



## **ELECTRONIC DOCUMENT INFORMATION SYSTEM (EDIS) 3**

**FINAL USER GUIDE  
COMMISSION STAFF**

**November 2009**

## **INTRODUCTION**

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Welcome to the United States International Trade Commission's (USITC) Electronic Document Information System Version 3 (EDIS 3). EDIS 3 is a repository of electronically filed and scanned paper documents for Title VII, Section 337, and other investigations before the Commission.

This user manual is designed to provide guidance for internal users on how to: set up an EDIS user account, electronically file documents, file documents over-the-counter with Docket Services by creating an EDIS cover sheet, copy documents from one investigation to another (available to *limited* departments) and search for public documents in EDIS 3. This manual gives a basic overview on how to use EDIS 3 to file and access documents. To obtain information regarding technical requirements for electronic filing such as document format, file size, and content, please see the USITC *Electronic Filing Procedures Handbook* at [http://www.usitc.gov/docket\\_services/documents/handbook\\_on\\_eletronic\\_filing.pdf](http://www.usitc.gov/docket_services/documents/handbook_on_eletronic_filing.pdf).

The EDIS Coding Manual is also a useful aid for the coding rules to use when submitting documents to EDIS. Please refer to the *EDIS Coding Manual* at [http://www.usitc.gov/docket\\_services/documents/edis\\_coding\\_manual.pdf](http://www.usitc.gov/docket_services/documents/edis_coding_manual.pdf) for reference on the document types and titles to use when filing documents.

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

To file documents, by either e-filing or creation of a cover sheet for over-the-counter filing with Docket Services, users may access EDIS 3 at <http://edis.usitc.gov>. 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).

Replacing this text here and procedural guidance contact Docket Services at 202.205.1802 or visit our web page at [http://www.usitc.gov/docket\\_services/index.htm](http://www.usitc.gov/docket_services/index.htm).

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## ACCESSING EDIS

### REGISTERING FOR EDIS 3

#### WHO SHOULD REGISTER?

For internal users, registration is required to use EDIS for research and filing. Documents may only be viewed by registered users. In order to access and view confidential, limited, and privileged documents, the user's Office Director must submit an EDIS User Authorities Request Form to the EDIS Helpdesk requesting such authorization for user access. Once the form is approved and processed, the EDIS Helpdesk will set the appropriate permissions for user access. Please see the *EDIS 3 Authorities Administration Policy* for details.



#### HOW TO REGISTER FOR EDIS 3

Go to the EDIS 3 home page at <http://edis.usitc.gov> or via the Intranet at <http://intranet/> by clicking on the EDIS link. You have now arrived at the EDIS 3 Home Page, which is pictured below. Find "Register", on the right hand side of the page, and click on the link:

The screenshot shows the EDIS 3 Home Page. At the top, there is a navigation bar with links for "Info", "Help", "Logout", and "Login". Below the navigation bar, there is a welcome message: "Welcome to EDIS. You are not logged in." A large banner image of a modern building is displayed. On the right side, there is a sidebar with the following text:  
"Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page."  
Below this, there is a section titled "For full EDIS access:" with a "Login" link. Underneath it, there is a section titled "If you need an EDIS account:" with a "Register" link. There is also a "Forgot your password?" link and a "RSS FEED GENERATOR" link.  
A callout box with the text "Click 'Register'" points to the "Register" link in the sidebar.

Once the user performs this action, you will be presented with the entitled "EDIS – Terms of Use Agreement" page, pictured below. Please read the information contained on this page carefully. If, after reading this page, choose to the Terms of Use and wish to proceed, click "Accept".

Login

### EDIS - Terms of Use Agreement

[Step One >](#) [Step Two >](#) [Step Three >](#) [Step Four](#)

Please read the following Terms of Use Agreement and click Accept to continue to create a new EDIS account.

Any external user needing to file investigation documents with USITC or desiring to run filing reports must have an EDIS login. All internal users requiring access to file or view investigation documents must have an EDIS login. For more information, read [Who should Register?](#)

Members of the public have the option to submit certain types of documents electronically to the U.S. International Trade Commission (USITC) for inclusion in its Electronic Document Information System (EDIS). The USITC does not require the use of this means of document submission. A person submitting a document electronically must comply with the Commission's Rules of Practice and Procedure and the associated Handbook on Electronic Filing Procedures (EFP Handbook), E-Filing Rules Notice, and E-Filing Procedures Notice. All documents must be submitted in PDF and submitters are responsible for document accuracy and timely receipt by the USITC. Those users who submit documents electronically and provide an e-mail address will receive a notification of document receipt and, after review by the Office of the Secretary to the Commission, a notification of document acceptance or rejection.

The contents of each filing in EDIS may be subject to copyright and other proprietary rights (with the exception of the notices, orders, and opinions of the USITC). It is the user's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing material found in EDIS. Transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright owners. Users must make their own assessments of rights in light of their intended use.

A person submitting a document electronically who fails to comply with the requirements for electronic filing may be denied permission to file electronically in the future, depending upon the circumstances and nature of any such failure to comply. Failure to comply with other filing rules may result in consequences provided for in the rules.

Click "Accept" → Accept Decline

After accepting the Terms of Use Agreement the user will arrive at the "EDIS Online User Registration" page, pictured below.

Login

### EDIS Online User Registration

[Step One >](#) [Step Two >](#) [Step Three >](#) [Step Four](#)

Complete the EDIS Online User Registration form to become a registered user of the EDIS system. Please enter information in all required fields. All fields are required unless they are designated as optional.

PERSONAL PROFILE INFORMATION	
First Name	<input type="text"/> ②
Middle Name	<input type="text"/> ② (optional)
Last Name	<input type="text"/> ②
Firm/Organization	<input type="text"/> ② USITC
Office/Division	<input type="text"/> ② -- Select --
Address	<input type="text"/> ② 500 E Street, SW
Address	<input type="text"/> ② (optional)
City/Province	<input type="text"/> ② Washington
State	<input type="text"/> ② DC
Zip/Postal Code	<input type="text"/> ② 20436
Country/Region	<input type="text"/> ② United States

"Name" fields  
 "Firm/Org" field  
 "Address" fields

## Name

Insert the user's first and last name into the appropriate fields. Please enter the name in the manner consistent with the user's signature. If the user signature includes a middle name, please include this information. For example, if the user signs his/her name (both written and e-signature) "Joseph A. Burner", then please include the middle initial with the appropriate punctuation.

## Firm/Organization

The Firm/Organization portion of this field will automatically populate with "USITC". The user should elect the Office/Division from the drop down menu in the appropriate field.

**EDIS Online User Registration**

Step One > **Step Two >** Step Three > Step Four

Complete the EDIS Online User Registration form to become a registered user of the EDIS system. Please enter information in all required fields. All fields are required unless they are designated as optional.

**PERSONAL PROFILE INFORMATION**

First Name	<input type="text" value="Johnny"/>
Middle Name	<input type="text" value="Trade"/> (optional)
Last Name	<input type="text" value="Commissioner"/>
Firm/Organization	<input type="text" value="USITC"/> <input type="button" value="▼"/>
Office/Division	<input type="text" value="-- Select --"/> <input type="button" value="▼"/>
Address	<input type="text" value="-- Select --"/>
Address	<input type="text" value="Administrative Law Judge"/>
City/Province	<input type="text" value="Not Applicable"/>
State	<input type="text" value="Office of Administration"/>
Zip/Postal Code	<input type="text" value="Office of Chief Information Officer"/>
Country/Region	<input type="text" value="Office of Economics"/>
Telephone Number	<input type="text" value="202-205-2000"/> (Include Country Code / Area Code)
Fax	<input type="text" value=""/> (optional)
Email	<input type="text" value="JohnQ@usitc.gov"/>

## Address

Most of the address information (i.e. street address, city, state, zip code and country) will be automatically populated to reflect the address of the International Trade Commission. The user may enter the room number in the optional address field.

## Telephone Numbers, Facsimile Number and Email Address

Telephone Number	<input type="text" value="555-555-1212"/> (Include Country Code / Area Code)
Fax	<input type="text" value="555-555-2121"/> (optional)
Email	<input type="text" value="JohnQ@email.com"/>

Enter your phone #, fax # and e-mail address

The "Telephone Number" field will automatically populate with the number associated with the office or division selected above. The user may edit this field to change the phone number if so desired. Users may also enter a fax number and provide an e-mail address (the e-mail field will automatically contain "@usitc.gov").

## Login Information

Users are required to select a User ID and password in order to login to EDIS. The “User ID” and “Password” fields are located directly beneath the “Email” field and are pictured below.

The screenshot shows a form titled "LOGIN INFORMATION". It contains three input fields: "User Id" with the value "JohnQ1", "Password" with a masked value, and "Confirm Password" with a masked value. To the right of the "User Id" field is a note: "Enter your desired user id. Use letters (a-z, A-Z) and numbers (0-9), but no spaces or special characters (\$, !, /, # etc.)". Below the "Password" and "Confirm Password" fields is another note: "The password must be between 8 and 30 characters long and contain letters (a-z, A-Z), at least one number (0-9), and at least one special character (\$, !, /, # etc.) but no spaces."

### User ID

Enter the desired User ID in the appropriate field. The User ID may only contain letters (a-z, A-Z), and numbers (0-9), but may not contain spaces or special characters (\$, !, /, # etc.). The User ID is not case sensitive.

### Password

The password you select must be:

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

Once the user has entered the desired password (that meets the above listed requirements), re-enter the password exactly as typed in the “Confirm Password” field. In all future logins, each letter must appear in the case selected when creating the password. Three unsuccessful login attempts will result in your account being locked automatically.

## Security Questions

The purpose of the security questions is to provide users who have forgotten their passwords with a method to regain entry into EDIS (See the section “Logging into EDIS 3” below for more information). They are located at the bottom of the Registration form as pictured below.

The screenshot shows a section for security questions. It includes two dropdown menus: "Security Question 1" and "Answer 1". The "Security Question 1" menu has "Select --" at the top, followed by a list of options: "What city were you born in?", "What High School did you attend?", "What is the birthdate of your oldest child?", "What is the name of the street you grew up on?", "What is your favorite color?", "What is your favorite restaurant?", "What is your favorite spectator sport?", "What is your favorite vegetable?", "What is your mother's maiden name?", and "What is your pet's name?". The "Answer 1" menu also has "Select --" at the top. A callout box with the text "Select a security question from the drop down menu" points to the "Select --" option in the "Security Question 1" menu. At the bottom of the page, there is a footer note: "Do you have a question for the EDIS Help Desk? Please contact us via EDIS (3247) or to email your question click Contact Us."

The user must select two security questions from the drop down menus entitled "Security Question 1" and "Security Question 2". For each the user must provide an answer. In the event that you forget your password or are locked out of the system, users will be asked these questions. The user must then provide the answers chosen at the time of registration. Security question answers are **NOT** case sensitive.

### Submitting the Registration Form



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

The screenshot shows a registration form with two security questions. "Security Question 1" is set to "What city were you born in?" with the answer "Anywhereville". "Security Question 2" is set to "What is the name of the street you grew up on?" with the answer "Main". Below the questions are "Submit", "Reset Form", and "Cancel" buttons. A callout box points to the "Submit" button with the text "Click 'Submit'".

If all of the information has been submitted correctly the user will arrive at a page allowing 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, as pictured below.

The screenshot shows the "Step Three" page of the registration process. It displays a "PERSONAL PROFILE INFORMATION" section with fields for First Name (John), Middle Name (Q.), Last Name (Public), Firm/Organization (\*Not Listed), Address (123 Main Street), Suite (Suite 4), City/Province (Anywhereville), State, Zip Code, Country/Region, Telephone, Fax, and Email Address (JohnQ@email.com). At the bottom, there are "Accept Information", "Make Changes", and "Cancel" buttons. A callout box points to the "Accept Information" button with the text "After determining the information you've submitted is correct, click \"Accept Information\"". Another callout box points to the "Make Changes" button with the text "Click \"Make Changes\" if you need to make a correction".

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

**Successful EDIS Registration**

An email has been sent to you as a confirmation. Click Login to continue to EDIS.

Step One > Step Two > Step Three > **Step Four**

Click “Login” to enter EDIS 3

The information you submitted is listed here

First Name: John  
Middle Name: Q.  
Last Name: Public  
Firm/Organization: \*Not Listed  
Address: 123 Main Street  
Address: Suite 4  
City/Province: Anywhereville  
State: District of Columbia  
Zip Code: 11111  
Country/Region: United States  
Telephone: 555-555-1212  
Fax: 555-555-2121  
Email Address: JohnQ@email.com

User ID: JohnQ1

Security Question One:  
What city were you born in?  
Security Question Two:  
What is the name of the street you grew up on?

Print page

Click “Print Page” for a paper copy of this form

Top of page

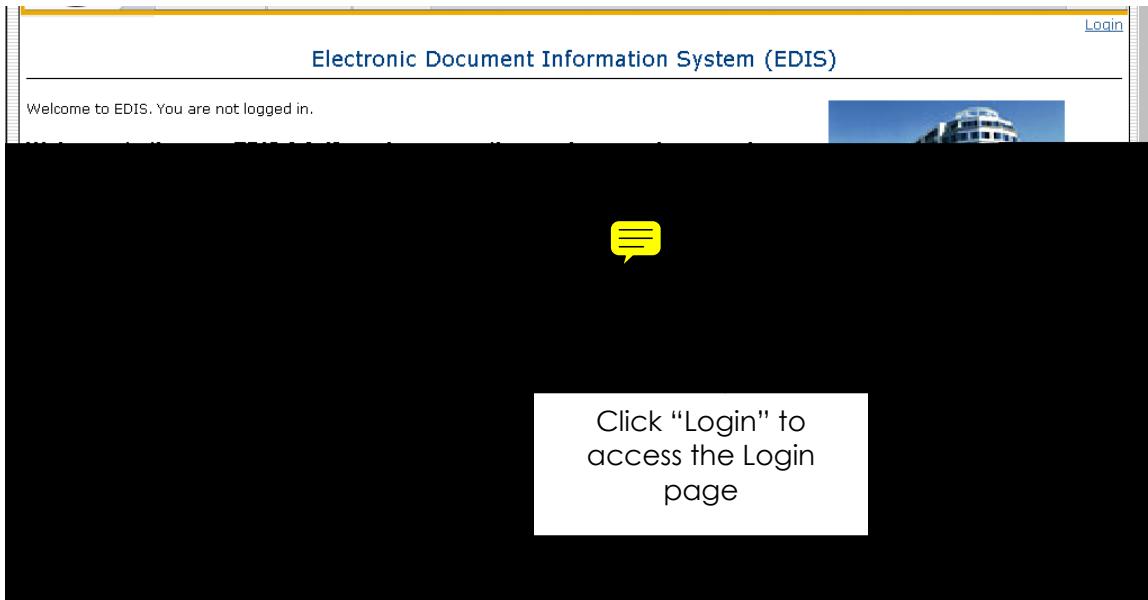
9

You have now successfully completed the registration process for EDIS 3! You may now select “Login” at the top of the page (See the section “Logging into EDIS 3” below for more information).

### **LOGGING INTO EDIS 3**

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

 You can access the “Login” page from the EDIS home page, pictured below.

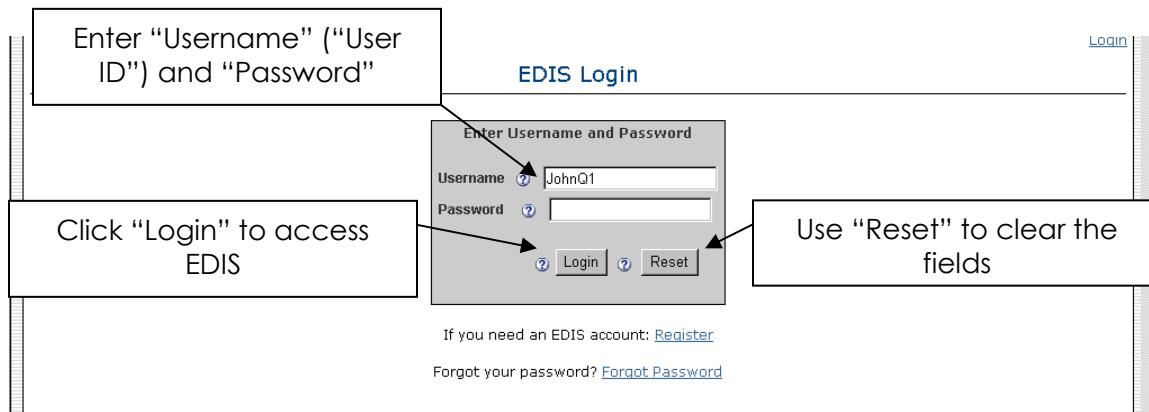


After you click on “Login” on the EDIS home page (or on the Successful EDIS Registration Page as discussed above), your browser will be directed to the EDIS Login Page, as pictured below.



Enter the username (or “User ID” as it was called on the Registration Form) and password in the appropriate fields and click “Login”. Remember that the password is case sensitive.

**Note:** The first time logging into EDIS, current EDIS 2 users should login using their existing EDIS 2 password. The user will be prompted to change the password and set up two security questions and answers. Once successfully completed, the user will be logged into EDIS. The EDIS 2 codeword can be used on Forgot Password, but should be changed to the Security Questions and Answers immediately upon first login.



If the user has successfully entered the username and password, the user will be taken directly to the EDIS "Main Menu" Page, pictured below. If the username or password were entered incorrectly, it will prompt the user to try to log in again. The user has three chances to login before the system automatically locks the account. So, if the user has forgotten the password, click "Forgot Password" for help (See the section "Forgotten Passwords" below for more information). If a user's account becomes locked, they must contact the EDIS Helpdesk to have it unlocked.

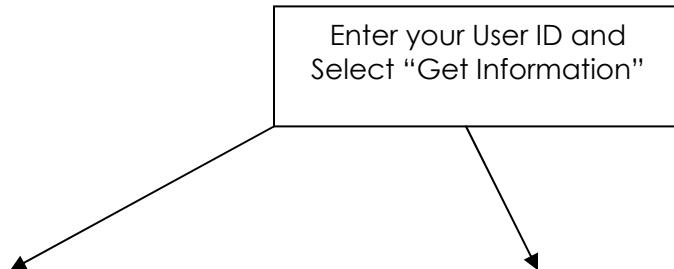
Once you've arrived at this page, you have successfully logged into EDIS 3!

## FORGOTTEN PASSWORDS

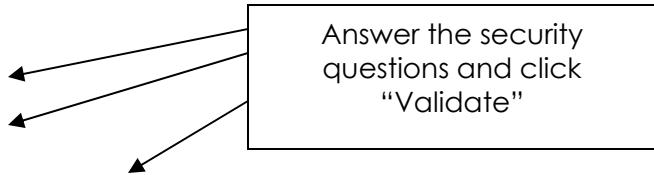
If you wish to login to EDIS 3, but have forgotten your password, users can click on "Forgot Password" to retrieve it.



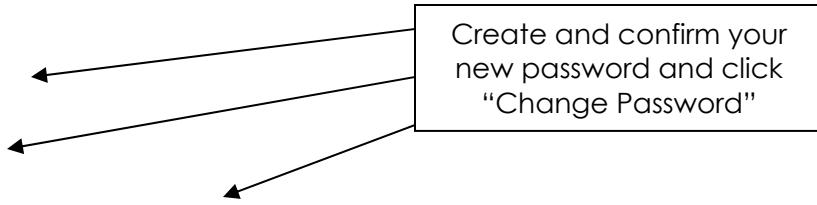
Once the user has clicked "Forgot Password", it will display the screen pictured below. Enter your User ID in the appropriate field and click on "Get Information".



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 your 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!

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).

## CHANGE PASSWORD/CHANGE SECURITY QUESTIONS

After logging in, if you wish to change the password or security questions, the user may do so from the "EDIS Main Menu" page by selecting "User Info".



Users will be directed to the "EDIS Maintain User Information" page. Select either "Change Password" or "Change Security Questions" to make the desired changes.

The screenshot shows the "EDIS Maintain User Information" page. At the top, there is a navigation bar with links for "EDIS Main", "Reports", "Search", "Submission", "User Info", "Help", and a welcome message "Welcome, John... Logout". Below the navigation bar, the main content area has a title "EDIS Maintain User Information". A note states: "Users can maintain their own account information using these options. Upon logging in, a user may update their password or change their security questions/answers as needed." Two options are highlighted with arrows pointing to boxes: "Change Password" (with the note "Change password for the current user.") and "Change Security Questions" (with the note "Change security questions for the current user."). A large box encloses both of these options with the instruction "Select 'Change Password' or 'Change Security Questions'". At the bottom of the page, there is a footer with contact information, a USA.gov logo, and links to various government policies.

## CHANGE PASSWORD

After the user has selected “Change Password” on the EDIS Maintain User Information Page, it will prompt the user to enter the current password as well as select and confirm a new password. The new password must also meet the password requirements described previously. After entering the required information, click “Update”. To clear the form, hit “Reset Form”.

To change your password, enter your current password and your new password. Reenter the new password to confirm. You have reached this page because of one of the following reasons: Your password has expired and you must change it; you've made a determination that it is necessary to change your password; or the EDIS System Administrator has set your password to a temporary password.

The password must be at least 8 and no more than 30 characters long and contain letters (a-z, A-Z), at least one number (0-9), and at least one special character (&, ! , # etc.) but no spaces.

**CHANGE PASSWORD**

Current Password ②  Enter your current password and create/confirm your new password

New Password ②

Confirm New Password ②

② Update  Reset Form

Select “Update”

You have now successfully changed your password! Users should immediately receive an e-mail notice informing that the password has been changed. Should you receive an e-mail notice for a password change which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).

**EDIS Maintain User Information**

**SUCCESS!** Your password has successfully been changed.

Users can maintain their own account information using these options. Upon logging in, a user may update their password or change their security questions/answers as needed.

**Change Password**  
Change password for the current user.

**Change Security Questions**  
Change security questions for the current user.

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (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](#) :: [acrobate reader](#)

## CHANGE SECURITY QUESTIONS

After selecting “Change Security Questions” on the EDIS Maintain User Information Page, the user will be prompted to confirm the password. Enter the password and click “Get Questions”.

UNITED STATES  
INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

Welcome, John... Logout

Change Security Questions

Use this page to maintain your two security questions and answers. The questions and answers can be used to verify your identity when calling the EDIS help desk or when you need to reset your password.

CHANGE SECURITY QUESTIONS

Confirm Password

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (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](#) :: [acrobat reader](#)

The user will now be able to change one or both of the security questions and enter new answers. Once the user makes the desired changes, click “Submit”. If the user needs to undo the changes, click “Reset”.

UNITED STATES  
INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

Welcome, John... Logout

Change Security Questions

Use this page to maintain your two security questions and answers. The questions and answers can be used to verify your identity when calling the EDIS help desk or when you need to reset your password.

CHANGE SECURITY QUESTIONS

Select Security Question 1:

Enter your answer for question 1:

Select Security Question 2:

Enter your answer for question 2:

Select new questions from the drop down menus and enter desired answers

Select "Submit" or "Reset"

You have now successfully changed your security questions! Users should immediately receive an e-mail notice informing you that the security questions

have been changed. Should you receive an e-mail notice regarding a change to your security questions which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).

The screenshot shows the EDIS user interface. At the top, there's a banner with the United States International Trade Commission logo and the text "UNITED STATES INTERNATIONAL TRADE COMMISSION". Below the banner is a navigation menu with links for "EDIS Main", "Reports", "Search", "Submission", "User Info", and "Help". A welcome message "Welcome, John..." and a "Logout" link are also present. The main content area is titled "EDIS Maintain User Information". It displays a success message: "SUCCESS! Your have updated your security questions." Below this, a note states: "Users can maintain their own account information using these options. Upon logging in, a user may update their password or change their security questions/answers as needed." There are two links: "Change Password" (which changes the password for the current user) and "Change Security Questions" (which changes security questions for the current user). At the bottom of the page, there's a footer with contact information: "Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).  
500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810". The USA.gov logo is also visible. At the very bottom, there are links for "privacy policy", "accessibility policy", "equal employment opportunity", "freedom of information act", and "acrobat reader".

When you have finished working in EDIS, it is recommended that users click "Logout" and close the browser to break the session.

EDIS is set to time-out a user's session after 2 hours of inactivity. Users will receive a pop-up message indicating that the session has had no activity and will expire in 5 minutes. If you do not interact with EDIS for a further 5 minutes, your session will terminate. You will need to login again.

Passwords expire after 180 days. If the user has not changed their password in 180 days, the account will automatically become inactive. Please contact Docket Services to reactivate your account at 202.205.EDIS (3347).

## **DOCUMENT SUBMISSION**

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Internal users may file documents electronically or by paper submission for any security level. A user may not file documents without creating a user account. Please see *Registering for EDIS 3* for instructions on setting up an account. To submit documents users must login to EDIS and then click on the "Submission" tab to begin document submission. For guidance regarding paper submissions please see *Creating and Coding the Cover Sheet for Paper Filing*, infra.

### **ELECTRONIC FILING OF DOCUMENTS**

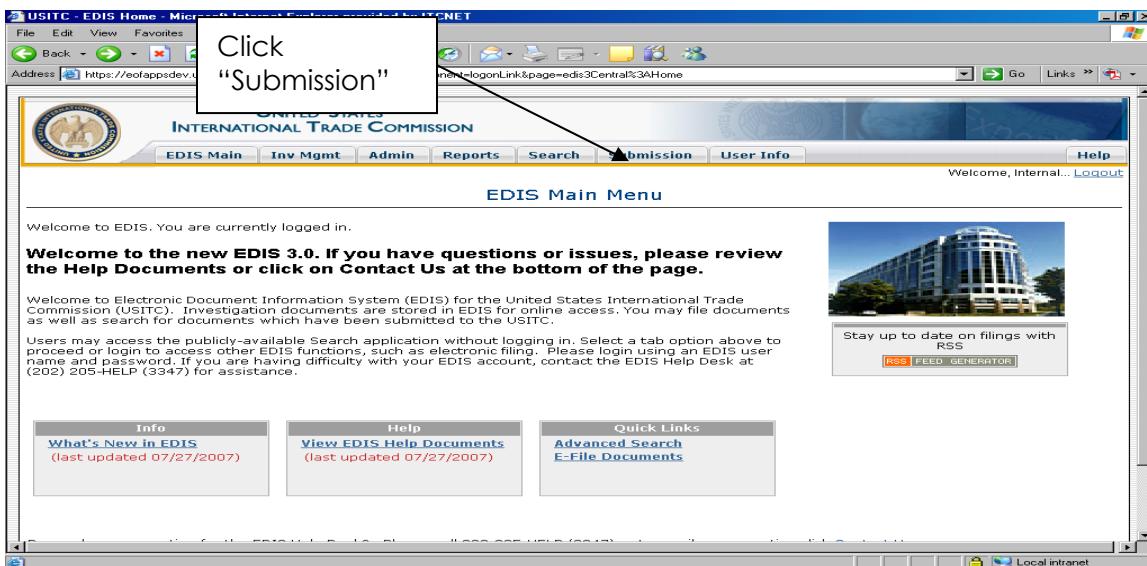
The EDIS E-filing capability allows a user to submit a document electronically in PDF format. A user may not access the EDIS E-filing capability without creating a user account. Instructions on how to set up an account may be found in the section titled *Registering for EDIS 3*.

In order to E-file a document in EDIS, users must do some initial document preparation. First, users should review the *Electronic Filing Procedures Handbook* (March 2006) for information regarding policy and document filing rules. However, listed below are some key requirements to keep in mind when preparing a document for E-filing.

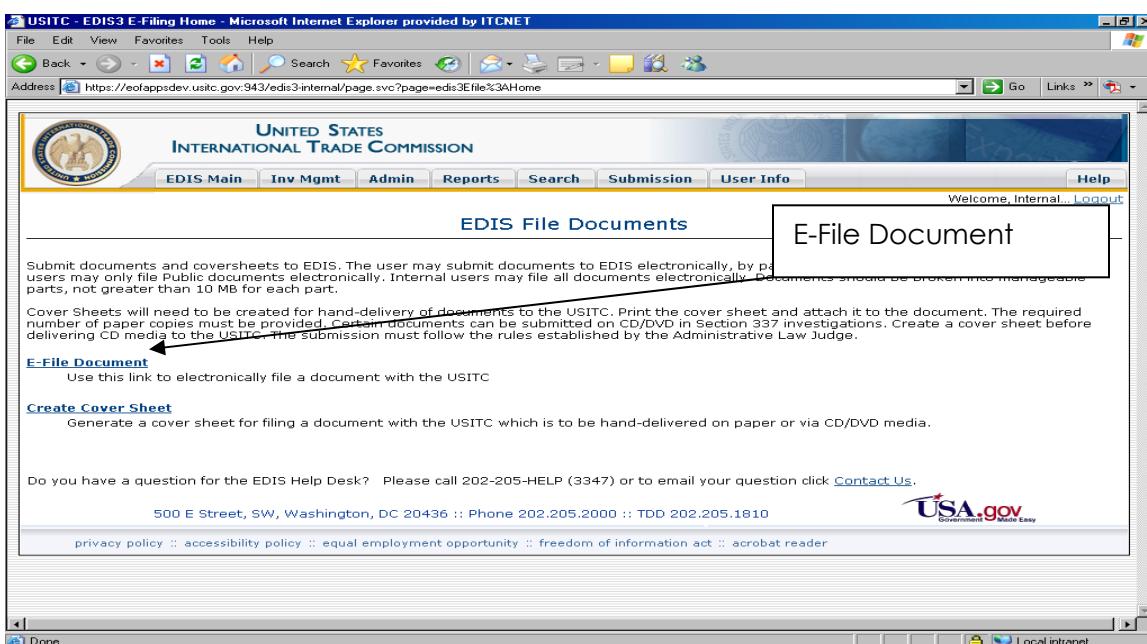
- All documents must be submitted in Adobe Acrobat portable document format (PDF)
- Adobe Acrobat 4.0 is the minimally accepted format (which is PDF Version 1.3 or greater)
- PDF files must **not** be password protected
- Attachments are limited to 50 separate attachments per Document ID
- Each attachment must be **25MB or less**
- Document **must not** contain **embedded links or Java Script actions**

Once the document is properly formatted and ready to be filed, login to EDIS as described in the *Logging into EDIS* section.

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



And then click on the “E-File Document” link.



Once the user clicks “E-File Document” the user must complete the fields as described below. To properly code a document for E-filing, the following fields must be completed. For guidance on how to code a document please refer to the [EDIS Coding Manual \(July 2008\)](#).

**EDIS Electronic Document Submission**[Step One >](#) [Step Two >](#) [Step Three >](#) [Step Four](#)

Complete the Document Submission Form to submit documents to the USITC. Please enter information in all required fields. All fields are required unless they are designated as optional.

**FILE DOCUMENTS**

Please fill the form below to submit electronic documents. Please print the "Notice of Receipt" for your records.

**Submitter Information**

Filed By  [?](#) [Find Firm](#)

Firm Organization  [?](#) [Find Firm](#)

Filed On Behalf Of  [?](#)

Submitted By  [?](#)

**Investigation Information**

Investigation Number  [?](#) [Find Investigation](#) [?](#) [New Request](#)

Investigation Type [?](#)

Investigation Phase [?](#)

Investigation Title [?](#)

**Filed By**

This field automatically populates with the user's registration information. Internal users may edit this field. This is especially useful when internal parties have to create cover sheets on behalf of another person.

**Firm/Organization**

This field automatically populates with the user's firm/organization provided by the user during the registration process. Internal users may edit this field. If submitting for a firm, select "Find Firm" to find the applicable firm name. If the firm name is not on the list, the user may type in the firm name. This information should reflect the firm/organization of the filing person.

**Filed On Behalf Of**

This field defaults to your office name as entered during registration. However, this field may be edited. If the user is changing the "Firm/Organization" to another name, please be sure to enter the correct company/firm name.

**Submitted By**

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

**Investigation Number**

Internal users may not type the investigation number into this field. To populate the investigation number, select either "Find Investigation" or "New Request."

## **New Request**

“New Request” should be selected when the user is requesting that the Commission institute a new investigation. For example, when filing new complaints and new petitions, the user should select “New Request”. Selecting “New Request” automatically populates the same fields as “Find Investigation” except the user must select the investigation type.

## **Find Investigation**

The “Find Investigation” tab launches a search tool to locate the desired investigation. Enter the search criteria into the designated space on the form. Once the appropriate investigation is selected, the fields in the “Investigation Information” section will populate.

You can enter as little or as much information as is necessary to locate the desired investigation. Select the investigation from the “Filter Results” list by clicking the desired investigation number.

The “Investigation Status” defaults to “Active”. Please select the appropriate status in accordance with the document being filed.

### *By Investigation Number*

Users may find their investigation by entering the investigation number or just the last three or four digits of the investigation number.

Click “Find Investigation” after inputting search criteria to return results. When the results appear at the bottom of the screen, select the correct investigation by clicking the desired investigation number. Please make sure to pay attention to the title, phase, and number to ensure the selected investigation is correct. A prompt will appear as a double check to make sure the appropriate investigation is selected. If the correct investigation is selected then click “OK”.

**EDIS - FIND INVESTIGATION**

**Filter By:**

Investigation Status	<input checked="" type="radio"/> Active	<input type="radio"/> Cancelled	<input type="radio"/> Inactive	<input type="radio"/> Preinstitution	<input type="radio"/> All
Investigation Phase	<input type="button" value="Select"/>				
Investigation Type	<input type="button" value="Select"/>				
Investigation Number	<input type="text"/>				
Investigation Title	<input type="text" value="orange"/>				
Items per Page	<input type="button" value="10"/>				

**Filter Results: 1-3 of 3**

Inv Num	Phase	Title
731-1089	Final	Certain Orange Juice from Brazil, Inv. 731-TA-1089
731-1089	Prelim	Certain Orange Juice from Brazil, Inv. 731-TA-1089
731-326	Review2	Frozen Concentrated Orange Juice from Brazil, Ir...

Click on the desired investigation and the prompt below will appear. If it's the correct investigation click "OK"

Microsoft Internet Explorer

Are you sure?

Once "OK" is clicked, the investigation type, investigation phase, and investigation title automatically populates in those fields. No further action by the user is required in those fields.

**USITC - EDIS3 E-filing - Microsoft Internet Explorer provided by ITCNET**

File Edit View Favorites Tools Help

Address: <https://eofappsdev.usitc.gov:943/edis3/internal/external.svc?page=edis3Efile%3AEfiling>

Investigation Type  
Investigation Phase  
Investigation Title

**Document Filing Information**

Security Level	<input type="button" value="Select"/>
Document Type	<input type="button" value="Select"/>
Document Title	(Optional)
Document Date	02/27/2009 (MM/DD/YYYY)
Action Jacket Control Number	<input type="text"/>
Memorandum Control Number	<input type="text"/>

**Processing Information**

OSE Alert Flag	<input type="checkbox"/>	Party Served	<input type="checkbox"/>
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Help file PDFs can be viewed using Adobe Acrobat Reader. Click the Adobe icon to download a free copy.

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [contact us](#).

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## Security Level

Security Level is 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

Select the document type from the drop down menu that ***most accurately*** describes the document being filed. Accurate selection of the document type promotes a greater usability of the EDIS 3 Search function. (See section entitled

*Searching for Documents in EDIS 3.) Please see the [EDIS Coding Manual \(July 2008\)](#) for guidance in selecting the appropriate document type.*

Certain document types will display additional fields for input. For example, if the user selects the “Publication – USITC” document type, the “Publication Number” field will be displayed. Please enter the control numbers in the provided fields instead of in the document title field.

### **Document Title**

This field is designed to help identify the document, please input the title of the document as written on the document (the field allows up to 255 characters).

**Note:** There are **standard titles** for certain documents. Please see the [EDIS Coding Manual \(July 2008\)](#) for guidance in selecting the appropriate document title.

### **Document Date**

The document date automatically populates with the date the cover sheet is created. Users may edit this field by entering the appropriate date the document was produced. The calendar icon will allow users to select a date.

### **Control Numbers**

Several fields allow users to input the control number associated with the filing. The fields identify the information about the firms and documents. Some control numbers may only be entered by Docket Services staff.

Control Numbers	Entered by
Action Jacket Control Number	Submitter
Action Request Number	Docket Services
APO Number	Submitter
CBI Number	Docket Services
Federal Register Citation	Submitter
Memorandum Control Number	Submitter
Motion Number	Docket Services
Order Number	Submitter
Publication Number	Submitter

### **APO Release**

If the document is to be included in an APO release, please check the box next to “APO Release”. Reminder, all APO Release documents must be **CONFIDENTIAL**.

### **OSE Alert Flag**

This flag is currently unavailable. Functionality will be implemented in a later version of EDIS.

### Party Has Been Served

Check this box if you have served the document on all the parties.

### Special Processing

If the document is a "Motion" or a "Motion Response/Reply" please enter if the investigation is before the ALJ or before the Commission.

Once the above fields are completed, click "Attach/Edit Document(s)".

Clicking on "Attach/Edit Document(s)" will direct users to the screen below. To attach a document, click on "Browse".

Step Four

Welcome, Docket... [Logout](#)

Step One > Step Two > Step Three >

### Attach Files to E-File Document

All documents must be in PDF format and comply with USITC electronic filing standards. Documents will be checked for standards compliance during the upload process. You may attach as many files as necessary to complete your document, but only attach files which make up a single document. Do not submit multiple investigation documents as a single document. The first file must be the main portion of the document. Additional files should be attached in the order that the document would be read.

**Attach Document Files for Electronic Submission**

All documents must be in PDF format. (Currently there is a 10 megabyte (10MB) size limit for each attachment.)

Attach File:  [Browse...](#)

Attachment Title:

[Attach File](#)

**Attachments** [②](#)

No files uploaded yet.

[Accept Attachments](#) [② Back to Document Data](#) [② Reset](#) [② Cancel](#)

[Get Adobe Reader](#)

Files saved as PDFs can be viewed using Adobe Acrobat. Click the Adobe icon to download a free copy of Adobe Acrobat Reader.

Once the user clicks on "Browse" it opens the interface to select a file from a folder. 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 click on "Open".

Selecting "Open" populates the "Attach File" field with the file path information. Clicking on "Attach File" attaches the user's desired document to the filing. On clicking the "Attach File", the document is scanned for viruses and compliance with PDF standards as stated in the *Electronic Filing Handbook*. Should the

document fail any of these checks, an error message will be presented indicating any issues with the document. If the file is greater than 50MB, an error message is displayed. If an error occurs the document will not be added in the "Attachments" list.

If there is a problem with the attachment, a prompt will appear alerting the user of the rejected attachment and the reason for the rejection. For example, the user may see the following alert – “Error on file size - The file you attempted to upload exceeds the maximum limit of 50MB.” This provides the user an opportunity to correct the problem immediately. Once the problem is fixed the user may attempt to attach the document again.

Users may submit multiple attachments with a filing, but they must be added one file at a time. To attach additional sections, click on “Attach File” and follow the previous instructions regarding attachments. Users may create a title for the attachment(s) in the “Attachment Title” field. This is especially helpful in identifying multiples attachments.

All documents must be in PDF format and comply with USITC electronic filing standards. Documents will be checked for standards compliance during the upload process. You may attach as many files as necessary to complete your document, but only attach files which make up a single document. Do not submit multiple investigation documents as a single document. The first file must be the main portion of the document. Additional files should be attached in the order that the document would be read.

**Attach Document Files for Electronic Submission**

All documents must be in PDF format. (Currently there is a 10 megabyte (10MB) size limit for each attachment.)

Attach File:

Attachment Title:

**Attachments**

No files uploaded yet.

Get Adobe Reader

Files saved as PDFs can be viewed using Adobe Acrobat.  
Click the Adobe icon to [download a free copy of Adobe Acrobat Reader](#).

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

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USA.gov Government Made Easy

All attachments will appear in the attachment section. Multiple attachments may be re-ordered by clicking on the ↑↓ arrows to move a document up or down in the list. For example, if a cover letter is included, the letter should be the first attachment. This will make the document more readable to users reading the document via Search. If a document was erroneously included, click on the

red X next to the ↑↓ arrows to remove this file from the attachment list. Once the user attaches the desired document(s), click on “Accept Attachments”. Users may also go back to the metadata (the information listed in the fields) screen by selecting “Back to Document Data”.

Once the user selects “Accept Attachments” the screen below will appear. This gives the user the opportunity to review the metadata and attachments, in particular verify the investigation number, phase, and security level against the uploaded files. Selecting “Edit E-Filing Data” will allow the user to go back and make any needed changes to the metadata. “Edit Attachments” directs users back to a previous screen to add, remove, or change the order of the attachments.

The screenshot shows a Microsoft Internet Explorer window titled "USITC - Confirm Filing Data - Microsoft Internet Explorer provided by ITCNET". The address bar shows the URL: <https://eofappsdev.usitc.gov:943/edis3/internal/page.svc?page=edis3file%3AConfirmation>. The page content includes:

- Filed On Behalf Of Submitted By:** Office of Chief Information Officer docketinternal
- Investigation Information:** Investigation Number: 731-125  
Review2  
Import Injury  
Potassium Permanganate from China, Inv. 731-TA-125 (Second Review)
- Document Filing Information:** Security Level: Public  
Document Type: Brief - Final Comments  
Document Title: 02/27/2009  
Document Date: Memorandum Control Number:  
Action Jacket Control Number:  
APO Release: OSE Alert Flag: Party Served:
- Attachments:** A table showing three attachments:

#	File Name	Title	Size
1	letitia.pdf		8.8 KB
2	letitia.pdf		8.8 KB
3	letitia.pdf		8.8 KB

At the bottom of the page, there are several buttons: **Accept Information**, **Edit E-Filing Data**, **Edit Attachments**, and **Cancel**. The **Accept Information** button is highlighted with a large red callout box and an arrow pointing to it.

Once the user is satisfied with the metadata (the information listed in the fields) and attachment information, select “Accept Information”. This generates an EDIS Notice of Receipt of Electronic Documents, as noted below, containing the Document ID Number, the metadata and attachment(s).

**EDIS Notice of Receipt of Electronic Documents**

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.

<b>Document Filing Information</b>	
Document Number	318424
<b>Security Level</b>	Public
Official Receive Date	02/27/2009 12:31 PM
System Receive Date	02/27/2009 12:31 PM
Document Type	Brief- Final Comments
Document Title	
Document Date	02/27/2009
Memorandum Control Number	
Action Jacket Control Number	
<input type="checkbox"/> APO Release <input type="checkbox"/> OSE Alert Flag <input type="checkbox"/> Party Served	
<b>Investigation Information</b> Investigation Number: 731-125	
Investigation Phase	Review2
Investigation Type	Import Injury
Investigation Title	Potassium Permanganate from China, Inv. 731-TA-125 (Second Review)
<b>Submitter Information</b>	
Filed By	Internal A Dockets
Firm / Organization	USITC

<b>Done</b>																	
System Receive Date      02/27/2009 12:31 PM Document Type      Brief- Final Comments Document Title Document Date      02/27/2009 Memorandum Control Number Action Jacket Control Number <input type="checkbox"/> APO Release <input type="checkbox"/> OSE Alert Flag <input type="checkbox"/> Party Served																	
<b>Investigation Information</b> Investigation Number: 731-125																	
Investigation Phase	Review2																
Investigation Type	Import Injury																
Investigation Title	Potassium Permanganate from China, Inv. 731-TA-125 (Second Review)																
<b>Submitter Information</b>																	
Filed By	Internal A Dockets																
Firm / Organization	USITC																
Filed On Behalf Of	Office of Chief Information Officer																
Submitted By	docketsinternal																
<b>Attachments</b>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>File Id</th> <th># File Name</th> <th>Title</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>414816</td> <td>1 letitia.pdf</td> <td>414816</td> <td>8.8 KB</td> </tr> <tr> <td>414817</td> <td>2 letitia.pdf</td> <td>414817</td> <td>8.8 KB</td> </tr> <tr> <td>414818</td> <td>3 letitia.pdf</td> <td>414818</td> <td>8.8 KB</td> </tr> </tbody> </table>		File Id	# File Name	Title	Size	414816	1 letitia.pdf	414816	8.8 KB	414817	2 letitia.pdf	414817	8.8 KB	414818	3 letitia.pdf	414818	8.8 KB
File Id	# File Name	Title	Size														
414816	1 letitia.pdf	414816	8.8 KB														
414817	2 letitia.pdf	414817	8.8 KB														
414818	3 letitia.pdf	414818	8.8 KB														
<input checked="" type="checkbox"/> <b>File Another Document</b> Please be sure to edit information as needed when creating a new document.																	

**Done**

You have successfully E-filed your document!

Users should keep this notice as a receipt of the filing. Please note that this receipt acknowledges the filing in the EDIS system. The Commission and the assigned Administrative Law Judge determines the acceptance of the document on the merits in light of the Commission Rules and other applicable laws.

Additionally, the user will receive an e-mail notification.

For specific document types in Section 337 investigations, the submitted document is immediately routed to the Printer Room for immediate printing and delivery within USITC. This service is only available to internal users filing Section 337 documents electronically. Either 6 or 12 copies may be requested for printing, depending on the document type and or the selection of "Before the ALJ" or "Before the Commission" on Motion and Motion Response/Reply document types.

Note: The document and metadata are printed as submitted and have not undergone the review of the Dockets Office prior to printing. Therefore use extra caution when selecting the document type and adding attachments, to ensure that an accurate document is being printed and delivered to the ALJ or Commission.

<b>Document Type</b>	<b>Number of Copies</b>
Brief Filed with ALJ	6
Brief Filed on Remedy/Review	12
Motion	Dependent on user input of Before the ALJ (6) or Before the Commission (12)
Motion Response/Reply	Dependent on user input of Before the ALJ (6) or Before the Commission (12)
Petition for Review; and Response to	12

## **CREATING AND CODING THE COVER SHEET FOR PAPER FILING**

Internal users may submit a document for any security level over-the-counter at the USITC Docket Services located at 500 E Street SW, Room 112-A, Washington, DC 20436. Any over-the-counter paper filing must be submitted with an EDIS cover sheet. In order to create an EDIS cover sheet, the user must have a registered account (please see the section titled *Registering for EDIS 3* for instructions on how to set up an account).

Once the user has logged into EDIS using their registered account, the image below will appear.

The screenshot shows the EDIS Main Menu page. At the top, there is a navigation bar with tabs: EDIS Main, Inv Mgmt, Admin, Reports, Search, Submission (which is highlighted with a callout box and an arrow), and User Info. To the right of the tabs, there is a 'Help' link and a welcome message 'Welcome, Lisa... Logout'. Below the navigation bar, there is a section titled 'EDIS Main Menu' with a sub-section 'Welcome to EDIS. You are currently logged in.' It also contains a message: 'Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page.' There is a photograph of a modern building and a link to stay updated via RSS feed. At the bottom, there are three boxes: 'Info' (What's New in EDIS, last updated 07/27/2007), 'Help' (View EDIS Help Documents, last updated 07/27/2007), and 'Quick Links' (Advanced Search, E-File Documents).

To create an EDIS cover sheet please click on the tab marked "Submission" as indicated above. Once the tab is clicked the user is directed to the EDIS File Documents page shown below. For paper filings select "Create Cover Sheet".

**UNITED STATES  
INTERNATIONAL TRADE COMMISSION**

EDIS Main Inv Mgmt Admin Reports Search Submission User Info Help

Welcome, Lisa... [Logout](#)

## EDIS File Documents

Submit documents and coversheets to EDIS. The user may submit documents to EDIS electronically, by paper or other hand delivered media. External users may only file Public documents electronically. Internal users may file all documents electronically. Documents should be broken into manageable parts, not greater than 10 MB for each part.

Cover Sheets will need to be created for hand-delivery of documents to the USITC. Print the cover sheet and attach it to the document. The required number of paper copies must be provided. Certain documents can be submitted on CD/DVD in Section 337 investigations. Create a cover sheet before delivering CD media to the USITC. The submission must follow the rules established by the USITC.

**E-File Document**  
Use this link to electronically file a document with the USITC

**Create Cover Sheet**  
Generate a cover sheet for filing a document with the USITC which is to be hand-delivered on paper or via CD/DVD media.

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

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Once the user clicks "Create Cover Sheet" the EDIS Cover Sheet Submission page will be presented (below). To properly code an EDIS cover sheet for paper filing, the following fields must be completed.

**UNITED STATES  
INTERNATIONAL TRADE COMMISSION**

EDIS Main Inv Mgmt Admin Reports Search Submission User Info Help

Welcome, Lisa... [Logout](#)

## EDIS Cover Sheet Submission

Step One > Step Two > Step Three

Complete the Document Submission Form to submit documents to the USITC. Please enter information in all required fields. All fields are required unless they are designated as optional.

**FILE DOCUMENTS**  
A cover sheet is required to file paper documents. Please print the page, "EDIS Cover Sheet to accompany Hard Copy Submission" to attach to your hard copy document submission. Barcodes are generated internally so there is no need to download any fonts.

**Submitter Information**

Filed By	<input type="text" value="Lisa R. Barton"/> <a href="#">?</a>
Firm Organization	<input type="text" value="USITC"/> <a href="#">?</a> <input type="button" value="Find Firm"/>
Filed On Behalf Of	<input type="text" value="Office of the Secretary"/> <a href="#">?</a>
Submitted By	<input type="text" value="Ibarton"/> <a href="#">?</a>

**Investigation Information**

Investigation Number	<input type="text"/> <a href="#">?</a> <input type="button" value="Find Investigation"/> <a href="#">?</a> <input type="button" value="New Request"/>
Investigation Type	<a href="#">?</a>
Investigation Phase	<a href="#">?</a>
Investigation Title	<a href="#">?</a>

**Find Investigation and New Request**

### **Filed By**

This field automatically populates with the user's registration information. Internal users may edit this field. This is especially useful when internal parties have to create cover sheets on behalf of another person.

### **Firm/Organization**

This field automatically populates with the user's firm/organization provided by the user during the registration process. Internal users may edit this field. If submitting for a firm, select "Find Firm" to find the applicable firm name. If the firm name is not on the list, the user may type in the firm name. This information should reflect the firm/organization of the filing person.

### **Filed On Behalf Of**

This field defaults to your office name as entered during registration. However, this field may be edited. If the user is changing the "Firm/Organization" to another name, please be sure to enter the correct company/firm name.

### **Submitted By**

This field may not be edited. It populates the registered User ID associated with the account used to create the cover sheet.

### **Investigation Number**

Internal users may not type the investigation number into this field. To populate the investigation number, select either "Find Investigation" or "New Request."

### **New Request**

"New Request" should be selected when the user is requesting that the Commission institute a new investigation. For example, when filing new complaints and new petitions, the user should select "New Request". Selecting "New Request" automatically populates the same fields as "Find Investigation" except the user must select the investigation type.

### **Find Investigation**

The "Find Investigation" tab launches a search tool to locate the desired investigation. Enter the search criteria into the designated space on the form.

**EDIS - FIND INVESTIGATION**

Filter By:															
Investigation Status <input type="radio"/> Active <input checked="" type="radio"/> Cancelled <input type="radio"/> Inactive <input type="radio"/> Preinstitution <input type="radio"/> All Investigation Phase <input type="radio"/> Violation <input checked="" type="radio"/> - Select - Investigation Type <input type="radio"/> Sec 337 <input checked="" type="radio"/> - Select - Investigation Number <input type="radio"/> 337-625 <input checked="" type="radio"/> - Select - Investigation Title <input type="radio"/> <input checked="" type="radio"/> Certain Self-Cleaning Litter Boxes and Components Thereof, Inv. No. 337-TA-625 Items per Page <input type="radio"/> 10 <input checked="" type="radio"/> - Select -															
<input type="button" value="Find Investigation"/> <input type="button" value="Reset Form"/> <input type="button" value="Close Window"/>															
<b>Investigation Phase</b> <b>Investigation Type</b> <b>Investigation Number</b> <b>Investigation Title</b>															
Filter Results: 1-1 of 1 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Inv Num</th> <th>Phase</th> <th>Title</th> <th>Inv Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>337-625</td> <td>Violation</td> <td>Certain Self-Cleaning Litter Boxes and Components Thereof, Inv. No. 337-TA-625</td> <td>Sec 337</td> <td>Active</td> </tr> </tbody> </table>						Inv Num	Phase	Title	Inv Type	Status	337-625	Violation	Certain Self-Cleaning Litter Boxes and Components Thereof, Inv. No. 337-TA-625	Sec 337	Active
Inv Num	Phase	Title	Inv Type	Status											
337-625	Violation	Certain Self-Cleaning Litter Boxes and Components Thereof, Inv. No. 337-TA-625	Sec 337	Active											

You can enter as little or as much information as is necessary to locate the desired investigation. Select the investigation form the "Filter Results" list by clicking the desired investigation number.

The "Investigation Status" defaults to "Active". Please select the appropriate status in accordance with the document being filed.

If filing documents for a pre-institution investigation after the "New Request" has been filed, select "Preinstitution" or all to locate the investigation.

#### *By Investigation Number*

Users may find their investigation by entering the investigation number or just the last three or four digits of the investigation number.

**USITC - InvestigationSearch - Microsoft Internet Explorer provided by ITCNET**

**EDIS - FIND INVESTIGATION**

Filter By:																									
Investigation Status <input type="radio"/> Active <input checked="" type="radio"/> Cancelled <input type="radio"/> Inactive <input type="radio"/> Preinstitution <input type="radio"/> All Investigation Phase <input type="radio"/> - Select - <input checked="" type="radio"/> - Select - Investigation Type <input type="radio"/> - Select - <input checked="" type="radio"/> - Select - Investigation Number <input type="radio"/> <input checked="" type="radio"/> 731-1089 Investigation Title <input type="radio"/> orange <input checked="" type="radio"/> Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final) Items per Page <input type="radio"/> 10 <input checked="" type="radio"/> - Select -																									
<input type="button" value="Find Investigation"/> <input type="button" value="Reset Form"/> <input type="button" value="Close Window"/>																									
Keywords in the title field return all investigations with those keywords in the investigation title																									
Filter Results: 1-3 of 3 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Inv Num</th> <th>Phase</th> <th>Title</th> <th>Inv Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>731-1089</td> <td>Final</td> <td>Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)</td> <td>Import Injury</td> <td>Active</td> </tr> <tr> <td>731-1089</td> <td>Prelim</td> <td>Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Preliminary)</td> <td>Import Injury</td> <td>Active</td> </tr> <tr> <td>731-326</td> <td>Review2</td> <td>Frozen Concentrated Orange Juice from Brazil, Inv. 731-TA-326 fix the title (Second Review)</td> <td>Import Injury</td> <td>Active</td> </tr> </tbody> </table>						Inv Num	Phase	Title	Inv Type	Status	731-1089	Final	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)	Import Injury	Active	731-1089	Prelim	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Preliminary)	Import Injury	Active	731-326	Review2	Frozen Concentrated Orange Juice from Brazil, Inv. 731-TA-326 fix the title (Second Review)	Import Injury	Active
Inv Num	Phase	Title	Inv Type	Status																					
731-1089	Final	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)	Import Injury	Active																					
731-1089	Prelim	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Preliminary)	Import Injury	Active																					
731-326	Review2	Frozen Concentrated Orange Juice from Brazil, Inv. 731-TA-326 fix the title (Second Review)	Import Injury	Active																					

## Generate Results

Click "Find Investigation" after inputting search criteria to return results. When the results appear at the bottom of the screen, select the correct investigation by clicking on the desired investigation number. Please make sure to pay attention to the title, phase, and number to ensure the selected investigation is correct. A prompt will appear as indicated below as a double check to make sure the appropriate investigation is selected. If the correct investigation is selected then click "OK".

**EDIS - FIND INVESTIGATION**

**Filter By:**

Investigation Status:  Active  Cancelled  Inactive  Preinstitution  All

Investigation Phase:

Investigation Type:

Investigation Number:

Investigation Title:

Items per Page:

**Filter Results: 1-3 of 3**

Inv Num	Phase	Title
731-1089	Final	Certain Orange Juice from Brazil, Inv. 731-TA-1089
731-1089	Prelim	Certain Orange Juice from Brazil, Inv. 731-TA-1089
731-326	Review2	Frozen Concentrated Orange Juice from Brazil, Ir

Click on the desired investigation and the prompt below will appear. If it's the correct investigation click "OK"

Microsoft Internet Explorer  
 Are you sure?  
 OK Cancel

Once "OK" is clicked the investigation type, investigation phase, and investigation title automatically populate in those fields on the cover sheet. No further action by the user is required in those fields.

**FILE DOCUMENTS**  
A cover sheet is required to file paper documents. Please print the page, "EDIS Cover Sheet to accompany Hard Copy Submission" to attach to your hard copy document submission. Barcodes are generated internally so there is no need to download any fonts.

**Submitter Information**

Filed By:

Firm Organization:

Filed On Behalf Of:

Submitted By:

**Investigation Information**

Investigation Number:

Investigation Type:

Investigation Phase:

Investigation Title:

**Document Filing Information**

The title of the selected investigation

Security Level:

Document Type:

Document Title:  (Optional) \* Recommended

Document Date:

Action Jacket Control Number:

Memorandum Control Number:

Fields automatically populated by "Find Investigation"

## Security Level

Security Level is the level of access allowed for a document. Choose the security level from the dropdown. 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

Select the document type from the drop down menu that *most accurately* describes the document being filed. Accurate selection of the document type promotes a greater usability of the EDIS 3 Search function. (See the section entitled *Searching for Documents on EDIS 3*.) Please see the [\*EDIS Coding Manual \(July 2008\)\*](#) for guidance in selecting the appropriate document type.

Certain document types will display additional fields for input. For example, if the user selects the “Publication – USITC” document type, the “Publication Number” field will be displayed. Please enter the control numbers in the provided fields instead of in the document title field.

The screenshot shows a web-based document filing system. At the top, there's a header with a logo and some navigation links. Below the header, the form is divided into several sections:

- Firm Details:** Fields include Firm Organization (USITC), Filed On Behalf Of (Office of the Secretary), and Submitted By (Ibartron). Buttons for Find Firm and New Request are present.
- Investigation Information:** Fields include Investigation Number (731.1089), Investigation Type (Import Injury), Investigation Phase (Final), and Investigation Title (Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)).
- Document Filing Information:** This section is highlighted with a red border. It contains fields for Security Level (Privileged, dropdown), Document Type (Action Jacket, dropdown), Document Title (Questionnaires, input field), Document Date (02/17/2009, input field with calendar icon), Action Jacket Control Number (INV-09-008, input field), and Memorandum Control Number (empty input field).
- Processing Information:** Fields for APO Release, OSE Alert Flag, and Party Served are shown with checkboxes.

On the right side of the form, there's a vertical sidebar with a light gray background and a thin gray border. It lists five categories:

- Security Level
- Document Type
- Document Title
- Document Date
- Action Jacket Control Number

Arrows point from specific form fields to their corresponding sidebar categories. For example, the "Privileged" dropdown in the Document Filing Information section points to the "Security Level" category in the sidebar. The "Action Jacket" dropdown, the "Questionnaires" input field, the "02/17/2009" date input field, and the "INV-09-008" input field all have arrows pointing to their respective sidebar categories: Document Type, Document Title, Document Date, and Action Jacket Control Number respectively.

At the bottom left of the form, there are two buttons: "Create Cover Sheet" and "Reset Form". A large arrow points from the "Create Cover Sheet" button to a callout box labeled "Create Cover Sheet".

### Document Title

This field is designed to help identify the document, please input the title of the document as written on the document (the field allows up to 255 characters).

**Note:** There are **standard titles** for certain documents. Please see the [EDIS Coding Manual \(July 2008\)](#) for guidance in selecting the appropriate document title.

### Document Date

The document date automatically populates with the date the cover sheet is created. Users may edit this field by entering the appropriate date the document was produced. The calendar icon will allow users to select a date.

### Control Numbers

Several fields allow users to input the control number associated with the filing. The fields identify the information about the firms and documents. Some control numbers may only be entered by Docket Services staff.

Control Numbers	Entered by
Action Jacket Control Number	Submitter
Action Request Number	Docket Services
APO Number	Docket Services/OSE
CBI Number	Docket Services/OSE?
Federal Register Citation	Submitter
Memorandum Control Number	Submitter
Motion Number	Docket Services
Order Number	Submitter
Publication Number	Submitter

### APO Release

If the document is to be included in an APO release, please check the box next to "APO Release". Reminder, all APO Release documents must be **CONFIDENTIAL**.

### OSE Alert Flag

This flag is currently unavailable. Functionality will be implemented in a later version of EDIS.

### Party Has Been Served

Check this box if you have served the document on the parties.

## Special Processing

If the document is a "Motion" or a "Motion Response/Reply" please enter if the case is before the ALJ or before the Commission.

Once all the information has been completed, click "Create Cover Sheet". The screen below will appear.

Please verify that the following information is accurate:

Submitter Information	
Filed By	Lisa R. Barton
Firm / Organization	USITC
Filed On Behalf Of	Office of the Secretary
Submitted By	Ibarton
Investigation Information <span style="float: right;">Investigation Number: 731-1089</span>	
Investigation Phase	Final
Investigation Type	Import Injury
Investigation Title	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)
Document Filing Information	
Document Number	
Security Level	Privileged
Document Type	Action Jacket
Document Title	Questionnaires
Document Date	02/17/2009
Memorandum Control Number	
Action Jacket Control Number	INV-09-008
<input type="checkbox"/> APO Release <input type="checkbox"/> OSE Alert Flag <input type="checkbox"/> Party Served	
<span style="float: right;"><input type="button" value="Accept Information"/> <input type="button" value="Edit Cover Sheet Data"/> <input type="button" value="Cancel"/></span>	

Check metadata in each field to ensure accuracy. To make edits, click "Edit Cover Sheet Data" and it will return to the previous screen to allow edits to the form. Once the user is satisfied with the information contained in the form, select "Accept Information". Selecting "Accept Information" will generate the form below.

**Note:** The EDIS cover sheet is not officially created until a barcode and EDIS Document ID Number is generated as indicated below. Please print the page with the barcode.

Print this page and submit it with your filing to the USITC.

**EDIS Cover Sheet Submitted**

Document Number	5 0 0 2 4 8	Bar code and Generated Document ID Number
<b>Security Level</b>		
Official Receive Date	Privileged	←
System Receive Date	02/18/2009 08:45 AM	
Document Type	02/17/2009 05:49 PM	
Document Title	Action Jacket	
Document Date	Questionnaires	
Memorandum Control Number	02/17/2009	
Action Jacket Control Number	INV-09-008	
APO Release <input type="checkbox"/>	OSE Alert Flag <input type="checkbox"/>	
<b>Investigation Information</b>		<b>Investigation Number:</b> 731-1089
Investigation Phase	Final	
Investigation Type	Import Injury	
Investigation Title	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)	
<b>Submitter Information</b>		
Filed By	Lisa R. Barton	
Firm / Organization	USITC	
Filed On Behalf Of	Office of the Secretary	
Submitted By	Ibarton	

[② File Another Document](#)

Users must attach the created EDIS cover sheet with the document intended for filing with the USITC in Docket Services. 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 and saved within EDIS.

### **DOCKET SERVICES PROCESSING**

Once a document is electronically filed or a paper or CD document is provided to Docket Services for scanning/ input, Docket Services will begin their processes to review and validate the submission. The data entered by the submitter is checked for accuracy against the document and conformity with the Coding Manual. The filing is reviewed by a Case Manager and a second reviewer before the document is validated.

Once a document has been validated, the user will receive an e-mail notification that their document has been validated and if the document is a Public document, it becomes viewable to the public. Depending on the authorities granted to the internal user, the document may be viewed by internal users prior to validation.

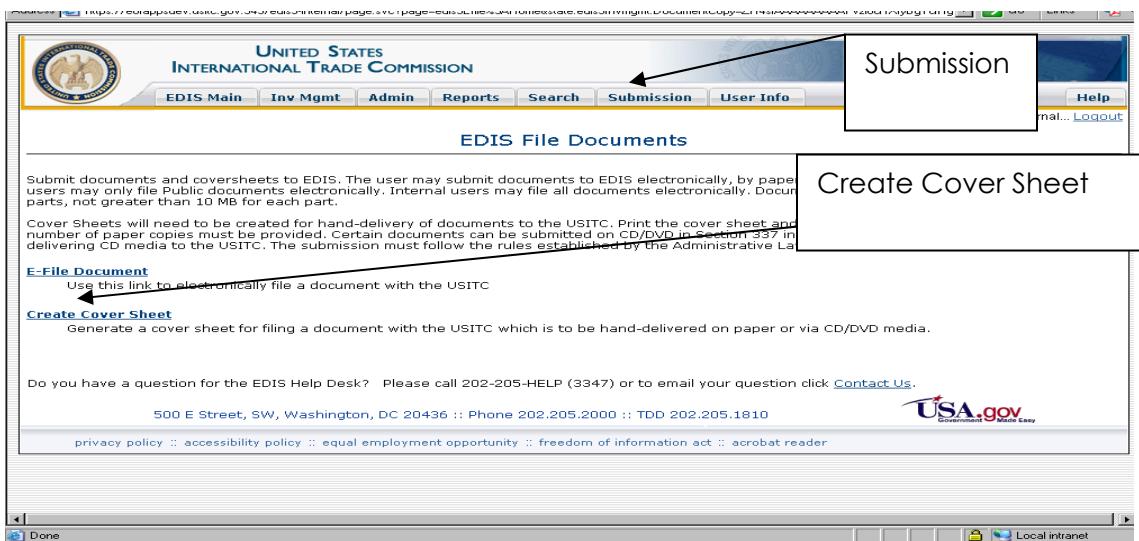
## COPYING DOCUMENTS (FOR DOCKET SERVICES, OSE AND OINV ONLY)

---

The purpose of copying a document is to reduce the need for re-scanning. If a document should be used for more than one investigation, the document does not need to be re-printed and re-scanned into another investigation, EDIS will allow for the current document to be copied and added to a new investigation. The user's Office Director must authorize access to "Copy Document Attachments" and Docket Services must grant the authority to the user's User ID in order to access this function.

A user must first login and then create an EDIS coversheet(s) for each of the documents you need to have copied into the new investigation by choosing "Submission" and then "Create Cover Sheet". (Please follow the instructions for creating an EDIS cover sheet as explained in the section titled *Creating and Coding the Cover Sheet for Paper Filing*.)

If copying documents for a new phase, Docket Services must set up the new investigation and phase before the user files the cover sheet.



Once the user has created all of the necessary cover sheets, click on "Inv Mgmt" and then select "Copy Document Attachments".

The screenshot shows the 'EDIS Manage Investigations' interface. At the top, there's a navigation bar with links for 'EDIS Main', 'Inv Mgmt' (which is highlighted), 'Admin', 'Reports', 'Search', 'Submission', 'User Info', and 'Help'. Below the navigation bar, a message says 'Welcome, Internal... Logout'. The main content area is titled 'EDIS Manage Investigations' and contains several sections: 'Maintain Investigation Documents', 'Manage Investigation Information', 'Generate APO Release', and 'Copy Document Attachments'. The 'Copy Document Attachments' section is highlighted with a box and has a sub-instruction: 'Copy the attachments from an existing document to a new document.' At the bottom of the page, there's a note about contacting the help desk, the address '500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810', and links to USA.gov.

Enter the Document ID numbers in the fields and then select "Copy".

The screenshot shows the 'Copy Document Attachments' form. It includes instructions: 'Copy all attachments from one document into a new document. Enter the 'From' and 'To' document id numbers. The two documents must be marked with the same security level and the 'To' document must be 'Pending' status with no existing attachments. The submitter will receive a confirmation email with the transaction is completed.' There are two input fields: 'From Document ID' containing '3085' and 'To Document ID' containing '29184'. Below these fields is a large button labeled 'Copy'. To the left of the input fields, there's a 'Copy Document:' label and a 'Cancel' button. At the bottom of the form, there's a note about contacting the help desk, the address '500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810', and links to USA.gov.

Verify this is the correct "to" and "from" documents and click "Copy". Both the "from" and "to" documents must have document metadata. The "to" document must not have any attachments existing and must be at a "pending" status. The "from" and "to" documents must be of the same security level.

 UNITED STATES  
INTERNATIONAL TRADE COMMISSION

EDIS Main Inv Mgmt Admin Reports Search Submission User Info Help

Welcome, Internal... [Logout](#)

[InvMgmt Home](#) -> [Document Copy](#) -> Document Copy Validate

**Document Copy Validation:**

Please confirm your request to copy the existing document to the new document and click Submit.

Doc ID  Go

You have requested to copy:

**From DOCUMENT ID: 31085**

**Investigation Number:** 731-539      **Investigation Phase:** Final  
**Investigation Title:** Uranium from Kazakhstan, Tajikistan and Ukraine Inv. 731-TA-539-A,D, and E (Final)  
**Security:** Public      **Document Date:** 05/19/1999  
**Document Type:** Service List - Public  
**Total Attachments to be Copied:** 1

**To DOCUMENT ID: 29184**

**Investigation Number:** 701-265      **Investigation Phase:** Review  
**Investigation Title:** Porcelain-on-Steel Cooking Ware from Mexico, Inv. 701-TA-265 (Review)

Done

You have successfully copied a document!

The user will receive a message that the copy request has been completed successfully.

## SEARCHING FOR DOCUMENTS ON EDIS 3

Internal users must have an EDIS account and must login to EDIS to search for documents. To access the public search, begin at the EDIS 3 Home Page and login. Then, select the "Search" tab or, to bypass other search options, click "Advanced Search" in the "Quick Links" box.

For internal users, documents are available in Search prior to validation. External users may only view documents after they are validated.

The screenshot shows the EDIS 3 Home Page. At the top, there is a navigation bar with tabs: EDIS Main, Reports, Search, Submission, User Info, Help, and Logout. A callout box points to the 'Search' tab with the text: "Click 'Search' to access public search options". Below the navigation bar, there is a banner with the text: "DIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission. You can file documents for an investigation with USITC. Select 'Advanced Search' to bypass other search options". To the right of the banner, there is a large image of a modern office building. Below the banner, there are three boxes: "Info" (What's New in EDIS), "Help" (EDIS 3 User Guide, All EDIS Help Documents), and "Quick Links" (Advanced Search, E-File Documents). At the bottom of the page, there is footer information: "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 :: acrobat reader", and the USA.gov logo.

Upon selecting "Search" the user will be directed to the page pictured below. The user may choose the "Advanced Search" option or "Search by Investigation".

**EDIS Search**

**Change this notice in the Home.properties file.**

You may select the type of query you wish to run. If you would like to filter by document info by investigation information, select **Search by Investigation**. You may search for documents the publicly available Search application without authenticating. Internal users may need to log in to view additional information and documents.

**Advanced Search**  
Search for documents matching your text and/or index criteria.

**Search by Investigation**  
Search for documents by finding an investigation matching the criteria entered.

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (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](#) :: [acrobat reader](#)

USA.gov  
Government Made Easy

## ADVANCED SEARCH

The “Advanced Search” option provides numerous filters to tailor the user’s search results. Each field pictured 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”.

Criteria in more than one field is considered an “and”, not an “or”. For example, investigation number 337-406 and document type “Action Request” will only return action requests with 337-406 and no other investigations.

For lists on the search page, if more than one entry is visible, then more than one value may be selected, use “ctrl” and click to select multiple values.

**EDIS External Advanced Search**

[Search Home](#) -> Advanced Search

This type of search returns a list of documents matching the criteria in the Search/Presentation form. You can combine all criteria between fields as 'AND' terms and words within a field as 'OR' terms.

**TEXT**

Full Text Keywords:  ② **Search** ③ **Reset**

**INVESTIGATION DATA**

Investigation Number:   
 Investigation Title:   
 Investigation Types:  Byrd Amendment  
                           I&EA  
 Investigation Phases:  Advisory  
                           Advisory2  
 Investigation Status:  All  Preinstitution  Cancelled  Active  Inactive

**Click “Search” once you’ve entered the desired search terms**

**Use “Full Text Keywords” to search text of all documents**

**The “Investigation Data” fields allow you to narrow your search to certain types of investigations, specific investigations and/or phases of specific investigations**

**The “Document Data” fields allow you to narrow your search to certain types of documents or even an individual document**

The screenshot displays a search interface titled 'DOCUMENT DATA'. It includes fields for 'Document ID' (with a help icon), 'Document Title' (with a help icon), 'Security' (with options 'Public', 'Confidential', and 'Limited'), 'Document Type' (with a dropdown menu showing 'Action Jacket' and 'Action Request'), and 'APO Release' (with a dropdown menu showing '-- Select --'). Arrows point from the text descriptions in the document to the corresponding fields in the screenshot.

## SEARCHING TEXT

### Full Text Keywords

Using this field will direct the search engine to search the text of all documents, to which you are authorized, for any keyword entered. For example, by entering "semiconductors" into this field, the search results will display all documents that contain that word (subject to the use of further search filters). The user may enter semiconductors OR computers to get documents with either word.

## SEARCHING INVESTIGATION DATA

Enter any part of the investigation data to filter the results based on investigation information. It is only necessary to enter sufficient detail to narrow your search. For example, if you know the investigation number, it is not necessary to select the investigation type.

### Investigation Number

The investigation number is the identifier of the investigation under which the documents are filed. The number can be entered either in the abbreviated format like 337-406 or the official format of 337-TA-406. All documents are stored in EDIS using the abbreviated format, but the search also allows input of '-TA-' for increased usability.

### Investigation Title

The investigation title identifies the subject of the investigation. For Import Injury cases, the investigation title also includes the list of countries involved with the case. A search on the investigation title may include random search for documents related to certain countries or to certain commodities.

### Investigation Types

Investigations are identified by investigation types. If desired to only return documents of a specific investigation type, then the selection may be made here.

### **Investigation Phases**

If necessary to reduce the returned document list, select one or more phases to filter the documents returned. For example if looking for "Advisory Phase" documents and not documents from the "Preliminary", "Final" or "Review" phase, then select only "Advisory".

### **Investigation Status**

Select an option for investigation status. By default ALL statuses will be included in the search results. Pre-institution is the initial status of an investigation before being instituted by the Commission. Active indicates an ongoing investigation. Inactive indicates a completed investigation. Cancelled indicates a terminated or otherwise cancelled investigation.

## **DOCUMENT DATA**

Document data is the detailed data identifying the document within EDIS.

### **Document ID**

If the Document ID number of a specific document is known, the user can access it directly by entering the number into this field and click "Search".

### **Document Title**

To search the titles of documents for certain words (e.g. Summary Determination, Motion in Limine, etc.), enter the desired search terms into this field. If you click search without using other filters, documents containing a string with text the user entered in the title will be contained in the search results. Note: the data entered here is a string of text and will only return exact matches.

### **Security**

Use this field to narrow results by security level. Leaving this field blank will allow all security types to be included in the search results, as allowed by your permissions. Highlighting one or more of the security types will limit the search result to including only those documents with the matching security level (e.g. highlighting only "Public" will allow only public documents to be shown in the search results). If the user is not authorized to any documents of a security level, the user will not get any results.

## Document Type

This field allows users to search for documents by their type. Users may select preexisting document types from the drop down menu provided or enter a document type by filling in the appropriate button above the drop down menu.

The screenshot shows a search interface with a 'Document Type' input field. The field contains the placeholder text 'Document Type: ?'. To the right of the input field are two radio buttons: one labeled 'Select from list' and another labeled 'Enter Document Type'. A dropdown menu is open, showing two options: 'Action Jacket' and 'Action Request'. A callout box with a black border and white text points to the 'Select from list' radio button and the dropdown menu, containing the instruction: 'Choose "Select from list" or "Enter Document Type" then select from the drop down menu or enter in information'.

Once you have selected the method of input, either choose the desired document types from the drop down menu or enter in the document type information. This will allow the user to search for documents by their document type (e.g. Motion, Order, PO Subscription, etc). If the user clicks "Search" without entering information in additional fields, the results will include all documents associated with the document type entered.

Any document type of an existing document will be shown for search even though these document types may no longer be valid for filing.

## 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 "APO Release". The search results will then only include APO release candidate documents. However, APO release documents are confidential, so the user may only view the documents to which they are authorized.

## **DOCUMENT INDEX DATA**

Document index data is reference data regarding the document filed. It can uniquely identify the document by filer or series of volumes that the document to which the document is associated.

DOCUMENT INDEX DATA	
Action Request Number:	<input type="text"/>
Action Jacket Control Number:	<input type="text"/>
Memorandum Control Number:	<input type="text"/>
APO Number:	<input type="text"/>
CBI Number:	<input type="text"/>
Motion Number:	<input type="text"/>
Order Number:	<input type="text"/>
Publication Number:	<input type="text"/>
Federal Register Number:	<input type="text"/>

These fields allow you to search for documents by various numbers

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

### Action Request Number

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

### Action Jacket Control Number

Enter the "Action Jacket Control Number" assigned by USITC. Action jacket control numbers are generally associated with requests for filing extensions.

### Memorandum Control Number

Enter the "Memorandum Control Number". This is an internal USITC control number or internal document number. These numbers appear frequently on memorandums and staff reports.

### APO Number

Enter the "APO Number". The APO numbers are assigned to each firm participating in an investigation. The APO numbers are identified on certain administrative documents to track the administrative request and response for a specific firm within an investigation.

### CBI Number

Enter the "CBI Number". Each confidential document is assigned a CBI number; the number is also assigned to responses and public versions of the same document.

### Motion Number

Enter the "Motion Number". A motion number is a unique counter assigned to each motion filed in an investigation.

### Order Number

Enter the "Order Number". The order number is a unique identifying number assigned to each order issued by the Judge presiding over an investigation.

### Publication Number

Enter the USITC Official Publication Number.

### Federal Register Number

Enter the Federal Register citation volume and page number.

## SUBMITTER DATA

SUBMITTER DATA	
Filed By:	<input type="text"/>
On Behalf Of:	<input type="text"/>
Firm / Organization:	<input checked="" type="radio"/> Select from list <input type="radio"/> Enter Firm/Org  *Not Applicable *Not Listed 24 IP Law Group USA, PLLC

These fields allow you to search for documents by the submitting party, the party filed on behalf of and/or the filing firm or organization

### Filed By

This field allows the user to search documents by the person who filed them. Solely using this field will return all documents filed by the name entered.

### On Behalf Of

Users can use this field to search documents by the party they were filed for (e.g. when an attorney submits a filing he or she will enter the client name into this field). Using this field on its own will return every document filed on behalf of a party.

### Firm/Organization

Users can use this field to search for all filings made by a firm or organization. Select a firm or organization from the drop down menu or enter a firm to search. The firm list contains only EDIS registered firms. This will return all documents filed by the firm or organization entered. Multiple firms may be selected by holding down the ctrl or shift key while selecting the firm names. If you would like to find

all documents where the firm has a common word or phrase, click ‘Enter Firm/Org’ and type in the words desired. For example, this could be used to locate firms with the partner ‘Smith’ in the firm, since Smith’s firm has changed names several times.

## DATE DATA AND RESULT PREFERENCES

DATE DATA

Document Date (mm/dd/yyyy)  :  To

Official Received Date (mm/dd/yyyy)  :  To

**Result Preferences**

Sort By:  Items per page:  Add Index Control No.:

### Document Date

Use this field to search documents by the date of their creation. Select a date range preference from the drop down menu on the left (e.g. “On”, “On or After”, etc). Then enter a date or dates in the fields to the right, or use the calendar icon, to filter results. The search results will be limited to the date range set by the user.

### Official Received Date

This field operates exactly like the **Document Date** field except it will return results based upon the date the document was received by the commission as opposed to the date the document was created. The user may also use the calendar icon.

Use the drop down menu to select which Index Control Number will be displayed in the search results

**Result Preferences**

Sort By:  Items per page:  Add Index Control No.:

### Result Preferences

Users may sort the search results by document date, relevance or Document ID number. Additionally, users can expand the number of search results per page to include up to 100 documents. Finally, users may select the “Index Control

Number" (See Document Index Data above) they wish to see listed as a field in the search results.

## SEARCH RESULTS

**Search Results**

Welcome, Kevin... [Logout](#)

Displaying 1 - 25 of 145 Documents

Searched for: Investigation Number: "501"

Use these links to re-sort your results

Doc ID	Doc Type	Order No.	Inv #	Phase	Security	Official Receive Date	Filed By	Firm/Org	On Behalf Of
409891 <a href="#">Quick-View</a>	Order	108	337-501	Remand	Public	09/03/2009 03:04 PM	Charles E. Bullock	USITC	Administrative Law Judge
Inv Title: Certain Encapsulated Integrated Circuit Devices and Products Containing Same, Inv. No. 337-TA-501(Remand)									
Doc Title: Denying Complainant Amkor Tech									
No text to view.									
409632 <a href="#">Quick-View</a>	Order	107	337-501						Administrative Law Judge
Inv Title: Certain Encapsulated Integrated Circuit Devices and Products Containing Same, Inv. No. 337-TA-501(Remand)									
Doc Title: Granting Commission Investigative Staff's Unopposed Motion for Extension of Time to File Its Pre-Hearing Statement and Brief									
No text to view.									

<<< [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) >>

[View](#) | [Paragraph View](#)

Select "Quick-View" to open the first attachment of the document

Once the user has performed a search, a search results page will appear listing the documents in the order you selected in the **Result Preferences** filter. There may be as many as 100 results on the page depending on the settings you have chosen. Users can re-sort the results on the page by clicking on the header of each column (i.e. "Doc ID", "Doc Title", "Inv #", "Phase", "Security", "Official Receive Date", "Filed By", "Firm/Org", "On Behalf Of" or "Index Number"), all of which are located at the top of each column on the results page.

If the user prefers a paragraph view of results instead of a table view, click "Paragraph View" in the upper right corner.

To access a document click on the hyperlink entitled "Quick-View" located in the "Doc ID" column to open a PDF of the desired document. If there is more than one attachment to an individual document, a hyperlink entitled "Details (x files)" will appear beneath the Quick-View link. By clicking on "Details (x files)" the user is brought to the Document Details page where users can access the complete metadata for the document and the list of attachments.

**Search Results**

Welcome, Kevin... [Logout](#)

Displaying 1 - 25 of 145 Documents

Searched for: Investigation Number: "501", Document type(s): Order

Click on "Details" to access all attachments

<<< [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) >>

Doc ID	Doc Type	Order No.	Inv #	Phase	Security	Official Receive Date	Filed By	Firm/Org	On Behalf Of
409891 <a href="#">Quick-View</a>	Order	108	337-501	Remand	Public	09/03/2009 03:04 PM	Charles E. Bullock	USITC	Administrative Law Judge
Inv Title: Certain Encapsulated Integrated Circuit Devices and Products Containing Same, Inv. No. 337-TA-501(Remand)									
Doc Title: Denying Complainant Amkor Technology, Inc.'s Motion to Strike Certain Testimony of Respondents' Expert Kenneth Burton Gilleo									

[Table View](#) | [Paragraph View](#)

EDIS Main | Inv Mgmt | Admin | Reports | Search | Submission | User Info | Help

Welcome, Kevin... Logout

Document Details

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

**DOCUMENT DETAILS**

Document ID: 408018 STATUS: Validated

Document Title: Complainant's Public Hearing Exhibits

Security: Public

Document Type: Exhibit, Post-Trial

Investigation Number: 337-657

Investigation Title: Certain Automotive Multimedia Display and Navigation Systems, ComponentsThereof, and Products Containing Same, Inv. No. 337-TA-657

Investigation Phase: Violation

Investigation Type: Sec 337

Investigation Status: Active

Docket Number:

Filed by: Scott Culpepper

Firm / Organization: Robins, Kaplan, Miller & Ciresi

On Behalf of Honeywell International Inc

Document Date: 07/09/2009

System Receive Date: 07/29/2009 03:52 PM

Official Receive Date: 07/09/2009 03:52 PM

APO Release: No

OSE Alert: No

Party Served: No

Section 337 Processing: None

Action Request Number:

CBI Number:

Action Jacket Control Number:

APO Number:

Memorandum Control Number:

Motion Number:

Order Number:

Publication Number:

Federal Register Number:

To access attachments, scroll to the bottom of the page and click the hypertext File ID #. This will open a PDF attachment.

ATTACHMENTS						
Displaying 1 - 25 of 50 Attachments						
<< < 1 2 > >>	Order	File ID	Title	Size	Page Count	Create Date
1	No text to view.	<a href="#">518522</a>	CX-410	432062		07/29/2009 03:30 PM
2	No text to view.	<a href="#">518523</a>	CX-413	722880		07/29/2009 03:30 PM
3	No text to view.	<a href="#">518524</a>	CX-414	508284		07/29/2009 03:31 PM
4	No text to view.	<a href="#">518525</a>	CX-510	97810		07/29/2009 03:31 PM
5	No text to view.	<a href="#">518526</a>	CX-517	217336		07/29/2009 03:31 PM
6	No text to view.	<a href="#">518527</a>	CX-518	116051		07/29/2009 03:32 PM
7	No text to view.	<a href="#">518528</a>	CX-519	117909		07/29/2009 03:32 PM
8	No text to view.	<a href="#">518529</a>	CX-550	2003974		07/29/2009 03:33 PM
9	No text to view.	<a href="#">518530</a>	CX-551	1991510		07/29/2009 03:33 PM
10	No text to view.	<a href="#">518531</a>	CX-552	1795223		07/29/2009 03:33 PM

## SEARCH BY INVESTIGATION

In addition to the Advanced Search, EDIS 3 provides a "Search by Investigation" option. The purpose of this search is to search for particular investigations as opposed to searching within investigations for specific documents. From the "EDIS Search" page, click "Search by Investigation".

**EDIS Search**

---

**Change this notice in the Home.properties file.**

You may select the type of query you wish to run. If you would like to filter by document information, select Advanced Search. If you would like to search by investigation information, select Search by Investigation. You may search for documents which have been submitted to the USITC. All users may access the publicly available Search application without authenticating. Internal users may need to log in to view additional information and documents.

**Advanced Search**  
Search for documents matching your text and/or index criteria

**Select “Search by Investigation”**

**Search by Investigation**  
Search for documents by finding an investigation matching the criteria entered.

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

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

Users will be directed to the “EDIS Investigation Search Page”, pictured below.

**EDIS Internal Investigation Search**

---

Search Home -> Inv. Search

This type of search returns a list of investigations matching your criteria. You may search for text string in the title of the investigation or for a specific investigation number and phase; or you may conduct broad searches for all investigations in an investigation type. You can select the investigation status to filter your search. From the investigation results, a link is provided to view the document records for that investigation.

**INVESTIGATION DATA**

Investigation Number:  ② **Search** ② **Reset**

Investigation Phases:  Advisory  
Advisory2

Investigation Types:  Byrd Amendment  
Import Injury

Investigation Title:

Investigation Status:

**Result Preferences**

Items per page:  ② **Search** ② **Reset**

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](#) :: [acrobat reader](#)

**Enter Investigation Information & Click “Search”**

## Investigation Number

If you know the number of the investigation, enter it into the “investigation number” field. Using this field on its own will return only results that include the specific investigation number the user has entered.

## Investigation Phases

By selecting one or more of the items from this menu users will be able to limit the search to specific phases of the investigation(s). For example, if the user selects

“Violation” from the menu, only the Violation phase of the investigations search will be included.

### Investigation Types

If you know the broad category of investigation you are looking for, users may use this menu to tailor the search to only those investigations within that category. For example, if the user selects “Section 337”, all the search results given will be 337 investigations.

### Investigation Title

Here the user may enter keywords to search the titles of all investigations. For example, if the user enters “semiconductor” and select “search”, all investigations containing “semiconductor” in the title will be included in the search results.

### Investigation Status

If users are interested in looking for only active cases, only inactive cases, or both, use this field to select the desired case status.

## SEARCH RESULTS

The screenshot shows a search results page for investigations. At the top left, there is a note: "Click on the investigation number to open investigation". At the top right, there is a note: "Use Hyperlinks to resort results". Below this, the search path is listed as "Search Home -> Inv. Search -> Select Inv.". The results table displays "Displaying 1 - 5 of 5 Investigations" for the query "Searched for: Investigation Title: 'Semiconductors'". The table has columns for Investigation Number, Investigation Phase, Investigation Title, Investigation Type, and Investigation Status. The first four rows correspond to investigation 731-556, which appears in three different phases (Final, Remand, Review). The fifth row corresponds to investigation 731-761, also in two phases (Remand, Remand2). Arrows point from the explanatory notes at the top to the corresponding sections in the table header and body.

Investigation Number	Investigation Phase	Investigation Title	Investigation Type	Investigation Status
1. <a href="#">731-556</a>	Final	Dynamic Random Access Memory Semiconductors of One Megabit and Above from Korea, Inv. 731-TA-556 (Final)	Import Injury	Inactive
2. <a href="#">731-556</a>	Remand	Dynamic Random Access Memory Semiconductors of One Megabit and Above from Korea, Inv. 731-TA-556 (Final) (Remand)	Import Injury	Inactive
3. <a href="#">731-556</a>	Review	Dynamic Random Access Memory Semiconductors Of One Megabit and Above from Korea, Inv. 731-TA-556 (Review)	Import Injury	Inactive
4. <a href="#">731-761</a>	Remand	Static Random Access Memory Semiconductors from Taiwan, Inv. 731-TA-762 (Final) (Remand)	Import Injury	Inactive
5. <a href="#">731-761</a>	Remand2	Static Random Access Memory Semiconductors from Taiwan, Inv. 731-TA-762 (Final) (Second Remand)	Import Injury	Inactive

Unlike in the Advanced Search, the search results will appear by investigation number. Users may sort the results by investigation phase, investigation title, investigation type, or investigation status by clicking the hyperlinks in the header at the top of each column. Once the user finds the desired investigation, click on the hyperlinked investigation number to open to a list of the investigation documents.

## REPORTS

Reports are available on the "Reports" tab. All users are authorized to the "Document Filing Report". Other reports are available to certain authorized internal users such as:

- Administrative Record Report
- APO Investigation Report
- Investigation Report



### DOCUMENT FILING REPORT

"The Document Filing Report" provides registered users with a report listing document submissions for a specified date or over a range of dates.

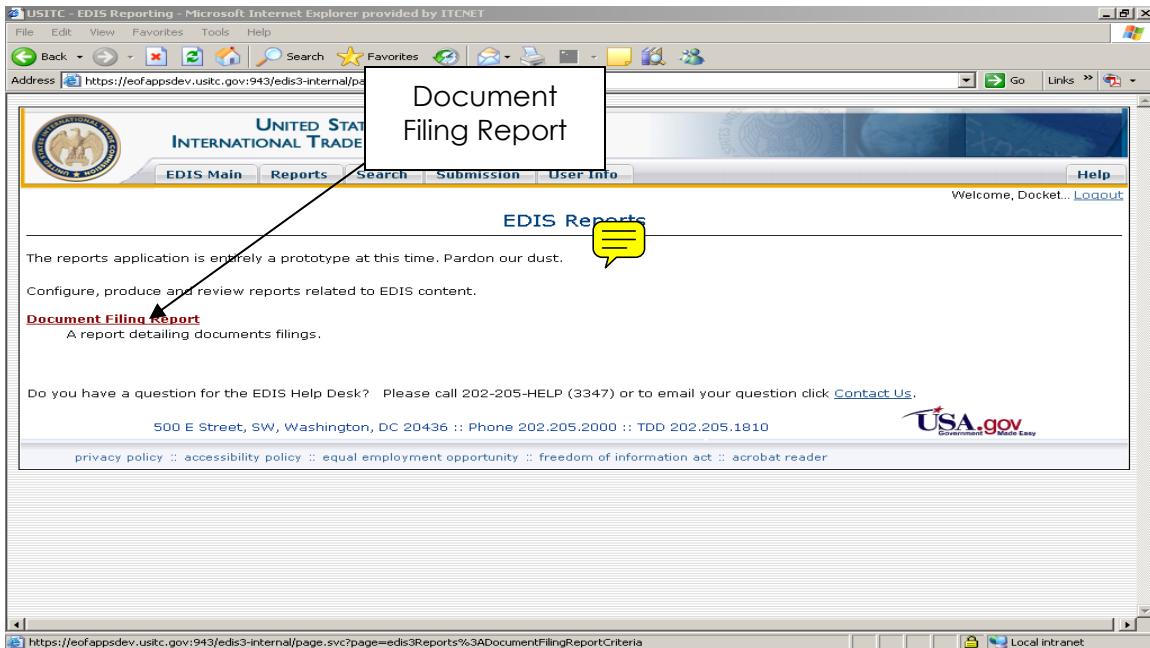


To create a document filing report, login to EDIS 3 using your username and password.

Along the top portion of the EDIS 3 homepage there are several tabs that offer the user different functionalities. Select the "Reports" tab to access the "Document Filing Report".

The screenshot shows the EDIS 3.0 homepage. At the top, there is a navigation bar with the United States International Trade Commission logo, a "Reports" tab (which is highlighted in blue), "Search", "Submission", "User Info", and "Help". Below the navigation bar, a banner reads "Welcome to EDIS. You are currently logged in." and "Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page." To the right of the banner is a large image of a modern office building. Below the banner, a note says "Users may access the publicly-available Search application without logging in." and provides instructions for proceeding. At the bottom of the page, there are three boxes: "Info" (What's New in EDIS, last updated 07/27/2007), "Help" (View EDIS Help Documents, last updated 07/27/2007), and "Quick Links" (Advanced Search, E-File Documents).

Selecting the "Reports" tab will bring up the screen below, from which the user should select "Document Filing Report".



The "Document Filing Report" criteria screen, shown below, offers the user a number of filters, thereby allowing the user to customize his/her document filing report.

The screenshot shows the "Document Filing Report" criteria screen. The top navigation bar includes the USITC logo, menu items (EDIS Main, Reports, Search, Submission, User Info), and a Help link. A yellow callout box highlights the "Document Filing Report" link under the "EDIS Reports" section. The main content area is titled "Document Filing Report" and contains instructions: "Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing." It features several dropdown menus and input fields for filtering: "Official Received Date (mm/dd/yyyy)" (set to "02/17/2009" from "02/18/2009"), "Investigation Number" (empty), "Investigation Phase" (list including "Advisory", "Advisory2", "Enforcement", "Enforcement2", "EnforcementandAdvisory"), "Document Type" (list including "Action Jacket", "Action Request", "Answer to Complaint", "Appeal", "Brief - Final Comments"), and "Result Preferences" (Sort By: "Investigation", Sort Order: "Ascending", Items per page: "10"). Buttons for "Execute Report" and "Reset" are also present.

The user must select an applicable date or date range for which they want to view EDIS document information. The default setting returns a report that shows

all documents filed within the past two business days. However, the user may customize this filter to show documents filed on a particular date, after or before a particular date, or within a specified date range.

The screenshot shows the EDIS Main interface of the United States International Trade Commission. The top navigation bar includes links for EDIS Main, Reports, Search, Submission, User Info, Help, Welcome, Docket..., and Logout. The main content area is titled "Document Filing Report". A sub-header says "Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat PDF format." Below this are several filter fields:

- Official Received Date (mm/dd/yyyy):** A dropdown menu is open, showing options like "Filed On", "Filed On or After", "Filed On or Before", and "Filed From - Through". The current selection is "Filed On". To the right of the dropdown is a date input field showing "02/17/2009" and a calendar icon. Another date input field next to it shows "02/18/2009". A callout box with a yellow speech bubble icon points to this date range, containing the text: "Type in or use the calendar functions to specify for which dates you want the report to run".
- Investigation Number:** A dropdown menu labeled "... Select ..." is open, listing various investigation numbers.
- Investigation Phase:** A dropdown menu labeled "... Select ..." is open, listing investigation phases such as "Enforcement2" and "EnforcementandAdvisory".
- Document Type:** A dropdown menu listing document types like "Action Jacket", "Action Request", "Answer to Complaint", "Appeal", and "Brief - Final Comments".

At the bottom of the filter section are "Execute Report" and "Reset" buttons. Below the filters is a "Result Preferences" section with dropdown menus for "Sort By" (set to "Investigation"), "Sort Order" (set to "Ascending"), and "Items per page" (set to "10"). A callout box with a yellow speech bubble icon points to the "Sort By" dropdown, containing the text: "Select the appropriate indicator of date or date range".

If the user selects neither an investigation number nor an investigation phase, the report will show all documents in all USITC matters for the specified date range. Once the appropriate date range is selected, the user may additionally type in the investigation number and select, from the drop down menu, the investigation phase for which they want the report to run. Users can select multiple investigation phases.

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Welcome, Docket... [Logout](#)

[Reports Home](#) -> Document Filing Report Criteria

### Document Filing Report

Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing.

Official Received Date (mm/dd/yyyy)	<input type="text" value="Filed From - Through"/> : <input type="text" value="02/17/2009"/>	<input type="text" value="To"/> <input type="text" value="02/18/2009"/>	
Investigation Number	<input type="text" value="731-1089"/> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <small>Enforcement and Advisory Final Forfeiture Lit Lit2</small> </div>		
Investigation Phase	<div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <small>Action Jacket Action Request Answer to Complaint Appeal Brief - Final Comments</small> </div>		
Document Type	<div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <small>Action Jacket Action Request Answer to Complaint Appeal Brief - Final Comments</small> </div>		
<input type="button" value="Execute Report"/> <input type="button" value="Reset"/>			
<b>Result Preferences</b>			
Sort By: <input type="text" value="Investigation"/> Sort Order: <input type="text" value="Ascending"/> Items per page: <input type="text" value="10"/>			

**Type in as much of the applicable investigation number as you know**

**Select the applicable investigation phase**

**Note:** The user should type in as much of the applicable investigation number as is known. The user may simply type in "1089" to retrieve documents in 731-1089. However, inputting the investigation number in this manner may additionally pull documents from 337-1089, for instance, if such an investigation were to exist. Therefore, it is preferable to type in the investigation number with the appropriate prefix (i.e. 731, 701, 337, and 332).

**Note:** Once a user inputs an investigation number, then select the appropriate investigation phase(s) in order for the report to return results.

The user may then select which types of documents are to be included in the report. The user may select multiple document types by holding down the "ctrl" key as she selects each successive, desired document type. If no document type is selected the report will return every document filed for the given date/date range and investigation, if provided.

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EDIS Main Reports Search Submission User Info Help

Welcome, Docket... [Logout](#)

[Reports Home](#) -> Document Filing Report Criteria

### Document Filing Report

Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing.

Official Received Date (mm/dd/yyyy) Filed From - Through : 02/17/2009  To 02/18/2009

Investigation Number 731-1089

Investigation Phase Enforcement and Advisory ▾  
Final  
Forfeiture  
Lit  
Lit2

Document Type Action Jacket  
Action Request  
Answer to Complaint  
Appeal  
Brief - Final Comments

Choose document types from the drop down menu to limit the types of documents your report pulls

Result Preferences

Sort By: Investigation Sort Order: Ascending Items per page: 10

 Local intranet

Before executing the report, the user may customize the "Results Preferences" to optimize the view of the report.

Namely, the user may sort by investigation, Document ID, or official receive date in ascending or descending order. The user may also select the number of results she wishes to see per page: 10, 25, 50, or 100.

Reports Home -> Document Filing Report Criteria

## Document Filing Report

Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing.

Official Received Date (mm/dd/yyyy)	Filed From - Through :	02/17/2009	<input type="button" value="Calendar"/>	To	02/18/2009	<input type="button" value="Calendar"/>
Investigation Number	<input type="text"/>					
Investigation Phase	<input type="button" value="Advisory"/> <input type="button" value="Advisory2"/> <input type="button" value="Enforcement"/> <input type="button" value="Enforcement2"/> <input type="button" value="EnforcementandAdvisory"/>					
Document Type	<input type="button" value="Action Jacket"/> <input type="button" value="Action Request"/> <input type="button" value="Answer to Complaint"/> <input type="button" value="Appeal"/> <input type="button" value="Brief - Final Comments"/>					
<input type="button" value="Execute Report"/> <input type="button" value="Reset"/>						
<b>Result Preferences</b>						
Sort By:	<input type="button" value="Investigation"/>	Sort Order:	<input type="button" value="Ascending"/>	Items per page:	<input type="button" value="10"/>	
<input type="button" value="Do you have a question for the EDIS Help Desk?"/>						
<input type="button" value="Select the criteria by which you wish to sort"/>						
<input type="button" value="Choose if you would like to see the sort in ascending or descending order"/>						
						<input #"="" type="button" value="email your question click &lt;a href="/> Contact Us."/>
						
						<small>Navigation act :: acrobat reader</small>

Choose how many results you wish to see per page

Choose if you would like to see the sort in ascending or descending order

Select the criteria by which you wish to sort

Once the user has input the appropriate criteria and selected the preferences with which they want to run their report, select "Execute Report" to run the document filing report.

If the user wishes to clear all the criteria she entered and return to the default criteria and preference settings, select "Reset".

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Welcome, Docket... [Logout](#)

[Reports Home](#) -> Document Filing Report Criteria

### Document Filing Report

Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing.

Official Received Date (mm/dd/yyyy)	<input type="button" value="Filed From - Through"/> : <input type="text" value="02/17/2002"/>	<input type="button" value="To"/> <input type="text" value="03/18/2002"/>			
Investigation Number	<input type="text" value="406"/>				
Investigation Phase	<input type="checkbox"/> Advisory <input type="checkbox"/> Advisory2 <input type="checkbox"/> Enforcement <input type="checkbox"/> Enforcement2 <input type="checkbox"/> EnforcementandAdvisory				
Document Type	<input type="checkbox"/> Action Jacket <input type="checkbox"/> Action Request <input type="checkbox"/> Answer to Complaint <input type="checkbox"/> Appeal <input type="checkbox"/> Brief- Final Comments				
<input type="button" value="Execute Report"/> <input type="button" value="Reset"/>					
<b>Result Preferences</b> Sort By: <input type="button" value="Document Id"/> Sort Order: <input type="button" value="Ascending"/> Items per page: <input type="button" value="50"/>					

Upon selecting "Execute Report," the report will appear similar to the screen below.

Welcome, Docket... [Logout](#)

Reports Home -> Document Filing Report Criteria -> Document Filing Report Results

Export To: PDF XLS DOC

Go to first page of report
Go to previous page of report
Go to next page of report
Go to last page of report

**Document Filing Report**

Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s) Final

DocID	Inv Num -	Sec	F	Official Receive Date	Rated on:	Organization	Filed On Behalf Of
<a href="#">2377</a>	731-1089 Final	Pub	S	09/02/2005	02/18/2009 12:12 PM	Lynn Fischer Williams, Mullen, Fox	Office of the Secretary
<a href="#">238102</a>	731-1089 Final	Pub	S	09/08/2005		Clark and Dobbins	Office of the Secretary
<a href="#">238185</a>	731-1089 Final	Pub	S	09/09/2005			Votorantim International North America, Inc. ("Vina")
<a href="#">238186</a>	731-1089 Final	Pub	S	09/09/2005		Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
<a href="#">238268</a>	731-1089 Final	Pub	S	09/12/2005		Sydney Mintzer	Miller and Chevalier Montecitrus Group
<a href="#">238282</a>	731-1089 Final	Pub	S	09/12/2005		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr
<a href="#">238284</a>	731-1089 Final	Pub	S	09/12/2005		James P. Durkin	Wilkie, Farr and Gallagher LLP
<a href="#">238308</a>	731-1089 Final	Pub	S	09/12/2005		Alexandra McCarney	Pickering Hale and Dorr
<a href="#">238313</a>	731-1089 Final	Pub	S	09/12/2005		Matthew McGrath	Arent, Fox, Kinstner, Plotkin & Kahn
<a href="#">238511</a>	731-1089 Final	Pub	S	09/15/2005		Duane Layton	Barnes, Richardson and Colburn
							Florida Citrus Mutual

Click on this hyperlink to view document details for this document

<< < 1 2 3 4 5 6 7 > >>

The user can navigate through the report as indicated in the screen above and may view details for each document generated by the report by clicking on the hyperlinked Document ID number in the leftmost column of the report.

Clicking on the  hyperlinked Document ID will open a screen similar to the one below. The PDF(s) are located at the bottom of the page. The PDF(s) of the document can be accessed from here by clicking on the link on the File ID.

DOCUMENT DETAILS	
Document ID:	238511
Document Title:	
Security:	Public
Document Type:	Protective Order Request Amendment
Investigation:	731-1089
Title:	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)
Investigation Phase:	Final
Investigation Type:	Import Injury
Investigation Status:	Active
Docket Number:	
Filed by:	Duane Layton
Organization:	Miller and Chevalier
On Behalf of:	Montecitrus Group
Document Date:	09/15/2005
System Receive Date:	09/15/2005 12:00 AM
Official Receive Date:	09/15/2005 12:00 AM
Publish Date:	
APO Release:	No
OSE Alert:	No
Party Served:	No
Section 337 Processing:	None
Action Request Number:	
CBI Number:	
Action Jacket Control Number:	
Memorandum Control Number:	
Motion Number:	

The user may export the report to three different applications: Adobe Acrobat, Microsoft Excel, or Microsoft Word.

To export to Adobe Acrobat, the user should select "PDF" at the top of the report, alongside the "Export to:" option.

The screenshot shows the EDIS Main interface of the United States International Trade Commission. The top navigation bar includes links for EDIS Main, Reports, Search, Submission, User Info, Help, Welcome, Docket..., and Logout. The main content area displays a 'Document Filing Report' for Investigation Number 731-1089. A search bar at the top indicates 'Displaying 1 - 10 of 528 Results'. Below this, there are two tables: one for 'Entry of Appearance and Related Documents' and another for 'Protective Order Request'. A callout box highlights the 'Select to export this report to a PDF file' option, which is located next to the 'Export To: PDF XLS DOC' link. The tables list various filers, their firms, and the organizations they represent.

Doc ID	Inv Num -	Sec	F	0
237749	731-1089 Final	Pub	S	09/09/2005
238102	731-1089 Final	Pub	S	09/09/2005
238185	731-1089 Final	Pub	S	09/09/2005
238186	731-1089 Final	Pub	S	09/09/2005
238268	731-1089 Final	Pub	S	09/12/2005
238282	731-1089 Final	Pub	S	09/12/2005
238284	731-1089 Final	Pub	S	09/12/2005
238308	731-1089 Final	Pub	S	09/12/2005
238312	731-1089 Final	Pub	S	no/12/2005

Filed By	Firm/Organization	Filed On Behalf Of
Mainlyn R. Abbott	USITC	Office of the Secretary
Mainlyn R. Abbott	USITC	Office of the Secretary
Lynn Fischer Fox	Williams, Mullen, Clark and Dobbins	Votorantim International North America, Inc. ("Vina")
John D. Greenwald	Pickering Hale and Dorf	Votorantim International North America, Inc.
Sydney Mintzer	Miller and Chevalier	Montecitrus Group
Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorf	Votorantim International North America, Inc.
James P. Duling	Willkie, Farr and Gallagher LLP	Succotrieve Cutrale Ltda
Alexandra McCarney	Agent, Fox, Kintner, Flokin & Kahn	The Coca-Cola Company
Matthew Barnes	Barnes, Richardson	Florida Clinic Mutual

The generated PDF file will look similar to the one below.

Pages

Attachments

Comments

Document Filing Report									
Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s) Final									
Doc ID	Inv Num -	Sec	F	Official Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of
237749	731-1089 Final	Pub	S	09/02/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary
238102	731-1089 Final	Pub	S	09/08/2005	Notice		Marilyn R. Abbott	USITC	Office of the Secretary
238185	731-1089 Final	Pub	S	09/09/2005	Entry of Appearance and Related Documents		Lynn Fischer Fox	Williams, Mullen, Clark and Dobbins	Votorantim International North America, Inc. ("Vina")
238186	731-1089 Final	Pub	S	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238268	731-1089 Final	Pub	S	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Montecitrus Group
238282	731-1089 Final	Pub	S	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238284	731-1089 Final	Pub	S	09/12/2005	Other		James P. Duling	Willkie, Farr and Gallagher LLP	Succoottico Cutrale Ltda
238308	731-1089 Final	Pub	S	09/12/2005	Brief - Final Comments		Alexandra McNamee	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238313	731-1089 Final	Pub	S	09/12/2005	Other		Matthew McGrath	Barnes, Richardson and Florida Citrus Colbum	Florida Citrus Mutual
238511	731-1089 Final	Pub	S	09/15/2005	Protective Order Request		Duane Layton	Miller and Chevalier	Montecitrus Group
238804	731-1089 Final	Pub	S	09/20/2005	Amendment Protective Order Request		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238805	731-1089 Final	Pub	S	09/20/2005	Entry of Appearance and Related Documents		Matthew Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
239580	731-1089 Final	Pub	S	09/30/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary
239892	731-1089 Final	Con	S	10/05/2005	Questionnaire - Purchaser Protective Order Request		James Fetzer	USITC	[[Kaei Trading]]
240003	731-1089 Final	Pub	S	10/06/2005	Amendment		Nancy Noonan	Arent, Fox, Kintner, Plotkin & Kahn	The Coca Cola Company

To export to Microsoft Excel, the user should select "XLS" at the top of the report, alongside the "Export to:" option.

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EDIS Main Reports Search Submission User Info Help

Welcome, Docket... Logout

Reports Home -> Document Filing Report Criteria -> Document Filing Report Results

Export To: PDF XLS DOC

Select to export this report to an Excel file

Displaying 1 - 10 of 528 Results

Document Filing Report

Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s) Final

Doc ID	Inv Num -	Sec	F	Official Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of
237749	731-1089 Final	Pub	S	09/02/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary
238102	731-1089 Final	Pub	S	09/08/2005	Notice		Marilyn R. Abbott	USITC	Office of the Secretary
238185	731-1089 Final	Pub	S	09/09/2005	Entry of Appearance and Related Documents		Lynn Fischer Fox	Williams, Mullen, Clark and Dobbins	Votorantim International North America, Inc. ("Vina")
238186	731-1089 Final	Pub	S	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238268	731-1089 Final	Pub	S	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Montecitrus Group
238282	731-1089 Final	Pub	S	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238284	731-1089 Final	Pub	S	09/12/2005	Other		James P. Duling	Willkie, Farr and Gallagher LLP	Succoottico Cutrale Ltda
238308	731-1089 Final	Pub	S	09/12/2005	Brief - Final Comments		Alexandra McNamee	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238313	731-1089 Final	Pub	S	09/12/2005	Other		Matthew Barnes	Barnes, Richardson and Florida Citrus Colbum	Florida Citrus Mutual

[https://eofappsdev.usitc.gov:943/edis3-internal/REPORT\\_SERVICE.svc?sp=ZH4sIAAAAAAAA1J1VTWwbRRSeXds0TmngqNqSSyMqtVQvhUjfjkkoDjx](https://eofappsdev.usitc.gov:943/edis3-internal/REPORT_SERVICE.svc?sp=ZH4sIAAAAAAAA1J1VTWwbRRSeXds0TmngqNqSSyMqtVQvhUjfjkkoDjx)

Local intranet

The generated Excel file will look similar to the one below.

A	B	C	D	E	F	G	H	I	J	K	L	M	O
1													
<b>Document Filing Report</b>													
2 Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s) Final													
3	Doc ID	Inv Num -	Sec	F	Official Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of			
4	237749	731-1089 Final	Pub	S	09/02/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary			
5	238102	731-1089 Final	Pub	S	09/08/2005	Notice		Marilyn R. Abbott	USITC	Office of the Secretary			
6						Entry of Appearance and Related Documents		Lynn Fischer	Williams, Mullen, Clark and Dobbins	Votorantim International North America, Inc. ("Vina")			
7	238185	731-1089 Final	Pub	S	09/09/2005					Votorantim International North America, Inc.			
8	238186	731-1089 Final	Pub	S	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Montecitrus Group			
9	238268	731-1089 Final	Pub	S	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Votorantim International North America, Inc.			
10	238282	731-1089 Final	Pub	S	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Sucocitrico Cutrale Ltda			
11	238284	731-1089 Final	Pub	S	09/12/2005	Other		James P. Durkin	Willkie, Farr and Gallagher LLP	The Coca-Cola Company			
12	238308	731-1089 Final	Pub	S	09/12/2005	Brief - Final Comments		Alexandra McCarney	Matthew Plotkin & Kahn	Florida Citrus Mutual			
13	238313	731-1089 Final	Pub	S	09/12/2005	Other		Matthew McGrath	Barnes, Richardson and Colburn	Montecitrus Group			
14	238511	731-1089 Final	Pub	S	09/15/2005	Protective Order Request Amendment		Duane Layton	Miller and Chevalier				
15	238804	731-1089 Final	Pub	S	09/20/2005	Protective Order Request Entry of		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company			

After the user exports the report, save it locally to the workstation then open it with Microsoft Excel to enable full editing features.

Once in Excel, the user may manipulate and sort the data. Click on "Format Cells", uncheck "Merge Cells". On the spreadsheet, remove the blank rows, columns, title and description. The user may sort by column names or attach data filters as desired.

To export to Microsoft Word, the user should select "DOC" at the top of the report, alongside the "Export to:" option. This will generate a Rich Text Format (.rtf) file which will be opened in Microsoft Word.

**UNITED STATES  
INTERNATIONAL TRADE COMMISSION**

EDIS Main Reports Search Submission User Info Help

Welcome, Docket... [Logout](#)

[Reports Home](#) -> [Document Filing Report Criteria](#) -> Document Filing Report Results

Export To: [PDF](#) [XLS](#) [DOC](#)

Displaying 1 - 10 of 528 Results

<< < 1 2 3 4 5 6 7 > >>

Select to export this report to a Word file

Doc ID	Inv Num.	Sec	F	Official Ref	Generated on:	By	Firm/Organization	Filed On Behalf Of
<a href="#">237749</a>	731-1089 Final	Pub	S	<a href="#">09/02/2005</a>	Action Jacket	Marilyn R. Abbott	USITC	Office of the Secretary
<a href="#">238102</a>	731-1089 Final	Pub	S	<a href="#">09/08/2005</a>	Notice	Marilyn R. Abbott	USITC	Office of the Secretary
<a href="#">238185</a>	731-1089 Final	Pub	S	<a href="#">09/09/2005</a>	Entry of Appearance and Related Documents	Lynn Fischer	Williams, Mullen, Fox	Votorantim International North America, Inc. ("Vina")
<a href="#">238186</a>	731-1089 Final	Pub	S	<a href="#">09/09/2005</a>	Protective Order Request	John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
<a href="#">238268</a>	731-1089 Final	Pub	S	<a href="#">09/12/2005</a>	Other	Sydney Mintzer	Miller and Chevalier	Monteith Group
<a href="#">238282</a>	731-1089 Final	Pub	S	<a href="#">09/12/2005</a>	Other	Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
<a href="#">238284</a>	731-1089 Final	Pub	S	<a href="#">09/12/2005</a>	Other	James P. Dutille	Willkie, Farr and Gallagher LLP	Succorito Cutrale Ltda
<a href="#">238308</a>	731-1089 Final	Pub	S	<a href="#">09/12/2005</a>	Brief - Final Comments	Alexandra McNamee Matthew	Arent, Fox, Kinstner, Plotkin & Kahn Barnes, Richardson	The Coca-Cola Company
<a href="#">238312</a>	731-1089 Final	Pub	S	<a href="#">09/12/2005</a>	Other			Florida Citrus Mutual

The generated Word file will look similar to the one below.



Document Filing Report								Generated on: 02/18/2009 12:39 PM	
Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s) Final							Generated on: 02/18/2009 12:39 PM		
Doc ID	Inv Num -	Sec	F	Offcial Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of
237749	731-1089 Final	Pub	S	09/02/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary Votoranid International North America, Inc ("Vina")
238102	731-1089 Final	Pub	S	09/08/2005	Notice		Marilyn R. Abbott	USITC	Office of the Secretary Votoranid
238185	731-1089 Final	Pub	S	09/09/2005	Entry of Appearance and Related Documents		Lynn Fischer Fox	Williams, Mullen, Clark and Dobbins	International North America, Inc ("Vina")
238186	731-1089 Final	Pub	S	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	International North America, Inc
238268	731-1089 Final	Pub	S	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Monteirrus Group
238282	731-1089 Final	Pub	S	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votoranid International North America, Inc
238284	731-1089 Final	Pub	S	09/12/2005	Other		James P. Durflng	Willkie, Farr and Gallagher LLP	Succotcho Cutrale Ltda
238308	731-1089 Final	Pub	S	09/12/2005	Brief- Final Comments		Alexandra McCarney	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238313	731-1089 Final	Pub	S	09/12/2005	Other		Matthew McGrath	Barnes, Richardson and Colburn	Florida Citrus Mutual
238511	731-1089 Final	Pub	S	09/15/2005	Protective Order Request Amendment		Duane Layton	Miller and Chevalier	Monteirrus Group
238804	731-1089 Final	Pub	S	09/20/2005	Protective Order Request		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238805	731-1089 Final	Pub	S	09/20/2005	Entry of Appearance and Related Documents		Matthew Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
239560	731-1089 Final	Pub	S	09/30/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary
239892	731-1089 Final	Con	S	10/05/2005	Questionnaire - Purchaser		James Fetzer	USITC	[[Kael Trading]]
240003	731-1089 Final	Pub	S	10/06/2005	Protective Order Request Amendment		Nancy Noonan	Arent, Fox, Kintner, Plotkin & Kahn	The Coca Cola Company

## **ADMINISTRATIVE RECORD REPORT**

The “Administrative Record Report” provides a listing of all records for given investigation and phase.

To create an Administrative Record Report, login to EDIS 3 using the user's username and password.

Along the top portion of the EDIS 3 home page there are several tabs that offer the user different functionalities. Select the “Reports” tab to access the “Administrative Record Report”.

The screenshot shows the EDIS 3.0 home page. At the top, there is a navigation bar with tabs: EDIS Main, Reports (which is highlighted in blue), Search, Submission, and User Info. To the right of the tabs is a "Help" link and a "Logout" link. Below the navigation bar is a banner for the United States International Trade Commission. The main content area starts with a "EDIS Main Menu" heading. It includes a welcome message: "Welcome to EDIS. You are currently logged in." A bolded instruction follows: "Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page." Below this is a paragraph about the system. Another paragraph provides information for users who are not logged in. On the right side, there is a large image of a modern building, likely the USITC headquarters, with the text "Stay up to date on filings with RSS" and a "RSS FEED GENERATOR" button. At the bottom, there are three boxes: "Info" (What's New in EDIS, last updated 07/27/2007), "Help" (View EDIS Help Documents, last updated 07/27/2007), and "Quick Links" (Advanced Search, E-File Documents).

Selecting the “Reports” tab will bring up the screen below from which the user should select “Administrative Record Report”.

The screenshot shows the EDIS Reports page of the United States International Trade Commission. The page title is "EDIS Reports". It provides a brief description of what reports are available: "EDIS provides reports that show information about documents, investigations and users. Authorized users will be able to access selected reports. Data shown on the reports may be restricted to only those document records that the user is authorized to read." Below this, there are three report options listed:

- Document Filing Report**: A report detailing documents filings.
- Administrative Record Report**: A report containing an inventory of all documents s [highlighted with a red box and a black arrow pointing to it].
- APO Investigation Report**: An exportable report containing document informa [partially cut off]

At the bottom of the page, there is contact information: "Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).  
500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810". It also includes links to "privacy policy", "accessibility policy", "equal employment opportunity", "freedom of information act", and "acrobat reader". The USA.gov Government Wide Eagle logo is in the bottom right corner. The browser status bar at the bottom right shows "Local Intranet".

The “Find Investigation” screen, shown below, offers the user a number of ways to find the investigation and phase for which she wants the report to run.

The user may: (1) type in any portion of the investigation number; (2) select the applicable investigation phase(s) from the drop down menu; (3) select the applicable investigation type(s) from the drop down menu; (4) type any portion of the investigation name; or (5) select the applicable investigation status from the drop down menu.

The screenshot shows the "Find Investigation" page of the EDIS system. At the top, there's a banner for the United States International Trade Commission. Below it is a navigation bar with links for EDIS Main, Inv Mgmt, Admin, Reports, Search, Submission, User Info, Help, Welcome, Jennifer..., and Logout. The main content area is titled "Find Investigation". A note says: "Enter the investigation search information to locate and select the investigation or SHIFT key down while clicking on your selection." Below this are five search fields, each enclosed in a box labeled with a number:

- (1) Investigation Number: An input field with a tooltip and a "Search" button above it.
- (2) Investigation Phase: A dropdown menu with options: "Select", "Advisory", and "Advisory2".
- (3) Investigation Type: A dropdown menu with options: "Select", "Byrd Amendment", and "Import Injury".
- (4) Investigation Name: An input field with a tooltip.
- (5) Investigation Status: A dropdown menu with options: "Select" and "All".

Below these fields is a "Result Preferences" section with a dropdown for "Items per page" set to 10, and "Search" and "Reset" buttons. At the bottom, there's a footer with links for "privacy policy", "accessibility policy", "equal employment opportunity", "freedom of information act", and "acrobat reader", along with the USA.GOV logo and contact information: 500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810. There's also a "local intranet" link in the bottom right corner.

The user may also select the number of records per page of the administrative record report.

The screenshot shows the 'Find Investigation' page of the EDIS system. At the top, there's a navigation bar with links for EDIS Main, Inv Mgmt, Admin, Reports, Search, Submission, User Info, Help, Welcome, Jennifer..., and Logout. Below the navigation is a breadcrumb trail: Reports Home -> Find Investigation. The main title is 'Find Investigation'. A sub-instruction says: 'Enter the investigation search information to locate and select the investigation to view. Multiple values in the lists may be selected by holding the CTRL or SHIFT key down while clicking on your selection.' There are several search fields: 'Investigation Number', 'Investigation Phases' (with options like 'Advisory', 'Advisory2'), 'Investigation Types' (with options like 'Byrd Amendment', 'Import Injury'), 'Investigation Name', and 'Investigation Status' (set to 'All'). Below these is a 'Result Preferences' section with a dropdown menu for 'Items per page' containing options 10, 25, 50, and 100, where '10' is currently selected. To the right of this dropdown are two callout boxes: one pointing to the '10' option labeled 'Result preferences: Items per page', and another pointing to the 'Search' button labeled 'Click "Search" to find the investigation'. At the bottom of the page, there's a footer with contact information: 'Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).', the address '500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810', and links to 'privacy policy :: accessibility policy :: equal employment opportunity :: freedom of information act :: acrobat reader'. The USA.gov logo is also present.

Clicking "Search" will provide the user with a list of investigations that correspond to the criteria the user inputted on the "Find Investigation" screen. From the list provided, select the investigation and phase for the report to run.

Reports Home > Find Investigation

### Find Investigation

Enter the investigation search information to locate and select the investigation to view. Multiple values in the lists may be selected by holding the CTRL or SHIFT key down while clicking on your selection.

[Search](#) [Reset](#)

**INVESTIGATION DATA**

Investigation Number:	<input type="text" value="623"/>
Investigation Phases:	<input type="button" value="Select --"/> Advisory
Investigation Types:	<input type="button" value="Select --"/> Byrd Amendment
Investigation Name:	<input type="text"/>
Investigation Status:	<input type="button" value="All"/>

**Result Preferences**

Items per page:

[Search](#) [Reset](#)

Investigation Number: "623"

**SEARCH RESULTS**

Displaying 1 - 3 of 3 Investigations

Investigation Number	Investigation Phase	Investigation Title	Investigation Type	Investigation Status
337-623	Enforcement	Certain Processes for the Manufacture of R-134a Coolant (otherwise known as 1,1,1,2-tetrafluoroethane) - Inv. No. 337-TA-623	Sec 337	Active
337-623	Remand	Certain Processes for the Manufacture of R-134a Coolant (otherwise known as 1,1,1,2-tetrafluoroethane) - Inv. No. 337-TA-623	Sec 337	Active
337-623	Violation	Certain Processes for the Manufacture of R-134a Coolant (otherwise known as 1,1,1,2-tetrafluoroethane) - Inv. No. 337-TA-623	Sec 337	Active

Select the investigation and phase for which you want the report to run

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (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](#) :: [acrobat reader](#)

The following screen will display.

The user may select how to view the information in the report. The user can sort the information in ascending or descending order by investigation number and phase; investigation number, phase, and document identification number; or, investigation number, phase, document identification number, and official receive date. The user may also choose the number of records per page.

Select execute report.

UNITED STATES  
INTERNATIONAL TRADE COMMISSION

EDIS Main Inv Mgmt Admin Reports Search Submission User Info Help

Welcome, Jennifer... Logout

Reports Home -> Find Investigation -> Admin Record Report Criteria

**Admin Record Report - Parameters**

Enter your filter criteria for the Admin Record Report. These reports can be downloaded to Acrobat as PDF files for printing.

**Execute Report**

Investigation Number: 337-623

Investigation Phase: Violation

Investigation Status: Active

Investigation Title: Certain Processes for the Manufacture of R-134a Coolant (otherwise)

Execute Report Reset

**Result Preferences**

Sort By: Investigation Number And Phase

Sort Order: Ascending

Items per page: 10

Sort by inv. no. & phase &/or doc. ID &/or official receive date

See results in ascending or descending order

Choose the number of records you would like to display per page

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

The report will display on-screen and look similar to the following:

**Go to previous page of report**

**Go to first page of report**

**Go to next page of report**

**Go to last page of report**

EDIS Main Inv Mgmt Admin Reports Search Help

Welcome, Lisa... Logout

Displaying 1 - 25 of 299 Results

**Administrative Record List for Investigation Number 337-623 Violation**

#1	#2	#3	Date Received	Document Type	Document Title : Description	Filed By	On Behalf of	Total Records: 299
Pub	11/20/2007	Complaint	12:00:00 AM			Joseph A. Kromholz INEOS Fluor Limited of Ryan, Kromholz & Manion		288881
Con	11/20/2007	Complaint	12:00:00 AM		Confidential Exhibits No. 21 and No. 22 Certain Processes for the Manufacture of R. of Ryan, Kromholz 134a	Joseph A. Kromholz INEOS Fluor Limited & Manion		288883
Pub	12/13/2007	Complaint	12:00:00 AM		Amended Complaint	Joseph A. Kromholz INEOS Fluor Limited of Ryan, Kromholz & Manion		287917
Pub	12/18/2007	Complaint	12:00:00 AM		Clarification of Exhibit 18	Joseph A. Kromholz INEOS Fluor Limited of Ryan, Kromholz & Manion		288284
Pub	12/20/2007	Complaint	12:00:00 AM		Correction of Term of Patent at Issue	Joseph A. Kromholz INEOS Fluor Limited of Ryan, Kromholz & Manion		288400
Pub	12/20/2007	Complaint	12:00:00 AM		Correction of Term of Patent at Issue	Joseph A. Kromholz INEOS Fluor Limited of Ryan, Kromholz & Manion		288457
Pub	12/21/2007	Notice	12:00:00 AM		Notice of Investigation	Marilyn R. Abbott of Office of the Secretary USITC		288687
Pub	12/26/2007	Notice of Appearance	12:00:00 AM		Notice of Appearance of McAndrews, Held & Malloy Ltd. and Arent Fox LLP on Behalf of Sinochem Modern Environmental Protection Chemicals (Xi'an) Co., Ltd. and Sinochem Ningbo, Ltd.	Ralph A. Mittelberger of Arent Fox LLP	Sinochem Modern Environmental Protection Chemicals (Xi'an) Co., Ltd. and Sinochem Ningbo, Ltd.	288750
Pub	12/27/2007	Certified Mailing List	3:24:00 PM		Certified Mailing List for the Notice of Investigation	Marilyn R. Abbott of Office of the Secretary USITC		288803
Pub	12/28/2007	Order	12:00:00 AM		Protective Order	Paul J. Lukern of Administrative Law Judge USITC		288840
Pri	12/31/2007	Action Jacket	8:45:00 AM			Lynn I. Levine of Office of Unfair Import Investigations USITC		288920
Pub	12/31/2007	Voting Sheet	12:00:00 AM			Marilyn R. Abbott of Office of the Secretary USITC		288947
Pub	01/02/2008	Notice	2:24:51 PM			Marilyn R. Abbott of Office of the Secretary USITC		289032
Pub	01/07/2008	Motion	12:00:00 AM		Complainants INEOS Fluor's Motion for Extension of Time to Answer Defendant	Patrick James Fleis INEOS Fluor Limited of Ryan Kromholz		289283

The user may export the report to three different applications: Adobe Acrobat, Microsoft Excel, or Microsoft Word. For the intended use of this report, the report should be exported to Excel for further editing, to retain formatting.

To export to Adobe Acrobat, the user should select “PDF” at the top of the report, alongside the “Export to:” option.

The screenshot shows the EDIS system interface for case 337-623 Violation. At the top, there is a navigation bar with links: Reports Home, Find Investigation, Admin Record Report Criteria, Admin Record Report Result, Search, Submission, User Info, and Help. Below the navigation bar, a message box says "Select to export this report to Microsoft Excel". Another message box on the right says "Select to export this report to Microsoft Word". A third message box at the bottom left says "Select to export this report to a PDF file". Arrows point from these message boxes to the "Export To:" dropdown menu, which contains options PDF, XLS, and DOC. The main content area displays a table of administrative actions for the case, with columns for Date, Action, Description, Filer, On Behalf of, and Document Number. The table lists various entries such as "Amended Complaint", "Clarification of Exhibit 18", and "Correction of Term of Patent at Issue".

337-623 Violation					
	Action	Description	Filer	On Behalf of	Total Records: 299
Pub	12/13/2007	Complaint	134a 12:00:00 AM	Amended Complaint	Joseph A. Kromholz INEOS Fluor Limited & Manion
Pub	12/18/2007	Complaint	Clarification of Exhibit 18 12:00:00 AM		Joseph A. Kromholz INEOS Fluor Limited & Manion
Pub	12/20/2007	Complaint	Correction of Term of Patent at Issue 12:00:00 AM		Joseph A. Kromholz INEOS Fluor Limited & Manion
Pub	12/20/2007	Complaint	Correction of Term of Patent at Issue 12:00:00 AM		Joseph A. Kromholz INEOS Fluor Limited & Manion
Pub	12/21/2007	Notice	Notice of Investigation 12:00:00 AM		Marilyn R. Abbott of Office of the Secretary USITC
Pub	12/26/2007	Notice of Appearance	Notice of Appearance of McAndrews, Held & Malloy Ltd. and Arent Fox LLP on Behalf of Sinochem Modern Environmental Protection Chemicals (Xi'an) Co., Ltd. and Sinochem Ningbo, Ltd. 12:00:00 AM	Ralph A. Mittelberger of Arent Fox LLP	Sinochem Modern Environmental Protection Chemicals (Xi'an) Co., Ltd. and Sinochem Ningbo, Ltd.
Pub	12/27/2007	Certified Mailing List	Certified Mailing List for the Notice of Investigation 3:24:00 PM	Marilyn R. Abbott of Office of the Secretary USITC	288803
Pub	12/28/2007	Order	Protective Order 12:00:00 AM	Paul J. Luckern of USITC	Administrative Law Judge
Pri	12/31/2007	Action Jacket	8:45:00 AM	Lynn I. Levine of USITC	Office of Unfair Import Investigations
Pub	12/31/2007	Voting Sheet	12:00:00 AM	Marilyn R. Abbott of Office of the Secretary USITC	288947
Pub	01/02/2008	Notice	2:24:51 PM	Marilyn R. Abbott of Office of the Secretary USITC	289032
Pub	01/07/2008	Motion	12:00:00 AM	Patrick James Fleis of Ryan Kromholz	INEOS Fluor Limited

When the report is output, the user must edit the data in the output to accommodate the rules for submitting this document to US Court of International Trade. The secondary document title can also be added. Once the data is complete and verified, a utility can be executed to add the numbering sequences required for Public, Confidential and Privileged documents. Please see the EDIS team for assistance with numbering.

Note: Keep in mind that edits or data entered in the Excel output is not automatically updated in EDIS. Please contact the assigned case manager to request changes that need to be applied to EDIS (typos, incorrect document types etc).

## APO INVESTIGATION REPORT

The purpose of the APO Investigation Report is to have a complete listing of an investigation and to ensure that all documents are accounted for in an APO release.

To access the APO Investigation Report, users must log into EDIS 3, click on the "Reports" tab.

The screenshot shows the EDIS 3.0 beta test homepage. At the top, there is a navigation bar with tabs: EDIS Main, Inv Mgmt, Admin, Reports, Search, Submission, User Info, and Help. The 'Reports' tab is highlighted with a red box and an arrow points to it from the text 'EDIS Main Menu'. To the right of the 'Reports' tab, the text 'Welcome, Letitia... Logout' is visible. Below the navigation bar, there is a large text box containing a message about the beta test and regular updates. To the right of this message is a photograph of a modern office building. Further down, there is a section titled 'Stay up to date on filings with RSS' with a 'RSS FEED GENERATOR' button. At the bottom of the page, there are three columns: 'Info' (What's New in EDIS, last updated 07/27/2007), 'Help' (View EDIS Help Documents, last updated 07/27/2007), and 'Quick Links' (Advanced Search, E-File Documents). The bottom right corner of the screen shows a 'Local intranet' indicator.

Then select the "APO Investigation Report", as noted below.

The screenshot shows the 'EDIS Reports' section of the United States International Trade Commission's website. The top navigation bar includes links for EDIS Main, Inv Mgmt, Admin, Reports, Search, Submission, User Info, Help, Welcome (Letitia...), and Logout. A large callout box labeled 'APO Investigation Report' points to the 'APO Investigation Report' link in the list of options. Other visible report types include 'User Audit Access Report', 'Document Filing Report', 'Administrative Record Report', and 'APO Investigation Report'. The bottom of the page contains contact information, USA.gov branding, and links for privacy policy, accessibility policy, equal employment opportunity, freedom of information act, and acrobat reader.

Input the necessary criteria for the report such as the investigation number and phase. Users may also filter the report by selecting a particular document type. The user may select how to view the information in the report. The user can sort the information in ascending or descending order by investigation number and phase; investigation number, phase, and document identification number; or, investigation number, phase, document identification number, and official receive date. The user may also choose the number of records per page.

Once the user selects the criteria, click on "Execute Report".

The screenshot shows the 'APO Investigation Report Criteria' page. The top navigation bar is identical to the previous screen. The main content area displays filter criteria: 'Investigation Number' (460), 'Investigation Phase' (Prelim selected from a dropdown menu), and 'Document Type' (Action Jacket, Action Request, Adjustment Plan, Administrative Subpoena selected from a dropdown menu). Below these are two 'Execute Report' buttons. At the bottom, there is a 'Result Preferences' section with dropdown menus for 'Sort By' (Investigation), 'Sort Order' (Ascending), and 'Items per page' (10). The bottom of the page includes a question for the EDIS Help Desk and USA.gov branding.

The following report will be displayed. The user may export the report to three different applications: Adobe Acrobat, Microsoft Excel, or Microsoft Word.

**UNITED STATES  
INTERNATIONAL TRADE COMMISSION**

EDIS Main Inv Mgmt Admin Reports Search Submission User Info Help

Welcome, Letitia... Logout

Reports Home -> APO Investigation Report Criteria -> APO Investigation Report Results

Export To: PDF XLS DOC

Displaying 1 - 10 of 96 Results

<< < 1 2 3 4 5 6 7 > >>

Doc ID	Inv Nm	Plat	Sec	Doc Type	Document Title	Filed On Behalf Of Filed By	Firm/Organization	Suf Rec Date	APO Print Date	APO Y/N	E	Attachment Count	
217658	701-460	Prelim	Coi	Petition	No Petition from Argentina and South Korea	Quaker City Carriage	Geoffrey D. Korn	Quaker City/Carriage	01/21/2009	03/11/2009	Yes	S	2
217659	701-460	Prelim	Pb	Petition	No Petition from Argentina and South Korea (Public)	Quaker City Carriage	Geoffrey D. Korn	Quaker City/Carriage	01/21/2009		No	S	2
218011	701-460	Prelim	Pb	Entry of Appearance and Related Document	Entry of Appearance	Federal-Moott Corporation	Sidney H. Winter	Mayer Brown LLP	01/27/2009		No	S	1
218012	701-460	Prelim	Pb	Protective Order Request	APO Application	Federal-Moott Corporation	Sidney H. Winter	Mayer Brown LLP	01/27/2009		No	S	1
218113	701-460	Prelim	Pb	Order to Appear - Blank	Blank	Office of the Secretary	José V. Capra	USITC	01/28/2009		No	E	5
218120	701-460	Prelim	Pb	Notice	Information of Investigation	Office of the Secretary	Marilia R. Abbott	USITC	01/29/2009		No	S	1
218155	701-460	Prelim	Pb	Correspondence - USITC Approval	Approval	Office of the Secretary	Marilia R. Abbott	USITC	01/29/2009		No	S	0
218239	701-460	Prelim	Pb	Protective Order Request	Amendment	Federal-Moott Corporation	Sidney H. Winter	Mayer Brown LLP	01/30/2009		No	S	1
218280	701-460	Prelim	Pb	Correspondence - USITC Amendment	Amendment	Office of the Secretary	Marilia R. Abbott	USITC	01/30/2009		No	E	1
218361	701-460	Prelim	Pb	Notice		Office of the Secretary	Marilia R. Abbott	USITC	02/03/2009		No	E	1

<< < 1 2 3 4 5 6 7 > >>

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

Local intranet

Select to export this report to a PDF file

Select to export this report to Microsoft Excel

Select to export this report to Microsoft Word

Reports Home -> APO Investigation Report Criteria ->

Export To: PDF XLS DOC

Displaying 1 - 10 of 96 Results

Doc ID	Inv Nm	Place	Sec	Doc Type	Document Title	Filed On Behalf Of Filed By	Filing Organization	Sig Rec Date	APO Print Date	APO Y/N	E	Attachment Count
317658	T01-460	Prelim	Coi	Permit	No-restrictions from Argentina and South Korea	Quaker City Cartage	Geoffrey D. Korn	01/21/2009	03/11/2009	Yes	S	2
317659	T01-460	Prelim	PB	Permit	No-restrictions from Argentina and South Korea (P010)	Quaker City Cartage	Geoffrey D. Korn	Quaker City Cartage	01/21/2009	No	S	2
318011	T01-460	Prelim	PB	Exhibit of Appearance and Exhibit of Document	Exhibit of Appearance	Federal-Moist Corporation	Sydney H. Walter	Mayer Brown LLP	01/27/2009	No	S	1
318012	T01-460	Prelim	PB	Protective Order Request	APO Application	Federal-Moist Corporation	Sydney H. Walter	Mayer Brown LLP	01/27/2009	No	S	1
318113	T01-460	Prelim	PB	Quarantine - Blank	Final	Office of the Secretary	Jonika Kapoor	USITC	01/29/2009	No	E	5
318120	T01-460	Prelim	PB	Notice	Information of Investigation	Office of the Secretary	Mariva R. Abbott	USITC	01/29/2009	No	S	1
318155	T01-460	Prelim	PB	Correspondence - USITC Approval	Approval	Office of the Secretary	Mariva R. Abbott	USITC	01/29/2009	No	S	0
318239	T01-460	Prelim	PB	Protective Order Request	Amendment	Federal-Moist Corporation	Sydney H. Walter	Mayer Brown LLP	01/30/2009	No	S	1
318280	T01-460	Prelim	PB	Correspondence - USITC Approval	Amendment	Office of the Secretary	Mariva R. Abbott	USITC	01/30/2009	No	E	1
318361	T01-460	Prelim	PB	Notice		Office of the Secretary	Mariva R. Abbott	USITC	02/03/2009	No	E	1

<< < 1 2 3 4 5 6 7 > >>

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

Done Local intranet

## INVESTIGATION REPORT

"The Investigation Report" provides registered users with a report listing document submissions for a specified investigation and security level(s).

To create an investigation report, login to EDIS 3 using your username and password.

Along the top portion of the EDIS 3 homepage there are several tabs that offer the user different functionalities. Select the "Reports" tab to access the "Investigation Report".

The screenshot shows the 'EDIS Reports' page of the United States International Trade Commission's EDIS system. At the top, there is a navigation bar with links for 'EDIS Main', 'Inv Mgmt', 'Admin', 'Reports' (which is highlighted in blue), 'Search', 'Submission', 'User Info', and 'Help'. Below the navigation bar, a welcome message says 'Welcome, Jennifer... Logout'. The main content area is titled 'EDIS Reports' and contains four entries:

- Investigation Report**: A report containing a list of documents that were filed in an investigation.
- Document Filing Report**: A report detailing documents filings.
- Administrative Record Report**: A report containing an inventory of all documents submitted for an investigation.
- APO Investigation Report**: An exportable report containing document information for an investigation.

At the bottom of the page, there is a note: 'Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#)'. There is also a 'USA.gov' logo and links for 'privacy policy :: accessibility policy :: equal employment opportunity :: freedom of information act :: acrobat reader'.

The “Find Investigation” screen, shown below, offers the user a number of ways to find the investigation and phase for which she wants the report to run.

The user may: (1) type in any portion of the investigation number; (2) select the applicable investigation phase(s) from the drop down menu; (3) select the applicable investigation type(s) from the drop down menu; (4) type any portion of the investigation name; or (5) select the applicable investigation status from the drop down menu.

UNITED STATES  
INTERNATIONAL TRADE COMMISSION

EDIS Main Inv Mgmt Admin Reports Search Submission User Info Help

Welcome, Jennifer... Logout

Reports Home -> Find Investigation

### Find Investigation

Enter the investigation search information to locate and select the investigation or SHIFT key down while clicking on your selection.

**(1) Investigation Number**

**(2) Investigation Phase**

**(3) Investigation Type**

**(4) Investigation Name**

**(5) Investigation Status**

**INVESTIGATION DATA**

Investigation Number:

Investigation Phases:  Advisory Advisory2

Investigation Types:  Byrd Amendment Import Injury

Investigation Name:

Investigation Status:  All

Result Preferences

Items per page:

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (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](#) :: [acrobat reader](#)

USA.GOV  
Government Made Easy

The user may also select the number of investigations to return per page based on the criteria entered.

The screenshot shows the 'Find Investigation' page of the EDIS system. At the top, there's a navigation bar with links for EDIS Main, Inv Mgmt, Admin, Reports, Search, Submission, User Info, Help, Welcome, Jennifer..., and Logout. Below the navigation is a breadcrumb trail: Reports Home -> Find Investigation. The main title is 'Find Investigation'. A sub-instruction says: 'Enter the investigation search information to locate and select the investigation to view. Multiple values in the lists may be selected by holding the CTRL or SHIFT key down while clicking on your selection.' There are several search fields: 'Investigation Number', 'Investigation Phases' (with options like 'Advisory', 'Advisory2'), 'Investigation Types' (with options like 'Byrd Amendment', 'Import Injury'), 'Investigation Name', and 'Investigation Status' (set to 'All'). Below these is a 'Result Preferences' section with a dropdown menu for 'Items per page' containing options 10, 25, 50, and 100, where '10' is currently selected. To the right of this dropdown are two callout boxes: one pointing to the '10' option labeled 'Result preferences: Items per page', and another pointing to the 'Search' button labeled 'Click "Search" to find the investigation'. At the bottom of the page, there's a note about contacting the EDIS Help Desk, the address '500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810', and links for privacy policy, accessibility policy, equal employment opportunity, freedom of information act, and acrobat reader. The USA.gov logo is also present.

From the list provided, select the investigation and phase for the report to run.

The screenshot shows the 'Find Investigation' page of the EDIS system. At the top, there's a navigation bar with links for EDIS Main, Inv Mgmt, Admin, Reports, Search, Submission, User Info, Help, and a welcome message for 'Jennifer...'. Below the navigation is a breadcrumb trail: Reports Home -> Find Investigation. The main area is titled 'Find Investigation' and contains instructions to enter investigation search information. It features several search filters: Investigation Number (623), Investigation Phases (Advisory, Advisory2), Investigation Types (Byrd Amendment, Import Injury), Investigation Name, and Investigation Status (All). There's also a 'Result Preferences' section with a dropdown for 'Items per page' set to 10. A callout box points to the 'Investigation Phase' filter with the text: 'Select the investigation and phase for which you want the report to run'. The search results table below shows three entries for investigation number 623, with columns for Investigation Number, Investigation Phase, Investigation Title, Investigation Type, and Investigation Status. The first entry is 'Enforcement'.

Investigation Number	Investigation Phase	Investigation Title	Investigation Type	Investigation Status
337-623	Enforcement	Certain Processes for the Manufacture of R-134a Coolant (otherwise known as 1,1,1,2- Sec 337 tetrafluoroethane)- Inv. No. 337-TA-623	Active	
337-623	Remand	Certain Processes for the Manufacture of R-134a Coolant (otherwise known as 1,1,1,2- Sec 337 tetrafluoroethane)- Inv. No. 337-TA-623	Active	
337-623	Violation	Certain Processes for the Manufacture of R-134a Coolant (otherwise known as 1,1,1,2- Sec 337 tetrafluoroethane)- Inv. No. 337-TA-623	Active	

The following screen will display. The user must select which document security level(s) the report should display.

**Note:** The security level(s) from which the user may select correspond to that user's authorizations. Therefore, if the user is unable to view "Privileged" documents, that will not appear in the list as an available security level for the Investigation Report.

The user may select how to view the information in the report. The user can sort the information in ascending or descending order by investigation number and phase; investigation number, phase, and document identification number; or, investigation number, phase, document identification number, and official receive date. The user may also choose the number of records per page.

Select execute report.

UNITED STATES  
INTERNATIONAL TRADE COMMISSION

EDIS Main Inv Mgmt Admin Reports Search Submission User Info Help

Welcome, Jennifer... Logout

Reports Home -> Find Investigation -> Investigation Report: Parameters

Investigation Report - Parameters

Enter your filter criteria for the Investigation Report. These reports can be downloaded to Acrobat as PDF files for printing.

Investigation Number: 337.623      Investigation Type: Sec 337

Investigation Phase: Enforcement      Investigation Status: Active

Investigation Title: Certain Processes for the Manufacture of R-134a Coolant (otherwise)

Execute Report

Public  
Confidential  
Privileged

Choose what security level(s) to display. Select multiple levels by holding down the ctrl key

Result Preferences

Sort By: Official Received Date Sort Order: Ascending Items per page: 10

Do you have a question for the EDIS Help Desk? Please call 202.205.HELP (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

Sort by inv. no. & phase &/or doc. ID &/or official receive date

See results in ascending or descending order

Choose the number of records you would like to display per page

The report will display on-screen and look similar to the following:

The screenshot shows a web-based application for managing investigation reports. At the top, there's a header with the "UNITED STATES" logo, a search bar, and user information ("Welcome, Lisa... Logout"). Below the header, there are several buttons and links:

- "Go to first page of report"
- "Go to previous page of report"
- "Go to next page of report"
- "Go to last page of report"
- "Export To: PDF XLS DOC"
- "Displaying 1 - 25 of 75 Results"
- "Print Date/Time: 10/22/2009"
- "Help" link

The main content area is titled "Investigation Report" and displays a table of investigation records. The table has columns for "Investigation Number", "Official Received Date", "Doc ID - Sec Level", "Investigation Information (Document Type, Document Title, Filed By)", and "Total Records: 75". The records are listed as follows:

Investigation Number	Official Received Date	Doc ID - Sec Level	Investigation Information (Document Type, Document Title, Filed By)	Total Records:
337-623 Enforcement	12/12/2008	(315768 - Confidential)	Complaint, Complaint to Enforce Consent Order Per Rule 210.75 in Inv. No. 337-TA-623, filed by Paul F. Brinkman of Alston and Bird, on behalf of INEOS Fluor Holdings Ltd., INEOS Fluor Ltd. & INEOS Fluor Americas Ltd.	75
	12/12/2008	(315769 - Public)	Complaint, Complaint to Enforce Consent Order (Public Version) Per Rule 210.76 in Inv. No. 337-TA-623, filed by Paul F. Brinkman of Alston and Bird, on behalf of INEOS Fluor Holdings Ltd., INEOS Fluor Ltd. & INEOS Fluor Americas Ltd.	
	02/13/2009	(319249 - Public)	Voting Sheet, GC-09-033, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary	
	02/13/2009	(319225 - Confidential)	Correspondence, Letter to Chairman Aranoff Requesting Commission Institute Enforcement Proceeding, filed by Paul F. Brinkman of Alston & Bird LLP, on behalf of INEOS Fluor Limited	
	02/18/2009	(319372 - Public)	Notice, Institution of a Formal Enforcement Proceeding to Enforce a Consent Order, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary	
	02/20/2009	(319616 - Public)	Order, 30 Requiring Submissions from All Parties by 2/27/09, filed by Paul Lukern of USITC, on behalf of Chief Administrative Law Judge	
	02/23/2009	(319732 - Public)	Notice, Notice of Designation of Commission Investigative Attorney, filed by Sylvia Diane Evans of USITC, on behalf of Office of Unfair Import Investigations	
	02/23/2009	(319660 - Confidential)	Other, INEOS's Complaint to Enforce Consent Order, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary	
	02/23/2009	(319663 - Public)	Notice, Notice of Institution of a Formal Enforcement Proceeding, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary	
	02/23/2009	(319661 - Public)	Other, INEOS's Complaint for Formal Enforcement Proceeding, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary	
	02/27/2009	(320117 - Public)	Response/Submission to ALJ Order, Joint Response to Order No. 30, filed by Alex Lasher of Alston and Bird, on behalf of INEOS Fluor Holdings, Ltd.	
	03/03/2009	(320347 - Public)	Order, 31 Setting Procedural Schedule, filed by Paul J. Lukern of USITC, on behalf of Chief Administrative Law Judge	
	03/03/2009	(320350 - Public)	Order, 32 Setting Target Date of 1/21/10, filed by Paul J. Lukern of USITC, on behalf of Chief Administrative Law Judge	

A callout box points to the "Hyperlinked Document Identification number" (315768) in the first record, indicating it is a clickable link.

If the user clicks on the hyperlinked Document Identification number, the "Document Details" screen for that document, shown below, will appear.

From this screen, the user may click on the "File ID" to display a PDF of the document.

**Document Details**

Reports Home -> Find Investigation -> Investigation Report Parameters -> Investigation Report Results -> Doc Details

**DOCUMENT DETAILS**

Document ID: 319249  
Document Title:  
Security: Public  
Document Type: Voting Sheet

Investigation: 337-623  
Title: Certain Processes for the Manufacture of R-134a Coolant (otherwise known as 1,1,1,2-tetrafluoroethane) - Inv. No. 337-TA-623  
Investigation Phase: Enforcement  
Investigation Type: Sec 337  
Investigation Status: Active  
Docket Number:

Filed by: Marilyn R. Abbott  
Organization: USITC  
On Behalf of: Office of the Secretary  
Document Date: 02/12/2009  
System Receive Date: 02/13/2009 12:00 AM  
Official Receive Date: 02/13/2009 12:00 AM  
Publish Date:  
APO Release: No  
OSE Alert: No  
Party Served: No  
Section 337 Processing: None

Action Request Number:  
CBI Number:  
Action Jacket Control Number: GC-09-033  
Memorandum Control Number:  
Motion Number:  
Order Number:  
Publication Number:  
Federal Register Number:

**ATTACHMENTS**

Displaying 1 - 1 of 1 Attachments

Order	File ID	Title	Size	Page Count	Create Date
1	<a href="#">415206</a>	319249	66127		12/03/2008 12:00 AM

No text to view.

[Print page](#)  [Top of page](#)

Click to open PDF of the document



The user may export the report to three different applications: Adobe Acrobat, Microsoft Excel, or Microsoft Word.

To export to Adobe Acrobat, the user should select "PDF" at the top of the report, alongside the "Export to:" option.

The screenshot shows a web-based investigation report interface for the US International Trade Commission (USITC). At the top, there's a navigation bar with links for Admin, Reports, Search, Submission, User Info, and Help. A welcome message for 'Lisa...' and a logout link are also present. On the left, a sidebar offers options to 'Select to export this report to Microsoft Excel' and 'Select to export this report to Microsoft Word'. The main content area displays an 'Investigation Report' for Investigation Number 337-623 Enforcement, listing 75 total records. The table includes columns for Official Received Date, Doc ID - Sec Level, and Investigation Information (Document Type, Document Title, Filed By). The table lists various documents filed between 2008 and 2009, such as 'Complaint, Complaint to Enforce Consent Order Per Rule 210.75 in Inv. No. 337-TA-623, filed by Paul F. Brinkman of Alston and Bird, on behalf of INEOS Fluor Holdings Ltd., INEOS Fluor Ltd. & INEOS Fluor Americas Ltd.' and 'Notice, Notice of Designation of Commission Investigative Attorney, filed by Marilyn R. Abbott of USITC, on behalf of Office of Unfair Import Investigations'.

Official Received Date	Doc ID - Sec Level	Investigation Information (Document Type, Document Title, Filed By)
12/12/2008	(315768 - Confidential)	Complaint, Complaint to Enforce Consent Order Per Rule 210.75 in Inv. No. 337-TA-623, filed by Paul F. Brinkman of Alston and Bird, on behalf of INEOS Fluor Holdings Ltd., INEOS Fluor Ltd. & INEOS Fluor Americas Ltd.
12/12/2008	(315769 - Public)	Complaint, Complaint to Enforce Consent Order (Public Version) Per Rule 210.75 in Inv. No. 337-TA-623, filed by Paul F. Brinkman of Alston and Bird, on behalf of INEOS Fluor Holdings Ltd., INEOS Fluor Ltd. & INEOS Fluor Americas Ltd.
02/13/2009	(319249 - Public)	Voting Sheet, GC-09-033, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary
02/13/2009	(319225 - Confidential)	Correspondence, Letter to Chairman Aranoff Requesting Commission Institute Enforcement Proceeding, filed by Paul F. Brinkman of Alston & Bird LLP, on behalf of INEOS Fluor Limited
02/18/2009	(319372 - Public)	Notice, Institution of a Formal Enforcement Proceeding to Enforce a Consent Order, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary
02/20/2009	(319616 - Public)	Order, 30 Requiring Submissions from All Parties by 2/27/09, filed by Paul Ludkern of USITC, on behalf of Chief Administrative Law Judge
02/23/2009	(319732 - Public)	Notice, Notice of Designation of Commission Investigative Attorney, filed by Sylvia Diane Evans of USITC, on behalf of Office of Unfair Import Investigations
02/23/2009	(319660 - Confidential)	Other, INEOS's Complaint to Enforce Consent Order, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary
02/23/2009	(319663 - Public)	Notice, Notice of Institution of a Formal Enforcement Proceeding, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary
02/23/2009	(319661 - Public)	Other, INEOS's Complaint for Formal Enforcement Proceeding, filed by Marilyn R. Abbott of USITC, on behalf of Office of the Secretary
02/27/2009	(320117 - Public)	Response/Submission to ALJ Order, Joint Response to Order No. 30, filed by Alex Lasher of Alston and Bird, on behalf of INEOS Fluor Holdings, Ltd.
03/03/2009	(320347 - Public)	Order, 31 Setting Procedural Schedule, filed by Paul J. Ludkern of USITC, on behalf of Chief Administrative Law Judge
03/03/2009	(320350 - Public)	Order, 32 Setting Target Date of 1/21/10, filed by Paul J. Ludkern of USITC, on behalf of Chief Administrative Law Judge

## RSS FEED GENERATOR

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EDIS has designed a notification service to inform users about incoming documents in EDIS. Internal users may select to be notified when document data has been submitted or a document has been validated. External users may only be notified when the document is validated. If choosing the submission option, please note that documents for which you receive notification through RSS may not have completed the approval process at the time you receive the notification; therefore, some documents may not ultimately be accepted and will be removed from EDIS, or the data related to the document may change. This will facilitate users in receiving a heads-up on critical documents which may impact an active investigation.

**Note:** It may take up to 48 hours to process the document through the USITC quality checks, before it can be accessed through the search tools.

RSS (Really Simple Syndication) is a protocol used to make this information available to users. Several RSS Readers are available online and through commercial markets, such as Yahoo or Google. However, USITC internally is using an MS Outlook based plug-in called RSS Popper. The sample setup instructions below are based on RSS Popper. Please refer to vendor documentation regarding the interface with the RSS reader chosen.

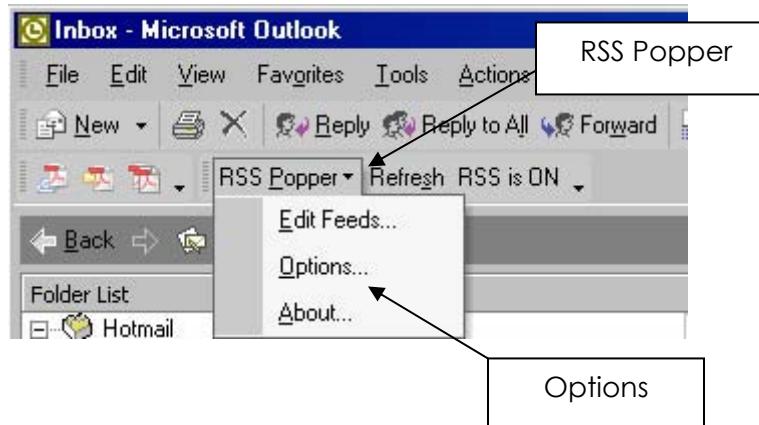
The EDIS RSS Feed normally cycles every 15 minutes. Upon initial set up it will reach back two weeks for document actions. Multiple notices may be received when key metadata changes as the case manager reviews and verifies the document.

Due to firewall issues, internal users cannot use web-based readers, and must use RSS Popper Outlook “plug-in” to view notifications.

### **Installation of RSS Popper**

Please submit a Software Waiver Request form to the USITC Help Desk, 202-205-2527, to request that RSS Popper be installed.

Once installed, a new menu item on the user's MS Outlook toolbar will appear, as shown below. Note: If Outlook is updated or reinstalled, it may be necessary to reinstall RSS Popper.



### Configuring RSS Popper

Open MS Outlook on your desktop. There are two configuration parameters for RSS Popper that the user 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. The user may modify this value based on personal needs. If the needs are not urgent, the user 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 Want to Receive

On the EDIS 3 main page internal users should login to create an RSS Feed. If user opts to use the one on the main page, it will not show the option to select notification on submission.

This brings you to the USITC Home Page shown below. Click “Login”.

**UNITED STATES  
INTERNATIONAL TRADE COMMISSION**

**EDIS Home Reports Search Help Login**

**Electronic Document Information System (EDIS)**

Welcome to EDIS. You are not logged in.

**Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page.**

Welcome to Electronic Document Information System (EDIS) for the United States International Trade Commission (USITC). Investigation documents are stored in EDIS for online access. You may file documents as well as search for documents which have been submitted to the USITC.

Users may access the publicly-available Search application without logging in. Select a tab option above to proceed or login to access other EDIS functions, such as electronic filing. Please login using an EDIS user name and password. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-HELP (3347) for assistance.

**Info**  
[What's New in EDIS](#)  
(last updated 07/27/2007)

**Help**  
[View EDIS Help Documents](#)  
(last updated 07/27/2007)

**Quick Links**  
[Advanced Search](#)

**Click "Login"**

**For full EDIS access:**  
[Login](#)  
If you need an EDIS account:  
[Register](#)  
Forgot your password?  
[Forgot Password](#)

Stay up to date on filings with RSS  
[RSS FEED GENERATOR](#)

**EDIS Main Menu**

Welcome to EDIS. You are currently logged in.

**Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page.**

Welcome to Electronic Document Information System (EDIS) for the United States International Trade Commission (USITC). Investigation documents are stored in EDIS for online access. You may file documents as well as search for documents which have been submitted to the USITC.

Users may access the publicly-available Search application without logging in. Select a tab option above to proceed or login to access other EDIS functions, such as electronic filing. Please login using an EDIS user name and password. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-HELP (3347) for assistance.

**Info**  
[What's New in EDIS](#)  
(last updated 07/27/2007)

**Help**  
[View EDIS Help Documents](#)  
(last updated 07/27/2007)

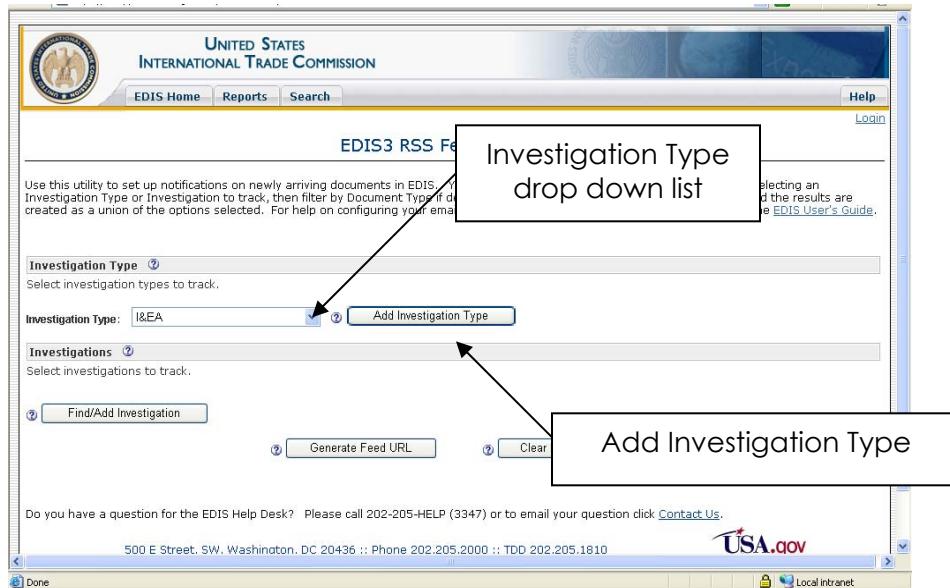
**Quick Links**  
[Advanced Search](#)  
[E-File Documents](#)

**Click "RSS Feed Generator"**

**Stay up to date on filings with RSS**  
[RSS FEED GENERATOR](#)

## Investigation Type

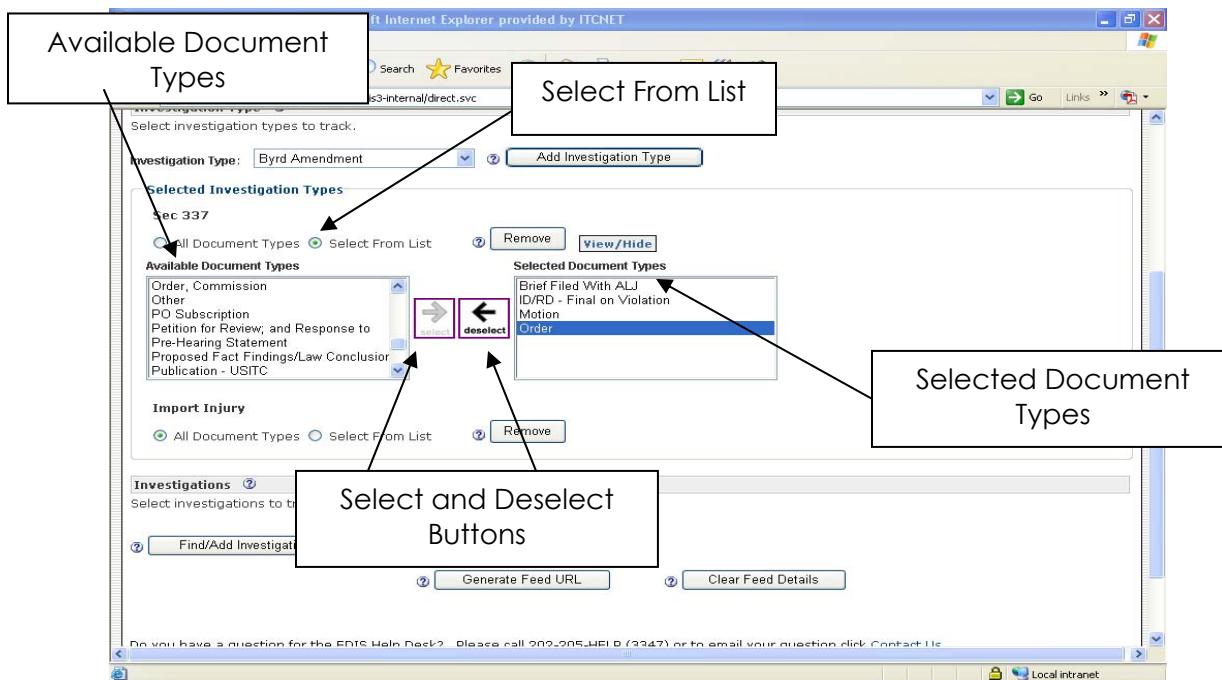
To choose documents for an entire investigation type, (i.e. 337's, Import Injury), click the drop down button on Investigation type, choose from the drop down list and click the "Add Investigation Type" button to update. You may add multiple investigation type selections by repeating the steps.



## Type of Documents

 Users may choose which types of documents for which to receive notifications. By default, "All Document Types" are selected. Click the button for "Select From List" and the screen below will appear.

To choose the document types the user wants to receive highlight the desired document type(s) from the "Available Document Types" and then click the arrow-right (select) and it will  appear in the "Selected Document Types" box. You can remove a document by highlighting it in the "Selected Document Type" box and then clicking arrow-left (de-select), as shown below.



## Investigation by Criteria

To choose documents from a specific investigation, press the “Find/ Add Investigation” button, shown below.



This opens a “Find Investigation” pop up. Users can search for the investigation by number, name, phase, type and/or status in order to generate a list of investigation choices. Enter as much information as possible to limit the results. Then click the “Search” button.

USITC - Investigation Search - Microsoft Internet Explorer provided by ITCNET

**INVESTIGATION DATA**

Investigation Number:	<input type="text"/>	Enter as much information as possible to limit the possible investigations that will appear
Investigation Phases:	<input type="button" value="-- Select --"/> Advisory Advisory2	
Investigation Types:	<input type="button" value="-- Select --"/> Byrd Amendment I&EA	
Investigation Name:	<input type="text" value="semiconductor chips"/>	
Investigation Status:	<input type="button" value="All"/>	

**Result Preferences**

Items per page:

Investigation Title: "semiconductor chips", Investigation Phase(s): "Violation"

**SEARCH RESULTS**

Displaying 1 - 7 of 7 Investigations

Investigation Number	Investigation Phase	Investigation Title	Investigation Type	Investigation Status
1. <a href="#">337-2541</a>	Violation	Certain of Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same, DN 2541	Sec 337	Active
2. <a href="#">337-2616</a>	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same (IV), DN 337-2616	Sec 337	Active
3. <a href="#">337-432</a>	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same, Inv. 337-TA-432	Sec 337	Inactive
4. <a href="#">337-605</a>	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same, Inv. No. 337-TA-605	Sec 337	Active
5. <a href="#">337-630</a>	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same (IV)	Sec 337	Active
6. <a href="#">337-649</a>	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same (IV)	Sec 337	Active
7. <a href="#">337-661</a>	Violation	Certain Semiconductor Controller Chips with Minimized Chip Package Size and Products Containing Same, Inv. No. 337-TA-661	Sec 337	Active

**Click on the desired investigation**

Click on the desired investigation. **Note:** users can only select one investigation at a time.

### Type of Documents

By default, "All Document Types" are selected. To choose a specific document, click the button from "Select From List" and then choose the document types from the drop down list.

**Selected Investigations**

Investigation 337-605 - Violation

All Document Types  Select From List

**Available Document Types**

- Action Jacket
- Action Request
- Answer to Complaint
- Brief Filed With ALJ**
- Brief on Review/Remedy
- Certified Mailing List
- Comments/Response to Comments

**Selected Document Types**

- Correspondence
- ID/RD - Final on Violation Notice

**Choose the desired document and click "Select"**

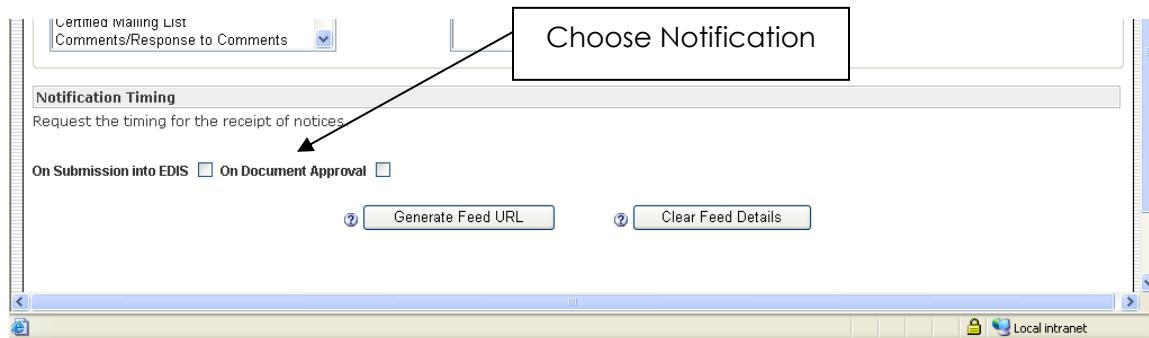
**Notification Timing**

Request the timing for the receipt of notices.

## Notification

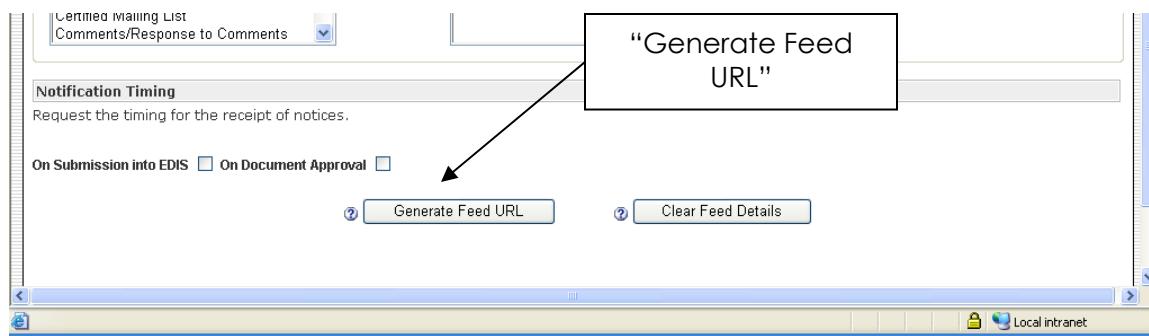
The user may choose the manner to receive notifications of documents, either when the EDIS coversheet is created or after the document has been validated in Docket Services. Click the button for “On Submission into EDIS” or “On Document Approval”, as shown below.

**Note:** Documents may take up to 48 hours to complete the scanning process and USITC quality checks and be “accepted” into EDIS.



## URL Generator

Once the user has created a set of criteria to identify the documents for which to be notified, the next step is to generate a URL (or web address) which the user will use later to enter into an RSS aggregator (i.e., MS Outlook/RSS Popper). Click the “Generate Feed URL”, as shown below.



When the user clicks this button the generated RSS Feed URL as shown below is displayed.

**EDIS Main** **Inv Mgmt** **Admin** **Reports** **Search** **Submission** **User** **Help**  
Internal... Logout

**EDIS3 - Generated RSS Feed URL**

**RSS Feed URL**  
Copy and Paste into your email RSS reader.

`https://eofappsdev.usitc.gov:943/edis3-internal/feed/RCRITERIONINVDEL:2509:PHASE:Violation:CRITERIONAOIDEL:8:CRITERIONANOTIFY:true`

**Start New Feed** **Edit Feed Details** **Copy**

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

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

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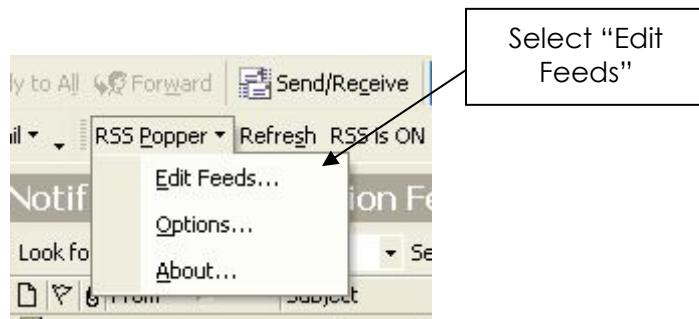
If not already highlighted, use the mouse to select (highlight) all the text in the Generated RSS URL window, right click the mouse button and select “Copy” from the menu or select the “Copy” button. This will go in the “Link” field discussed below.

You now have the URL copied into your desktop clipboard. Switch to your RSS reader now.

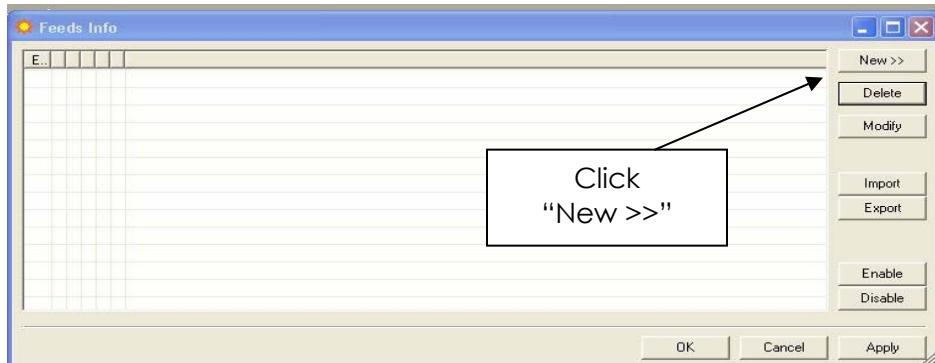
**Note:** If using the Firefox browser, the “Copy” button will not be available. Please highlight (click at the beginning of the URL, hold shift key down and click on the end of the URL to highlight) and copy the URL (right mouse – copy option or ctrl-c).

### Establishing the RSS Feed Using RSS Popper in MS Outlook

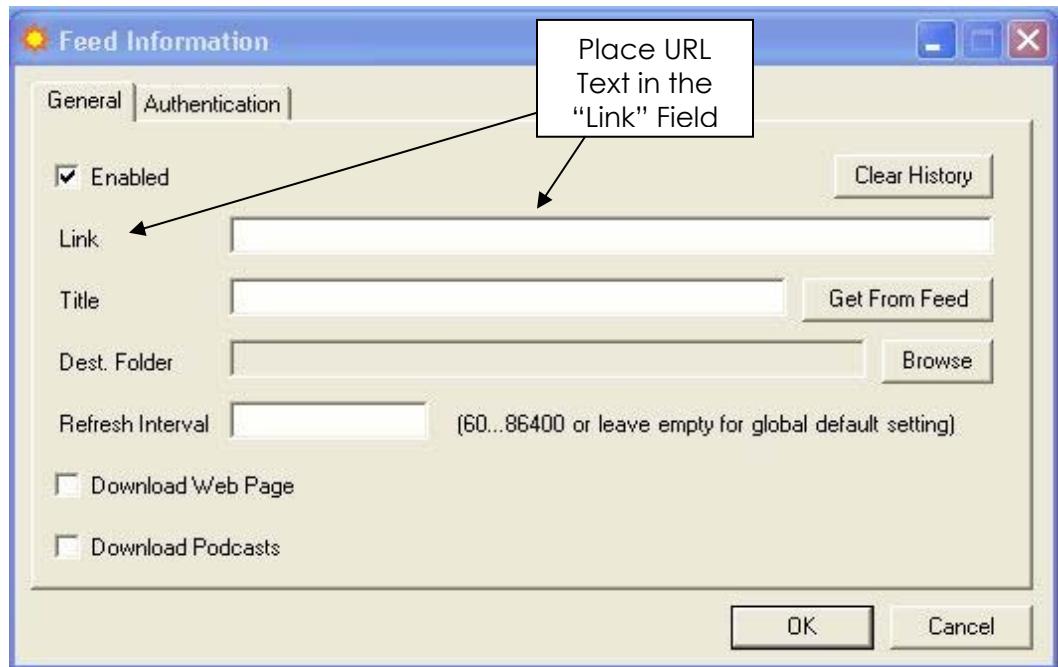
If using RSS Popper, in the MS Outlook toolbar, select the down arrow to invoke a drop down menu as shown below. Select from the menu “Edit Feeds”.



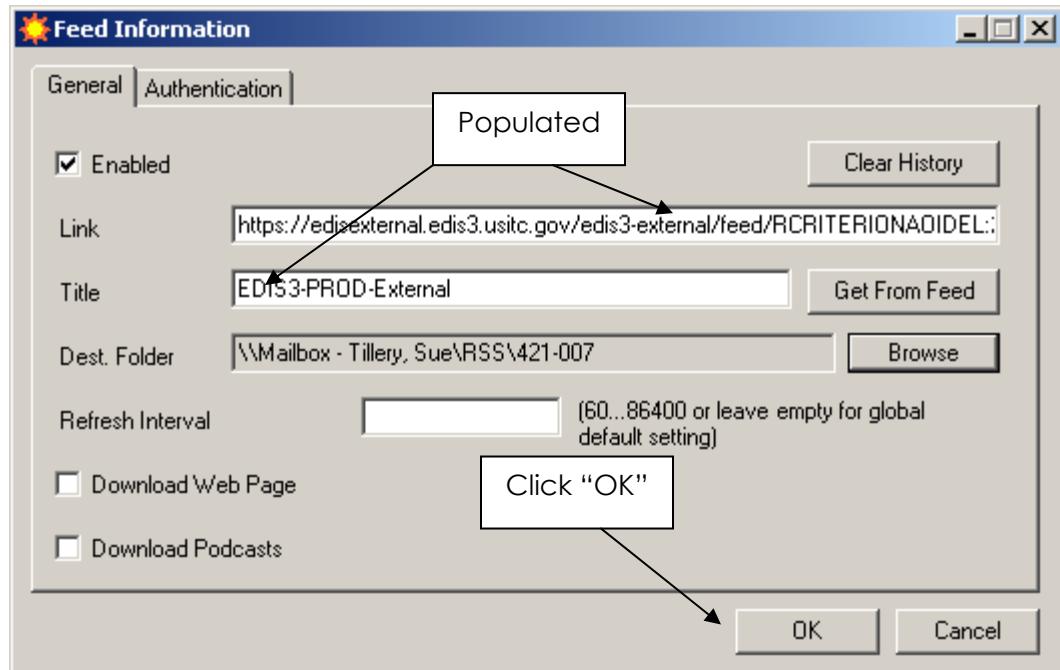
The screen below will appear. Click the “New>>” button.



A secondary menu list will appear where the user should select “RSS/Atom Feed” to display the Feed Information dialog box shown below. 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”.



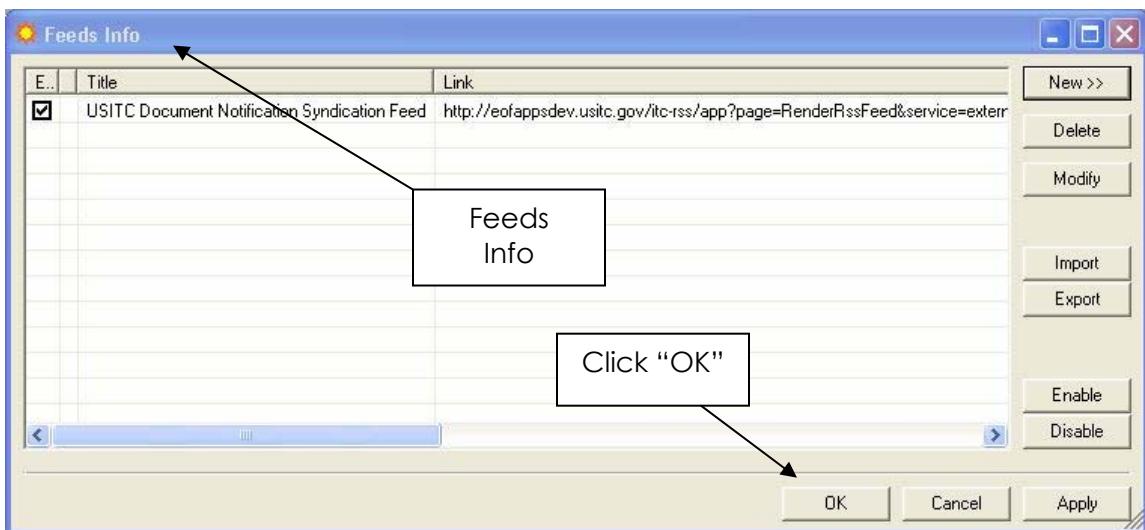
Click “OK”, then review the folder for notices.



Title the feed so it is recognizable, such as the investigation number and phase. Click "Browse" on the "Dest. Folder". Within the users 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 your messages better, such as the investigation number and phases.



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



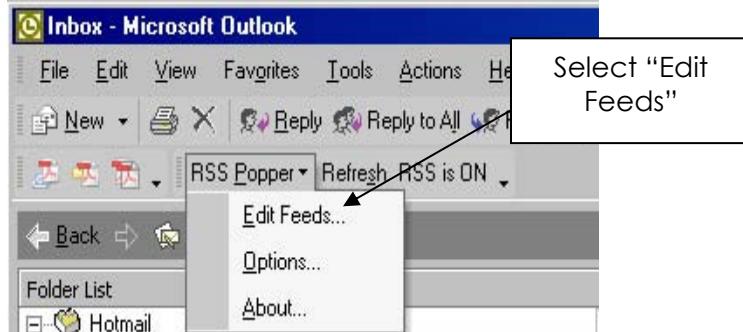
Click "OK" and this will return user to MS Outlook. Users will see the folder, as shown below.



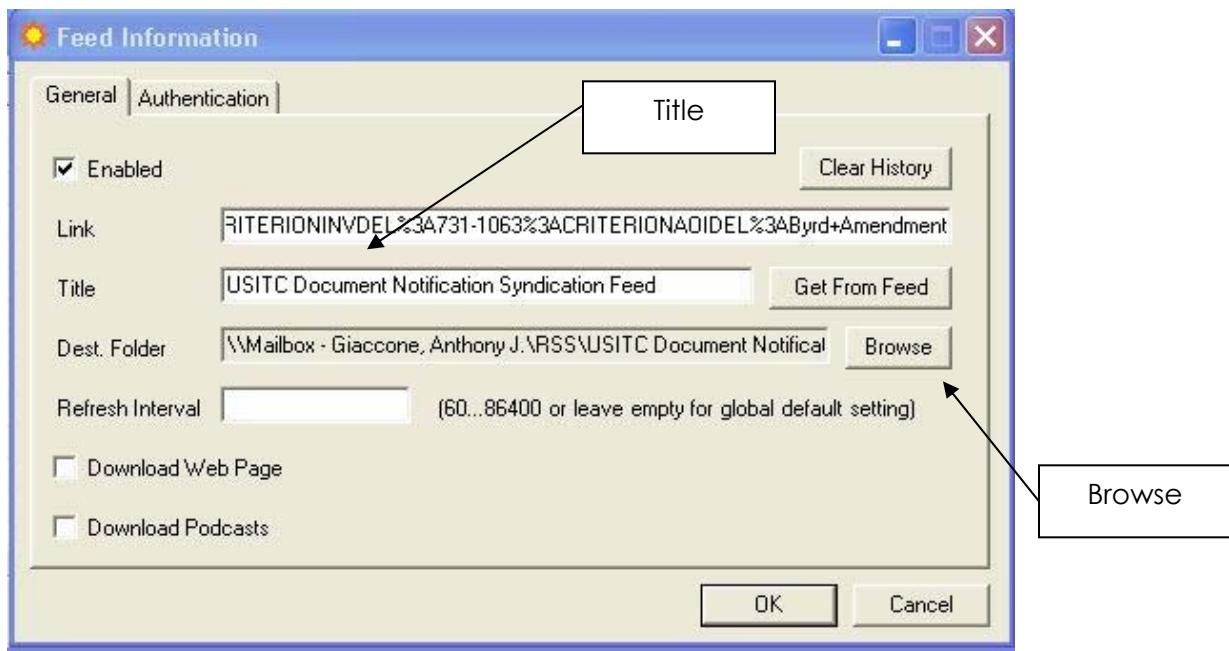
The new mailbox folder will contain a list of notification e-mails that you selected to receive.

### Managing Multiple RSS Feeds

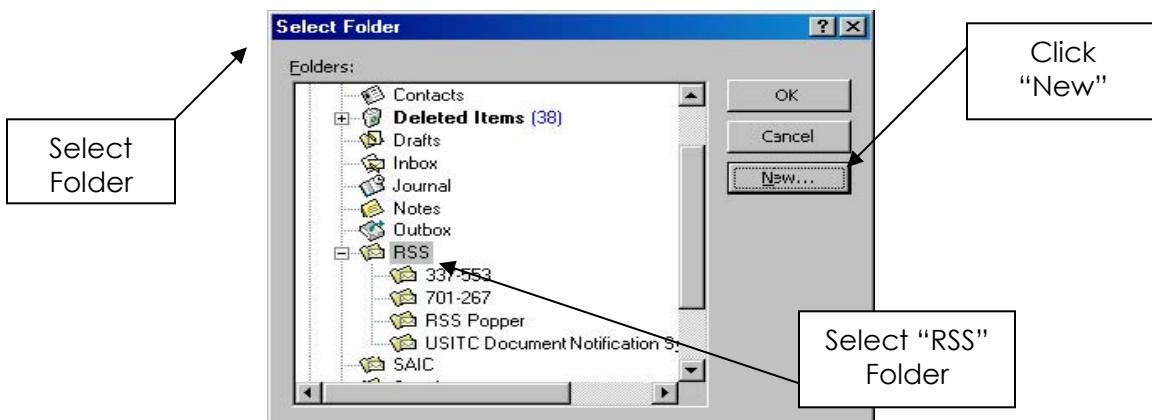
To add or delete notifications go to the RSS Popper drop down menu on your MS Outlook toolbar and select the "Edit Feeds" as shown below. You will then be able to add, delete, enable or disable notification feed URLs using the procedures described previously.



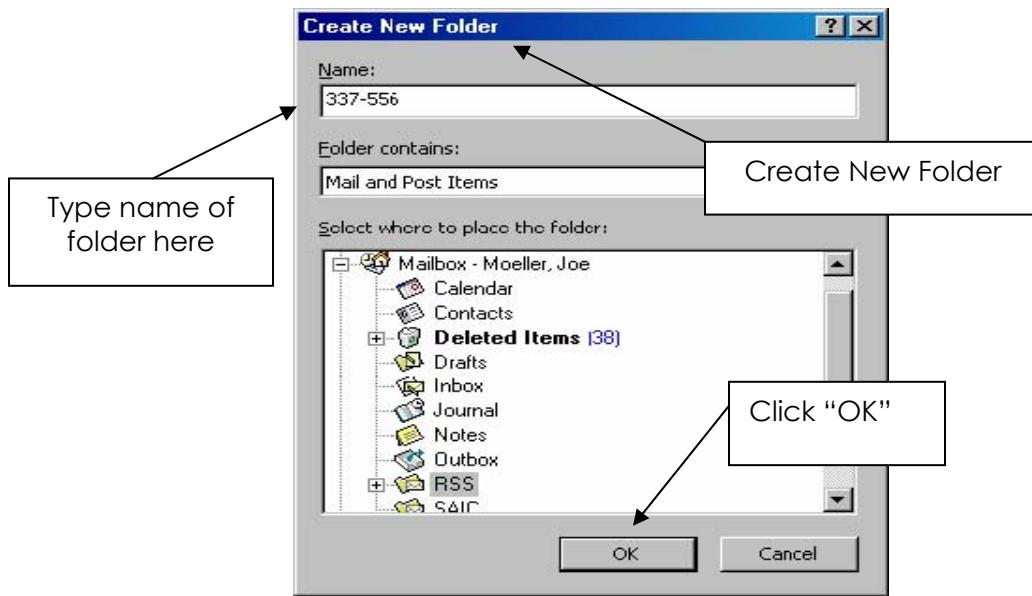
By default, all notifications associated with the URL(s) you generate will be placed in the same folder. If the user want to organize notifications in multiple folders (e.g., by investigation number or investigation type) create multiple RSS Feed URLs following the steps described above. After the user has copied the URL text for a specific investigation into the "Link" field in the Feed Information window and it has self-populated with the title and destination folder information shown below, users must modify the text in these two fields to create a unique folder for each feed.



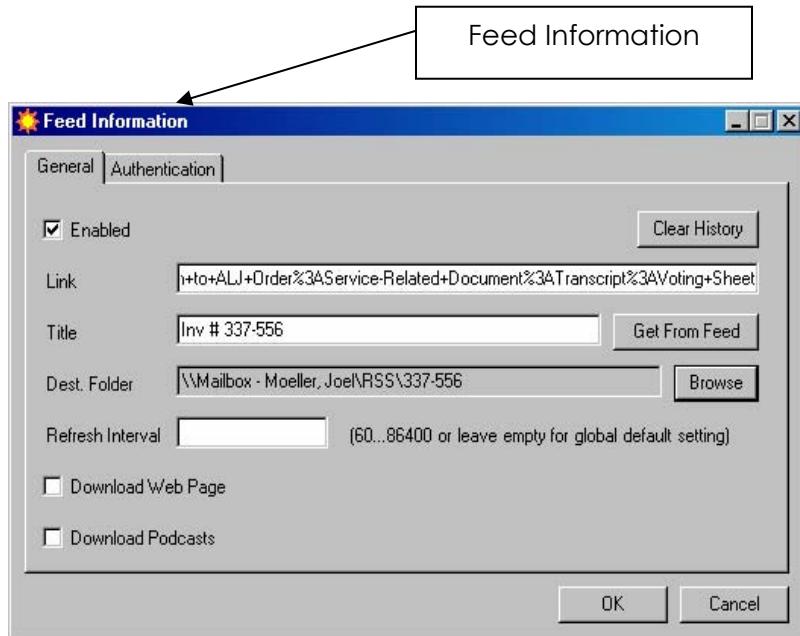
First, modify the "Title" field so it describes the properties of the notification such as the investigation number or investigation type (e.g., "Inv # 337-556"). Next, click on the "Browse" button in the "Feed Information" window to bring up the "Select Folder".



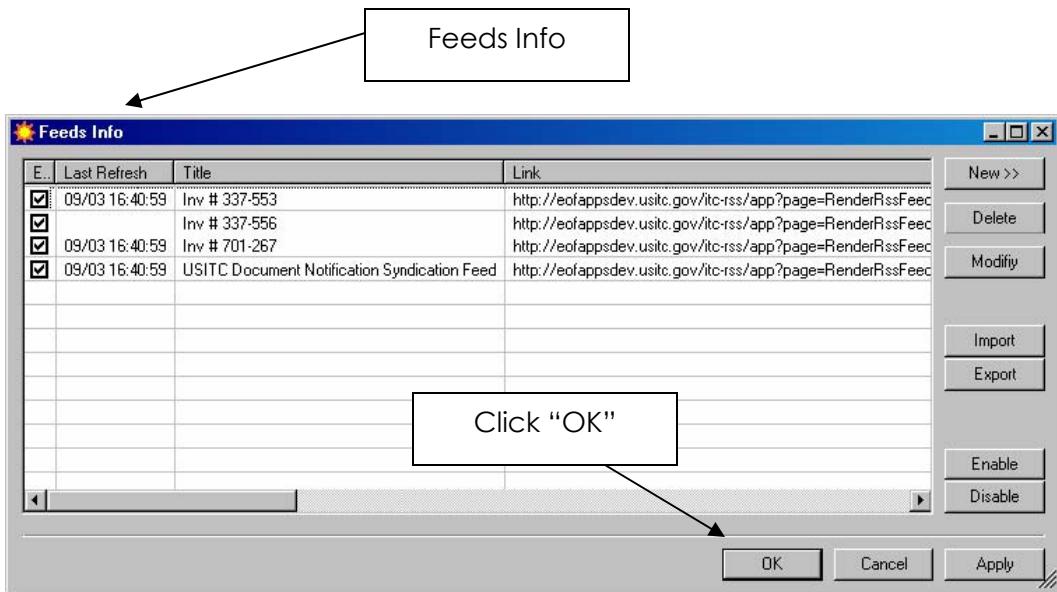
In the "Select Folder" window, select the RSS folder and click the "New" button which will bring up the "Create New Folder" window shown below.



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 investigation type). Click “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” to update the “Feed Information” folder. The window below will appear.



Click "OK" to update your RSS Feeds Info.

### Disabling or Deleting RSS Feeds

Users can disable/enable a feed at any time 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 e-mail message in MS Outlook. Simply select one of the e-mail entries from the list in the notification folder to display the text of the e-mail. Once received, maintenance of the e-mail notifications is also carried out in the same manner as other e-mail messages in MS 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 internal documents. A link is provided in the e-mail message which will bring up the “EDIS E-File” home page as shown below.

## **ACKNOWLEDGEMENTS**

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