



FREQUENTLY ASKED QUESTIONS ABOUT DAWSON

THE BASICS

WHAT IS DAWSON?

- The U.S. Tax Court's case management system, DAWSON (Docket Access Within a Secure Online Network), is an electronic filing and case management system designed to make it easier for parties and the Court to start a Tax Court case, file and process documents, and manage cases.

WILL ADDITIONAL FEATURES BE ADDED TO DAWSON?

- Additional features and system enhancements to DAWSON will be rolled out on an ongoing basis.
- The version of DAWSON launched on December 28, 2020 prioritized functionality necessary for parties to manage their cases and for the Court to operate efficiently.
- Check the Court's website for up-to-date information, including release notes.

HOW MUCH DOES IT COST TO USE DAWSON?

- DAWSON is free to all users.
- Parties have free access to their cases with no limit on their ability to download files from their cases.
- Non-parties have free access to docket records, orders, and opinions in unsealed cases.

HOW DO I ACCESS DAWSON?

- DAWSON can be accessed from a computer, smartphone, or tablet by going to the Court's [website](#) or to <https://dawson.ustaxcourt.gov/>.

DO I NEED SPECIAL SOFTWARE TO ACCESS DAWSON?

- No. DAWSON is web-based, so all you need is access to the internet and a current internet browser.

IS DAWSON COMPATIBLE WITH ALL INTERNET BROWSERS?

- DAWSON is compatible with most up-to-date browsers such as Chrome, Edge, Firefox, or Safari. It is not compatible with outdated browsers such as Internet Explorer.

ACCOUNT MANAGEMENT

WHO CAN REGISTER FOR A DAWSON ACCOUNT?

- Only parties with active cases and practitioners admitted to the Tax Court Bar may register for a DAWSON account.
- Anyone can access the Court's daily opinions and daily orders through the Court's website without a DAWSON account. See Searches and Public Access, below.

DO I NEED A DAWSON ACCOUNT?

- If you are a party, you will need a DAWSON account for electronic access to your Court records.
 - If you do not have a DAWSON account, you will receive case documents from the Court by U.S. mail instead of being able to access them electronically.
- If you are admitted to practice before the Court, you are generally required to file documents and receive service electronically. See Rule 26(b), Tax Court Rules of Practice and Procedure. Electronic filing and the electronic service of Court filings will take place through DAWSON.
 - Petitions may, but are not required to be, filed electronically.

HOW DO I GET A DAWSON ACCOUNT?

- Self-represented petitioners who file a petition electronically will register for a DAWSON account before filing their petition. Petitioners who do not file their petitions electronically, or did not have an account in the prior eAccess system, can establish DAWSON credentials by emailing dawson.support@ustaxcourt.gov.
- The Court will provide newly admitted practitioners with DAWSON credentials when they are assigned a Tax Court Bar number.
- Practitioners who did not receive or did not timely activate their temporary DAWSON credentials can request new credentials by emailing dawson.support@ustaxcourt.gov.

IF I HAD AN eACCESS ACCOUNT, WILL I NEED A NEW DAWSON ACCOUNT?

- Yes. Your eAccess credentials will not work in the new system.
- In late December 2020, temporary DAWSON credentials were emailed to eAccess system users, including petitioners and practitioners. If you did not receive yours, or did not activate them timely, email dawson.support@ustaxcourt.gov.

IF I CURRENTLY HAVE A PACER ACCOUNT, WILL I NEED A DAWSON ACCOUNT?

- Yes. DAWSON is not connected to PACER.

CAN I RESET MY DAWSON PASSWORD?

- Yes. On the DAWSON log-in screen, click on "Forgot your password?" and follow the instructions to reset your password. For more information, see the [User Guides](#).

HOW DO I CHANGE MY CONTACT INFORMATION?

- Practitioners can update their contact information by clicking on the "Person Icon" and then "My Account" in the upper right corner of the DAWSON screen.
 - NOTE that changing your email address in DAWSON will change both your service email and your login email. Only one email address per account is permitted. Email addresses are case-sensitive.
- Petitioners can update their email address by clicking on the "Person Icon" and then "My Account" in the upper right corner of the DAWSON screen.
 - NOTE that changing your email address in DAWSON will change both your service email and your login email. Only one email address per account is permitted. Email addresses are case-sensitive.
- Petitioners can update their mailing address and phone number by updating the Case Information in each of their cases.
- Please refer to the [User Guides](#) for more detailed instructions.

CAN I ADD AN ADDITIONAL EMAIL ADDRESS FOR SOMEONE ELSE TO RECEIVE A MESSAGE WHEN A DOCUMENT HAS BEEN SERVED IN A CASE?

- No. The Court serves documents only on the parties, the participants, or their representatives at their addresses of record.

CAN I CHANGE MY FIRM NAME?

- Contact dawson.support@ustaxcourt.gov for assistance in updating your firm name.

CASE MANAGEMENT

CAN I FILE A PETITION TO START A NEW CASE IN DAWSON?

- Yes. Petitions can be filed electronically in DAWSON. For more information, see the [User Guides](#).
- If you file a petition electronically, there is no need to submit an additional paper copy. Likewise, if you have already sent a paper petition to the Court, there is no need to also file a petition electronically.

HOW DO I PAY THE PETITION FILING FEE?

- During the process of electronically filing your petition, a unique Docket Number will be assigned to your case. You may pay the fee on Pay.gov with an accepted payment method (e.g., credit card, bank account (ACH)). Your case Docket Number is required. For more information, see the [User Guides](#).

DO I NEED TO SUBMIT COURTESY COPIES FOR eFILED DOCUMENTS OVER 50 PAGES?

- No. The requirement for mailed courtesy copies of eFiled documents longer than 50 pages is suspended until further notice.

HOW ARE CONSOLIDATED CASES HANDLED IN DAWSON?

- Until consolidated case features are added in DAWSON, filings for consolidated cases must be made in each individual case. For example, if you are filing a motion to continue for three consolidated cases, you will need to file the motion in each of the three cases separately.

HOW ARE SEALED CASES AND SEALED DOCUMENTS HANDLED IN DAWSON?

- Cases migrated from the previous eAccess system appear as sealed in DAWSON if there were any sealed documents in the case.
 - The docket records of these cases are not viewable to the public, and the cases will not appear in search results.
 - When additional sealed case functionality is added in the future, these cases will no longer appear as sealed; only documents sealed by Court order will remain sealed in these cases.
 - These cases and unsealed documents in the record of these cases are viewable only by the parties. Copies of the docket record and any unsealed documents are available by making a copy request.
- Documents that were sealed by Court order are not currently viewable. Cases that have been sealed in their entirety by Court order appear sealed in DAWSON.
 - Parties may electronically file documents in sealed cases unless
 - The filing party intends that the document be sealed from the other party (e.g., submitting a document for in camera review); or
 - The document being filed is the first action by a party or their counsel (e.g., an entry of appearance).
- If you want to file a document that is to be sealed, the document must be filed in paper along with a motion to seal. If you are unsure, please file in paper.
- In the future, the Court will be adding sealed document and sealed case functionality to DAWSON.
- For more information, see the [User Guides](#).

CAN I UPLOAD AN ENCRYPTED DOCUMENT IN DAWSON?

- No. Remove any encryption prior to uploading a PDF into DAWSON.

CAN I SUBMIT A DOCUMENT WITH A DIGITIZED SIGNATURE IN DAWSON?

- Yes. Parties may submit a high-resolution or PDF document bearing either imaged or digitized signatures in satisfaction of the requirements of Rule 23(a)(3), Tax Court Rules of Practice and Procedure. Stylized signatures (e.g., signing with “/s” or using cursive font) are not acceptable.

TRAINING AND SUPPORT

WHERE DO I FIND DAWSON TRAINING AND USER GUIDES?

- The [DAWSON](#) page on Court’s [website](#) has helpful information, including this [training video](#).
- A guide for self-represented petitioners can be found [here](#).
- A guide for practitioners can be found [here](#).
- A guide for the general public can be found [here](#).

WHO DO I CONTACT FOR HELP WITH DAWSON?

- If you need DAWSON assistance, email dawson.support@ustaxcourt.gov. (Documents sent to that email address cannot be filed on your behalf).
- User feedback and error reporting can also be submitted to dawson.support@ustaxcourt.gov.
- The Court’s main number is (202) 521-0700.

SEARCHES AND PUBLIC ACCESS

WHAT SEARCH FUNCTIONALITY DOES DAWSON HAVE?

- The ability to search for cases by first, last, or full name or docket number is available with the initial launch of DAWSON.
- The ability to search by part of a name (e.g., entering “Ron” for Ronald) is expected to be available in the future.
- Order and opinion searches are also expected to be available in the future.

WHERE DO I FIND THE OPINIONS RELEASED TODAY?

- With the initial launch of DAWSON, opinions will be posted to the Court’s website on days they are released. See [Today’s Opinions](#).
- Cases consolidated for trial, briefing, and opinion will show the opinions listed separately by each docket number.

WHERE DO I FIND THE ORDERS RELEASED TODAY?

- Orders will be posted to the Court's website on days they are released. See [Today's Orders](#).
- All orders issued by the Court on a particular day will be made available as they are served.
- The "Today's Orders" listing will be populated with the most recent orders at the top.

HOW DO I LINK TO AN ORDER OR OPINION?

- For security purposes, DAWSON generates unique links every time an item is viewed. To retain an Order or Opinion, save a copy of the document. To reference an opinion or order without saving a copy, link to the docket record of the case, where the order or opinion can be viewed.

ARE STIPULATED DECISIONS VIEWABLE ELECTRONICALLY BY THE GENERAL PUBLIC?

- Not yet. Until DAWSON has increased functionality, stipulated decisions are viewable electronically only by the parties.