ELECTRONIC DOCUMENT INFORMATION SYSTEM (EDIS) 3.10
USER GUIDE FOR EXTERNAL USERS

SEPTEMBER 2018

CONTENTS

INTRODUCTION AND HOW TO USE THIS GUIDE

Welcome to the United States International Trade Commission's (USITC) Electronic Document Information System, Version 3.10 (EDIS). EDIS is a repository for documents filed in Title VII, Section 337, and other investigations before the Commission. You may access EDIS at http://edis.usitc.gov.

This manual gives a basic overview on how to use EDIS to file and access documents.[1] This user guide is designed to provide guidance for external users on how to:

- Set up an EDIS user account
- Electronically file documents
- File certain documents over-the-counter with Docket Services by creating an EDIS cover sheet
- Search for documents using EDIS
- Execute EDIS reports
- Set up RSS Feeds

Answers to frequently asked questions and tips on searching appear at the end of this guide. These questions and tips are linked to throughout the guide. Clicking on the links in the guide will take you to the answer or tip.

Clicking on the links in the answers or tips will return you to where you were in the guide.

This guide frequently references and links to other help documents which can be accessed via the Docket Services' homepage.

For further assistance regarding EDIS please e-mail the EDIS Helpdesk at EDIS3Help@usitc.gov or you may contact the EDIS Helpdesk at 202.205.EDIS (3347).

For other general assistance concerning filings and procedural guidance contact Docket Services at 202.205.1802 or visit our web page at https://usitc.gov/docket_services.htm

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[1] **Please note** that the screen shots included are based on views in Internet Explorer. Users accessing the internet from another browser may have slightly different page views and formats.

ACCESSING EDIS

To access EDIS, use the URL https://edis.usitc.gov or find it on https://www.usitc.gov under the Research Tools block.

REGISTERING FOR EDIS

WHO SHOULD REGISTER

EDIS is free of cost and open to the public. All EDIS users must register and create an account and password to log in and use EDIS.

Users may search and run reports for investigation documents and view publicly available documents on EDIS.   With limited exceptions, users participating in investigations must file documents with the USITC via EDIS.

FAQ #1: I am a paralegal. Should I register on EDIS?
Click Here to See Answer

HOW TO REGISTER FOR EDIS

Go to the EDIS home page at https://edis.usitc.gov, which is pictured below. Important system information is displayed in the Notices Area.   For example, information such as scheduled maintenance is posted here.

Find , on the upper right side of the page, and click on the link.
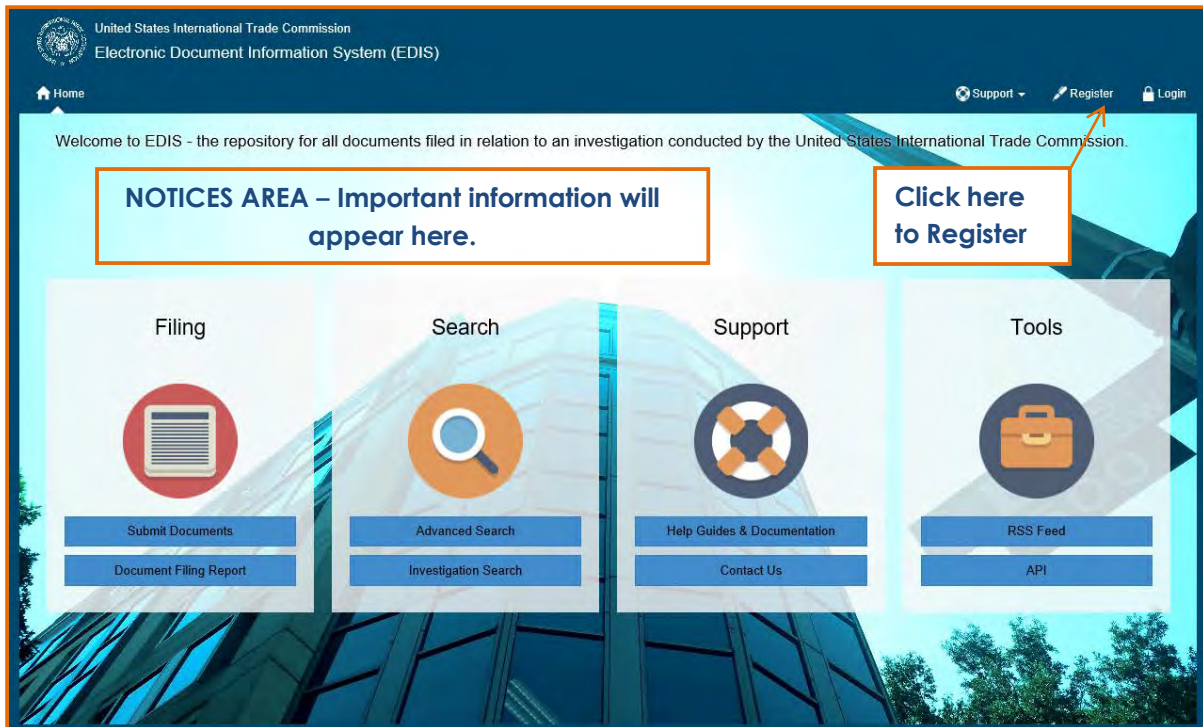
Clicking on the Register link will display the EDIS – Terms of Use Agreement page, which you must read carefully and accept, if you wish to continue, by clicking the **Accept** button at the bottom of the page.
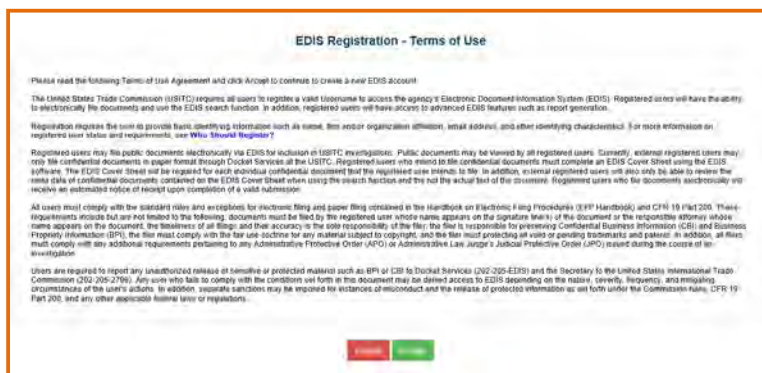
After accepting the Terms of Use Agreement, you will arrive at the EDIS Online User Registration page, pictured on the following page. Enter your personal profile information, keeping in mind the following:

- **Name:** If you plan to file documents, ensure the name you enter exactly matches the name with which you sign documents.

- **Firm/Organization:** The remaining address fields will automatically populate with the information supplied for the Firm/Organization selected.

- **Contact Information**: The email address entered here is where ALL EDIS communications for this account will be directed, including acceptance/receipt notifications.

The EDIS Online User Registration page contains a section titled Login Information that requires prospective users to create a user ID, password, and security questions. This section is pictured below.

Enter the desired **User ID** in the appropriate field. The User ID may only contain letters (a-z, A-Z) and numbers (0-9). The User ID is not case sensitive. If the user sees an error message after clicking Submit this means the User ID is already taken.

The **password** must be:

- Between 8 and 30 characters long,
- Contain letters (a-z, A-Z),
- At least one number (0-9),
- At least one special character ($, !, /, #, etc.),
- Contain no spaces, and
- The password is CASE SENSITIVE.

Please retain your password after creating it. EDIS Help Staff do not have access to passwords.
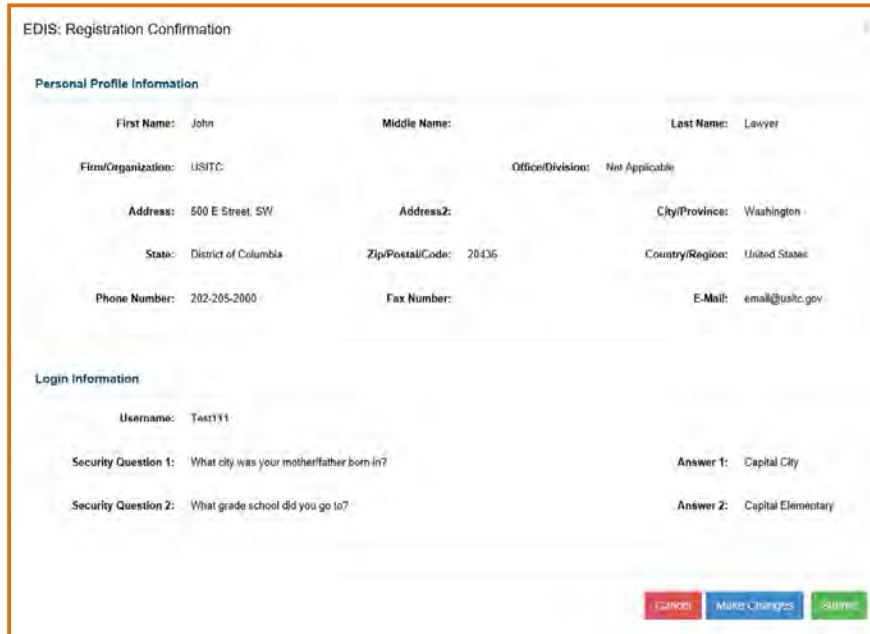
The purpose of the **security questions** is to provide users who have forgotten their passwords with a method to regain entry to EDIS. Please select a security question and provide its answer—making sure that the question and answer are known to user of the account. **EDIS Help support does not have access to passwords. If you**

forget your password, the only way to reset it is to correctly answer the security questions you enter here. Security question answers are NOT case sensitive.

Once the user has entered all of the required information into the registration form, click **Register**, as pictured above.

Once you click Register, a popup screen will appear displaying all of the information that you have just entered. This is your final chance to review your account information for accuracy.

Once you have verified that all the information is correct, select **Submit** to continue. If there are changes that need to be made, select **Make Changes** to return to the registration form.

Upon selecting **Submit**, you will be redirected to the EDIS log in page, with a notice of successful registration, pictured below. Enter your newly created Username and Password, then select **Agree and Submit**.

You have now successfully completed the registration process for EDIS!

LOGGING INTO EDIS 3.10

Once you have become a registered user of EDIS, you may login to the system. You can access the Login page from the EDIS home page, pictured below.
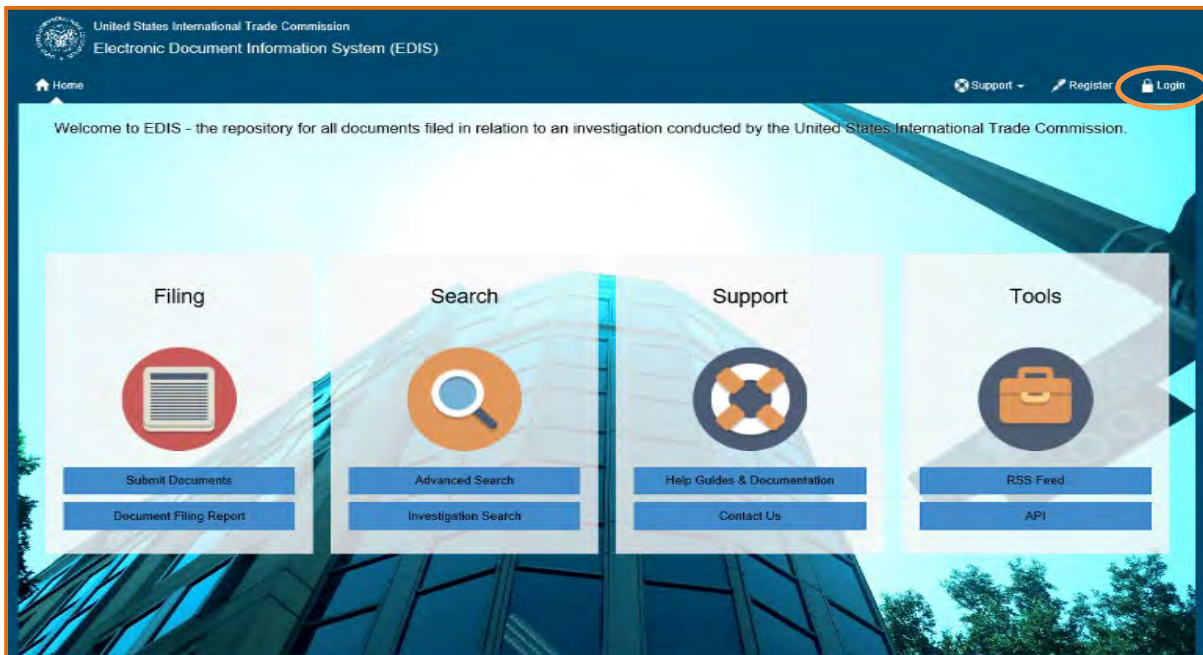
After you click on Login on the EDIS home page, your browser will be directed to the EDIS Login page, as pictured below.

Enter the username, a.k.a. "User ID." This is not case sensitive.

Enter password. Remember that the password is <u>case sensitive</u>.

If you have successfully entered the username and password, you will be taken directly to the EDIS Main Menu Page, pictured below.
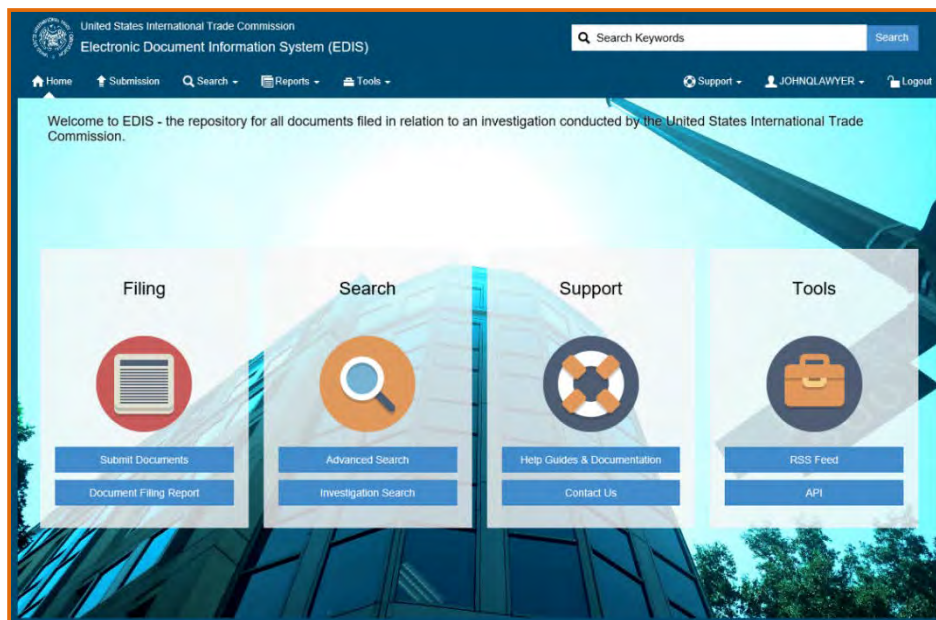
Once you've arrived at this page, you have successfully logged into EDIS!

FAQ #2: What do I do if I can't remember my password?
Click Here to See Answer

FAQ # 3: Why is my account locked/inactive/disabled?
Click Here to See Answer
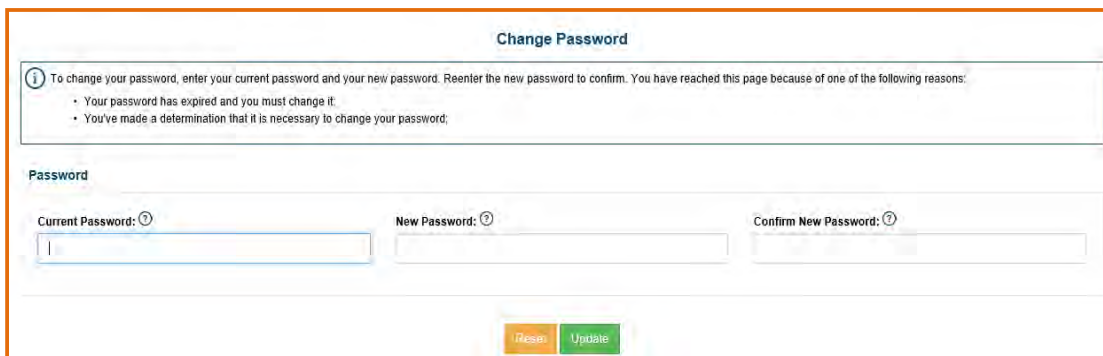
UPDATING YOUR EDIS ACCOUNT INFORMATION

CHANGING YOUR PASSWORD/SECURITY QUESTIONS
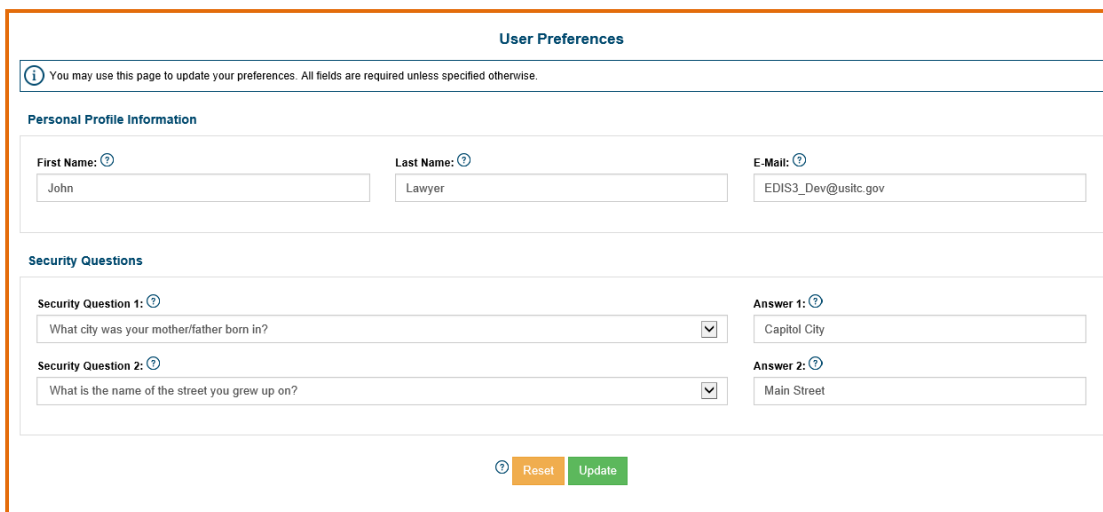
Once logged in, you may change your password or security questions on the EDIS Main Menu page by selecting the User Name tab in the top right corner.
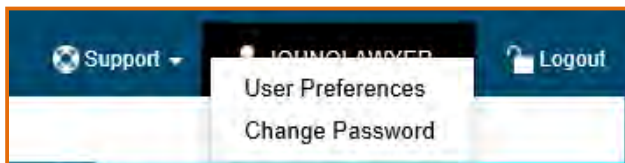
Select either User Preferences or Change Password from the dropdown, shown above. The Change Password screen appears below:

The User Preferences page allows you to update your first and last name, email address, and security questions:

CHANGING YOUR PERSONAL CONTACT INFORMATION

Please contact the EDIS Helpdesk to update your phone number or address.

CHANGING YOUR FIRM OR ORGANIZATION

If you have changed firms or the organization you are with, you must re-register on EDIS by creating a new User ID under your new firm/org name. Contact the EDIS Helpdesk to request they disable your old account(s).

DOCUMENT FILING

GENERAL INFORMATION

Users must file all documents electronically via EDIS, except for the following:

- Title VII Petitions
- 337 Complaints
- 337 Motions for Temporary Relief
- Requests pursuant to 19 CFR §§ 206.2, 207.10, 210.8, 210.75, 210.76, 210.79

If you are unable to file electronically, you must request a waiver from the Secretary to the Commission to file in paper.

You must have an EDIS account in order to file documents both electronically and in paper over the counter. *See* Registering for EDIS section in this guide for instructions on setting up an account.

Please bear in mind that large files may take longer to upload on EDIS. Thus, it is advisable to **begin your electronic filing at the earliest time possible**.

Filings submitted electronically after the 5:15 p.m. ET deadline will be officially received the following business day and may result in a missed deadline.

PREPARING A DOCUMENT FOR FILING

You should become familiar with the USITC Rules of Practice and Procedure at https://www.usitc.gov/secretary/fed_reg_notices/rules.htm, as well as any promulgated rules for the investigation in which you are filing, such as an administrative law judge's ground rules.

You should review the Handbook on Filing Procedures at https://www.usitc.gov/secretary/documents/handbook_on_filing_procedures.pdf for information regarding policy, formatting, and document filing rules.

When filing electronically all files must conform to the following rules. Documents that do not meet the following criteria will fail to be uploaded on EDIS for electronic submission:

- All documents must be submitted in Adobe Acrobat portable document format (PDF), Version 1.3 or greater.
- PDF file must not be password protected or have additional security on it.
- Each attachment must be 25MB or less.
- Documents must not contain certain Java Script actions; electronic signatures; comments or other overlaid objects on the original text; created stamps or electronic sticky notes. These errors can be prevented or corrected by flattening the PDF.

Possible resolutions to common technical errors you may encounter when filing electronically may be found in the EDIS3 User Guide – Submitting Electronic Media at https://www.usitc.gov/docket_services/documents/EDIS3UserGuide-CDSubmission.pdf.

ELECTRONIC FILING

Login to EDIS using the account of the signatory to the document being filed.

Once logged in, click on the icon under Filing or on the tab marked Submission, as shown below.
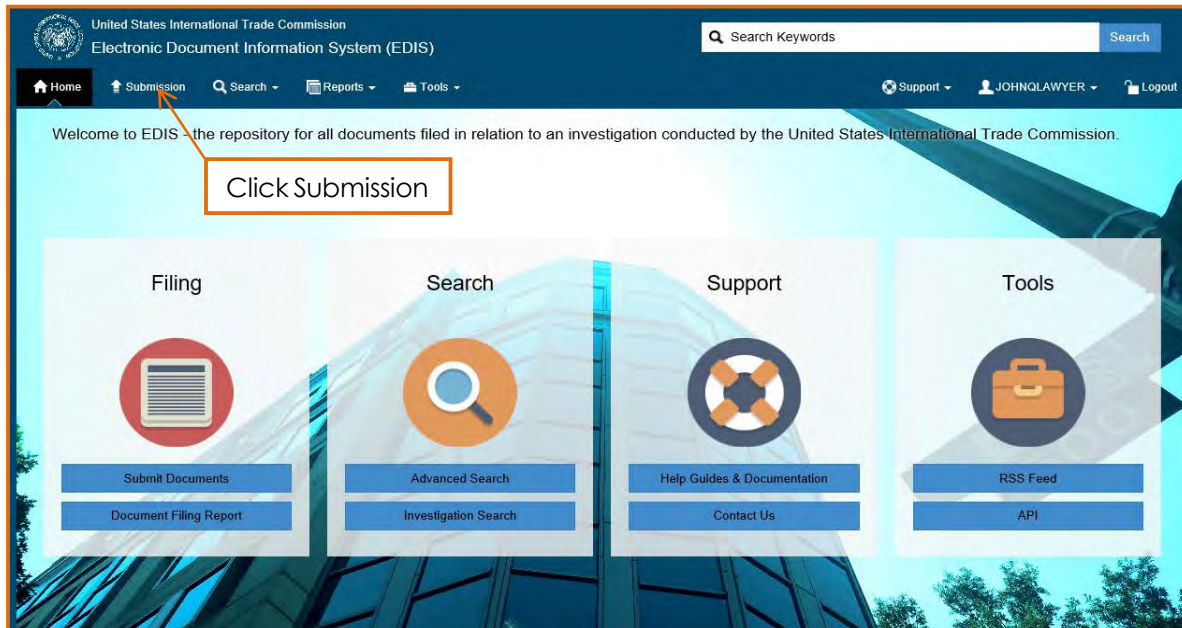
Tip 1: If at any point during the filing process, you would like to expand your screen, click on the expand button, circled below.

STEP ONE: Submitter Information

This field automatically populates with information according to the User ID under which you are logged in and may not be edited. **The EDIS Filer Name should list the individual who signed the document being filed.**

- **EDIS User ID**

This field populates the registered User ID associated with the account used to login and may not be edited.

- **Firm/Organization**
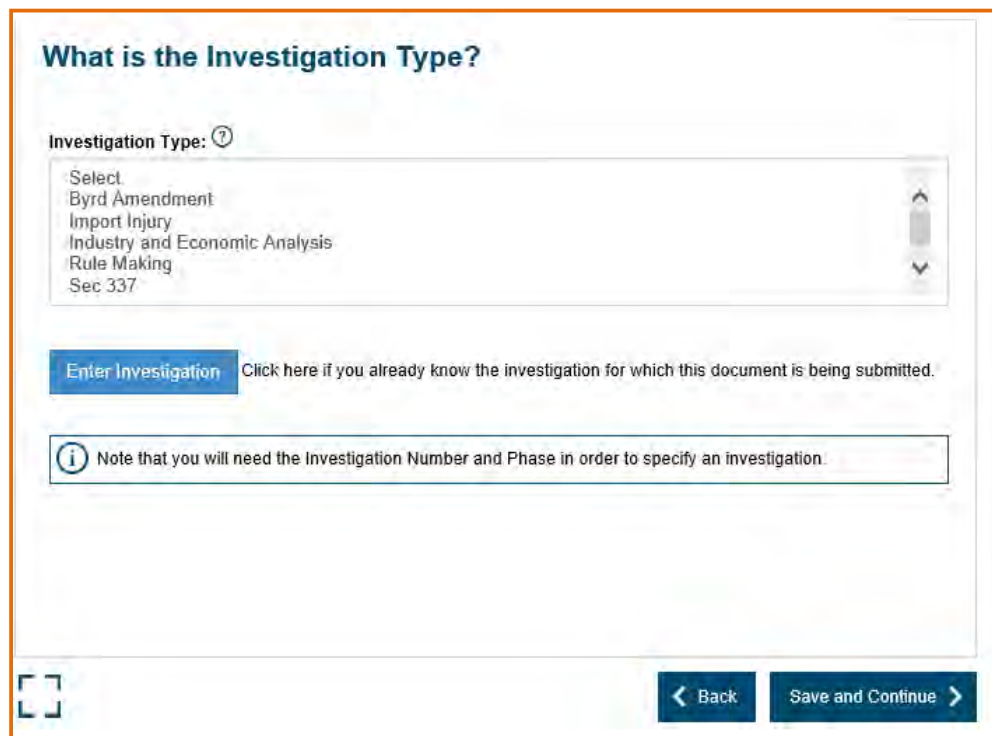
This field automatically populates with the user's firm/organization provided during registration. This information should reflect the firm/organization submitting the document.[2] If the data displayed is incorrect, external users must contact the EDIS Helpdesk at edishelp@usitc.gov.

STEP TWO: Select Investigation Type

Follow the steps below to locate the investigation in which you are filing. There are two options for locating the investigation:

Option 1:

Select the Investigation Type, and select **Save and Continue**.

Answer the prompt that asks if you are requesting a new investigation to be opened, and select Save and Continue. If you are filing a request for a new investigation, *see* Creating an EDIS Sheet for Documents That Require Paper Filing.

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[2] If you recently registered and requested your firm be added to EDIS, you may submit your document with "Not Listed" as the Firm/Organization. Once USITC Staff adds your firm to EDIS they will update your account and the information of any document you may have submitted.

Answer any additional questions posed about the investigation in which you are submitting a filing. .Enter the investigation number, or a keyword from the title into

the search box in order to locate your investigation in the results.

As demonstrated above and below, when you select an investigation in the search results, it will populate the fields at the top of the Investigation selection box. When you are sure the correct investigation is displayed, click on it to make sure it is highlighted, and select **Save and Continue**.

Option 2: If you already know the investigation for which you are submitting a filing, you may select 'Enter Investigation' instead of following the steps outlined above. **Please note** that if any of the Investigation Types are highlighted in the drop-down menu, you will not be able to select Enter Investigation. To clear the investigation type, click on Select at the top of the list.

Be sure to include the full investigation number, excluding the "TA" portion, or you will get an error that there are no results. For example, 337-TA-1000 must be written as "337-1000" and not "1000" or "337-TA-1000." Select the phase that you are filing

in, and select **Save and Continue**.

STEP THREE: Document Information

- **Document Type**

The Document Type list is prepared based on the type of investigation selected. Select the document type from the drop down menu that *most accurately* describes the document being filed.

FAQ #4: I'm not sure what type of document this is. Can I just put "Other?"

Click Here to See Answer

- **Security Level**

Security Level indicates the level of access allowed for a document. **Please use extreme care in selecting the appropriate security level.** Incorrect coding may lead to unauthorized disclosure of confidential and/or business proprietary information.

TIP 2: If your document is public (and not a public version of a confidential filing), your responses to the security level will resemble the screen below:

Security Level

Does your document contain any CBI/BPI or other non-public information?

| Yes | No |

Is your document a public version of a confidential document filed with the Commission?

| Yes | No |

- **Document Title**

This field is designed to help identify the document. Please input the title of the document as stated on the document (the field allows up to 255 characters). **Note**: There are **standard titles** for certain documents. Please *see* the *EDIS Coding Manual,* which is located at https://www.usitc.gov/docket_services/documents/edis_coding_manual.pdf for guidance in selecting the appropriate document title.

Document Title

ⓘ Enter the Title for the document being submitted. The title should match the title of the attached document. For certain documents, all information is contained within the fields on this form, and an additional title is not necessary.

Title:

Document Title is Required ✕

- **Filed On Behalf Of**

Please enter the name of the party or parties you represent.

On Behalf Of

(i) Please type the name of parties or persons on whose behalf this document is being filed.
1. Include all who are signatories to the filing
2. Type the name(s) as they appear in the signature block.
3. For multiple parties/persons separate each party with a comma.

On Behalf Of:

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|
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STEP FOUR: Adding Attachments

After completing the above steps, you will be directed to the Attach Files page, shown below. You have the option of adding a single attachment or adding multiple attachments at a time. The procedure for adding a single attachment or multiple attachments is the same; simply hold down the Control key while selecting the number of documents that you wish to upload. If you are not able to electronically submit your document, you **must** request a waiver to file in paper form.

Attach Files

(i) The USITC accepts PDF files only to a maximum size of 25 Mb.

+ Add files...

File Waiver Click here to submit a request for a waiver to file in paper form.

(i) Note that your document must be filed electronically and any request for a waiver to file in paper form must be accompanied by good cause.

Click on **+ Add files...** to open a File Upload pop-up window.

Navigate to the folder where the file is stored and select the desired PDF attachment by either double clicking on the document or highlighting the document and selecting **Open** ▼ . Please remember that any **one attachment must be 25MB or less**.

Please add a descriptive title for the attachment. **Remember that the title is public, regardless of document confidentiality.** If left blank, the file ID number for the uploaded file will be used as the Attachment Title.

Select Open to attach the document to the filing. An example of a successfully uploaded attachment appears below.

The attachment is immediately scanned for viruses and compliance with technical standards as stated in the *Handbook on Filing Procedures* at https://www.usitc.gov/secretary/documents/handbook_on_filing_procedures.pdf. Should the attachment fail any of the technical requirements, an error message will be shown indicating the reason for rejection. **If an error occurs the document will not be added in the Attachments list.** You should correct the problem immediately and attempt to attach the document again.

An example of an error message is shown below. **Note** that the document is *not* in the attachments list.

Deleting and Sorting Attachments in the Attachments List

To add additional attachments, select the **Add Files** link.

To delete an attachment in the Attachments list, scroll to the right and click the red **Delete** link to the right of the attachment title.

To sort multiple attachments in the Attachments list, click the up ↑ or ↓ arrows in the Reorder column to move the attachment to a different position in the list.

STEP FIVE: Add Document Information

- **Document Date**

The document date automatically populates with the date the e-filing is created. The document date cannot be modified by the user. However, Docket Services may modify the document date during processing and quality-control reviews.

- **Party Has Been Served**

Check this box if you have served the document. This box has no legal significance and does not substitute for a certificate of service where one is required by the Commission's Rules.

- **Section 337 Processing Details**

Certain types of documents may be before either the Commission or the Administrative Law Judge. If you are filing such a document type, please choose whether your filing is for the consideration of the Commission or the Judge.

Document Information

Document Date:

09/05/2018

Party Has Been Served:

| Yes | No |

Section 337 Processing

| Before Commission | Before ALJ |

STEP SIX: Paper Copies Required

Certain types of documents may require you to submit a number of paper copies to the Commission. If your document has this requirement, you will be required to acknowledge the requirement by clicking **Yes**. Click **Save and Continue** to continue your filing. *See* Paper Copies for more information.

Paper Copies Required

In accordance with Commission Rules, to complete your filing you must submit the number of paper copies in timeframe outlined below. The paper copies must be true copies of the electronic version of the document, i.e., a copy that is identical in all possible respects. The paper copies shall be submitted at the Office of the Secretary to the Commission in Washington, DC. For further guidance regarding the paper copy requirement please refer to the Commission's Rules of Practice and Procedure and the Handbook on Filing Procedures.

I acknowledge

| Yes |

Investigation Type	Document Type	Security Level	Copies Required	Delivery Required
Sec 337	Motion	Public	2	12 noon ET, next business day

STEP SEVEN: Review Your Data and Attachments

Take a moment to review the information that you have entered on the Confirmation screen, shown below.

If correct, select **Submit**.

If incorrect, select **Back**, or select a specific section via one of the cards on the left of the page to go back and make edits.

A pop-up will appear asking you to confirm that the information is correct:

STEP EIGHT: Notice of Receipt of Submission

Once you select **Yes**, you reach the screen titled Notice of Receipt, as shown below. This screen should have a barcode and 6-digit Document ID number. **Print this page for your records and for submitting with any necessary [Paper Copies](#).**

An email confirming the filing will also be sent to the email address of the EDIS Account under which the document was filed. **Please note** that this acknowledges receipt in the **EDIS system**. Remember to print this page for your records and for any [paper copies](#) that are due to the Commission. The Commission and the assigned Administrative Law Judge (where applicable) determine acceptance of the document on the merits in light of Commission rules and other applicable laws and procedures.

To file another document, you can either choose to file another document in the same investigation, by clicking the **blue** button on the bottom left, or you can choose to file a document in a different investigation by choosing the **File a New Document** button on the bottom right. To leave the filing screens, click the Home button on the top right of the EDIS banner.
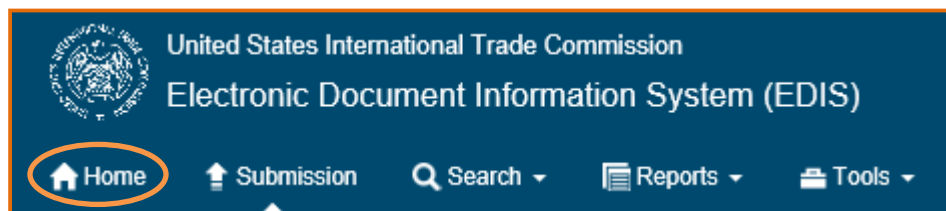
FAQ #5: I will be filing under another attorney's User ID, but want to receive the EDIS filing confirmation emails. What should I do?
[Click Here to See Answer](#)

CREATING AN EDIS COVER SHEET FOR DOCUMENTS FOR PAPER FILING

The following documents must be filed over-the-counter at:

USITC Docket Services
500 E Street SW, Room 112-A
Washington, DC 20436

- Title VII Petitions
- 337 Complaints
- 337 Motions for Temporary Relief
- Requests pursuant to 19 CFR §§ 206.2, 207.10, 210.8, 210.75, 210.76, 210.79

If your document is not of the type listed above, you must submit a waiver request to the Secretary of the Commission to file in paper form. (*See* the Creating an EDIS Cover Sheet for Documents That Require a Waiver to File in Paper Form section of this guide.)

If your document is not of the type listed above and your request for waiver to file in paper is not approved, you must file electronically, following the steps outlined in the Electronic Filing section of this guide.

Creating an EDIS Cover Sheet for Documents That Require Paper Filing

Title VII Petitions, 337 Complaints, 337 Motions for Temporary Relief, and Requests pursuant to 19 CFR §§ 206.2, 207.10, 210.8, 210.75, 210.76. 210.79 **must be filed in paper form**.

You must have an EDIS account in order to file documents. Please *see* the Registering for EDIS section in this guide for instructions on setting up an account.

Login to EDIS using the account of the signatory to the document to be filed.

Once logged in, click on the tab marked Submission. Follow Steps 1-2 outlined above.

When you get to the New Request page, click yes **only if** you are attempting to file a new Petition or Complaint. If you are not trying to file a new Petition or Complaint, follow electronic filing steps 1-3.
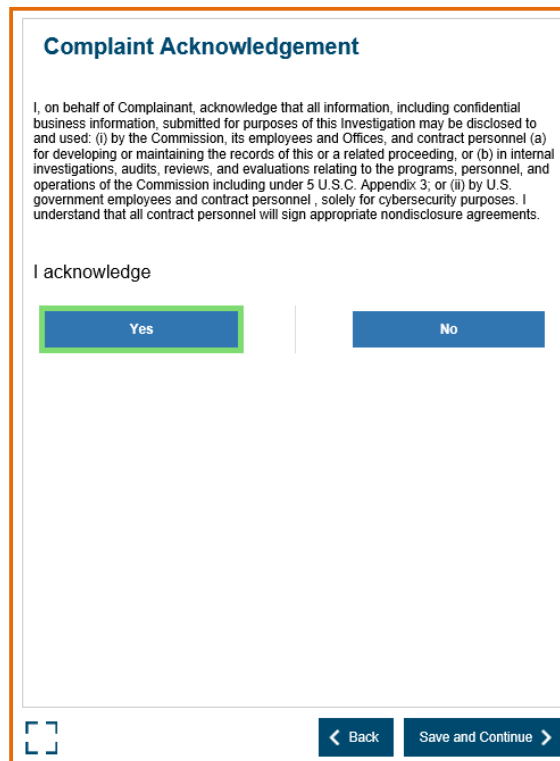
After clicking yes, you will be asked to review and accept the Complaint Acknowledgement by clicking **Yes**.

After choosing Yes and Save and Continue, you will be directed to [Step 3](#), starting at Security Level.

Delivering Your Filing to the Commission

Bring the following to:

USITC Docket Services
500 E Street SW, Room 112-A
Washington, DC 20436
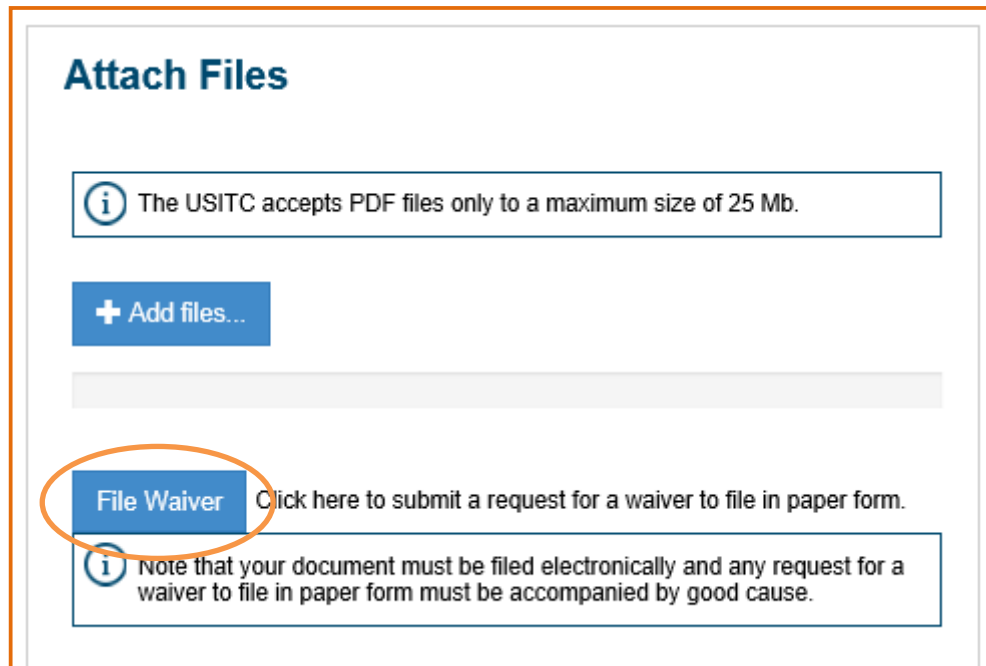
- Original document[3]
- The requisite number of copies (*see* [Guidance on Copy Requirements](#))
- EDIS Cover Sheet

Creating an EDIS Cover Sheet for Documents That Require a Waiver to File in Paper Form

If you are not filing a Title VII Petition, 337 Complaint, 337 Motion for Temporary Relief, or Request pursuant to 19 CFR §§ 206.2, 207.10, 210.8, 210.75, 210.76. 210.79, you must submit a waiver request to the Secretary of the Commission to file in paper form.

Follow Steps 1-3 for [Electronic Filing](#).

When you get to the page to add attachments, choose the options to File Waiver instead.

You will be directed to the Waiver page and will need to choose a Cover Sheet Exception Reason and provide details. **Please note** that requesting a waiver is not a guarantee that the Secretary will grant your request.

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[3] Please *see* the section of this guide titled CD/DVD Submission for guidance on how to submit your over-the-counter filing on electronic media.

After providing the details needed to request a waiver and choosing **Save and Continue**, you will return to Step 5 and can add your document information.

DOCKET SERVICES PROCESSING

Review

Once a document is filed, Docket Services will review the submission.

The metadata entered by the submitter is checked for accuracy against the document.

The document(s) are checked for conformity with Commission Rules regarding filing procedure.

Validation

Once Docket Services has completed its review process, the filing will be validated.

Upon validation, **public** filings are posted to and viewable on EDIS. Upon validation, the metadata for **confidential** filings are posted to and viewable on EDIS; however, the confidential document pdf attachments are not able to be viewed by the public.

Upon validation, an email notification will be sent to the email address provided for the account under which the filing was submitted.

Please note that this acknowledges provisional, procedural acceptance by the Office of the Secretary. The Commission and the assigned Administrative Law Judge (where applicable) determine acceptance of the document on the merits in light of Commission rules and other applicable laws and procedures.

SEARCHING FOR DOCUMENTS

GENERAL INFORMATION

- Users must be registered and logged in to search for documents in EDIS. *See* the Registering for EDIS and Logging into EDIS 3.10 sections of this guide for more information.

- External users may only view documents after they are validated by Docket Services. *See* the Docket Services Processing section of this guide for more information.

- Both Public and Confidential documents are searchable, but only Public documents are viewable to external users, including parties to an investigation. External users only have access to the metadata for confidential documents.

- All documents in EDIS are stored in PDF format. To view documents you will need a PDF viewer. Adobe Acrobat may be downloaded and installed at the following URL, http://get.adobe.com/reader/ or via the link on the Search page, shown below.

BASIC SEARCH

Once logged in and on the Main Menu screen, shown below, you may click on the Search tab to go to the Search menu or click on the Search icon which will take you to Basic Search.
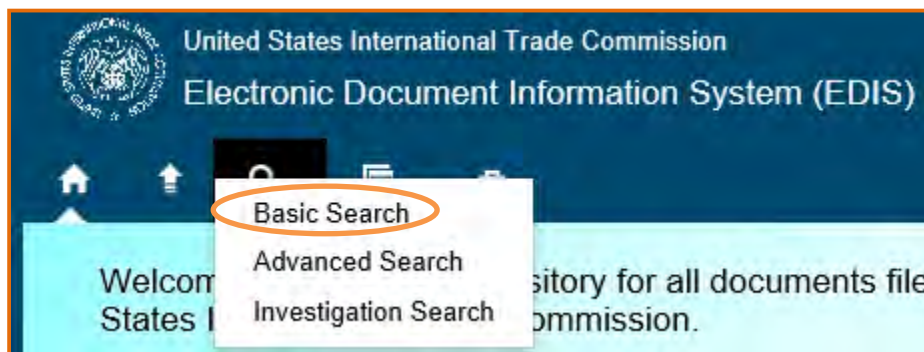
The Basic Search function will allow you to search for documents based on Security, Investigation Number, Document Type, Filed By, On Behalf of, and/or Firm/Organization. If you need to search by different criteria, use the Advanced Search. Each field on the Basic Search page may be used individually or in conjunction with others to filter the search. Simply enter the desired search terms in the appropriate fields and select Search. To clear all the fields click Reset.

To hide or edit your search terms, click on the "+/- sign" next to the Search button.

Your results with appear similar to the results below. To *see* an excerpt of the documents, click on the "+ sign" next to the Doc IDs.

ADVANCED SEARCH

Once logged in and on the Main Menu screen, shown below, you may click on the Search tab to go to the Search menu or use the Quick Link for Advanced Search.
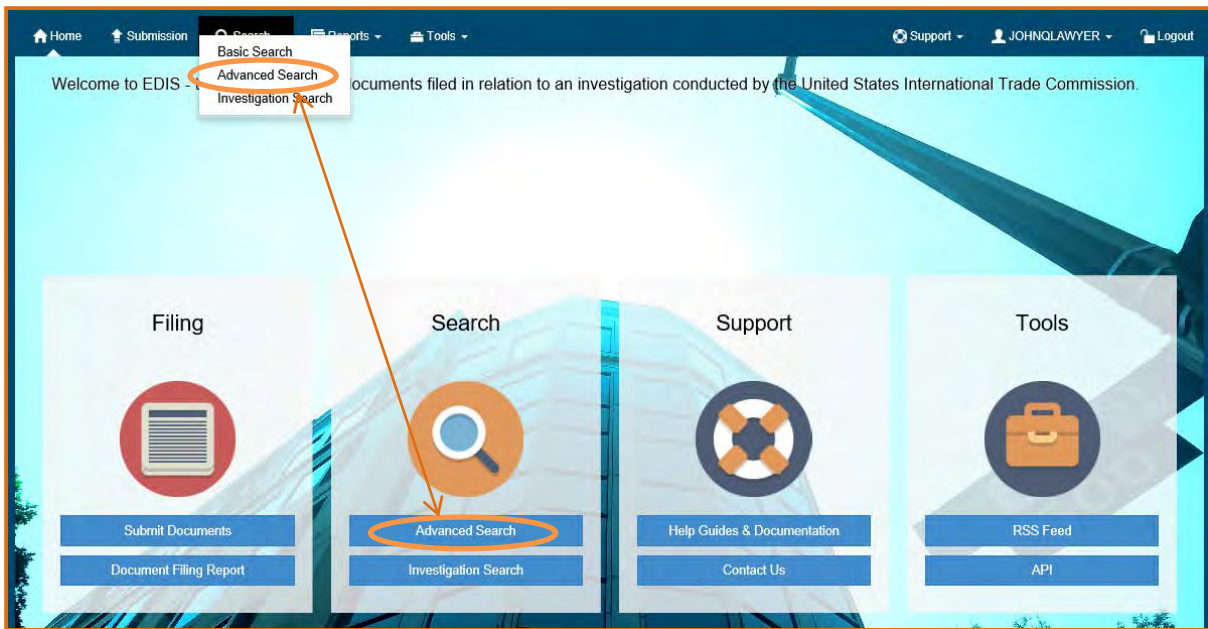
Selecting either link will produce the Advanced Search page.
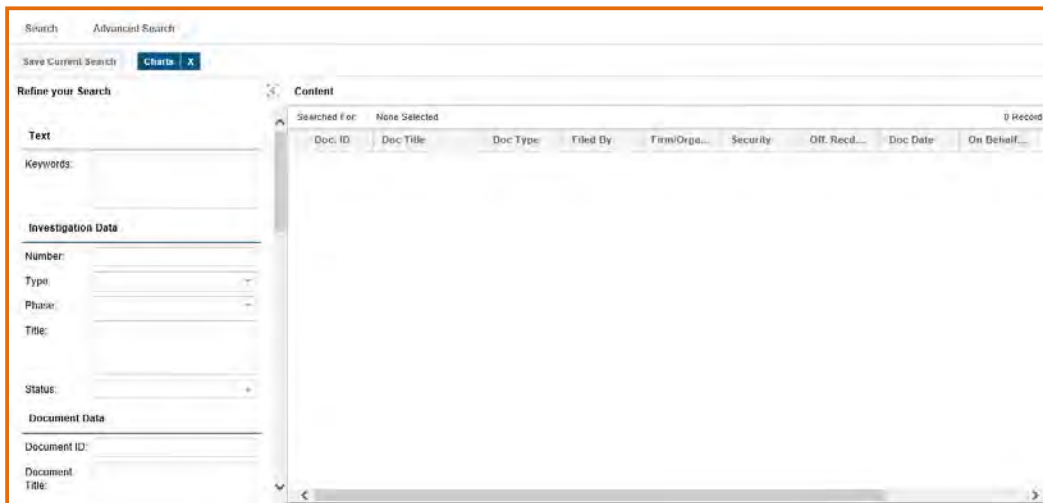
The Advanced Search option provides numerous filters to tailor search results. Each field on the Advanced Search page may be used individually or in conjunction with others to filter the search. Simply enter the desired search terms in the appropriate fields and select Search. To clear all the fields click Reset.

Search Tip #1: Entering Multiple Search Terms
Click Here to See Tip

Search Tip #2: Selecting More Than One from a Drop-Down List
Click Here to See Tip

SEARCHING TEXT

Full Text Keyword searches both the metadata fields and the text of **public** documents uploaded to EDIS. **Please note** that though we attempt to ensure all documents on EDIS are text searchable, unclear text, or poorly scanned images may not be returned using Full Text Keyword search.

A single word or phrase may be entered in the Full Text Keywords field. To search for a phrase, surround the words with quotation marks. For example, to search for the exact phrase Motion to Compel type **"Motion to Compel" (in quotations)** in the Keywords field.

Search Tip #3: Boolean Search Terms
Click Here to See Tip

Simple words and numbers have been removed from the Full Text Keyword search to improve performance. Therefore, words such as 'a, an, the', etc. are not valid search criteria and you cannot currently use full text keyword search to search for investigation numbers, patent numbers or product model numbers.

Viewing Results of Keyword Search

The Search Results page, shown below, provides a "hit list" of documents that matched the search criteria. The hit list contains high-level metadata for each document, including, the document type, investigation number, official receive date, and document title. All of the column headers on the Search Results page may be expanded, minimized, added, deleted, and rearranged according to your preference. Click on the dropdown arrow on the right side of each column header

to access the list of columns available and to select/deselect them. Just drag and drop the column header to move the column.

The column farthest to the right contains a Score (*see* image below). This score is a percentage that approximates how well that document matched your search criteria, or how prevalent your keywords were in that document. Click on Score to have the documents with the highest relevancy score appear first in the list.

Click on the (+) sign next to the document ID number to expand a text extract containing the keywords you searched for.

You can also *see* a list of attachments by clicking anywhere within a search result (except for the Doc ID link) to highlight that result and then selecting the up arrow at the bottom of the search results.

You can export the search results list to a CSV file, by clicking the Export button at the bottom of the search results.

If you would like to view the attached document, click on the document ID link and you will be taken to the Document Detail page containing the attachment(s).

Doc...	Doc Title	Doc Type
503042	Granting Nonparty McLeroy's Request for Shortened Response Time; and Granting Nonparty NEC's Request for Subpoena Extension	Order
500561	Granting Request for the Return of Physical Exhibits to Wilson Sonsini Goodrich & Rosati	Correspo... - USITC
502746	Granting Request for the Return of Physical Exhibits to Finnegan	Correspo... - USITC
500560	Granting Request for the Return of Physical Exhibits to Morrison & Foerster LLP	Correspo... - USITC
505479	Unopposed Motion of Complainants to File Their Petition for Review of Order No. 67, Granting Funai's Motion for Summary Determination of Non-Infringement, One Business Date Late	Motion
149066		Correspo...
501674	Granting Unopposed Request for Stay as to Samsung Respondents	Order
502542	Granting Request for the Return of Physical Exhibits to DLA Piper LLP	Correspo... - USITC
502614	Granting the Return of the Physical Exhibits to DLA Piper	Correspo...

An example of a Document Detail page is below.

Document Detail

Primary Metadata

Document Id	504928
Document Title	Granting Stay Request
Security	Public
Document Type	Order

Investigation Information

Investigation Number	337-870
Investigation Title	Certain Electronic Bark Control Collars; Inv. No. 337-TA-870
Investigation Phase	Violation
Investigation Type	Sec 337
Investigation Status	Active
Docket Number	2932

Filing Metadata

Filed By	E. James Gildea
Firm / Organization	USITC
On Behalf Of	Administrative Law Judge
Document Date	2013-02-27 00:00:00.0
System Received Date	2013-02-27 14:53:45.481
Official Received Date	2013-02-27 15:03:00.0
APO Release	
OSE Alert	false
Party Served	true
Section 337 Processing	Before the ALJ

Coding Information

Action Request Number	
CBI Number	
Action Jacket Control...	
APO Number	
Memorandum Control...	
Order Number	2
Publication Number	
Federal Register Number	

Attachments

Order Id	Attachment Id	Title	Size	Page Count	Create Date
1	827167		504928	717710	3	2013-02-28 11:55:52.528

SEARCHING INVESTIGATION DATA

Investigation Number

You can search by investigation number or, if a pre-institution Section 337 investigation, docket number. Once an investigation is given an official investigation number, the docket number will no longer be searchable in EDIS. All documents pertaining to that investigation will be under the investigation number, including the original complaint or petition.

Refine your Search

Text

Keywords:

Investigation Data

Number:

Type:

Phase:

Title:

Status:

Search Tip #4: Entering the Investigation Number
Click Here to See Tip

Investigation Title

The investigation title identifies the subject of the investigation. Partial titles or investigation numbers may be entered.

Search Tip #5: Investigation Title Search in Import Injury Cases
Click Here to See Tip

Investigation Type

Select the type of investigation you are searching for. If you entered the prefix in the Investigation Number field (i.e. 337- or 701-) you do not need to select the investigation type. It will not disrupt the search if you do, but would be redundant.
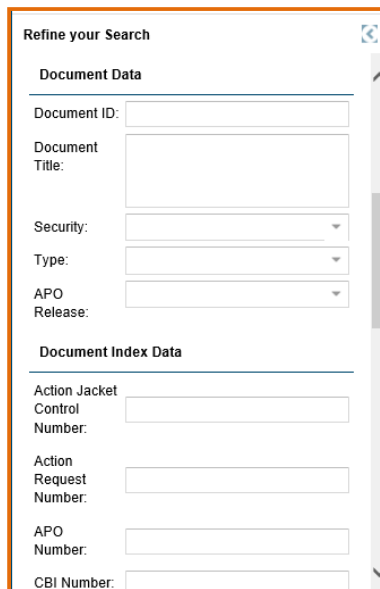
Investigation Phase

Some investigations have more than one phase and you can narrow your results by selecting the phase desired. Not selecting a phase will return results for all phases of the investigation.

Investigation Status

Select an option for investigation status. By default **ALL** statuses will be included in the search results.

SEARCHING DOCUMENT DATA

Document Data allows you to filter your search based on metadata particular to the document, such as its title, type, or security level. The document data fields are below the Investigation Status section and are pictured and described in further detail below.

Document ID

The Document ID number is a 6-digit number assigned to each document that is filed. Each document has its own, unique document ID number. If the Document ID number of a specific document is known, the user can access that document directly by entering the number into the Document ID field and clicking Search.

Document Title

To search the titles of documents for certain words (e.g. Summary Determination, Motion in Limine, Subpoena, etc.), enter the desired search terms into this field. Like the section of this guide on keyword searching, if you wish to search for a phrase surround that phrase in quotation marks.

Security

Use this field to narrow results by security level. Leaving this field blank will allow all security levels to be included in the search results, as allowed by your permissions. Highlighting one or more of the security levels will limit the search result to including only those documents with the matching security level (i.e. highlighting only "Public" will allow only public documents to be shown in the search results). As an external user selecting Confidential and/or Limited will only return **document data**. External users are not able to view confidential or limited PDFs or text excerpts.

Document Type

This field allows you to search for documents by their type, i.e. Petition, Motion, Order, etc. You may only select pre-existing document types from the drop down menu. To select multiple document types, select the boxes next to each desired document type.
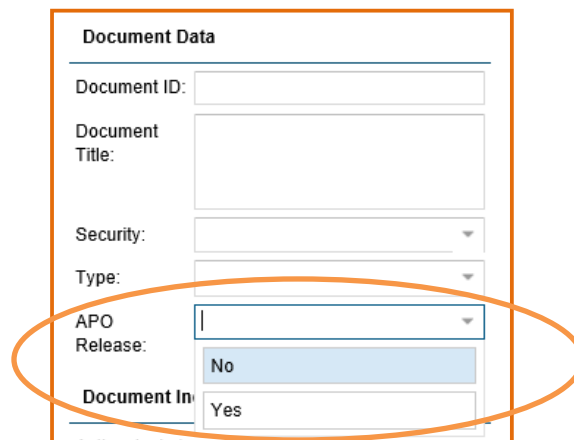
Search Tip #6: Searching for Section 337 Orders
Click Here to See Tip

Search Tip #7: Adding Index Control Nos.
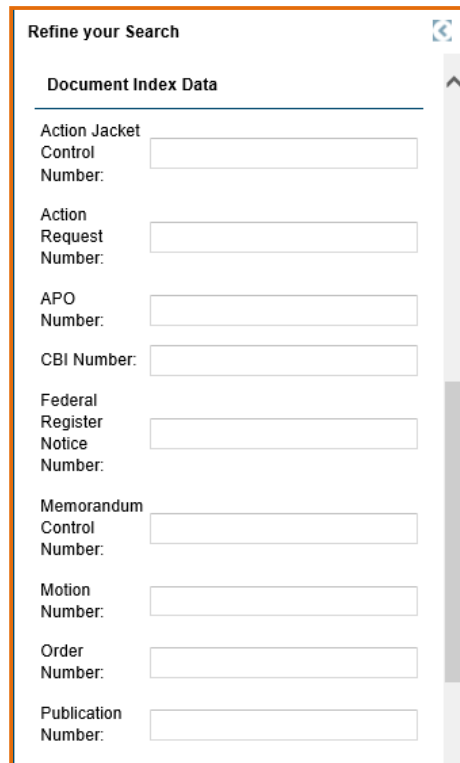*Click Here to See Tip*

APO Release

APO Release only applies to Import Injury documents. If you are looking for documents that are subjected to an Administrative Protective Order Release, select the box next to "APO Release". The search results will then only include APO release candidate documents. However, APO release documents are confidential, so you will only be able to view the document data and not read the PDFs.

SEARCHING DOCUMENT INDEX DATA

Document index data is reference data regarding the document filed that is input by Commission staff.

If you would like to find all documents with one of these types of index numbers, enter an asterisk (*).

Action Jacket Control Number

Enter the "Action Jacket Control Number" assigned by USITC.

Action Request Number

Enter the "Action Request Number" assigned by USITC. Action request numbers are generally associated with requests for filing extensions.

APO Number

The APO numbers are assigned to each firm participating in an investigation. The APO numbers are identified on certain administrative documents to track the administrative request and response for a specific firm within an investigation. APO numbers contain a 2 digit year that the APO was originally requested followed by a unique identifier for each firm on the APO. APO numbers only apply to import injury investigations.

CBI Number

CBI numbers are assigned sequentially by fiscal year to certain confidential documents and are also noted on any associated responses and/or public versions.

Federal Register Number

Federal Register numbers consist of the Federal Register citation for a Commission issuance published in the Federal Register. The Federal Register Number field is formatted as "[Federal Register Volume Number] FR [Federal Register Page Number]" (e.g. 75 FR 21346).

Memorandum Control Number

Memorandum Control Numbers are assigned by the office filing the document and frequently appear on internal memorandums and staff reports.

Motion Number

Motion numbers are assigned sequentially by investigation. Docket Services, as part of its internal processing of documents, assigns each motion a motion number and references that number on any responses thereto. The motion number field is formatted as "[Investigation Suffix]-[Motion Number]" (e.g. 648-004, which represents motion number 4 in Investigation No. 337- 648).

Order Number

Order numbers are assigned by the presiding administrative law judge in a Section 337 investigation and uniquely identify each order or initial determination. The order number field is typically formatted as a cardinal number with no prefix or leading zeroes (e.g. 6). When searching for a particular order number in an investigation be sure to either leave the Document Type field blank or to select Order *and* ID/RD – Other Than Final on Violation because both of these document types are assigned order numbers.

Publication Number

Publication numbers are assigned to each USITC publication by the initiating office. The publication number can be found on the cover of the USITC publication.

Search Tip #8: Adding Index Control Nos. When Searching Index Data
Click Here to See Tip

Searching Submitter Data

Filed By

This field allows you to search for documents by the name of the individual who filed them.

On Behalf Of

This field allows you to search for documents by the party on whose behalf the documents were filed.

Firm/Organization

This field allows you to search for all filings made by a firm or organization. Select a firm or organization from the drop down menu or type a firm name to search. Only firms and organizations registered with EDIS will return search results.

Search Tip #9: Permutations of Firm/Org Names
Click Here to See Tip

Date Data and Result Preferences

Official Received Date

Use this field to search documents by the date the document was received by the Commission.

For both date fields mentioned above, select a date range preference from the drop down menu (e.g. "Filed On", "On or After", etc.). Then, enter a date or dates in the fields to the right, or use the calendar icon. The search results will be limited to the date range set by the user.

Document Date

Use this field to search documents by the **date of their creation**. Document date may be different than the official receive date. Document date will be the date on the document.

Result Preferences

This section of the search page allows you to choose how you wish to *see* your search results.
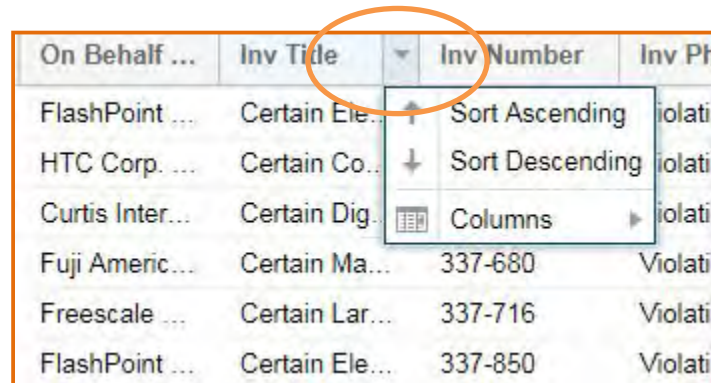
SEARCH RESULTS

Once you execute a search, you will arrive on the Search Results page. This page depicts high-level metadata for documents that match your search criteria, including:

- Doc ID
- Doc Type
- Document Index Data field (default = Order No.)
- Inv. #
- Phase
- Security
- Official Receive Date
- Filed By
- Firm/Org
- On Behalf Of
- Score

From the Search Results page, you have the ability to sort your results by the above fields. These capabilities are described in more detail below.

Sorting Results

You may choose to sort your results by a variety of categories (displayed below). In order to access these categories, select any grey arrow next to the column titles and choose the options you desire.

The options for search result columns appear below:

All search results are viewable on one page. To expand the view of the search results, reduce the Search Filters box by selecting the blue arrow in the top right corner.
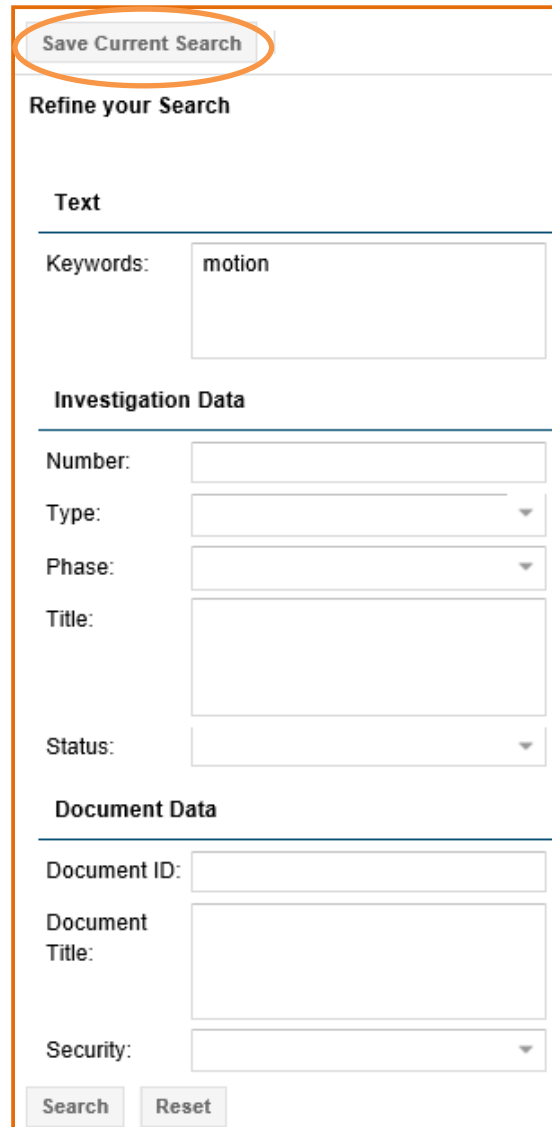

Users may now view several Index Control Numbers at once in the Search Results box. Index Control Numbers are covered in more detail on the section on Document Index Data in this guide.

The default order for search results is descending by Official Received Date. Users can re-sort the results on the page by clicking on the column headings (i.e. Doc ID, Doc Title, Inv. #, etc.).

Saving Searches

You may save pre-set search terms for commonly run searches. For example, if you frequently search for Orders in a certain investigation, you may save a search with the investigation number, type, and document type Order, Order, Commission, Initial Determination – Other Than Final, and Initial Determination - Final.
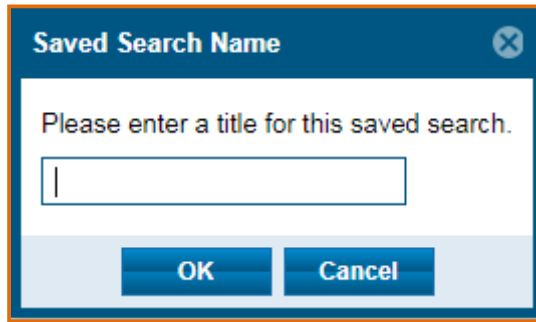
The Save Current Search button is located above the Filters box on the Advanced Search screen, as shown below.


Selecting the button will cause a pop-up screen to appear, which requests that you create a title for the search terms you are saving. Using the above example, an example of a title would be Orders – 337-1000.

Once you select OK, the saved search will appear above the Filters box on the Advanced Search page.

If you wish to delete a saved search, press the white X on the right side of a saved search button.
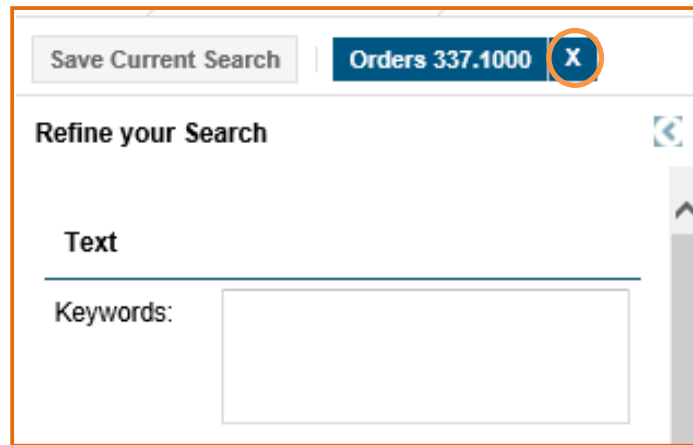
Accessing Documents

Each document listed will have one or more attachments, as indicated by the number of files listed in parentheses in the Attachment Count column. **Note**: This column may not automatically appear, and can be added if you prefer.

These attachments may be viewed by visiting the Document Details page.

This screen, depicted on the following page, contains all the metadata associated with the selected document as well as a list of all attachments to that filing. Click on each of the hyperlinked File ID numbers separately to open the files.

Document Detail

Primary Metadata

Document Id	522503
Document Title	Complainant's Corrected Motion to Compel Respondents to Respond to Interrogatories
Security	Public
Document Type	Motion

Investigation Information

Investigation Number	337-887
Investigation Title	Certain Crawler Cranes and Components Thereof; Investigation No. 337-TA-887
Investigation Phase	Violation
Investigation Type	Sec 337
Investigation Status	Active
Docket Number	2960

Filing Metadata

Filed By	Mark L. Whitaker
Firm / Organization	Baker Botts
On Behalf Of	Manitowoc Cranes LLC
Document Date	2013-11-19 00:00:00.0
System Received Date	2013-11-19 14:39:09.724
Official Received Date	2013-11-19 14:39:00.0
APO Release	
OSE Alert	false
Party Served	true
Section 337 Processing	Before the ALJ

Coding Information

Action Request Number	
CBI Number	
Action Jacket Control ...	
APO Number	
Memorandum Control ...	
Order Number	
Publication Number	
Federal Register Number	

Attachments

Order Id	Attachment Id	Title	Size	Page Count	Create Date
1	882372	PUBLIC VERSION of Complainant's Corrected Motion to Compel Respondents to Respond to Interrogatories	5253687	421	2013-11-19 14:38:47.341

FAQ #6: The filing I am viewing contains many attachments. Is there a way to open and download all of the attachments at once?
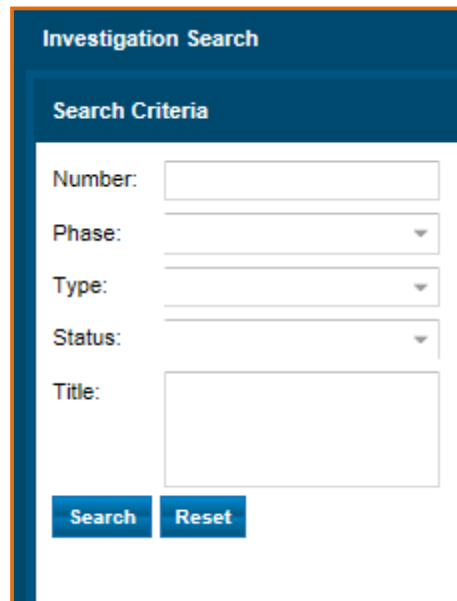
SEARCH BY INVESTIGATION

In addition to Advanced Search, EDIS provides an Investigation Search option. The purpose of this search is to search *for particular investigations* as opposed to searching *for specific documents*.
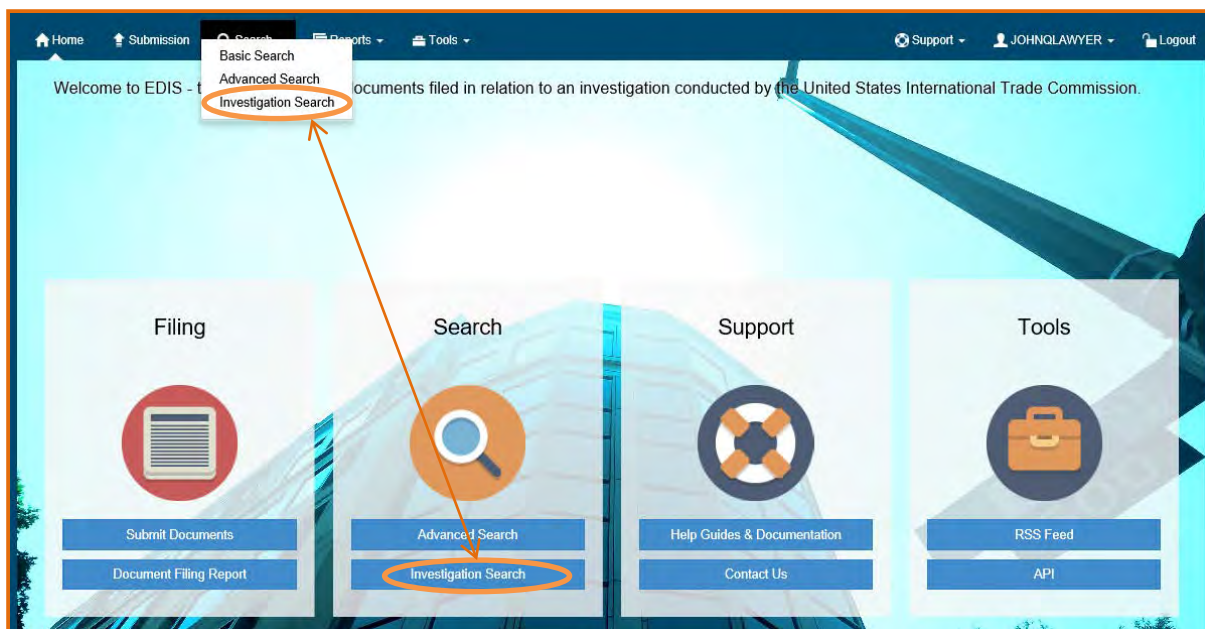
Once logged into EDIS, click on the Search tab and select Investigation Search, or select the Investigation Search link on the Main Menu screen.

SEARCH CRITERIA

You may search on any combination of search criteria depicted and described below.

Investigation Number

You can search by investigation number or, if a pre-institution Section 337 investigation, docket number.

See also the section on Investigation Number under the Advanced Search portion of this guide.

Investigation Phase

Some investigations have more than one phase and you can narrow your results by selecting the phase desired. Not selecting a phase will return results for all phases of the investigation.

Investigation Type

Select the type of investigation you are searching for. If you entered the pre-fix in the Investigation Number field (i.e. 337- or 701-) you do not need to select the investigation type. It will not disrupt the search if you do, but would be redundant.

Investigation Status

Select an option for investigation status. By default, **ALL** statuses will be included in the search results.

Investigation Title

The investigation title identifies the subject of the investigation. Partial titles or investigation numbers may be entered.

See also the section on Investigation Title under the Advanced Search portion of this guide.

SEARCH RESULTS

When you execute the search, the list of investigations meeting the criteria is displayed.

The default sort order is ascending by Investigation Number. Users may re-sort the results by clicking on the column headers (accessible by selecting the grey area next to a column header): Investigation Number, Investigation Phase, Number of Documents, Investigation Type, Investigation Status, or Investigation Title
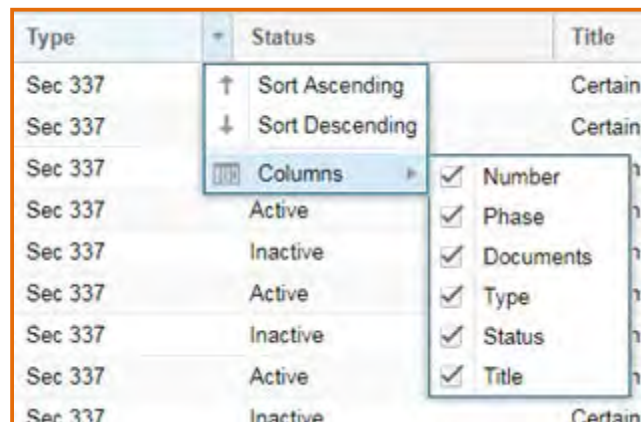
Once you find the desired investigation, click on the corresponding hyperlinked Number of Documents to open a Search Results page listing documents filed in that investigation. An example is shown below.

REPORTS

Once logged in, you have the ability to run a document filing report. This report allows you to filter on certain criteria to produce a list of documents that is exportable in PDF, Excel spreadsheet, or CSV.

To access reports in EDIS, you must login to EDIS 3 using your username and password. Click on the "Reports" tab to access the Reports Menu. This will display the types of reports that you are entitled to view.

DOCUMENT FILING REPORT

To access the report, click on the Reports tab on the EDIS homepage.
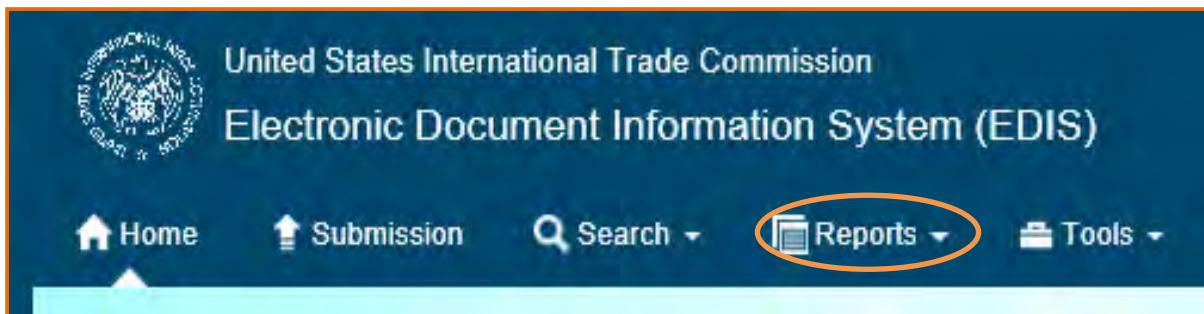
From the Reports dropdown menu, select Document Filing Report.
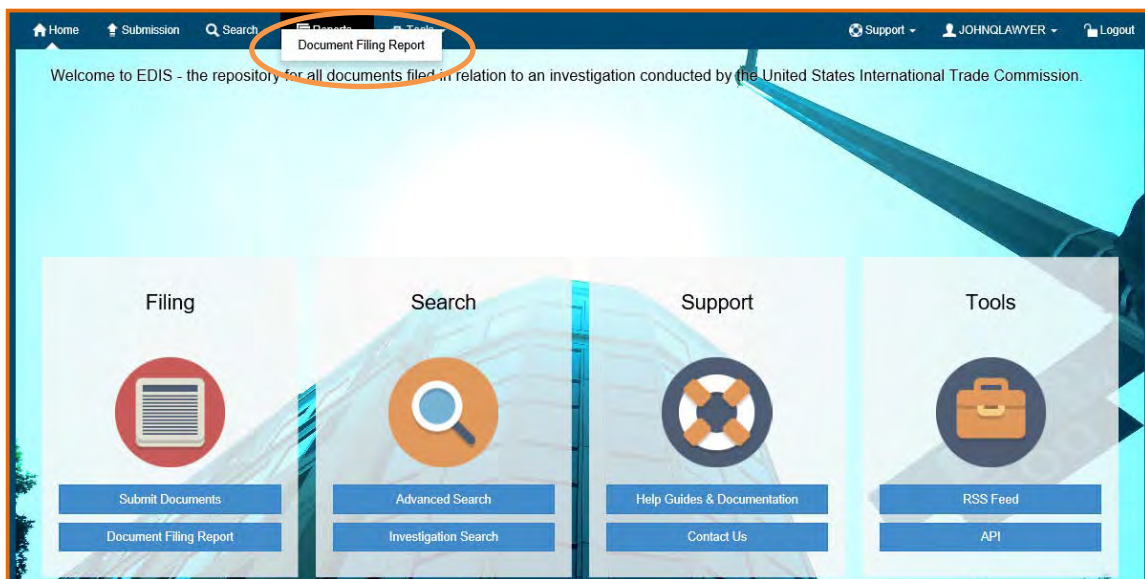
The Document Filing Report query page, as shown below, allows you to customize a report based on the certain metadata fields.

For further description of the metadata fields used in the report query, please *see* the corresponding sections in the Advanced Search portion of this guide and as hyperlinked in the list below:

- Official Received Date
- Investigation Number
- Investigation Phase
- Investigation Type
- Document Type
- Security Level
- Result Preferences

Once all desired criteria are entered, select **Submit**.

VIEWING THE REPORT

Executing the report will result in a screen similar to that shown below.

The Doc IDs in the leftmost column are hyperlinks to the Document Details screen for that document. From the Document Details screen, you may view PDF attachments for public documents. *See* the Accessing Documents section of this guide.

Document Filing Report

Documents Filed Report for Investigation Number 337-1000 in phase(s)   Generated on: 08/03/2018 12:20 PM

Doc ID	Inv Num -	Sec	F	Official Receive	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf
576770	337-1000 Violation	Pub	S	03/22/2016	Complaint	CBI Y Complaint and Public Exhibits	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, Inventist, Inc. and Shane Chen
576772	337-1000 Violation	Con	S	03/22/2016	Complaint	CBI Y Confidential Exhibits	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, Inventist, Inc. and Shane Chen
576795	337-1000 Violation	Pub	S	03/22/2016	Complaint	CBI Y Appendices A & B	Jonathan Engler	Adduci, Manstriani and Schaumberg	Razor USA LLC, etc.
576803	337-1000 Violation	Pub	E	03/22/2016	Notice	Notice of Receipt of Complaint; Solicitation of Comments Relating to the Public Interest	Lisa R. Barton	USITC	Office of the Secretary
576818	337-1000 Violation	Pub	S	03/23/2016	Complaint	CBI Y Corrected Public Exhibits 17 & 117 to the Complaint	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, Inventist, Inc., and Shane Chen
576819	337-1000 Violation	Con	S	03/23/2016	Complaint	CBI Y Corrected Exhibit 118C to the Complaint	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, Inventist, Inc., and Shane Chen
577258	337-1000 Violation	Pub	E	03/25/2016	Notice	81 FR 16214 F.R. Notice of Receipt of Complaint; Solicitation of Comments Relating to the Public Interest	Lisa R. Barton	USITC	Office of the Secretary
577754	337-1000 Violation	Pub	E	04/04/2016	Comments/Response to Comments	Comments in Response to the Commission's Notice of Receipt of Complaint and Solicitation of Comments Releating to the Public Interest	Barry Irwin	Irwin IP	Swagway, LLC
577801	337-1000 Violation	Pub	E	04/04/2016	Action Request	AR 16-19 Letter to Chairman	Brian R. Nester	Sidley Austin LLP	Alibaba Group Holding Ltd. and Alibaba.com Limited
577816	337-1000 Violation	Pub	E	04/04/2016	Comments/Response to Comments	Public Interest Comments	Kathryn Clune	Crowell & Moring	Powerboard and Optimum Trading Co.

* indicates that a document has not yet been received or is currently in review.

« **1** 2 3 4 5 6 7 »

If there are multiple pages to the report, advance through the pages using the hyperlinked page numbers or arrows. Double arrows take you to the first [<<] or last [>>] page of the report.
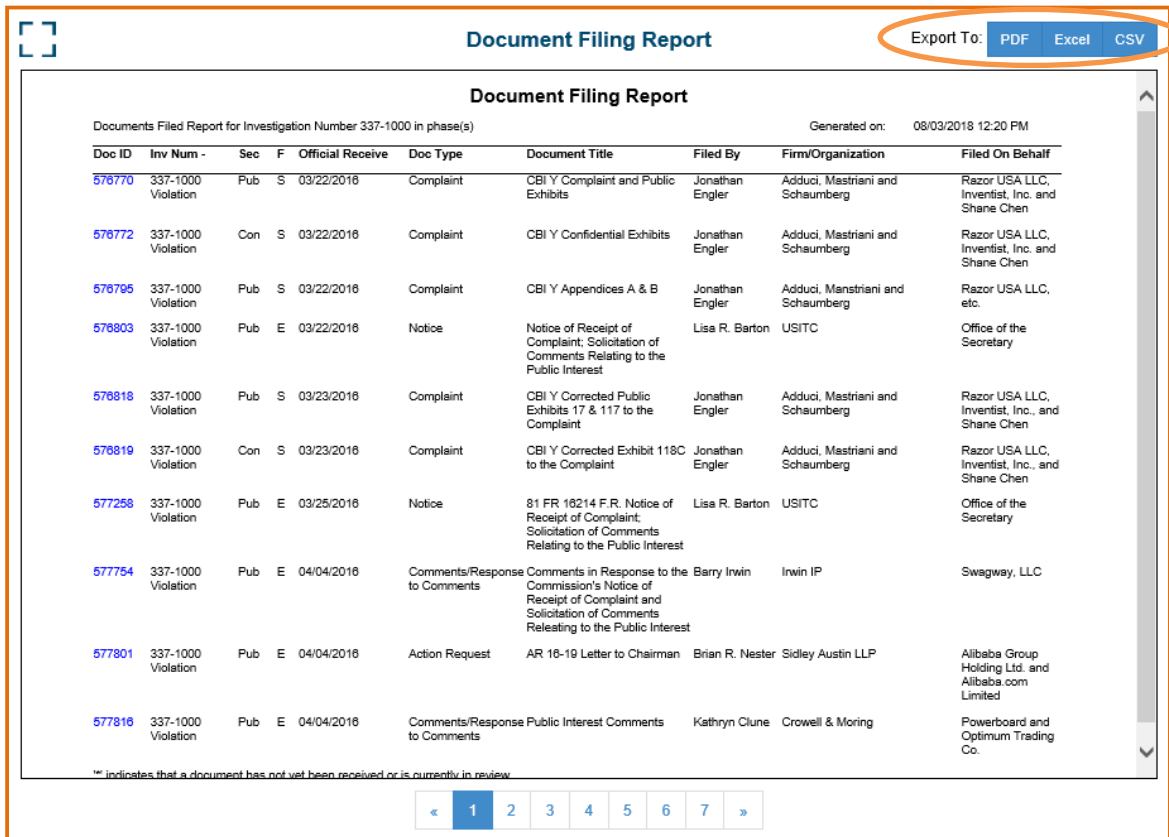
Metadata information will not appear in the report for any document that has not been processed fully by Docket Services (*see* Docket Services Processing). There will be an asterisk (*) place-holder in the metadata columns for such documents.

EXPORTING THE REPORT

To export the report, click on the hyperlinked format in which you wish to export. PDF = Adobe Acrobat; XLS = spreadsheet; CSV = comma separated values file. These hyperlinks are available in the top right corner of the report screen (*see* above).

Exporting to PDF

Clicking on PDF will generate a PDF document, which you can save to the location of your choice. The Doc ID numbers remain active hyperlinks that will route you back to the Document Details screen in EDIS for that document. If you do not have an active EDIS session running, you will be asked to log-in with your EDIS credentials after clicking on a hyperlinked Doc ID.

Exporting a Spreadsheet or Rich Text File

Clicking on XLS or CSV will automatically save the file in the preferred format into your default downloads folder.

Once opened in the application of your choosing, you can re-sort and format the report to your liking and save to the location of your choice. The Doc ID numbers remain active hyperlinks that will route you back to the Document Details screen in EDIS for that document. If you do not have an active EDIS session running, you will be asked to log-in with your EDIS credentials after clicking on a hyperlinked Doc ID.

RSS FEED GENERATOR

Users may select to be notified when document data has been validated. In order to receive such notifications, you must set up an RSS feed.

- [Create and generate an RSS Feed.](#)

- [Establish the RSS feed in an e-mail/alert application.](#)

Note: It may take up to 48 hours after a document is filed for the USITC staff to process the document. Thus, users may experience a delay of up to 48 hours between when a document is filed and when a user will be informed through the RSS Feed and/or the document may be accessed on EDIS.

The EDIS RSS Feed normally cycles every 15 minutes. The initial set up the RSS Feed will generate notifications for documents filed within the past two weeks before catching up to the present time. Multiple notices may be received when key metadata changes as Docket Services reviews and verifies the document.

CREATING AN RSS FEED TO IDENTIFY THE DOCUMENTS YOU WISH TO RECEIVE

Once logged in to EDIS, access the RSS Feed Generator by clicking the Tools tab.

From the EDIS RSS Feed Generator page, begin by adding <u>either</u> an Investigation Type or an Investigation Number. Please *see* the corresponding sections in the [Advanced Search](#) portion of this guide for more information on [Investigation Type](#) and [Investigation Number.](#)

To add an investigation type, select the type from the drop-down list and click **Add Investigation Type**. To add multiple investigation types, repeat the process.

To add **specific investigations**, click **Find/Add Investigation**. This will open an Investigation Search box, depicted on the following page, in which you can enter criteria and <u>click Search</u> to find the desired investigation. Once you locate the

desired investigation in the resulting list, click the hyperlinked investigation number to add that investigation. To add multiple investigations, repeat the process.

The search will populate investigations on the right-hand side. Select the link for the investigation you are interested in.

The investigation will then appear on the main RSS Feed Generator page. You may add additional investigations or continue setting up the RSS Feed for your selected investigation.

From the above screen you can opt to be notified when all document types are filed for the given investigation type and/or number. (This is the default option of "All Document Types" as shown above.) Or, you can "Select From List."

Note: If creating a feed for **an Investigation Type**, we recommend you further narrow your feed by Document Type. The USITC receives hundreds of filings a day. Choosing an Investigation Type without further selecting document types from the list may inundate your inbox with notifications.

Opting to "Select From List" will bring up a list of document types. Notice, as shown below, that the lists will be different depending on the investigation type/number selected.

Highlight the document type(s) you are interested in receiving notification for and click the left-pointing select arrow to move them to the Selected Document Types box.

Once you have added all the investigation types/numbers and selected all the document types on which you desire to be notified, click **Generate Feed URL**.

You will arrive at a screen similar to that shown below titled, RSS Feed Generator.

Use the mouse to select (highlight) the **blue** text in the generated RSS URL window. Hover the mouse cursor over the highlighted text and right click. From the resulting drop-down menu, select Copy.

You now have the URL copied into your desktop clipboard.

The feed generated will work in any standard RSS reader. We encourage you to contact your IT department if you encounter any issues with entering your RSS URL in your respective reader.

RSS FEED E-MAIL

When a notification is received, access to the document is not directly available via the RSS notification message. Instead, the document can be found using the

search capabilities available in EDIS. Click on Search and login to view documents. A link is provided in the e-mail message which will bring up the EDIS home page, as shown below.

APPENDIX OF FREQUENTLY ASKED QUESTIONS

FAQ #1: I am a paralegal. Should I register on EDIS?
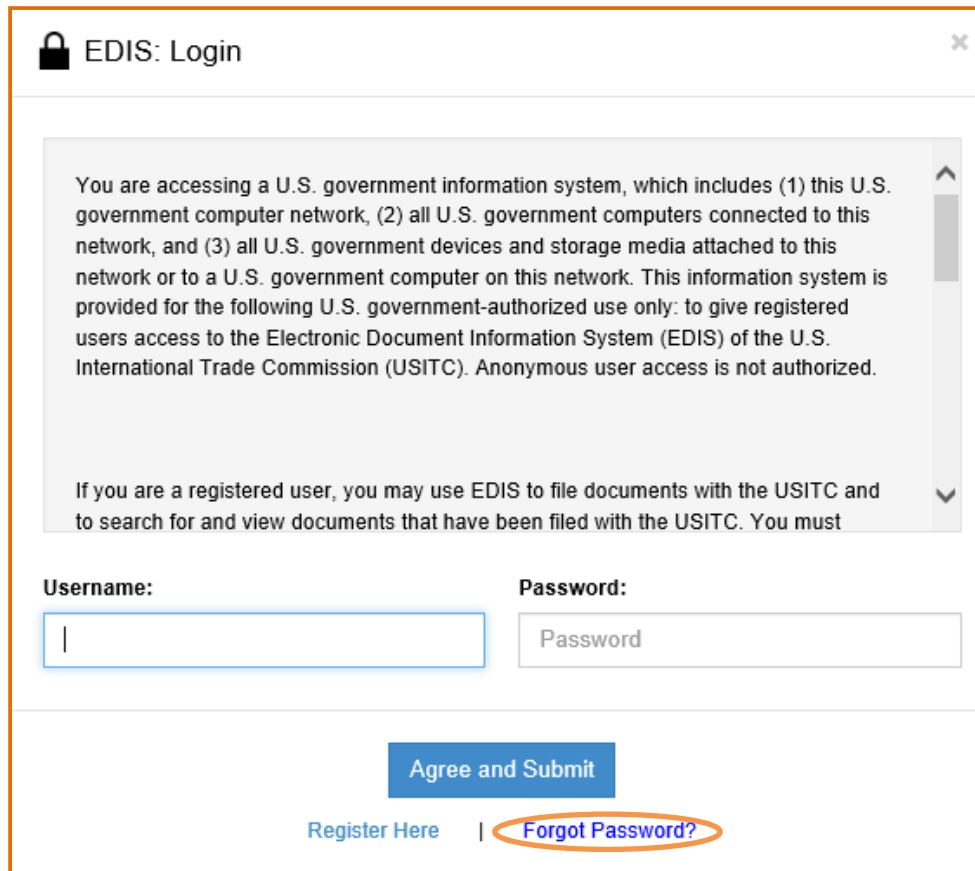
Yes. Register and create an EDIS account under your own name. However, **please note** that all filings must be submitted under the User Account of the attorney or individual who signed the pleading.

Click Here to Return to Guide

FAQ #2: What do I do if I can't remember my password?

You have **three chances** to login before the system automatically locks the account. After fifteen minutes, your account will unlock and you can attempt to enter the password again or you can choose the Forgot Password option.

If you **forgot your EDIS 3 password**, click on **Forgot Password** (found on the EDIS home page or the login screen, as shown below) to reset it.

Once you have clicked Forgot Password, it will display the screen pictured below. Enter your User ID in the appropriate field and click on Get Information.

Account Lookup:

Please enter your User ID and click "Submit" to retrieve your security profile. Click "Cancel" to return to the home page.

Username:

Cancel   Submit

You will now be asked the security questions selected when registering. Answering either question correctly will allow you to change the password.

Security Questions for '*burrkm*'

Security Question 1:
What grade school did you go to?

Answer 1:

Security Question 2:
What is your favorite movie?

Answer 2:

Cancel   Validate

You will now be prompted to enter a new password for your EDIS account. This password carries the same requirements as the original created at the time of registration. Once you have created a password that meets these requirements, click **Change Password**.

New Password:

Confirm New Password:

Reset   Cancel   Change Password

You have now successfully reset your password and may login![4]

FAQ #3: Why is my account locked/inactive/disabled?

Account Locked

User accounts will be locked after **3** failed password attempts, but it **will unlock after 15 minutes**. If you prefer not to wait, please contact the EDIS Helpdesk (202-205-EDIS or edis3help@usitc.gov) to unlock the account.

Account Inactive

User passwords expire after 180 days and must be changed. EDIS will automatically generate an email to the email address listed on the User Account two weeks before the password expires prompting you to update his or her

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[4] You should receive an e-mail notice informing you that the password has been changed. Should you receive an e-mail notice regarding a change to your password which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).

password. If you do not update your password after 180 days, the account will become inactive. To re-activate the account, please contact the EDIS Helpdesk.

Account Disabled

EDIS accounts will be marked as disabled after one year of non-use. You may contact the EDIS Helpdesk to return your account to active status. Additionally, if you change firms or organizations, your account will be disabled and you must re-register on EDIS by creating a new User ID.

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FAQ #4: I'm not sure what type of document this is. Can I just put "Other?"

"Other" is typically not the appropriate document type. If you are unsure of what type of document you are filing, please contact the EDIS Helpdesk or Docket Services. The type of document you choose determines the number of paper copies you must provide. Failure to provide paper copies may affect acceptance of your filing.

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FAQ #5: I am not the registrant, but want to receive the EDIS filing confirmation emails. What should I do?

EDIS only allows one email address to be associated with a User Account. You could create an email distribution list and use the distribution list as the email address on the User Account. Please contact your IT department for assistance in creating a distribution list.

Please contact the EDIS Helpdesk if you would like to change/update an email address listed on an existing EDIS User Account.

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FAQ #6: The filing I am viewing contains many attachments. Is there a way to open and download all of the attachments at once?

No, not unless the entire filing is in only one file/attachment. Some filings, particularly complaints and petitions, will have more than one attachment. To open, view, and/or print the entire filing you must open each attachment separately. There is no way to open all of them at once.
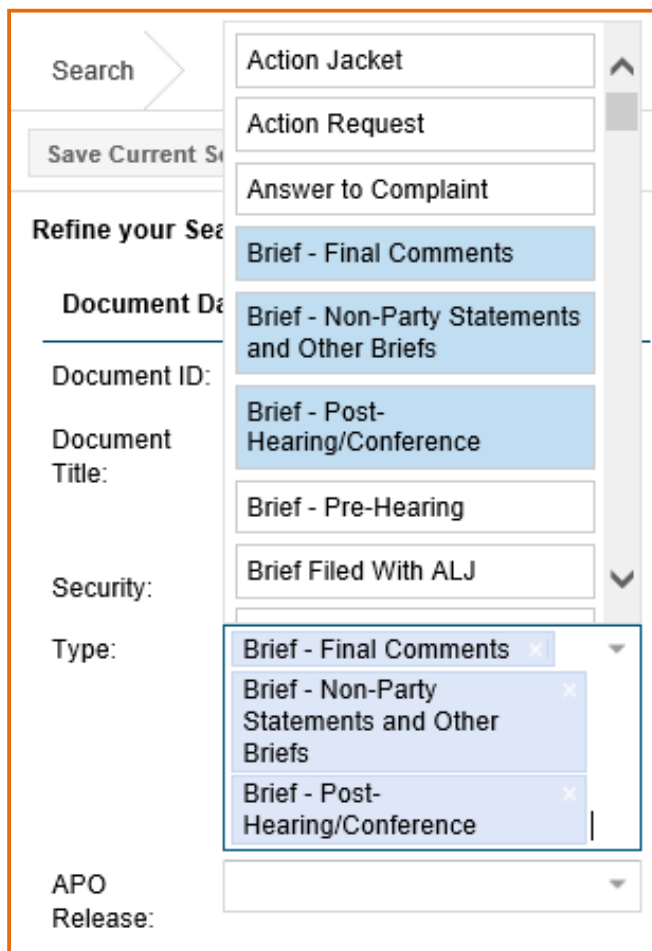
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APPENDIX OF SEARCH TIPS

Search Tip #1: Entering Multiple Search Terms

Criteria in more than one field is considered an "and." For example, if the user enters investigation number 337-406 and document type "Order", the search engine will return orders issued in 337-406.

Search Tip #2: Selecting More Than One from a Drop-Down List

For any dropdown menu in the Search Filters box, more than one value may be selected.

Search Tip #3: Boolean Search Terms

Full Text Keyword uses Boolean search terms and Boolean terms may be uppercase or lowercase except as provided below:

Boolean Search Term	Function	Example
and	search for additional phrases/words	"hardwood" and "China"
or	search for different phrases/words	"flashcard" or "memory card"
* %	wildcard searches	"steel*" returns the words steel, steels, Steelers, steelworkers, etc.
NOT (*must* be uppercase)	eliminate search terms from your results	"Stainless NOT steel" would return only documents with the word stainless that do not also have the word steel 10
$	stemming to retrieve documents with a different conjugation of the verb	"spea$" will return speak, spoke, spoken

Search Tip #4: Entering the Investigation Number

The investigation number can be entered either in full as 337-TA-406 or 337- 406 or as the suffix, e.g. 406. All entries should return the same result, with the notable exception that if you merely enter an investigation's suffix you may want to also select an investigation type (*see* below) so that you don't retrieve search results containing that suffix for both Import Injury and Section 337 cases, for instance, when you only wish your results to be for Section 337 cases.

Search Tip #5: Investigation Title Search in Import Injury Cases

For Import Injury cases, the investigation title also includes the list of countries involved with the case with corresponding subordinate (child) investigation numbers. Therefore, you may use this field to search for certain countries or certain commodities.

An example of an import injury investigation title: Certain Aluminum Extrusions from the People's Republic of China; Inv. Nos. 701-TA-475 and 731-TA-1177.

Search Tip #6: Searching for Section 337 Orders

If searching for Orders in a Section 337 investigation, be sure to select the following document types: Order, ID/RD – Other Than Final on Violation; and, ID/RD – Final on Violation. An ID, or Initial Determination, is a judicial order that requires Commission Review. Thus, selecting all of these will return more complete results.

<u>**Search Tip #7: Adding Index Control Nos.**</u>

Certain document types are associated with Document Index Data. For example, Motions are assigned Motion Nos. and Petitions are assigned CBI Nos. These Index Control Nos. can be added to the Search Results columns after performing a search.
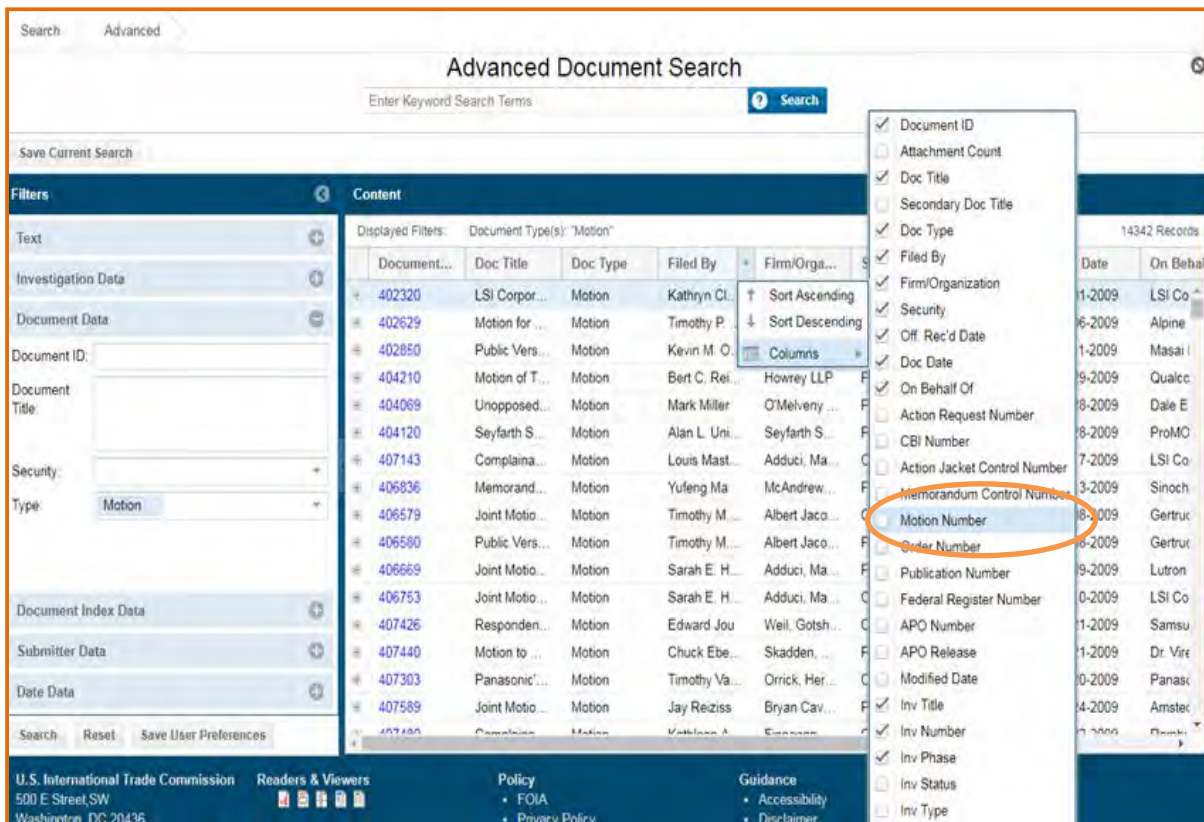
Select "Motion Number" in the columns index if you wish to view the Motion Numbers associated with the documents retrieved.

Search Tip #8: Permutations of Firm/Org Names

Firm/Organization names often change. Therefore, to capture all results associated with a firm/org, select multiple entries (by holding down the ctrl key) that closely mirror the current firm name. For example, selecting Smith & Jones, Smith & Associates, Smith & Jones – New York City, will give you a broader set of results than might have otherwise been obtained had you only selected one out of the above list.