

Instructions for creating and amending an Entry of Appearance (EOA)

Creating an EOA

1. Click on 'Manage Entry of Appearance' from the ACCESS User Homepage.



2. When the Manage Entry of Appearance page appears, click on 'Create New Entry of Appearance'.



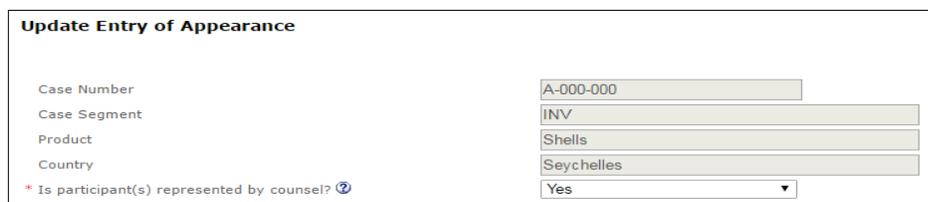
3. Fill in the information fields for the EOA you would like to submit. Click 'Submit' after you enter the required information.
4. After you click the "Submit" button, the ACCESS Confirmation of electronic submission page will appear.

Note: The information you submit will be added to the record and parties on the public service list will be notified. While an EOA is being reviewed, its status will appear as 'In Progress'. No edits can be made to an EOA with 'In Progress' status.

Amending an EOA

After an EOA is approved, its status in ACCESS will be updated to 'Active' and you may amend the ACCESS generated EOA using the 'Manage Entry of Appearance' link.

1. Click on 'Manage Entry of Appearance' from the ACCESS User Homepage.
2. Click on the case number link for the entry you wish to modify. The EOA will appear with your previously entered information.

A screenshot of a form titled 'Update Entry of Appearance'. The form contains several input fields: 'Case Number' with the value 'A-000-000', 'Case Segment' with the value 'INV', 'Product' with the value 'Shells', and 'Country' with the value 'Seychelles'. Below these fields is a checkbox labeled '* Is participant(s) represented by counsel?' which is checked. The 'Yes' option is selected in a dropdown menu.

3. Make the necessary changes to the EOA and click 'Submit'.
4. After you click the 'Submit' button, the ACCESS Confirmation of electron submission page will appear.

Note: While the amended EOA is being reviewed, the status will appear as 'In Progress'. After the amended EOA is approved, the status will be updated to 'Active'.