

Getting Started With Attorney Filing

1. Enter a Case Number

- Enter a case number(valid formats: yy-nnnn or yy-nnnnn).

Case Number

Heather Burgess et al. v. Thomas Coppinger

2. Select the Type of Document

- Click on a row in the table to select the type of document you are filing.
- To narrow the list before selecting, type part of the name in the **Type of Document** box; another way is to select a **Category** from the dropdown list.

Type of Document ▲	Category ⇅
<input type="text" value="mo"/>	<input type="text" value="Motion"/>
4th motion filed	Motion
Motion Filed	Motion
Motion Filed (Unopposed)	Motion
Motion Filed - Joint	Motion
Motion Filed to withdraw	Motion
Motion filed by Court Reporter	Motion
Motion for Leave to Intervene Filed	Motion
Motion to Consolidate	Motion
Motion to Participate as Amicus Curiae Filed	Motion
Response & Motion Filed	Motion, Responsive Documents

3. File in Additional Cases

- For some filings, you may be able to select or de-select cases in this list and/or type in additional case numbers

The document will also be filed in cases that are checked:

- 12-1712 Ada Johnson v. U.S.
- 12-1713 n v. Haley Smith

Select [All](#) | [None](#)

Additional Case

4. Click Continue

- You will progress through a number of sections.
- You can re-open a completed section by clicking the arrow beside the section name.

▼ Upload Documents

5. Upload Documents

- Modify the description (optional).
- Click **Browse** to select your document.

▼ Upload Documents

Description

Document	Description 	Size	Sequence	Remove All
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- Click **Browse** again to select additional documents.
- To change the sequence of the documents, use the Up and Down arrows.
- Click on a description in the table to modify it.
- Click the document name to review it.

Upload Documents

Description

attachment

Browse... Click **Browse** to add another document.

Document	Description	Size	Sequence	Remove All
real.pdf	4037PublicDoc	5 KB	↓	✘
att2.pdf	attachment	5 KB	↑	✘

6. Select the Filer

- Click a row in the first table to select a filer. Repeat for additional filers.
- If you want to add the other cases for those filers, click **Select Linked Cases**.

Party Filer

Filer	Type	Case
Lewis, Blake	Appellant-Plaintiff	12-4864 Wesley Grippon v. USA 12-4865 Boyd Tinsley v. USA
USA	Appellee-Defendant	12-4864 Wesley Grippon v. USA 12-4865 Boyd Tinsley v. USA

Selected

Filer	Type	Case	Remove All
Lewis, Blake	Appellant-Plaintiff	12-4864 Wesley Grippon v. USA	✘
Lewis, Blake	Appellant-Plaintiff	12-4865 Boyd Tinsley v. USA	✘

7. Select Requested Relief

- Click on a row in the table to select the requested relief. Repeat for additional reliefs.
- To narrow the list, before selecting, type part of the name in the **Relief** box; another way is to select a **Relief Category** from the dropdown list.

- To change the sequence of the reliefs, use the Up and Down arrows.

Requested Relief

Relief ^	Relief Category ^
4058 Court Created Reliefs - AF Test, 4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Court Created Reliefs - AF Test, 4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Court Created Reliefs - AF Test, 4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test
4058 Expert Panel & Courts - AF Test	4058 Expert Panel & Courts - AF Test

Selected

Relief	Sequence	Remove All
extend time to file brief		

8. Review the Docket Text

- For some filings you may be able to select or type additional text.

Docket Text

MOTION FILED by Appellant Blake Lewis in 12-4864, 12-4865 to extend time to file brief. {dktEntryId:rlid=1012} Attached: real.pdf, att2.pdf [12-4864, 12-4865]

Confidential

- Amended
- Emergency
- First
- Joint
- Second

- Verify the information in the docket text is correct. You can return to any section to make changes.

▶ Requested Relief
▶ Upload Documents
▶ Party Filer
▼ Docket Text

Amended ▼ MOTION FILED by Appellant Blake Lewis in 12-4864, 12-4865 to extend time to file brief. (dktEntryId:rlld=1012) Attached:real.pdf; att2.pdf [12-4864, 12-4865]

9. Complete the Filing

- In the **Final Review** section, you should verify that the information for the filing is correct.
- You can return to any section to make changes by clicking **Edit**. Depending on the changes you make, you may need to enter information in subsequent sections.
- Make sure your documents have been redacted, if required. Click on the document link to review.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

- To replace a document, click **Edit** and go to the **Upload Documents** section.
- If the information in the **Final Review section** is correct, click **Submit**.
- If the **File to Case** list or the name of the **Type of Document** is incorrect, click **Cancel** and start over.

Final Review

File to Case

12-4864, 12-4865

Type of Document

Motion

Requested Relief

extend time to file brief

Upload Documents

[real.pdf](#) (2 pages)

[att2.pdf](#) (2 pages)

Party Filer

Lewis, Blake (Appellant-Plaintiff) 12-4864

Lewis, Blake (Appellant-Plaintiff) 12-4865

Docket Text

Amended MOTION FILED by Appellant Blake Lewis in 12-4864, 12-4865 to extend time to file brief. {dktEntryId:rld=1012} Attached:real.pdf, att2.pdf [12-4864, 12-4865]

After you click the button, you cannot change this filing.



Have you redacted personal identifiers from the document you filed?

Submit

[Edit](#)

[Cancel](#)