

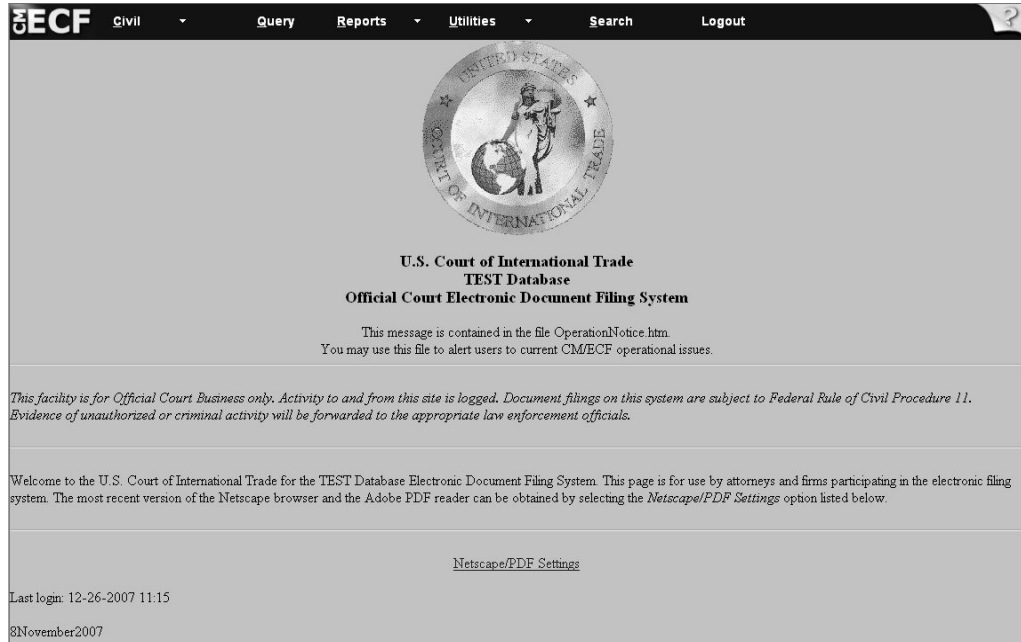
VII. Opening a Case

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

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

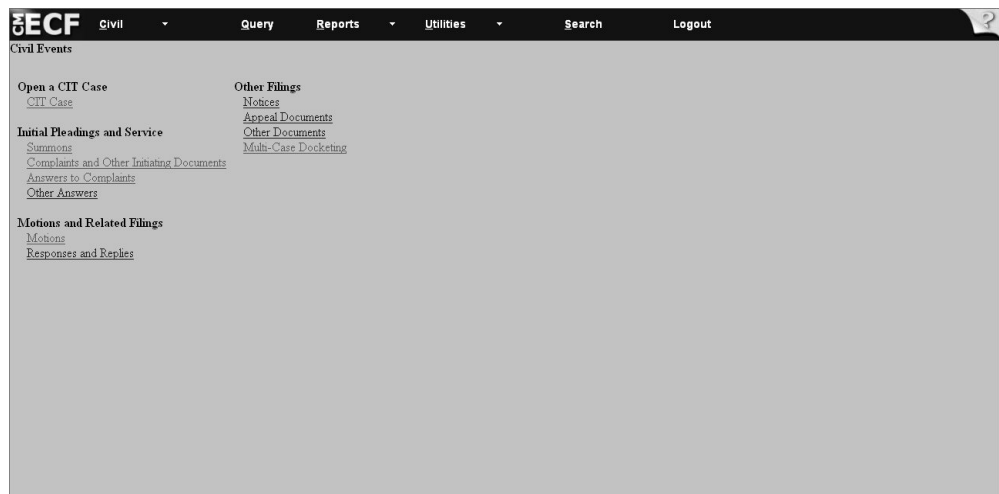
1. Select *Civil* from the toolbar (see **Figure VII - 1**).

Figure VII - 1



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

Figure VII - 2



VII. Opening a Case (continued)

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

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

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

- Case type:** cv
- Date Filed (MM/DD/YY):** 12/26/2007
- Jurisdiction:** A dropdown menu with the following options:
 - 28USC § 1581(a) Denied Protest(s)
 - 28USC § 1581(b) Domestic Interested Parties Petition
 - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
 - 28USC § 1581(e) Government Procurement/Country of Origin
 - 28USC § 1581(f) Disclosure of Proprietary Information
 - 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
 - 28USC § 1581(h) Pre-importation Ruling
 - 28USC § 1581(i) Residual Jurisdiction
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** Radio buttons for No and Yes.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No and Yes.
- Buttons:** Next and Clear.

Figure VII - 3

VII. Opening a Case (continued)

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

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

10. Choose *No* or *Yes* to answer the question *Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?* (see **Figure VII - 4**).

11. Click .

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

Figure VII - 4

The screenshot shows the 'Open Court of International Trade Case' form in the ECF system. The 'Jurisdiction' dropdown menu is open, displaying a list of 28 USC sections. The 'Jury Demand' field is set to 'No'. The 'Related Cases' field is set to 'No'. The question 'Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?' has radio buttons for 'No' and 'Yes'. The 'Next' and 'Clear' buttons are visible at the bottom of the form.

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

13. Click .

Figure VII - 5

The screenshot shows the 'Indicate Related Cases (Maximum of 3)' form. It features a table with three columns: 'Plaintiff', 'CIT Court Number', and 'Judge'. There are three rows, each with radio buttons for 'Decided' and 'Pending'. The 'Next' and 'Clear' buttons are located at the bottom of the form.

VII. Opening a Case:

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

Directions: To complete the information for an Appraised Value case, follow the steps outlined below. All the steps on this page refer to **Figure VII - 6**.

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

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is titled "Jurisdiction 28 U.S.C. § 1581(a)".

The form contains the following fields:

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

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

Figure VII - 6

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

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

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

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The jurisdiction is listed as "Jurisdiction 28 U.S.C. § 1581(a)".

The form contains the following fields and values:

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

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

Figure VII - 7

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

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

9. Go to the *Assessed Valuation Statute* field and select all the applicable categories. **This is a mandatory field.** Here, indicate the value methodology actually used by U.S. Customs and Border Protection. (**Reminder:** To select multiple categories, press and hold down the *Ctrl* key and Select the appropriate categories. Use the scroll bar to the right of the *Assessed Valuation Statute* box to view all the categories.)

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

11. Click .

The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout' menus. Below this, the page title is 'Open Court of International Trade Case'. The main content area shows 'Jurisdiction 28 U.S.C. § 1581(a)' and 'Category: Appraised Value'. There are two dropdown menus, one for 'Assessed Valuation Statute' and one for 'Claimed Valuation Statute'. Both dropdowns contain the following options: 'Transaction Value 19USC § 1401a(a)(1)(A)', 'Transaction Value (Identical Merchandise) 19USC § 1401a(a)(1)(B)', 'Transaction Value (Similar Merchandise) 19USC § 1401a(a)(1)(C)', 'Deductive Value 19USC § 1401a(a)(1)(D)', and 'Computed Value 19USC § 1401a(a)(1)(E)'. Below the dropdowns are 'Next' and 'Clear' buttons.

Figure VII - 8

VII. Opening a Case: Search for a Party

Directions: Follow the steps outlined below to complete party and all case related information.

Note: The steps outlined on these pages will be used when entering party information for all categories of cases.

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

1. Go to the *Last/Business name* field and add the last name/business. The system accepts either lower case or capital letters when searching for a party/business (see **Figure VII - 9**).
2. Click .

The screenshot shows the top navigation bar of the ECF system with links for Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Open Court of International Trade Case". On the left side, there are buttons for "Add New Party" and "Create Case", along with "Collapse All" and "Expand All" options. The main search area is titled "Search for a party" and contains three input fields: "Last / Business Name", "First Name", and "Middle Name". A "Search" button is located below these fields.

Figure

VII - 9

3. If the person/business is found, then highlight the name under *Party search results* (see **Figure VII - 10**).
4. Click and proceed to VIII. Opening a Case: Selecting a Party (see **Figure VII - 10**).
5. If the person/business is not found, then click the button and proceed to VIII. Opening a Case: Creating a New Party Plaintiff (see **Figure VII - 10**).

This screenshot is similar to Figure VII - 9 but shows the search results. The "Last / Business Name" field now contains the text "Sony". Below the search fields, a "Search Results" section is visible, containing a list of search results: "Sony Computer Entertainment America, Inc.", "Sony Corporation", "Sony Electronics, Inc.", "Sony Fiber Optics, Inc", "Sony Magnetic Products Inc", and "Sony Magnetic Products Inc. of America". The "Sony Corporation" result is highlighted. At the bottom of the results list, there are two buttons: "Select Party" and "Create New Party".

Figure VII - 10

VII. Opening a Case: Selecting a Party

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


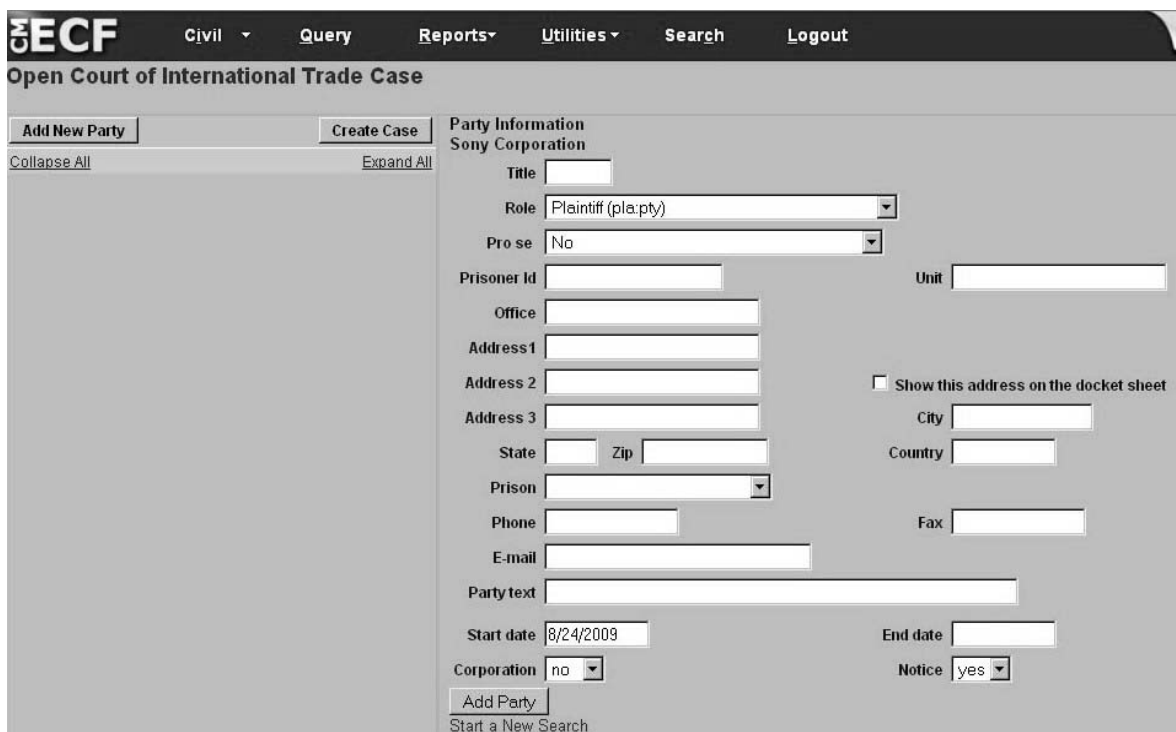
1. Accept all the field defaults leaving the remaining fields blank. Select ;
2. On the left side of your screen, the new party will appear as shown in **Figure VII-11**, with the option to add alias and corporate parent information by selecting the  symbol, and entering the additional party(s) on the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

Figure VII - 11



The screenshot shows the ECF system interface for an 'Open Court of International Trade Case'. The top navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Party Information' and is for 'Sony Corporation'. The form includes the following fields and options:

- Title:** Text input field.
- Role:** Dropdown menu with 'Plaintiff (pla.pty)' selected.
- Pro se:** Dropdown menu with 'No' selected.
- Prisoner Id:** Text input field.
- Unit:** Text input field.
- Office:** Text input field.
- Address 1, 2, 3:** Text input fields.
- City:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- Country:** Text input field.
- Prison:** Dropdown menu.
- Phone:** Text input field.
- Fax:** Text input field.
- E-mail:** Text input field.
- Party text:** Text input field.
- Start date:** Text input field with '8/24/2009' entered.
- End date:** Text input field.
- Corporation:** Dropdown menu with 'no' selected.
- Notice:** Dropdown menu with 'yes' selected.
- Show this address on the docket sheet

Buttons at the bottom include 'Add Party' and 'Start a New Search'. On the left side, there are buttons for 'Add New Party', 'Create Case', 'Collapse All', and 'Expand All'.

4. Click and proceed to VIII. Opening a Case: Adding Defendant Information.

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

VII. Opening a Case: Creating a New Party Plaintiff

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

1. Go to the *Last name* field. This field may default to a previously searched name.
If incorrect, then continue with step 2.
If correct, then continue with step 3.
2. Type in the last name of the plaintiff's business in the field, for example, *Sony Electronics*. Please be sure to type the first letter of each name of the business in capital letters. The system is case sensitive when adding names. (**Note:** No other information is needed.)
3. Accept the system default of *Plaintiff* and leave all remaining fields blank.
4. Click **Select Party**. The party will then appear on the left side of the screen.

The screenshot displays the MCECF (Miami Center for Electronic Case Filing) interface for an 'Open Court of International Trade Case'. The top navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Party Information' and contains a form with the following fields and options:

- Buttons:** 'Add New Party', 'Create Case', 'Collapse All', and 'Expand All'.
- Text Fields:** Last name, First name, Middle name, Generation, Title, Prisoner Id, Office, Address 1, Address 2, Address 3, State, Zip, City, Country, Phone, Fax, E-mail, Party text, Start date (pre-filled with 8/28/2009), and End date.
- Dropdown Menus:** Role (set to 'Plaintiff (pla;pty)'), Pro se (set to 'No'), and Prison.
- Checkboxes:** 'Show this address on the docket sheet'.
- Radio Buttons:** Corporation (set to 'no') and Notice (set to 'yes').
- Footer:** 'Add Party' button.

Figure VII - 12

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

VII. Opening a Case: Adding an Alias

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

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



Figure VII - 13

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



Figure VII - 14

VII. Opening a Case: Adding an Alias (continued)

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

The screenshot shows the 'Open Court of International Trade Case' interface. On the left, a tree view shows 'Sony Corporation' expanded to 'Alias'. The main form has the following fields: 'Last Business name' (Sony Magnetic Products Inc), 'First name' (empty), 'Middle name' (empty), 'Type' (aka), 'Generation' (empty), and 'Start date' (8/28/2009). A dropdown menu for 'Type' is open, listing options: agent, aka, dba, fdba, fka, nee, nka, obo, rpi, ta. Buttons for 'Add Alias' and 'Start a New Search' are visible.

Figure VII - 15

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

This screenshot is similar to Figure VII-15 but shows the state after clicking 'Add alias'. The 'Type' dropdown menu is closed, and the 'Add Alias' button is highlighted. In the left-hand tree view, the 'Alias' section under 'Sony Corporation' is now expanded, indicating the new alias has been successfully added to the system.

Figure VII - 16

VII. Opening a Case: Adding an Alias (continued)

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



Figure VII - 17

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

VII. Opening a Case: Creating a New Alias

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

1. Go to the *Last/Business name* field and type the last name (see **Figure VII - 18**). The system accepts either lowercase or capital letters when searching for an alias.
2. Click (see **Figure VII - 18**).

Figure VII - 18



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". There are two buttons: "Add New Party" and "Create Case". The main content area is divided into two sections. On the left, there is a tree view with "Collapse All" and "Expand All" buttons. The tree view shows "Sony Corporation" expanded, with sub-items: "Alias", "Corporate Parent or other affiliate", and "Attorney". On the right, there is a search form titled "Search for an alias for Sony Corporation". It has a text input field labeled "Last / Business Name" containing the text "Sony" and a "Search" button.

3. Search for the party's name in the *Alias search results* field (see **Figure VII - 19**).
4. If the name does not appear, then click (see **Figure VII - 19**).

Figure VII - 19



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". There are two buttons: "Add New Party" and "Create Case". The main content area is divided into two sections. On the left, there is a tree view with "Collapse All" and "Expand All" buttons. The tree view shows "Sony Corporation" expanded, with sub-items: "Alias", "Corporate Parent or other affiliate", and "Attorney". On the right, there is a search form titled "Search for an alias for Sony Corporation". It has a text input field labeled "Last / Business Name" containing the text "Sony" and a "Search" button. Below the search form, there is a "Search Results" section with a list of results: "Sony Computer Entertainment America, Inc.", "Sony Corporation", "Sony Electronics, Inc.", "Sony Fiber Optics, Inc", "Sony Magnetic Products Inc", and "Sony Magnetic Products Inc. of America". At the bottom of the search results, there are two buttons: "Select Alias" and "Create New Alias".

VII. Opening a Case: Creating a New Alias (continued)

5. Go to the *Last/Business name* field and type in the name of the alias. Be sure to use capital letters when typing each name of the business. If applicable, add First name, Middle name, and Generation, that is, Sr., Jr., when entering in the name of a person (see **Figure VII - 20**).
6. Go to the role field and select from among the options in the drop-down menu, for example, *aka* (also known as) (see **Figure VII - 20**).
7. Accept the system default start date.
8. Click to return to Party screen to add defendant information (see **Figure VII - 20**). The alias will now be visible on the left side of the screen.

The screenshot shows the ECF system interface for an 'Open Court of International Trade Case'. The top navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is split into two panes. The left pane shows a tree view of parties, with 'Sony Corporation' and 'United States' expanded to show 'Alias', 'Corporate Parent or other affiliate', and 'Attorney' options. The right pane is the 'Alias Information' form, which includes fields for 'Last Business name' (filled with 'Sony Magnetic Products Inc'), 'First name', 'Middle name', 'Generation', 'Type' (a dropdown menu currently showing 'agent'), and 'Start date' (filled with '8/24/2009'). There are also buttons for 'Add New Party', 'Create Case', 'Add Alias', and 'Start a New Search'.

Figure VII - 20

VII. Opening a Case: Adding Corporate Parent Information

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



Figure VII - 21


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



Figure VII - 22

VII. Opening a Case: Adding Corporate Parent Information

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

Figure VII - 23

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this is the title 'Open Court of International Trade Case'. On the left, there is a sidebar with 'Add New Party' and 'Create Case' buttons. Below these are 'Collapse All' and 'Expand All' links. The sidebar lists 'Sony Corporation' with sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The main content area is titled 'Search for a corporate parent for Sony Corporation'. It contains a 'Last Business Name' field with 'Sony' entered and a 'Search' button. Below the search bar is a 'Search Results' list with the following items: 'Sony Computer Entertainment America, Inc.', 'Sony Corporation', 'Sony Electronics, Inc.', 'Sony Fiber Optics, Inc.', 'Sony Magnetic Products Inc', and 'Sony Magnetic Products Inc. of America'. At the bottom of the search results are two buttons: 'Select Corporate parent' and 'Create New Corporate Parent'.

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

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

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this is the title 'Open Court of International Trade Case'. On the left, there is a sidebar with 'Add New Party' and 'Create Case' buttons. Below these are 'Collapse All' and 'Expand All' links. The sidebar lists 'Sony Corporation' with sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The main content area is titled 'Corporate Parent Information'. It contains a 'Last Business name' field with 'Sony' entered, a 'First name' field, a 'Middle name' field, a 'Generation' field, a 'Type' dropdown menu with 'Corporate Parent' selected, and a 'Start date' field with '8/24/2009' entered. At the bottom of the form is an 'Add Corporate Parent' button.

Figure VII - 24

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

VII. Opening a Case: Adding Defendant Information

Directions: After entering the information for the Plaintiff, you will continue to use the same *Party Information* screen that was used to enter the Plaintiff information. **At this point in the filing, enter the defendant information. You may correct, add or delete party information for any of the parties at any time while on this screen.** Follow the steps outlined below to complete the defendant information.

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

1. Go to the *Last/Business Name* field and type the defendants' name (e.g. *United States*) in the field (see **Figure VII - 25**).
2. Click



The screenshot shows the ECF system interface for an "Open Court of International Trade Case". The top navigation bar includes "Civil", "Query", "Reports", "Utilities", "Search", and "Logout". Below the navigation bar, there are buttons for "Add New Party" and "Create Case". A search section titled "Search for a party" contains a "Last / Business Name" field with "United States" entered, and "First Name" and "Middle Name" fields. A "Search" button is located below the search fields. There are also "Collapse All" and "Expand All" links.

Figure VII - 25

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



The screenshot shows the ECF system interface after a search. The "Last / Business Name" field still contains "United States". Below the search fields, a "Search Results" dropdown menu is open, displaying a list of results: "United States", "United States Customs Service", "United States Customs and Border Protection", "United States Department of Commerce", "United States Department of Interior", and "United States Department of Labor". Below the dropdown menu, there are "Select Party" and "Create New Party" buttons.

Figure VII - 26

VII. Opening a Case: Adding Defendant Information (continued)

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

5. Go to the *Role* field and select *defendant* (see **Figure VII - 27**).

Figure VII - 27

The screenshot shows the ECF system interface for adding a party. The 'Role' dropdown menu is open, and 'Defendant (dft.py)' is selected. Other options include Plaintiff (plo.py), Amicus (amp.py), Consolidated Plaintiff (cp.py), Counter Claimant (cc.py), Counter Defendant (cd.py), Cross Claimant (ccp.py), Cross Defendant (crd.py), In Re (inr.py), Interested Party (ip.py), Intervenor (inv.py), Intervenor Defendant (invdft.py), Intervenor Plaintiff (invpla.py), Petitioner (pet.py), Plaintiff (plo.py), Proposed Amicus (pam.py), Proposed Consolidated Plaintiff (pcp.py), Proposed Intervenor Defendant (pinvdft.py), Proposed Intervenor Plaintiff (pinvpla.py), and Respondent (res.py). The 'Pro se' field is set to 'No'. The 'Start date' is 8/24/2009. The 'Corporation' field is set to 'no' and the 'Notice' field is set to 'yes'.

6. If there is an *alias* or *corporate parent*, complete that information. Leave the remaining fields blank (see **Figure VII - 28**).

7. Click **Add Party**

Figure VII - 28

The screenshot shows the ECF system interface after clicking the 'Add Party' button. The 'Role' dropdown menu is now set to 'Defendant (dft.py)'. The 'Pro se' field is set to 'No'. The 'Start date' is 8/24/2009. The 'Corporation' field is set to 'no' and the 'Notice' field is set to 'yes'. The 'Add Party' button is highlighted.

8. When you are finished adding defendant information click **Create Case**. (See **Figure VII - 29**).

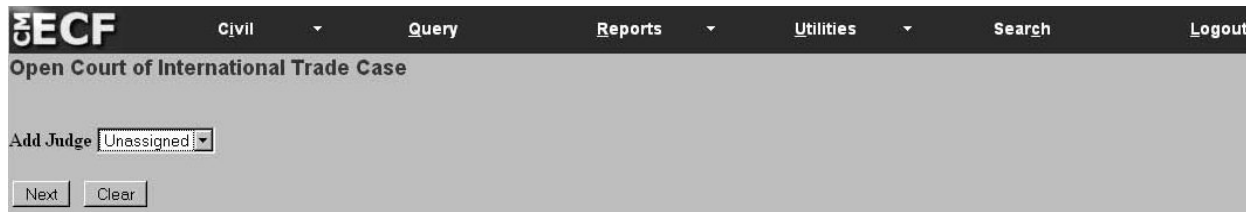
The screenshot shows the ECF system interface with the 'Create Case' button highlighted. Below the button are search fields for 'Last / Business Name', 'First Name', and 'Middle Name', along with a 'Search' button.

Figure VII - 29

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

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

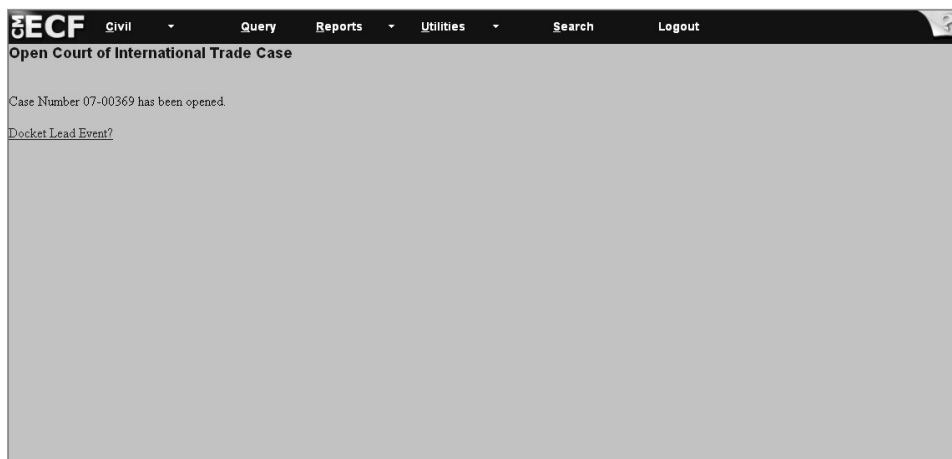
1. After selecting **Create Case** you will be prompted to verify that you are done. Once you are, proceed to the *Add Judge* screen. Accept the default settings on this screen (**Figure VII - 30**).
2. Click



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area displays "Add Judge" with a dropdown menu currently set to "Unassigned". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure VII - 30

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



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area displays the message "Case Number 07-00369 has been opened." Below this message, there is a link labeled "Docket Lead Event?".

Figure VII - 31

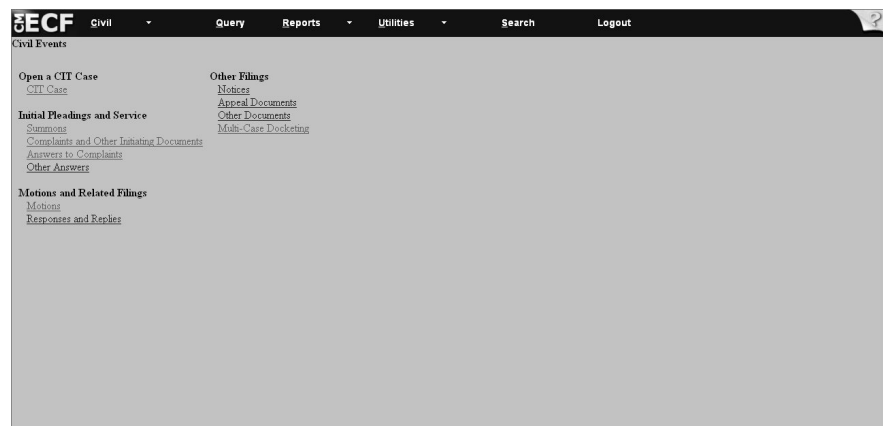
Note: From this point, if you make an error when opening the case, please **do not** open a new case.
Reason: At this point in the filing, the system has assigned a case number with the information you entered (see **Figure VII - 31**). If there is an error, please call the Court's **Help Desk Telephone Number at: 1-866-450-1859**.

VII. Opening a Case: Filing a Summons

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

1. Select *Civil* from the CM/ECF toolbar to display the Civil Events window (see **Figure VII - 32**).
2. Click *Summons* under *Initial Pleadings and Service*.

Figure VII - 32



3. Enter the case number in the following format: **yy-xxxxx**. (see **Figure VII - 33**).
4. Click

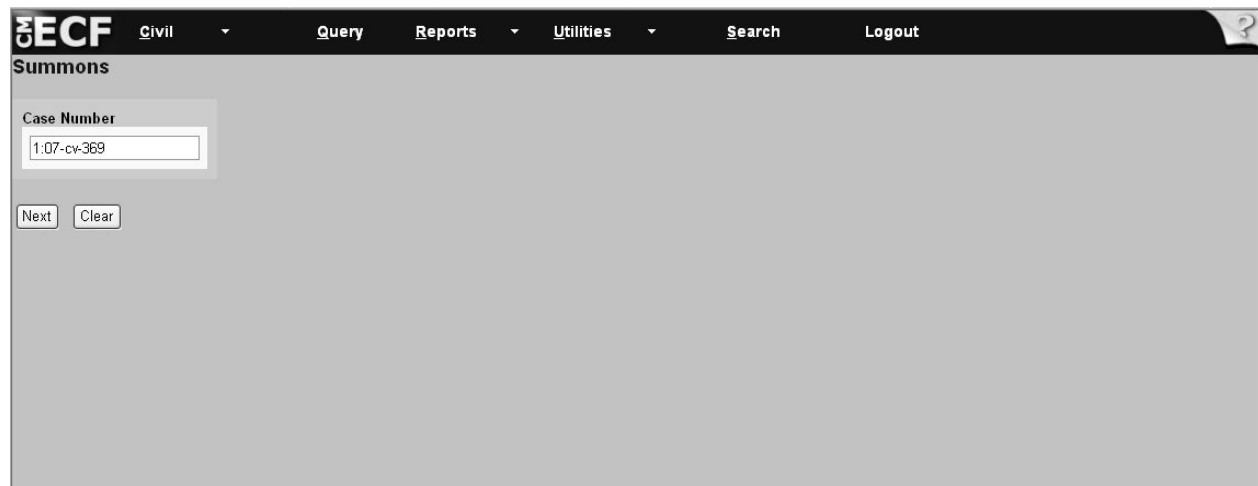


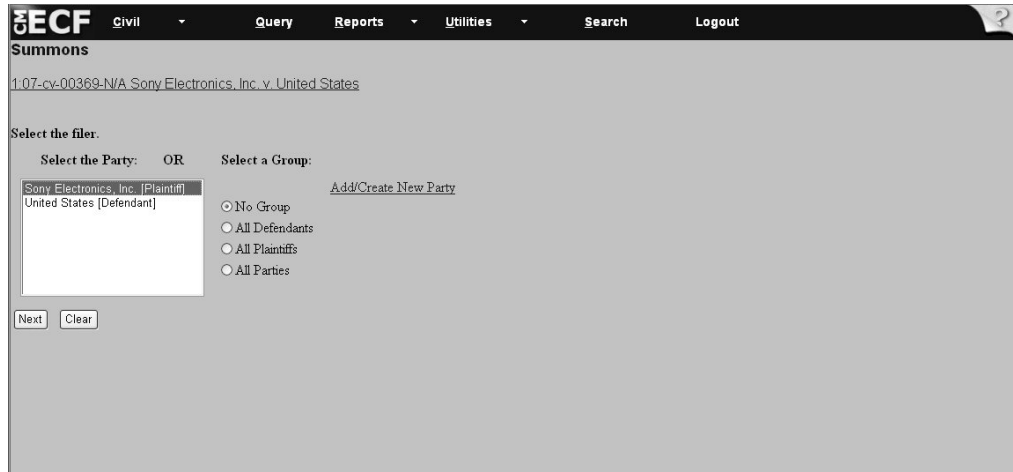
Figure VII - 33

VII. Opening a Case: Filing a Summons (continued)

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

6. Click

Figure VII - 34

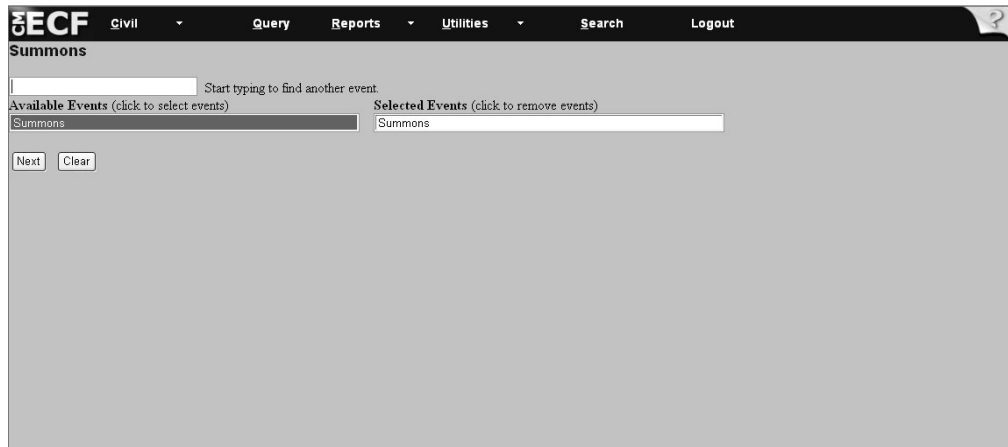


The screenshot shows the ECF Summons interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Summons' and the case number is '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main section is titled 'Select the filer.' and contains two columns: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a list box with 'Sony Electronics, Inc. [Plaintiff]' selected and 'United States [Defendant]' below it. To the right of the list box is a link 'Add/Create New Party'. Under 'Select a Group:', there are four radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom of the form are 'Next' and 'Clear' buttons.

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

8. Click

Figure VII - 35



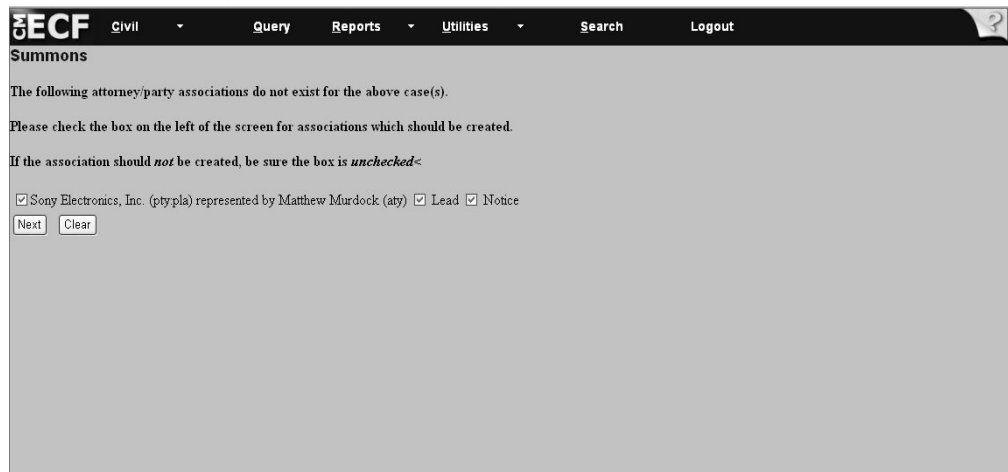
The screenshot shows the ECF Summons interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Summons'. There is a search bar with the text 'Start typing to find another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

VII. Opening a Case: Filing a Summons (continued)

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

10. Click

Figure VII - 36

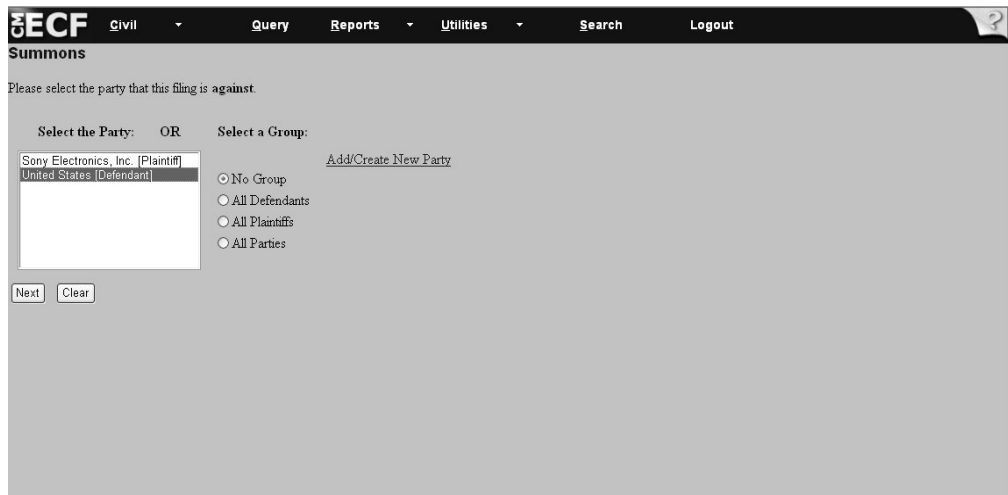


The screenshot shows the ECF Summons screen. The navigation bar includes 'ECF', 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Summons'. Below the heading, there is a message: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should *not* be created, be sure the box is *unchecked*.' Below this message, there is a list of associations with checkboxes: 'Sony Electronics, Inc. (pty:pla) represented by Matthew Murdock (aty)'. The 'Lead' and 'Notice' checkboxes are checked. At the bottom, there are 'Next' and 'Clear' buttons.

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

12. Click

Figure VII - 37



The screenshot shows the ECF Summons screen. The navigation bar includes 'ECF', 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Summons'. Below the heading, there is a message: 'Please select the party that this filing is against.' Below this message, there are two sections: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' section has a dropdown menu with 'Sony Electronics, Inc. [Plaintiff]' and 'United States [Defendant]'. The 'Select a Group:' section has radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. There is also a link 'Add/Create New Party'. At the bottom, there are 'Next' and 'Clear' buttons.

VII. Opening a Case: Filing a Summons - Attaching PDFs

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

Select the pdf document and any attachments.

Main Document
C:\citdocument.pdf

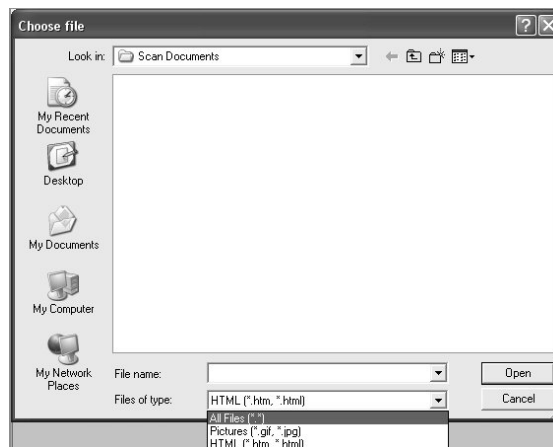
Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

Figure VII - 38

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

15. At the bottom of the dialog box is the *Files of type* field. Click on the down arrow to the left of *Files of type* and use the scroll bar to select the option *All Files (*.*)*. (see **Figure VII - 39**).

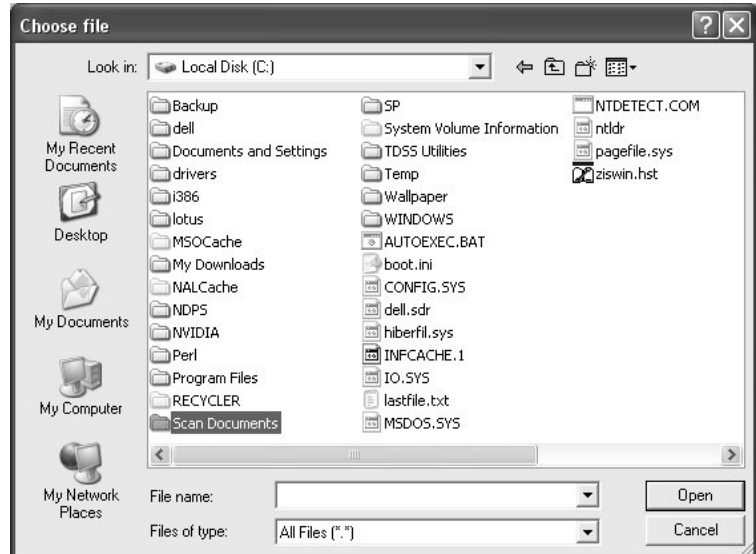
Figure VII - 39



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

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

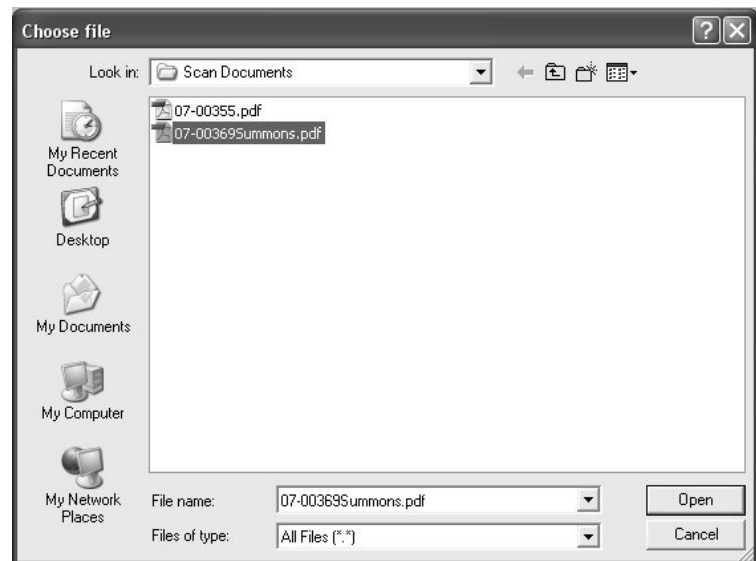
Figure VII - 40



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

18. Click

Figure VII - 41



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

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

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

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

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

The screenshot shows a software interface with a grey background. At the top, it says "Select the pdf document and any attachments." Below this, there is a section titled "Main Document" with a text box containing "C:\citdocument.pdf" and a "Browse..." button. Underneath is a table with three columns: "Attachments", "Category", and "Description". The first row of the table has a "1." in the "Attachments" column, a "Browse..." button, a dropdown menu, and an empty text box in the "Description" column. At the bottom left of the interface are "Next" and "Clear" buttons.

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

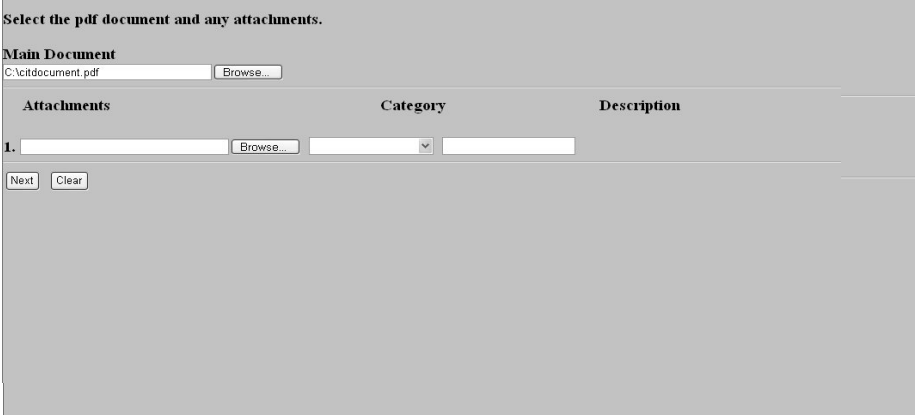
Figure VII - 42

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

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

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

Figure VII - 43



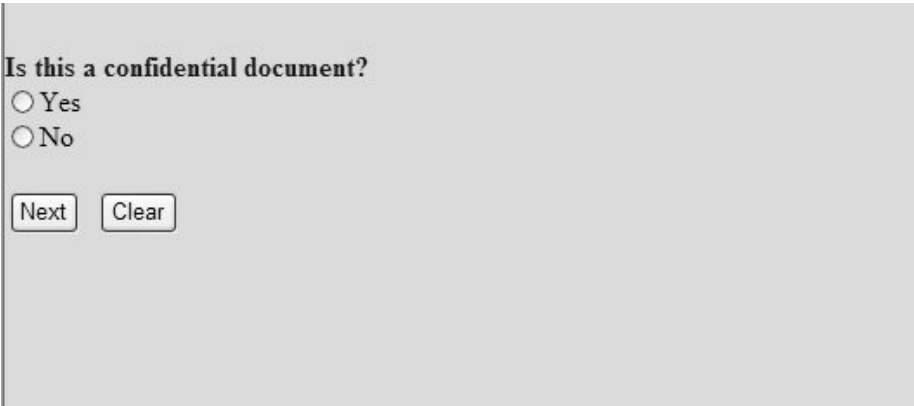
Select the pdf document and any attachments.

Main Document
C:\citdocument.pdf

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

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

Figure VII - 44



Is this a confidential document?

Yes
 No

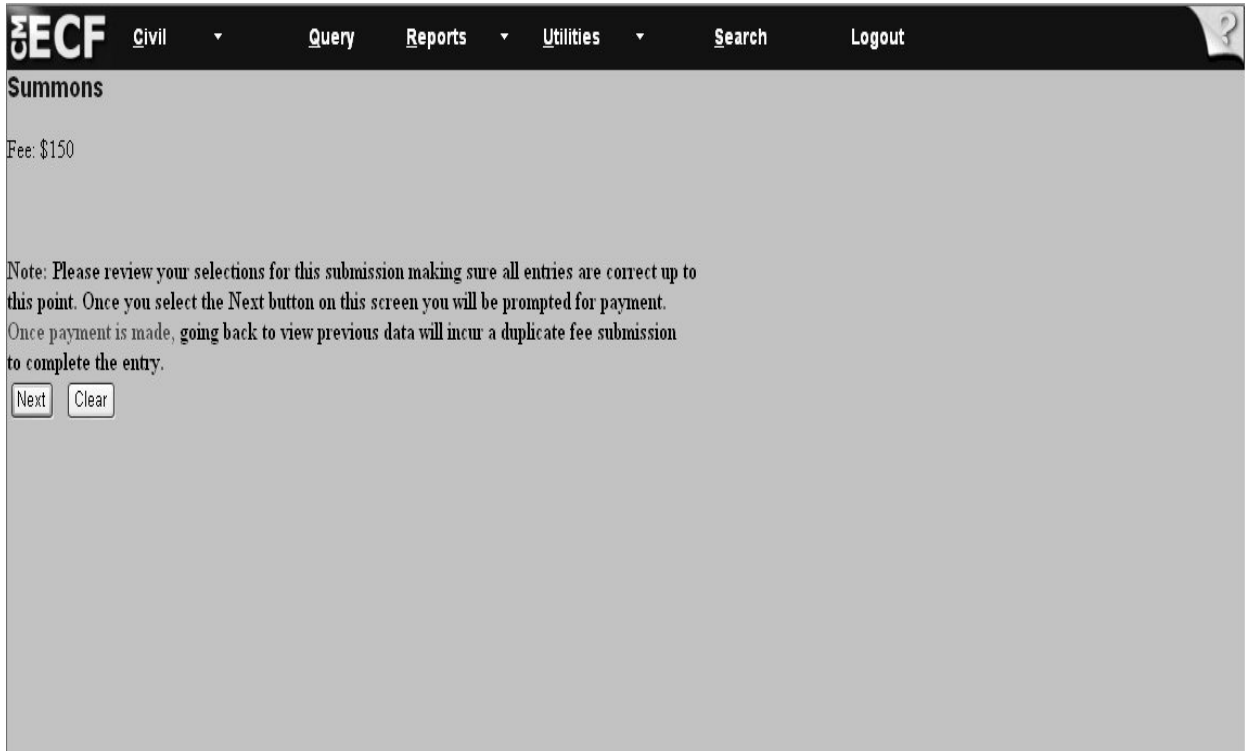
22. Select Yes or No and click .

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

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

VII. Opening a Case: Filing a Summons: Fee and Note

23. The Summons Screen Displays the Fee and Note. Click to continue. (See **Figure VII-46**)



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

Figure VII-46

VII. Opening a Case: Filing a Summons - Online Payment of the Filing Fee

Important Notes:

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

If you experience any difficulty when filing payment, then please call the *Pay.gov* Help Desk at: 1-800-624-1373. If payment is not accepted, then mail the documents to the Court via certified mail to preserve the filing date.

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

24. Complete all the information requested on this screen.

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

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


27. Click  after entering all information (see **Figure VII - 47**)

Figure VII - 47



The screenshot shows the 'Online Payment' interface for the U.S. Department of International Trade. It is titled 'Step 1: Enter Payment Information' and 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk *'. The form contains the following fields: Account Holder Name (Matthew Murdock), Payment Amount (\$456.00), Billing Address (276 Main Street), Billing Address 2, City (New York), State / Province (New York - NY), Zip / Postal Code (10278), and Country (United States). Below these are fields for Card Type (Visa), Card Number (6011111111111111), Security Code (999), and Expiration Date (05 / 2009). At the bottom, there is a 'Continue with Plastic Card Payment' button and a 'Cancel' button. A footer note advises users to avoid using the browser's Back Button to prevent incomplete data transmission.

WARNING:

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

VII. Opening a Case: Filing a Summons - Online Payment of the Filing Fee (continued)

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

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

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

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

The screenshot displays a web interface for online payment. At the top left is the Department of International Trade logo. The page title is "Online Payment" with a link to "Return to your originating application". The current step is "Step 2: Authorize Payment" (1 of 2). A "Payment Summary" section contains a table with three columns: Address Information, Account Information, and Payment Information. Below this is an "Email Confirmation Receipt" section with input fields for "Email Address" and "Confirm Email Address", both containing "mmurdock@lawfirms.com", and a "CC:" field. The "Authorization and Disclosure" section includes a checkbox for authorizing a charge, which is checked, and a "Submit Payment" button. A note at the bottom advises against using the browser's Back Button.

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

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

Email Address: mmurdock@lawfirms.com
Confirm Email Address: mmurdock@lawfirms.com
CC:

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

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

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

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure VII - 48

VII. Opening a Case: Filing a Summons - Docket Text

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

31. Click (see **Figure VII - 49**).

Figure VII - 49



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

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

Figure VII - 50



The screenshot shows the ECF interface with the "Summons" page. A "Docket Text" window box is open, displaying the text: "Docket Text: Modify as Appropriate." Below this, the summons information is shown: "Summons [] . Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Mathew)". At the bottom of the docket text box, there are two buttons: "Next" and "Clear".

33. Click

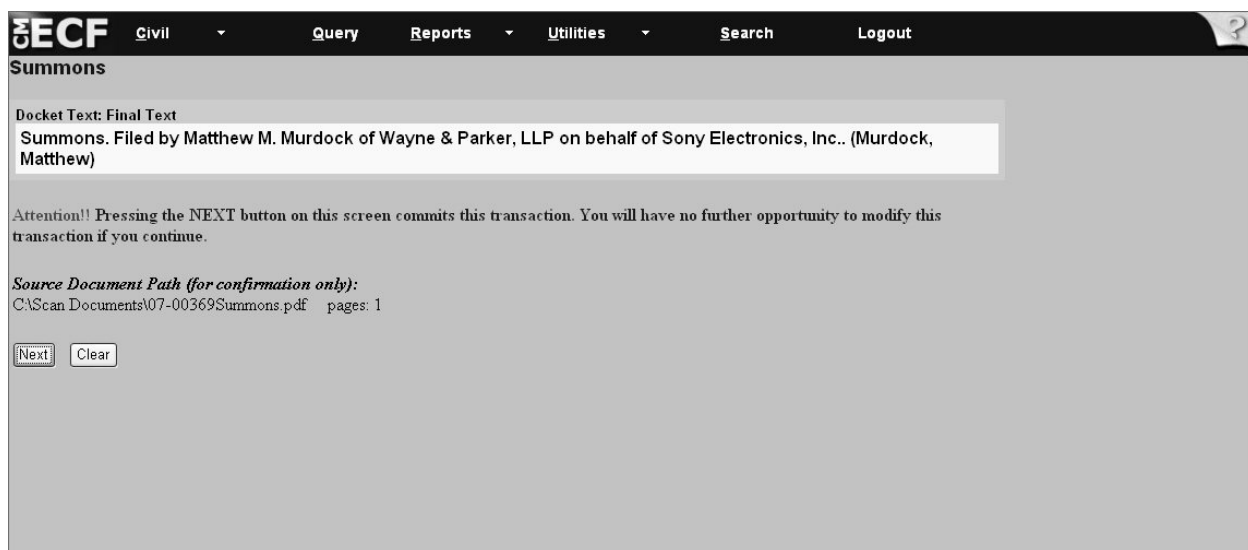
VII. Opening a Case: Filing a Summons - Verifying Docket Text Information

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

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

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

Figure VII - 51



The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the following items: CM/ECF, Civil (with a dropdown arrow), Query, Reports (with a dropdown arrow), Utilities (with a dropdown arrow), Search, and Logout. Below the navigation bar, the page title is "Summons". The main content area displays the following information:

- Docket Text: Final Text
- Summons. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc.. (Murdock, Matthew)
- Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
- Source Document Path (for confirmation only):
C:\Scan Documents\07-00369Summons.pdf pages: 1
- At the bottom, there are two buttons: and .

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

VII. Opening a Case: Filing a Summons - Notice of Electronic Filing

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

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

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

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

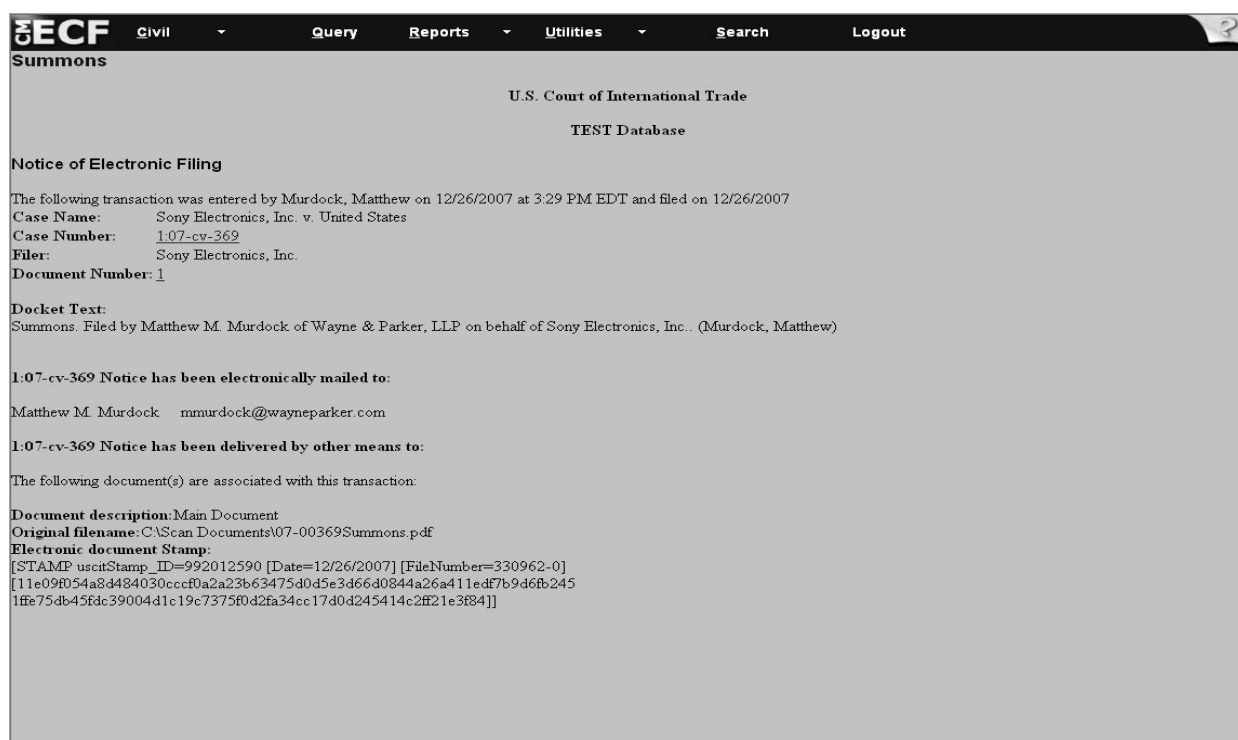


Figure VII - 52

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

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

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

VII. Opening a Case: §1581(a) Denied Protest(s) - Classification

Directions: To complete the general entries required for the *Classification* category, follow the steps outlined below. All steps on this page refer to **Figure VII - 53**.

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

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is titled "Jurisdiction 28 U.S.C. § 1581(a)".

The form contains the following fields:

- Category:** A dropdown menu with options: Appraised Value 19USC § 1514(a)(1), Classification 19USC § 1514(a)(2) (selected), Charges or Exactions 19USC § 1514(a)(3), and Exclusion 19USC § 1514(a)(4).
- Agency:** A dropdown menu with the selected option: U.S. Bureau of Customs and Border Protection.
- Exporting Country:** A dropdown menu with options: Jamaica, Japan (selected), and Johnston Atoll/Midway/United States Minor Outlying Islands/Wake Island.
- Port(s) of Entry:** A dropdown menu with options: 0981 BINGHAMTON REGIONAL AIRPORT, NY, 1001 NEW YORK, NY (selected), and 1002 ALBANY, NY.
- Product Description:** A text input field containing "TV, LCD".
- Number of Protests:** A text input field containing "12".
- Number of Entries:** A text input field containing "33".
- Common Issue for Denied Protest(s):** A dropdown menu with the selected option: NA.

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

Figure VII - 53

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

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

1. Go to the *Assessed Classification* field. Enter the classification number in the following format: **0000.00.00.00 (There must be ten numbers entered in this format.)**

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

2. Click .

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

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

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

4. Click Next.

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

The screenshot displays the ECF (Electronic Case Filing) interface for an 'Open Court of International Trade Case'. The page title is 'Open Court of International Trade Case' and the jurisdiction is '28 U.S.C. § 1581(a)'. The category is 'Classification'. The interface shows two main sections: 'Assessed Classification' and 'Claimed Classification'. Each section has a text input field and two buttons: 'Add to List' and 'Remove from List'. The 'Assessed Classification' field contains the number '5342.25.64.44'. The 'Claimed Classification' field contains the number '5214.52.88.00'. At the bottom of the form, there are 'Next' and 'Clear' buttons. The top navigation bar includes 'ECF', 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'.

Figure VII - 54

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

Directions: For the remaining §1581(a) Denied Protest(s) Jurisdiction Cases, refer to the directions outlined in VIII. Opening a Case to add case information, search for a party, and review and submit case events in the system. Remaining cases include the following:

- Charges or Exactions under 19 U.S.C. § 1514(a)(3);
- Exclusion under 19 U.S.C. §1514(a)(4);
- Liquidation/Reliquidation under 19 U.S.C. §1514(a)(5);
- Claim for Drawback under 19 U.S.C. § 1514(a)(6);
- Refusal to Reliquidate under 19 U.S.C. §1514(a)(7);
- Rate of Duty under 19 U.S.C. § 1514(a)(2);
- Demand for Redelivery under 19 U.S.C. § 1514(a)(4);
- Other;
- Repairs of Vessels under 19 U.S.C. § 1466.

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

Directions: To open a §1581(b) case, follow the directions outlined below. All the steps on this page refer to **Figure VII - 55**.

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

Figure VII - 55

The screenshot shows the ECF system interface for opening a case. The title bar includes 'ECF' and navigation options like 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Open Court of International Trade Case' with the jurisdiction '28 U.S.C. § 1581(b)'. The 'Category' field is highlighted, showing a list of options: 'Appraised Value 19USC § 1516(a)(1)', 'Classification 19USC § 1516(a)(1)', and 'Rate of Duty 19USC § 1516(a)(1)'. The 'Agency' is set to 'U.S. Bureau of Customs and Border Protection'. The 'Exporting Country' dropdown shows 'Georgia', 'Germany', and 'Ghana'. The 'Product Description' is 'Cars'. The 'Party in Interest' is 'NA'. 'Next' and 'Clear' buttons are at the bottom.

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

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

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

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

7. Click Next.

8. Follow the steps outlined in VIII. Opening a Case: Search for a Party to complete party and case-related information.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo, 'Civil' dropdown, 'Query', 'Reports' dropdown, 'Utilities' dropdown, 'Search', and 'Logout'. Below this is the page title 'Open Court of International Trade Case'. The main content area shows 'Jurisdiction 28 U.S.C. § 1581(b)' and 'Category: Appraised Value'. There are two dropdown menus for 'Assessed Valuation Statute' and 'Claimed Valuation Statute'. Both dropdowns have the same options: 'Transaction Value 19USC § 1401a(a)(1)(A)', 'Transaction Value (Identical Merchandise) 19USC § 1401a(a)(1)(B)', 'Transaction Value (Similar Merchandise) 19USC § 1401a(a)(1)(C)', 'Deductive Value 19USC § 1401a(a)(1)(D)', and 'Computed Value 19USC § 1401a(a)(1)(E)'. Below the dropdowns are 'Next' and 'Clear' buttons.

Figure VII - 56

VII. Opening a Case: §1581(b) Domestic Interested Parties Petition - Adding Case and Party Information for Remaining Cases

Directions: For the remaining §1581(b) Domestic Interested Parties Petition Cases, refer to the directions outlined in VII. Opening a Case to open cases. The remaining §1581(b) Domestic Interested Parties Petition Cases include the following:

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

VII. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s)

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

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

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type

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

Jurisdiction

- 28USC § 1581(a) Denied Protest(s)
- 28USC § 1581(b) Domestic Interested Parties Petition
- 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)**
- 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581(e) Government Procurement/Country of Origin
- 28USC § 1581(f) Disclosure of Proprietary Information
- 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581(h) Pre-importation Ruling
- 28USC § 1581(i) Residual Jurisdiction

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

Fee Status

Jury Demand

Related Cases No Yes

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

Figure VII - 57

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

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

Directions: To open a case *Determination not to Initiate Investigation*, follow the directions outlined below. All the steps on this page refer to **Figure VII - 58**.

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

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

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

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

Figure V - 58

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

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

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

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

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

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

Figure VII - 59

VII. Opening a Case: §1581(c) Antidumping or Countervailing Duty Determination(s) - Adding Case and Party Information for Remaining Cases

Directions: For the remaining §1581(c) Antidumping or Countervailing Duty Determination Jurisdiction Cases, refer to the directions outlined in V. Opening a Case to open cases. The remaining §1581(c) Antidumping or Countervailing Duty Determination Jurisdiction Cases include the following:

- Determination not to Review Based on Changed Circumstances under 19 U.S.C. § 1516a(a)(1)(B);
- Negative Injury Determination under 19 U.S.C. § 1516a(a)(1)(C);
- Final Determination: Five Year Review under 19 U.S.C. § 1516a(a)(1)(D);
- Final Affirmative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(i);
- Final Negative Determination: Investigation under 19 U.S.C. § 1516a(a)(2)(B)(ii);
- Final Determination: 751 Periodic Review under 19 U.S.C. § 1516a(a)(2)(B)(iii);
- Determination to Suspend Investigation under 19 U.S.C. § 1516a(a)(2)(B)(iv);
- Determination on Injurious Effect under 19 U.S.C. § 1516a(a)(2)(B)(v);
- Determination on Class or Kind of Merchandise under 19 U.S.C. § 1516a(a)(2)(B)(vi);
- Determination under 19 U.S.C. § 3538: 19 U.S.C. § 1516a(a)(2)(B)(VII);
- Determination under 19 U.S.C. §1675b(a)(1): 19 U.S.C. § 1516a(a)(2)(B)(VIIi);
- Final Affirmative: Department Of Commerce Determination in Final Negative ITC Determination under 19 U.S.C. § 1516a(a)(3).

VII. Opening a Case: §1581(d) Denial of Certification for Trade Adjustment Assistance

Directions: To open a §1581(d) case, follow the directions outlined below. All the steps on this page refer to **Figure VII - 60**.

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

Figure VII - 60

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type cv

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

Jurisdiction

- 28USC § 1581(a) Denied Protest(s)
- 28USC § 1581(b) Domestic Interested Parties Petition
- 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
- 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581(e) Government Procurement/Country of Origin
- 28USC § 1581(f) Disclosure of Proprietary Information
- 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581(h) Pre-importation Ruling
- 28USC § 1581(j) Residual Jurisdiction

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

Fee Status Paid

Jury Demand No

Related Cases No Yes

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

Next Clear

2. Click .

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

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

1. Go to the *Category* field and select *Worker 19 USC §2273*. **This is a mandatory field.** If the case involves categories in addition to *Worker 19 USC §2273*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
2. Go to the *Agency* field. **This is a mandatory field.** Select the appropriate agency.
3. Go to the *Company Name* field and type the name in the box.
4. Go to the *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, enter, “2345,” not, “2,345.”

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is titled "Jurisdiction 28 U.S.C. § 1581(d)".

The form contains the following fields and values:

- Category:** Worker 19 USC § 2273 (dropdown menu)
- Agency:** U.S. Department of Commerce (dropdown menu)
- Company Name:** Bell Corporation (text input field)
- Federal Register Citation:** 12 (input field), Fed. Reg. 3245 (input field)
- Publication Date (MM/DD/YY):** 10/10/2007 (input field)
- Amended Federal Register Citation (if applicable):** (input field), Fed. Reg. (input field)
- Amended Publication Date (MM/DD/YY)(if applicable):** (input field)

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

Figure VII - 61

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

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

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

The screenshot shows a web interface for filing a case. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, Search, and Logout. Below this is the title "Open Court of International Trade Case" and the jurisdiction "Jurisdiction 28 U.S.C. § 1581(d)". The form contains several fields: "Category" (Worker 19USC § 2273), "Agency" (U.S. Department of Commerce), and "Company Name" (Dell Corporation). There are also fields for "Federal Register Citation" (12 Fed. Reg. 3245) and "Publication Date" (10/10/2007). At the bottom, there are "Next" and "Clear" buttons.

Figure VII - 62

VII. Opening a Case: Remaining §1581(d) Denial of Certification for Trade Adjustment Assistance Jurisdiction Cases

Directions: For the remaining §1581(d) *Denial of Certification for Trade Adjustment Assistance Jurisdiction* Cases, refer to the directions outlined in VII. Opening a Case to open cases. The remaining §1581(d) *Denial of Certification for Trade Adjustment Assistance Jurisdiction* cases include the following:

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

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

Directions: To open a §1581(e) *Government Procurement/Country of Origin* case, follow the directions outlined below. All the steps on this page refer to **Figure VII - 63**.

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

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

- Case type:** CV
- Date Filed (MMDDYY):** 1/2/2008
- Jurisdiction:** A dropdown menu with the following options:
 - 28USC § 1581(a) Denied Protest(s)
 - 28USC § 1581(b) Domestic Interested Parties Petition
 - 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
 - 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
 - 28USC § 1581(e) Government Procurement/Country of Origin**
 - 28USC § 1581(f) Disclosure of Proprietary Information
 - 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
 - 28USC § 1581(h) Pre-importation Ruling
 - 28USC § 1581(i) Residual Jurisdiction
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** Radio buttons for No and Yes.
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** Radio buttons for No and Yes.
- Buttons:** Next and Clear.

Figure VII - 62

2. Click .

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

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

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

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

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

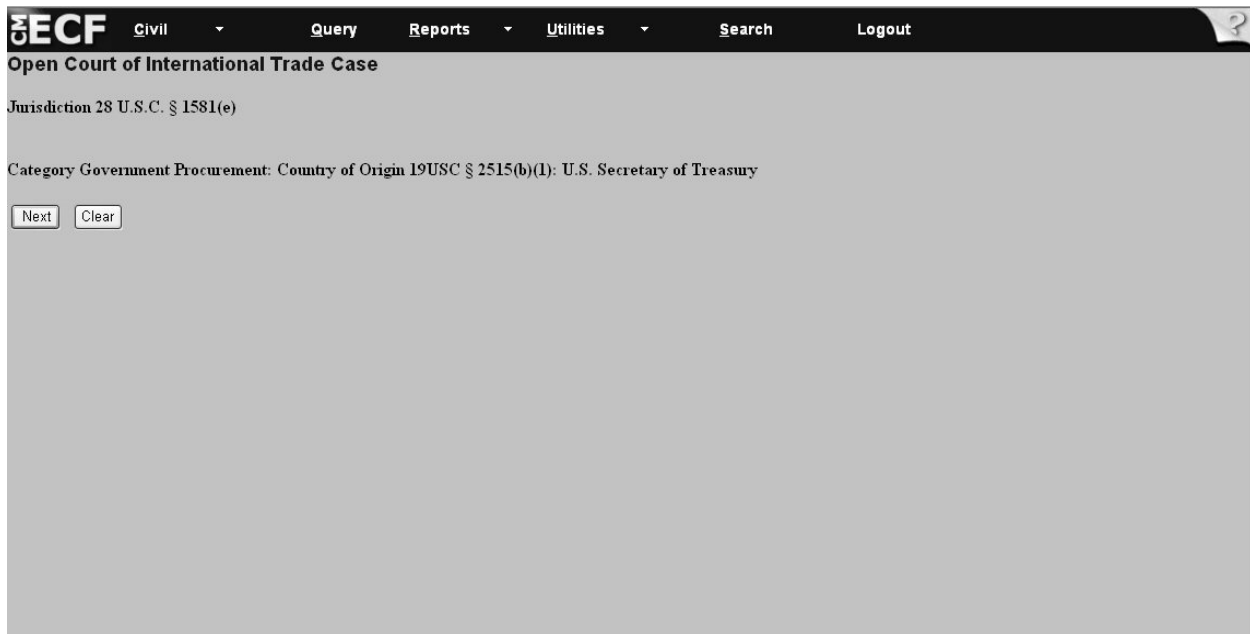


Figure VII - 64

VII. Opening a Case: §1581(f) Disclosure of Proprietary Information

Directions: To open a §1581(f) *Disclosure of Proprietary Information* case, follow the directions outlined below. All the steps on this page refer to **Figure VII - 65**.

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

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type CV

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

Jurisdiction

- 28USC § 1581(a) Denied Protest(s)
- 28USC § 1581(b) Domestic Interested Parties Petition
- 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
- 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581(e) Government Procurement/Country of Origin
- 28USC § 1581(f) Disclosure of Proprietary Information
- 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581(h) Pre-importation Ruling
- 28USC § 1581(i) Residual Jurisdiction

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

Fee Status Paid

Jury Demand No

Related Cases No Yes

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

Next Clear

Figure VII - 65

2. Click **Next**.

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

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

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

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". Underneath, it specifies the jurisdiction as "Jurisdiction 28 U.S.C. § 1581(f)". The main form area contains two dropdown menus: "Category" and "Agency". The "Category" dropdown is set to "Disclosure of Proprietary Information 19USC § 1677f(c)(2)". The "Agency" dropdown is set to "U.S. Department of Commerce". Below these dropdowns are two buttons: "Next" and "Clear".

Figure VII - 66

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

Directions: To open a §1581(g) *Customs Broker's License/Permit* case, follow the directions outlined below. All the steps on this page refer to **Figure VII - 67**.

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

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type

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

Jurisdiction

- 28USC § 1581(a) Denied Protest(s)
- 28USC § 1581(b) Domestic Interested Parties Petition
- 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
- 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581(e) Government Procurement/Country of Origin
- 28USC § 1581(f) Disclosure of Proprietary Information
- 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581(h) Pre-importation Ruling
- 28USC § 1581(i) Residual Jurisdiction

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

Fee Status

Jury Demand

Related Cases No Yes

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

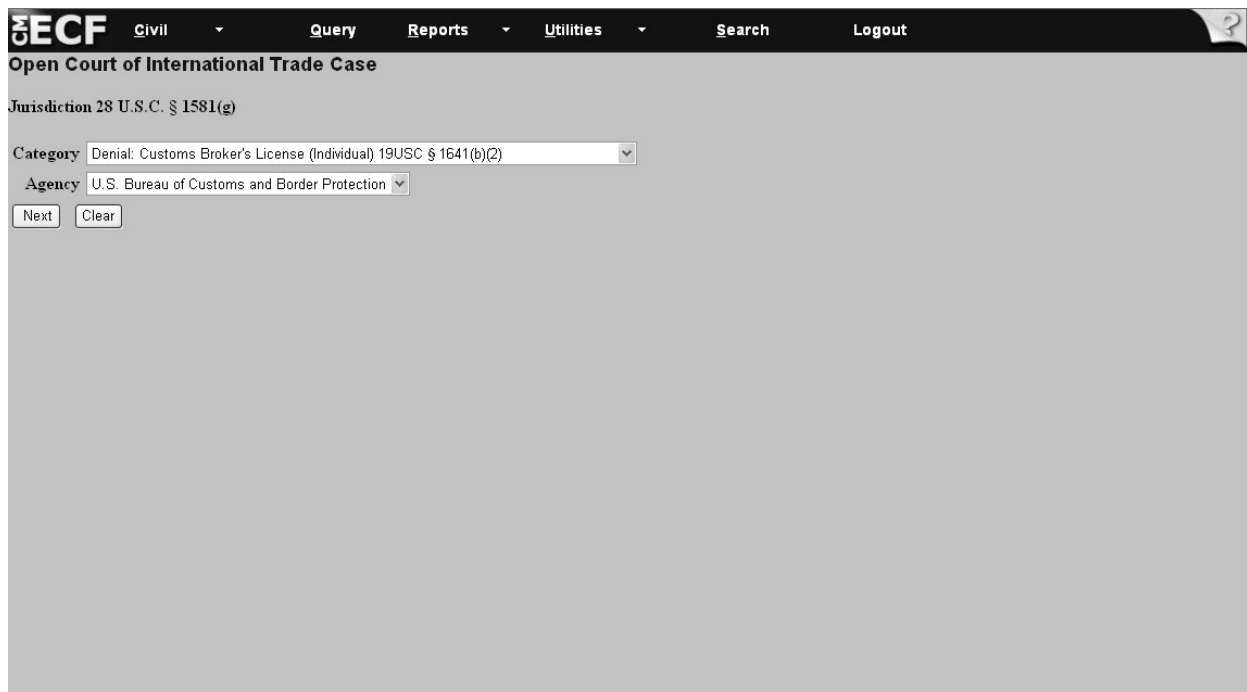
Figure VII - 67

2. Click .

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

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

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



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

Figure VII - 68

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

Directions: For the remaining §1581(g) *Customs Broker's License/Permit: Private Testing Lab Jurisdiction* cases, refer to the directions outlined in VII. Opening a Case to add case information, search for a party, add attorney information, and review and submit the transaction to the system. The remaining §1581(g) *Customs Broker's License/Permit: Private Testing Lab Jurisdiction* cases include the following:

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

VII. Opening a Case: §1581(h) Pre-Importation Ruling

Directions: To open a §1581(h) Pre-importation Ruling case, follow the steps outlined below. All the steps on this page refer to **Figure VII - 69**.

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

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

- Case type:** CV
- Date Filed (MM/DD/YY):** 1/2/2008
- Jurisdiction:** A dropdown menu with the following options: 28USC § 1581(a) Denied Protest(s), 28USC § 1581(b) Domestic Interested Parties Petition, 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s), 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance, 28USC § 1581(e) Government Procurement/Country of Origin, 28USC § 1581(f) Disclosure of Proprietary Information, 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab., 28USC § 1581(h) Pre-importation Ruling (selected), and 28USC § 1581(i) Residual Jurisdiction.
- Precedence:** Radio buttons for Rule 3g(1), Rule 3g(2), Rule 3g(3), Rule 3g(4), Rule 3g(5), Rule 3g(6) (selected), and Not Applicable.
- Fee Status:** Paid
- Jury Demand:** No
- Related Cases:** No
- Will this action raise an issue of the constitutionality of an Act of Congress, a proclamation from the President or an Executive Order?** No
- Buttons:** Next, Clear

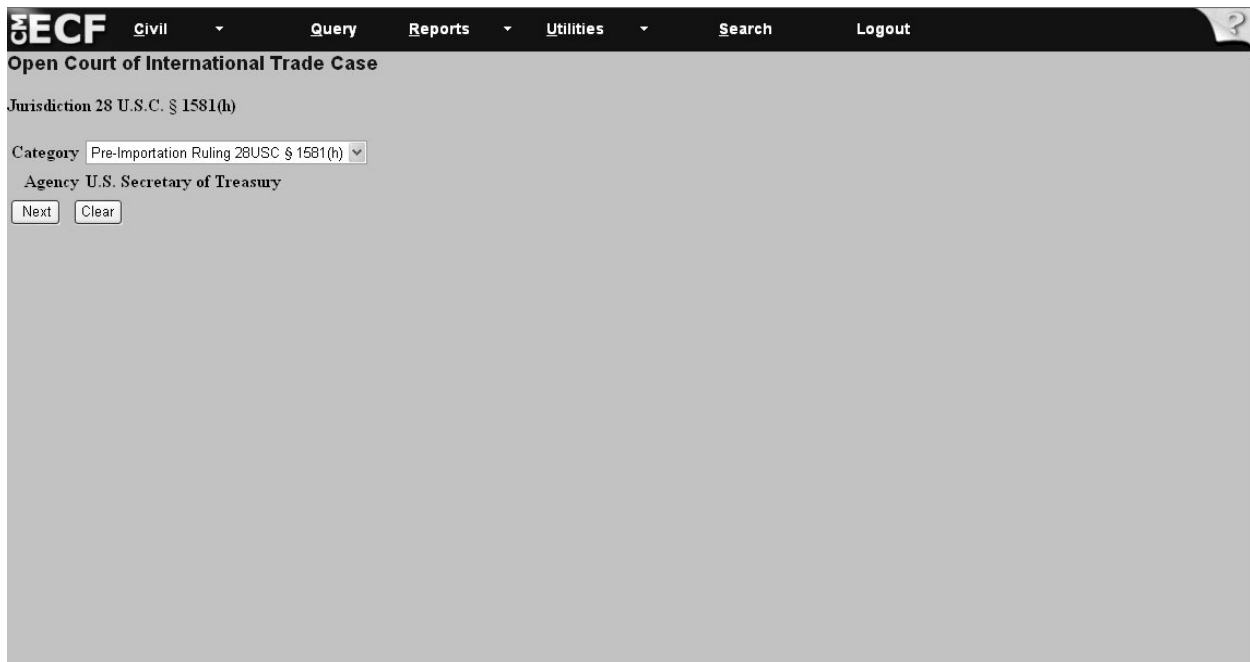
Figure VII - 69

2. Click .

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

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

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



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Court of International Trade Case". The main content area is a form titled "Jurisdiction 28 U.S.C. § 1581(h)". The form contains a "Category" dropdown menu with the selected value "Pre-Importation Ruling 28USC § 1581(h)". Below the dropdown is an "Agency" field with the value "U.S. Secretary of Treasury". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure VII - 70

VII. Opening a Case: §1581(i) Residual Jurisdiction

Directions: To open a §1581(i) Residual Jurisdiction case, follow the steps outlined below. All steps on this page refer to **Figure VII - 71**.

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

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type cv

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

Jurisdiction

- 28USC § 1581(a) Denied Protest(s)
- 28USC § 1581(b) Domestic Interested Parties Petition
- 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
- 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581(e) Government Procurement/Country of Origin
- 28USC § 1581(f) Disclosure of Proprietary Information
- 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581(h) Pre-importation Ruling
- 28USC § 1581(i) Residual Jurisdiction

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

Fee Status Paid

Jury Demand No

Related Cases No Yes

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

Next Clear

Figure VII - 71

2. Click .

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

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

3. Go to the *Category* field and select *Revenue from Imports or Tonnage 28 USC §1581(i)(1)*. This is a mandatory field. If the case involves categories in addition to *Revenue from Imports or Tonnage*, then press and hold down the *Ctrl* key and click on the appropriate categories. Use the scroll bar to the right of the *Category* box to view all the options.
4. Go the *Agency* field and select the appropriate agency. **This is a mandatory field.**
5. Go to the *Exporting Country* field. Select from one of the countries by using the scroll bar to the right of the white box. *Not applicable* is an available option. If the exporting country is not listed, then select *Not applicable*. If the case involves multiple exporting countries, then press and hold down the *Ctrl* key and select the appropriate countries.
6. Go to *Port(s) of Entry* field. Scroll through the list of ports and select the appropriate entries.

The screenshot shows the ECF system interface for opening a case. The top navigation bar includes 'ECF', 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Open Court of International Trade Case'. Below this, the jurisdiction is specified as 'Jurisdiction 28 U.S.C. § 1581(i)'. The form contains several fields:

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

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

Figure VII - 72

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

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

7. Go to the *Product Description* field. **This is a mandatory field.** If there is no description available, select, “None Provided.” You cannot leave the field blank.

8. Go to the *Federal Register Citation* field. **This is a mandatory field.** The Federal Register Citation number, the Federal Register number and the publication date must be entered into the system. The Federal Register number should be written without commas, for example, type, “2345,” not, “2,345.”

9. Go to the *Publication Date* field. **This is a mandatory field.** Enter the date on which the determination was published in the Federal Register in the **MM/DD/YYYY** format.

10. Go to the *Amended Federal Register Citation* and *Publication Date* fields. If the information is unknown or if there is no amended Federal Register Publication, then leave the field blank.

11. Click Next. This takes you to the *Search for a party* screen.

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

Figure VII - 73

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

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

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

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

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

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

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

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

VII. Opening a Case: §1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties

Directions: To open a *§1582 Recover of Civil Penalty/Upon a Bond/Customs Duties* case follow the steps outlined below. All steps on this page refer to **Figure VII - 74**.

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

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type

Date Filed (MM/DD/YY) 8/8/2008

Jurisdiction

- 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
- 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581(e) Government Procurement/Country of Origin
- 28USC § 1581(f) Disclosure of Proprietary Information
- 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581(h) Pre-importation Ruling
- 28USC § 1581(i) Residual Jurisdiction
- 28USC § 1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties**
- 28USC § 1584 Disclosure of Proprietary Information: Sanctions

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

Fee Status

Jury Demand

Related Cases No Yes

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

Figure VII - 74

2. Click .

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

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

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

The screenshot shows the ECF system interface for opening a case. The page title is "Open Court of International Trade Case" and the jurisdiction is "28 U.S.C. § 1582". The "Category" dropdown menu is open, showing options like "Civil Penalty 19 USC § 1592" and "Recovery of Customs Duties 28 USC § 1583(3)". The "Agency" dropdown menu is also open, showing options like "U.S. Bureau of Customs and Border Protection" and "U.S. International Trade Commission". There are "Next" and "Clear" buttons at the bottom.

Figure VII - 75

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

Directions: For the remaining Recovery of Civil Penalty/Upon a Bond/Customs Duties cases, refer to the directions outlined in VII. Opening a Case to add case information, search for a party, add attorney and defendant information. The remaining Recovery of Civil Penalty/Upon a Bond/Customs Duties cases include the following:

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

VII. Opening a Case: §1584 Disclosure of Proprietary Information - Sanctions

Directions: To open a *§1584 Disclosure of Proprietary Information: Sanctions* case, follow the steps outlined below. All steps on this page refer to **Figure VII - 76**

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

Figure VII - 76

ECF Civil Query Reports Utilities Search Logout

Open Court of International Trade Case

Case type cv

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

Jurisdiction

- 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s)
- 28USC § 1581(d) Denial of Certification for Trade Adjustment Assistance
- 28USC § 1581(e) Government Procurement/Country of Origin
- 28USC § 1581(f) Disclosure of Proprietary Information
- 28USC § 1581(g) Customs Broker's License/Permit: Private Testing Lab.
- 28USC § 1581(h) Pre-importation Ruling
- 28USC § 1581(i) Residual Jurisdiction
- 28USC § 1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties
- 28USC § 1584 Disclosure of Proprietary Information: Sanctions

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

Fee Status Paid

Jury Demand No

Related Cases No Yes

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

Next Clear

2. Click **Next**.

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

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

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

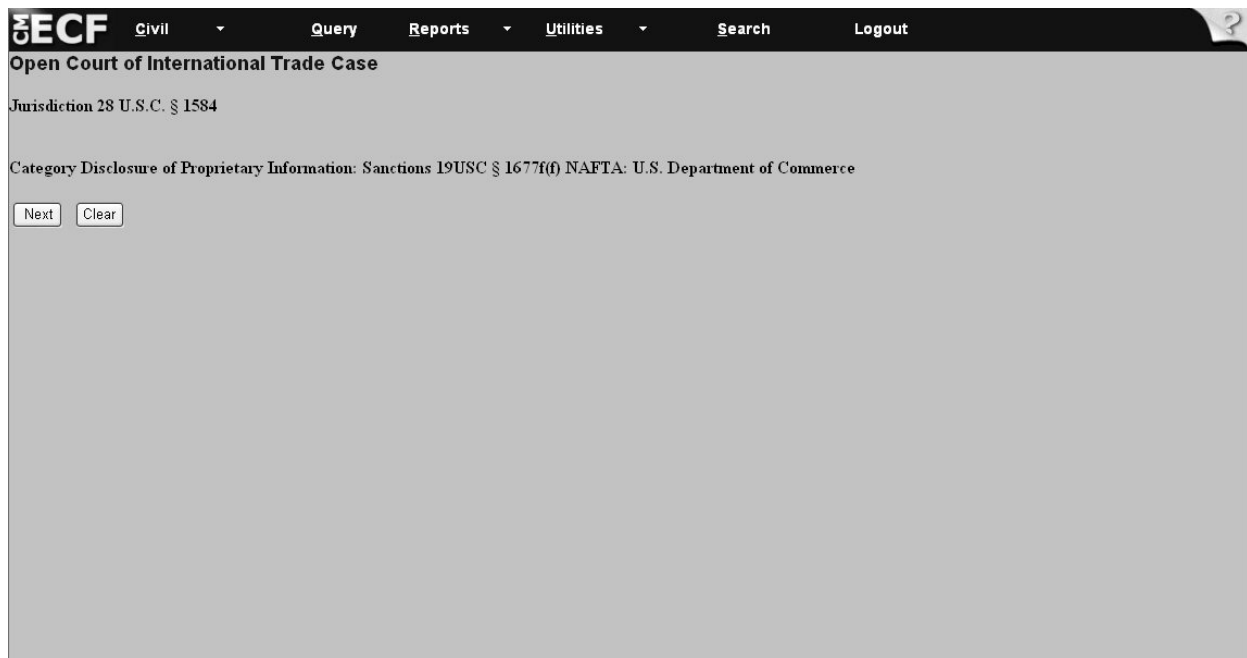


Figure VII - 77

VII. Opening a Case: Docketing a Complaint

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

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

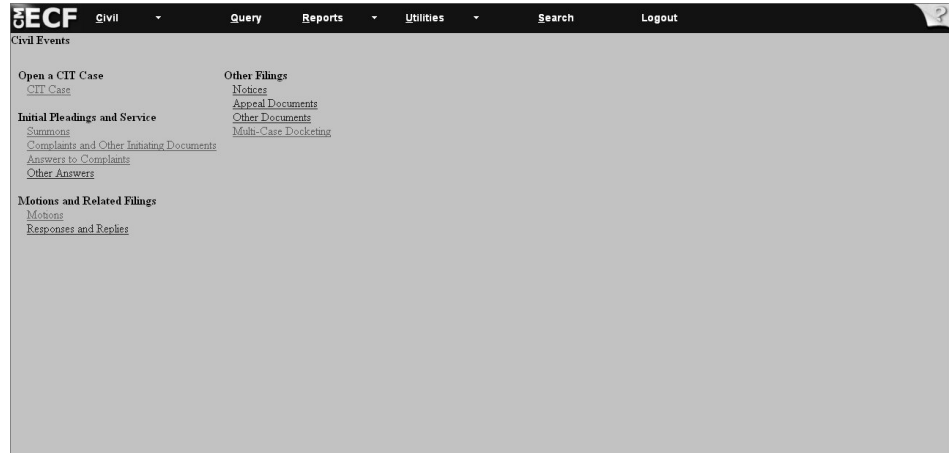


Figure VII - 78

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

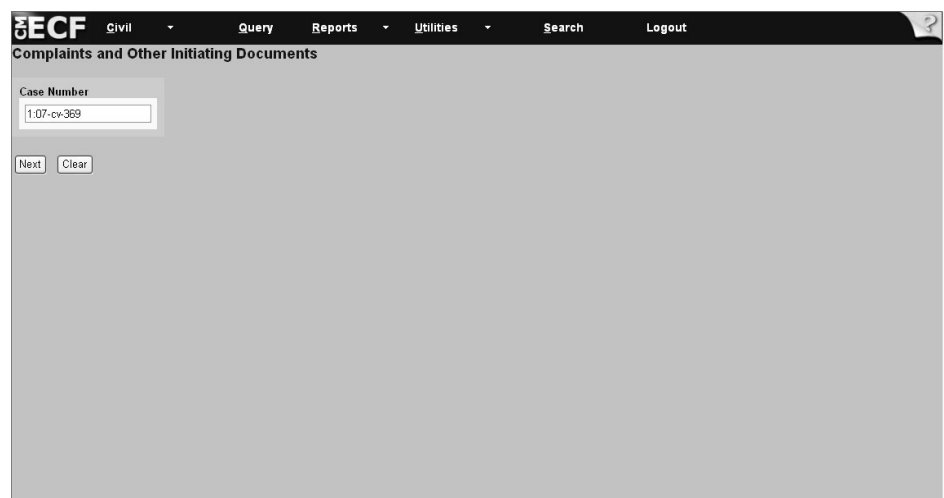


Figure VII - 79

VII. Opening a Case: Docketing a Complaint (continued)

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

5. Select from the party filing the complaint.

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

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

6. Click and proceed with the directions on the following page.

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

The screenshot shows the ECF system interface for "Complaints and Other Initiating Documents" for case 1:09-cv-00044-N/A Sony Corporation v. United States. The interface includes a "Pick Filer" button and a tree view of parties. The "United States" party is selected as the defendant (df), and "Sony Corporation" is selected as the plaintiff (pla). The "Select the filer." section includes a dropdown menu with "United States [df]" and "Sony Corporation [pla]". The "Select a Group:" section has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". The "Next" and "Clear" buttons are at the bottom.

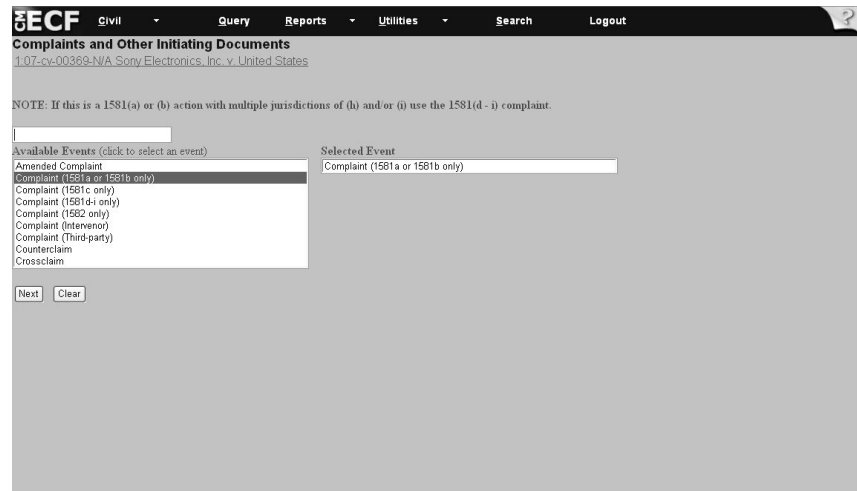
Figure VII - 80

VII. Opening a Case: Docketing a Complaint (continued)

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

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

Figure VII - 81

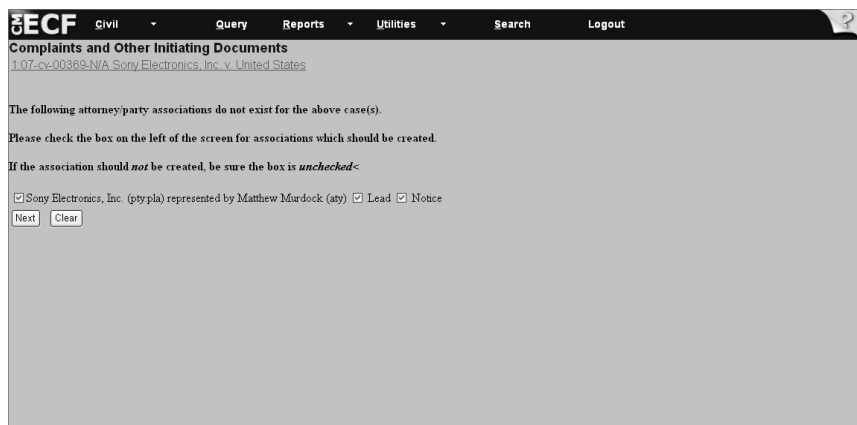


The screenshot shows the ECF system interface for 'Complaints and Other Initiating Documents'. The page title is 'Complaints and Other Initiating Documents' with the case number '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. A note states: 'NOTE: If this is a 1581(a) or (b) action with multiple jurisdictions of (h) and/or (i) use the 1581(d - i) complaint.' Below the note, there is a search box and two columns: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' list includes: Amended Complaint, Complaint (1581a or 1581b only), Complaint (1581c only), Complaint (1581d-i only), Complaint (1582 only), Complaint (Intervenor), Complaint (Third-party), Counterclaim, and Crossclaim. The 'Selected Event' field contains 'Complaint (1581a or 1581b only)'. At the bottom, there are 'Next' and 'Clear' buttons.

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

11. Click .

Figure VII - 82



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

VII. Opening a Case: Docketing a Complaint (continued)

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

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

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

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

13. Click .

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

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area contains the instruction "Please select the party that this filing is against." Below this instruction, there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a drop-down menu with "Sony Electronics, Inc. [Plaintiff]" and "United States [Defendant]" options. The "Select a Group:" section has four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is also a link labeled "Add/Create New Party" next to the "Select a Group:" section. At the bottom of the form, there are "Next" and "Clear" buttons.

Figure VII - 83

VII. Opening a Case: Docketing a Complaint (continued)

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

Select the pdf document and any attachments.

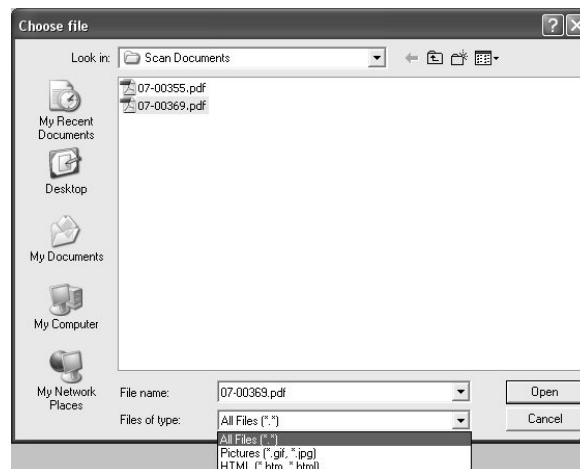
Main Document
C:\citdocument.pdf

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

Figure VII - 84

16. Click on the drop-down arrow to select the drive where the file is located, for example, C:\199cv501-21. At the bottom of the dialog box is the *Files of type* field. Click on the down arrow to the left of *Files of type* and using the scroll bar, select the option *All Files (*.*)* (see **Figure VII - 85**). The computer displays all the folders in the selected drive.

Figure VII - 85



VII. Opening a Case: Docketing a Complaint (continued)

17. Select the filename by highlighting the document (see **Figure VII - 86**).

18. Click in the dialog box.

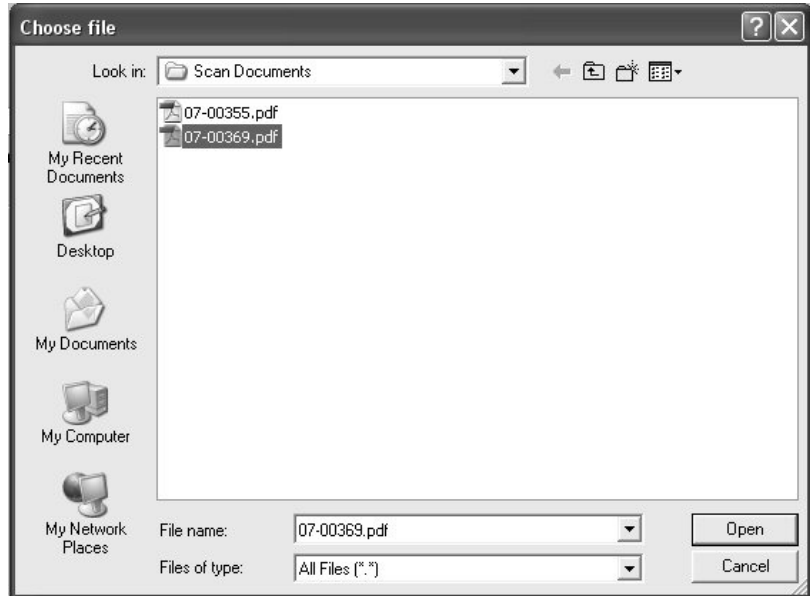
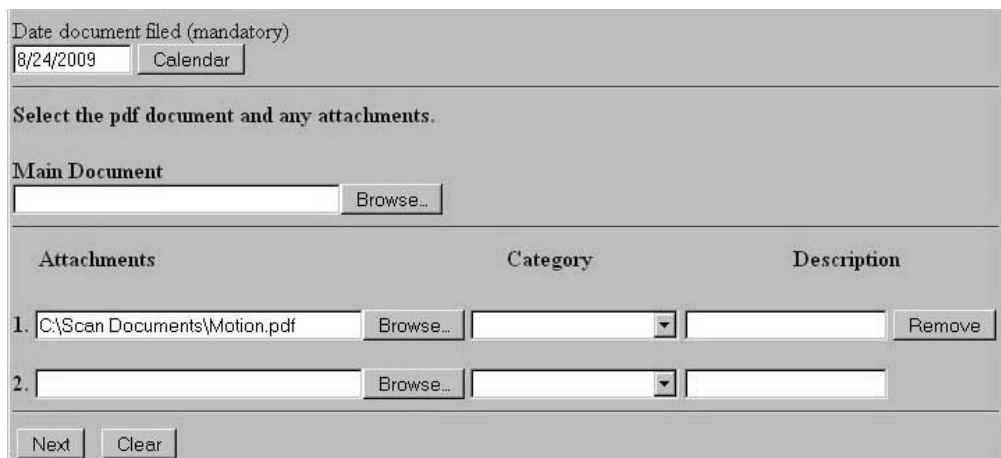


Figure VII - 86

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

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

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



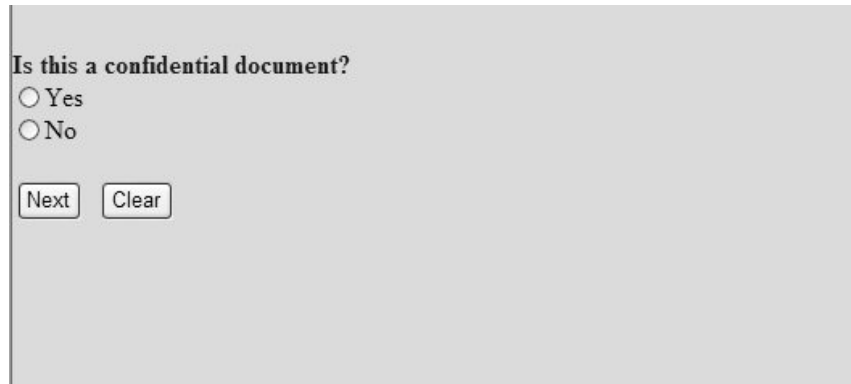
Attachments	Category	Description
1. C:\Scan Documents\Motion.pdf <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Figure VII - 87

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

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

Figure VII - 88



Is this a confidential document?

Yes

No

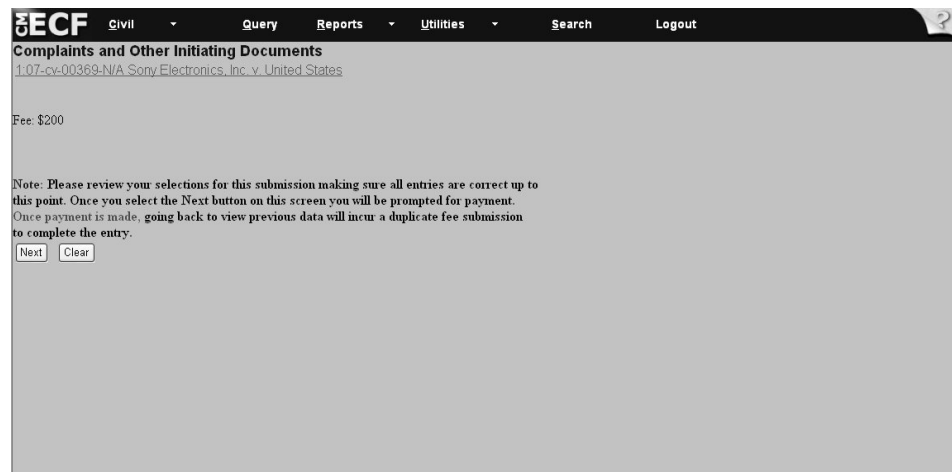
21. Select Yes or No and click .

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

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

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

Figure VII - 89



ECF CIVIL Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

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

Fee: \$200

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

23. Click .

VII. Opening a Case: Docketing a Complaint (continued)

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

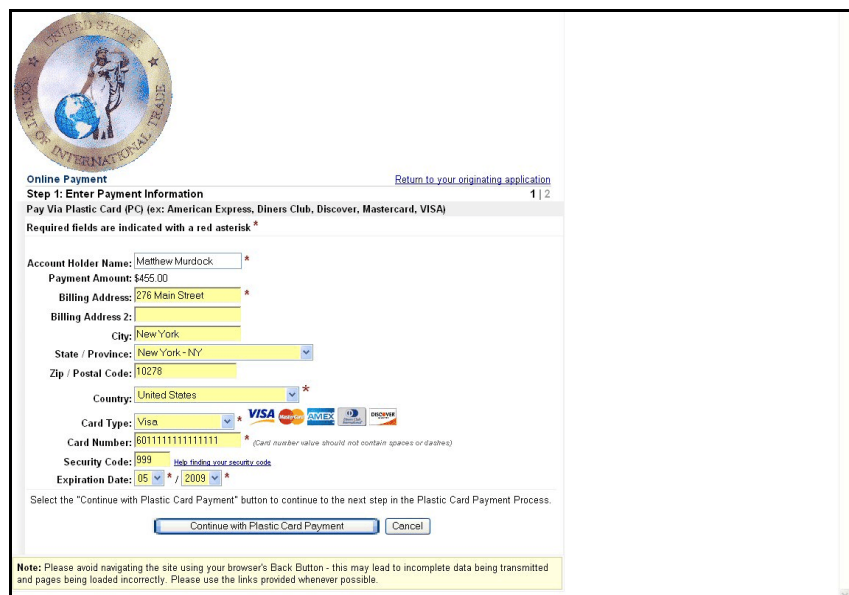
Note: If you experience difficulty when filing payment, then please call the **Pay.gov Help Desk at: 1-800-624-1373**. Also, if payment is not accepted, you may file your complaint manually with a Notice Of Manual Filing. Be sure to mail the documents via certified mail to preserve the filing date.

24. Complete all the information requested on this screen.

25. When entering the credit card number, be sure to enter the card number without dashes or spaces between the numbers (see **Figure VII - 90**).

26. The security code is the three-digit code located on the back of the credit card.

Figure VII - 90



The screenshot shows the 'Online Payment' interface for a plastic card payment. At the top left is the Department of International Trade logo. The page title is 'Online Payment' with a link to 'Return to your originating application'. Below this is 'Step 1: Enter Payment Information' and 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk *'. The form fields include: Account Holder Name (Matthew Murdock), Payment Amount (\$455.00), Billing Address 1 (276 Main Street), Billing Address 2, City (New York), State / Province (New York - NY), Zip / Postal Code (10278), and Country (United States). Card details include Card Type (Visa), Card Number (8011111111111111), Security Code (999), and Expiration Date (05 / 2009). A note at the bottom of the form states: '(Card number value should not contain spaces or dashes)'. At the bottom of the form are two buttons: 'Continue with Plastic Card Payment' and 'Cancel'. A footer note reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'


27. Click after you enter all the information.

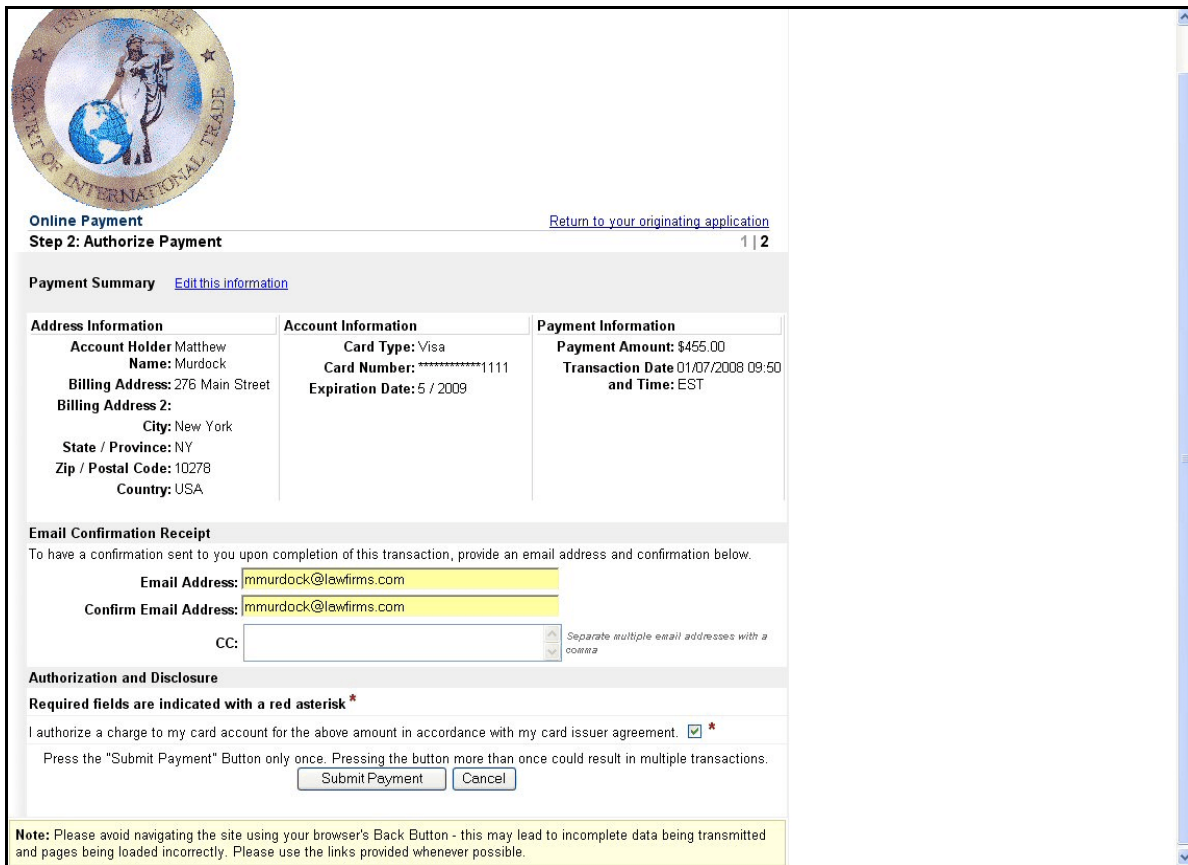
WARNING:

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

VII. Opening a Case: Docketing a Complaint (continued)

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

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



The screenshot displays a web interface for online payment. At the top left is the seal of the United States Department of International Trade. The page title is 'Online Payment' with a link to 'Return to your originating application'. The current step is 'Step 2: Authorize Payment' (1 of 2). Below this is a 'Payment Summary' section with a link to 'Edit this information'. The summary is divided into three columns: Address Information, Account Information, and Payment Information. The 'Email Confirmation Receipt' section requires an email address and a confirmation email address, both of which are filled with 'mmurdock@lawfirms.com'. A 'CC' field is also present. The 'Authorization and Disclosure' section includes a checkbox for authorizing a charge, which is checked. Below this are 'Submit Payment' and 'Cancel' buttons. A note at the bottom of the form advises against using the browser's back button.

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

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

Email Address: mmurdock@lawfirms.com
Confirm Email Address: mmurdock@lawfirms.com
CC:

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

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

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

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

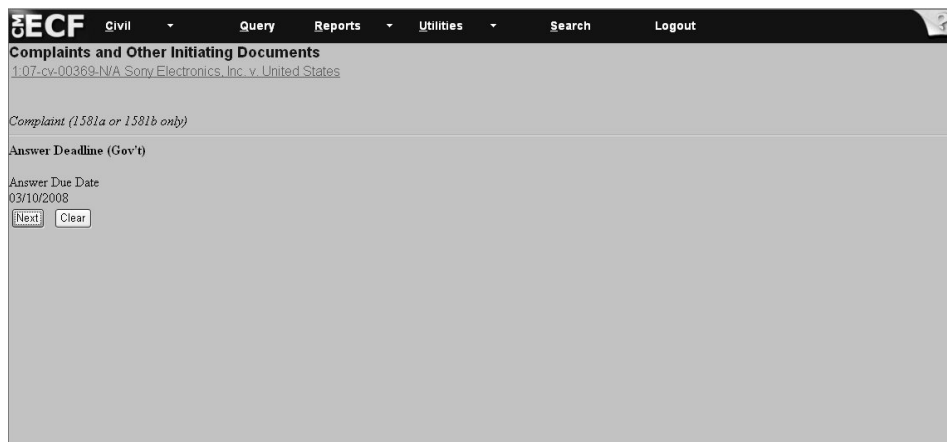
Figure VII - 91

VII. Opening a Case: Docketing a Complaint (continued)

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

33. Click

Figure VII - 92

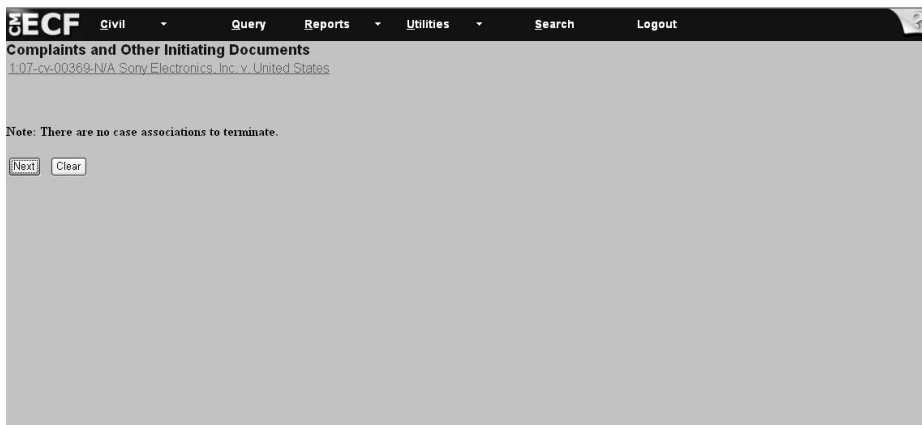


The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" followed by the case number "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area displays "Complaint (1581a or 1581b only)" and "Answer Deadline (Gov't)". Under "Answer Deadline (Gov't)", the "Answer Due Date" is listed as "03/10/2008". At the bottom of this section, there are two buttons: "Next" and "Clear".

34. View the information regarding case associations. If the system indicates there are no case associations to terminate it means the case was never on the Suspension Disposition Calendar (SDC).

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

Figure VII - 93



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" followed by the case number "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area displays a note: "Note: There are no case associations to terminate." Below the note, there are two buttons: "Next" and "Clear".

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

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

VII. Opening a Case: Docketing a Complaint (continued)

36. If a further description of the complaint you are filing is warranted, then select from the drop-down menu the type of complaint you are filing, for example, *Amended, First, Second*. The text box on the screen with the downward arrow contains the drop-down menu of choices (see **Figure VII - 94**).

37. Click

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area is titled "Docket Text: Modify as Appropriate." and contains a dropdown menu for selecting the type of complaint. The dropdown menu is currently set to "Complaint". Below the dropdown menu, the text reads: "Complaint [] against United States . Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure VII - 94

VII. Opening a Case: Docketing a Complaint (continued)

38. Review the *Docket Text: Final Text* screen **very carefully**. If the information is incorrect then go back to previous screens to correct the information. However, if you do, please note that you will need to re-input all information after the change (see **Figure VII - 95**).

39. Click

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" followed by the case number "1:07-cv-00369-N/A Sony Electronics, Inc. v. United States". The main content area shows the "Docket Text: Final Text" section with the text: "Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc..(Murdock, Matthew)". Below this, there is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath the warning, the "Source Document Path (for confirmation only):" is listed as "CAScan Documents\07-00369.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure VII - 95

VII. Opening a Case: Docketing a Complaint (continued)

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

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

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

The screenshot displays the PACER CM/ECF system interface. At the top, there is a navigation bar with the 'ECF' logo and menu items: 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Complaints and Other Initiating Documents' with a breadcrumb trail: '1:07-cv-00369-N/A Sony Electronics, Inc. v. United States'. The main content area is titled 'U.S. Court of International Trade' and 'TEST Database'. A section titled 'Notice of Electronic Filing' contains the following text: 'The following transaction was entered by Murdock, Matthew on 1/3/2008 at 3:20 PM EDT and filed on 1/3/2008'. Below this, the case details are listed: 'Case Name: Sony Electronics, Inc. v. United States', 'Case Number: 1:07-cv-369', 'Filer: Sony Electronics, Inc.', and 'Document Number: 2'. A 'Docket Text' section follows, stating: 'Complaint against United States. Answer due by 3/10/2008. Filed by Matthew M. Murdock of Wayne & Parker, LLP on behalf of Sony Electronics, Inc. (Murdock, Matthew)'. Below the docket text, there are two notices: '1:07-cv-369 Notice has been electronically mailed to: Matthew M. Murdock mmurdock@wayneparker.com, mmurdock@aol.com' and '1:07-cv-369 Notice has been delivered by other means to:'. The final section, 'The following document(s) are associated with this transaction:', lists a document with the following details: 'Document description: Main Document', 'Original filename: C:\Scan Documents\07-00369.pdf', and 'Electronic document Stamp: [STAMP uscstStamp_ID=992012590 [Date=1/3/2008] [FileNumber=330982-0] [6966a3c41206feb103a89e047eda5912f173b334f9c74f55f58be05b4ccd551921266e442c86a8e4416ea006d806546698a25f25bf954a79fe7f4d4e37a0db2]]'. The interface has a dark header and a light gray background for the main content area.

Figure VII - 96