Case Management/Electronic Case Files (CM/ECF)

User's Manual
for
Electronically Filing Case Events

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

To Access the CM/ECF System:

Logon to the Court's website at: www.cit.uscourts.gov and navigate the following:

Training Database: Practice filing documents electronically in CM/ECF; and
Live Database: File documents electronically in CM/ECF.

Court's CM/ECF Help Desk Telephone Number: 1-866-450-1859

Revision Date - April 2004

Foreword

The most recent version of the User's Manual is available at the Court's website: www.cit.uscourts.gov

In the User's Manual, we did not attempt to document the steps for filing all case-related events; however, we document those filing events that occur most frequently with the Court. The case used throughout the manual is a fictitious case established for illustration purposes only.

Please refer to Section 3(a) of Administrative Order No. 02-01 for a list of the pleadings and papers exempt from the electronic filing requirement.

If you choose to use abbreviations when filing docket events on the CM/ECF System, you must use the *Frequently Used Abbreviations List for CM/ECF Data Entry* found in the Appendix on pages 35-38. The abbreviations apply only to entries that will appear in the docket text, with the exception of the following abbreviations: *Co.*, *Corp.*, *Inc.*, and *Ltd.*, which also would appear at the end of a party's name in the party record field.

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Table of Contents

Topic **Page No.**

I. Getting Started 1
- A. Introduction 1
- B. Help Desk 1
- C. Capabilities of the System 1
- D. Requirements - Hardware and Software 2
- E. How to Register to Use the System 3
- F. Practicing in the Training Database 3

II. CM/ECF System Options 4

III. Working with Adobe Acrobat and Portable Document Format (PDF) and Guidelines to Scan Documents 5
- A. How to Convert Documents to PDF Format 5
  - WordPerfect 6
  - Word 6
- B. How to View a PDF File 7
- C. How to Attach a PDF Document in the CM/ECF System 7
  - Filing Motions as One Document or Multiple Documents 7

IV. Basic User Information for Working with the CM/ECF System 12
- A. Commonly Used Keys and Prompts 12
- B. Add/Create a Party in the CM/ECF System 12
- C. Attorney Associations 12
- D. Bulky Document Standard (BDS) 13
- E. Confidential Filings 14
- F. Correcting Mistakes 14
- G. Documents Filed in Error 14
- H. Exhibits - Physical 14
- I. Joint Filings 15
- J. Motions 15
  - Motions to Consolidate 15
  - Motions to Designate Test Case and For Suspension Thereunder 15
  - Motions with Schedules 15

Table of Contents (continued)

Topic **Page No.**

IV. Basic User Information for Working with the CM/ECF System (continued)
K. Notice of Electronic Filing Screen 15
L. Notice of Manual Filing 17
M. Uniformity on Filings 17
N. Technical Difficulty with Court's CM/ECF System 17
O. Z Motion and Z Document 18

V. How to Access the CM/ECF System 19
A. Distinction Between the Training and Live Databases 19
B. How to Access the ECF Training Database 19
C. How to Access the ECF Live Database 20

VI. Filing Case Events 22
A. Answer to Complaint 22
B. Form 07 - Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) 28
C. Consent Motion for Extension of Time 34
D. Motion to Intervene and Required Related Filings 41
E. Motion for Judgment Upon Agency Record 56.1 51
F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 . . 57
G. Reply to Response to Dispositive Motion 63

VII. Query Options 70
A. Alias 74
B. Associated Cases 74
C. Attorney 75
D. Deadlines/Hearings 76
E. Docket Report 78
F. Filers 79
G. Party 79
H. Related Transactions 80
I. Status 81

Table of Contents (continued)

Topic **Page No.**

VIII. Reports Options 82
A. Docket Sheet 82
B. Civil Cases 84
C. Calendar Events 86

IX. Utilities Options 88
A. Your Account: View Your Transaction Log 89
B. Miscellaneous: Legal Research 89
C. Miscellaneous: Mailing - Mailing Information for a Case 90
D. Miscellaneous: Mailing - Mailing Labels by Case 90
E. Miscellaneous: Verify a Document 93

X. CM/ECF Glossary 94

XI. Glossary of CM/ECF System Errors 97

XII. Index 98

XIII. Appendix 101
A. Alphabetical List of Docket Events . . . . . Appendix - 1
B. Bulky Document Standard . . . . . Appendix - 6
C. CM/ECF Registration (Attorney) . . . . . Appendix - 10
D. CM/ECF Registration (Non-Attorney) . . . . . Appendix - 18
E. Change in CM/ECF User Information for Attorneys . . . . . Appendix - 24
F. Change in CM/ECF User Information for Non-Attorneys . . . . Appendix - 28
G. Declaration that Party Was Unable to File in a Timely Manner Due to Technical Difficulties. . . . . Appendix - 32
H. Frequently Used Abbreviations List for CM/ECF Data Entry . Appendix - 35
I. List of Docket Events by Category . . . . . Appendix - 39
J. Loss or Compromise of CM/ECF Password . . . . . Appendix - 43
K. Notice of Consent to Electronic Service . . . . . Appendix - 47
L. Errata Reporting Form . . . . . Appendix - 48

Electronic Case Files (ECF)
User's Manual

I. Getting Started

A. Introduction

This manual provides instructions on how to use the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) system to file documents with the Court and to view and retrieve docket sheets and documents for all cases assigned to the System. It assumes a working knowledge of Netscape and Adobe Acrobat. (**Note**: For questions regarding Netscape or Adobe Acrobat, please refer to their instruction manuals.)

There are four basic steps for filing documents in ECF:

1. Convert documents to PDF (portable document format) format (Refer to Section III, pages 5-7);
2. Log onto the CM/ECF system and select from the menu options the type of document that you are filing (Refer to Section II, page 4 for menu options.);
3. Upload the PDF document to the CM/ECF system (Refer to Section III, pages 7-11); and
4. Verify system filing.

B. Help Desk

If you need assistance, telephone the Court's **Help Desk at 1-866-450-1859** between the hours of 8:30 A.M. and 5:00 P.M., Eastern time, Monday through Friday to speak to a Court staff member. From 5:00 - 8:00 p.m. Eastern time Monday through Friday, your call either will be forwarded to a staff member or it will be forwarded to voice mail. Please leave your name, telephone number and brief message and your call will be answered before 8:00 p.m. that same evening. After 8:00 p.m., your call will go to voice mail and will be answered the next business day.

C. Capabilities of the System

The System allows registered participants with Internet access and Netscape software to perform the following functions:

- Access the Court's web page;
- Download the most recent version of the User's Manual;

I. Getting Started (continued)

C. Capabilities of the System (continued)

The CM/ECF system provides users of the System with the following capabilities:

- Using the Training Database to practice e-filing before accessing the official Live Database;
- Filing, electronically, motions and documents for cases in the Live Database;
- Viewing official docket sheets and documents associated with cases; and
- Viewing various reports (e.g., Calendar Events, Cases Filed, Docket Sheets)

D. Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents include the following.

- A personal computer running a standard platform such as Windows or Macintosh;
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word;
- Internet service;
- Netscape Communicator version 4.6x or 4.7x or Netscape 7.0 or Mozilla 1.0 or higher. All are free downloads. **Current versions of Internet Explorer are not supported, nor recommended**; however you can use IE 6.x at your own risk (results may vary);
- Software to convert documents from word processor format to portable document format (PDF). Adobe Acrobat is recommended. Adobe Acrobat version 3.x, 4.x and 5.0 adequately meet the CM/ECF filing requirements;
- Adobe Reader, which is available for free, is needed for viewing PDF documents; and
- A scanner may be necessary to create electronic images of documents that are not in your word processing system.

I. Getting Started (continued)

E. How to Register to Use the System

Every attorney, who wishes to file documents electronically, is required to complete a Registration Form. Registration forms may be accessed from the Court's website at http://www.cit.uscourts.gov. Also, a copy of the registration form (CM/ECF Form No. 1) may be found in the Appendix on pages 12-13 in the document *CM/ECF Registration (Attorney)* and on pages 19-20 of the Appendix in the document *CM/ECF Registration (Non-Attorney)*. In addition to including individual e-mail addresses on the registration forms, filers are encouraged to include a general e-mail address for their firm/agency to ensure notification of all case activity.

All registration forms must be mailed to the Office of the Clerk, Admissions Office - Room 299, One Federal Plaza, New York, NY 10278-0001. Within two weeks upon receipt of a completed registration form, the Clerk's Office will send users a login and password. After receiving a login and password, attorneys should file an entry of appearance in each of their cases, if they wish to receive e-mail notification of case-related activities.

Please Note: Non-attorneys who register to use the CM/ECF system will be given Query-only access. These users will not have the ability to file documents electronically.

If users lose their Password, or have their Password compromised, they are to file with the Court the *Notice of Loss/Compromise of CM/ECF User Password* (CM/ECF Form No. 9) as found in the Appendix on page 44 in the document *Loss or Compromise of CM/ECF Password*.

If users have a change in the information that appears on file with the Clerk's Office, then they are required to file with the Court the *Notice of Change in CM/ECF User Information* (CM/ECF Form No. 8) as found in the Appendix on page 25 in the document *Change in CM/ECF User Information for Attorneys* and on page 29 of the Appendix in the document *Change in CM/ECF User Information for Non-Attorneys*.

F. Practicing in the Training Database

Please practice filing documents in the Training Database before attempting to file a document in the Live Database.

II. CM/ECF System Options

The following CM/ECF system options are available.

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

Civil Events Options

Initial Pleadings & Service
- Answers to Complaints (Refer to pp 22-27)
- Other Answers

Motions and Related Filings
- Motions (Refer to pp 34-56)
- Responses & Replies (Refer to pp 57-68)

Other Filings
- Notices (Refer to pp 28-33)
- Other Documents

Query Options

- Alias
- Associated Cases
- Attorney
- Deadlines/Hearings
- Docket Report
- Filers
- Party
- Related Transactions
- Status

Reports Options

- Docket Sheet
- Civil Reports
- Civil Cases
- Calendar Events

Logout - select this feature to properly logout of the system. Simply closing out the browser is not sufficient. Filers may experience difficulty logging back into the system if they did not properly logout.

Utilities Options

- Your Account
  - View Your Transaction Log
- Edit Data - unavailable
- Miscellaneous
  - Legal Research
    - Law Dictionary
    - Medical Dictionary
    - Westlaw via the Internet
  - Mailings
    - Mailing Information for a Case
    - Mailing Labels by Case
  - Verify a Document

?(Help) - access definitions & explanations of terms used in the CM/ECF system

III. Working with Adobe Acrobat and Portable Document Format (PDF) and Guidelines to Scan Documents

Adobe Reader (formerly Acrobat Reader) is a free application used to read, print and display documents in Portable Document Format (PDF). Adobe Acrobat is available at www.adobe.com. Please refer to Adobe's documentation and web site for help with Acrobat Reader. In order to create PDF documents, you will need Adobe Acrobat (not to be confused with Adobe Reader) or similar software, which must be purchased separately if you are using a word processor other than Corel WordPerfect 9 or higher.

Only PDF documents may be filed with the Court using the Court's Electronic Case Files system. Therefore, before you login to begin your filing session, please make sure you have converted your documents to PDF format. We do not recommend converting documents while attempting to file them. If you interrupt your filing session to convert a document to PDF format, you risk losing your filing data. To guarantee accurate filing, please view the PDF document before filing it to ensure that it appears in its entirety and in the proper format. Verifying the document up-front will prevent you from filing incorrect documents. You may not edit a document once it is converted to PDF format. If you notice an error in the document, you will need to correct the error in the software application in which the document was created and then convert the document into PDF format. Also, please be aware that the CM/ECF system will not accept PDF files that have the password security feature activated.

Although it is the Court's preference that PDF documents uploaded to the CM/ECF system be converted directly from the original word processing document, it is not always practical or feasible. Therefore, in those instances when filers scan documents to upload to the system, please follow these guidelines:

- scan the documents at no more than 300 dpi(dots per inch); and
- make the PDF document searchable by using the "paper capture" feature of Adobe Acrobat or its equivalent process in any alternative software you use.

A. How To Convert Documents to PDF Format

To file documents with the Court, you must first scan or convert the document from its word processing format to PDF format.

The conversion process is relatively simple and can be accomplished using either WordPerfect or Microsoft Word. WordPerfect versions older than 9 and all versions of Microsoft Office require third-party PDF creation software. The following instructions assume you are either using WordPerfect 9 or higher with built-in PDF creation or an older version of WordPerfect (or Microsoft Word) with Adobe Acrobat version 5 or 6. Your

III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

A. How To Convert Documents to PDF Format (continued)

computer's software and configuration may be different. If you experience problems or require additional help with this process, you are urged to contact your organization's technical support staff or the vendor of your software.

For WordPerfect Version 6.1, 7 or 8

- Open the document you wish to convert in WordPerfect;
- Select **Print** and in the print dialog box select the option to change the selected printer. A drop-down menu with a list of printer choices is displayed.
- Select **Acrobat Distiller**.
- Click on **Print**. The file will not actually print out - it will give you the option to save the file in PDF format.
- Name the file, giving it the extension .PDF.
- Accept the option, The file is converted to a PDF document.

For WordPerfect Version 9 or higher

- Open the document.
- Select **File** and **Publish to PDF**.
- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word 95 or later

- Open the document.
- Select **Acrobat** from the menu (it is located to the right of **Help**) and **Create Adobe PDF**. If you do not have this menu, you can also follow the instructions for older versions of WordPerfect, above.

III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

For Microsoft Word 95 or later (continued)

- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

B. How to View a PDF File

- Start the Adobe Acrobat program;
- Go to the **File** menu and choose **Open**;
- Click on the location and file name of the document to view;
- Acrobat loads the file and displays it on the screen; and
- Use the scroll bar and/or and the arrows to move through the document.

C. How to Attach a PDF Document

All files must be in PDF format with a .PDF extension in order for you to file your case-related documents. **Please Note: The system will not let you advance to the next screen unless you have selected a document to file**. If you attempt to upload a non-PDF file, or to make a standard docket entry, you will receive an error message.

Note: **Filing Motions as One Document or Multiple Documents**

When filing a motion as a docket entry, the Court recommends filing as **one document** the motion, proposed order, memorandum and certificate of service. However, the Court will accept it if a filer files the motion as the main document with the supporting documents (proposed order, memorandum and certificate of service) as attachments. Although, it is the Court's preference for the documents to be filed as **one document**.

On the PDF screen in CM/ECF . . .

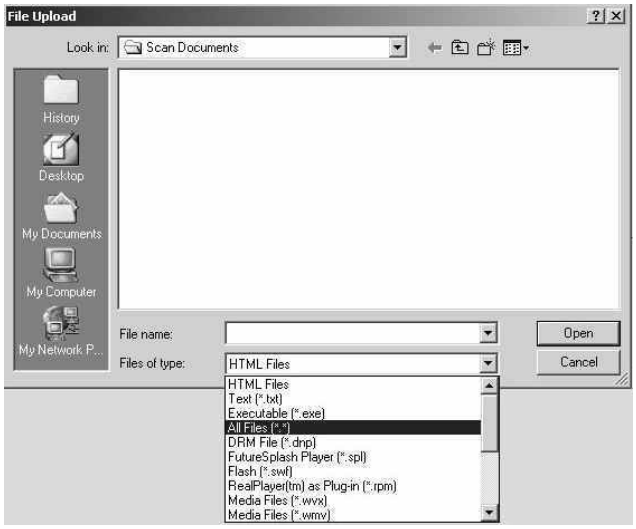
III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

C. <u>How to Attach a PDF Document</u> (continued)

1. Click on **[***Browse***]** to select the drive and full directory path, for example, C:\Scan Documents\02-12346.pdf, where the document to be filed is located (see **Figure III - 1**). The file upload dialogue box will appear (see **Figure III - 2**).

Figure III - 1

Figure III - 2



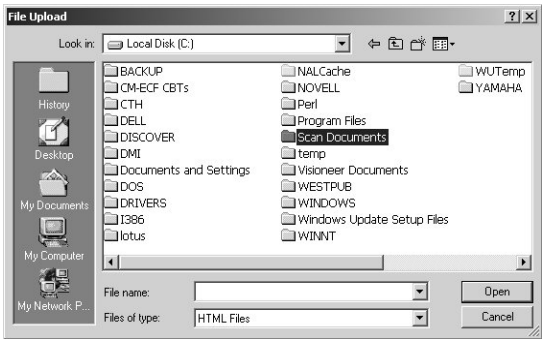
2. Click on the drop down arrow to select the drive. At the bottom of the dialogue box is the **Files of type** field. Click on the down arrow to the left of **Files of type** field and using the scroll bar select the option **All Files (*.*)**

III. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

C. <u>How to Attach a PDF Document</u> (continued)

3. The computer displays all the files in the selected drive (see **Figure III - 3**).

Figure III - 3

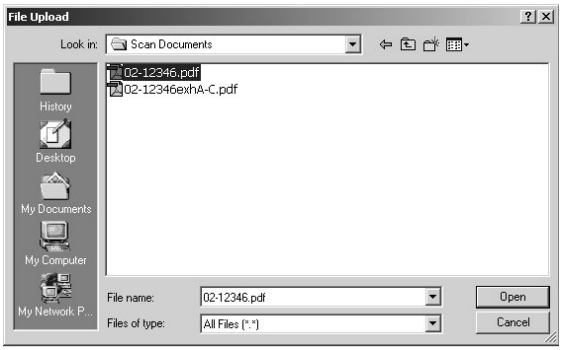


4. Select the filename by highlighting the document. To verify that you located the correct document, right click on the file name to bring up a quick menu and left click on **Open**. The .PDF document will open and you can view it to verify that it is the correct document.

   - If it is the wrong document, then select another document.

   - If it is the correct document, then click on **[***Open***]** in the dialogue box. **Result**: The filename and directory appear in the **File name** box on the .PDF screen (see **Figure III - 4**).

Figure III - 4



5a. If there are no attachments to the document, then on the PDF screen click on [*Next*].

C. <u>How to Attach a PDF Document</u> (continued)

5b. If you have attachments to add, click on **[***Yes***]** and click on **[***Next***]** (see **Figure III -** 5).

Figure III - 5

5b1. The system displays the attachment screen (see **Figure III - 6**). **(Note**: You must add attachments one at a time.)

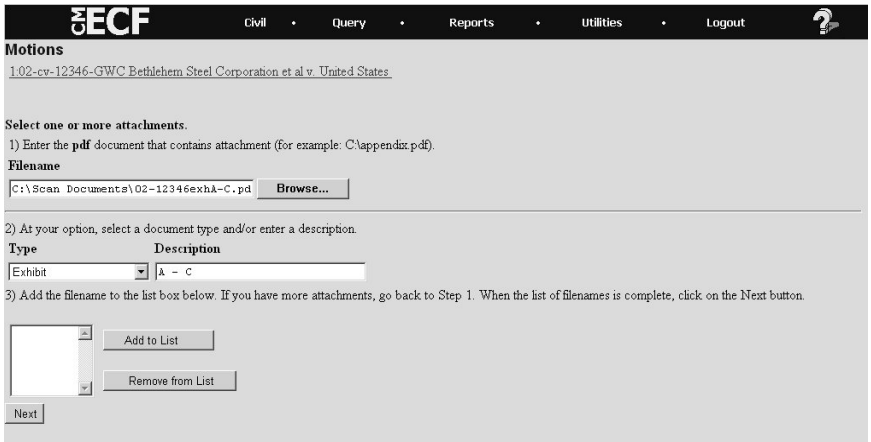


Figure III - 6

- If the filename does not appear in the dialogue box, then click on [*Browse*] and select the drive and full directory path where the file is located.

C. How to Attach a PDF Document (continued)

- Under **Type** click on the drop down arrow and click on the type of attachment, for example, *Exhibit*.
- To describe the attachment more fully, click in the **Description** box and type in a description, for example, *A - C.*
- Click on **[***Add to List***]**.
- After you click on [*Add to List*], **y**ou will see the attachment file name listed in the dialogue box (see **Figure III - 7**). (**Note**: If you made an error, highlight the attachment and click on **[***Remove from List*] to remove the attachment.)

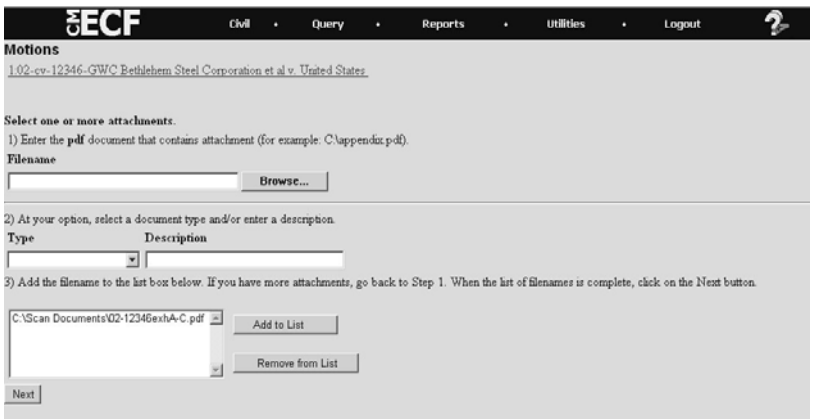


Figure III - 7

- Repeat this sequence to add other attachments.
- Click on [*Next*] when you are finished adding attachments.

IV. Basic User Information for Working with the ECF System

A. Commonly Used Keys and Prompts in the ECF System

[*Back*]	This button on the Toolbar allows you to return to a previous screen to correct entries.
[*Clear*]	This button on the screen clears all characters entered in a particular box and sometimes on the screen.
[*Ctrl*]	This key on the keyboard allows you to select multiple entries within a given category by pressing and holding down on the [*Ctrl]* key when selecting entries.
[*Tab*]	This button on the keyboard allows you to move from one field to another within a screen.

B. Add/Create a Party in the CM/ECF System

When the party for whom you are filing does not appear in the CM/ECF system, you need to add or create a party. Type in the first three characters of the party's business name (do not worry about capitalization) using a wildcard (*) before and after the three characters, for example, *IBM*. The system will generate all the entries with the characters you typed. If the party's name does not appear among the list of entries, then add the party's information using the official style and abbreviation standards. (See pages 35 - 38 of the Appendix for a copy of the standards.)

Tip: Do not type in the complete party/business name since the system may already contain the party/business name but with a slight variation, for example, I.B.M. Corporation may be entered into the system as IBM Corp. If you typed in the full name I.B.M. Corporation, the system may respond that *No Parties were Found* since the typed entry did not match the system's entry.

C. Attorney Associations in CM/ECF

When prompted in CM/ECF to check the box to create *attorney associations*, it is recommended that you check the box. Checking the box will create a link in the system between the attorney and the case. Also, it will add the attorney to the ECF notification list, that is, the system generated list that notifies all parties associated with a case of the

C. Attorney Associations in CM/ECF (continued)

events filed on the case. Failure to check this box may result in attorneys not receiving proper notification of all case-related events.

D. Bulky Document Standard (BDS)

The Bulky Document Standard (BDS) (see Appendix pages 6-9 for a copy of the guidelines) for the electronic filing of documents on the Court's CM/ECF system limits the size of documents filed electronically. **Users may not file on the Court's CM/ECF system any document that is larger than 2MB**.

Exceptions to the BDS include the following documents: Summons, Complaint, Answer to Complaint, and Briefs (opening, response, reply) in the following: Motion for Summary Judgment, Motion for Judgment on Pleadings, Motion for Judgment on the Agency Record (1581(c)), Motion for Judgment on the Agency Record (all other Jurisdictions); and Motion to Dismiss.

Documents greater than 2MB shall be logically divided with a description of the divisions. No division of a document shall exceed 2MB.

Example: Assume a motion is filed and exceeds the 2MB limit. Divide the motion into logical divisions, making sure that each division is less than 2MB. Name each division, for example, Motion Parts A-C and Motion Parts D-E. Enter the first division as the main document and enter the remaining divisions as attachments to the main document.

Exhibits that exceed 2MB must be filed in the same manner as documents.

Example: Assume a motion is filed with three exhibits. Treat the exhibits as individual attachments and add each one separately. Name each exhibit, for example, Exhibit 1 (with a brief description), Exhibit 2 (with brief description) and Exhibit 3 (with a brief description). If the individual exhibit exceeds 2MB, then divide each Exhibit and label it accordingly, for example Exhibit 1 Parts A-C and Exhibit 1 Parts D-E.

Note: See pages 7-11 for directions on how to add attachments.

E. Confidential Filings

Papers that contain confidential, business proprietary or classified information must be filed manually via the *Notice of Manual Filing* (CM/ECF Form No. 10) found in the Appendix on page 8. Public version of the filing should be filed electronically. All confidential filings must be filed in accordance with the Rules of the Court (Rule 81(h)).

F. Correcting Mistakes

If you have to correct a mistake while entering information into the system, use the [*Back*] button to return to a previous screen to correct the entry. Correct the information on the screen, hit [*Next*] in order for the change to take effect and continue on to the next screen. **Please note that using the [*Forward*] key to advance to the screen where you left off after making the correction, will not save the edited information**. You must hit [*Next*] on the screen where the information was changed before proceeding to subsequent screens. Also, once you return to a previous screen to correct a mistake, all information entered after the mistake is lost. Therefore, you will need to re-enter the information. It is highly recommended that mistakes are corrected once they are discovered rather than submitting incorrect docket entries and/or documents. If you do submit an incorrect document and/or docket entry, you will need to refer to Administrative Order No. 02-01 for the necessary steps to correct the entries.

G. Documents Filed in Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed.

Refer to Section 3(e) of Administrative Order No. 02-01 for the procedures to correct filings.

H. Exhibits - Physical

Any exhibit that cannot be converted to PDF format must be filed manually with the Court using the *Notice of Manual Filing* (CM/ECF Form No. 10) found in the Appendix on page 8.

I. Joint Filings

The option for joint filings will appear with every motion regardless of relevance. To establish a joint filing, complete the following steps.

A. Check joint filing on the first screen where the option appears;
B. Highlight all additional attorneys who have signed the filing;
C. Highlight all parties represented by the filing; and
D. **DO NOT** create any new attorney associations on this screen. Checking this box will create a permanent change in attorney/party association in the case. Only check the box to add yourself as an attorney to represent your client.

Important Note: A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion.

J. Motions

Motions to Consolidate - Filers must make a docket entry for all cases involved.

Motions to Designate Test Case and For Suspension Thereunder - Filers must docket the entry for test case designation on proposed test case number, and docket the entry for suspension on all cases to be suspended thereunder.

Motions with Schedules - Filers must docket the entry for all cases involved. For the lead case, type in the free text box "with schedule." For those cases on the schedule, type in the free text box "with (*lead court number*)."

K. Notice of Electronic Filing Screen

Upon completion of a docket event, the last screen the system displays is the notice of electronic filing screen (see **Figure IV - 1 on the following page**.) This screen is the receipt of the filing. To print out the receipt, click on **Print** on the Netscape Toolbar. To save the receipt on the hard drive, select **File** from the Netscape Toolbar and select **Save Frame As** to identify the drive where the receipt will be saved. Rename the file in the *File name* box.

K. <u>Notice of Electronic Filing Screen</u> (continued)

- While in the notice of electronic filing screen, click on the *Document Number*, for example, *7,* to access the PDF document associated with the filing; (**Note**: If you filed both documents and attachments the system gives you access to both. Click on the numbers under the column entitled *Part No.* to view the attachments or documents.)

- While in the notice of electronic filing screen, click on the *Case Number*, for example*, 1:02-cv-12346,* to access the docket sheet. (**Note**: The docket sheet entry screen may appear first. If it does, then click on **[***Run Report***]** to access the actual docket sheet.)

Figure IV - 1

Answers to Complaints

1:02-cv-12346:GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade

TRAINING Database

Notice of Electronic Filing

The following transaction was received from citatty, entered on 9/5/2003 at 3:40 PM and filed on 9/5/2003
Case Name: Bethlehem Steel Corporation et al v. United States
Case Number: 1:02-cv-12346
Filer: United States
Document Number: 7

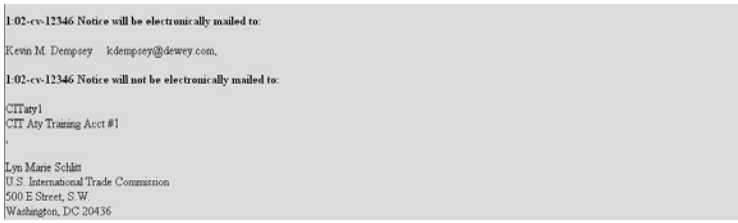
Docket Text:
Answer to complaint (related document(s),[5]). Filed by citatty of U.S. Department of Justice on behalf of United States. (citatty,)

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

Document description: Main Document
Original filename: C:\Scan Documents\02-12346.pdf
Electronic document Stamp:
[STAMP uscitStamp_ID=992012590 [Date=9/5/2003] [FileNumber=33423-0] [0
290ab06a2844df7fe9c80b0241b752361ebf5f182b0543a6b303ffe241b569d99674be
1a52a4b16a1697e985ab4b5ece6b6ca67748889cd73c0499884982224d3]]

- If attorneys filed a *Notice of Consent to Electronic Service* (see page 47 of the Appendix for a copy of the form), then the *Notice of Electronic Filing* sent to the attorney via e-mail of records in the action shall constitute service on that attorney (see **Figure IV - 2**). For all others, all papers required to be served shall be served in non-electronic form in accordance with Rule 5 of the Rules of the Court and receipt of a *Notice of Electronic Filing* shall not constitute service (see Section 6 of Administrative Order No. 02-01).

Figure IV - 2



1:02-cv-12346 Notice will be electronically mailed to:

Kevin M. Dempsey kdempsey@dewey.com,

1:02-cv-12346 Notice will not be electronically mailed to:

CITatty1
CIT Aty Training Acct #1
,

Lyn Marie Schlitt
U.S. International Trade Commission
500 E Street, S.W.
Washington, DC 20436

L. Notice of Manual Filing

The form *Notice of Manual Filing* (see CM/ECF Form No. 10 found on page 8 of the Appendix) is to be used when documents cannot be filed electronically. Circumstances under which the *Notice of Manual Filing* should be used include, but are not limited to, the following:

(1) the electronic file size of the document exceeds 2.0 megabytes;
(2) the document cannot be converted to an electronic format;
(3) the document contains confidential, business proprietary or classified information;
(4) the document is filed under seal pursuant to Court Order; and/or
(5) other

M. Uniformity on Filings

For the purpose of uniformity, we ask that all motions be filed with a proposed order preceding the motions (unless otherwise noted in individual Chambers' procedure policy).

Please make separate entries for all forms, and enter the forms into the system in numerical order. For example, make separate entries for a *Notice of Appearance* (Form 11), *Business Proprietary Information Certification* (Form 17) and *Notification of Termination of Access to BPI* (Form 18).

N. Technical Difficulty with Court's CM/ECF System

When a document cannot be filed electronically because of difficulties with the Court's end of the CM/ECF system and not a technical failure with the filer's equipment or Internet connection to the system, the filer should print (if possible) a copy of the error message received and complete a *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties* (CM/ECF Form No. 11 found in the Appendix on page 33).

If a filer misses a filing deadline as a result of the Court's technical difficulties, the filer shall contact the CM/ECF Help Desk at 1-866-450-1859 to inform the Clerk's

N. Technical Difficulty with Court's CM/ECF System (continued)

Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11. The document and declaration shall be filed by hand or overnight courier no later than 12:00 noon (Eastern Time) of the first day on which the Court is open for business following the original filing deadline.

O. Z Motion and Z Document

In order to help filers meet a deadline when they cannot find the appropriate system entry for the document they are attempting to file, the Court has created what is known as the "Z" motion and "Z" document. These entries appear as the last entries in their respective categories.

The following three criteria must be met before a filer may use the "Z" motion or "Z" document entries.

1. The filer cannot locate a suitable docket entry description in the CM/ECF system;

and

2. The filing is due the day on which the filing is attempted;

and

3. It is after the Court's regular business hours (5:00 p.m. Eastern Time). If it is during business hours of the Clerk's Office, 8:30 a.m. to 5:00 p.m. Eastern Time, then call the CM/ECF Help Desk at 1-866-450-1859 for assistance.

If a filer uses the "Z" motion or "Z" document, then he/she must fully describe the document being filed and attach a copy of the document to the entry in order to preserve the filing date. Furthermore, when a filer uses a "Z" motion or "Z" document, the filer is to call the CM/ECF Help Desk at 1-866-450-1859 by 12:00 noon (Eastern Time) of the first day on which the Court is open for business after the "Z" motion and/or "Z" document was filed. The filer will be asked to provide the court number, the electronic filing date and the document number of the "Z" entry. The Clerk's Office will correct the entry. No "Z" motion or "Z" document shall be left as the permanent entry in the CM/ECF system.

Filers should never use a "Z" entry when there is a suitable system entry for the document they are filing. Excessive and/or inappropriate use of the "Z" entry is discouraged and the Clerk's Office will address this matter with the individual filer.

V. How To Access the ECF System

A. Distinction Between the Training and Live Databases

The CM/ECF system consists of two databases. One database is the Training Database and the other is the Live Database.

The Training Database helps users learn to navigate the system. The Training Database may be accessed via the Court's website at www.cit.uscourts.gov. No amount of experimentation can alter or harm the data in the Training Database. It is recommended that users practice filing documents in the Training Database before attempting to file documents in the Live Database. Only attorneys will receive a login and password for the Training Database. Public users will not have access to it.

The Live Database enables users to electronically file documents with the Court. Once a document is filed with the Court, all parties associated with the case will be able to view it. More importantly, once a document is electronically filed with the Court, it cannot be corrected or changed. Therefore, when filing in the Live Database, please be sure that the actions taken are actions intended for the Court to act upon. The Live Database may be accessed via the Court's website at www.cit.uscourts.gov.

B. How to Access the ECF Training Database

- Start *Netscape Communicator*
- Type in the following URL internet address: http://www.cit.uscourts.gov
- Select *Training Database* under the Case Management/Electronic Case Files (CM/ECF) heading. The security information screen appears.
- Click on [*Continue*] when the security information screen displays.
- Click on *Training Database - Document Filing System*. The ECF Login screen displays.

B. How to Access the ECF Training Database (continued)

- Enter your login and password for the Training Database in the appropriate data entry fields. **Please Note**: Logins and passwords are case sensitive and the login and password for the Training Database is different than that for the Live Databases. If you forgot your password, please complete the form *Notice of Loss/Compromise of CM/ECF User Information* (CM/ECF Form No. 9) as found in the Appendix on page 44 in the document *Loss or Compromise of CM/ECF Password*.

- Click on [*Login*] to continue. The CM/ECF screen with the available CM/ECF system options appears on the screen. (**Note**: If you incorrectly entered data, then click on the [*Clear*] button to clear the information from the screen.)

- Congratulations! You have accessed the Court's Training Database. Explore it to become familiar with its features. You cannot hurt anything here. **Note:** Although the Training Database is a practice database, **please do not file anything personal or confidential on it since anyone with a Training Database login and password will have access to it.**

C. How to Access the ECF Live Database

- Start *Netscape Communicator*

- Type in the following URL internet address: http://www.cit.uscourts.gov

- Select *Live Database* under the Case Management/Electronic Case Files (CM/ECF) heading. The security information screen appears.

- Click on [*Continue*] when the security information screen displays.

- Click on *Live Database - Document Filing System*. The ECF Login screen displays.

C. How to Access the ECF Live Database (continued)

- Enter your login and password for the Live Database in the appropriate data entry fields. **Please Note**: Logins and passwords are case sensitive and the login and password for the Live Database is different than that for the Training Database. If you forgot your password, please complete the form *Notice of Loss/Compromise of CM/ECF User Information* (CM/ECF Form No. 9) as found in the Appendix on page 44 of the document *Loss or Compromise of CM/ECF Password.*

- Click on [*Login*] to continue. The CM/ECF screen with the available CM/ECF system options appears on the screen. (**Note**: If you incorrectly entered data, then click on the [*Clear*] button to clear the information from the screen.)

- Congratulations! You have accessed the Court's Live Database. Be careful when working in this database because you are working with live data. **Note**: An attorney's login and password is the same as the attorney's signature. Any document filed with the Court under the attorney's login and password is treated as though the attorney signed and filed that document with the Court.

VI. Filing Case Events

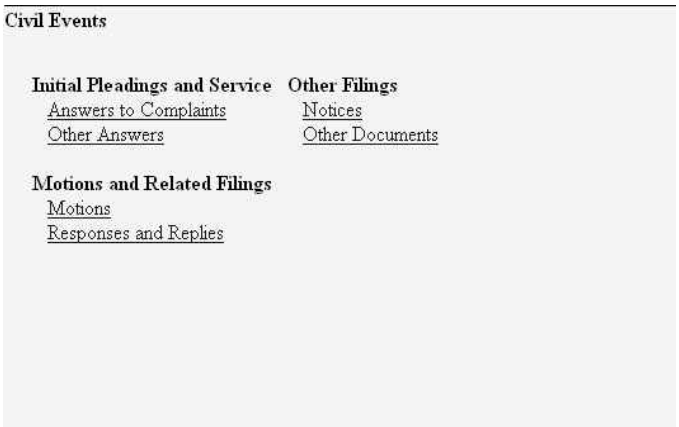
Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format.

A. Answer to Complaint

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.

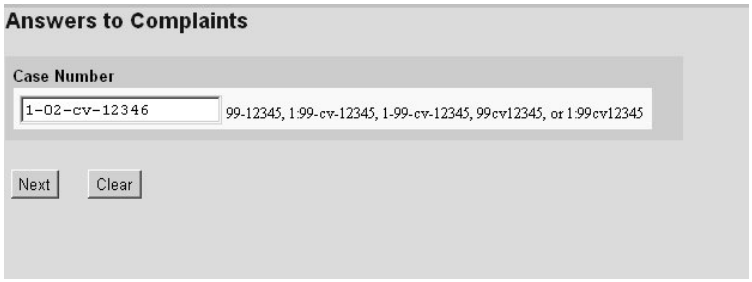
2. Click on *Answers to Complaints* under *Initial Pleadings and Service* submenu (see **Figure VI - 1**).

Figure VI - 1



3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 2**). Click on [*Next*].

Figure VI - 2



VI. Filing Case Events (continued)

A. Answer to Complaint (continued)

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

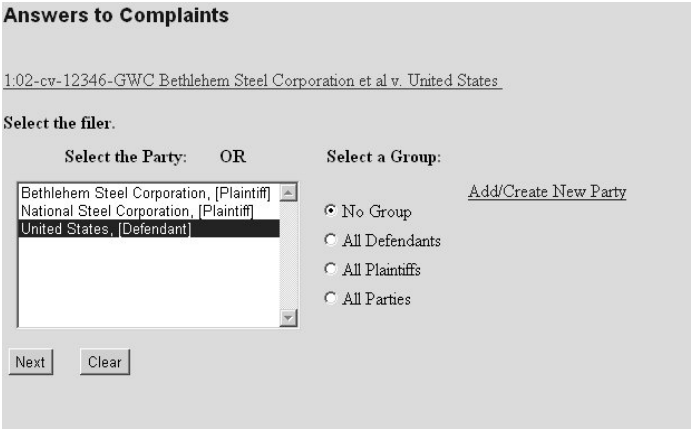


Figure VI - 3

5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 4**). If so, then select attorney associations if applicable. **Note**: Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Click on [*Next*].

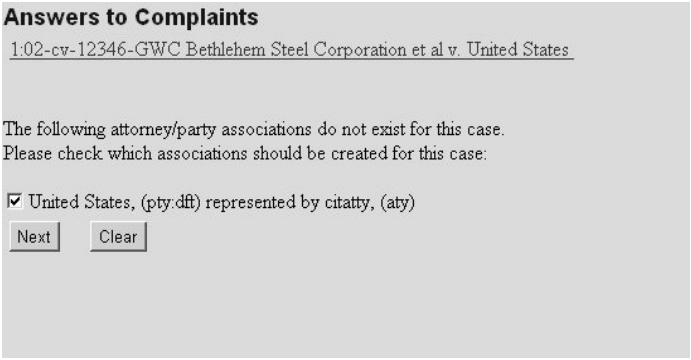
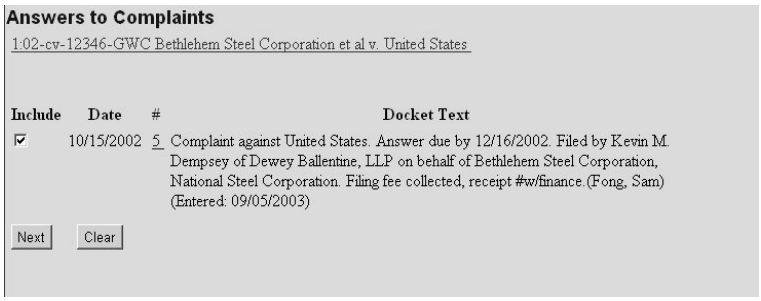


Figure VI - 4

A. Answer to Complaint (continued)

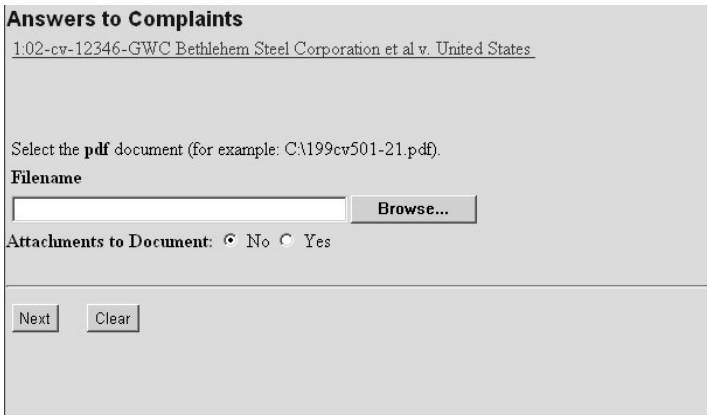
6. Select the complaint you are answering by clicking on the box before the complaint (see **Figure VI - 5**). Click on [*Next*].

Figure VI - 5



7. After you select the complaint, you will be prompted to file your case-related documents (see **Figure VI - 6**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document**. To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [*Next*].

Figure VI - 6

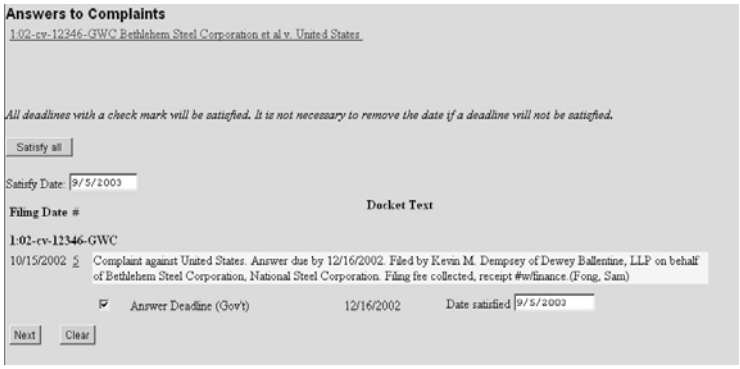


VI. Filing Case Events (continued)

A. <u>Answer to Complaint</u> (continued)

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

Figure VI - 7

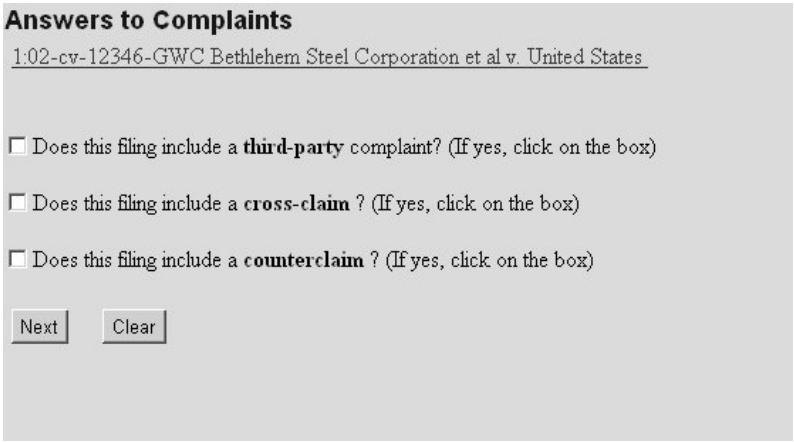


9. If the answer you are filing . . .

- includes a third-party complaint, cross-claim or counterclaim (see **Figure VI - 8**), then check the appropriate box and click on [*Next*].

- does not include a third-party complaint, cross-claim or counterclaim, then click on [*Next*].

Figure VI - 8



A. Answer to Complaint (continued)

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

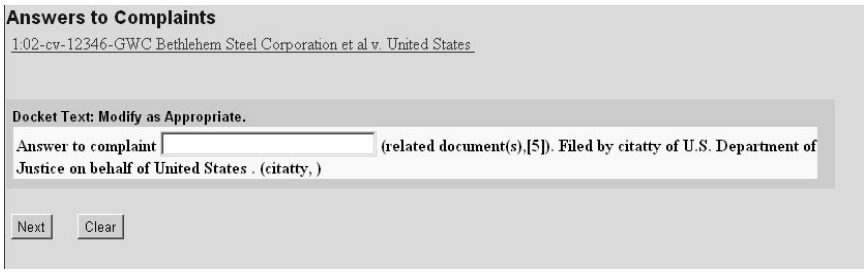


Figure VI - 9

11. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket** (**see Figure VI-10**). **Once you click on [***Next***] on the final text screen, you will have no opportunity to change or correct your entry**. **Although the system refers to a [*SUBMIT*] button, there is no such button. The [*Next*] button commits the transaction!!**

    - If your entry is correct, then click on [*Next*].
    - 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* on the Toolbar to restart.

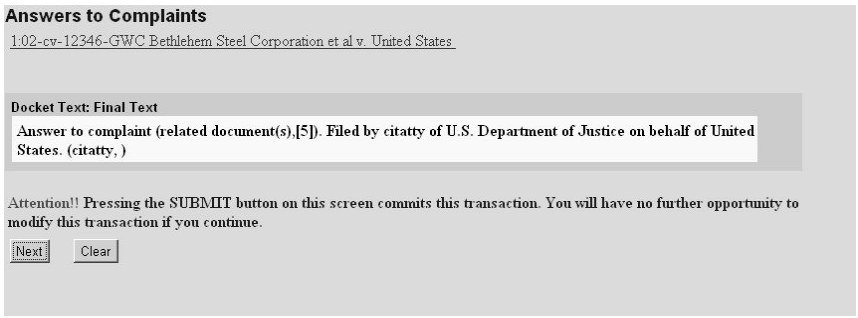


Figure VI - 10

VI. Filing Case Events (continued)

A. Answer to Complaint (continued)

12. The last screen the system displays is the notice of electronic filing. This screen is your receipt of the filing (see **Figure VI - 11**). **Note**: See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

Answers to Complaints

1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade

TRAINING Database

Notice of Electronic Filing

The following transaction was received from citatty, entered on 9/5/2003 at 3:40 PM and filed on 9/5/2003
Case Name: Bethlehem Steel Corporation et al v. United States
Case Number: 1:02-cv-12346
Filer: United States
Document Number: 7

Docket Text:
Answer to complaint (related document(s),[5]). Filed by citatty of U.S. Department of Justice on behalf of United States. (citatty,)

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

Document description: Main Document
Original filename: C:\Scan Documents\02-12346.pdf
Electronic document Stamp:
[STAMP uscitStamp_ID=992012590 [Date=9/5/2003] [FileNumber=33423-0] [0
290ab0fa284ddf7fe9c80b0241b752361cb6f182b0543a6b303ffe2d1b569d99674be
1a52a4b16a1697e985abdb5eceb6ca67748889cd73c0499884982222d3]]

Figure VI - 11

Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format.

B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A)

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* window.

2. Click on *Notices* under *Other Filings* submenu (see **Figure VI - 12**).

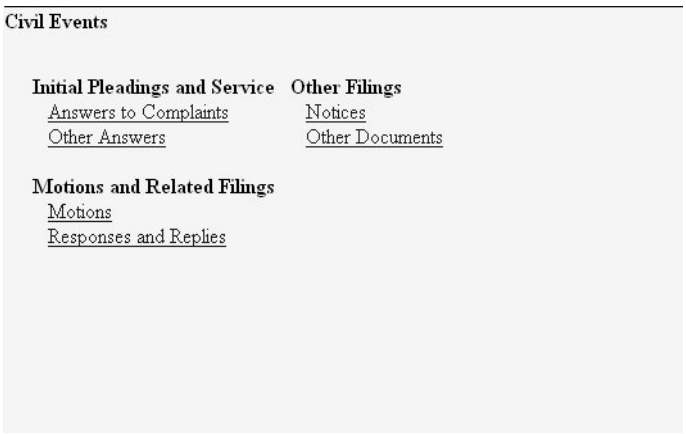


Figure VI - 12

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 13**). Click on [*Next*].

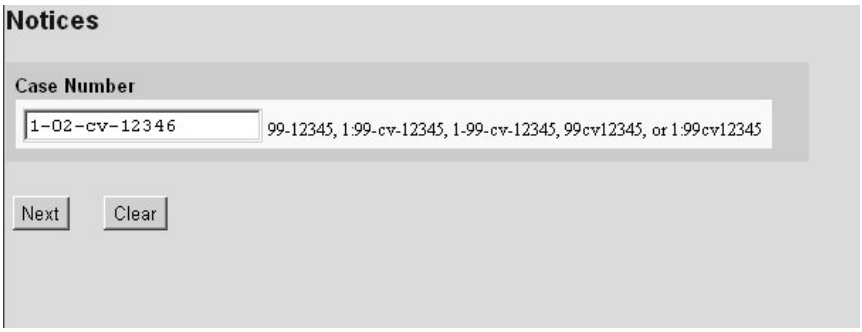
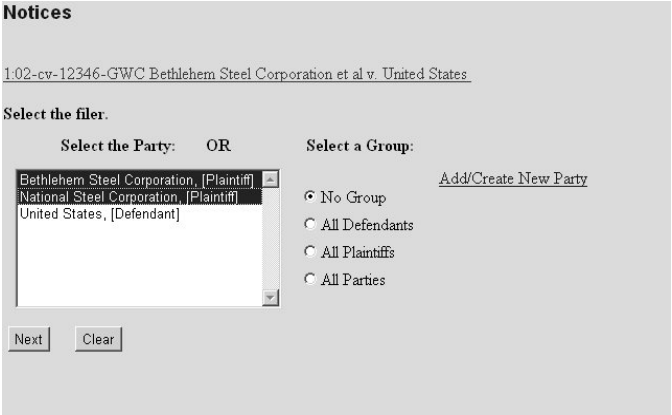


Figure VI - 13

B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

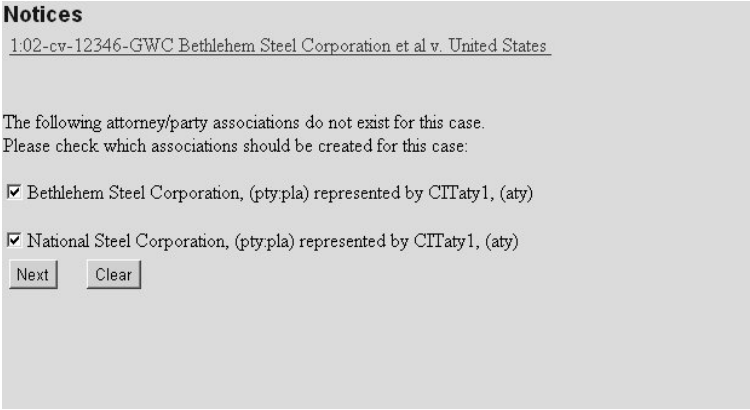
4. Highlight the party on whose behalf you are filing (see **Figure VI - 14**). **Tip**: If you have more than one party filer, then hold down the [*Ctrl*] key and highlight the other parties by clicking on the appropriate names. There will be no need to either add or create a party at this point. The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

Figure VI - 14



5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 15.**) If so, then select attorney associations if applicable. **Note**: Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Click on [*Next*].

Figure VI - 15



B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

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

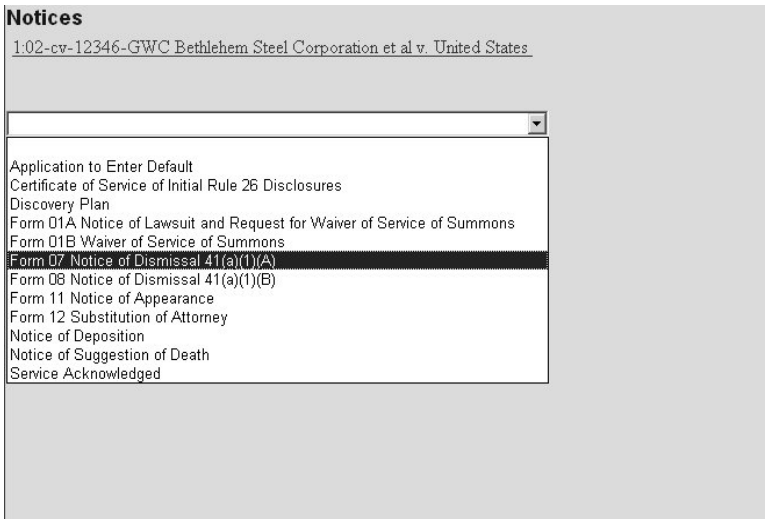


Figure VI - 16a

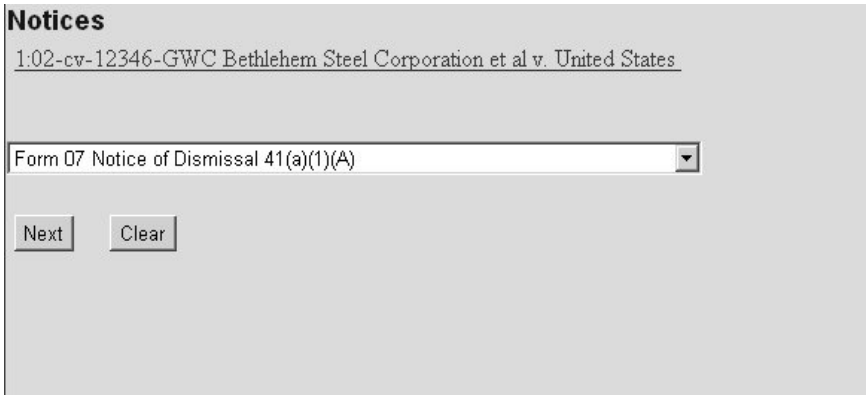
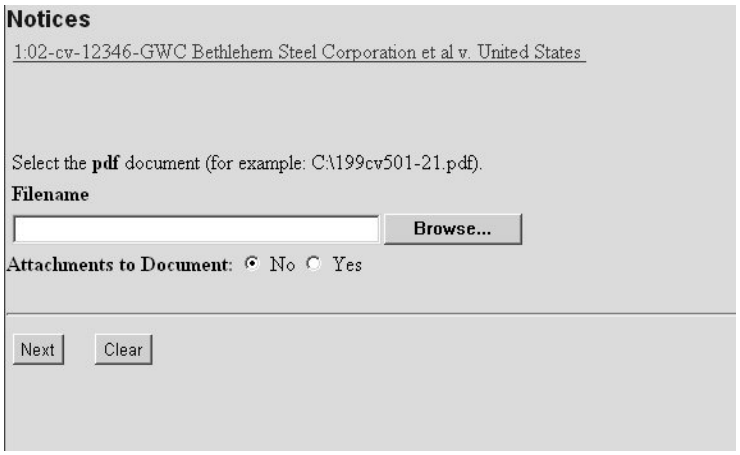


Figure VI - 16b

B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

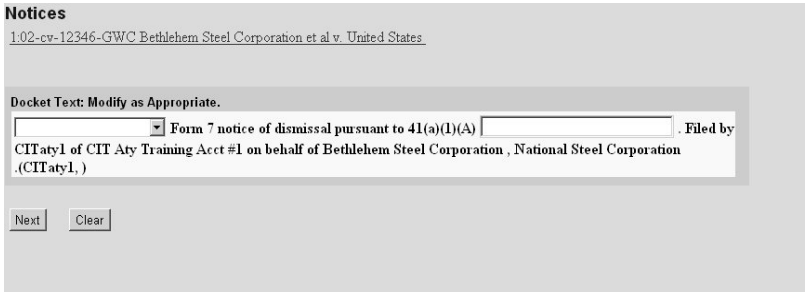
7. After you have selected the event code, you will be prompted to file your case-related documents (see **Figure VI - 17**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document**. To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you have added all PDF documents and attachments, click on [*Next*].

Figure VI - 17



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

Figure VI - 18



B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

9. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket** (**see Figure VI - 19**). **Once you click on [***Next***] on the final text screen, you will have no opportunity to change or correct your entry**. **Although the system refers to a [*SUBMIT*] button, there is no such button. The [*Next*] button commits the transaction!!**

   - If your entry is correct, then click on [*Next*].

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

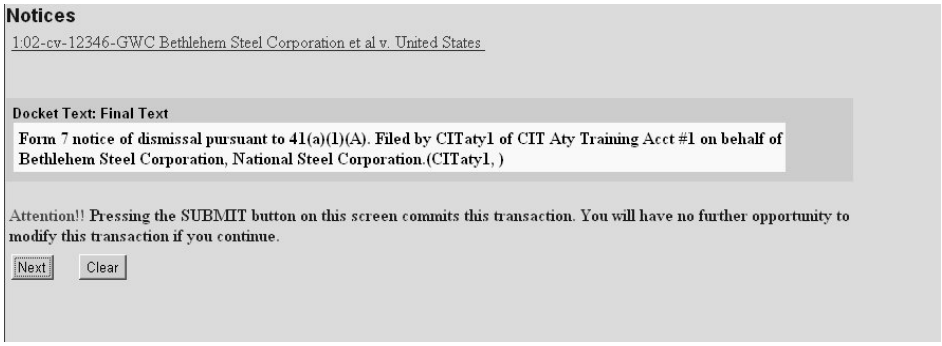


Figure VI - 19

B. Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) (continued)

10. The last screen the system displays is the notice of electronic filing (see **Figure VI - 20**). This screen is your receipt of the filing. **Note**: See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

Notices

1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States.

U.S. Court of International Trade

TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 9/5/2003 at 3:59 PM and filed on 9/5/2003

Case Name: Bethlehem Steel Corporation et al v. United States
Case Number: 1:02-cv-12346
Filer: Bethlehem Steel Corporation
National Steel Corporation
Document Number: 8

Docket Text:
Form 7 notice of dismissal pursuant to 41(a)(1)(A). Filed by CITaty1 of CIT Aty Training Acct #1 on behalf of Bethlehem Steel Corporation, National Steel Corporation.(CITaty1,)

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

Figure VI - 20

Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format.

C. Consent Motion for Extension of Time

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.

2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 21**).

Figure VI - 21

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI -22**). Check the box *Joint filing with other attorney(s)* only if this is a joint filing. **Note**: A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion. Click on [*Next*].

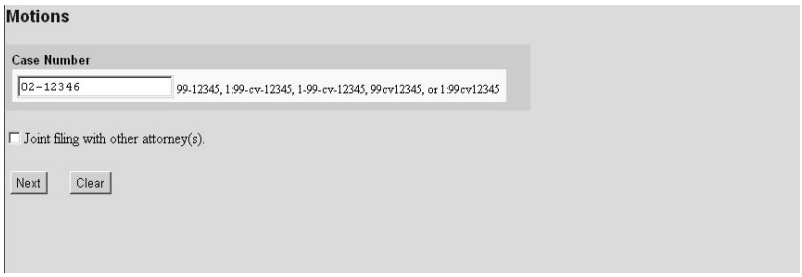
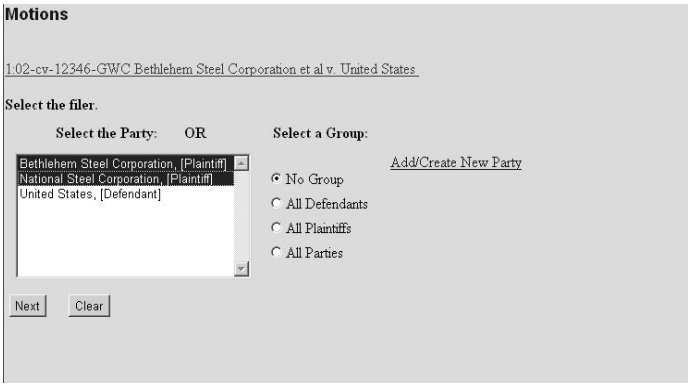


Figure VI - 22

C. Consent Motion for Extension of Time (continued)

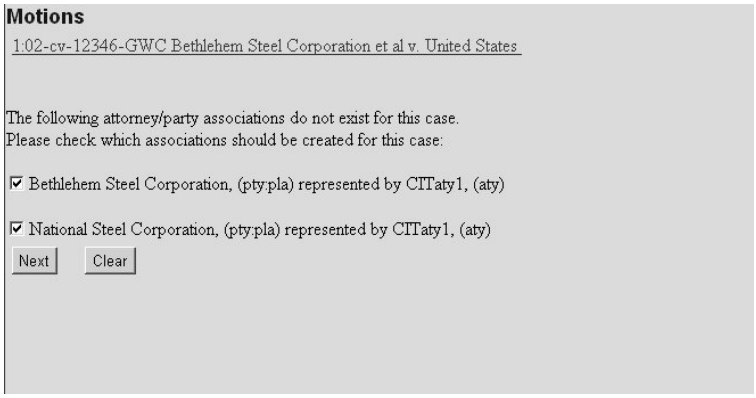
4. Highlight the party on whose behalf you are filing (see **Figure VI - 23**). **Tip**: If you have more than one party filer, hold down the [*CTRL*] key and highlight parties by clicking on the appropriate entries. There will be no need to either add or create a party at this point. The filer's name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

Figure VI - 23



5. After you select the party, the system may display the attorney associations screen (see **Figure VI - 24.**) If so, then select attorney associations if applicable. **Note**: Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Click on [*Next*].

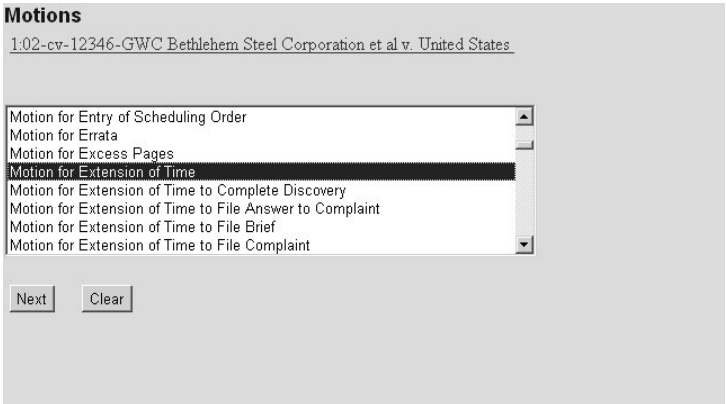
Figure VI - 24



C. <u>Consent Motion for Extension of Time</u> (continued)

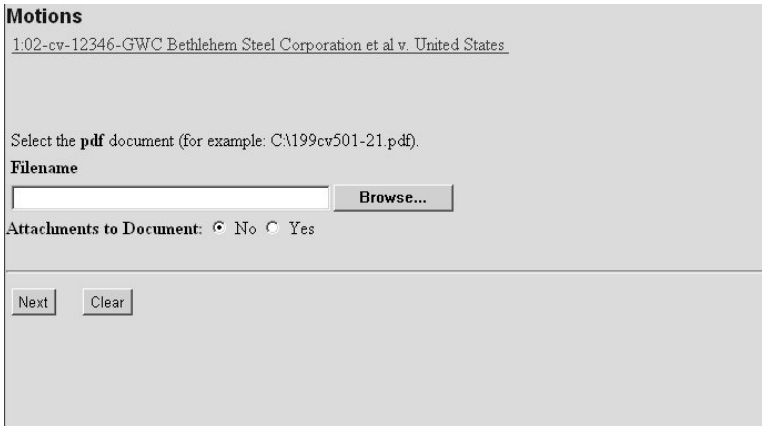
6. Select the event code that describes your document by clicking on it. Please try to be as specific as possible when selecting a description. For this example we would select a *Motion for Extension of Time* (see **Figure VI - 25**). **(Important note**: always choose the most specific motion.) Click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

Figure VI - 25



7. After selecting the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 26**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document**. To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [*Next*].

Figure VI - 26



C. Consent Motion for Extension of Time (continued)

8. Check the box *Refer to existing event* if you would like your document linked to a docket entry (see **Figure VI - 27**). (**Note**: This is an optional entry. Checking this box will link the motion in the docket sheet to its corresponding event. For example, if you are docketing a consent motion to extend time to respond to a motion, checking the motion event would allow you to link the document to the motion.) Click on [*Next*] and the system will display a screen that lists the categories to which the event relates, for example, *Answer*, *Appeal*, *Notice*. Highlight the appropriate category and click on [*Next*].

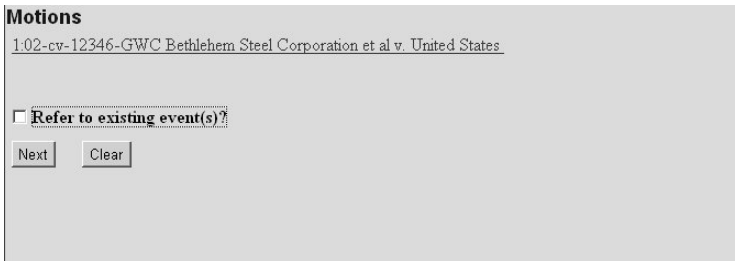


Figure VI - 27

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

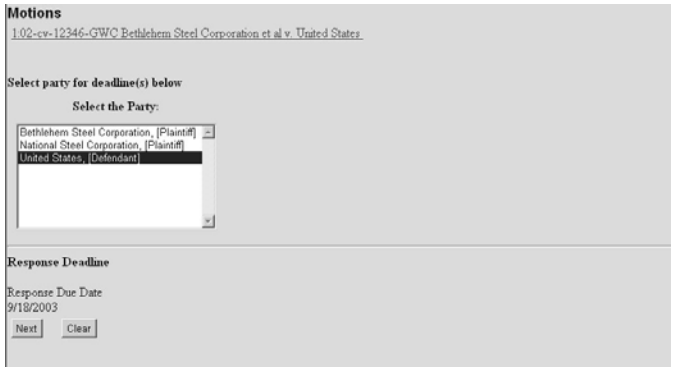


Figure VI - 28

VI. Filing Case Events (continued)

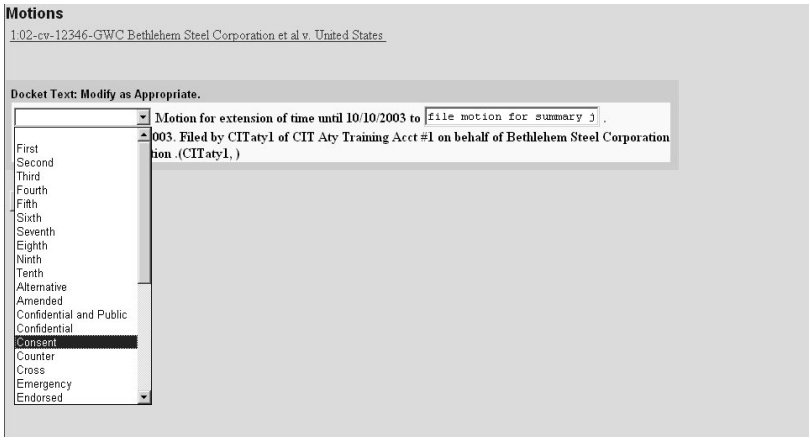
C. <u>Consent Motion for Extension of Time</u> (continued)

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

Figure VI - 29

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

Figure VI - 30



C. <u>Consent Motion for Extension of Time</u> (continued)

12. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket** (**see Figure VI - 31**). **Once you click on** [*Next*] **on the final text screen, you will have no opportunity to change or correct your entry**. **Although the system refers to a [*SUBMIT*] button, there is no such button. The [*Next*] button commits the transaction!!**

    - If your entry is correct, then click on [*Next*]. The system displays the notice of electronic filing screen.

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

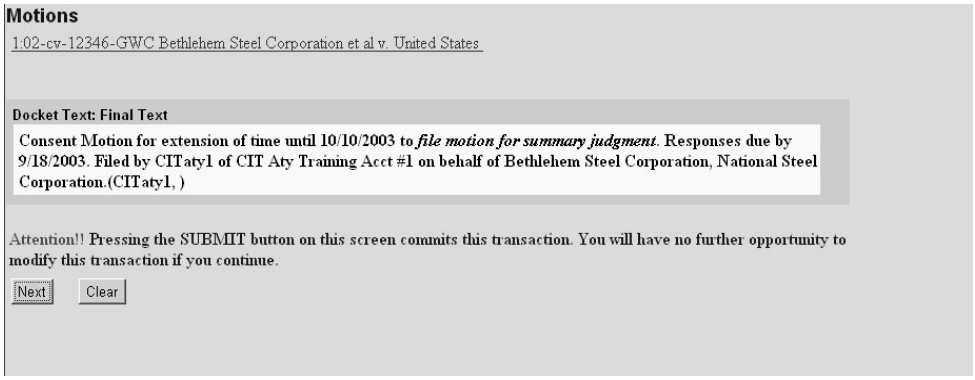


Figure VI - 31

C. Consent Motion for Extension of Time (continued)

13. The last screen the system displays is the notice of electronic filing (see **Figure VI - 32**). This screen is your receipt of the filing. **Note**: See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

Motions

1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade

TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 9/8/2003 at 11:04 AM and filed on 9/8/2003

Case Name: Bethlehem Steel Corporation et al v. United States
Case Number: 1:02-cv-12346
Filer: Bethlehem Steel Corporation
National Steel Corporation
Document Number: 9

Docket Text:
Consent Motion for extension of time until 10/10/2003 to *file motion for summary judgment*. Responses due by 9/18/2003. Filed by CITaty1 of CIT Aty Training Acct #1 on behalf of Bethlehem Steel Corporation, National Steel Corporation.(CITaty1,)

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

Figure VI - 32

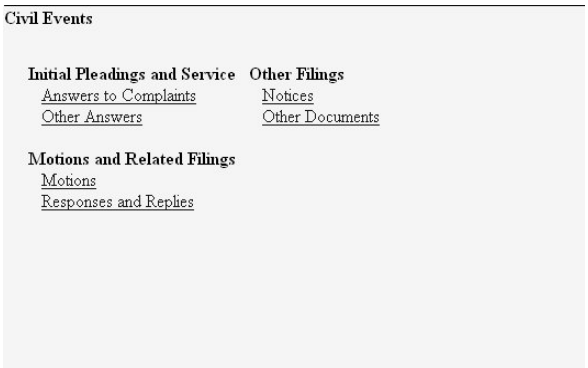
Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

D. Motion to Intervene and Required Related Filings - Please refer to page 50 of the manual for a list of the related filings that must follow the filing of a Motion to Intervene, e.g., *Form 11 - Notice of Appearance*.

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.

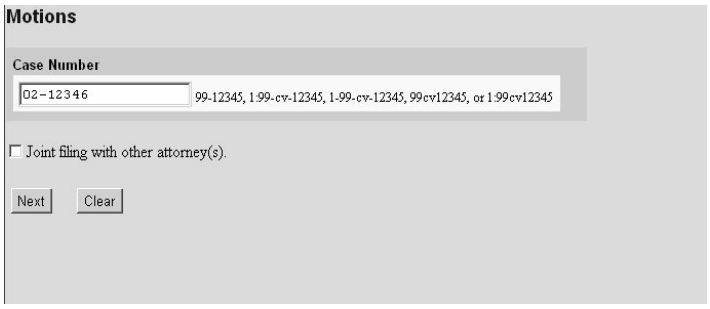
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 33**).

Figure VI - 33



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

Figure VI - 34



D. Motion to Intervene and Required Related Filings (continued)

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

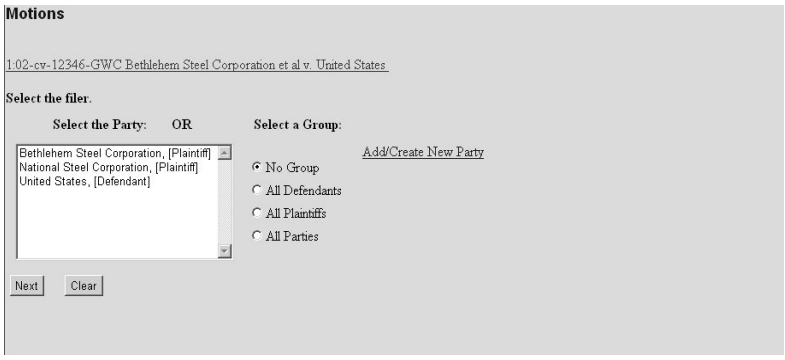


Figure VI - 35

5. Type in the party name if known (see **Figure VI - 36**). **Tip**: If you do not know the party's name, then type the first three characters of the party's business name and click on [*Search*]. **Note**: Refer to page 12 of the User's Manual for an explanation as to why you should type just the first three characters of the party's business name if unknown.

Figure VI - 36

D. Motion to Intervene and Required Related Filings (continued)

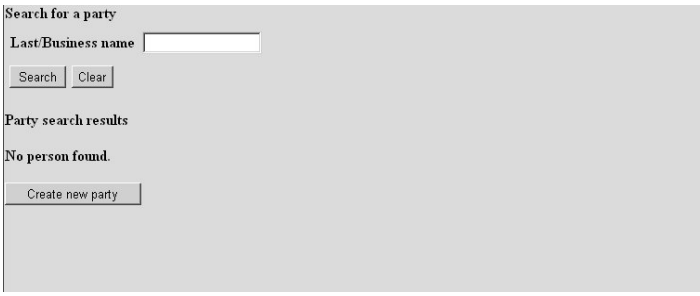
6. If the party . . .

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

Figure VI - 37

- **is not listed** among the system entries, then click on *Create new party* (see **Figure VI - 38**). The system next displays the party information screen. **Note**: The example, *Marvel Enterprises*, is used in this manual to illustrate the situation where a party is not in the database.

Figure VI - 38



D. Motion to Intervene and Required Related Filings (continued)

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

Figure VI - 39

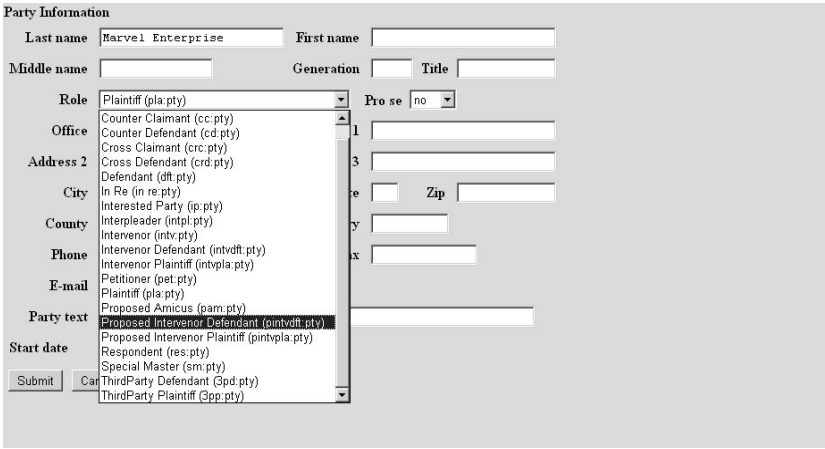
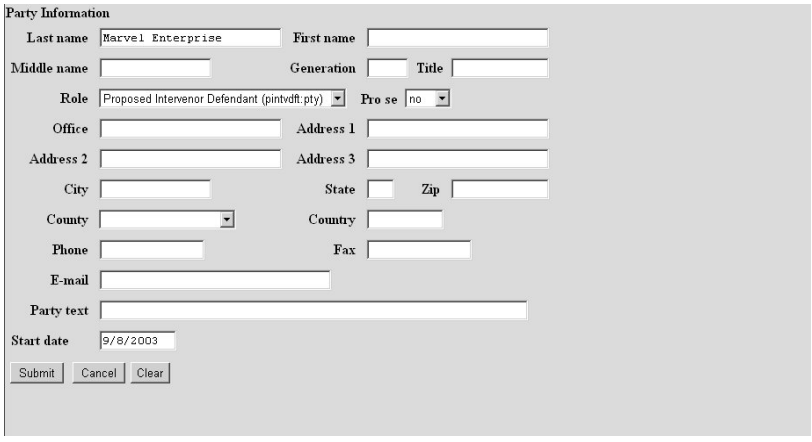


Figure VI - 40



D. Motion to Intervene and Required Related Filings (continued)

8. Highlight the party you just added (*Marvel Enterprises*) and the party that you selected from the list (*Hontex*) (see **Figure VI - 41**). After all parties are selected, click on [*Next*].

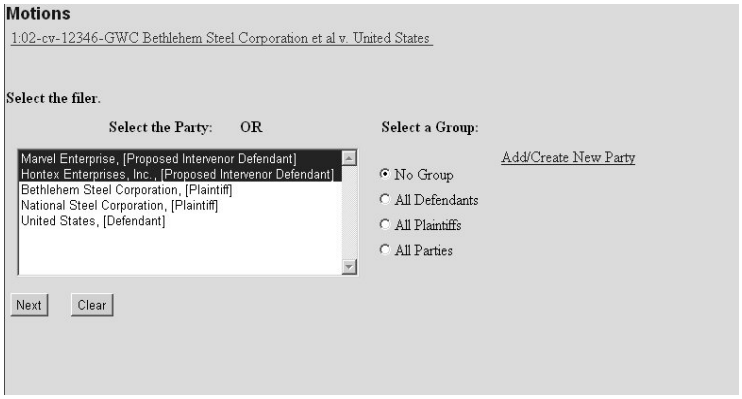


Figure VI - 41

9. After you select the party, the system may display the attorney associations screen (see **Figure VI - 42.**) If so, then select attorney associations if applicable. **Note**: Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Click on [*Next*].

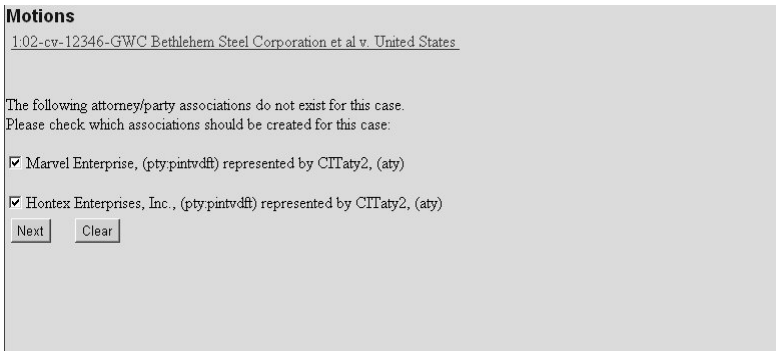


Figure VI - 42

D. Motion to Intervene and Required Related Filings (continued)

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

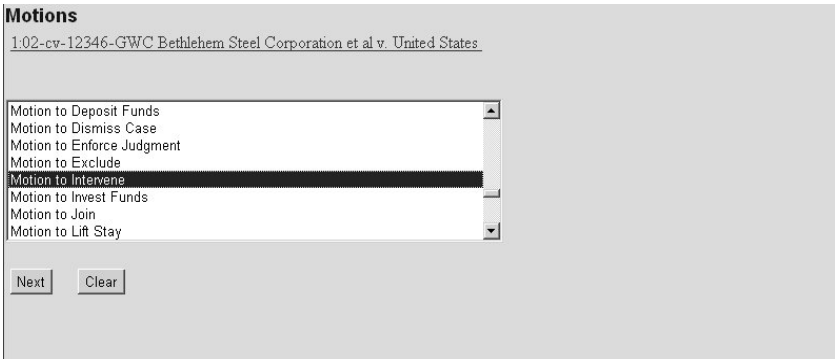


Figure VI - 43

11. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 44**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document**. To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [*Next*].

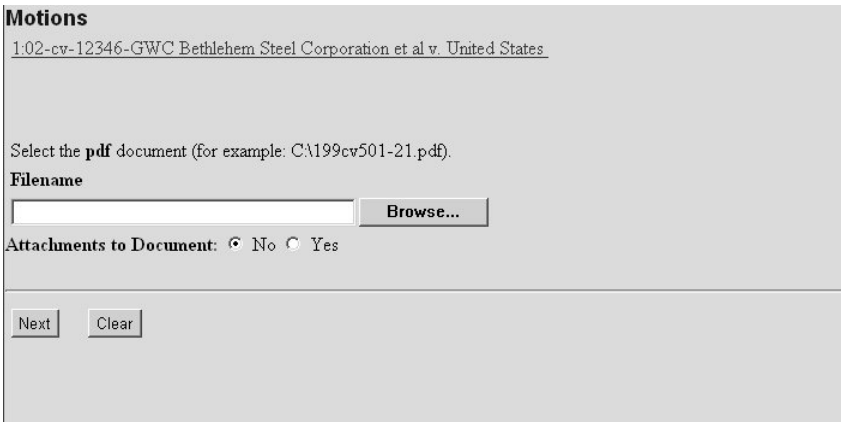


Figure VI - 44

D. Motion to Intervene and Required Related Filings (continued)

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

Figure VI - 45

13. The system displays the screen that asks for type of party for which intervention is sought (see **Figure VI - 46**). Type in either *Defendant* or *Plaintiff* (or use the standard abbreviation for these terms found in the Appendix on pages 35-38) and click on [*Next*].

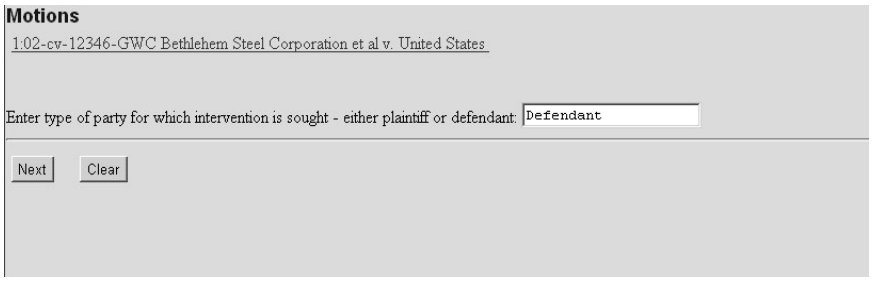
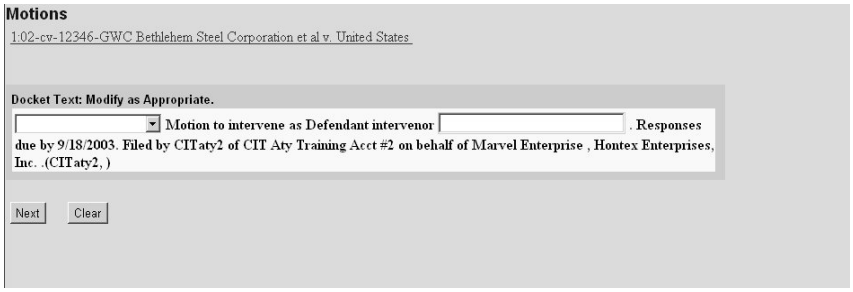


Figure VI - 46

D. Motion to Intervene and Required Related Filings (continued)

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

Figure VI - 47

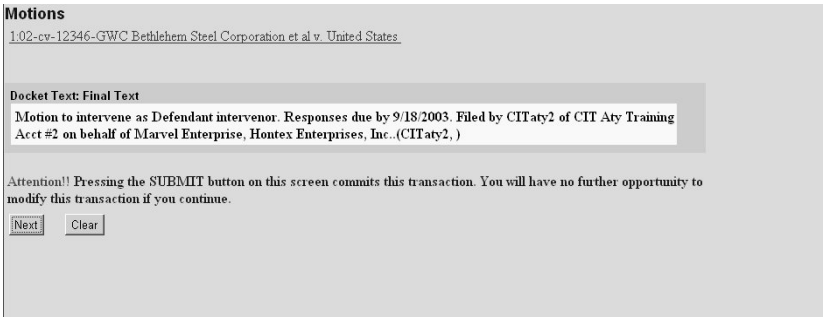


15. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 48)**. **Once you click on [*Next*] on the final text screen, you will have no opportunity to change or correct your entry**. **Although the system refers to a [*SUBMIT*] button, there is no such button. The [*Next*] button commits the transaction!!**

    - If your entry is correct, then click on [*Next*]. The system displays the notice of electronic filing screen.

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

Figure VI - 48



D. Motion to Intervene and Required Related Filings (continued)

16. The last screen the system displays is the notice of electronic filing (see **Figure VI - 49**). This screen is your receipt of the filing. **Note**: See pages 15-16 of the manual for instructions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

Motions

1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade

TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty2, entered on 9/8/2003 at 11:16 AM and filed on 9/8/2003

Case Name: Bethlehem Steel Corporation et al v. United States
Case Number: 1:02-cv-12346
Filer: Hontex Enterprises, Inc.
Marvel Enterprise
Document Number: 10

Docket Text:
Motion to intervene as Defendant intervenor. Responses due by 9/18/2003. Filed by CITaty2 of CIT Aty Training Acct #2 on behalf of Marvel Enterprise, Hontex Enterprises, Inc..(CITaty2,)

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

Figure VI - 49

D. Motion to Intervene and Required Related Filings (continued)

Important Procedural Note!!

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

Required entries

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

Possible entries

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

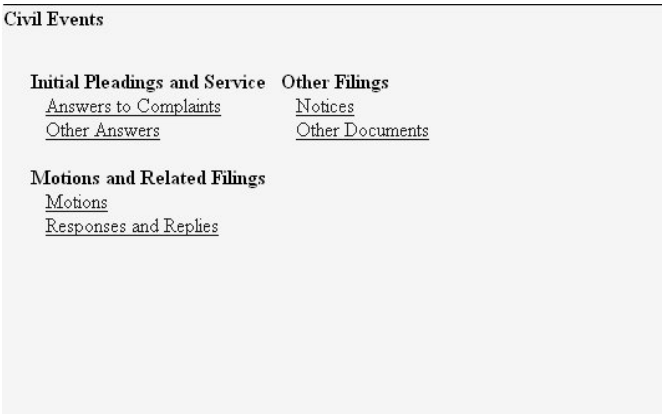
Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

E. Motion for Judgment upon Agency Record 56.1

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.

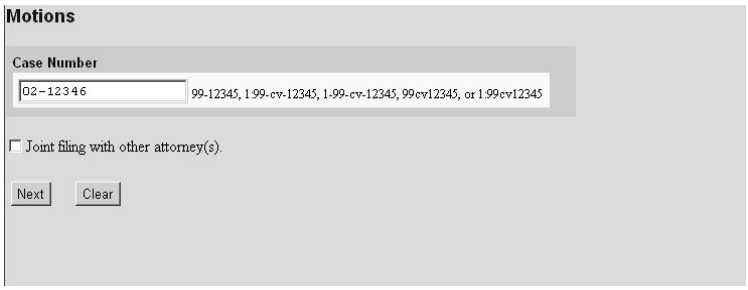
2. Click on *Motions* under the *Motions and Related Filings* submenu (see **Figure VI - 50**).

Figure VI - 50



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

Figure VI - 51



E. <u>Motion for Judgment upon Agency Record 56.1</u> (continued)

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

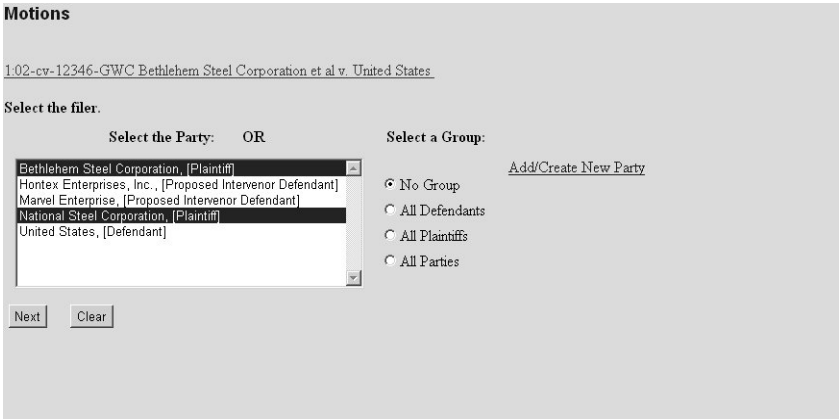


Figure VI - 52

5. After you highlight the party, the system may display the attorney associations screen (see **Figure VI - 53.**) If so, then select attorney associations if applicable. **Note**: Clicking on this box will create a link in the system between the attorney and the case. Checking this box will add the attorney to the ECF notification list, which notifies all parties of the events filed on the case. Click on [*Next*].

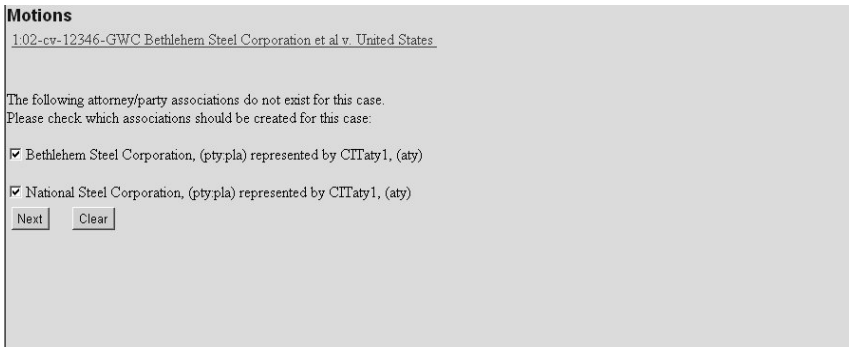
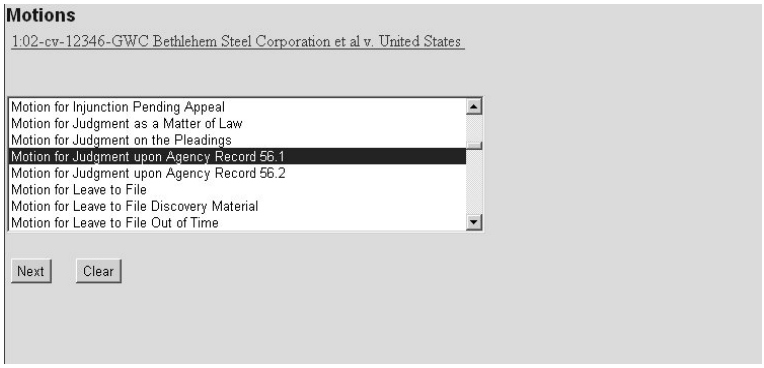


Figure VI - 53

E. <u>**Motion for Judgment upon Agency Record 56.1**</u> (continued)

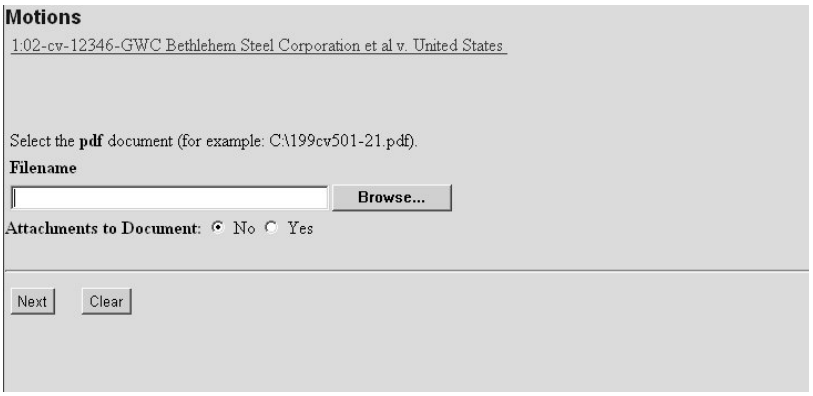
6. Scroll down through the list of motions and highlight *Motion for Judgment upon Agency Record 56.1* (see **Figure VI - 54**). Click on [*Next*].

Figure VI - 54



7. After you select the appropriate motion, you will be prompted to file your case-related documents (see **Figure VI - 55**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document**. To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [*Next*].

Figure VI - 55



E. <u>Motion for Judgment upon Agency Record 56.1</u> (continued)

8. Select all the parties entitled to respond to your motion (see **Figure VI - 56**). **Tip**: If you have more than one party filer, then hold down the [*CTRL*] key and highlight and select the other parties by clicking on the appropriate names. Click on [*Next*].

Figure VI - 56

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

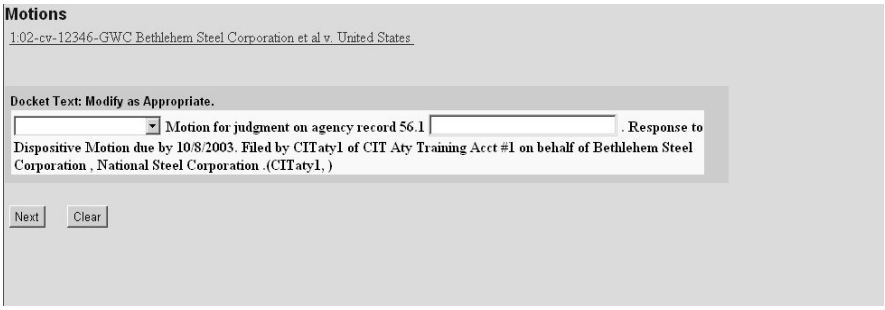


Figure VI - 57

E. <u>**Motion for Judgment upon Agency Record 56.1**</u> (continued)

10. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 58). Once you click on** [*Next*] **on the final text screen, you will have no opportunity to change or correct your entry. Although the system refers to a [*SUBMIT*] button, there is no such button. The [*Next*] button commits the transaction!!**

    - If your entry is correct, then click on [*Next*]. The system displays the notice of electronic filing screen.

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

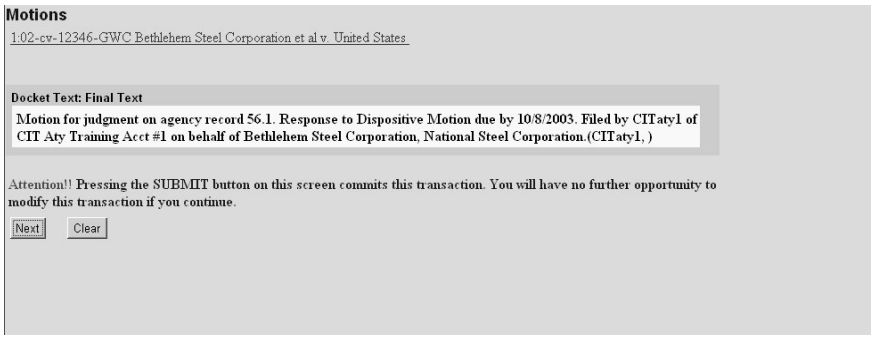


Figure VI - 58

E. **Motion for Judgment upon Agency Record 56.1** (continued)

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 59**). This screen is your receipt of the filing. **Note**: See pages 15-16 of the manual for instructions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

Motions

1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States.

U.S. Court of International Trade

TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 9/8/2003 at 11:36 AM and filed on 9/8/2003

Case Name: Bethlehem Steel Corporation et al v. United States
Case Number: 1:02-cv-12346
Filer: Bethlehem Steel Corporation
National Steel Corporation
Document Number: 11

Docket Text:
Motion for judgment on agency record 56.1. Response to Dispositive Motion due by 10/8/2003. Filed by CITaty1 of CIT Aty Training Acct #1 on behalf of Bethlehem Steel Corporation, National Steel Corporation.(CITaty1,)

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

Figure VI - 59

Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1

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

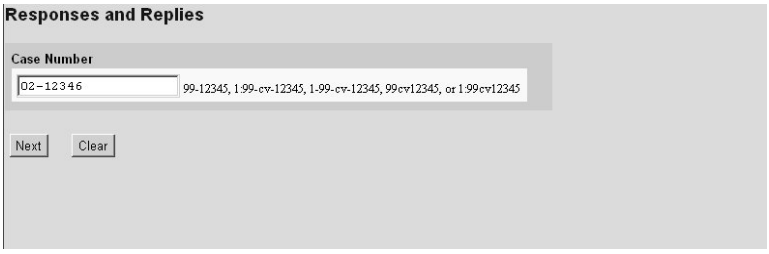
1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.

2. Click on *Responses and Replies* under the *Motions and Related Filings* submenu (see **Figure VI - 60**).

Figure VI - 60

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

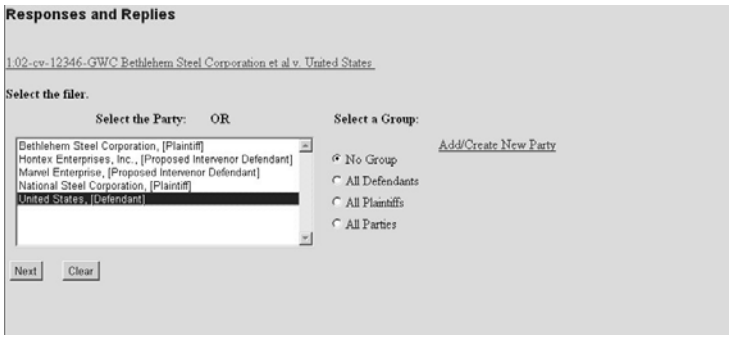
Figure VI - 61



F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

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

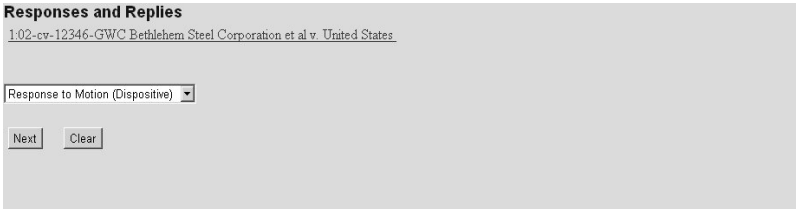
Figure VI - 62



5. Select the event code from the drop-down menu (see **Figure VI - 63**) that describes your document by highlighting the description with your mouse. For this example, select *Response to Motion (Dispositive)* (see **Figure VI - 64**). Click on [*Next*].

Figure VI - 63

Figure VI - 64



F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

6. After you select the appropriate response, you will be prompted to file your case-related documents (see **Figure VI - 65**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document**. To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on [*Next*].

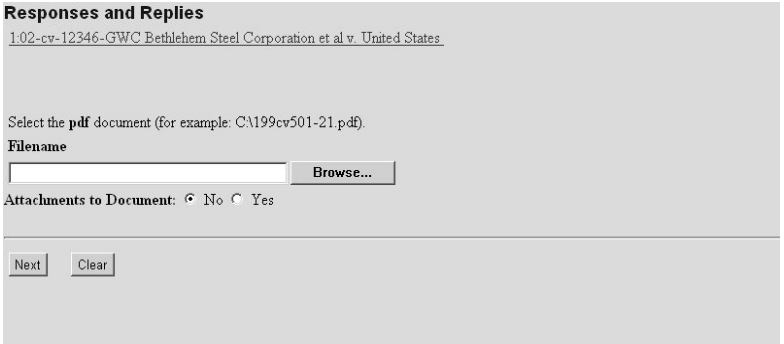


Figure VI - 65

7. Click in the box of the motion to which you are responding (see **Figure VI - 66**) and click on [*Next*]. **Note**: This screen satisfies your response due date.

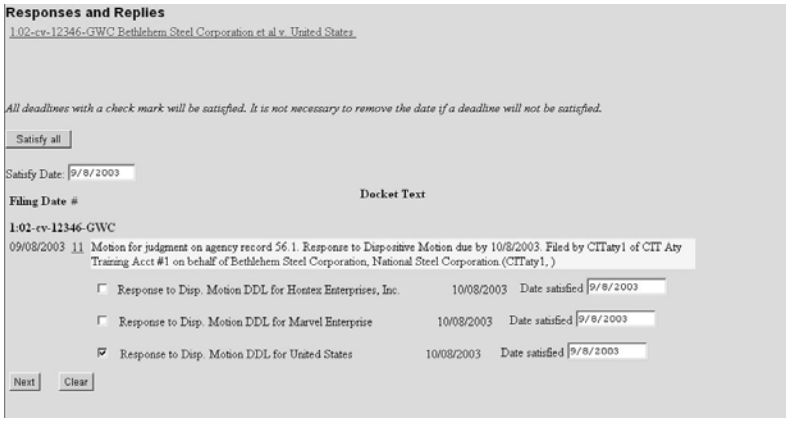


Figure VI - 66

F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

8. Select all the parties entitled to respond to your motion (see **Figure VI - 67**). **Tip**: If you have more than one party, then hold down the [*CTRL*] key and highlight the parties by clicking on the appropriate parties. Click on [*Next*]. **Note**: This screen creates the reply due date.

Figure VI - 67

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

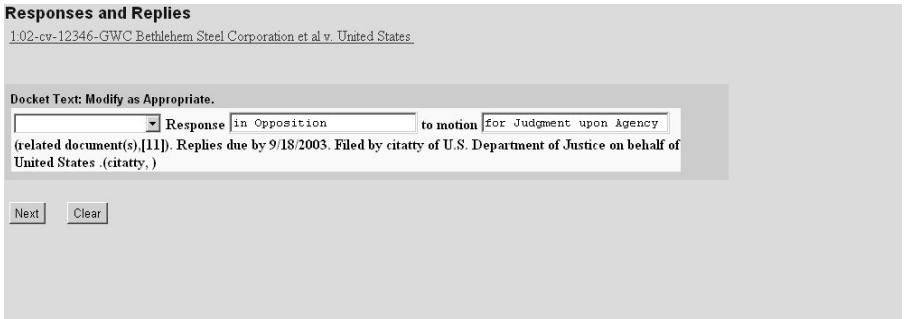


Figure VI - 68

F. <u>Response to Dispositive Motion for Judgment Upon Agency Record 56.1</u> (continued)

10. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 69)**. **Once you click on** [*Next*] **on the final text screen, you will have no opportunity to change or correct your entry**. **Although the system refers to a [*SUBMIT*] button, there is no such button. The [*Next*] button commits the transaction!!**

    - If your entry is correct, then click on *[Next]*. The system displays the notice of electronic filing screen.

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

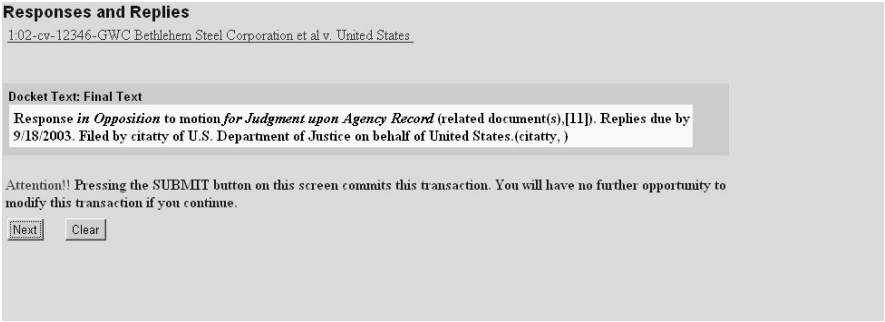


Figure VI - 69

F. Response to Dispositive Motion for Judgment Upon Agency Record 56.1 (continued)

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 70**). This screen is your receipt of the filing. **Note**: See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

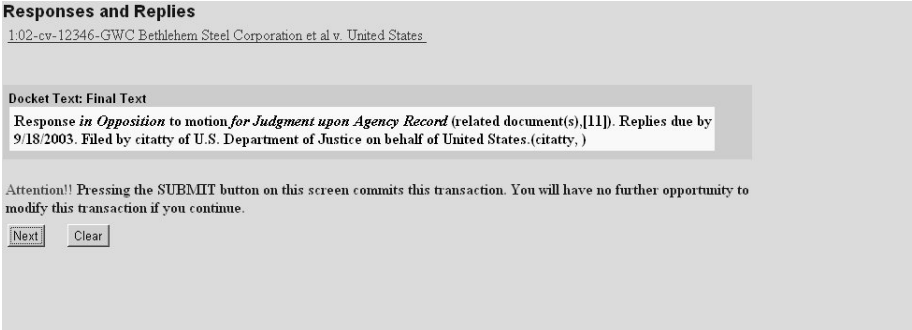


Figure VI - 70

Important: Documents must be in PDF format to be filed electronically with the Court. Verify that the document has a .PDF extension before filing. See pages 5-7 of the manual for instructions on how to convert a document to PDF format. **Reminder:** Any document or attachment that exceeds 2MB falls under the Bulky Document Standard. Please refer to page 13 of the User's Manual for directions on filing such documents/attachments.

G. Reply to Response to Dispositive Motion

1. Select *Civil* from the CM/ECF menu bar to display the *Civil Events* Window.

2. Click on *Responses and Replies* under the *Motions and Related Filings* submenu (see **Figure VI - 71**).

Figure VI - 71

3. Type in the case number in the following format: **yy-xxxxx** (see **Figure VI - 72**). Click on [*Next*].

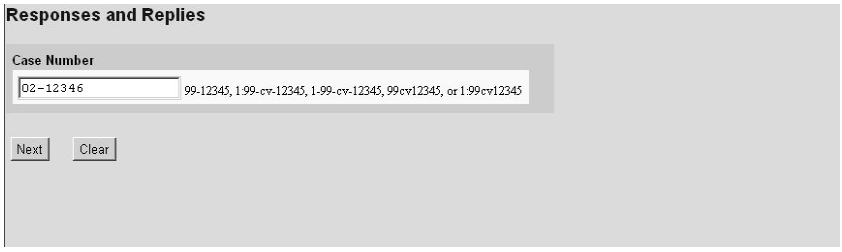


Figure VI - 72

G. <u>Reply to Response to Dispositive Motion</u> (continued)

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

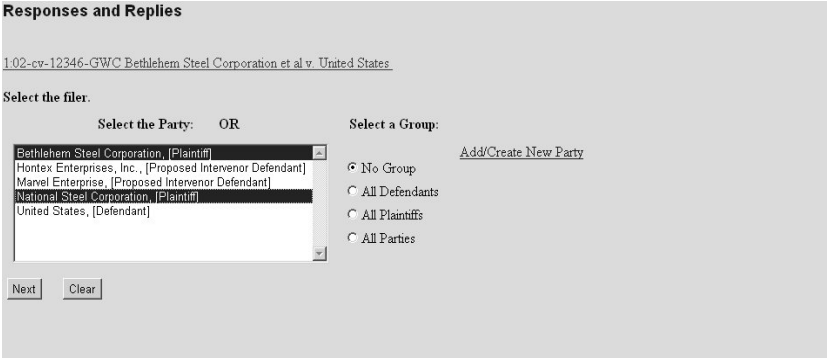


Figure VI - 73

5. Select the event code from the drop-down menu (see **Figure VI - 74**) that describes your document by highlighting the description. For this example, select *Reply* (see **Figure VI - 75**). Click on [*Next*].

Figure VI - 74

Figure VI - 75

G. <u>Reply to Response to Dispositive Motion</u> (continued)

6. After you select the reply, you will be prompted to file your case-related documents (see **Figure VI - 76**). They must be in PDF format in order for you to continue. **Please Note: The system will not let you advance to the next screen unless you have selected a document**. To attach PDF documents and attachments, follow the directions on pages 7-11 of the manual entitled *How to Attach a PDF Document*. After you add all PDF documents and attachments, click on *[Next]*.

Figure VI - 76

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

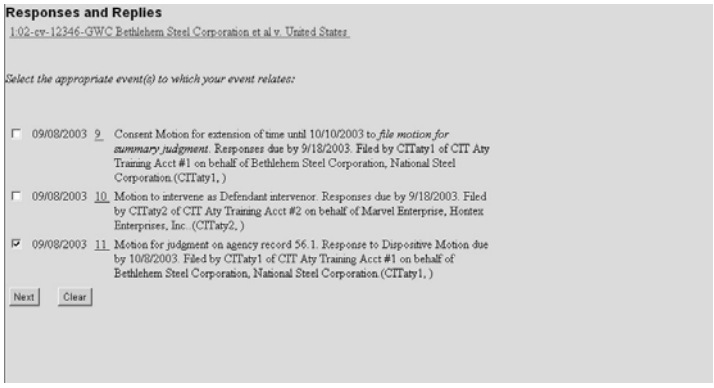


Figure VI - 77

G. <u>Reply to Response to Dispositive Motion</u> (continued)

8. Once again, highlight the party on whose behalf you are filing (see **Figure VI - 78**). **Tip**: If you have more than one party, then hold down the [*CTRL*] key and highlight the parties. Click on [*Next*]. **Note**: This screen satisfies your reply deadline.

Figure VI - 78

9. The screen with the docket text information offers an opportunity to modify the docket text (if appropriate) by entering in a description, such as, *in Support,* in the free text box (see **Figure VI - 79**). When you are finished modifying the text, click on [*Next*]. If you do not want to modify the text, click on [*Next*].

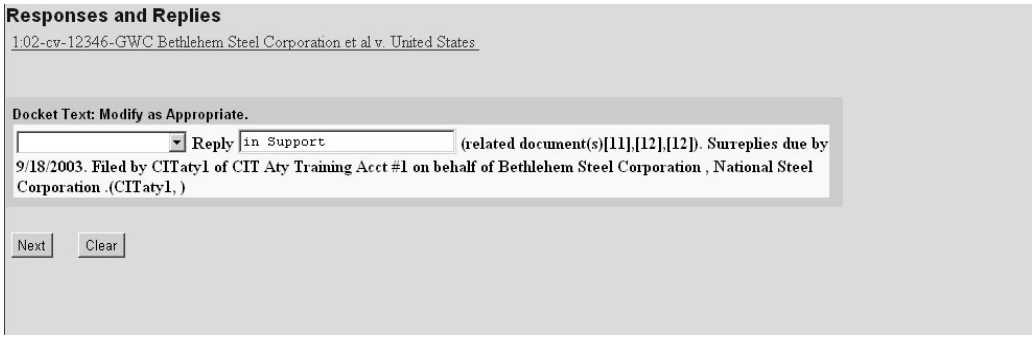


Figure VI - 79

G. Reply to Response to Dispositive Motion (continued)

10. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket (see Figure VI - 80)**. **Once you click on [***Next***] on the final text screen, you will have no opportunity to change or correct your entry**.

    - If your entry is correct, then click on *[Next]*. The system displays the notice of electronic filing screen.

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

Figure VI - 80

Note: Sur reply due dates only apply in situations where the Judge has granted a party's request for a sur reply.

G. Reply to Response to Dispositive Motion (continued)

11. The last screen the system displays is the notice of electronic filing (see **Figure VI - 81**). This screen is your receipt of the filing. **Note**: See pages 15-16 of the manual for directions on how to print and save the notice of electronic filing screen, instructions for mailing notices to parties not receiving electronic notices in cases, and instructions for accessing the docket sheet and PDF documents associated with the filing.

Responses and Replies

1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States

U.S. Court of International Trade

TRAINING Database

Notice of Electronic Filing

The following transaction was received from CITaty1, entered on 9/8/2003 at 11:55 AM and filed on 9/8/2003

Case Name: Bethlehem Steel Corporation et al v. United States

Case Number: 1:02-cv-12346

Filer: Bethlehem Steel Corporation
National Steel Corporation

Document Number: 14

Docket Text:

Reply in Support (related document(s)[11],[12],[12]). Surreplies due by 9/18/2003. Filed by CITaty1 of CIT Aty Training Acct #1 on behalf of Bethlehem Steel Corporation, National Steel Corporation.(CITaty1,)

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

Figure VI - 81

Case Management (CM) Portion of the Case Management/Electronic Case Files (CM/ECF) System

The following sections of the User's Manual outline the Case Management (CM) portion of the CM/ECF system.

Section VII - Query Options

Section VIII - Reports Options

Section IX - Utilities Options

Although the steps involved to query cases, view docket entries, run case-related reports, view mailing information for a case and verify documents were covered during the roll-out of the Case Management (CM) portion of the system, the steps themselves (without the screen illustrations) are included again here in the ECF User's Manual to serve as a refresher on the query-only functions of the CM/ECF system.

VII. Query Options

The Query feature in CM/ECF allows users to query attorneys assigned to a case, deadlines/hearings, docket, filers, party, related transactions and status of cases. The below table lists the available options and provides a brief description of the query options.

Query Option	Description
Alias	Lists parties in a case who may have aliases
Associated Cases	Lists any case listed by the filer as being associated with the case number a user inputs into the system. This may not be an exhaustive list since it reflects only the filer's information.
Attorney	Lists the attorneys assigned to a case.
Deadlines/Hearings	Queries the deadlines/hearings and schedules by: document number, deadline/hearing, filed status, and satisfied or terminated status.
Docket Report	Queries the docket sheet for cases by: *filed date* (documents in the order in which they were filed); *entered date* (documents in the order in which they were entered into the system); *date range* and *document range*.
Filers	Lists the filers relevant to a case.
Party	Provides the names of the parties involved in the case along with their address and telephone numbers.
Related Transactions	Queries for any/all related transactions in a case. Queries by date, document type, and pending or terminated status. Allows users to sort transactions by date filed or entered as well as by document number.
Status	Queries the status of the case within the Court, e.g., whether a case is on the reserve calendar, etc.

Of all the available query options, the most comprehensive is the docket report. We will query for and run a docket report in the next section when we look at the reports feature. In this section, we will review how to query the CM/ECF system.

VII. Query Options (continued)

1. Click on *Query* from the menu bar.

2. Perform your Query one of the following ways:

If you want to query by . . .	Then go to . . .
Case number	Step 3
Filed date, last entry date, jurisdiction and category	Step 4
Party	Step 5
Attorney Name	Step 6

3. Enter the case number in the following format: **yy-xxxxx**, and click on [*Run Query*] (see **Figure VII-1**) . The system displays the list of available queries (see **Figure VII-2** on the following page).

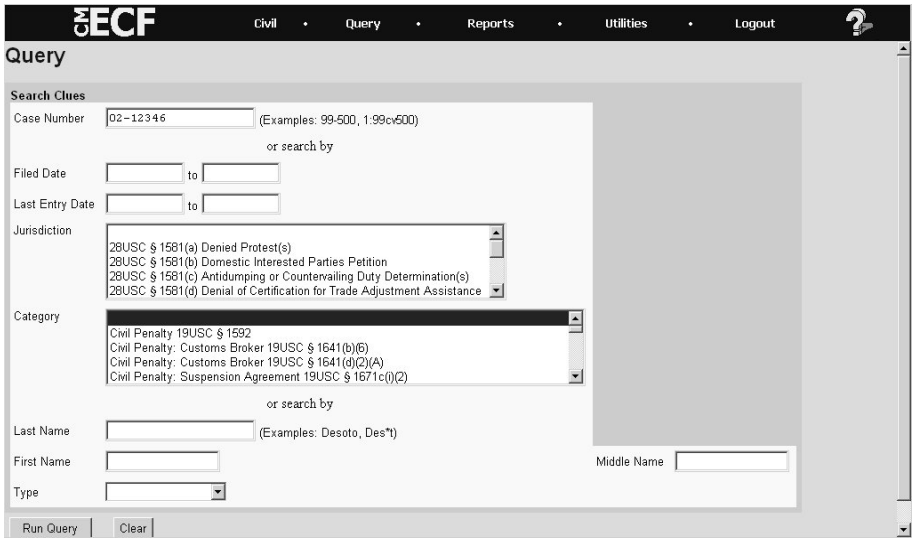


Figure VII - 1

Figure VII- 2

4. (a) Enter the dates for the documents you wish to query in the following format: **MM/DD/YYYY**. The *filed date* refers to documents in the order in which they were filed. *Last entry date* refers to documents in the order in which they were entered into the system.

   (b) Select the Jurisdiction, for example, *28USC §1581(a) Denied Protests*, you wish to query.

   (c) Select the Category, for example, *Civil Penalty 19USC §1592*, you wish to query.

   (d) Click on [*Run Query*]. The system displays the list of available query options.

   Note: Refer to Figure **VII-1** on page 71 for the screen illustration

VII. Query Options (continued)

Note: Refer to **Figure VII-1** on page 71 for the screen illustration.

5. (a) Click in the *Last Name* field and enter the party's name, e.g., **National**. When searching for the last name of a party or an attorney, you should search using an asterisk (*). This will ensure that the system searches for all available options. Wildcards, such as an asterisk (*), may be used before or within search strings. Example: **National** will result in records bearing the name *National Steel*, *National Steel Corporation*, *The National Steel Corporation*, etc. If you do not use the *, then you need to make sure that you type the name exactly as it can be found in the system.

   (b) Click in the *Type Field*, and using the drop-down arrow, select *Party*.

   (c) Click on [*Run Query*]. The system displays a list of the parties with pending cases.

   (d) Click on the appropriate party name. The system displays the cases in which the party is participating.

   (e) Click on the applicable case number. The system displays the list of available query options.

6. (a) Go to the *Last Name* field and enter the attorney's name. When searching for an attorney, e.g., *Johnson*, it is recommended that an asterisk (*) be used. Wildcards, such as an asterisk (*), may be used before or within search strings. This will ensure that the system searches for all available options. Example: **Johns*n** will result in records bearing the name *Johnson* and *Johnsen*. If an asterisk is not used, then be sure to type the name exactly as it can be found in the system.

   (b) Click in the *Type* field, and using the drop-down arrow, select *Attorney*.

   (c) Click on [*Run Query*]. The system displays the list of attorneys with pending cases.

   (d) Click on the name of the applicable attorney. The system displays the cases in which the attorney is a party.

   (e) Click on the appropriate case number. The system displays the list of available query options.

VII. Query Options (continued)

Directions - To query for parties that may have aliases, follow the steps outlined below.

A. Alias

1. Click on *Alias* from the *Query* submenu. The system displays the screen, which lists the parties with aliases.

2. To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

B. Associated Cases

1. Click on *Associated Cases* from the *Query* submenu. The system displays the screen, which lists the associated cases.

2. View the screen for the associated cases. If associated cases do exist, they would include the following:

   Lead Docket - Refers to consolidated cases only. Entries appear on the lead docket only and not on the corresponding consolidated cases. Click on the *case number* to advance to the docket sheet.

   Related Cases - If applicable, this would show the case numbers of those cases associated with the lead case.

   Docket in other court - This is not available in CM/ECF.

3. To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

VII. Query Options (continued)

Directions - To query for attorneys, follow the steps outlined below.

C. Attorney

1. Click on *Attorney* from the *Query* submenu. The system displays the screen, which lists the attorneys assigned to the case.

2. To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

VII. Query Options (continued)

Directions - To query for deadlines/hearings, follow the steps outlined below.

D. Deadlines/Hearings

1. Click on *Deadlines/Hearings* from the *Query* submenu. The system displays the screen that allows users to select the sort options for the query.

2. Select how the deadlines/hearings list will be sorted. **Note**: Disregard the second and third sort options and use the first field as the sole sort option. Click on [*Run Query*]. The system displays the screen that lists the deadlines/hearings.

   A list and description of the possible sort options appears in the following table.

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

3. View the deadlines/hearings screen for the dates filed, due/set, satisfied or terminated.

4. Click on the button next to the deadlines/hearings entry to advance to the docket information to view the docket entry that set the deadline.

D. <u>Deadlines/Hearings</u> (continued)

5. Click on the *Doc. No.* to advance to a copy of the PDF document filed in the case.

6. To exit out of this option, click on any other option: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

Directions - To query a docket report, follow the steps outlined below.

E. Docket Report

1. Click on *Docket Report* from the *Query* submenu.

2. Select the preferred format for the query:

   (a) *Filed date* - documents in the order in which they were filed; or

   (b) *Entered date* - documents in the order in which they were entered into the System; or

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

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

   (d) Accept the system default of *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.

   (e) Check the box *Include links to Notice of Electronic Filing* to display buttons next to each docket entry that, when selected, will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.

   (f) Check the box *Include List of Parties and Counsel* to query for the parties and counsel associated with the case.

   (g) Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.

   (h) Click on [*Run Report*]. The system will display a copy of the docket sheet for the case you queried. **Note**: Click on the *Doc. No.* to advance to the PDF version of the scanned document.

   (i) To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

VII. Query Options (continued)

Directions: To query for filers, follow the steps outlined below.

F. Filers

1. Click on *Filer* from the *Query* submenu screen.

2. View the screen for the list of filers associated with the case. The system indicates if a filer is a plaintiff, defendant, etc., the date the filer was added and the date the filer was terminated (if appropriate).

3. While in the filer screen, click on the name of the filer to advance to the screen that lists the events filed.

4. While in the events filed screen, click on the *Doc. No.* to advance to the PDF version of the document filed with the Court and click on the button next to the event name to advance to the Docket Information and Related Docket entries.

5. To exit out of this option, click on any other options: *Query, Reports, Utilities*, or *Logout* from the menu bar.

Directions: To query for a party in a case, follow the steps outlined below.

G. Party

1. Click on *Party* from the *Query* submenu screen.

2. View the screen that lists all the parties associated with the case, the attorneys representing the parties, and the date they were assigned.

3. To exit out of this option, click on any other options: *Query, Reports, Utilities*, or *Logout* from the menu bar.

Directions: To run a related transaction query, follow the steps outlined below.

H. Related Transactions

1. Click on *Related Transactions* from the *Query* submenu screen. The system displays the input screen for related transactions.

2. Enter the date range between which related transactions were filed on the case. Be sure to enter the date range in the following format: **MM/DD/YYYY**; **or**

   Enter the document numbers (if known) for which there are related transactions.

3. Select the document type, for example, *appeal*, *complaint*, etc. **Note**: If you do not select a document type, then the system will list all documents.

4. Click on either *Pending* or *Terminated* (the system default is *Pending*).

5. Click in the *Sort by* field and select how you wish to run the query, that is, by . . .

   (a) *filed date* (date the documents were filed with the Court); **or**
   (b) *entered date* (date the documents were entered into the system); **or**
   (c) *document number*

6. Click on [*Run Query*].

7. Click on the button next to the event name to advance to the docket information and related docket entries.

8. Click on the *Doc. No.* to advance to the PDF version of the document.

9. To exit out of this option, click on any other options: *Query, Reports, Utilities*, or *Logout* from the menu bar.

VII. Query Options (continued)

Directions: To query the status of a case, follow the steps outlined below.

I. Status

1. Click on *Status* from the *Query* submenu screen. The system displays the screen that lists the pending status records for the case.

2. View the screen for cases with a pending status. Pending status options include the following:

   Reserve Calendar - an action that is commenced by the filing of a Summons. An action may remain on the reserve calendar for 18 months.

   Suspension Disposition Calendar - actions that are suspended under a test case are placed on the Suspension Disposition Calendar after the test case is finally determined, dismissed or discontinued.

   Suspension Calendar - actions may be suspended and placed on the Suspension Calendar pending the final determination of a test case.

3. Click on the *Doc. No.* on the screen, which lists the pending statuses, to advance to the PDF version of the filed entry.

4. Click on the button next to the event, which sets the status, to advance to the Docket Information and Related Docket entries.

5. To exit out of this option, click on any other options: *Query*, *Reports*, *Utilities*, or *Logout* from the menu bar.

VIII. Reports Options

The reports option of the CM/ECF system offers a series of reports. The following table lists the types of reports and provides a brief description of each report.

Report Option	Description
Docket Sheet	Similar to the *Query: Docket Report* option. Allows users to print out a report by filing date, enter date, date range, or document range.
Civil Reports	This feature is unavailable.
Civil Cases	Allows users to print out reports by jurisdiction, category, date filed or entered, and open or closed cases.
Calendar Events	Allows users to print out reports by case number, calendar events, date and time.

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

A. <u>Docket Sheet</u>

1. Click on *Docket Sheet* from the *Reports* submenu.

2. Enter the case number (if it does not appear) in the following format: **yy-xxxxx**.

3. Select the preferred format to run the report:

   (a) *Filed date* - documents in the order in which they were filed; or

   (b) *Entered date* - documents in the order in which they were entered into the System; or

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

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

VIII. Reports Option (continued)

A. Docket Sheet (continued)

3. Select the preferred format to run the report

(d) Accept the system default of *Include terminated parties* for a complete docket report. Uncheck the box to show only current parties in the case.

(e) Check the box *Include links to Notice of Electronic Filing* to display buttons next to each docket entry that, when selected, will lead users to the Notice of Electronic Filing. There are two options for viewing notices, (1) *Html* or (2) *text*. The system default is *Html*.

(f) Check the box *Include List of Parties and Counsel* to query for the parties and counsel associated with the case.

(g) Select the preferred method for sorting the information, that is, (1) *oldest date first* or (2) *most recent date first*.

(h) Click on [*Run Report*]. The system will display a copy of the docket sheet for the case. **Note**: Click on the *Doc. No.* to advance to the PDF version of the scanned document.

(i) To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

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

B. Civil Cases

1. Click on *Civil Cases* from the Reports sub menu.

2. Select the *Jurisdiction* of the case, for example, *28USC §1851(s) Denied Protest(s)* and the *Category*, for example, *Civil Penalty 19USC §1592* that applies. If you do not select a category or jurisdiction, the report will provide information on all. **Note**: See the following page for a list of the categories.

3. Ignore the field *Sort by.* The system default is *Case Number*.

4. Go to the *Date* field. The system default for cases filed is set for you. *Filed* date refers to the documents in the order in which they were filed and *Entered* date refers to the documents in the order in which they were entered into the system. Enter a date in the following format: **MM/DD/YYYY** for Entered and/or Closed cases if that is the type of report desired. **Note:** If you wish to run a report on closed cases then be sure to uncheck the box *Open Cases Only*.

5. Keep the default setting, *Show Borders on Report*.

6. Click on [*Run Report*].

7. To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

VIII. Reports Option - B. Civil Cases (continued)

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

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

VIII. Reports Option

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

C. Calendar Events

1. Click on *Calendar Events* from the *Reports* submenu.

2. Enter the case number (if desired and if it does not appear) in the following format: **yy-xxxxx**.

3. Select the calender events to be included in the report, for example, *All Hearings*, *All Appointments*, etc. The following is a list of the calendar events for which the System will generate a report.

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

4. Go to the *Set* field and enter the start and end dates of the report. You must enter an end date for the report or the system will not accept it. Enter the dates in the following format: **MM/DD/YYYY**; or

   - Click on *Calendar*;
   - Click on *Continue* at the warning dialog box;
   - Select the month for which you want to run the report by clicking on the drop-down arrow and selecting the month;
   - Enter the desired year (if different from the year that appears on the screen);
   - Select the day of the month.

VIII. Reports Option (continued)

C. Calendar Events (continued)

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

5. Indicate the time for which you wish to run a report by clicking on (a) Both, (B) AM, or (c) PM (*Optional*).

6. Type in the time, for example, 10:00 that is desired and select either AM or PM (*Optional*).

7. Click on [*Run Report*]. The system displays the screen that lists the calendar events for the criteria selected.

8. Click on the button, which appears on the calendar events screen, to advance to the screen that shows the Related Proceedings Report for the docket entry.

9. To exit out of this option, click on any other option: *Query, Reports, Utilities*, or *Logout* from the menu bar.

IX. Utilities Options

The utilities feature of the CM/ECF system offers several options. The following table lists the available utilities options and provides a brief description of each.

Utilities Options	Description
Your Account: View Your Transaction Log	Allows users to view the transactions entered into the CM/ECF system by date.
Edit Date	This feature is unavailable.
Miscellaneous: Legal Research	Provides links to the following: (1) *Law Dictionary* (2) *Medical Dictionary* (3) *Westlaw via the Internet* **Note**: Once you leave the CM/ECF system to access the features listed above, you may experience difficulty returning to the system.
Miscellaneous: Mailing - Mailing Information for a Case	Allows users to view the mailing information for parties involved in a case.
Miscellaneous: Mailing - Mailing Labels by Case	Generates the mailing information for parties to a case, which can be used to generate labels. However, in order to print out the mailing labels, users must copy the information from the CM/ECF system into either WordPerfect or Word and then print the labels.
Miscellaneous: Verify a Document	Allows users to verify that a document viewed in the CM/ECF system is the exact same one that was entered into the system without modifications.

IX. Utilities Options (continued)

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

A. Your Account: View Your Transaction Log

1. Click on *Utilities* from the menu bar.

2. Click on *View Your Transaction Log* under *Your Account* on the *Utilities* submenu.

3. Enter the date selection criteria in the following format: **MM/DD/YYYY.**

4. Click on [*Submit*]. The system displays the screen, which lists all the transactions entered for the time period selected.

5. To exit out of this option, click on any other option: *Query*, *Report, Utilities*, or *Logout* from the menu bar.

Directions: To access various research tools outside of the CM/ECF system, follow the steps outlined below.

B. Miscellaneous: Legal Research

1. Click on *Utilities* from the menu bar.

2. Click on *Legal Research* under *Miscellaneous* and then select one of the following three options: (a) Law Dictionary, (b) Medical Dictionary, (c) Westlaw via the Internet. **Please Note**: Once you leave the CM/ECF system to access one of the features listed above, you may experience difficulty returning to the system.

3. To exit out of this option, click on any other option: *Query*, *Report, Utilities*, or *Logout* from the menu bar.

Directions: To view the mailing information for a case, follow the steps outlined below.

C. Miscellaneous: Mailing - Mailing Information for a Case

1. Click on *Utilities* from the menu bar.

2. Click on *Mailings* under *Miscellaneous* and then select *Mailing Information for a Case*.

3. Enter the case number in the following format: **yy-xxxxx** to view the recipient list.

4. Click on [*Submit*]. The system displays the Electronic Mail Notice List, which lists the names of the individuals who currently receive notification of case-related activities.

5. To exit out of this option, click on any other option: *Query*, *Report, Utilities*, or *Logout* from the menu bar.

Directions: To generate mailing labels by case, follow the steps outlined below.

D. Miscellaneous: Mailing - Mailing Labels by Case

1. Click on *Utilities* from the menu bar.

2. Click on *Mailings* under *Miscellaneous* and then select *Mailing by Case*.

3. Enter the case number (if not already recorded) in the following format: **yy-xxxxx**.

4. Click on *All Participants* for a case or select from among the list of participants, for example, *amicus*, *counter-claimant*, *defendant*, etc., by clicking on the drop-down arrow to the right of the Participants' box.

5. Click on the boxes for Judges and Attorneys if applicable.

6. Select a print format, that is, 1-column, 2-column, or 3-column format. **Note**: The Court recommends the 1-column format.

D. Mailing Labels by Case (continued)

Directions: Continue with the steps outlined below to generate mailing labels by case.

7. Click on [*Next*]. The system displays the list of names of the individuals for whom mailing labels will be generated. To prepare the mailing labels to print out, continue with the Step 8, otherwise to exit out of this option, click on any other option: *Query*, *Report*, *Utilities*, or *Logout* from the menu bar.

8. Select all the names listed under Search Results by highlighting them with the mouse.

9. Depress the keys *Ctrl C* on your keyboard to copy the list.

10. Minimize the CM/ECF screen by clicking on the (-) that appears in the upper right Hand corner of the computer screen.

11. Open up WordPerfect or you may use Word and follow the steps to create labels in Word.

12. Click on *Format . . . Labels* from the Tool bar.

13. Select *Avery 5162 Address* labels from the list of labels.

14. Click on the [*Edit*] button in the label dialog box.

15. Go to the Labels per page display area.

16. Select *1 column, 7 rows*. **Result**: In the display box only 1 column of labels is featured.

17. Click [*OK*].

18. Verify that the *Avery 5162* Address label is highlighted.

19. Click on [*Select*]. **Result**: A 1-column block of labels appears on the screen.

20. Go to the first line in the first label block.

D. Mailing Labels by Case (continued)

Directions: Continue with the steps outlined below to generate mailing labels by case.

21. Depress the *Ctrl V* keys on the keyboard to paste the mailing label information onto the labels.

22. Edit the information as needed.

23. Insert an *Avery 5162* Address label into your printer.

24. Click on *Print* from the Tool bar. **Result:** The labels will print out with the mailing information from the CM/ECF system.

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

E. Miscellaneous: Verify a Document

1. Click on *Utilities* from the menu bar.

2. Click on *Verify a Document* under the *Miscellaneous* category. The system displays the screen that asks the user to input the case number and document number.

3. Enter the case number in the following format: **yy-xxxxx**.

4. Enter the docket number of the item you wish to verify. **Note**: Only one document at a time may be verified.

5. Click on [*Submit*]. The system displays the screen that shows the verification information for the docket entry.

6. Scroll through the screen to ensure that the message *The document signatures are the are the same* appears. This message appears after the Verified Signatures(s) section. It verifies that the original signature(s) and the verified signature(s) are the same. The electronic document stamp, the string of numbers and letters that appear after the original and verified signatures should match. If they are identical, then the document viewed on the screen is the same document that was entered into the system without any alterations. If they do not agree, then please call the **CM/ECF Help Desk at 1-866-450-1859.**

7. To exit out of this option, click on any other option: *Query*, *Report, Utilities*, or *Logout* from the menu bar.

X. CM/ECF Glossary

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

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

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

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

Browser A browser is a software program that provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser program interprets Hypertext Markup Language (HTML) documents delivered from Web servers. The Court highly recommends using Netscape Navigator when working with the CM/ECF system.

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

Button A button on the side of any entry in the CM/ECF system that when selected will advance the user to the docket information and related entries.

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

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

Drop Down Box A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you locate the selection you want to make, click to highlight it. To make multiple selections, hold down your control key [*Ctrl*] when making the second (third, etc.) selection.

Hypertext (HTML) Link A hypertext link is a URL imbedded in an html (hypertext markup language) document. It generally appears underlined. It permits the user to move from one area (or topic) to another in a Web-based program.

Live Database The Live Database of the CM/ECF system is where users will electronically file documents with the Court. Once a document is filed with the Court, all parties associated with the case will be able to view it. Completed transactions in the Live Database cannot be retrieved. Therefore, users must be sure that the documents filed in the Live Database, are documents that the Court is expected to act upon.

Notice of Electronic Filing An electronic document produced by CM/ECF that certifies each filing with the U.S. Court of International Trade. The notice is sent to all parties associated with the case.

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

X. CM/ECF Glossary (continued)

Screen Illustration	Pictures of the CM/ECF system screens used throughout the manual that illustrate to the user what they will see when they navigate through the System.
Training Database	The Training Database exists to help users learn to navigate the system. Users cannot harm the data in the Training Database.
URL	URL is short for Universal Resource Locator (URL). URLs are the naming scheme used to find Web pages. **It is recommended that users access both the Training and Live databases from the Court's website at** www.cit.uscourts.gov
Wildcards	A wildcard, such as an asterisk (*), enables the user to search the system for a party or an attorney without knowing the exact spelling or title of the party or attorney. Wildcards may appear in the beginning, the middle, or the end of a name. **Example: Johns*n** retrieves documents filed by attorneys named **"Johnson**," **"Johnsen,"** or **"Johnssen**." ***National*** retrieves "**International**," "**National Paper**," **"International Harvester**," etc.
Z motion and Z document	Generic motion and document that users may file when they cannot find the appropriate system entry for the motion and/or document they are attempting to file and they need to preserve the filing date.

XI. Glossary of CM/ECF System Errors

The entries listed below represent the types of errors filers may see when there is a problem with the Court's CM/ECF System. When these errors appear, filers should contact the Court's **CM/ECF Help Desk at 1-866-450-1859** to inform the Clerk's Office of the error message received. Additionally, if filers need to preserve the original filing date, they should submit the untimely filed document in paper form, accompanied by the form *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties* (CM/ECF Form No. 11), and if possible, a copy of the error message, to the Court by hand or overnight courier no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

Internal Server Error — The server encountered an internal error or misconfiguration and was unable to complete the request. Filers are asked to contact the server administrator, citml_TDSS@cit.uscourts.gov and inform them of the time the error occurred, and anything they might have done that may have caused the error.

Soft DPF Failed — This error will appear when there is an error with the system's data dictionary.

Syntax Error — This error will appear when there is a typographical error with one of the system's data dictionary events.

XII. Index of the CM/ECF User's Manual for Electronically Filing Case Events

Entry **Page No.**

Acrobat Writer 2
Add/Create a Party 12
Adobe Acrobat 1, 2, 5-11, 95
Adobe Acrobat and Portable Document Format (PDF) 5-11
Attach a PDF Document 7-11, 24, 31, 36, 46, 53, 59, 65
Convert Documents to PDF 1, 5, 6
Microsoft Word 5, 6
View a PDF File 7
WordPerfect 2, 5, 6, 88, 91
Answer to Complaint 13, 22-27
Attachment 10, 11, 41, 51, 57, 63, 94
Attorney Associations 12, 13, 15, 23, 29, 35, 45, 52
Browse 10, 94
Browser 94
Bulky Document Standard (BDS) 13, 94
Button 12, 14, 20, 21, 26, 32, 39, 48, 55, 61, 67, 76, 79-81, 87, 91, 94
CM/ECF Glossary 94-96
CM/ECF Registration Guidelines for Attorneys 3, 20, 21
CM/ECF Registration Guidelines for Non-Attorneys 3, 20, 21
CM/ECF System Options 4, 20, 21
Confidential Filings 14
Consent Motion 15, 34-41, 48, 51
Correcting Mistakes 14
Create New Party 42, 43
Cross-motion 57
Default. 78, 80, 83, 84, 95
Docket Sheet 4, 16, 27, 33, 37, 40, 49, 56, 62, 68, 70, 74, 78, 82, 83
Docket Text 26, 31, 38, 48, 54, 60, 66
Documents Filed in Error 14
Exhibits 13, 14
Filing Motions as One Document or Multiple Documents 7
Final text 26, 32, 39, 48, 55, 61, 67
Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A) 28-33
Form 11 . . . . . 41, 50
Form 13 50
Form 17 . . . . . 17, 50

XII. Index of the CM/ECF User's Manual for Electronically Filing Case Events (continued)

Entry **Page No.**

Glossary of CM/ECF System Errors 97
Hardware and Software Requirements 2
Help Desk 1, 17, 18
Joint Filings 15
Live Database 2, 3, 19-21, 95
Login 3, 5, 19-21
Motion for Extension of Time 34-40
Motion for Judgment Upon Agency Record 56.1 51-57
Motion to Intervene and Required Related Filings 41-50
Motions 2, 4, 7, 15, 17, 34, 41, 46, 50, 51, 53, 57, 63, 76
    Motions to Consolidate 15
    Motions to Designate Test Case and For Suspension Thereunder 15
    Motions with Schedules 15
Netscape Communicator 2, 19, 20, 94
Notice of Electronic Filing 15, 16, 27, 33, 39, 40, 48, 49, 55, 56, 61, 62, 67, 68, 78, 83
Notice of Manual Filing 14, 17
Passwords 20, 21
PDF Document 1, 5-11, 16, 24, 31, 36, 46, 53, 59, 65, 77
Query Options 4, 69-81
    Alias 4, 70, 74
    Associated Cases 4, 70, 74
    Attorney 3, 4, 12, 13, 15, 16, 23, 29, 34, 35, 41, 45, 50-52, 70, 71, 73, 75, 96
    Deadlines/Hearings 4, 70, 76, 77
    Docket Report 4, 70, 78, 82
    Filers 3, 4, 15, 18, 70, 79
    Party . . . 4, 5, 12, 15, 17, 18, 23, 25, 29, 35, 42-45, 47, 52, 54, 58, 60, 64, 66, 70, 71, 73, 76, 79, 96
    Related Transactions 4, 70, 80
    Status 4, 70, 81, 86
Refer to existing event 37
Reply deadline 66
Reply due date 60, 65
Reply to Response to Dispositive Motion 63-68
Reports Options 4, 69, 82
    Calendar Events 2, 4, 82, 86, 87
    Civil Cases 4, 82, 84, 85
    Docket Sheet 4, 16, 27, 33, 37, 40, 49, 56, 62, 68, 70, 74, 78, 82, 83

XII. Index of the CM/ECF User's Manual for Electronically Filing Case Events (continued)

Entry **Page No.**

Response due date 37, 38, 48, 59
Response to Dispositive Motion for Judgment Upon Agency Record 56.1 57-62
Role 44
Sur Reply 67
Technical Difficulty with Court's CM/ECF System 17, 18
Training Database 2, 3, 19-21, 96
Uniformity on Filings 17
User's Manual 1, 41, 42, 51, 57, 63, 69, 97
Utilities Options 4, 69, 88-93
    Miscellaneous: Legal Research 88, 89
    Miscellaneous: Mailing - Mailing Information for a Case 88, 90
    Miscellaneous: Mailing - Mailing Labels by Case 88, 90
    Miscellaneous: Verify a Document 88, 93
    Your Account: View Your Transaction Log 88, 89
Wildcard 96
Z document 18, 96
Z motion 18, 96

XIII. Appendix

Alphabetical Listing of Docket Events and Their Location by Category	
Event	**Category**
Acknowledgment	Other Documents
Administrative Records	Other Documents
Affidavit/Declarations	Other Documents
Alter/Amend/Correct, Motion to	Motions
Amend Scheduling Order, Motion to	Motions
Amended Answer	Other Answers
Amended Summons	Other Documents
Answer to Amended Complaint	Answers to Complaints
Answer to Complaint	Answers to Complaints
Answer to Counterclaim	Answers to Complaints
Answer to Intervenor Complaint	Answers to Complaints
Answer to Third Party Complaint	Answers to Complaints
Appear as Amicus Curiae, Motion to	Motions
Appear Pro Hoc Vice, Motion to	Motions
Appearance, Notice of (See Form 11 Notice of Appearance)	Notices
Appendix	Other Documents
Application for Attorney Fees and other Expenses (See Form 15)	Other Documents
Application to Enter Default	Notices
Application/Motion for Preliminary Injunction	Motions
Application/Motion for Temporary Restraining Order	Motions
Assignment to a Judge, Motion for	Motions
Attorney Fees, Motion for	Motions
Bill of Costs	Other Documents
Bond	Other Documents
Brief	Other Documents
Business Proprietary Information Certification (See Form 17)	Other Documents
Cancel Oral Argument, Motion to	Motions
Certificate of Service	Other Documents
Certificate of Settlement Efforts	Other Documents
Certification and Index	Other Documents
Certification of Appealability, Motion for	Motions
Change/Transfer Venue, Motion for	Motions
Clarify, Motion to	Motions
Class Certification, Motion for	Motions
Comments on Remand Results	Other Documents
Compel, Motion to	Motions
Consolidate Cases, Motion to	Motions
Confession of Judgment	Other Documents
Contempt, Motion for	Motions
Corporate Disclosure Statement (See Form 13 Corporate Disclosure Statement)	Other Documents

Rev. 04/2005

Alphabetical Listing of Docket Events and Their Location by Category	
Event	**Category**
Correct Record, Motion to	Motions
Default Judgment, Motion for	Motions
Demand for an Answer	Other Documents
Demand for Complaint	Other Documents
Deposit Funds, Motion to	Motions
Directed Verdict, Motion for	Motions
Discovery, Motion for	Motions
Discovery Plan	Notices
Dismiss Case, Motion to	Motions
Enforce Judgment, Motion to	Motions
Entry of Default, Motion for	Motions
Entry of Scheduling Order, Motion for	Motions
Entry Papers Sent to Port, Motion to have	Motions
Entry Rule 54(b) Judgment, Motion for	Motions
Errata Memorandum	Notices
Errata, Motion for	Motions
Excess Pages, Motion for	Motions
Exclude, Motion to	Motions
Exhibits	Other Documents
Expedite, Motion to	Motions
Expert Witness Testimony	Other Documents
Extension of Time, Motion for	Motions
Extension of Time to Complete Discovery, Motion for	Motions
Extension of Time to File Answer to Complaint, Motion for	Motions
Extension of Time to File Brief, Motion for	Motions
Extension of Time to File Complaint, Motion for	Motions
Extension of Time to File Reply Brief, Motion for	Motions
Extension of Time to File Response Brief, Motion for	Motions
Extension of Time to Remain on Reserve Calendar, Motion for	Motions
Extension of Time to Remain on Suspension Disposition Calendar, Motion for	Motions
Extension of Time to Respond to Motion, Motion for	Motions
Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons	Notices
Form 01B Waiver of Service of Summons	Notices
Form 05 Information Statement	Other Documents
Form 06 Request for Trial	Motions
Form 07 Notice of Dismissal 41(a)(1)(A)	Notices
Form 08 Notice of Dismissal 41(a)(1)(B)	Notices
Form 09 Stipulation on Agreed Statement of Facts	Other Documents
Form 11 Notice of Appearance	Notices

Alphabetical Listing of Docket Events and Their Location by Category	
Event	**Category**
Form 12 Substitution of Attorney	Notices
Form 13 Corporate Disclosure Statement	Other Documents
Form 15 Application for Attorney Fees (EAJA)	Motions
Form 17 Business Proprietary Information Statement	Other Documents
Form 18 Notice of Termination of Access to Business Proprietary Information	Other Documents
Form 19 Report of Parties Planning Conference	Other Documents
Hearing, Motion	Motions
Information Statement (See Form 05 Information Statement)	Other Documents
In Limine, Motion	Motions
Injunction Pending Appeal, Motion for	Motions
Intervene, Motion to	Motions
Invest Funds, Motion to	Motions
Join (Cases), Motion to	Motions
Join (Parties), Motion to	Motions
Joint Status Report	Other Documents
Judgment as a Matter of Law, Motion for	Motions
Judgment on Agency Record (56.1), Motion for	Motions
Judgment on Agency Record (56.2), Motion for	Motions
Judgment on the Pleadings, Motion for	Motions
Jurisdiction Statement	Other Documents
Jury Demand	Other Documents
Leave to, Motion for	Motions
Leave to File Discovery Material, Motion for	Motions
Leave to File out of Time, Motion for	Motions
Leave to Proceed in Forma Pauperis, Motion for	Motions
Letter	Other Documents
Lift Stay, Motion to	Motions
Marshal's Proof of Service	Other Documents
Memorandum of Points & Authorities	Other Documents
Modify or Terminate EFP, Motion to	Motions
More Definite Statement, Motion for	Motions
New Trial, Motion for	Motions
Notice of Consent to Electronic Service	Notices
Notice of Deposition	Notices
Notice of Endorsement	Notices
Notice of Suggestion of Death	Notices
Notice of Supplemental Authority	Notices
Oral Argument, Motion for	Motions
Order to Show Cause, Motion for	Motions

Alphabetical Listing of Docket Events and Their Location by Category	
Event	**Category**
Partial Summary Judgment, Motion for	Motions
Permanent Injunction, Motion for	Motions
Petition for a Writ of Mandamus	Other Documents
Pretrial Brief	Other Documents
Pretrial Disclosures Pursuant to Rule 26	Notices
Pretrial Memorandum	Other Documents
Proof of Service	Other Documents
Proposed Exhibit List	Other Documents
Proposed Findings of Fact	Other Documents
Proposed Findings of Facts and Conclusions of Law	Other Documents
Proposed Judgment Order	Other Documents
Proposed Order	Other Documents
Proposed Order Governing Trial	Other Documents
Proposed Pretrial Order	Other Documents
Proposed Scheduling Order	Other Documents
Proposed Witness List	Other Documents
Protective Order, Motion for	Motions
Quash, Motion to	Motions
Reassignment of a Judge, Motion for	Motions
Reconsideration, Motion for	Motions
Referral to Court-Annexed Mediation, Motion for	Motions
Rehearing (Dispositive), Motion for	Motions
Rehearing (Procedural), Motion for	Motions
Relief from Order/Judgment, Motion for	Motions
Remand Case, Motion to	Motions
Remand Results	Other Documents
Remove from Suspension Disposition Calendar, Motion to	Motions
Remove from Suspension File, Motion to	Motions
Reopen Case, Motion to	Motions
Reopen Record, Motion to	Motions
Reply	Responses & Replies
Reply	Other Answers
Report of Parties Planning Conference (See Form 19)	Other Documents
Request for Entry of Default	Other Documents
Request to Have Entry Papers Sent to Port	Other Documents
Response to Court's Request	Other Documents
Response to Motion (Dispositive)	Responses & Replies
Response to Motion (Procedural)	Responses & Replies
Rule 65 (b) Certification	Other Documents
Sanctions, Motion for	Motions

Alphabetical Listing of Docket Events and Their Location by Category	
Event	**Category**
Service Acknowledged	Notices
Set Aside Default, Motion to	Motions
Set Aside Default Judgment, Motion to	Motions
Set Aside Dismissal, Motion to	Motions
Settlement Agreement	Other Documents
Sever, Motion to	Motions
Sever and Dismiss (Dispositive), Motion to	Motions
Sever and Dismiss (Procedural), Motion to	Motions
Statement of Issues (added 6/2005) also Status Report	Other Documents
Stay Pending Appeal, Motion for	Motions
Stay, Motion to	Motions
Stipulated Judgment on Agreed Statement of Facts (See Form 9 Stipulated Judgment)	Other Documents
Stipulation	Other Documents
Stipulation in Lieu of Trial	Other Documents
Stipulation of Facts Not in Controversy	Other Documents
Strike, Motion to	Motions
Substitute Party, Motion to	Motions
Substitution of Attorney (See Form 12 Substitution of Attorney)	Notices
Summary Judgment, Motion for	Motions
Summons, (Third-Party)	Other Documents
Supplement, Motion to	Motions
Supplemental Response	Responses & Replies
Suppress, Motion to	Motions
Sur Reply	Responses & Replies
Suspension, Motion for	Motions
Termination of Access to Business Proprietary Information (See Form 18)	Other Documents
Test Case Designation, Motion for	Motions
Three Judge Panel, Motion for	Motions
Transfer Action to another Court, Motion to	Motions
Trial Brief	Other Documents
Trial, Request for (See Form 6 Request for Trial)	Motions
Vacate, Motion to	Motions
Vacate Prior Order (Dispositive), Motion to	Motions
Vacate Prior Order (Procedural), Motion to	Motions
Withdraw Document, Motion to	Motions
Withdraw/Substitute Attorney, Motion to	Motions
Witness List	Other Documents
Writ of Mandamus, Motion for	Motions
Zdocument	Other Documents
Zmotion	Motions

Guidelines for: **Bulky Document Standard**

Purpose:

The purpose of these guidelines is to define the procedures for administering the Bulky Document Standard (BDS). The BDS is intended to limit the size of an electronically filed document on the Court's CM/ECF System. A document filed on the Court's CM/ECF System shall be no larger than 2 Megabytes (MB) in size, except as noted in these guidelines.

Responsibilities:

It shall be the responsibility of a filer to follow the procedures of the BDS and to strictly monitor the size of each document filed in electronic form with the Court.

Procedures:

1. Any document (including exhibits or attachments) that falls at or below the 2MB limit is to be filed electronically as a single file/document in the CM/ECF System in accordance with Administrative Order 02-01 and these guidelines. Normal upload procedures shall be followed, and no paper filing shall be required.

2. Certain documents (including exhibits or attachments) are recognized as core to an action, and therefore are exempted from the BDS. These documents are:

   A. Summons;
   B. Complaint;
   C. Answer to Complaint; and
   D. Briefs (opening, response, reply) in the following:
      - Motion for Summary Judgment;
      - Motion for Judgment on Pleadings;
      - Motion for Judgment on the Agency Record (1581©));
      - Motion for Judgment on the Agency Record (all other Jurisdictions); and
      - Motion to Dismiss.

3. A document that exceeds the BDS and is on the list of exemptions set forth in point 2 shall be filed as follows:

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

A. A document that exceeds the 2MB limit shall be broken up into logical divisions, with each division not exceeding the 2MB limit. The first part of the document shall be attached to the applicable docket entry as the main document. Each additional section of the document shall be appended to the main document as an attachment and contain a description of that attachment (e.g., main document - Part 2, etc).

Example: Assume a motion is filed and exceeds the 2MB limit. Under those circumstances, the motion shall be divided into logical divisions, each under the 2MB limit and named accordingly - Motion pages 1 thru 5 and Motions pages 6 through 10. The first division shall be entered as the main document and the remaining divisions shall be added as attachments to the main document.

B. Exhibits or attachments that exceed the 2MB limit shall be logically divided, with a description of the divisions. No exhibit or attachment shall exceed the 2MB limit.

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

4. A document (including exhibits or attachments), which exceeds the BDS and is not listed in the exemptions set forth in point 2, shall adhere to the Court's Rules for the manual filing of documents, with the exception that the document must be accompanied by a *Notice of Manual Filing* (CM/ECF Form 10) (See Attachment 1).

Attachment 1

UNITED STATES COURT OF INTERNATIONAL TRADE
BEFORE:

Plaintiff(s). v. Defendant(s).	Court No.:

NOTICE OF MANUAL FILING

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

has manually filed the following document:

This document has not been filed electronically because (check all that apply):
[ ] the electronic file size of the document exceeds 2.0 megabytes;
[ ] the document cannot be converted to an electronic format;
[ ] the document contains confidential, business proprietary or classified information;
[ ] the document is filed under seal pursuant to Court Order; or
[ ] other: _____

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

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

CM/ECF Form No. 10

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

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

Effective Date: April 1, 2004

Approved: _____/S/_____ Date: March 23, 2004
Leo M. Gordon, Clerk of the Court

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

Copies to: All Section Managers
Sandra Fiore - Administrative Specialist

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

Purpose:

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

Responsibilities:

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

Procedures for Registration:

1. The attorney completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The attorney is required to mail the completed form to the Admissions Clerk.

2. The Admissions Clerk receives the CM/ECF Registration Form and verifies that the attorney is on the Court's Active Admission to Practice Roster.

    A. If the attorney is on the Court's Active Admission to Practice Roster, and his/her information is current, the Admissions Clerk will sign off on the Registration Form and forward it to TDSS for further processing.

    B. If the attorney is not on the Court's Active Admissions to Practice Roster, the Admissions Clerk sends the Registration Form to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.

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

3. Upon receipt of the approved Registration Form, TDSS will scan the Live Database of the CM/ECF System to determine whether the attorney appears in the Live Database as counsel of record at a firm other than the one listed on the Registration Form.

4. If there is a discrepancy, the attorney is notified of that fact (CM/ECF Form No. 2) (See Attachment 2) and the registration process is suspended until the discrepancy is resolved. Once the discrepancy is resolved, the registration process continues.

5. Where there is no discrepancy in the Live Database or once the discrepancy is resolved, TDSS will input all pertinent information and will assign a login and password to the attorney.

6. TDSS will send the attorney's login, password, and other pertinent information, via memorandum, to the Admissions Clerk (CM/ECF Form No. 3) (See Attachment 3).

7. The Admissions Clerk enters the necessary information sent by TDSS into the Attorney Database.

8. The Admissions Clerk generates a form memorandum containing the relevant information and mails it to the attorney (CM/ECF Form No. 5) (See Attachment 4).

Attachment 1

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF REGISTRATION - Page 1

(Please type)

Personal Information

Last Name:	**Generation (i.e., Jr., Sr., II):**
First Name:	**Middle Name:**
Date of Birth:	
Are you a practicing Attorney (if yes, answer next 2) **Are you admitted to the bar of the USCIT** **Are you a member in good standing**	**_____Yes _____No** **_____Yes _____No** **_____Yes _____No**

Firm/Agency Information

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

User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
User's Telephone Number: ( )
User's Fax Number: ( )
Mother's Maiden Name (used for security verification):

Court Use Only

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

_____ I have been trained by the U.S. Court of International Trade on the use of the CM/ECF System.
Date and location of the training: _____.

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF Registration - Page 2

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

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.

2. Documents are to be submitted electronically only in **Portable Document Format (PDF).**

3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.

4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Court if I learn my password has been compromised.

5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.

6. I understand that although my attendance at one of the scheduled ECF training classes is not mandatory, it is strongly encouraged. If I have not attended training but believe that I possess proficiency sufficient to allow me to begin to E-File as a result of using the online tutorial, practicing in the training database, and/or receiving training from a colleague who has attended a training session, I may request that the Clerk's Office activate my E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.

7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the Procedure for Manual Filing (as stated on the Court's Website: www.cit.uscourts.gov, as well as on Page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstalled is to be submitted, by letter or e-mail, to the Clerk of the Court.

_____
Applicant's Signature

_____
Dated

Return completed form by mail to:

United States Court of International Trade
Office of the Clerk
Admissions Office -Room 299
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2061

CM/ECF Form No. 1
Rev. 12/04

Attachment 2

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

M E M O R A N D U M

TO: <User's Name>

FROM: John M. Cannella, Operations Manager

RE: USCIT CM/ECF Registration Discrepancy

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

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

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

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

CM/ECF Form No. 2

Attachment 3

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

<Date>

M E M O R A N D U M

TO: Admissions Clerk

FROM: TDSS

RE: USCIT CM/ECF Attorney Account Password Information

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

Training ID: _____ Training Password: _____

Live ID: _____ Live Password: _____

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

CM/ECF Form No. 3

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

DATE: <Date>

TO: <Attorney Name>

RE: CM/ECF Attorney Account Information

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

Please note that the capability to file documents electronically is not currently available.

CIT Bar ID:	<ID>		
Training ID:	<ID>	**Training Password:**	<PASSWORD>
Live ID:	<ID>	**Live Password**:	<PASSWORD>

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

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

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

CM/ECF Form No. 5

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

Effective Date: April 1, 2004

Approved: _____/S/_____ Date: March 30, 2004
Leo M. Gordon, Clerk of the Court

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

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

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

Purpose:

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

Responsibilities:

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

Procedures for Registration:

1. The registrant completes a CM/ECF Registration Form (CM/ECF Form No. 1) (See Attachment 1), which is located on the Court's Website. The registrant is required to mail the completed form to the Admissions Office.

2. The Admissions Office receives the CM/ECF Registration Form and forwards it to TDSS for further processing.

3. TDSS will input all pertinent information and will assign a login and password to the registrant.

4. TDSS will send the registrant's login, password, and other pertinent information, via memorandum, to the Case Management Supervisor (CM/ECF Form No. 4) (See Attachment 2).

5. The Case Management Supervisor enters the necessary information sent to it by TDSS into the Attorney Database.

6. The Case Management Supervisor generates a form memorandum containing the relevant information and mails it to the registrant (CM/ECF Form No. 6) (See Attachment 3).

Attachment 1

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF REGISTRATION - Page 1

(Please type)

Personal Information

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

Are you a practicing Attorney (if yes, answer next 2)	**_____Yes**	**_____No**
Are you admitted to the bar of the USCIT	**_____Yes**	**_____No**
Are you a member in good standing	**_____Yes**	**_____No**

Firm/Agency Information

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

User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
User's Telephone Number: ( )
User's Fax Number: ( )
Mother's Maiden Name (used for security verification):

Court Use Only

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

_____ I have been trained by the U.S. Court of International Trade on the use of the CM/ECF System.
Date and location of the training: _____.

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF Registration - Page 2

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

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.

2. Documents are to be submitted electronically only in **Portable Document Format (PDF).**

3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.

4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Court if I learn my password has been compromised.

5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.

6. I understand that although my attendance at one of the scheduled ECF training classes is not mandatory, it is strongly encouraged. If I have not attended training but believe that I possess proficiency sufficient to allow me to begin to E-File as a result of using the online tutorial, practicing in the training database, and/or receiving training from a colleague who has attended a training session, I may request that the Clerk's Office activate my E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.

7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the Procedure for Manual Filing (as stated on the Court's Website: www.cit.uscourts.gov, as well as on Page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstalled is to be submitted, by letter or e-mail, to the Clerk of the Court.

_____
Applicant's Signature

_____
Dated

Return completed form by mail to:

United States Court of International Trade
Office of the Clerk
Admissions Office -Room 299
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2061

CM/ECF Form No. 1
Rev. 12/04

Attachment 2

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

<Date>

M E M O R A N D U M

TO: Case Management Supervisor

FROM: TDSS

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

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

Live ID: _____ Live Password: _____

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

CM/ECF Form No. 4

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

DATE: <Date>

TO: <Public User>

RE: CM/ECF Public Account Information

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

Live ID: <ID> **Live Password:** <PASSWORD>

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

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

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

CM/ECF Form No. 6

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

Effective Date: April 1, 2004

Approved: _____/S/_____ Date: March 30, 2004
Leo M. Gordon, Clerk of the Court

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

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

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

Purpose:

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

Responsibilities:

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

Procedures:

1. When an attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the attorney is to file the required Notice of Change (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.

2. A change in an attorney's CM/ECF User information is not a substitute for filing of the required documents pursuant to the USCIT Rules regarding this new information in cases pending before the Court.

3. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.

4. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 12), that the change in the User's information has been processed (See Attachment 2).

Attachment 1

UNITED STATES COURT OF INTERNATIONAL TRADE

NOTICE OF CHANGE IN CM/ECF USER INFORMATION

_____
Name of CM/ECF User

_____
Firm/Agency

_____
Street Address

_____
City, State and Zip Code

_____
Telephone Number

_____
Fax Number

_____
Primary E-mail Address

_____
Additional E-mail Address

_____ _____
Signature of CM/ECF User Date

Return completed form by mail to:

United States Court of International Trade
Office of the Clerk
Admissions Office -Room 299
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2061

CM/ECF Form No. 8

Attachment 2

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

<Date>

M E M O R A N D U M

TO: <Attorney's Name>

RE: Change of CM/ECF User Information

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

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

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

CM/ECF Form No: 12

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

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

Effective Date: April 1, 2004

Approved: _____/S/_____ Date: March 23, 2004
Leo M. Gordon, Clerk of the Court

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

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

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

Purpose:

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

Responsibilities:

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

Procedures:

1. When a non-attorney has a change in the information that appears on file with the Clerk's Office as a registered CM/ECF User, the User is to file the required *Notice of Change* (CM/ECF Form No. 8) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section.

2. The Admissions Clerk is to process the Notice and make the necessary changes to the Attorney Database program and then forward the Notice to TDSS for further processing.

3. The Admissions Clerk is to advise the CM/ECF User, via memorandum or e-mail (CM/ECF Form No. 13) (See Attachment 2), that the change in the User's information was processed.

UNITED STATES COURT OF INTERNATIONAL TRADE

NOTICE OF CHANGE IN CM/ECF USER INFORMATION

_____
Name of CM/ECF User

_____
Firm/Agency

_____
Street Address

_____
City, State and Zip Code

_____
Telephone Number

_____
Fax Number

_____
Primary E-mail Address

_____
Additional E-mail Address

_____ _____
Signature of CM/ECF User Date

Return completed form by mail to:

United States Court of International Trade
Office of the Clerk
Admissions Office -Room 299
One Federal Plaza
New York, NY 10278-0001
Telephone: (212) 264-2061

CM/ECF Form No. 8

Attachment 2

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

<Date>

M E M O R A N D U M

TO: <User's Name>

RE: Change of CM/ECF User Information

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

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

CM/ECF Form No: 13

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

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

Effective Date: April 1, 2004

Approved: /S/ Date: March 23, 2004
Leo M. Gordon, Clerk of the Court

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

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

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

Purpose:

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

Responsibilities:

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

Procedures:

1. When a document cannot be filed electronically, the party should print (if possible) a copy of the error message received and complete a "Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties." (CM/ECF Form No. 11) (See Attachment 1).

2. If a party is unable to file electronically, and, as a result, misses a filing deadline, the party shall contact the CM/ECF Help Desk at 866-450-1859 to inform the Clerk's Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11 (See Attachment 1) stating the reason(s) for missing the deadline. The document and declaration shall be filed by hand or overnight courier no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

Attachment 1

UNITED STATES COURT OF INTERNATIONAL TRADE

Plaintiff(s). v. Defendant(s).	**BEFORE:** Court No.:

Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties

Please take notice that _____, _____
[Party Role] [Name of Party]
was unable to file the attached _____ in a timely
[Title of Document]
manner due to technical difficulties. The deadline for filing the_____
[Title of Document]
was _____. The reason(s) that I was unable to file the document in a
[Filing Deadline Date]

timely manner and the good faith efforts I made to both file in a timely manner and to

inform the Court and the other parties that I could not do so are set forth below.

_____
[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

_____

_____

I declare under penalty of perjury that the foregoing is true and correct.

/S/_____
Attorney Name
Law Firm:
Address:
Phone: ( )
Fax: ( )
E-mail:

CM/ECF Form No. 11

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

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

Effective Date: May 3, 2004

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

Date: April 27, 2004

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

Copies to: All Section Managers
Sandra Fiore - Administrative Specialist

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

Purpose:

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

Responsibilities:

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

Procedures:

1. The SAP Subcommittee will review the Frequently Used Abbreviation List (See Attachment 1) in October on an annual basis. New updates will be published in the User's Manual, as well as on the Court's Website.

2. The Operations Manager or Case Management Supervisor will distribute updated lists to all relevant personnel in the Clerk's Office, Chambers, Webmaster, and the Training Specialist.

MOST USED ABBREVIATIONS

Admin.	Administrat(ive,ion)
Aff.	Affidavit
Am.	America, American
Amend., Amends	Amendment(s)
App., Apps.	Appendi(x, ces)
Assoc.	Associated
Ass'n	Association
Att'y(s)	Attorney(s)
Br.	Brief
Cert.	Certiorari
Comm'r	Commissioner
Co.	Company
Consol.	Consolidated
Corp.	Corporation
Dec., Decs.	Decision(s)
Def., Defs.	Defendant(s)
Def-Intvr.	Defendant-Intervenor
Dep.	Deposition
Dept.	Department
Disc.	Discovery
Dismiss	Dismiss
Dist.	District
Distrib.	Distribut(or, ing)
Div.	Division
Doc., Docs.	Document(s)
Ex.	Exhibits
Ext-Time	Extension of Time
Gov't	Government
Hr'g	Hearing
Imp.	Import(er)
Inc.	Incorporated
Indus.	Indust(y, ies, ial)
Inj.	Injunction
Inst.	Institute
Ins.	Insurance
Int'l	International
Interrog.	Interrogator(y, ies)
JOP	Judgment on the Pleadings
Jgmt.	Judgment
JPO	Judicial Protective Order
Ltd.	Limited
Litig.	Litigation
Mach.	Machine(ry)
Mfr.	Manufacturer
Mfg.	Manufacturing
Memo	Memorandum

MOST USED ABBREVIATIONS

Mot.	Motion
Nat'l	National
No., Nos.	Number(s)
Opp'n.	Opposition
Org.	Organization
Pet.	Petition
Pl., Pls.	Plaintiff(s)
Pl-Intvr.	Plaintiff-Intervenor
Prelim.	Preliminary
Prelim Inj.	Preliminary Injunction
Prod.	Products
Rec.	Record
Ref.	Refining
Res.	Resources
Sched., Scheds.	Schedule(s)
Slip Op.	Slip Opinions
Sur.	Surety
Sys.	System
Tech.	Technology
TRO	Temporary Restraining Order
Test.	Testimony
Tr.	Transcript
Summ.	Summary
Summ. Jgmt.	Summary Judgment
DOC	Department of Commerce (No periods)
DOL	Department of Labor (No periods)
ITC	International Trade Commission (No periods)
U.S.	United States
w/	With
w/o	Without

United States Court of International Trade

Office of the Clerk

Administrative Policies and Procedures

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

Effective Date: April 1, 2004

Approved: /S/ Date: March 12, 2004
Leo M. Gordon, Clerk of the Court

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

Copies to: All Section Managers
Sandra Fiore - Administrative Specialist

LIST OF DOCKET EVENTS BY CATEGORY

INITIAL PLEADINGS AND SERVICE

ANSWERS TO COMPLAINTS

Answer to Complaint

OTHER ANSWERS

Amended Answer
Reply

MOTIONS AND RELATED FILINGS

MOTIONS

Application/Motion for Preliminary Injunction
Application/Motion for Temporary Restraining Order
Form 06 - Request for Trial
Form 15 - Application for Attorney Fees (EAJA)
Motion for Assignment to a Judge
Motion for Attorney Fees
Motion for Certification of Appealability
Motion for Change/Transfer of Venue
Motion for Class Certification
Motion for Contempt
Motion for Default Judgment
Motion for Directed Verdict
Motion for Discovery
Motion for Entry of Default
Motion for Entry Rule 54(b) Judgment
Motion for Entry of Scheduling Order
Motion for Errata
Motion for Excess Pages
Motion for Extension of Time
Motion for Extension of Time to Complete Discovery
Motion for Extension of Time to File Answer to Complaint
Motion for Extension of Time to File Brief
Motion for Extension of Time to File Complaint
Motion for Extension of Time to File Reply Brief
Motion for Extension of Time to File Response Brief
Motion for Extension of Time to Remain on Reserve Calendar
Motion for Extension of Time to Remain on Suspension Disposition Calendar
Motion for Extension of Time to Respond to Motion
Motion for Hearing
Motion for Injunction Pending Appeal
Motion for Judgment as a Matter of Law
Motion for Judgment on the Pleadings
Motion for Judgment on Agency Record (56.1)

MOTIONS AND RELATED FILINGS (continued)

Motion for Judgment on Agency Record (56.2)
Motion for Leave to
Motion for Leave to File Discovery Material
Motion for Leave to File Out of Time
Motion for Leave to Proceed In Forma Pauperis
Motion for a More Definite Statement
Motion for New Trial
Motion for Oral Argument
Motion for Order to Show Cause
Motion for Partial Summary Judgment
Motion for Permanent Injunction
Motion for Protective Order
Motion for Reassignment of a Judge
Motion for Reconsideration
Motion for Referral to Court-Annexed Mediation
Motion for Rehearing (Dispositive)
Motion for Rehearing (Procedural)
Motion for Relief from Order/Judgment
Motion for Sanctions
Motion for Stay Pending Appeal
Motion for Summary Judgment
Motion for Suspension
Motion for Test Case Designation
Motion for Three Judge Panel
Motion for Writ of Mandamus
Motion in Limine
Motion to Alter/Amend/Correct
Motion to Amend Scheduling Order
Motion to Appear as Amicus Curiae
Motion to Appear Pro Hoc Vice
Motion to Cancel Oral Argument
Motion to Clarify
Motion to Compel
Motion to Consolidate Cases
Motion to Correct Record
Motion to Deposit Funds
Motion to Dismiss Case
Motion to Enforce Judgment
Motion to Exclude
Motion to Expedite
Motion to Intervene
Motion to Invest Funds
Motion to Join (Cases)
Motion to Join (Parties)
Motion to Lift Stay
Motion to Modify or Terminate EFP
Motion to Quash
Motion to Remand Case
Motion to Remove from Suspension Disposition Calendar
Motion to Remove from Suspension File
Motion to Reopen Case

MOTIONS AND RELATED FILINGS (continued)

Motion to Reopen Record
Motion to Set Aside Default
Motion to Set Aside Default Judgment
Motion to Set Aside Dismissal
Motion to Sever
Motion to Sever and Dismiss (Dispositive)
Motion to Sever and Dismiss (Procedural)
Motion to Stay
Motion to Strike
Motion to Substitute Party
Motion to Supplement
Motion to Suppress
Motion to Transfer Action to another Court
Motion to Vacate
Motion to Vacate Prior Order (Dispositive)
Motion to Vacate Prior Order (Procedural)
Motion to Withdraw Document
Motion to Withdraw/Substitute Attorney
Motion to Have Entry Papers Sent to Port
ZMotion

RESPONSES and REPLIES

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

OTHER FILINGS

NOTICES

Application to Enter Default
Discovery Plan
Errata Memorandum
Form 01A Notice of Lawsuit and Request for Waiver of Service of Summons
Form 01B Waiver of Service of Summons
Form 7 Notice of Dismissal 41(a)(1)(A)
Form 8 Notice of Dismissal 41(a)(1)(B)
Form 11 Notice of Appearance
Form 12 Substitution of Attorney
Notice of Consent to Electronic Service
Notice of Deposition
Notice of Endorsement
Notice of Suggestion of Death
Notice of Supplemental Authority
Pretrial Disclosures Pursuant to Rule 26
Service Acknowledged

OTHER DOCUMENTS

Acknowledgment
Administrative Record
Affidavit/Declarations
Amended Summons
Appendix
Bill of Costs
Bond
Brief
Certificate of Service
Certificate of Settlement Efforts
Certification and Index
Comments on Remand Results
Confession of Judgment
Demand for Complaint
Demand for an Answer
Exhibits
Expert Witness Testimony
Form 5 Information Statement
Form 9 Stipulation on Agreed Statement of Facts
Form 13 Corporate Disclosure Statement
Form 17 Business Proprietary Information Certification
Form 18 Notice of Termination of Access
to Business Proprietary Information
Form 19 Report of Parties Planning Conference
Joint Status Report
Jurisdiction Statement
Jury Demand
Letter
Marshal's Proof of Service
Memorandum of Points & Authorities
Petition for Writ of Mandamus
Pretrial Brief
Pretrial Memorandum
Proof of Service
Proposed Exhibit List
Proposed Findings of Fact
Proposed Findings of Fact and Conclusions of Law
Proposed Judgment Order
Proposed Order
Proposed Order Governing Trial
Proposed Pretrial Order
Proposed Scheduling Order
Proposed Witness List
Remand Results
Request for Entry of Default
Request to Have Entry Papers Sent to Port
Response to Court's Request
Rule 65(b) Certification
Settlement Agreement
Status Report
Stipulation
Stipulation in Lieu of Trial
Stipulation of Facts not in Controversy
Summons (Third-Party)
Trial Brief
Witness List
ZDocument

Statement of Issues - added 6/2005

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

Purpose:

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

Responsibilities:

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

Procedures:

1. When a user loses his/her password, or his/her password is compromised, the user is to file a *Notice of Loss/Compromise in CM/ECF User Password* (CM/ECF Form No. 9) (See Attachment 1) with the Admissions Clerk in the Financial and Property Management Section of the Clerk's Office.

2. Once the Admissions Clerk receives the Notice and verifies that the user is on the Court's Active Admission to Practice Roster and is registered as a CM/ECF user, the Admissions Clerk shall initial the Notice and forward it to TDSS for further processing.

3. If the user is not on the Court's Active Admission to Practice Roster, the Admissions Clerk shall initial and send the Notice to TDSS for processing as a non-attorney in accordance with the CM/ECF Registration (Non-Attorney) Guidelines.

4. The Admission Clerk advises the attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.

5. The Case Management Supervisor shall advise a non-attorney, via memorandum, fax or e-mail (CM/ECF Form No. 14) (See Attachment 2) that the change in the user's information was processed and provides the user with his/her new password.

Attachment 1

UNITED STATES COURT OF INTERNATIONAL TRADE

NOTICE OF LOSS/COMPROMISE OF CM/ECF USER PASSWORD

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

_____	_____
Name of CM/ECF User	Firm/Agency
_____	_____
Street Address	Telephone Number
_____	_____
City, State and Zip Code	Fax Number
_____	_____
Primary E-mail Address	Secondary E-Mail Address
_____	_____
Signature of CM/ECF User	Date

CM/ECF Form No. 9

For Internal USCIT use only.

_____ Active Attorney and Registered CM/ECF User _____Non-Attorney User

_____	_____	_____
Admissions Clerk	Date	Date forwarded to TDSS

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

<Date>

M E M O R A N D U M

TO: <User's Name>

RE: Change of CM/ECF User's Password

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

Password: _____

If you have any questions, please contact the CM/ECF Help Desk at 1-866-450-1859 from 9:00 a.m. to 5:00 p.m., EST.

CM/ECF Form No. 14

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

Effective Date: April 20, 2004

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

Date: April 20, 2004

Original Copy: CM/ECF Policies and Procedures Binder

Copies to: All Section Managers

UNITED STATES COURT OF INTERNATIONAL TRADE

Plaintiff, v. Defendant.	Court No.

NOTICE OF CONSENT TO ELECTRONIC SERVICE

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

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

Dated: _____ By: _____

Attorney

_____

Address

_____

Counsel for:_____

Errata Reporting Form

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

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

Page No.	Item No.	Nature of the Change