Assessed Valuation Statute* box to view all the categories.)

10. 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 U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and Select the appropriate categories. Use the scroll bar to the right of the *Claimed Valuation Statute* box to view all the categories.)

11. Click  .

**Figure VIII - 8**

The screenshot shows the ECF (Electronic Case Filing) interface for the 'Open Court of International Trade Case'. The top navigation bar includes 'ECF', 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Open Court of International Trade Case'. Below this, 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 has a list of value methodologies with checkboxes for selection. The 'Assessed Valuation Statute' list includes: 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). The 'Claimed Valuation Statute' list includes the same five options. At the bottom left of the form, there are 'Next' and 'Clear' buttons.

---

## VIII. Opening a Case: Search for a Party

**Directions:** Follow the steps outlined below 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 VIII - 9**).

2. Click  .

The screenshot shows the 'Open Court of International Trade Case' interface. At the top is a navigation bar with 'ECF' logo and links for 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar are buttons for 'Add New Party' and 'Create Case'. To the right is a 'Search for a party' section with input fields for 'Last / Business Name', 'First Name', and 'Middle Name', and a 'Search' button. On the left side, there are links for 'Collapse All' and 'Expand All'.

**Figure VIII - 9**

3. If the person/business is found, then highlight the name under *Party search results* (see **Figure VIII - 10**).

4. Click  and proceed to VIII. Opening a Case: Selecting a Party (see **Figure VIII - 10**).

5. If the person/business is not found, then click the  button and proceed to VIII. Opening a Case: Creating a New Party Plaintiff (see **Figure VIII - 10**).


This screenshot shows the same interface as Figure VIII - 9, but with search results displayed. The 'Last / Business Name' field contains the text 'Sony'. Below the search fields, a 'Search Results' list is shown with several entries: 'Sony Computer Entertainment America, Inc.', 'Sony Corporation' (which is highlighted), 'Sony Electronics, Inc.', 'Sony Fiber Optics, Inc.', 'Sony Magnetic Products Inc', and 'Sony Magnetic Products Inc. of America'. At the bottom of the results list are two buttons: 'Select Party' and 'Create New Party'.

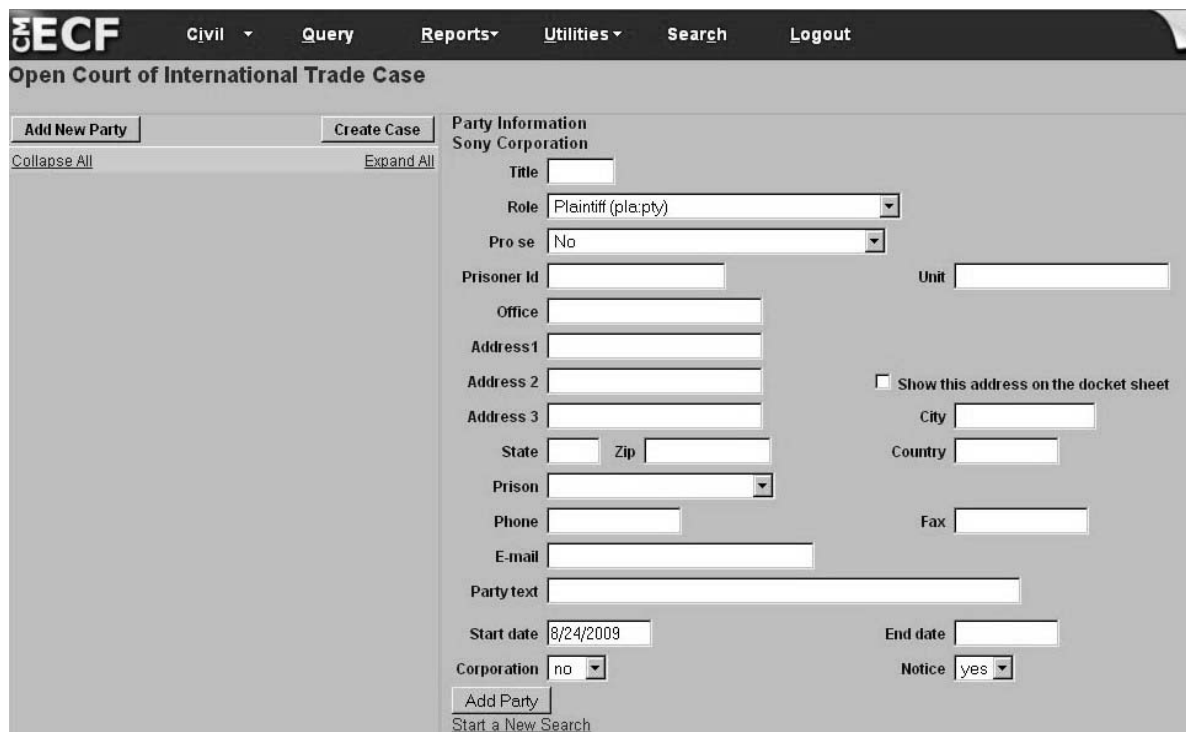
**Figure VIII - 10**

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## VIII. Opening a Case: Selecting a Party

**Directions:** To select Plaintiff information, follow the steps outlined below. All the steps on this page refer to **Figure VIII - 11**.

1. Accept all the field defaults leaving the remaining fields blank. Select **Add Party**;
2. On the left side of your screen, the new party will appear as shown in **Figure VIII-11**, with the option to add alias and corporate parent information by selecting the  symbol, and entering the additional party(s) on the right side of the screen, and selecting **Search**.
3. Proceed to VIII. Opening a Case: Adding an Alias to add an *Alias* or VIII. Opening a Case: Adding Corporate Parent Information to add *Corporate Parent* information. If no *Alias* or *Corporate Parent* exists, then proceed to step 4. Otherwise, complete the information for all parties (plaintiffs, defendants, etc.) in this same manner, as directed in the following pages.



The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main content area is titled 'Open Court of International Trade Case' and features a sidebar with 'Add New Party' and 'Create Case' buttons. The 'Party Information' form is displayed, showing details for 'Sony Corporation'. The form includes fields for Title, Role (Plaintiff (pla:pty)), Pro se (No), Prisoner Id, Office, Address 1, Address 2, Address 3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, Party text, Start date (8/24/2009), End date, Corporation (no), and Notice (yes). There are also buttons for 'Add Party' and 'Start a New Search'.

**Figure VIII - 11**

4. Click **Create new party** and proceed to VIII. Opening a Case: Adding Defendant Information.

**Note:** When you select the **Add Party** button, the party is added to the left side of the screen as that party under the category that has been selected.

## VIII. Opening a Case: 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 VIII - 12**.

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 system 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 **Select Party**. The party will then appear on the left side of the screen.

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main form is titled "Open Court of International Trade Case" and has two tabs: "Add New Party" (selected) and "Create Case". Below the tabs are "Collapse All" and "Expand All" links. The "Party Information" section contains the following fields:

- Last name (text input)
- First name (text input)
- Middle name (text input)
- Generation (text input)
- Title (text input)
- Role (dropdown menu, currently set to "Plaintiff (pla:pty)")
- Pro se (dropdown menu, currently set to "No")
- Prisoner Id (text input)
- Unit (text input)
- Office (text input)
- Address 1 (text input)
- Address 2 (text input)
- Address 3 (text input)
- City (text input)
- State (text input)
- Zip (text input)
- Country (text input)
- Prison (dropdown menu)
- Phone (text input)
- Fax (text input)
- E-mail (text input)
- Party text (text input)
- Start date (text input, currently set to "8/28/2009")
- End date (text input)
- Corporation (dropdown menu, currently set to "no")
- Notice (dropdown menu, currently set to "yes")

There is a checkbox labeled "Show this address on the docket sheet" next to the address fields. At the bottom left of the form is an "Add Party" button.

**Figure VIII - 12**

5. If the party does not have an *Alias*, *Corporate Parent*, or *Other Affiliate*, proceed with the directions outlined in V. Opening a Case: Adding Defendant Information.

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## VIII. Opening a Case: Adding an Alias

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

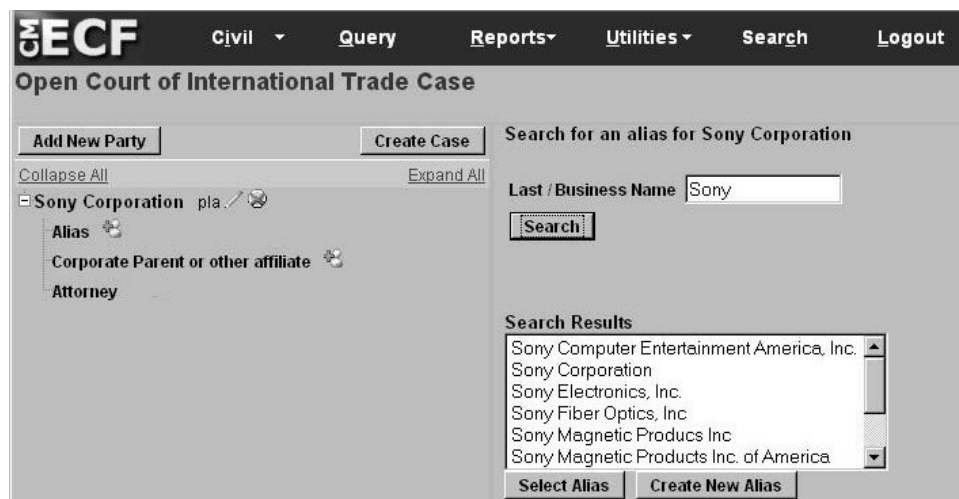
1. You may add alias information by selecting the + symbol, and entering the alias name on the right side of the screen in the box for *Last/Business Name*; and
2. Click  (see **Figure VIII - 13**).



The screenshot shows the ECF Open Court of International Trade Case interface. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is 'Open Court of International Trade Case'. Below this, there are buttons for 'Add New Party' and 'Create Case'. The 'Add New Party' section is expanded, showing a list of parties: 'Sony Corporation', 'Corporate Parent or other affiliate', and 'Attorney'. The 'Sony Corporation' party is selected, and the 'Alias' field is active. The 'Last / Business Name' field on the right contains the text 'Sony'. A 'Search' button is located below the field.

**Figure VIII - 13**

3. Search for the party's name in the *Alias search results* field (see **Figure VIII - 14**).
4. Click on the name and click  (see **Figure VIII - 14**).



The screenshot shows the ECF Open Court of International Trade Case interface. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is 'Open Court of International Trade Case'. Below this, there are buttons for 'Add New Party' and 'Create Case'. The 'Add New Party' section is expanded, showing a list of parties: 'Sony Corporation', 'Corporate Parent or other affiliate', and 'Attorney'. The 'Sony Corporation' party is selected, and the 'Alias' field is active. The 'Last / Business Name' field on the right contains the text 'Sony'. A 'Search' button is located below the field. Below the search button, there is a 'Search Results' section with a list of search results: 'Sony Computer Entertainment America, Inc.', 'Sony Corporation', 'Sony Electronics, Inc.', 'Sony Fiber Optics, Inc.', 'Sony Magnetic Products Inc', and 'Sony Magnetic Products Inc. of America'. At the bottom of the search results, there are buttons for 'Select Alias' and 'Create New Alias'.

**Figure VIII - 14**

## VIII. Opening a Case: Adding an Alias (continued)

5. Go to the *Type* field and select from among the options in the drop-down menu, for example, *aka* (also known as) (see **Figure VIII - 15**).

The screenshot shows the ECF Open Court of International Trade Case form. The 'Alias Information' section is active. The 'Last Business name' field is populated with 'Sony Magnetic Products Inc'. The 'Type' dropdown menu is open, showing a list of alias types: agent, aka, dba, fdba, fka, nee, nka, obo, rpi, and ta. The 'First name', 'Generation', and 'Start date' fields are empty. The 'Add Alias' button is visible below the dropdown menu.

**Figure VIII - 15**

6. Click **Add alias** to submit all information for this party (see **Figure VIII - 16**).  
The party will now be visible on the left side of the screen under the *Alias* Section.

The screenshot shows the ECF Open Court of International Trade Case form. The 'Alias Information' section is active. The 'Last Business name' field is populated with 'Sony Magnetic Products Inc'. The 'Type' dropdown menu is closed, showing 'aka' as the selected option. The 'First name', 'Generation', and 'Start date' fields are empty. The 'Add Alias' button is visible below the dropdown menu.

**Figure VIII - 16**

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## VIII. Opening a Case: Adding an Alias (continued)

7. Click **Create Case** when finished adding parties or attorneys(see **Figure VIII - 17**).



The screenshot displays the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there are two main buttons: "Add New Party" and "Create Case". To the right of these buttons is a search section titled "Search for an alias for Sony Corporation" with a text input field labeled "Last / Business Name" and a "Search" button. On the left side, there is a tree view showing the hierarchy of parties. The tree is currently expanded, showing "Sony Corporation" as the parent party. Under "Sony Corporation", there are three sub-parties: "Alias", "Corporate Parent or other affiliate", and "Attorney". The "Alias" sub-party is further expanded, showing "Sony Magnetic Products Inc." as a child. The "Corporate Parent or other affiliate" sub-party is also expanded, showing "Sony Computer Entertainment America, Inc." as a child. The "Attorney" sub-party is currently collapsed.

**Figure VIII - 17**

8. If the party does not have *Corporate Parents*, or *Other Affiliates*, proceed to VIII. Opening a Case: Adding Defendant Information.

---

## VIII. Opening a Case: Creating a New Alias

**Directions:** To create 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 VIII - 18**). The system accepts either lowercase or capital letters when searching for an alias.

2. Click  (see **Figure VIII - 18**).

**Figure VIII - 18**



3. Search for the party's name in the *Alias search results* field (see **Figure VIII - 19**).

4. If the name does not appear, then click  (see **Figure VIII - 19**).

**Figure VIII - 19**



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## VIII. Opening a Case: Creating a New Alias (continued)

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 VIII - 20**).
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 VIII - 20**).
7. Accept the system default start date.
8. Click  to return to Party screen to add defendant information (see **Figure VIII - 20**). The alias will now be visible on the left side of the screen.

The screenshot displays the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main content area is divided into two sections. On the left, there is a sidebar with a tree view showing the case structure, including 'Sony Corporation' and 'United States', each with sub-entries for 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, the 'Alias Information' form is visible, containing fields for 'Last/Business name' (filled with 'Sony Magnetic Products Inc'), 'First name', 'Middle name', 'Generation', 'Type' (a dropdown menu currently showing 'agent'), and 'Start date' (filled with '8/24/2009'). Below these fields are buttons for 'Add Alias' and 'Start a New Search'.

**Figure VIII - 20**



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## VIII. Opening a Case: Adding Corporate Parent Information

**Directions:** After entering the information for the Plaintiff, and, if applicable, *Aliases*, you may add *Corporate Parents* as shown on the left of the screen, in **Figure VIII - 21**. From this screen you may add the necessary *Corporate Parent* information for your Party. Follow the Steps below to complete the Corporate Parent Information:



**Figure VIII - 21**

1. From the Party Screen (**Figure VIII - 21**), select  from *Corporate Parent or other affiliate*.
2. Selecting the icon will bring up the *Last/Business Name* box as shown in **Figure VIII - 22**. Fill the *Last/Business Name* field with the name for the corporate parent or affiliate for the appropriate party. Be sure to use capital letters when typing each name. If applicable, add First name, Middle name, & Suffix (Sr., Jr., etc.), when entering in the name of a person. Then, select .



**Figure VIII - 22**

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## VIII. Opening a Case: Adding Corporate Parent Information

3. Pressing search will bring you to a search results screen, as shown in **Figure VIII - 23**.

**Figure VIII - 23**

The screenshot shows the ECF Open Court of International Trade Case interface. On the left, there is a sidebar with a tree view containing 'Sony Corporation', 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The main area is titled 'Search for a corporate parent for Sony Corporation'. It features a 'Last Business Name' input field with 'Sony' entered, a 'Search' button, and a 'Search Results' list. The results list includes 'Sony Computer Entertainment America, Inc.', 'Sony Corporation', 'Sony Electronics, Inc.', 'Sony Fiber Optics, Inc.', 'Sony Magnetic Products Inc', and 'Sony Magnetic Products Inc. of America'. At the bottom of the results list are two buttons: 'Select Corporate parent' and 'Create New Corporate Parent'.

4. Select the appropriate entities from the results list, which appears on the next screen, and select **Select Corporate parent** if the appropriate names have appeared in your search results.

If the parties do not appear in the results, to add corporate parents or other affiliates, select **Create New Corporate Parent** and you will be taken to the *Corporate Parent Information* screen, shown in **Figure VIII - 24**.

The screenshot shows the ECF Open Court of International Trade Case interface with the 'Corporate Parent Information' screen. The sidebar on the left is the same as in Figure VIII - 23. The main area has a title 'Corporate Parent Information' and several input fields: 'Last Business name' (with 'Sony' entered), 'First name', 'Middle name', 'Generation', 'Type' (a dropdown menu with 'Corporate Parent' selected), and 'Start date' (with '8/24/2009' entered). At the bottom is an 'Add Corporate Parent' button.

**Figure VIII - 24**

5. While on the *Corporate Parent Information* screen, you must select from the *Type* of affiliation in the drop box directly above the button as shown in **Figure V- 24**. Once the information has been verified by the user, simply select the **Add Corporate Parent** button to complete the addition of the Corporate Parent or Affiliate. Please be sure to verify that all information is true and accurate before submitting information. The new party information will display at the left under *Corporate Parent or other affiliate*.

---

## VIII. Opening a Case: Adding Defendant Information

**Directions:** After entering the information for the Plaintiff, you will continue to use the same *Party Information* screen that was used to enter the Plaintiff information. **At this point in the filing, enter the defendant information. You may correct, add or delete party information for any of the parties at any time while on this screen.** 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 the defendants' name (e.g. *United States*) in the field (see **Figure VIII - 25**).

2. Click



The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there are buttons for 'Add New Party' and 'Create Case', along with links for 'Collapse All' and 'Expand All'. The 'Search for a party' section contains a text input field for 'Last / Business Name' with the value 'United States', and empty input fields for 'First Name' and 'Middle Name'. A 'Search' button is located below these fields.

**Figure VIII - 25**

3. Select *United States* from the drop-down menu (see **Figure VIII - 26**).

4. Click



This screenshot shows the same ECF interface as Figure VIII - 25, but with search results displayed. The 'Last / Business Name' field still contains 'United States'. Below the search fields, a 'Search Results' section shows a list of entities: 'United States', 'United States Customs Service', 'United States Customs and Border Protection', 'United States Department of Commerce', 'United States Department of Interior', and 'United States Department of Labor'. At the bottom of the results list are two buttons: 'Select Party' and 'Create New Party'.

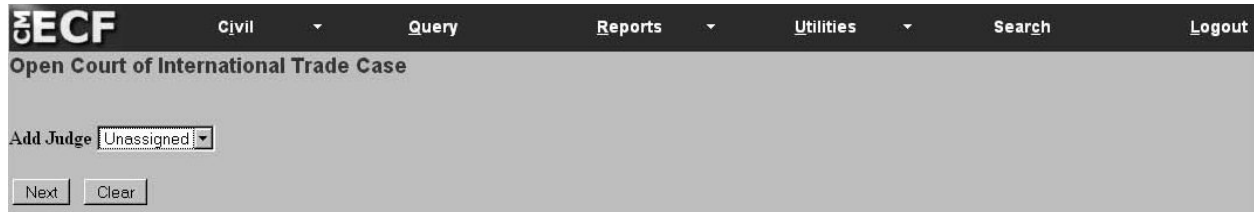
**Figure VIII - 26**



## VIII. Opening a Case: Default Judge Assignment & Obtaining the Case Number

**Directions:** View the system default information on the judge selection as illustrated in **Figure VIII - 30**. **The Court, not the attorney, has the responsibility to assign a judge to the case.**

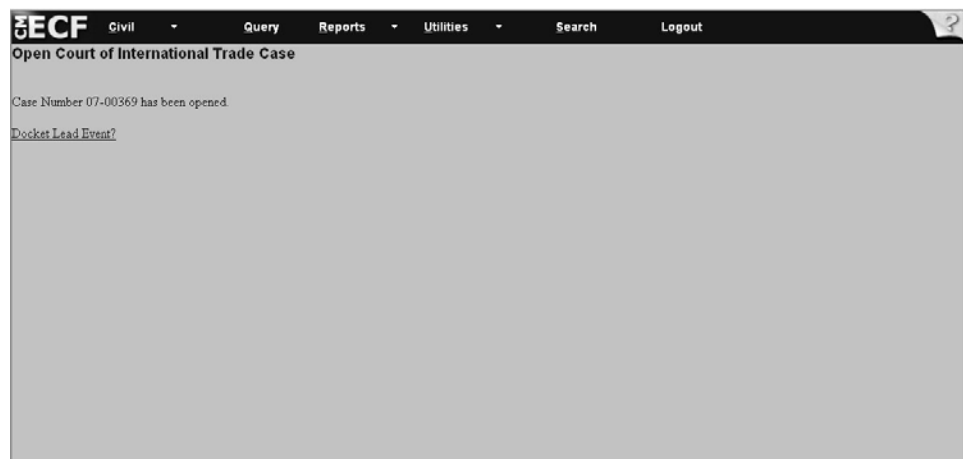
1. After selecting **Create Case** you will be prompted to verify that you are done. Once you are, proceed to the *Add Judge* screen. Accept the default settings on this screen (**Figure VIII - 30**).
2. Click



The screenshot shows the ECF (Electronic Case Filing) interface for the 'Open Court of International Trade Case'. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main content area displays the 'Add Judge' dropdown menu, which is currently set to 'Unassigned'. Below the dropdown are two buttons: 'Next' and 'Clear'.

**Figure VIII - 30**

3. Obtain the case number and place it on the summons and other forms you are filing. (see **Figure VIII - 31**).
4. Click *Docket Lead Event?*



The screenshot shows the ECF interface after a case has been opened. The top navigation bar is the same as in Figure VIII - 30. The main content area displays the message 'Case Number 07-00369 has been opened.' Below this message is a link labeled 'Docket Lead Event?'. The 'Next' button from the previous screen is still visible at the bottom.

**Figure VIII - 31**

**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 VIII - 31**). If there is an error, please call the Court's **Help Desk Telephone Number at: 1-866-450-1859**.

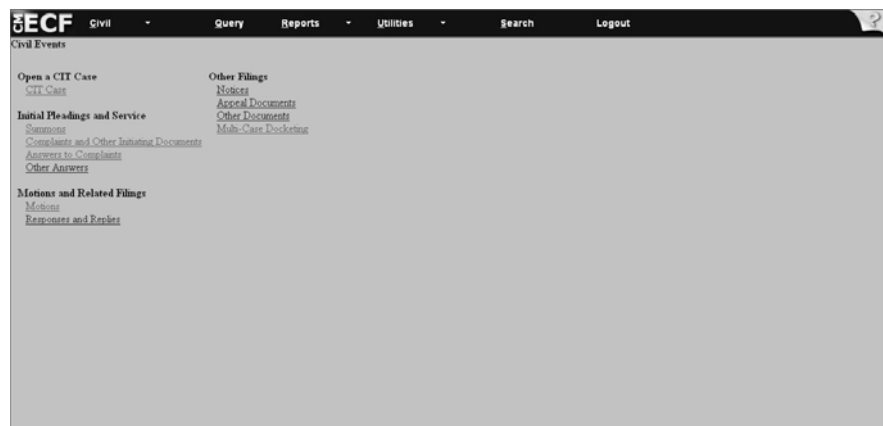
---

## VIII. Opening a Case: 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 toolbar to display the Civil Events window (see **Figure VIII - 32**).
2. Click *Summons* under *Initial Pleadings and Service*.

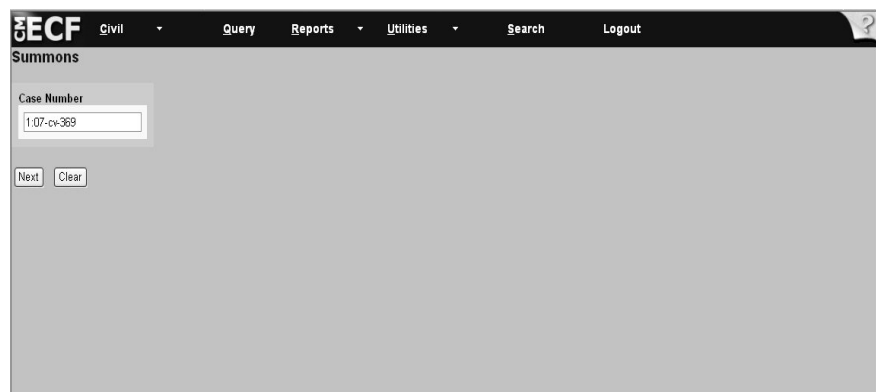
**Figure VIII - 32**



3. Enter the case number in the following format: **yy-xxxxxx**. (see **Figure VIII - 33**).

4. Click

**Figure VIII - 33**



## VIII. Opening a Case: Filing a Summons (continued)

5. Select the party filing the summons from the left of the screen (see **Figure VIII - 34**).
6. Click

**Figure VIII - 34**

The screenshot shows the ECF Summons filing interface. At the top is a navigation bar with links: ECF, Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main section is titled "Select the filer." and contains two columns: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list box with two options: "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 these options is a link "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

7. Accept the system default, which is *Summons* by clicking the blue box (see **Figure VIII - 35**).

8. Click

**Figure VIII - 35**

The screenshot shows the ECF Summons filing interface. At the top is a navigation bar with links: ECF, Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons" and there is a search bar with the text "Start typing to find another event." Below the search bar, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". Under "Available Events", there is a list box with one option: "Summons". Under "Selected Events", there is a list box with one option: "Summons". At the bottom of the form are two buttons: "Next" and "Clear".

---

## VIII. Opening a Case: Filing a Summons (continued)

9. After you selected the system default of Summons, the system next displays the attorney association screen. If appropriate, Check the box to associate the attorney filing the Summons with the case (see **Figure VIII - 36**). **Note:** Checking this box will create a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The *Notice* box with the checkmark is the system default. The Court recommends keeping the *Notice* box checked because this will add the Attorney to the ECF notification list, which notifies all parties of the events filed on the case.

10. Click

**Figure VIII - 36**

The screenshot shows the ECF Summons screen. At the top is a navigation bar with links: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains the following text: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should *not* be created, be sure the box is *unchecked*." Below this text, there is a list of associations. The first association is "Sony Electronics, Inc. (pty pla) represented by Matthew Murdock (aty)". To the left of this association is a checked box. To the right of the association are two more checked boxes: "Lead" and "Notice". At the bottom of the list are two buttons: "Next" and "Clear".

11. Select the party the filing is **against** (see **Figure VIII - 37**). If the party does not appear on the list, then click  and follow the directions outlined in V. Opening a Case: Creating a New Party Plaintiff.

12. Click

**Figure VIII - 37**

The screenshot shows the ECF Summons screen. At the top is a navigation bar with links: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons". The main content area contains the following text: "Please select the party that this filing is against." Below this text, there are two sections: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list box with two options: "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 these options is a link: "Add/Create New Party". At the bottom of the list are two buttons: "Next" and "Clear".

---

## VIII. Opening a Case: Filing a Summons - Attaching PDFs

13. Click **Browse...** to select the drive and directory path where the Summons is located (see **Figure VIII - 38**).

Select the pdf document and any attachments.

**Main Document**  
C:\citdocument.pdf **Browse...**

Attachments	Category	Description
1. <input type="text"/> <b>Browse...</b>	<input type="text"/>	<input type="text"/>

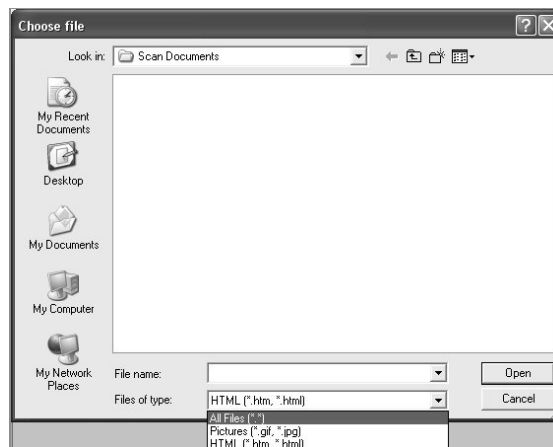
**Next** **Clear**

**Figure VIII - 38**

14. Click on the drop-down arrow in the *Look in:* field to select the drive where the file is located (see **Figure V - 39**).

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 VIII - 39**).

**Figure VIII - 39**

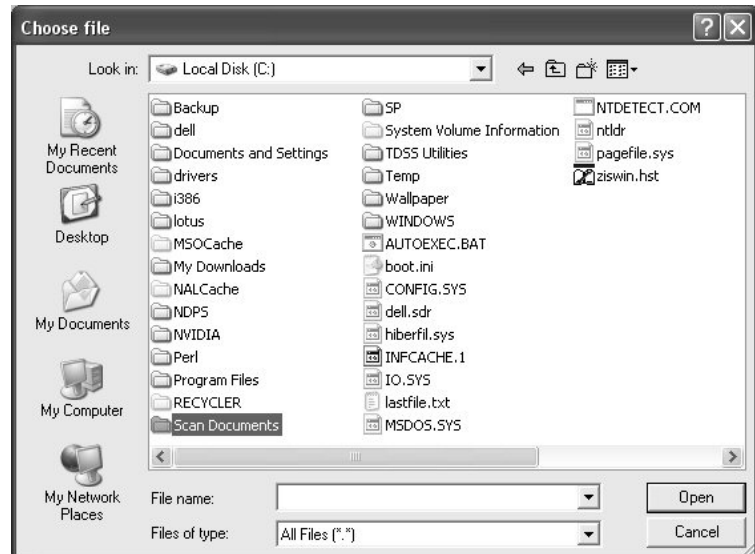


---

## VIII. Opening a Case: Filing a Summons - Attaching PDFs (continued)

16. The computer displays all the folders in the selected drive (see **Figure VIII - 40**).

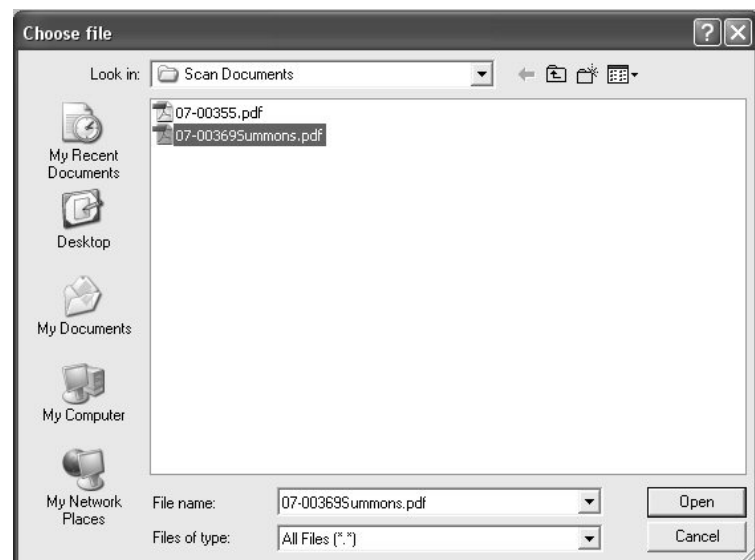
**Figure VIII - 40**



17. Select the file contained in the folder by highlighting the file (see **Figure VIII - 41**).

18. Click

**Figure VIII - 41**



## VIII. Opening a Case: Filing a Summons - Attaching PDFs (continued)

**Note:** All steps on this page refer to **Figure VIII - 42**.

19. Note the filename and directory appear in the *Main Document* box or the *Attachment* box.

19a. If there are no attachments to the document, click  and continue with the directions on page 47 of this manual, at step 21.

19b. If there are attachments to the summons, select them in the browse box click , and continue with the directions in IV. Working with Adobe Acrobat and Portable Document Format (PDF).

The screenshot shows a software window titled "Select the pdf document and any attachments." It contains a "Main Document" section with a text box showing "C:\citdocument.pdf" and a "Browse..." button. Below this is a table with three columns: "Attachments", "Category", and "Description". The first row is labeled "1." and contains a "Browse..." button, a dropdown menu, and a text box. At the bottom left of the window are "Next" and "Clear" buttons.

Attachments	Category	Description
1. <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

**Figure VIII - 42**

Please note that when you are filing your Summons, *Form 5* and *Form 13* should be filed as separate documents, not as attachments to, or as part of the *Summons* document.

---

## VIII. Opening a Case: Filing a Summons - Attaching PDFs (continued)

20. Click  when finished adding all attachments (see **Figure VIII - 43**).

**Figure VIII - 43**

Select the pdf document and any attachments.

**Main Document**  
C:\cidocument.pdf

Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

21. The system asks if the document contains confidential information (see **Figure VIII - 44**)

**Figure VIII - 44**

Is this a confidential document?

☐ Yes  
☐ No

22. Select Yes or No and click  .

**Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.**

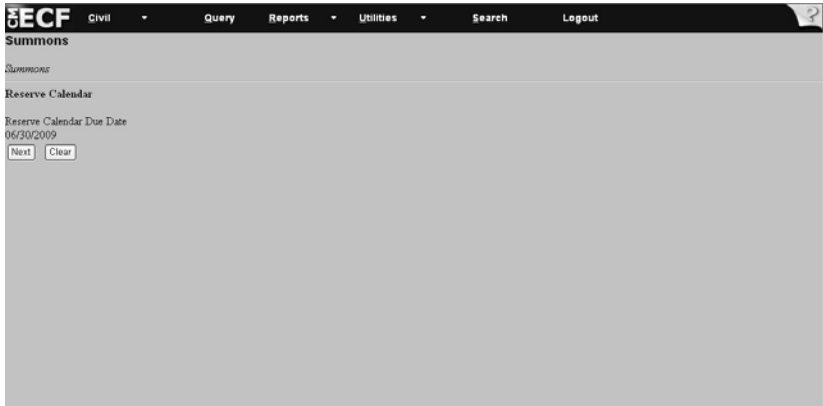
As authorized Confidential Filers must be added to the sealed access group in a case before being given access to filing and viewing confidential documents, all initiating documents containing confidential documents must be served manually in accordance with the Rules of the Court.

---

## VIII. Opening a Case: Filing a Summons: Reserve Calendar & Fee

23. The Reserve Calendar screen appears. Click **Next** on the Reserve Calendar (see **Figure VIII - 45**).

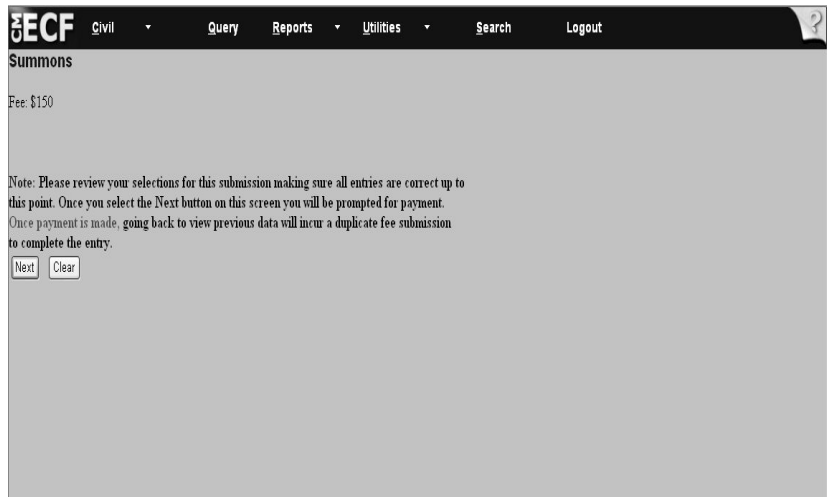
**Figure VIII - 45**



The screenshot shows the ECF Summons Reserve Calendar screen. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Summons" and "Reserve Calendar". It displays the "Reserve Calendar Due Date" as 06/30/2009. At the bottom, there are "Next" and "Clear" buttons.

24. The Summons Screen Displays the Fee and Note. Click **Next** to continue. (See **Figure VIII-46**)

**Figure VIII-46**



The screenshot shows the ECF Summons screen. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Summons". It displays the "Fee: \$150". Below the fee, there is a note: "Note: Please review your selections for this submission making sure all entries are correct up to this point. Once you select the Next button on this screen you will be prompted for payment. Once payment is made, going back to view previous data will incur a duplicate fee submission to complete the entry." At the bottom, there are "Next" and "Clear" buttons.

## VIII. Opening a Case: Filing a Summons - On-Line Payment of the Filing Fee

### 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 mail the documents to the Court via certified mail to preserve the filing date.

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

25. Complete all the information requested on this screen.

26. When entering the credit card number, be sure to enter the card number without dashes or spaces between the numbers.

27. The security code is the three-digit code from the back of the credit card.


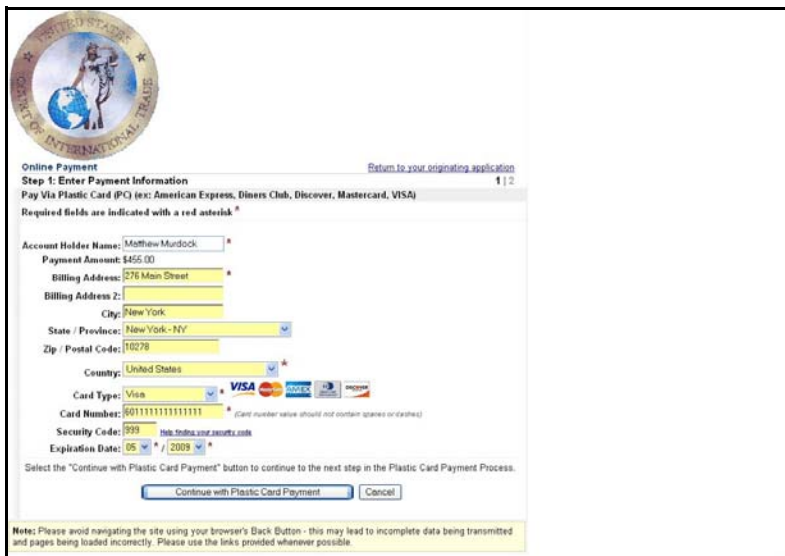
28. Click  after entering all information (see **Figure VIII - 47**)

Figure VIII - 47



Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: Matthew Mudock \*

Payment Amount: \$455.00

Billing Address: 276 Main Street \*

Billing Address 2: \*

City: New York

State / Province: New York - NY

Zip / Postal Code: 10278 \*

Country: United States \*

Card Type: Visa

Card Number: 6011111111111111 \*

Security Code: 999 [help.tridna.com/security/code](#)

Expiration Date: 05 / 2009 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Notes: 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.

---

## VIII. Opening a Case: Filing a Summons - On-Line Payment of the Filing Fee (continued)

**Note:** All the steps on this page refer to **Figure VIII - 48**.

29. View the payment information that appears on the screen.

30. Enter an e-mail address to receive confirmation of the transaction.

31. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account. Click  .

**Online Payment** [Return to your originating application](#)  
**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

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

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**   
**Confirm Email Address:**   
**CC:**   
Separate multiple email addresses with a comma

**Authorization and Disclosure**  
**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**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 VIII - 48**

---

## VIII. Opening a Case: Filing a Summons - Docket Text

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

32. Click  (see **Figure VIII - 49**).

**Figure VIII - 49**



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Summons". The main content area displays a warning message: "PLEASE FILE YOUR FORM 5 INFORMATION STATEMENT AND FORM 13 CORPORATE DISCLOSURE STATEMENT BEFORE LEAVING THE SYSTEM!!" followed by a note: "NOTE: IF THIS TYPE OF ACTION REQUIRES THE CONCURRENT FILING OF A SUMMONS AND COMPLAINT - YOU MUST ENTER THE COMPLAINT BEFORE LEAVING THE SYSTEM!!". At the bottom of the warning area are two buttons: "Next" and "Clear".

33. Review information that appears in the Docket Text window box (see **Figure VIII - 50**). If applicable, enter a brief description in the free text box. (**Note:** This is an optional entry.)

**Figure VIII - 50**



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Summons". The main content area displays a "Docket Text: Modify as Appropriate." window box. Inside this box, there is a text input field labeled "Summons" followed by the text ". Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)". Below the window box are two buttons: "Next" and "Clear".

34. Click .

---

## VIII. Opening a Case: Filing a Summons - Verifying Docket Text Information

**Note:** Both Steps on this page refer to **Figure VIII - 51**.

**35. Important: Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket. Also check that the PDF file shown is the one that you want to submit to the Court. Once you click  on the final text screen, you will have no opportunity to change or correct your entry. The button completes the transaction and locks the text!**

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

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Summons". The main content area displays "Docket Text: Final Text" followed by "Summons. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)". Below this, a warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath the warning, the "Source Document Path (for confirmation only):" is shown as "C:\Scan Documents\07-00369Summons.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure VIII - 51**

**36.** If your entry is correct, then click . The system will then display the Notice of Electronic Filing.

---

## VIII. Opening a Case: Filing a Summons - Notice of Electronic Filing

37. Review the information on the screen below. It notifies you of the *Summons* filed (see **Figure VIII - 52**).

38. Click on the underlined *Case Number* to proceed to the docket report screen that will allow you to view the docket sheet.

39. Click on the underlined *Document Number* to view the document filed.

Please note that you will need a PACER account to view docket sheets and most documents. See Part I: Getting Started for further information.

**ECF** Civil Query Reports Utilities Search Logout

**Summons**

U.S. Court of International Trade

TEST Database

**Notice of Electronic Filing**

The following transaction was entered by Murdock, Matthew on 12/26/2007 at 3:29 PM EDT and filed on 12/26/2007

Case Name: Sony Electronics, Inc. v. United States

Case Number: 1:07-cv-369

Filer: Sony Electronics, Inc.

Document Number: 1

**Docket Text:**

Summons. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)

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

Matthew M. Murdock mmurdock@wayneparker.com

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

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

**Document description:**Main Document

**Original filename:**C:\Scan Documents\07-00369Summons.pdf

**Electronic document Stamp:**

[STAMP uscItStamp\_ID=992012590 [Date=12/26/2007] [FileNumber=330962-0]  
[11e09f054a8d484030cccf0a2a23b63475d0d5e3d66d0844a26a411edf7b9d6fb245  
1ffe75db45fde39004d1c19c7375f0d2fa34cc17d0d245414c2ff21e3f84]]

**Figure VIII - 52**

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

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

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

---

## VIII. Opening a Case: §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 VIII - 53**.

1. Go to the *Category* field and select *Classification*.
2. Follow the same steps as described in VIII. Opening a Case: 1581(a) - Denied Protest(s): Appraised Value to complete the remaining fields on the screen shown below in **Figure VIII - 53**.
3. Click

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The form is titled "Jurisdiction 28 U.S.C. § 1581(a)". The "Category" dropdown menu is open, showing options: "Appraised Value 19USC § 1514(a)(1)", "Classification 19USC § 1514(a)(2)", "Charges or Exactions 19USC § 1514(a)(3)", and "Exclusion 19USC § 1514(a)(4)". The "Agency" field is set to "U.S. Bureau of Customs and Border Protection". The "Exporting Country" dropdown menu is open, showing options: "Jamaica", "Japan", and "Johnston Atoll/Midway/United States Minor Outlying Islands/Wake Island". The "Port(s) of Entry" dropdown menu is open, showing options: "0981 BINGHAMTON REGIONAL AIRPORT, NY", "1001 NEW YORK, NY", and "1002 ALBANY, NY". The "Product Description" field contains "TV, LCD". The "Number of Protests" field contains "12". The "Number of Entries" field contains "33". The "Common Issue for Denied Protest(s)" dropdown menu is open, showing "NA". At the bottom left, there are "Next" and "Clear" buttons.

**Figure VIII - 53**

---

## VIII. Opening a Case: §1581(a) Denied Protest(s) - Classification (continued)

**Note:** All the steps on this page refer to **Figure VIII - 54**.

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, add zero (0) as a placeholder for the missing number.

2. Click  .

2a. If the product was classified under multiple HTS numbers, then type the first HTS number, click  the subsequent HTS numbers.

2b. If you wish to delete an HTS number, highlight it and then click

3. Go to the *Claimed Classification* field and follow the same procedures used for entering Assessed Classification numbers.

4. Click Next.

5. Follow the steps outlined in VIII. Opening a Case: Search for a Party to complete party related information.

The screenshot displays the 'Open Court of International Trade Case' interface. At the top, there is a navigation bar with links: ECF, Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Open Court of International Trade Case'. Underneath, it shows 'Jurisdiction 28 U.S.C. § 1581(a)' and 'Category: Classification'. The main content area has two sections: 'Assessed Classification' and 'Claimed Classification'. Each section contains a text input field with a sample number (5342.25.64.44 for Assessed and 5214.52.88.00 for Claimed). To the right of each input field are two buttons: 'Add to List' and 'Remove from List'. At the bottom left of the main content area, there are two buttons: 'Next' and 'Clear'.

**Figure VIII - 54**

---

## **VIII. Opening a Case: 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 in VIII. Opening a Case 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 under 19 U.S.C. § 1514(a)(3);
- Exclusion under 19 U.S.C. §1514(a)(4);
- Liquidation/Reliquidation under 19 U.S.C. §1514(a)(5);
- Claim for Drawback under 19 U.S.C. § 1514(a)(6);
- Refusal to Reliquidate under 19 U.S.C. §1514(a)(7);
- Rate of Duty under 19 U.S.C. § 1514(a)(2);
- Demand for Redelivery under 19 U.S.C. § 1514(a)(4);
- Other;
- Repairs of Vessels under 19 U.S.C. § 1466.

---

## VIII. Opening a Case: §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 V - 55**.

1. Follow the steps to open a case as outlined in VIII. Opening a Case, selecting *§1581(b) Domestic Interested Parties Petition*.
2. Click .

**Figure VIII - 55**

The screenshot shows the ECF (Electronic Case Filing) interface for opening a Court of International Trade case. The title bar includes 'ECF', 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Open Court of International Trade Case'. Below this, the jurisdiction is specified as '28 U.S.C. § 1581(b)'. The 'Category' field is a multi-select dropdown menu with options: 'Appraised Value 19USC § 1516(a)(1)', 'Classification 19USC § 1516(a)(1)', and 'Rate of Duty 19USC § 1516(a)(1)'. The 'Agency' field is set to 'U.S. Bureau of Customs and Border Protection'. The 'Exporting Country' field is a scrollable list with 'Georgia', 'Germany', and 'Ghana' visible. The 'Product Description' field contains the text 'Cars'. The 'Party in Interest' field contains 'NA'. At the bottom left of the form are 'Next' and 'Clear' buttons.

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 view all of 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 .

---

## VIII. Opening a Case: §1581(b) Domestic Interested Parties Petition - Appraised Value (continued)

**Note:** All the steps on this page refer to **Figure VIII - 56**.

6. Follow the steps outlined in VIII. Opening a Case: 1581(a) - Denied Protest(s): Category - Appraised Value for completing the *Assessed Valuation Statute and Claimed Valuation Statute Sections*.

7. Click Next.

8. Follow the steps outlined in VIII. Opening a Case: Search for a Party 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 top navigation bar includes "ECF", "Civil", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Open Court of International Trade Case" and shows "Jurisdiction 28 U.S.C. § 1581(b)" and "Category: Appraised Value".

There are two dropdown menus for selecting valuation statutes:

- Assessed Valuation Statute:** 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), Computed Value 19USC § 1401a(a)(1)(E).
- Claimed Valuation Statute:** 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), Computed Value 19USC § 1401a(a)(1)(E).

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

**Figure VIII - 56**

## **VIII. Opening a Case: §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 in VIII. Opening a Case to open cases. The remaining §1581(b) Domestic Interested Parties Petition Cases include the following:

- Classification under 19 U.S.C. § 1516(a)(1);
- Rate of Duty under 19 U.S.C. § 1516(a)(1).

---

## VIII. Opening a Case: §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 V II- 57**.

1. Follow the steps outlined in VIII. Opening a Case, selecting *§1581(c) Antidumping or Countervailing Duty Determination(s)*.
2. Click  .

The screenshot shows the ECF (Electronic Case Filing) interface for opening a case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case". The form contains several fields and options:

- Case type:** A dropdown menu set to "cv".
- Date Filed (MM/DD/YY):** A text field containing "1/2/2008".
- Jurisdiction:** A list box with the following options:
  - 28USC § 1581(a) Denied Protest(s)
  - 28USC § 1581(b) Domestic Interested Parties Petition
  - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)** (highlighted)
  - 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.
- At the bottom, there are "Next" and "Clear" buttons.

**Figure VIII - 57**

3. Complete the screens for indicating related cases as necessary, or continue to the next page.

## VIII. Opening a Case: §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 VIII - 58**.

1. Tab to the *Category* field and select *Determination not to Initiate Investigation §1516a(a)(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. *Agency* field. **This is a mandatory field.** Select the correct agency.
3. *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, enter, “2345,” not, “2,345.”
4. *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the **MM/DD/YYYY** format.

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The form is titled "Open Court of International Trade Case" and includes a navigation bar with links: Civil, Query, Reports, Utilities, Search, and Logout. The form fields are as follows:

- Jurisdiction:** 28 U.S.C. § 1581(c)
- Category:** Determination not to Initiate Investigation 19USC § 1516a(a)(1)(A)
- Agency:** U.S. Department of Commerce
- Federal Register Citation:** 123 Fed. Reg. 78555
- Publication Date (MM/DD/YY):** 11/11/2007
- Amended Federal Register Citation (if applicable):** Fed. Reg.
- Amended Publication Date (MM/DD/YY)(if applicable):**
- Exporting Country:** Chile, China, Christmas Island
- Product Description:** Furniture

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

**Figure VIII - 58**

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## VIII. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s) - Determination not to Initiate Investigation (continued)

**Note:** All the steps on this page refer to **Figure VIII - 59**.

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 . This will take you to the *Search for a Party* screen.
9. Follow the directions in V. Opening a Case: Search for a Party to add party and case-related information.

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The form is titled "Jurisdiction 28 U.S.C. § 1581(c)". It contains several fields for case information:

- Category:** Determination not to Initiate Investigation 19USC § 1516a(a)(1)(A)
- Agency:** U.S. Department of Commerce
- Federal Register Citation:** 123 Fed. Reg. 78555
- Publication Date (MM/DD/YY):** 11/11/2007
- Amended Federal Register Citation (if applicable):** Fed. Reg. (blank)
- Amended Publication Date (MM/DD/YY)(if applicable):** (blank)
- Exporting Country:** A dropdown menu with options: Chile, China, Christmas Island. China is selected.
- Product Description:** Furniture

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

**Figure VIII - 59**

## **VIII. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s) - 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 in V. Opening a Case 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 under 19 U.S.C. § 1516a(a)(1)(B);
- Negative Injury Determination under 19 U.S.C. § 1516a(a)(1)(C);
- Final Determination: Five Year Review under 19 U.S.C. § 1516a(a)(1)(D);
- Final Affirmative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(i);
- Final Negative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(ii);
- Final Determination: 751 Periodic Review under 19 U.S.C. § 1516a(a)(2)(B)(iii);
- Determination to Suspend Investigation under 19 U.S.C. § 1516a(a)(2)(B)(iv);
- Determination on Injurious Effect under 19 U.S.C. § 1516a(a)(2)(B)(v);
- Determination on Class or Kind of Merchandise under 19 U.S.C. § 1516a(a)(2)(B)(vi);
- Determination under 19 U.S.C. § 3538: 19 U.S.C. § 1516a(a)(2)(B)(VIII);
- Determination under 19 U.S.C. § 1675b(a)(1): 19 U.S.C. § 1516a(a)(2)(B)(VIIIi);
- Final Affirmative: Department Of Commerce Determination in Final Negative ITC Determination under 19 U.S.C. § 1516a(a)(3).

---

## VIII. Opening a Case: §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 VIII - 60**.

1. Follow the directions for opening a case as outlined in VIII. Opening a Case, selecting §1581(d) *Denial of Certification for Trade Adjustment Assistance*.

**Figure VIII - 60**

**ECF** Civil Query Reports Utilities Search Logout

**Open Court of International Trade Case**

Case type: CV

Date Filed (MM/DD/YY): 1/2/2008

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

Fee Status: Paid

Jury Demand: No

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

Next Clear

2. Click **Next** .

## VIII. Opening a Case: §1581(d) Denial of Certification for Trade Adjustment Assistance - Worker 19 USC § 2273

**Note:** All the steps on this page refer to **Figure VIII - 61**.

1. Go to the *Category* field and select *Worker 19 USC §2273*. **This is a mandatory field.** If the case involves categories in addition to *Worker 19 USC §2273*, 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, enter, “2345,” not, “2,345.”

The screenshot shows the ECF (Electronic Case Filing) interface for opening a case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case". Below this, the jurisdiction is specified as "Jurisdiction 28 U.S.C. § 1581(d)". The form contains several fields: "Category" (a dropdown menu set to "Worker 19 USC § 2273"), "Agency" (a dropdown menu set to "U.S. Department of Commerce"), and "Company Name" (a text box containing "Bell Corporation"). Below these are two rows of citation information. The first row has "Federal Register Citation" (with a dropdown set to "12" and a text box containing "3245") and "Publication Date (MM/DD/YY)" (with a text box containing "10/10/2007"). The second row has "Amended Federal Register Citation (if applicable)" (with a dropdown and a text box) and "Amended Publication Date (MM/DD/YY)(if applicable)" (with a text box). At the bottom left of the form are "Next" and "Clear" buttons.

**Figure VIII - 61**

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## VIII. Opening a Case: §1581(d) Denial of Certification for Trade Adjustment Assistance - Worker 19 USC §2273 (continued)

**Note:** All the steps on this page refer to **Figure VIII - 62**.

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 **MM/DD/YYYY** format.
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 . This will take you to the *Search for a Party* screen.
8. Follow the directions in VIII. Opening a Case: Search for a Party to add party and case-related information.

The screenshot shows a web form titled "Open Court of International Trade Case" with a jurisdiction of "28 U.S.C. § 1581(d)". The form includes several fields: "Category" (Worker 19USC § 2273), "Agency" (U.S. Department of Commerce), and "Company Name" (Dell Corporation). Below these are fields for "Federal Register Citation" (12 Fed. Reg. 3245) and "Publication Date" (10/10/2007). There are also fields for "Amended Federal Register Citation (if applicable)" and "Amended Publication Date (MM/DD/YY)(if applicable)". At the bottom left are "Next" and "Clear" buttons. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout.

**Figure VIII - 62**

---

## **VIII. Opening a Case: 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 in VIII. Opening a Case 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.

---

## VIII. Opening a Case: §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 VIII - 63**.

1. Follow the steps listed in VIII. Opening a Case, selecting §1581(e) *Government Procurement/Country of Origin*.

The screenshot shows the ECF (Electronic Case Filing) interface for opening a case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case". The form contains the following fields and options:

- Case type:** A dropdown menu with "CV" selected.
- Date Filed (MM/DD/YY):** A text field with "1/2/2008" entered.
- Jurisdiction:** A dropdown menu with a list of options. The selected option is "28USC § 1581(e) Government Procurement/Country of Origin". Other visible options include "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(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 button options 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 with "Paid" selected.
- Jury Demand:** A dropdown menu with "No" selected.
- Related Cases:** Radio button options 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 button options for "No" and "Yes".
- Buttons:** "Next" and "Clear" buttons at the bottom left.

**Figure VIII - 62**

2. Click **Next**.

---

## VIII. Opening a Case: §1581(e) Government Procurement/Country of Origin (continued)

**Note:** All the steps on this page refer to **Figure VIII - 64**.

3. Click  to continue to the Search for a Party screen.

This is the only screen that you need to complete before the Search for a Party screen appears.

4. Continue with the directions in VIII. Opening a Case: Search for a Party to add party and case-related information.



The screenshot shows a web interface for the ECF (Electronic Case Filing) system. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case". Below this, the jurisdiction is specified as "Jurisdiction 28 U.S.C. § 1581(e)". The category is listed as "Category Government Procurement: Country of Origin 19USC § 2515(b)(1): U.S. Secretary of Treasury". At the bottom of the form area, there are two buttons: "Next" and "Clear".

**Figure VIII - 64**

## VIII. Opening a Case: §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 VIII - 65**.

1. Follow the steps outlined in VIII. Opening a Case, selecting *§1581(f) Disclosure of Proprietary Information*

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type CV

Date Filed (MM/DD/YY) 1/2/2008

Jurisdiction

- 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 ☐ Rule 3g(1) ☐ Rule 3g(2) ☐ Rule 3g(3) ☐ Rule 3g(4) ☐ Rule 3g(5) ☐ Rule 3g(6) ☒ Not Applicable

Fee Status Paid

Jury Demand No

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

Next Clear

**Figure VIII - 65**

2. Click **Next**.

---

## VIII. Opening a Case: §1581(f) Disclosure of Proprietary Information (continued)

**Note:** All the steps on this page refer to **Figure VIII - 66**.

3. Go to the *Category* field and accept the system default *Disclosure of Proprietary Information 19 USC §1677f(c)(2)*
4. Go to the *Agency* field and select the appropriate agency.
5. Click  to continue to the Search for a party screen.
6. Continue with the directions in VIII. Opening a Case: Search for a Party to add party and case-related information.

ECF Civil Query Reports Utilities Search Logout ?

Open Court of International Trade Case

Jurisdiction 28 U.S.C. § 1581(f)

Category Disclosure of Proprietary Information 19 USC § 1677f(c)(2) ▼

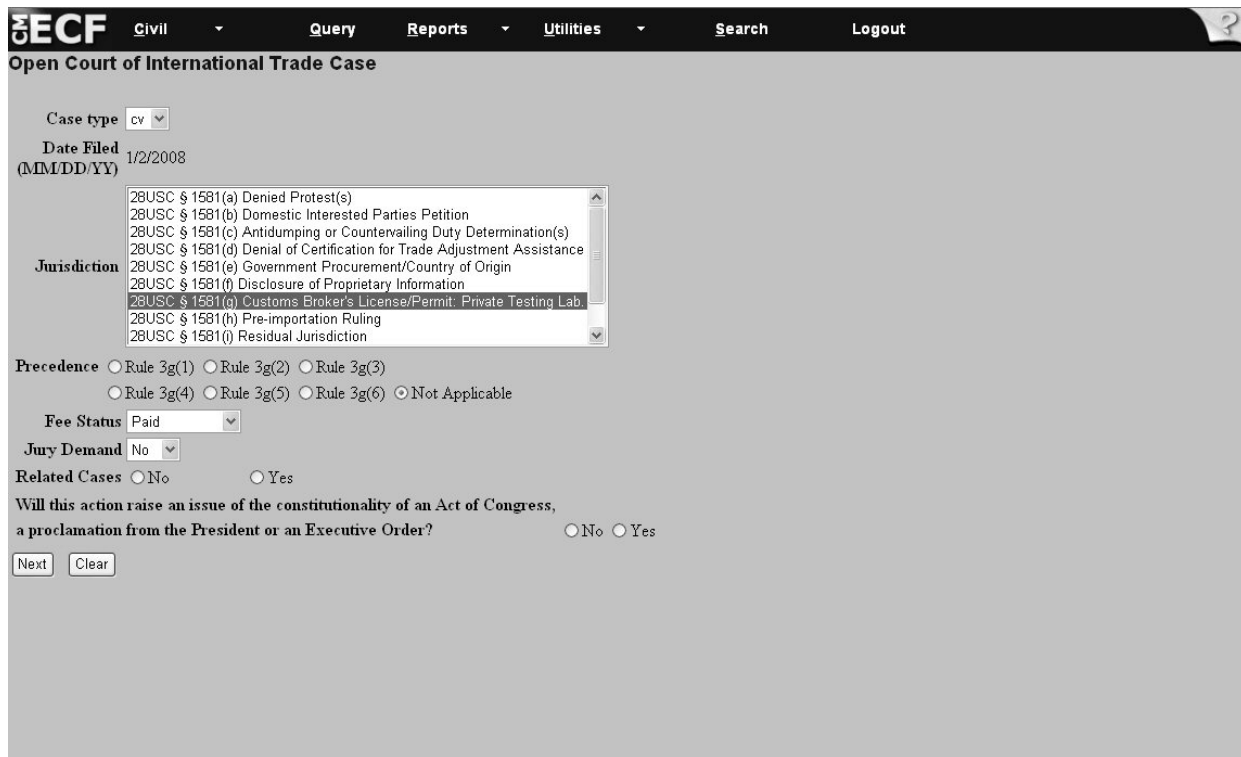
Agency U.S. Department of Commerce ▼

**Figure VIII - 66**

## VIII. Opening a Case: §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 VIII - 67**.

1. Follow the directions in VIII. Opening a Case, selecting §1581(g) *Broker's License/Permit*.



The screenshot displays the ECF (Electronic Case Filing) system interface for opening a case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case".

The form contains the following fields and options:

- Case type:** A dropdown menu set to "CV".
- Date Filed (MM/DD/YY):** A text field containing "1/2/2008".
- Jurisdiction:** A dropdown menu with the following options:
  - 28USC § 1581(a) Denied Protest(s)
  - 28USC § 1581(b) Domestic Interested Parties Petition
  - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
  - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
  - 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.

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

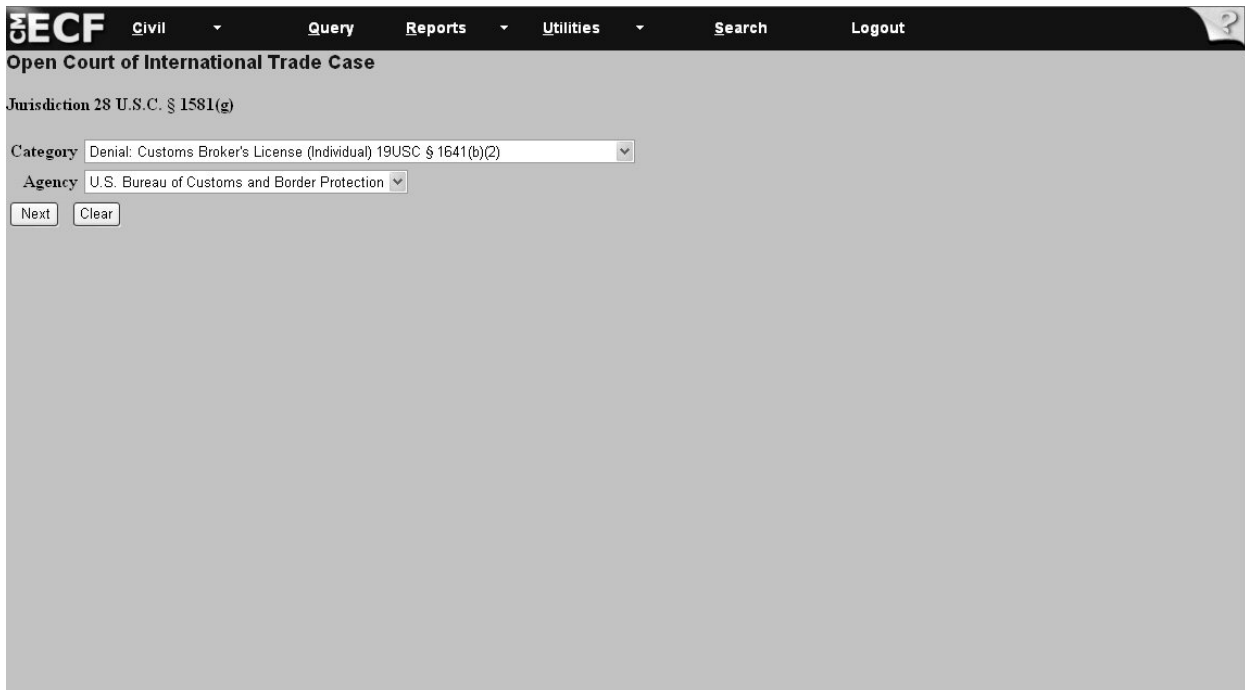
**Figure VIII - 67**

2. Click **Next** .

## VIII. Opening a Case: §1581(g) Customs Broker's License/Permit - Private Testing Lab (continued)

**Note:** All the steps on this page refer to **Figure VIII - 68**.

3. 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.
4. 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.
5. Click  to continue to the *Search for a party* screen.
6. Continue with the directions in VIII. Opening a Case: Search for a Party to add party and case-related information.



The screenshot shows a web interface for the ECF (Electronic Case Filing) system. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the title "Open Court of International Trade Case" is displayed. The main content area shows the "Jurisdiction 28 U.S.C. § 1581(g)" and two dropdown menus. The "Category" dropdown is set to "Denial: Customs Broker's License (Individual) 19USC § 1641(b)(2)". The "Agency" dropdown is set to "U.S. Bureau of Customs and Border Protection". Below the dropdowns are two buttons: "Next" and "Clear".

**Figure VIII - 68**

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## **VIII. Opening a Case: §1581(g) Customs Broker's License/Permit -Private Testing Lab - Adding Information for Remaining Cases**

**Directions:** For the remaining §1581(g) *Customs Broker's License/Permit: Private Testing Lab Jurisdiction* cases, refer to the directions outlined in VIII. Opening a Case 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 U.S.C. §1641(b)(3)
- Denial: Customs Broker's Permit 19 U.S.C. §1641(c)(1)
- Revocation: Customs Broker's License Corp/Assn/Partnership 19 U.S.C. §1641(b)(5)
- Revocation: Customs Broker's Permit 19 U.S.C. §1641(c)(3)
- Revocation: Customs Broker's License 19 U.S.C. §1641(d)(2)(B)
- Suspension: Customs Broker's License 19 U.S.C. §1641(d)(2)(B)
- Revocation: Customs Broker's Permit 19 U.S.C. §1641(d)(2)(B)
- Suspension: Customs Broker's Permit 19 U.S.C. §1641(d)(2)(B)
- Monetary Penalty: Customs Broker's License/Permit 19 U.S.C. §1641(d)(2)(B)
- Denial of Accreditation: Private Testing Laboratory 19 U.S.C. §1499(b)
- Suspension of Accreditation: Private Testing Laboratory 19 U.S.C. §1499(b)
- Revocation of Accreditation: Private Testing Laboratory 19 U.S.C. §1499(b)
- Monetary Penalty: Private Testing Laboratory 19 U.S.C. §1499(b)

## VIII. Opening a Case: §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 VIII - 69**.

1. Follow the steps for beginning a case in VIII. Opening a Case, selecting *§1581(h) Pre-Importation Ruling*.

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type CV

Date Filed (MM/DD/YY) 1/2/2008

Jurisdiction

- 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 ☐ Rule 3g(1) ☐ Rule 3g(2) ☐ Rule 3g(3) ☐ Rule 3g(4) ☐ Rule 3g(5) ☐ Rule 3g(6) ☒ Not Applicable

Fee Status Paid

Jury Demand No

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

Next Clear

**Figure VIII - 69**

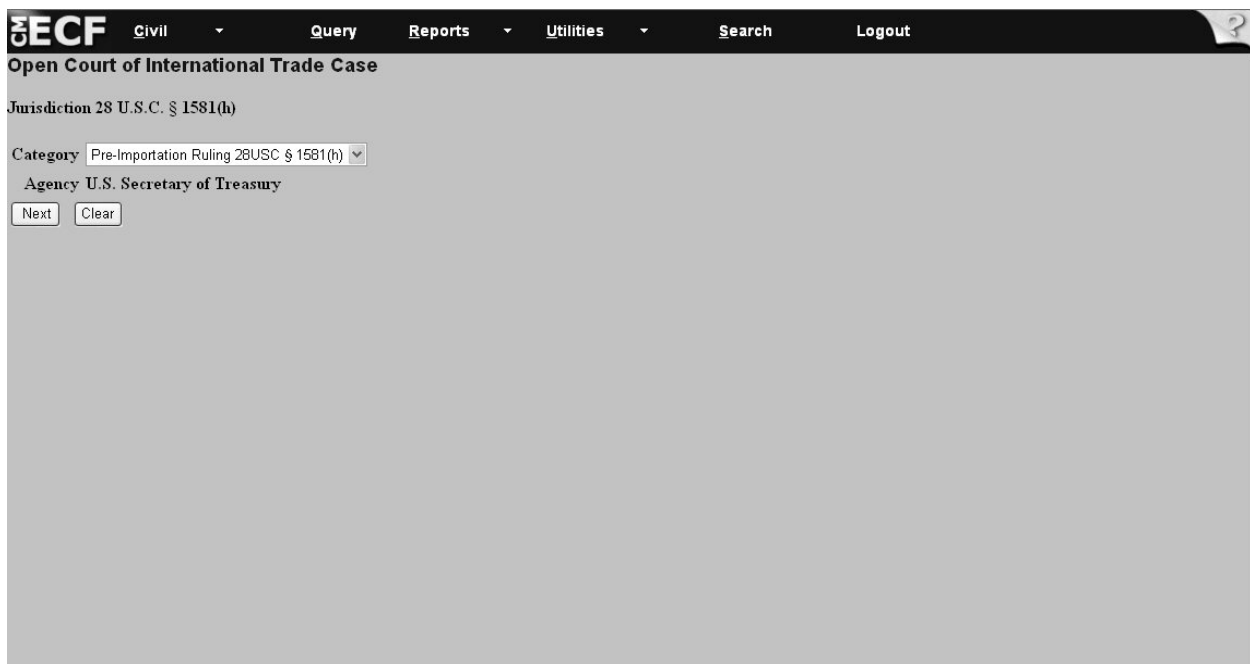
2. Click **Next** .

---

## VIII. Opening a Case:§1581(h) Pre-Importation Ruling (continued)

**Note:** All the steps on this page refer to **Figure VIII - 70**.

3. Go to the Category field and accept the system default of *Pre-Importation Ruling 28 USC §1581(h)*.
4. Click  to continue to the *Search for a party* screen.
5. Continue with the directions in VIII. Opening a Case: Search for a Party to add party and case-related information.



The screenshot shows a web interface for the ECF (Electronic Case Filing) system. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the title "Open Court of International Trade Case" is displayed. The main content area shows the "Jurisdiction 28 U.S.C. § 1581(h)" and a "Category" dropdown menu set to "Pre-Importation Ruling 28USC § 1581(h)". Below the category, the "Agency" is listed as "U.S. Secretary of Treasury". At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure VIII - 70**

## VIII. Opening a Case: §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 VIII - 71**.

1. Follow the steps listed in VIII. Opening a Case, selecting *§1581(i) Residual Jurisdiction*.

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type CV

Date Filed (MMDD/YY) 1/2/2008

Jurisdiction

- 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 ☐ Rule 3g(1) ☐ Rule 3g(2) ☐ Rule 3g(3) ☐ Rule 3g(4) ☐ Rule 3g(5) ☐ Rule 3g(6) ☒ Not Applicable

Fee Status Paid

Jury Demand No

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

Next Clear

**Figure VIII - 71**

2. Click **Next** .

---

## VIII. Opening a Case: §1581(i) Residual Jurisdiction (continued)

**Note:** All the steps on this page refer to **Figure VIII - 72**.

3. 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.
4. Go the Agency field and select the appropriate agency. **This is a mandatory field.**
5. 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.
6. Go to *Port(s) of Entry* field. Scroll through the list of ports and select the appropriate entries.

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The form is titled "Jurisdiction 28 U.S.C. § 1581(i)". It contains several fields for case information:

- Category:** A dropdown menu with options: "Civil Penalty: 19USC § 1592", "Civil Penalty: Customs Broker 19USC § 1641(b)(6)", and "Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)".
- Agency:** A dropdown menu with options: "U.S. Bureau of Customs and Border Protection", "U.S. Department of Commerce", and "U.S. Department of State".
- Exporting Country (if applicable):** A dropdown menu with options: "(Not Applicable)", "Afghanistan", and "Albania".
- Port(s) of Entry (if applicable):** A dropdown menu with options: "0981 BINGHAMTON REGIONAL AIRPORT, NY", "1001 NEW YORK, NY", and "1002 ALBANY, NY".
- Product Description (if applicable):** A text field containing "Video Games".
- Federal Register Citation (if applicable):** A field with "556" and "Fed. Reg. 79685".
- Publication Date (if applicable):** A field with "9/9/2007".
- Amended Federal Register Citation (if applicable):** A field with "Fed. Reg." and "Amended Publication Date (MM/DD/YY) (if applicable)".

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

**Figure VIII - 72**

## VIII. Opening a Case: §1581(i) Residual Jurisdiction (continued)

**Note:** All the steps on this page refer to **Figure VIII - 73**.

7. Go to the *Product Description* field. **This is a mandatory field.** If there is no description available, select, “None Provided.” You cannot leave the field blank.
8. 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.”
9. 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 **MM/DD/YYYY** format.
10. Go to the *Amended Federal Register Citation* and *Publication Date* fields. If the information is unknown or if there is no amended Federal Register Publication, then leave the field blank.
11. Click Next. This takes you to the *Search for a party* screen.
12. Continue with the directions in VIII. Opening a Case: Search for a Party to add party and case-related information.

**Figure VIII - 73**

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The form is titled "Jurisdiction 28 U.S.C. § 1581(i)". It contains several fields for case information:

- Category:** A dropdown menu with options: "Civil Penalty 19USC § 1592", "Civil Penalty: Customs Broker 19USC § 1641(b)(6)", and "Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A)".
- Agency:** A dropdown menu with options: "U.S. Bureau of Customs and Border Protection", "U.S. Department of Commerce", and "U.S. Department of State".
- Exporting Country (if applicable):** A dropdown menu with options: "(Not Applicable)", "Afghanistan", and "Albania".
- Port(s) of Entry (if applicable):** A dropdown menu with options: "0981 BINGHAMTON REGIONAL AIRPORT, NY", "1001 NEW YORK, NY", and "1002 ALBANY, NY".
- Product Description (if applicable):** A text field with the value "Video Games".
- Federal Register Citation (if applicable):** A text field with the value "556".
- Fed. Reg:** A text field with the value "79685".
- Publication Date (MM/DD/YY) (if applicable):** A text field with the value "9/9/2007".
- Amended Federal Register Citation (if applicable):** A text field.
- Fed. Reg:** A text field.
- Amended Publication Date (MM/DD/YY)(if applicable):** A text field.

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

---

## VIII. Opening a Case: §1581(i) Residual Jurisdiction - Adding Information Remaining Cases

**Directions:** For the remaining *§1581(i) Residual Jurisdiction* cases, refer to the directions outlined in VIII. Opening a Case to add case information, search for a party, add attorney information and defendant information. The remaining *§1581(i) Residual Jurisdiction* cases include the following.

- Civil Penalty 19 U.S.C. § 1592;
- Civil Penalty: Customs Broker under 19 U.S.C. § 1641(b)(6);
- Civil Penalty: Customs Broker under 19 U.S.C. § 1641(d)(2)(a);
- Civil Penalty: Suspension Agreement under 19 U.S.C. § 1671c(i)(2);
- Civil Penalty: Suspension Agreement under 19 U.S.C. § 1673c(i)(2);
- Civil Penalty: Drawback under 19 U.S.C. § 1593a;
- Recovery Upon a Bond under 28 U.S.C. § 1582(2);
- Recovery of Customs Duties under 28 U.S.C. § 1583(3);
- Appraised Value under 19 U.S.C. § 1514(a)(1);
- Classification under 19 U.S.C. § 1514(a)(2);
- Charges or Extractions under 19 U.S.C. § 1514(a)(3);
- Exclusion under 19 U.S.C. § 1514(a)(4);
- Liquidation/Reliquidation under 19 U.S.C. § 1514(a)(5);
- Claim for Drawback under 19 U.S.C. § 1514(a)(6);
- Refusal to Reliquidate under 19 U.S.C. § 1514(a)(7);
- Rate of Duty under 19 U.S.C. § 1514(a)(2);
- Demand for Redelivery under 19 U.S.C. § 1514(a)(4);
- Other;
- Repairs of Vessels under 19 U.S.C. § 1466;
- Appraised Value under 19 U.S.C. § 1516(a)(1);
- Classification under 19 U.S.C. § 1516(a)(1);
- Rate of Duty under 19 U.S.C. § 1516(a)(1);
- Determination Not to Initiate Investigation under 19 U.S.C. § 1516a(a)(1)(A);
- Determination Not to Review Based on Changed Circumstances under 19 U.S.C. § 1516a(a)(1)(B);
- Negative Injury Determination under 19 U.S.C. § 1516a(a)(1)(C);
- Final Determination: Five Year Review under 19 U.S.C. § 1516a(a)(1)(D);
- Final Affirmative Determinations: Investigations under 19 U.S.C. § 1516a(a)(2)(B)(i);
- Final Negative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(ii);
- Final Determination: 751 Periodic Review under 19 U.S.C. § 1516a(a)(2)(B)(iii);
- Determination to Suspend Investigation under 19 U.S.C. § 1516a(a)(2)(B)(iv);
- Determination on Injurious Effect under 19 U.S.C. § 1516a(a)(2)(B)(v);

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## **VIII. Opening a Case: §1581(i) Residual Jurisdiction - Adding Information Remaining Cases (continued)**

- Determination on Class or Kind of Merchandise under 19 U.S.C. §1516a(a)(2)(B)(vi);
- Determination under 19 U.S.C. § 3538: 19 U.S.C. § 1516a(a)(2)(B)(VIII);
- Determination under 19 U.S.C. § 1675b(a)(1): 19 U.S.C. § 1516a(a)(2)(B)(VIIIi);
- Final Affirm. DOC Determin. In Final Neg. ITC Determin. Under 19 U.S.C. § 1516a(a)(3);
- Worker under 19 U.S.C. § 2273;
- Worker: NAFTA under 19 U.S.C. § 2331(c);
- Firm under 19 U.S.C. § 2341;
- Community under 19 U.S.C. § 2371;
- Individuals under 19 U.S.C. § 2395;
- Government Procurement: Country of Origin under 19 U.S.C. § 2515(b)(1);
- Disclosure of Proprietary Information under 19 U.S.C. § 1677f(c)(2);
- Disclosure of Proprietary Information: Sanctions under 19 U.S.C. § 1677f(f) NAFTA;
- Denial: Customs Broker License (Individual) under 19 U.S.C. § 1641(b)(2);
- Denial: Customs Broker License Corp./Ass'n./Partnership under 19 U.S.C. § 1641(b)(3);
- Denial: Customs Broker's Permit under 19 U.S.C. § 1641(c)(1);
- Revocation: Customs Broker's Permit under 19 U.S.C. § 1641(c)(3);
- Revocation: Customs Broker's License under 19 U.S.C. § 1641(d)(2)(B);
- Suspension: Customs Broker's License under 19 U.S.C. § 1641(d)(2)(B);
- Revocation: Customs Broker's Permit under 19 U.S.C. § 1641(d)(2)(B);
- Suspension: Customs Broker's Permit under 19 U.S.C. § 1641(d)(2)(B);
- Monetary Penalty: Customs Broker's License/Permit under 19 U.S.C. § 1641(d)(2)(B);
- Denial of Accreditation: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Suspension of Accreditation: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Revocation of Accreditation: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Monetary Penalty: Private Testing Laboratory under 19 U.S.C. § 1499(b);
- Pre-importation Ruling under 28 U.S.C. § 1581(h);
- Tariffs, Duties, Fees, Other Taxes under 28 U.S.C. § 1581(i)(2);
- Embargoes or Other Quantitative Restrictions under 28 U.S.C. § 1581(i)(3);
- Administration and Enforcement under 28 U.S.C. § 1581(i)(4).

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## VIII. Opening a Case: §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 VIII - 74**.

1. Follow the directions in VIII. Opening a Case to open a case, selecting *§1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties*.

The screenshot shows the ECF (Electronic Case Filing) interface for opening a Court of International Trade case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case".

The form contains the following fields and options:

- Case type:** A dropdown menu with "CV" selected.
- Date Filed (MM/DD/YY):** A text field containing "8/8/2008".
- Jurisdiction:** A scrollable list box with 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** (highlighted)
  - 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".
- Fee Status:** A dropdown menu with "Waived" selected.
- Jury Demand:** A dropdown menu with "No" selected.
- Related Cases:** Radio button options 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 button options for "No" and "Yes".
- Buttons:** "Next" and "Clear" buttons at the bottom left.

**Figure VIII - 74**

2. Click **Next**.

## VIII. Opening a Case: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties (continued)

**Note:** All steps on this page refer to **Figure VIII - 75**.

3. 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.
4. Go to the *Agency* field and select the appropriate agency. **This is a mandatory field.**
5. Click  to continue to the *Search for a Party* screen.
6. Continue with the directions in V. Opening a Case: Search for a Party to add party and case-related information.

The screenshot shows the ECF (Electronic Case Filing) interface for the Open Court of International Trade Case. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Court of International Trade Case". Below this, the jurisdiction is set to "28 U.S.C. § 1582". The "Category" field is selected, displaying a dropdown menu with the following options: Civil Penalty 19USC § 1592, Civil Penalty: Customs Broker 19USC § 1641(b)(6), Civil Penalty: Customs Broker 19USC § 1641(d)(2)(A), Civil Penalty: Suspension Agreement 19USC § 1671c(i)(2), 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 § 1583(3). The "Agency" field is also selected, displaying a dropdown menu with the following options: U.S. Bureau of Customs and Border Protection, U.S. Department of Commerce, and U.S. International Trade Commission. At the bottom of the form, there are "Next" and "Clear" buttons.

**Figure VIII - 75**

---

## **VIII. Opening a Case: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties - Adding Information for Remaining Cases**

**Directions:** For the remaining Recovery of Civil Penalty/Upon a Bond/Customs Duties cases, refer to the directions outlined in VIII. Opening a Case 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).

## VIII. Opening a Case: §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 VIII - 76**

1. Follow the instructions in VIII. Opening a Case to open the case, selecting *§1584 Disclosure of Proprietary Information - Sanctions*.

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type CV

Date Filed (MM/DD/YY) 1/2/2008

Jurisdiction

- 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 ☐ Rule 3g(1) ☐ Rule 3g(2) ☐ Rule 3g(3) ☐ Rule 3g(4) ☐ Rule 3g(5) ☐ Rule 3g(6) ☒ Not Applicable

Fee Status Paid

Jury Demand No

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

Next Clear

**Figure VIII - 76**

2. Click **Next**.

---

## VIII. Opening a Case: §1584 Disclosure of Proprietary Information -Sanctions (continued)

**Note:** Both steps on this page refer to **Figure VIII - 77**

3. Click  to proceed to the Search for a party screen.
4. Continue with the directions in VIII. Opening a Case: Search for a Party to add party and case-related information.



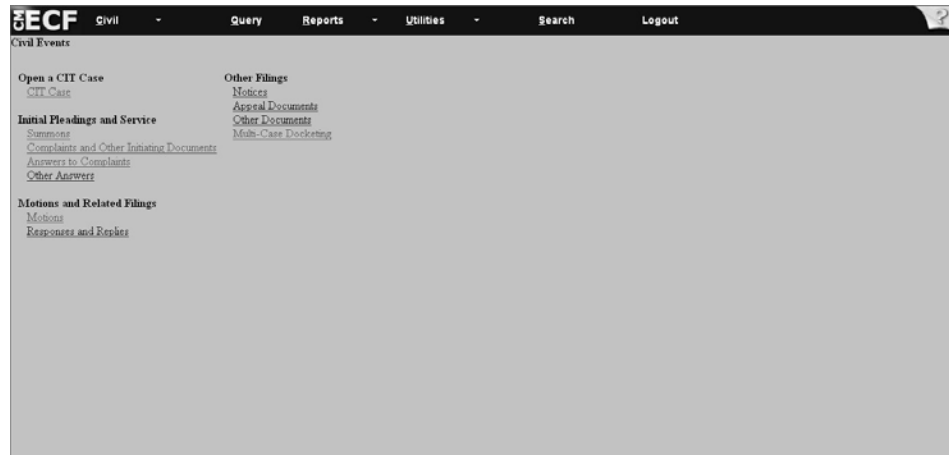
**Figure VIII - 77**

## VIII. Opening a Case: Docketing a Complaint

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

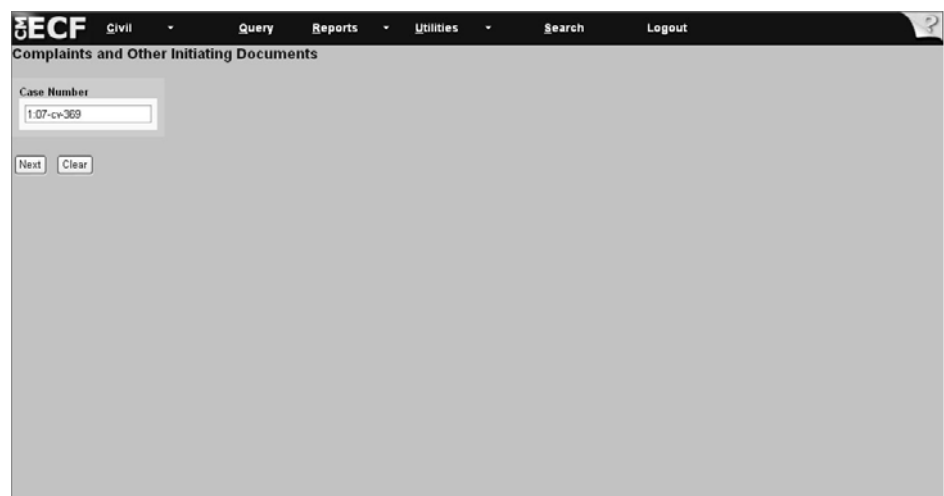
1. Select *Civil* on the CM/ECF toolbar (see **Figure VIII - 78**)
2. Under the category *Initial Pleadings and Service* select *Complaints and Other Initiating Documents* (see **Figure VIII - 78**).

**Figure VIII - 78**



3. Enter the case number in the following format: **yy-xxxxx** (see **Figure VIII - 79**).
4. Click

**Figure VIII - 79**



---

## VIII. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure VIII - 80**.

5. Select from 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 **Next** and proceed with the directions on the following page.

7. Click *Add/Create New Party* and follow the directions outlined in VIII. Opening a Case: Creating a New Party Plaintiff.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there are navigation tabs: "Civil", "Query", and "Reports". Below these, the main heading is "Complaints and Other Initiating Documents". The case identifier "1:09-cv-00044-N/A Sony Corporation v. United States" is displayed. On the left, there is a "Pick Filer" button and a list of parties: "United States dft" and "Sony Corporation pla". The "United States dft" party is selected. On the right, there is a "Select the filer." section with a dropdown menu showing "United States [dft]" and "Sony Corporation [pla]". Below this, there are radio buttons for "Select a Group": "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties". At the bottom, there are "Next" and "Clear" buttons.

**Figure VIII - 80**

---

## VIII. Opening a Case: Docketing a Complaint (continued)

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 fee was included in the initial summons filing .

9. Click  (see **Figure VIII - 81**).

**Figure VIII - 81**

ECF Civil Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

1:07-cv-00369-NA Sony Electronics, Inc. v. United States

NOTE: If this is a 1581(a) or (b) action with multiple jurisdictions of (h) and/or (i) use the 1581(d - i) complaint.

Available Events (click to select an event)

Amended Complaint

Complaint (1581 or 1581b only)

Complaint (1581c only)

Complaint (1581d only)

Complaint (1582 only)

Complaint (Intervenor)

Complaint (Third-party)

Counterclaim

Crossclaim

Selected Event

Complaint (1581a or 1581b only)

Next Clear

10. The system displays the *attorney association* screen. If appropriate, Check the box to associate the attorney filing the complaint with the case (see **Figure VIII - 82**). **Note:** Checking this box creates a link in the system between the attorney and the case. Check the *Lead* box if you are lead attorney on the case, otherwise leave the box blank. The checked *Notice* box is the system default. The Court recommends keeping the *Notice* box checked as this will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case.

11. Click  .

**Figure VIII - 82**

ECF Civil Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

1:07-cv-00369-NA Sony Electronics, Inc. v. United States

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

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

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

☒ Sony Electronics, Inc. (gypla) represented by Matthew Murdock (aty) ☒ Lead ☒ Notice

Next Clear

---

## VIII. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure VIII - 83**.

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  .

14. Click on *Add/Create New Party* and follow the directions in VIII. Opening a Case: Adding Defendant Information to add the United States as a defendant.

ECF Civil Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

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

Please select the party that this filing is against.

Select the Party: OR Select a Group:

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

[Add/Create New Party](#)

☐ No Group  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

Next Clear

**Figure VIII - 83**

## VIII. Opening a Case: Docketing a Complaint (continued)

15. Click  to select the drive and directory path where the complaint is located (see **Figure VIII - 84**).

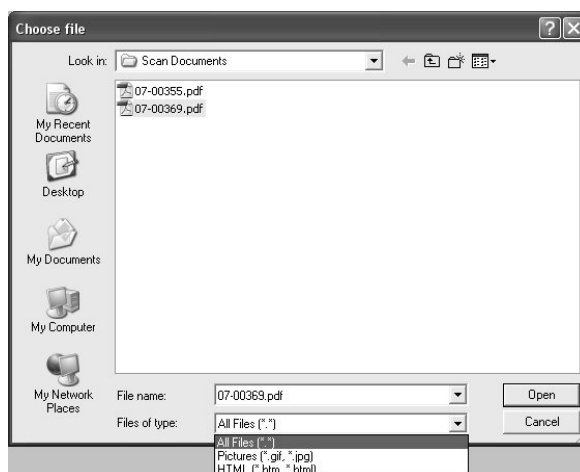
Select the pdf document and any attachments.

**Main Document**  
C:\citdocument.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

**Figure VIII - 84**

16. Click on the drop-down arrow to select the drive where the file is located, for example, C:\199cv501-21. 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 VIII - 85**). The computer displays all the folders in the selected drive.

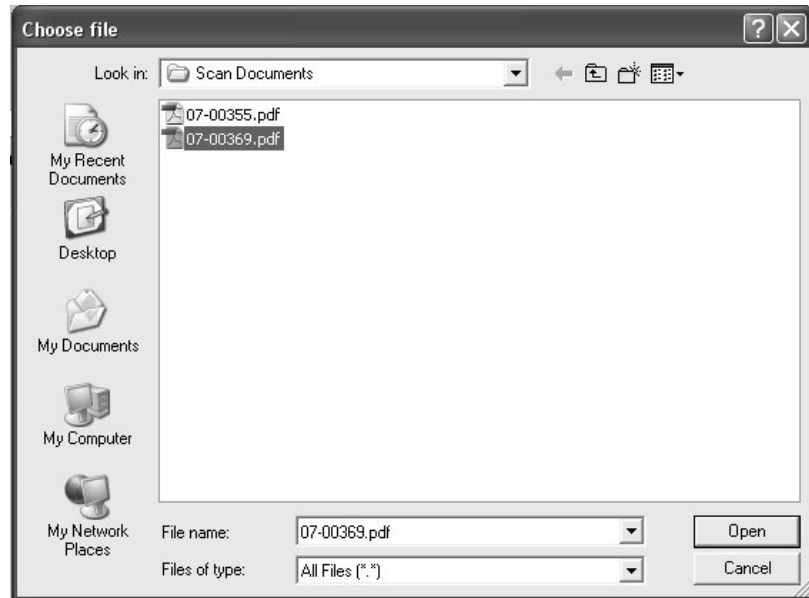


**Figure VIII - 85**

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## VIII. Opening a Case: Docketing a Complaint (continued)

17. Select the filename by highlighting the document (see **Figure VIII - 86**).
18. Click  in the dialog box.

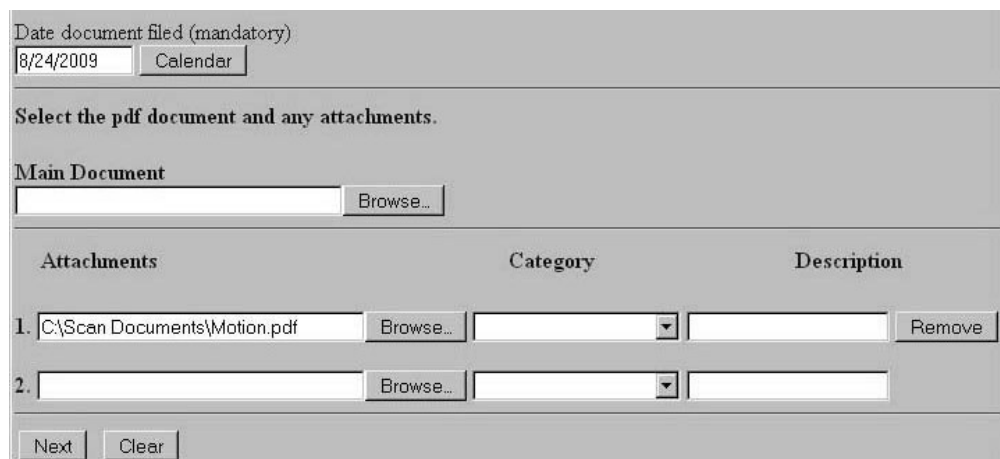


**Figure VIII - 86**

**Result:** The filename and directory appear in the File name box.

19. If there are no attachments to the document, then click  (see **Figure VIII - 87**).

**Note:** If there are attachments to file, then follow the steps outlined in IV. Working with Adobe Acrobat and Portable Document Format (PDF)..



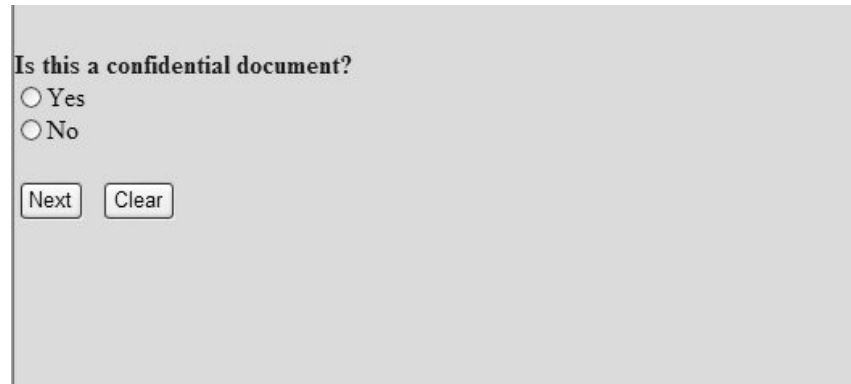
Attachments	Category	Description
1. C:\Scan Documents\Motion.pdf		<input type="button" value="Remove"/>
2. <input type="text"/>		

**Figure VIII - 87**

## V. Opening a Case: Docketing a Complaint (continued)

20. The system asks if the document contains confidential information (see **Figure VIII - 88**)

**Figure VIII - 88**



Is this a confidential document?

☐ Yes

☐ No

Next Clear

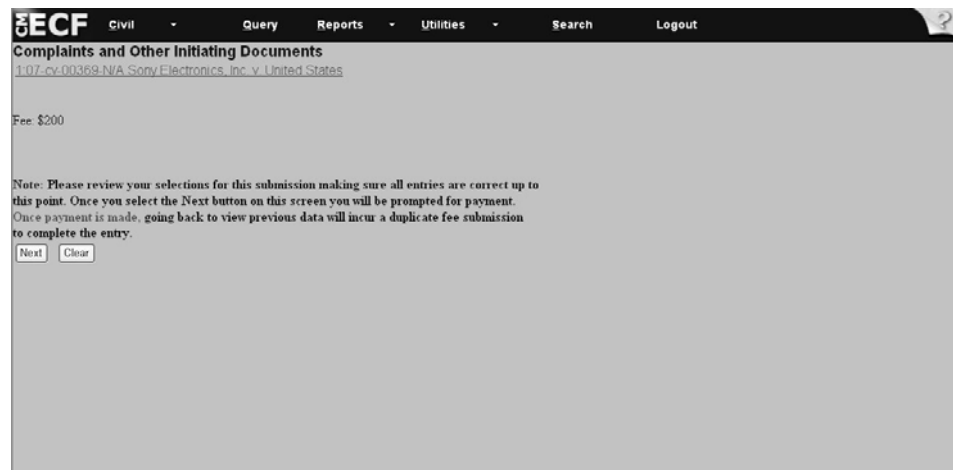
21. Select Yes or No and click  .

**Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.**

**Authorized Confidential Filers must be added to the sealed access group in a case before being given access to filing and viewing confidential documents. Therefore, complaints containing confidential documents may require manual filing and service in accordance with the Rules of the Court.**

22. View the screen, which shows the fee associated with filing the complaint (see **Figure VIII-89**)

**Figure VIII - 89**



ECF Civil Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

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

Fee: \$200

Note: Please review your selections for this submission making sure all entries are correct up to this point. Once you select the Next button on this screen you will be prompted for payment. Once payment is made, going back to view previous data will incur a duplicate fee submission to complete the entry.

Next Clear

23. Click  .

## VIII. Opening a Case: 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, you may file your complaint manually with a Notice Of Manual Filing. Be sure to mail the documents via certified mail to preserve the filing date.

24. Complete all the information requested on this screen.
25. When entering the credit card number, be sure to enter the card number without dashes or spaces between the numbers (see **Figure VIII - 90**).
26. The security code is the three-digit code located on the back of the credit card.

Figure VIII - 90

The screenshot shows the 'Online Payment' interface for the 'U.S. DISTRICT COURT OF INTERNATIONAL TRADE'. It is 'Step 1: Enter Payment Information' of a 'Pay Via Plastic Card (PG)' transaction. The form includes the following fields and values:

- Account Holder Name: Matthew Murdock \*
- Payment Amount: \$455.00
- Billing Address: 1276 Main Street \*
- Billing Address 2: (empty)
- City: New York
- State / Province: New York - NY
- Zip / Postal Code: 10278
- Country: United States
- Card Type: Visa
- Card Number: 6011111111111111 \*
- Security Code: 999
- Expiration Date: 05 / 2009 \*

At the bottom, there is a 'Continue with Plastic Card Payment' button and a 'Cancel' button. A note at the very bottom 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.'


27. Click  after you enter all the information.

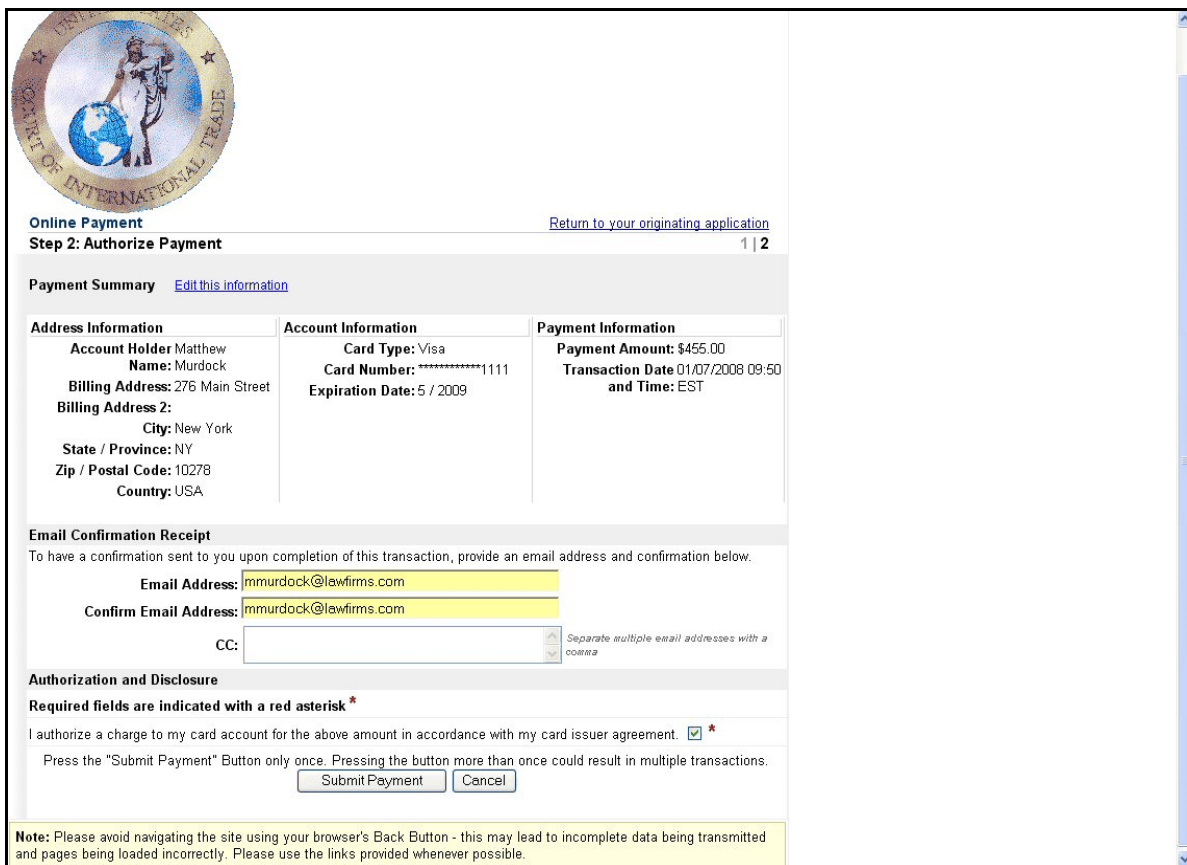
### **WARNING:**

**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.**

## VIII. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure VIII - 91**.

28. View the payment information that appears on the screen.
29. Enter an e-mail address to receive confirmation of the transaction.
30. Go to the authorization and disclosure fields and click on the box that authorizes a charge to your account.
31. Click  .



**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

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

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Confirm Email Address:**

**CC:**

Separate multiple email addresses with a comma

**Authorization and Disclosure**  
**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**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 VIII - 91**

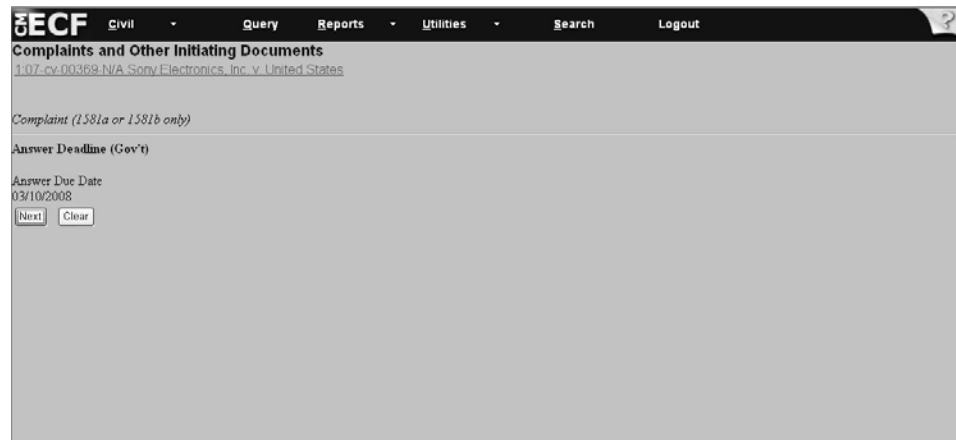
---

## VIII. Opening a Case: Docketing a Complaint (continued)

32. View the answer deadline date on the screen (see **Figure VIII - 92**).

33. Click

**Figure VIII - 92**

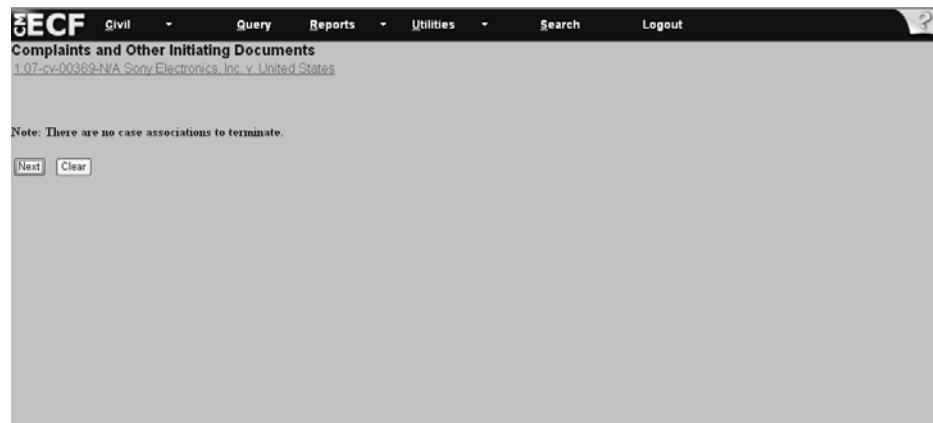


The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Civil, Query, Reports, Utilities, Search, and Logout. Below this, the page title is 'Complaints and Other Initiating Documents' for case '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area shows 'Complaint (1581a or 1581b only)' and 'Answer Deadline (Gov't)' with the date '03/10/2008'. At the bottom of this section are 'Next' and 'Clear' buttons.

34. 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).

35. Then, click  (see **Figure VIII - 93**).

**Figure VIII - 93**



The screenshot shows the ECF interface with the same navigation bar and case information as Figure VIII - 92. The main content area now displays a note: 'Note: There are no case associations to terminate.' Below the note are 'Next' and 'Clear' buttons.

**Note:** If the case is on the Suspension Disposition Calendar, you may see a screen that asks you to terminate the association with the test case. The system will list the test case Court number preceded with a box, which is checked. First, accept the system default and then click Next.

This removes the case from the Suspension Disposition Calendar and allows the complaint to be filed on its own, ending its association with the test case.

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## VIII. Opening a Case: Docketing a Complaint (continued)

36. 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 VIII - 94**).

37. Click

ECF Civil Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

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

Docket Text: Modify as Appropriate.

Complaint  against United States . Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)

**Figure VIII - 94**

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## VIII. Opening a Case: Docketing a Complaint (continued)

38. 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 VIII - 95**).

39. Click .

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, Search, and Logout. Below the navigation bar, the page title is 'Complaints and Other Initiating Documents'. The main content area displays the following information:

**Docket Text: Final Text**  
Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Source Document Path (for confirmation only):**  
C:\Scan Documents\07-00369.pdf pages: 1

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

**Figure VIII - 95**

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## VIII. Opening a Case: Docketing a Complaint (continued)

**Note:** All the steps on this page refer to **Figure VIII - 96**.

40. Review the information on the screen below. It notifies you of the complaint filed.
41. Click on the highlighted *Case Number* to proceed to the docket sheet that will allow you to view the docket sheet.
42. Click on the *Document Number* to advance to the PDF version of the document filed.

Please note that you will need a PACER account to view docket sheets and most documents. See Part I: Getting Started for further information

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

**Notice of Electronic Filing**

The following transaction was entered by Murdock, Matthew on 1/3/2008 at 3:20 PM EDT and filed on 1/3/2008

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

**Docket Text:**  
Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)

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

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

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

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

**Document description:** Main Document  
**Original filename:** C:\Scan Documents\07-00369.pdf  
**Electronic document Stamp:**  
[STAMP uscItStamp\_ID=992012590 [Date=1/3/2008] [FileNumber=330982-0] [6966a3c41206feb103a89e047eda5912f173b334f9c74f55f58be05b4ccdf551921266e442c86a8e4416ea006d806546698a25f25bf954a79fe7f4d4e37a0db2]]

**Figure VIII - 96**