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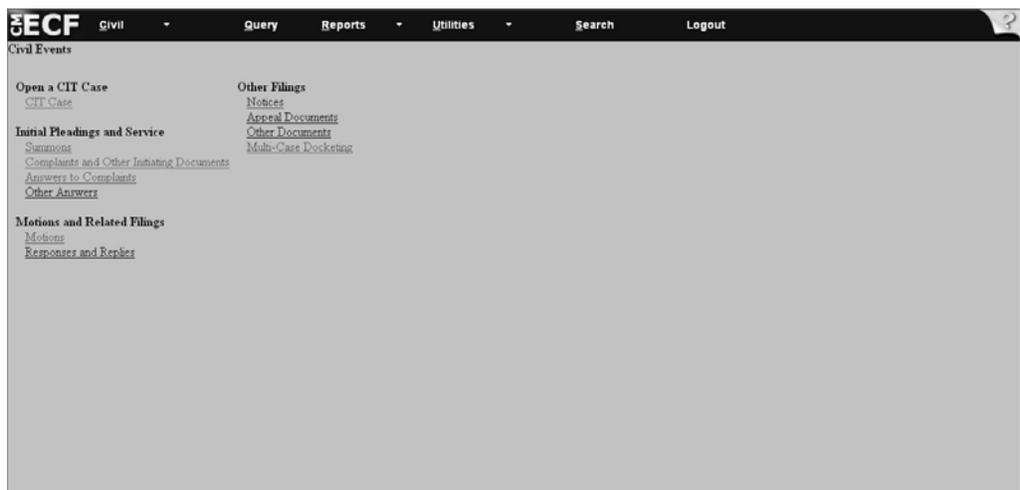
1. Select *Civil* from the toolbar (see **Figure VII - 1**).

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

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.

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**).
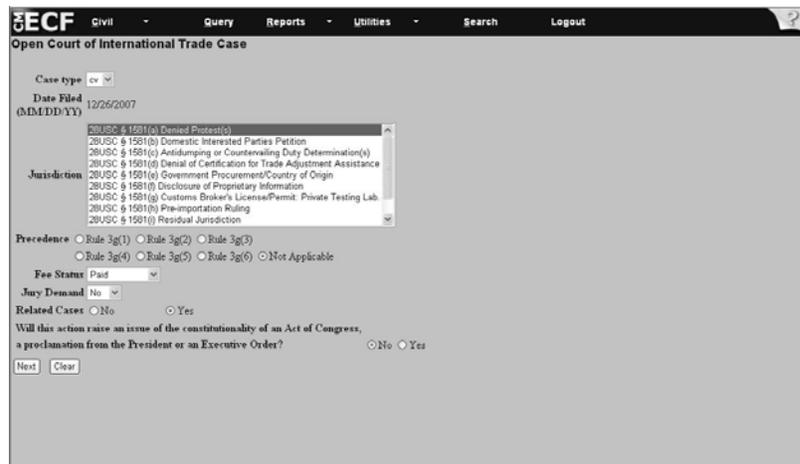
11. Click Next .

   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.
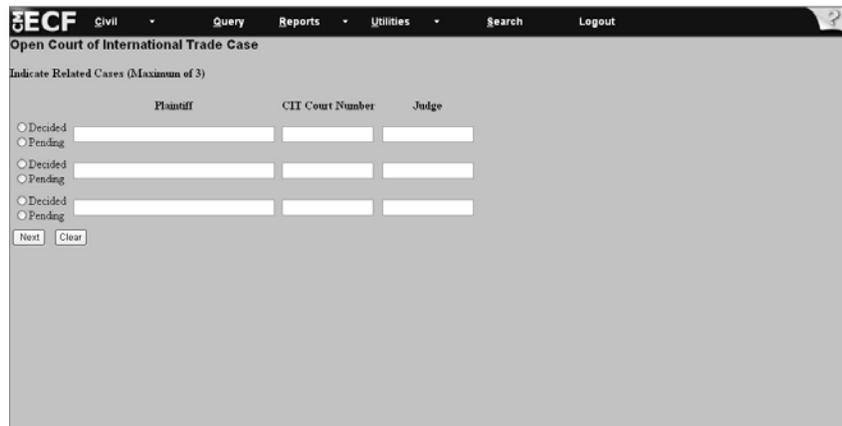
Figure VII - 4

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 Next .

Figure VII - 5

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.

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 Next .

Figure VII - 7

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

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 ⌈Search⌉ .

Figure VII - 9

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

4. Click ⌈Select Party⌉ and proceed to VII. Opening a Case: Selecting a Party (see **Figure VII - 10**).

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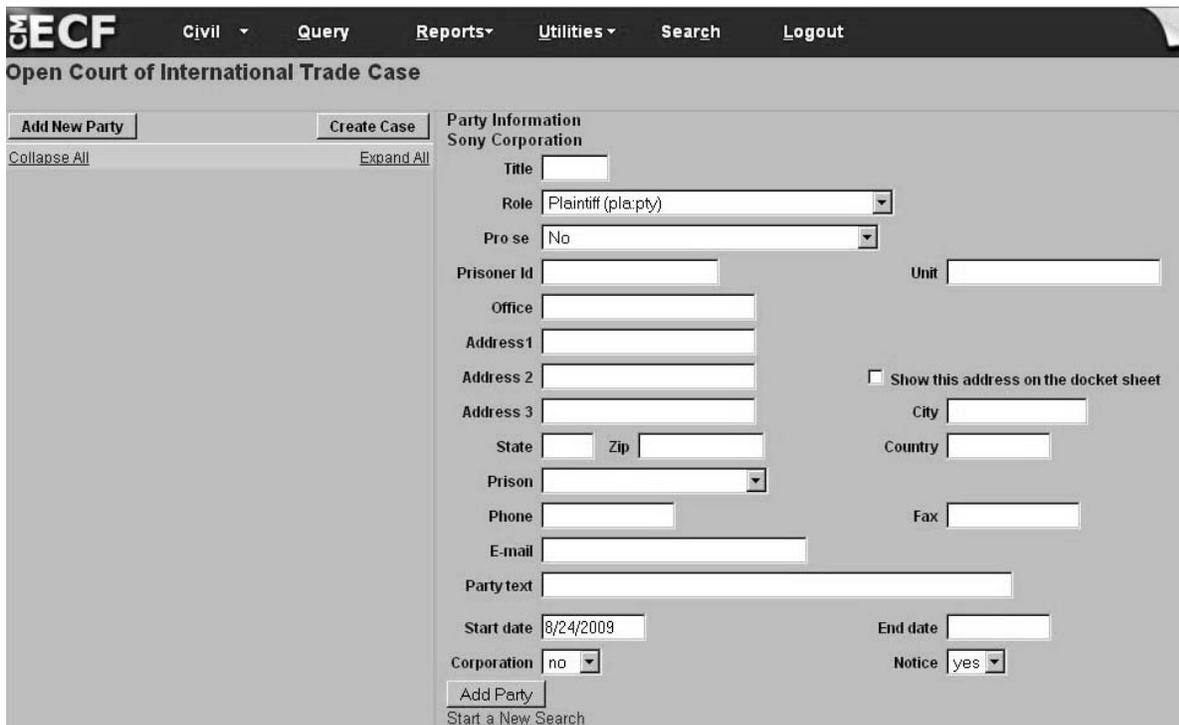
Figure VII - 10

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 Add Party ;

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 Search .

3. Proceed to VII. Opening a Case: Adding an Alias to add an *Alias* or VII. 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

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

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

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.

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 [Search] (see **Figure VII - 13**).

Figure VII - 13

3. Search for the party's name in the *Alias search results* field (see **Figure VII - 14**).

4. Click on the name and click [Select Alias] (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**).

Figure VII - 15

6. Click [Add alias] 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.

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 VII. 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 `Search` (see **Figure VII - 18**).

Figure VII - 18

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 `Create new alias` (see **Figure VII - 19**).

Figure VII - 19

VII. Opening a Case: Adding 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 ⌈ Add alias ⌋ 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.

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 Search .
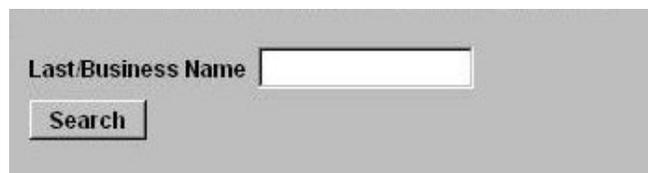
Figure VII - 22

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

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**.

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 V- 24**. Once the information has been verified by the user, simply select the [Add Corporate Parent] button to complete the addition of the Corporate Parent or Affiliate. Please be sure to verify that all information is true and accurate before submitting information. The new party information will display at the left under *Corporate Parent or other affiliate*.

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 Search

Figure VII - 25

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

4. Click Select Party
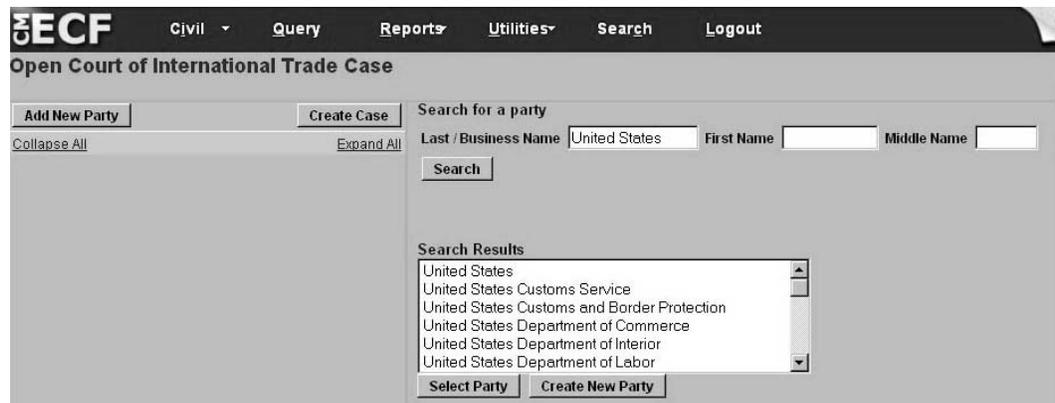
Figure VII - 26

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**).
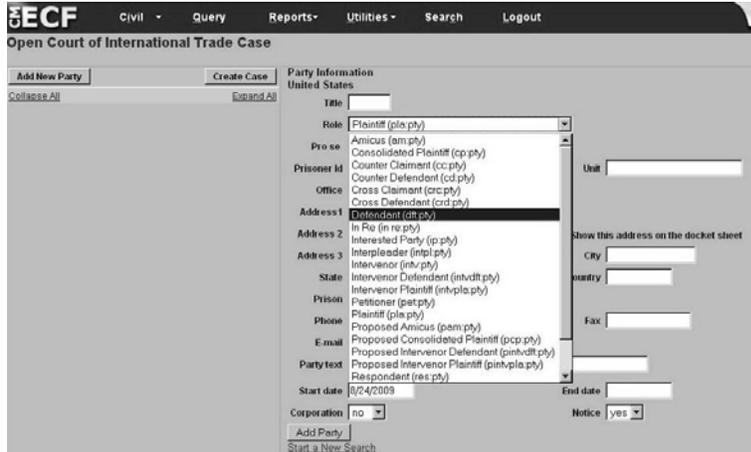
Figure VII - 27

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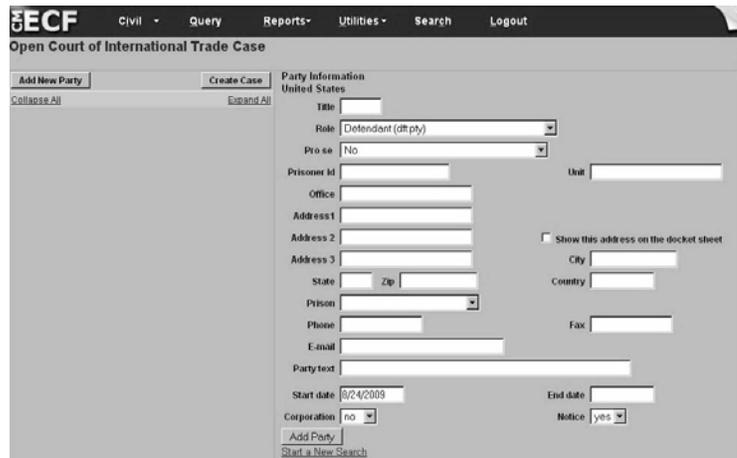
8. When you are finished adding
    defendant information click [Create Case].
    (See **Figure VII - 29**).

Figure VII - 29

VII. Opening a Case: Viewing Default Screen on 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 filer, 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 ![Next]

Figure VII - 30

3. Obtain the case number and write it on the summons (see **Figure VII - 31**).

4. Click *Docket Lead Event?*
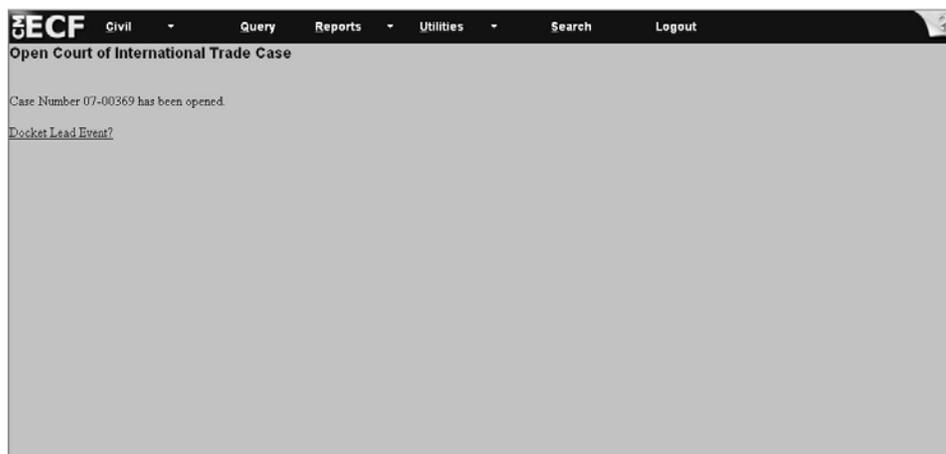
Figure VII - 31

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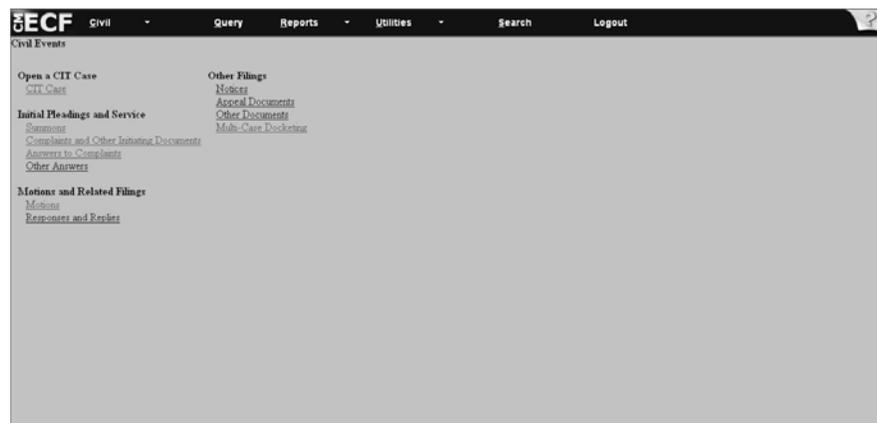
3. Enter the case number in the following format: **yy-xxxxx**. (see **Figure VII - 33**).

4.   Click Next

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 Next

Figure VII - 34

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

8. Click Next

Figure VII - 35

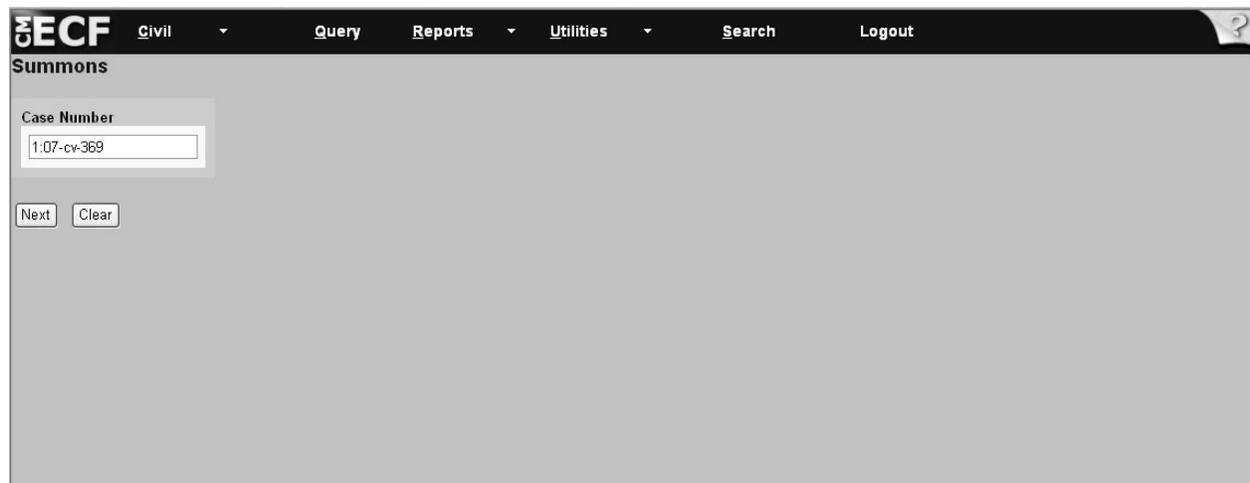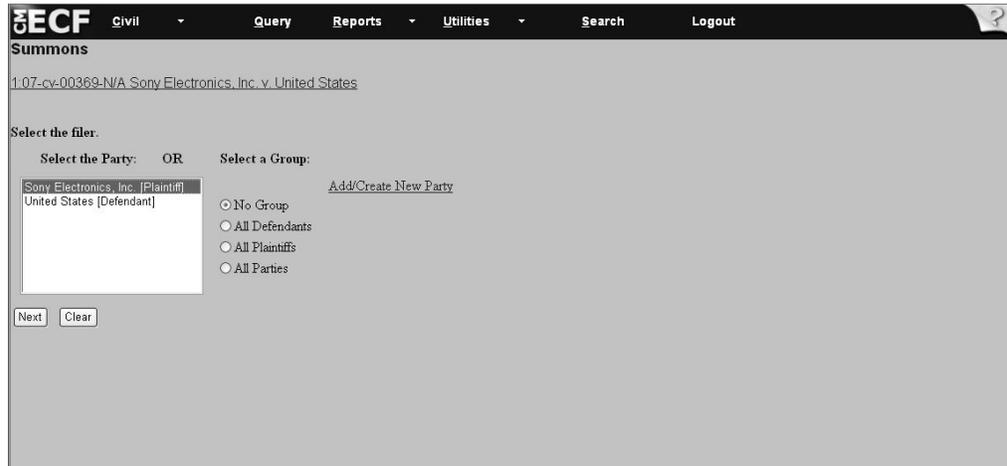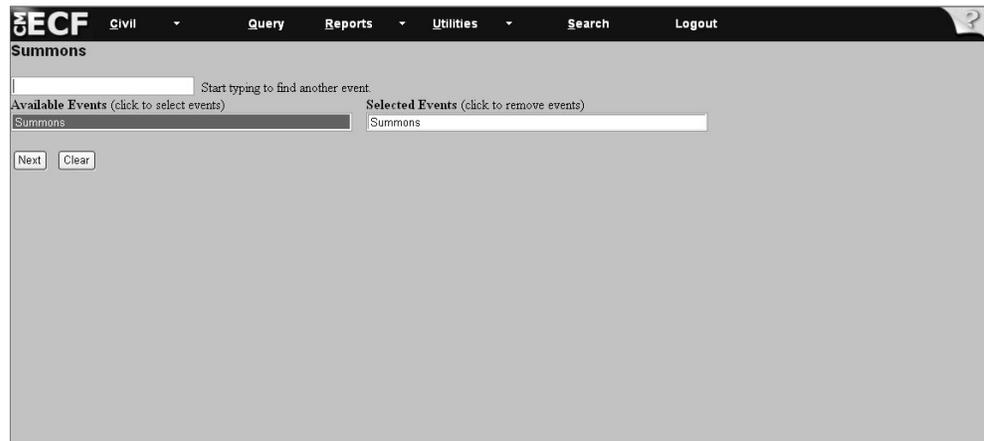## VII. Opening a Case: Filing a Summons (continued)

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 Next

Figure VII - 36

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

12. Click Next

Figure VII - 37

VII. Opening a Case: Filing a Summons - Attaching PDF Documents

13. Click [Browse...] 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   [Browse...]

Attachments	**Category**	**Description**

1. [   ] [Browse...] [▼] [   ]

[Next] [Clear]

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 V - 39**).

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

Figure V - 39
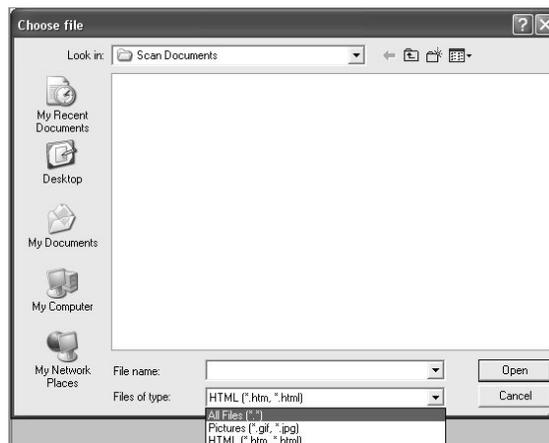
VII. Opening a Case: Filing a Summons - Attaching PDF Documents
(continued)

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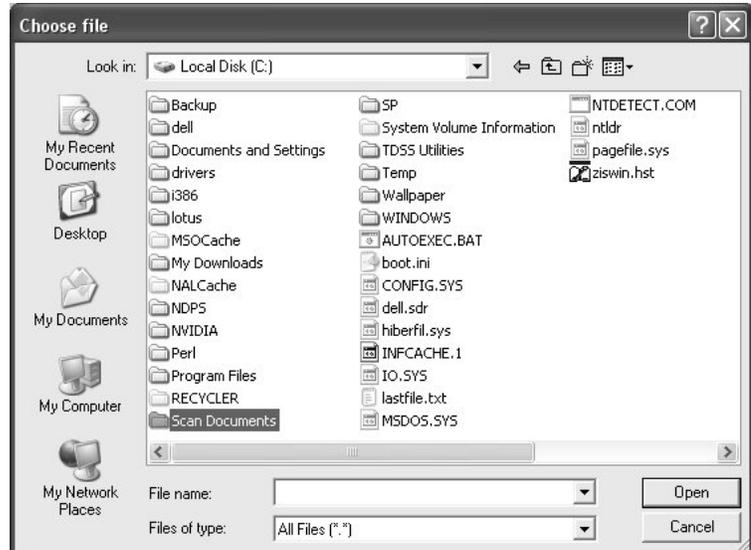
Figure VII - 40

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

18. Click [Open]
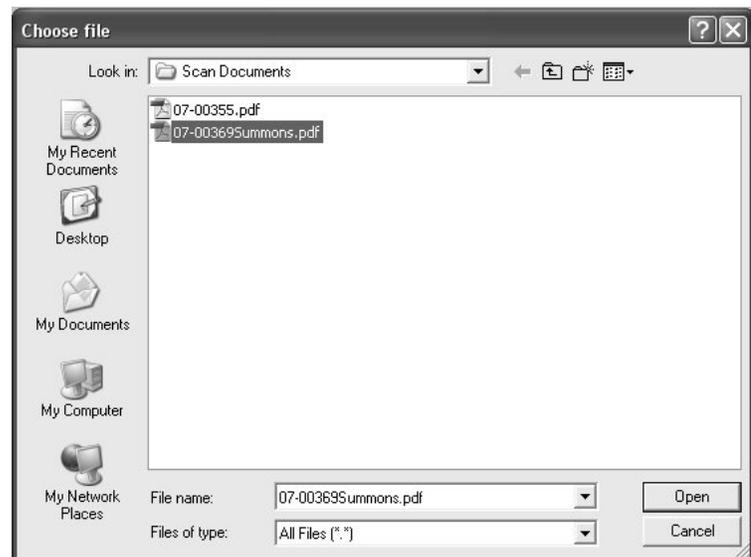
Figure VII - 41

VII. Opening a Case: Filing a Summons - Attaching PDF Documents
(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 [Next] 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 [Next] , and continue with the directions in IV. Working with Adobe Acrobat and Portable Document Format (PDF).

Select the pdf document and any attachments.

Main Document
C:\citdocument.pdf   [Browse...]

Attachments	**Category**	**Description**
1. [ ] [Browse...]	[▼]	[ ]

[Next] [Clear]

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 PDF Documents
(continued)

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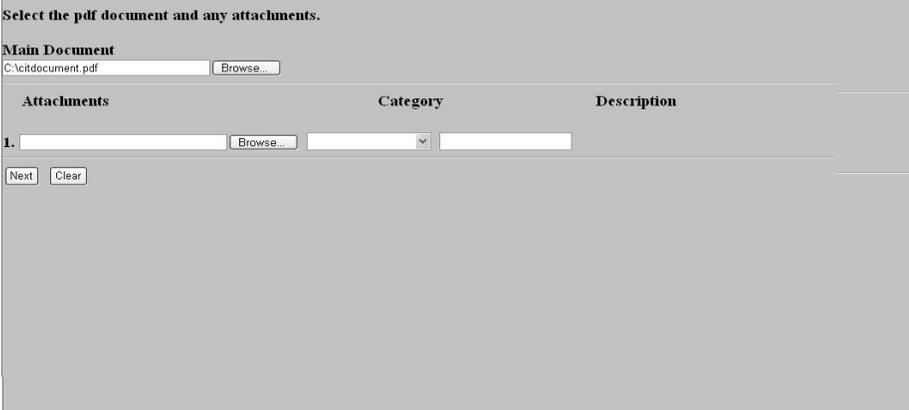
Figure VII - 43

Select the pdf document and any attachments.

Main Document
C:\citdocument.pdf   [Browse...]

Attachments	Category	Description
1. [ ] [Browse...] [v] [ ]		

[Next] [Clear]

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

Figure VII - 44

Is this a confidential document?
○ Yes
○ No

[Next] [Clear]
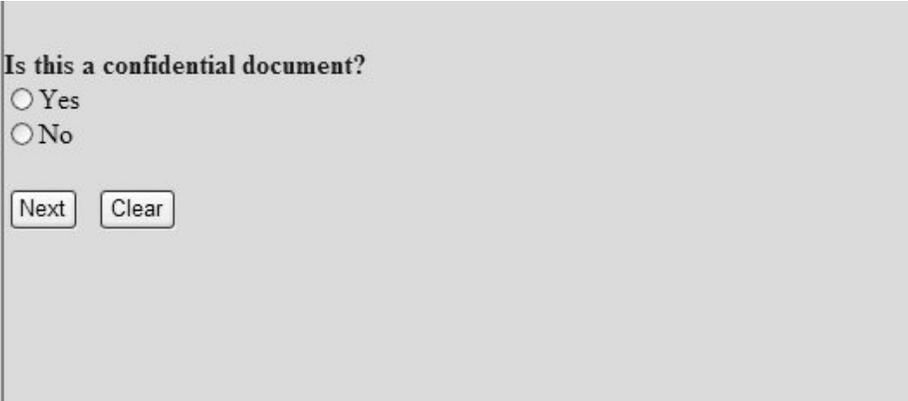
22. Select Yes or No and click [Next] .

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: Attaching PDF Documents
(continued)

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

Figure VII - 45
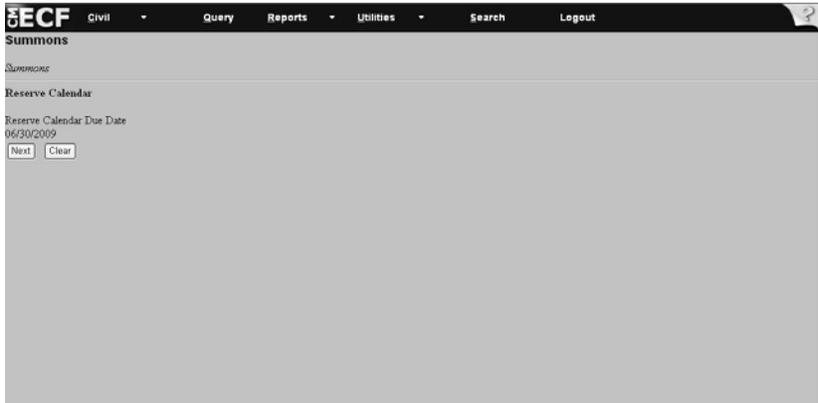
24. The Summons Screen Displays the Fee and Note. Click Next to continue. (See **Figure VII-46**)

Figure VII-46

VII. Opening a Case: Filing a Summons - On-Line Payment of the Filing

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

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

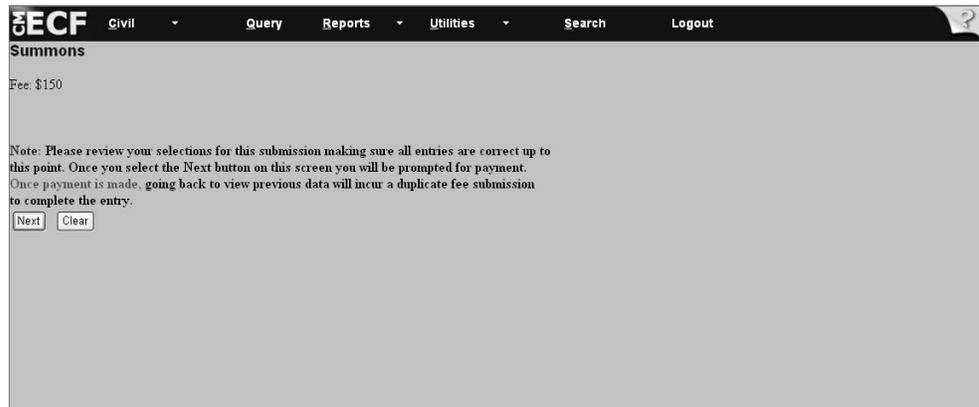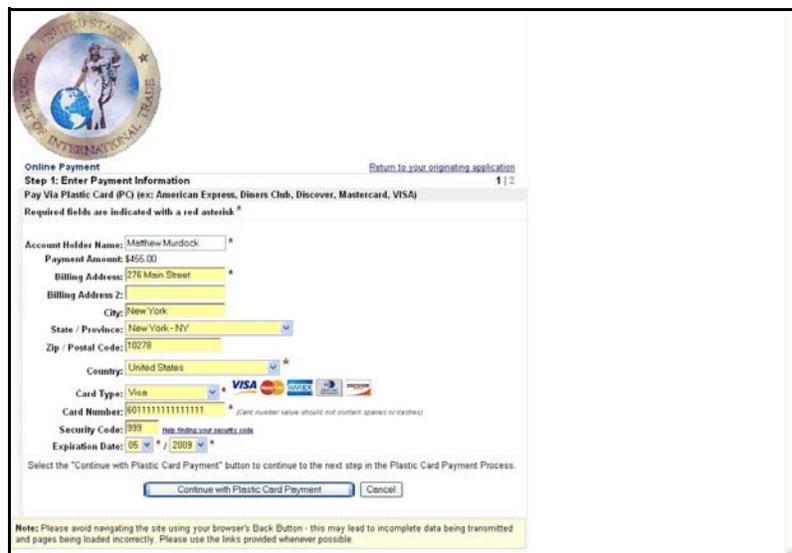**Directions:** All fields marked with an asterisk (*) require information. The attorney filer's information is already populated on the screen. If necessary, change/add to the information.

25. Complete all the information requested on this screen.

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

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

28. Click [Continue with Plastic Card Payment] after entering all information (see **Figure VII - 47**)

Figure VII - 47

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 - On-Line Payment of the Filing
(continued)

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

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

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

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

Figure VII - 48

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

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

32. Click ⬚Next⬚ (see **Figure VII - 49**).

Figure VII - 49

PLEASE FILE YOUR FORM 5 INFORMATION STATEMENT AND FORM 13 CORPORATE DISCLOSURE STATEMENT BEFORE LEAVING THE SYSTEM!!

NOTE: IF THIS TYPE OF ACTION REQUIRES THE CONCURRENT FILING OF A SUMMONS AND COMPLAINT - YOU MUST ENTER THE COMPLAINT BEFORE LEAVING THE SYSTEM !!

33. 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.)

Docket Text: Modify as Appropriate.

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

Figure VII - 50

34. Click ⬚Next⬚

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

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

35. **Important**: **Review the docket entry carefully on the final text screen since this is how the docket entry will appear on the docket**. **Also check that the PDF file shown is the one that you want to submit to the Court. Once you click** Next **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.
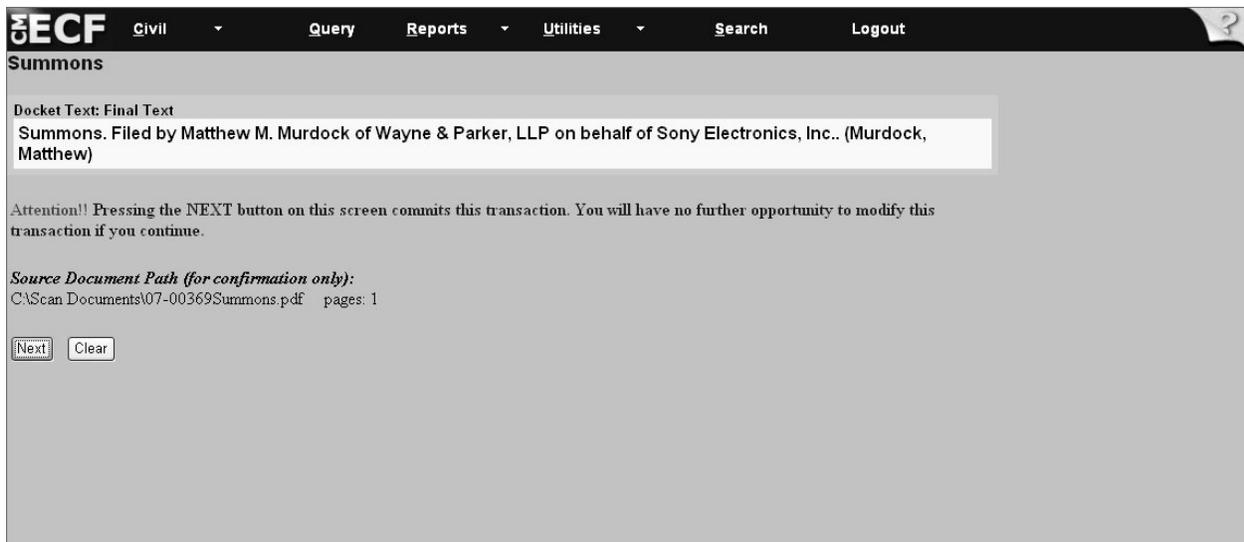

Figure V - 51

36. If your entry is correct, then click Next . The system displays the notice of electronic filing.

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

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

38. Click on the highlighted *Case Number* to proceed to the docket report screen thatwill allow you to view the docket and to run docket entry reports.

Figure VII - 52

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

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

Please be sure to enter 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 VII. 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 Next .

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 [Add to List] .

> 2a. If the product was classified under multiple HTS numbers, then type the first HTS number, click [Add to List] and type the subsequent HTS numbers.

> 2b. If you wish to delete an HTS number, highlight it and then click [Remove from List]

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.

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 VII. 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 V - 55**.

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

2. Click Next.

Figure VII - 55

Note: All the steps on this page refer to **Figure VII - 55**.

1. Go to the *Category* field and select *Appraised Value*. If the case involves categories in addition to *Appraised Value*, then press and hold down the *Ctrl* key and select the appropriate categories. Use the scroll bar to 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 Next

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 VII. 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 VII. Opening a Case: Search for a Party to complete party and case-related information.
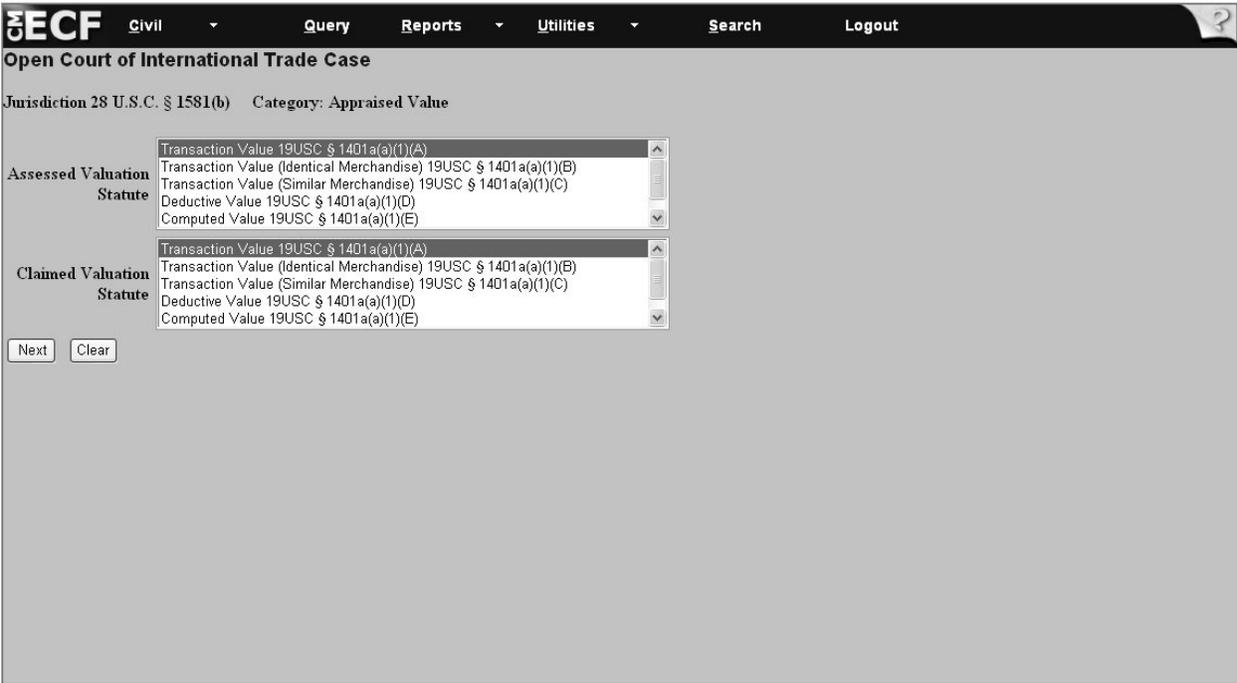

Figure VII - 56

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 Next .

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.

Figure V - 58

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

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 Next . 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.

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 V - 60

2. Click Next .

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."

Figure VII - 61

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 - 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 ⬚Next⬚.   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.

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.*

Figure VII - 62

2. Click [Next].

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 [Next] 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*
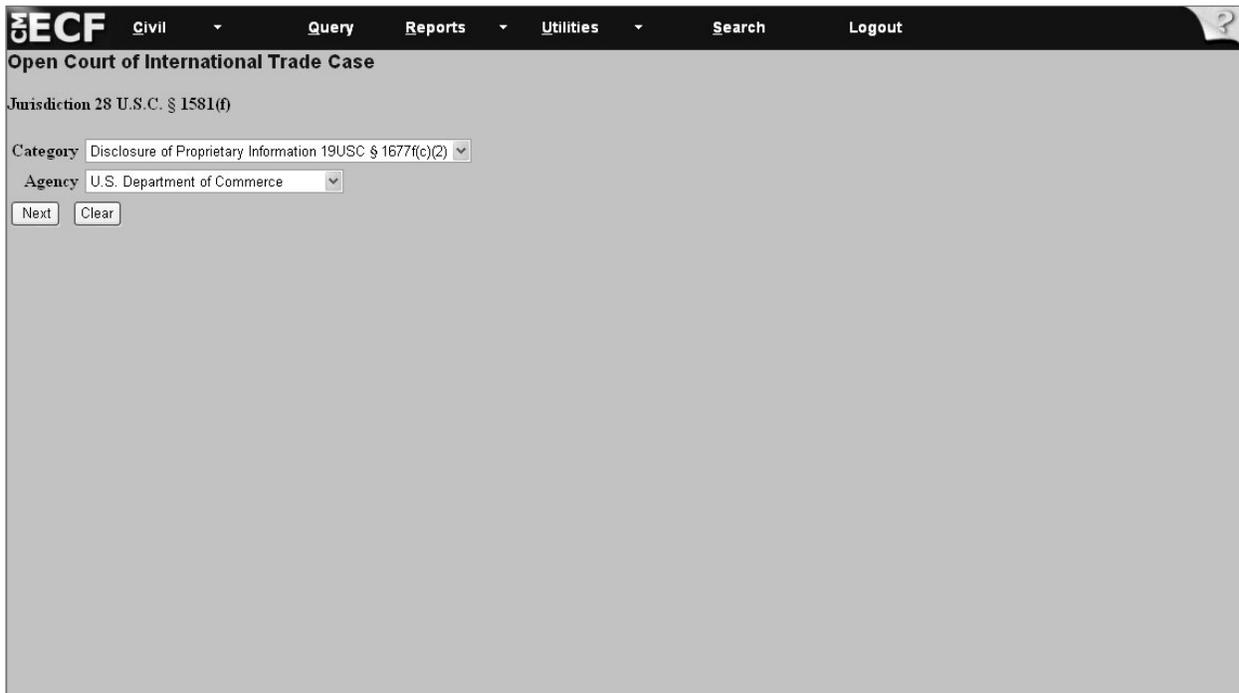

Figure VII - 65

2. Click Next .

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

Note: All the steps on this page refer to **Figure V - 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 [Next] 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.

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.*

Figure VII - 67

2. Click [Next] .

VII. Opening a Case: §1581(g) Customs Broker's License/Permit - Private Testing Lab (continued)
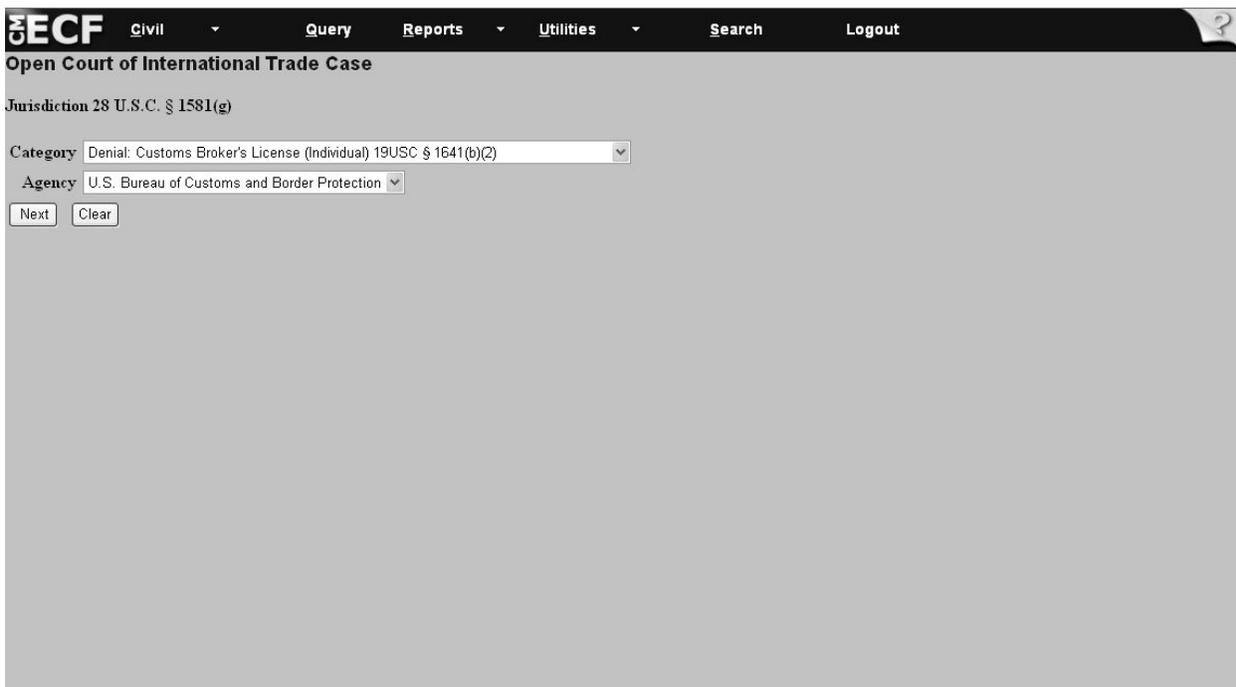
Note: All the steps on this page refer to **Figure VII - 68**.

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 [Next] 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.

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*.

Figure VII - 69

2. Click Next .

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

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 Next 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.

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*.

Figure VII - 71

2. Click [Next] .

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

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.

Figure VII - 72

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

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

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)(viii);
- Final Affirm. DOC Determ. In Final Neg. ITC Determ. 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*.

Figure VII - 74

2. Click Next .

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 [Next] 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.

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

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 Next 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**).
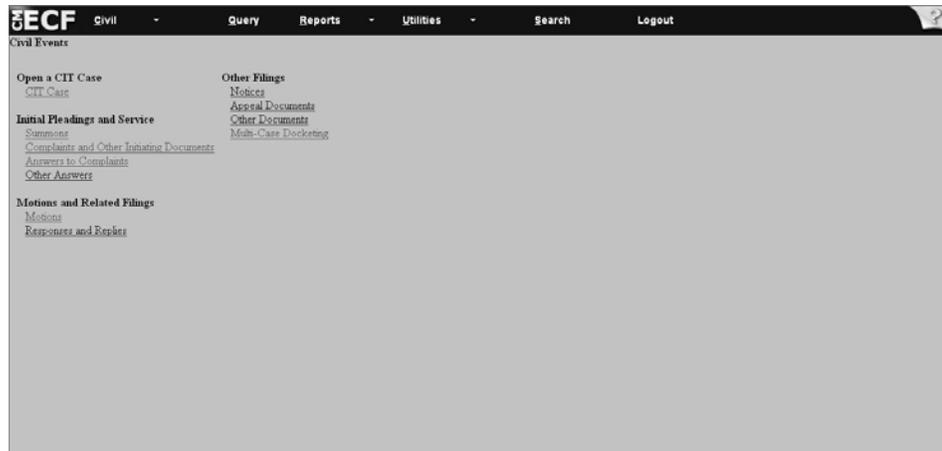
Figure VII - 78

3. Enter the case number in the following format: **yy-xxxxx** (see **Figure VII - 78**).

4. Click [Next] (see **Figure VII - 79**).
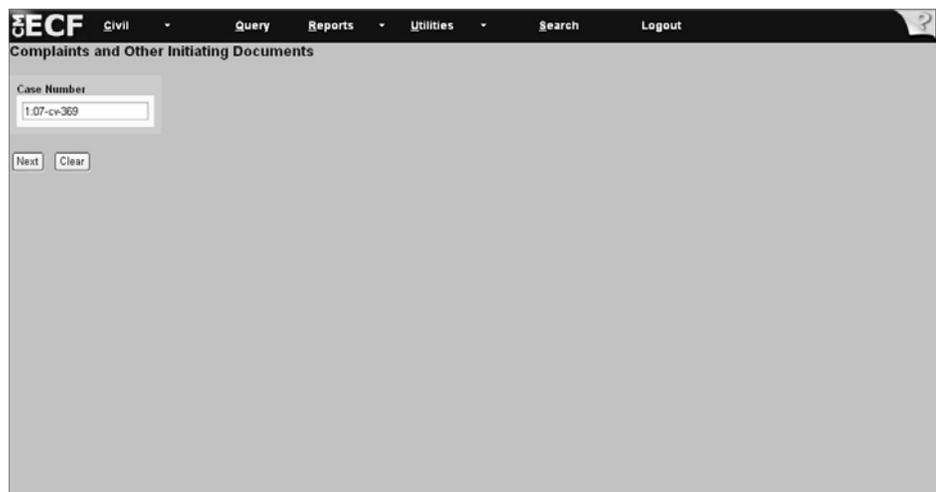
Figure VII - 79

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 [Next] 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.

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 ⎡Next⎤ (see **Figure VII - 81**).

Figure VII - 81

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 ⎡Next⎤ .

Figure VII - 82

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 ⬚Next .

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.

Figure VII - 83

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

15. Click [Browse...] 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   [Browse...]

| **Attachments** | **Category** | **Description** |

1. [_____] [Browse...] [_____ ▼] [_____]

[Next] [Clear]

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.
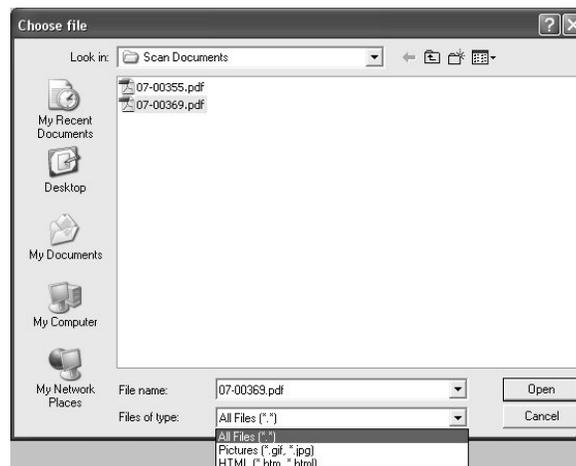
Figure VII - 85

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

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

18. Click [Open] in the dialog box.
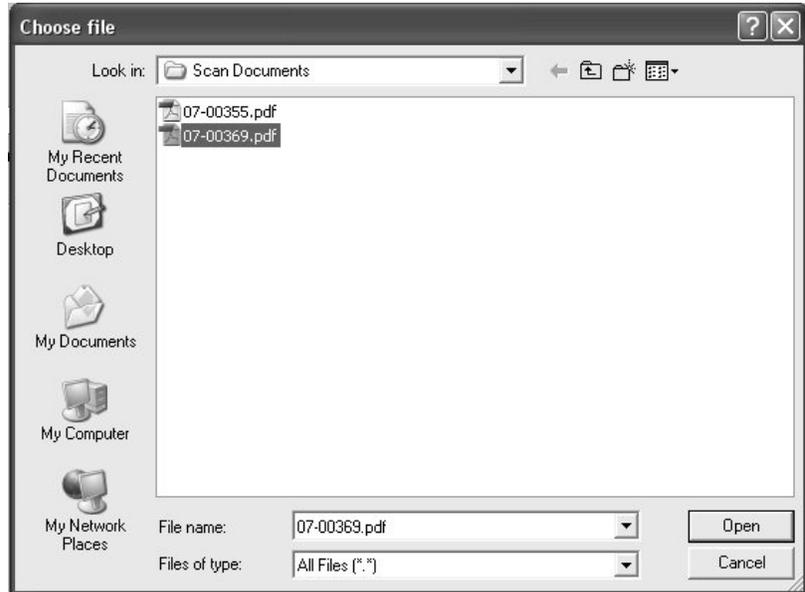
Figure VII - 86

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

19. If there are no attachments to the document, then click [Next] (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)..

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

[Next] [Clear]
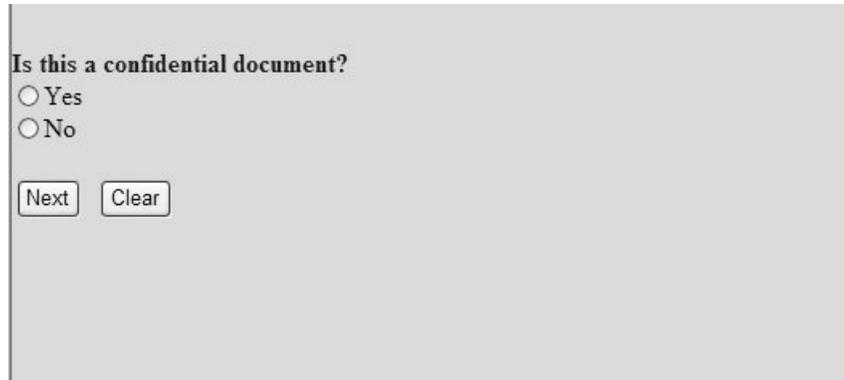
21. Select Yes or No and click [Next] .

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
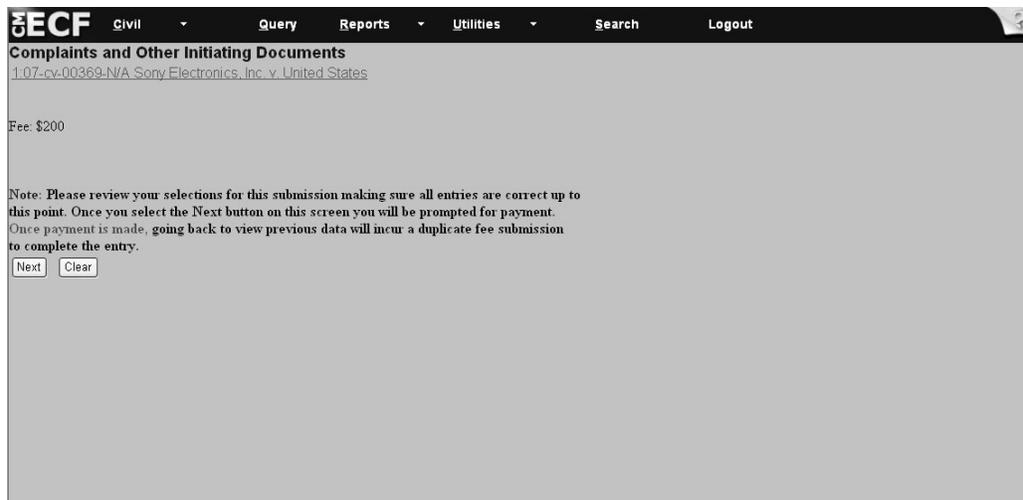
SECF   Civil   ▼   Query   Reports   ▼   Utilities   ▼   Search   Logout   ?
Complaints and Other Initiating Documents
1:07-cv-00369-N/A Sony Electronics, Inc. v. United States

Fee: $200

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

23. Click [Next] .

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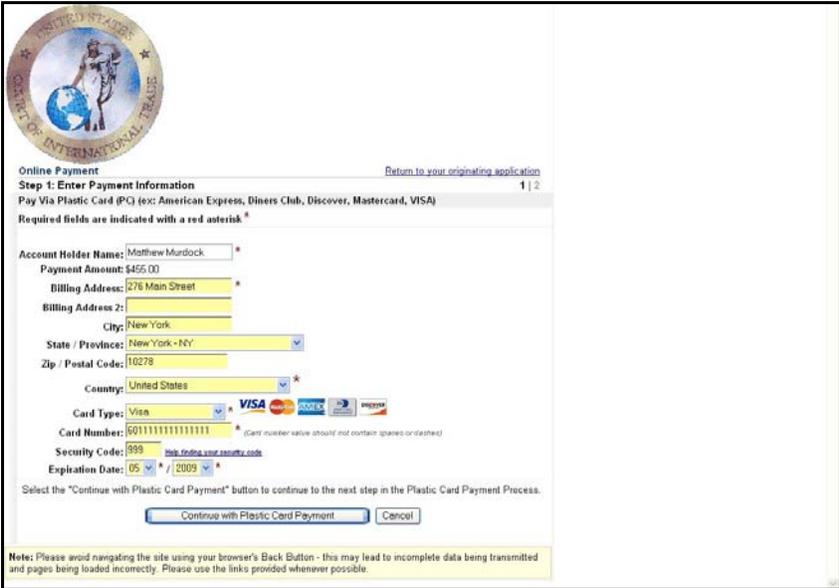
Note: If you experience difficulty when filing payment, then please call the *Pay.gov* **Help Desk at: 1-800-624-1373**.   Also, if payment is not accepted, you may file your complaint manually with a Notice Of Manual Filing. Be sure to mail the documents via certified mail to preserve the filing date.

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

27. Click [Continue with Plastic Card Payment] 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 [Submit Payment] .

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 [Next]
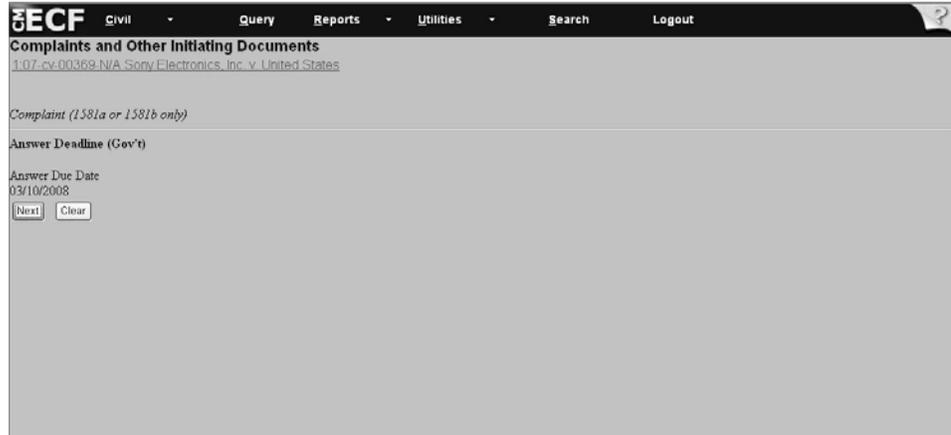
Figure VII - 92

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 [Next] (see **Figure VII - 93**).

Figure VII - 93
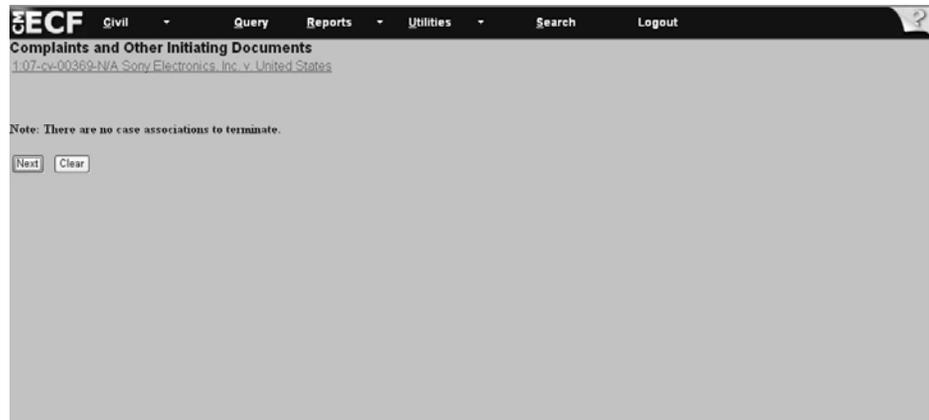
Note: If the case is on the Suspension Disposition Calendar, you may see a screen that asks you to terminate the association with the test case. The system will list the test case Court number preceded with a box, which is checked.   First, accept the system default and then click Next.

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 Next

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 Next

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 and to run docket entry reports.

42. Click on the *Document Number* to advance to the PDF version of the document filed.

Figure VII - 96