



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

# ACCESS Administrative Protective Order and Entry of Appearance Forms (Release 4) External User Guide

## Submitting and Managing Entry of Appearance and Administrative Protective Order Applications

March 11, 2019

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## 1. Submitting an EOA

### A. What is an Entry of Appearance (EOA)?

An entry of appearance is a letter or document that states briefly how a party qualifies as an interested party in an antidumping (AD) or countervailing duty (CVD) proceeding. The entry of appearance provides the contact information of the person who will act as the point of contact for the party, and it indicates the intent of the party to participate in an AD/CVD proceeding. Acceptance of an entry of appearance is signified by the Secretary's inclusion of the person on a document referred to as the public service list.

Note: The ACCESS EOA form is intended to be submitted by the lead attorney, or lead organization/company point of contact, using that person's login credentials.

### B. Submitting an EOA in ACCESS

1. From Home page, click on **"Manage Entry of Appearance"** on the left-side Main Menu. (Figure 1)



Figure 1: Main Menu

2. On "Manage Entry of Appearance" page, a table will appear if there are any existing EOAs previously submitted by the user. These EOAs may be accessed by clicking on the case number. (Figure 2)

| <b>Manage Entry of Appearance</b>              |           |                              |         |           |                   |                   |
|--|-----------|------------------------------|---------|-----------|-------------------|-------------------|
| <a href="#">Create New Entry of Appearance</a> |           |                              |         |           |                   |                   |
| Filed Date-Time                                | Case No.  | Case Segment                 | Product | Full Name | Organization Name | Status            |
| 10/18/18 03:10 PM                              | A-000-000 | REM - Test & Test            | Shells  | Mark Po   | Others            | Active ▼          |
| 10/18/18 03:16 PM                              | A-000-000 | CIRC - No shipment - Apex Co | Shells  | Mark Po   | Others            | Needs Amendment ▼ |

Figure 2: Manage Entry of Appearance

3. Click on “Create New Entry of Appearance” to begin EOA creation. (Figure 3)

| <b>Manage Entry of Appearance</b>              |          |              |         |           |                   |        |
|--|----------|--------------|---------|-----------|-------------------|--------|
| <a href="#">Create New Entry of Appearance</a> |          |              |         |           |                   |        |
| Filed Date-Time                                | Case No. | Case Segment | Product | Full Name | Organization Name | Status |

Figure 3: Create New Entry of Appearance

4. The “Manage Entry of Appearance” page will open. (Figure 4)
5. All fields with a **red asterisk \*** must be filled out on the page. First, type in the Case Number. The Case Title will auto-fill. Clicking “Case List” next to the Case Number field will open a window showing all possible case numbers in ACCESS and their corresponding Case Titles. The Case Segment is then selected using a drop-down menu that will show all available case segments.
6. Select “Yes” or “No” for “Is participant(s) represented by counsel?” using the drop-down box.
7. In “Participant Type(s), check up to 9 participant types that apply. At least one of the 9 is required to be checked and filled. (Figure 4)
8. In the Interested Party boxes, type in the name of organization or company. Where members are requested, enter their names, separated by commas. If there is not enough space to provide all names, you may attach a PDF with a list of names to your Entry of Appearance. In the appropriate box, type “see attached” and, after submitting the EOA application, use “Add EOA Supporting Docs” to e-file the PDF. You will be taken to an E-File page, where you can upload your list of names as a PDF.
9. In the “Additional Information” field, if inputting more than one company per participant category, or if more than one category is applicable per company, use this field to provide a narrative description of how each organization/company qualifies as an interested party.
10. For Name, Firm Name, Full Address, Firm/Organization Phone and Email Address, these fields are auto-populated from the submitter’s account. Only the address may be edited from within the EOA form. (Figure 4)

11. Once the form is completed, you may submit by clicking the “Submit” button at the bottom of the page. If you decide against submitting, simply click the “Cancel” button to be taken back to the Home page.

### Entry of Appearance

|   |   |
|---|---|
| <p>* Case Number <a href="#">?</a></p> <p>Case Title</p> <p>* Case Segment <a href="#">?</a></p> <p>* Is participant(s) represented by counsel? <a href="#">?</a></p> <p>* Participant Type(s) <a href="#">?</a></p> <p><input checked="" type="checkbox"/> (i) a foreign manufacturer, producer, or exporter of subject merchandise</p> <p><input type="checkbox"/> (ii) the United States importer of subject merchandise</p> <p><input type="checkbox"/> (iii) a trade or business association a majority of the members of which are producers, exporters, or importers of subject merchandise</p> <p><input type="checkbox"/> (iv) the government of a country in which subject merchandise is produced or manufactured or from which such merchandise is exported</p> <p><input type="checkbox"/> (v) a manufacturer, producer, or wholesaler in the United States of a domestic like product</p> <p><input type="checkbox"/> (vi) a certified union or recognized union or group of workers which is representative of an industry engaged in the manufacture, production, or wholesale in the United States of a domestic like product</p> <p><input type="checkbox"/> (vii) a trade or business association a majority of whose members manufacture, produce, or wholesale a domestic like product in the United States</p> <p><input type="checkbox"/> (viii) an association, a majority of whose members is composed of interested parties described in subparagraph (C), (D), or (E) of section 771(9) of the Tariff Act of 1930, as amended, with respect to a domestic like product</p> <p><input type="checkbox"/> (ix) a coalition or trade association as described in section 771(9) (G) of the Tariff Act of 1930, as amended</p> <p>Additional Information <a href="#">?</a></p> <p>Name</p> <p>Firm Name</p> <p>* Full Address <a href="#">?</a></p> <p>Firm/Organization Phone</p> <p>Email Address</p> | <p style="text-align: right;"><a href="#">Case List</a></p> <p>A-000-000</p> <p>Shells From Seychelles</p> <p>REM - Test &amp; Test</p> <p>No</p> <p>* Interested Party (Organization or Company) Name(s) <a href="#">?</a></p> <p>tester1</p> <p>List all members separated by commas.</p> <p>If inputting more than one company per participant category, or if more than one category is applicable per company, provide narrative description of how each organization/company qualifies as an interested party.</p> <p>Mark Po</p> <p>Others</p> <p>1401 Constitution Ave., N.W., Washington DC 20230</p> <p>2024822000</p> <p>██████████@yahoo.com</p> |
|---|---|

***By clicking "Submit" you request to be added to the public service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this entry of appearance.***

[?](#)     [?](#)

Figure 4: Entry of Appearance

C. After Submitting the EOA

1. Upon submission, a barcode number is generated to aid in tracking the document in ACCESS. Underneath will be summary information from the EOA. At the bottom of the page are 3 button choices:
  - a. Print – If you wish to print the confirmation page.
  - b. Create New EOA – if you wish to create a new EOA, this will create a new EOA page to fill out.
  - c. Add EOA Supporting Docs – Click to submit supporting documents for this EOA. Do not submit business proprietary documents with this EOA application form. (Figure 5)

### Confirmation of Electronic Submission

**Case & Segment Info:**

|                              |                        |
|------------------------------|------------------------|
| Bar Code:                    | <b>2003195</b>         |
| Case Number                  | A-000-000              |
| Case Title                   | Shells From Seychelles |
| Case Segment                 | REM - Remand           |
| Segment Begin Date           |                        |
| Segment End Date             |                        |
| Segment Specific Information | Test & Test            |

**Document Info:**

|  |  |
|--|--|
| Security Classification                | Public Document                          |
| Document Type                          | Entry of Appearance                      |
| Filed On Behalf Of (collective entity) | Others                                   |
| Manual Submission                      | No                                       |
| Document Title - Document (Page Count) | Entry of Appearance - 2003195-01.pdf (1) |
| Comments                               |  |

**Submitter Info:**

|                        |                       |
|------------------------|-----------------------|
| Filed By               | ██████████@yahoo.com  |
| Firm/Organization Name | Others                |
| Filed Date-Time Stamp  | 10/18/2018 3:10:03 PM |

**NOTE:**  
**Create New EOA: Use this feature to generate a new Entry of Appearance.**  
**Add EOA Supporting Docs: Use this feature to retain the same barcode for all parts of Entry of Appearance.**

Figure 5: Confirmation of Entry of Appearance

2. To add Supporting Docs, clicking the “Add EOA Supporting Docs” button will open the e-file page to add a supporting document to the EOA application. (Figure 5 and 6)

After submitting the supporting doc(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figure 7)

### E-File or Manual Submission Document Information

**Case & Segment Info:**

\* Case Number  [Case List](#)

Case Title

\* Segment

Segment Begin Date

Segment End Date

Segment Specific Information

**Document Info:**

\* Security Classification

\* Document Type

\* Filed On Behalf Of (collective entity)

Manual Submission

Bracketing Not Final/1 Day Lag Filing   
(You must resubmit final version next business day)

Is this the final version of 1 day lag submission? If so, enter barcode of 1 day lag submission

Comments

Upload File(s): 5 MB limit per PDF, 25 MB limit for 5 PDFs or 1 data file.

| * Title              | * Upload File(s)  |
|----------------------|---|
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |

\* Required

Figure 6: E-file or Manual Submission Document

**NOTE:**

**E-File Similar Submission:** Use this feature to generate a new barcode for a new submission.

**Add More Files:** Use this feature to retain the same barcode for all parts of the submission.

Figure 7: Add More Files After E-file

## 2. Managing an EOA

### A. Waiting for Approval

- After an EOA is submitted, clicking on “Manage Entry of Appearance” from the main menu will show that the EOA is now in “In Progress” status. (Figure 8)  
During the time that the EOA is “In Progress”, the form may be opened to the “Update Entry of Appearance” page, but it will be in read-only mode only. No data can be changed or edited. (Figure 9)

| Manage Entry of Appearance                     |           |                   |         |           |                   |               |
|--|-----------|-------------------|---------|-----------|-------------------|---------------|
| <a href="#">Create New Entry of Appearance</a> |           |                   |         |           |                   |               |
| Filed Date-Time                                | Case No.  | Case Segment      | Product | Full Name | Organization Name | Status        |
| 10/18/18 03:10 PM                              | A-000-000 | REM - Test & Test | Shells  | Mark Po   | Others            | In Progress ▼ |

Figure 8: Manage Entry of Appearance

| Update Entry of Appearance   |                        |
|--|------------------------|
| <b>Entry of Appearance is currently being reviewed. You can amend it after it is approved.</b> |                        |
| Case Number  | A-000-000              |
| Case Title   | Shells From Seychelles |
| Case Segment   | REM - Test & Test      |
| * Provide narrative description of amendments  |                        |

Figure 9: Update Entry of Appearance (In-Progress)

### B. EOA Needs Amendment

- Once the APO Unit approves the EOA, the status will change to either “Active” or “Needs Amendment”. (Figure 10)

If the status is in “Needs Amendment”, then the application needs editing or additional information. Clicking on the Case Number will open the “Update Entry of Appearance” page to allow editing. Greyed-out fields cannot be edited, but the Participant Type(s) field can be toggled by checking the appropriate boxes to add or remove participants. (Figure 11)

| Manage Entry of Appearance                     |           |                              |         |           |                   |                   |
|--|-----------|------------------------------|---------|-----------|-------------------|-------------------|
| <a href="#">Create New Entry of Appearance</a> |           |                              |         |           |                   |                   |
| Filed Date-Time                                | Case No.  | Case Segment                 | Product | Full Name | Organization Name | Status            |
| 10/18/18 03:10 PM                              | A-000-000 | REM - Test & Test            | Shells  | Mark Po   | Others            | Active ▼          |
| 10/18/18 03:16 PM                              | A-000-000 | CIRC - No shipment - Apex Co | Shells  | Mark Po   | Others            | Needs Amendment ▼ |

Figure 10: Manage Entry of Appearance with Status as Active or Needs Amendment

**Update Entry of Appearance**

Case Number: A-000-000  
Case Title: Shells From Seychelles  
Case Segment: CIRC - No shipment - Apex Co

\* Provide narrative description of amendments

\* Is participant(s) represented by counsel?  No

\* Participant Type(s)  (i) a foreign manufacturer, producer, or exporter of subject merchandise  
 (ii) the United States importer of subject merchandise  
 (iii) a trade or business association a majority of the members of which are producers, exporters, or importers of subject merchandise  
 (iv) the government of a country in which subject merchandise is produced or manufactured or from which such merchandise is exported  
 (v) a manufacturer, producer, or wholesaler in the United States of a domestic like product  
 (vi) a certified union or recognized union or group of workers which is representative of an industry engaged in the manufacture, production, or wholesale in the United States of a domestic like product  
 (vii) a trade or business association a majority of whose members manufacture, produce, or wholesale a domestic like product in the United States  
 (viii) an association, a majority of whose members is composed of interested parties described in subparagraph (C), (D), or (E) of section 771(9) of the Tariff Act of 1930, as amended, with respect to a domestic like product  
 (ix) a coalition or trade association as described in section 771(9) (G) of the Tariff Act of 1930, as amended

\* Interested Party (Organization or Company) Name(s)  
tester1.2  
tester2.2  
List all members separated by commas.  
added tester 3.3  
added tester 4.5  
List all members separated by commas.  
List all members separated by commas.  
List all members separated by commas.  
test input

Additional Information

Name: Mark Po  
Firm Name: Others  
\* Full Address: 1401 Constitution Ave., N.W., Washington DC 20230  
\* Firm/Organization Phone: 2024822000  
Email Address: @yahoo.com

*By clicking "Submit" you request to be added to the public service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this entry of appearance.*

Submit Cancel

Figure 11: Update Entry of Appearance (Active/Needs Amendment)

- After the amendment changes are added/edited, you may submit by clicking the “Submit” button at the bottom of the page. If you decide against submitting, simply click the “Cancel” button to be taken back to “Manage Entry of Appearance” page.

After submitting the amendment, the EOA will go back to “In Progress” status for the APO Unit to re-evaluate and approve.

3. Upon submission, a barcode number is generated to aid in tracking the amendment in ACCESS. The confirmation page will include summary information. At the bottom of the page are 3 button choices (Figure 12):
  - a. Print – If you wish to print the document.
  - b. Create New EOA – This will take you back to EOA creation page.
  - c. Add EOA Supporting Docs – Click to submit public supporting documents for this EOA. Do not submit business proprietary documents with this EOA application form.

**Confirmation of Electronic Submission**

**Case & Segment Info:**

|                              |                                   |
|------------------------------|-----------------------------------|
| Bar Code:                    | 2003240                           |
| Case Number                  | A-000-000                         |
| Case Title                   | Shells From Seychelles            |
| Case Segment                 | CIRC - Anti Circumvention Inquiry |
| Segment Begin Date           |                                   |
| Segment End Date             |                                   |
| Segment Specific Information | No shipment - Apex Co             |

**Document Info:**

|  |  |
|--|--|
| Security Classification                | Public Document                                  |
| Document Type                          | Entry of Appearance                              |
| Filed On Behalf Of (collective entity) | Others   |
| Manual Submission                      | No   |
| Document Title - Document (Page Count) | Amended Entry of Appearance - 2003240-01.pdf (1) |
| Comments                               |  |

**Submitter Info:**

|                        |                       |
|------------------------|-----------------------|
| Filed By               | mark_s_pope@yahoo.com |
| Firm/Organization Name | Others                |
| Filed Date-Time Stamp  | 10/18/2018 3:37:38 PM |

Print 
Create New EOA 
Add EOA Supporting Docs

**NOTE:**  
**Create New EOA: Use this feature to generate a new Entry of Appearance.**  
**Add EOA Supporting Docs: Use this feature to retain the same barcode for all parts of Entry of Appearance.**

Figure 12: Confirmation of Entry of Appearance

4. To add Supporting Docs, click the “Add EOA Supporting Docs” button to take you to the e-file page to add a public document to the EOA application. (Figure 12 and 13)

After submitting the supporting doc(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figure 14)

**E-File or Manual Submission Document Information**

**Case & Segment Info:**

\* Case Number: A-000-000 [Case List](#)

Case Title: Shells From Seychelles

\* Segment: CIRC - Anti Circumvention Inq

Segment Begin Date: [Calendar Icon]

Segment End Date: [Calendar Icon]

Segment Specific Information: No shipment - Apex Co

**Document Info:**

\* Security Classification: Public Document

\* Document Type: Others

\* Filed On Behalf Of (collective entity): [Text Area]

Manual Submission:

Bracketing Not Final/1 Day Lag Filing:   
(You must resubmit final version next business day)

Is this the final version of 1 day lag submission? If so, enter barcode of 1 day lag submission: [Text Field]

Comments: [Text Area]

Upload File(s): 5 MB limit per PDF, 25 MB limit for 5 PDFs or 1 data file.

| * Title      | * Upload File(s)                           |
|--------------|--|
| [Text Field] | <a href="#">Choose File</a> No file chosen |
| [Text Field] | <a href="#">Choose File</a> No file chosen |
| [Text Field] | <a href="#">Choose File</a> No file chosen |
| [Text Field] | <a href="#">Choose File</a> No file chosen |
| [Text Field] | <a href="#">Choose File</a> No file chosen |

\* Required

[Submit](#) [Reset](#) [Cancel](#)

Figure 13: E-file or Manual Submission Document

[Print](#) [E-File Similar Submission](#) [Add More Files](#)

**NOTE:**

**E-File Similar Submission:** Use this feature to generate a new barcode for a new submission.

**Add More Files:** Use this feature to retain the same barcode for all parts of the submission.

Figure 14: Add More Files After E-file

C. Active EOA

1. Once the APO Unit approves the EOA, the status will change to “Active” in the “Manage Entry of Appearance” Page. (Figure 2)
2. If the EOA needs to be updated after becoming active, click on the case number to open the “Update Entry of Appearance” page. (Figure 11) The steps to update will be the same steps as in Section 4B (EOA Needs Amendment) for amending/updating an active EOA.

### 3. Submitting a New APO Application

#### A. What is an Administrative Protective Order (APO)?

An APO is the legal mechanism by which the Department of Commerce’s Enforcement and Compliance can control the limited disclosure of BPI in AD/CVD proceedings to the legal representatives of interested parties. The release of BPI under APO is authorized when a representative files an application for APO access in which they agree to be bound by the APO terms and the approved applicant is added to the APO Service List.

Note: The ACCESS APO application is intended to be submitted by the lead attorney, using the lead attorney’s login credentials.

#### B. Submitting an APO Application in ACCESS

1. From Home page, click on **“Manage APO Application”** on the left-side Main Menu. (Figure 15)

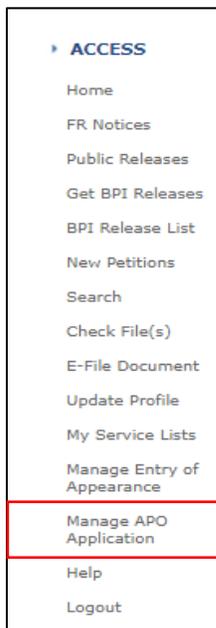


Figure 15: Main Menu

2. On “Manage APO Application” page, a table will appear if there are any existing APO applications previously submitted by the user. These APO applications may be accessed by clicking on the case number. (Figure 16)

|                   |           |                             |        |         |                 |
|-------------------|-----------|-----------------------------|--------|---------|-----------------|
| 10/10/18 10:10 AM | A-000-000 | CCR - CCR & option1         | Shells | Mark Po | Active          |
| 10/10/18 10:38 AM | A-000-000 | REV 01/01/2012 - 12/31/2012 | Shells | Mark Po | Needs Amendment |

Figure 16: Manage APO Application

3. Click on “Create New APO Application” to begin APO application creation. (Figure 17)



Figure 17: Create New APO Application

4. The creation page will open. All fields with the red asterisk \* must be filled out on the page. First, type in the Case Number. The Case Title will auto-fill. Select the Case Segment using the drop-down menu. (Figure 18)

An Administrative Review Initiation Federal Register publication date or Date of Request will be required for the following segments:

*Administrative Review* - enter the date in which the notice of the Initiation of Antidumping and Countervailing Duty Administrative Review was published in the Federal Register. You may not file an APO application until the notice is published.

*Scope Inquiry/Anti Circumvention Inquiry/New Shipper Review* - enter the Date of Request.

**Administrative Protective Order Application**  
 To be filled out by lead attorney.

\* Case Number   [Case List](#)

Case Title

\* Case Segment 

Date of Request   

\* This application is: 

the initial firm application to be placed on the APO service list; or

a request to amend the firm's list of authorized applicants; or

a request to amend the firm's list of clients.

Provide narrative description of amendments: 

Figure 18: APO Application (TOP)

5. In Section 1, check up to 9 participant types that apply. (Figure 19)

In the Interested Party boxes, list the name of the organization or company. For more than one company, enter the names separated by commas. If there is not enough space to provide all names, you may attach a PDF with a list of names to your APO application. In the appropriate box, type "see attached" and, after submitting the APO application, use "Add Public APO Supporting Docs" to e-file the PDF.

In Section 1, in the "Additional information" field, if inputting more than one company per participant category, or if more than one category is applicable per company, use this field to provide a narrative description of how each organization/company qualifies as an interested party.

In Section 2, enter the firm name if there is another authorized applicant or representative that also represents the interested parties listed in Section 1.

**Section 1**  
Representation

I request disclosure of all business proprietary information under administrative protective order (APO) which will be or has been placed on the record of this segment of this proceeding that is releasable under 19 CFR 351.305 for the purpose of fully representing the interests of my client(s), listed below who is an interested party as defined in 19 CFR 351.102(b)(29):

|   |  |
|---|--|
| <p>* Participant Type(s) <sup>?</sup></p> <p><input type="checkbox"/> (i) a foreign manufacturer, producer, or exporter of subject merchandise</p> <p><input type="checkbox"/> (ii) the United States importer of subject merchandise</p> <p><input type="checkbox"/> (iii) a trade or business association a majority of the members of which are producers, exporters, or importers of subject merchandise</p> <p><input type="checkbox"/> (iv) the government of a country in which subject merchandise is produced or manufactured or from which such merchandise is exported</p> <p><input type="checkbox"/> (v) a manufacturer, producer, or wholesaler in the United States of a domestic like product</p> <p><input type="checkbox"/> (vi) a certified union or recognized union or group of workers which is representative of an industry engaged in the manufacture, production, or wholesale in the United States of a domestic like product</p> <p><input type="checkbox"/> (vii) a trade or business association a majority of whose members manufacture, produce, or wholesale a domestic like product in the United States</p> <p><input type="checkbox"/> (viii) an association, a majority of whose members is composed of interested parties described in subparagraph (C), (D), or (E) of section 771(9) of the Tariff Act of 1930, as amended, with respect to a domestic like product</p> <p><input type="checkbox"/> (ix) a coalition or trade association as described in section 771(9) (G) of the Tariff Act of 1930, as amended</p> <p>Additional Information <sup>?</sup></p> | <p>* Interested Party (Organization or Company) Name(s) <sup>?</sup></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>List all members separated by commas. <input type="text"/></p> <p><input type="text"/></p> <p>List all members separated by commas. <input type="text"/></p> <p>List all members separated by commas. <input type="text"/></p> <p>List all members separated by commas. <input type="text"/></p> <p>If inputting more than one company per participant category, or if more than one category is applicable per company, provide narrative description of how each organization/company qualifies as an interested party. <input type="text"/></p> |
|---|--|

**Section 2**

If the interested party/parties I represent have another authorized applicant or representative,  is the lead firm.

Figure 19: APO Application (Section 1 and 2)

6. In Section 3, select answers to Parts A-D using the drop-down boxes. Use Part E to explain any affirmative responses for Parts A-D if needed. (Figure 20)

In the 2<sup>nd</sup> half of Section 3, choose the attorneys to be included in the APO application. (Figure 21) This list only includes active e-filers from your firm who have included in their User Profile: 1) the jurisdictions and courts in which they are admitted to practice, and 2) a checked box indicating consent to have others from the same firm include the user in an APO application. If you do not see a particular attorney in this list, ask the attorney to check their User Profile to ensure the account is active and contains the foregoing information.

Note: This list does not include the user who is logged in and filling out the form. This user will appear as the lead attorney, and the name and contact information will appear at the end of the APO application form.

Under “Choose Attorney Applicants”, potential applicants appear on the left-hand box. Using the right arrow button, applicants can be moved to the right-hand box to add them to the APO application. (Figure 21 and 22)

**Section 3**  
 TO BE COMPLETED BY ATTORNEY APPLICANTS

A. I am/am not (indicate one) an officer of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application.

B. I do/do not (indicate one) participate in the competitive decision-making activity of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application. I understand that competitive decision-making activity includes advice on production, sales, operations, or investments, but does not include legal advice.

C. I do/do not (indicate one) have an official position or other business relationship other than providing advice for the purpose of this segment of the proceeding with the interested party or parties listed in section 1, or with other competitors of the person submitting the business proprietary information requested in this application.

D. I do/do not (indicate one) currently intend within 12 months after the date upon which the final determination/results is/are published to enter into any of the relationships described in sections 3A, B and C.

E. Explain for each applicant any affirmative response to section 3A, B, C or D:  
 Or attach file(s) using the 'Add Public APO Supporting Docs' feature that is available after you click Submit button.

Figure 20: APO Application (Section 3)

Choose Attorney Applicants [?](#)

Mark Po, [REDACTED]@yahoo.com

>  
<

Figure 21: APO Application: (Section 3 – Choose Attorney Applicants, Part 1)

Choose Attorney Applicants [?](#)

Mark Po, [REDACTED]@yahoo.com

>  
<

Figure 22: APO Application (Section 3 – Choose Attorney Applicants, Part 2)

- In Section 4, the drop-down boxes answer Parts A, D, E, F and G. Use Part H to explain any affirmative responses for Parts D – G, if needed. (Figure 23) In response to Part B, if applicable, enter the name of the lawyer and law firm who retained the non-attorney applicants.

**Section 4**  
 TO BE COMPLETED BY NON-ATTORNEY APPLICANTS

A. I am/am not (indicate one) employed by or retained by a law firm representing the interested party or parties listed in section 1.

B. If I am retained by an attorney, the name of the lawyer and law firm are:

C. If I am not an employee of a law firm and have not been retained by the attorney for the interested party or parties listed in section 1, in a separate attachment to this application I am providing information concerning my practice before the International Trade Administration.

D. I am/am not (indicate one) an officer or employee of a interested party or parties listed in section 1, or of other competitors of the submitter of the business proprietary information requested in this application.

E. I do/do not (indicate one) participate in the competitive decision-making activity of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application. I understand that competitive decision-making activity includes advice on production, sales, operations, or investments, but does not include legal advice.

F. I do/do not (indicate one) have an official position or other business relationship other than providing advice for the purpose of this segment of the proceeding with the interested party or parties listed in section 1, or with other competitors of the person submitting the business proprietary information requested in this application.

G. I do/do not (indicate one) currently intend within 12 months after the date upon which the final determination/results is/are published to enter into any of the relationships described in sections 4D, E and F.

H. Explain for each applicant any affirmative response to section 4D, E, F or G:

Or attach file(s) using the 'Add Public APO Supporting Docs' feature that is available after you click Submit button.

Figure 23: APO Application (Section 4)

In Part a of Section 4, choose non-attorneys from your firm to be included in the APO application. This list only includes active e-filers from your firm who have checked the box in their User Profile indicating consent to have others from the same firm include the user in an APO application.

Under “Choose Internal Non-Attorney Applicants”, potential applicants appear on the left-hand box. Using the right arrow button, applicants can be moved to the right-hand box to add them to the APO application. (Figure 24)

In Part b of Section 4, if you wish to add applicants not employed by your firm to the APO application, enter the name of the person, the organization, and address. (Figure 24) You must also obtain dated signatures of these other external applicants and attach them as a file using the ‘Add Public APO Supporting Docs’ feature that is available after you click the Submit button.

Part a: Choose Internal Non-Attorney Applicants ?

Part b: Other External Applicants ?

Name, Organization and Address

To add applicants not employed by your firm to the APO application, enter the name of the person, the organization, and address. You must also obtain dated signatures of these other external applicants and attach them as a file using the 'Add Public APO Supporting Docs' feature that is available after you click the Submit button.

Figure 24: APO Application (Section 4 – Choose Non-Attorney Applicants)

8. In Section 5, the lead applicant information is automatically filled as the person submitting the APO application form. Section 6 is a waiver of service as described in the section itself. (Figure 25)

**Section 5**

The "Lead Applicant" for the purposes of service is:  . The email address to be used for service of the APO service list is:  .

**Section 6**

WAIVER OF SERVICE

If my application for APO in this proceeding is granted, I waive service of the following business proprietary information that I would be authorized to receive under the APO:

*Inadvertent service of a document containing business proprietary information on a party that has been granted APO access and has waived service IS NOT A VIOLATION OF THE APO.*

Figure 25: APO Application (Section 5 and 6)

9. In section 7, the information is auto-populated from the submitter's account. Only the address may be edited from within the APO application form. (Figure 26)

**Section 7**  
**AGREEMENT TO BE BOUND**

Recognizing the penalties for perjury under the laws of the United States, I affirm that all statements in this application are true, accurate, and complete to the best of my knowledge. I agree, individually and on behalf of my law firm, corporate law office, or company, if any, to be bound by the terms stated in the administrative protective order issued in this segment of the proceeding.

I certify that this application is a true and accurate copy of the Department's "Application for Administrative Protective Order", FORM ITA-367 (5.17). If there are any discrepancies, I agree to be bound by the Department's standard form.

**SUBMITTED BY**

|  |  |
|--|--|
| Name   | Mark Po  |
| Firm Name  | [REDACTED]   |
| * Full Address<br>(This address will appear on the Service List) | 1401 Constitution Ave., N.W., Washington DC<br>20230 |
| Firm/Organization Phone  | 2024822000   |
| Email Address  | [REDACTED]@yahoo.com                                 |

*By clicking "Submit" you request to be added to the APO service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this APO application.*

? 
  ?

Figure 26: APO Application (Section 7)

10. Once the form is completed, you may submit by clicking the "Submit" button at the bottom of the page. If you decide against submitting, simply click the "Cancel" button to be taken back to "Manage APO Application" page. (Figure 26)

C. After Submitting the APO Application

1. Upon submission, a barcode number is generated to aid in tracking the document in ACCESS. Underneath will be summary information from the APO application. At the bottom of the page are 3 button choices:
  - a. Print – If you wish to print the confirmation page.
  - b. Create New APO Application – This will take you back to the APO application creation page.
  - c. Add Public APO Supporting Docs – Click to submit public supporting documents for this APO. Do not submit business proprietary documents with this APO application form. (Figure 27)

**Confirmation of Electronic Submission**

**Case & Segment Info:**

|                    |                          |
|--------------------|--------------------------|
| Bar Code:          | <b>2001065</b>           |
| Case Number        | A-000-000                |
| Case Title         | Shells From Seychelles   |
| Case Segment       | NSR - New Shipper Review |
| Segment Begin Date | 1/1/2010                 |
| Segment End Date   | 12/31/2011               |

**Document Info:**

|  |                                      |
|--|--------------------------------------|
| Security Classification                | Public Document                      |
| Document Type                          | APO                                  |
| Filed On Behalf Of (collective entity) | tester1, tester22, tester333         |
| Manual Submission                      | No                                   |
| Document Title - Document (Page Count) | APO Application - 2001065-01.pdf (3) |

**Submitter Info:**

|                        |                        |
|------------------------|------------------------|
| Filed By               | [REDACTED]@yahoo.com   |
| Firm/Organization Name | [REDACTED]             |
| Filed Date-Time Stamp  | 10/11/2018 12:05:40 PM |

? 
  ? 
  ?

**NOTE:**  
 Create New APO Application: Use this feature to generate a new APO Application.  
 Add Public APO Supporting Docs: Use this feature to retain the same barcode for all parts of the APO Application.

Figure 27: Confirmation of APO Application

- To add Supporting Docs, clicking the “Add Public APO Supporting Docs” button will then take you to the e-file page to add a public document to the APO application. (Figure 27 and 28)

After submitting the supporting doc(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figure 29)

**E-File or Manual Submission Document Information**

**Case & Segment Info:**

\* Case Number  [Case List](#)

Case Title

\* Segment

Segment Begin Date

Segment End Date

Segment Specific Information

**Document Info:**

\* Security Classification

\* Document Type

\* Filed On Behalf Of (collective entity)

Manual Submission

Bracketing Not Final/1 Day Lag Filing   
(You must resubmit final version next business day)

Is this the final version of 1 day lag submission? If so, enter barcode of 1 day lag submission

Comments

Upload File(s): 5 MB limit per PDF, 25 MB limit for 5 PDFs or 1 data file.

| * Title              | * Upload File(s)  |
|----------------------|---|
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text"/> | <input type="button" value="Choose File"/> No file chosen |

\* Required

Figure 28: E-file or Manual Submission Document

**NOTE:**

**E-File Similar Submission:** Use this feature to generate a new barcode for a new submission.

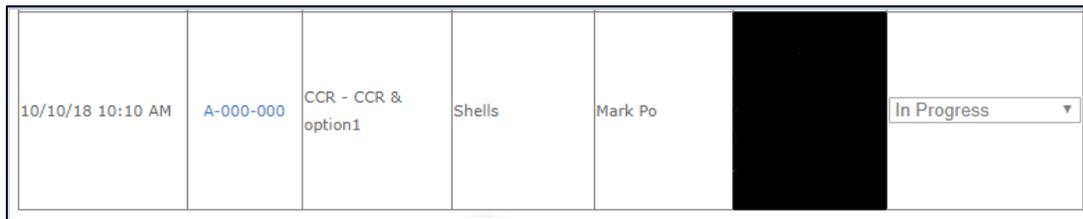
**Add More Files:** Use this feature to retain the same barcode for all parts of the submission.

Figure 29: Add More Files After E-file

## 4. Managing an APO Application

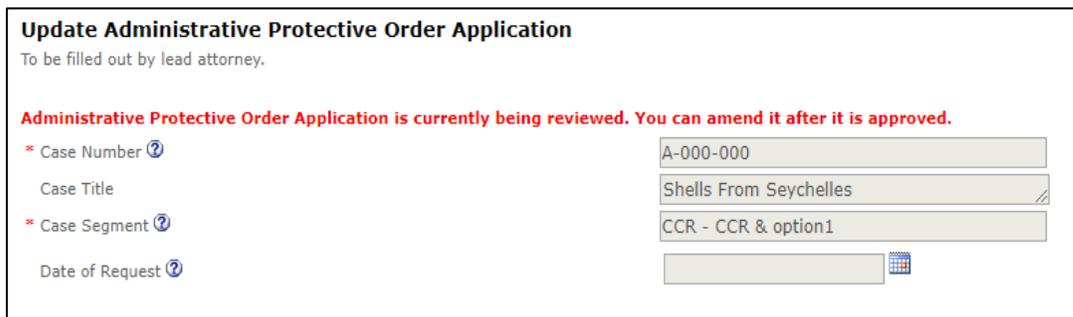
### A. Waiting for Approval

1. After an APO application is submitted, clicking on “Manage APO Application” from the main menu will show that the APO application is now in “In Progress” status. (Figure 30)  
During the time that the APO is “In Progress”, the form may be opened to the “Update Administrative Protective Order Application” page, but it will be in read-only mode only. No data can be changed or edited. (Figure 31)



|                   |           |                     |        |         |  |             |
|-------------------|-----------|---------------------|--------|---------|--|-------------|
| 10/10/18 10:10 AM | A-000-000 | CCR - CCR & option1 | Shells | Mark Po |  | In Progress |
|-------------------|-----------|---------------------|--------|---------|--|-------------|

Figure 30: Manage APO Application (In-Progress)



**Update Administrative Protective Order Application**  
To be filled out by lead attorney.

**Administrative Protective Order Application is currently being reviewed. You can amend it after it is approved.**

\* Case Number  A-000-000

Case Title Shells From Seychelles

\* Case Segment  CCR - CCR & option1

Date of Request 

Figure 31: Update APO Application (In-Progress)

### B. APO Application Needs Amendment

1. Once the APO Unit approves the APO application, the status will change to either “Active” or “Needs Amendment”. (Figure 32)  
If the status is in “Needs Amendment”, then the application needs editing or additional information. Clicking on the Case Number will open the “Update Administrative Protective Order Application” page. The fields that cannot be changed will be greyed out. (Figure 33)

Under “This application is:”, the following check boxes can be chosen separately or together:

- a. A request to amend the firm’s list of authorized applicants; or
- b. A request to amend the firm’s list of clients.

|                   |           |                             |        |         |  |                 |
|-------------------|-----------|-----------------------------|--------|---------|--|-----------------|
| 10/10/18 10:10 AM | A-000-000 | CCR - CCR & option1         | Shells | Mark Po |  | Active          |
| 10/10/18 10:38 AM | A-000-000 | REV 01/01/2012 - 12/31/2012 | Shells | Mark Po |  | Needs Amendment |

Figure 32: Manage APO Application (Active/Needs Amendment)

### Update Administrative Protective Order Application

To be filled out by lead attorney.

\* Case Number ?

Case Title

\* Case Segment ?

Administrative Review Initiation FR publication on ?

\* This application is: ?

the initial firm application to be placed on the APO service list; or

a request to amend the firm's list of authorized applicants; or

a request to amend the firm's list of clients.

\* Provide narrative description of amendments: ?

**Section 1**

Representation

I request disclosure of all business proprietary information under administrative protective order (APO) which will be or has been placed on the record of this segment of this proceeding that is releasable under 19 CFR 351.305 for the purpose of fully representing the interests of my client(s), listed below who is an interested party as defined in 19 CFR 351.102(b)(29):

\* Participant Type(s) ?

(i) a foreign manufacturer, producer, or exporter of subject merchandise

(ii) the United States importer of subject merchandise

\* Interested Party (Organization or Company) Name(s) ?

Figure 33: Update APO Application (Top and Section 1)

2. Make the needed amendments to the APO application. Note: You will need to answer Section 3 Parts A-E and Section 4 Parts A-H each time you amend an APO application.
3. After the amendment changes are added/edited, you may submit by clicking the "Submit" button at the bottom of the page. (Figure 34) If you decide against submitting, simply click the "Cancel" button to be taken back to "Manage APO Application" page.

After submitting the amendments, the APO application will go back to "In Progress" status for the APO Unit to re-evaluate and approve.

**Section 7**  
**AGREEMENT TO BE BOUND**

Recognizing the penalties for perjury under the laws of the United States, I affirm that all statements in this application are true, accurate, and complete to the best of my knowledge. I agree, individually and on behalf of my law firm, corporate law office, or company, if any, to be bound by the terms stated in the administrative protective order issued in this segment of the proceeding.

I certify that this application is a true and accurate copy of the Department's "Application for Administrative Protective Order", FORM ITA-367 (5.17). If there are any discrepancies, I agree to be bound by the Department's standard form.

SUBMITTED BY

|  |  |
|--|--|
| Name   | Mark Po  |
| Firm Name  | [REDACTED]   |
| * Full Address<br>(This address will appear on the Service List) | 1401 Constitution Ave., N.W., Washington DC<br>20230 |
| Firm/Organization Phone  | 2024822000   |
| Email Address  | [REDACTED]@yahoo.com                                 |

*By clicking "Submit" you request to be added to the APO service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this APO application.*

Figure 34: Update APO Application (Section 7)

4. Upon submission, a barcode number is generated to aid in tracking the amendment in ACCESS. The confirmation page will include summary information. At the bottom of the page are 3 button choices (Figure 35):
  - a. Print – If you wish to print the confirmation page.
  - b. Create New APO Application – this will take you back to APO creation page.
  - c. Add Public APO Supporting Docs – Click to submit public supporting documents for this APO. Do not submit business proprietary documents with this APO application form.

**Confirmation of Electronic Submission**

**Case & Segment Info:**

|                    |                        |
|--------------------|------------------------|
| Bar Code:          | <b>2000964</b>         |
| Case Number        | A-000-000              |
| Case Title         | Shells From Seychelles |
| Case Segment       | REV - Admin Review     |
| Segment Begin Date | 1/1/2012               |
| Segment End Date   | 12/31/2012             |

**Document Info:**

|  |  |
|--|--|
| Security Classification                | Public Document                              |
| Document Type                          | APO  |
| Filed On Behalf Of (collective entity) | tester1, tester2, tester3                    |
| Manual Submission                      | No   |
| Document Title - Document (Page Count) | Amended APO Application - 2000964-01.pdf (3) |
| Comments                               |  |

**Submitter Info:**

|                        |                        |
|------------------------|------------------------|
| Filed By               | [REDACTED]@yahoo.com   |
| Firm/Organization Name | [REDACTED]             |
| Filed Date-Time Stamp  | 10/10/2018 12:15:39 PM |

Figure 35: Confirmation of Updated APO Application

- To add Supporting Docs, clicking the “Add Public APO Supporting Docs” button will take you to the e-file page to add a public document to the APO application. (Figure 35 and 36)

After submitting the supporting doc(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figure 37)

**E-File or Manual Submission Document Information**

**Case & Segment Info:**

- \* Case Number: A-000-000 [Case List](#)
- Case Title: Shells From Seychelles
- \* Segment: REV - Admin Review
- Segment Begin Date: 1/1/2012
- Segment End Date: 12/31/2012
- Segment Specific Information: [Dropdown]

**Document Info:**

- \* Security Classification: Public Document
- \* Document Type: APO
- \* Filed On Behalf Of (collective entity): tester1, tester2, tester3 and 4
- Manual Submission:
- Bracketing Not Final/1 Day Lag Filing:
- (You must resubmit final version next business day)
- Is this the final version of 1 day lag submission? If so, enter barcode of 1 day lag submission: [Text Box]
- Comments: [Text Area]

Upload File(s): 5 MB limit per PDF, 25 MB limit for 5 PDFs or 1 data file.

| * Title    | * Upload File(s)           |
|------------|----------------------------|
| [Text Box] | Choose File No file chosen |
| [Text Box] | Choose File No file chosen |
| [Text Box] | Choose File No file chosen |
| [Text Box] | Choose File No file chosen |
| [Text Box] | Choose File No file chosen |

\* Required

Submit Reset Cancel

Figure 36: E-file or Manual Submission Document

**NOTE:**

**E-File Similar Submission:** Use this feature to generate a new barcode for a new submission.

**Add More Files:** Use this feature to retain the same barcode for all parts of the submission.

Print E-File Similar Submission Add More Files

Figure 37: Add More Files After E-file

### C. Active APO Application

1. Once the APO Unit approves the APO application, the status will change to “Active” in the “Manage APO Application” Page. (Figure 38)

|                   |           |                                |        |         |        |
|-------------------|-----------|--------------------------------|--------|---------|--------|
| 10/10/18 12:26 PM | A-000-000 | REV 01/01/2012 -<br>12/31/2012 | Shells | Mark Po | Active |
|-------------------|-----------|--------------------------------|--------|---------|--------|

Figure 38: Manage APO Application (Active)

2. If the APO application needs to be updated after becoming active, click on the case number to open the “Update Administrative Protective Order Application” page. (Figure 33) The steps to update will be the same steps as in Section 2B (APO Application Needs Amendment) for amending/updating an active APO application.

### D. Error Messages When Updating an APO Application

1. When updating older APO Applications created before the Release 4 Update, some applications may need some updating of Attorney Applicants and Non-Attorney Applicants. In Section 3 and Section 4a, if a name in the right box does not have an accompanying email address, the form cannot be submitted for an update and will show an error message. (Figure 39 and 40)

Section 3  
TO BE COMPLETED BY ATTORNEY APPLICANTS

A. I am/am not (indicate one) an officer of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application.

B. I do/do not (indicate one) participate in the competitive decision-making activity of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application. I understand that competitive decision-making activity includes advice on production, sales, operations, or investments, but does not include legal advice.

C. I do/do not (indicate one) have an official position or other business relationship other than providing advice for the purpose of this segment of the proceeding with the interested party or parties listed in section 1, or with other competitors of the person submitting the business proprietary information requested in this application.

D. I do/do not (indicate one) currently intend within 12 months after the date upon which the final determination/results is/are published to enter into any of the relationships described in sections 3A, B and C.

E. Explain for each applicant any affirmative response to section 3A, B, C or D:

Or attach file(s) using the 'Add Public APO Supporting Docs' feature that is available after you click Submit button.

Choose Attorney Applicants

|   |                           |
|---|---------------------------|
| Evangeline D. Keenan, [redacted]@gmail.com<br>Laura Merchant, [redacted]@gmail.com<br>Mark Po, [redacted]@yahoo.com<br>Thomas Harley, [redacted]@yahoo.com<br>Thomas Harley, [redacted]@trade.gov | Ankush Kesar<br>Mark Pope |
|---|---------------------------|

Remove the attorney names from the right box and replace them with the name/email format in the left box. If a name/email combination is missing from the left box, click "Cancel" below and have the person register as an e-filer and/or update their e-filer profile to include the jurisdictions and courts where they are admitted to practice and to check off the box indicating consent to be added to an electronic APO application.

Figure 39: APO Application Section 3 Error

**Section 4**  
TO BE COMPLETED BY NON-ATTORNEY APPLICANTS

A. I am/am not (indicate one) employed by or retained by a law firm representing the interested party or parties listed in section 1.

B. If I am retained by an attorney, the name of the lawyer and law firm are:

C. If I am not an employee of a law firm and have not been retained by the attorney for the interested party or parties listed in section 1, in a separate attachment to this application I am providing information concerning my practice before the International Trade Administration.

D. I am/am not (indicate one) an officer or employee of a interested party or parties listed in section 1, or of other competitors of the submitter of the business proprietary information requested in this application.

E. I do/do not (indicate one) participate in the competitive decision-making activity of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application. I understand that competitive decision-making activity includes advice on production, sales, operations, or investments, but does not include legal advice.

F. I do/do not (indicate one) have an official position or other business relationship other than providing advice for the purpose of this segment of the proceeding with the interested party or parties listed in section 1, or with other competitors of the person submitting the business proprietary information requested in this application.

G. I do/do not (indicate one) currently intend within 12 months after the date upon which the final determination/results is/are published to enter into any of the relationships described in sections 4D, E and F.

H. Explain for each applicant any affirmative response to section 4D, E, F or G:  
Or attach file(s) using the 'Add Public APO Supporting Docs' feature that is available after you click Submit button.

Part a: Choose Internal Non-Attorney Applicants [?](#)

|  |  |
|--|--|
| An'kush Kesar (e-Filer), [REDACTED]@gmail.com  | <input type="text" value="Mark Pope"/> |
| Bhanu Ko'mmula (e-Filer), [REDACTED]@gmail.com |  |
| David Klossner, [REDACTED]@trade.gov           |  |
| Lana Nigro, [REDACTED]@trade.gov               |  |
| Mikhail Podolski, [REDACTED]@yahoo.com         |  |
| Rebecca M. Janz, [REDACTED]@trade.gov          |  |

Remove the non-attorney names from the right box and replace them with the name/email format in the left box. If a name/email combination is missing from the left box, click "Cancel" below and have the person register as an e-filer and/or update their e-filer profile to check off the box indicating consent to be added to an electronic APO application.

Figure 40: APO Application Section 4 Error

2. As the error message states in both, to correct the issue:
  - a. Applicant Attorneys - Remove the attorney names from the right box and replace them with the name/email format in the left box. If a name/email combination is missing from the left box, click "Cancel" below and have the person register as an e-filer and/or update their e-filer profile to include the jurisdictions and courts where they are admitted to practice and to check off the box indicating consent to be added to an electronic APO application. (Figure 39 and 41)
  - b. Non-Attorney Applicants - Remove the non-attorney names from the right box and replace them with the name/email format in the left box. If a name/email combination is missing from the left box, click "Cancel" below and have the person register as an e-filer and/or update their e-filer profile to check off the box indicating consent to be added to an electronic APO application. (Figure 40 and 42)
3. Once the applicant names are sorted correctly (Figure 41 and 42), the APO application may be submitted successfully.

Choose Attorney Applicants ?

|   |        |                               |
|---|--------|-------------------------------|
| Evangeline D. Keenan, ██████████@gmail.com<br>Laura Merchant, ██████████@gmail.com<br>Thomas Harley, ██████████@yahoo.com<br>Thomas Harley, ██████████@trade.gov<br>Mark Pope<br>Ankush Kesar | ><br>< | Mark Po, ██████████@yahoo.com |
|---|--------|-------------------------------|

Figure 41: APO Application (Section 3 – Choose Attorney Applicants)

Part a: Choose Internal Non-Attorney Applicants ?

|   |        |  |
|---|--------|--|
| An'kush Kesar (e-Filer), ██████████@gmail.com<br>Bhanu Ko'mmula (e-Filer), ██████████@gmail.com<br>David Klossner, ██████████@trade.gov<br>Lana Nigro, ██████████@trade.gov<br>Rebecca M. Janz, ██████████@trade.gov<br>Mark Pope | ><br>< | Mikhail Podolski, ██████████@yahoo.com |
|---|--------|--|

Figure 42: APO Application (Section 4 – Choose Non-Attorney Applicants)

## 5. Features in Manage APO Application Page

### A. Components of Manage APO Application Page

A new component has been added to the Manage APO Application. A new table labeled “Other APO Applications for my firm” now appears on the lower half of the Manage APO Application page. This table lists all the APO applications for the firm/organization that the user belongs to, but which were not created by the user. As with the user’s applications, each APO application may be accessed by clicking on the case number on the corresponding table row. (Figure 3 and 4)

| ACCESS                     |  | Manage APO Application     |           |                             |         |           |                   |                 |        |
|----------------------------|--|----------------------------|-----------|-----------------------------|---------|-----------|-------------------|-----------------|--------|
| Home                       |  | Create New APO Application |           |                             |         |           |                   |                 |        |
| FR Notices                 |  | Filed Date-Time            | Case No.  | Case Segment                | Product | Full Name | Organization Name | Status          | Action |
| Public Releases            |  | 12/13/18 01:11 PM          | A-000-000 | NSR 01/01/2010 - 12/31/2011 | Shells  | Mark Pope | USDOC             | In Progress     |        |
| New Service Lists          |  | 12/13/18 01:13 PM          | A-000-000 | SCO - scope 9a              | Shells  | Mark Pope | USDOC             | In Progress     |        |
| Get BPI Releases           |  | 12/19/18 02:14 PM          | A-000-001 | INV                         | test    | Mark Pope | Others            | Active          |        |
| BPI Release List           |  | 01/16/19 04:38 PM          | A-000-000 | INV                         | Shells  | Mark Po   | Others            | Inactive        |        |
| New Petitions              |  | 01/24/19 09:03 AM          | A-000-000 | SUSP - Test SUSP 5          | Shells  | Mark Pope | USDOC             | In Progress     |        |
| Search                     |  | 01/24/19 09:04 AM          | A-000-000 | S129 - New Test             | Shells  | Mark Po   | USDOC             | In Progress     |        |
| Check File(s)              |  | 01/24/19 09:05 AM          | A-000-000 | SUSP - SUSP with POR        | Shells  | Mark Pope | USDOC             | In Progress     |        |
| E-File Document            |  | 02/06/19 03:32 PM          | A-000-000 | REV 01/01/2012 - 12/31/2012 | Shells  | Mark Pope | USDOC             | Needs Amendment |        |
| Update Profile             |  | 02/07/19 04:31 PM          | A-000-000 | REV 08/01/2017 - 08/21/2017 | Shells  | Mark Pope | USDOC             | In Progress     |        |
| My Service Lists           |  | 02/07/19 04:34 PM          | A-000-000 | SUSP - 2013 Agreement       | Shells  | Mark Pope | USDOC             | In Progress     |        |
| Manage Entry of Appearance |  | 02/07/19 04:39 PM          | A-000-000 | REV 05/01/2016 - 05/31/2016 | Shells  | Mark Pope | USDOC             | In Progress     |        |
| Manage APO Application     |  |                            |           |                             |         |           |                   |                 |        |
| Help                       |  |                            |           |                             |         |           |                   |                 |        |
| Logout                     |  |                            |           |                             |         |           |                   |                 |        |

Figure 43: Manage APO Application

|                   |           |                             |        |           |       |             |  |
|-------------------|-----------|-----------------------------|--------|-----------|-------|-------------|--|
| 02/19/19 04:17 PM | A-000-000 | CCR - SSI Test 370-02       | Shells | Mark Pope | USDOC | In Progress |  |
| 02/19/19 04:44 PM | A-000-000 | REV 02/01/2019 - 02/02/2020 | Shells | Mark Pope | USDOC | Active      |  |

| Other APO Applications for my firm |           |                             |         |              |                   |                 |        |
|------------------------------------|-----------|-----------------------------|---------|--------------|-------------------|-----------------|--------|
| Filed Date-Time                    | Case No.  | Case Segment                | Product | Full Name    | Organization Name | Status          | Action |
| 11/27/18 03:33 PM                  | A-000-000 | REM - TEst                  | Shells  | Autumn Banks | USDOC             | Needs Amendment |        |
| 12/03/18 11:29 AM                  | A-000-000 | REM - Test & Test           | Shells  | Autumn Banks | USDOC             | Active          |        |
| 12/06/18 02:25 PM                  | A-000-000 | REM - Remand1               | Shells  | Autumn Banks | USDOC             | In Progress     |        |
| 12/06/18 02:29 PM                  | A-000-000 | S129 - New Test             | Shells  | Autumn Banks | USDOC             | In Progress     |        |
| 12/11/18 01:24 PM                  | A-000-000 | REV 01/01/2011 - 12/31/2011 | Shells  | Autumn Banks | USDOC             | In Progress     |        |

Figure 44: Other APO Applications for my firm

## B. Creating A Similar APO Application

You can now create a copy of an existing APO Application and modify it for use. A paper icon button has been added to the end of each application row. Clicking on this button will open an APO Application creation page. (Figure 5)

The application information associated with A-000-000, Segment CCR, Segment Specific Information “SSI Test 370-02” is copied into a new application creation page for submittal. (Figure 6)

|                   |           |                       |        |           |       |             |   |
|-------------------|-----------|-----------------------|--------|-----------|-------|-------------|---|
| 02/19/19 04:17 PM | A-000-000 | CCR - SSI Test 370-02 | Shells | Mark Pope | USDOC | In Progress |  |
|-------------------|-----------|-----------------------|--------|-----------|-------|-------------|---|

Figure 45: Create Similar APO application button

**ACCESS**

- Home
- FR Notices
- Public Releases
- New Service Lists
- Get BPI Releases
- BPI Release List
- New Petitions
- Search
- Check File(s)
- E-File Document
- Update Profile
- My Service Lists
- Manage Entry of Appearance
- Manage APO Application
- Help
- Logout

### Administrative Protective Order Application

To be filled out by lead attorney.

\* Case Number [?](#)  [Case List](#)

Case Title

\* Case Segment [?](#)

\* This application is: [?](#)

the initial firm application to be placed on the APO service list; or

a request to amend the firm's list of authorized applicants; or

a request to amend the firm's list of clients.

Provide narrative description of amendments: [?](#)

#### Section 1

Representation

I request disclosure of all business proprietary information under administrative protective order (APO) which will be or has been placed on the record of this segment of this proceeding that is releasable under 19 CFR 351.305 for the purpose of fully representing the interests of my client(s), listed below who is an interested party as defined in 19 CFR 351.102(b)(29):

\* Participant Type(s) [?](#)

(i) a foreign manufacturer, producer, or exporter of subject merchandise

(ii) the United States importer of subject merchandise

\* Interested Party [?](#)

Tywin Lannister LLC.

Stormbringer, Podwick, and Brown.

Figure 46: Similar APO Application

The following information are NOT copied over into the new application:

1. Application Status from previous application. The new application will be checked as “initial”.
2. Section 3: A, B, C, and D will be blank.
3. Section 4: A, D, E, F, and G will be blank.

Section 5 and Section 7 will reflect the user creating the new application. The user can edit/change the application information in the same manner as a new application. Once ready, the user may Submit, Cancel, or Save as Draft. (Figure 7)

*By clicking "Submit" you request to be added to the APO service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this APO application.*

Submit ⓘ Cancel ⓘ Save as Draft ⓘ

FORM ITA-367 (5.17)

Figure 47: Submittal Options

## 6. Draft APO Application

### A. Purpose of a Draft APO Application

A Draft APO Application gives the user the ability to save an APO application without submitting it. Saving the draft lets the user make changes to the draft before official submission.

### B. Creating and Saving Draft APO Application

Creating a Draft APO application is no different than creating a regular application. The user may click on “Create New APO Application” at the top of the Manage APO Application page (Figure 3) or click the paper icon button used to create a similar APO Application (Figure 5). The creation page (Figure 6) remains the same.

Clicking “Save as Draft” button will save the APO Application as a draft and the following confirmation message will appear:

“You have successfully saved the APO Application in Draft status. Select the Manage APO Application menu option to retrieve the saved draft to further edit and submit. Draft APO Applications are saved in the system for 30 days.”

The following information are NOT saved in the draft APO Application and will need to be answered each time:

1. Section 3, A, B, C, and D will be blank.
2. Section 4, A, D, E, F, and G will be blank.

Going back to Manage APO Application page, the Draft appears with a trash can icon on the row. (Figure 8) Clicking on the trash can icon will delete the draft entirely from ACCESS. To access the Draft again for further editing, click on the case number. If the draft is still not ready for submission, click “Save as Draft” to save the newest updates to the draft application. The draft can be saved as many times as needed, but the draft can only be saved up to 30 days.

|                   |           |                           |        |           |       |             |   |
|-------------------|-----------|---------------------------|--------|-----------|-------|-------------|---|
| 03/01/19 10:59 AM | A-000-000 | CCR - SSI Test 370-02     | Shells | Mark Pope | USDOC | In Progress |  |
| 03/04/19 03:41 PM | A-000-000 | CCR - SSI Test for 370-05 | Shells | Mark Pope | USDOC | Draft       |  |

Figure 48: Draft in Manage APO Application Table

## 7. My Service Lists Page

### A. Components of My Service Lists

The My Service Lists page lists the APO and Public Service Lists in which the logged-in user is included. The page lists three separate tables: “My Public Service Lists”, “My APO Service Lists”, and “My APO Service Lists (Proxy User)”. “My Public Service Lists” and “My APO Service Lists” includes the Service Lists where the logged-in user is designated as the lead attorney or representative. “My APO Service Lists (Proxy User)” includes the Service Lists where the user is designated as a proxy. (Figure 1)

The screenshot shows a web interface with a left-hand navigation menu and three main content sections. The navigation menu includes: ACCESS, Home, FR Notices, Public Releases, New Service Lists, Get BPI Releases, BPI Release List, New Petitions, Search, Check File(s), E-File Document, Update Profile, My Service Lists (highlighted with a red box), Manage Entry of Appearance, Manage APO Application, Help, and Logout.

**My Public Service Lists**  
Case and Segments in which user appears on the Public Service List

| Case Number               | Segment                     | Segment Begin Date | Segment End Date | Segment Specific Info |
|---------------------------|-----------------------------|--------------------|------------------|-----------------------|
| <a href="#">A-000-000</a> | INV - Investigation         |                    |                  |                       |
| <a href="#">A-000-000</a> | CCR - Changed Circumstances |                    |                  | SSI Test for 370-04   |
| <a href="#">A-000-000</a> | REV - Admin Review          | 02/01/2019         | 02/02/2020       | REV test for 357      |

**My APO Service Lists**  
Case and Segments in which user appears on the APO Service List

| Case Number               | Segment                     | Segment Begin Date | Segment End Date | Segment Specific Info |
|---------------------------|-----------------------------|--------------------|------------------|-----------------------|
| <a href="#">A-000-000</a> | CCR - Changed Circumstances |                    |                  | SSI Test for 370-04   |
| <a href="#">A-000-000</a> | REV - Admin Review          | 02/01/2019         | 02/02/2020       | REV test for 357      |

**My APO Service Lists (Proxy User)**  
Case and Segments in which user appears as proxy

Figure 49: My Service Lists

### B. Open or Download a Service List

Each row in a table corresponds to a separate Service List for a case-segment. Clicking on the case number in the row will open or download the Service List as a PDF file. For example, clicking on the highlighted case number for case A-000-000, Segment CCR, Segment Specific Info SSI Test for 370-04 will open or download a PDF document version of the Public Service List. (Figure 2)

## My Public Service Lists

Case and Segments in which user appears on the Public Service List

| Case Number | Segment                     | Segment Begin Date | Segment End Date | Segment Specific Info |
|-------------|-----------------------------|--------------------|------------------|-----------------------|
| A-000-000   | INV - Investigation         |                    |                  |                       |
| A-000-000   | CCR - Changed Circumstances |                    |                  | SSI Test for 370-04   |
| A-000-000   | REV - Admin Review          | 02/01/2019         | 02/02/2020       | REV test for 357      |

Figure 50: Downloading Service List