



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

**SEPTEMBER 2018**

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## INTRODUCTION AND HOW TO USE THIS GUIDE

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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.<sup>1</sup> 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](mailto: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](https://usitc.gov/docket_services.htm)

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<sup>1</sup> **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.

The screenshot shows the USITC website interface. At the top, there is a search bar and a navigation menu. The main content area is divided into several sections: 'USITC Centennial', 'Tariff Assistance', 'General Information', 'News Releases, New Documents, and Announcements', and 'Miscellaneous Tariff Bill Information'. A red box highlights a link that says 'Click here to log-in to EDIS 3.10'.

## 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.

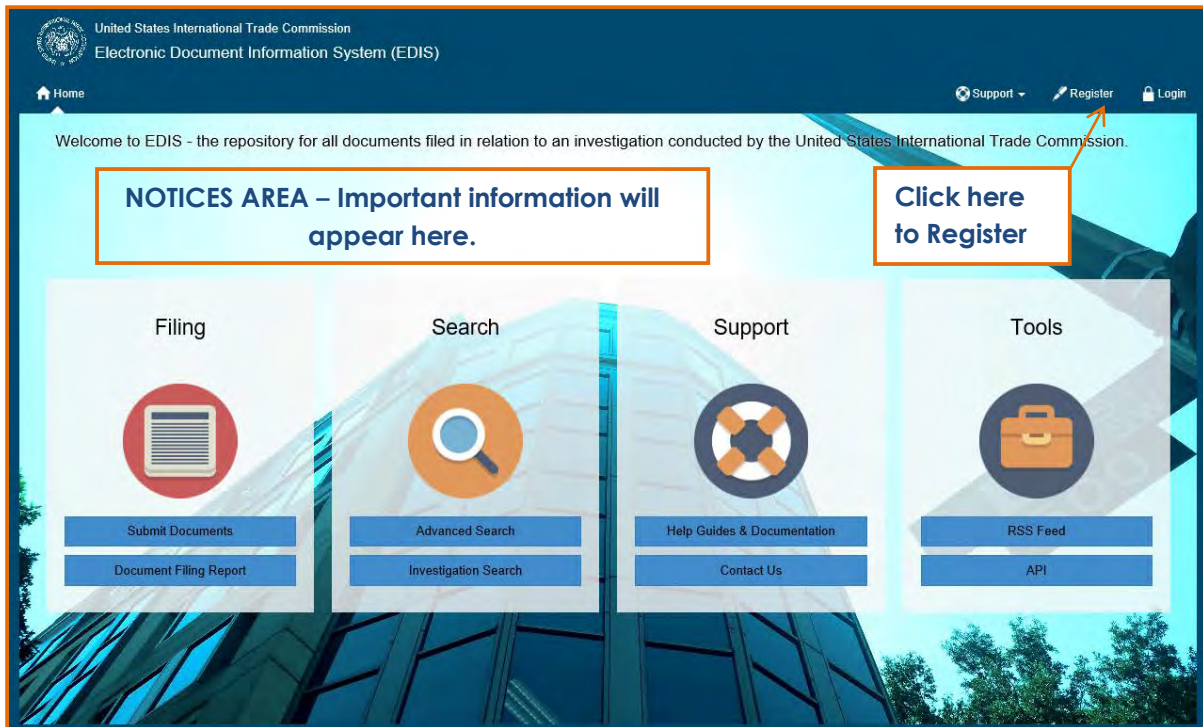
**FAQ #1: I am a paralegal. Should I register on EDIS?**

[Click Here to See Answer](#)

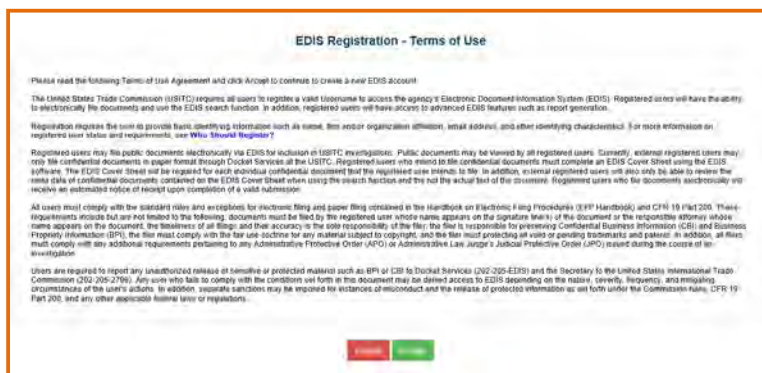
### HOW TO REGISTER FOR EDIS

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.

The screenshot shows the 'EDIS Registration' form. At the top, it says 'Please fill out and submit the form below to create a new EDIS account.' The form is divided into two main sections: 'Personal Profile Information' and 'Login Information'. The 'Personal Profile Information' section includes fields for First Name, Middle Name, Last Name, Firm/Organization (with 'USITC' entered), Office/Division (a dropdown menu), Address (with '500 E Street, SW' entered), Address2, City/Province (with 'Washington' entered), State (with 'District of Columbia' entered), Zip/Postal Code (with '20436' entered), Country/Region (with 'United States' entered), Phone Number (with '202-265-2600' entered), Fax Number, and E-Mail. The 'Login Information' section includes fields for Username, Password, Confirm Password, Security Question 1 (a dropdown menu), Answer 1, Security Question 2 (a dropdown menu), and Answer 2.

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.

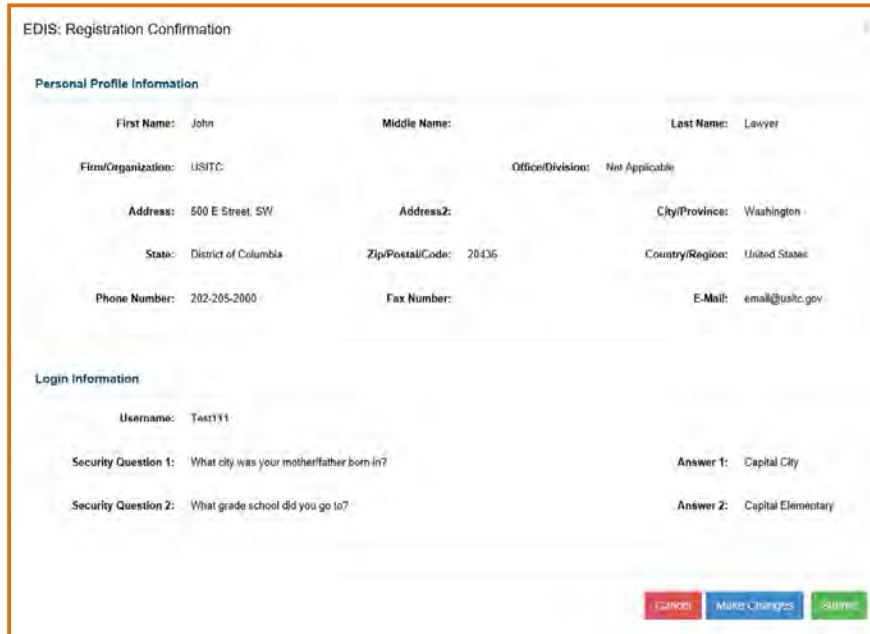
The purpose of the **security questions** is to provide users who have forgotten their passwords with a method to regain entry to EDIS. Please select a security question and provide its answer—making sure that the question and answer are known to user of the account. **EDIS Help support does not have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

This close-up screenshot focuses on the 'Login Information' section of the form. It shows the Username, Password, and Confirm Password fields. Below these are two Security Question fields, each with a dropdown menu and an Answer field. A text box with an orange border is overlaid on the Security Question dropdown menus, containing the text: 'Select security questions from the dropdown menus.' At the bottom of the form, there are two buttons: 'Reset' and 'Register'.

**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.




Personal Profile Information		
First Name:	John	Middle Name:
Last Name:	Lawyer	
Firm/Organization:	USJTC	Office/Division:
Not Applicable		
Address:	500 E Street SW	Address2:
City/Province:	Washington	
State:	District of Columbia	Zip/Postal/Code:
20436		Country/Region:
United States		
Phone Number:	202-205-2000	Fax Number:
E-Mail:	email@usjtc.gov	

Login Information	
Username:	Test111
Security Question 1:	What city was your mother/father born in?
Answer 1:	Capital City
Security Question 2:	What grade school did you go to?
Answer 2:	Capital Elementary

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**.

 **EDIS Login**

You are accessing a U.S. government information system, which includes (1) this U.S. government computer network, (2) all U.S. government computers connected to this network, and (3) all U.S. government devices and storage media attached to this network or to a U.S. government computer on this network. This information system is provided for the following U.S. government-authorized use only: to give registered users access to the Electronic Document Information System (EDIS) of the U.S. International Trade Commission (USITC). Anonymous user access is not authorized.

If you are a registered user, you may use EDIS to file documents with the USITC and to search for and view documents that have been filed with the USITC. You must comply with the EDIS Terms of Use Agreement, the USITC Handbook on Filing Procedures, the USITC's Rules of Practice and Procedure, and guidance posted on the EDIS website.

Registration Successful

**Username**

**Password**

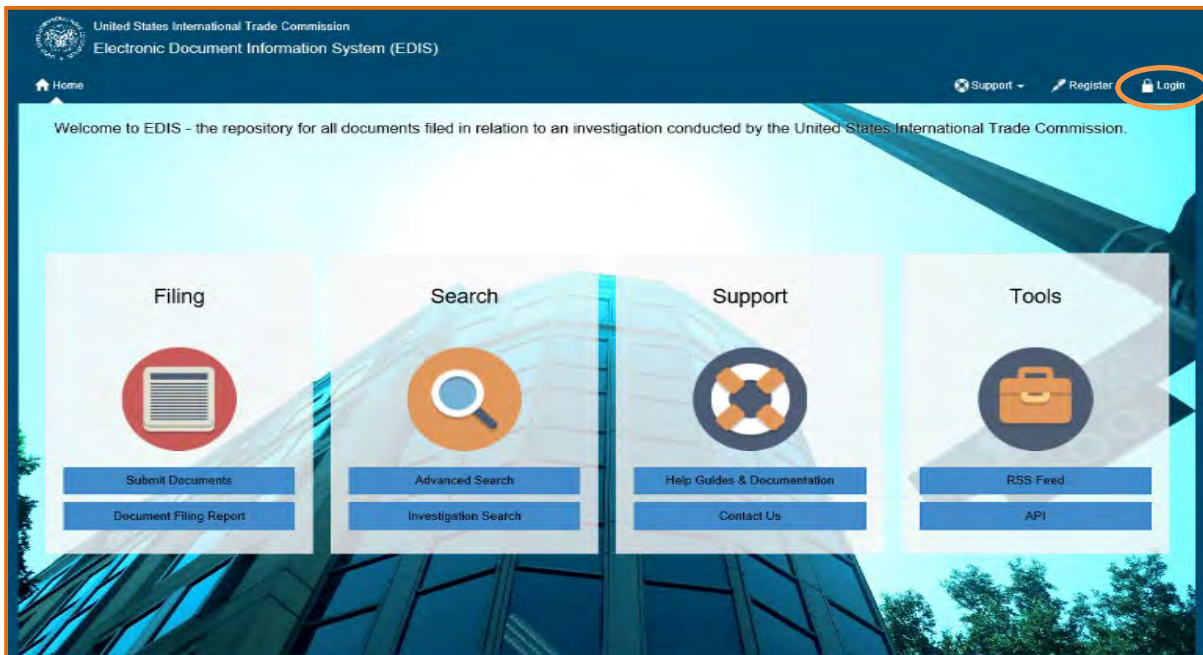
Agree and Submit

[Register Here](#) | [Forgot Password?](#)

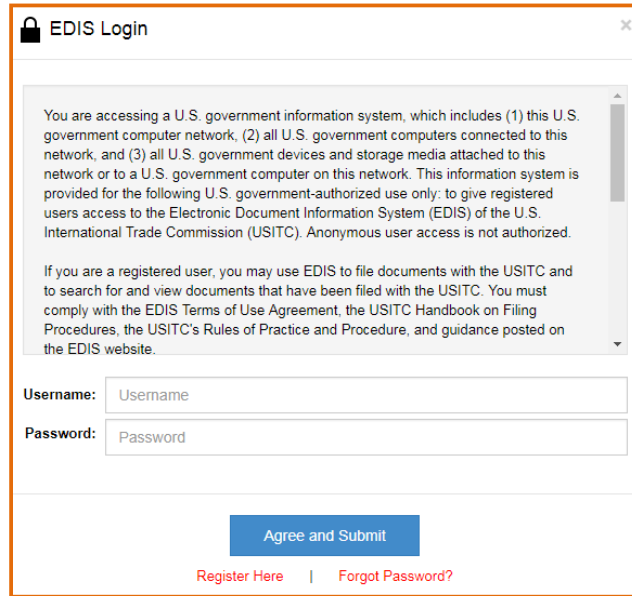
**You have now successfully completed the registration process for EDIS!**

### **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.



EDIS Login

You are accessing a U.S. government information system, which includes (1) this U.S. government computer network, (2) all U.S. government computers connected to this network, and (3) all U.S. government devices and storage media attached to this network or to a U.S. government computer on this network. This information system is provided for the following U.S. government-authorized use only: to give registered users access to the Electronic Document Information System (EDIS) of the U.S. International Trade Commission (USITC). Anonymous user access is not authorized.

If you are a registered user, you may use EDIS to file documents with the USITC and to search for and view documents that have been filed with the USITC. You must comply with the EDIS Terms of Use Agreement, the USITC Handbook on Filing Procedures, the USITC's Rules of Practice and Procedure, and guidance posted on the EDIS website.

Username:

Password:

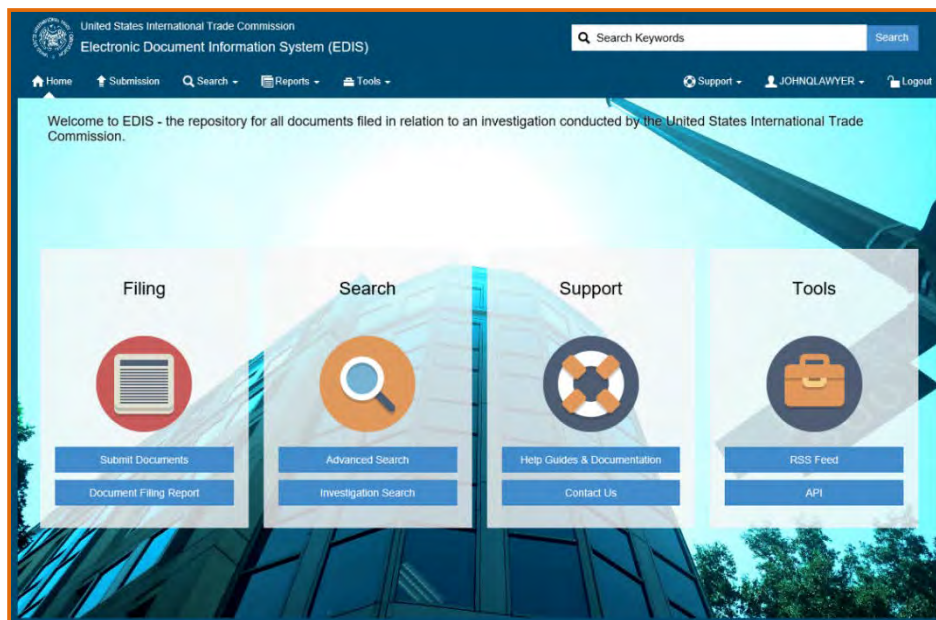
[Agree and Submit](#)

[Register Here](#) | [Forgot Password?](#)

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

Enter password. Remember that the password is case sensitive.

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](#)

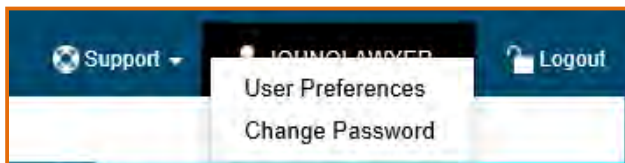
**FAQ # 3: Why is my account locked/inactive/disabled?**

[Click Here to See Answer](#)

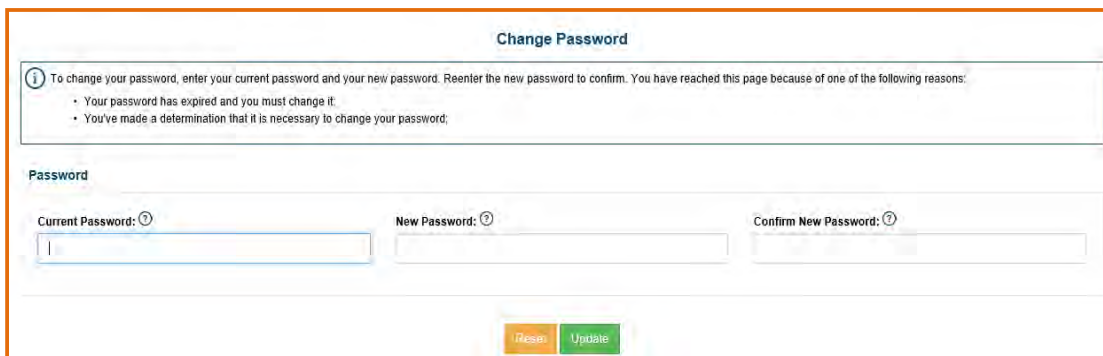
## **UPDATING YOUR EDIS ACCOUNT INFORMATION**

### **CHANGING YOUR PASSWORD/SECURITY QUESTIONS**

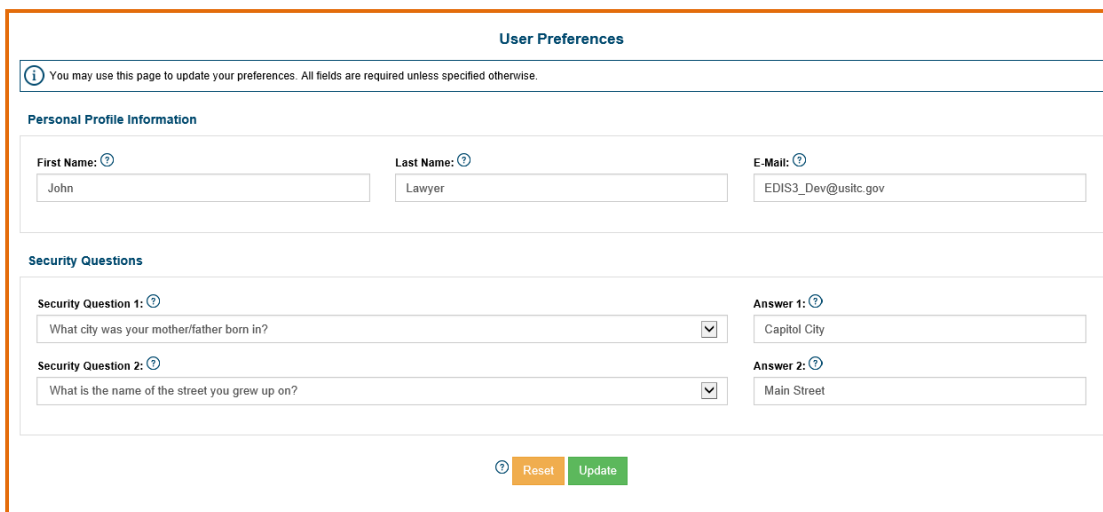
Once logged in, you may change your password or security questions on the EDIS Main Menu page by selecting the User Name tab in the top right corner.



Select either User Preferences or Change Password from the dropdown, shown above. The Change Password screen appears below:

A screenshot of the 'Change Password' form. At the top, there is a title 'Change Password' and a help icon. Below the title is a message: 'To change your password, enter your current password and your new password. Reenter the new password to confirm. You have reached this page because of one of the following reasons:'. Two reasons are listed: 'Your password has expired and you must change it.' and 'You've made a determination that it is necessary to change your password.'. The form contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom, there are two buttons: 'Reset' (orange) and 'Update' (green).

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

A screenshot of the 'User Preferences' form. At the top, there is a title 'User Preferences' and a help icon. Below the title is a message: 'You may use this page to update your preferences. All fields are required unless specified otherwise.'. The form is divided into two sections: 'Personal Profile Information' and 'Security Questions'. The 'Personal Profile Information' section has three input fields: 'First Name' (with 'John' entered), 'Last Name' (with 'Lawyer' entered), and 'E-Mail' (with 'EDIS3\_Dev@usitc.gov' entered). The 'Security Questions' section has two rows. The first row has 'Security Question 1' (with 'What city was your mother/father born in?' selected) and 'Answer 1' (with 'Capitol City' entered). The second row has 'Security Question 2' (with 'What is the name of the street you grew up on?' selected) and 'Answer 2' (with 'Main Street' entered). At the bottom, there are two buttons: 'Reset' (orange) and 'Update' (green).

### **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

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## **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](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](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:

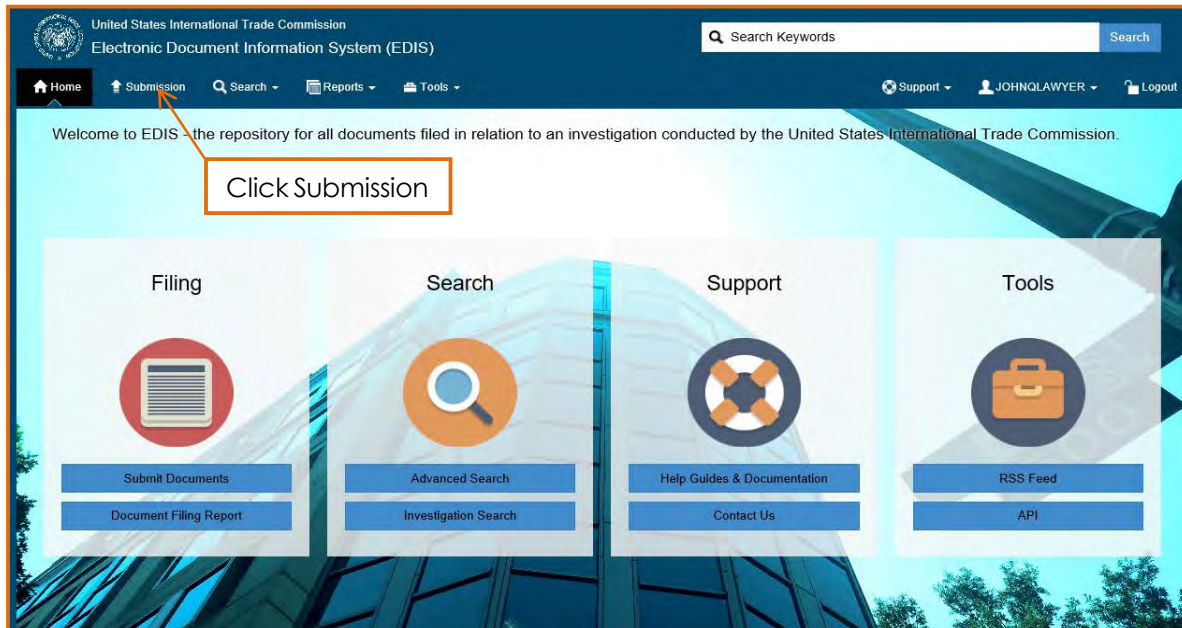
- All documents must be submitted in Adobe Acrobat portable document format (PDF), Version 1.3 or greater.
- PDF file must not be password protected or have additional security on it.
- Each attachment must be 25MB or less.
- Documents must not contain certain Java Script actions; electronic signatures; 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](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

#### Who is filing this document?

EDIS User ID:

EDIS Filer Name:

Firm/Organization:

**i** According to USITC Handbook on Filing Procedures(1)(j), the EDIS filer information shown above must match one of the signatories to the document. If the information below does not reflect that of one of the signatories to the document you are filing, please log out of EDIS and file this document using the EDIS credentials of one of the signatories to the document.

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**

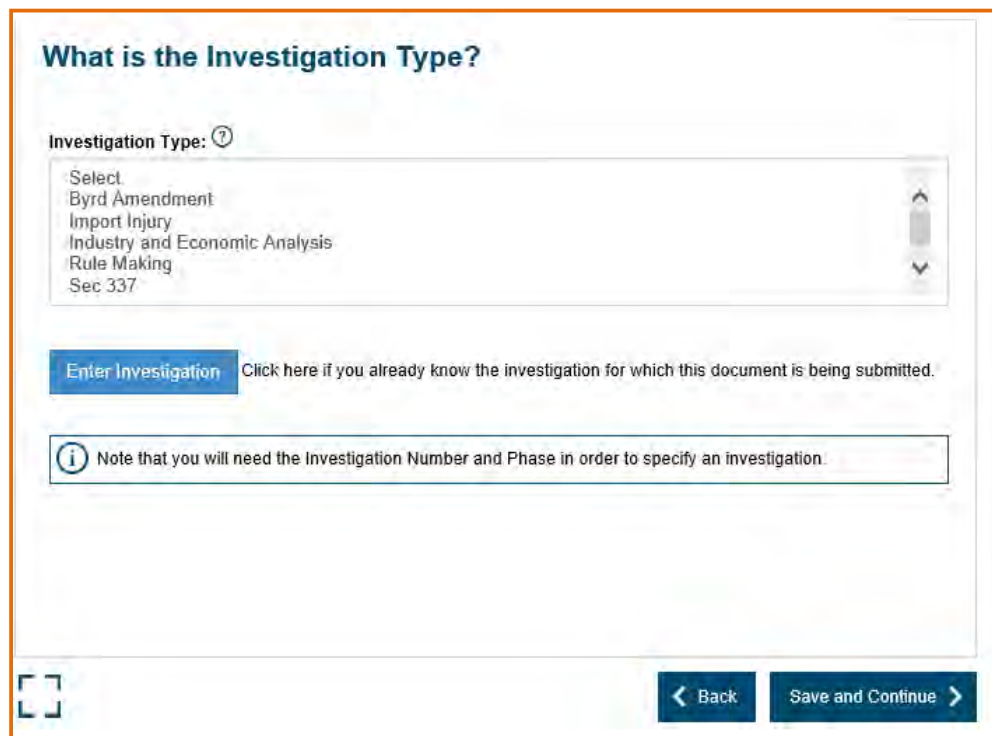
This field automatically populates with the user's firm/organization provided during registration. This information should reflect the firm/organization submitting the document.<sup>2</sup> If the data displayed is incorrect, external users must contact the EDIS Helpdesk at [edishelp@usitc.gov](mailto:edishelp@usitc.gov).

## **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**.



The screenshot shows a web form titled "What is the Investigation Type?". It features a dropdown menu labeled "Investigation Type:" with a help icon. The dropdown list includes "Select", "Byrd Amendment", "Import Injury", "Industry and Economic Analysis", "Rule Making", and "Sec 337". Below the dropdown is a blue button labeled "Enter Investigation" with the text "Click here if you already know the investigation for which this document is being submitted." Below that is an information box with an "i" icon and the text "Note that you will need the Investigation Number and Phase in order to specify an investigation." At the bottom right, there are two buttons: a blue "Back" button and a blue "Save and Continue" button with a right-pointing arrow.

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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<sup>2</sup> 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.



### New Request

Is this a request for a new investigation? Only select Yes if filing a new Petition or Complaint.

Yes No

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

#### Investigation Phase

**i** A field that is populated from the information retrieved from Find investigation for the investigation selected. The "phase" identifies the unique period in the life cycle of an investigation that the document pertains to.

Select Investigation Phase:

- Advisory
- Advisory2
- Enforcement
- Enforcement2
- EnforcementandAdvisory
- Forfeiture
- Lit
- Modification
- Modification2
- Recon
- Remand
- Violation

Search: steel

INV NUM	PHASE	TITLE	STATUS
337-1002	Violation	Certain Carbon and Alloy Steel Products; Inv. No. 1002	Active
337-855	Violation	Certain Cast Steel Railway Wheels, Certain Processes for Manufacturing Or Relating To Same and Certain	Active

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**.

**Choose your investigation**

Investigation Number: 337-087 Investigation Title: CERTAIN Coin-Operated Audio Visual Games and Components, Th

Select your investigation by clicking on one of the rows below.

Show 10 entries Search:

INV NUM	PHASE	TITLE	STATUS
337-055	Violation	Certain Novelty Glasses, Inv. No. 337-TA-55	Active
337-087	Violation	CERTAIN Coin-Operated Audio Visual Games and Components, Thereof, Inv. No. 337-TA-87	Active
337-090	Violation	Certain Airless Paint Spray Pumps and Components Thereof, Inv. No.337-TA-90	Active

Back 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.

**What is the Investigation Type?**

Investigation Type: Select, Byrd Amendment, Import Injury, Industry and Economic Analysis, Rule Making, Sec. 337

Enter Investigation Click here if you already know the investigation for which this document is being submitted.

Note that you will need the Investigation Number and Phase in order to specify an investigation.

Back Save and Continue

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

**Enter Investigation**

Please enter the Investigation Number and Phase in order to specify an investigation for which your document is being filed.

**Investigation Number**

**Investigation Phase**

- Recon
- Remand
- Remand2
- Remand3
- Remand4
- Review
- Review2
- Review3
- Review4
- Violation**


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.

**Document Type**

 Select the document type for the attached document. The list options are filtered based on the Investigation Type and if the user is internal or external. All documents are assigned a document type based on the nature of the document. For further definitions on each Document Type, please review the user documentation on the Help menu.

**Document Type:**

- Action Request
- Answer to Complaint
- Brief Filed With ALJ
- Brief on Review/Remedy
- Comments/Response to Comments
- Complaint
- Compliance Report
- Correspondence
- Discovery Statement
- Exhibit List
- Exhibit Objections
- Expert Report
- Motion
- Motion Response/Reply
- New Request

**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.

**Security Level**

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

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

- **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](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:

### 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.

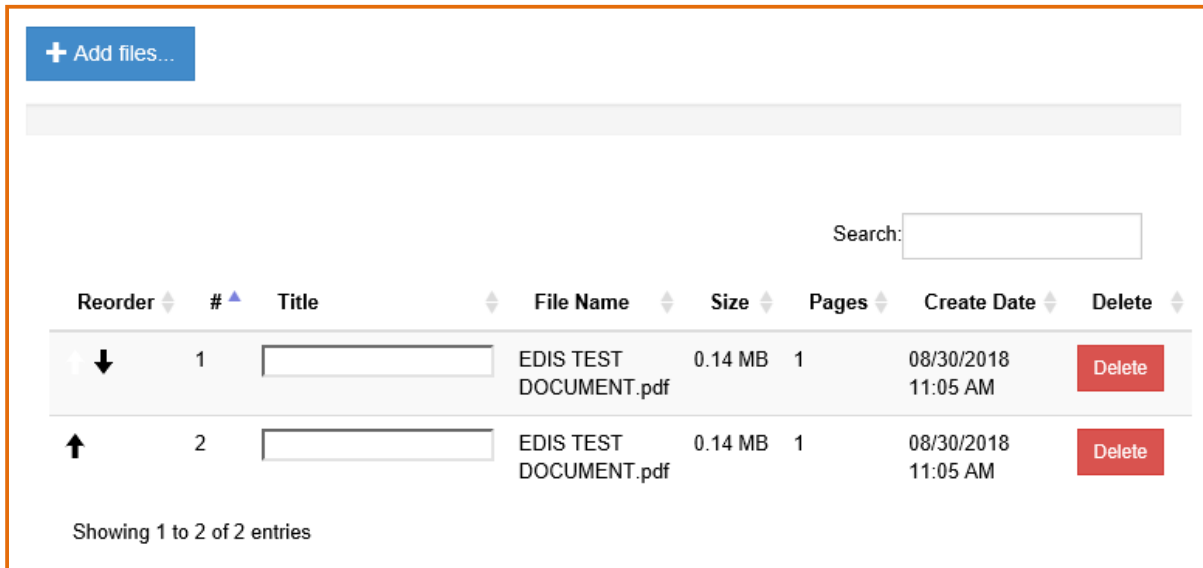
The screenshot shows the 'Attach Files' interface. At the top, there is a blue header 'Attach Files'. Below it is a message box with an information icon and the text: 'The USITC accepts PDF files only to a maximum size of 25 Mb.' Below the message box is a blue button '+ Add files...'. Underneath is a horizontal separator line. Below the separator is a blue button 'File as Cover Sheet' followed by the text 'Alternatively, click here to submit this document as a Cover Sheet Filing.' To the right of this is a search input field with the label 'Search:'. Below these elements is a table with columns: 'Reorder', '#', 'Title', 'File Name', 'Size', 'Pages', 'Create Date', and 'Delete'. The table contains one entry with the following data: '# 1', 'Title [input field]', 'File Name Document.pdf', 'Size 0.05 MB', 'Pages 14', 'Create Date 08/01/2018 01:26 PM', and a red 'Delete' button. Below the table, it says 'Showing 1 to 1 of 1 entries'.

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\\_procedure\\_s.pdf](https://www.usitc.gov/secretary/documents/handbook_on_filing_procedure_s.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.

The screenshot shows the 'Attach Files' interface. At the top, there is a blue header 'Attach Files'. Below it is a message box with an information icon and the text: 'The USITC accepts PDF files only to a maximum size of 25 Mb.' Below the message box is a red error message 'Annotation failure: Highlight' circled in orange. Below the error message is a blue button '+ Add files...'. Underneath is a horizontal separator line. Below the separator is a blue button 'File as Cover Sheet' followed by the text 'Alternatively, click here to submit this document as a Cover Sheet Filing.'.

## Deleting and Sorting Attachments in the Attachments List



The screenshot shows a user interface for managing attachments. At the top left is a blue button labeled '+ Add files...'. Below it is a search bar with the text 'Search:'. The main area contains a table with the following columns: Reorder (with up/down arrows), # (with an up arrow), Title (with a search input), File Name, Size, Pages, Create Date, and Delete (with a red button). Two entries are listed, both with the file name 'EDIS TEST DOCUMENT.pdf', size '0.14 MB', and '1' page. The first entry is at position 1 and the second at position 2. Below the table, it says 'Showing 1 to 2 of 2 entries'.

Reorder	#	Title	File Name	Size	Pages	Create Date	Delete
↓	1	<input type="text"/>	EDIS TEST DOCUMENT.pdf	0.14 MB	1	08/30/2018 11:05 AM	Delete
↑	2	<input type="text"/>	EDIS TEST DOCUMENT.pdf	0.14 MB	1	08/30/2018 11:05 AM	Delete

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.

The screenshot shows the 'Confirmation' screen in EDIS. On the left, a vertical list of sections is visible, each with a checkmark indicating it has been reviewed. The main content area displays the 'Confirmation' title and a warning message: 'information is incorrect, click on the tabs on the left to return to the screen that will allow you to edit that information.' Below the message, there are two sections of information. The 'Document Filing Information' section includes fields for Document Type (Public), Security Level, Document Title, Document Date (09/14/2018), and Party Has Been Served (Yes). The 'Investigation Information' section includes fields for Investigation Number (337-675), Investigation Phase (Violation), Investigation Type (Sec 337), and Investigation Title. At the bottom right, there are 'Back' and 'Submit' buttons.

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

The screenshot shows a pop-up window titled 'EDIS: Confirm Submission'. The main text asks: 'Are you sure you want to submit? This action is irreversible. Do you want to proceed?'. At the bottom right, there are two buttons: 'No' (red) and 'Yes' (blue).

## 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](#).**

Notice of Receipt

[Print this Page](#)

Document Filing Information

Document ID: 602280  
Document Type: Motion  
Security Level: Public  
Document Title: Title  
Document Date: 08/30/2018  
Official Received Date: 08/30/2018 02:12 PM  
System Received Date: 08/30/2018 02:12 PM  
Party Has Been Served: Yes  
APO Release Flag: No

Investigation Information

Investigation Number: 337-087  
Investigation Phase: Violation  
Investigation Type: Sec 337  
Investigation Title: CERTAIN Coin-Operated Audio Visual Games and Components, Thereof, Inv. No. 337-TA-87

Submitter Information

Filed By: John Lawyer  
Firm/Organization: Not Applicable  
Submitted By: JOHNQLAWYER  
On Behalf Of: ACB Corp.

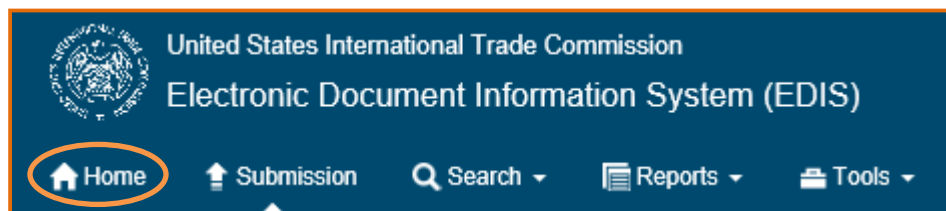
Paper Copies Required

Copies Required: 3  
Delivery Requirement: 12 noon ET, next business day

[File Another Document in 337-087 Violation](#) [File a New Document](#)

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](#).

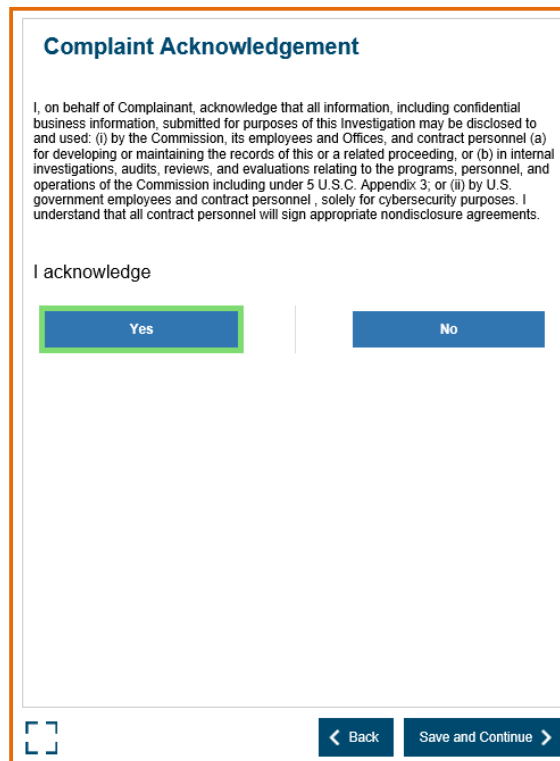


**New Request**

Is this a request for a new investigation? Only select Yes if filing a new Petition or Complaint.

Yes No

After clicking yes, you will be asked to review and accept the Complaint Acknowledgement by clicking **Yes**.



**Complaint Acknowledgement**

I, on behalf of Complainant, acknowledge that all information, including confidential business information, submitted for purposes of this Investigation may be disclosed to and used: (i) by the Commission, its employees and Offices, and contract personnel (a) for developing or maintaining the records of this or a related proceeding, or (b) in internal investigations, audits, reviews, and evaluations relating to the programs, personnel, and operations of the Commission including under 5 U.S.C. Appendix 3; or (ii) by U.S. government employees and contract personnel, solely for cybersecurity purposes. I understand that all contract personnel will sign appropriate nondisclosure agreements.

I acknowledge

Yes No

< Back Save and Continue >

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

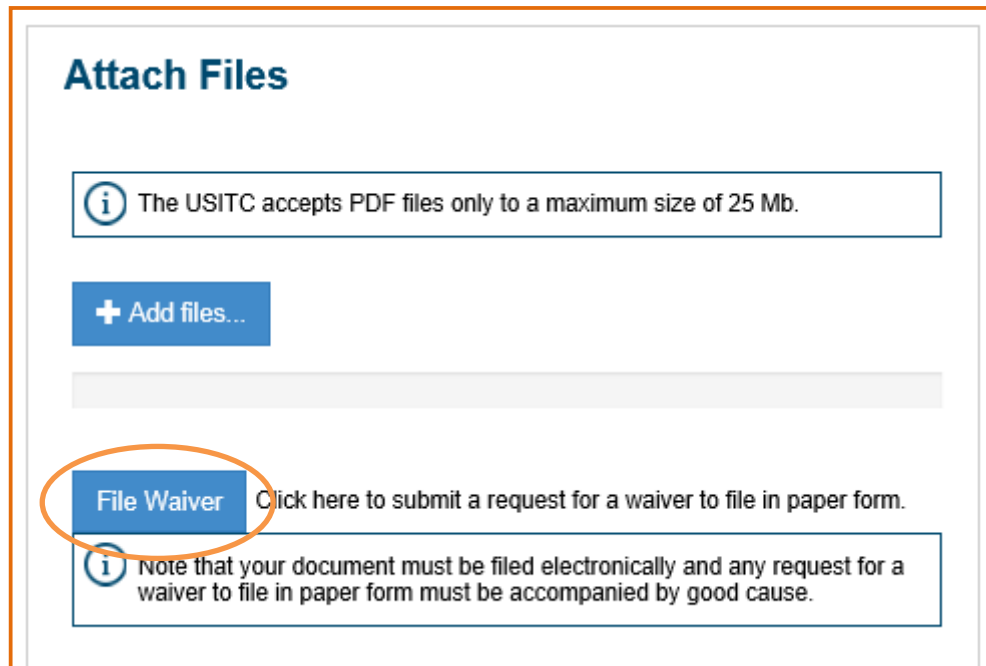
- Original document<sup>3</sup>
- The requisite number of copies (see [Guidance on Copy Requirements](#))
- EDIS Cover Sheet

## 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.



The screenshot shows a web interface titled "Attach Files". At the top, there is an information box with an 'i' icon stating: "The USITC accepts PDF files only to a maximum size of 25 Mb." Below this is a blue button with a plus sign and the text "+ Add files...". Underneath the button is a light gray horizontal bar. At the bottom of the interface, there is a blue button labeled "File Waiver" which is circled in orange. To the right of this button is the text "Click here to submit a request for a waiver to file in paper form." Below the "File Waiver" button is another information box with an 'i' icon stating: "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."

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.

<sup>3</sup> 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.

**Waiver**

Enter your exception justification information below to continue with your cover sheet filing:

Cover Sheet Exception Reason

N/A

Cover Sheet Exception Detail

< Back Save and Continue >

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

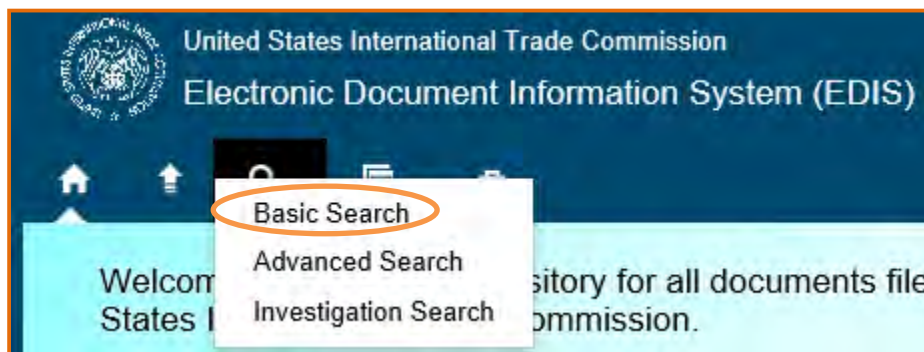
---

## 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.



**Basic Search**

<b>Security</b> <input type="text" value="-- SELECT --"/>	<b>Inv Num</b> <input type="text" value="Investigation Number"/>	<b>Doc Type</b> <input type="text" value="-- SELECT --"/>
<b>Filed By</b> <input type="text" value="Filed By"/>	<b>On Behalf Of</b> <input type="text" value="On Behalf Of"/>	<b>Firm/Org</b> <input type="text" value="Firm/Org"/>

Need more criteria? [Click here to enter Advanced Search](#)

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

**Basic Search**

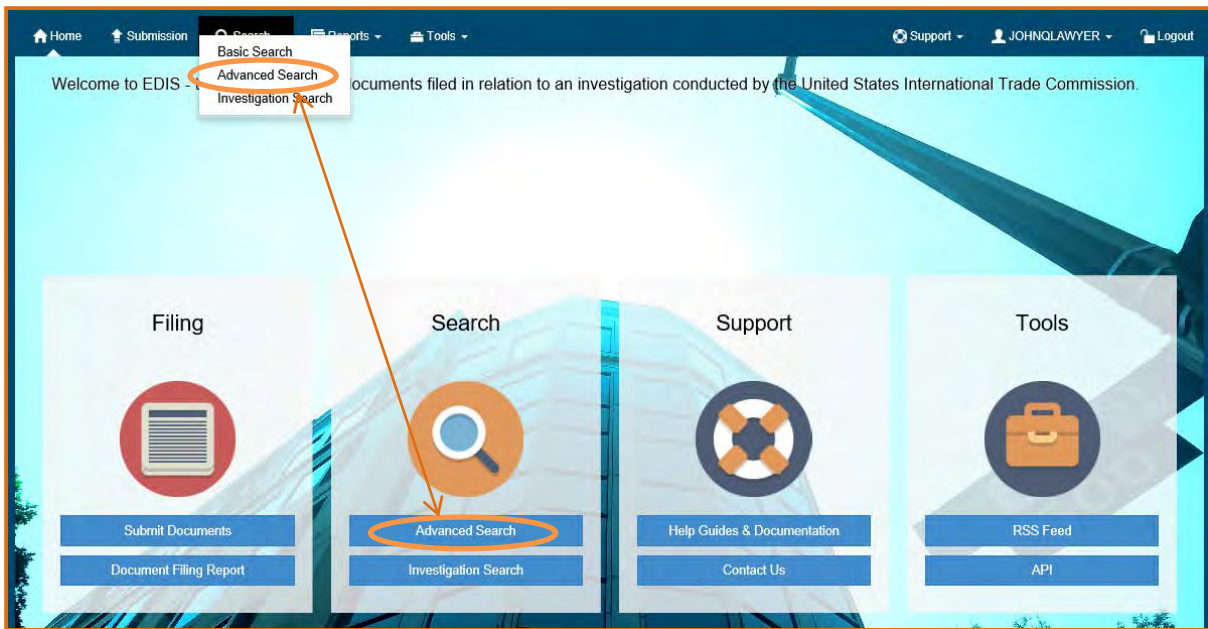
Your results will appear similar to the results below. To see an excerpt of the documents, click on the "+ sign" next to the Doc IDs.

**Search Results**

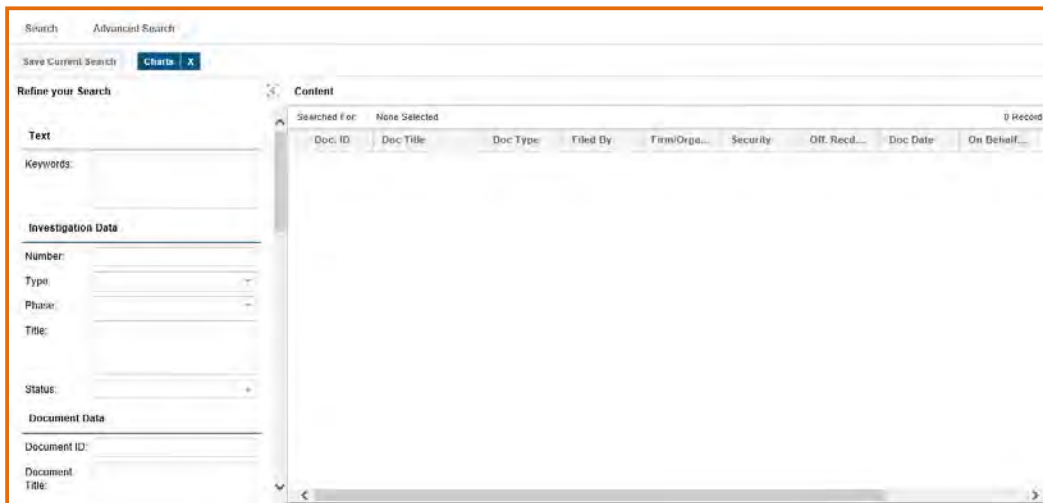
Doc Id	Doc Title	Doc Type	Inv Num	Investigation Title	Phase	Security
<input type="button" value="+"/> <a href="#">3570</a>	Protective Order Request Amendment	Protective Order Request Amendment	201-065	Broom Corn Brooms, Inv. Nos. TA-201-65 and NAFTA-302-1	Final	Public
<input type="button" value="+"/> <a href="#">3581</a>	Brief - Pre-Hearing	Brief - Pre-Hearing	201-065	Broom Corn Brooms, Inv. Nos. TA-201-65 and NAFTA-302-1	Final	Public
<input type="button" value="+"/> <a href="#">3582</a>	Brief - Pre-Hearing	Brief - Pre-Hearing	201-065	Broom Corn Brooms, Inv. Nos. TA-201-65 and NAFTA-302-1	Final	Public

### **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.

**Refine your Search**

---

**Text**

Keywords:

---

**Investigation Data**

Number:

Type:

Phase:

Title:

Status:

---

**Document Data**

Document ID:

Document Title:

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 screenshot shows a search results page with a sidebar on the left for refining the search. The main area displays a table of search results. The search criteria is "Granting Request". The table has columns: Doc. ID, Doc Title, Doc Type, Filed By, Firm/Orga..., Security, Off. Recd..., Doc Date, and On Behalf... The results list documents with IDs 503042, 500561, 502746, 500560, and 505479.

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.

Seq#...	Off. Recd...	Doc Date	On Behalf...	Inv No.	Inv Phase	Score
Public	2/6/2013 12:32:00 PM	2/6/2013	Administrat... Law Judge	337-858	Violation	0.88
Public	1/8/2013 8:45:00 AM	1/7/2013	Office of the Secretary	337-560	Violation	0.88
Public	2/4/2013 11:09:00 AM	2/1/2013	Office of the Secretary	337-721	Violation	0.88
Public	1/8/2013 8:45:00 AM	1/7/2013	Office of the Secretary	337-454	Violation	0.85
Public	3/8/2013 5:07:00 PM	3/8/2013	LSI Corporation and Agere Systems LLC	337-837	Violation	0.65
Public	11/26/2002 12:00:00 AM	11/26/2002	Office of the Secretary	731-1020	Prelim	0.63
Public	1/18/2013 4:32:00 PM	1/18/2013	Administrat... Law Judge	337-839	Violation	0.63
Public	1/31/2013 1:42:00 PM	1/30/2013	Office of the Secretary	337-721	Violation	0.63
Public	1/31/2013	1/31/2013	Office of the	337-506	Violation	0.63

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

The screenshot shows a search results page for the keyword "motion". The search criteria is "Full Text Keywords: 'motion'". The table has columns: Doc. ID, Doc Title, and Doc Type. The results list documents with IDs 43547, 43548, and 43556. The document ID 43547 is highlighted with a plus sign next to it.

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.

The screenshot shows a search results interface. At the top, it says 'Searched For: Full Text Keywords: "beer"' and '124 Records'. Below this is a table with columns: Doc. ID, Doc. Title, Doc. Type, Motion Nu..., Security, Filed By, Firm/Orga..., Off. Recd..., Doc Date, On Behalf..., Inv No., and Inv Phas. The table lists several documents, with document 505644 highlighted in blue. Below the table, there are navigation controls including 'Page 1 of 2', 'Export', and 'Displaying results 1 - 100 of 124'. At the bottom, there is a section titled '25 Attachments for 505644' showing a list of 25 PDF attachments with their respective document IDs and titles.

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

The screenshot shows a search results interface for 'motion'. It displays a table with columns: Doc. ID, Doc. Title, Doc. Type, and Filed By. The table lists several documents, including 43547, 43548, 43556, 43559, 43560, 43561, and 43831. At the bottom of the page, there are navigation controls including 'Page 1 of 48' and an 'Export' button, which is circled in orange.

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
502674	Granting the Return of the Physical Exhibits to DLA Piper	Correspo...

An example of a Document Detail page is below.

### Document Detail

<p><b>Primary Metadata</b></p> <p>Document Id: 504928  Document Title: Granting Stay Request  Security: Public  Document Type: Order</p>	<p><b>Investigation Information</b></p> <p>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</p>												
<p><b>Filing Metadata</b></p> <p>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</p>	<p><b>Coding Information</b></p> <p>Action Request Number  CBI Number  Action Jacket Control...  APO Number  Memorandum Control...  Order Number: 2  Publication Number  Federal Register Number</p>												
<p><b>Attachments</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order Id</th> <th>Attachment Id</th> <th>Title</th> <th>Size</th> <th>Page Count</th> <th>Create Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>827167</td> <td>504928</td> <td>717710</td> <td>3</td> <td>2013-02-28 11:55:52.528</td> </tr> </tbody> </table>		Order Id	Attachment Id	Title	Size	Page Count	Create Date	1	827167	504928	717710	3	2013-02-28 11:55:52.528
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

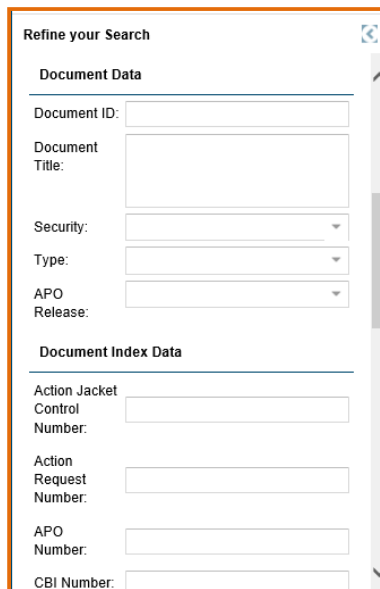
Some investigations have more than one phase and you can narrow your results by selecting the phase desired. Not selecting a phase will return results for all phases of the investigation.

## 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.



The screenshot shows a 'Refine your Search' panel with two main sections: 'Document Data' and 'Document Index Data'. The 'Document Data' section includes fields for Document ID, Document Title, Security (a dropdown menu), Type (a dropdown menu), and APO Release (a dropdown menu). The 'Document Index Data' section includes fields for Action Jacket Control Number, Action Request Number, APO Number, and CBI Number. Each field is represented by a text input box or a dropdown menu.

### 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

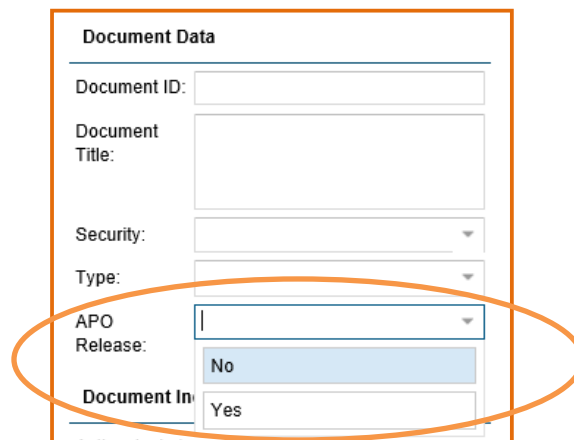
[Click Here to See Tip](#)

### Search Tip #7: Adding Index Control Nos.

[Click Here to See Tip](#)

## APO Release

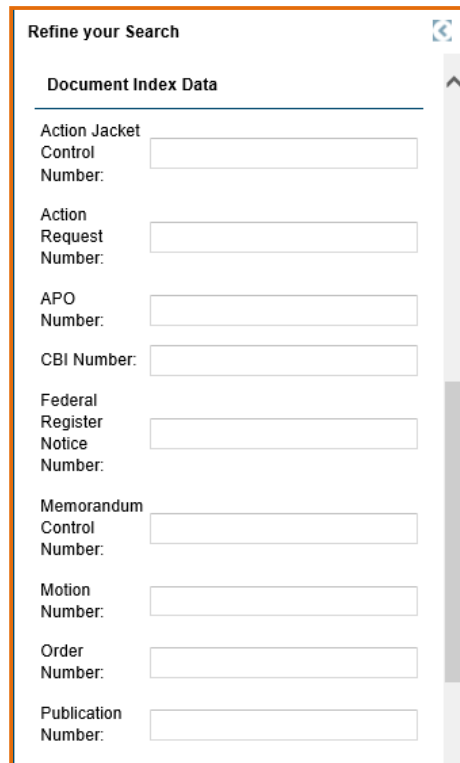
APO Release only applies to Import Injury documents. If you are looking for documents that are subjected to an Administrative Protective Order Release, select the box next to "APO Release". The search results will then only include APO release candidate documents. However, APO release documents are confidential,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



The image shows a screenshot of a web form titled "Document Data". The form contains several input fields and dropdown menus. The fields are: Document ID (text input), Document Title (text input), Security (dropdown menu), Type (dropdown menu), APO Release (dropdown menu), and Document In (checkbox). The "APO Release" dropdown menu is highlighted with an orange oval, and its options, "No" and "Yes", are visible. The "Document In" checkbox is also visible below it.

## SEARCHING DOCUMENT INDEX DATA

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



The screenshot shows a search refinement interface titled "Refine your Search". Under the heading "Document Index Data", there are several search criteria, each with a corresponding text input field:

- Action Jacket Control Number:
- Action Request Number:
- APO Number:
- CBI Number:
- Federal Register Notice Number:
- Memorandum Control Number:
- Motion Number:
- Order Number:
- Publication Number:

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

The screenshot shows a search refinement interface titled "Refine your Search". It includes several input fields: "Number:" (with a small icon to its left), "Order Number:", and "Publication Number:". Below these is the "Submitter Data" section, which contains "Filed By:", "On Behalf Of:", and "Firm / Org:". The "Firm / Org:" field has two radio buttons: "Select from List" (which is selected) and "Enter Firm/Org". Below this is a "Select from List:" dropdown menu. The "Date Data" section follows, with two sub-sections: "Official Rec'd Date" and "Document Date". Each sub-section has four tabs: "On", "On or Before", "On or After", and "Range". Below the tabs are "From Date:" and "To Date:" fields, each with a calendar icon. At the bottom of the form are "Search" and "Reset" buttons.

### 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

The screenshot shows a search refinement interface titled "Refine your Search". It includes several input fields and sections:

- Number:** A text input field.
- Order Number:** A text input field.
- Publication Number:** A text input field.
- Submitter Data:** A section containing:
  - Filed By:** A text input field.
  - On Behalf Of:** A text input field.
  - Firm / Org:** Radio buttons for "Select from List" (selected) and "Enter Firm/Org".
  - Select from List:** A dropdown menu.
- Date Data:** Two sections, "Official Rec'd Date" and "Document Date", each with:
  - Buttons for "On", "On or Before", "On or After", and "Range".
  - "From Date:" and "To Date:" text input fields with calendar icons.
  - A horizontal range slider below the date fields.

At the bottom, there are "Search" and "Reset" buttons.

### 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

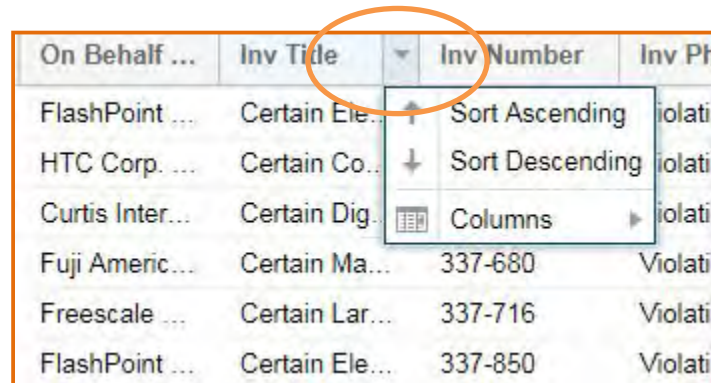
Once you execute a search, you will arrive on the Search Results page. This page depicts high-level metadata for documents that match your search criteria, including:

- 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 image shows a table with four columns: 'On Behalf ...', 'Inv Title', 'Inv Number', and 'Inv Ph'. The 'Inv Number' column header has a grey downward arrow next to it, which is circled in orange. A dropdown menu is open below this arrow, showing three options: 'Sort Ascending' with an upward arrow, 'Sort Descending' with a downward arrow, and 'Columns' with a grid icon and a right-pointing arrow. The table rows contain various document entries with truncated text in the first two columns and full values in the last two columns.

On Behalf ...	Inv Title	Inv Number	Inv Ph
FlashPoint ...	Certain Ele...	Sort Ascending	iolati
HTC Corp. ...	Certain Co...	Sort Descending	iolati
Curtis Inter...	Certain Dig...	Columns	iolati
Fuji Americ...	Certain Ma...	337-680	Violati
Freescale ...	Certain Lar...	337-716	Violati
FlashPoint ...	Certain Ele...	337-850	Violati

The options for search result columns appear below:

<input checked="" type="checkbox"/>	Document ID
<input type="checkbox"/>	Attachment Count
<input checked="" type="checkbox"/>	Doc Title
<input type="checkbox"/>	Secondary Doc Title
<input checked="" type="checkbox"/>	Doc Type
<input checked="" type="checkbox"/>	Filed By
<input checked="" type="checkbox"/>	Firm/Organization
<input checked="" type="checkbox"/>	Security
<input checked="" type="checkbox"/>	Off. Rec'd Date
<input checked="" type="checkbox"/>	Doc Date
<input checked="" type="checkbox"/>	On Behalf Of
<input type="checkbox"/>	Action Request Number
<input type="checkbox"/>	CBI Number
<input type="checkbox"/>	Action Jacket Control Number
<input type="checkbox"/>	Memorandum Control Number
<input type="checkbox"/>	Motion Number
<input type="checkbox"/>	Order Number
<input type="checkbox"/>	Publication Number
<input type="checkbox"/>	Federal Register Number
<input type="checkbox"/>	APO Number
<input type="checkbox"/>	APO Release
<input type="checkbox"/>	Modified Date
<input checked="" type="checkbox"/>	Inv Title
<input checked="" type="checkbox"/>	Inv Number
<input checked="" type="checkbox"/>	Inv Phase
<input type="checkbox"/>	Inv Status
<input type="checkbox"/>	Inv Type
<input checked="" type="checkbox"/>	Score

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.

The image shows a 'Refine your Search' box. At the top left, it says 'Refine your Search'. Below that, there is a section labeled 'Text' with a horizontal line. Underneath the line, it says 'Keywords:' followed by a text input field. In the top right corner of the box, there is a blue arrow icon pointing to the left, which is circled in orange. To the right of the text input field, there is a vertical scrollbar with an upward-pointing arrow.

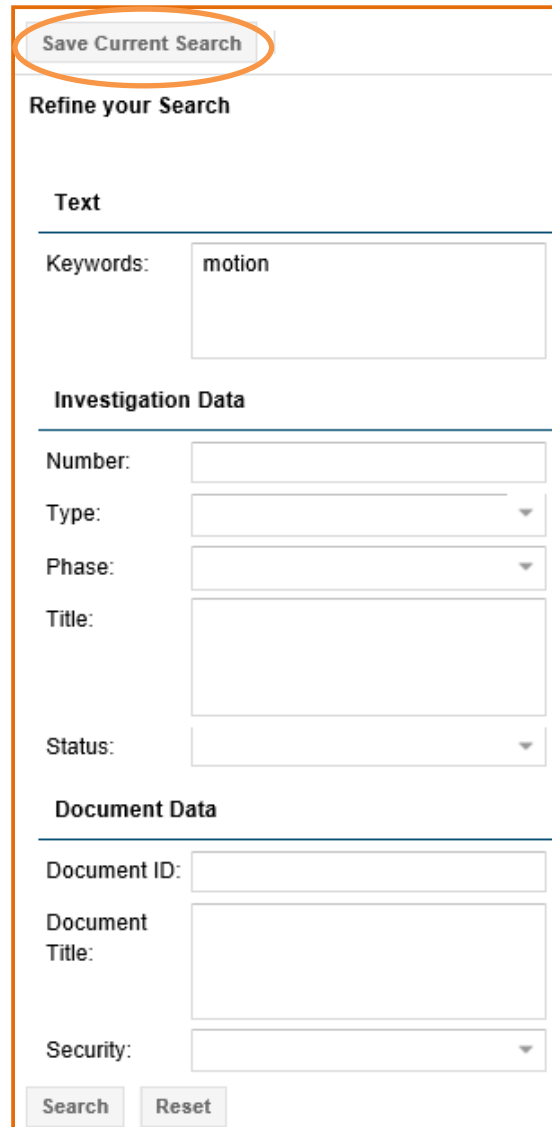
Users may now view several Index Control Numbers at once in the Search Results box. Index Control Numbers are covered in more detail on the section on [Document Index Data](#) in this guide.

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.

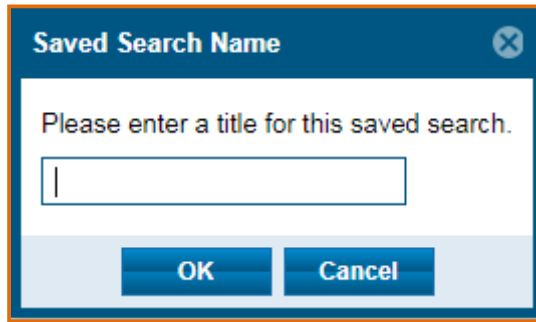
The Save Current Search button is located above the Filters box on the Advanced Search screen, as shown below.



The screenshot shows the 'Advanced Search' interface. At the top left, a button labeled 'Save Current Search' is circled in orange. Below this is a section titled 'Refine your Search' which is divided into three main categories: 'Text', 'Investigation Data', and 'Document Data'. Under 'Text', there is a 'Keywords:' field containing the word 'motion'. Under 'Investigation Data', there are fields for 'Number:', 'Type:' (a dropdown menu), 'Phase:' (a dropdown menu), 'Title:', and 'Status:' (a dropdown menu). Under 'Document Data', there are fields for 'Document ID:', 'Document Title:', and 'Security:' (a dropdown menu). At the bottom of the form are two buttons: 'Search' and 'Reset'.

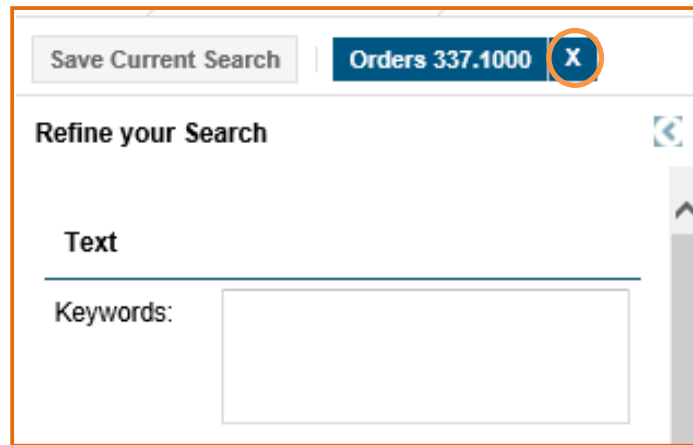
Selecting the button will cause a pop-up screen to appear, which requests that you create a title for the search terms you are saving. Using the above example, an example of a title would be Orders – 337-1000.





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		Investigation Information	
Document Id	522503	Investigation Number	337-887
Document Title	Complainant's Corrected Motion to Compel Respondents to Respond to Interrogatories	Investigation Title	Certain Crawler Cranes and Components Thereof; Investigation No. 337-TA-887
Security	Public	Investigation Phase	Violation
Document Type	Motion	Investigation Type	Sec 337
		Investigation Status	Active
		Docket Number	2960

Filing Metadata		Coding Information	
Filed By	Mark L. Whitaker	Action Request Number	
Firm / Organization	Baker Botts	CBI Number	
On Behalf Of	Manitowoc Cranes LLC	Action Jacket Control ...	
Document Date	2013-11-19 00:00:00.0	APO Number	
System Received Date	2013-11-19 14:39:09.724	Memorandum Control ...	
Official Received Date	2013-11-19 14:39:00.0	Order Number	
APO Release		Publication Number	
OSE Alert	false	Federal Register Number	
Party Served	true		
Section 337 Processing	Before the ALJ		

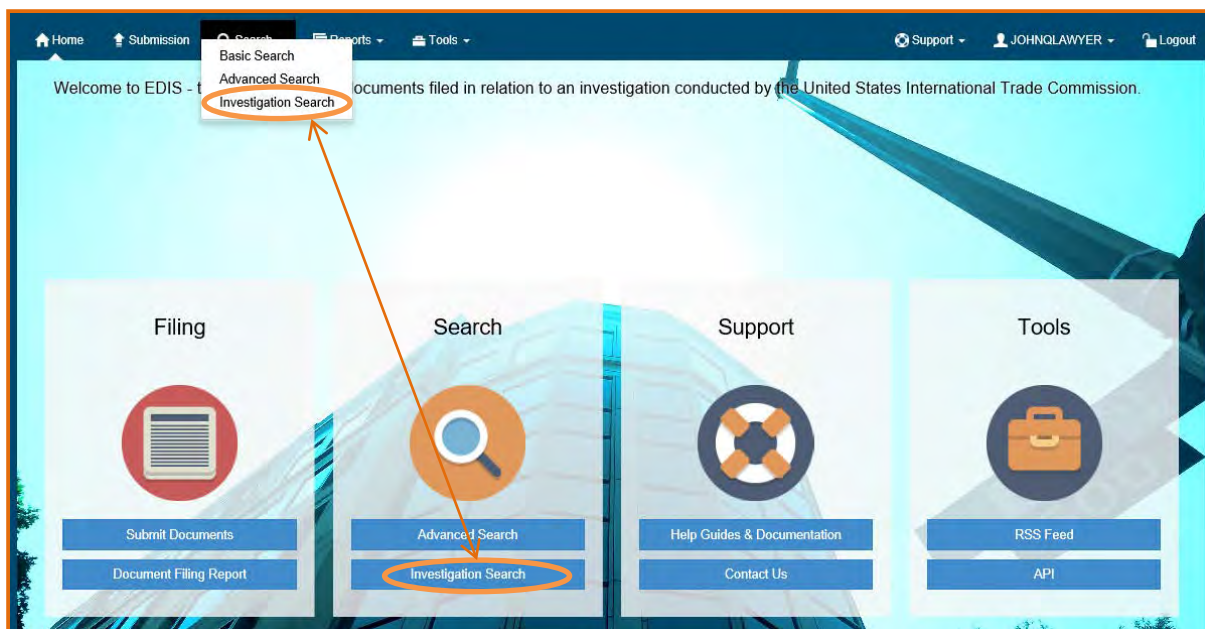
Attachments					
Order Id	Attachment Id	Title	Size	Page Count	Create Date
1	882372	PUBLIC VERSION of Complainant's Corrected Motion to Compel Respondents to Respond to Interrogatories	5253687	421	2013-11-19 14:38:47.341

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

[Click Here to See Answer](#)

## SEARCH BY INVESTIGATION

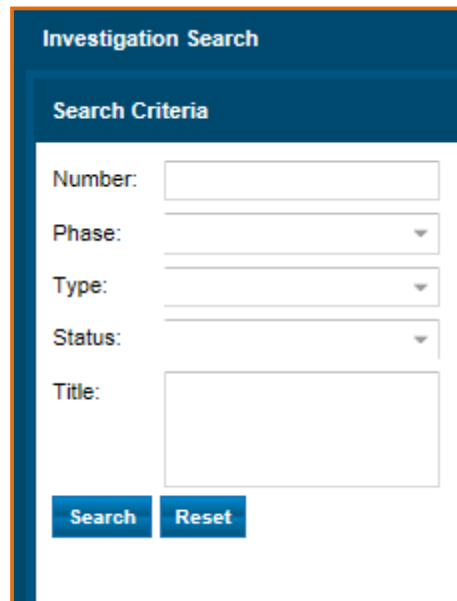
In addition to Advanced Search, EDIS provides an Investigation Search option. The purpose of this search is to search *for particular investigations* as opposed to searching *for specific documents*.



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.



The image shows a web form titled "Investigation Search". It has a dark blue header with the title. Below the header is a section titled "Search Criteria" in a lighter blue background. This section contains five input fields: "Number:" (a text box), "Phase:" (a dropdown menu), "Type:" (a dropdown menu), "Status:" (a dropdown menu), and "Title:" (a larger text box). At the bottom of the form are two buttons: "Search" and "Reset", both in blue with white text.

### 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.

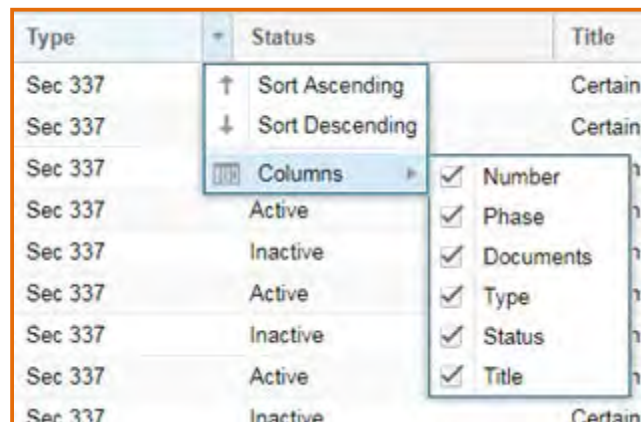
See *also* the section on [Investigation Title](#) under the Advanced Search portion of this guide.

## SEARCH RESULTS

Search Results						
Displayed Filters: Investigation Number: "337"						
Number	Phase	Documents	Type	Status	Title	
337-376	Violation	632	Sec 337	Inactive	Certain Variable Speed Wind Turbines and Components Thereof, Inv. No...	
337-378	Violation	15	Sec 337	Inactive	Certain Asian-Style Kamaboko Fish Cakes, Inv. No. 337-TA-378	
337-379	Violation	4	Sec 337	Inactive	Certain Starter Kill Vehicle Security Systems, Inv. No. 337-TA-379	
337-380	Enforcement	152	Sec 337	Inactive	Certain Agricultural Tractors Under 50 Power Take-Off Horsepower, Inv. No...	
337-380	Violation	1431	Sec 337	Inactive	Certain Agricultural Tractors Under 50 Power Take-Off Horsepower, Inv. No...	
337-381	Violation	518	Sec 337	Inactive	Certain Electronic Products, Including Semiconductor Products, Manufact...	
337-382	Violation	362	Sec 337	Inactive	Certain Flash Memory Circuits and Products Containing Same, Inv. No. 3...	
337-383	Advisory	456	Sec 337	Inactive	Certain Hardware Logic Emulation Systems and Components Thereof, In...	
337-383	Violation	2726	Sec 337	Inactive	Certain Hardware Logic Emulation Systems and Components Thereof, In...	
337-384	Violation	69	Sec 337	Inactive	Certain Monolithic Microwave Integrated Circuit Downconverters Product...	
337-385	Violation	280	Sec 337	Inactive	Certain Random Access Memories, Processes for the Manufacture of Sa...	
337-386	Violation	89	Sec 337	Inactive	Certain Global Positioning Systems Coarse Acquisition Code Receivers a...	
337-387	Violation	92	Sec 337	Inactive	Certain Self-Powered Fiber Optic Modems, Inv. No. 337-TA-387	
337-388	Violation	204	Sec 337	Inactive	Certain Dynamic Random Access Memory Controllers and Multi-Layer Int...	
337-389	Violation	253	Sec 337	Inactive	Certain Diagnostic Kits for the Detection and Quantification of Viruses, In...	
337-390	Violation	158	Sec 337	Inactive	Certain Transport Vehicle Tires, Inv. No. 337-TA-390	
337-391	Violation	76	Sec 337	Inactive	Certain Toothbrushes and Packaging Thereof, Inv. No. 337-TA-391	
337-392	Remand	0	Sec 337	Inactive	Certain Digital Satellite System (DSS) Receivers and Components There...	
337-392	Violation	1974	Sec 337	Inactive	Certain Digital Satellite System (DSS) Receivers and Components There...	
337-393	Violation	1518	Sec 337	Inactive	Certain Ion Trap Mass Spectrometers and Components Thereof, Inv. No...	
337-394	Violation	111	Sec 337	Inactive	Certain Screen Printing Machines, Vision Alignment Devices Used Therei...	
337-395	Recon	976	Sec 337	Inactive	Certain EPROM, EEPROM, Flash Memory and Flash Microcontroller Se...	
337-395	Remand	101	Sec 337	Inactive	Certain EPROM, EEPROM, Flash Memory, and Flash Microcontroller Se...	
337-395	Violation	2201	Sec 337	Inactive	Certain EPROM, EEPROM, Flash Memory and Flash Microcontroller Se...	
337-396	Violation	1159	Sec 337	Inactive	Certain Removable Electronic Cards and Electronic Card Reader Device...	
337-397	Violation	81	Sec 337	Inactive	Certain Dense Wavelength Division Multiplexing Systems and Componen...	
337-398	Violation	111	Sec 337	Inactive	Certain Multiple Implement, Multi-Function Pocket Knives and Related Pa...	
337-399	Violation	43	Sec 337	Inactive	Certain Fluid-Filled Ornamental Lamps, Inv. No. 337-TA-399	

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.

Content								
Searched For: Investigation Number: "337-1000", Investigation Phase(s): "Violation"								
Doc. ID	Doc Title	Doc Type	Filed By	Firm/Orga...	Security	Off. Recd...	Doc. Date	
<a href="#">599801</a>	Complainants' Motion for Leave to File a Reply to Respondent Jetson Electric Bikes, LLC and Respondent Powerboard, LLC's Oppositions to Complainants' Motion to Strike	Motion	James Tonthat	Adduci, Mastriani and Schaumberg	Confidential	12/30/2016 3:35:00 PM	12/30/2016	
<a href="#">599968</a>	Joint Motion to Amend Procedural Schedule regarding the Filing and Service of Specific Objections to Direct Exhibits and Rebuttal Exhibits	Motion	Evan H. Langdon	Adduci, Mastriani and Schaumberg	Public	1/3/2017 4:58:00 PM	1/3/2017	
<a href="#">600758</a>	Respondents Powerboard LLC's and Jetson Electric Bikes, LLC's Corrected Motion for Leave to File out of Time	Motion	Russell O. Paige	Farkas + Tolikka LLP	Public	1/12/2017 8:45:00 AM	1/11/2017	
<a href="#">601209</a>	Complainants' Motion to Terminate the Investigation as to Their False Advertising and Misrepresentation and Unfair Competition Claims under 19 U.S.C. 1337(a)(1)(A)	Motion	Jonathan Engler	Adduci, Mastriani and Schaumberg	Public	1/18/2017 4:15:00 PM	1/18/2017	

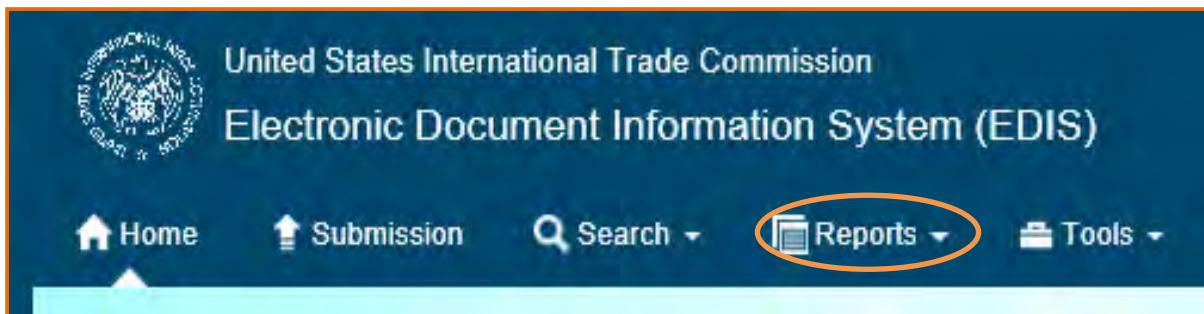
## REPORTS

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.

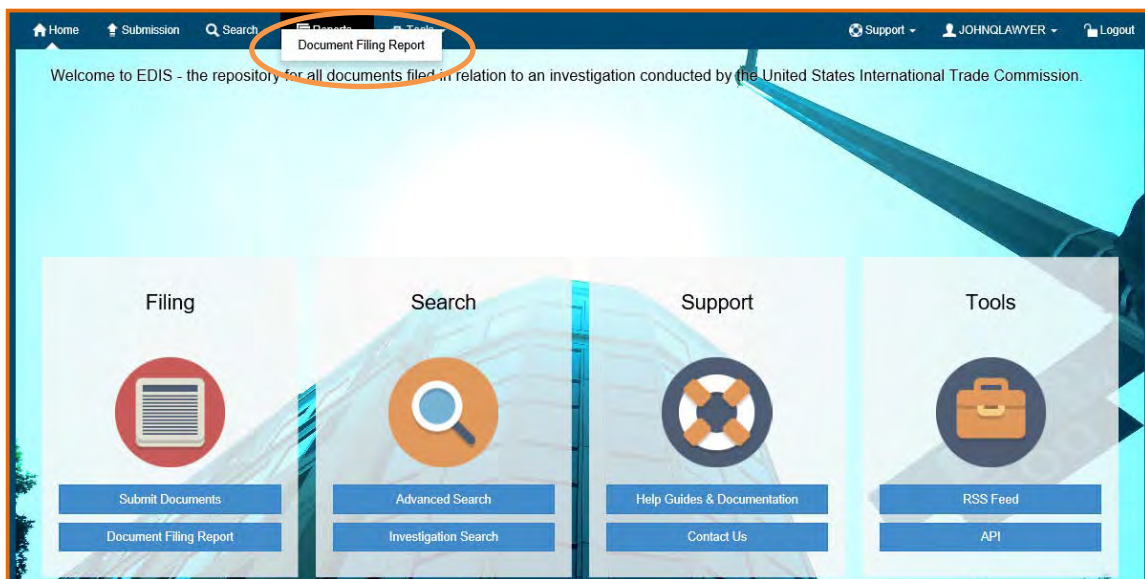
To access reports in EDIS, you must login to EDIS 3 using your username and password. Click on the "Reports" tab to access the Reports Menu. This will display the types of reports that you are entitled to view.

### 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.

### Document Filing Report

**i** This report summarizes document filings based on the criteria entered. Metadata displayed includes the document Id, investigation number and phase, security level, official received date, document type, document title, and filer information.

**Criteria**

**Investigation Number:**

**Official Received Date:**

-- SELECT --

**Investigation Phases:**

- Advisory
- Advisory2
- Enforcement
- Enforcement2
- EnforcementandAdvisory
- Final
- Forfeiture

**Investigation Types:**

- Byrd Amendment
- Import Injury
- Industry and Economic Anal
- Rule Making
- Sec 337
- Tariff Affairs & Trade Agreeen

**Document Type:**

- Action Jacket
- Action Request
- Answer to Complaint
- Brief - Final Comments
- Brief - Non-Party Stateme
- Brief - Post-Hearing/Confir
- Brief - Pre-Hearing

**Security Levels:**

- Public
- Confidential
- Limited

**Result Preferences**

**Sort Property:**

Default

**Sort Direction:**

Ascending

**Records Per Page:**

10

Reset
Submit

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.

❏

**Document Filing Report**

Export To: PDF Excel CSV

**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
<a href="#">578770</a>	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
<a href="#">578772</a>	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
<a href="#">578795</a>	337-1000 Violation	Pub	S	03/22/2016	Complaint	CBI Y Appendices A & B	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, etc.
<a href="#">578803</a>	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
<a href="#">578818</a>	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
<a href="#">578819</a>	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
<a href="#">577258</a>	337-1000 Violation	Pub	E	03/25/2016	Notice	81 FR 18214 F.R. Notice of Receipt of Complaint; Solicitation of Comments Relating to the Public Interest	Lisa R. Barton	USITC	Office of the Secretary
<a href="#">577754</a>	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 Relating to the Public Interest	Barry Irwin	Irwin IP	Swagway, LLC
<a href="#">577801</a>	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
<a href="#">577816</a>	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 >

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
578770	337-1000 Violation	Pub	S	03/22/2018	Complaint	CBI Y Complaint and Public Exhibits	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, Inventist, Inc. and Shane Chen
578772	337-1000 Violation	Con	S	03/22/2018	Complaint	CBI Y Confidential Exhibits	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, Inventist, Inc. and Shane Chen
578795	337-1000 Violation	Pub	S	03/22/2018	Complaint	CBI Y Appendices A & B	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, etc.
578803	337-1000 Violation	Pub	E	03/22/2018	Notice	Notice of Receipt of Complaint; Solicitation of Comments Relating to the Public Interest	Lisa R. Barton	USITC	Office of the Secretary
578818	337-1000 Violation	Pub	S	03/23/2018	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
578819	337-1000 Violation	Con	S	03/23/2018	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	03/25/2018	Notice	81 FR 18214 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	04/04/2018	Comments/Response to Comments	Comments in Response to the Commission's Notice of Receipt of Complaint and Solicitation of Comments Relating to the Public Interest	Barry Irwin	Irwin IP	Swagway, LLC
577801	337-1000 Violation	Pub	E	04/04/2018	Action Request	AR 18-19 Letter to Chairman	Brian R. Nester	Sidley Austin LLP	Alibaba Group Holding Ltd. and Alibaba.com Limited
577816	337-1000 Violation	Pub	E	04/04/2018	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 [ $\ll$ ] or last [ $\gg$ ] page of the report.

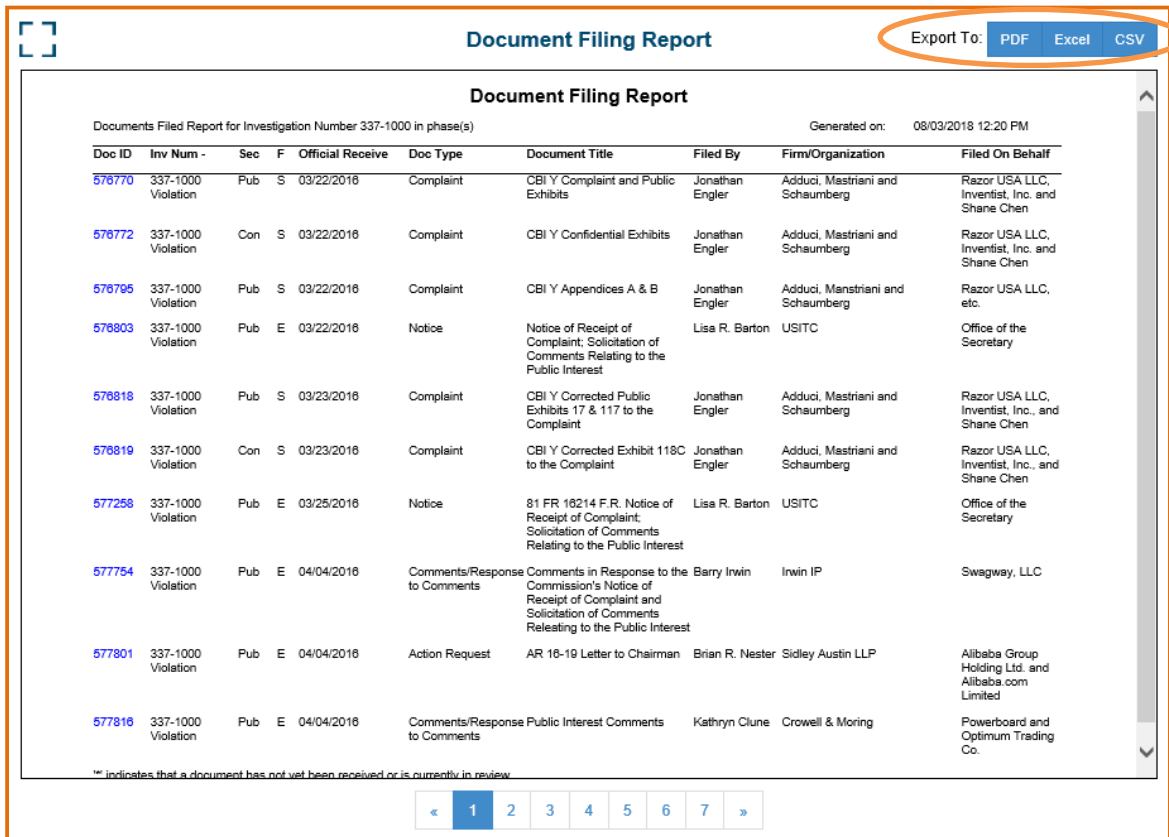
Metadata information will not appear in the report for any document that has not been processed fully by Docket Services (see [Docket Services Processing](#)). There will be an asterisk (\*) place-holder in the metadata columns for such documents.

## 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



The screenshot shows a web interface for a "Document Filing Report". At the top right, there is an "Export To:" menu with three options: "PDF", "Excel", and "CSV". The "PDF" option is highlighted with a red circle. Below the menu is a table with the following columns: Doc ID, Inv Num, Sec, F, Official Receive, Doc Type, Document Title, Filed By, Firm/Organization, and Filed On Behalf. The table contains 10 rows of document entries. At the bottom of the table, there is a pagination bar with a left arrow, a blue box containing the number "1", and boxes for numbers "2" through "7", followed by a right arrow.

Doc ID	Inv Num	Sec	F	Official Receive	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf
<a href="#">576770</a>	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
<a href="#">576772</a>	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
<a href="#">576795</a>	337-1000 Violation	Pub	S	03/22/2016	Complaint	CBI Y Appendices A & B	Jonathan Engler	Adduci, Mastriani and Schaumberg	Razor USA LLC, etc.
<a href="#">576803</a>	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
<a href="#">576818</a>	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
<a href="#">576819</a>	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
<a href="#">577258</a>	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
<a href="#">577754</a>	337-1000 Violation	Pub	E	04/04/2016	Comments/Response to Comments	Comments in Response to the Barry Irwin Commission's Notice of Receipt of Complaint and Solicitation of Comments Relating to the Public Interest	Irwin IP	Swagway, LLC	
<a href="#">577801</a>	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
<a href="#">577816</a>	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.

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 either 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 click Search 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 screenshot shows a web application window titled "EDIS: Find Investigation". On the left side, there is a search filter panel with the following sections:

- Search for Investigation**
- Investigation Status:** A dropdown menu currently set to "All".
- Investigation Phases:** A list with checkboxes for "Advisory", "Advisory2", "Enforcement", and "Enforcement2".
- Investigation Type:** A list with checkboxes for "Byrd Amendment", "Import Injury", "Industry and Economic Analysis", and "Rule Making".
- Investigation Number:** An empty text input field.
- Investigation Title:** An empty text input field.
- At the bottom of the filter panel are "Reset" and "Search" buttons.

The main content area on the right contains:

- A "Show 10 entries" dropdown and a "Search:" text input field.
- A table header with columns: "Inv Num", "Phase", "Title", "Inv Type", and "Status".
- A message: "No data available in table".
- Text: "Showing 0 to 0 of 0 entries".
- "Previous" and "Next" navigation buttons.
- A horizontal scrollbar at the bottom.
- A "Close" button in the bottom right corner.

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

EDIS: Find Investigation

Show 10 entries

**Search for Investigation**

**Investigation Status:**  
All

**Investigation Phases:**  
Advisory  
Advisory2  
Enforcement  
Enforcement2

**Investigation Type:**  
Byrd Amendment  
Import Injury  
Industry and Economic Analysis  
Rule Making

**Investigation Number:**  
959

**Investigation Title:**

Inv Num	Phase	Title	Inv Type
337-959	Violation	Certain Electric Skin Care devices, Brushes and Chargers Therefore, and Kits Containing the Same; Inv. No. 337-TA-959	Sec 337

Showing 1 to 1 of 1 entries

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.

Investigation

Investigation Type: Sec 337 Find/Add Investigation or Add Investigation Type

Investigation: 337-945 - Modification Document Types: All Document Types (selected) Select From List Remove

Clear Feed Details Generate Feed URL

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.

Investigation Type	Document Types	
Byrd Amendment	<input type="radio"/> All Document Types <input checked="" type="radio"/> Select From List Action Jacket Correspondence Correspondence - USITC Memorandum	Remove
Industry and Economic Analysis	<input type="radio"/> All Document Types <input checked="" type="radio"/> Select From List Action Jacket Action Request Briefs and Written Submissions Comments/Response to Comments	Remove
Sec 337	<input type="radio"/> All Document Types <input checked="" type="radio"/> Select From List Action Jacket Action Request Answer to Complaint Brief Filed With ALJ	Remove

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.

### RSS Feed Generator

The RSS Feed URL has successfully been generated. Select, copy and then paste the URL below into your email RSS reader:

<http://prepres0.edis3.usitc.gov/edis3-ui/rss/render.rss/?criteria=CRITERIONAOIDEL:2:CRITERIONANOTIFY:true>

Edit Feed Details
Start New Feed

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

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### **FAQ #1: I am a paralegal. Should I register on EDIS?**

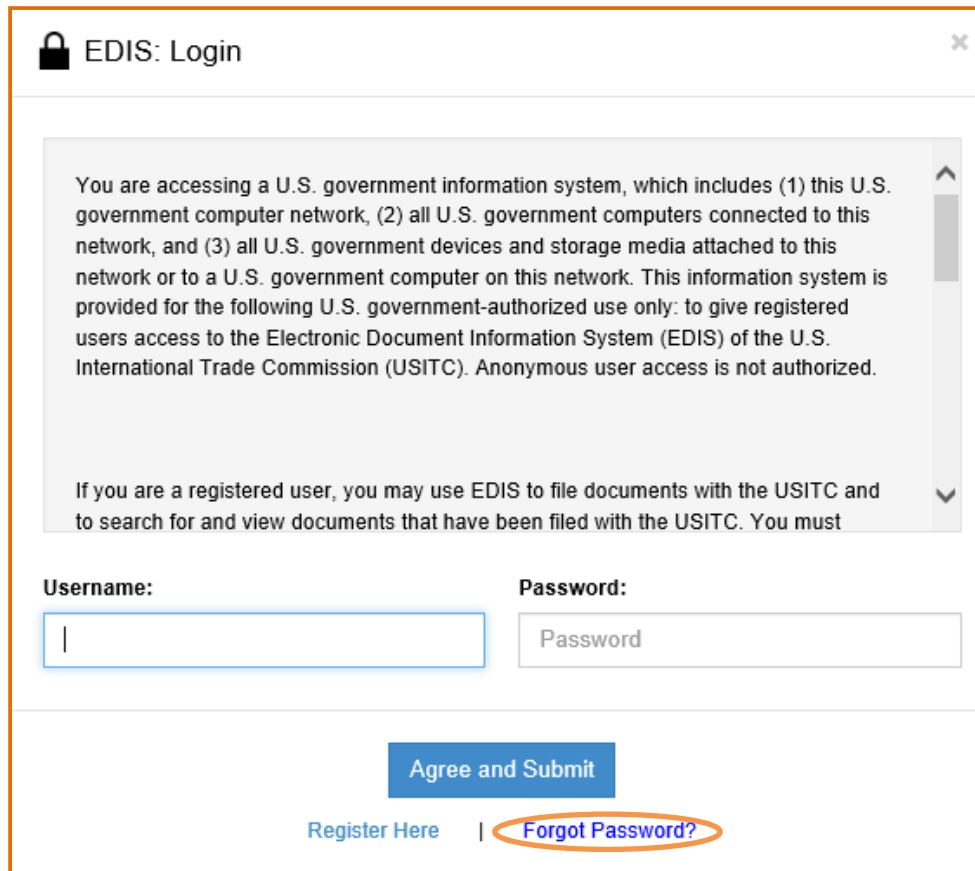
Yes. Register and create an EDIS account under your own name. However, **please note** that all filings must be submitted under the User Account of the attorney or individual who signed the pleading.

[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.



EDIS: Login

You are accessing a U.S. government information system, which includes (1) this U.S. government computer network, (2) all U.S. government computers connected to this network, and (3) all U.S. government devices and storage media attached to this network or to a U.S. government computer on this network. This information system is provided for the following U.S. government-authorized use only: to give registered users access to the Electronic Document Information System (EDIS) of the U.S. International Trade Commission (USITC). Anonymous user access is not authorized.

If you are a registered user, you may use EDIS to file documents with the USITC and to search for and view documents that have been filed with the USITC. You must

Username:

Password:

[Agree and Submit](#)

[Register Here](#) | [Forgot Password?](#)

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:**

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 'burrrkm'**

**Security Question 1:**

**Security Question 2:**

**Answer 1:**

**Answer 2:**

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:**

You have now successfully reset your password and may login!<sup>4</sup>

[Click Here to Return to Guide](#)

**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

---

<sup>4</sup> 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.

[Click Here to Return to Guide](#)

### **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.

[Click Here to Return to Guide](#)

### **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.

[Click Here to Return to Guide](#)

### **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.

[Click Here to Return to Guide](#)

## APPENDIX OF SEARCH TIPS

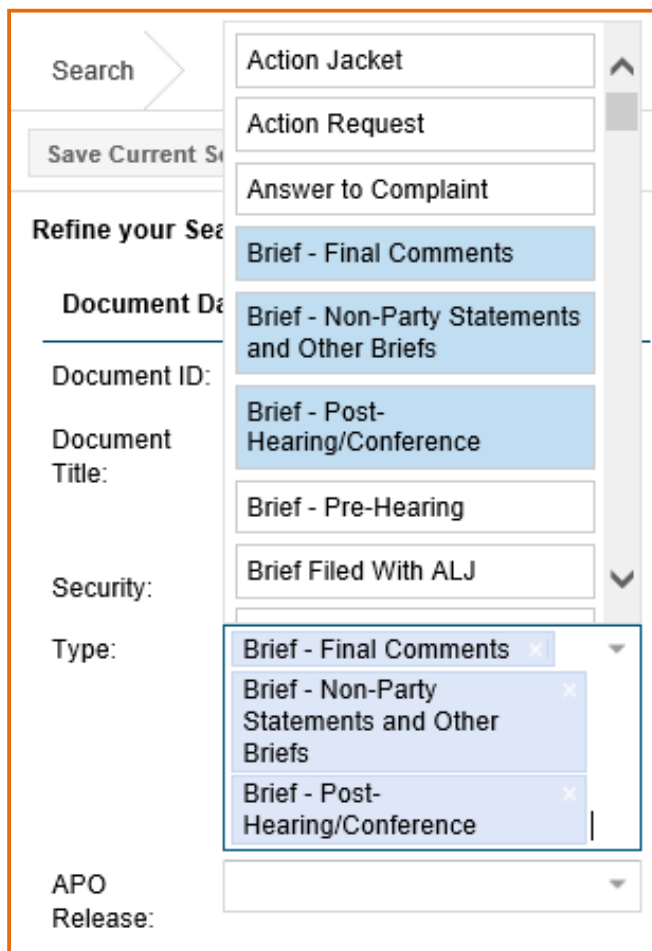
### **Search Tip #1: Entering Multiple Search Terms**

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.

[Click Here to Return to Guide](#)

### **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.



The screenshot shows a search filter interface. On the left, there are several filter categories: 'Search', 'Save Current Search', 'Refine your Search', 'Document Date', 'Document ID:', 'Document Title:', 'Security:', 'Type:', and 'APO Release:'. The 'Type:' dropdown menu is open, displaying a list of document types: 'Action Jacket', 'Action Request', 'Answer to Complaint', 'Brief - Final Comments', 'Brief - Non-Party Statements and Other Briefs', 'Brief - Post-Hearing/Conference', 'Brief - Pre-Hearing', and 'Brief Filed With ALJ'. The 'Brief - Final Comments', 'Brief - Non-Party Statements and Other Briefs', and 'Brief - Post-Hearing/Conference' items are selected and highlighted in blue. Each selected item has a small 'x' icon next to it, indicating it can be removed from the selection.

[Click Here to Return to Guide](#)

### **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 ( <i>must be uppercase</i> )	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 <sup>10</sup>
\$	stemming to retrieve documents with a different conjugation of the verb	"spea\$" will return speak, spoke, spoken

[Click Here to Return to Guide](#)

#### **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.

[Click Here to Return to Guide](#)

#### **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.

[Click Here to Return to Guide](#)

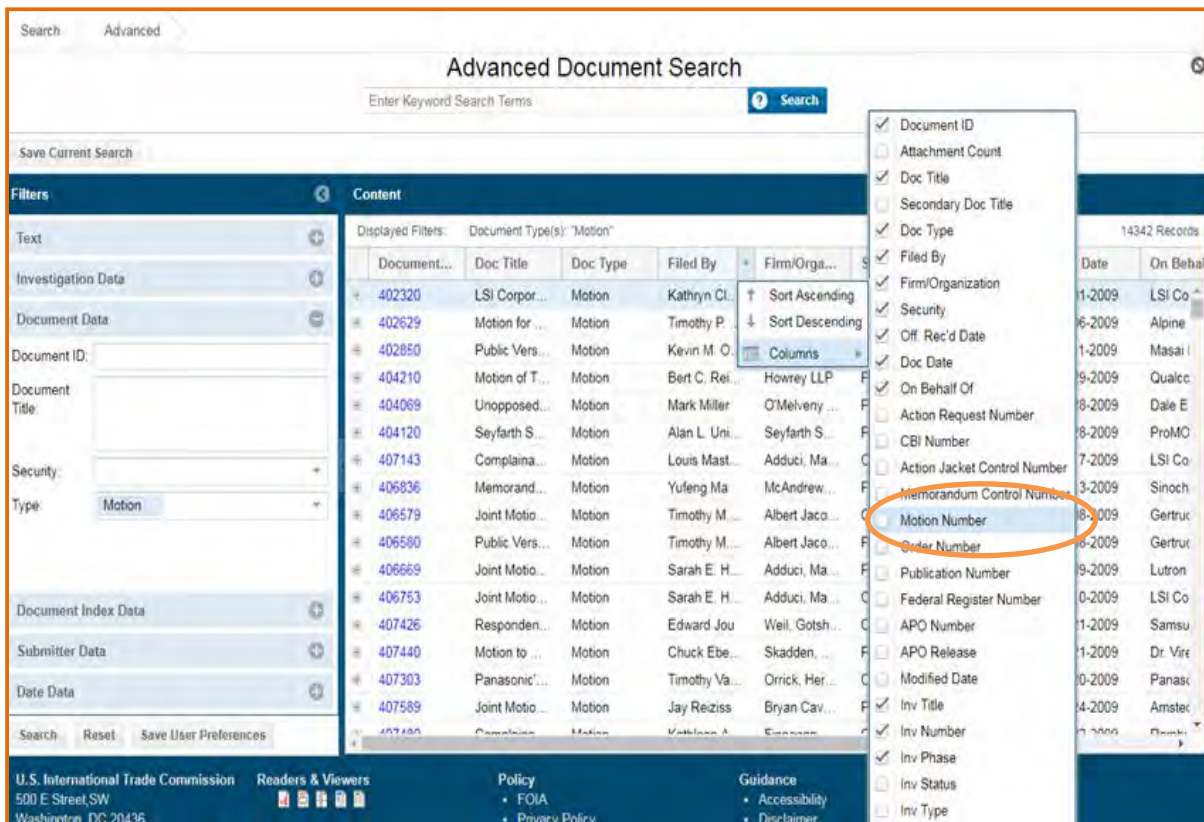
#### **Search Tip #6: Searching for Section 337 Orders**

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.

[Click Here to Return to Guide](#)

### **Search Tip #7: Adding Index Control Nos.**

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.

Content									
Displayed Filters: Document Type(s): "Motion"								14342 Records	
	Document...	Doc Title	Doc Type	Motion Number	Filed By	Firm/Orga...	Security	Off. Rec'd ...	Doc
+	402320	LSI Corpor...	Motion	665-043	Kathryn Cl...	Crowell & ...	Public	05-01-2009...	0:
+	402629	Motion for ...	Motion	657-050	Timothy P. ...	Brinks, Hof...	Public	05-06-2009...	0:
+	402850	Public Vers...	Motion	660-004	Kevin M. O...	Baker and ...	Public	05-11-2009...	0:
+	404210	Motion of T...	Motion	630-111	Bert C. Rei...	Howrey LLP	Public	05-29-2009...	0:
+	404069	Unopposed...	Motion	673-009	Mark Miller	O'Melveny ...	Public	05-28-2009...	0:
+	404120	Seyfarth S...	Motion	630-110	Alan L. Uni...	Seyfarth S...	Public	05-28-2009...	0:
+	407143	Complaina...	Motion	648-171	Louis Mast...	Adduci, Ma...	Confidential	07-17-2009...	0:
+	406836	Memorand...	Motion	623-053C	Yufang Ma	McAndrew...	Public	07-13-2009...	0:
+	406579	Joint Motio...	Motion	674-020	Timothy M...	Albert Jaco...	Confidential	07-09-2009...	0:
+	406580	Public Vers...	Motion	674-020	Timothy M...	Albert Jaco...	Public	07-08-2009...	0:
+	406669	Joint Motio...	Motion	676-004	Sarah E. H...	Adduci, Ma...	Public	07-09-2009...	0:
+	406753	Joint Motio...	Motion	648-162	Sarah E. H...	Adduci, Ma...	Confidential	07-10-2009...	0:
+	407426	Responden...	Motion	663-028	Edward Jou	Weil, Gotsh...	Confidential	07-21-2009...	0:
+	407440	Motion to ...	Motion	648-174	Chuck Ebe...	Skadden, ...	Public	07-22-2009...	0:
+	407303	Panasonic'...	Motion	640-160C	Timothy Va...	Orrick, Her...	Confidential	07-20-2009...	0:
+	407589	Joint Motio...	Motion	655-032	Jay Reiziss	Bryan Cav...	Public	07-24-2009...	0:
+	407490	Complain...	Motion	653-044	Kathleen A	Fineman	Confidential	07-22-2009...	0:

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### **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.

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