Electronic Document Information System (EDIS 3)

User Guide for External Users

March 2013

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Introduction and How to Use This Guide

Welcome to the United States International Trade Commission's (USITC) Electronic Document Information System, Version 3 (EDIS). EDIS is a repository for documents filed in Title VII, Section 337, and other investigations before the Commission. Users may access EDIS at http://edis.usitc.gov

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

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

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 Docket Services' homepage. [2]

For further assistance regarding EDIS please e-mail the EDIS Helpdesk at EDIS3Help@usitc.gov or you may contact the EDIS Helpdesk at 202-205-EDIS (3347).

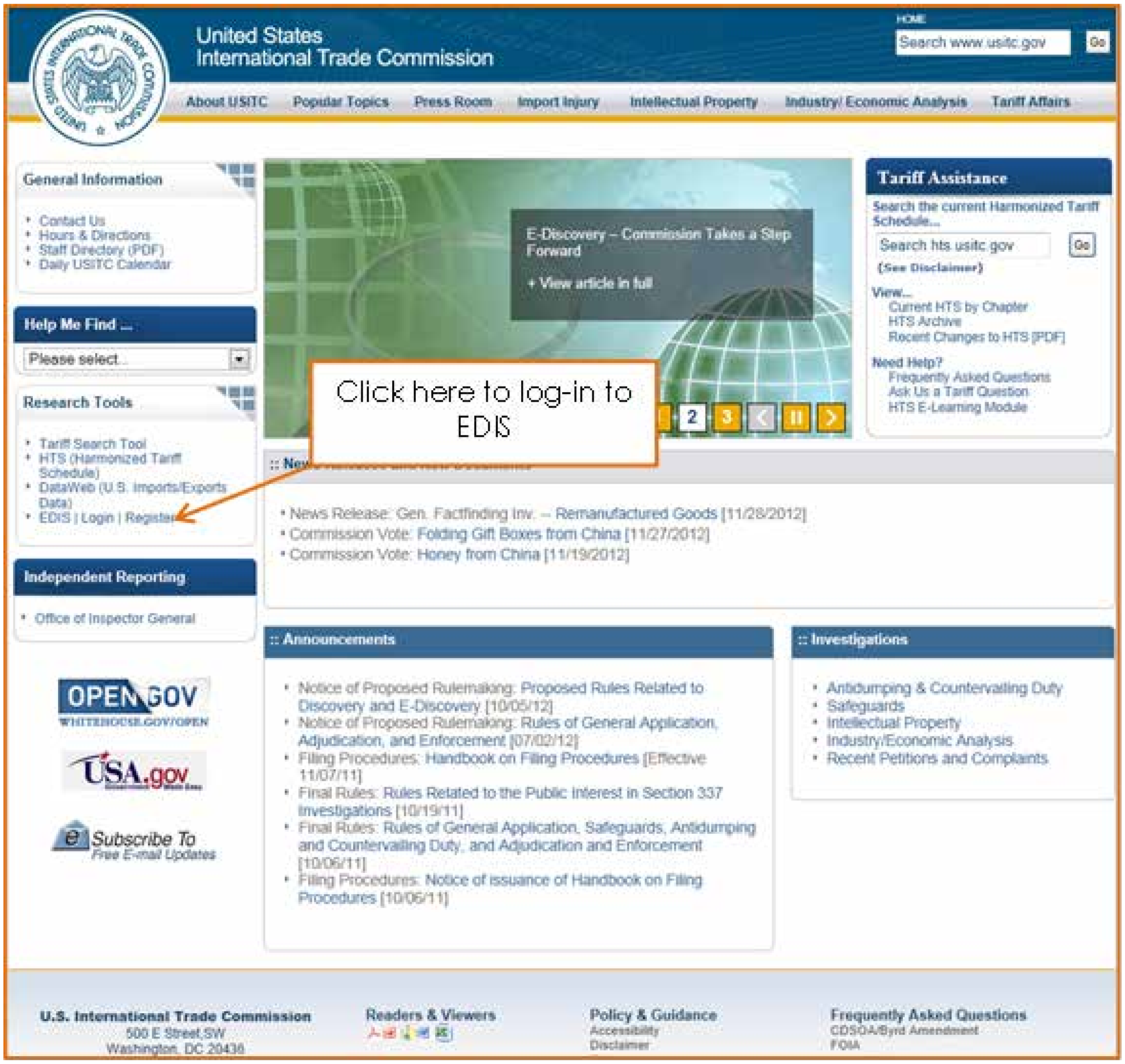
For other general assistance concerning filings and procedural guidance contact Docket Services at 202.205.1802 or visit the Docket Services' homepage.

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

[2] Docket Services' homepage: http://www.usitc.gov/docket_services/

Accessing EDIS

To access EDIS, type the following URL http://edis.usitc.gov into your browser or find it on the USITC homepage [3] under the Research Tools block, EDIS | Login | Register.



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.

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[3] USITC Homepage: http://www.usitc.gov

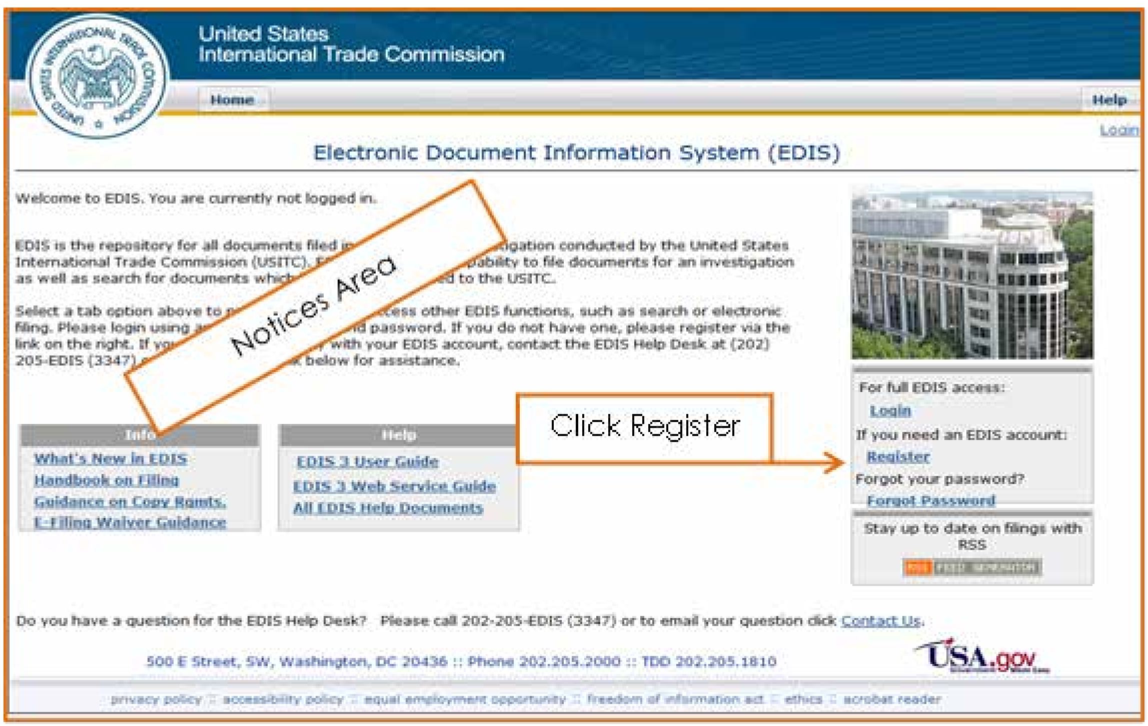
Users may search and run reports for investigation documents and view publicly available documents on EDIS. With limited exception, users participating in investigations must file documents with the USITC via EDIS.

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, which is pictured below. Important system information is displayed in the Notices Area. For example, information such as scheduled maintenance is posted here.



Find Register, on the 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 the user 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.

FAQ #2: My Firm/Organization is not listed on EDIS. What should I do?

Click Here to See Answer

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 on the following page.

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**.

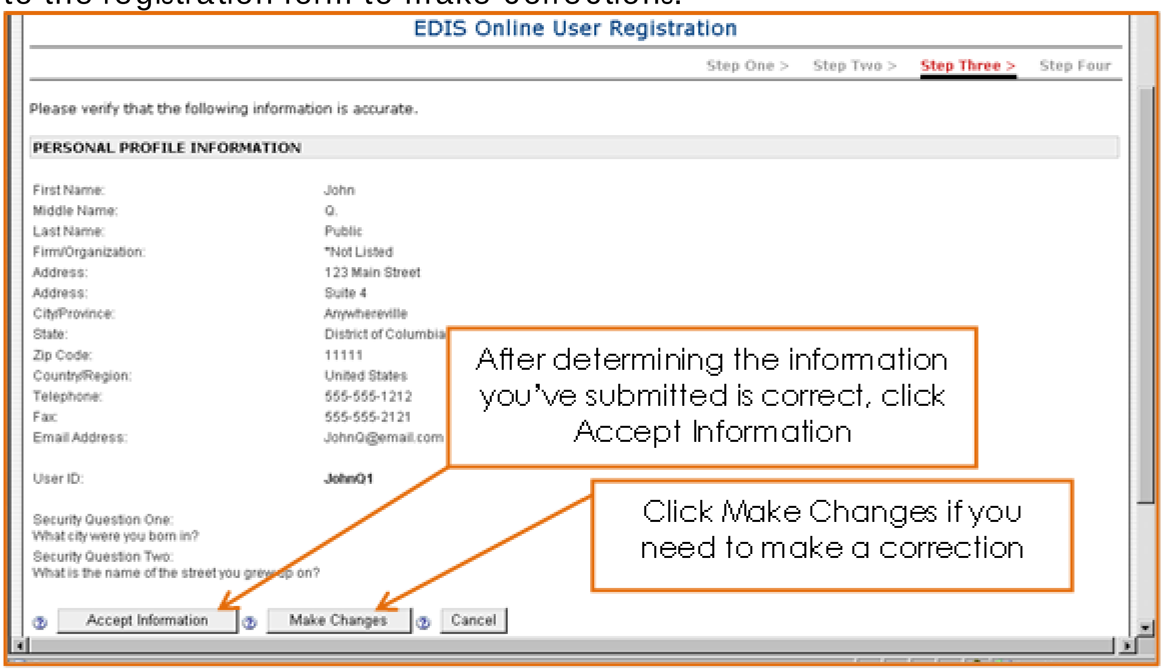
Please retain your password after creating it. EDIS Help Staff do not have access to passwords.

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 the user of the account. Security question answers are **not** case sensitive.

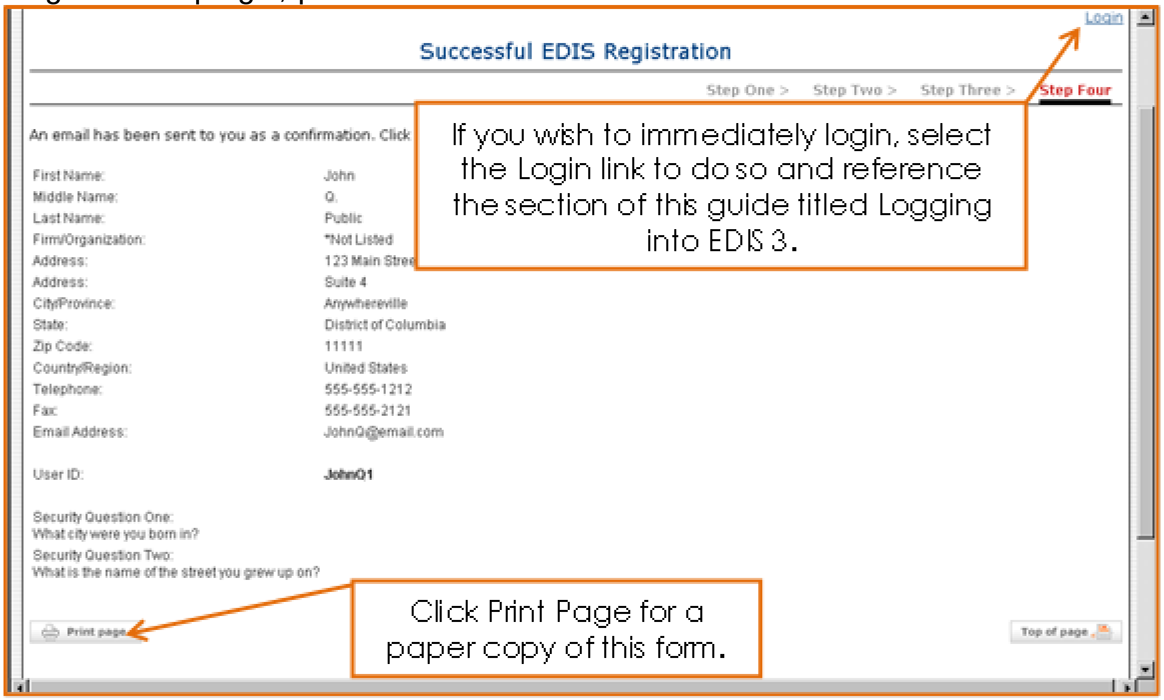
To **submit the registration form**, enter the characters that are shown on the multi-colored background at the bottom of the page. For users having difficulty reading the letters, click the refresh icon to the left of the Captcha. The letters entered must match the letters displayed to be able to submit the registration request.

Once the user has entered all of the required information into the registration form, click Submit, as pictured below.

If all of the information has been submitted correctly the user will arrive at a verification page (shown below) that allows a double check on the information entered. Once the user has verified that all the information is correct, select Accept Information to continue or Make Changes to return to the registration form to make corrections.



Upon selecting Accept Information, the user will arrive at the Successful EDIS Registration page, pictured below.

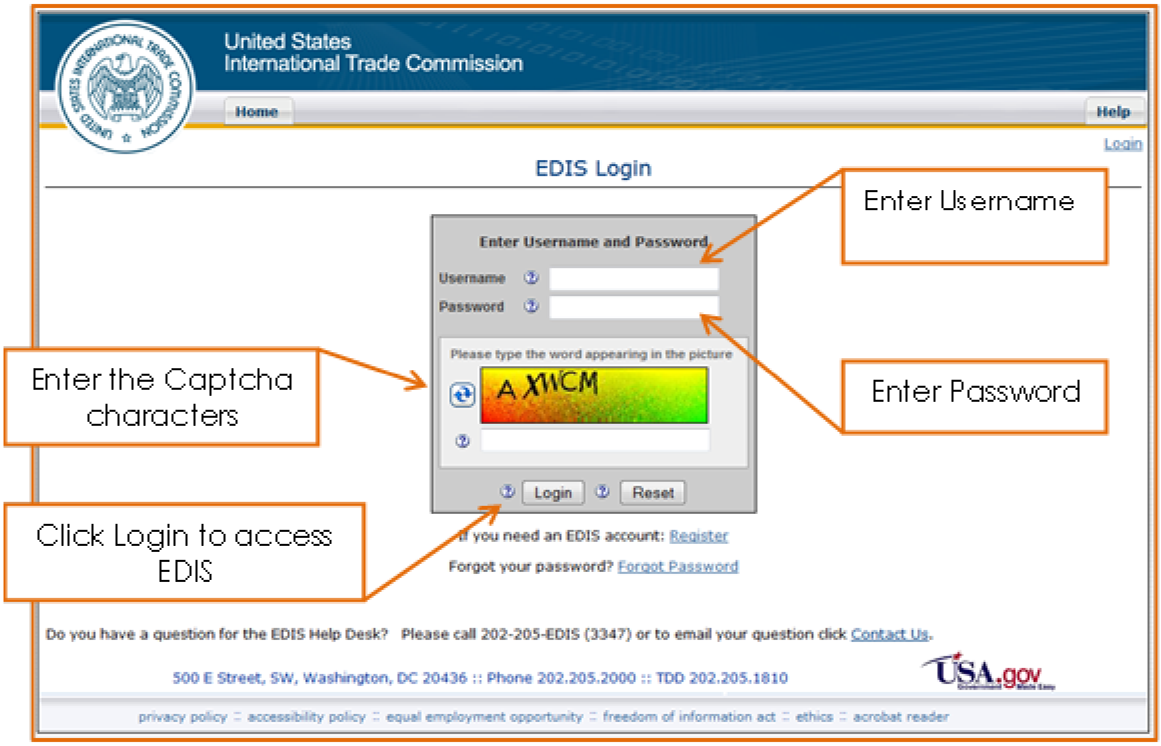


You have now successfully completed the registration process for EDIS!

Logging Into EDIS 3

Once you have become a registered user of EDIS, you may login to the system. Users 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 on the following page.



- Enter the username, also known as the “User ID”
- Enter password. Remember that the password is <u>case sensitive</u>.
- Enter Captcha letters. Users having difficulty reading the Captcha letter may click the refresh icon to the left of the Captcha image to generate new letters

If the user has successfully entered the username, password, and Captcha characters, the user will be taken directly to the EDIS Main Menu Page, pictured on the following page.

Once you've arrived at this page, you have successfully logged into EDIS!

FAQ #3: What do I do if I can't remember my password?

Click Here to See Answer

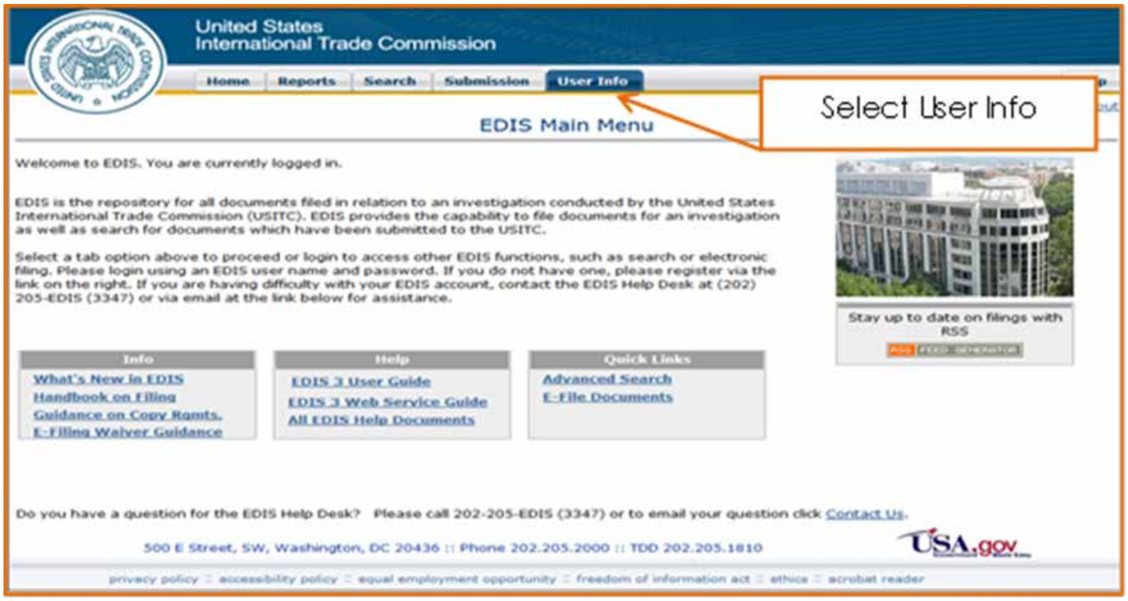
FAQ # 4: Why is my account locked/inactive/disabled?

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 Info tab.



Select either Change Password or Change Security Questions from the EDIS Maintain User Information screen, shown below. If you wish to change your security questions, you will be prompted to confirm your password before doing so.

Changing Your Personal Contact Information

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

Changing Your Firm or Organization

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

Document Filing

General Information

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

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

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

A user 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.

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. EST deadline will be officially received the following business day and may result in a missed deadline.

Certain types of documents require submission of paper copies to complete your filing. These copies should be delivered to the Docket Services, Room 112-A at the USITC. For information regarding which documents require paper copies, how many, and when, see the Guidance on Paper Copy Requirements.[4]

Preparing a Document for Filing

Users should become familiar with the USITC Rules of Practice and Procedure[5], as well as any promulgated rules for the investigation in which they are filing, such as an administrative law judge's ground rules.

Users should review the Handbook on Filing Procedures[6] for information regarding policy, formatting, and document filing rules.

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[4] Guidance on Paper Copy Requirements: http://www.usitc.gov/secretary/documents/copy_requirement_guidance.pdf

[5] USITC Rules of Practice and Procedure: http://www.usitc.gov/secretary/fed_reg_notices/rules/itcrules0212.pdf

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 hyperlinks, embedded links, or Java Script actions; 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[7].

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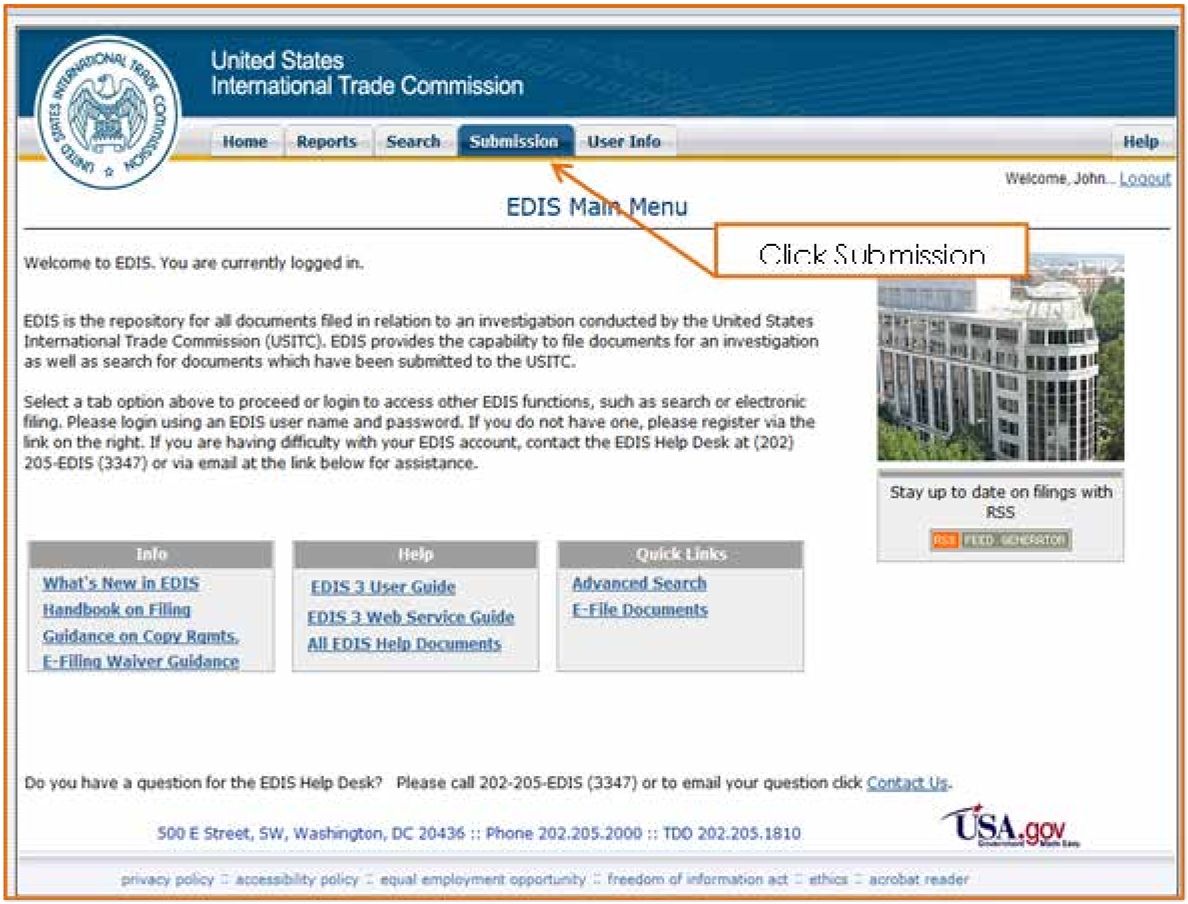
[6] Handbook on Filing Procedures:
http://www.usitc.gov/secretary/documents/handbook_on_filing_procedures.pdf
[7] EDIS3 User Guide – Submitting Electronic Media:
http://www.usitc.gov/docket_services/documents/EDIS3UserGuide-CDSubmission.pdf

Electronic Filing

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

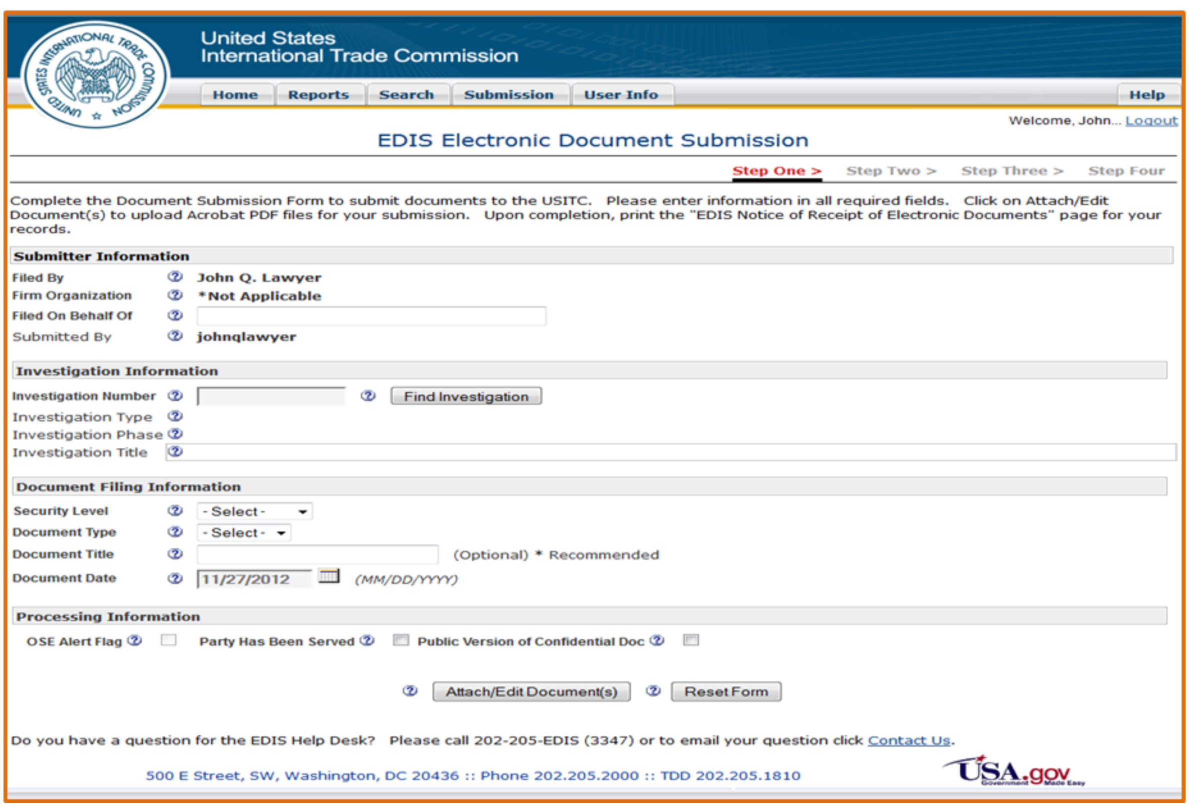
Once logged in, click on the tab marked Submission, as shown below.



Click E-File Document to electronically file a document, as shown on the next page.

Metadata Entry for Electronic Filing

The user must complete the fields as described on the pages that follow. Error messages will be displayed if data is missing or incorrect.



Filed By

This field automatically populates with information according to the User ID under which the user is logged in and may not be edited. Filed by should be the individual who signed the document being filed.

FAQ #5: Can an assistant file documents on behalf of the signatory?

Click Here to See Answer

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.[8] If the data displayed is incorrect, external users must contact the EDIS Helpdesk at 202.205.3347.

Filed On Behalf Of

Please enter the name of the party you represent (ex: ABC Corp.)

Submitted By

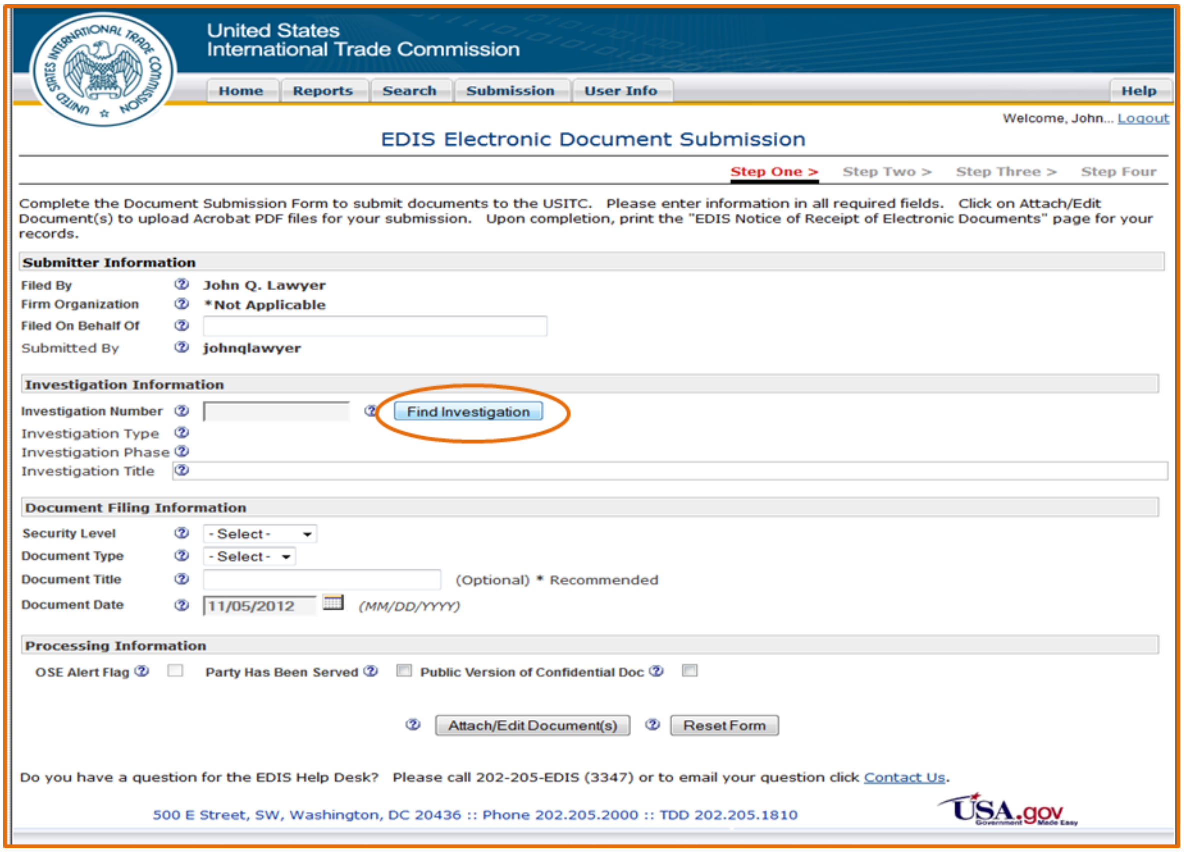
This field populates the registered User ID associated with the account used to login and may not be edited.

[8] 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.

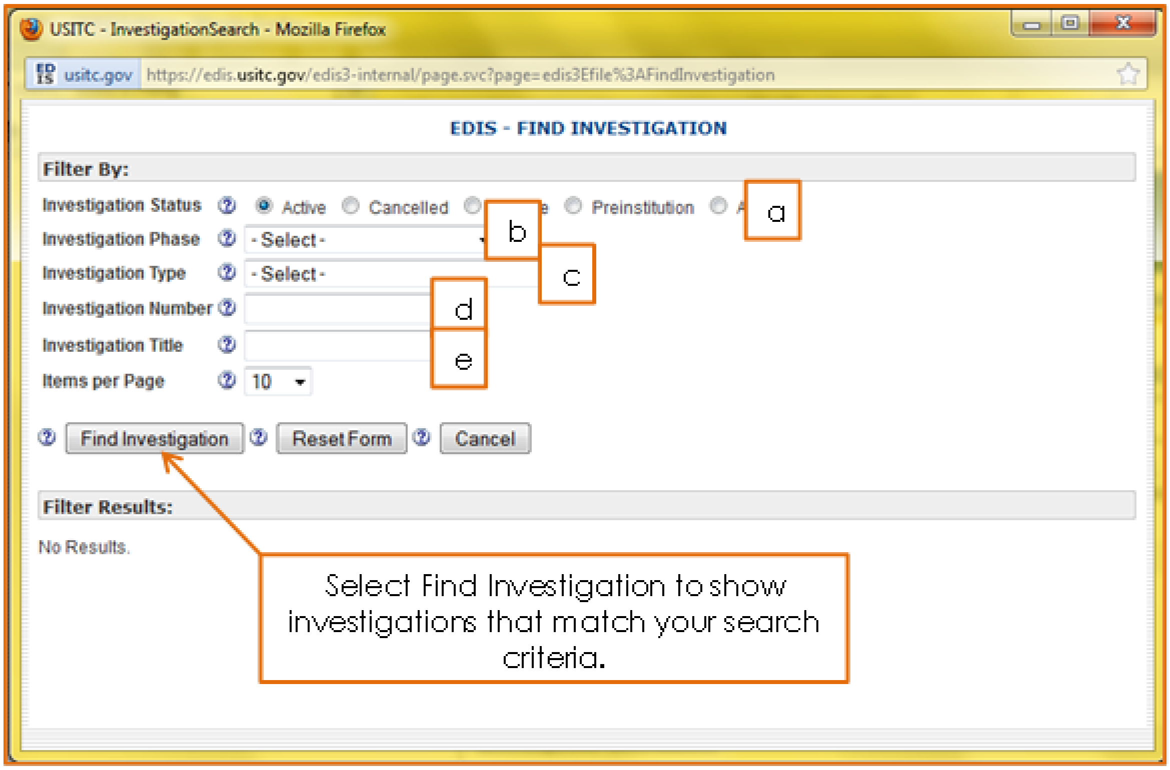
Investigation Number
Users may not type the investigation number into this field. Follow the steps below to locate the investigation in which you are filing.

To populate the investigation number field:

1. Select Find Investigation. The Find Investigation button launches a search tool to locate the desired investigation.



2. Locate the desired investigation by entering as much or as little information necessary in the fields pictured and described on the following page. Oftentimes, a user need only enter an investigation number to locate the correct investigation.



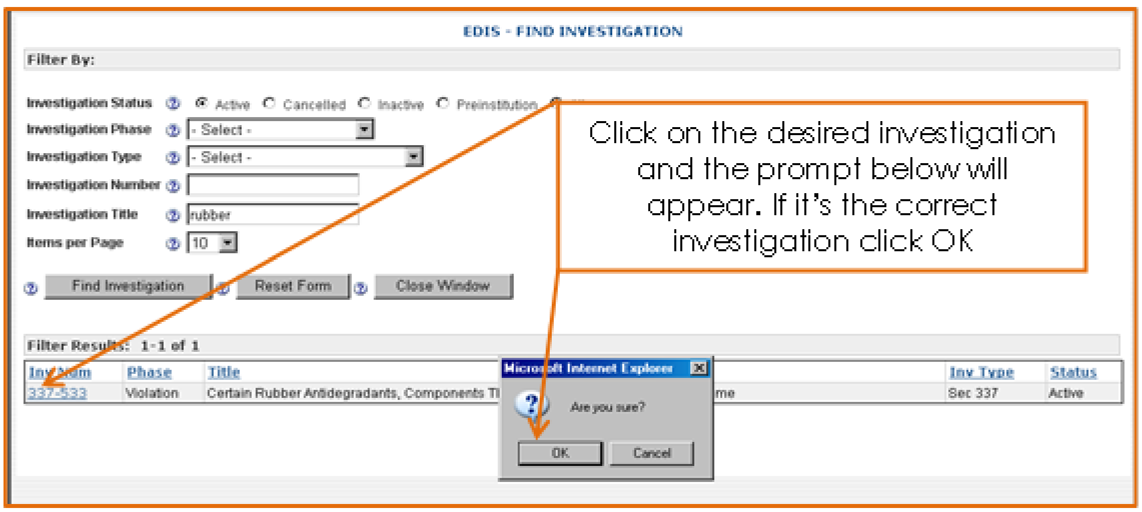
a. Investigation Status. Select the correct phase in Investigation Status. For most investigations, this will be the default: Active. However if you would like to broaden your search results change this field to All.
b. Investigation Phase. This field is best used in conjunction with an investigation type or number. This field represents the posture of the proceeding at the Commission, e.g. if the investigation pertains to enforcement of Section 337 orders, the investigation phase = Enforcement; or, if the investigation is a sunset review in a Title VII proceeding the phase often = Review.
c. Investigation Type. This field is best used in conjunction with another field to locate only certain types of investigations. For example, to locate only 701 or 731 investigations with 'steel' in the investigation title, select Import Injury from the Investigation Type list and enter 'steel' in the Investigation Title field.
d. Investigation Number. This is the most accurate way to locate the investigation in which you are filing. Type the Investigation Number or Docket Number in the field for the document being filed. Users may enter the entire investigation number (ex: 337-491) or just the last three digits of an investigation number (ex: 491, which will return both "332-491" and "337-491" from which you may choose your desired investigation). In EDIS, do not include "-TA-" in the investigation number.

e. Investigation Title. Users may enter text in the Investigation Title field which initiates a keyword search of all investigation titles. For example, typing "orange" in the title field returns all investigations with "orange" in the investigation title. This field acts as a string, so multiple words must be contiguous to be found.

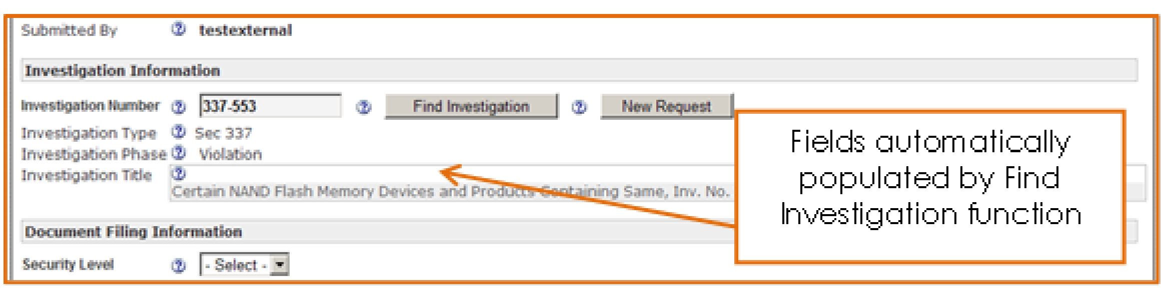
3. Click Find Investigation. This will refresh the Find Investigation box with investigations that meet your search criteria hyperlinked at the bottom.

4. Select the correct investigation number *and* phase for the document being filed by clicking on the investigation number link, as below.

   EDIS will then ask "Are you sure?" If this is the correct investigation and phase click OK.



5. Once OK is clicked, the investigation type, phase, and title automatically populate in those fields on the submission page.



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.

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. Accurate selection of the document type determines if and how many paper copies of your filing must be submitted to Dockets to complete your filing.[9]

Please see the EDIS Coding Manual [10] for guidance in selecting the appropriate document type.

FAQ #6: I'm not sure what type of document this is. Can I just put "Other?"

Click Here to See Answer

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 for guidance in selecting the appropriate document title.

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.

OSE Alert Flag
Users are currently not able to select this option.

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.

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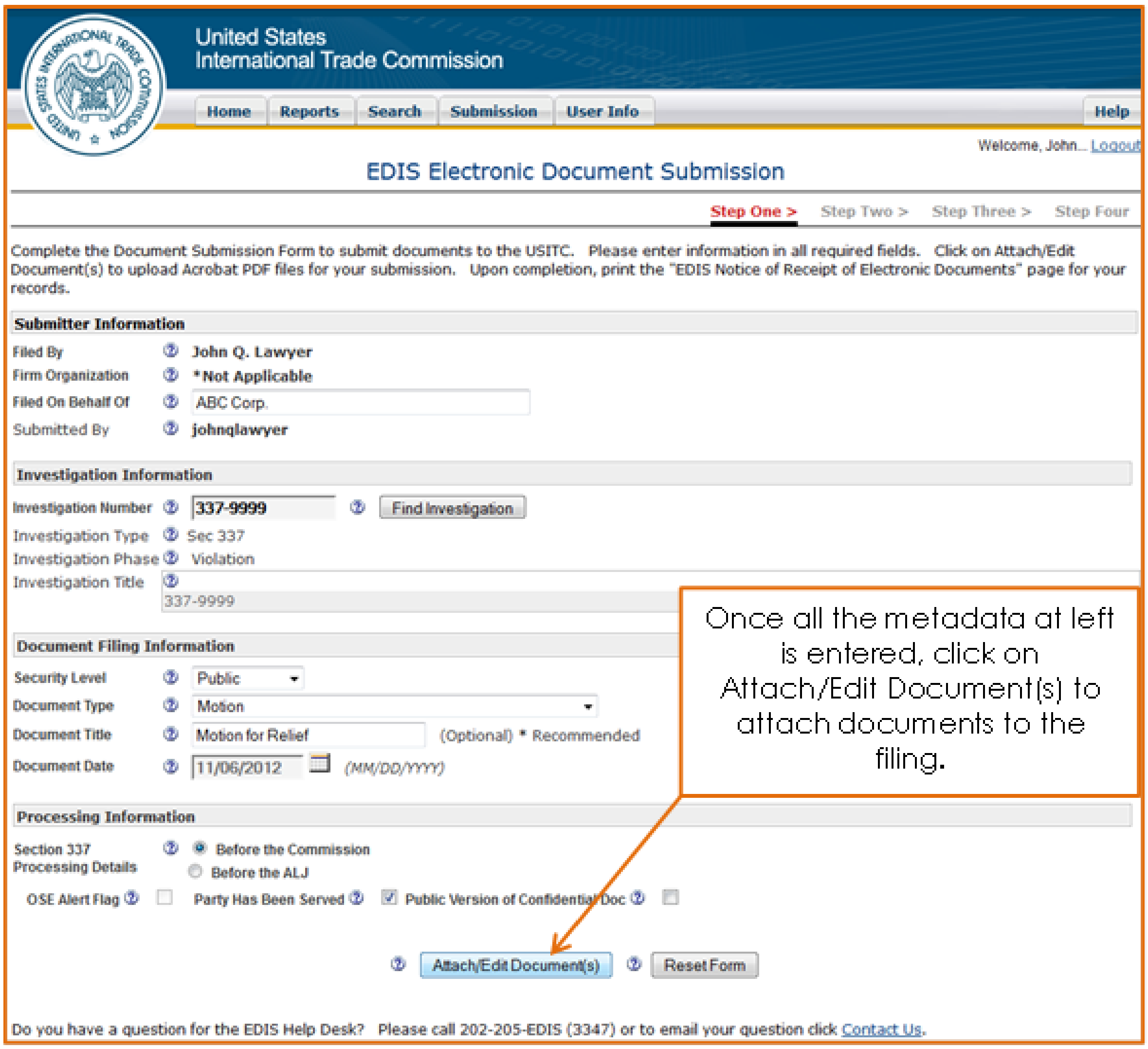
[9] Please see the Guidance on Paper Copy Requirements to determine if and when paper copies are required.
[10] EDIS Coding Manual: http://www.usitc.gov/docket_services/documents/edis_coding_manual.pdf

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. This may affect the number of paper copies required to complete your filing.

Once you have entered in all the metadata pertinent to your document, click Attach Edit Document(s), as shown below, to begin the process of adding your document(s) to the filing.



Paper Copy Requirement

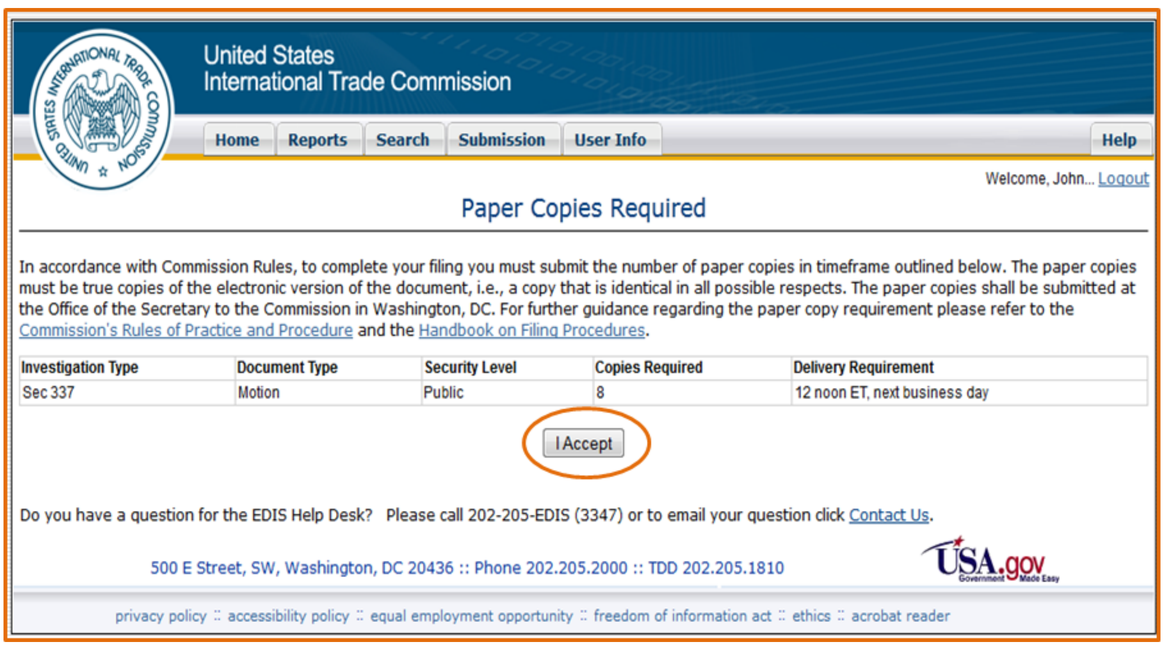
Filing rules require paper copies be submitted to Docket Services for certain document types. These copies should be identical to your electronic filing. This copy requirement is in addition to any copies you may be required to provide to an administrative law judge in a Section 337 investigation pursuant to his rules or order. Original signatures are not required. For more information, please *see* the Guidance on Paper Copy Requirements.

Copies can be mailed or hand delivered to:[11]

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

After clicking Attach/Edit Document(s), you will arrive at the Paper Copies Required notification page, if paper copies are in fact required for your document type. This page tells you the number of copies required and when they are due.

Read the Paper Copies Required page, shown below, and click I Accept.


United States International Trade Commission

Home | Reports | Search | Submission | User Info | Help

Welcome, John... Logout

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.

Investigation Type	Document Type	Security Level	Copies Required	Delivery Requirement
Sec 337	Motion	Public	8	12 noon ET, next business day

I Accept

Do you have a question for the EDIS Help Desk? Please call 202-205-EDIS (3347) or to email your question click Contact Us.

500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810

USA.gov Government Made Easy

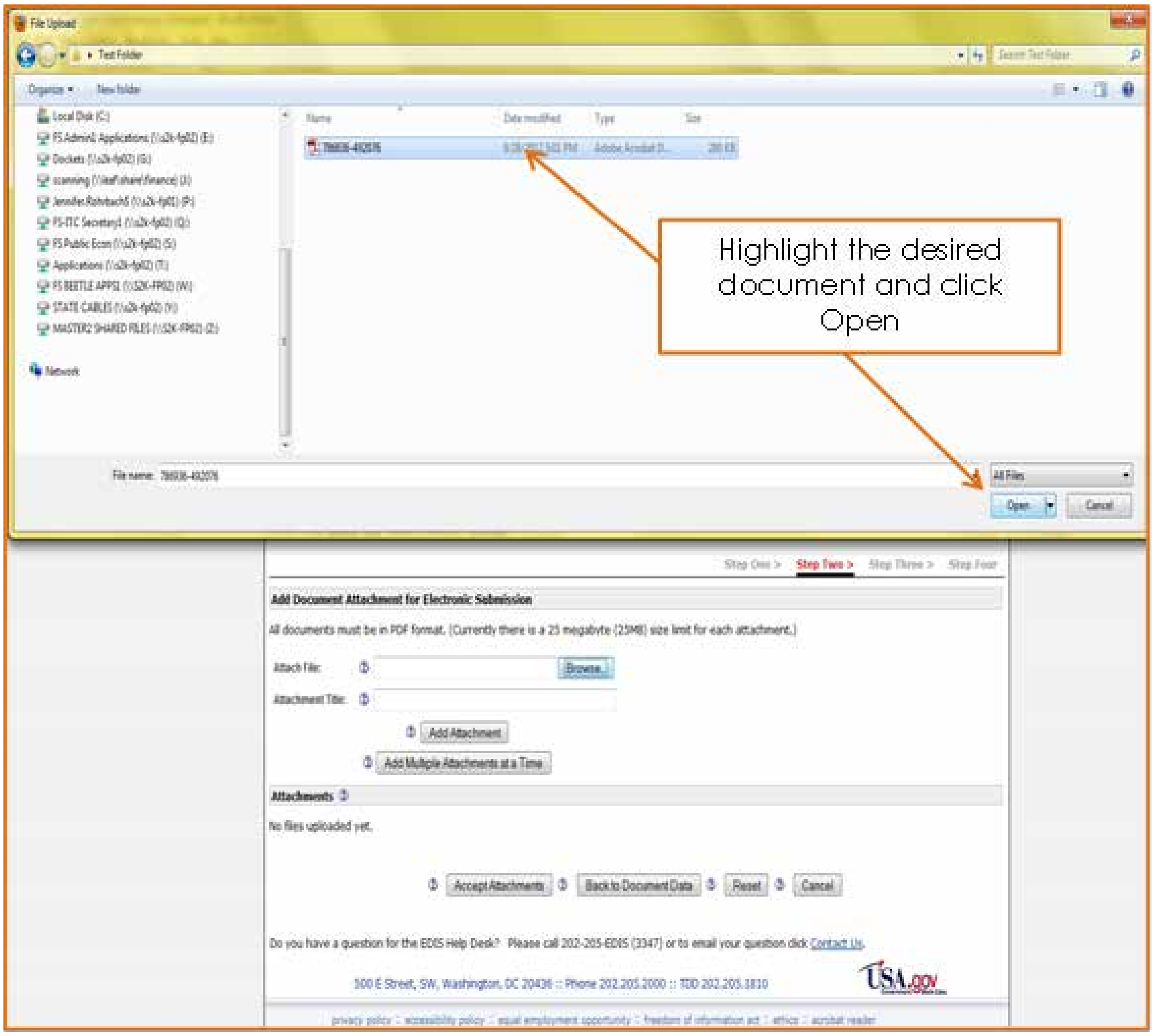
privacy policy :: accessibility policy :: equal employment opportunity :: freedom of information act :: ethics :: acrobat reader

Adding Attachments

After clicking I Accept on the Paper Copies Required page or (if no paper copies were required for your document type) after clicking Attach/Edit

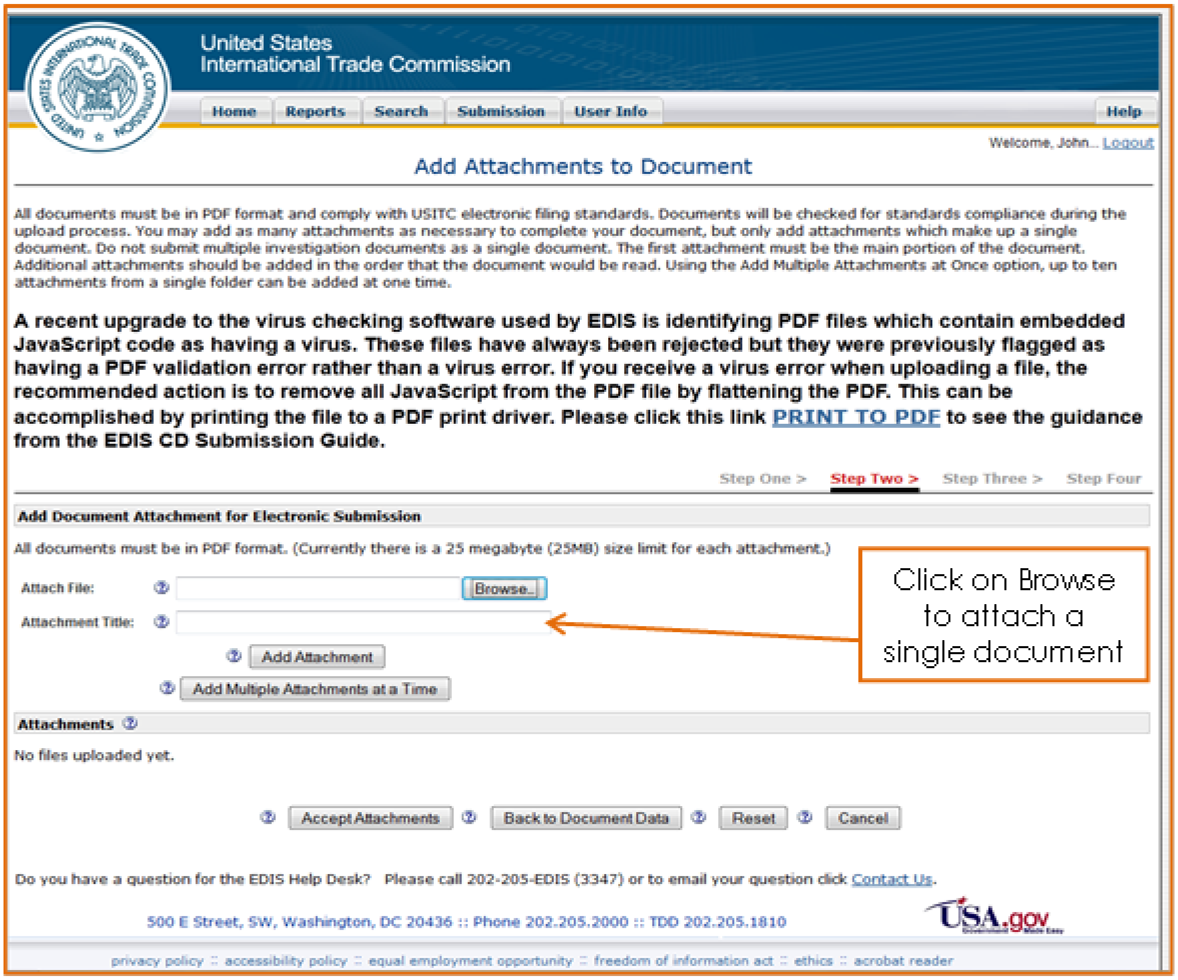
[11] Please note that many document types require follow up in hard copy by the next business day.

Document(s) on the EDIS Electronic Document Submission page, you will be directed to the Add Attachments to Document page, shown on the following page. You have the option of adding a single attachment or adding multiple attachments at a time.



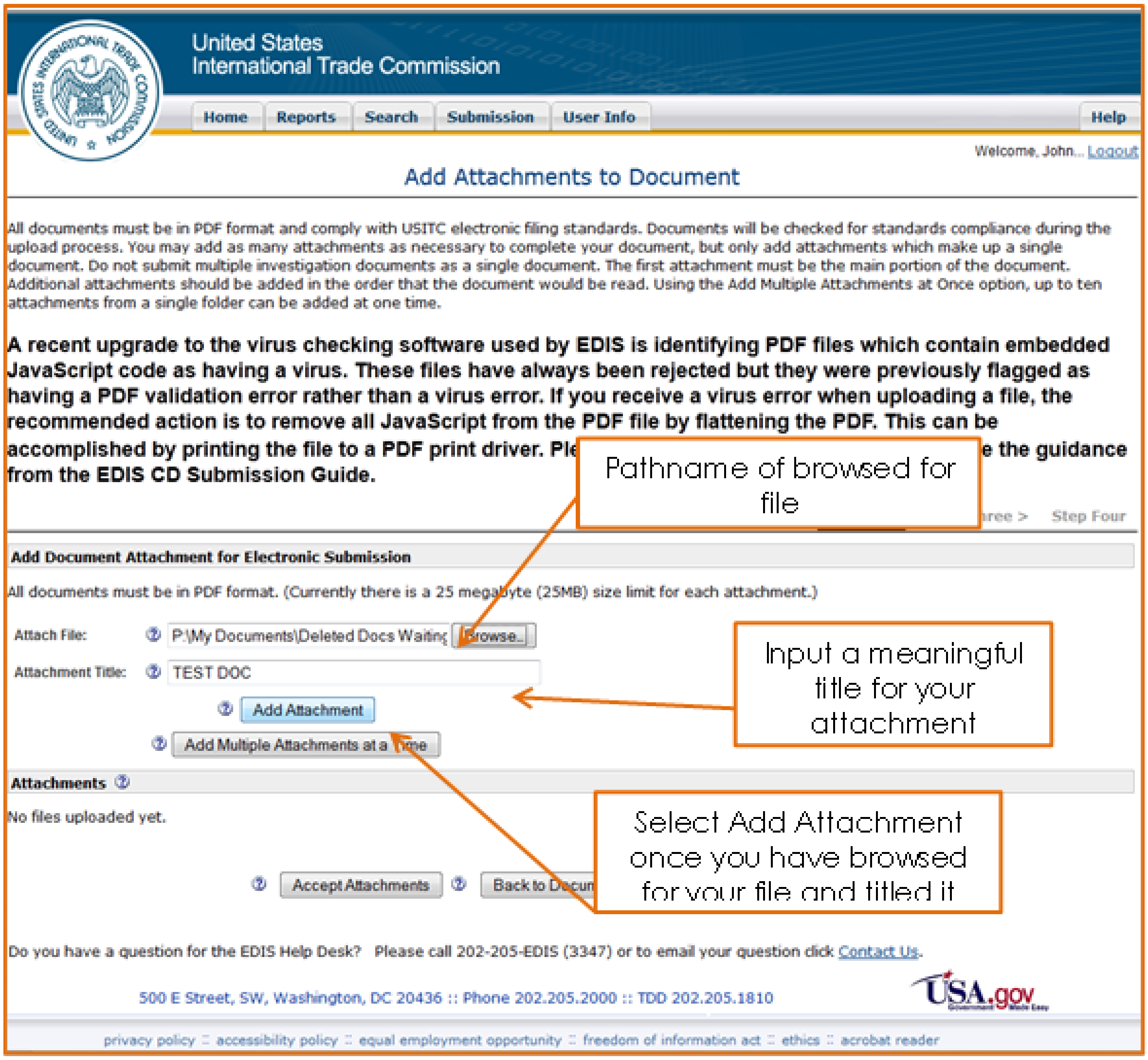
Adding a Single Attachment at a Time

1. Click on Browse 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.

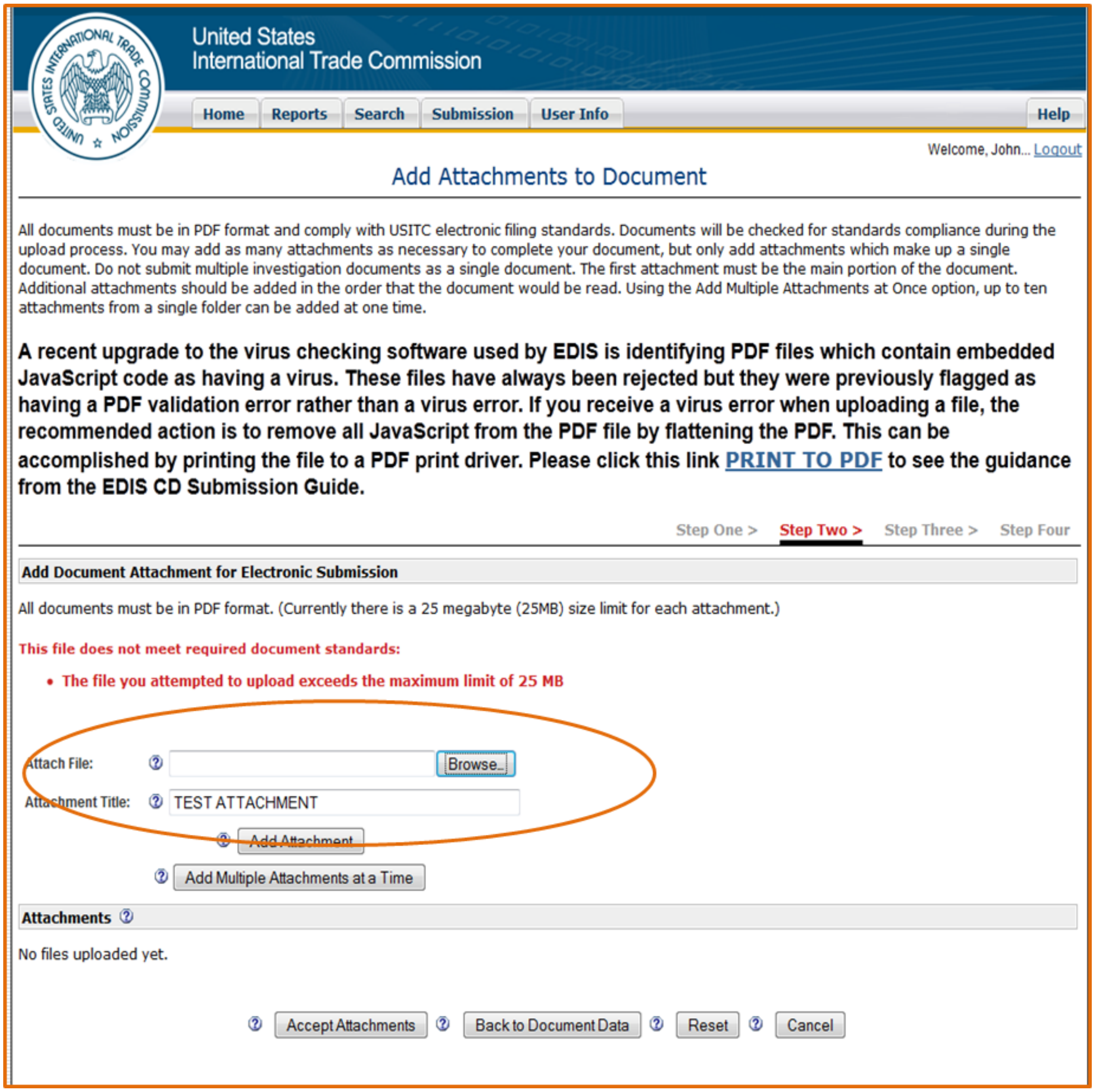


2. Please add a descriptive title for the attachment. If left blank, the file ID number for the uploaded file will be used as the Attachment Title.

3. Select Add Attachment to attach the document to the filing.



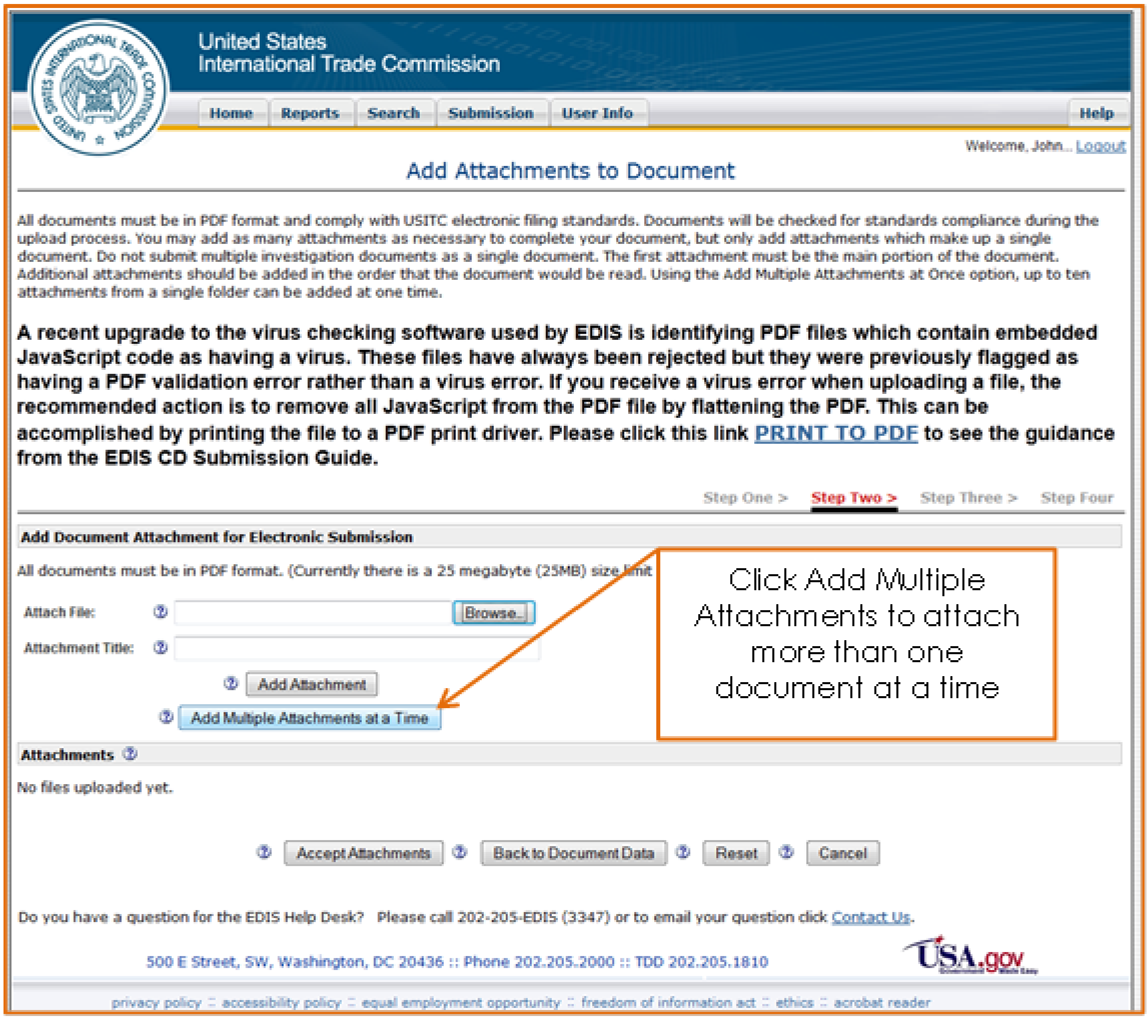
The attachment is immediately scanned for viruses and compliance with technical standards as stated in the Handbook on Filing Procedures. Should the attachment fail any of the technical requirements, an error message will be shown indicating the reason for rejection. **If an error occurs the document will not be added in the Attachments list.** The user should correct the problem immediately and attempt to attach the document again. An example of an error message is shown on the next page. Note that the document is *not* in the attachments list.



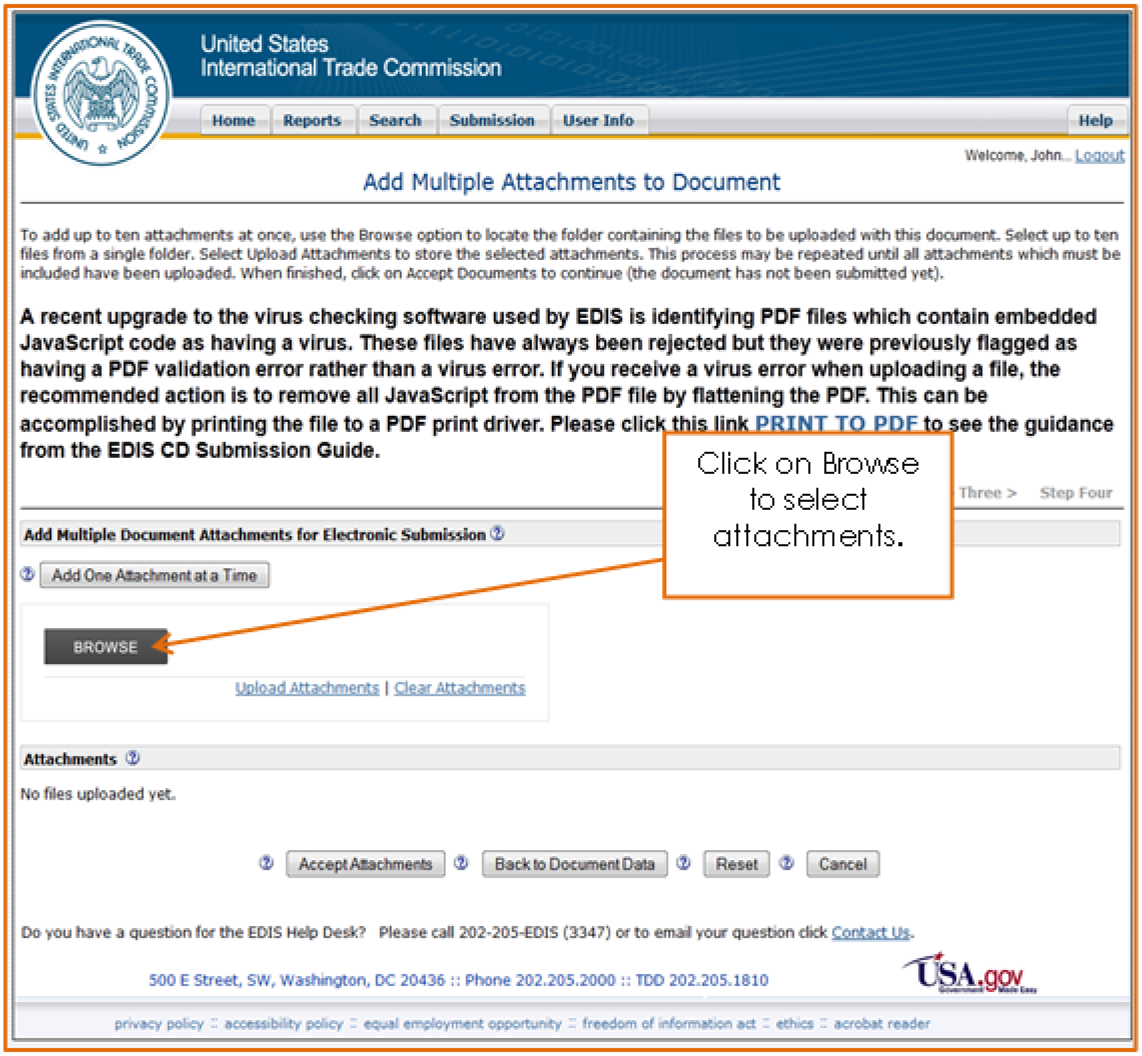
If you have multiple attachments, you may repeat this process until all attachments are uploaded.

Adding Multiple Attachments at a Time

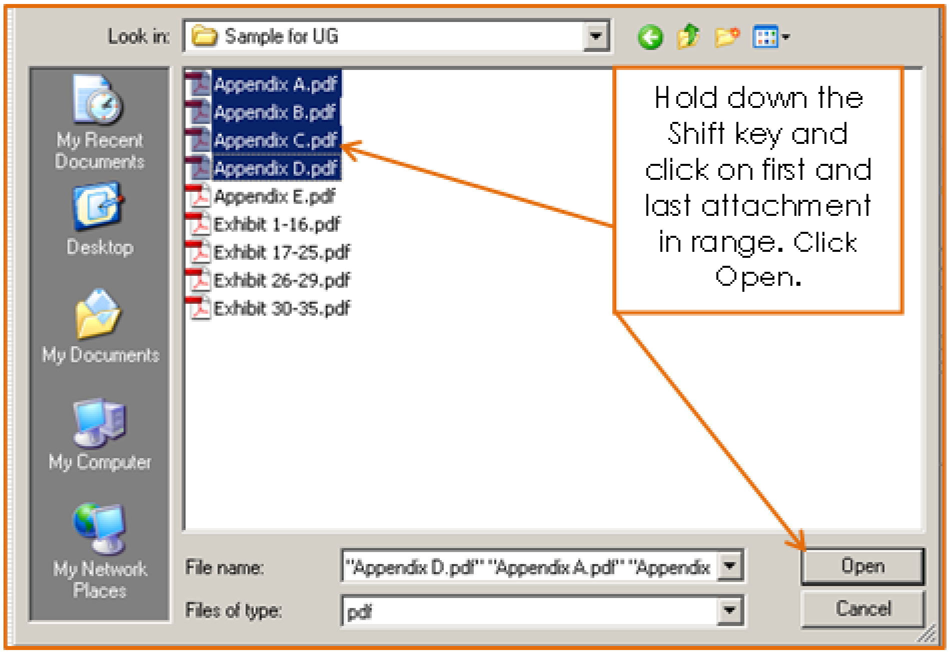
1. Click Add Multiple Attachments to attach documents to the filing.



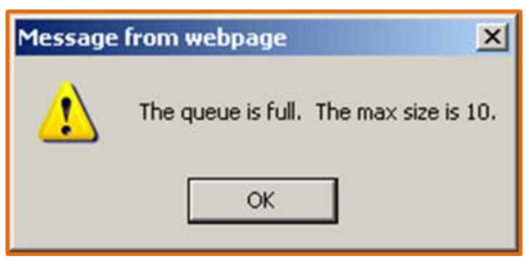
2. Select Browse to attach the PDF documents to be uploaded. If you would rather add the PDF documents one at a time, click the Add One Attachment at a Time button and follow the instructions in the Adding a Single Attachment at a Time section of this guide.



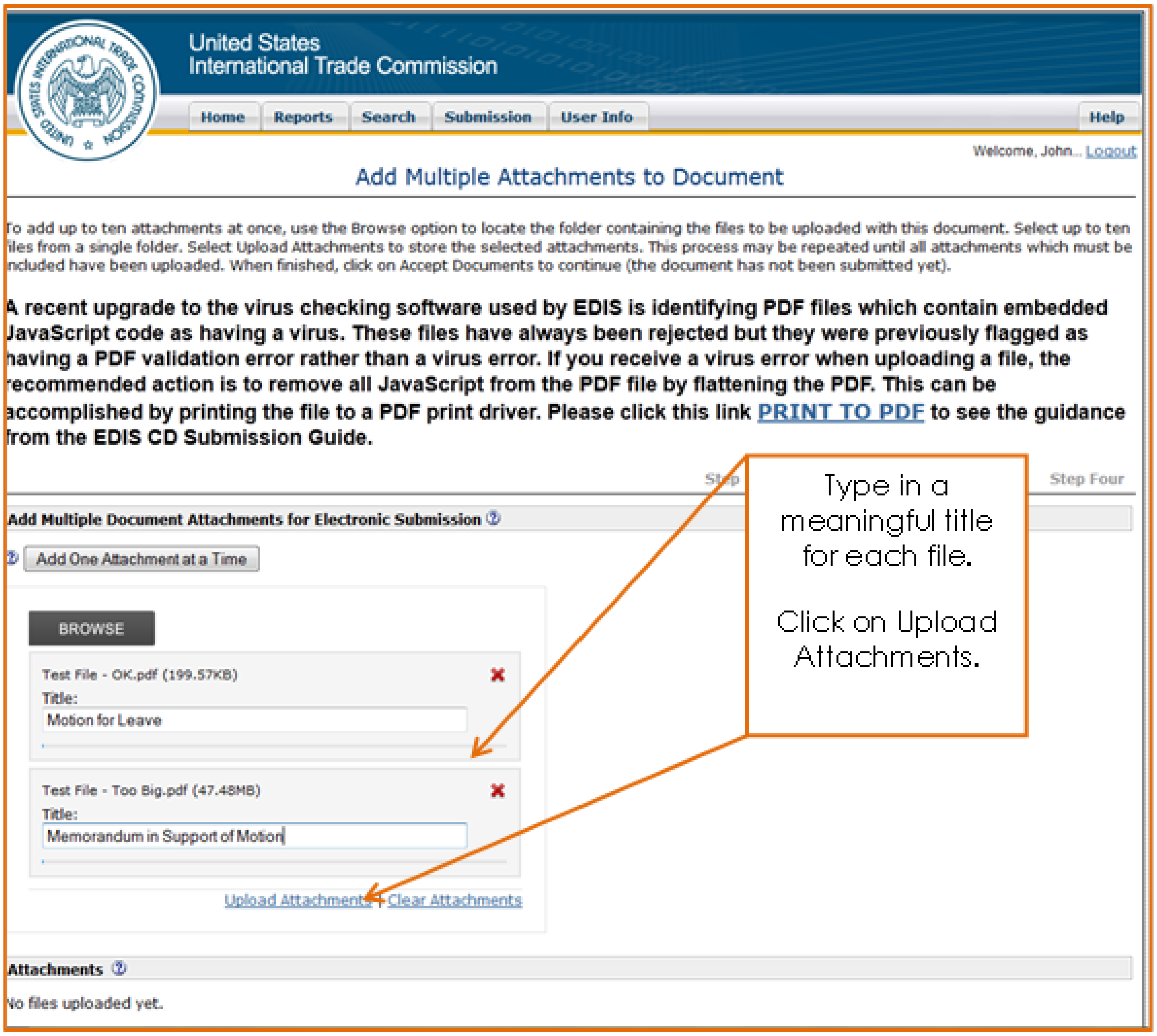
3. A browse pop-up window will appear, as shown on the next page. In the Look in: field, select the folder that contains the documents you wish to attach. Notice that the only file type displayed is PDF since only PDFs are acceptable for EDIS. Select the attachments for upload by holding down the Shift key and selecting the first and last attachments desired or by holding the Ctrl key down and selecting the desired individual files. Click Open to add these files to the Multiple Attachment List.



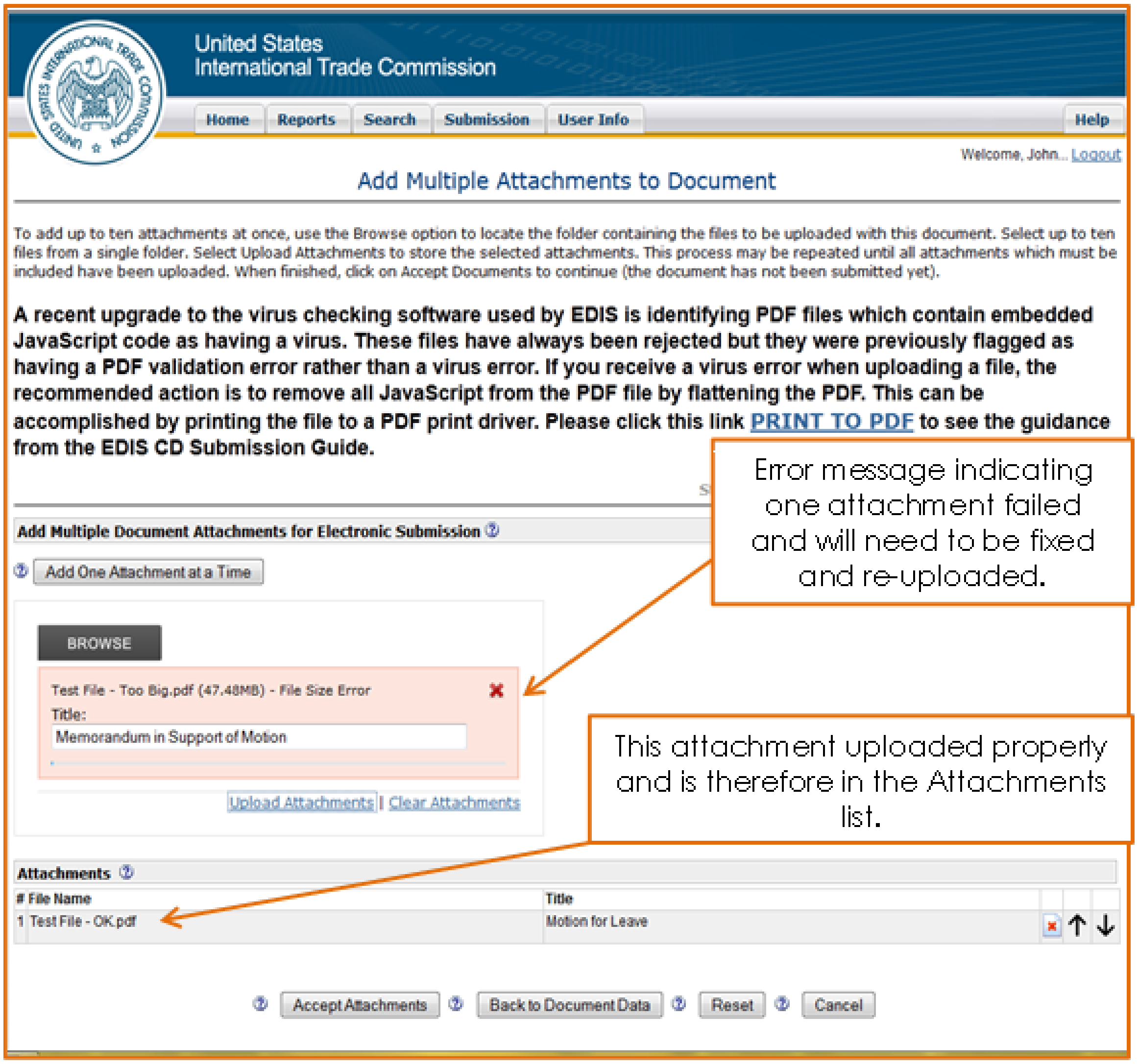
4. You may upload a maximum of 10 attachments at a time. Attempts to upload more than 10 attachments will result in an error message, shown below. **Any files attempted over 10 will not be uploaded and will not appear on the list of Attachments on EDIS.** After uploading the first 10, repeat the selection of the next 10 until all have been selected and added for this filing.



5. Please add a descriptive title for each attachment and select Upload Attachments to attach documents to the filing.



The attachments that successfully uploaded are shown on the Attachments list. All attachments are immediately scanned for viruses and compliance with technical standards as stated in the Handbook on Filing Procedures. Should any attachment fail any of the technical requirements, an error message will be shown for that attachment indicating the reason for rejection. **If an error occurs, that attachment will not be added in the Attachments list.** The user should correct the problem immediately and attempt to attach the document again. An example of an error message is shown on the next page. Note that the document is *not* in the attachments list.



Completing The Submission

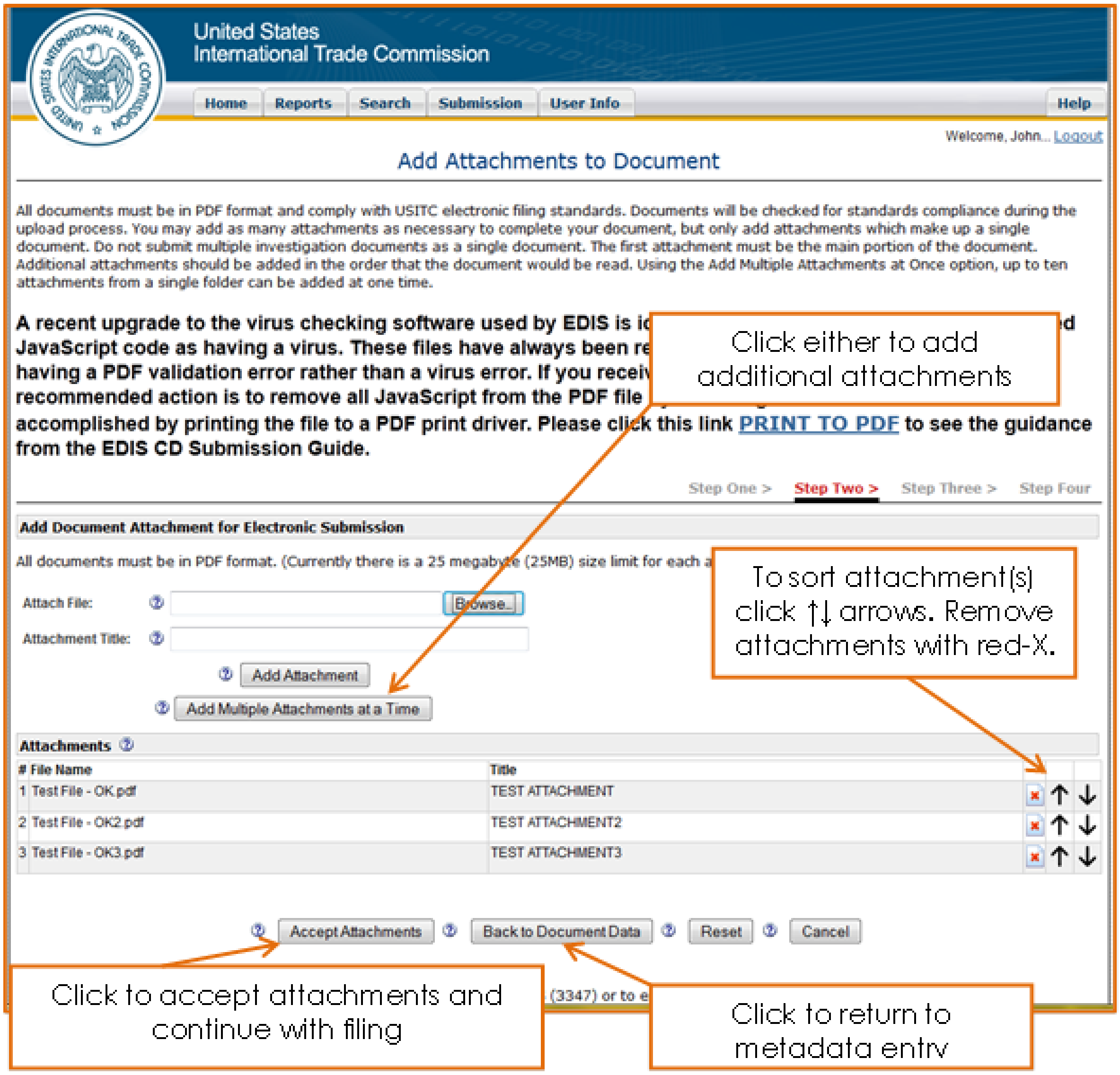
All successfully uploaded attachments will appear in the Attachments section on either the Add Attachments page (*Fig. 1*) or Add Multiple Attachments page (*Fig. 2*), depending on what option was chosen for adding document(s).

Deleting, Sorting, and Accepting Attachments in the Attachments List

- To add additional attachments, select Browse, Add Multiple Attachments at a Time, or Add One Attachment at a Time.
- To delete an attachment in the Attachments list, click the red x to the right of the attachment title.
- To sort multiple attachments in the Attachments list, click the up ↑ arrow to move the attachment to a higher position in the
- If you wish to continue with your submission without editing your metadata at this time, click Accept Attachments.

- To return to the metadata screen after adding and ordering all desired attachments, click Back to Document Data.[12]

Fig. 1: Screen Shot Adding a Single Attachment at a Time



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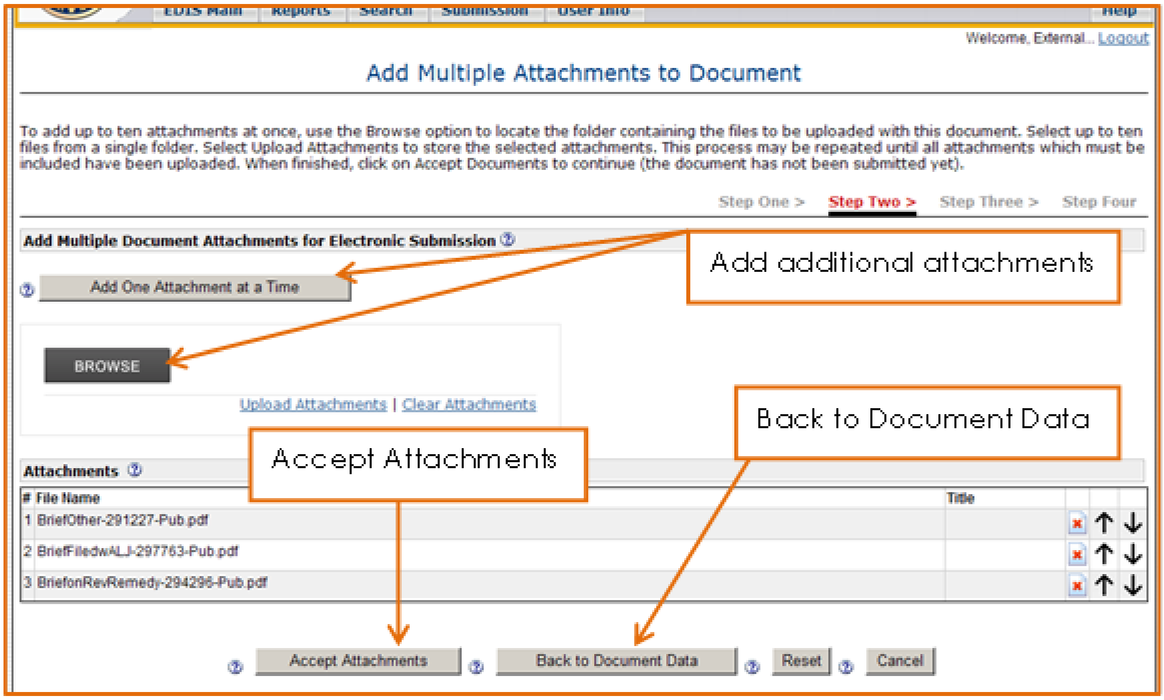
12 Your attachments will remain appended to your filing. After editing your metadata, click Submit w/Attachments at the bottom of the metadata screen to arrive at the confirmation screen shown in step 6.

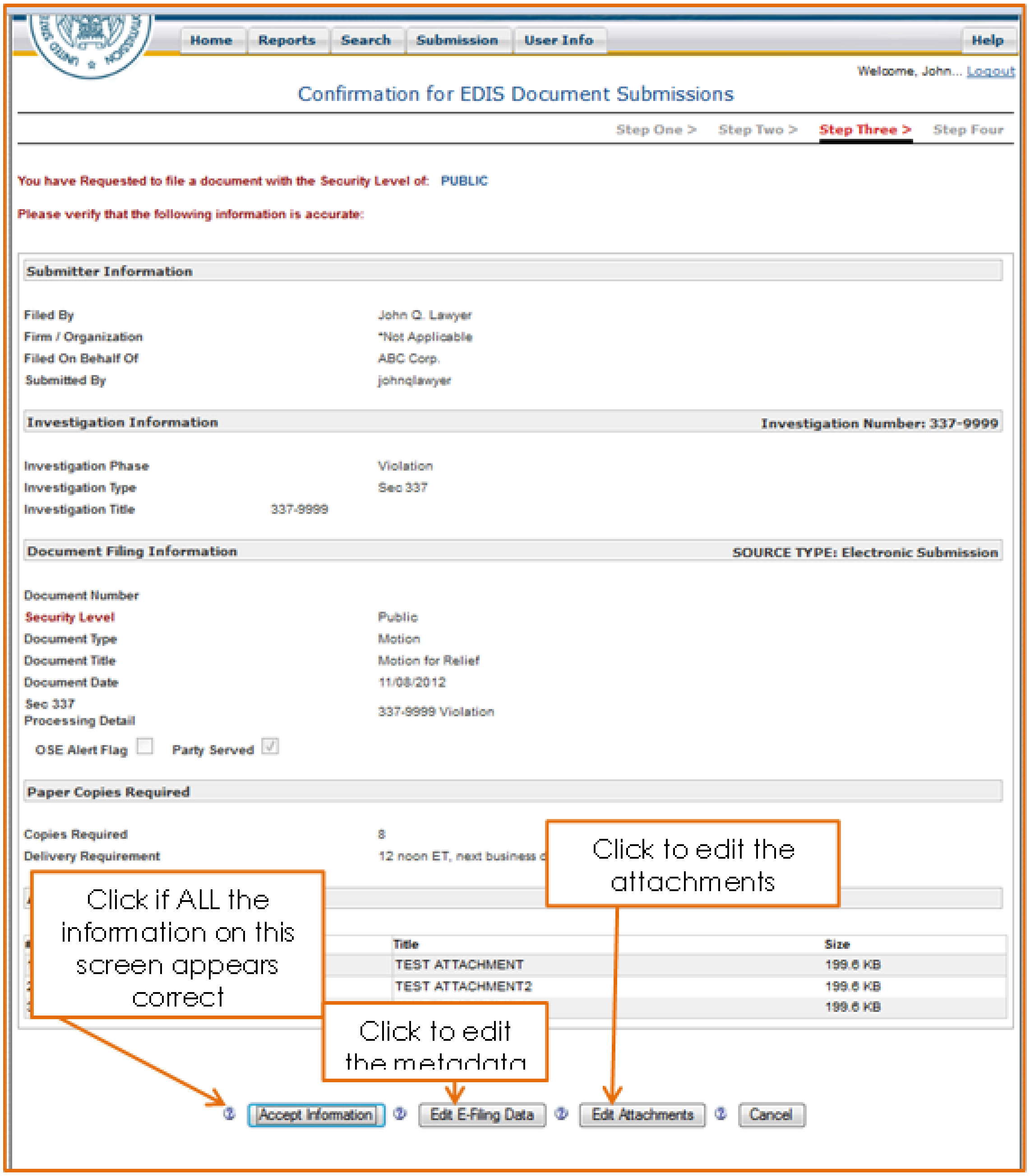
Fig. 2: Screen Shot Adding Multiple Attachments at a Time



Review your data and attachments

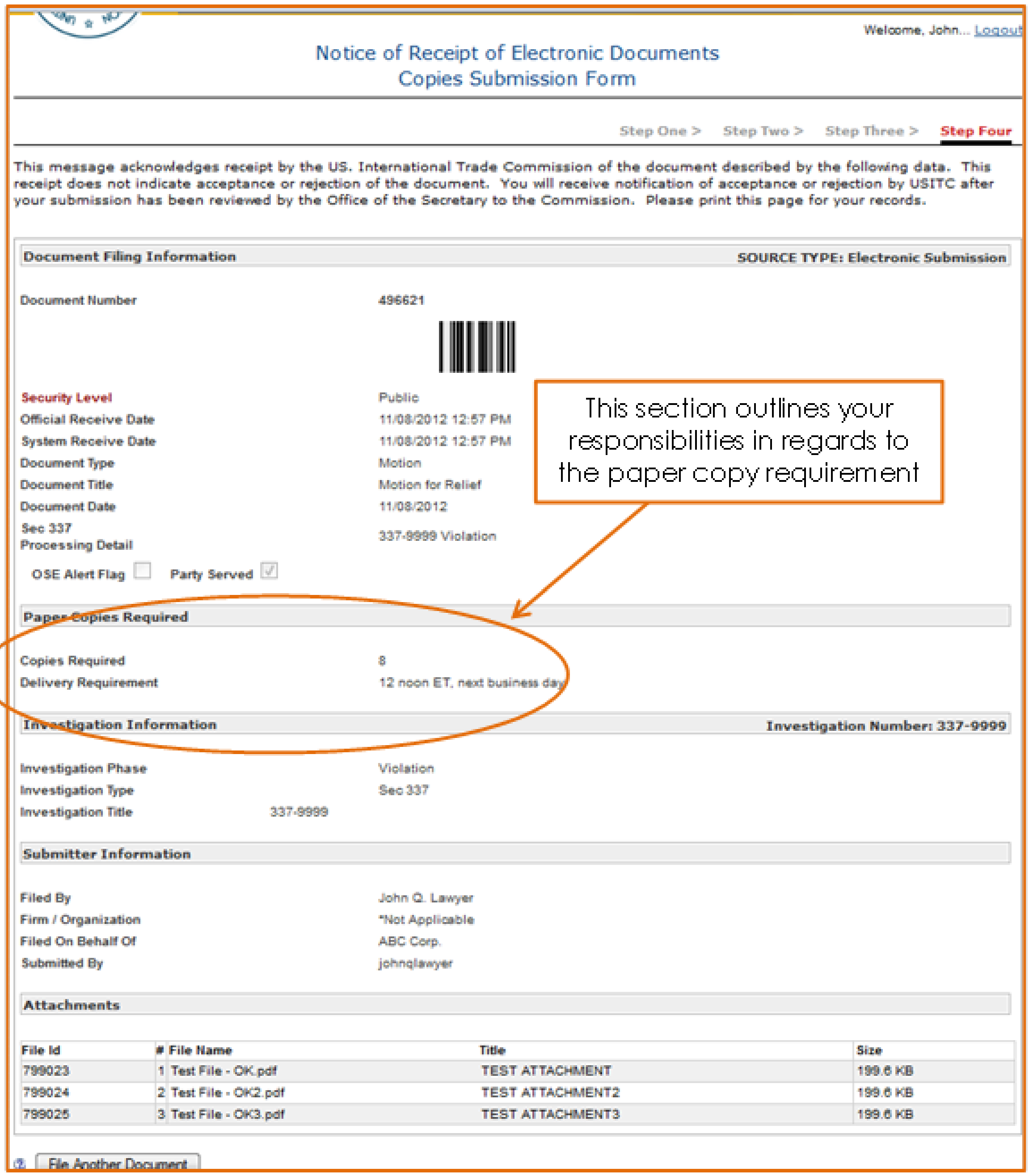
Clicking Accept Attachments or Submit w/Attachments will bring you to a confirmation screen, shown below, where you have the opportunity to review the metadata and attachments. Verify the information.

- If correct, select Accept Information.
- If incorrect, select Edit E-Filing Data to go back and make edits or Edit Attachments to delete or add attachments.



Notice of Receipt of Submission

Once you select Accept Information, you reach the screen titled EDIS Notice of Receipt of Electronic Documents, as shown below. This screen should have a barcode and 6-digit Document ID number. **Print this page.** You must provide this barcoded page with your paper copies where the rules require paper copy follow up. (See the Paper Copy Requirement section in this guide.)



Welcome, John... Logout

Notice of Receipt of Electronic Documents
Copies Submission Form

Step One > Step Two > Step Three > Step Four

This message acknowledges receipt by the US. International Trade Commission of the document described by the following data. This receipt does not indicate acceptance or rejection of the document. You will receive notification of acceptance or rejection by USITC after your submission has been reviewed by the Office of the Secretary to the Commission. Please print this page for your records.

Document Filing Information — **SOURCE TYPE: Electronic Submission**

Document Number	496621
Security Level	Public
Official Receive Date	11/08/2012 12:57 PM
System Receive Date	11/08/2012 12:57 PM
Document Type	Motion
Document Title	Motion for Relief
Document Date	11/08/2012
Sec 337 Processing Detail	337-9999 Violation

OSE Alert Flag Party Served

This section outlines your responsibilities in regards to the paper copy requirement

Paper Copies Required

Copies Required	8
Delivery Requirement	12 noon ET, next business day

Investigation Information — **Investigation Number: 337-9999**

Investigation Phase	Violation
Investigation Type	Sec 337
Investigation Title	337-9999

Submitter Information

Filed By	John Q. Lawyer
Firm / Organization	*Not Applicable
Filed On Behalf Of	ABC Corp.
Submitted By	johnqlawyer

Attachments

File Id	#	File Name	Title	Size
799023	1	Test File - OK.pdf	TEST ATTACHMENT	199.6 KB
799024	2	Test File - OK2.pdf	TEST ATTACHMENT2	199.6 KB
799025	3	Test File - OK3.pdf	TEST ATTACHMENT3	199.6 KB

File Another 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. 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.

FAQ #7: 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

FAQ #8: My filing is very large. May I submit the required paper copies to Docket Services on CD or DVD?

Click Here to See Answer

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.

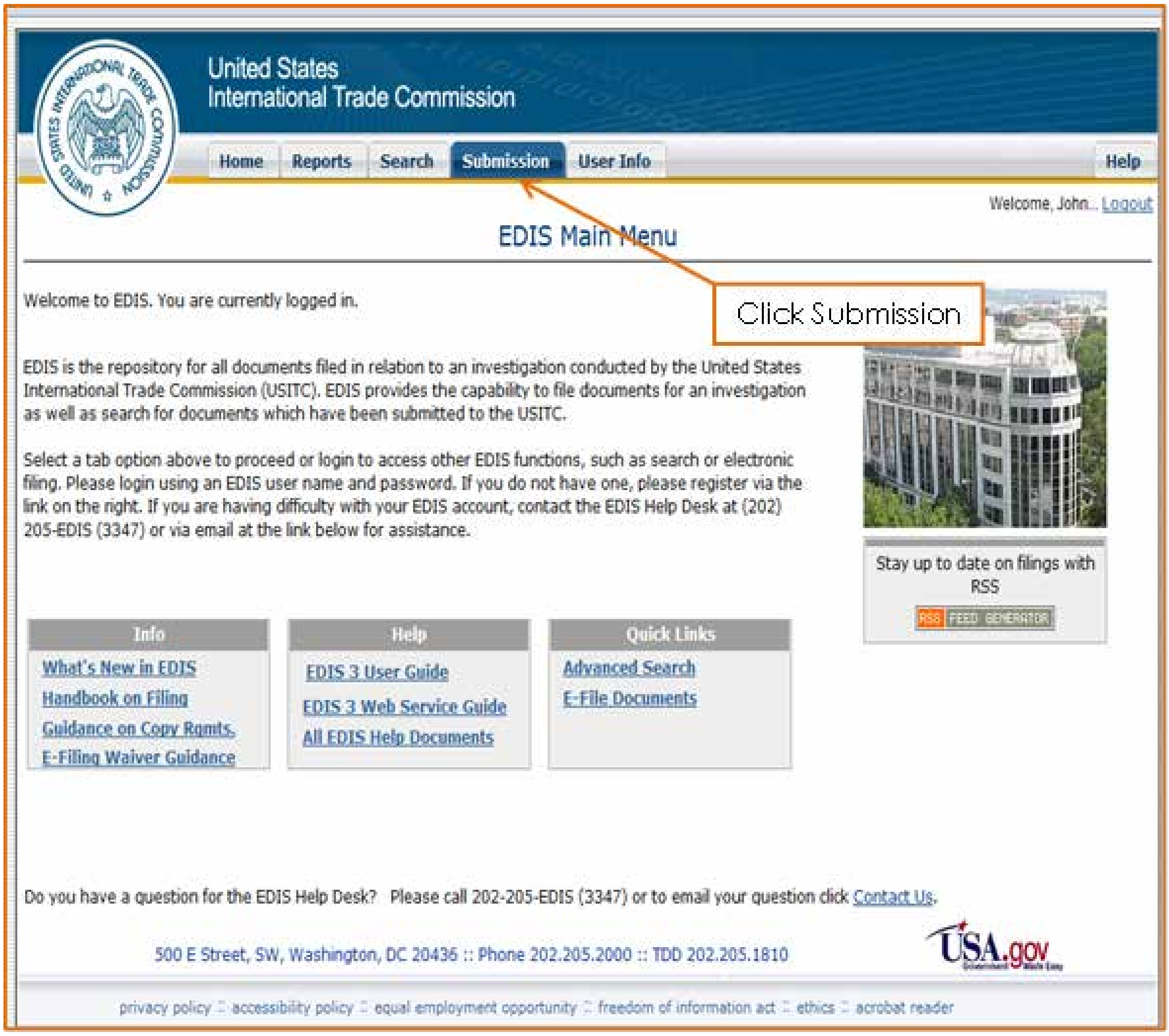
Creating an EDIS Cover Sheet for Documents That Require Paper Filing

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**.

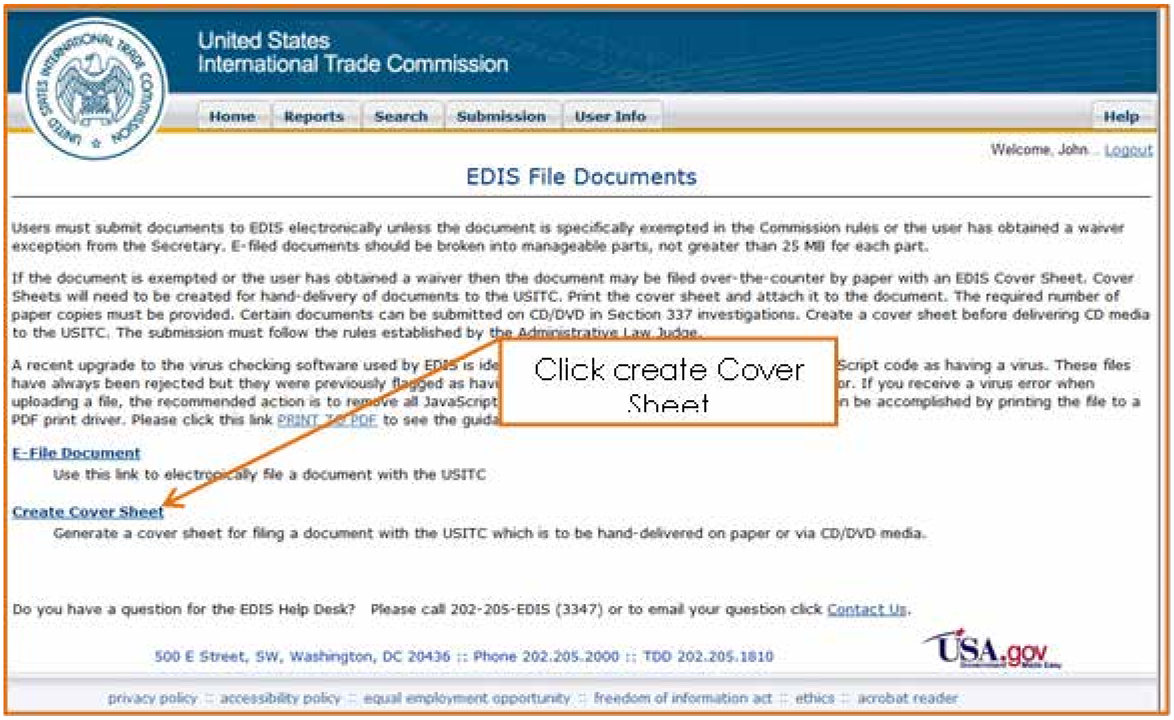
A user must have an EDIS account in order to file documents. Please see the Registering for EDIS section in this guide for instructions on setting up an account.

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

Once logged in, click on the tab marked Submission as shown below.

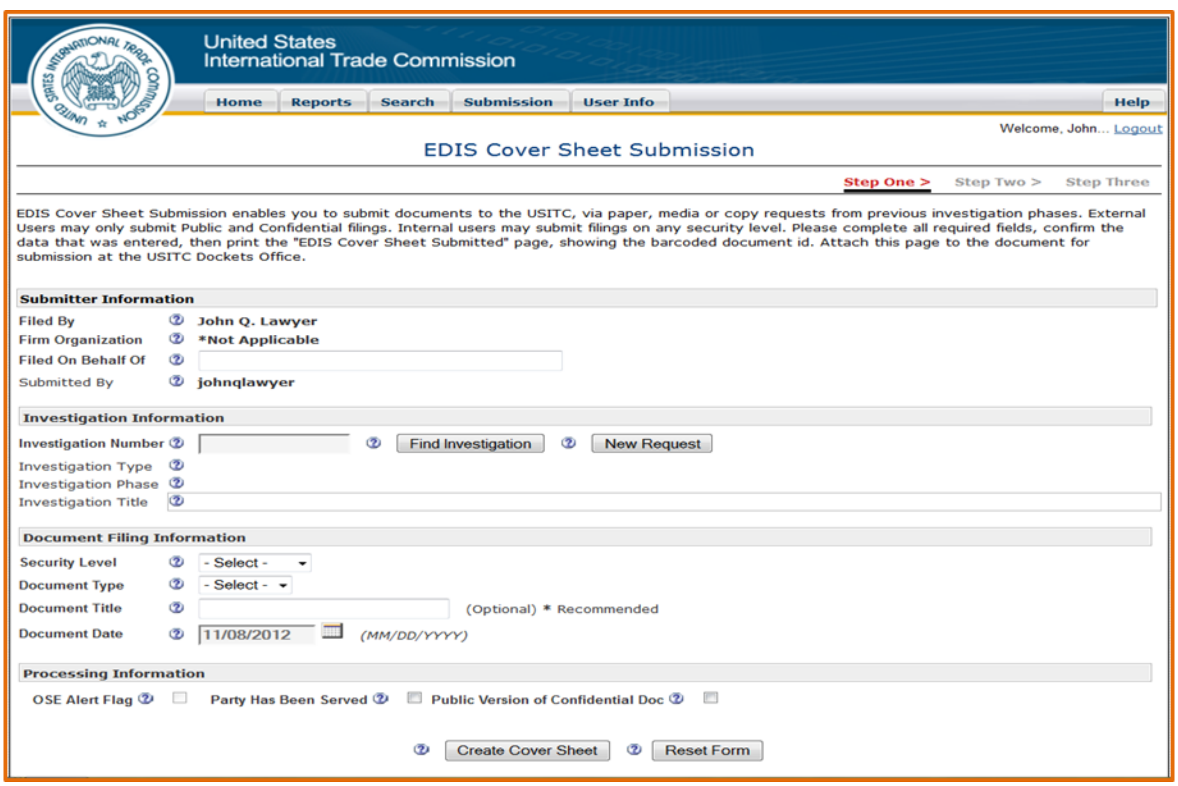


Click Create Cover Sheet as shown below.



Metadata Entry for Cover Sheet Filing

The user must complete the fields as described below. Error messages will be displayed if data is missing or incorrect.



Filed By

This field automatically populates with information according to the User ID under which the user is logged in and may not be edited. **Filed by should be the individual who signed the document being filed.**

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.[13] If the data displayed is incorrect, external users must contact the EDIS Helpdesk at 202.205.3347.

Filed On Behalf Of

Please enter the name of the party you represent (ex: ABC Corp.)

Submitted By

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

Investigation Number

For documents requiring paper filing, there is not yet an assigned investigation number. Therefore, the user must select New Request in this field.
When the user select New Request the investigation number, investigation phase and document type will automatically populate.

Investigation Type

The user must select the investigation type from the drop-down list provided. For example, if you are filing a Section 337 complaint, you would click New Request and then select "Section 337" in the investigation type drop-down list.

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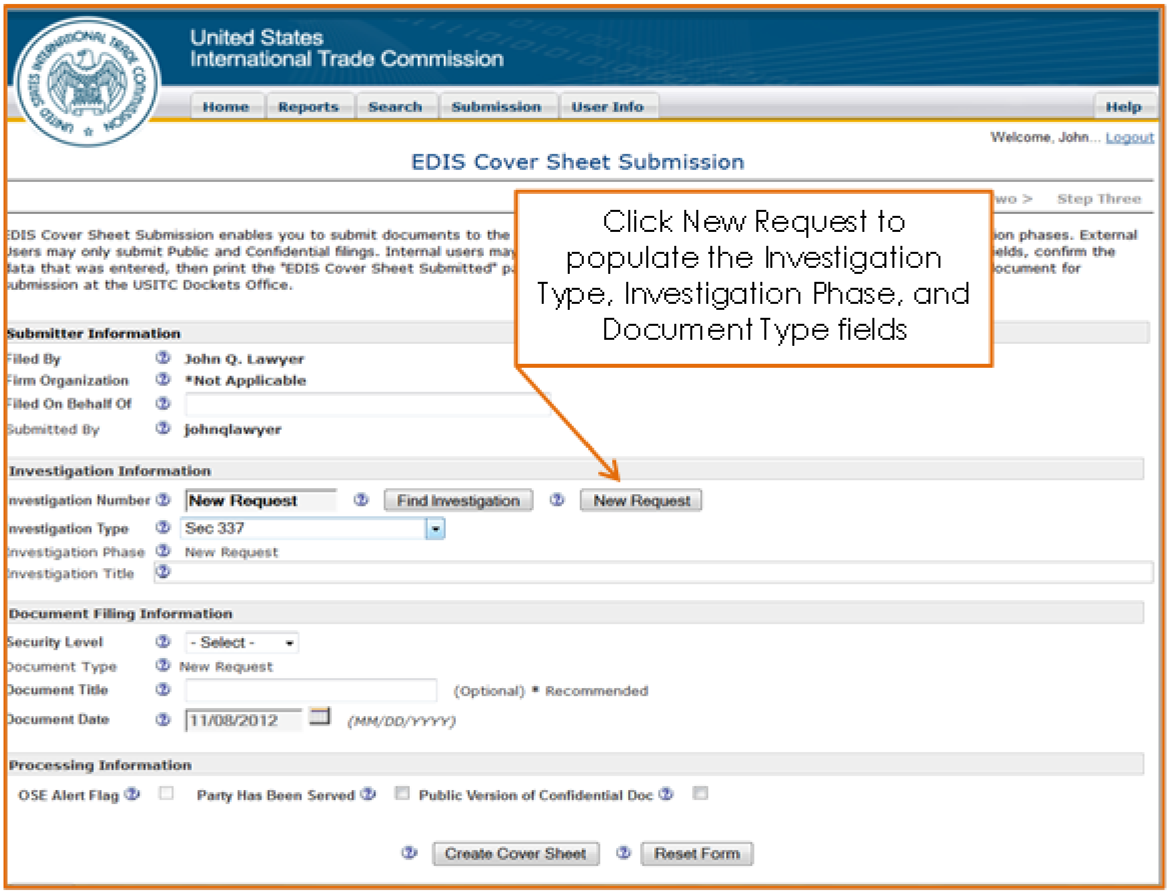
[13] If you recently registered and requested your firm be added to EDIS, you may submit your document with ***Not Listed** as the Firm/Organization. Once USITC Staff adds your firm to EDIS they will update your account and the information of any document you may have submitted.



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.

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* for guidance in selecting the appropriate document title.

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.

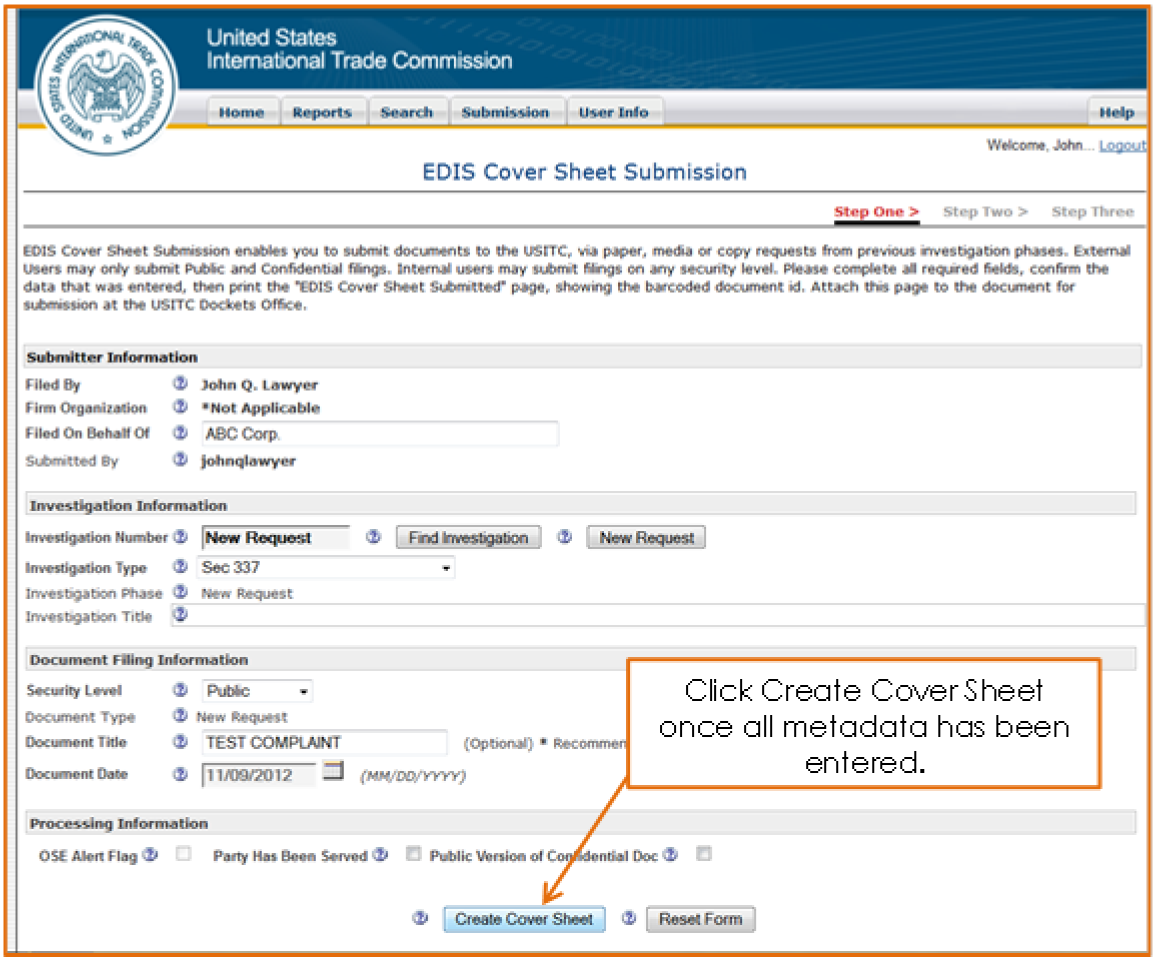
OSE Alert Flag

Users are currently not able to select this option.

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.

Once you have entered in all the metadata pertinent to your document, click Create Cover Sheet, as shown below.

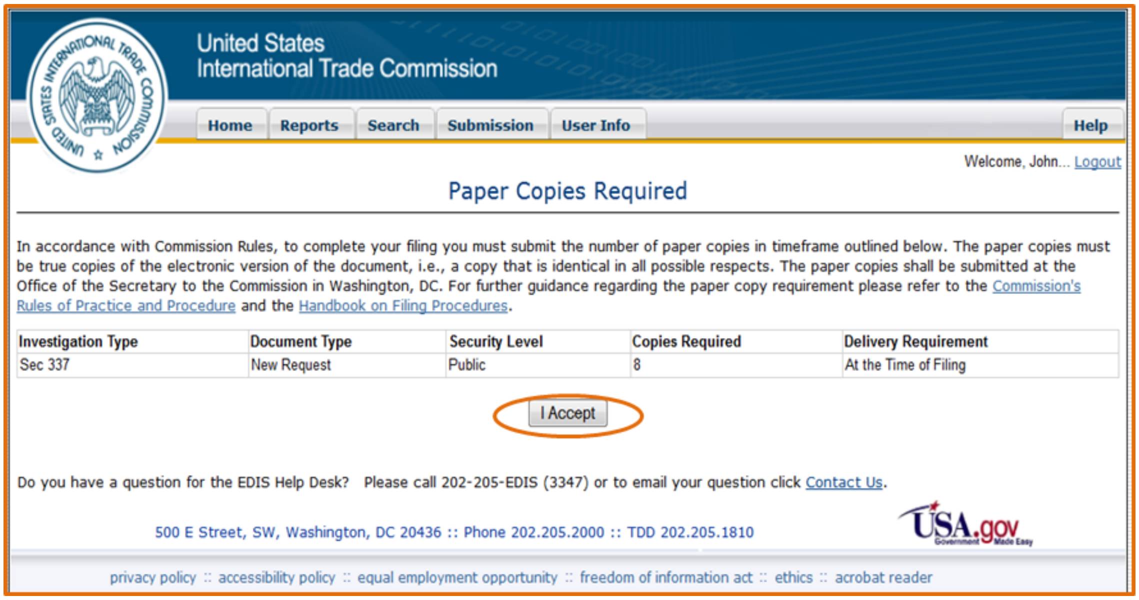


Paper Copy Requirement

For 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, you **must file the original document over-the-counter and bring the appropriate number of copies**, as specified in the Commission's Rules. *See also* the Guidance on Paper Copy Requirements.

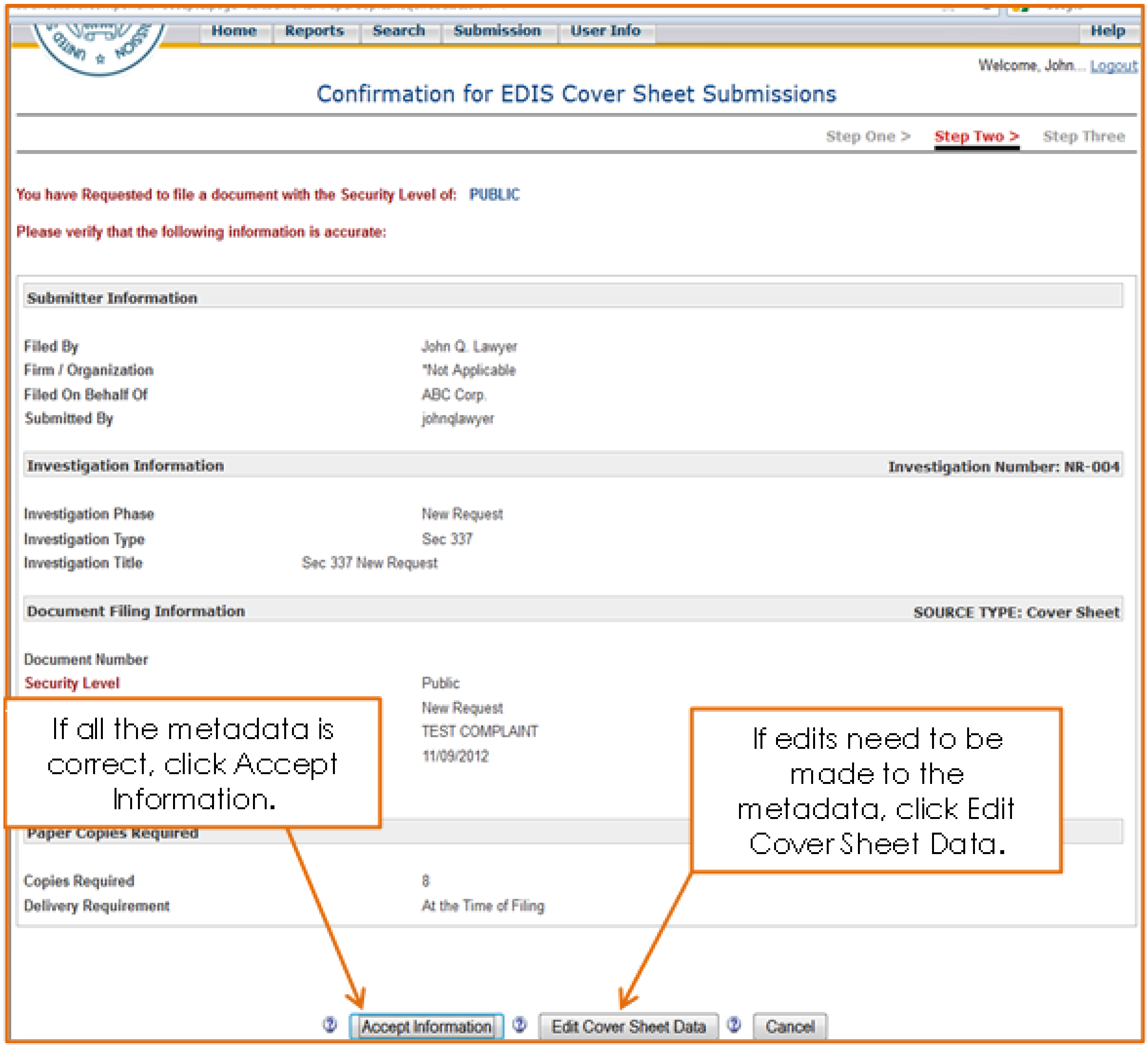
After clicking Create Cover Sheet you will arrive at the Paper Copies Required notification screen. This screen tells you the number of copies (in addition to the original document) that are required and when they are due.

Read the Paper Copies Required screen, shown below, and click I Accept.



Completing the Submission

After clicking, I Accept, you will arrive at a confirmation page, shown below.



Verify the information. If all the information is correct, click Accept Information. To make edits to the metadata, click Edit Cover Sheet Data to return to the EDIS Cover Sheet Submission screen.

Clicking Accept Information will generate the screen below, containing an EDIS document ID number and barcode.[14] **Print the EDIS Cover Sheet.**

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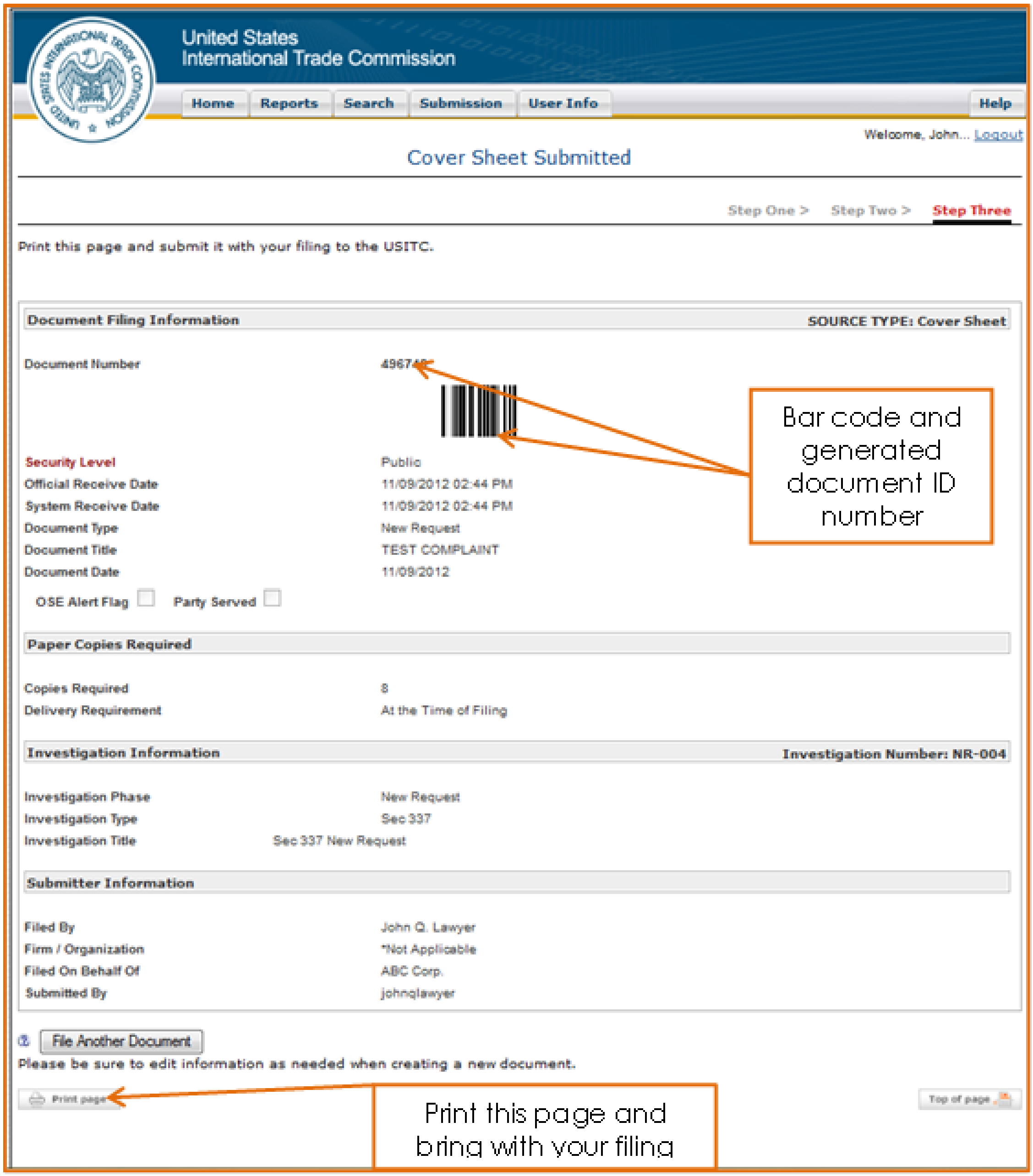
[14] An EDIS cover sheet has not been officially generated system until you arrive at the page with a document number and barcode.



Upon successful creation of the cover sheet, an e-mail notification will be sent to the filer informing them that their cover sheet has been generated.

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[15]
- 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.

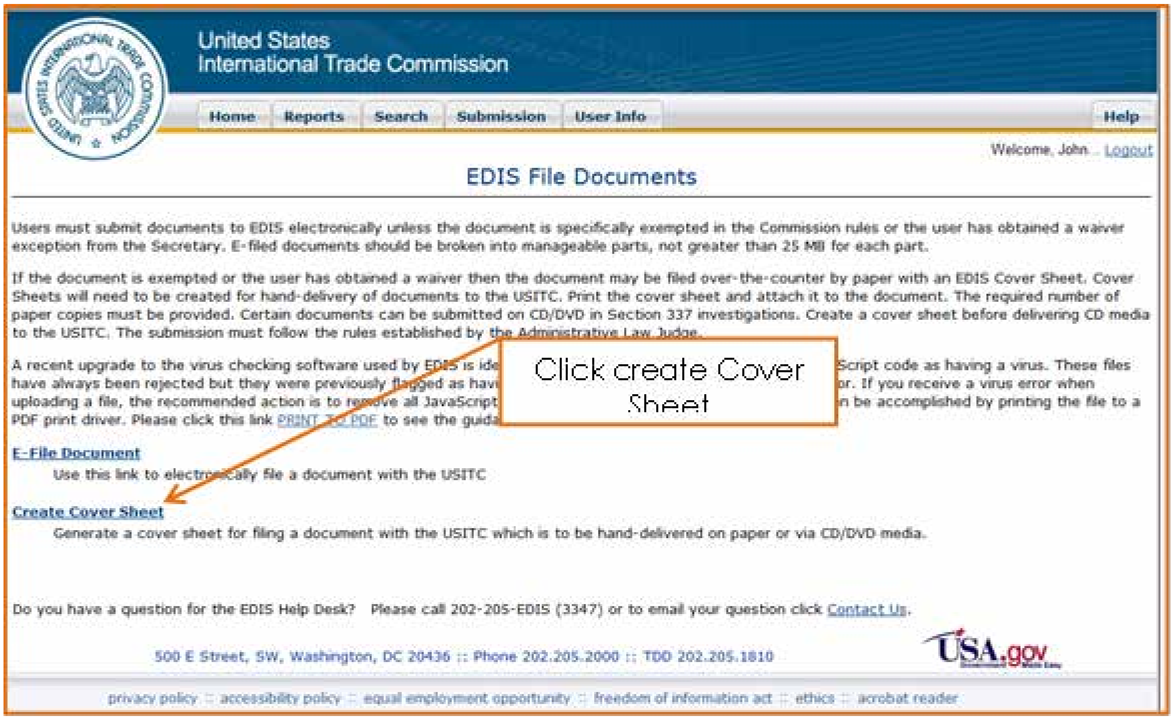
A user must have an EDIS account in order to file documents. Please see the Registering for EDIS section in this guide for instructions on setting up an account.

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

Once logged in, click on the tab marked Submission as shown below.

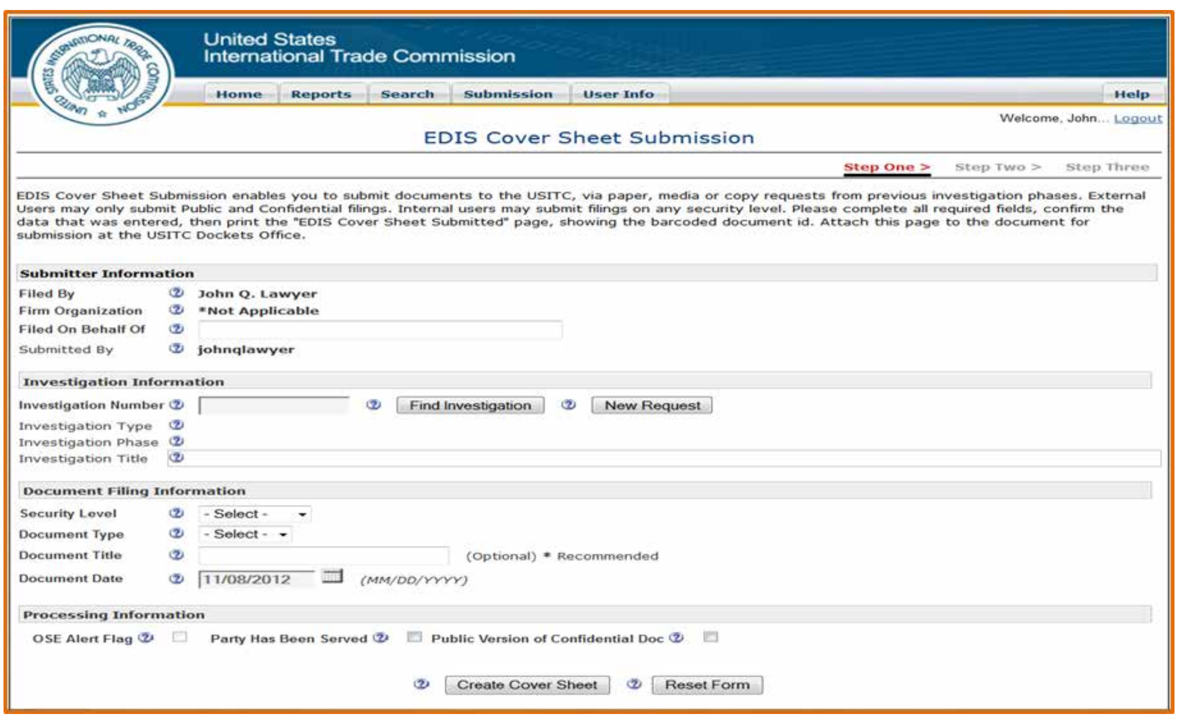
[15] Please see the section of this guide titled CD/DVD Submission for guidance on how to submit your over-the-counter filing on electronic media.

Click Create Cover Sheet as shown below.



Metadata Entry for Cover Sheet Filing

The user must complete the fields as described below. Error messages will be displayed if data is missing or incorrect.



Filed By

This field automatically populates with information according to the User ID under which the user is logged in and may not be edited. **Filed by should be the individual who signed the document being filed.**

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.[16] If the data displayed is incorrect, external users must contact the EDIS Helpdesk at 202.205.3347.

Filed On Behalf Of

Please enter the name of the party you represent (ex: ABC Corp.)

Submitted By

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

Investigation Number

Users may not type the investigation number into this field. Follow the steps for locating your investigation number outlined in the Electronic Filing section of this guide.

Investigation Type, Title, and Phase will automatically populate based on the Investigation Number you select.

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.

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 for guidance in selecting the appropriate document title.

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[16] 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.

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.

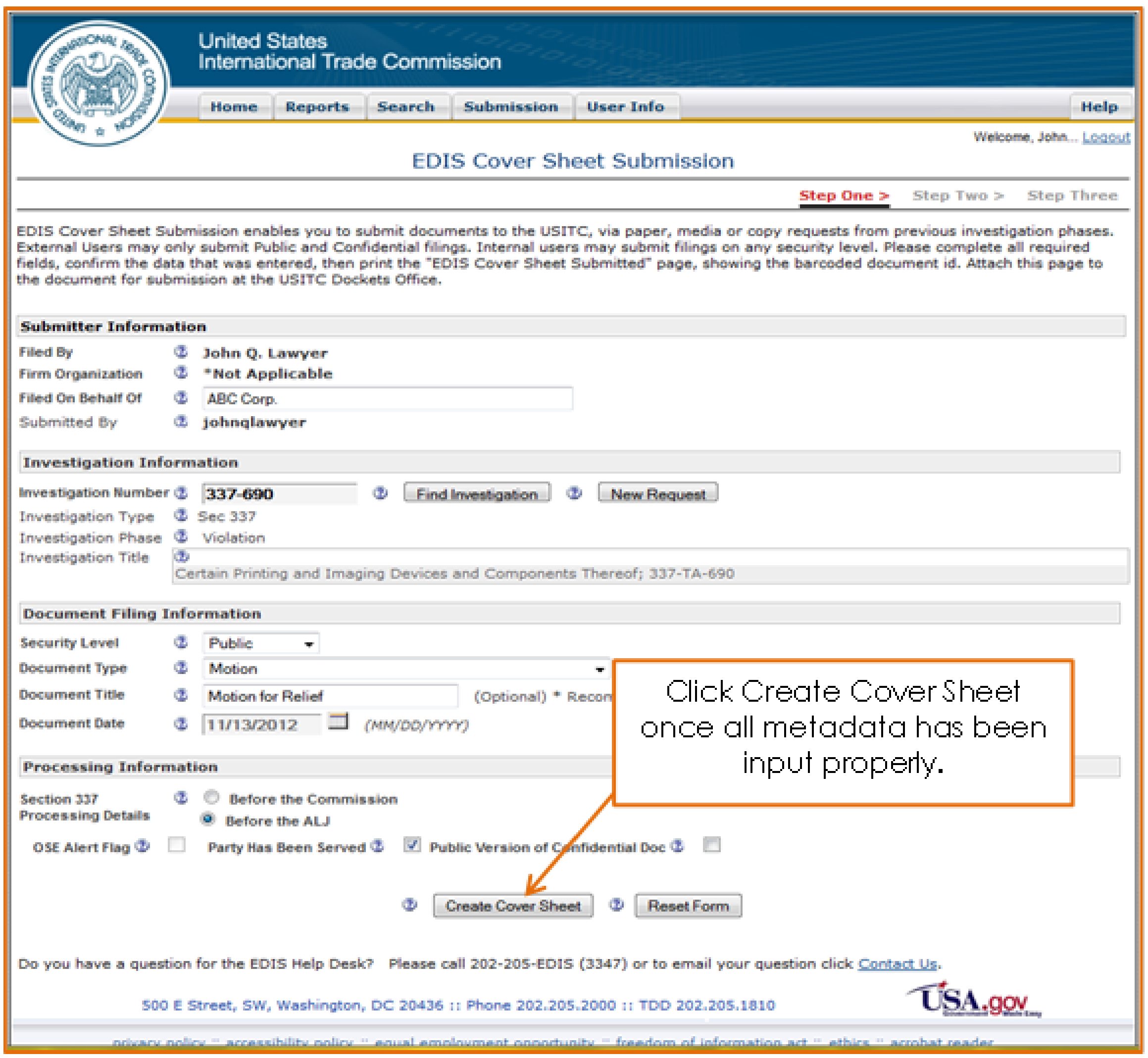
OSE Alert Flag

Users are currently not able to select this option.

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.

Once you have entered in all the metadata pertinent to your document, click Create Cover Sheet, as shown below.



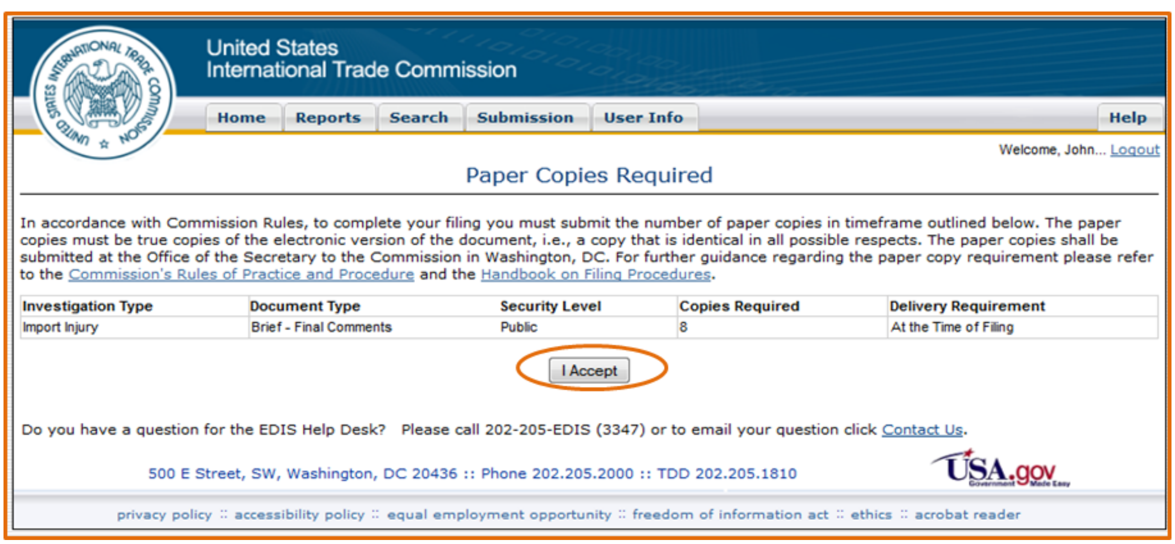
Waiver Request Submission
Once you click Create Cover Sheet to file in paper a document that must be filed electronically absent a waiver, you will be directed to the Electronic Filing Recommended screen shown below.

If you are able to file your document electronically, click Convert to Electronic Filing. All of the metadata you entered on the previous screen will be preserved and you will be given the opportunity to attach PDF documents to your filing. *See* the Electronic Filing section of this guide for information regarding how to proceed with filing a document electronically.

If you would like to proceed with filing over-the-counter, you must select a Cover Sheet Exception Reason, from the drop-down list, as shown on the following page, **and** summarize why you are requesting a waiver in the Cover Sheet Exception Detail field. Once the reason is selected and detail filled in, click Continue with Cover Sheet.

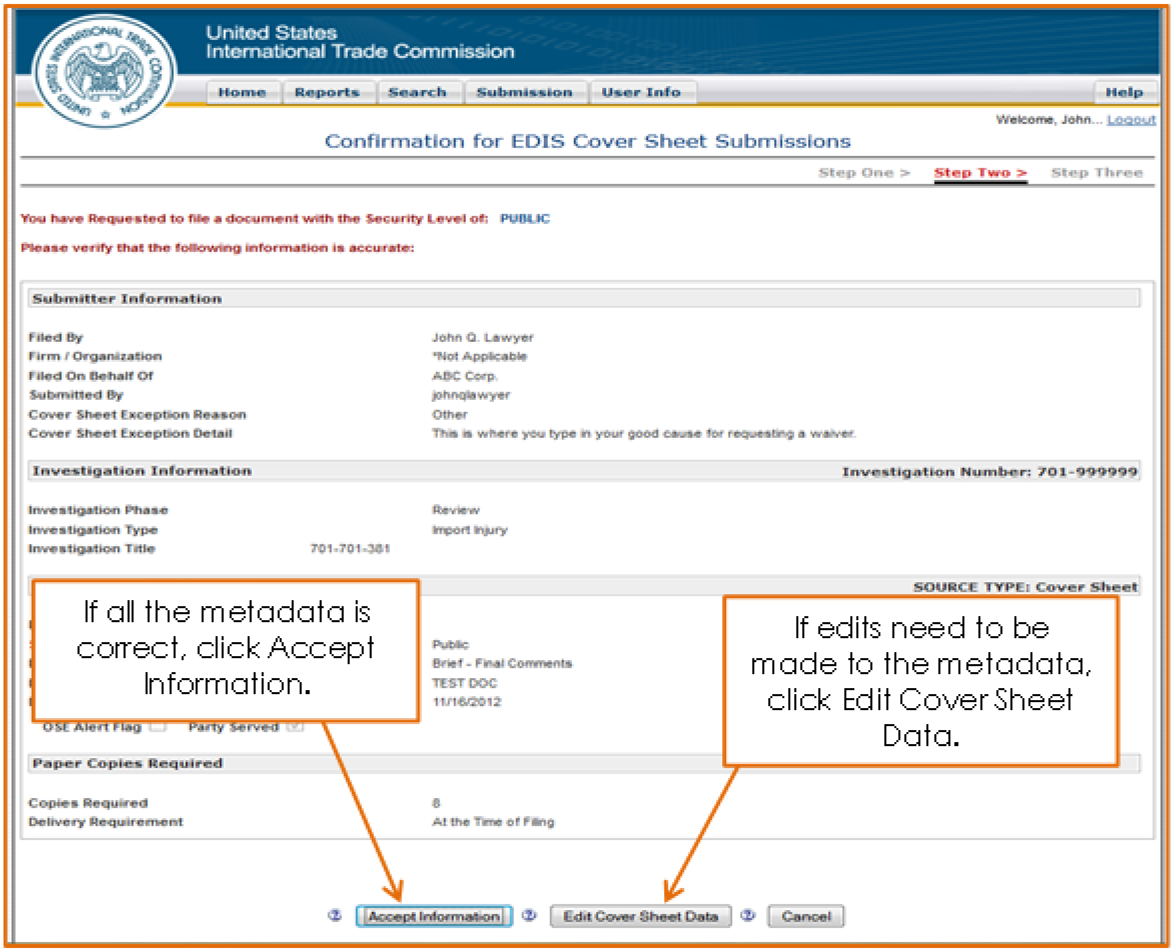
Paper Copy Requirement

After clicking Continue with Cover Sheet you will arrive at the Paper Copies Required notification page. This page tells you the number of copies (in addition to the original document) that are required and when they are due. Read the Paper Copies Required page, shown below, and click I Accept.



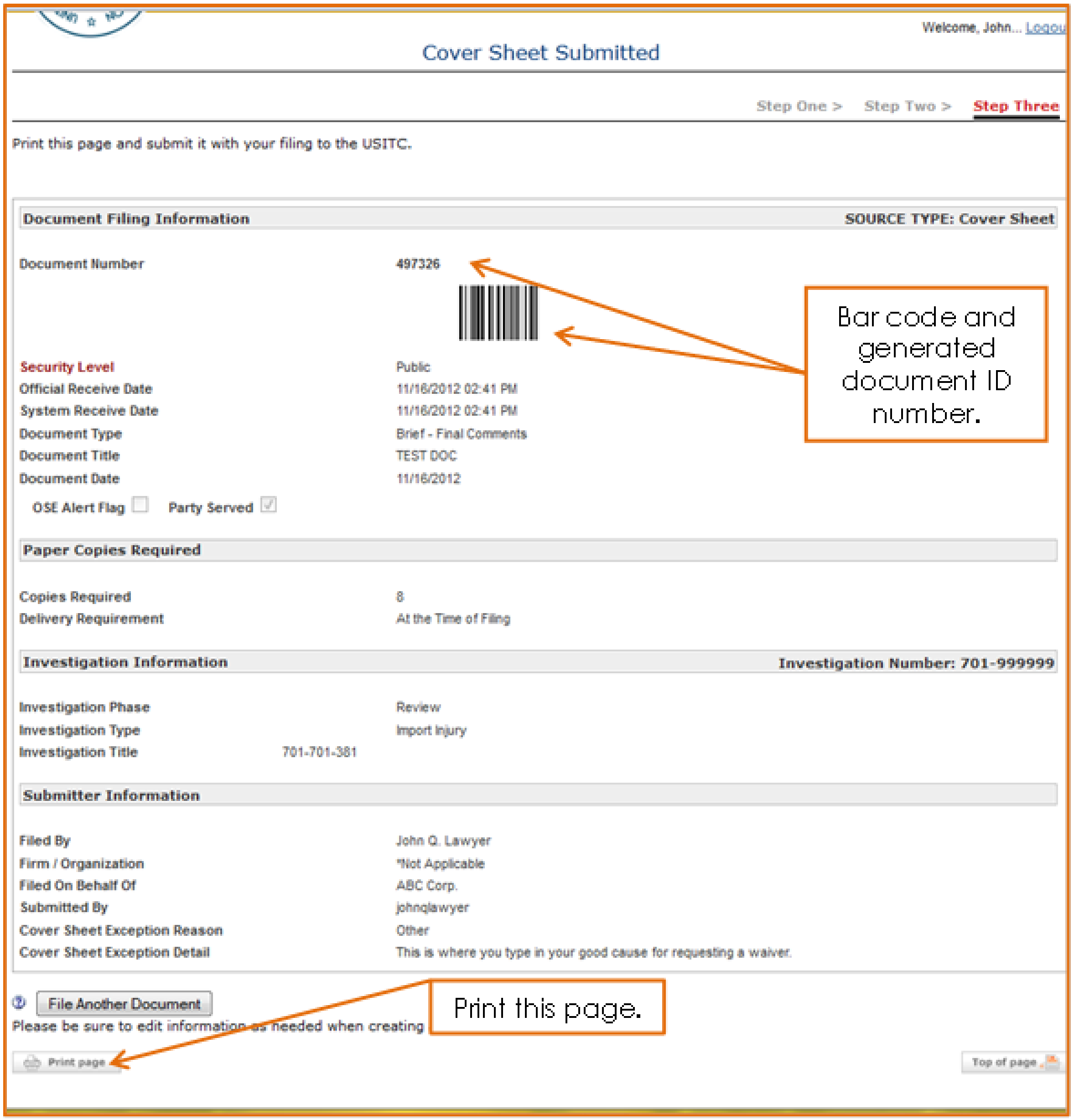
Completing the Submission

After clicking, I Accept, you will arrive at a confirmation page, shown below.



Verify the information. If all the information is correct, click Accept Information. To make edits to the metadata, click Edit Cover Sheet Data to return to the EDIS Cover Sheet Submission page.

Clicking Accept Information will generate the page below, containing an EDIS document ID number and barcode.[17] **Print the EDIS Cover Sheet.**



Upon successful creation of the cover sheet, an e-mail notification will be sent to the filer informing them that their cover sheet has been generated.

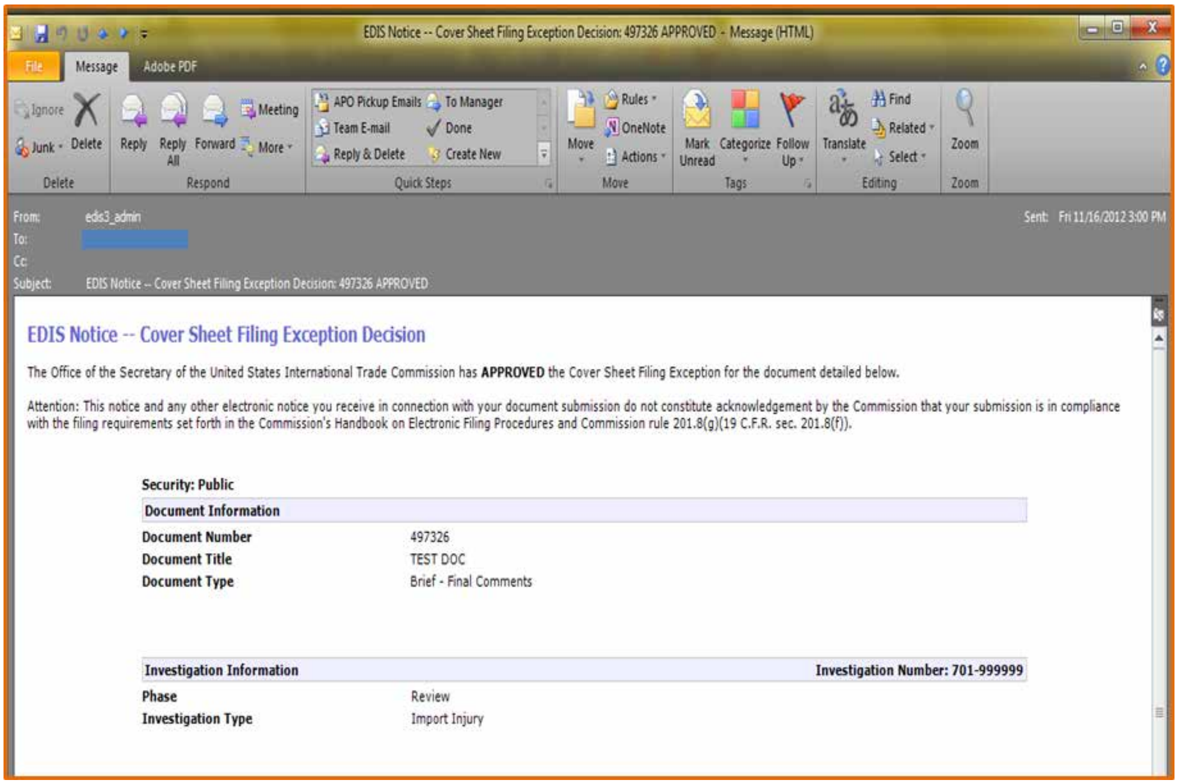
Commission Action Upon Receipt of Waiver Request

Once an EDIS cover sheet is created using the steps above, an automated email notification alerts the Secretary to the Commission that a waiver has

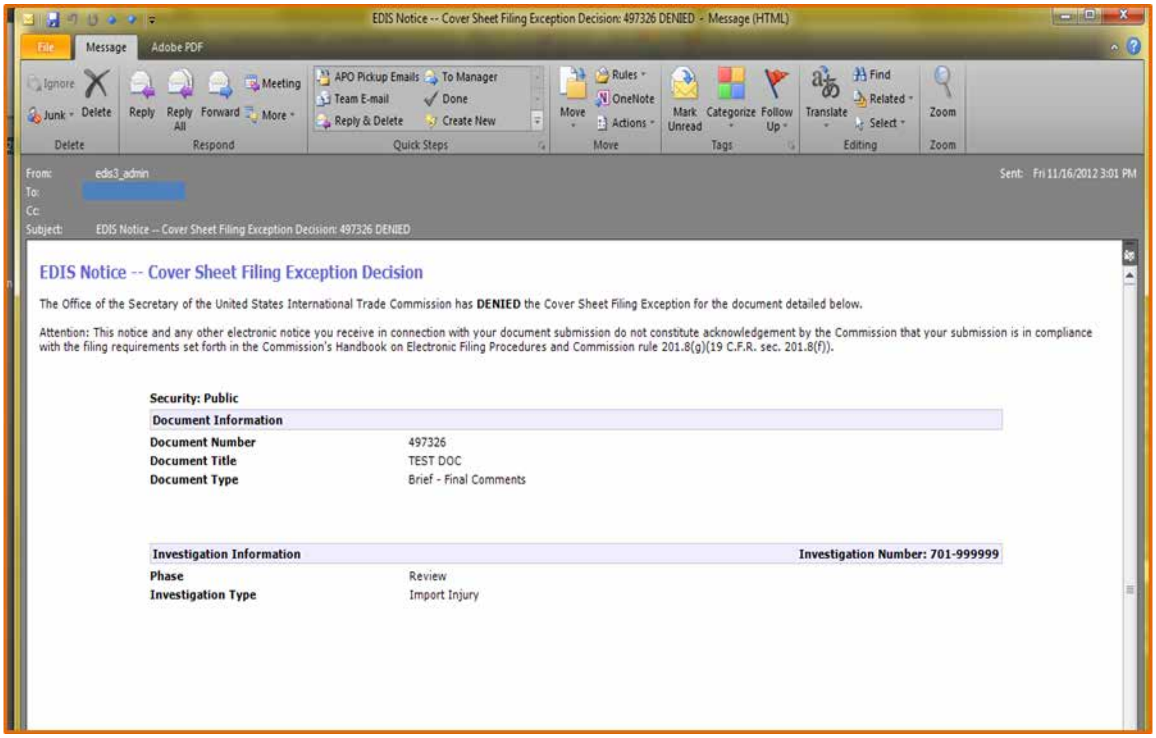
[17] An EDIS cover sheet has not been officially generated system until you arrive at the page with a document number and barcode.

been requested and provides the waiver reason and detail entered on the Electronic Filing Recommended screen.

The Secretary will act upon this request within a reasonable time. The Secretary's decision will be emailed to the email address on the EDIS account that was used to generate the cover sheet. This email, examples of which are shown below, will come from the EDIS system and be titled EDIS Notice – Cover Sheet Filing Exception Decision.



If the Secretary **granted** your request as shown above, you **must print out** the email granting the request and attach to the filing for delivery to the Commission. *See* the Delivering Your Filing to the Commission section of this guide.



If the Secretary **denied** your request as shown above, you **must electronically file**.

Delivering Your Filing to the Commission

If your request for waiver was granted, bring the following to:

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

- Original document[18]
- The requisite number of copies (see the Guidance on Copy Requirements
- EDIS Cover Sheet
- E-mail: EDIS Notice – Cover Sheet Filing Exception Decision

CD/DVD Submission

Filers are required to file exhibits and appendices to complaints and petitions in CD or DVD format. Filers are encouraged to file lengthy over-the-counter submissions on CD/DVD media.

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[18] 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.

All CD/DVD submissions must meet the following guidelines:

- Please provide, at minimum, the signed cover letter and certificate of service (where required) in paper form.
- All CD/DVD submission must be filed with an EDIS cover sheet. Please refer to the Paper Filing section of this guide for instructions on how to generate an EDIS cover sheet. If any document on the CD is confidential, the entirety of the CD will be treated as confidential on EDIS and the EDIS cover sheet for that CD must be coded as Confidential.
- All CDs and DVDs must be compatible for upload into EDIS. As such, all files/documents on the CD or DVD must meet EDIS technical requirements, as listed in the Preparing a Document for Filing section of this guide.

Please refer to the separate document, EDIS 3 User Guide - Submitting Electronic Media for tips on creating good PDFs and CD formatting requirements.

Filers may test their CDs and DVDs for compliance with EDIS technical requirements at any time prior to filing by bringing a copy to Docket Services, Room 112A during business hours.

In addition, for Section 337 cases, please refer to the Administrative Law Judge’s ground rules and/or relevant orders regarding submission of CDs and DVDs for guidance on appropriate formatting and naming conventions. For example, post-trial exhibits are submitted directly to the Administrative Law Judge and must follow the EDIS technical requirements *as well as* naming conventions prescribed by the presiding Administrative Law Judge.

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 documents are not able to be viewed by the public.

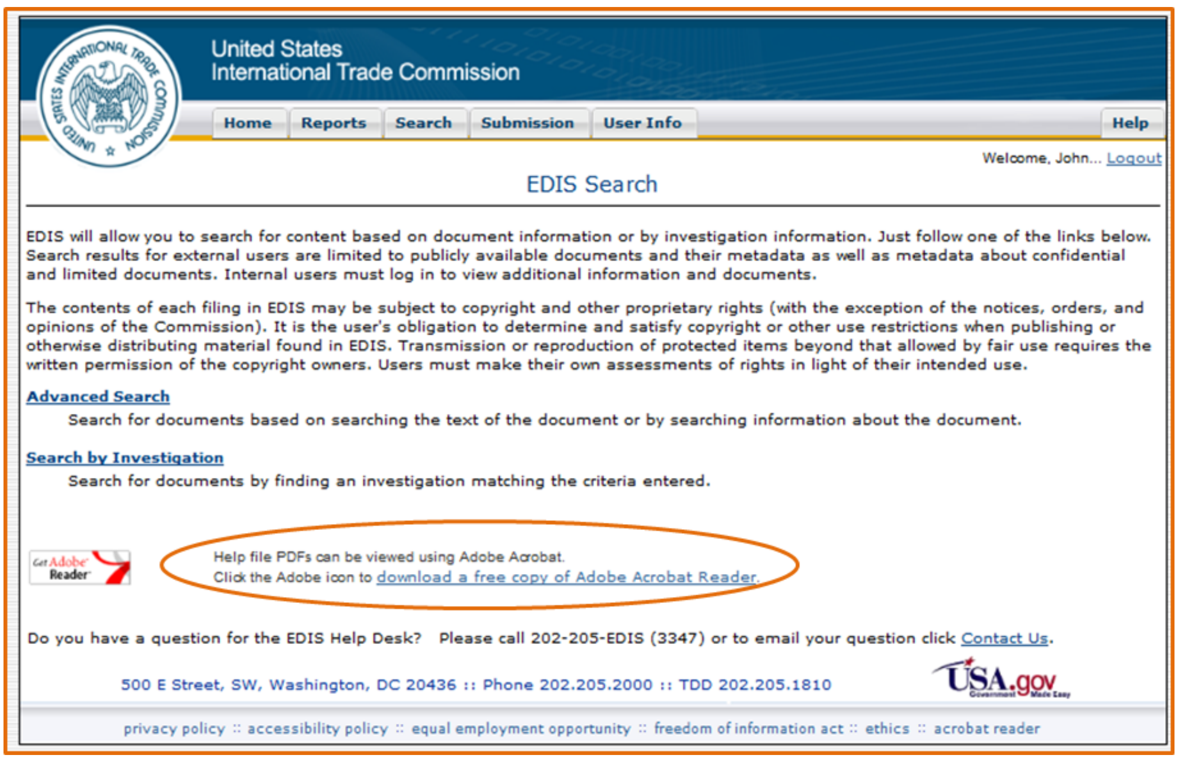
Upon validation, an email notification will be sent to the email address provided for the account under which the filing was submitted.

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

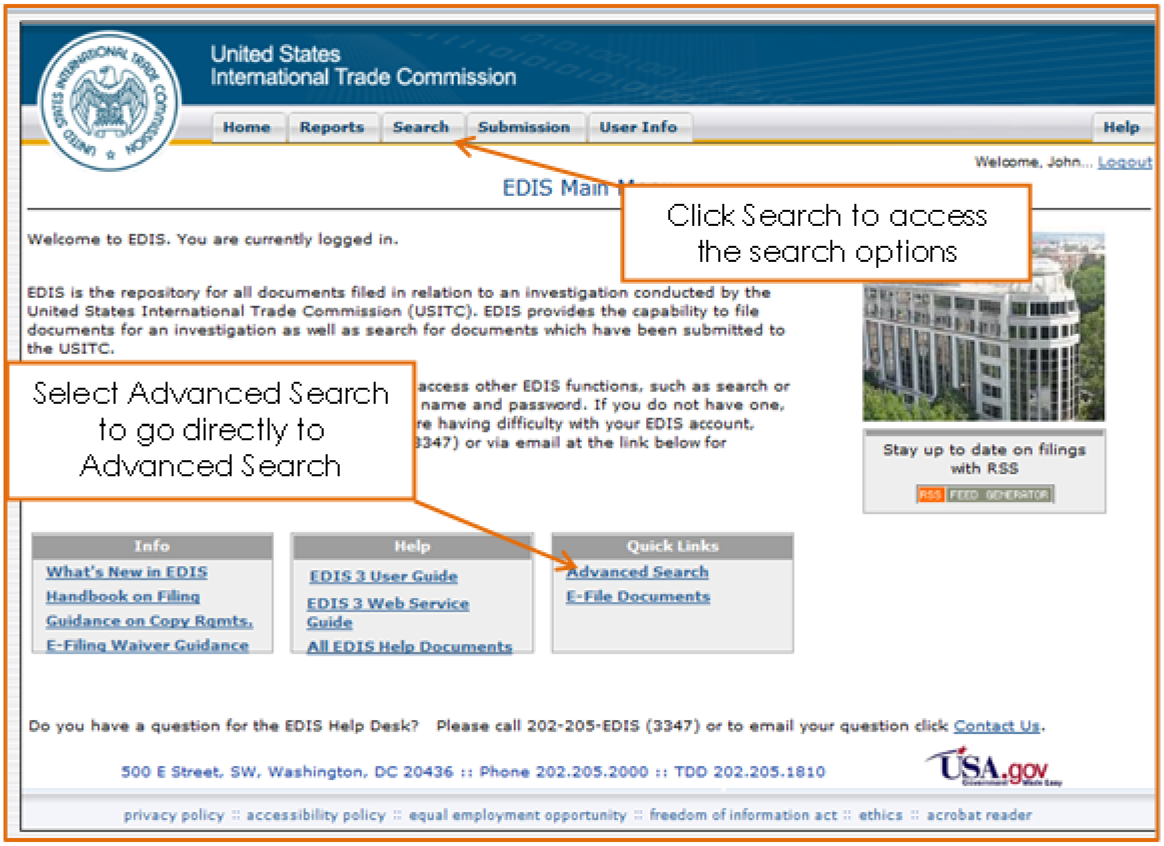
General Information

- Users must be registered and logged in to search for documents in EDIS. *See* the Registering for EDIS and Logging Into EDIS 3 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.

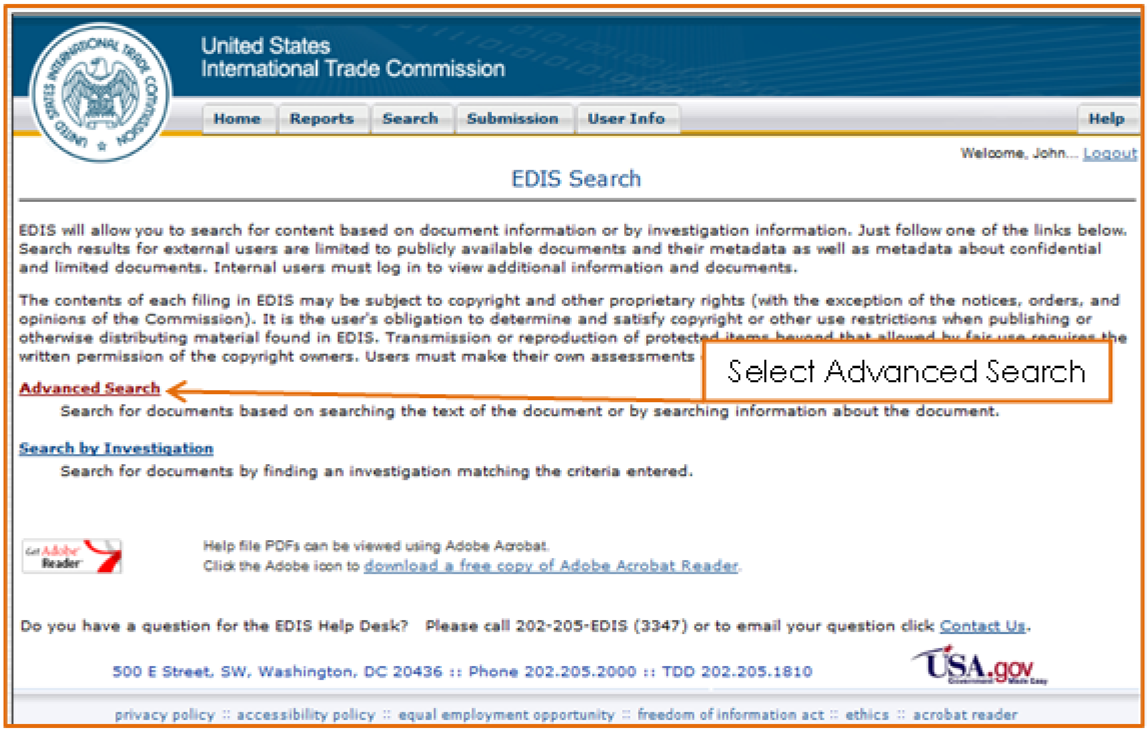


Advanced Search

Once logged in and on the Main Menu screen, shown below, users may click on the Search tab to go to the Search menu or use the Quick Link for Advanced Search.



If the user selected the Search tab, the user will be directed to the page pictured below. Choose the Advanced Search option.



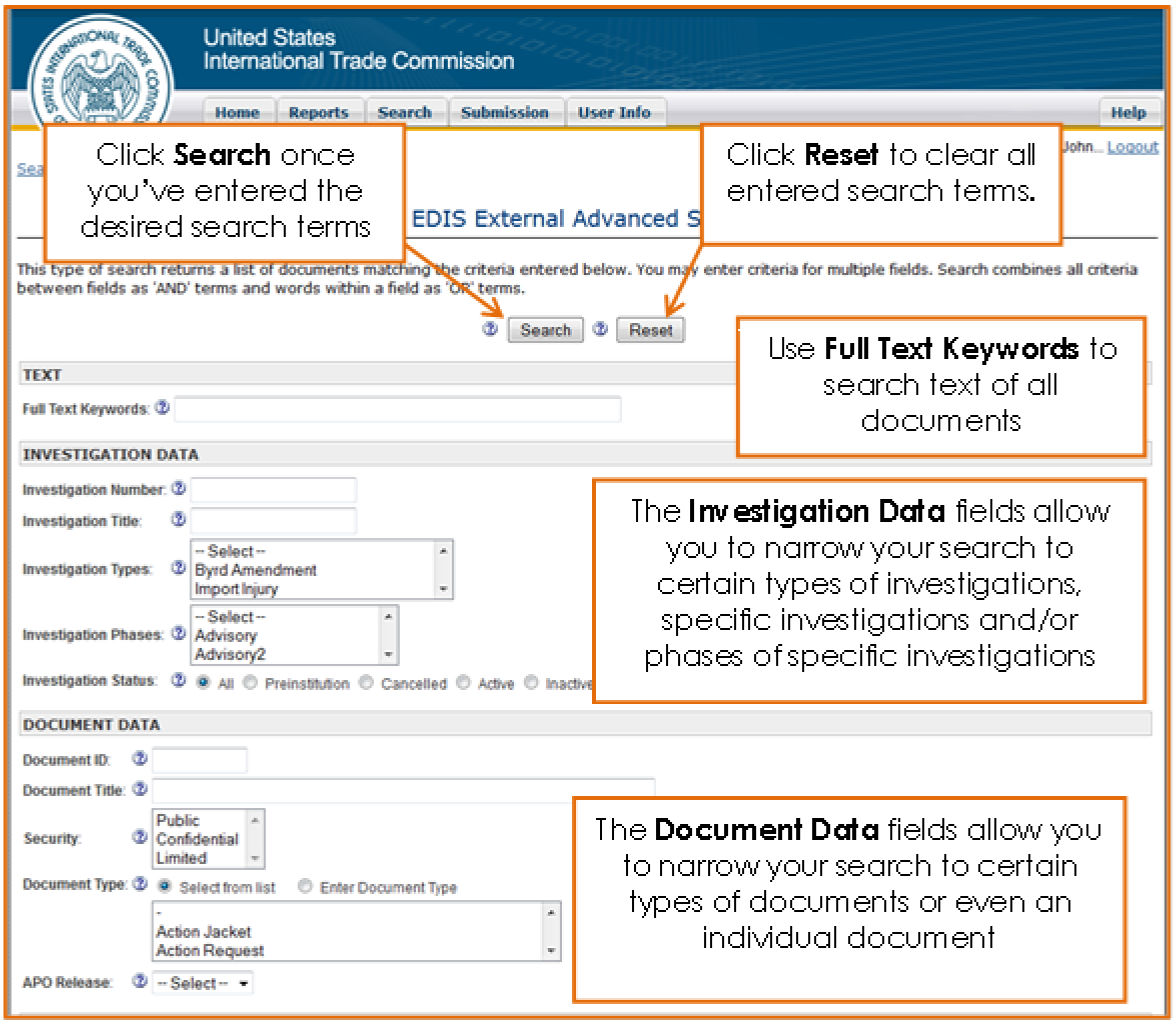
The Advanced Search option provides numerous filters to tailor search results. Each field on the Advanced Search page may be used individually or in conjunction with others to filter the search. Simply enter the desired search terms in the appropriate fields and select Search. To clear all the fields click Reset.

Search Tip #1: Entering Multiple Search Terms

Click Here to See Tip

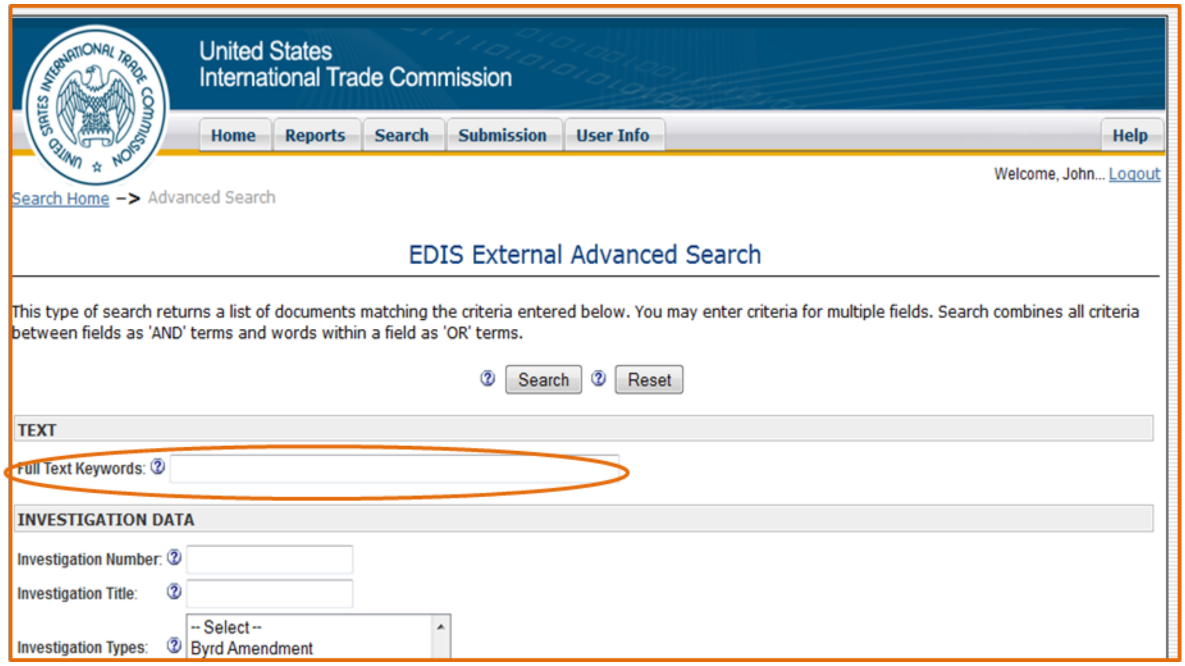
Search Tip #2: Selecting More Than One From a Drop-Down List

Click Here to See Tip



Searching Text

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



A single word or phrase may be entered in the Full Text Keywords field. To search for a phrase, surround the words with quotation marks. For example, to search for the exact phrase "Motion to Compel" type **"**Motion to Compel**" (in quotes)** 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 the user cannot currently use full text keyword search to search for investigation numbers, patent numbers or product model numbers.

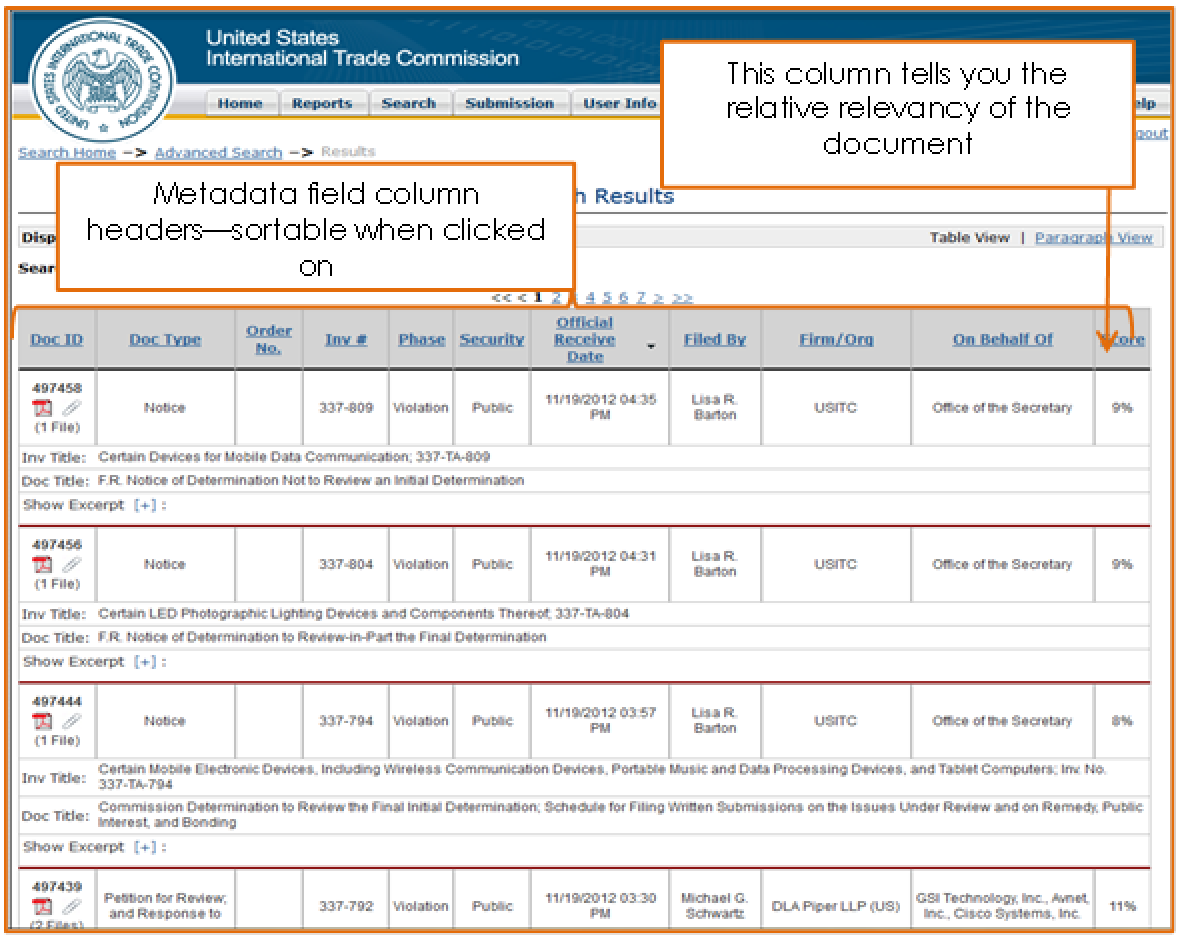
Viewing Results of Keyword Search

The Search Results page, shown on the following page, provides a "hit list" of documents that matched the search criteria.[19] The hit list contains high-level metadata for each document, including, the document type,

[19] For external users, the full text keyword search will *only return public documents* on the Search Results page.

investigation number, official receive date, and document title. All of the column headers on the Search Results page may be clicked on and sorted by.

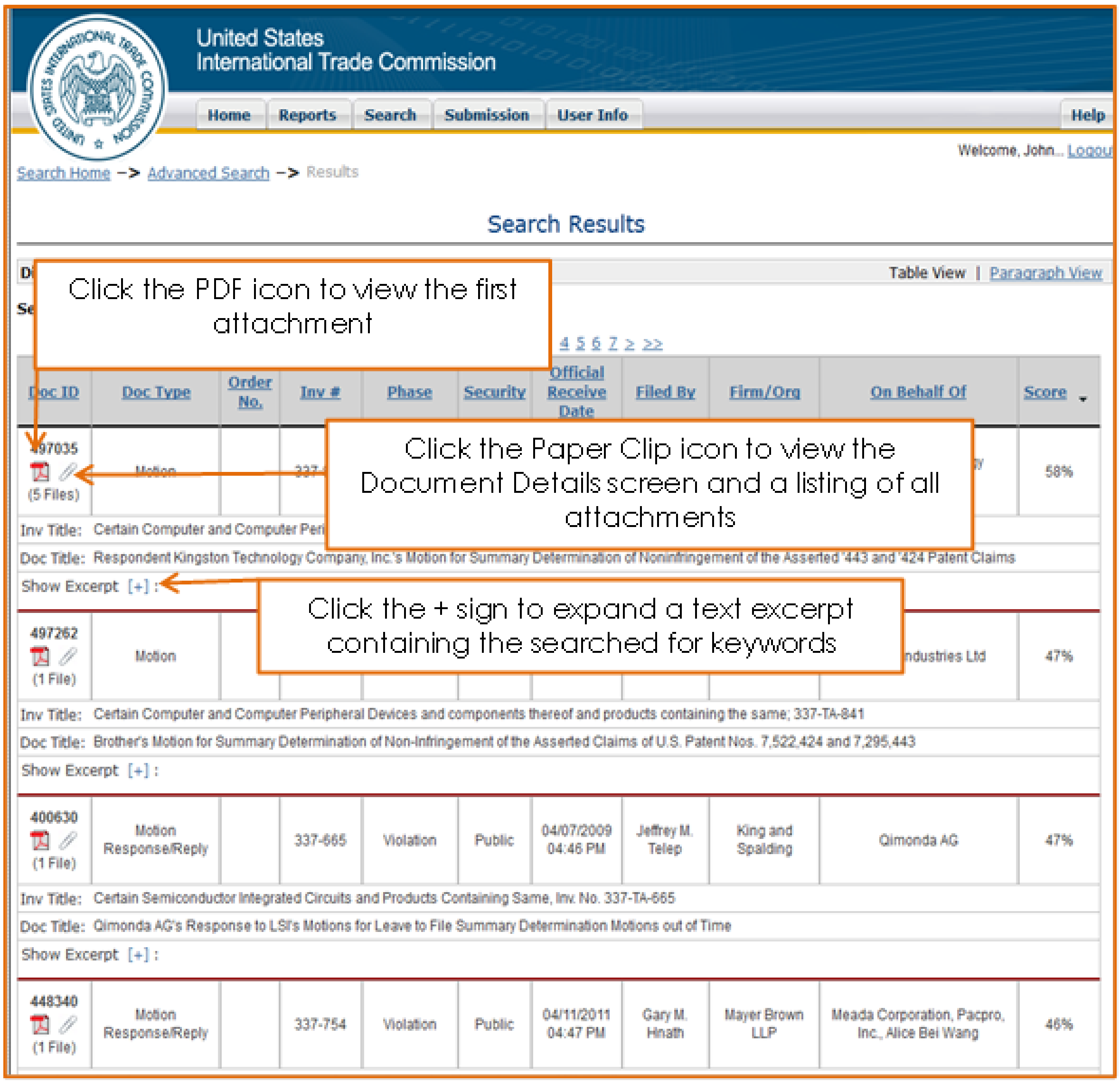
The column farthest to the right contains a Score. This score is a percentage that approximates how well that document matched your search criteria, or how prevalent your keywords were in that document. Click on Score to have the documents with the highest relevancy score appear first in the list.



Click on the (+) sign next to Show Excerpt to expand a text extract containing the keywords you searched for.

If you would like to view the attached document, click the PDF icon alongside the document you wish to view.[20]

If there are multiple documents attached to a single filing (as indicated by the number of files in parentheses beneath the PDF icon), you will need to first click the paper clip to get to the Document Details screen, shown on the following page, and then click on the individual documents you would like to view.



[20] Note that clicking the PDF icon will bring up the first attachment where there are multiple attachments.

Home | Reports | Search | Submission | User Info | Help

Welcome, John... Logout

Search Home -> Advanced Search -> Results -> Doc Details

Document Details

DOCUMENT DETAILS **STATUS: Validated**

Document ID: 497035
Document Title: Respondent Kingston Technology Company, Inc.'s Motion for Summary Determination of Noninfringement of the Asserted '443 and '424 Patent Claims
Security: Public
Document Type: Motion

Investigation Number: 337-841
Investigation Title: Certain Computer and Computer Peripheral Devices and components thereof and products containing the same; 337-TA-841
Investigation Phase: Violation
Investigation Type: Sec 337
Investigation Status: Active
Docket Number: 2889

This page shows you all the metadata for the document

Filed by: David M. Hoffman
Firm / Organization: Fish & Richardson PC
On Behalf of: Kingston Technology Company, Inc.
Document Date: 11/14/2012
System Receive Date: 11/14/2012 05:25 PM
Official Receive Date: 11/15/2012 08:45 AM
APO Release: No
OSE Alert: No
Party Served: Yes
Section 337 Processing: Before the ALJ
Copies Delivered: 0
Copies Required: 2

Action Request Number:
CBI Number:
Action Jacket Control Number:
APO Number:
Memorandum Control Number:
Motion Number: 841-046
Order Number:
Publication Number:
Federal Register Number:

Click on the File ID of the individual attachment you wish to view

ATTACHMENTS

Displaying 1 - 5 of 5 Attachments

Order	File ID	Title	Size	Page Count	Create Date
1	799890	Kingston Motion for Summary Determination of Noninfringement of '443 and '424 - PUBLIC VERSION	502540	2	11/14/2012 05:22 PM
No text to view.					
2	799891	Kingston Memorandum ISO Motion for Summary Determination - PUBLIC VERSION.pdf	593469	10	11/14/2012 05:23 PM
No text to view.					
3	799892	Kingston Statement of Undisputed Facts ISO Motion for Summary Determination - PUBLIC VERSION.pdf	509711	2	11/14/2012 05:23 PM
No text to view.					
4	799893	Declaration of Joel Tang ISO Kingston Motion for Summary Determination - PUBLIC VERSION.pdf	493210	2	11/14/2012 05:24 PM
No text to view.					
5	799894	Certificate of Service	110085	4	11/14/2012 05:25 PM
No text to view.					

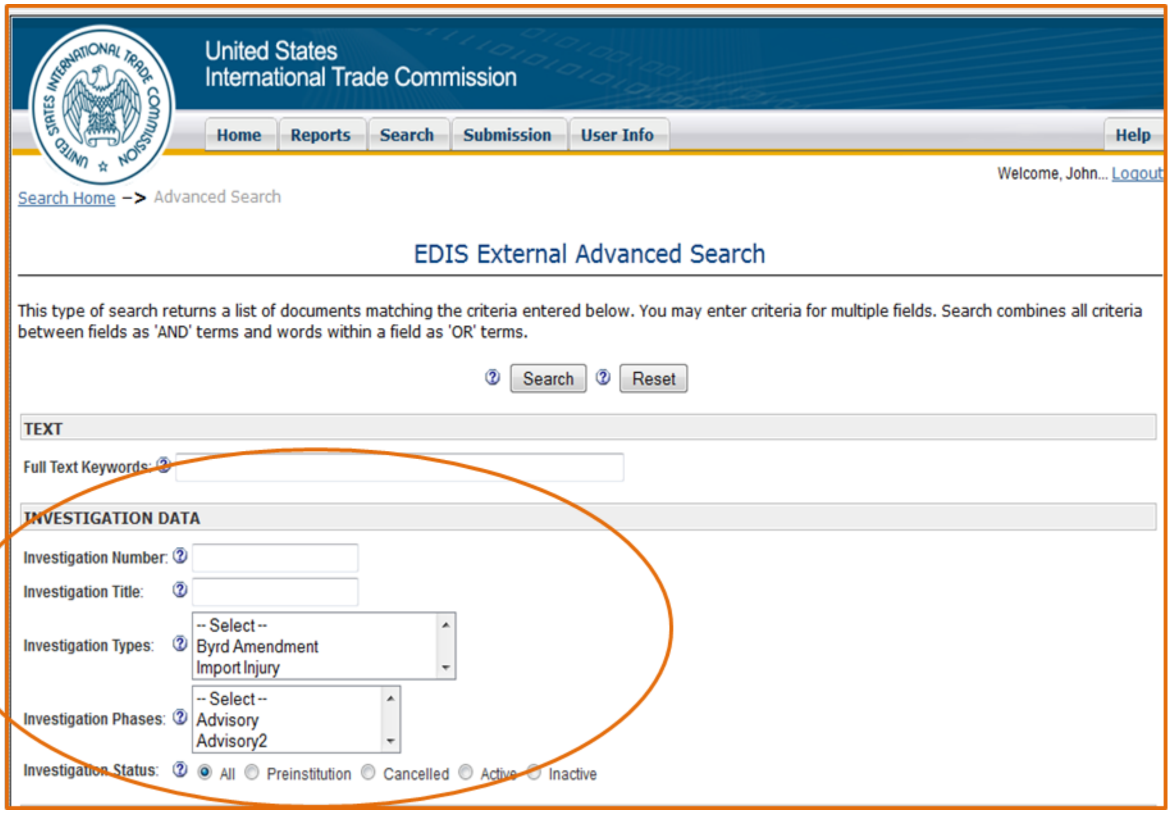
Print page | Top of page

Do you have a question for the EDIS Help Desk? Please call 202-205-EDIS (3347) or to email your question click Contact Us.

500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810

privacy policy | accessibility policy | equal employment opportunity | freedom of information act | ethics | acrobat reader

Searching Investigation Data



Investigation Number

Users can search by investigation number or, if a pre-institution Section 337 investigation, docket number.[21] All documents pertaining to that investigation will be under the investigation number, including the original complaint or petition.

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

---

[21] Once an investigation is given an official investigation number, the docket number will no longer be searchable in EDIS.

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 Phase

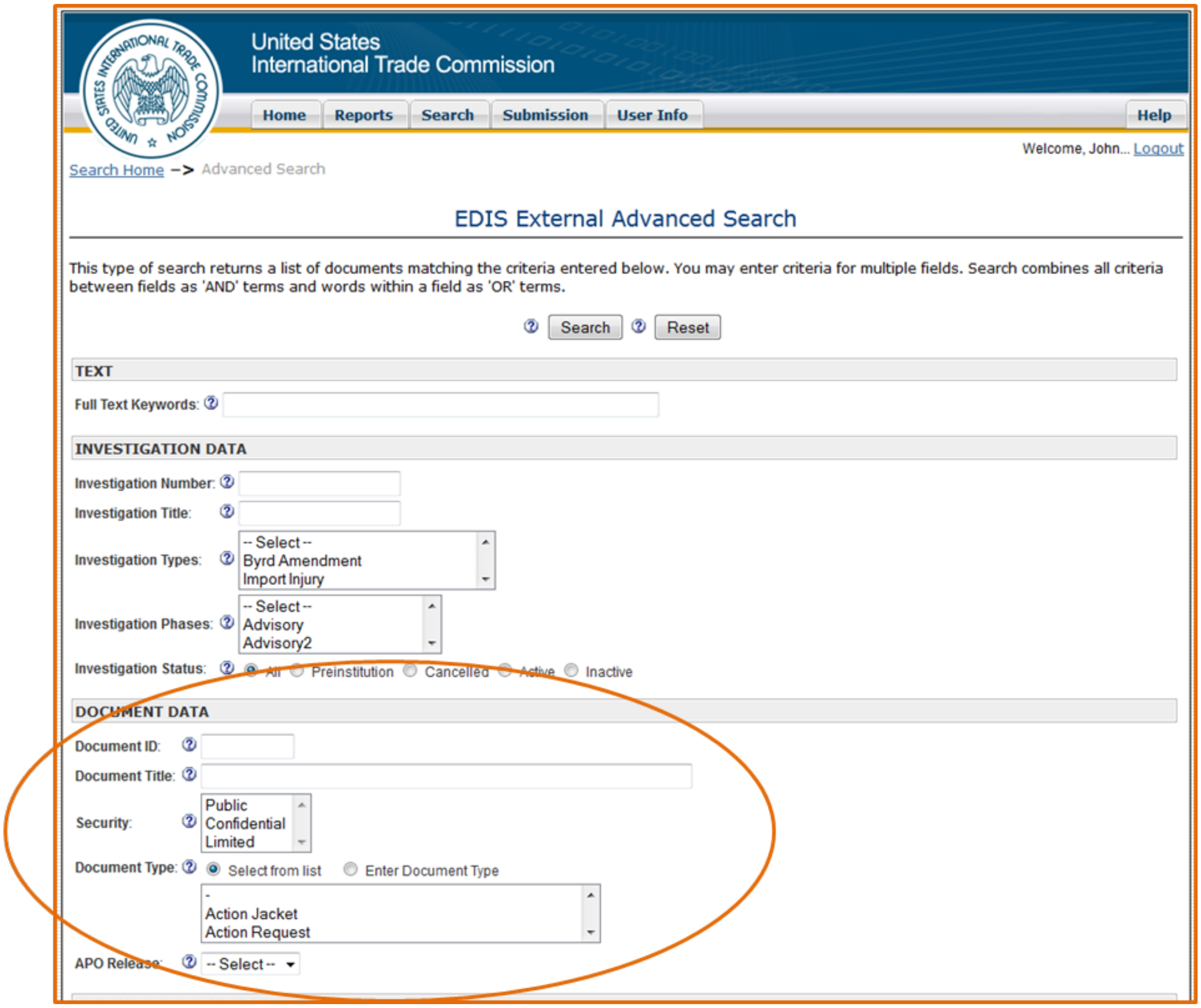
Some investigations have more than one phase and you can narrow your results by selecting the phase desired. Not selecting a phase will return results for all phases of the investigation.

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 pictured and described in further detail below.



Document ID

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

Document Title

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

Security
Use this field to narrow results by security level. Leaving this field blank will allow all security levels to be included in the search results. As an external user selecting Confidential and/or Limited will only return **document data**. External users are not able to view the confidential or limited PDFs or text excerpts.

Document Type
This field allows users to search for documents by their type, i.e. Petition, Motion, Order, etc. Users may only select pre-existing document types from the drop down menu. To select multiple document types, hold down the ctrl key while selecting document types.

Search Tip #6: Searching for Section 337 Orders

Click Here to See Tip

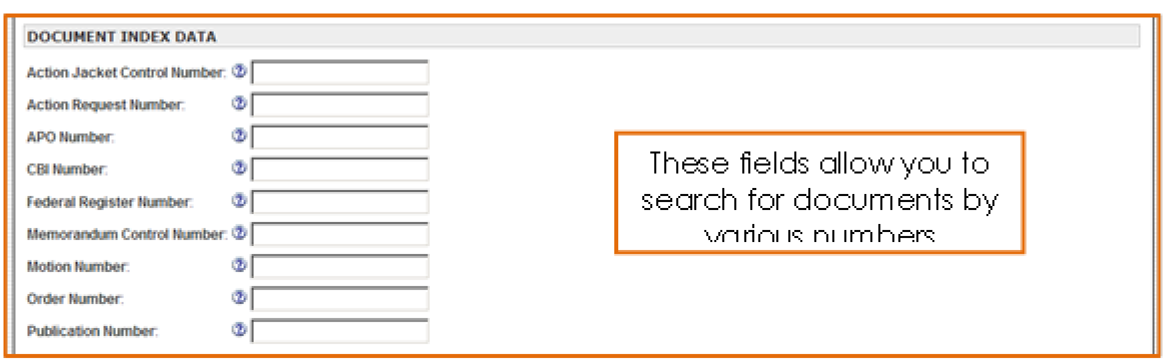
Search Tip #7: Adding Index Control Nos.

Click Here to See Tip

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

Searching Document Index Data

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



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

Action Jacket Control Number
Action jacket control numbers are assigned to Action Jacket documents, which are largely of a privileged nature and therefore not viewable in any respect by external users.

Action Request Number
Action request numbers are sequentially assigned by fiscal year to Action Request documents, which are generally those documents that request some action be taken by the Commission.

APO Number
APO numbers are assigned sequentially by fiscal year to each firm participating in an import injury investigation and identified on certain documents to track administrative requests and responses for that firm in that investigation.

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).

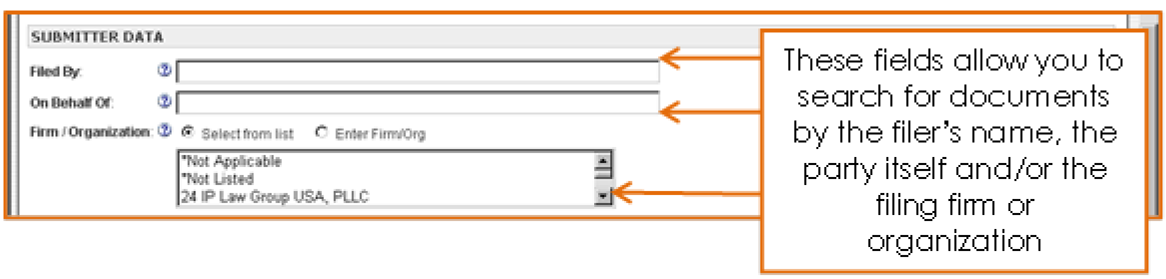
Order Number
Order numbers are assigned by the presiding administrative law judge in a Section 337 investigation and uniquely identify each order or initial determination. The order number field is typically formatted as a cardinal number with no prefix or leading zeroes (eg. 6). When searching for a 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 On Document Index Data

[Click Here to See Tip](#)

Searching Submitter Data



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

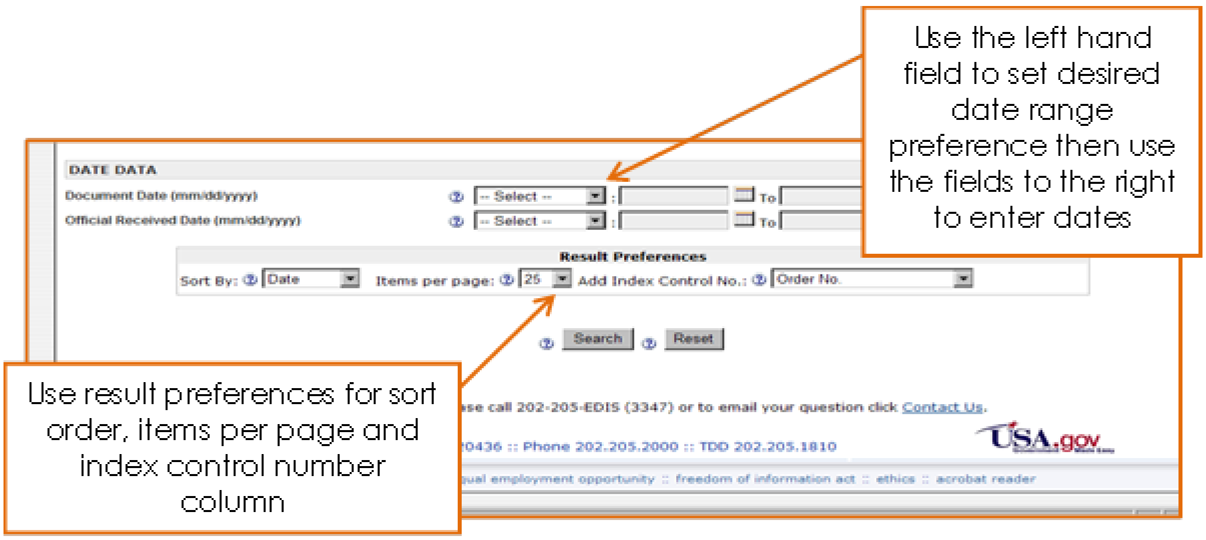
On Behalf Of
This field allows the user to search for documents by the party on whose behalf the documents were filed.

Firm/Organization
This field allows the user 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



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.

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.

Result Preferences

This section of the search page allows the user to choose how they wish to see their search results.
The user may choose to sort their results by Doc ID, Relevancy Score, or Date (which is the Official Receive Date). The default sort is by Date.

The user may choose how many items appear on each Search Results page: 10, 25, 50, or 100. The default is 25.

The user may choose which Index Control No. field appears on the Search Results page. The default is Order No. Index Control Numbers are covered in more detail on the section on Document Index Data in this guide.

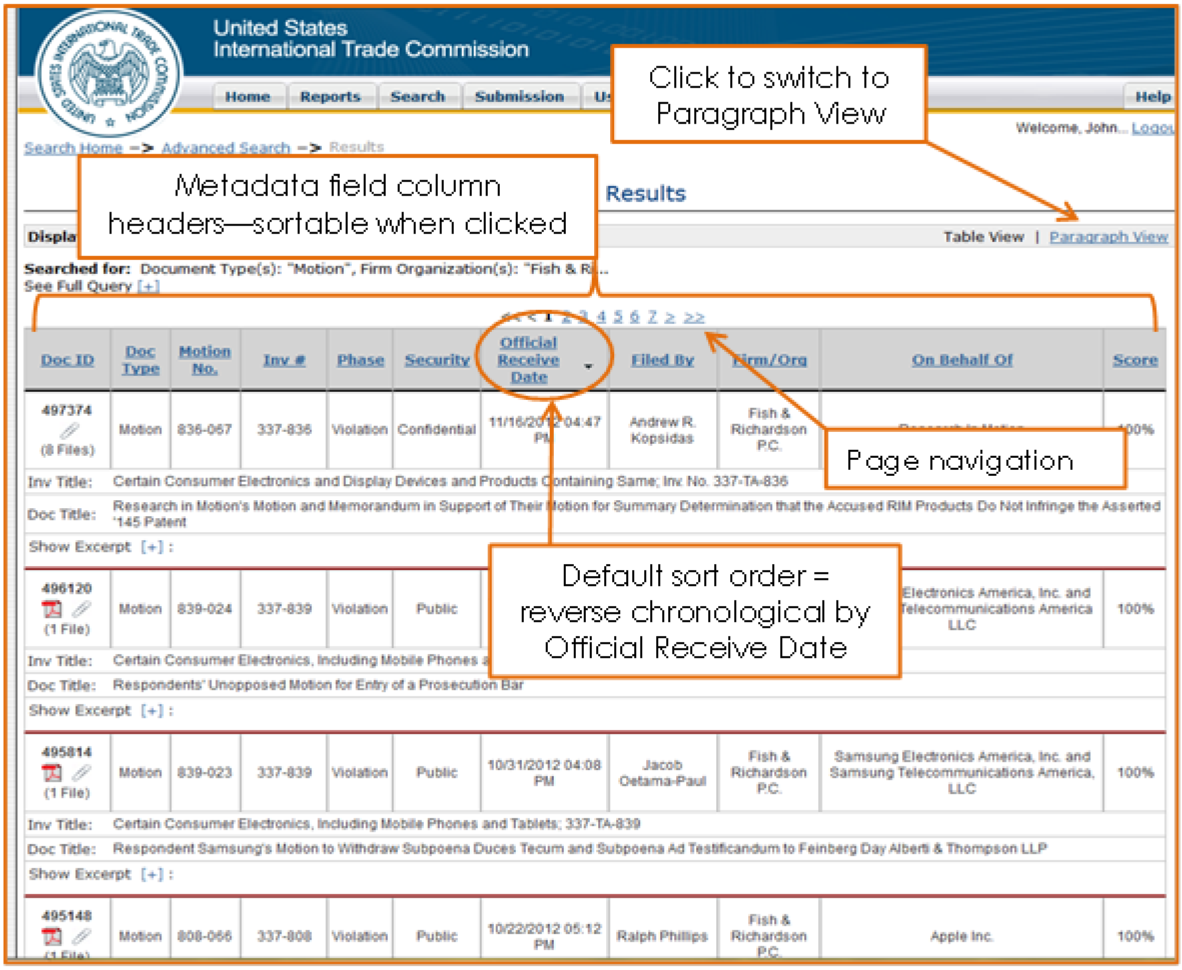
Search Results

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 and to access public documents that match your search criteria. These capabilities are described in more detail below.

Sorting Results



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.).

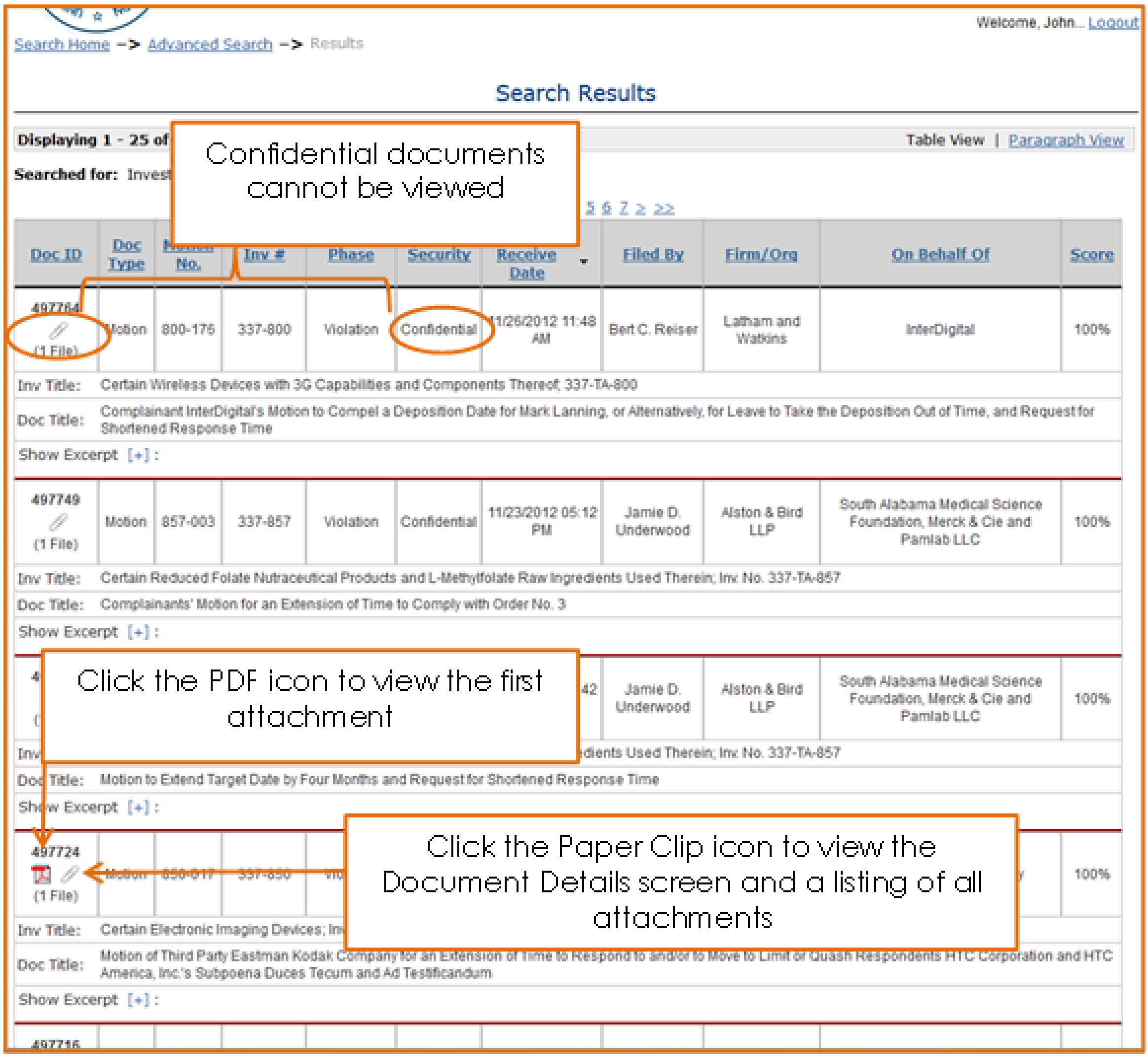
Use the hyperlinked pagination and arrows to advance through the listing. The double arrows take you to the first [<<] or last [>>] page of the results.

Click Paragraph View on the upper right hand side of the results to change to paragraph view. Default is Table View, which is what is most often viewed and preferred by EDIS users.

Accessing Documents

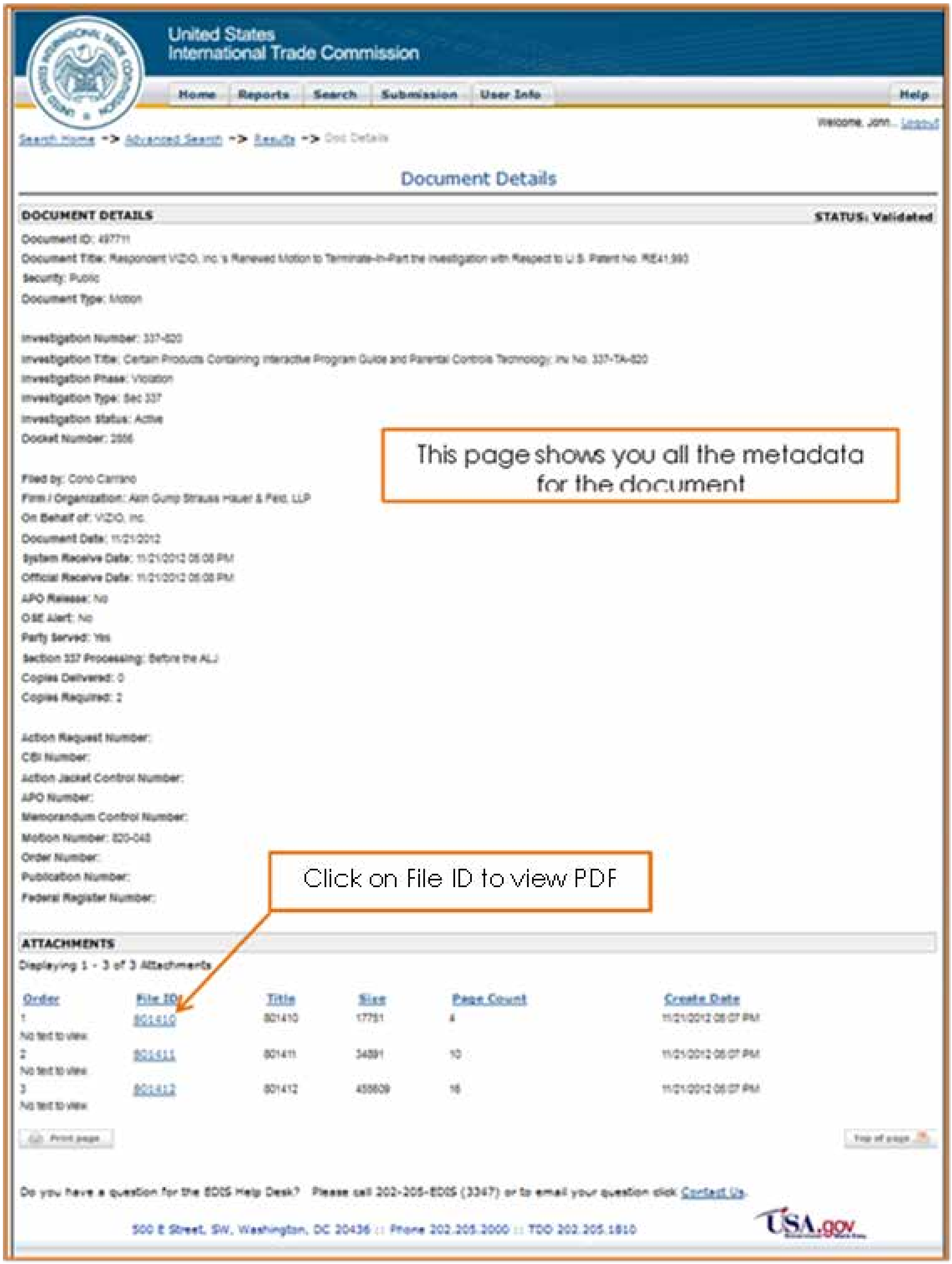
Each document listed will have one or more attachments, as indicated by the number of files listed in parentheses in the Doc ID column.

These attachments may be viewed, provided the document is public. For confidential documents, you will only be able to view the Search Results page, shown immediately below, and the Document Details page, depicted on the next page.



Click on the PDF icon to view the first attachment. If there is only one file, clicking the PDF icon will open that one file.

If there is more than one attachment to an individual document, click the paperclip icon. This will bring you to the Document Details screen. 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.



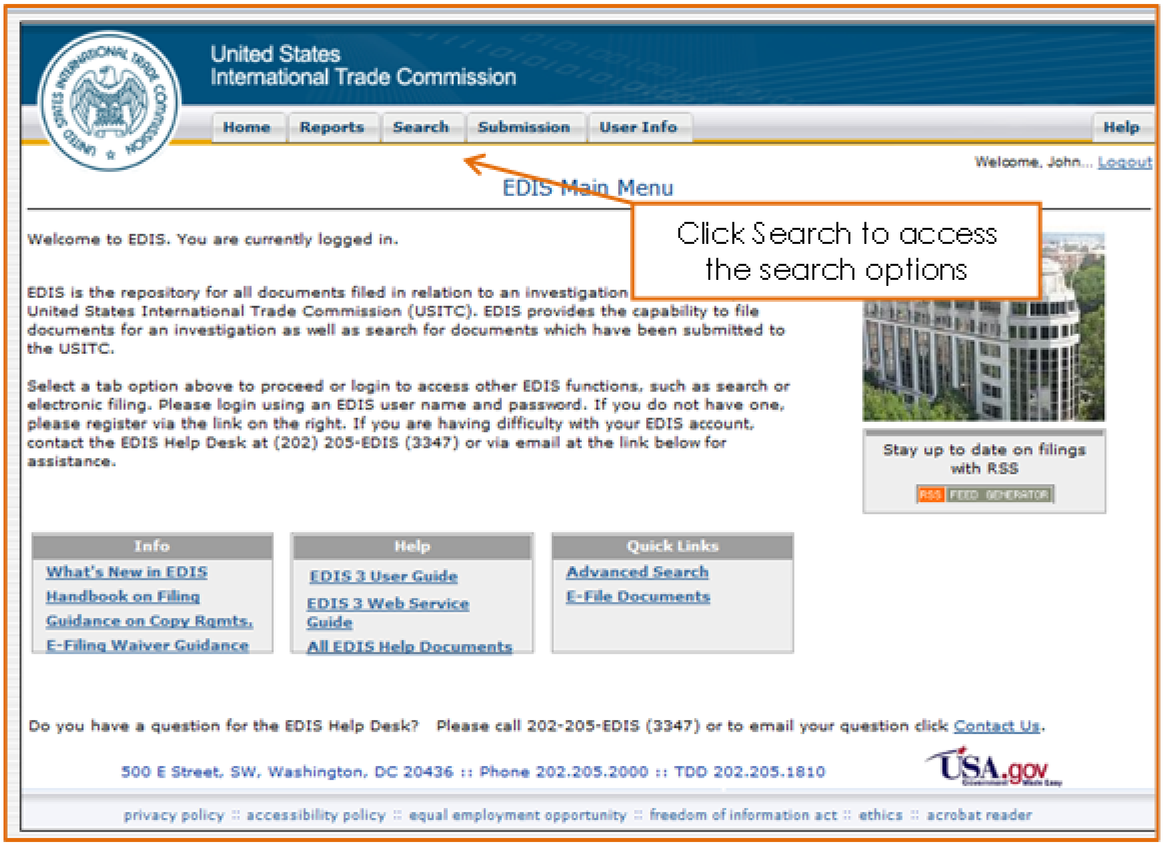
FAQ #9: The filing I am viewing contains many attachments. Is there a way to open and download all of the attachments at once?

Click Here to See Answer

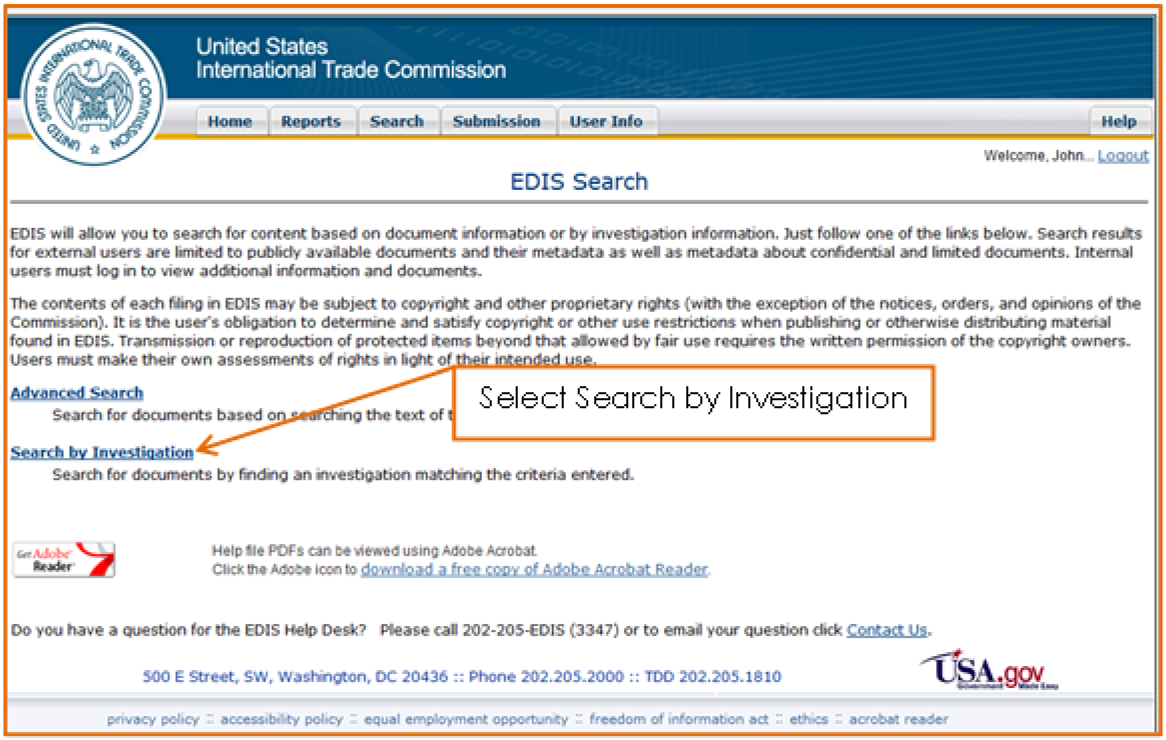
Search by Investigation

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

Once logged into EDIS and on the Main Menu screen, shown below, click on the Search tab to go to the Search menu.



Choose the Search by Investigation option.



Users will be directed to the EDIS External Investigation Search Page described on the pages that follow.

Search Criteria

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

Investigation Number

Users can search by investigation number or, if a pre-institution Section 337 investigation, docket number.[22]

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

[22] Once an investigation is given an official investigation number, the docket number will no longer be searchable in EDIS.

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 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.

Investigation Status

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

Result Preferences

This section of the search page allows the user to choose how they wish to see their search results.

The user may choose how many investigation listings appear on the Search Results page: 10, 25, 50, or 100. The default is 25.

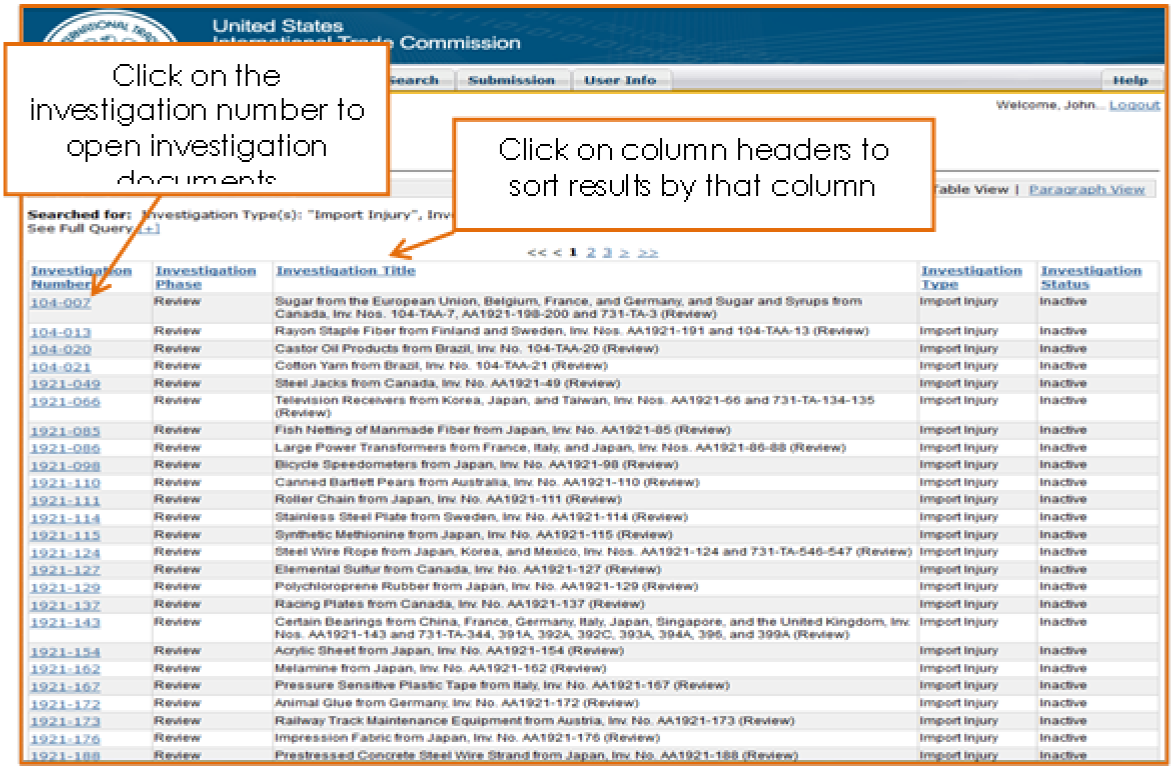
Add Index Control No. is not applicable for Search by Investigation.

Search Results

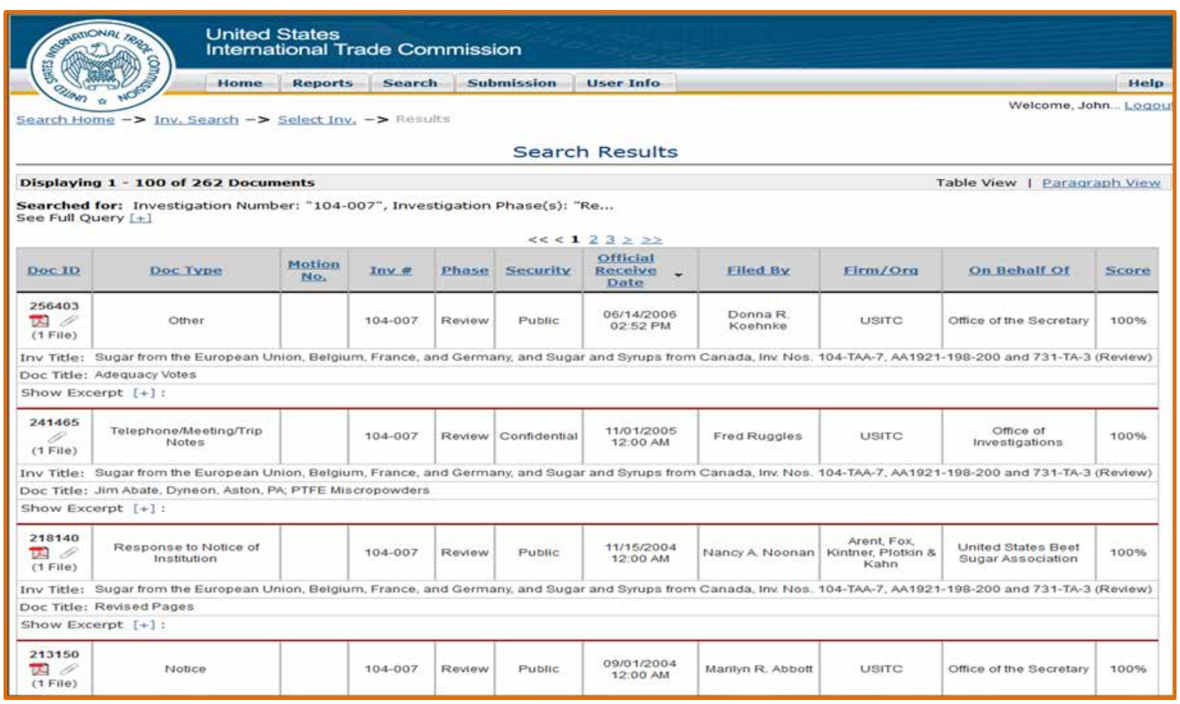
When the user executes the search, the list of investigations meeting the criteria is displayed.

The default sort order is ascending by Investigation Number. Users may re-sort the results by clicking on the column headers: Investigation Number, Investigation Phase, Investigation Title, Investigation Type, or Investigation Status.

Use the hyperlinked pagination and arrows to advance through the listing. The double arrows take you to the first [<<] or last [>>] page of the results.



Once the user finds the desired investigation, click on the hyperlinked investigation number to open a Search Results page listing documents filed in that investigation. An example is shown below.

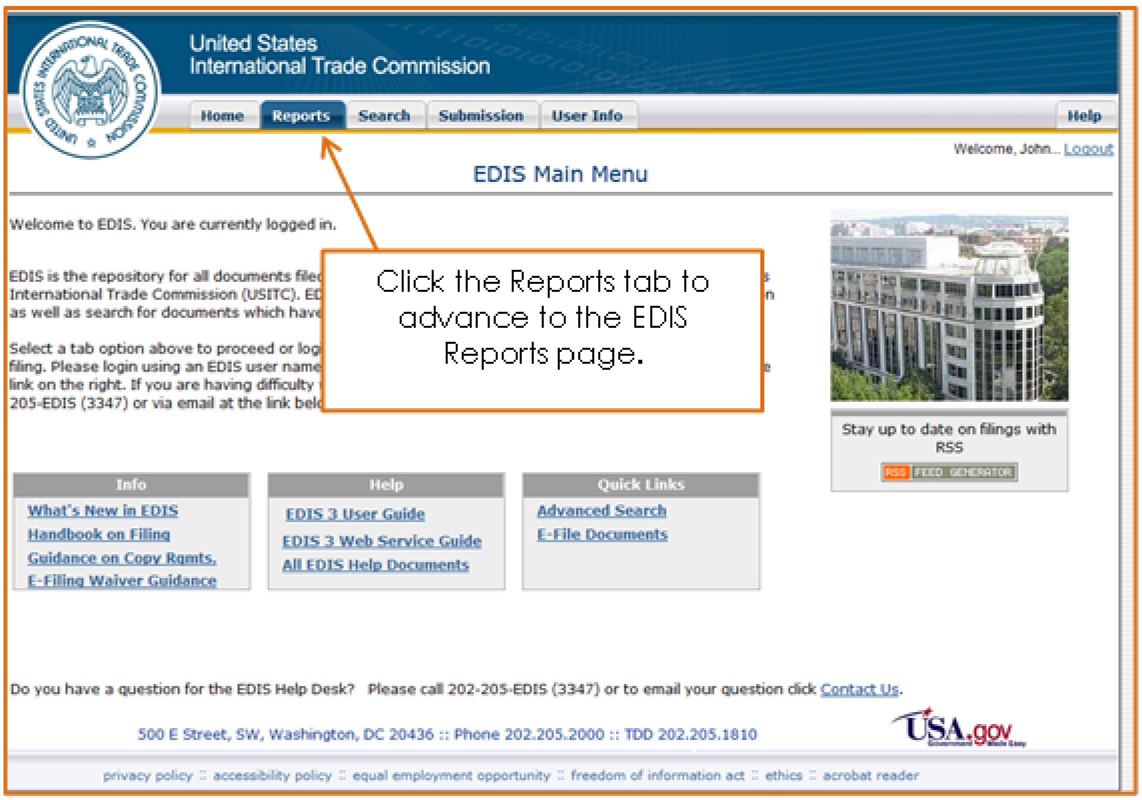


Reports

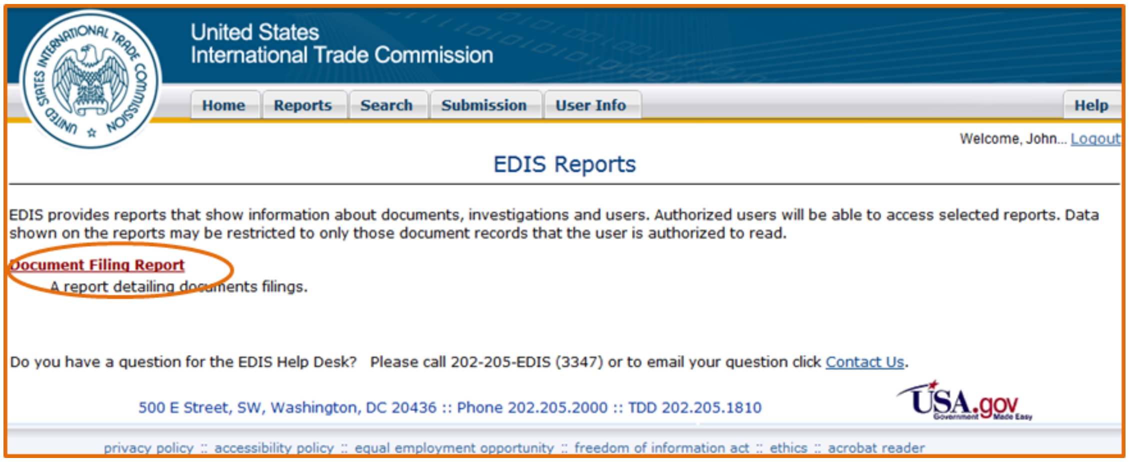
Once logged in, users have the ability to run a document filing report. This report allows the user to filter on certain criteria to produce a list of documents that is exportable in PDF, spreadsheet, or rich text form.

Running the Document Filing Report

To access the report, click on the Reports tab on the EDIS homepage.



From the Reports homepage, select Document Filing Report.



The Document Filing Report query page, as shown below, allows the user to customize his report based on the certain metadata fields.

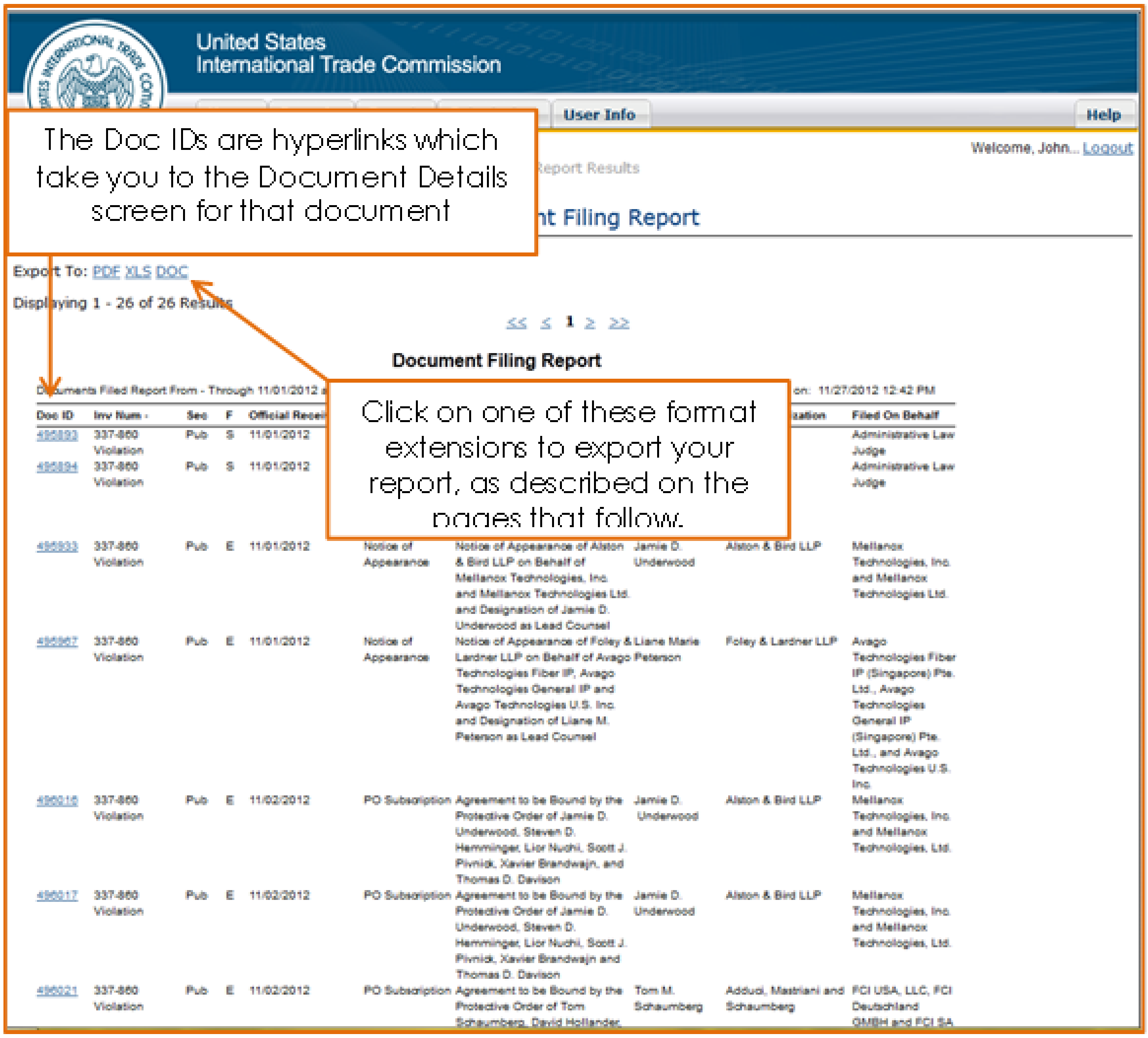
For further description of the metadata fields used in the report query, please see the corresponding sections in the Advanced Search portion of this guide and as hyperlinked in the list below:

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

Once all desired criteria are entered, select Execute Report.

Viewing the Report

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



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

If there are multiple pages to the report, advance through the pages using the hyperlinked page numbers or arrows. Double arrows take you to the first [<<] or last [>>] page of the report.

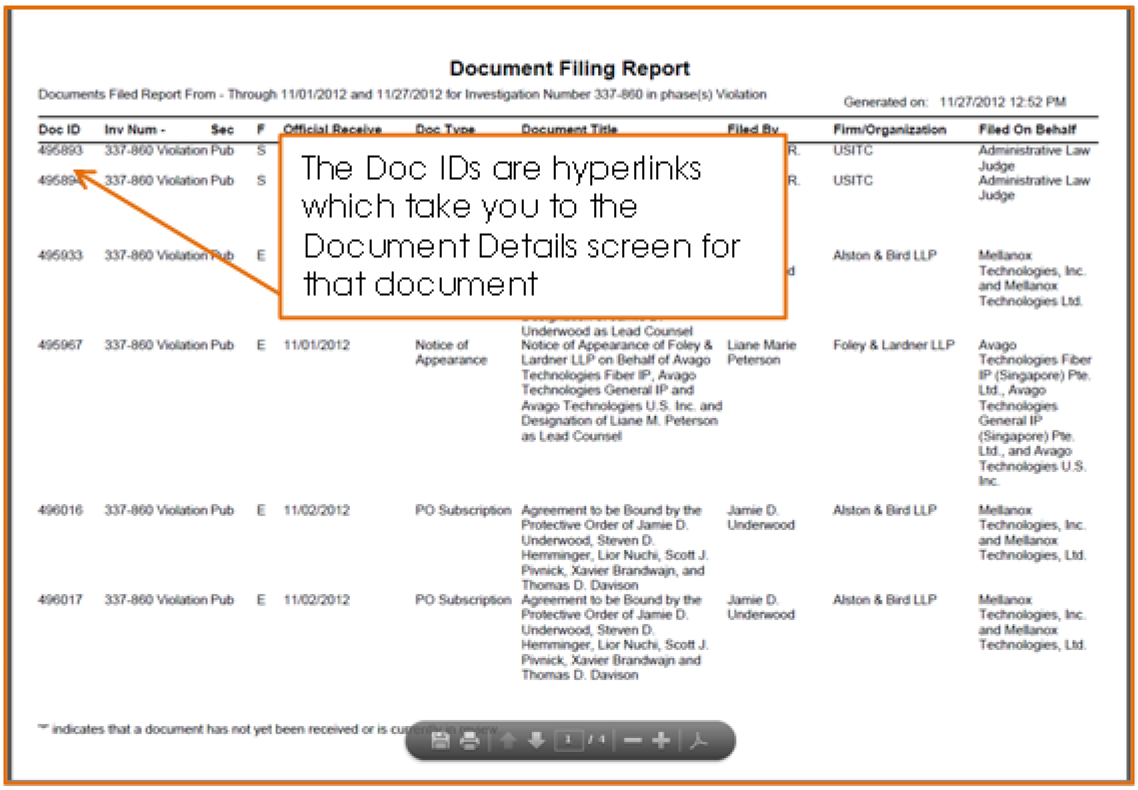
Metadata information will not appear in the report for any document that has not been processed fully by Docket Services (*see* Docket Services Processing). There will be an asterisk (*) place-holder in the metadata columns for such documents.

Exporting the Report

To export the report, click on the hyperlinked format in which you wish to export. PDF = Adobe Acrobat; XLS = spreadsheet; DOC = rich text file. (This step is depicted in the screenshot on the preceding page.)

Exporting to PDF

Clicking on PDF will generate a PDF document similar to that shown below, 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.



Document Filing Report

Documents Filed Report From - Through 11/01/2012 and 11/27/2012 for Investigation Number 337-860 in phase(s) Violation

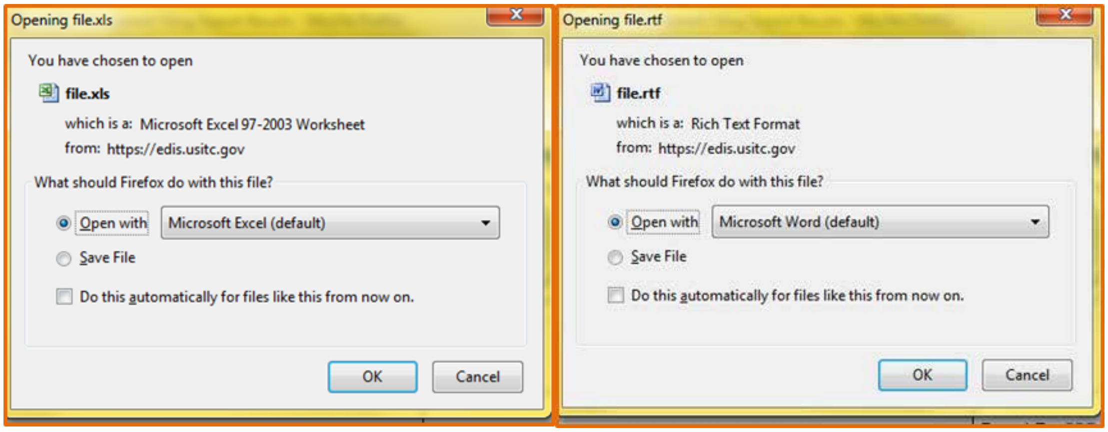
Generated on: 11/27/2012 12:52 PM

Doc ID	Inv Num - Sec	F	Official Receive	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf
495893	337-860 Violation Pub	S				R.	USITC	Administrative Law Judge
49589	337-860 Violation Pub	S				R.	USITC	Administrative Law Judge
495933	337-860 Violation Pub	E			Underwood as Lead Counsel	d	Alston & Bird LLP	Mellanox Technologies, Inc. and Mellanox Technologies Ltd.
495967	337-860 Violation Pub	E	11/01/2012	Notice of Appearance	Notice of Appearance of Foley & Lardner LLP on Behalf of Avago Technologies Fiber IP, Avago Technologies General IP and Avago Technologies U.S. Inc. and Designation of Liane M. Peterson as Lead Counsel	Liane Marie Peterson	Foley & Lardner LLP	Avago Technologies Fiber IP (Singapore) Pte. Ltd., Avago Technologies General IP (Singapore) Pte. Ltd., and Avago Technologies U.S. Inc.
496016	337-860 Violation Pub	E	11/02/2012	PO Subscription	Agreement to be Bound by the Protective Order of Jamie D. Underwood, Steven D. Hemminger, Lior Nuchi, Scott J. Pivnick, Xavier Brandwajn, and Thomas D. Davison	Jamie D. Underwood	Alston & Bird LLP	Mellanox Technologies, Inc. and Mellanox Technologies, Ltd.
496017	337-860 Violation Pub	E	11/02/2012	PO Subscription	Agreement to be Bound by the Protective Order of Jamie D. Underwood, Steven D. Hemminger, Lior Nuchi, Scott J. Pivnick, Xavier Brandwajn and Thomas D. Davison	Jamie D. Underwood	Alston & Bird LLP	Mellanox Technologies, Inc. and Mellanox Technologies, Ltd.

"*" indicates that a document has not yet been received or is cu

Exporting a Spreadsheet or Rich Text File

Clicking on XLS or DOC will launch an Open File window in your browser, prompting you to select the application with which you wish to open the exported spreadsheet or document. You may also save the file to the location of your choosing.



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

EDIS has designed a notification service to inform users about incoming documents in EDIS. External users are notified when the document is validated. (*See* the section of this guide on Validation.) This function facilitates users in receiving a heads-up on the critical documents which may impact an active investigation. RSS (Really Simple Syndication) is a protocol used to make this information available to users.

In order to receive such notifications, you must:

- Set up an RSS reader.
    - The USITC uses RSS Popper and configuring RSS Popper is described below. However, other readers may be used and it is recommended you contact your internal computer support department for assistance in setting up an RSS reader.
- Create and generate an RSS Feed.
- Establish the RSS feed in an e-mail/alert application.
    - The USITC uses Microsoft Outlook, which syncs with RSS Popper, and the process for establishing a feed in Outlook is described below. However, other e-mail/alert applications may be used and it is recommended you contact your internal computer support department for assistance in establishing the RSS feed in an application.

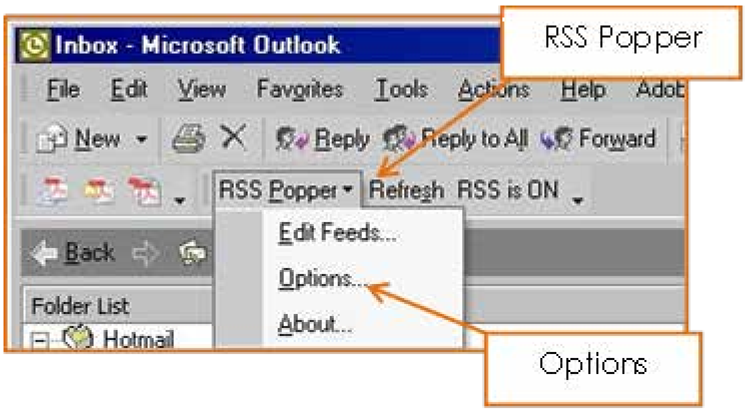
Note: It may take up to 24 hours after a document is filed for the USITC staff to process the document. Thus there will be a delay of up to 24 hours between when a document is filed and when a User will be informed through the RSS Feed and/or the document may be accessed on EDIS.

The EDIS RSS Feed normally cycles every 15 minutes. Upon 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 the case manager reviews and verifies the document.

Configuring RSS Popper

Please contact your internal Computer Support Department for assistance in setting up an RSS reader. If you do not have a Computer Support Department, you can obtain several RSS reader products online. One suggestion is to use RSS Popper which syncs with Microsoft Outlook. This is the RSS reader used by the USITC. Use of this tool is described below, but other RSS readers can also be used.

If you choose this RSS reader, you will notice a new menu item on your Microsoft Outlook toolbar, as shown below.

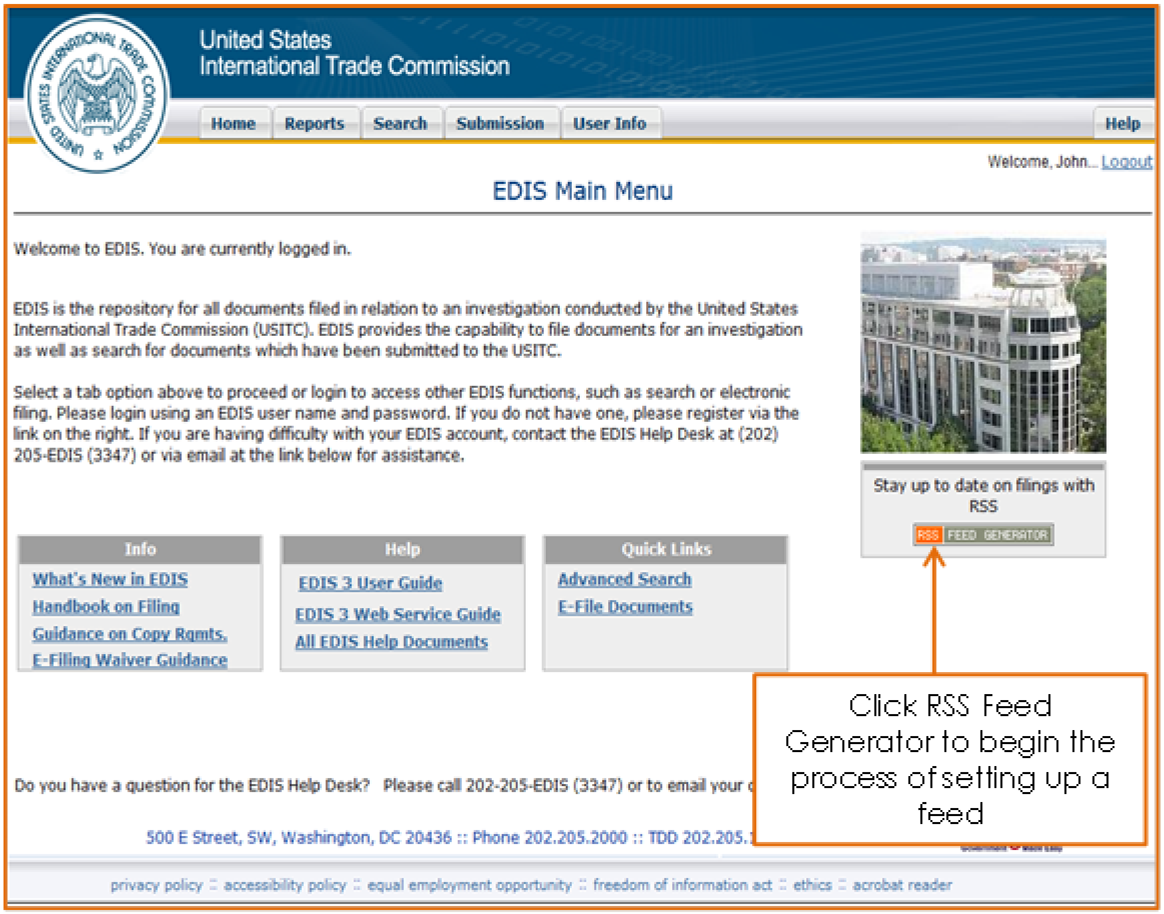


There are two configuration parameters for RSS Popper that you may want to modify. Go to RSS Popper drop down and click Options, as shown above. The following two parameters will appear:

> **Disable error e-mails:** should be checked. By default it is not.
>
> **Refresh Interval (Sec):** this is the frequency at which Popper checks for new notifications. By default it is set to 10 min (600 seconds) for which to receive notifications. You may modify this value based on your personal needs. If your needs are not urgent, you should probably set this value to 900 or even 1800 seconds (15 minutes or 30 minutes).

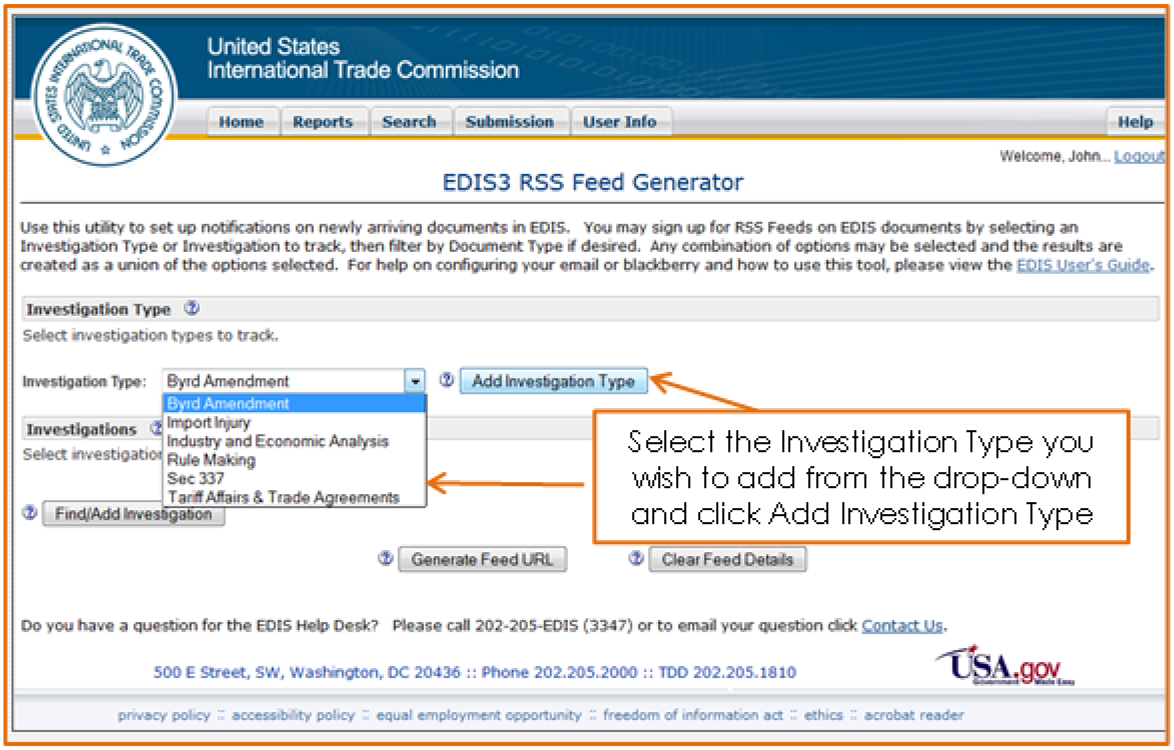
Creating an RSS Feed to Identify the Documents You Wish to Receive

Once logged in to EDIS, access the RSS Feed Generator by clicking the link on the right-hand side of the EDIS homepage beneath the picture of the ITC building (*see* next page).

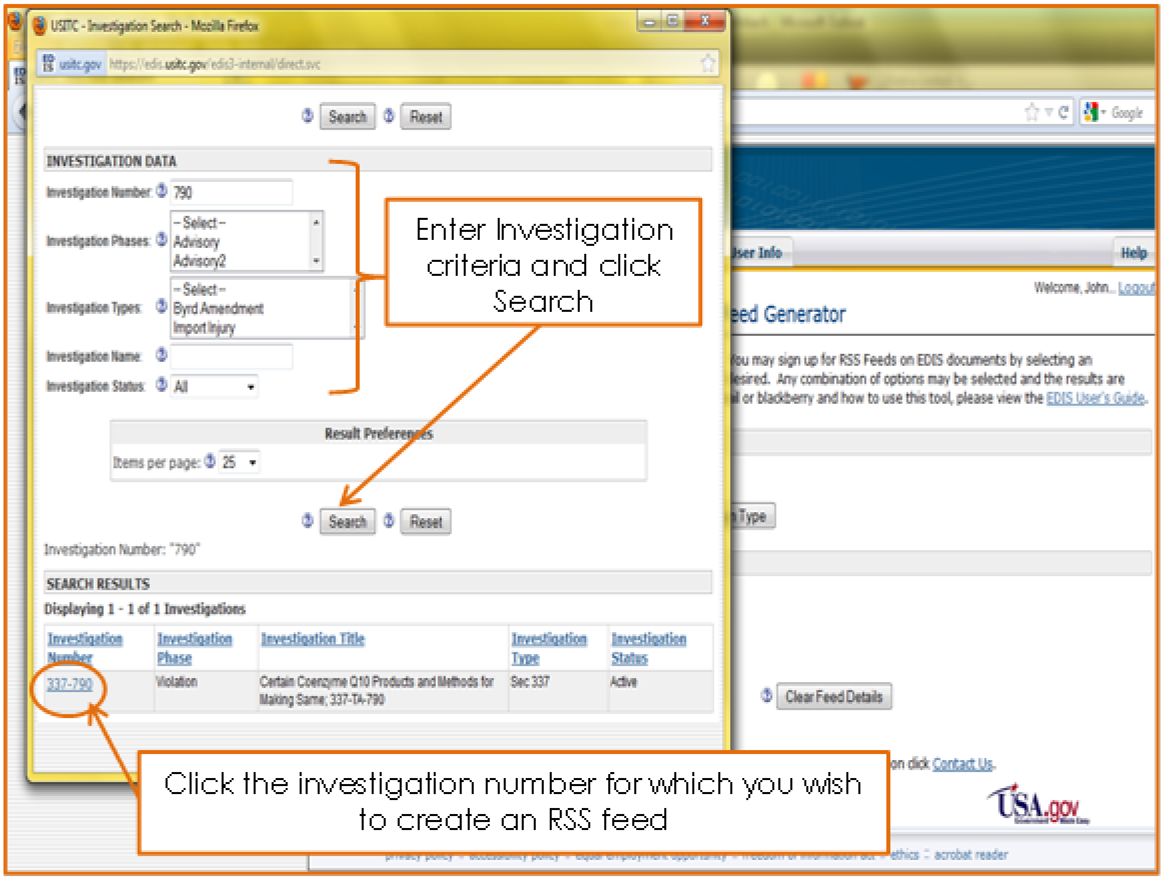


From the EDIS3 RSS Feed Generator page, begin by adding either an Investigation Type or an Investigation Number. Please see the corresponding sections in the Advanced Search portion of this guide for more information on Investigation Type and Investigation Number.

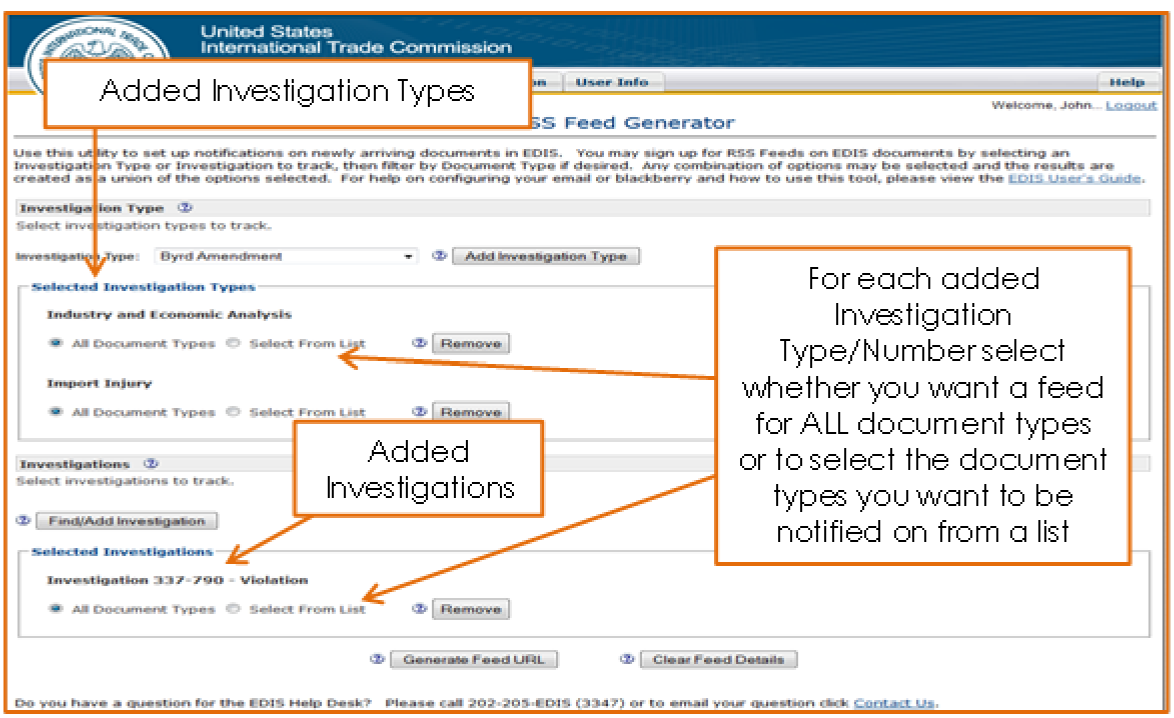
To add an investigation type, select the type from the drop-down list and click Add Investigation Type. To add multiple investigation types, repeat the process.



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.



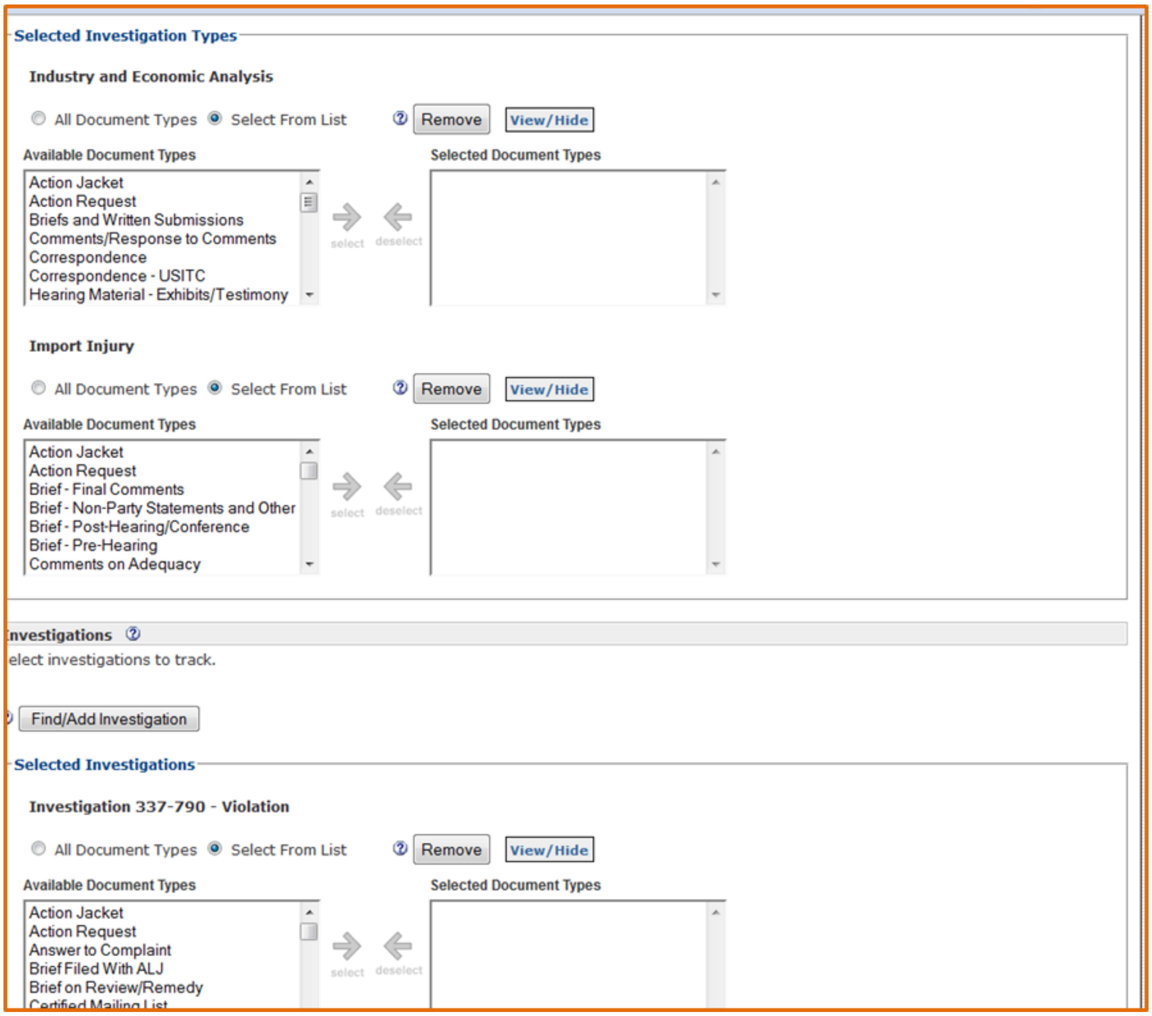
Once all desired investigation types and numbers are added, the screen will look similar to that shown below.



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.

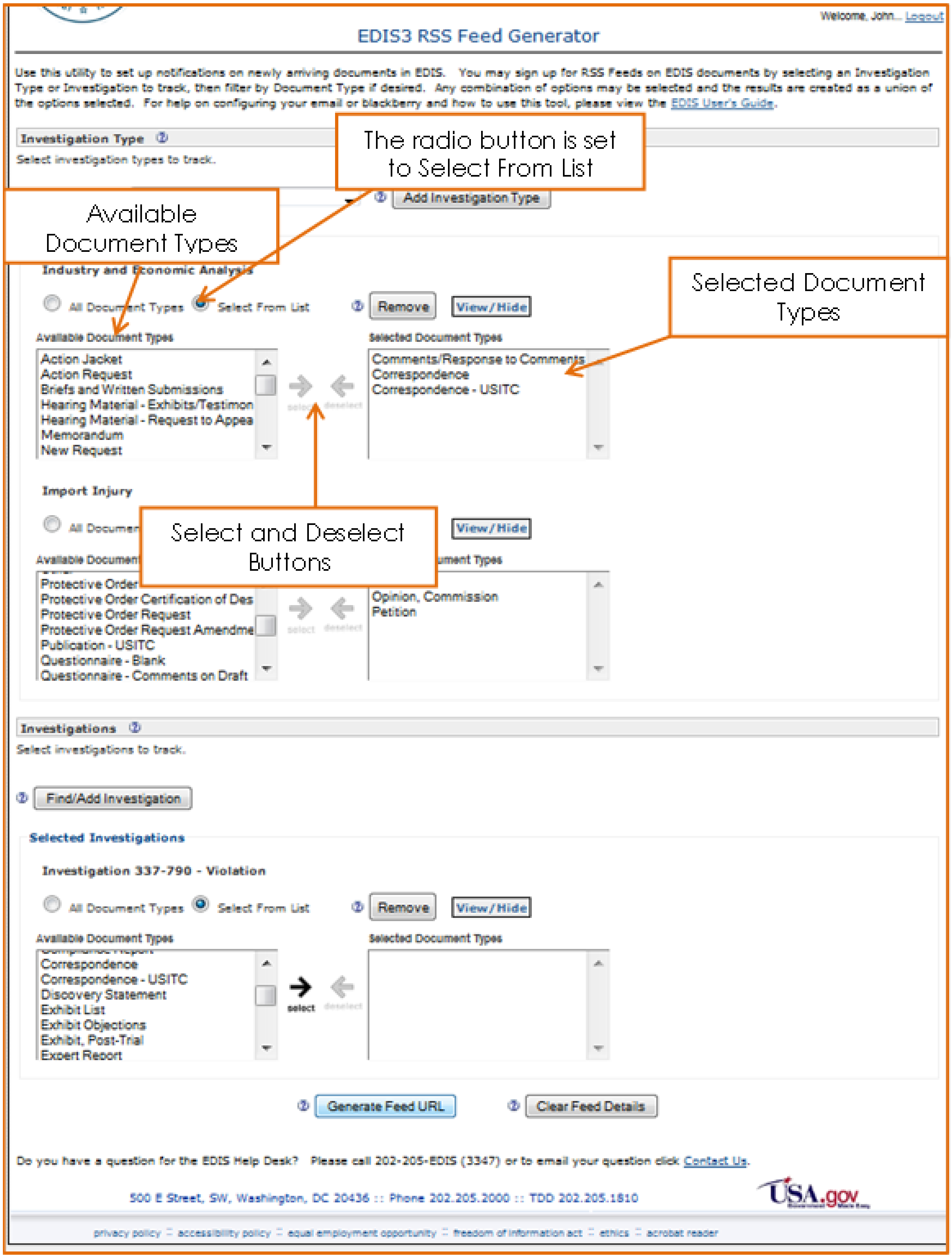
Note: If creating a feed for an Investigation Type, we recommend users further narrow their feed by Document Type. The USITC receives hundreds of filings a day. Choosing an Investigation Type without further selecting document types from the list may inundate your inbox with notifications.

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



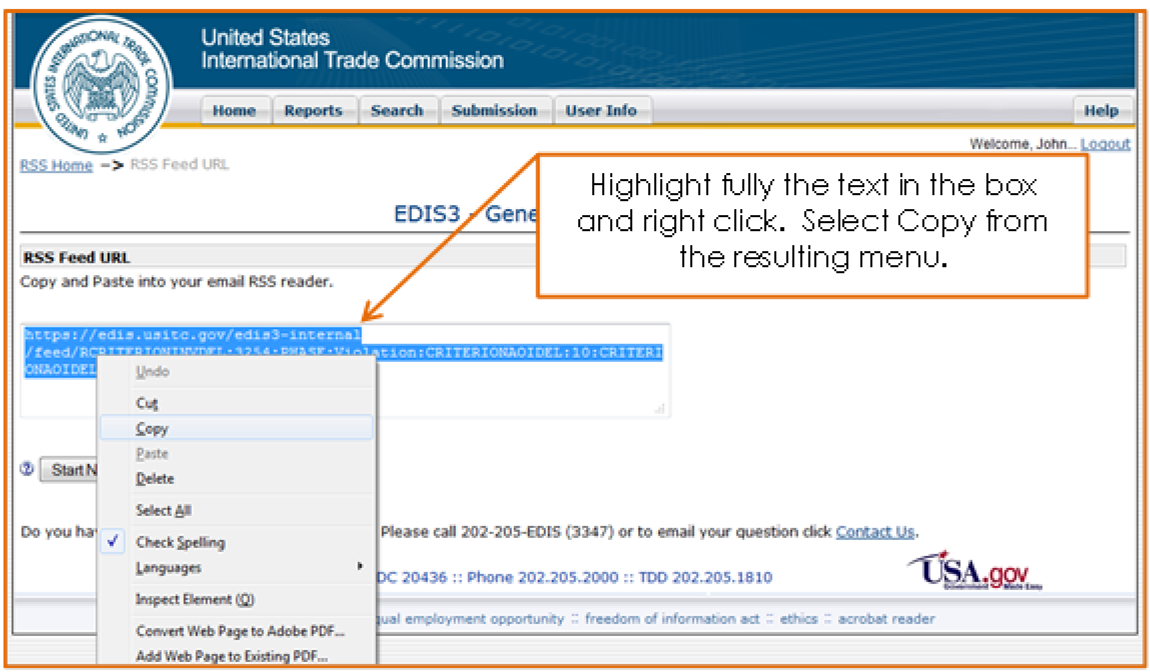
Highlight the document type(s) you are interested in receiving notification for and click the left-pointing select arrow to move them to the Selected Document Types box.

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



You will arrive at a screen similar to that shown below titled, EDIS3 – Generated RSS Feed URL.

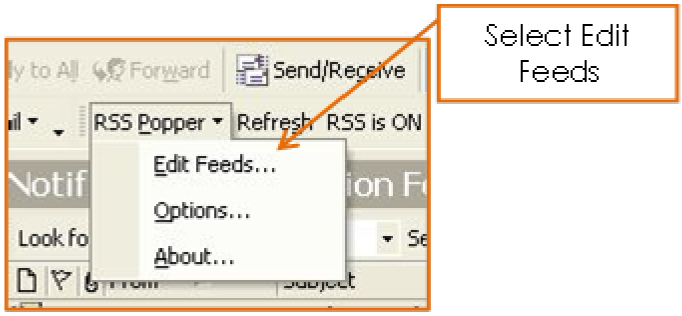
If not already highlighted, use the mouse to select (highlight) all the text in the generated RSS URL window. Hover the mouse cursor over the highlighted text and right click. From the resulting drop-down menu, select copy.



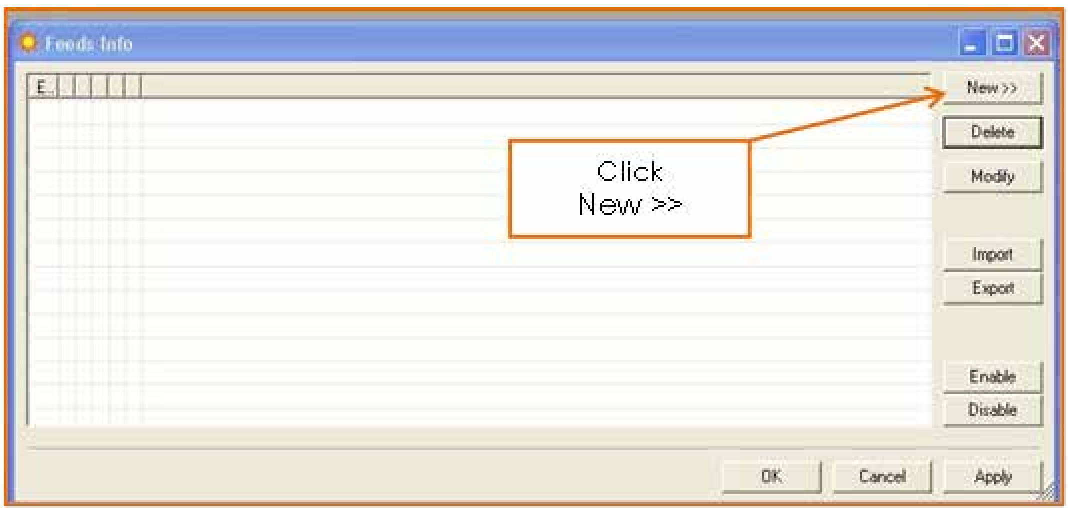
You now have the URL copied into your desktop clipboard.

Establishing the RSS Feed Using RSS Popper in Microsoft Outlook

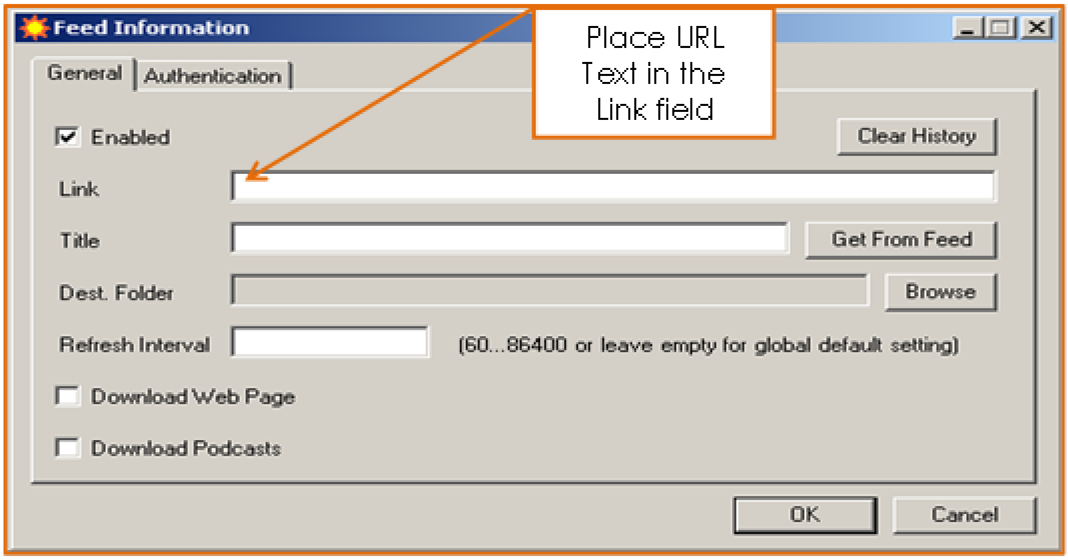
If using RSS Popper, in the MS Outlook toolbar, select the down arrow to invoke a drop down menu as shown below. Select from the menu Edit Feeds.



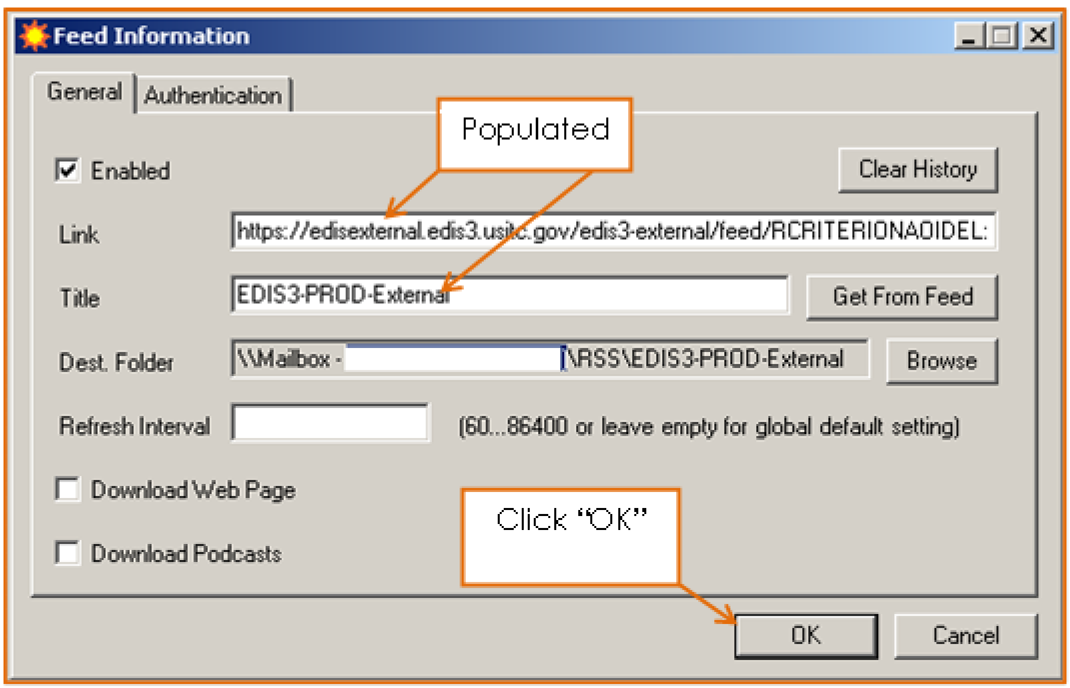
The screen below will appear. Click the “New>>” button.



A secondary menu list will appear where the user should select RSS/Atom Feed to display the Feed Information dialog box shown on the following page. Paste the URL text copied earlier into the Link field.



Click the mouse anywhere and the title field will self-populate or click Get From Feed. Click OK, then review the folder for notices.

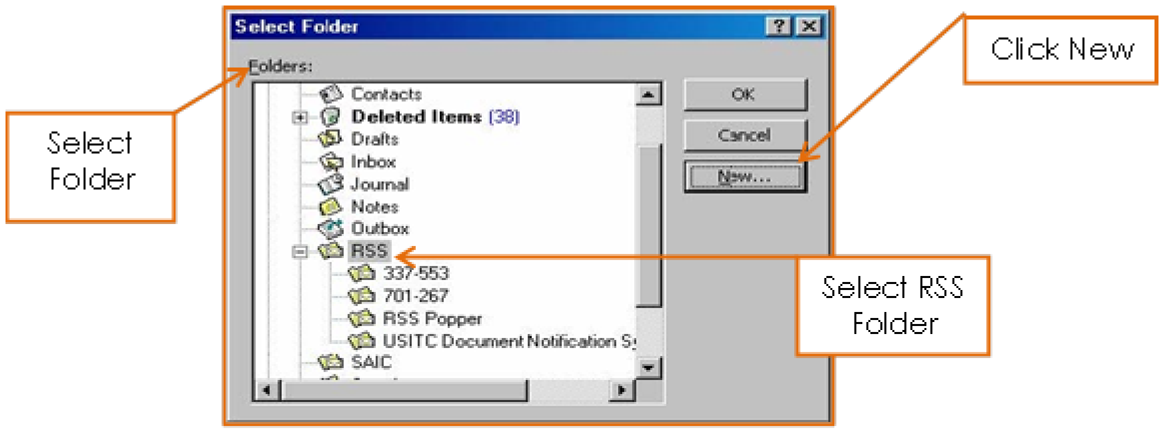


Change the title of the feed so you will recognize it, such as the investigation number and phase.

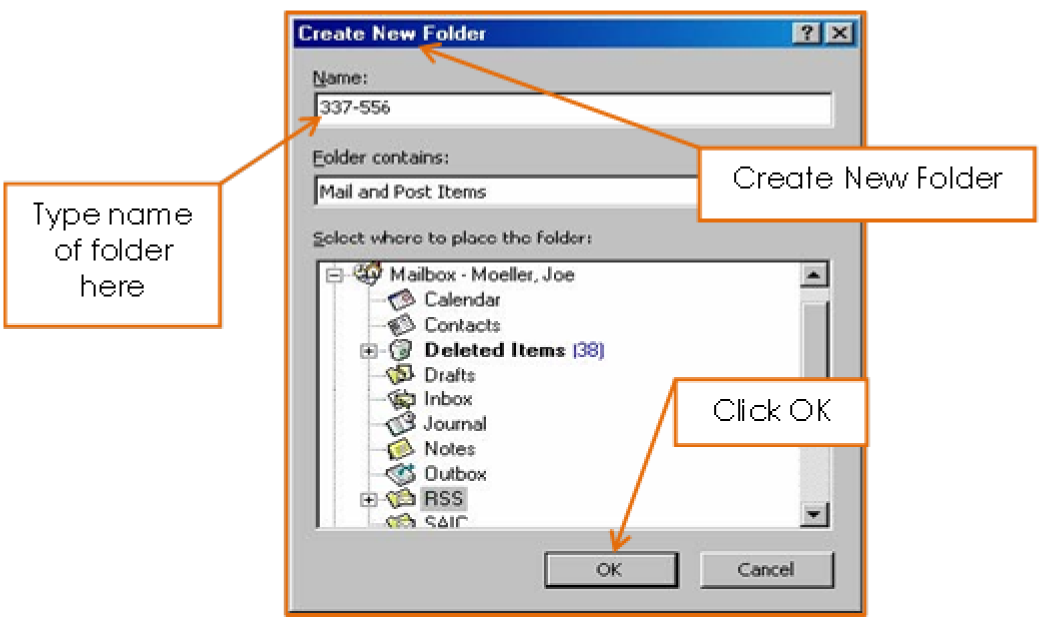
Click Browse on the Dest. Folder. Within the user's inbox you may create a new folder for this feed. By default, notifications will be placed in the MS Outlook folder RSS\USITC Document Notification Syndication Feed.

Users may choose to identify it to facilitate tracking messages better, such as the investigation number and phases.

First, modify the Title field so it describes the properties of the notification such as the investigation number or investigation type (e.g. Inv. No. 337-556). Next, click on the Browse button in the Feed Information window to bring up the Select Folder.



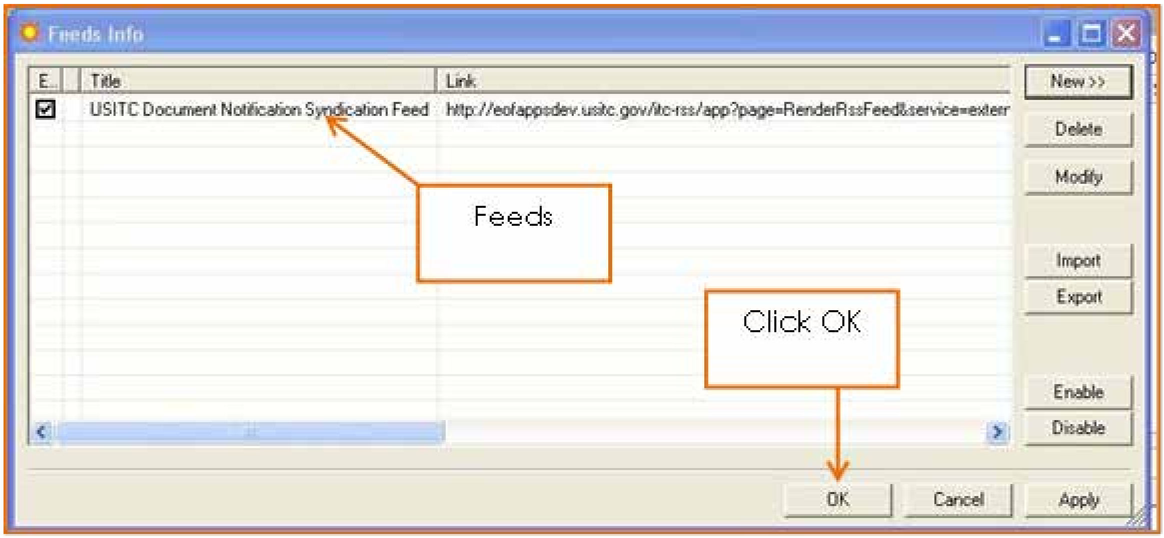
In the Select Folder window, select the RSS folder and click the New button which will bring up the Create New Folder window shown below.



In the Name field, type the name of the new folder the user wishes to create which identifies the feed the user will be receiving (e.g. the Investigation Number or Area of Interest). Select OK to close the window.

The new folder will automatically be created in the MS Outlook folders under the RSS parent folder and it will appear highlighted in the Select Folder window. Clicking OK again will change the Destination Folder field in the Feed Information window to the new folder as shown below.

Click OK and it will return to the original RSS Popper, as shown below.



Click OK and this will return user to MS Outlook. Users will see the folder, as shown below.

The new mailbox folder will contain a list of notification e-mails that you select to receive.

Managing Multiple Feeds

Repeat the processes as noted above to create additional feeds.

Disabling or Deleting RSS Feeds

Users can disable/enable a feed at any time if to temporarily stop the feed for a limited amount of time. Simply select the line of the feed to disable and then select the Disable button in the lower right portion of the window. The checkbox on the left side of the window will be unchecked until the feed is enabled again.

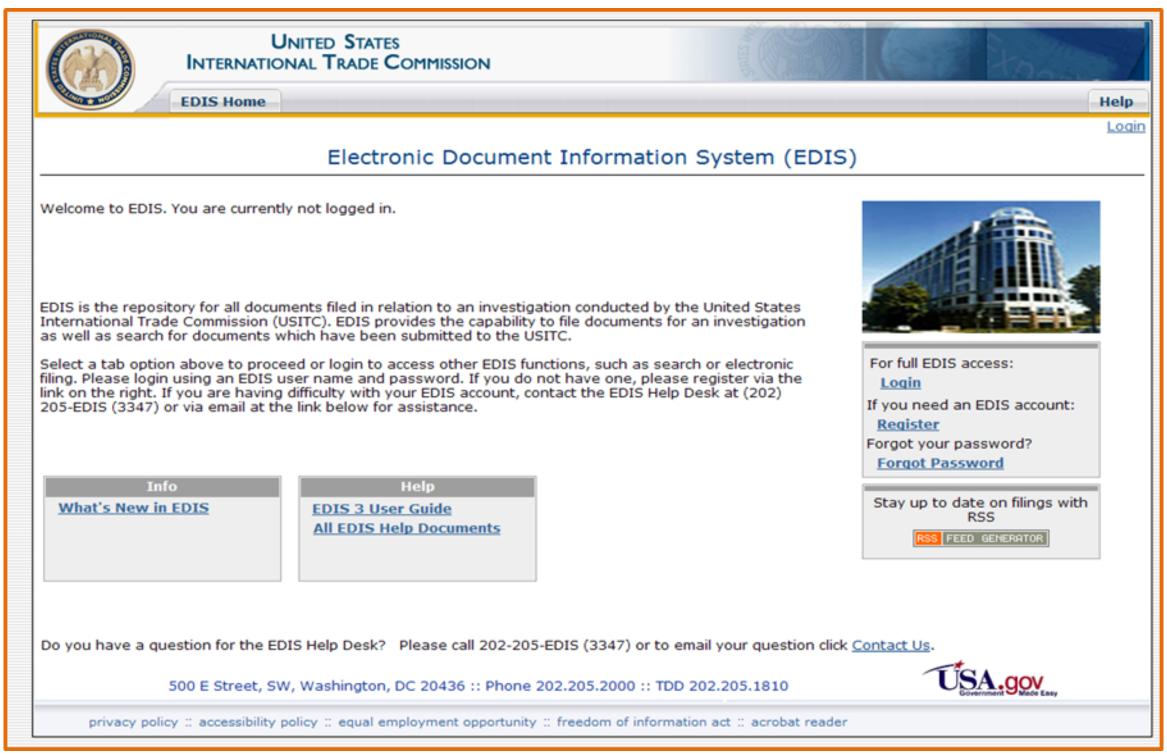
To permanently remove a feed from your list, simply select the feed from the Feeds Info window and select the Delete button in the upper right portion of the window.

Viewing and Maintaining E-mails

Once notifications are received, they will appear as e-mails in the designated notification folder. You may view them as you would any other email message in Outlook. Simply select one of the e-mail entries from the list in the notification folder to display the text of the email. Once received, maintenance of the e-mail notifications is also carried out in the same manner as other e-mail messages in Outlook. The e-mail messages will remain in the receiving folder until deleted or move the e-mails to another folder. Notification e-mails can be deleted from the system by selecting them for deletion in which case they will be moved to the Deleted Items folder to await being permanently deleted from MS Outlook. They can also be moved to other folders via the drag and drop feature of MS Outlook.

RSS Feed E-mail

When a notification is received, access to the document is not directly available via the RSS notification message. Instead, the document can be found using the search capabilities available in EDIS. Click on Search and login to view documents. A link is provided in the e-mail message which will bring up the EDIS home page, as shown below.



Appendix of Frequently Asked Questions

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

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

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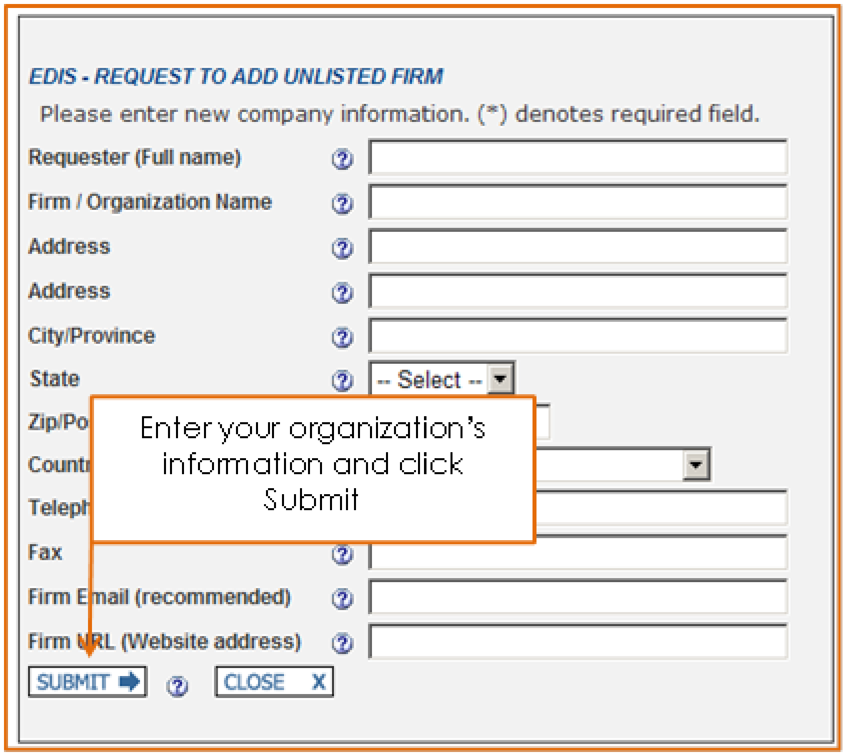
FAQ #2: My Firm/Organization is not listed on EDIS. What should I do?

The Firm/Organization field has a drop down menu, pictured below, that contains the names of all firms and organizations currently in EDIS. If your firm/organization is not listed, you have two distinct options, ***Not Applicable** and ***Not Listed**.

Choose ***Not Applicable** if you plan to use EDIS infrequently for research purposes only and/or you are not affiliated with a firm or organization.

Choose ***Not Listed** if you expect to use EDIS frequently or plan to file documents with the USITC.

If you select ***Not Listed**, a pop-up box will appear requesting information about your unlisted firm/organization. Enter the required information as shown on the following page for the unlisted firm or organization as you would like it to appear on EDIS and your user account and click Submit.



Clicking submit alerts the EDIS Help Staff that there is a request to add a new firm or organization.

Continue on with the registration process with ***Not Listed** as your Firm/Organization.

Your account will be updated at a later time to reflect the firm name once it has been added.

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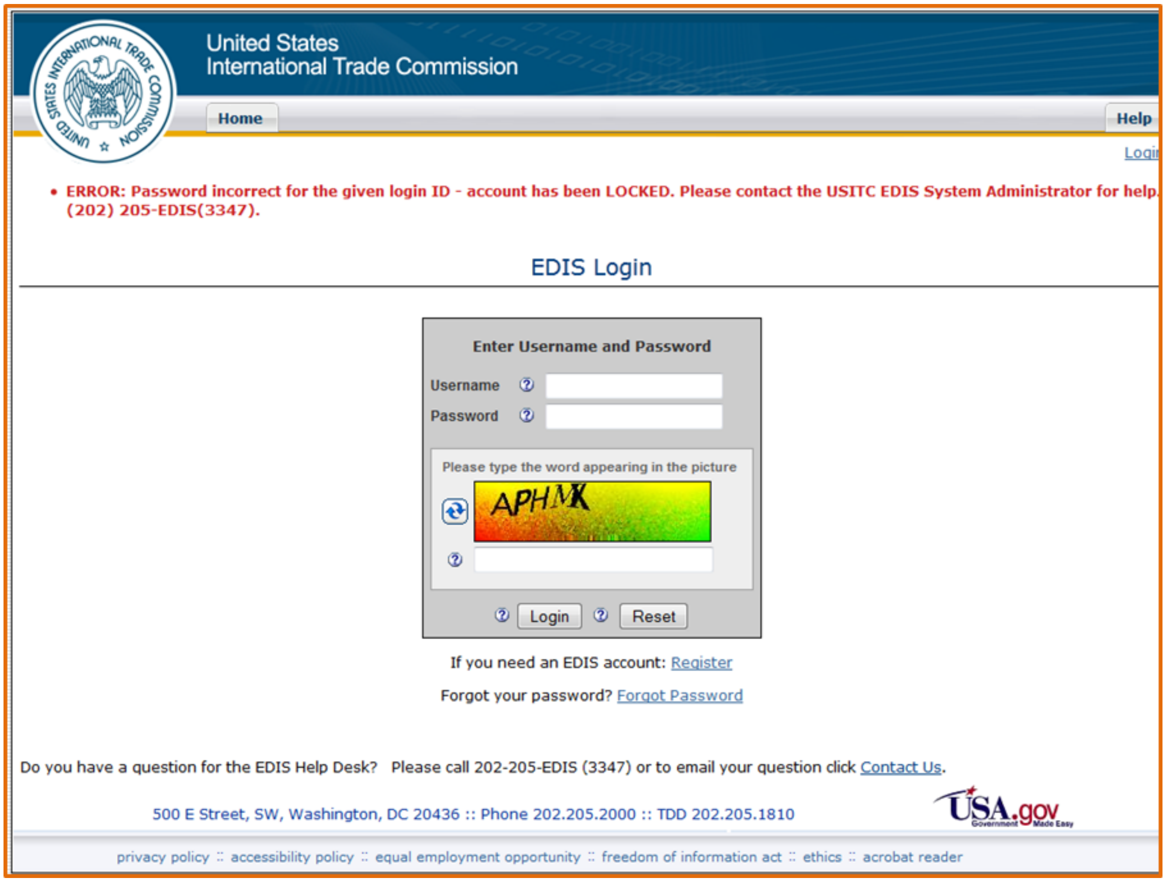
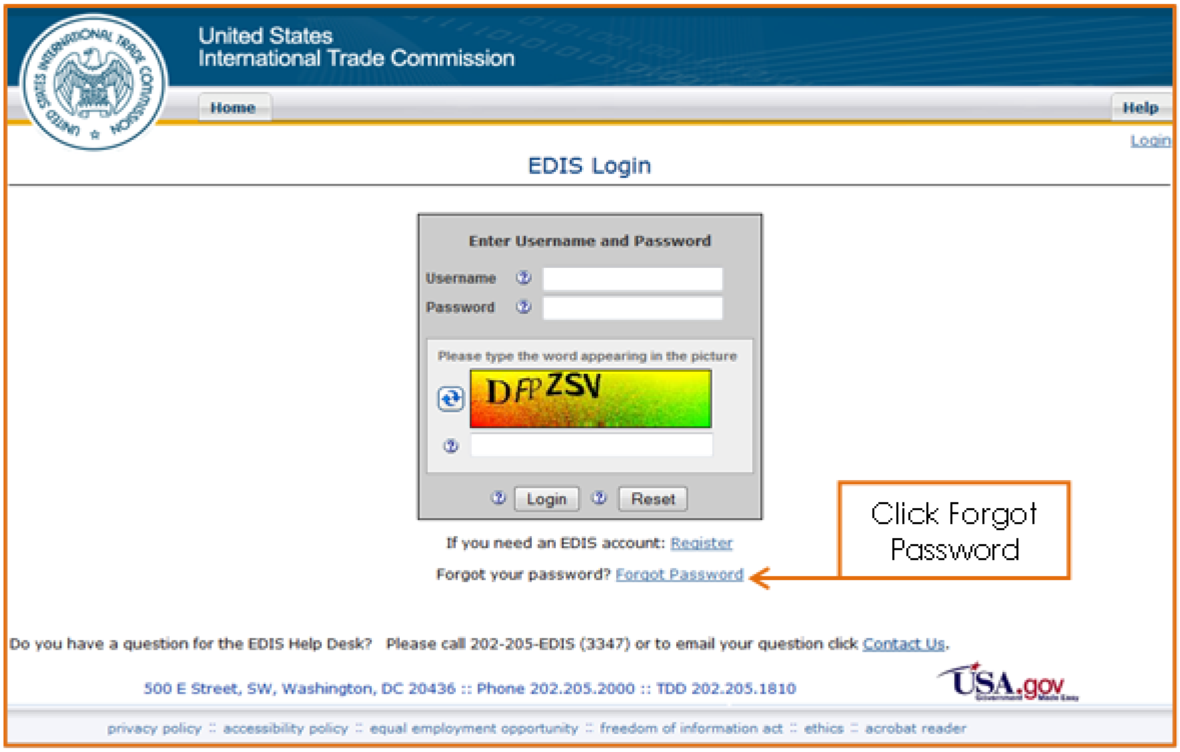
FAQ #3: What do I do if I can't remember my password?

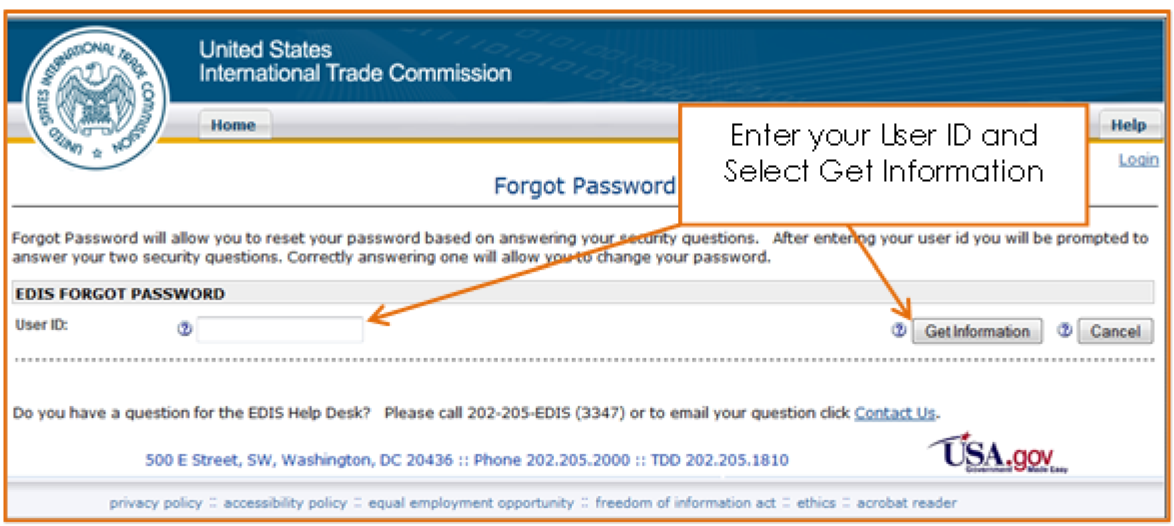
The user has **three chances** to login before the system automatically locks the account, as shown below.



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

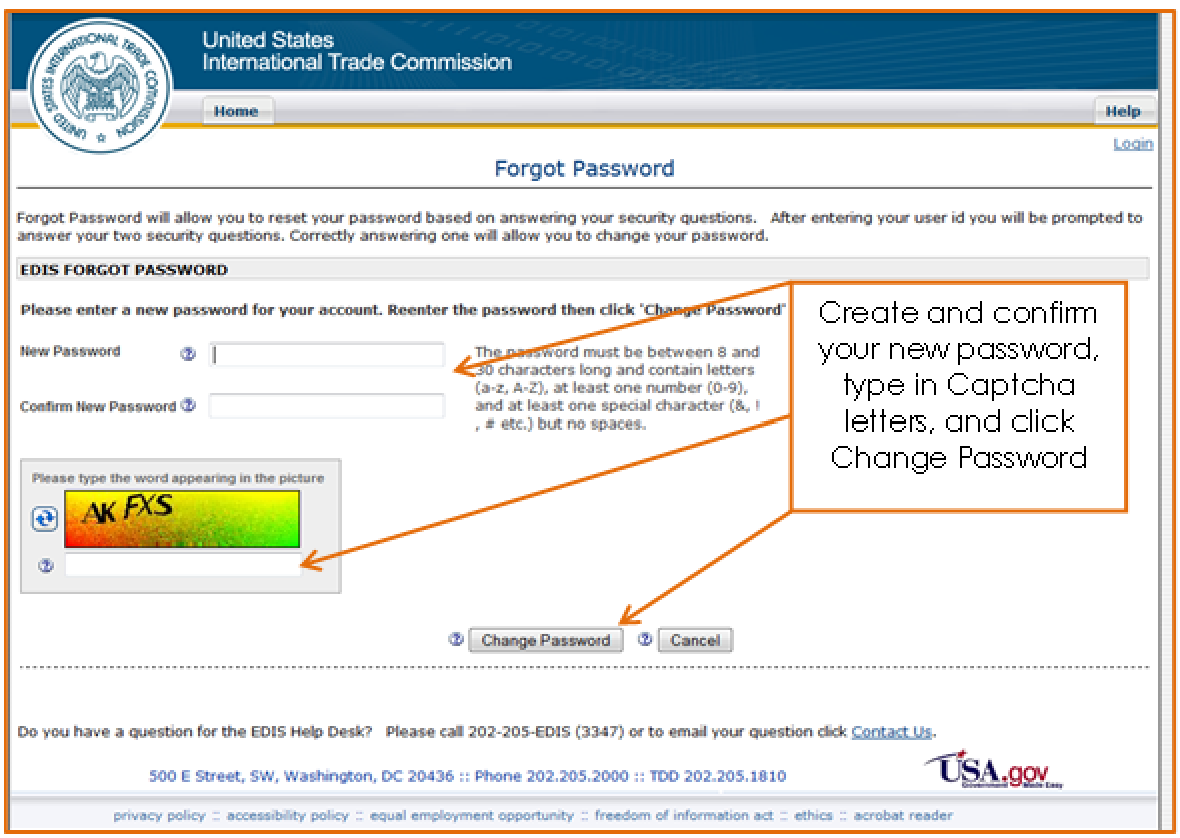


Once the user has clicked Forgot Password, it will display the screen pictured below. Enter your User ID in the appropriate field and click on Get Information.



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

The user will now be prompted to enter a new password for their EDIS account. This password carries the same requirements as the original created at the time of registration. Once the user has created a password that meets these requirements, click Change Password.



You have now successfully reset your password and may login![23]

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FAQ #4: Why is my account locked/inactive/disabled?

- ***Account Locked***
  User accounts will be locked after **3** failed password attempts. 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 the User to update his or her password. If the user does not update his or her 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. Users may contact the EDIS Helpdesk to return their account to active status. Additionally, if you change firms, your account will be disabled and you must re-register on EDIS by creating a new User ID.

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FAQ #5: Can an assistant file documents on behalf of the signatory?

Yes, but you should log-in under with that attorney's EDIS User ID and file the document under the attorney's EDIS Account.

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FAQ #6: I'm not sure what type of document this is. Can I just put "Other?"

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

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[23] Users should immediately 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).

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FAQ #7: 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 do either of the following:

- Create an additional EDIS account for an attorney who files with the USITC often, with your email address listed on the account.
- Create an email distribution list and use the distribution list as the email address on the User Account. Please contact your IT department for assistance in creating a distribution list.

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

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FAQ #8: My filing is very large. May I submit the required paper copies to Docket Services on CD or DVD?

Yes. Please be sure however that what you provide is still an exact replica of what you filed on EDIS. You do not need prior approval from the Secretary to submit copies on CD or DVD.

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FAQ #9: The filing I am viewing contains many attachments. Is there a way to open and download all of the attachments at once?

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

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Appendix of Search Tips

Search Tip #1: Entering Multiple Search Terms

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

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

For any dropdown menu on the search page, more than one value may be selected, use "ctrl" + click to select multiple values.

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Search Tip #3: Boolean Search Terms

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

Boolean Search Term	Function	Example
and	search for additional phrases/words	"hardwood" and "China"
or	search for different phrases/words	"flashcard" or "memory card"
* %	wildcard searches	"steel*" returns the words steel, steels, Steelers, steelworkers, etc.
NOT (*must* be uppercase)	eliminate search terms from your results	"Stainless NOT steel" would return only documents with the word stainless that do not also have the word steel[24]

[24] To search for the word – not – itself in the text, enter the word in double quotes – "not".

Boolean Search Term	Function	Example
$	stemming to retrieve documents with a different conjugation of the verb	"spea$" will return speak, spoke, spoken

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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.

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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, the user 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.

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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.

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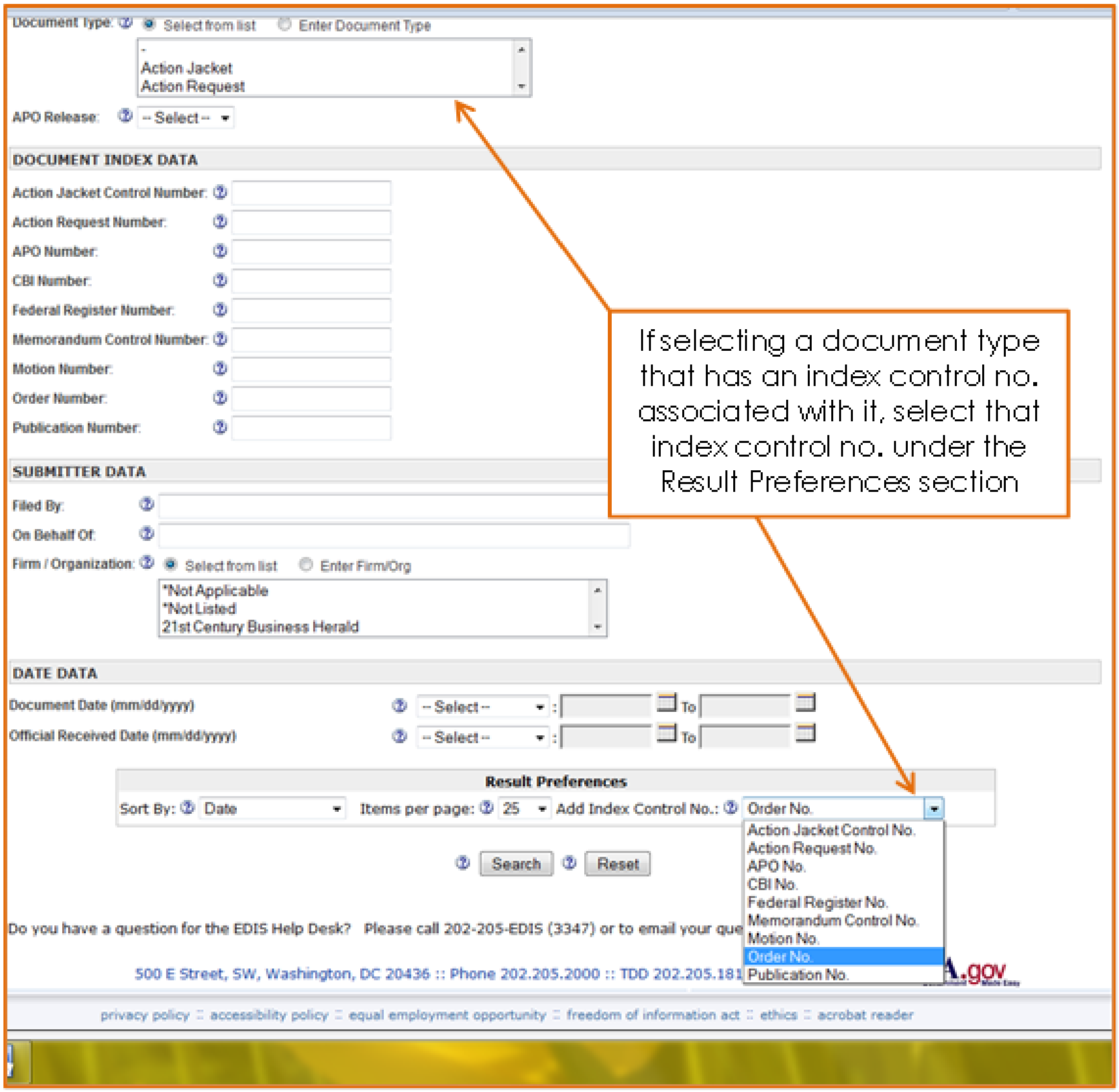
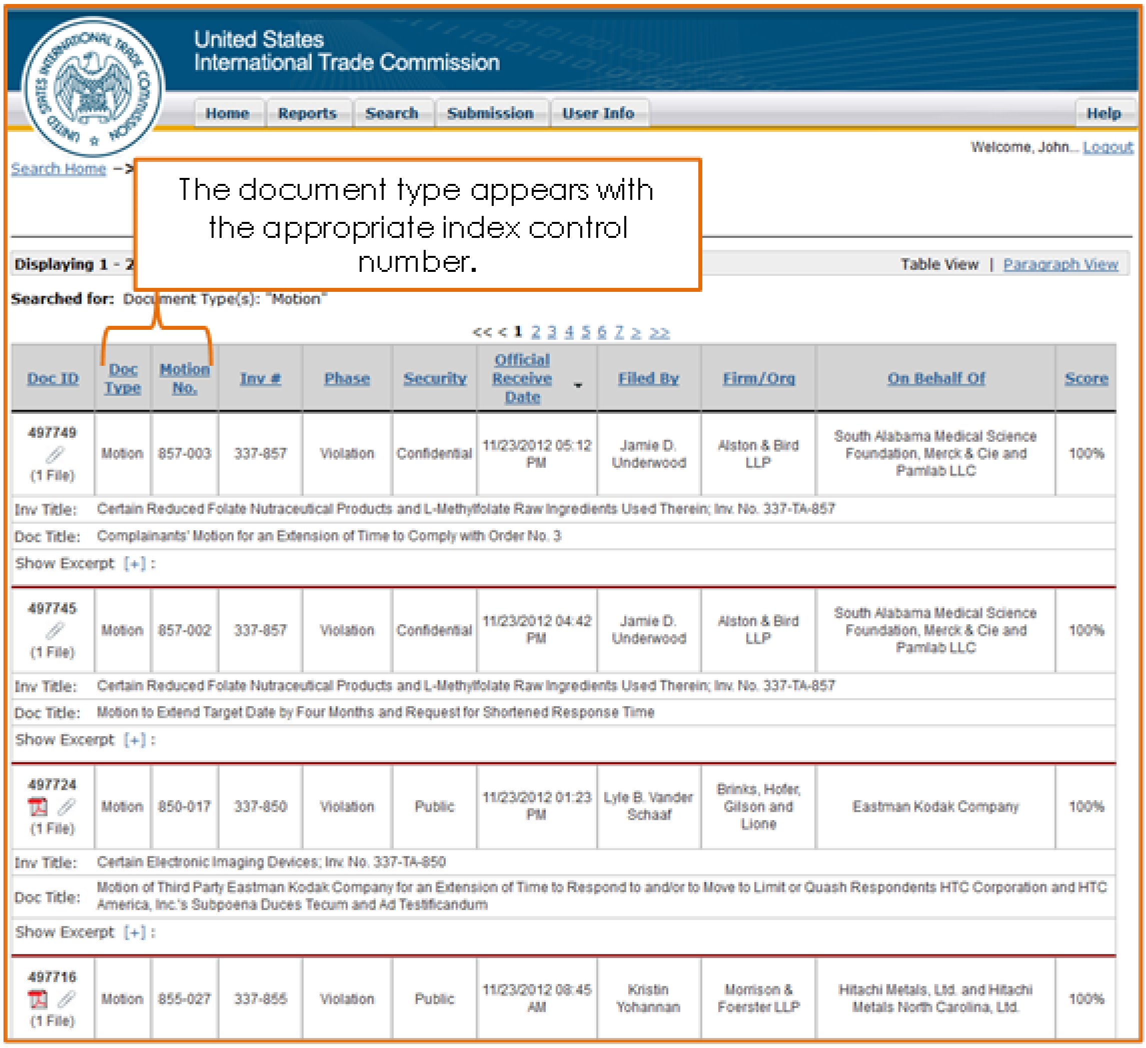
Search Tip #7: Adding Index Control Nos.

Certain document types are associated with Document Index Data. For example, Motions are assigned Motion Nos. and Petitions are assigned CBI Nos. Therefore, when searching on a document type that has an assigned Document Index value, you should scroll down to Result Preferences at the very bottom of the Search Page and add the appropriate index control number. For example, if searching on document type "Motion" you should change the Index Control No. field to Motion No. *See* the screenshot on the following page.



Doing so, will ensure that the Index Control No. is displayed on the Search Results page, as shown on the following page.



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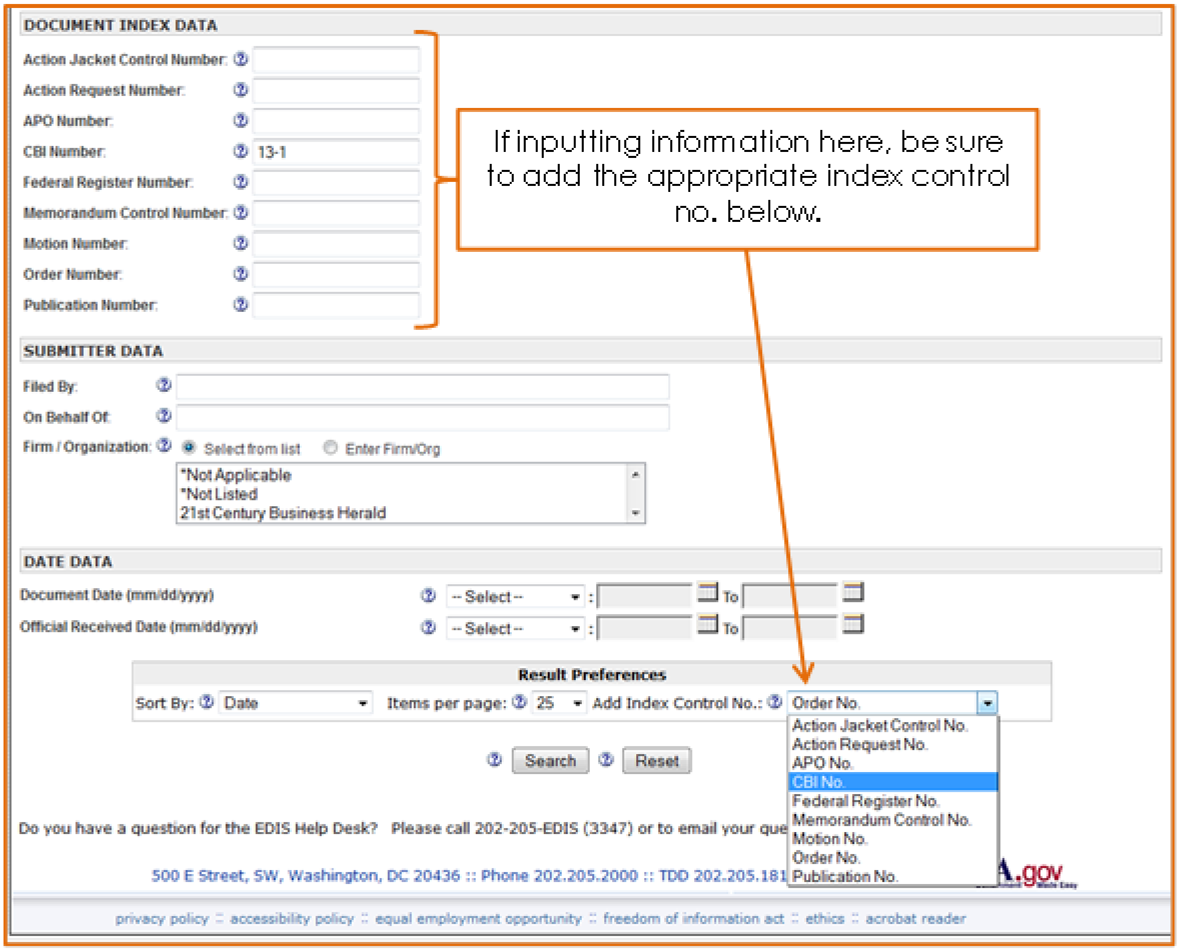
Search Tip #8: Adding Index Control Nos. When Searching on Document Index Data

When searching by any of the above Document Index Data fields, ensure that the searched on field appears on the Search Results page by adding the index control number in the Results Preferences section at the very bottom of the page.



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Search Tip #9: 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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Search Tip #10: OUII's Investigational History

If having difficulty locating a Section 337 investigation in EDIS, try searching The Office of Unfair Import Investigation's Section 337 Investigational History. You may view just pending (read: active) investigations or all investigations. The Investigational History pages may be accessed from the USITC website.

The Investigational History provides basic information about investigations such as

Complainants, Respondents, presiding Administrative Law Judge, Status of the Investigation, Patents Involved, etc. Many users find the Investigational History helpful when searching for a particular party to an investigation or patent number.

(When searching patent numbers, enter the patent number in quotation marks, including commas.)

For more information on using the Investigational History, please contact the Office of Unfair Import Investigations.

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