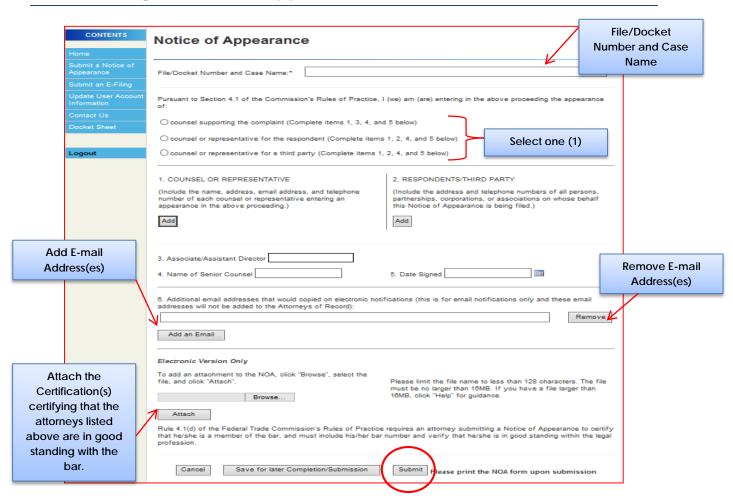


## FTC E-FILING DESK AID

This desk aid is designed to provide quick tips for <u>submitting a notice of appearance</u>, <u>accessing the Docket Sheet</u>, and <u>generating a Notice of Electronic Service</u>.

## 1. Submitting a Notice of Appearance



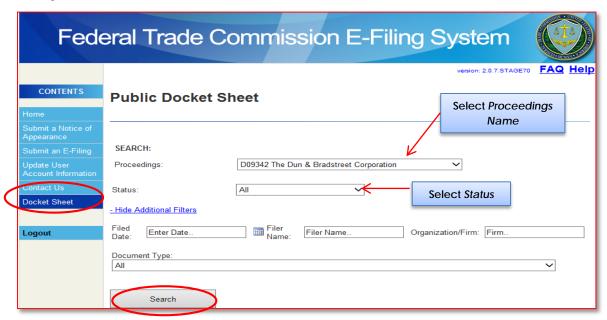
- After logging in, select Submit a Notice of Appearance
- Select the File/Docket Number and Case Name
- Select <u>one</u> (1) of the following options and complete the corresponding items:
  - o Counsel supporting the complaint (Complete items 1, 3, 4, and 5)
  - o Counsel or representative for the respondent (Complete items 1, 2, 4, and 5)
  - o Counsel or representative for a third party (Complete items 1, 2, 4, and 5)
- Enter the required information (\*) and select Save upon each entry.



- Complete item 6 to add or remove the email address of anyone that would be copied on electronic notifications (this is for email notifications only and these email addresses will not be added to the Attorneys of Record).
- Attach the Certification(s) of Good Standing for each of the Attorneys listed on the NOA. Click Browse, locate the file and click Open, and click Attach
- Click Submit
- You will receive notification that your Notice of Appearance has been submitted successfully.

## 2. Accessing and Navigating the Docket Sheet

Apply the following procedures to view the status of filings. (Note: Attorneys of Records can only view the Docket Sheet in which they are participating. Users who are not an Attorney of Record will not be able to view the Docket Sheets).

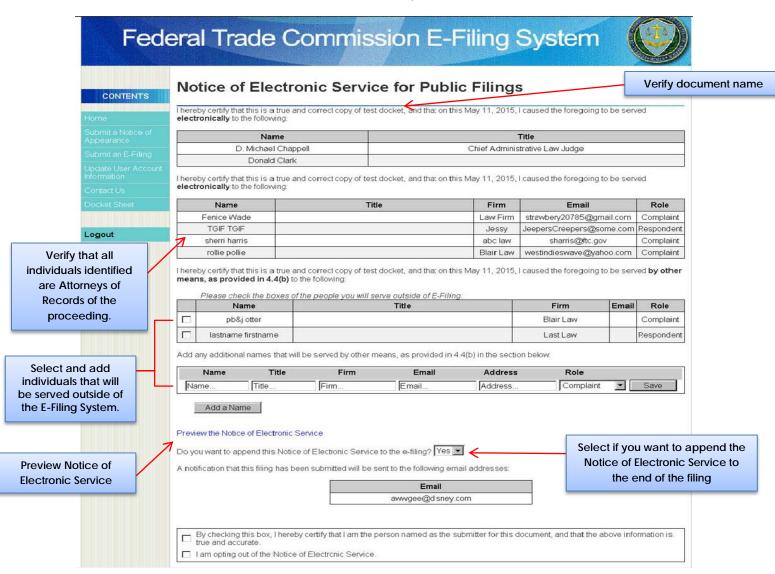


- Select Docket Sheet
- Select Proceeding name from the drop down menu
- Select additional search criteria (e.g. Status, Filed Date, Filer Name, etc.) to view specific documents or leave the fields blank to view all documents under the selected proceeding
- Select **Search** to begin your search



## 3. Generating a Notice of Electronic Service

The Notice of Electronic Service can be used in place of the Certificate of Service.



- Prior to submitting your filing (Public or Non Public), review the Notice of Electronic Service
  - Verify the name of the document being submitted
  - o Verify that all individuals identified are accurate
  - o Select and add individuals that will be served outside of the E-Filing System
- Select if you want to append the Notice of Electronic Service to the e-filing
- Check the box to certify that you are the person named as the submitter for the document, and that the information is true and accurate
- Click Next to finish finalizing your submission