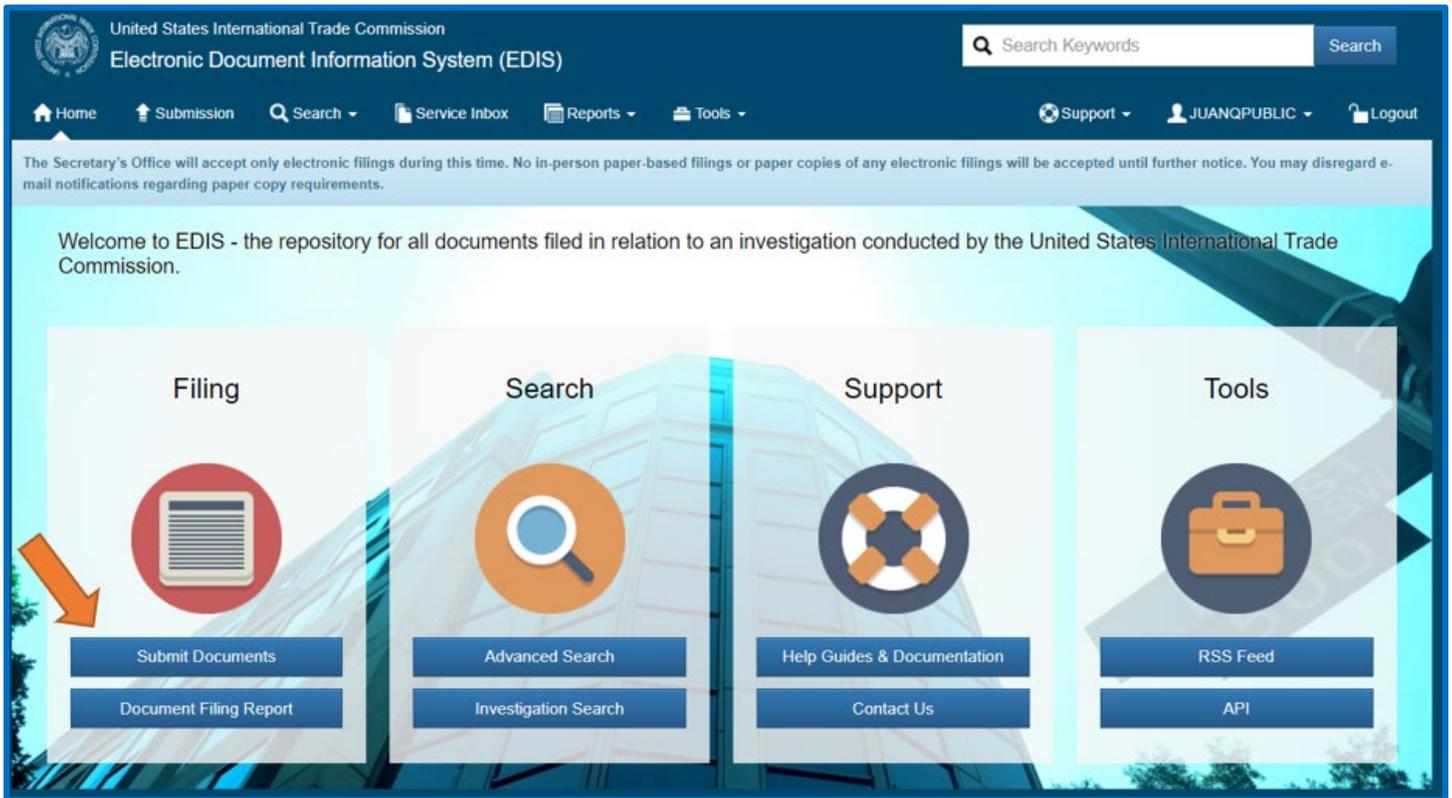


Section 337 Complaint Submission Process

EDIS Home Page

1. Log into EDIS account associated with individual who signed the document being submitted.
2. Click on the "Submit Documents" button to begin the submission process workflow in EDIS.



Document Submission Page

Submitter Information Card

1. User confirms the intended designated lead counsel EDIS User ID is being used for the complaint submission process.
2. User confirms the Filer Name and Firm/Organization are correct and match the complaint pleading.
3. Select “Save and Continue.”

The screenshot shows the 'Filing' section with a 'Submitter Information' tab selected. The main heading is 'Who is filing this document?'. There are three input fields: 'EDIS User ID' with the value 'JUANQPUBLIC', 'EDIS Filer Name' with the value 'Juan Public', and 'Firm/Organization' with the value 'SOP Example Firm'. A blue information icon is present next to each field label. Below the fields is a warning box with an 'i' icon: 'According to USITC Handbook on Filing Procedures(II)(J), the EDIS filer information shown above must match one of the signatories to the document. If the information below does not reflect that of one of the signatories to the document you are filing, please log out of EDIS and file this document using the EDIS credentials of one of the signatories to the document.' At the bottom right is a 'Save and Continue' button with a right-pointing arrow. A 'Submission Preview' panel on the right shows 'Filed By: Juan Public'. A 'Save and Continue' button is also visible at the bottom right of the main form area.

Investigation Type Card

1. User selects “Sec 337” from the Investigation Type list.
2. User selects “Save and Continue”

The screenshot shows the 'Filing' section with 'Submitter Information' and 'Investigation Type' tabs selected. The main heading is 'What is the Investigation Type?'. Below the heading is the instruction: 'Select an investigation type to begin searching for investigations into which to file this document'. There is an 'Investigation Type' dropdown menu with a blue border and a question mark icon. The dropdown list includes: 'Select', 'Byrd Amendment', 'Import Injury', 'Industry and Economic Analysis', 'Rule Making', 'Sec 337' (highlighted in blue), and 'Tariff Affairs & Trade Agreements'. Below the dropdown is an 'OR' separator. Underneath is the text: 'If you already know your investigation information, enter the investigation number and phase or title to find it directly.' At the bottom right is a 'Select Investigation' button. Below that are 'Back' and 'Save and Continue' buttons with a right-pointing arrow. A 'Submission Preview' panel on the right shows 'Filed By: Juan Public'. A 'Save and Continue' button is also visible at the bottom right of the main form area.

New Request Card

1. User selects “Yes” in response to “Is this a request for a new investigation?”
2. User selects “Save and Continue”

Filing

Submitter Information ✓

Investigation Type ✓

New Request ✓

New Request

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

Yes No

Back Save and Continue >

Submission Preview

Filed By:
Juan Public

Investigation Type:
Sec 337

Complaint Acknowledgement Card

1. User reads Complaint Acknowledgement language and selects “Yes” if they acknowledge the content of the information provided.
2. User selects “Save and Continue”

Filing

Submitter Information ✓

Investigation Type ✓

New Request ✓

Complaint Acknowledgement ✓

Complaint Acknowledgement

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

I acknowledge

Yes No

Back Save and Continue >

Submission Preview

Filed By:
Juan Public

Investigation Type:
Sec 337

Investigation Num:
NR-004

Investigation Phase:
New Request

Document Type:
New Request

Security Level Card

1. User should select “No” in response to the question “Does your document contain any CBI/BPI or other non-public information?”. **Please note that users should select “No” only if they are indeed filing completely public information.**
2. For this new submission workflow, user should **file the public version of their complaint first** and follow the regular submission workflow for their confidential version (if applicable) in a separate submission.
3. User should also select “No” in response to the question “Is your document a public version of a confidential document filed with the Commission?”. **Please note that even if you are planning to file a confidential complaint submission, you should still answer “No” to this question on the public version.**

The screenshot shows a web interface for filing a complaint. On the left, a sidebar contains a list of steps: Submitter Information, Investigation Type, New Request, Complaint Acknowledgement, and Security Level. The Security Level step is currently active. The main content area is titled "Security Level" and contains two questions with "Yes" and "No" buttons. The "No" buttons for both questions are highlighted with a green border. At the bottom of the main area are "Back" and "Save and Continue" buttons. On the right, a "Submission Preview" panel displays the following information: Filed By: Juan Public; Investigation Type: Sec 337; Investigation Num: NR-004; Investigation Phase: New Request; Document Type: New Request.

Filing

Submitter Information ✓

Investigation Type ✓

New Request ✓

Complaint Acknowledgement ✓

Security Level ✓

Security Level

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

Yes No

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

Yes No

Back Save and Continue >

Submission Preview

Filed By:
Juan Public

Investigation Type:
Sec 337

Investigation Num:
NR-004

Investigation Phase:
New Request

Document Type:
New Request

Proposed Participants Card

1. Enter the Proposed Participants associated with their complaint submission, beginning with the Complainant participants and then the Proposed Respondent participants. These entries will form the Proposed Participant List.
2. You will have the option to enter proposed participants by searching and selecting from a master list of previously entered participants or by manually entering a new proposed participant. Only select a proposed participant from the master participant list if the name AND address information matches exactly. (Step 3 below) If they do not match **EXACTLY**, manually enter the proposed participant. (Step 4 below)

Filing >

Submitter Information ✓

Investigation Type ✓

New Request ✓

Complaint Acknowledgement ✓

Security Level ✓

Proposed Participants ✓

Proposed Participants

i Select Proposed Participants.

Search and add new participant

Use the search feature to search for participants by the name. Select a participant and choose a Participant Type before clicking the 'Add' button.

Search Participants	Participant Address	Participant Type	
Enter a Participant Na	Current Address	Select Participant type	Add

If the participant that you wish to add is not found using the search feature, click the "Manually Add Participant" button below to enter the details of the participant.

Manually Add Participant

Back **Save and Continue >**

Submission Preview

Filed By:
Juan Public

Investigation Type:
Sec 337

Investigation Num:
NR-004

Investigation Phase:
New Request

Document Type:
New Request

Security Level:
Public

3. Selecting a participant from the Master Participant List

- a. For each proposed participant, begin typing the name of the proposed participant into the “Search Participants” field.
- b. A list of potential matches will appear as you type. If there are multiple entries matching a participant, hover the cursor over each entry to view the complete address information and then select the entity with the correct address by clicking on it.
- c. Once you select a participant, select the appropriate option from the dropdown “Participant Type” list prior to clicking on the “Add” button.

The screenshot displays the 'Proposed Participants' section of a web application. On the left, a sidebar contains several menu items, with 'Proposed Participants' selected. The main area features a search bar with the text 'Select Proposed Participants.' Below this is a section titled 'Search and add new participant' which includes a search input field containing 'ABCD Example Co.', a dropdown for 'Participant Address' showing 'Current Address', and another dropdown for 'Participant Type' showing 'Respondent'. An 'Add' button is located to the right of the 'Participant Type' dropdown. A tooltip is visible over the search results, displaying the address: '500 E street, 112, Washington, 20436, United States of America'. Below the search area is a 'Proposed Participant List' table with columns for 'Participant Type', 'Participant Name', and 'Participant Address'. The table contains one entry: a red 'x' icon, 'Complainant', and '123 Not Real Company, Inc. 500 E street, 112, Washington, 20436, United States of America'. At the bottom of the page are 'Back' and 'Save and Continue' buttons.

4. Manually entering a proposed participant
 - a. If an exact match is not found in the Master Participant List, manually enter the proposed participant.
 - b. Click on the “Manually Add Participant” button to expand the manual entry option.

Proposed Participants

Select Proposed Participants

Search and add new participant

Use the search feature to search for participants by the name. Select a participant and choose a Participant Type before clicking the 'Add' button.

Search Participants: Enter a Participant Name
 Participant Address: Current Address
 Participant Type: Select Participant type [v] [Add]

If the participant that you wish to add is not found using the search feature, click the "Manually Add Participant" button below to enter the details of the participant.

Manually Add Participant

Proposed Participant List

Participant Type	Participant Name	Participant Address
✖ Complainant	123 Not Real Company, Inc.	500 E street, 112, Washington, 20436, United States of America

Back Save and Continue >

- c. Once the expanded fields are available, enter the complete name and address information, select the appropriate Participant Type from the dropdown menu, and click on the “Add” button.

- Submitter Information ✓
- Investigation Type ✓
- New Request ✓
- Complaint Acknowledgement ✓
- Security Level ✓
- Proposed Participants ✓

Proposed Participants

Search for participant

Participant address

Participant type

Add

Manually add new participant not listed

Add New Participant: _____

Add a participant that was not found using the participant search feature. Enter participant details and click the 'Add' button.

Participant Name

Participant Type

Respondent ▼

Address1

Address2

City

State

District of Columbia ▼

Zip Code

Country

United States of Ame ▼

Add

Proposed Participant List

	Participant Type	Participant Name	Participant Address
✘	Complainant	123 Not Real Company, Inc.	500 E street, 112, Washington, 20436, United States of America
✘	Respondent	ABCD Example Co.	500 E street, 112, Washington, 20436, United States of America
✘	Respondent	Always Fake Company, Inc.	500 E street, 112, Washington, 20436, United States of America

Submit
Search

Filed By:
Juan Public

Investigation Type:
Sec 337

Investigation Num:
NR-004

Investigation Phase:
New Request

Document Type:
New Request

Security Level:
Public

⌵
⌵

Back
Save and Continue >

5. All added proposed participants will appear in the growing list at the bottom of the proposed participant card.
 - a. Review this list to verify the name and address information is correct.
 - b. Once you have verified the list contents, select “Save and Continue”.

Proposed Participants

City

State

Zip Code

Country

Submission Preview

Filed By:
Juan Public

Investigation Type:
Sec 337

Investigation Num:
NR-004

Investigation Phase:
New Request

Document Type:
New Request

Security Level:
Public

Proposed Participant List

	Participant Type	Participant Name	Participant Address
✘	Complainant	123 Not Real Company, Inc.	500 E street, 112, Washington, 20436, United States of America
✘	Respondent	ABCD Example Co.	500 E street, 112, Washington, 20436, United States of America
✘	Respondent	Always Fake Company, Inc.	500 E street, 112, Washington, 20436, United States of America
✘	Respondent	We Are Not Real, Co.	500 E street, 112, Washington, 20436, United States of America
✘	Respondent	XYZ Fake Co.	500 E street, 112, Washington, 20436, United States of America
✘	Respondent	Another Fake Company, Inc.	500 E street, 112, Washington, District of Columbia, 20436

Document Information Card

1. Because this new complaint submission process is exclusively for public complaint submissions, enter “Public Complaint and Public Exhibits” in the document “Title” field.
2. Enter the complete names of the complainants in the “On Behalf Of” field.
3. Select the appropriate response to the question “Party Has Been Served:”.
4. Select “Save and Continue”.

Submitter Information ✓

Investigation Type ✓

New Request ✓

Complaint Acknowledgement ✓

Security Level ✓

Proposed Participants ✓

Document Information ✓

Document Information

i Enter the Title for the document being submitted. The title should match the title of the attached document.

Title:
Public Complaint and Public Exhibits

i Please type the name of the parties or persons on whose behalf this document is being filed. For multiple parties/persons separate each party with a comma.

On Behalf Of:
123 Not Real Company, Inc.;

Document Date:
06/29/2021

Party Has Been Served:

Yes No

Submit

Complainants:
1

On Behalf Of:
123 Not Real Company, Inc.

Attach Files Card

1. You will now see a prompt to upload the complaint document attachments.
2. Click on the “+Add files...” button and select the files from your computer that need to be uploaded with the public complaint submission.
3. Once the files are uploaded, enter the title field for each attachment. Failure to do so will likely delay processing of the complaint.
4. After entering the title fields for each attachment and confirming that required attachments are included for the public version, select “Save and Continue”.

Attach Files

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

+ Add files...

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

Search:

Reorder	#	Title	File Name	Size	Pages	Create Date	Delete
↓	1	<input type="text" value="Complaint"/>	Example Complaint Doc PDF.pdf	0.03 MB	1	06/29/2021 03:30 PM	Delete
↑ ↓	2	<input type="text" value="Ex. 1"/>	Example Complaint Doc PDF 2.pdf	0.03 MB	1	06/29/2021 03:31 PM	Delete
↑ ↓	3	<input type="text" value="Ex. 2"/>	Example Complaint Doc PDF 3.pdf	0.04 MB	1	06/29/2021 03:31 PM	Delete
↑ ↓	4	<input type="text" value="Ex. 3"/>	Example Complaint Doc PDF 4.pdf	0.03 MB	1	06/29/2021 03:31 PM	Delete
↑	5	<input type="text" value="Ex. 4"/>	Example Complaint Doc PDF 5.pdf	0.03 MB	1	06/29/2021 03:31 PM	Delete

Showing 1 to 5 of 5 entries

Back **Save and Continue >**

Submit **Search**

Filed By:
Juan Public

Investigation Type:
Sec 337

Title:
Public Complaint and Public Exhibits

Complainants:
1

On Behalf Of:
123 Not Real Company, Inc.;

Paper Copies Required Card

1. Paper copies required amount displayed on this card only accounts for the Commission staff directed copies. It does not include copies required for service to the proposed participants or any embassy copies associated with foreign proposed participants. Please pay attention to any COVID-19 related changes to delivery of paper copies. At this time the requirement for all courtesy copies for Commission staff is suspended.
2. After acknowledging this screen by selecting “Yes”, click on “Save and Continue”.

- Submitter Information ✓
- Investigation Type ✓
- New Request ✓
- Complaint Acknowledgement ✓
- Security Level ✓
- Proposed Participants ✓
- Document Information ✓
- Attach Files ✓
- Paper Copies Required ✓

Paper Copies Required

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

I acknowledge

Yes

Investigation Type	Document Type	Security Level	Copies Required	Delivery Required
Sec 337	New Request	Public	8	Simultaneous with any filing

Submission Preview

Filed By:
Juan Public

Investigation Type:
Sec 337

Investigation Num:
NR-004

Investigation Phase:
New Request

Document Type:
New Request

Security Level:
Public

Title:
Public Complaint and Public Exhibits

Complainants:
1

On Behalf Of:
123 Not Real Company, Inc.

Back

Save and Continue >

Confirmation Card

1. Review all information presented on the Confirmation Card page to confirm that the submission information is correct.
 - a. If the submission requires changes, you can navigate to the appropriate card by clicking on the tab for that card in the left-hand-side list of cards. Make the required changes and then select “Save and Continue” on that card to save their changes.
 - b. If the submission is correct, select the “Submit” button.

- Submitter Information ✓
- Investigation Type ✓
- New Request ✓
- Complaint Acknowledgement ✓
- Security Level ✓
- Proposed Participants ✓
- Document Information ✓
- Attach Files ✓
- Paper Copies Required ✓
- Confirmation ✓

Confirmation

i Please review the information shown below. If any of the information is incorrect, click on the tabs on the left to return to the screen that will allow you to edit that information.

Document Filing Information Electronic Submission

Document Type:	New Request
Security Level:	Public
Document Title:	Public Complaint and Public Exhibits
Secondary Document Title:	
Document Date:	06/29/2021
Party Has Been Served:	No

Investigation Information

Investigation Number:	NR-004
Investigation Phase:	New Request
Investigation Type:	Sec 337
Investigation Title:	

Proposed Participants

Participant Type	Name	Address
Complainant	123 Not Real Company, Inc.	500 E street, 112, Washington, 20436, United States of America
Respondent	ABCD Example Co.	500 E street, 112, Washington, 20436, United States of America
Respondent	Always Fake Company, Inc.	500 E street, 112, Washington, 20436, United States of America
Respondent	We Are Not Real, Co.	500 E street, 112, Washington, 20436, United States of America
Respondent	XYZ Fake Co.	500 E street, 112, Washington, 20436, United States of America
Respondent	Another Fake Company, Inc.	500 E street, 112, Washington, District of Columbia, 20436

Submitter Information

Filed By:	Juan Public
Firm / Organization:	SOP Example Firm
On Behalf Of:	123 Not Real Company, Inc.;
Submitted By:	JUANQPUBLIC

Attachments

Title	File Name	Size	Page Count	Create Date
Ex. 4	Example Complaint Doc PDF 5.pdf	0.03 MB	1	06/29/2021 03:34 PM
Ex. 3	Example Complaint Doc PDF 4.pdf	0.03 MB	1	06/29/2021 03:34 PM
Ex. 2	Example Complaint Doc PDF 3.pdf	0.04 MB	1	06/29/2021 03:34 PM
Ex. 1	Example Complaint Doc PDF 2.pdf	0.03 MB	1	06/29/2021 03:34 PM
Public Complaint	Example Complaint Doc PDF.pdf	0.03 MB	1	06/29/2021 03:34 PM

Submission Search

Filed By:
Juan Public

Investigation Type:
Sec 337

Investigation Num:
NR-004

Investigation Phase:
New Request

Document Type:
New Request

Security Level:
Public

Title:
Public Complaint and Public Exhibits

Complainants:
1

On Behalf Of:
123 Not Real Company, Inc.;

Files:
Example Complaint Doc PDF 5.pdf Example Complaint Doc PDF 4.pdf Example Complaint Doc PDF 3.pdf Example Complaint Doc PDF 2.pdf Example Complaint Doc PDF.pdf

Copies Required

Back
Submit

- c. A confirmation window will appear asking if you wish to proceed. If you are ready to submit, select “Yes”.

The screenshot displays the EDIS submission interface. A modal dialog box titled "EDIS: Confirm Submission" is centered on the screen. The dialog contains the text: "Are you sure you want to submit? This action is irreversible. Do you want to proceed?" and two buttons: "No" (red) and "Yes" (blue). The background shows a submission form with a left-hand navigation menu, a main content area, and a right-hand sidebar.

Left-hand navigation menu:

- Submitter Information ✓
- Investigation Type ✓
- New Request ✓
- Complaint Acknowledgement ✓
- Security Level ✓
- Proposed Participants ✓
- Document Information ✓
- Attach Files ✓
- Paper Copies Required ✓
- Confirmation** ✓

Main Content Area:

Confirmation

Submitter Information

Attachments

Title	File Name	Size	Page Count	Create Date
Ex. 4	Example Complaint Doc PDF 5.pdf	0.03 MB	1	06/29/2021 03:34 PM
Ex. 3	Example Complaint Doc PDF 4.pdf	0.03 MB	1	06/29/2021 03:34 PM
Ex. 2	Example Complaint Doc PDF 3.pdf	0.04 MB	1	06/29/2021 03:34 PM
Ex. 1	Example Complaint Doc PDF 2.pdf	0.03 MB	1	06/29/2021 03:34 PM
Public Complaint	Example Complaint Doc PDF.pdf	0.03 MB	1	06/29/2021 03:34 PM

Paper Copies Required

Copies Required: 8
 Delivery Requirement: Simultaneous with any filing

Right-hand sidebar:

Submitted By: Search

Filed By: Juan Public

Investigation Type: Sec 337

Investigation Num: NR-004

Investigation Phase: New Request

Document Type: New Request

Security Level: Public

Title: Public Complaint and Public Exhibits

Complainants: 1

On Behalf Of: 123 Not Real Company, Inc.;

Files: Example Complaint Doc PDF 5.pdf Example Complaint Doc PDF 4.pdf Example Complaint Doc PDF 3.pdf Example Complaint Doc PDF 2.pdf Example Complaint Doc PDF.pdf

Copies Required: 8

Delivery Requirement: Simultaneous with any filing

Buttons: Back, Submit

Notice of Receipt

1. EDIS will present a "Notice of Receipt". Please save the page for your records and for using as a cover sheet with the submission to the Commission of any required paper copies.
2. This notice of receipt will also be sent in an email to primary email address associated with the user account used to file the materials.

Notice of Receipt

[Print this Page](#)

Document Filing Information

Document ID: 743583 

Document Type: New Request
Security Level: Public
Document Title: Public Complaint and Public Exhibits
Document Title:
Document Date: 06/29/2021
Official Received Date: 06/29/2021 03:37 PM
System Received Date: 06/29/2021 03:37 PM
Party Has Been Served: No
APO Release Flag: No

Investigation Information

Investigation Number: NR-004
Investigation Phase: New Request
Investigation Type: Sec 337
Investigation Title: Sec 337 New Request

Submitter Information

Filed By: Juan Public
Firm/Organization: SOP Example Firm
Submitted By: JUANQPUBLIC
On Behalf Of: 123 Not Real Company, Inc.;

Proposed Participants

Participant Type	Name	Address
Complainant	123 Not Real Company, Inc.	500 E street, 112, Washington, 20436, United States of America
Respondent	ABCD Example Co.	500 E street, 112, Washington, 20436, United States of America
Respondent	Always Fake Company, Inc.	500 E street, 112, Washington, 20436, United States of America
Respondent	We Are Not Real, Co.	500 E street, 112, Washington, 20436, United States of America
Respondent	XYZ Fake Co.	500 E street, 112, Washington, 20436, United States of America
Respondent	Another Fake Company, Inc.	500 E street, 112, Washington, District of Columbia, 20436

Attachments

TITLE	FILE NAME	SIZE	PAGE COUNT	DATE CREATED
Ex. 4	Example Complaint Doc PDF 5.pdf	0.03 MB	1	06/29/2021 03:34 PM
Ex. 3	Example Complaint Doc PDF 4.pdf	0.03 MB	1	06/29/2021 03:34 PM
Ex. 2	Example Complaint Doc PDF 3.pdf	0.04 MB	1	06/29/2021 03:34 PM
Ex. 1	Example Complaint Doc PDF 2.pdf	0.03 MB	1	06/29/2021 03:34 PM
Public Complaint	Example Complaint Doc PDF.pdf	0.03 MB	1	06/29/2021 03:34 PM

Paper Copies Required

Copies Required: 8
Delivery Requirement: Simultaneous with any filing

[File a New Document](#)

Submission Complete

1. The public complaint EDIS filing is now complete. You can begin to file the confidential version, if applicable.
2. Confidential complaint filings will not proceed through the new submission workflow but will utilize the submission workflow associated with all other filing submissions.

If users have any questions regarding this process, they should email EDIS3Help@usitc.gov or PSS.Dockets@usitc.gov for assistance.