

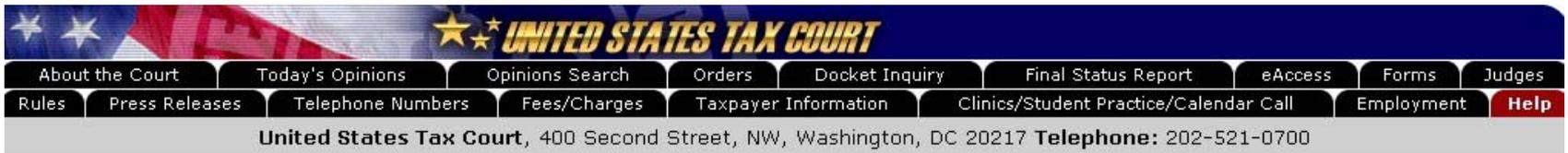
eFiling at the U.S. Tax Court



January 2014

Log on to eAccess

To log on to Petitioner Access or Practitioner Access, first type your User Name and then click the 'Submit' button to continue. Click the 'Forgot your user name?' link if you've forgotten your user name and need to recover it. Taxpayers who have registered for Petitioner Access use their email address as their username.



The navigation bar features the United States Tax Court logo on the left, followed by a series of menu items: About the Court, Today's Opinions, Opinions Search, Orders, Docket Inquiry, Final Status Report, eAccess, Forms, Judges, Rules, Press Releases, Telephone Numbers, Fees/Charges, Taxpayer Information, Clinics/Student Practice/Calendar Call, Employment, and Help. Below the menu items, the court's address and telephone number are displayed: United States Tax Court, 400 Second Street, NW, Washington, DC 20217 Telephone: 202-521-0700.

You are here » Home » PSA Logon

Tuesday, August 06, 2013

Please type your User Name:

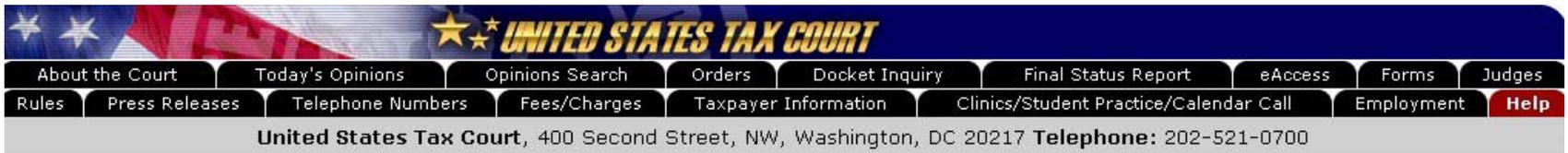
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The banner features the United States Tax Court logo on the left, which includes a stylized American flag and the text "UNITED STATES TAX COURT". To the right of the logo is a navigation menu with the following items: "About the Court", "Today's Opinions", "Opinions Search", "Orders", "Docket Inquiry", "Final Status Report", "eAccess", "Forms", "Judges", "Rules", "Press Releases", "Telephone Numbers", "Fees/Charges", "Taxpayer Information", "Clinics/Student Practice/Calendar Call", "Employment", and "Help". Below the menu, the text reads: "United States Tax Court, 400 Second Street, NW, Washington, DC 20217 Telephone: 202-521-0700".

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Tuesday, August 06, 2013

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Next, type your Password and then click on the 'Logon & Acceptance of Terms of Use' button to continue. The security image you selected when you registered will appear for confirmation. Click the 'Forgot your password?' link if you've forgotten your password or need to reset it.

UNITED STATES TAX COURT

About the Court	Today's Opinions	Opinions Search	Orders	Docket Inquiry	Final Status Report	eAccess	Forms	Judges
Rules	Press Releases	Telephone Numbers	Fees/Charges	Taxpayer Information	Clinics/Student Practice/Calendar Call	Employment	Help	

United States Tax Court, 400 Second Street, NW, Washington, DC 20217 Telephone: 202-521-0700

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Tuesday, August 06, 2013

Please type your Password

If you do not recognize your security image and/or security image description, do **NOT** enter your password below.

Password:

[Forgot your password?](#)

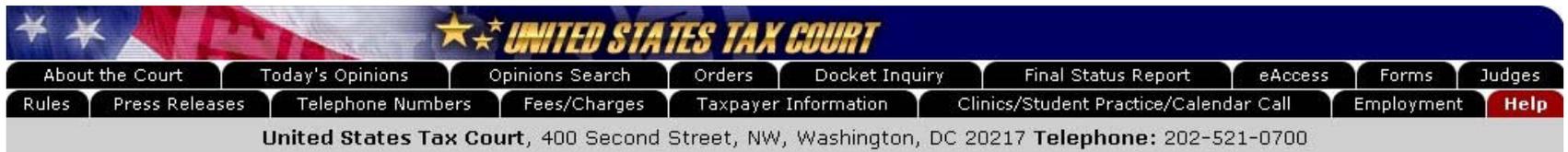
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Liberty

My Service

The 'My Service' Web page is displayed first, listing your unviewed service documents. Click the 'View' link in the 'Service Document' column to view that document. After clicking the link, the document can no longer be viewed on this page (this is your 1 free service view) but can be viewed through the 'Case Index'. All counsel for each party share 3 views per document viewed from the Case Index. Each self-represented petitioner who registers for eAccess is entitled to 3 views of each document from the Case Index.



UNITED STATES TAX COURT

About the Court Today's Opinions Opinions Search Orders Docket Inquiry Final Status Report eAccess Forms Judges
Rules Press Releases Telephone Numbers Fees/Charges Taxpayer Information Clinics/Student Practice/Calendar Call Employment **Help**

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You are here » Home » My Service

Friday, August 09, 2013
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[Go to](#) » My Cases, My Service, My Transactions, Case Entry, Party Search, Corporate Search
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HELP » [Practitioners' Guide to Electronic Case Access and Filing](#), [eAccess Support Form](#)

Practitioner: James C. Aubrey

Tax Court Bar No.: AJ0671

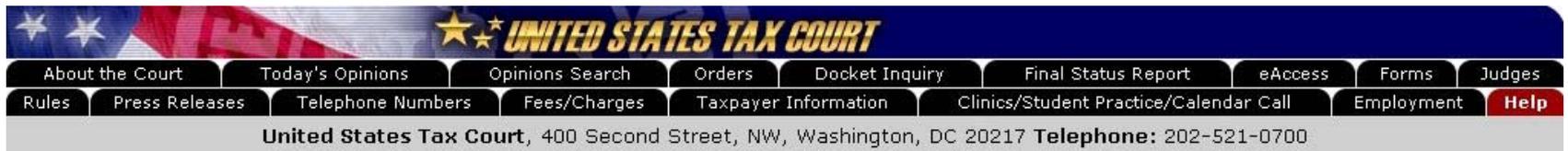
My Service

Max. Results per Page: 25

Service Date	Docket Number	Caption	Document Type	Service Document
08/06/2013	312345-13	John Doe	Motion	View 3
08/06/2013	312345-13	John Doe	Miscellaneous Documents	View 3

My Cases

Clicking the 'My Cases' link takes you to the 'My Cases' page where the cases to which you have eAccess are listed. To view a case, click the docket number link in the 'Docket Number' column. Petitioners' counsel eFiling an Entry of Appearance, Substitution of Counsel, or Notice of Intervention and Respondent's counsel eFiling the first responsive document in a case would first search for the case by clicking the 'Case Entry', 'Party Search' or 'Corporate Search' links.



UNITED STATES TAX COURT

About the Court Today's Opinions Opinions Search Orders Docket Inquiry Final Status Report eAccess Forms Judges
Rules Press Releases Telephone Numbers Fees/Charges Taxpayer Information Clinics/Student Practice/Calendar Call Employment **Help**

United States Tax Court, 400 Second Street, NW, Washington, DC 20217 Telephone: 202-521-0700

You are here » Home » My Cases

Friday, August 09, 2013
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Go to: **My Cases**, My Service, My Transactions, Case Entry, Party Search, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Question
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form

Practitioner: James C. Aubrey

Tax Court Bar No.: AJ0671

My Cases

Display » Open Cases Closed Cases Open and Closed Cases

Max. Results per Page: 25

Docket Number	Caption
312345-13	John Doe

Case Index

The 'Case Index' for the Docket number you selected opens. Click the eFiling link or the green 'eFile' button to start the eFiling process.

You are here » Home » PSA - Case Index

Friday, August 09, 2013
Logout

Go to » My Cases, My Service, My Transactions, Case Entry, Party Search, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Question
HELP » [Practitioners' Guide to Electronic Case Access and Filing](#), [eAccess Support Form](#)

Practitioner: James C. Aubrey

Tax Court Bar No.: AJ0671

Case Index



Docket No.: 312345-13 **Caption:** John Doe

Petitioner Counsel
Bar No: AJ0671 James C. Aubrey
No: 1 Jefferson Litc
 987 Oak Street, Nw
 Washington, DC 20001

Respondent Counsel
Bar No: BB0527 Barry Black
No: 1 Office of Chief Counsel - Irs
 1111 Constitution Ave., Nw
 Washington, DC 20224



- See the Abbreviations List for definitions of certain abbreviations on the docket record
- See Parties for additional parties and attorneys in a case

Go to » Case Index Miscellaneous Unfiled Documents, Parties, Participants, Respondent Practitioners [eFiling](#)

Max. Results per Page: 25

Filed	Filings and Proceedings	Action/Status Date	Served	Document
01/10/2013	PETITION Filed:Fee Paid		R 01/17/2013	View 4
01/10/2013	REQUEST for Place of Trial at Nashville, TN		R 01/17/2013	View 1

The eFiling Process

- The eFiling process consists of multiple steps with a final confirmation. Up until the point of submitting the document any/all information can be changed. Once the document has been submitted, it is eFiled and the docket entry is automatically added.
- The 'eFiling Wizard' is automatically turned on for the first 10 eFilings (for all eFilers). On the 11th eFiled document, the eFiler has the option to turn off the wizard. The wizard can be turned on or off at any time in the eFiling process by clicking on the link located at the bottom of each page:



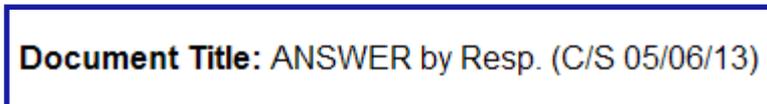
- Once the eFiling process starts, the 'eFiling Steps' are displayed at the top of the page so you know what step you're on and how many steps are left to conclusion. You can go back to a previous step by clicking on the name of the step, such as 'Select Document Name'. You can jump back but not forward. Going back a step will save the data on the page.



- Navigate through the eFiling process by clicking on the 'Next' button to continue to the next step. Click on the 'Previous' button to go back to a previous page. NOTE: Going back to a previous page will clear the data on the page.



- The document title will appear at the top of the page and will expand as information is added.



The eFiling Process - Redaction Warning

A warning message is displayed, alerting the eFiler that certain confidential information should be redacted from the document prior to eFiling. Click 'OK' to continue.



The eFiling Process - Select the Document Name

The first step is to select the title of the document you wish to eFile. Click the 'Click Here for a List of Document Names' link to see a list of documents that you can file. If you are eFiling with the 'eFiling Wizard' turned off ('Expert' mode), you have the option of entering the document Code. The list of document codes is available in Appendix II of the 'Practitioners' Guide to Electronic Access and Filing' and 'Petitioners' Guide to Electronic Access and Filing' on the Court's Web site.

eFiling

Docket No.: 012345-13 Caption: John Doe

[Go to » Case Index](#), [Miscellaneous Unfiled Documents](#), [Parties](#), [Participants](#), [Respondent Practitioners](#), [eFiling](#)

eFiling Steps: ■ *Select Document Name*



Welcome to the eFiling Wizard! I will walk you step-by-step through the eFiling process. The first step is to select the name of the document that you wish to eFile. Click on the 'Click Here for a List of Document Names' link to see the list of documents that can be filed. Some documents names have an arrow to the right – this means that a second list of documents will be displayed when you click on it. Click on a document name to select it.

If the document name is correct, click on the 'Next' button to proceed to the next step.

If you selected the wrong document name simply click on the document name to display the list of document names again.

Helpful Hint: If you are unsure of the precise document name, simply select the one that seems appropriate. The Court will retitile it, if necessary, and notify you.

Select the Document Name:

[Click Here for a List of Document Names:](#)



Turn On the eFiling Wizard

Next

The eFiling Process - Select the Document Name

After clicking the 'Click Here for a List of Document Names' link, the list of document names is displayed. Some document names in the list have an arrow to the right which indicates that a secondary list of document names will be displayed when that code is selected. Categories that contain a large number of entries, such as motions, will first display commonly filed documents. To view the complete list of motions in the example below, click 'Other Motions...' Click the down arrow to scroll through the list of motions. Click 'Next' to continue after making your selection.

eFiling

Docket No.: 312345-13 Caption: John Doe

[Go to](#) » [Case Index](#), [Miscellaneous Unfiled Documents](#), [Parties](#), [Participants](#), [Respondent Practitioners](#), [eFiling](#)

eFiling Steps: ■ **Select Document Name**

Select the Document Name or Type the Code then Press Select:

Document Name:

[Click Here for a List of Document Na](#)



Turn

AMENDED

AMENDMENT TO

Application

Computation

Memorandum

Miscellaneous Documents

Motion

MOTION FOR CONTINUANCE

MOTION FOR EXTENSION OF TIME

MOTION FOR LEAVE TO FILE

MOTION FOR LEAVE TO FILE OUT OF TIME

MOTION FOR SUMMARY JUDGMENT

MOTION TO CHANGE OR CORRECT CAPTION

MOTION TO CHANGE PLACE OF TRIAL TO

MOTION TO DISMISS

MOTION TO DISMISS FOR LACK OF JURISDICTION

MOTION TO SUBSTITUTE PARTIES AND CHANGE

CAPTION

MOTION TO WITHDRAW AS COUNSEL

Other Motions...

MOTION FOR AN ORDER UNDER FEDERAL RULE OF EVIDENCE 502(d)

MOTION FOR AN ORDER UNDER MODEL RULE OF PROFESSIONAL CONDUCT 4.2

MOTION FOR APPOINTMENT OF MEDIATOR

MOTION FOR ASSIGNMENT OF JUDGE

MOTION FOR CERTIFICATION OF AN INTERLOCUTORY ORDER TO PERMIT IMMEDIATE APPEAL

MOTION FOR DEFAULT AND DISMISSAL

MOTION FOR ENTRY OF DECISION

MOTION FOR ENTRY OF ORDER THAT UNDENIED ALLEGATION BE DEEMED ADMITTED PURSUANT TO RULE 37(c)

MOTION FOR ESTATE TAX DEDUCTION DEVELOPING AT OR AFTER TRIAL PURSUANT TO RULE 156

MOTION FOR INTERNATIONAL JUDICIAL ASSISTANCE

MOTION FOR LEAVE TO CONDUCT DISCOVERY PURSUANT TO RULE 70(a)(2)

MOTION FOR LEAVE TO SERVE ADDITIONAL

To contact the Webmaster for technical issues or problems with the v or general questions about the Court, you must contact the Office of

The eFiling Process – Select Filing Party

Click to select the party or parties filing the document and then click 'Next'. If you are filing a document on behalf of another party or person, you must check the box beside their name. If you are a self-represented petitioner filing a document on behalf of yourself and your spouse, you should select both of your names as filing parties.

eFiling

Docket No.: 312345-13 Caption: John Doe

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eFiling Steps: ■ [Select Document Name](#) ■ **Select Parties** ■ [Attach Document](#) ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE

Select the Filing Parties:

- Respondent
- John Doe
- Filing for Myself



Turn On the eFiling Wizard

Previous

Next

The eFiling Process - Attach the Document File

Attach the document you wish to eFile by clicking the 'Select' button to browse to the file's location and selecting it. If you select the wrong file, click the 'Remove' button to delete it from the box and select another using the same procedure. The format of the document file must be .pdf or .tiff.

eFiling

Docket No.: 312345-13 Caption: John Doe

[Go to »](#) [Case Index](#), [Miscellaneous Unfiled Documents](#), [Parties](#), [Participants](#), [Respondent Practitioners](#), [eFiling](#)

eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ ***Attach Document*** ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe

Attach the Document File:

motion.pdf

Remove

Service Parties:

Service To:

Commissioner of Internal
Revenue

AJ0671

James C. Aubrey

Representing:

Electronic

Electronic

Petitioner

John Doe

[Show Courtesy Copy Parties:](#) +

Certificate of Service:

Included

Service Date:



Are exhibits or attachments included in the document you are eFiling?

No Exhibit Exhibits Attachment Attachments

Select whether any party or counsel objects to the filing of this Motion or Substitution of Counsel. See Rule 50(a).

No Objection Objection Unknown



Turn On the eFiling Wizard

Previous

Next

The eFiling Process - Attach the Document File

The 'Service Parties' (Designated Service Persons) are shown with the name of the service party, the party he or she represents (if applicable), and the service method. There is a link under the Service Parties to 'Show Courtesy Copy Parties'. Click on the '+' symbol to view them.

eFiling

Docket No.: 312345-13 Caption: John Doe

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eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ ***Attach Document*** ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe

Attach the Document File:

motion.pdf

[Remove](#)

Service Parties:

Service To:

Commissioner of Internal
Revenue

AJ0671 James C. Aubrey

Representing:

Electronic

Electronic Petitioner John Doe

[Show Courtesy Copy Parties:](#) 

Certificate of Service:

Included

Service Date:



Are exhibits or attachments included in the document you are eFiling?

No Exhibit Exhibits Attachment Attachments

Select whether any party or counsel objects to the filing of this Motion or Substitution of Counsel. See Rule 50(a).

No Objection Objection Unknown



Turn On the eFiling Wizard

[Previous](#)

[Next](#)

The eFiling Process - Attach the Document File

Those individuals who will receive a 'Courtesy Copy' (an email indicating that a document has been filed and served in their case) will be listed. This list includes any person who has elected to receive eService, but who is not a Designated Service Person.

eFiling

Docket No.: 312345-13 Caption: John Doe

[Go to »](#) [Case Index](#), [Miscellaneous Unfiled Documents](#), [Parties](#), [Participants](#), [Respondent Practitioners](#), [eFiling](#)

eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ ***Attach Document*** ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe

Attach the Document File:

motion.pdf

[Remove](#)

Service Parties:

Service To:

Commissioner of Internal
Revenue

AJ0671

James C. Aubrey

Representing:

Electronic

Electronic

Petitioner

John Doe

Hide Courtesy Copy Parties:

Service To:

GS0542 Samuel Goodwin

Representing:

Electronic

Petitioner

John Doe

Certificate of Service:

Included

Service Date:



Are exhibits or attachments included in the document you are eFiling?

No Exhibit Exhibits Attachment Attachments

Select whether any party or counsel objects to the filing of this Motion or Substitution of Counsel. See Rule 50(a).

No Objection Objection Unknown



Turn On the eFiling Wizard

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[Next](#)

The eFiling Process - Attach the Document File

Check the 'Certificate of Service' box and enter the 'Service Date' if a certificate of service is included with the document being eFiled. A certificate of service is required for Designated Service Persons who receive paper service. An error message will display if a certificate of service is required and the section has not been completed. In the example below, both parties receive electronic service so a certificate of service is not required.

eFiling

Docket No.: 312345-13	Caption: John Doe
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[Go to »](#) [Case Index](#), [Miscellaneous Unfiled Documents](#), [Parties](#), [Participants](#), [Respondent Practitioners](#), [eFiling](#)

eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ **[Attach Document](#)** ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe

Attach the Document File:
motion.pdf

Service Parties:

Service To:	Representing:
Commissioner of Internal Revenue	Electronic
AJ0671 James C. Aubrey	Electronic Petitioner John Doe

[Show Courtesy Copy Parties: +](#)

Certificate of Service: Included

Service Date:

Are exhibits or attachments included in the document you are eFiling?
 No Exhibit Exhibits Attachment Attachments

Select whether any party or counsel objects to the filing of this Motion or Substitution of Counsel. See Rule 50(a).
 No Objection Objection Unknown

 [Turn On the eFiling Wizard](#)

The eFiling Process - Attach the Document File

Indicate whether the document includes exhibits or attachments by clicking the appropriate radio button. Exhibits or attachments, if any, to eFiled documents must be electronically transmitted to the Court and must be included in the same electronic file as the eFiled document. They may not be filed separately.

eFiling

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eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ **[Attach Document](#)** ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe

Attach the Document File:
motion.pdf

Service Parties:

Service To:	Representing:
Commissioner of Internal Revenue AJ0671 James C. Aubrey	Electronic Electronic Petitioner John Doe

[Show Courtesy Copy Parties: +](#)

Certificate of Service: Included

Service Date:

Are exhibits or attachments included in the document you are eFiling?
 No Exhibit Exhibits Attachment Attachments

Select whether any party or counsel objects to the filing of this Motion or Substitution of Counsel. See Rule 50(a).
 No Objection Objection Unknown

 [Turn On the eFiling Wizard](#)

The eFiling Process - Attach the Document File

If you are eFiling a motion or substitution of counsel, click the appropriate radio button to indicate whether any party or counsel objects to the granting of the motion or to the substitution.

eFiling

Docket No.: 312345-13	Caption: John Doe
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eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ **[Attach Document](#)** ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe

Attach the Document File:
motion.pdf

Service Parties:

Service To:	Representing:
Commissioner of Internal Revenue AJ0671 James C. Aubrey	Electronic Electronic Petitioner John Doe

Show Courtesy Copy Parties:

Certificate of Service: Included

Service Date:

Are exhibits or attachments included in the document you are eFiling?
 No Exhibit Exhibits Attachment Attachments

Select whether any party or counsel objects to the filing of this Motion or Substitution of Counsel. See Rule 50(a).
 No Objection Objection Unknown

 [Turn On the eFiling Wizard](#)

The eFiling Process - Attach the Document File

Once the document file has been attached and the other information has been entered (certificate of service, exhibits/attachments, etc.), click the 'Next' button to continue.

eFiling

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eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ **[Attach Document](#)** ■ [Final Review](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe

Attach the Document File:
motion.pdf

Service Parties:

Service To:		Representing:	
Commissioner of Internal Revenue	Electronic		
AJ0671 James C. Aubrey	Electronic	Petitioner	John Doe

[Show Courtesy Copy Parties: +](#)

Certificate of Service: Included

Service Date:

Are exhibits or attachments included in the document you are eFiling?
 No Exhibit Exhibits Attachment Attachments

Select whether any party or counsel objects to the filing of this Motion or Substitution of Counsel. See Rule 50(a).
 No Objection Objection Unknown

 [Turn On the eFiling Wizard](#)

The eFiling Process - Final Review

The information you provided is displayed for final review and confirmation before you eFile the document. Any/all information can be changed at this time. Click on the 'Preview' link to view the document being eFiled. After verifying that everything is correct, click the 'Submit' button to eFile the document (and automatically add it to the docket record).

eFiling

Docket No.: 312345-13 Caption: John Doe

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eFiling Steps: ■ [Select Document Name](#) ■ [Select Parties](#) ■ [Attach Document](#) ■ ***Final Review***

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe (NO OBJECTION)



This is the final step and the last chance to verify and correct information before eFiling your document. If you need to make any changes, click on the "Previous" button (or click on the associated eFiling Step) to return to that page.

Once you have reviewed all of your information, including the document, and have confirmed everything is correct click on the "Submit" button to eFile your document. No changes can be made past this point.

Document Title:

MOTION FOR CONTINUANCE by Petr. John Doe (NO OBJECTION)

Document:

motion.pdf

Preview

Certificate of Service Included:

No

Exhibits/Attachments Included:

No

Objections:

No



Turn On the eFiling Wizard

Previous

Submit

The eFiling Process - eFiling Confirmation

You will see your receipt confirming that the transaction was successful on the 'Confirmation Page'. Click the 'Printer Friendly Version' link to open a PDF version. You may save or print the receipt for your records. You may eFile another document in the same case by clicking the 'Next eFiling' button or you may click any of the other menu links.

eFiling

Docket No.: 312345-13 **Caption:** John Doe

[Go to > Case Index, Miscellaneous Unfiled Documents, Parties, Participants, Respondent Practitioners, eFiling](#)

Document Title: MOTION FOR CONTINUANCE by Petr. John Doe (NO OBJECTION)



Your document has been eFiled and the receipt for this transaction is displayed below. Click on the 'Printer Friendly Version' link in the upper right hand corner to view a pdf version of this receipt.

You can continue to eFile in this case by clicking on the 'Next eFiling' button (below) or click on any of the other links.

[Printer Friendly Version](#)

UNITED STATES TAX COURT

John Doe,	Petitioner(s)	
	v.	Filed Electronically
COMMISSIONER OF INTERNAL REVENUE,		Docket No. 312345-13
	Respondent	

MOTION FOR CONTINUANCE

eFiled: 9/6/2013 at 3:16 PM Eastern time
Transaction #: 200671



[Turn On the eFiling Wizard](#)

[Next eFiling](#)

My Service – After eFiling

After the document has been eFiled, clicking the 'My Service' link will display the newly eFiled document (Motion) on the 'My Service' page. Click the 'View' link in the 'Service Document' column to view the document.

UNITED STATES TAX COURT

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Practitioner: James C. Aubrey **Tax Court Bar No.:** AJ0671

My Service

Max. Results per Page: 25

Service Date	Docket Number	Caption	Document Type	Service Document
09/06/2013	312345-13	John Doe	Motion	View 3
09/06/2013	312345-13	John Doe	Motion	View 3