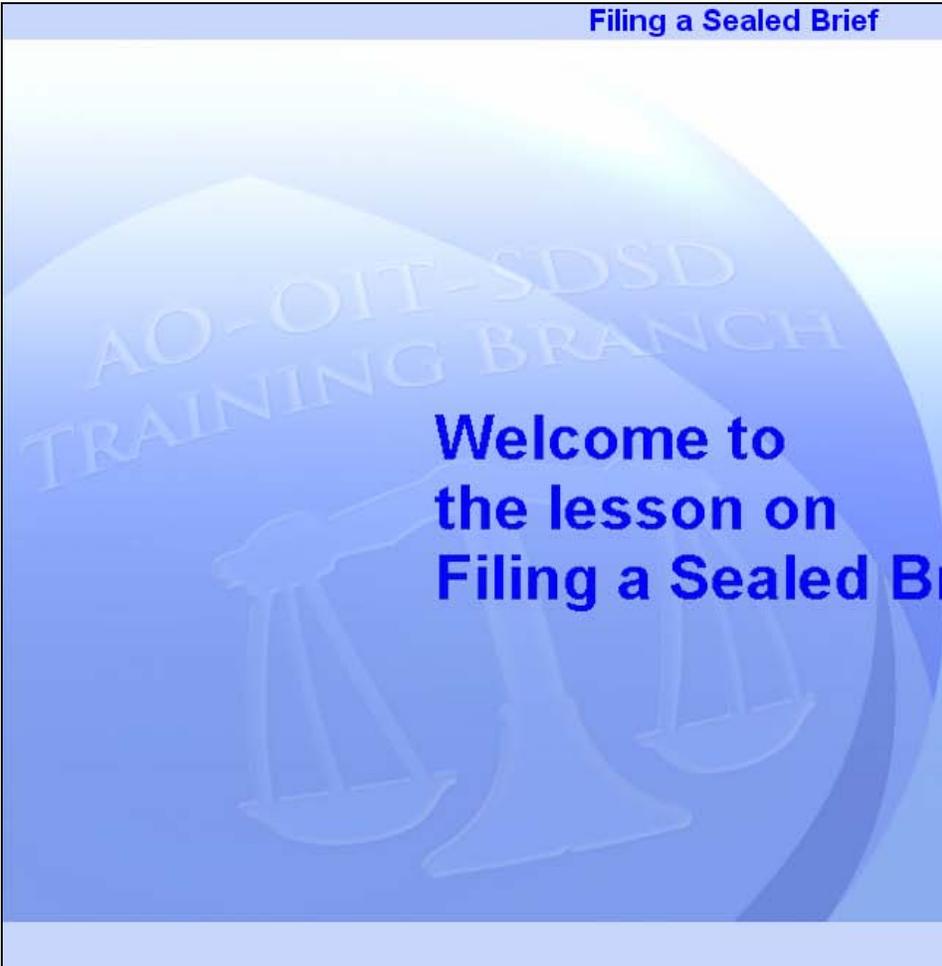


Slide 1 - Welcome

Filing a Sealed Brief

Animation



**Welcome to
the lesson on
Filing a Sealed Brief**

The slide features a blue gradient background. On the left side, there is a large, semi-transparent circular logo. The logo contains the text "AO-OIT-SDSD TRAINING BRANCH" in a light blue, sans-serif font, arranged in two lines. Below the text is a stylized illustration of the scales of justice. The main text of the slide, "Welcome to the lesson on Filing a Sealed Brief", is centered and written in a bold, dark blue font.

Slide notes

Welcome to the lesson on Filing a Sealed Brief.

Slide 2 - Navigation

In order to closely simulate the CM/ECF software, you must follow the instructions that you are given to follow that mimic the actual software. You may also use the playback controls to navigate through the lesson. You can also drag the progress indicator bar forward or back and you may rewind to the beginning of the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter **i** near the upper right corner for lesson module version information.

To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

START

Click here.

Electronic Learning Module Version 1.0
 Captivate Version 3.0
 CM/ECF Version 2
 Production Information:
 Produced by: AO-OIT-SDSD-Training Branch
 Contact Information:
<http://www.ca4.uscourts.gov/>
 December 5, 2007

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives



Click Box:
(304 x 501)
(X:0; Y:0)

Objectives

When you complete this lesson, you will be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Enter Additional Information
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

Click the **Continue** button.

CONTINUE

Click here.

The slide features a blue background with a faint watermark of a scale of justice and the text 'AO OF OIT/IDS/DSD TRAINING BRANCH'. A vertical line is present on the left side of the slide content area.

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

In this lesson we've already logged in to CM/ECF and selected Docketing from the CM/ECF main menu. If you need to review these steps, see the lesson module on Filing an Appearance of Counsel.

We will assume you are going to file a sealed version of your opening brief. You are now ready to select the appropriate event category. From the left pane, click the radio button for Briefing Documents.

Slide 5 - Slide 5

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Answers
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Click **SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)**.

- SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- 30c page-proof opening brief filed (no paper copies required)
- 30c page-proof opening/response brief filed (no paper copies required)
- 30c page-proof response brief filed (no paper copies required)
- 30c page-proof response/reply brief filed (no paper copies required)
- Addendum/attachment filed in electronic and paper format
- Administrative record filed in electronic and paper format

Click here.

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

From the list of events in the right pane that make up the Briefing Documents category, we see the event SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form). Remember, the SEALED BRIEF FILED docket entry automatically restricts electronic document access to the Court only. Therefore, the sealed brief must be served on counsel in paper form. Click the radio button for that event.

Slide 6 - Slide 6

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- 30c page-proof opening brief filed (no paper copies required)
- 30c page-proof opening/response brief filed (no paper copies required)
- 30c page-proof response brief filed (no paper copies required)
- 30c page-proof response/reply brief filed (no paper copies required)
- Addendum/attachment filed in electronic and paper format
- Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the Click here.

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

CMI/ECF Appellate

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Click Box (304 x 501) (X:0; Y:0)

Next select an event:

- Please Select
- BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- 30c page-proof opening brief filed (no paper copies required)
- 30c page-proof opening/response brief filed (no paper copies required)
- 30c page-proof response brief filed (no paper copies required)
- 30c page-proof response/reply brief filed (no paper copies required)
- Addendum/attachment filed in electronic and paper format
- Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0

Click the **Docket Event** button.

Click here.

Reset

Docket Event

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- 30c page-proof opening brief filed (no paper copies required)
- 30c page-proof opening/response brief filed (no paper copies required)
- 30c page-proof response brief filed (no paper copies required)
- 30c page-proof response/reply brief filed (no paper copies required)
- Addendum/attachment filed in electronic and paper format
- Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 9 - Additional Information

CMI/ECF Appellate

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
 Select modifier if appropriate

Additional Information
 Type of Brief: **Please Select**

Additional Information
 Method of filing paper copies (4 copies) 'Please Select'

Additional Information
 Date copies mailed dispatched or delivered:

Party Filer
 Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

Now we need to enter some additional information about our brief. The first drop-down list is for a modifier. The possible options include Amended, Corrected, and Supplemental. We'll leave that one blank. But we do need to indicate what kind of brief we are filing. To do so, click the down arrow for the Type of Brief drop-down list.

Slide 10 - Slide 10

CMI/ECF Appellate

Docketing SEaled BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief: Please Select**

Method of filing: **Opening** (Click Box), Response, Opening/Response, Response/Reply, Reply, Corrected, Supplemental Opening

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

From the drop-down list, click Opening.

Slide 11 - Slide 11

CMI/ECF Appellate

Docketing SEaled BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Method of filing paper copies (4 copies marked sealed):
'Please Select'

Additional Information
Date copies mailed dispatched

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Click Box (304 x 501) (X:0; Y:0)

Click here.

Click the down arrow.

Slide notes

Now click the down arrow for the drop-down list of methods of filing paper copies.

Slide 12 - Slide 12

CMI/ECF Appellate

Docketing SEaled BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Method of filing paper copies (4 copies marked sealed):
Please Select*
Please Select* on
mail
Date copies: courier Date delivered:
and delivery

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

In this example, click on courier.

Slide 13 - Slide 13

CMI/ECF Appellate

Docketing SEaled BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Method of filing paper copies (4 copies marked sealed):
courier

Additional Information
Date copies mailed dispatched or delivered:

Party Filer

Please select the filer(s) for your selection to all of the consolidated cases.

Enter 10/23/2007.

Try the date again.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

In the date field, enter 10/23/2007.

Slide 14 - Slide 14

CMI/ECF Appellate

Docketing SEALD BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Method of filing paper copies (4 copies marked sealed):
courier

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all filers of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click the check box for Carolyn Henderson.

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

Now to indicate the party filer of the brief, click the check box for Carolyn Henderson.

Slide 15 - Slide 15

CMI/ECF Appellate

Docketing SEaled BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Method of filing paper copies (4 copies marked sealed):
courier

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Click Box (304 x 501) (X:0; Y:0)

Click the down arrow
Click here.

Slide notes

Click the down arrow to scroll down.

Slide 16 - Browse for PDF

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: **Browse...**

Add Another

Continue Back Cancel

Click Box (304 x 501) (X:0; Y:0)

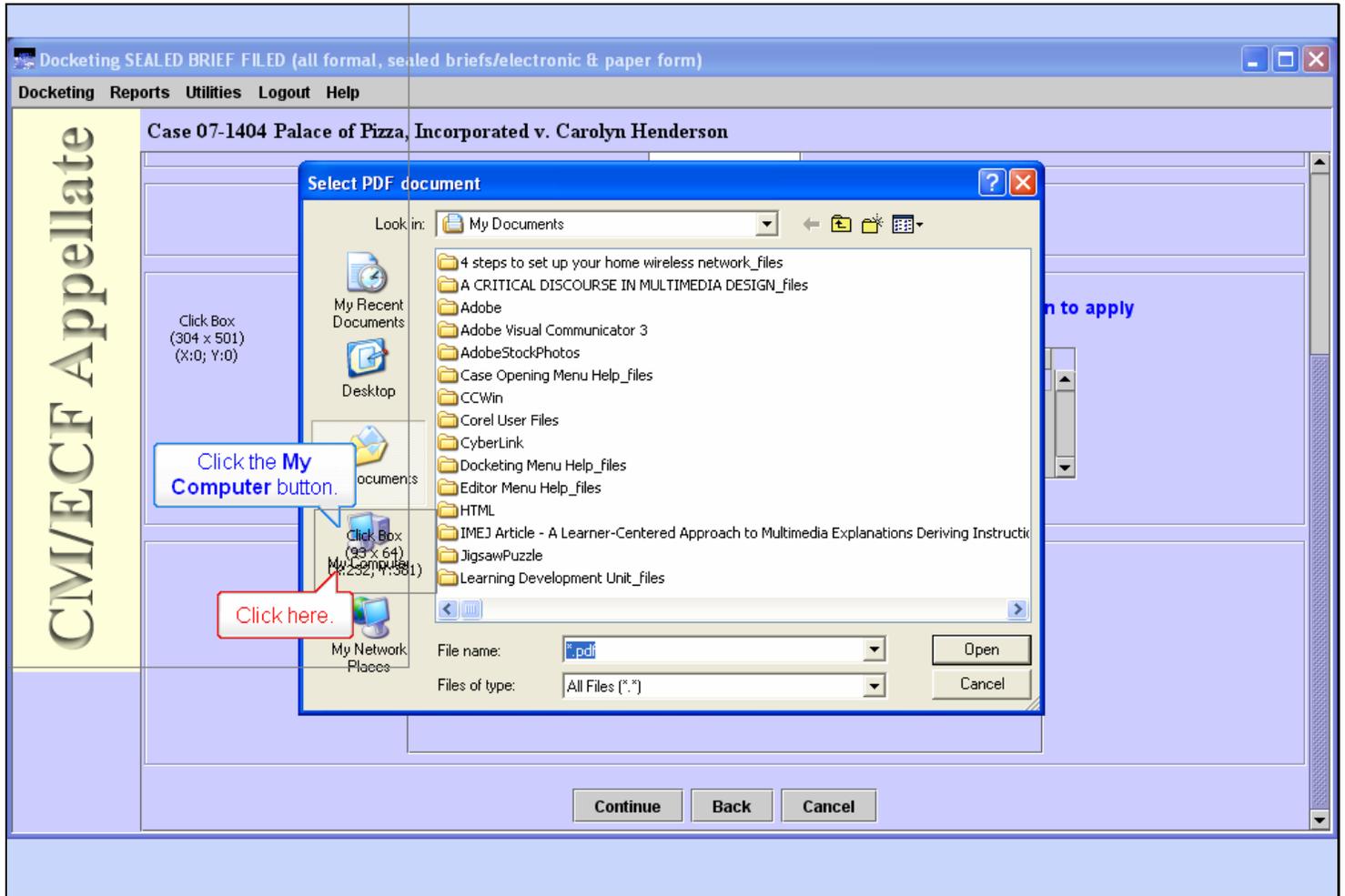
Click the **Browse** button.

Click here.

Slide notes

We're now ready to find the PDF file that is our brief. To find it, click the Browse button.

Slide 17 - Slide 17

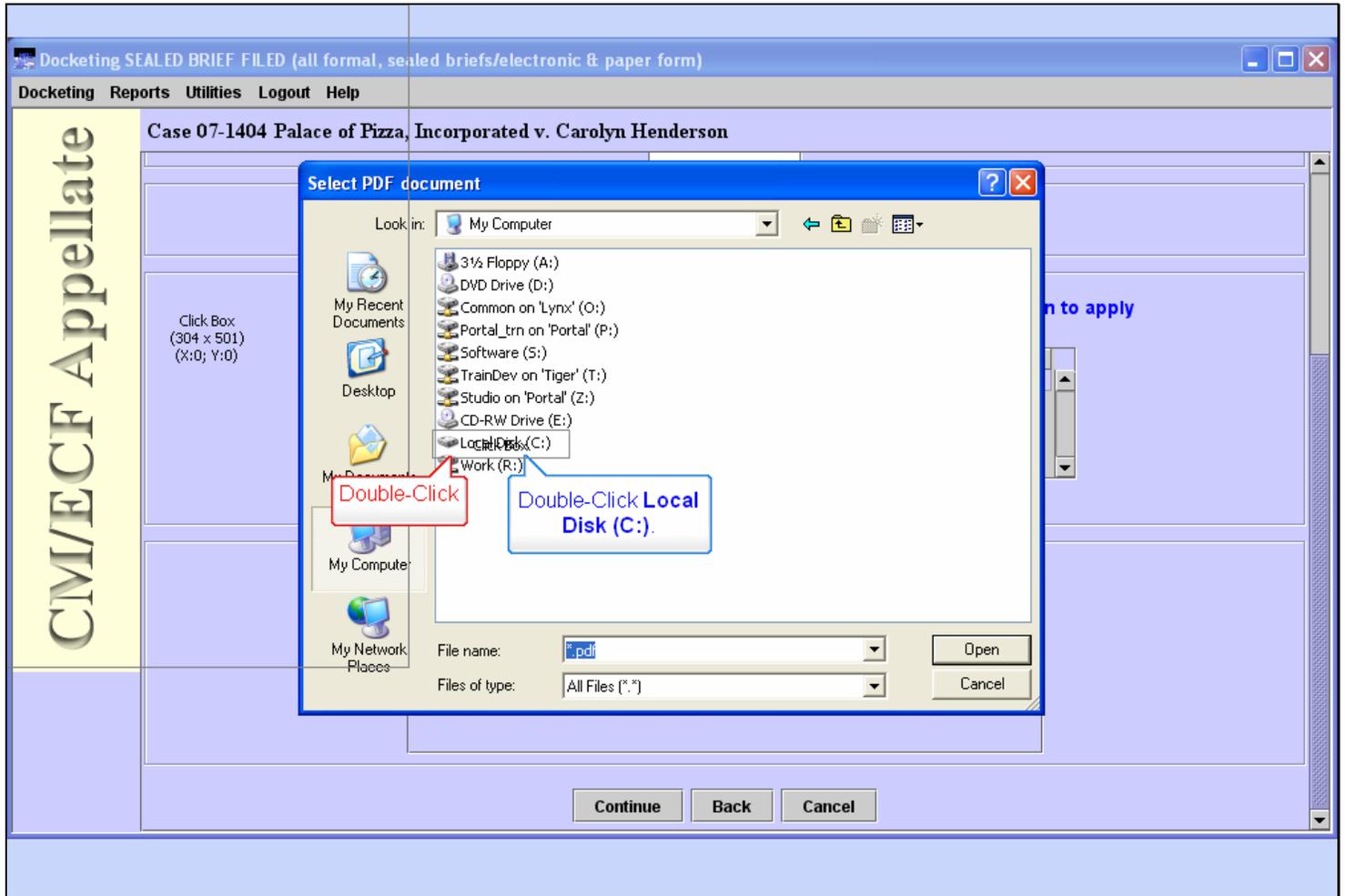


Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

To browse to the correct folder, click the My Computer button.

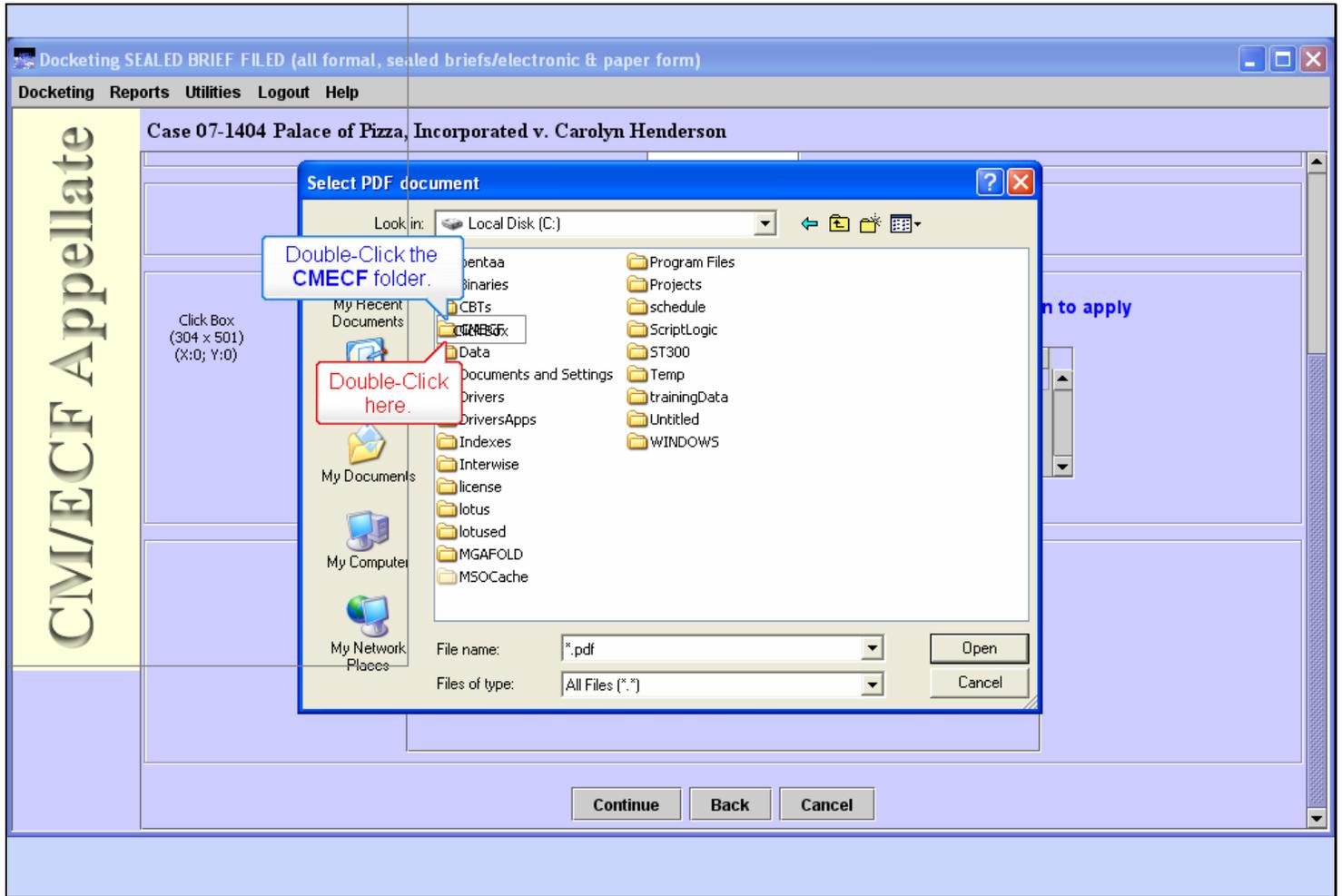
Slide 18 - Slide 18



Slide notes

Double-click the Local Disk (C:) to open it up.

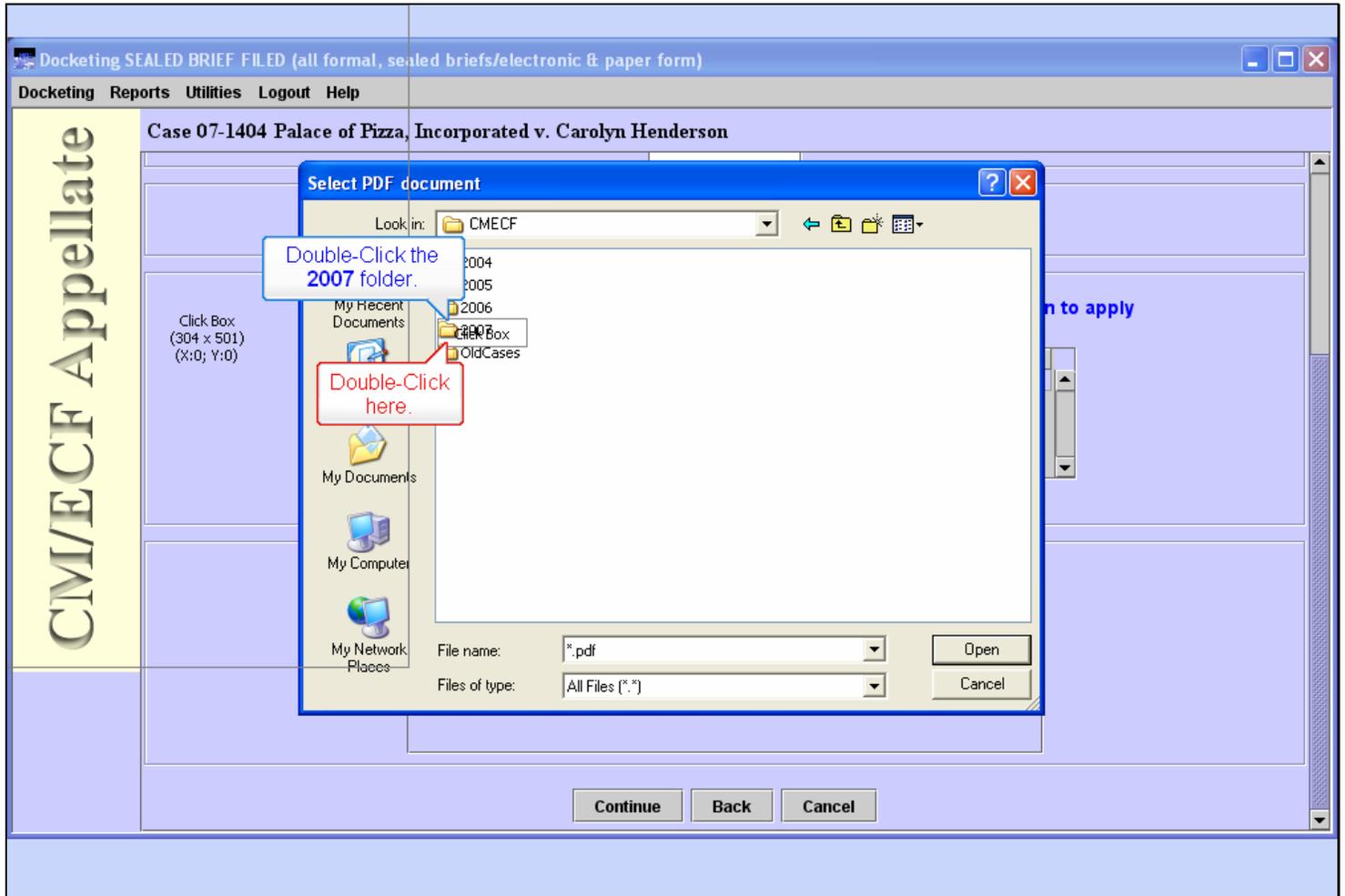
Slide 19 - Slide 19



Slide notes

Now double-click the CMECF folder to open it.

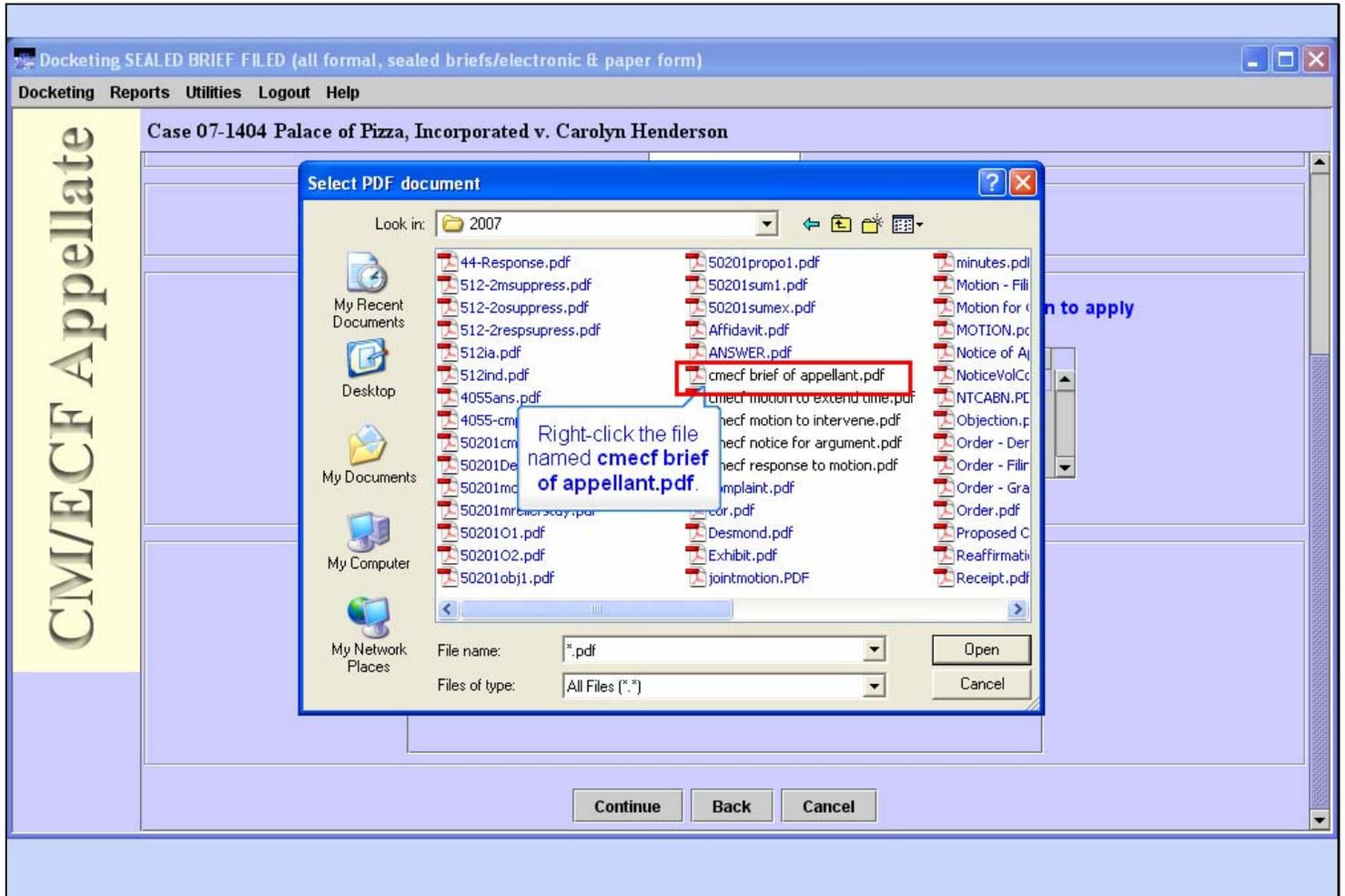
Slide 20 - Slide 20



Slide notes

Now double-click the 2007 folder.

Slide 21 - Slide 21

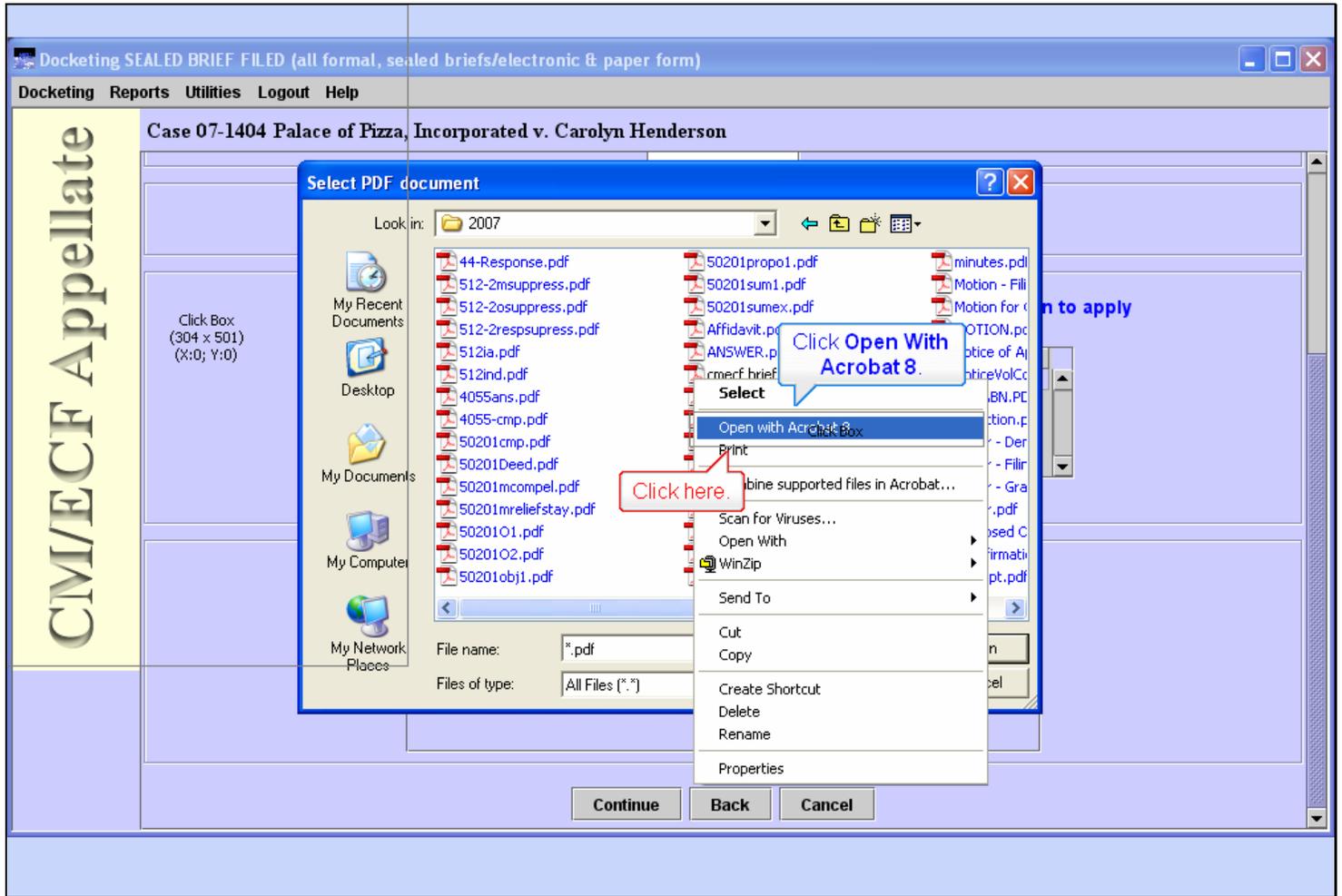


Slide notes

We are now looking at all the PDF files in the 2007 folder. The one that is our sealed brief is cmecf brief of appellant.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

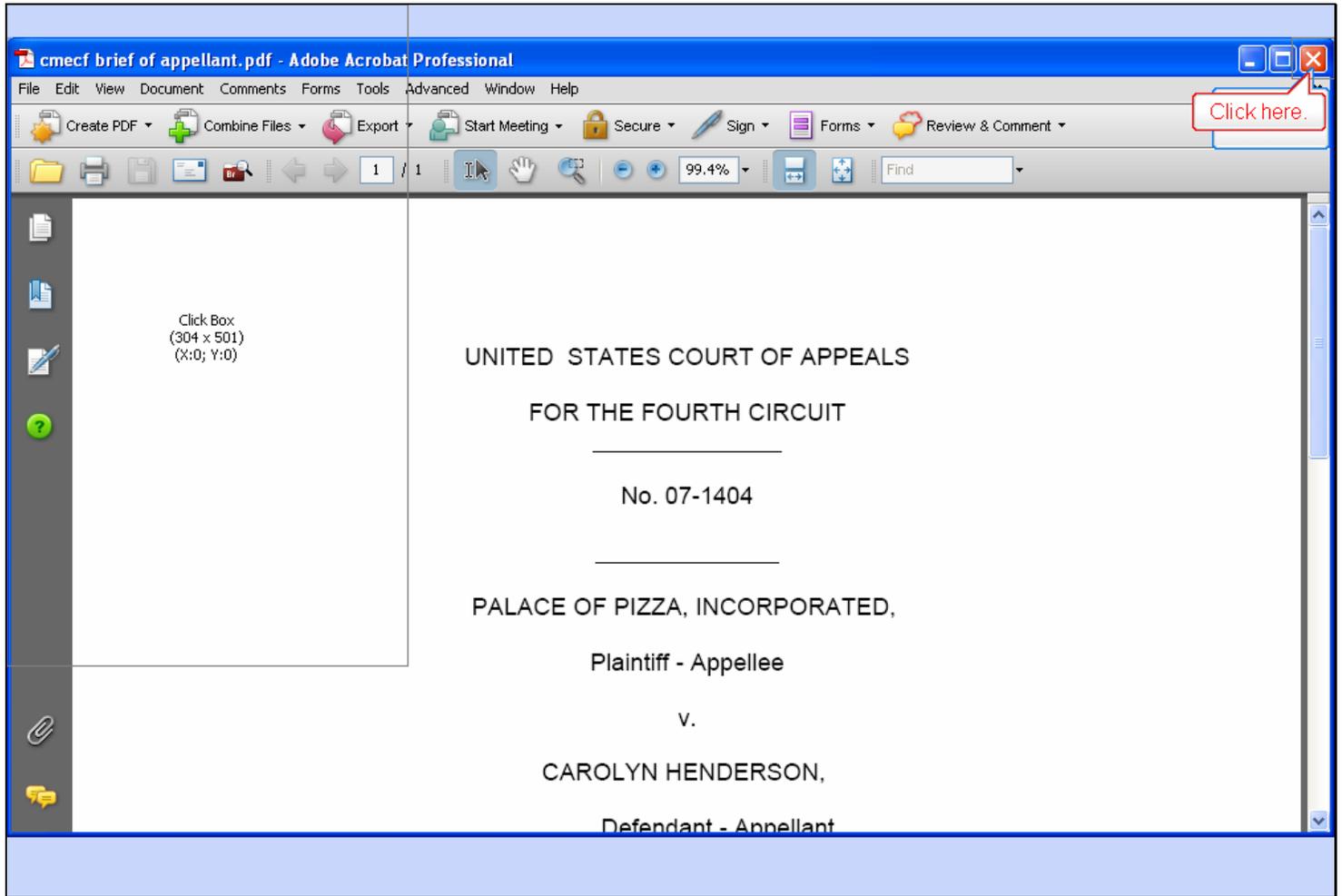
Slide 22 - Slide 22



Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

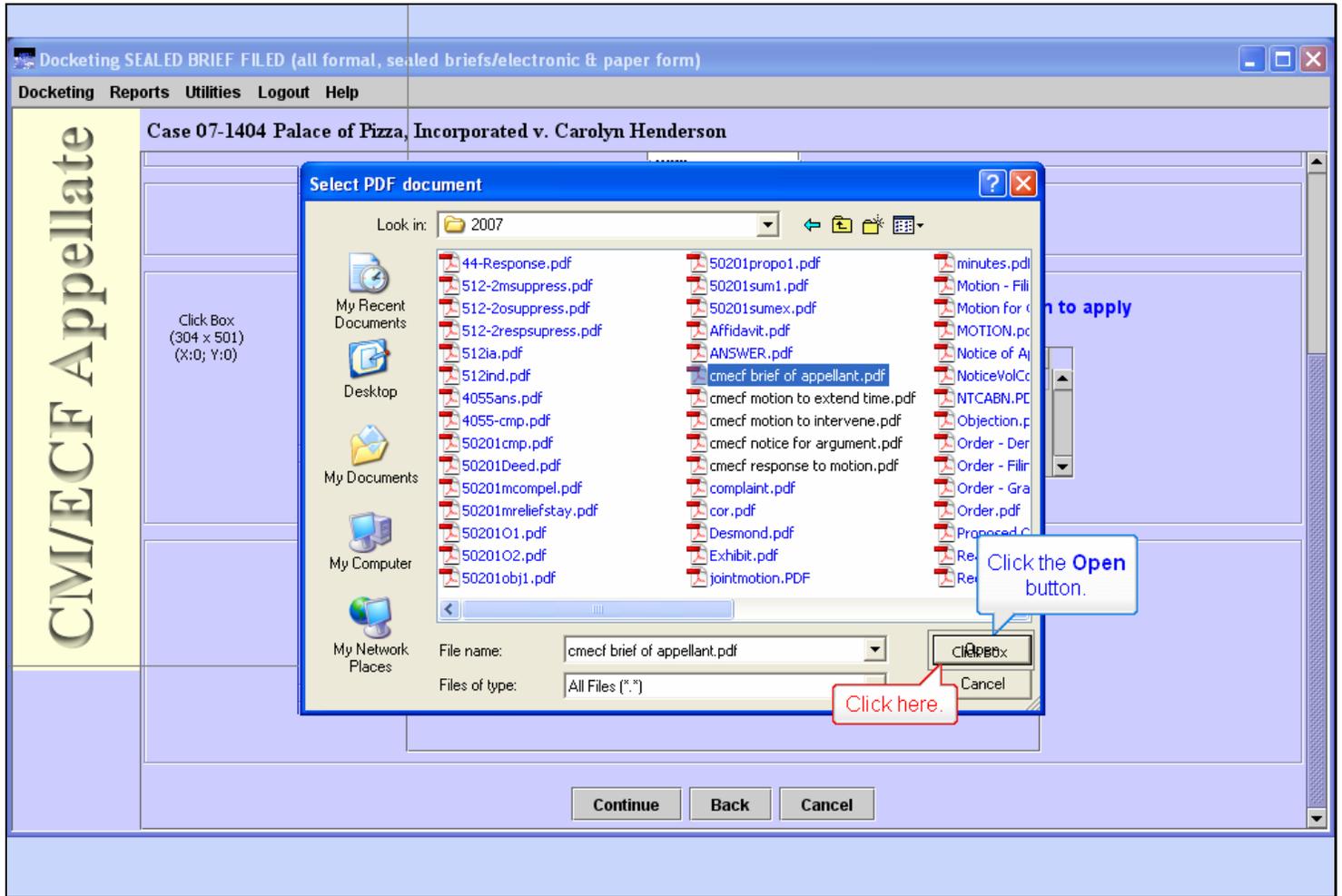
Slide 23 - Slide 23



Slide notes

And Adobe Acrobat opens the file so you can verify that it's the correct opening brief. Now that we're sure this is the right document, close the Acrobat window by clicking its close button.

Slide 24 - Slide 24



Slide notes

Now click the Open button.

Slide 25 - Slide 25

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: Browse...

Add Another

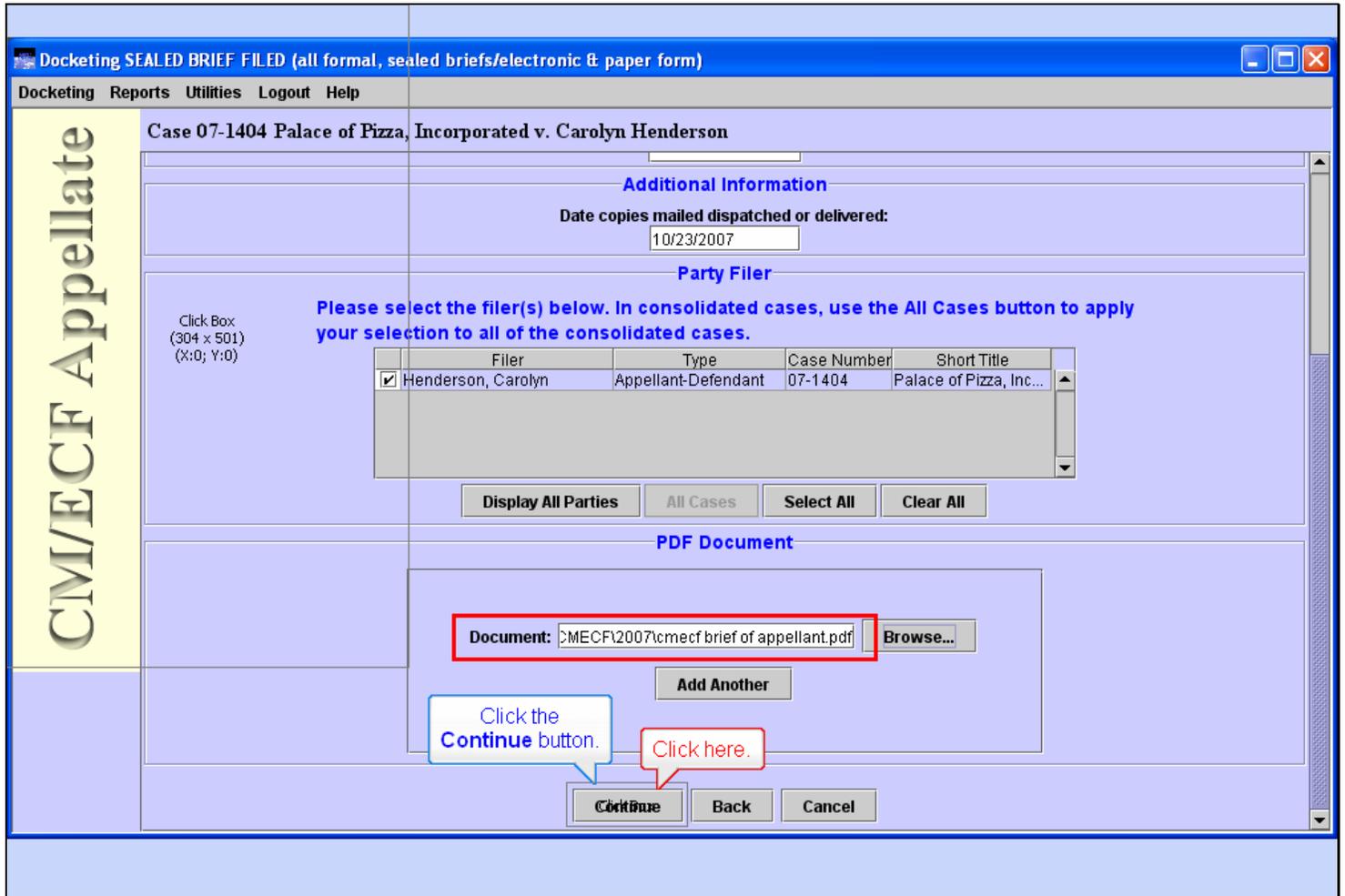
Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 26 - Slide 26



Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the brief, you would click the Add Another button and repeat the process.

Now click the Continue button.

Slide 27 - Slide 27

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF12007\cmecf brief of appellant.pdf Browse...

Add Another

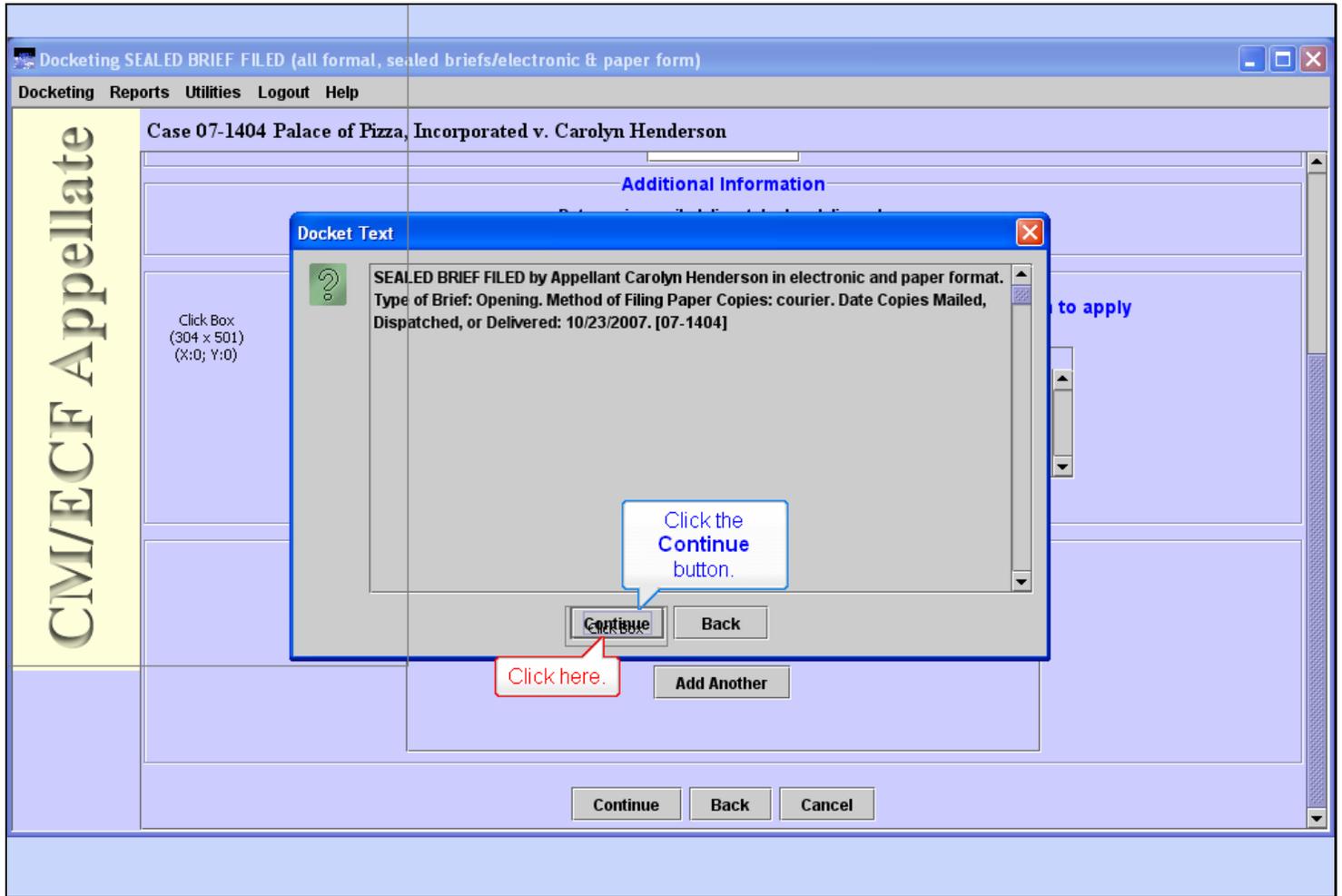
Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

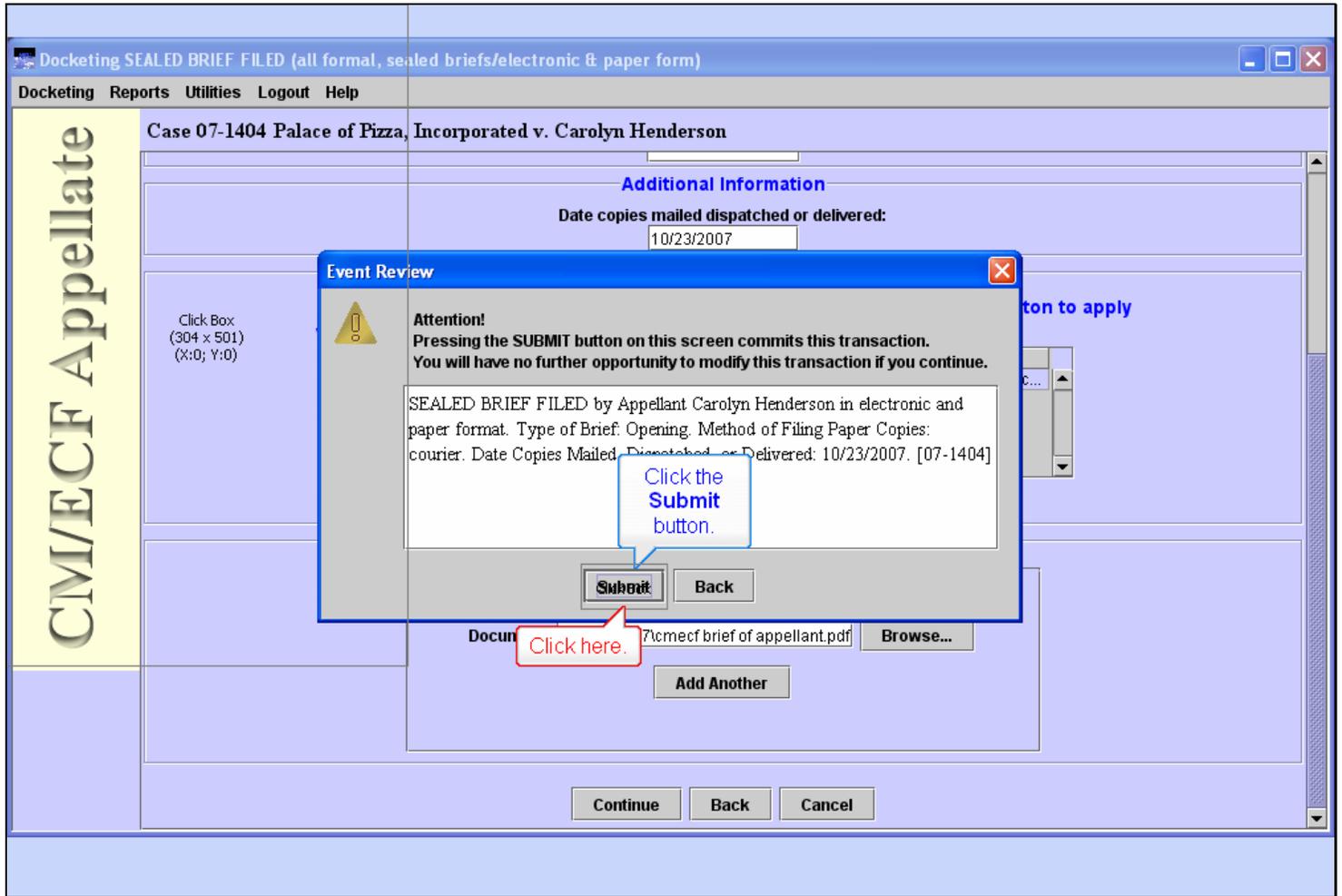
Slide 28 - Slide 28



Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 29 - Submit the Transaction



Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 30 - Slide 30

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF12007\cmecf brief of appellant.pdf Browse...

Add Another

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 31 - Slide 31

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Short Title
Palace of Pizza, Inc...

Event Docketed

The docketed transaction has been completed.

OK

Click here.

Click the OK button.

Document: >MECF12007\cmecef brief of appellant.pdf Browse...

Add Another

Continue Back Cancel

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 32 - Slide 32

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF12007\cmecf brief of appellant.pdf Browse...

Add Another

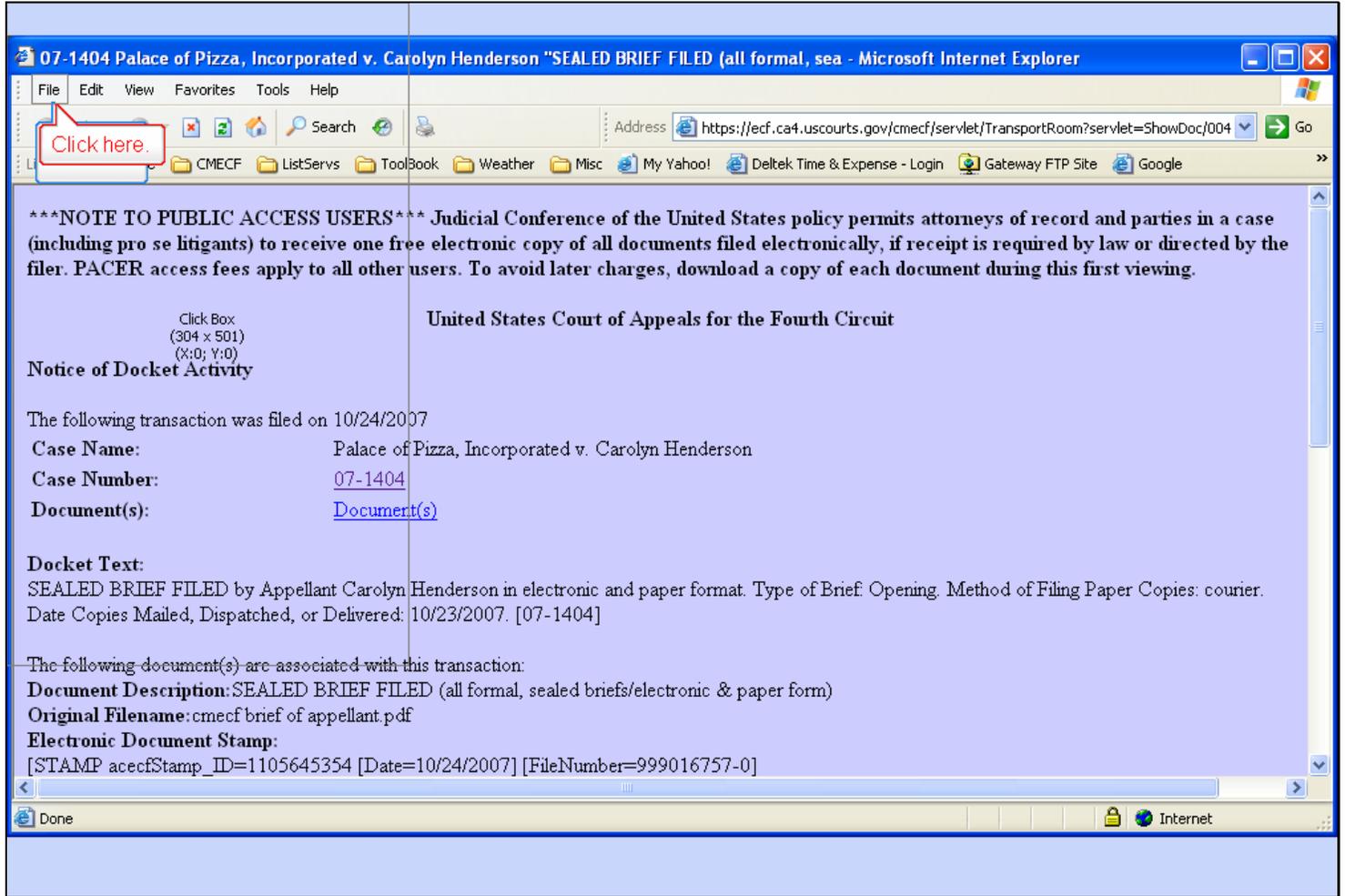
Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

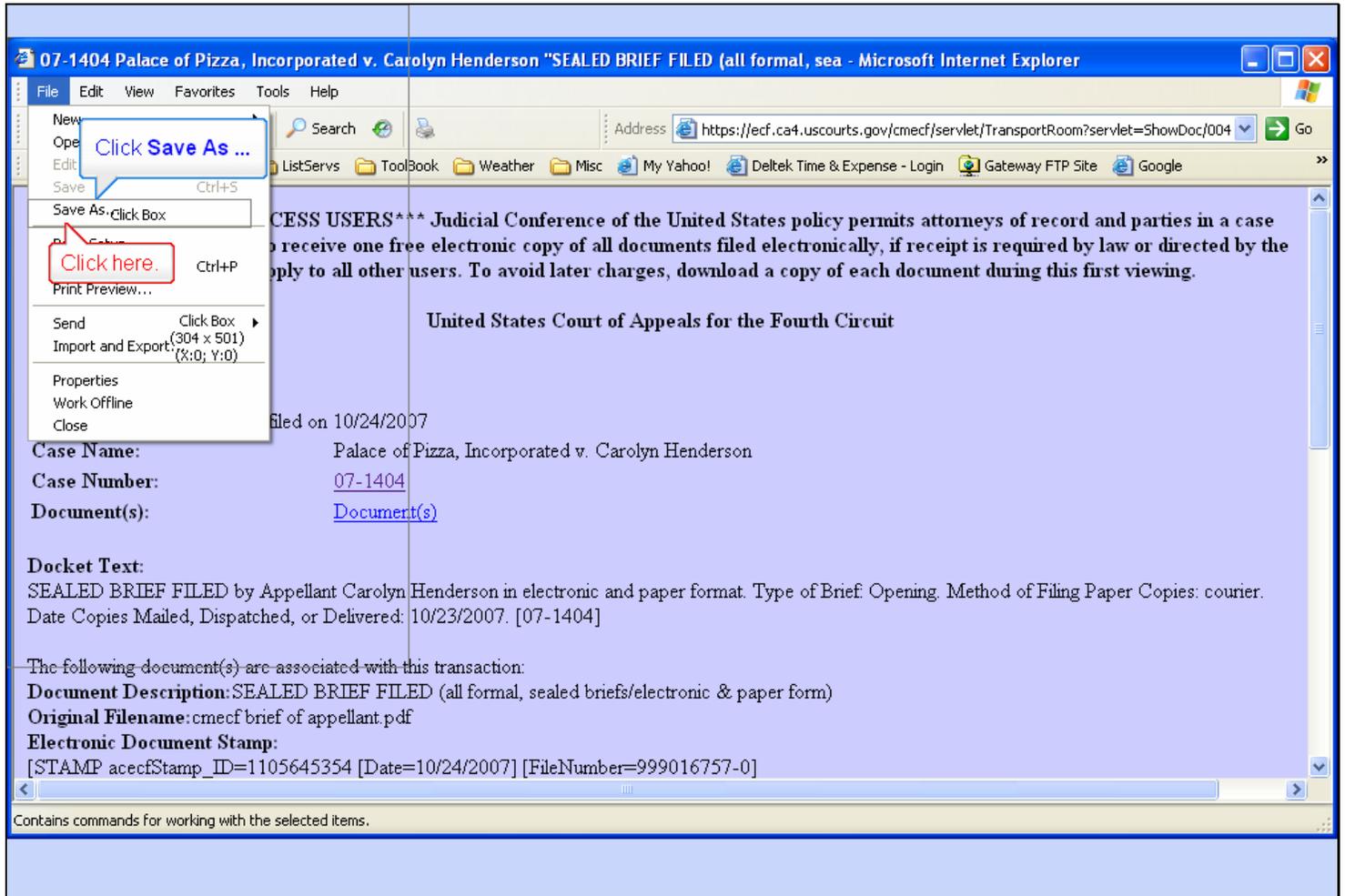
Slide 33 - NDA



Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

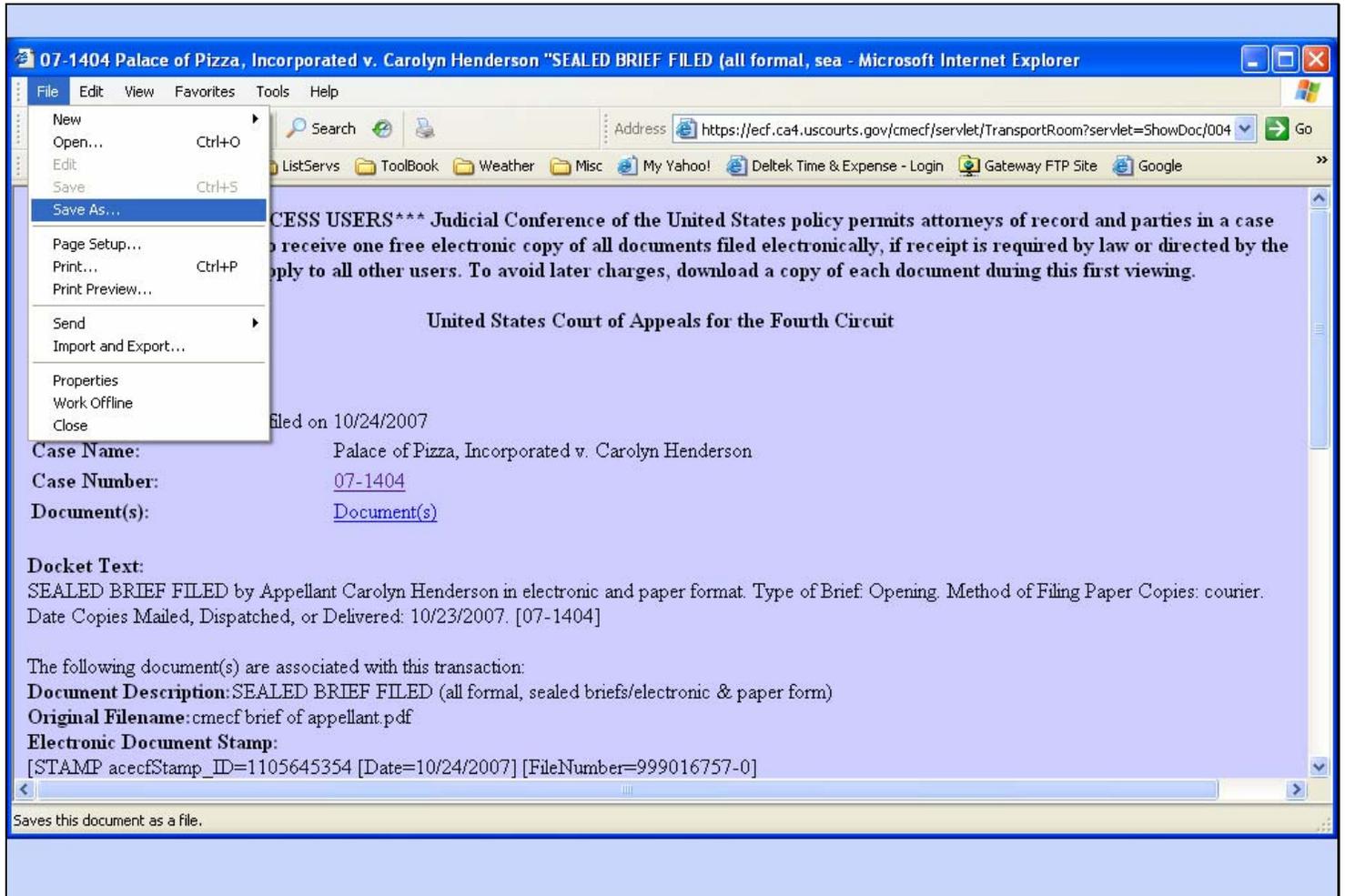
Slide 34 - Slide 34



Slide notes

Now click Save As ...

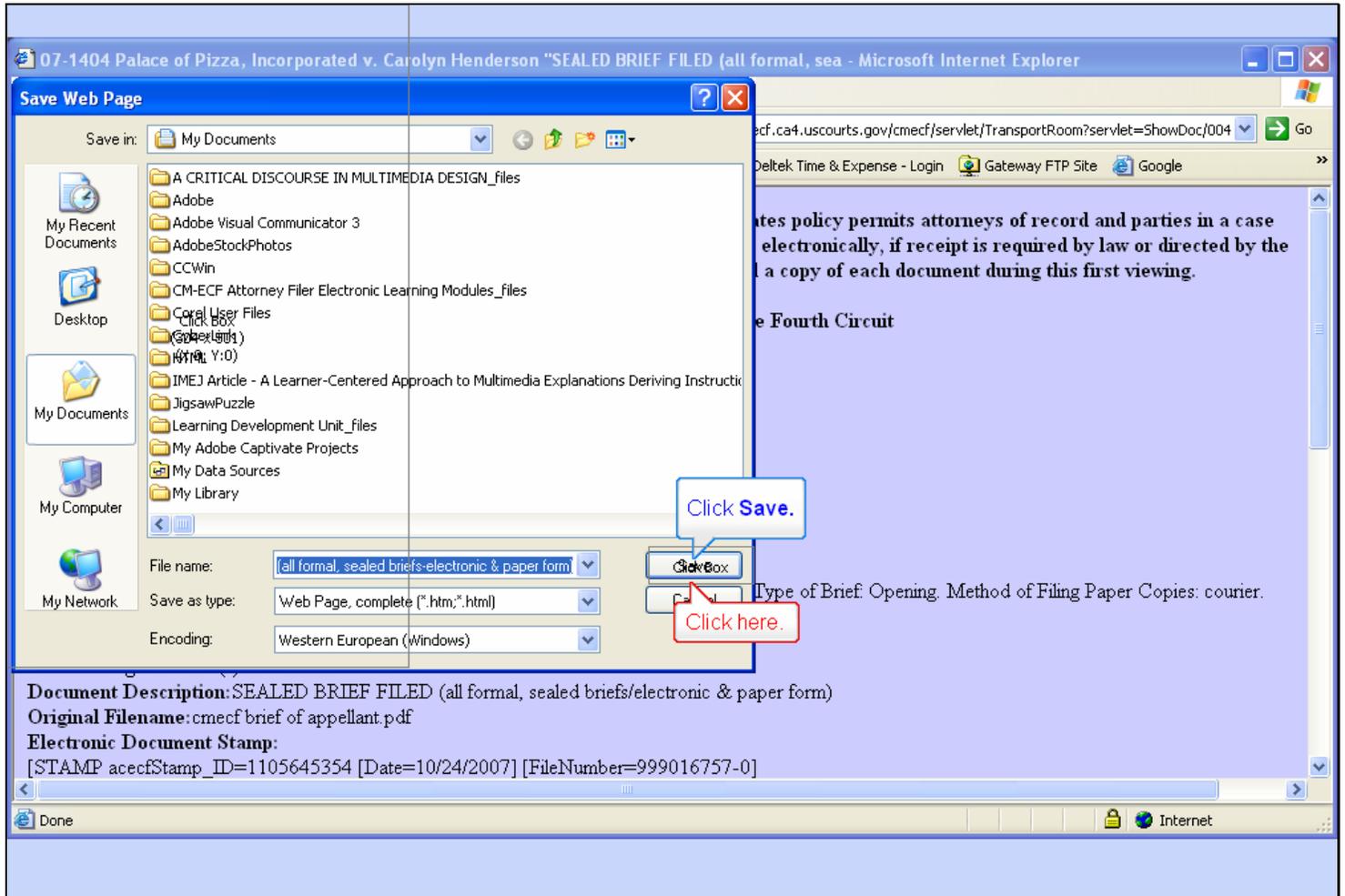
Slide 35 - Slide 35



Slide notes

(Note: This is a transition slide.)

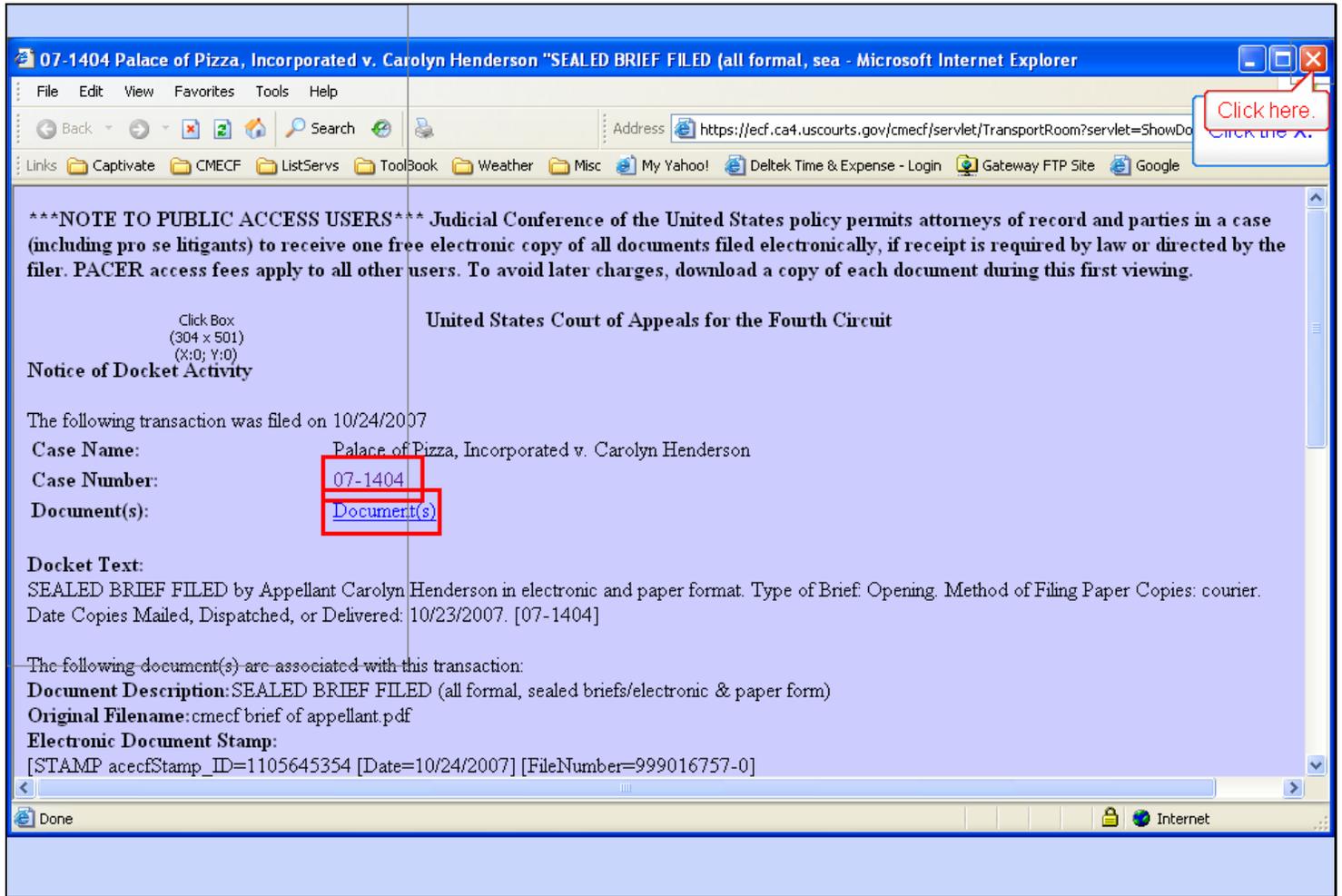
Slide 36 - Slide 36



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 37 - Slide 37



Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 38 - Slide 38

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

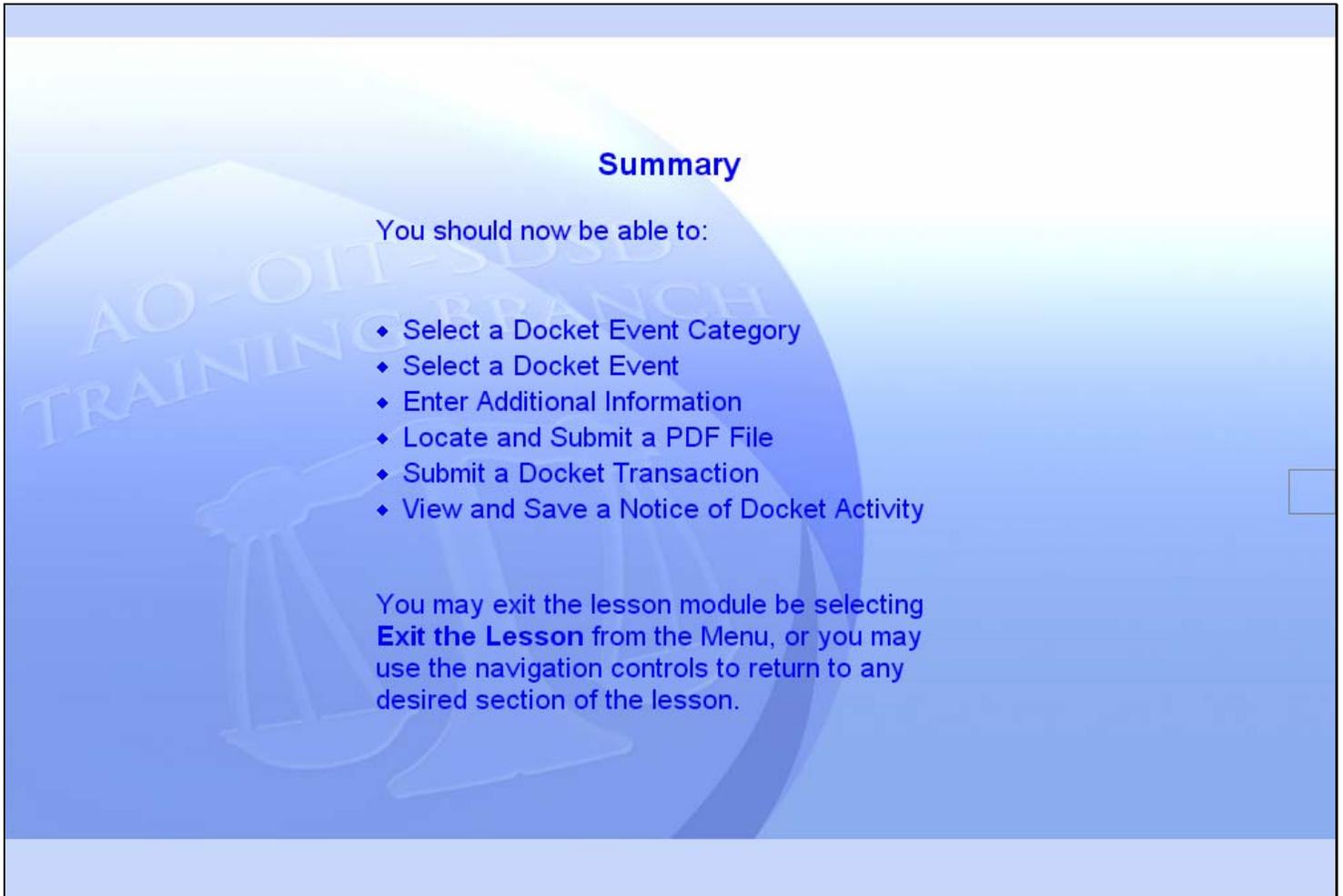
- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 39 - Summary

The slide features a blue background with a faint watermark of a scale of justice and the text "AO-OIT-2008 TRAINING BRANCH". The title "Summary" is centered at the top in a bold blue font. Below the title, the text "You should now be able to:" is followed by a bulleted list of six tasks. At the bottom, a paragraph explains how to exit the lesson module. A small white square is visible on the right side of the slide.

Summary

You should now be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Enter Additional Information
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 40 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.