

EDIS 3.12

Filing Guidance Related to Import Injury Petitions

Filing a Petition, Entry of Appearance, and Protective Order Request / Amendment

Overview

Documents filed in relation to United States International Trade Commission (USITC) investigations are submitted and stored in the USITC's Electronic Document Information System (EDIS).

As a part of its EDIS Confidential E-Service initiative, the USITC is implementing new EDIS updates that allow users to electronically serve certain confidential documents to authorized EDIS users who are designated as an investigation participant's Lead Counsel. These filings meet the statutory requirements for access to documents served under the Administrative Protective Order (APO). This initiative is being conducted in phases, the first of which focuses on adding new filing features related to the following three document types in Import Injury investigations:

1. Filing a Petition
2. Filing an Entry of Appearance and Related Documents
3. Filing a Protective Order (PO) Request/Protective Order Request Amendment

This guide provides an overview of the new filing features. Further guidance will be provided in the future for the electronic service phase of this initiative. To access EDIS, use Login.gov to access your linked EDIS account. For more information see: [EDIS Transition to Login.gov](#)

1. Filing a New Request (Petition) - Updated Functionality

The updates are minor improvements to filing a new petition, as noted below.

- i. Search and select currently-stored EDIS Participants (Petitioner or Interested Party) to add to the new request/Petition.
- ii. Manually add new participants.

The screenshot displays the 'Proposed Participants' card within the EDIS interface. The card is divided into two main sections: 'Search and add new participant' and 'Manually add new participant not listed'. The 'Search' section includes a search bar for participant names, a dropdown for 'Participant Address' (set to 'Current Address'), and a dropdown for 'Participant Type' (set to 'Select Participant type'). An 'Add' button is located to the right of the search bar. The 'Manual Add' section includes a search bar for 'Participant Name', a dropdown for 'Participant Type', and a form for 'Address' with fields for 'Street Address', 'City', 'State' (set to 'Alabama'), 'Zip Code', 'Sub/building no./floors', and 'Country' (set to 'United States of America'). An 'Add' button is located to the right of the address fields. The card also features a 'Submission Preview' sidebar on the right and navigation buttons ('Back' and 'Save and Continue') at the bottom.

Figure 1: Proposed Participants Card

NOTE: After a Petition is filed, staff in the USITC’s Office of the Secretary, Docket Services Division (Dockets Staff) reviews the Petition, creates the investigation, and adds the requested participants from the Petition to the investigation.

2. Filing an Entry of Appearance and Related Documents (Entry of Appearance) - **NEW**

Filing an Entry of Appearance:

- i. Designate Yourself as Lead Counsel for Current Participant(s): You can file an Entry of Appearance on EDIS to designate yourself as Lead Counsel for one or more entries in the current participant list, as long as they do not already have designated counsel. (Note: Delegates cannot file an Entry of Appearance on your behalf.)
 - In the **Participant List – Lead Counsel Designation** card, participants already added to the Investigation Participant List are displayed.
 - Select **Yes** for both questions on the **Participant List - Lead Counsel Designation** card.
 - Click **Save and Continue**.

United States International Trade Commission
Electronic Document Information System (EDIS)

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Filing

Submitter Information
Investigation Type
New Request
Investigation Phase
Investigation
Document Type
Security Level
Lead Counsel Designation
Select Participant

Participant List - Lead Counsel Designation

Are you seeking to designate yourself as Lead Counsel for a current participant or a representative for a Non-Party, for the purposes of electronic service?

Yes No

Are you representing one the participants in this investigation listed below?

Yes No

Investigation: 731-1748 Prelim - Test Inv. 3-21 from Afghanistan; Inv. No. 731-TA-1748 (Preliminary)

Name	Address	Type
Apple Inc.	1 Infinite Loop, Cupertino, CA 95014, United States of America	Petitioner
Sony Electronics, Inc.	16450 West Bernardo Drive, San Diego, CA 92127, United States of America	Petitioner
Samsung Electro-Mechanics America, Inc.	3345 Michelson Drive, Suite 350, Irvine, CA 92612, United States of America	Petitioner

Submission Preview

Filed By: TestAccount One
Investigation Type: Import Injury
Investigation Num: 731-1748
Investigation Phase: Prelim
Document Type: Entry of Appearance and Related Documents
Security Level: Public

Back Save and Continue

Figure 2: Participant List – Lead Counsel Designation Card

The **Participant List – Select Participant** card appears.

- Click **Add** to add yourself as Lead Counsel for Participants you are representing.
- NOTE: If a Participant(s) already has representation, the **Add** button will not appear.

Submitter Information

Investigation Type

New Request

Investigation Phase

Investigation

Document Type

Security Level

Lead Counsel Designation

Select Participant

Participant List - Select Participant

Participants with currently designated lead counsels cannot be added to a new Notice of Appearance.

Participant Name	Participant Address	Type	Lead Counsel
Apple Inc.	1 Infinite Loop, Cupertino, CA 95014, United States of America	Petitioner	
Sony Electronics, Inc.	16450 West Bernardo Drive, San Diego, CA 92127, United States of America	Petitioner	*Not Applicable
Samsung Electro-Mechanics America, Inc.	3345 Michelson Drive, Suite 350, Irvine, CA 92612, United States of America	Petitioner	

Lead Counsel Confirmation

Pursuant to 19 C.F.R. § 210.7(b), I, **TestAccount One** with ***Not Applicable** confirm that I have been designated by the below listed participants as lead counsel for service of process and other related documents in this investigation.

Firm Name: *Not Applicable
Lead Counsel Address: N/A, N/A, Not Applicable N/A, Unspecified
Lead Counsel Email: anthony.han@usitc.gov

I confirm that my contact information listed above is correct, and pursuant to 19 C.F.R. § 201.16(f), hereby provide written consent to receive notification of electronic service at the email address listed above.

I Confirm

Submission Preview

Filed By: TestAccount One

Investigation Type: Import Injury

Investigation Num: 731-1748

Investigation Phase: Prelim

Document Type: Entry of Appearance and Related Documents

Security Level: Public

[Back](#) [Save and Continue](#)

Figure 3: Participant List – Select Participant Card

- Confirm the Lead Counsel Confirmation statement.
- Click **Save and Continue**.

NOTE: Dockets Staff reviews and validates the updates before Lead Counsel designation is reflected in the Investigation Service List.

- ii. **Add New Participants and Designate Yourself as their Lead Counsel:** If a participant you represent is not in the Investigation Participant list, you must request addition of the participant(s) and designation as their Lead Counsel.
- On the **Participant List - Lead Counsel Designation card**, select **Yes** for “Are you seeking to designate yourself as Lead Counsel for a current participant or a representative for a Non-Party, for the purposes of electronic service?”
 - Select **No** for “Are you representing one the participants in this investigation listed below?”.
 - Click **Save and Continue**.

United States International Trade Commission
Electronic Document Information System (EDIS)

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Security Level

Lead Counsel Designation

Select Participant

Participant List - Lead Counsel Designation

Are you seeking to designate yourself as Lead Counsel for a current participant or a representative for a Non-Party, for the purposes of electronic service?

Yes No

Are you representing one the participants in this investigation listed below?

Yes No

Investigation: 731-1748 Prelim - Test Inv. 3-21 from Afghanistan; Inv. No. 731-TA-1748 (Preliminary)

Name	Address	Type
Apple Inc.	1 Infinite Loop, Cupertino, CA 95014, United States of America	Petitioner
Sony Electronics, Inc.	16450 West Bernardo Drive, San Diego, CA 92127, United States of America	Petitioner
Samsung Electro-Mechanics America, Inc.	3345 Michelson Drive, Suite 350, Irvine, CA 92612, United States of America	Petitioner

Submission Preview

Filed By:
TestAccount One

Investigation Type:
Import Injury

Investigation Num:
731-1748

Investigation Phase:
Prelim

Document Type:
Entry of Appearance and Related Documents

Security Level:
Public

Back Save and Continue

Figure 4: Participant List – Lead Counsel Designation

- The **Add New Participant** card appears.
- There are two options for users to add new participants
 1. Search and add new participant(s):
 - Search for a participant that is currently stored in the EDIS database by typing in the name of the participant in the **Search Participants** box.
 - Select your participant from the presented list.
 - Ensure the address matches your participant’s location (Note: this is critical as some participants have the same name and are only differentiated by their address).
 - Select a **Participant Type**.
 - Click **Add**.
 - Repeat to add multiple participants.

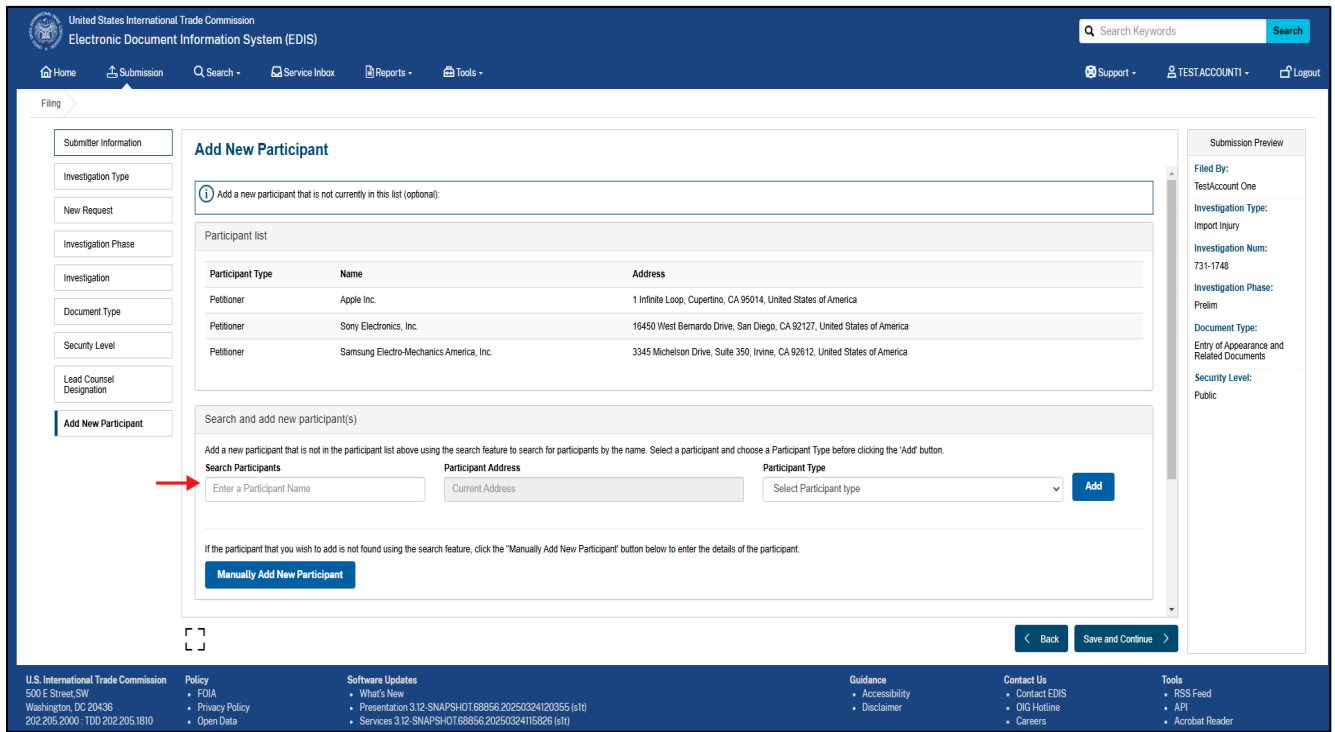


Figure 5: Add New Participant Card

2. Manually Add New Participant:
 - Click **Manually Add New Participant**.

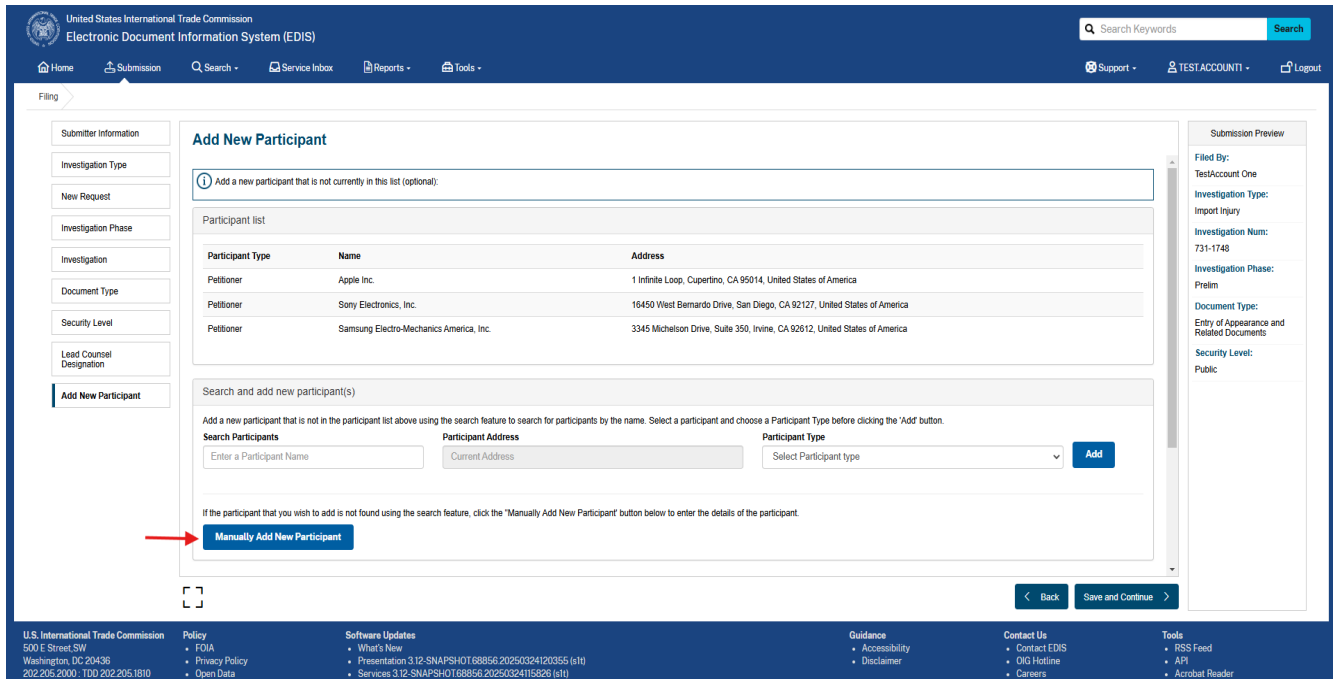


Figure 6: Manually Add New Participant

- The **Add New Participant** screen appears.
- Add the new **Participant Name**, **Participant Type**, and **Address** metadata.
- Click **Add**.
- Click **I Confirm** under **Lead Counsel Confirmation**.
- Click **Save and Continue**.

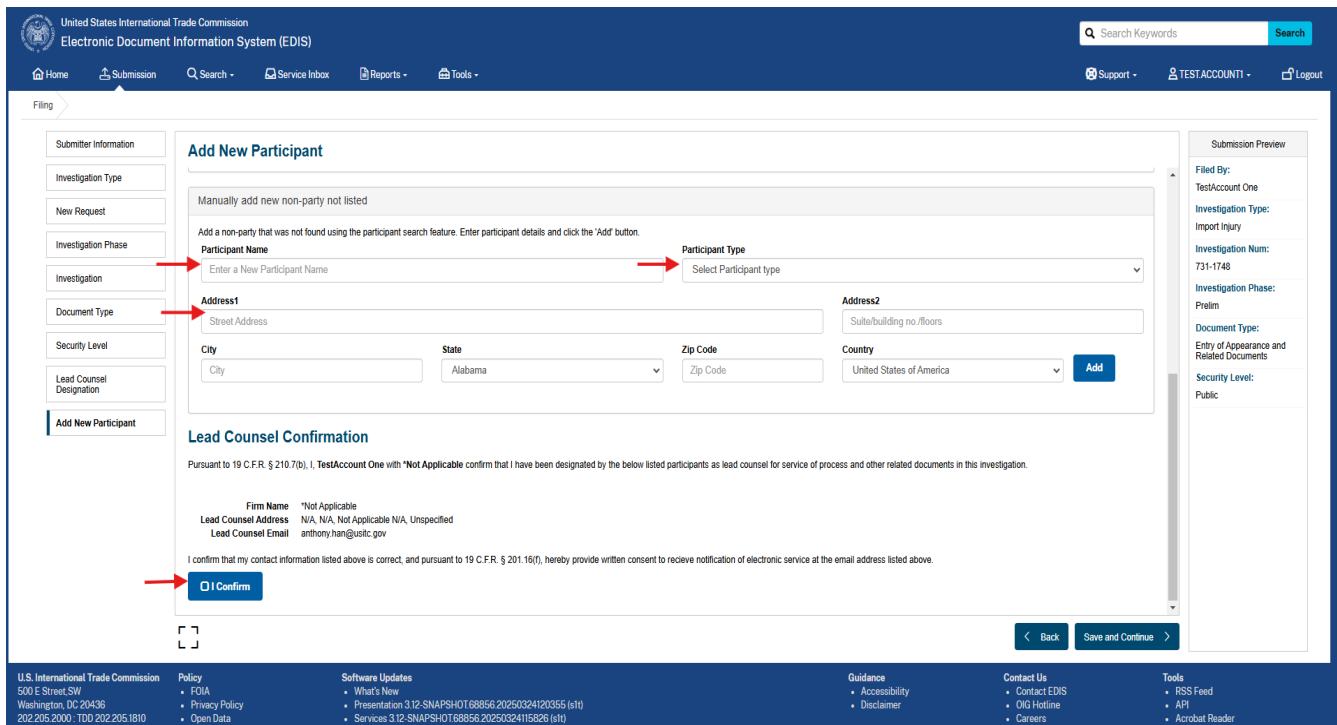


Figure 7: Confirm Lead Counsel Designation

NOTE: Any new participant added manually is reviewed and approved by Dockets Staff.

NOTE: You must confirm the Lead Counsel Confirmation statement before continuing with the submission process

Dockets Staff reviews all document metadata, including Participants selected and added to the document once the Entry of Appearance is filed. When Dockets Staff completes their review and validation, Lead Counsel representation is reflected in the Investigation Service List.

3. Filing a Protective Order Request/Protective Order Request Amendment - **NEW**

Several new features have been added to the process for filing a Protective Order Request (PO Request) and Protective Order Request Amendment (PO Request Amendment):

- i. **PO Request - Lead Counsel Selection:** Users may now file a Protective Order Request on behalf of themselves, or on behalf of their Delegators. **On the PO Request – Lead Counsel Selection** card, choose:
 - a. **Yes, for Myself**
 - The **PO Request – Select Party** card opens. Continue the filing on the PO Request.
 - b. **No, for my Delegator**
 - The **Delegator List** appears. Select your Delegator.
 - Click **Save and Continue** to continue filing the PO Request.

The screenshot displays the 'PO Request - Lead Counsel Selection' form within the EDIS interface. The form is titled 'PO Request - Lead Counsel Selection' and contains the question: 'Are you filing this Protective Order Request document on your own behalf?'. Two buttons are provided: 'Yes, for myself' and 'No, for my Delegator'. The 'No, for my Delegator' button is highlighted with a green border. Below the buttons, there is a 'Delegator List' dropdown menu with 'TestAccount.Two' selected. The interface includes a navigation menu on the left, a search bar at the top right, and a 'Submission Preview' panel on the right side.

Figure 8: PO Request – Lead Counsel Selection

- ii. **PO Request - Select Party:** Users can select a participant(s) for whom they would like to file the PO Request. This card is broken down into 3 sections:

The screenshot displays the 'PO Request - Select Party' form within the EDIS system. The form is structured as follows:

- Unrepresented or Paper-only Participants:** This section contains a checkbox for 'Samsung Electro-Mechanics America, Inc.'
- Participants represented by TestAccount One:** This section contains checkboxes for 'Apple Inc.' and 'Sony Electronics, Inc.'
- My Participant Isn't Listed:** A button located at the bottom of the form.

The right-hand side of the interface features a 'Submission Preview' panel with the following information:

- Filed By: TestAccount One
- Investigation Type: Import Injury
- Investigation Num: 731-1748
- Investigation Phase: Prelim
- Document Type: Protective Order Request
- PO Req Counsel: TestAccount One

Figure 9: PO Request – Select Party

- a. **Unrepresented or Paper-only Participants**
 - Participants that are on the Investigation Participant List but do not have representation are available for selection.
- b. **Participants represented by “XXX” (XXX = current logged in username or Delegator username)**
 - Lists Participants currently represented by either the current logged in user or the Delegator for the current logged in user.
 - When Participants appear here, Dockets Staff has reviewed and validated the Entry of Appearance, participants have been added to the Investigation Participant List, and representation of the Lead Counsel for participant(s) are reflected in the Service List.
- c. **My Participant Isn't Listed (*important*)**
 - Use this button if you file a PO Request immediately after filing an Entry of Appearance and you do not see the participants you added with the Entry of Appearance. For these situations, it is highly likely that Dockets Staff has not had a chance to review nor validate the Entry of Appearance, in which case the participants you added when filing the Entry of Appearance have not been approved and added to the Investigation.

- You will be prompted with a dropdown list to re-select the same new participants you added when filing the Entry of Appearance.
- Add only the participants that were added on the Entry of Appearance. If participants between the Entry of Appearance and PO Request differ, then the Service List may not be accurate.

iii. **PO Request – Associated Litigators:** Users can enter Associated Litigators for each of the participants that were selected from the **PO Request – Select Party** card in submission.

Figure 10: PO Request – Associated Litigators

- Each Participant added to the PO Request is displayed with a text field underneath. You can add the Associated Litigators for each participant.
- If the list of Associated Litigators is the same for all participants, you only need to add it to one of the participants. If different Associated Litigators lists for a Lead Counsel are provided for their different participants, those lists are automatically combined and associated with all participants that Lead Counsel represents in the investigation.
- When filing a **Protective Order Request Amendment**, you may already see Associated Litigators for each of the participants. You may make edits to the Associated Litigator list if necessary. If it is correct, leave it as is. Any updates made to the Associated Litigators is reflected in the Service List once Dockets Staff has reviewed and validated the PO Request Amendment.

Upon completing the filing of the PO Request/PO Request Amendment, Dockets Staff receives the document(s). They review both the Entry of Appearance and PO Request and validate them. Once

both documents are validated, the selected and added participants appear in the Service List. For all participants added to the PO Request and approved by Dockets, they will appear in the Confidential Service List.

Should you have a question about these new document filing features, you may send your question via email to our Office of the Secretary, Docket Services Division at EDIS3Help@usitc.gov or call 202-205-EDIS (3347).