United States Court of Federal Claims
General Filing Tips

Pro Se Cases

Pursuant to the Rules of the United States Court of Federal Claims (RCFC), Appendix E:

- Case initiating documents such as complaints and petitions, along with the required filing fee or application to proceed *in forma pauperis,* must be submitted in paper in compliance with RCFC 5.5.
- Once a case is opened, the pro se litigant may choose either to continue submitting case filings in paper form or to submit case filings electronically via e-mail to ProSe_case_filings@cfc.uscourts.gov.
- All documents submitted by e-mail must comply with the format and signature requirements of Appendix E, RCFC, ¶ 9(b).
- Pro se litigants may, if feasible, receive instant notification by e-mail of all electronic filings.
- To receive instant notification of filings by e-mail, a pro se litigant must file an E-Notification Consent Form in each active case before the court. *See Forms 15A and 15B, RCFC.*
- By filing an E-Notification Consent Form, the pro se litigant consents to receiving notice by e-mail of all electronic filings in the named case, pursuant to RCFC 5(b), via the court's electronic filing system and waives service and notice of these filings by first class mail.
- Pro Se plaintiffs must be registered with PACER (Public Access to Court Records) to view electronic filings in their case.
- The court and defendant may file electronically via CM/ECF. If plaintiff has consented to e-notification, a certificate of service is not necessary for ***public filings*** (see below for service requirements for filings made under seal). Otherwise, proof of service is required pursuant to RCFC 5.3.

Filings Made Under Seal

- The filing must be marked or highlighted in such a way that indicates that it is being filed under seal.
- To satisfy the service requirement of RCFC 5, the filing must be served outside the ECF System by other appropriate means as provided in RCFC 5(b)(2).
- To satisfy the proof of service requirement of RCFC 5.3, the filing must be accompanied by a certificate of service as required by RCFC 5(d)(1)(B).

Filing Initial Pleadings Electronically via CM/ECF (attorneys only)

- When filing an initial pleading electronically via CM/ECF, all documents associated with the pleading (e.g., motion to seal, notice of related cases, notice of filing) should be filed as attachments to the pleading.
    - DO NOT file any motions, notices, or other documents as separate entries in the shell case.
- Once you submit payment of the filing fee in CM/ECF, you must complete the transaction. If you hit the back button, you will be charged twice.
    - If the transaction requires modification, complete the transaction and then call the Clerk's Office at (202) 357-6406 for assistance.

PDFs Filed Electronically via CM/ECF (attorneys only)

- For each filing, the main document and each attachment must be no more than 200 MB in size. *See Appendix E, ¶ 11(b) and http://www.uscfc.uscourts.gov/cmecf-faq#PDF.* .
    - If a scanned PDF is too large, the "Optimize Scanned Image" feature in Adobe Acrobat will compress the file. A file size can often be reduced by 50 to 90 percent.
- All PDFs must be text searchable. *See Appendix E, ¶ 11(a)(i)(B).*

Filing Voluminous Records Electronically in CM/ECF

- Accessing large files on a slower network connection can sometimes take an excessive amount of time. We ask that attorneys avoid scanned files whenever practicable and utilize PDF optimization methods to keep files as small as possible. These optimization methods vary depending on the PDF software used.
- Voluminous records should be filed electronically in CM/ECF whenever possible.
    - CDs/USBs should be avoided as they are often damaged during delivery and deteriorate over time.

- Filing voluminous records electronically allows public access to the record via PACER.
- If a single PDF exceeds 200 MB, the filing party must split the document into a main document and clearly labeled PDF attachments, but counsel must endeavor to limit the total number of attachments.
- When filing a voluminous record consisting of a large number of attachments, the filing party is encouraged to split the filing into multiple filings to avoid delays or failure (e.g., Administrative Record Part 1, Administrative Record Part 2).
  - Each filing must consist of a main document (e.g., Notice of Filing Administrative Record Part 1) and may include multiple attachments (including a description of what is contained in each attachment).
  - When filing each segment of a voluminous record (i.e., Part 1, Part 2), be sure to use the proper event (e.g., Administrative Record or Medical Records) rather than the generic Notice of Filing.
- If exceptional circumstances require that a record be filed in some other format, a party must seek appropriate relief from the court. *See Appendix E, ¶ 10(b).*

Attorney of Record

- Each party may have only one lead attorney of record in a case at a time. *See RCFC 83.1(b).*
  - Any attorney appearing on behalf of a party and assisting the designated lead attorney of record must promptly file a notice of appearance before the attorney's first appearance or filing in the case. *See RCFC 83.1(b).*
  - All filings must be signed by or on behalf of the lead attorney or another attorney who has entered an appearance in the case.
  - The signature on the filing and the filing user's CM/ECF login and password must match ("s/[name of filing user]" or "s/[name of attorney of record] by s/[name of filing user]." *See Appendix E, ¶¶ 20–22.*
- An attorney seeking to appear *pro hac vice* on behalf of a party must file a motion signed by an attorney of record. *See RCFC 83.1(a)(2).*
- Any party other than the United States must seek leave of the court to substitute its lead attorney of record by filing a motion to substitute lead counsel.
  - This includes pro se cases when an attorney is entering the case.
  - A motion to substitute counsel must be signed by the party or the newly appointed attorney of record and include an affidavit of appointment. *See Rule 83.1(b)(3)(A).*
  - Only the United States is permitted to substitute its lead attorney by filing a notice of substitution of counsel signed by the newly designated lead attorney. *See RCFC 83.1(b)(3)(B).*

Filing Motions

- A motion for enlargement of time should be filed in advance of the filing deadline. *See RCFC 6(b).*
- Select the proper event in CM/ECF when filing motions, cross-motions, and responses (see attached list of filing events).
  - When filing a cross-motion, select the "cross-motion" event rather than the "response" event.
  - When filing a response to a dispositive motion, select the "response to motion to dismiss/summary judgment" event instead of the generic "response" event.
  - Selecting the proper event ensures that proper deadlines are set in CM/ECF.
- When filing a motion for leave, the proposed filing should be attached to the motion.
  - *Exception* - Motions for Leave to File Under Seal. *See Appendix E, ¶ 13.*
  - If the motion for leave is granted, the party must file the proposed filing as a separate docket entry using the proper event so that proper deadlines are set in CM/ECF, and other filings may be linked to the entry.
  - A motion for leave to exceed the page limitation (*see RCFC 5.4(b)*) should be filed in advance of the filing deadline. DO NOT file a brief or memorandum that exceeds the page limitation without first receiving proper relief from the court.
- When filing a motion to intervene:
  - add the party name in ALL CAPS; and
  - select "movant" as the party role. (Once the motion to intervene is granted, the court will change the party role to "intervenor.")

Redacted Filings

- Personal identifiers such as a minor's name or a social security number should be redacted before filing. *See*

RCFC 5.2.
    - If personal identifiers are not redacted and the court becomes aware of their existence, the Clerk of Court will seal the filing immediately.
- When a document is filed under seal, the court may later unseal the filing or order the party who made the filing to file a redacted version for the public record.
- When filing a redacted version of a sealed document, use the "redacted document" event and link the document to the original sealed filing.

Access to Sealed Filings

- **In General.** Attorneys of record are given automatic access to sealed documents.
- **Bid Protest Cases:** Only attorneys of record for the United States are given automatic access to sealed documents and need not file an application for access to protected material.
    - An individual granted access to protected material must obtain access to sealed documents through an attorney of record.

Bid Protests

- Pre-filing notices must be provided at least 24 hours in advance of filing a bid protest case. *See Appendix C, ¶ 2.*
    - Updates to a notice should be promptly provided (e.g., a change in the anticipated filing date or withdrawal of the notice).
    - For more information, please visit https://www.uscfc.uscourts.gov/filing-bid-protests .
- When filing a motion for leave to file the complaint under seal, the sealed complaint must be accompanied by a proposed redacted version of the pleading. *See Appendix C, ¶ 6.*
- When a party files a document under seal, the filing party must later file a redacted version of the document for the public record consistent with the procedures specified in the court's standard protective order. *See Form 8, RCFC.*

Any questions regarding case management should be directed to the Clerk's Office at (202) 357-6406. For more helpful information, please visit the court's website at www.uscfc.uscourts.gov.

PLEASE GO TO THE NEXT PAGE FOR A LIST OF CM/ECF DOCKETING EVENTS

U.S. COURT OF FEDERAL CLAIMS
ATTORNEY DOCKET EVENTS

Attorney Complaint/Petition

Attorney Complaint/Petition

- Attorney Bid Protest Complaint
- Attorney Complaint
- Attorney Petition

Initial Pleadings and Service

Transfers/Other Complaints and Other Answers

- Amended Answer to Complaint
- Amended Answer to Third Party Complaint
- Amended Complaint
- Amended Third Party Complaint
- Answer to Amended Complaint
- Attorney Transfer Complaint

Service of Process

- Certificate of Service
- Proof of Service of Subpoena – Rule 45(b)
- Return of Service Executed
- Return of Service Unexecuted
- Service by Publication

Answers to Complaints/Counterclaims

- Amended Answer to Complaint
- Amended Answer to Third Party Complaint
- Amended Complaint
- Amended Third Party Complaint
- Answer to Amended Complaint
- Attorney Transfer Complaint

Motions and Related Filings

Motions

- Alter or Amend Judgment – Rule 59(e)
- Amend Pleadings
- Amend Schedule
- Amend/Correct
- Appear
- Application for Access to Protected Material
- Appoint Counsel
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Approve Consent Judgment
- Attorney Fees (General Jurisdiction Cases only)
- Authorization of Service 100+ miles
- Bifurcate
- Bond
- Certify Class
- Certify Interlocutory Appeal
- Clarification
- Compel
- Complete the Administrative Record
- Consolidate Cases
- Continue
- Correct Transcript
- Cross Motion and Response
- Cross Motion and Response [Dispositive]
- Declaration of Mistrial
- Declaratory Judgment
- Default Judgment
- Disbursement of Funds
- Disclosure
- Discovery
- Dismiss – Rule 12(b)(1) – Lack of Jurisdiction Subject Matter
- Dismiss – Rule 12(b)(1) and (6) – Lack of Jurisdiction/Failure to State a Claim
- Dismiss – Rule 12 (b)(2) – Lack of Jurisdiction Over Person
- Dismiss – Rule 12(b)(4) – Insufficiency of Process
- Dismiss – Rule 12(b)(5) – Insufficiency of Service of Process
- Dismiss – Rule 12(b)(6) – Failure to State a Claim
- Dismiss – Rule 12(b)(7) – Failure to Join a Party
- Dismiss – Rule 41(a) – Voluntary
- Dismiss – Rule 41(b) – Involuntary
- Dismiss – Rule Unspecified
- Disqualify Counsel
- Disqualify Judge
- Enforce Judgment
- Entry of Default
- Exceed Page Limit
- Expedite
- Extension of Time to Amend
- Extension of Time to Complete Discovery
- Extension of Time to File
- Extension of Time to File Answer
- Extension of Time to File Reply
- Extension of Time to File Response
- Hearing
- Hearing for Rule 27 Petition

Motions (Continued)

- In Forma Pauperis
- In Forma Pauperis – Appeal
- In Limine
- Intervene
- Joinder
- Judgment on Partial Findings
- Judgment on the Administrative Record – Rule 52.1
- Judgment on the Pleadings
- Judgment under Rule 54(b)
- Leave to File Amicus Brief
- Leave to File Document
- Leave to File Out of Time
- Leave to File a Highly Sensitive Document
- Letters Rogatory
- Lift Stay
- Limited Admission
- Miscellaneous Relief
- More Definite Statement
- New Trial – Rule 59(a)
- Notify Interested Party
- Oral Argument
- Permanent Injunction
- Preliminary Injunction
- Pro Hac Vice Participation in Case
- Produce
- Protective Order
- Publish
- Quash
- Reassign Case – Rule 40.1(c)
- Reconsideration
- Reconsideration – Rule 59(a)
- Recusal
- Redact
- Referral for Possible Pro Bono Representation
- Referral to ADR
- Release of Bond Obligation
- Release of Funds
- Relief from Judgment – Rule 60
- Remand
- Reopen Case
- Return of Property
- Sanctions – Rule 11
- Sanctions – Rule 37
- Seal Document
- Service by Publication
- Sever
- Show Cause
- Status Conference
- Stay
- Strike
- Substitute Attorney
- Substitute Attorney (Consented)
- Substitute Party
- Summary Judgment
- Summary Judgment – Partial
- Summons Third Party
- Supplement Pleadings
- Supplement the Administrative Record
- Take Deposition
- Temporary Restraining Order
- Transfer
- Treat Previously Filed Document as Highly Sensitive
- Unseal Case
- Unseal Document
- Vacate
- Waive Copy Requirements
- Withdraw

Motions (Continued)

- Withdrawal as Attorney

Responses and Replies

- Objections to Bill of Costs
- Reply to Objections to Bill of Costs
- Reply to Response to Motion
- Reply to Response to Supplemental Brief
- Response (Not to a motion)
- Response to Amicus Brief
- Response to Cross Motion
- Response to Cross Motion to Dismiss/Summary Judgment
- Response to Motion
- Response to Motion – Rule 59
- Response to Motion for Attorney Fees
- Response to Motion to Dismiss/Summary Judgment
- Response to Order to Show Cause
- Response to Supplemental Brief
- Sur-Reply

Other Filings

Discovery Documents

- Answer to Interrogatories
- Deposition
- Expert Report – Rule 26
- Interrogatories Propounded
- Notice to Take Deposition
- Request for Admissions
- Request for Production of Documents
- Response to Discovery Request

Notices

- ADR – Notice to Proceed
- ADR – Notification of Close of Discovery
- Notice (Other)
- Notice of Acceptance with Offer of Judgment
- Notice of Additional Authority
- Notice of Appeal
- Notice of Appearance (DOJ ATTORNEYS)
- Notice of Appearance (NON DOJ ATTORNEYS)
- Notice of Appearance (Pro Hac Vice – Fee Pay)
- Notice of Appearance (Pro Hac Vice – Fee Waived)
- Notice of Change of Address
- Notice of Cross Appeal
- Notice of Directly Related Case(s)
- Notice of Filing Opt-In Consent Form
- Notice of Indirectly Related Case(s)
- Notice of Intent to Redact Transcript
- Notice of Interlocutory Appeal
- Notice of Removal
- Notice of Settlement
- Notice of Substitution of Attorney (DOJ ATTORNEYS)
- Notice of Voluntary Dismissal
- Notice of Withdrawal as Attorney
- Notice to Take Foreign Deposition

Trial Documents

- Exhibit List
- Joint Certification – App A, 13(d)
- Memorandum of Contentions of Fact and Law
- Objection to Exhibit List
- Objection to Witness List
- Post Trial Brief
- Pretrial Memorandum
- Proposed Findings of Fact and Conclusions of Law
- Trial Brief
- Witness List

Appeal Documents

- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal

Other Documents

- Administrative Record
- Administrative Record (Supplement)
- Amended Document (NOT Motion)
- Amicus Brief

Other Documents (Continued

- Bill of Costs
- Certificate of Interest
- Counter Statement of Facts
- Cover Sheet
- Decision on Remand by Agency
- Declaration
- Disclosure Statement – Rule 7.1
- Joint Preliminary Status Report
- Memorandum
- More Definite Statement
- More Definite Statement Regarding Claim
- Notice of Appearance (DOJ ATTORNEYS)
- Notice of Appearance (HHS DOJ ATTORNEYS)
- Notice of Appearance (NON DOJ ATTORNEYS)
- Notice of Appearance (Pro Hac Vice – Fee Pay)
- Notice of Appearance (Pro Hac Vice – Fee Waived)
- Notice of Substitution of Attorney (DOJ ATTORNEYS)
- Notice of Withdrawal as Attorney
- Proposed Pretrial Order
- Redacted Document
- Satisfaction of Judgment
- Settlement Agreement
- Statement of Facts
- Status Report
- Status Report (JOINT)
- Status Report (Multiple Plaintiffs Summary)
- Stipulation
- Stipulation of Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Supplemental Brief

Vaccine Events

Vaccine Responses

- Amended Respondent's Report
- Reply to Response to Motion
- Reply to Response to Supplemental Brief
- Respondent's Report
- Respondent's Report and Proffer
- Response (Not to a motion)
- Response to Cross Motion
- Response to Motion
- Response to Motion – Rule 59
- Response to Motion For Review
- Response to Motion for Attorney Fees
- Response to Motion for Attorney Fees (UNOPPOSED)
- Response to Order to Show Cause
- Response to Supplemental Brief
- Sur-Reply

Other Vaccine Documents

- 15-Week Petitioner Stipulation Status Report (Response)
- 15-Week Respondent Stipulation Status Report
- ADR – Notice to Proceed
- Additional Documentation
- Affidavit
- Amended Petition
- Certificate of Service
- Cover Sheet
- Declaration
- Exhibit List
- Expert Report
- Joint Notice Not to Seek Review
- Joint Prehearing Submissions
- Life Care Plan
- Medical Literature
- Medical Records
- Memorandum
- Notice (Other)
- Notice Not to Seek Review
- Notice of Additional Authority
- Notice of Appearance (HHS DOJ ATTORNEYS)
- Notice of Appearance (NON DOJ ATTORNEYS)
- Notice of Appearance (Pro Hac Vice – Fee Pay)
- Notice of Appearance (Pro Hac Vice – Fee Waived)
- Notice of Change of Address
- Notice of Communication of Settlement Offer
- Notice of Filing
- Notice of Filing Opt-In Consent Form
- Notice of Intent to File on Portable Storage Disc or Drive
- Notice of Intent to Redact Transcript
- Notice of Intent to Remain in the Program
- Notice of Intent to Withdraw Petition
- Notice of Substitution of Attorney (DOJ ATTORNEYS)
- Notice of Withdrawal as Attorney
- Objection to Exhibit List
- Objection to Public Disclosure
- Objection to Witness List

Other Vaccine Documents (Continued)

- PAR Medical History Questionnaire
- Petitioners Election to Accept Judgment
- Petitioners Election to File Civil Action
- Position on Short Form Petitions
- Post Hearing Brief
- Prehearing Brief
- Prehearing Submission (Other)
- Proffer
- Satisfaction of Judgment
- Statement of Completion
- Statement of Petitioner's Personal Costs
- Status Report
- Status Report (JOINT – Attorney Fees and Costs)
- Status Report (JOINT)
- Status Report (Multiple Plaintiffs Summary)
- Stipulation
- Stipulation for Award
- Stipulation for Fees
- Stipulation of Dismissal
- Suggestion of Death
- Supplemental Brief
- Witness List

Vaccine Motions

- Alter or Amend Judgment – Vaccine Rule 36 – RCFC 59(e)
- Amend Schedule
- Amend/Correct
- Appear
- Application for Access to Protected Material
- Appoint Counsel
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Attorney Fees
- Attorney Fees (UNOPPOSED)
- Compel
- Consolidate Cases
- Continue
- Correct Transcript
- Cross Motion and Response (Vaccine)
- Decision
- Disbursement of Funds
- Discovery
- Dismiss
- Dismiss – Vaccine Rule 21(a) – Voluntary without Entry of Judgment
- Dismiss – Vaccine Rule 21(b) – Voluntary with Entry of Judgment
- Dismiss – Vaccine Rule 21(c) - Involuntary
- Disqualify Counsel
- Disqualify Special Master
- Exceed Page Limit
- Expedite
- Extension of Time (Vaccine)
- Extension of Time to Amend
- Extension of Time to File Reply
- Extension of Time to File Response
- Hearing
- In Forma Pauperis
- In Forma Pauperis – Appeal

Vaccine Motions (Continued)

- Interim Attorney's Fees and Costs
- Interim Attorney's Fees and Costs (UNOPPOSED)
- Intervene
- Issue Subpoena
- Leave to File Document
- Leave to File Out of Time
- Lift Stay
- Miscellaneous Relief
- More Definite Statement
- Motion For Judgment on the Record
- Oral Argument
- Pro Hac Vice Participation in Case
- Protective Order
- Publish
- Quash
- Reassign Case – Rule 40.1(c)
- Reconsideration
- Reconsideration – Vaccine
- Recusal
- Redact Decision
- Referral for Possible Pro Bono Representation
- Referral to ADR
- Reimbursement of Fees (PRO SE ONLY)
- Relief from Judgment – Vaccine Rule 36 – RCFC 60
- Remand
- Reopen Case
- Request for Filing Fee Pay.gov Refund
- Review
- Ruling on the Record
- Seal Document
- Show Cause
- Status Conference
- Stay
- Strike
- Substitute Attorney
- Substitute Attorney (Consented)
- Substitute Party
- Summary Judgment
- Supplement
- Take Deposition
- Vacate
- Waive Copy Requirements
- Withdraw
- Withdrawal as Attorney

Congressional Reference Events

Filings

- Notice of Exceptions to Hearing Officers Report
- Notice to Accept Hearing Offices Report

SEALED Filings

Sealed Service

- Certificate of Service
- Proof of Service of Subpoena – Rule 45(b)
- Return of Service Executed
- Return of Service Unexecuted
- Service by Publication

Sealed Answers

Sealed Other Answers and Complaints

- Amended Answer to Complaint
- Amended Answer to Third Party Complaint
- Amended Complaint
- Amended Third Party Complaint
- Answer to Amended Complaint
- Attorney Transfer Complaint

Sealed Motions

- Alter or Amend Judgment – Rule 59(e)
- Amend Pleadings
- Amend Schedule
- Amend/Correct
- Appear
- Application for Access to Protected Material
- Appoint Counsel
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Approve Consent Judgment
- Attorney Fees (General Jurisdiction Cases only)
- Authorization of Service 100+ miles
- Bifurcate
- Bond
- Certify Class
- Certify Interlocutory Appeal
- Clarification
- Compel
- Complete the Administrative Record
- Consolidate Cases
- Continue
- Correct Transcript
- Cross Motion and Response
- Cross Motion and Response [Dispositive]
- Declaration of Mistrial
- Declaratory Judgment
- Default Judgment
- Disbursement of Funds
- Disclosure
- Discovery
- Dismiss – Rule 12(b)(1) – Lack of Jurisdiction Subject Matter
- Dismiss – Rule 12(b)(1) and (6) – Lack of Jurisdiction/Failure to State a Claim
- Dismiss – Rule 12 (b)(2) – Lack of Jurisdiction Over Person
- Dismiss – Rule 12(b)(4) – Insufficiency of Process
- Dismiss – Rule 12(b)(5) – Insufficiency of Service of Process
- Dismiss – Rule 12(b)(6) – Failure to State a Claim
- Dismiss – Rule 12(b)(7) – Failure to Join a Party

Sealed Motions (Continued)

- Dismiss – Rule 41(a) – Voluntary
- Dismiss – Rule 41(b) – Involuntary
- Dismiss – Rule Unspecified
- Disqualify Counsel
- Disqualify Judge
- Enforce Judgment
- Entry of Default
- Exceed Page Limit
- Expedite
- Extension of Time to Amend
- Extension of Time to Complete Discovery
- Extension of Time to File
- Extension of Time to File Answer
- Extension of Time to File Reply
- Extension of Time to File Response
- Hearing
- Hearing for Rule 27 Petition
- In Forma Pauperis
- In Forma Pauperis – Appeal
- In Limine
- Intervene
- Joinder
- Judgment on Partial Findings
- Judgment on the Administrative Record – Rule 52.1
- Judgment on the Pleadings
- Judgment under Rule 54(b)
- Leave to File Amicus Brief
- Leave to File Document
- Leave to File Out of Time
- Leave to File a Highly Sensitive Document
- Letters Rogatory
- Lift Stay
- Limited Admission
- Miscellaneous Relief
- More Definite Statement
- Motion for Judgment on the Record
- New Trial – Rule 59(a)
- Notify Interested Party
- Oral Argument
- Permanent Injunction
- Preliminary Injunction
- Pro Hac Vice Participation in Case
- Produce
- Protective Order
- Publish
- Quash
- Reassign Case – Rule 40.1(c)
- Reconsideration
- Reconsideration – Rule 59(a)
- Recusal
- Redact
- Referral for Possible Pro Bono Representation
- Referral to ADR
- Release of Bond Obligation
- Release of Funds
- Relief from Judgment – Rule 60
- Remand
- Reopen Case
- Request for Filing Fee Pay.gov Refund
- Return of Property
- Sanctions – Rule 11
- Sanctions – Rule 37
- Seal Case
- Seal Document
- Service by Publication

Sealed Motions (Continued)

- Sever
- Show Cause
- Status Conference
- Stay
- Strike
- Substitute Attorney
- Substitute Attorney (Consented)
- Substitute Party
- Summary Judgment
- Summary Judgment – Partial
- Summons Third Party
- Supplement Pleadings
- Supplement the Administrative Record
- Take Deposition
- Temporary Restraining Order
- Transfer
- Treat Previously Filed Document as Highly Sensitive
- Unseal Case
- Unseal Document
- Vacate
- Waive Copy Requirements
- Withdraw
- Withdrawal as Attorney

Sealed Responses and Replies

- Objections to Bill of Costs
- Reply to Objections to Bill of Costs
- Reply to Response to Motion
- Reply to Response to Supplemental Brief
- Response (Not to a motion)
- Response to Amicus Brief
- Response to Cross Motion
- Response to Cross Motion to Dismiss/Summary Judgment
- Response to Motion
- Response to Motion – Rule 59
- Response to Motion for Review
- Response to Motion to Dismiss/Summary Judgment
- Response to Order to Show Cause
- Response to Supplemental Brief
- Sur-Reply

Sealed Discovery

- Answer to Interrogatories
- Deposition
- Expert Report – Rule 26
- Interrogatories Propounded
- Notice to Take Deposition
- Request for Admissions
- Request for Production of Documents
- Response to Discovery Request

Sealed Notices

- Notice of Acceptance with Offer of Judgment
- Notice of Additional Authority
- Notice of Appeal
- Notice of Appearance (DOJ ATTORNEYS)
- Notice of Appearance (NON DOJ ATTORNEYS)
- Notice of Appearance (Pro Hac Vice – Fee Pay)
- Notice of Appearance (Pro Hac Vice – Fee Waived)

Sealed Notices (Continued)

- Notice of Change of Address
- Notice of Cross Appeal
- Notice of Directly Related Case(s)
- Notice of Filing Opt-In Consent Form
- Notice of Indirectly Related Case(s)
- Notice of Intent to Redact Transcript
- Notice of Interlocutory Appeal
- Notice of Removal
- Notice of Settlement
- Notice of Substitution of Attorney (DOJ ATTORNEYS)
- Notice of Voluntary Dismissal
- Notice of Withdrawal as Attorney
- Notice to Take Foreign Deposition

Sealed Trial Documents

- Exhibit List
- Joint Certification – App A, 13(d)
- Memorandum of Contentions of Fact and Law
- Objection to Exhibit List
- Objection to Witness List
- Post Trial Brief
- Pretrial Memorandum
- Proposed Findings of Fact and Conclusions of Law
- Trial Brief
- Witness List

Sealed Appeals

- Notice of Appeal

Sealed Other Documents

- Administrative Record
- Administrative Record (Supplement)
- Amended Document (NOT Motion)
- Amicus Brief
- Bill of Costs
- Certificate of Interest
- Counter Statement of Facts
- Cover Sheet
- Decision on Remand by Agency
- Declaration
- Disclosure Statement – Rule 7.1
- Joint Preliminary Status Report
- Memorandum
- More Definite Statement
- More Definite Statement Regarding Claim
- Proposed Pretrial Order
- Redacted Document
- Redaction Index
- Satisfaction of Judgment
- Settlement Agreement
- Statement of Facts
- Status Report
- Status Report (JOINT)
- Status Report (Multiple Plaintiffs Summary)
- Stipulation
- Stipulation of Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Supplemental Brief

SEALED Congressional Reference

Sealed Filings

- Notice of Exceptions to Hearing Officers Report
- Notice to Accept Hearing Offices Report