

---

# United States International Trade Commission

---

Handbook on Filing  
Procedures

---



Effective  
August 8, 2014

## Table of Contents

I. INTRODUCTION.....	3
II. FILING PROCEDURES.....	3
A. Definitions and Instructions.....	3
B. Registration as an EFP User and Assignment of Passwords.....	4
C. Filing Requirements.....	6
D. Where Documents Are to Be Filed Electronically .....	10
E. Notice of Electronic Receipt.....	10
F. Deadline for Electronic Filing of Documents.....	10
G. Size of Electronic Transmission.....	11
H. Format of Documents .....	11
I. Use of Electronic Media.....	13
J. Signatures .....	13
K. Limitation on Service of Electronic Documents Between the Parties.....	14
L. Copyright and Other Proprietary Rights .....	14
M. Official Record of Commission Proceedings .....	14
III. DURATION .....	15

APPENDIX 1 TO HANDBOOK ON FILING PROCEDURES: MATRIX OF INSTRUCTIONS

## I. Introduction

A. This Handbook provides instructions for persons filing documents with the United States International Trade Commission (Commission).

B. In any conflict between the Commission's Rules of Practice and Procedure (rules) and this Handbook, the rules shall govern. Similarly, in any conflict between this Handbook and instructions issued by an Administrative Law Judge, the instructions of the ALJ shall govern. This Handbook is designed to be read in conjunction with the rules. This Handbook does not alter or waive any provisions in the rules governing the filing of documents with entities and/or persons other than the Commission, including but not limited to the United States Secretary, NAFTA Secretariat.

C. If you plan to file a document with the Commission, you must comply with the relevant provisions of the rules governing such filing. The Commission generally provides for two types of filing, electronic filing and filing in paper form. The general rule set out in §201.8 and § 210.4 of the rules requires electronic filing, but special requirements apply to certain types of documents, and the Secretary is authorized to make exceptions and modifications to the general rule. Certain exceptions and modifications are set out below. The Commission generally does not permit filing by means other than paper filing or electronic filing. Thus, for example, unless provided for by the rules, filing by facsimile and by electronic mail (i.e., sending a document to a Commission electronic mail address) is not permitted.

## II. Filing Procedures

### A. Definitions and Instructions

- (1) "EFP" means the Commission's Electronic Filing Procedures.
- (2) "Secretary" means the Secretary to the Commission (500 E Street, SW., Room 112A, Washington, DC 20436, telephone 202-205-2000). The EFP are administered by the Secretary and any questions about EFP should be directed to the Secretary.
- (3) "Business days" refers to the days that the Commission is open. "Business hours" refers to the hours that the Commission is open on a given business day (i.e., from 8:45 a.m. to 5:15 p.m., Washington, DC local time, Monday through Friday, excepting Saturdays, Sundays, Federal legal holidays and other days and times when the Commission is closed for other reasons).
- (4) "EDIS" refers to the Commission's Electronic Document Information System, a web-based software system which will receive and store electronic transmissions of filing information and filed documents.
- (5) The "EDIS Web site" refers to the Commission's Web site which provides access to EDIS via the World Wide Web at <https://edis.usitc.gov>.

- (6) "Document" refers to the filing information and associated files that all filers must provide pursuant to § 201.8 or § 210.4 of the rules.
- (7) "Cover sheet" refers to the EDIS cover sheet that all filers must complete when making a paper filing pursuant to § 201.8(g) or § 210.4(g) of the rules. EDIS cover sheets are generated online at the EDIS Web site and must contain all necessary metadata about a filing.
- (8) "Electronic receipt" means that an electronic transmission of a document to EDIS via the EDIS Web site has been successfully completed in its entirety. As discussed below, the electronic transmission and receipt of a document does not mean that the document has been accepted for filing.
- (9) "Electronic filing" means the electronic transmission of a document and the Secretary's acceptance of the document for filing.
- (10) "Registered user" means a person that registers for an account within EDIS via the EDIS Web site, enabling their ability to file documents with the Commission.
- (11) "E-mail address of record" means the electronic mail address of a registered user which he or she has provided to the Secretary.
- (12) "Notice of electronic receipt" will be provided in two forms: (a) An on screen notice of receipt once the electronic transmission of the document is complete; and (b) an e-mail sent to the registered user's e-mail address of record. The notice of electronic receipt only conveys that the document has been received electronically by the Commission and does not mean that the document has been accepted by the Secretary for filing in EDIS.
- (13) "PDF" means portable document format.

#### B. Registration as an EFP User and Assignment of Passwords

- (1) To file electronically, you must first become a "registered user" of EDIS. To register, a user must fill out the EDIS user registration form online at the EDIS Web site. Anonymous user access is not supported by EDIS to either file or search for a document. The online registration process will require identification of the user's name, firm affiliation, address, telephone number and e-mail address of record. Users must have and maintain a working e-mail address to be a registered user.
  - (a) Users must select their applicable firm in the Firm/Organization drop-down field. If a user's affiliation in the Firm/Organization field is not listed, select "Not Listed" if you intend to file a document. You will be presented with an electronic pop-up form to provide the relevant information to have your firm included in the list. The new firm will be added by USITC staff after your registration has been submitted and your account will be updated to reflect your association to the new firm.

- (b) All users must designate a user ID and password, and select and answer two unique security questions on the registration form as forms of authentication for accessing EDIS. Registered users may access EDIS for electronic filing without any additional approval from the Secretary.
  - (c) The user's registration information is used when filing a document to populate the document submission fields of 'Filed By' and 'Firm/Organization.'
- (2) Every registered user shall be responsible for keeping his/her registration information current.
- (a) Users who leave their registered firm or organization must re-register with a new user ID and password to file documents so that an accurate filing history can be maintained.
  - (b) Changes to user information other than the Firm/Organization should be requested by contacting the Commission's EDIS Helpdesk at 202-205-2000 or via e-mail at [EDIS3Help@usitc.gov](mailto:EDIS3Help@usitc.gov).
  - (c) Password and security questions can only be changed or re-set by the registered user when logged in to EDIS.
- (3) A registered user may authorize another person to file a document with the Commission using the user ID and password of the registered user; however, the registered user assumes responsibility for any authorized use of his/her user ID and password. The registered user and all persons who participate in the preparation of or are signatories to a document shall retain responsibility with respect to any duties and obligations pertaining to the document under the rules. A registered user must comply with applicable limitations on disclosure of confidential business information ("CBI") and business proprietary information ("BPI") pursuant to 19 CFR 201.6, 206.17, 207.7, and 210.5. As provided in paragraph II(J)(2), a document filed using a registered user's user ID and password will be deemed signed by that registered user.
- (4) Upon learning of the potential compromise of the confidentiality of his/her password, a registered user shall immediately change the password via the EDIS Web site. No later than the next business day, the registered user must also notify the Secretary of the perceived compromise and the period of compromise.
- (5) A registered user who has provided his/her password to an employee of the registered user's firm, such as a paralegal, legal assistant, or secretary, must change the password upon the employee's departure from the firm. Unless there is a perceived breach of confidentiality, in such instances, no notification to the Secretary is needed.
- (6) You may not electronically file documents with the Commission unless you have registered with the Commission pursuant to the procedures set forth in paragraph II(B)(1) above.

### C. Filing Requirements

- (1) Unless otherwise specified in this Handbook, in the Commission's rules, or in other instructions from the Secretary, you must file all documents electronically through EDIS using EFP. If you are required to complete the filing of a document by submitting true paper copies thereof, you must submit with the paper copies a Copies Submission Form. The Copies Submission Form is required to link the true paper copies with the document ID associated with the electronic filing. This form is generated upon completion of your electronic filing process in EDIS. Please print this Copies Submission Form and submit the form along with the true paper copies for completion of the filing process. Failure to complete the filing process by submission of the true paper copies can result in the rejection of the filing by the Secretary. Additional guidance materials regarding this submission process is available on the EDIS Web site.
  - (a) All paper copies of electronic submissions exceeding fifty (50) pages in length which are accompanied by paper copies of exhibits or attachments (such as briefs in antidumping, countervailing duty, and safeguard investigations), must have a divider page and an identifying tab preceding each exhibit and/or attachment. The divider page and/or tab must be labeled with a letter or number that corresponds to a more fully descriptive index.
- (2) Specific instructions are set out below for certain types of documents.
  - (a) Import Injury Proceedings: Antidumping and countervailing duty investigations and reviews under Title VII of the Tariff Act of 1930; safeguard and market disruption investigations under sections 204, 406, 421, and 422 of the Trade Act of 1974; investigations under section 302 of the NAFTA implementation Act of 1994; investigations under section 22 of the Agricultural Adjustment Act.
    - (i) You must file a petition or request under 19 CFR 206.2 or 207.10 in paper form. An original and eight (8) true paper copies of the petition or request must be filed. You must file all exhibits, appendices, and attachments to a petition or request in PDF format on CD-ROM, DVD, or other form of portable electronic media approved by the Secretary. You may not combine public and confidential attachments on the same CD-ROM, DVD, or other form of portable electronic media. Each CD-ROM or DVD must be labeled so as to clearly identify whether it contains public or confidential business information, in accordance with the EDIS User Guide for Submitting Electronic Media provided on the EDIS Web site.

In accordance with 19 CFR 207.11(b)(2)(v), you must also submit lost sales/lost revenue data via the U.S. International Trade Commission Drop Box located at <https://dropbox.usitc.gov/oinv/>.<sup>1</sup> The submission must be in a spreadsheet or spreadsheet compatible form (i.e. comma-delimited text

---

<sup>1</sup> The necessary personal identification number (PIN), as well as further instruction regarding access to the Drop Box, will be provided by Docket Services staff once the petition is officially received by the Commission.

file, tab-delimited text file, etc.). Please refer to the Lost Sales/Lost Revenue Allegations Template as a formatting guide and for instruction as to what column headings to use in your submission. This template is located at [http://www.usitc.gov/trade\\_remedy/question.htm](http://www.usitc.gov/trade_remedy/question.htm).

- (ii) You must file briefs, statements, responses, and comments provided for under 19 CFR 207.15, 207.23, 207.25, 207.28, 207.30, 207.61, 207.62, 207.65, 207.67, 207.68 electronically, and submit nine (9) true paper copies on the same business day.
  - (iii) If you file supplementary material or witness testimony provided for under 19 CFR 201.13 or 207.15 you must submit nine (9) true paper copies at the hearing or the conference.
  - (iv) If you request confidential treatment of a document, you must file a separate nonconfidential version electronically and submit two (2) true paper copies on the same business day, except for filings covered by 19 CFR 206.8 or 207.3 which provides for filing a nonconfidential version one day after a confidential version.
  - (v) You must file applications for confidential treatment provided for under 19 CFR
  - (vi) 206.17 or 207.7 electronically; no paper copies will be required.
- (b) Intellectual Property-Based Import Proceedings: Investigations and other proceedings under section 337 of the Tariff Act of 1930.
- (i) You must file a complaint (and any supplement or amendment thereto), petition, request, or motion for temporary relief under 19 CFR 210.8, 210.75, 210.76, or 210.79 in paper form. An original and eight (8) true paper copies of the complaint, petition, request, or motion for temporary relief must be filed. You must file all exhibits, appendices, and attachments to a complaint, petition, request, or motion for temporary relief in PDF format on CD-ROM, DVD, or other form of portable electronic media approved by the Secretary. You may not combine public and confidential attachments on the same CD-ROM, DVD, or other form of portable electronic media. Each CD-ROM or DVD must be labeled so as to clearly identify whether it contains public or confidential business information, in accordance with the EDIS User Guide for Submitting Electronic Media provided on the EDIS Web site.
  - (ii) You must file the following documents electronically, and submit true paper copies by 12:00 noon eastern time the next business day. If the matter is before the administrative law judge, you must submit two (2) true paper copies of a written submission. If the matter is before the Commission, you must submit eight (8) true paper copies.
    1. Responses to a complaint under 19 CFR 210.13;
    2. Briefs under 19 CFR 210.40 or 210.45;

3. Comments and responses to comments under 19 CFR 210.50;
  4. Compliance reports under 19 CFR 210.71;
  5. Motions (other than those under C(2)(b)(i) above) and responses or replies thereto under 19 CFR 210.12, 210.14, 210.15, 210.16, 210.17, 210.18, 210.19, 210.20, 210.21, 210.24, 210.25, 210.26, 210.33, 210.34, 210.52, 210.53, 210.57, or 210.59;
  6. Petitions and replies thereto under 19 CFR 210.43, 210.46, or 210.47;
  7. Pre-hearing statements and briefs under 19 CFR 210.35 or 210.36;
  8. Proposed fact findings and conclusions of law and responses thereto under 19 CFR 210.40;
  9. Statements, responses, and replies provided for under § 210.8 and 210.14.
  10. Submissions filed with the Secretary pursuant to order of an administrative law judge.
- (iii) You must file all other public or confidential written submissions (those documents that are not listed in sections C(2)(b)(i) and (ii) above, including but not limited to discovery statements, notices of appearance, exhibit objections, notices of prior art, notices of withdrawal, witness lists, and expert reports) electronically.
- (c) You must file documents in other proceedings, including investigations under section 332 of the Tariff Act of 1930, electronically, and submit eight (8) true paper copies by 12:00 noon eastern time on the next business day; except that, if you file supplementary material or witness testimony provided for under 19 CFR 201.13, you must file eight (8) true paper copies with the Secretary at the hearing.
- (3) The Secretary may provide for exceptions and modifications to the filing requirements set out in the rules and the Handbook. Certain exceptions are described below.
- (a) You may request authorization from the Secretary to file a document or documents in a particular form in a proceeding by electronic mail to [secretary@usitc.gov](mailto:secretary@usitc.gov), by facsimile to 202-205-2104 or by telephone to 202-205-2000. The Secretary may grant your request if you provide a reasonable explanation as to why you cannot file in the required form, such as a lack of adequate access to computer or internet resources. If the request is granted, the Secretary will promptly inform you and provide instructions on how to file your documents. Your documents will be accepted for filing only if they comply with the Secretary's instructions, the rules, and the Handbook. If the request for waiver is granted, the submitter should in a cover letter cite the reason(s) for the request and indicate that the Secretary approved the request. Service of the document must comply with 19 CFR 201.16.



- (b) The Secretary, on his or her own motion, will allow the filing of certain documents in paper form. Such documents may include, but are not limited to, letters submitted by Members of Congress, officials of other U.S. agencies, state and local government officials, and foreign government officials who do not represent an interested party in a proceeding before the Commission.
- (4) The Commission's filing rules provide for the electronic filing of documents containing confidential business and business proprietary information. When filing such a document in EDIS, a submitter must specify that it contains such information. Each page of the confidential document must contain a header identifying it as confidential business or business proprietary information. EDIS blocks access by members of the public to such documents.
- (5) If the EDIS Web site is unable to accept electronic filings continuously or intermittently over the course of any period of time greater than one hour after 12 noon Washington, DC local time, on a business day, the Secretary shall deem the EDIS Web site to be subject to a technical failure on that day. If you are unable to file a document electronically by the deadline imposed by the Commission because the EDIS Web site is experiencing a technical failure, you should immediately report the technical failure to the Secretary and request authorization to file your document after the deadline. The Secretary will promptly grant or deny the authorization. When you file your document subject to the authorization, you should also file an unsworn declaration provided for in 28 U.S.C. 1746 stating (i) the dates and times of the attempted filing (ii) the fact that the Web site's technical failure prevented you from making a timely filing, (iii) your contacts with the Secretary to report the Web site's technical failure, and (iv) the Secretary's granting of authorization for you to file after the deadline. If you are making a late filing for reasons unrelated to the operating status of the EDIS Web site, you should follow the normal procedures in the rules for requests for late filings.
- (6) During any period in which the Commission is closed, deadlines for filing documents electronically are extended so that documents are due on the first business day after the end of the closure. This extension of time applies whether or not EDIS is operational during the agency closure.
- (7) If you discover that the version of the document available for viewing on EDIS does not conform to the document that you transmitted, please immediately contact Docket Services, 202-205-1802 for further assistance.
- (8) You are responsible for providing any required paper copies corresponding to a document that you file electronically. However, the Commission will provide guidance with respect to the paper copy requirement. Immediately after you submit the basic metadata for your document, EDIS determines whether paper copies are required. If paper copies are required, EDIS displays a page showing the number of required copies and the timeframe for delivery. You must click an "I agree" or "I understand" button on this page to move forward with your filing.

#### D. Where Documents Are to Be Filed Electronically

- (1) To file a document electronically, you should visit the EDIS Web site at <https://edis.usitc.gov> and follow the instructions for submitting a document electronically to EDIS. The instructions will include the applicable hardware and software requirements for electronic filing.
- (2) To file or submit a document in paper form or on portable electronic media, you should file it with the Secretary, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436, room 112A.

#### E. Notice of Electronic Receipt

- (1) Upon completion of the electronic transmission of your document and upload at the Commission, EDIS will generate and send an e-mail notice of electronic receipt of an electronic document to the official e-mail address associated with your user ID. The notice of electronic receipt contains information from EDIS in order to facilitate tracking. A notice of electronic receipt does not constitute acknowledgment by the Commission that the document has been properly filed pursuant to the rules or this Handbook. Moreover, such notification does not constitute service of the document on the parties to an investigation.
- (2) If you do not receive a notice of electronic receipt following transmission of a document for filing, please call 202-205-3347, the EDIS Helpline, to determine whether your document was in fact received into EDIS. If your transmission failed, you must attempt to (i) re-transmit the document electronically until such a notice is received, or (ii) seek authorization to file late or in paper form, in accordance with the provisions of section II(C) above.
- (3) If the document is electronically received by EDIS during business hours, then the effective filing date and time of the document is the date and time that the document has been electronically received by EDIS. If the document is electronically received by EDIS outside of business hours and is accepted for filing, the effective filing date and time of the document will be the next business day.
- (4) Subsequent to the notice of electronic receipt, you will be sent a second notice (notice of validation of document) notifying you that the document has undergone initial review and, if public, is now available for viewing on the EDIS Web site.

#### F. Deadline for Electronic Filing of Documents

- (1) When the Commission has imposed a deadline on the filing of a document, the Secretary will consider the document timely filed electronically only if the user has "clicked" the "Confirm" button on the final confirmation page for electronic submission by 5:15:59 p.m., eastern time, on the day that the document is due to be filed, and received e-mail notification of receipt.

- (2) If the filing is submitted prior to a Commission deadline or does not have a particular submission deadline date, you may electronically transmit a document to EDIS at any time of the day (i.e., twenty-four hours/day) and on any day of the week (including weekends and holidays). If the filing is submitted after the close of business, the filing will be deemed officially received on the next business day. You should preserve the notice of electronic receipt of the document, which states the time and date that EDIS received the document, for your records.

#### G. Size of Electronic Transmission

The size of an electronic document as a whole is not limited by the capability of EDIS, but no single file attached to a document submission may exceed 25 megabytes in size. Documents which exceed the 25 megabyte size limit must be broken down into two or more individual files which are each less than the limit and attached as separate files to the document submission. EDIS allows for an unlimited number of PDF files to be attached to a document submission, which taken together comprise the full document; thus, there is no limit to the overall size of a filing. If a filing includes an attachment that exceeds the foregoing size limitation and cannot be broken down into multiple PDF files, the Secretary may authorize filing of the document in paper form or on electronic media approved by the Secretary, pursuant to section II(C) above. All page limits set forth in the rules and the Handbook shall remain in effect for purposes of electronic filing.

#### H. Format of Documents

- (1) Documents filed electronically pursuant to this Handbook must be submitted in PDF. Please be aware that some special characters used in certain word processing applications may not convert easily to PDF. The conversion process to PDF may affect pagination as well as the conversion of special characters. Filers are responsible for the accuracy of the documents submitted.

The Commission prefers the submission, when practicable, of documents converted to PDF from word processed text over that of documents converted to PDF from images. Documents converted to PDF from word processed text typically have far fewer megabytes than PDF documents that have been created from images.

Additionally, searches of documents converted to PDF from word processed text are more accurate within EDIS than on PDF documents created from images. Additionally, although EDIS will create a searchable text version of PDF documents created from images through an optical character recognition (OCR) process, such a document may contain recognition errors. Submitters are not required to perform OCR on their filings created from images; indeed, the Commission would prefer to perform its own OCR process where necessary rather than have submitters do so in those instances.

CAUTION: Text based PDF files may permit others to retrieve "masked" or "whited out" BPI or CBI. Please remove all "masked" or "whited out" BPI or CBI before filing any electronic document with the Commission.

- (2) Each page of an electronically filed document must be in letter sized format (i.e., 8.5 inches by 11 inches when printed out by the Secretary).
- (3) Documents filed electronically must comply with both the page limits set forth in §§ 207.15, 207.25, 207.28, 207.30, 207.62, 207.67, and 207.68 of the rules and the size limit set forth in section G of this handbook.
- (4) When preparing PDF documents for filing, you must comply with the following requirements. PDF documents that do not comply with these requirements will be rejected by EDIS during the submission process.
  - (a) PDF version must be Version 1.3 or greater. (Note: Use of Adobe Acrobat is not required, but if it is used, it must be Acrobat 4 or greater. This is because only Adobe Acrobat 4 or later produces PDF version 1.3.)
  - (b) Documents must not have Type 3 fonts. Use of Type 1 fonts is recommended.
  - (c) You must use only the Roman and Cyrillic alphabets in PDF format. Documents in other foreign language alphabets must be scanned. Special characters must be checked on conversion to ensure that they were not changed during the distilling process.
  - (d) Do not attach any embedded files to your PDF document for electronic filing. This includes all comments (note tool, pencil tool, highlights tool, digital signature tool, embedded files, embedded sounds or other multimedia); forms actions; JavaScript actions; external cross references, web links and image alternates.
  - (e) Document security setting must have a PDF file security setting of "none."
- (5) Document attachments shall follow these guidelines:
  - (a) Files must be attached in the proper logical sequence (i.e., motion should be followed by the exhibits).
  - (b) Attachments must conform to the following naming convention:
    - (i) All attachments relating to a single filing must have the same root name, which would be the "document name" given by the filer.
    - (ii) Each attachment shall constitute a separate PDF file and must be numbered sequentially in the order that it appears within the document, followed by the total number of attachments (e.g., Post-hearing Brief Part 1 of 13). The filer shall also add descriptive language identifying the PDF file attachments (e.g. Post-hearing Brief Part 1, Ex. 1-10).
  - (c) Use logical break points in creating attachments. Avoid breaking attachments in the middle of a section (e.g., main textual document, exhibit, or appendix) of the filing. An entire attachment(s) shall be contained in a single PDF file if possible.

- (d) A single document of less than the file size limit described in G above should not be broken into multiple attachments.
  - (e) The main textual document (e.g., brief, petition, motion) should be contained in a separate attachment from material appended to the filing (e.g., exhibits), unless the entire document is less than the file size limit. Cover letters shall not be filed separately from the main textual document.
  - (f) Material appended to the main textual document (e.g., exhibits, appendices) shall be combined into a single attachment, as long as the entire attachment does not exceed the file size limit.
- (6) When redacting BPI or CBI from a document, you should use redaction methodology that does not change the pagination of the public version, when compared with the BPI or CBI version.

#### I. Use of Electronic Media

- (1) Documents such as exhibits to complaints or petitions must be filed on CD-ROM, DVD, or other portable electronic media approved by the Secretary. Other documents, such as briefs and motions, may be voluminous and because of the file size and network speed e-filing of these documents may be difficult. Pursuant to section II(C) above, the Secretary may authorize you to file a document on portable electronic media. Each document submitted on portable electronic media must conform to the same formatting rules as those submitted electronically. Please refer to the EDIS 3 User Guide for Submitting Electronic Media for complete instructions on the use of electronic media.
- (2) At this time, CD-ROM and DVD are the only accepted media. Devices that would require drivers to attach to a USITC workstation to be read will not be permitted unless approved by the Secretary. Submitted media will be retained by the USITC and will only be available for return to the submitter if an error is found prohibiting acceptance into EDIS.

#### J. Signatures

- (1) A document filed with the Commission electronically shall be deemed to be signed by the registered user when the document identifies the user as a signatory and the filing complies with paragraphs (2) and (3) below. When the document is filed with the Commission in accordance with any of these methods, the filing shall bind the signatory as if the document were physically signed and filed, and shall function as the registered user's signature whether for the purpose of complying with the Commission's rules, to certify to the truthfulness of an affidavit or declaration, or for any other purpose.

- (2) In the case of a signatory who is a registered user as described in paragraph II(B)(1), such document shall be deemed signed provided that such document is filed using the user ID and password of the signatory and contains the physical signature of the registered user using an optical scan format or a typed "electronic signature," e.g., "/s/Jane Doe."
- (3) In the case of a document to be signed by two or more persons, the filing person shall certify that he or she has obtained consent to the filing of the document from all persons required to sign the document. The Commission shall presume that the filing person has the authority to file the document on behalf of all other persons required to sign such document.

#### K. Limitation on Service of Electronic Documents Between the Parties

Persons who have filed documents electronically with the Commission must comply with the rules in effecting service of the electronically filed document on parties in accordance with 19 CFR 201.16. All electronically filed documents must be accompanied by a certificate of service. Parties may only effectuate electronic service on recipients who have not provided written objection thereto to the Secretary or the presiding administrative law judge.

#### L. Copyright and Other Proprietary Rights

- (1) The EDIS Web site shall bear a prominent notice as follows: "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 Commission). 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."
- (2) By filing any material with the Commission electronically, a person shall be deemed to consent to all uses of such materials by all parties to the action solely in connection with and for the purposes of the action, including the electronic filing in the action (by a party who did not originally file or produce such materials) of portions, excerpts, quotations, or selected exhibits from such filed materials as part of motion papers, pleadings or other filings with the Commission.
- (3) Any dispute that arises among persons regarding the use of materials subject to copyright and other proprietary rights must be resolved among the persons themselves, without the Commission's involvement.

#### M. Official Record of Commission Proceedings

The electronic version of any document filed by a party in a Commission proceeding will be considered the "official version" for purposes of compiling the record in a Commission proceeding. Materials referenced by hyperlink in an electronic

document and relied on by the submitter will not be considered part of the document or of the record in a Commission proceeding unless the portions of the materials relied on are included as an attachment to the document. The filer, however, must take into consideration section II(L) when reproducing such materials. Please note that any hyperlinked material contained in the electronic version of a document must be printed in the corresponding paper copy, in conformance with all applicable page limits under the rules.

### III. Duration

N. This Handbook is effective as of the date specified in a notice published in the Federal Register. These filing procedures shall remain in effect until superseded or rescinded.

O. The Secretary shall amend this Handbook as necessary.

Authority: 19 CFR 201.8(d) and 210.4(f).

## APPENDIX 1 TO HANDBOOK ON FILING PROCEDURES: MATRIX OF INSTRUCTIONS

The following matrix summarizes instructions for certain documents commonly submitted to the Commission. If there is a discrepancy with the rules, the rules control.

**Table 1: Filing documents in investigations conducted under 19 U.S.C. § 1337**

Document Type	File through EDIS on day 1?	File on CD or DVD on day 1?	File in paper on day 1? (# of copies)	File in paper noon day 2? (# of copies)
Complaint, motion for temporary relief	No	No	Yes, 8	No
Exhibits and appendices to complaint, motion for temporary relief	No	Yes	No	No
Documents such as briefs, motions, and petitions, if matter is before ALJ	Yes	No	No	Yes, 2
Documents such as briefs, motions, and petitions, if matter is before Commission	Yes	No	No	Yes, 8
Other section 337 submissions	Yes	No	No	No
Submissions granted waiver by Secretary	No	TBD	TBD	No

**Table 2: Filing documents in antidumping, countervailing duty, and safeguard investigations**

Document Type	File through EDIS on day 1?	File on CD or DVD on day 1?	File in paper on day 1? (# of copies)	File in paper noon day 2? (# of copies)
Import injury petition	No	No	Yes, 8	No
Exhibits and appendices to import injury petition	No	Yes	No	No
Import injury briefs, statements, comments	Yes	No	Yes, 9	No
Requests under 201.12 and 201.14(b)	Yes	No	Yes, 2	No
Applications under 206.17 and 207.7	Yes	No	No	No
Hearing and conference testimony and supplementary material	No	No	Yes, 9	No
Nonconfidential version of confidential document	No (file on day 2)	No	No (file 2 on day 2)	No
Submissions granted waiver by Secretary	No	TBD	TBD	No



Notes:

1. The tables do not address all filing requirements. Notably, the table covering section 337 filings does not address the requirement for public versions of certain confidential filings under 19 C.F.R. § 210.4(f)(7).
2. "Day 1" refers to the date on which a submission is due; in the case of a petition or complaint, it is the date on which the document is first submitted.
3. "Day 2" refers to the next business day after Day 1; a submission on Day 2 is due by noon.
4. "TBD" means "to be determined" by the Secretary, who will issue appropriate instructions.