



FTC E-FILING DESK AID

This desk aid is designed to provide quick tips for [submitting a notice of appearance](#), [accessing the Docket Sheet](#), and [generating a Notice of Electronic Service](#).

1. Submitting a Notice of Appearance

File/Docket Number and Case Name

File/Docket Number and Case Name:*

Pursuant to Section 4.1 of the Commission's Rules of Practice, I (we) am (are) entering in the above proceeding the appearance of:

counsel supporting the complaint (Complete items 1, 3, 4, and 5 below)

counsel or representative for the respondent (Complete items 1, 2, 4, and 5 below)

counsel or representative for a third party (Complete items 1, 2, 4, and 5 below)

Select one (1)

1. COUNSEL OR REPRESENTATIVE
(Include the name, address, email address, and telephone number of each counsel or representative entering an appearance in the above proceeding.)

2. RESPONDENTS/THIRD PARTY
(Include the address and telephone numbers of all persons, partnerships, corporations, or associations on whose behalf this Notice of Appearance is being filed.)

3. Associate/Assistant Director

4. Name of Senior Counsel

5. Date Signed

6. Additional email addresses that would copied on electronic notifications (this is for email notifications only and these email addresses will not be added to the Attorneys of Record):

Remove E-mail Address(es)

Add E-mail Address(es)

Attach the Certification(s) certifying that the attorneys listed above are in good standing with the bar.

Attach

Submit Please print the NOA form upon submission

- After logging in, select **Submit a Notice of Appearance**
- Select the **File/Docket Number and Case Name**
- Select **one** (1) of the following options and complete the corresponding items:
 - Counsel supporting the complaint (Complete items 1, 3, 4, and 5)
 - Counsel or representative for the respondent (Complete items 1, 2, 4, and 5)
 - 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).

The screenshot shows the "Public Docket Sheet" search page. On the left is a navigation menu with "Docket Sheet" highlighted in blue and circled in red. The main area contains search filters: "Proceedings:" with a dropdown menu showing "D09342 The Dun & Bradstreet Corporation" (pointed to by a red arrow and a "Select Proceedings Name" callout box), "Status:" with a dropdown menu showing "All" (pointed to by a red arrow and a "Select Status" callout box), "Filed Date:" with a text input "Enter Date..", "Filer Name:" with a text input "Filer Name..", "Organization/Firm:" with a text input "Firm..", and "Document Type:" with a dropdown menu showing "All". A "Search" button is circled in red at the bottom. The top of the page includes the "Federal Trade Commission E-Filing System" header, the FTC logo, and version information "version: 2.0.7.STAGE70" with "FAQ Help" links.

- 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.

Federal Trade Commission E-Filing System

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Notice of Electronic Service for Public Filings

I hereby certify that this is a true and correct copy of test docket, and that on this May 11, 2015, I caused the foregoing to be served **electronically** to the following:

Name	Title
D. Michael Chappell	Chief Administrative Law Judge
Donald Clark	

I hereby certify that this is a true and correct copy of test docket, and that on this May 11, 2015, I caused the foregoing to be served **electronically** to the following:

Name	Title	Firm	Email	Role
Fenice Wade		Law Firm	strawbery20785@gmail.com	Complaint
TGIF TGIF		Jessy	JeepersCreepers@some.com	Respondent
sheri harris		abc law	sharris@ftc.gov	Complaint
rollie pollie		Blair Law	westindieswave@yahoo.com	Complaint

I hereby certify that this is a true and correct copy of test docket, and that on this May 11, 2015, I caused the foregoing to be served **by other means, as provided in 4.4(b)** to the following:

Please check the boxes of the people you will serve outside of E-Filing:

	Name	Title	Firm	Email	Role
<input type="checkbox"/>	pb&j otter		Blair Law		Complaint
<input type="checkbox"/>	lastname firstname		Last Law		Respondent

Add any additional names that will be served by other means, as provided in 4.4(b) in the section below.

Name	Title	Firm	Email	Address	Role
<input type="text" value="Name..."/>	<input type="text" value="Title..."/>	<input type="text" value="Firm..."/>	<input type="text" value="Email..."/>	<input type="text" value="Address..."/>	Complaint <input type="button" value="Save"/>

Preview the Notice of Electronic Service

Do you want to append this Notice of Electronic Service to the e-filing?

A notification that this filing has been submitted will be sent to the following email addresses:

Email
awwgee@d.sney.com

By checking this box, I hereby certify that I am the person named as the submitter for this document, and that the above information is true and accurate.

I am opting out of the Notice of Electronic Service.

Verify document name

Verify that all individuals identified are Attorneys of Records of the proceeding.

Select and add individuals that will be served outside of the E-Filing System.

Preview Notice of Electronic Service

Select if you want to append the Notice of Electronic Service to the end of the filing

- Prior to submitting your filing (Public or Non Public), review the **Notice of Electronic Service**
 - Verify the name of the document being submitted
 - Verify that all individuals identified are accurate
 - 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