

Practitioners' Guide to Electronic Case Access and Filing



United States Tax Court
Washington, D.C.
August 6, 2020

Contents

Chapter I.	Practitioner Access	<u>1</u>
	Terms of Use	<u>1</u>
	Hardware and Software Requirements	<u>2</u>
Chapter II.	Registration	<u>3</u>
Chapter III.	Accessing Case Information	<u>12</u>
	Logging on to Practitioner Access	<u>12</u>
	Resolving Problems Logging On	<u>14</u>
	Logging Off Practitioner Access	<u>21</u>
	Viewing the Docket Sheet and Documents	<u>21</u>
	Service Documents	<u>22</u>
	My Cases	<u>24</u>
	The Docket Sheet and the Case Index	<u>24</u>
	Resolving Problems Viewing Documents	<u>26</u>
	Searching Docket Records	<u>28</u>
	Case Entry	<u>29</u>
	Party Search	<u>29</u>
	Corporate Search	<u>30</u>
Chapter IV.	Maintaining Your Profile	<u>31</u>
	Updating Profile Information	<u>31</u>
	Change User Name	<u>32</u>
	Change Password	<u>32</u>
	Change Security Image	<u>33</u>
	Change Security Questions	<u>34</u>
	My Notifications	<u>35</u>
Chapter V.	Electronic Service (eService)	<u>36</u>
Chapter VI.	Electronic Filing (eFiling)	<u>38</u>
	Exemption from eFiling for Low-Income Taxpayer Clinics and Bar-Sponsored Pro Bono Programs	<u>38</u>
	Good Cause Exception to eFiling	<u>38</u>
	What Documents May Be eFiled	<u>39</u>
	Timeliness of eFiled Documents	<u>40</u>
	Format and Style of Documents	<u>41</u>
	Consolidated Cases	<u>44</u>
	eFiling Wizard	<u>46</u>
	Service of eFiled Documents	<u>47</u>
	My Transactions	<u>48</u>
	Errors	<u>48</u>

Checklist for eFiling	48
eFiling Instructions	49
Navigating the eFiling Process	50
General Instructions - eFiling in “My Cases”	51
eFilings That Require Additional Information	58
Stipulations of Facts and Requests for Admissions	58
Opposition To, Redacted, Response To, Reply To, and Unredacted	59
Certificates of Service and Amended Certificates of Service	59
Amended, Amendments, Supplemental, and Supplements To	60
eFiling in a Case Without Having Prior eAccess - Entries of Appearance, etc.	61
Documents Requiring Permission (Leave) for Filing and Supporting Documents	68
eFiling the Motion for Leave To File	69
eFiling documents in support of the Motion for Leave To File	71
eLodging documents and documents in support of eLodged documents	74
Chapter VII. Help	79
Online Support	79
Telephone Support	80
Additional Resources	80
 Appendices	
Appendix I. Definitions	81
Appendix II. What Documents May Be eFiled	82
Appendix III. Sample Format - Notice Regarding the Submission of Exhibits or Attachments in Original Format	98
Index	99

Chapter I. Practitioner Access

The U.S. Tax Court (the Court) provides electronic access (eAccess) allowing persons representing petitioners and respondent who are admitted to practice before the Tax Court (referred to here as “practitioners”) to electronically view documents in their Tax Court case or cases. Practitioners who register for Practitioner Access and agree to the Terms of Use have online access to information and documents, consent to electronic service of documents in their cases (eService), and are eligible to electronically submit documents (eFile). **eFiling is mandatory for most parties represented by counsel (practitioners) in cases with petitions filed on or after July 1, 2010.** Initial filings, such as the petition, may be filed only in paper form; thus, eFiling in a case can be commenced only after a petition has been filed in the Tax Court in that case. See [Rule 26\(b\)](#) and Chapter VI “Electronic Filing (eFiling)”.

Terms of Use

During eAccess registration, practitioners must agree to the Terms of Use, set forth below

Acceptance of the Terms of Use constitutes an agreement to abide by all Court Rules, policies, and procedures governing the use of the Court's electronic access and filing system. By registering for eAccess, practitioners consent to receive electronic service (eService) of documents pursuant to [Rule 21\(b\)\(1\)\(D\)](#). Practitioners and petitioners who consent to receive eService agree to regularly log on to eAccess to view served documents. The combination of user name and password serves as the signature of the individual filing the documents. Individuals must protect the security of their login credentials and immediately notify the Court by submitting an online eAccess Support Form if they learn that their account has been compromised. In that event, the Court will deactivate the user's current account and issue new registration instructions, which will permit the user to establish a new secure user name and password for their eAccess account. The Terms of Use can be changed at any time without notice.

Acknowledgment of Policies and Procedures

I understand that:

- I must provide accurate and complete information when I register for electronic access. I must promptly notify the Court of any changes to that information.
- Registration is for my and my authorized agent's use only, and I am responsible for preventing unauthorized use of my user name and password. If I believe there has been unauthorized

use, I must notify the Court by completing and submitting the online eAccess Support Form.

The United States Tax Court reserves the right to deny, limit, or suspend eAccess or eFiling to anyone: (1) Who provides information that is fraudulent, (2) whose usage has the potential to cause disruption to the system; or (3) who in the judgment of the Court is misusing the system.

Hardware and Software Requirements

Practitioners must have access to computers meeting the following minimum requirements:

- Computer and web browser: Windows computer system capable of running Internet Explorer 6.0 (or later) or Firefox 2.0 (or later) is required to use eAccess. Other systems (Macintosh, Linux) and browsers (Opera, Safari, etc.) may work but are not officially supported. The Court's eAccess system is not compatible with mobile devices such as smartphones (iOS (Apple iPhone), Android, Windows, etc.) or tablet computers (iPad, Surface, Kindle, etc.).
- PDF viewer. Documents viewable in eAccess are in PDF and may be opened in Adobe Reader 5.0 (or later) or an equivalent viewer. Adobe Reader may be downloaded free of charge at the Adobe website (<http://get.adobe.com/reader/>). When installing this product, please review and follow Adobe's directions to use Adobe Reader.
- Internet access. High-speed cable or DSL internet service is required.
- Electronic mail (email). A valid email address is required.
- Portable Document Format (PDF) or Tagged Image File Format (TIFF) compatible word processing software. Documents may be eFiled only in PDF or TIFF formats. Some word processing programs have the capability to convert documents to PDF. Alternatively, eFilers who are unable to convert files through their word processor may use third party PDF creation software such as Adobe Acrobat, online PDF creation services, or scan their documents into PDF or TIFF formats.
- Scanner. A scanner is required only if the practitioner wishes to eFile documents that were not prepared using a word processing program, require original signatures in addition to that of the eFiler, or exist only in paper format. Scanned documents may be submitted only in PDF or TIFF formats. Additional software may be required if the scanner is incapable of scanning directly to PDF or TIFF.
- Printer. A printer is required only if a user wishes to print documents.

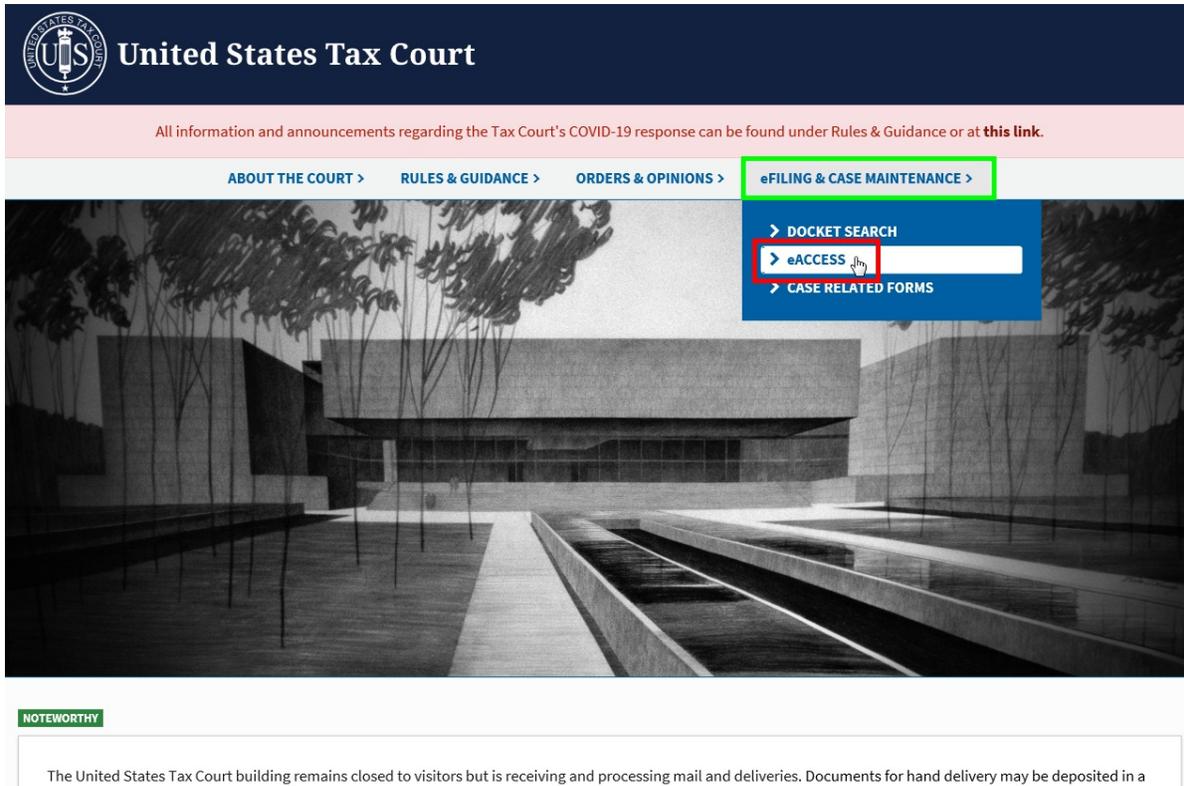
Chapter II. Registration

The Court's Admissions Section sends registration instructions to newly admitted practitioners with their certificates of admission and to unregistered practitioners upon request. Interested practitioners may contact the Admissions Section at (202) 521-4629. The instructions include a temporary user name and password allowing one-time access to Practitioner Access for registration purposes. A valid email address is required for registration. The temporary user name and password are valid for 30 days after the date printed on the registration instructions. Practitioners who require an extension may contact the Admissions Section at (202) 521-4629.

Note: By registering for eAccess, you consent to receive eService of documents and agree to regularly log on to Practitioner Access to view served documents.

Practitioners requiring assistance should submit an [eAccess Support Form](https://psa.ustaxcourt.gov/eAccessSupport/) (https://psa.ustaxcourt.gov/eAccessSupport/) or telephone the Court at (202) 521-0700.

1. Open your web browser, such as Microsoft Internet Explorer, and browse to the Court's website: www.ustaxcourt.gov.



The screenshot shows the United States Tax Court website. The header includes the court's logo and name. A navigation menu is visible with the following items: ABOUT THE COURT >, RULES & GUIDANCE >, ORDERS & OPINIONS >, and eFILING & CASE MAINTENANCE >. The eFILING & CASE MAINTENANCE > menu is expanded, showing three options: DOCKET SEARCH, eACCESS, and CASE RELATED FORMS. The eACCESS option is highlighted with a red box. Below the navigation menu is a large image of the United States Tax Court building. At the bottom of the page, there is a NOTEWORTHY section with the text: "The United States Tax Court building remains closed to visitors but is receiving and processing mail and deliveries. Documents for hand delivery may be deposited in a".

2. Click “eFiling & Case Maintenance” at the top of the home page and then “eAccess”.

The screenshot shows the United States Tax Court website. At the top left is the court's logo. To its right is the text "United States Tax Court". Below this is a navigation bar with links: "ABOUT THE COURT >", "RULES & GUIDANCE >", "ORDERS & OPINIONS >", and "eFILING & CASE MAINTENANCE >". The main heading is "eAccess". Below the heading is a light blue box containing three bullet points:

- The Court provides electronic access (eAccess) allowing registered petitioners, intervenors, corporations, fiduciaries, and certain other participants (referred to here as “petitioners”) and persons representing petitioners and respondent who are admitted to practice before the Tax Court (referred to here as “practitioners”) to electronically view documents in their Tax Court case or cases. Petitioners and practitioners with active cases should register for online access by calling (202) 521-4629 or emailing Admissions@ustaxcourt.gov.
- **All practitioners who have registered for Practitioner Access will generally receive only electronic service from the Court. Electronic service provides a notification that a document has been filed in a case. It does not provide the document itself.** Practitioners agree to log on regularly to Practitioner Access to view served documents. The Court will not monitor emails that bounce back to the Court and will not generally provide paper service to registered practitioners. See the [Terms of Use](#).
- **ELECTRONIC FILING (E-FILING) IS MANDATORY FOR MOST PARTIES REPRESENTED BY COUNSEL (PRACTITIONERS). Initial filings, such as the petition, may be filed only in paper form.** See [Rule 26\(b\)](#) and [Practitioners' Guide to Electronic Case Access and Filing](#). eFiling is available, but not required, for taxpayers representing themselves (pro se petitioners) through [Petitioner Access](#).

3. Scroll down the page and click the gray button on the right labeled “Practitioner Access”.

The screenshot shows two columns of registration options. The left column is titled "For Taxpayers:" and features a blue button labeled "Petitioner Access". Below the button is the heading "Registration for eAccess:" followed by a paragraph of text and a list of links: "Petitioners' Guide to Electronic Case Access and Filing", "Petitioner Access Request Form", "eAccess Support Form", and "Terms of Use". The right column is titled "For Counsel Admitted to Practice Before the Tax Court:" and features a gray button labeled "Practitioner Access" which is highlighted with a red border. Below the button is the heading "Registration for eAccess:" followed by a paragraph of text and a list of links: "Practitioners' Guide to Electronic Case Access and Filing", "eFiling Information for IRS Chief Counsel Attorneys", "eAccess Support Form", and "Terms of Use".

4. Type the temporary “User Name” from the registration instructions the Court sent you and click the “Submit” button. The User Name must be typed in ALL CAPS. It may contain the letter “O”, but will not contain the number zero (“0”).



Please type your User Name:

User Name:

[Click here if you forgot your user name](#)

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

To contact the Webmaster for technical issues or problems with the website, send an e-mail to webmaster@ustaxcourt.gov. No documents can be filed with the Court at this or any other e-mail address. For all non-technical questions, including procedural, case-related, or general questions about the Court, you must contact the Office of the Clerk of the Court at (202) 521-0700 or by postal mail at U.S. Tax Court, 400 Second Street, N.W., Washington, DC 20217, Attention: Office of the Clerk of the Court.

Note: The temporary User Name and Password are valid for 30 days from the date of the Court’s letter. If you are unable to complete the registration process within the time allowed, you must contact the Admissions Section at (202) 521-4629 to extend the deadline.

5. Enter the password from the registration instructions the Court sent you and click “Log on & Accept Terms of Use”. The password must be typed in ALL CAPS. It may contain the letter “O”, but will not contain the number zero (“0”). Note: You will see dots rather than characters as you type in the password box. To view the Terms of Use, click the hyperlinked (blue) text.



Please type your Password

Password:

[Click here if you forgot your password](#)

By logging on to Practitioner Access, you acknowledge that you accept the United States Tax Court’s Terms of Use.

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

To contact the Webmaster for technical issues or problems with the website, send an e-mail to webmaster@ustaxcourt.gov. No documents can be filed with the Court at this or any other e-mail address. For all non-technical questions, including procedural, case-related, or general questions about the Court, you must contact the Office of the Clerk of the Court at (202) 521-0700 or by postal mail at U.S. Tax Court, 400 Second Street, N.W., Washington, DC 20217, Attention: Office of the Clerk of the Court.

6. Complete the form by entering the required information and click “Next”. Required information is indicated by an asterisk (*):

United States Tax Court: Practitioner Access

Logout

HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Please enter your user information

By registering for eAccess, you hereby consent to receive electronic service (eService) of documents.

a. * New User Name:
NOTE: User Name must be 10 to 34 characters long and contain only letters and numbers.

b. * New Password: Strong
 * Confirm New Password:
NOTE: Password must be 10 to 34 characters long and contain at least one capital letter and at least one number or special character. Leading and trailing spaces are not allowed.

c. * Service E-mail Address:
 * Confirm Service E-mail Address:

d. Recovery E-mail Address: ⓘ
 Confirm Recovery E-mail Address:

e. * Primary Phone Number: Landline Mobile

f. Secondary Phone Number: Landline Mobile

Bar Numbers

g. * Bar State 1: * Bar Reg. No. 1:
 Bar State 2: Bar Reg. No. 2:
 Bar State 3: Bar Reg. No. 3:
 Do you wish to provide additional bar numbers? Yes No

h. * By checking this box, I hereby certify that I agree to the [Terms of Use](#).

(* = Required Field)

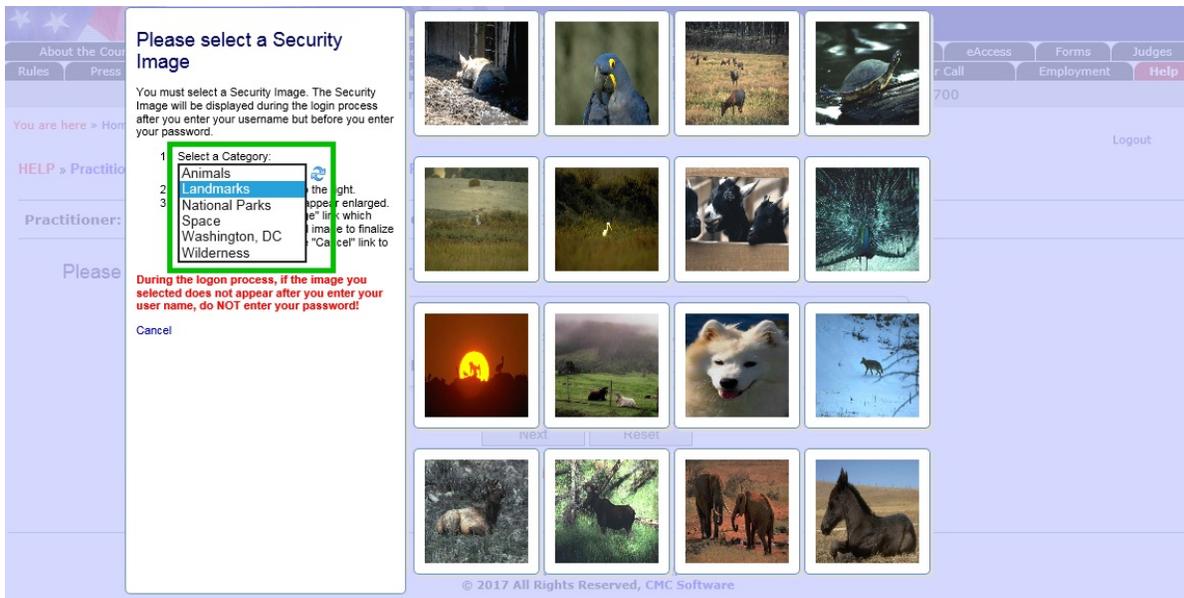
Generated by Blackstone ... The Judicial System
 © 2020 All Rights Reserved, CMC Software

- a. **New User Name** - The new username must be 10 to 34 characters in length and contain only letters and numbers.
- b. **New Password** - The case-sensitive password must be 10 to 34 characters long and contain at least one capital letter and at least one number or special character such as a symbol (*, #, _) or punctuation. Leading and trailing spaces are not allowed. As you type, you will see a password strength indicator. You should use a strong password. You must type the same password in both the **New Password** and **Confirm New Password** boxes.

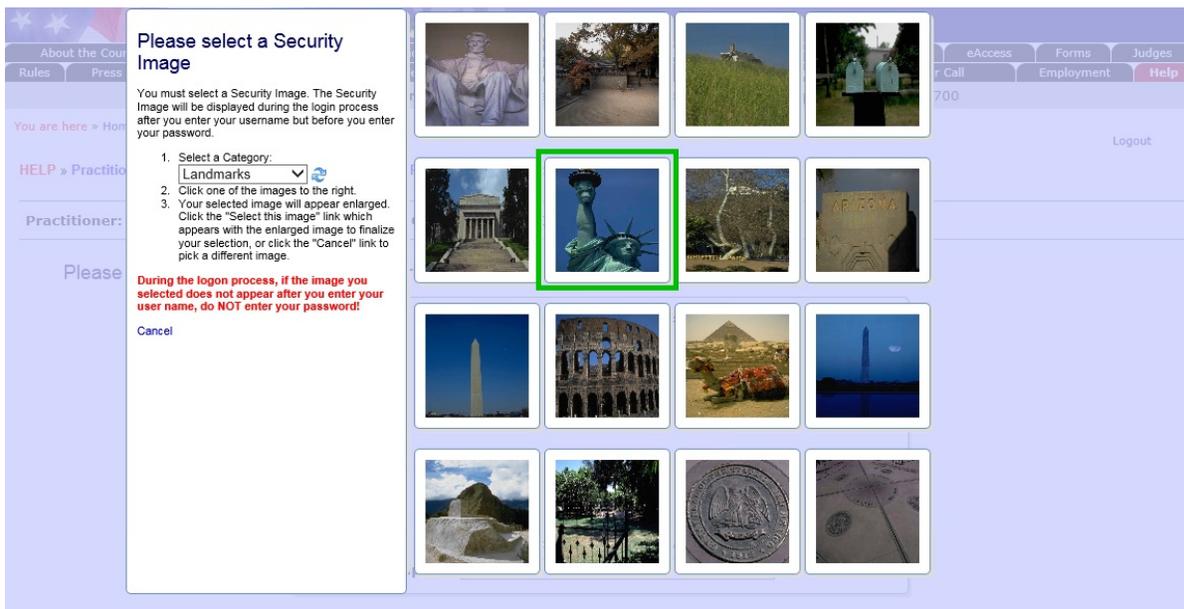
- c. **Service E-mail Address** - This is the primary Practitioner Access email address to which the Court will send email notifications of service. The email address entered must be a valid address that is able to receive messages from the Court. You should provide an email address that is not used by any other practitioner. You will not be able to reset your User Name or Password if your email address is linked to another practitioner. Enter only one email address. You must type the same email address in both the **Service E-mail Address** and **Confirm Service E-mail Address** boxes.
- d. **Recovery E-mail Address** - Optional. This is an alternate email address that you may use to recover or reset user names and passwords. It cannot be the same as your primary email address. The email address entered must be a valid address that is able to receive messages from the Court. Enter only one email address. You must type the same email address in both the **Recovery E-mail Address** and **Confirm Recovery E-mail Address** boxes.
- e. **Primary Phone Number** - Enter your 10-digit telephone number and click the radio button to indicate whether it is a landline or mobile number.
- f. **Secondary Phone Number** - Optional. Enter another 10-digit telephone number and click the radio button to indicate whether it is a landline or mobile number.
- g. **Bar State 1/Bar-Reg. No.** - Attorneys must enter bar membership information for at least one state or the District of Columbia. You may enter information for two additional state bars in the boxes provided. If you wish to enter additional state bar information, you must first click the “Yes” radio button in answer to “Do you wish to provide additional bar numbers?” to display additional boxes. The bar registration number box may be left blank if the state bar to which you are admitted does not assign bar numbers. **Note:** As a security measure, the new password boxes are reset each time you click the “Yes” button. You must re-enter the new password to proceed.
- h. **Agree to the Terms of Use** - Click the box to agree to the Terms of Use. Click the hyperlinked (blue) text to view the Terms of Use.

7. Select a security image:

- a. Select a category from the drop-down list to display sixteen random photos.



- b. Click an image to preview it in a new window. To view a new set of images, click the refresh button or select a different category from the drop down list.



- c. You may choose again by clicking "Pick a Different Image" or finalize your selection by clicking "Pick This Image".

8. After you have selected a security image, you must enter a description of the image and click “Next”. When you log on to Practitioner Access after registering, you should see the image you selected and the description you created. If you do not see them, contact the Court at (202) 521-0700 or submit an [eAccess Support](#) request. Do NOT enter your password.

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

9. Select three security questions from the drop-down lists, type your answers to each of the questions, and click the “Next” button.

Please pay close attention to how you type the answers. When you log on to Practitioner Access after registering, you must enter the answer to one of your security questions exactly as you typed it during registration, including any spaces and punctuation. For example, if you selected “In what city or town was your first job?” as your question and typed “New York, NY” as the answer, you will not be able to log in if you type “New York”, “New York NY” or “New York, N.Y.” The Court cannot reset the security questions. **If you are unable to correctly answer one of the three questions, you will need to re-register.**

10. Enter the confirmation code.

United States Tax Court: Practitioner Access

Logout

HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Please enter your Confirmation Code

A confirmation code has been e-mailed to you.
* Please enter the confirmation code:

VE44M7 x

Re-send confirmation code

E-mail sent at 4:01:15 PM Eastern time

Next Reset

(* = Required Field)

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

- a. Once you have submitted the registration information, the system automatically sends an email message from psa@ustaxcourt.gov to the primary email address you entered in step 6 to validate the address and verify that your email account is able to receive messages from the Court. The message contains a Confirmation Code that you must enter to activate your Practitioner Access account.
- b. The confirmation code must be typed in ALL CAPS. If you prefer, you may copy the code (without quotation marks) from the email message and paste it in the Confirmation Code box. If you have multiple codes, please use the one you received most recently.
- c. Click “Next”.

Your Practitioner Access registration cannot be completed without entering the confirmation code. If you do not receive the message containing the confirmation code, your junk email filter may be blocking it. The Tax Court

does not respond to sender verification messages automatically generated by junk email or spam filters. Please add “ustaxcourt.gov” to your email program’s list of safe or trusted domains. If you use Gmail, you may need to create a filter to direct the Court’s messages to your Inbox. The Court’s system will generate and send another Confirmation Code if you click the “Re-send confirmation code” button. If you still do not receive the confirmation message, you should register with a different email address.

11. Indicate your email notification preferences, and click the “Next” button.

The screenshot shows the 'United States Tax Court: Practitioner Access' registration page. At the top, there is a navigation bar with the court's logo and the text 'United States Tax Court: Practitioner Access'. Below this, there is a 'Logout' link. A navigation menu includes 'HELP > Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use'. The user's name 'Practitioner: James C. Aubrey' and 'Tax Court Bar No.: AJ0683' are displayed. The main heading is 'Please enter your preferences'. The 'E-mail Notifications' section contains the following text: 'You will receive eService notifications via e-mail. Served documents can be viewed electronically through Practitioner Access. Registering for Practitioner Access constitutes consent to eService.' It includes three input fields: 'Service E-mail Address:', 'Courtesy Copy Service E-mail Address 1:', and 'Courtesy Copy Service E-mail Address 2:'. Below these are two radio button questions: 'Consent to general information e-mails from the Court?' (with 'Yes' and 'No' options, 'No' is selected) and 'Group multiple eService notifications into a single message when possible?' (with 'Yes' and 'No' options, 'Yes' is selected). At the bottom of the form are 'Next' and 'Reset' buttons, with the 'Next' button highlighted by a green box. A red asterisk note below the buttons reads '(* = Required Field)'. At the very bottom of the page, there is a footer: 'Generated by Blackstone ... The Judicial System © 2020 All Rights Reserved, CMC Software'.

- a. The Court will send eService notifications via email sent to your primary email address. You may provide up to 2 additional email addresses to which the Court will send courtesy notifications of service.
- b. You may elect to receive informational emails from the Court by clicking the “Yes” radio button in response to “Consent to informational emails from the Court?” You may change your election after registration by clicking the “Update Info” link and changing the selection to “No”.
- c. Indicate whether you would like the Court to group email notifications into a single message when possible.

You have successfully registered and may now use Practitioner Access.

Chapter III. Accessing Case Information

Logging on to Practitioner Access

1. To log on to Practitioner Access after registration, click the gray Practitioner Access button near the bottom-right eAccess page webpage (http://www.ustaxcourt.gov/electronic_access.html).

For Taxpayers:

Petitioner Access

Registration for eAccess:
The Court mails petitioners a Notice of Receipt of Petition upon the filing of a case. Registration instructions for eAccess are included with the Notice sent to self-represented (pro se) petitioners. Petitioners represented by a practitioner may also request instructions and register to use the Petitioner Access, but they should first consult their representative. Petitioners and parties may not request access to closed cases. Petitioners should include the docket numbers assigned to them on all correspondence.

- [Petitioners' Guide to Electronic Case Access and Filing](#)
- [Petitioner Access Request Form](#)
- [eAccess Support Form](#)
- [Terms of Use](#)

For Counsel Admitted to Practice Before the Tax Court:

Practitioner Access

Registration for eAccess:
The Court's Admissions Section mails newly admitted practitioners the registration instructions in their Certificates of Admission package. Unregistered practitioners may request registration instructions by contacting the Admissions Section at (202) 521-4629.

- [Practitioners' Guide to Electronic Case Access and Filing](#)
- [eFiling Information for IRS Chief Counsel Attorneys](#)
- [eAccess Support Form](#)
- [Terms of Use](#)

2. Enter the new user name you created during registration and click “Submit”. If you do not remember your user name, select the “Click here if you forgot your user name” link and follow the prompts. See page [15](#) for more information.

United States Tax Court: Practitioner Access

Please type your User Name:

User Name:

[Click here if you forgot your user name](#)

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

3. Type the answer to your security question exactly as you typed it during registration, including any punctuation or spaces. For example, if you selected the “In what city or town was your first job” question and typed “New York, NY” as the answer, you must type “New York, NY” as the answer. You will not be able to log on if you type “New York”, “New York, NY” or “New York, N.Y.” Click the “Submit” button.

The screenshot shows the United States Tax Court Practitioner Access login page. At the top left is the U.S. Tax Court seal. The header reads "United States Tax Court: Practitioner Access". Below this is the security question: "What is the first movie you saw in theaters?". The answer field contains "Giant". Below the answer field is a checkbox labeled "Remember my answer when logging on from this computer." Below the checkbox is a button labeled "Ask another one of my questions". Below that are two buttons: "Submit" and "Clear". The "Submit" button is highlighted with a green box, and the "Ask another one of my questions" button is highlighted with a red box. At the bottom of the page, it says "Generated by Blackstone ... The Judicial System © 2020 All Rights Reserved, CMC Software".

If you do not want to answer the security question each time you log on from the same computer, you may check the box below the security answer block and you will not be prompted to answer a security question on subsequent login attempts.

If you are unable to correctly answer the question, you may click the “Ask another one of my questions” button (see red box above). This option is available only if you selected and answered three security questions for your Practitioner Access profile.

For security reasons, you cannot log on to Practitioner Access without correctly answering a security question. If you cannot gain access, you will need to re-register. If you wish to do so, please submit an eAccess Support Form or call the Court to delete your existing Practitioner Access profile. Once your profile is deleted, you may use the User Name and Password from the Court’s original letter containing registration instructions to register for Practitioner Access. If you no longer have the letter, please contact the Admissions Section at (202) 521-4629 to request another.

4. If you see the security image you selected and the description you typed during registration, type your new password and click the “Log on & Accept Terms of Use” button to continue. If you do not see the security image and description, contact the Court at (202) 521-0700 or submit an [eAccess Support](#) request. If you do not remember your password, select the “Click here if you forgot your password” link and follow the prompts. See page [18](#) for more information.

United States Tax Court: Practitioner Access

You are here > Home > PSA Logon

Please type your Password

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

Password:

[Click here if you forgot your password](#)

By logging on to Practitioner Access, you acknowledge that you accept the United States Tax Court's Terms of Use.

Liberty

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

Resolving Problems Logging On

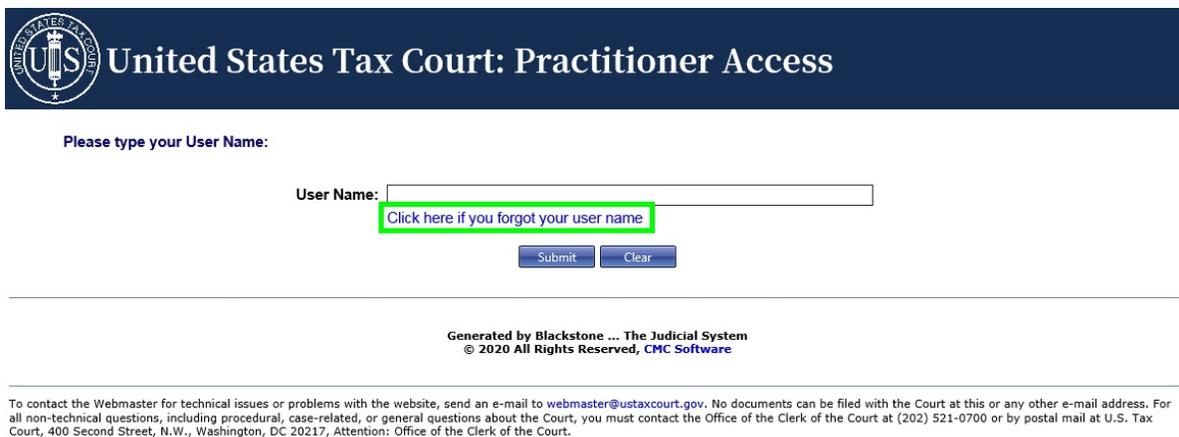
You may reset your Practitioner Access user name and/or password if you do not remember them or you are unable to log on. Follow the steps below to select a new user name and/or password and access your account. Either the Service E-mail address or Recovery E-mail address in your Practitioner Access profile must be valid and able to receive automatically generated messages from the Court. The email address must be unique. It cannot be linked to any other practitioner.

If you think you are correctly entering your username or password, it is possible there is a corrupt cookie or data stored in your web browser. Try deleting your browser’s cookies, passwords, and form data. If you are using Internet Explorer, click “Tools” and “Delete Browsing History”, and then click the appropriate button. You may also try using a different internet browser or computer.

Please confirm your computer meets the minimum eAccess hardware and software requirements: Windows computer system capable of running Internet Explorer 6.0 (or later) or Firefox 2.0 (or later) is required to use eAccess. Other

systems (Macintosh, Linux) and browsers (Opera, Safari, etc.) may work but are not officially supported. The Court's eAccess system is not compatible with mobile devices such as smartphones (iOS (Apple iPhone), Android, Windows, etc.) or tablet computers (iPad, Surface, Kindle, etc.).

1. Resetting your user name:
 - a. If you do not remember your user name, select the "Click here if you forgot your user name" link which will open a new tab in your browser.



- b. Click the box next to "I'm not a robot".



- c. When a green check appears in the box next to “I’m not a robot”, click “Next”.



Forgot User Name

Human Confirmation:

A human confirmation form with a reCAPTCHA challenge. It includes a green checkmark and the text "I'm not a robot" next to a reCAPTCHA logo. Below the form, there are "Next" and "Cancel" buttons, with the "Next" button highlighted with a green border. The text below the form reads: "Check the box above to indicate that you are not a robot. If prompted, solve the reCAPTCHA challenge. After the green check mark appears, click Next."

- d. Enter your primary email address in the “Service E-mail Address ” box. Alternatively, you may click the “Ask for Recovery E-mail Address” button if you are unable to access your service email account.



Forgot User Name

Please enter your Service E-mail Address:

A form for entering a service email address. It has a text input field containing "jaubrey@example.com" and a button labeled "Ask for Recovery E-mail Address". Below the form are "Next" and "Cancel" buttons, with the "Next" button highlighted with a green border.

- e. Click “Next”.
- f. Type the answer to your security question exactly as you typed it during registration, including any punctuation or spaces. For example, if you selected the “In what city or town was your first job?” question and typed “New York, NY” as the answer, you must type “New York, NY” as the answer. You will not be able to log on if you type “New York”, “New York,NY” or “New York, N.Y.” If you are unable to



Forgot User Name

What is the first movie you saw in theaters?

A security question form. The text "What is the first movie you saw in theaters?" is displayed above a text input field containing the answer "Giant". Below the input field is a button labeled "Ask another one of my questions". At the bottom are "Next" and "Cancel" buttons, with the "Next" button highlighted with a green border.

correctly answer the question, you may click the “Ask another one of my questions” button. **If you are unable to correctly answer one of the three questions, you will need to re-register.**

- g. The system will automatically send an email message containing a Recovery PIN to the email address you entered in step e above. If you do not receive the message, check your junk or spam folder. You may also click the “Click here if you did not receive the Recovery PIN and another one will be sent to you” button to generate and email another PIN. If you receive more than one Recovery PIN, please use the one you received most recently.



Forgot User Name

Please enter your Recovery PIN:

A Recovery PIN has been e-mailed to you. Please enter the Recovery PIN:

- h. You must enter a new user name and click “Save”. The new username must be 10 to 34 characters in length and contain only letters and numbers.



Forgot User Name

Please enter your new User Name:

* New User Name Fields Must Match

User Name:

Confirm User Name:

NOTE: User Name must be 10 to 34 characters long and contain only letters and numbers.

- i. Click the “Close” button to return to the Practitioner Access login tab and enter your new user name.



2. Resetting your password
 - a. If you forget your password, click the “Click here if you forgot your password” link below the password box to display the “Forgot Password” page.



- b. Click the box next to “I’m not a robot”. Respond to the reCAPTCHA challenge to prove that you are not a computer program trying to access the system.



United States Tax Court: Practitioner Access

Forgot Password

Human Confirmation:

I'm not a robot 
reCAPTCHA
Privacy - Terms

Check the box above to indicate that you are not a robot.
If prompted, solve the reCAPTCHA challenge.
After the green check mark appears, click Next.

- c. When a green check appears in the box next to “I’m not a robot”, click “Next”.



United States Tax Court: Practitioner Access

Forgot Password

Human Confirmation:

I'm not a robot 
reCAPTCHA
Privacy - Terms

Check the box above to indicate that you are not a robot.
If prompted, solve the reCAPTCHA challenge.
After the green check mark appears, click Next.

- d. Enter your primary email address in the “Service E-mail” address box. Alternatively, you may click the “Ask for Recovery E-mail Address” button if you are unable to access your service email account.



United States Tax Court: Practitioner Access

Forgot Password

Please enter your Service E-mail Address:

E-mail Address:

- e. Click “Next”.

- f. Type the answer to your security question exactly as you typed it during registration, including any punctuation or spaces. For example, if you selected the “In what city or town was your first job?” question and typed “New York, NY” as the answer, you must type “New York, NY” as the answer. You will not be able to log on if you type “New York”, “New York, NY” or “New York, N.Y.” If you are unable to correctly answer the question, you may click the “Ask another one of my questions” button. **If you are unable to correctly answer one of the three questions, you will need to re-register.**



Forgot Password

What is the first movie you saw in theaters?

Answer:

- g. The system will automatically send an email message containing a Recovery PIN to the email address you entered in step d above. If you do not receive the message, check your junk or spam folder. You may also click the “Click here if you did not receive the Recovery PIN and another one will be sent to you” button to generate and email another PIN. If you receive more than one Recovery PIN, please use the one you received most recently.



Forgot Password

Please enter your Recovery PIN:

A Recovery PIN has been e-mailed to you. Please enter the Recovery PIN:

- h. You must enter and confirm a new password. The case-sensitive password must be 10 to 34 characters long and contain at least one capital letter and at least one number or special character such as a symbol (*, #, _) or punctuation. Leading and trailing spaces are not allowed. As you type, you will see a password strength indicator. You should use a strong password. Click “Save”.



United States Tax Court: Practitioner Access

Forgot Password

Please enter your new Password:

* New Password Fields Must Match

Password: Strong

Confirm Password:

NOTE: Password must be 10 to 34 characters long and contain at least one capital letter and at least one number or special character. Leading and trailing spaces are not allowed.

- i. Click the “Close” button to return to the Practitioner Access login tab and enter your new password.



United States Tax Court: Practitioner Access

Forgot Password

Your new password has been successfully saved.

Logging Off Practitioner Access

At the end of your Practitioner Access session, you may log off the system by clicking the “Logout” hyperlink in the upper-right corner of the screen below the date.

Viewing the Docket Sheet and Documents

Registered users may view case information and documents available in electronic form in their case(s) by logging on to Practitioner Access. Practitioners representing petitioners may access documents in a case after filing the petition, entry of appearance, substitution of counsel, motion to substitute parties and change caption, notice of intervention, notice of election to intervene, or notice of election to participate. Only IRS practitioners who signed and included their Tax Court bar number on the first responsive document submitted to the Court or those IRS practitioners who have been added to the case may access documents in a case. IRS practitioners with eAccess privileges in a case may add or delete additional IRS practitioners who have registered for eAccess. It is the responsibility of the IRS to timely remove from all cases practitioners who leave the IRS. The IRS must also

maintain their attorneys' access to cases and keep the record current and accurate by sending an electronic file to the Court monthly to update IRS practitioners. Additional information is available in [eFiling Information for IRS Chief Counsel Attorneys](#).

NOTE: Transcripts of hearings and trials are not electronically viewable until 90 days after the proceeding.

What Can Be Viewed Through eAccess?

In cases commenced before 2005, documents filed after January 12, 2009, and in all other cases, documents filed after March 1, 2008, are viewable through eAccess.

What Cannot Be Viewed Through eAccess?

The following documents cannot be viewed through eAccess:

- Documents in sealed cases
- Individual documents that have been sealed or deemed stricken from the record
- Documents in disclosure cases (i.e., cases where the docket number ends with the letter "D")
- Transcripts (until 90 days after the date of the proceeding)

As a reminder, the general public may use Docket Search on the Court's website to view all Tax Court opinions, orders, decisions, and docket records in unsealed cases without registering for eAccess.

Service Documents:

After successfully logging on, practitioners will see a list of unviewed documents eServed in their cases on the "My Service" page. If all previously eServed documents have been viewed and no new documents have been served, you will see the "No Unviewed Service Documents" message. Documents served in paper, if any, will not appear on the "My Service" page.



United States Tax Court: Practitioner Access

[Logout](#)

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

Practitioner: James C. Aubrey

Tax Court Bar No.: AJ0683

My Service

No Unviewed Service Documents.

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

If new documents have been served or you have not viewed previously served documents, they will be listed on the “My Service” page. The page displays the date of service, the docket number and caption of the case, type of document served, and a “View” hyperlink showing the number of pages in the document. Clicking the hyperlinked docket number will take you to the “Case Index” for the case. Clicking the “View” hyperlink in the “Service Document” column will open the document in Adobe Reader or equivalent PDF viewer. The PDF viewer’s toolbar appears directly above the document window. If the displayed document is larger than the screen or consists of multiple pages, the scroll bars on the right side of the window may be used to move through the document. Clicking the appropriate icons on the toolbar will save or print the document.



United States Tax Court: Practitioner Access

[Logout](#)

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

Practitioner: James C. Aubrey

Tax Court Bar No.: AJ0683

My Service

Max. Results per Page: 25

Service Date	Docket Number	Caption	Document Type	Service Document
01/25/2017	327268-13	John Doe	Miscellaneous Documents	View 2
12/14/2016	327268-13	John Doe	Pre-Trial Memo	View 2

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

Note: If you represent multiple parties in the same case, you may receive a separate eService notification for each document served on each party you represent.

Documents will remain on the list of unviewed service documents until they are viewed. Clicking the “View” hyperlink to download a document counts as

viewing the document. After the service view is exhausted, the document may be viewed again from the Case Index or Miscellaneous Unfiled Documents.

If the document window opens to a blank screen, please see page [26](#) for instructions on changing your Adobe Acrobat or Adobe Reader settings. Should you encounter problems viewing documents, please seek help immediately.

My Cases:

To access cases in which you have filed the petition or entered an appearance, click the “My Cases” hyperlink near the top of the page to display a list of your open cases. Clicking the blue docket number will display the docket sheet for the selected case.

United States Tax Court: Practitioner Access

Logout

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

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

My Cases

Display » Open Cases Closed Cases Open and Closed Cases

Max. Results per Page: 25 ▼

Docket Number	Caption
327268-13	John Doe

Generated by Blackstone ... The Judicial System
© 2020 All Rights Reserved, CMC Software

Clicking the “Closed Cases” radio button above the list of cases will display only closed cases. Click the hyperlinked docket number to view the docket sheet for the selected case.

You may also click the “Open and Closed Cases” radio button to display all your cases (both open and closed).

The Docket Sheet and the Case Index:

The docket sheet contains the Case Index--a list of all filings and proceedings in the case. To print the docket sheet, click the gray “View/Print Docket Sheet” button located above the Case Index to open a printer friendly version. Click the print button in the printer friendly window.

For documents filed after March 1, 2008, in cases commenced after 2004, the “Document” column contains a “View” hyperlink which includes the number of pages of the filed document. The Tax Court does not impose user fees or charge to

view, save, or print documents. To view a document, click the hyperlink once. In the example below, to view the Petition, click the “View 11” hyperlink. Please allow a sufficient amount of time for the document to open. Large documents take longer to open.

United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search
 Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
 HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Case Index **eFile**

Docket No.: 327268-13 **Caption:** John Doe

Petitioner Counsel

Bar No: AJ0683 James C. Aubrey
No: 1 Jefferson Litc

987 Oak Street, Nw
 Washington, DC, 20001

Respondent Counsel

Bar No: BB0539 Barry Black
No: 1 Office of Chief Counsel, Irs

1111 Constitution Ave., Nw
 Washington, DC, 20224

View/Print Docket Sheet

- 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, Service Parties, Parties, Participants, Respondent Practitioners, eFiling

Max. Results per Page: 25

Filed	Filings and Proceedings	Action/Status Date	Served	Document
11/19/2013	PETITION Filed:Fee Paid		R 12/03/2013	View 11
11/19/2013	REQUEST for Place of Trial at Chicago, IL		R 12/03/2013	View 1

Documents are in portable document format (PDF) and require Adobe Reader or equivalent to view them. Clicking “View” launches Adobe Reader or an equivalent PDF viewer and displays the document within the browser window. The PDF viewer’s toolbar appears directly above the document window. If the displayed document is larger than the screen or consists of multiple pages, the scroll bars on the right side of the window may be used to move through the document. Clicking the appropriate icons on the toolbar will save or print the document. A document may be saved or printed each time it is viewed through eAccess, and parties are encouraged to do so.

If the document window opens to a blank screen, please see below for instructions on changing your Adobe Acrobat or Adobe Reader settings. Should you encounter problems viewing documents, please seek help.

The docket sheet also contains links (see the red box, above) to certain correspondence documents, eFiling, and information on parties, participants, and practitioners in the case.

- **Miscellaneous Unfiled Documents** - displays a list of viewable documents that were not filed in the case, such as correspondence from the Court.
- **Service Parties** - displays the parties in the case who require service with the type of service (paper or electronic) they receive and the party whom they represent, if any.
- **Parties** - displays petitioners, intervenors, corporations, and fiduciaries in the case, and their counsel, if any.
- **Participants** - displays the partner(s) who elect(s) to participate in a partnership action by filing a notice of election to participate under [Rule 245](#).
- **Respondent Practitioners** - displays the attorneys representing the IRS.
- **eFiling** - displays the eFiling form that allows you to electronically transmit documents to the Court. See Chapter VI “Electronic Filing (eFiling)” for more information.

Resolving Problems Viewing Documents

To avoid problems using eAccess, add www.ustaxcourt.gov to your list of trusted sites and change your browser settings to allow pop-up windows on the Court’s website. The Court requires high-speed cable or DSL internet service to use eAccess. Dial-up service may not allow a document to download before the eAccess connection times out.

A large document may take several minutes to open, even with a high-speed connection. Please allow sufficient time for it to download. The system will alert you when the document is very large (greater than 500 pages or 500MB).

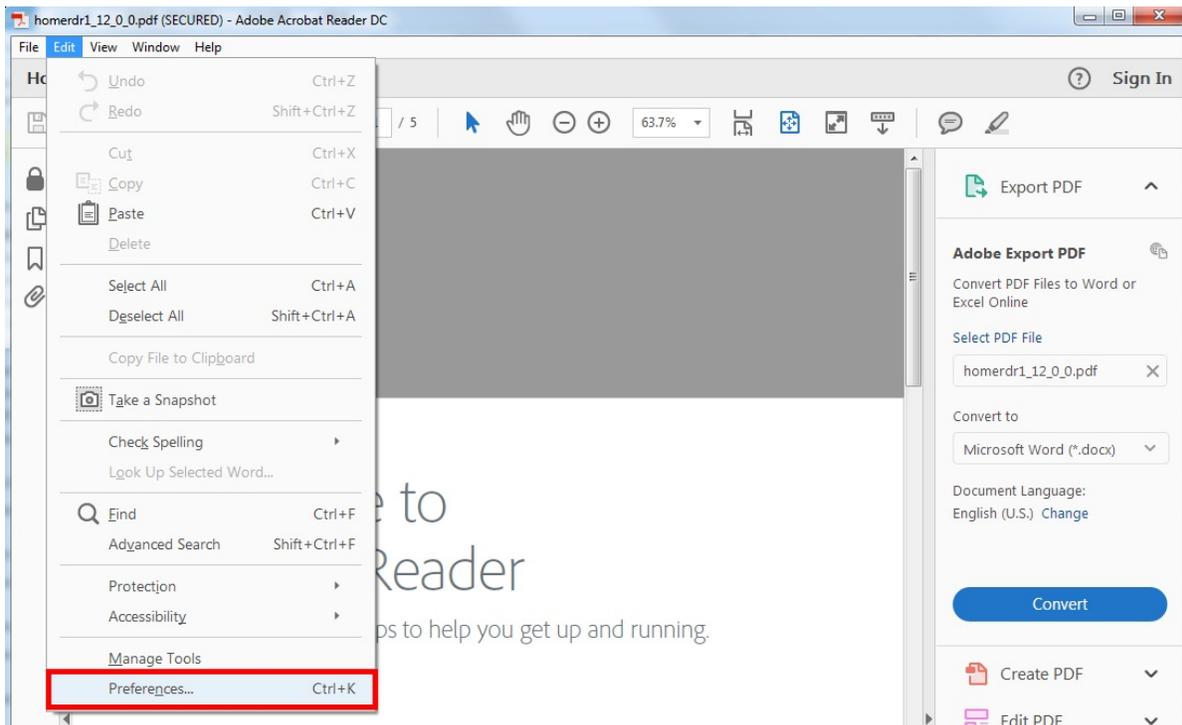
Practitioner Access is not compatible with mobile devices, such as tablet computers or smartphones. You should attempt to view documents only from a notebook or desktop computer.

The Court’s system sends a Notification of Service immediately after a document is eFiled. The document must be indexed before it may be viewed through Practitioner Access. This may take several minutes or longer, depending on the size of the document and volume of transactions the system is processing. The Court recommends waiting approximately 30 minutes after receiving the Notification of Service before attempting to view the document eServed.

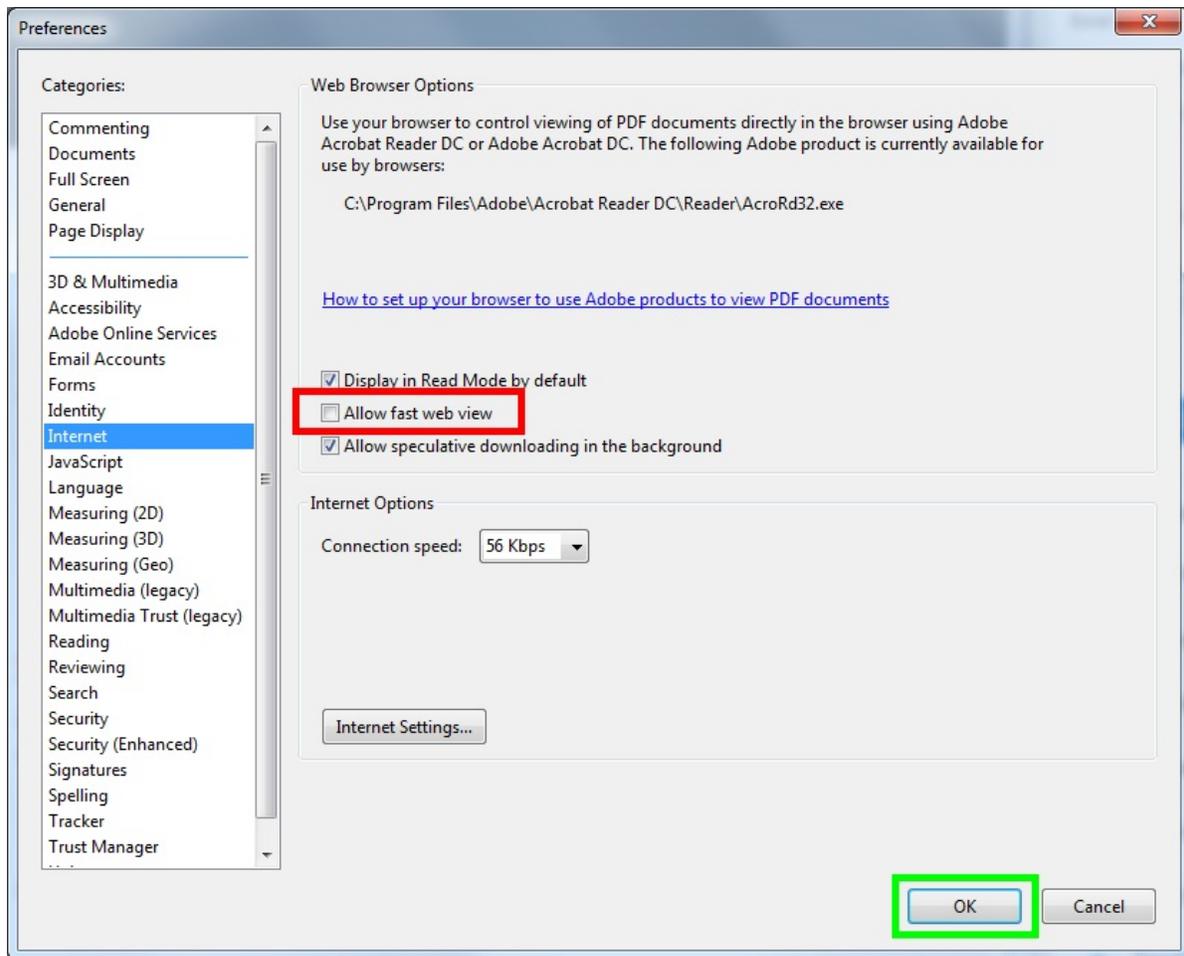
Adobe Acrobat, Adobe Reader, or equivalent PDF viewer is required to view documents. Adobe Reader may be obtained free of charge from the Adobe website (www.adobe.com). If you are having trouble viewing a document, try downloading and installing the latest version of the viewer.

If a document opens to a blank screen or you receive an error when opening a document, a setting in Adobe Acrobat or Adobe Reader may be preventing it from opening. To change the setting:

1. Close Practitioner Access and all web browser windows.
2. Launch Adobe Reader. (Depending on your computer, you may need to click the “Start” button and then “All programs”, and select Adobe Reader from the list of programs.)
3. Select “Edit” on the menu and then click “Preferences”.



4. Select the “Internet” category on the left of the “Preferences” window.
5. Uncheck “Allow fast web view” box under “Web Browser Options”.



6. Click OK.
7. Exit Adobe Reader.
8. Reboot your computer.
9. Log on to Practitioner Access and view your document.

Note: Updating Adobe Reader and Adobe Acrobat may reset the “Allow fast web view” setting. Verify that the “Allow fast web view” box is unchecked each time you update either program.

Searching Docket Records

Practitioner Access allows you to search for cases and view Docket records of unsealed cases to which you do not have eAccess. You may also view opinions, orders, and decisions which are available to the public. Note: Orders and decisions entered before March 1, 2008, are not viewable. You may search by docket number (Case Entry), the name of a party (Party Search), or the name of a corporation (Corporate Search).

Case Entry:

To search for a case by docket number, click the “Case Entry” link, type the Docket Number, and then click the “Search” button to display the docket sheet.

The screenshot shows the top navigation bar with the United States Tax Court logo and the text "United States Tax Court: Practitioner Access". A "Logout" link is in the top right. Below the navigation bar, there are several links: "Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search", "Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions", and "HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use". The "Case Entry" link is highlighted with a red box. Below the links, the user's name "Practitioner: James C. Aubrey" and "Tax Court Bar No.: AJ0683" are displayed. The main heading is "Case Entry". Below this, there is a search form with "Docket Number:" followed by two input fields containing "50003" and "12". Below the input fields are "Search" and "Reset" buttons, with the "Search" button highlighted by a green box. A "Help" link is below the buttons. A note states "Docket records are available for cases filed on or after May 1, 1986." At the bottom, it says "Generated by Blackstone ... The Judicial System © 2020 All Rights Reserved, CMC Software".

Party Search:

To search by the petitioner’s name, click the “Party Search” link, enter the petitioner’s last name (required), and click the “Search” button. You may narrow the search by entering the first name, middle initial, and/or state.

The screenshot shows the top navigation bar with the United States Tax Court logo and the text "United States Tax Court: Practitioner Access". A "Logout" link is in the top right. Below the navigation bar, there are several links: "Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search", "Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions", and "HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use". The "Party Search" link is highlighted with a red box. Below the links, the user's name "Practitioner: James C. Aubrey" and "Tax Court Bar No.: AJ0683" are displayed. The main heading is "Individual Party Search". Below this, there is a search form with "Last Name:" followed by an input field containing "Smith", "First Name:" followed by an input field containing "Lisa" and a clear button "x", and "Middle:" followed by an empty input field. Below these are "State:" followed by an empty input field, and "Year Submitted:" followed by "From" and "To" input fields. Below the input fields are "Search" and "Reset" buttons, with the "Search" button highlighted by a green box. A "Help" link is below the buttons. A note states "Docket records are available for cases filed on or after May 1, 1986." At the bottom, it says "Generated by Blackstone ... The Judicial System © 2020 All Rights Reserved, CMC Software".

Click the hyperlinked docket number in the search results to select a case.



Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, **Party Search**, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Individual Party Search

Last Name: First Name: Middle:
State: Year Submitted: From To

Max. Results per Page: 25

Docket No.↑	Date Filed	Petitioner Name	Spouse Name	State
389396-14S	12/10/2014	Lisa A. Smith		MD
323612-14	11/07/2014	Lisa B. Smith		WA
320882-14	08/25/2014	Lisa L. Smith		NY

Corporate Search:

If the petitioner is a corporation, click the “Corporate Search” link, enter one key word from the petitioner’s name in the “Keyword 1” box, and click “Search”. You may narrow the search by entering a second key word in the “Keyword 2” box. Any cases found will be displayed. Click the hyperlinked docket number in the search results to select a case.



Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, **Corporate Search**
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Corporate Search

Keyword 1 (Required): Keyword 2 (Optional):

[Help](#)

Docket records are available for cases filed on or after May 1, 1986.

Chapter IV. Maintaining Your Profile

Updating Profile Information

The system will periodically prompt you to review and update the information in your Practitioner Access profile. You may update the information at



Go to: [My Case](#), [My Service](#), [My Transactions](#), [My Notifications](#), [Case Entry](#), [Party Search](#), [Corporate Search](#)
Go to: [Update Info](#), [Change User Name](#), [Change Password](#), [Change Security Image](#), [Change Security Questions](#)
HELP [Practitioners' Guide to Electronic Case Access and Filing](#), [eAccess Support Form](#), [Terms of Use](#)

[Logout](#)

Practitioner: James C. Aubrey

Tax Court Bar No.: AJ0683

Update Info

Name

* Last Name: * First Name: Middle Name: Suffix:

Address

Firm name:

Suite/Apt. #/PO Box:

* Street:

* City:

* Country:

* State:

* Zip:

Contact Information

* Service E-mail Address:

* Confirm Service E-mail Address:

Recovery E-mail Address: ⓘ

Confirm Recovery E-mail Address:

* Primary Phone Number: Landline Mobile

Secondary Phone Number: Landline Mobile

Bar Numbers

* Bar State 1: * Bar Reg. No. 1:

Bar State 2: Bar Reg. No. 2:

Bar State 3: Bar Reg. No. 3:

Do you wish to provide additional bar numbers? Yes No

E-mail Notifications

eService provides notification of service via e-mail. Served documents can be viewed electronically through Practitioner Access. Registering for Practitioner Access constitutes consent to eService.

Courtesy Copy Service E-mail Address 1: ⓘ

Courtesy Copy Service E-mail Address 2: ⓘ

Consent to general information e-mails from the Court? Yes No

Group multiple eService notifications into a single message when possible? Yes No

Agreed to our Terms Of Use on **2/10/2017 at 4:02:45 PM Eastern time**
[Click here to view our Terms of Use](#)

(* = Required Field)

any time by clicking the “Update Info” link. Make the needed changes and click the “Save” button to submit the information to the Court.

If you are changing or adding an email address, the new email address you provide must be able to receive automatically generated messages from the Court.

By accepting the eAccess Terms of Use, you are required to regularly log on to your Practitioner Access account in case a notification was intercepted by the email program’s junk mail filter. To reduce the possibility of notifications being returned as undeliverable to the Court’s email system, you should add the Court’s domain “ustaxcourt.gov” to your email program’s list of safe senders. **The Court does not respond to sender verification messages automatically generated by junk email or spam filters or monitor bounced-back messages from practitioners.**

Change User Name

To change your user name, click the “Change User Name” link and enter a new user name in the top box. The new username must be 10 to 34 characters in length and contain only letters and numbers. Type the new user name again in the “Confirm New User Name” box. Click the “Save” button to save the change.

The screenshot shows the top navigation bar with the United States Tax Court logo and the text "United States Tax Court: Practitioner Access". A "Logout" link is visible in the top right. Below the navigation bar, there are several links: "Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search", "Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions", and "HELP » Practitioners Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use". The "Change User Name" link is highlighted with a red box. Below the navigation bar, the user's name "Practitioner: James C. Aubrey" and "Tax Court Bar No.: AJ0683" are displayed. The "Change User Name" section contains two input fields: "* New User Name:" and "* Confirm New User Name:". Below the input fields, a note states: "NOTE: User Name must be 10 to 34 characters long and contain only letters and numbers." At the bottom of the form, there are two buttons: "Save" and "Reset". The "Save" button is highlighted with a green box. Below the buttons, a red asterisk indicates that the fields are required: "(* = Required Field)".

Change Password

To change your password, click the “Change Password” link. Type the current password (the password you used to log on most recently to Practitioner Access) in the “Old Password” box and enter the new password in the “New Password” box. The case-sensitive password must be 10 to 34 characters long and contain at least one capital letter and at least one number or special character such as a symbol (*, #, _) or punctuation. Leading and trailing spaces are not allowed.

Type the new password again in the “Confirm New password” box. Click the “Save” button to validate and save the change.



United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey **Tax Court Bar No.:** AJ0683

Change Password

*** Old Password:**

*** New Password:**

*** Confirm New Password:**

NOTE: Password must be 10 to 34 characters long and contain at least one capital letter and at least one number or special character. Leading and trailing spaces are not allowed.

(* = Required Field)

Change Security Image

To change your security image or its description, click the “Change Security Image” link. The current image and description are displayed. To select a different image, click the “Click here to change your Security Image” link. Select a new image as on page 8. You may change the description by deleting the existing text from the box and then typing a new description. Click the “Save” button to save your changes.



United States Tax Court: Practitioner Access

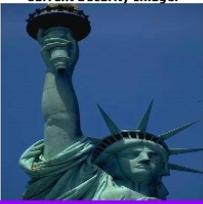
Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey **Tax Court Bar No.:** AJ0683

Change Security Image

Current Security Image:



[Click here to change your Security Image](#)

*** Description:**

(* = Required Field)

Change Security Questions

To change your security questions, click the “Change Security Questions” link. The current questions and answers are displayed. Select a different question from one of the security question drop-down lists. Type the answers to the new questions in the “Answer” fields and then click the “Save” button to save the changes.

United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Change Security Questions

* Security Question 1: What is the first movie you saw in theaters?
* Answer 1: Giant

* Security Question 2: What is your favorite wild animal?
* Answer 2: bear

* Security Question 3: What was the first name of your favorite childhood friend?
* Answer 3: Bobby

Save Reset

(* = Required Field)

Please pay close attention to how you type the answer. When you log on to Practitioner Access after registering, you must provide the answer to your security question exactly as you type it during registration, including spaces and punctuation. For example, if you selected the “In what city or town was your first job?” question and typed “New York, NY” as the answer, you must type “New York, NY” as the answer. You will not be able to log on if you type “New York”, “New York,NY” or “New York, N.Y.” If you are unable to correctly answer the question, you may click the “Ask another one of my questions” button. **If you are unable to correctly answer one of the three questions, you will need to re-register.**

There is no way to reset the security questions should you be unable to correctly answer one of the questions. You will need to re-register. If you would like to do so, please contact the Court by submitting an [eAccess Support Form](https://psa.ustaxcourt.gov/eAccessSupport/) (https://psa.ustaxcourt.gov/eAccessSupport/) or by telephone at (202) 521-0700, and we will delete your existing profile. You may use the temporary User Name and Password from the Court’s letter containing registration instructions to re-register immediately after the profile is deleted. If you do not have the letter, you may request another.

My Notifications

You can elect to receive email notifications when decisions, opinions, and/or orders are filed in cases in which you are not counsel of record. When documents that meet the selected criteria are served, you will receive an email notification. To view a document, use Case Entry, Party Search, or Corporate Search (see page 28) to access the case, and then click the relevant “View” hyperlink.

United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search
 Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
 HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

My Notifications

You can elect to receive notifications in cases in which you are not counsel of record by entering a Docket Number and selecting the type of notification you would like to receive.

* Docket No: 312345-15 * Type: **All Selectable Types** Add Notification Clear Notification (* = Required Field)

No Notifications.

1. Enter the Docket Number.
2. Select the type of document for which you would like to receive service notifications from the following: All Serviceable Types, Decision, Opinion, Order.
3. Click the “Add Notification” button.

To stop receiving email notifications in a certain case or for a specific type of document, click the corresponding link in the “Remove” column (see red box below).

United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search
 Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
 HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

My Notifications

You can elect to receive notifications in cases in which you are not counsel of record by entering a Docket Number and selecting the type of notification you would like to receive.

* Docket No: 312345-15 * Type: Select One- Add Notification Clear Notification (* = Required Field)

Max. Results per Page: 25

Docket No.:	Case Name:	Type:	Remove:
312345-15	Jonathan Y. Jones & Joan Y. Jones	Decision	Remove
312345-15	Jonathan Y. Jones & Joan Y. Jones	Opinion	Remove
312345-15	Jonathan Y. Jones & Joan Y. Jones	Order	Remove

Chapter V. Electronic Service (eService)

[Rule 21\(b\)\(1\)\(D\)](#) of the Tax Court Rules of Practice and Procedure authorizes service by electronic means if the person served consented in writing. [Rule 21\(b\)\(5\)](#) authorizes such service through the Court's eAccess system pursuant to procedures prescribed by the Court.

An eFiler may use the Court's transmission facilities to electronically serve those parties or persons in the case who have consented to electronic service. Registration for Practitioner Access constitutes consent to electronic service as provided in these procedures.

Each time a party eFiles a document, the Court's eAccess system generates an email Notification of Service to all parties and persons in the case who have consented to electronic service. The Notification of Service in conjunction with the entry on the Court's electronic docket record constitutes service on all parties who have consented to electronic service. A certificate of service is not required with the eFiled document. Similarly, each time the Court issues a document in a case, a Notification of Service is generated to all parties who have consented to electronic service.

Upon receipt of the Court's email Notification of Service, the recipient should log on to eAccess to view/download the document(s) from the list of unviewed Service Documents. The document may also be saved or printed at this time. The document is removed from the unviewed Service Document list after the user clicks the View link. Practitioners are required to regularly log on to Practitioner Access to view served documents.

Note: The Court's system sends a Notification of Service immediately after a document is eFiled. The document must be indexed before it may be viewed through eAccess. This may take several minutes or longer, depending on the size of the document and volume of transactions the system is processing.

The filing party must make paper service on service parties who have not consented to electronic service. The filing party must also make paper service when filing a document with the Court in paper form.

Parties cannot use the Court's transmission facilities to make service of documents, such as discovery requests, that are not filed with the Court. The Court cannot serve documents that are not filed, such as expert reports.

Simultaneous briefs (briefs due by all parties to the Court on the same day) will be added to the Case Index as they are filed but will not immediately be served or be viewable through Practitioner Access. The Court will serve simultaneous

briefs when all have been received. Simultaneous briefs may be viewed through Practitioner Access after service.

If the Court's email Notification of Service to a pro se petitioner is returned (bounces back) to the Court's system as undeliverable, the Court will revoke the petitioner's consent to electronic service and notify the eFiler, who must then serve the pro se petitioner in paper form and eFile a certificate of service in the case. The Court will also notify the pro se petitioner on whom eService failed and provide instructions for restoring eService. Electronic service is optional for petitioners, and they are not required to take further action unless they wish to eFile documents going forward.

The Court does not monitor bounced-back emails from practitioners or provide paper service to practitioners registered for Practitioner Access. To reduce the possibility of notifications being misclassified as spam or returned as undeliverable, practitioners should add the Court's domain "ustaxcourt.gov" to their email program's list of safe senders and update their email address in the event it changes.

Chapter VI. Electronic Filing (eFiling)

Electronic filing (eFiling) is mandatory for most parties represented by counsel (practitioners) in cases with petitions filed on or after July 1, 2010. See [Rule 26\(b\)](#). The eFiling requirement is substantially in accord with eFiling policies applicable in other Federal Courts. Mandatory eFiling does not apply to pro se petitioners, including petitioners assisted by low-income taxpayer clinics and Bar-sponsored pro bono programs that participate in Tax Court calendar calls; practitioners who apply to the Court for and are granted relief from the requirement to eFile based on good cause; documents filed at trial sessions; or documents not eligible for eFiling in the Tax Court, such as petitions and sealed documents. The Court will not accept for filing any document required to be eFiled under this policy that is submitted by mail or delivered to the Clerk's Office in paper form. The [Tax Court Rules of Practice and Procedure](#) (Rules) are applicable to all documents filed with the Court. Practitioners may find additional information below.

Counsel who are registered for Practitioner Access, agree to the eAccess Terms of Use, and are in good standing with the Court may eFile documents from a computer that meets the minimum requirements for eAccess. **The petition may be filed only in paper form;** thus, eFiling in a case can be commenced only after a petition has been filed in the Tax Court in that case. Any counsel for respondent with eFiling privileges may eFile the first responsive pleading in a case. Thereafter, only respondent's counsel who signed the answer or who have been given access to the case by an IRS attorney in the case may eFile in it.

Exemption from eFiling for Low-Income Taxpayer Clinics and Bar-Sponsored Pro Bono Programs

Practitioners employed by low-income taxpayer clinics or who assist taxpayers as part of a Bar-sponsored pro bono program may, but are not required to, eFile on their clients' behalf. Practitioners who wish to be exempt from eFiling under the low-income taxpayer clinic/Bar-sponsored pro bono program exemption must file a motion to be exempt from eFiling in each case in which they wish to be exempt.

Good Cause Exception to eFiling

Upon motion and a showing of good cause, the Court may exempt a practitioner who has entered an appearance in a case (or cases) from eFiling and permit filing in paper form. If a practitioner is unable to eFile, he or she must file in each case for which he or she is seeking to be exempt a paper motion for leave to be exempted from eFiling (motion for exemption) and show good cause (i.e., hardship to the practitioner) why he or she cannot eFile. A motion for exemption, if granted, does not alter any preexisting deadlines. Accordingly, the practitioner may

also wish to submit in paper form, along with the motion for exemption, any responsive documents that are due to ensure all filing deadlines are met. **Note:** If the Court grants a practitioner's motion for exemption, he or she will be ineligible to receive electronic service (eService) in that case. If the practitioner who seeks to be exempted from eFiling is counsel of record in more than one case, he or she must file a separate motion to be exempt in each case in which he or she seeks to be exempt from eFiling.

What Documents May Be eFiled

Practitioners must electronically transmit all documents eligible for eFiling, except those filed at trial sessions, if the petition was filed on or after July 1, 2010. The table on page [82](#) includes the documents that may be filed with the Tax Court. Practitioners may consult the list while preparing documents to ensure they are correctly titled and to determine whether they are eligible for eFiling. As an aid to eFilers when they select the title of the document to be filed, the table also includes the document category, such as "Motions" or "Miscellaneous Documents" in which the document may be found. Those documents marked as ineligible for eFiling must be submitted to the Court in paper form. If the eFiler selects an ineligible document type during the eFiling process, the system will display an error message.

If a practitioner eFiles a document in a case in which the petition was filed before July 1, 2010, he or she must eFile all subsequent documents in the case (except ineligible or sealed documents). A user who wishes to submit a document in paper form after filing other documents electronically must submit a motion requesting approval of the Court to do so. The Court will automatically reject and return to the sender documents submitted in paper form (that are otherwise required to be eFiled) when unaccompanied by a motion requesting leave to file in paper form.

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. (Trial exhibits are not eFiled.) Exhibits or attachments that are not in a format that readily permits electronic conversion to PDF or TIFF format, such as blueprints and software, may be mailed to the Court with a cover sheet including the caption, docket number, title of the electronically transmitted document, and date the document was eFiled (see page [98](#) for sample format). The eFiled document should indicate which exhibits or attachments are not electronically transmitted (and thus not included in the eFiled document), and the eFiler must serve a copy of the exhibits or attachments on the opposing party in the format in which they are filed with the Court.

Documents in the nature of evidence are not received into evidence merely by virtue of being eFiled. The parties may offer evidentiary materials to the Court at the time of trial.

Unlike exhibits which are included in the document file, a document requiring leave of the Court for filing, such as a Reply filed out of time, must be electronically transmitted in a separate document from an eFiled motion for leave to file per [Rule 41\(a\)](#) of the Tax Court Rules of Practice and Procedure. However, the document requiring leave must be submitted in the same transaction as the motion. For example, a practitioner should eFile a motion for leave to file a reply out of time (motion.pdf) and add the Reply (reply.pdf) when prompted to attach the document to be eLodged. The motion will be eFiled and the Reply will be eLodged. If the Court grants the motion for leave, then the Court will file the Reply. A motion for leave with supporting memorandum of law and related papers must also be eFiled in separate documents but in the same transaction. See instructions on page [68](#) for additional information on eFiling documents requiring leave and supporting documents.

Affidavits, briefs, declarations, and memoranda that are filed in support of documents other than motions for leave may be filed in separate transactions. For example, a practitioner may file a motion for summary judgment in one transaction and a declaration in support for the motion in another transaction.

All documents in disclosure cases (i.e., cases where the docket number ends with the letter “D”) and sealed cases must be filed in paper form. In addition, motions to seal a document or a case, motions for protective order requesting that something (i.e., address, document, or case) be sealed, and responses to motions to seal must also be filed in paper form.

Documents filed in paper form may be hand-delivered to the Tax Court between 8:00 a.m. and 4:30 p.m. (eastern time) or mailed to:

United States Tax Court
400 Second Street, N.W.
Washington, D.C. 20217-0002

Documents filed by those who are not parties to a case must be filed in paper form because those persons do not have eAccess to the case. For example, if a party serves a subpoena on a witness, the witness may file a motion to quash, but must do so in paper form.

Timeliness of eFiled Documents

A document will be considered timely filed if it is electronically filed at or before 11:59 p.m., eastern time, on the last day of the applicable period for filing. See [Rule 22\(d\)](#).

1. All the text to be redacted may be cut out (literally) and the clippings properly disposed of (shredded). This method will always be 100% effective.
2. The sections to be redacted may be covered with opaque (100% impenetrable by light; neither transparent nor translucent) tape or paper. The use of plain paper should be avoided as the scanner may pick up images through the paper. Some black paper may allow some light reflection and should be used with care.

The document must include the typed name of the user under whose user name and password the document is transmitted which serves as the eFiler's signature on all electronic documents filed with the Court. In addition, a party may eFile a document containing a digitized signature or a scanned document containing a written signature. The document must contain the eFiler's Tax Court bar number, address, telephone number, and email address. For example:

James M. Scott
Tax Court Bar No. SJ0000
111 Elm Street
Washington, DC 20000
Telephone: (202) 555-1212
email: myusername@example.com

Except for stipulated decisions, documents that require signatures in addition to that of the eFiler, such as a stipulation or motion signed by two practitioners, may be electronically transmitted; however, the eFiler must maintain the paper copy (with all required original signatures) for a period of 18 months after the decision in the case is final.

In light of the COVID-19 emergency, the Court has adopted more flexible signature requirements for stipulated decisions to minimize delays in the filing of stipulated decisions in otherwise settled cases:

1. The Court authorizes a party to electronically file a stipulated decision when they have received a high-resolution TIFF or PDF image of a decision signed by the other party, even though the filing party may not receive an original signed decision.
2. The Court authorizes the party electronically filing the stipulated decision to sign the image file electronically using a digital image of an actual signature. Stipulated decisions should only be filed when they contain the signatures (original or digital) of all parties.
3. The Court modifies the requirement that the party filing the stipulated decision must maintain a paper copy of the stipulated decision with all

required original signatures for an 18-month period and provides instead that the party filing the stipulated decision must maintain for an 18-month period the original electronic copy of the decision signed by the other party as it was transmitted to the filing party.

4. With respect to sealed cases, the Court requires the parties to alert the Court that stipulated decisions have been electronically secured and to seek the Court's guidance on how to file the stipulated decisions.

Documents bearing multiple signatures must contain the address and telephone number of each signer and the date he or she signed the document. The Court will accept digitized signatures and typewritten names of the other parties or persons if the document contains a statement that the document is being filed with their consent. Alternatively, documents containing written signatures may be scanned into PDF or TIFF. On request of the Court, the eFiler must provide original documents for review.

Below is an example of the signature page of a motion electronically transmitted by two practitioners, James M. Scott and Martha L. Johnson. James Scott is eFiling on behalf of his associate; therefore, his signature is not required but may be included. Martha Johnson's signature is digitized in the example, but the Court would also accept the document if the signature were typed or if the page were scanned with her written signature.

WHEREFORE, it is prayed that this motion be granted.	
Date: May 1, 2020	James M. Scott Tax Court Bar No. SJ0000 111 Elm Street Washington, DC 20000 Telephone: (202) 555-1212 email: myusername@example.com
Date: May 1, 2020	<u>Martha L. Johnson</u> Martha L. Johnson Tax Court Bar No. JM0000 111 Elm Street Washington, DC 20000 Telephone: (202) 555-1212

Documents must be printed to portable document format (PDF) or converted to tagged image file format (TIFF) and saved with the appropriate extension (.pdf, .tiff, or .tif) before beginning the eFiling process. Fillable forms on the Court's website, such as Entry of Appearance or Notice of Change of Address forms, must

first be printed (rather than saved) to PDF or exported to TIFF so that the data is embedded in the document. If an eFiler transmits a PDF form before embedding the data, the Court will receive a blank document. Alternatively, the eFiler may print a hard copy of the form and then scan it to PDF or TIFF.

Preparing documents for eFiling may require special software such as Adobe Acrobat; however, some programs currently installed on the eFiler's computer, such as Corel WordPerfect (versions 9 and later), and Microsoft Word, have the capability to convert documents to PDF. Alternatively, eFilers who are unable to convert files through their word processor may use third party PDF creation software such as Adobe Acrobat, online PDF creation services from Adobe (<http://createpdf.adobe.com/>) and others to do the conversion, or scan their documents into PDF or TIFF formats. eFilers unfamiliar with the conversion process should consult their word processor or scanner documentation for capabilities and instructions.

Note: The resolution of scanned documents should be 300 dpi (dots per inch). The resolution may be verified or set in the scanning software before the document is scanned. The software or scanner documentation should include instructions for verifying or changing resolution. The page size of all documents shall be 8-1/2 inches wide by 11 inches long. eFilers should verify that their documents are legible and comply with these requirements before transmitting them to the Court. The Court may strike documents that are illegible or that do not comply with the Court's requirements. See [Rule 23](#) for additional information concerning the form and style of documents filed with the Court.

Consolidated Cases

Motions to consolidate and documents eFiled in consolidated cases must be eFiled if one or more of the cases was commenced on or after July 1, 2010. The caption of the document must list all the docket numbers of the cases in chronological order beginning with the lowest number (i.e., the oldest case first). The case with the lowest docket number is the lead case. See [Rule 141\(a\)](#).

When eFiling a motion to consolidate, amended motion to consolidate, motion to calendar and consolidate, or amended motion to calendar and consolidate, the eFiler is required to enter in chronological order all cases to be consolidated, making sure all are entered correctly.

1. Enter a docket number in the spaces provided and click the “Add” button.

eFiling

Docket No.: 312345-13 Caption: John Doe

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

eFiling Steps: ■ *Select Document Name*

Select the Document Name or Type the Code then Press Select:
Document Name: MOTION TO CONSOLIDATE DOCKET NUMBERS Code:

Enter in chronological order all docket numbers listed in caption beginning with the lowest number that you are moving to consolidate.
312346 - 13

312345-13 John Doe

 Turn On the eFiling Wizard

2. Repeat until all cases have been added. If a docket number is incorrect, click the “Remove” button.
3. Click “Next”.

eFiling

Docket No.: 312345-13 Caption: John Doe

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

eFiling Steps: ■ *Select Document Name*

Select the Document Name or Type the Code then Press Select:
Document Name: MOTION TO CONSOLIDATE DOCKET NUMBERS Code:

Enter in chronological order all docket numbers listed in caption beginning with the lowest number that you are moving to consolidate.
 -

312345-13 John Doe
312346-13 Karl Jones

 Turn On the eFiling Wizard

4. Proceed to step 7.c., “Attach the document” beginning on page [54](#).

Documents are usually eFiled in the lead case. For example, the eFiler would file a motion to calendar for a time and date certain in the lead case and the system will add the docket entry and link the motion to the case index for each case

in the consolidated group. However, the eFiling system allows the eFiler to select whether a document is eFiled in all cases, some cases, or only one case in the group. For example, if there are five cases in a consolidated group and three of the cases have the same petitioner, the eFiler would select the docket numbers of those three cases when filing a notice of change of petitioner's address, and the system will add the notice to the records of those specific cases. Similarly, a motion to compel discovery may be filed in only one of the cases in a consolidated group.

eFiling

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

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

eFiling Steps: ■ *Select Document Name*

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

Document Name: MOTION FOR CONTINUANCE **Code:**

Into which of the consolidated cases are you eFiling the document?

All Cases This Case Only Specific Cases

 [Turn On the eFiling Wizard](#)

An entry of appearance or a substitution of counsel may not be filed in a consolidated group of cases. The eFiler must file a separate document in each docket number. See [Rule 24\(a\)\(3\)](#).

If one or more of the parties in a consolidated group requires paper service, the document must include a certificate of service.

eFiling Wizard

 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 retitle it, if necessary, and notify you.

Select the Document Name:

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

 [Turn Off the eFiling Wizard](#)

The Court's system includes an eFiling Wizard to guide the eFiler through the eFiling process. The Wizard will ask questions to construct the docket entry for the document. During the eFiling process, the system builds and displays the docket entry based on the answers and the options selected. The Wizard is mandatory for the first ten eFiling transactions. Beginning with the eleventh document, the eFiler may turn the Wizard off (or on) at any time. The Court recommends that eFilers use the Wizard while eFiling all documents.

Service of eFiled Documents

Each party who eFiles must continue to serve the other party or other persons involved in the matter in paper form in accordance with [Rule 21\(b\)](#) if the other party or other persons have not consented to eService or if the document is filed with the Court in paper form. The eFiler may view the parties' method of service by clicking the "Service Parties" link above the Case Index. A certificate of service is required to be transmitted to the Court with the document if the designated service person for the opposing person or party receives paper service or if additional paper service is required. If you are entering an appearance on behalf of a petitioner who receives paper service, you do not need to include a certificate of service if all other parties have consented to eService. The Notification of Service in conjunction with the entry on the Court's electronic docket record constitutes service on all parties who have consented to electronic service.¹

In addition to serving the Designated Service Person, the Court will send a courtesy copy of the Notification of Service to the eFiler and all registered Petitioner Access and Practitioner Access users in the case who have consented to eService.

Simultaneous briefs (briefs due by all parties to the Court on the same day) will be added to the Case Index as they are filed but will not immediately be served or be viewable through Practitioner Access. The Court will serve simultaneous briefs when all have been received. Simultaneous briefs may be viewed through Practitioner Access after service.

Note: The Court's system sends a Notification of Service immediately after a document is eFiled. The document must be indexed before it may be viewed through eAccess. This may take several minutes or longer, depending on the size of the document and volume of transactions the system is processing.

Users should log on to Practitioner Access daily in case a notification was intercepted by a junk mail filter. To reduce the possibility of notifications being returned as undeliverable to the Court's email system, eFilers should add the

¹If the email Notification of Service to a pro se petitioner is returned (bounces back) as undeliverable to the Court's system, the Court will revoke the petitioner's consent to electronic service and notify the eFiler, who must then serve the pro se petitioner in paper form and eFile a certificate of service in the case.

Court's domain "ustaxcourt.gov" to their email program's list of safe senders. The Tax Court does not respond to sender verification messages automatically generated by junk email or spam filters or monitor bounced-back emails from practitioners.

My Transactions

Documents are entered on the record automatically as they are transmitted to the Court. They are eFiled and eServed as the Court receives them. A list of the filer's eFiling transactions is available on the "My Transactions" page. The eFiler may view, save, or print the transaction receipt by clicking the hyperlinked transaction number.

Errors

Documents are immediately filed and entered on the record. If an eFiler discovers an error in an eFiled document, he or she may eFile a motion to supplement or a motion to amend the eFiled document in accordance with the Tax Court Rules of Practice and Procedure.

The Court's Docket Section will review all eFiled documents. The Docket clerk may correct certain errors in the docket entry or the document filed. The errors will be indicated in a Notice of Docket Change. The Court will preserve the original information provided by the eFiler and note the correction(s) in a Notice of Docket Change which will appear on the docket record.

The Court may also order that a document be deemed stricken from the record. The docket entry for a stricken document will remain on the docket record but will be modified by adding "STRICKEN" to the end of the docket entry. The Court may make certain stricken documents unviewable by the parties. For example, a document eFiled in the wrong case will be deemed stricken and the contents will not be viewable.

Checklist for eFiling

Have I:

- Registered for Practitioner Access and accepted the Terms of Use?
- Added the Court's domain "ustaxcourt.gov" to my email program's list of safe senders so that email notifications do not bounce?
- Stated on the first page of my document that it has been filed electronically?
- Included my name, Tax Court bar number, address, telephone number, and email address on the document?
- Verified that my document is in PDF or TIFF format and is legible?

- Refrained from including or redacted taxpayer identification numbers (e.g., Social Security numbers or employer identification numbers); dates of birth; names of minor children; and financial account numbers?
- Served the other party or other persons involved in the matter in accordance with [Rule 21\(b\)](#)?
- Retained a copy of the document for my records?

eFiling Instructions

Counsel who have registered for Practitioner Access may use the instructions below to eFile in their cases. Counsel for petitioners may eFile an entry of appearance, substitution of counsel, notice of intervention, notice of election to intervene, notice of election to participate, or motion to substitute parties and change caption without first having eAccess to a case. See the instructions on page [61](#). After filing one of these documents, the practitioner may eFile subsequent documents using the instructions beginning on page [51](#).

The IRS attorney who eFiles the first responsive pleading may add additional IRS attorneys during the eFiling process. See instructions for eFiling the first responsive pleading in [eFiling Information for IRS Chief Counsel Attorneys](#). Any IRS attorney who has registered for Practitioner Access and has eAccess to a case may use the instructions beginning on page [51](#) to eFile subsequent documents. All IRS attorneys who sign a document that is eFiled must have eAccess to that case, i.e., they must have been placed on the docket record by the Court or by another IRS attorney in that case.

Navigating the eFiling Process

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

Practitioner: James C. Aubrey

Tax Court Bar No.: AJ0683

eFiling

Docket No.: 327268-13 Caption: John Doe

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

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

Document Title: STATUS REPORT by Petr. John Doe

Attach the Document File:
Status Report.pdf [Remove](#)

Service Parties:

Service To:	Representing:
Commissioner of Internal Revenue AJ0683 James C. Aubrey	Electronic Electronic Petitioner John Doe

Show Courtesy Copy Parties: +

Certificate of Service: **Service Date:**
 Included

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

 [Turn On the eFiling Wizard](#)

[Previous](#) [Next](#)

Generated by Blackstone ... The Judicial System
© 2017 All Rights Reserved, CMC Software

The eFiling process consists of multiple steps with a final confirmation. Up until the point of submitting the document, any or all information may be changed. If you attempt to advance to the next step before entering the required information, the system will alert you by displaying in red text the corrections to be made.

As you advance through the process, you will see the system build the docket entry on the “Document Title” line, based on the information you provide and the selections you make (see the yellow highlighted area above).

When you begin the eFiling process, you will see “eFiling Steps” between the caption and the blue-shaded eFiling window (see red box above). The steps indicate where you are in the process and allow you to jump to another step by clicking a hyperlink. Your current step is shown in bold, black, italicized text. In the example above, the eFiler is at the “Attach Document” step. You may also navigate through the process by clicking the “Previous” and “Next” buttons at the bottom of the screen (see the green box above).

To access the eAccess “Help” library, click the hyperlink to the “Practitioners’ Guide to Electronic Case Access and Filing” or submit a request for assistance by clicking [eAccess Support Form](#) (see the purple box above).

General Instructions - eFiling in “My Cases”

1. Prepare your document for eFiling.
2. Log on to Practitioner Access.
3. Click the “My Cases” link to display the list of your open cases.

United States Tax Court: Practitioner Access

Logout

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

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

My Cases

Display Open Cases Closed Cases Open and Closed Cases

Max. Results per Page: 25

Docket Number	Caption
327268-13	John Doe

4. Click the Docket Number of the case in which you want to eFile a document.
5. Click the “eFiling” link which is at the end of the “Go to” line below your name or click the green “eFile” button near the top-right of the window. The link and button are visible only if you are authorized to eFile.

United States Tax Court: Practitioner Access

Logout

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

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Case Index [eFile](#)

Docket No.: 327268-13 Caption: John Doe

Bar No:	Petitioner Counsel	Bar No:	Respondent Counsel
AJ0683	James C. Aubrey	BB0539	Barry Black
No: 1	Jefferson Litc	No: 1	Office of Chief Counsel, Irs
	987 Oak Street, Nw		1111 Constitution Ave., Nw
	Washington, DC, 20001		Washington, DC, 20224

[View/Print Docket Sheet](#)
 • 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](#), [Service Parties](#), [Parties](#), [Participants](#), [Respondent Practitioners](#) [eFiling](#)

Max. Results per Page: 25

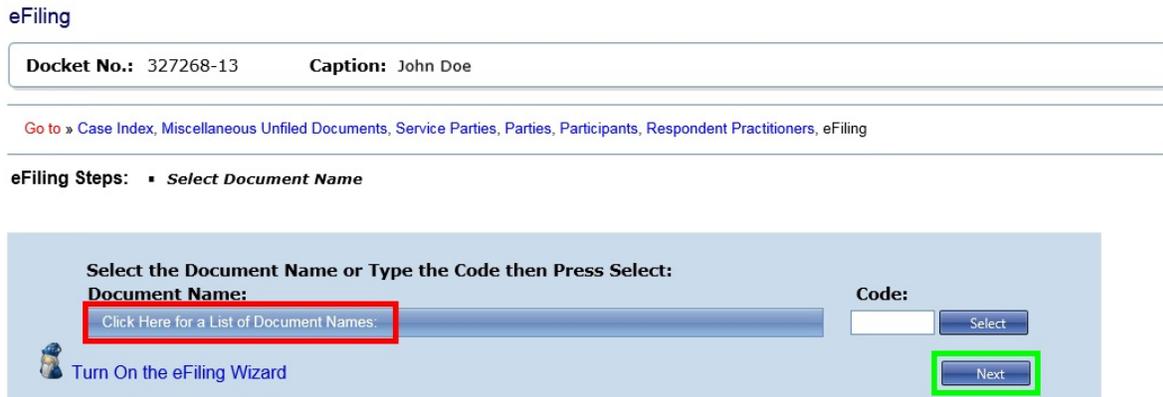
Filed	Filings and Proceedings	Action/Status Date	Served	Document
11/19/2013	PETITION Filed:Fee Paid		R 12/03/2013	View 11

6. Read and then acknowledge the Notice of Privacy Protection by clicking “OK”.



7. The eFiling Wizard will launch and walk you step-by-step through the process. Answer the questions when prompted so that the docket entry is created correctly. Many documents have unique requirements and using the Wizard ensures that the required information is included. The prompts you will see for almost all documents include:

- a. **Select the document name.** Select the title of the document from the drop-down menu or type the corresponding code (not available while the Wizard is on) and click “Next”. See page [82](#) for a list of documents, codes, and categories. You will receive a warning if there is a problem with your selection.

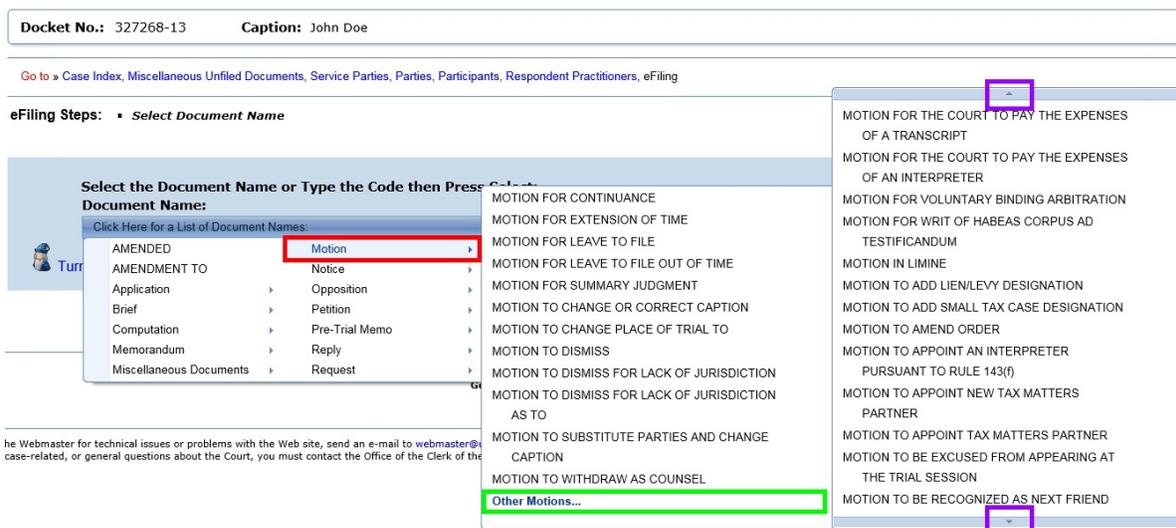


The documents are grouped into categories. The categories and documents differ if you are representing petitioner or respondent. For example, the “ANSWER” category does not appear if you are petitioner’s counsel, and respondent’s counsel do not see “PETITION”. The list will be further limited if you do not already have eAccess to the case.

Some categories have an arrow to the right which indicates that a secondary list of document names will be displayed when you select it (see red box below). The document titles are arranged alphabetically. For example, “Motion for Continuance” appears above “Motion To Dismiss”. Categories that contain a large number of documents, such as motions and notices, will first display commonly filed documents. To view the complete list of motions in the example below, click “Other Motions...” (see green box below).

Note: If the width of your browser window or resolution or size of your monitor cannot accommodate three lists side by side, as in the example below, the third list will display to the left and document titles may be cropped. You may need to maximize your browser window or adjust the resolution of your monitor.

If a category list has arrows at the top or bottom, you may slowly scroll through the list by positioning your cursor over the arrow (see purple boxes below). To quickly scroll through the list, click and hold the arrow.



Certain documents, such as a response to an order or a stipulation of facts, require you to make an additional selection before proceeding to the next step. If the document you are filing is an amended, redacted, or supplemental document; an amendment to, opposition to, reply to, response to, or supplement to a document; a certificate of service or amended certificate of service; or a request for admissions or stipulation of facts, please see the instructions beginning on page 58. There are unique document codes for modifying or responding to petitions, answers, replies to answers, pretrial memoranda, and briefs which may be found under the category of “Petition”, “Answer”,

“Simultaneous Brief”, etc. Consult the list of documents beginning on page [82](#) to determine which code to use.

- b. **Select the party or parties filing the document.** Click the check box(es) to select the filing party and click “Next”. You may file the document for the party you represent, for yourself, or if the document is jointly filed, you may select both petitioner(s) and respondent.

If you are eFiling in the lead case in a group of consolidated cases, you will be prompted to click the appropriate radio button indicating whether the document is to be filed in only one case, specific cases, or all cases.

eFiling

Docket No.: 327268-13 Caption: John Doe

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

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

Document Title: MOTION FOR CONTINUANCE

Select the parties who are filing the document:

Respondent
 John Doe
 Filing for Myself

 [Turn On the eFiling Wizard](#)

[Previous](#) [Next](#)

- c. **Attach the document.** Click the “Select” button to the right of the “Attach the Document File” box to locate and attach the document to be filed. Documents must be in either PDF or TIFF

eFiling

Docket No.: 327268-13 Caption: John Doe

[Go to » Case Index, Miscellaneous Unfiled Documents, Service Parties, 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:	Representing:
Commissioner of Internal Revenue	Electronic
AJ0683 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 granting of this Motion or to the Substitution of Counsel. See Rule 50(a).
 No Objection Objection Unknown

 [Turn On the eFiling Wizard](#)

[Previous](#) [Next](#)

file format. Once you have attached a document, the button changes from “Select” to “Remove”. If you would like to attach a different file, click the “Remove” button.

Only one file may be transmitted at a time. Per [Rule 41\(a\)](#), a document requiring leave of the Court for filing, such as an objection filed out of time, shall be electronically transmitted (and lodged) separately from the eFiled motion for leave to file. See page [68](#) for special instructions. If the Court grants the motion for leave, then the Court will file the underlying document. A motion and supporting memorandum of law and related papers must also be eFiled separately.

d. **Indicate whether a certificate of service is included and the service date.**

The Service Parties (Designated Service Persons) are listed followed by the type of service (electronic or paper) they receive and the party whom they represent. If a party receives paper service, you must include a certificate of service in the document file, click the “Included” check box, and enter the date you served the document by typing the date (“3/30/17”, for example) or clicking the calendar icon and selecting a date. You cannot enter a certificate of service date that occurs in the future. If all service parties receive electronic service and you are not providing additional paper service, then the “Certificate of Service” section should be left blank.

You may view persons receiving courtesy electronic service by clicking the “Show Courtesy Copy Parties +” link (see purple box above). Click the “Hide Courtesy Copy Parties +” link to hide the list.

e. **Indicate whether attachments or exhibits are included.** Click the appropriate radio button. You may select only one of the following options:

- No Indicates the document does not contain exhibits or attachments.
- Exhibit Indicates the document contains one exhibit.
- Exhibits Indicates the document contains more than one exhibit.
- Attachment Indicates the document contains one attachment.
- Attachments Indicates the document contains more than one attachment.

- f. **Indicate objections by other parties or counsel.** 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.
- g. **Click “Next”.**
- h. **Perform a final review.** Perform a final review of the form. To view the document you attached, click the “Preview” link in the document section of the screen (see red box below). To make changes, click the hyperlinked step in the eFiling Steps or the “Previous” button. To attach a different document, for example, click the “Attach Document” link in eFiling Steps.

eFiling

Docket No.: 327268-13 Caption: John Doe

[Go to » Case Index, Miscellaneous Unfiled Documents, Service Parties, 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 (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:

Document:
 Preview

Certificate of Service Included:

Exhibits/Attachments Included:

Objections:

 [Turn On the eFiling Wizard](#) Submit

- i. **Submit.** If all information is correct, click the “Submit” button to eFile your document.

- j. **View, save, or print your receipt.** Your transaction receipt will display on the next screen. Click the “Printer Friendly Version” link (see red box below) to open a PDF version of your receipt. You may save or print the receipt or write down the transaction number and the date and time eFiled for your records. If you forget, the receipt is available on the “My Transactions” page.

eFiling

Docket No.: 327268-13 Caption: John Doe

Go to » Case Index, Miscellaneous Unfiled Documents, Service Parties, 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 below 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,
v.
COMMISSIONER OF INTERNAL REVENUE,
Respondent

Filed Electronically
Docket No. 327268-13

MOTION FOR CONTINUANCE

eFiled: 2/16/2017 at 3:19 PM Eastern time
Transaction #: 333093

Turn On the eFiling Wizard

[Next eFiling](#)

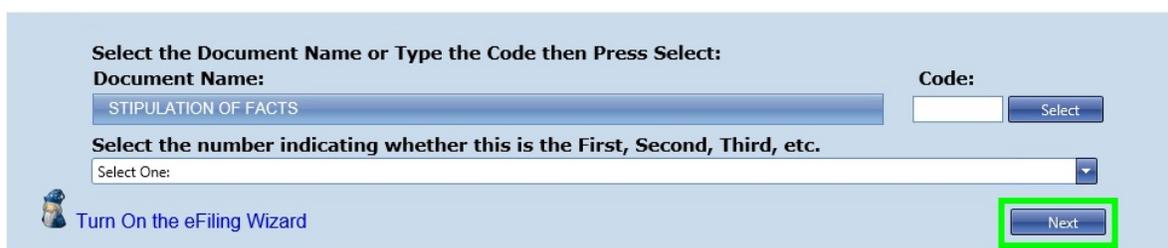
8. Click the “Next eFiling” button to eFile another document in the same case. To eFile in another case or to return to your list of cases, click the “My Cases” link.
9. The Court will send an email Notification of Service to the designated service person(s) in the case when the document is eFiled. The Court will also send a courtesy copy of the Notification of Service to you (the eFiler) and all registered Petitioner Access and Practitioner Access users in the case who have consented to eService. Click the “My Service” link to view the service view of the document you just filed.

To reduce the possibility of notifications being returned as undeliverable to the Court’s email system, please add the Court’s domain “ustaxcourt.gov” to your email program’s list of safe senders. eFilers should also frequently log on to Practitioner Access in case a notification was intercepted by their junk mail filter.

eFilings That Require Additional Information

When eFiling certain documents, such as a stipulation of facts, response to an order, reply to a motion, or amended certificate of service, you will be prompted to provide additional information after you select the document name. The document type may require that you select a previously filed document from a list, type the title of a document, or specify an ordinal number (first, second, third, etc.). There are unique document codes for modifying or responding to petitions, answers, replies to answers, pretrial memoranda, and briefs which may be found under the category of “Petition”, “Answer”, “Simultaneous Brief”, etc. For example, when filing an amended petition, you must click the “Petition” category and then select “AMENDED PETITION” instead of first clicking the “AMENDED” category. Consult the list beginning on page [82](#) to determine which document name to use.

Stipulations of Facts and Requests for Admissions



The screenshot shows a web form titled "Select the Document Name or Type the Code then Press Select:". It has two main sections. The first section is "Document Name:" with a dropdown menu showing "STIPULATION OF FACTS" and a "Code:" field with a "Select" button. The second section is "Select the number indicating whether this is the First, Second, Third, etc." with a "Select One:" dropdown menu. At the bottom left, there is a "Turn On the eFiling Wizard" link with a wizard icon. At the bottom right, there is a "Next" button highlighted with a green box.

1. Select the document category and name from the list, as in step 7.a. on page [52](#) above.
2. Choose the correct ordinal number to indicate whether the document you are filing is the “FIRST”, “SECOND”, “THIRD”, etc. of its kind and then click “Next”.
3. Resume eFiling step 7.b., “Select the party or parties filing the document”, on page [54](#).

If you selected “STIPULATION OF FACTS” as the document name and “FIRST” from the bottom list, the system will construct the docket entry to read “FIRST STIPULATION OF FACTS”.

Opposition To, Redacted², Response To, Reply To, and Unredacted:

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

Document Name: Code:

Select document from list of previously filed documents for which this reply is being filed.

Select One:

Turn On the eFiling Wizard

1. Select the document category and name from the list, as in step 7.a. on page [52](#) above.
2. Select the document from the list of previously filed documents and then click “Next”.
3. Resume eFiling step 7.b., “Select the party or parties filing the document”, on page [54](#).

If the document name you selected was “REPLY TO” and then you selected “MOTION TO DISMISS” from the list of previously filed documents, the system will construct the docket entry to read “REPLY TO MOTION TO DISMISS”.

Certificates of Service and Amended Certificates of Service

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

Document Name: Code:

Enter the title of the document being served, such as ANSWER or THIRD SUPPLEMENT TO MOTION FOR CONTINUANCE.

25 characters used with 225 remaining

Enter the revised service date.

Turn On the eFiling Wizard

If paper service is made on a party, the eFiled document should include a certificate of service. If a certificate of service is required but not included in the original document file, it may be filed separately. Select the “Miscellaneous Documents” category and “CERTIFICATE OF SERVICE” or “AMENDED CERTIFICATE OF SERVICE” from the list, as in step 7.a. on page [52](#) above.

²A properly redacted document is to be filed within 60 days of the original filing. Thereafter, a Motion for Leave To File is required. See [Rule 27\(h\)](#).

1. Type “of” and the title of the previously filed document you are serving and then click “Next”.
2. Enter the revised date of service by typing the date (“3/30/17”, for example) or clicking the calendar icon and selecting the date.
3. Resume eFiling step 7.b., “Select the party or parties filing the document”, on page [54](#).

If you entered “OF MOTION FOR CONTINUANCE” as the previously filed document, and March 30, 2017, as the date of service, the system will construct the docket entry to read “AMENDED CERTIFICATE OF SERVICE OF MOTION FOR CONTINUANCE 03/30/2017”.

Amended, Amendments, Supplemental, and Supplements To

The screenshot shows a web form with the following elements:

- Select the Document Name or Type the Code then Press Select:**
 - Document Name:** A text input field containing "SUPPLEMENT TO".
 - Code:** An empty text input field next to a "Select" button.
- Select the number indicating whether this is the First, Second, Third, etc.**
 - A dropdown menu with "Select One:" and a downward arrow.
- Select document from list of previously filed documents for which this supplement is being filed.**
 - A dropdown menu with "Select One:" and a downward arrow.
- At the bottom left, there is a small icon of a wizard and the text "Turn On the eFiling Wizard".
- At the bottom right, there is a blue "Next" button highlighted with a green rectangular border.

1. Select the document category and name from the list, as in step 7.a. on page [52](#) above.
2. Choose the correct ordinal number to indicate whether the document you are filing is the “FIRST”, “SECOND”, “THIRD”, etc. of its kind.
3. Select the document from the list of previously filed documents and then click “Next”.
4. Resume eFiling step 7.b., “Select the party or parties filing the document”, on page [54](#).

If you selected “SUPPLEMENT TO” as the document name, “THIRD” from the ordinal list, and then “MOTION TO DISMISS FOR LACK OF JURISDICTION” from the list of previously filed documents, the system will construct the docket entry to read “THIRD SUPPLEMENT TO MOTION TO DISMISS FOR LACK OF JURISDICTION”.

eFiling in a Case Without Having Prior eAccess - Entries of Appearance, etc.

To gain eAccess to a case, non-IRS practitioners may eFile an entry of appearance, a substitution of counsel, a notice of intervention, a notice of election to intervene, a notice of election to participate, or a motion to substitute parties and change caption through Practitioner Access using the instructions below. The practitioner must represent a party in the case. Representatives for third parties are not eligible to eFile and must file all documents in paper form.

An entry of appearance, substitution of counsel, or a motion to substitute parties and change caption may be signed and filed by only one practitioner--the practitioner who is eFiling the document. The system will not add additional practitioners who sign the document to the case. Each practitioner seeking to gain access to a case must eFile his or her own separate document.

Substitutions of counsel must be filed by the practitioner wishing to enter the case and not the withdrawing counsel. A substitution of counsel may not be eFiled in a case set for trial or hearing. See [Rule 24\(d\)](#).

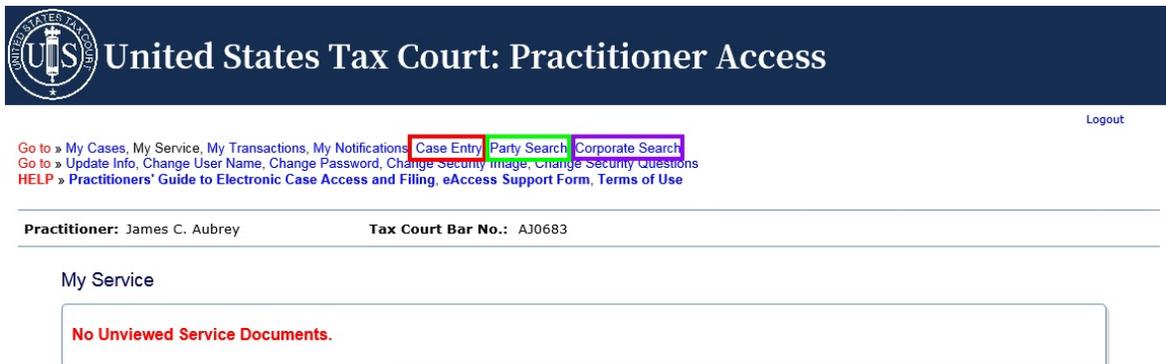
Unless he or she eFiles a motion to substitute parties and change caption, the practitioner is immediately added to the case as counsel and may also transmit subsequent documents using the instructions on page [51](#). Until the Court grants the motion to substitute parties and change caption, the eFiler will be able to eFile only an amended motion to substitute parties and change caption, entry of appearance, substitution of counsel, notice of intervention, notice of election to intervene, or a notice of election to participate.

A notice of intervention may be filed only after respondent files a notice of filing of petition and right to intervene. A notice of election to participate and a notice of election to intervene may be filed in a partnership case within 90 days from the date of the service of the petition.

A practitioner may eFile a document to enter the case using the following instructions:

1. Log on to Practitioner Access.

2. Search for the case by docket number or petitioner's name.



United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, **Case Entry**, Party Search, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

My Service

No Unviewed Service Documents.

- a. If you know the docket number, click the “Case Entry” link, enter the docket number, and click “Search”.



United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, **Case Entry**, Party Search, Corporate Search
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Case Entry

Docket Number: 50003 - 12

Search Reset

Help

Docket records are available for cases filed on or after May 1, 1986.

- b. If the petitioner is a corporation, click the “Corporate Search” link, enter one key word from petitioner's name in the “Keyword 1” box, and click “Search”. You may narrow the search by entering a second key word in the “Keyword 2” box.



United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, **Corporate Search**
Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Corporate Search

Keyword 1 (Required): Acme Keyword 2 (Optional): Anvil x

Search Reset

Help

Docket records are available for cases filed on or after May 1, 1986.

- c. To search by the petitioner's name, click the "Party Search" link, enter the petitioner's last name, and click "Search". You may narrow the search by entering the first name, middle initial, and/or state.

United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry **Party Search**, Corporate Search
 Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
 HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Individual Party Search

Last Name: First Name: x Middle:

State: Year Submitted: From To

[Help](#)

Docket records are available for cases filed on or after May 1, 1986.

3. Any cases meeting the search criteria will be displayed. Click the hyperlinked docket number in the search results to select the case.

United States Tax Court: Practitioner Access

Logout

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry **Party Search**, Corporate Search
 Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
 HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Individual Party Search

Last Name: x First Name: Middle:

State: Year Submitted: From To

Docket No. ↑	Date Filed	Petitioner Name	Spouse Name	State
389396-14S	12/10/2014	Lisa A. Smith		MD
323612-14	11/07/2014	Lisa B. Smith		WA
320882-14	08/25/2014	Lisa L. Smith		NY

- Click the “eFiling” link which is at the end of the “Go to” line below your name or click the green “eFile” button near the top-right of the window. The link and button are visible only if you are authorized to eFile.

Go to » My Cases, My Service, My Transactions, My Notifications, Case Entry, Party Search, Corporate Search
 Go to » Update Info, Change User Name, Change Password, Change Security Image, Change Security Questions
 HELP » Practitioners' Guide to Electronic Case Access and Filing, eAccess Support Form, Terms of Use

Practitioner: James C. Aubrey Tax Court Bar No.: AJ0683

Case Index **eFile**

Docket No.: 389396-14S Caption: Lisa A. Smith

Petitioner Counsel

Bar No: PRO SE
No: 1

Respondent Counsel

Bar No: BB0539 Barry Black
No: 1 Office of Chief Counsel, Irs

1111 Constitution Ave., Nw
Washington, DC, 20224

View/Print Docket Sheet • 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, Service Parties, Parties, Participants, Respondent Practitioners, Add Notification **eFiling**

Max. Results per Page: 25 ▼

Filed	Filings and Proceedings	Action/Status Date	Served	Document
04/28/2014	PETITION FILED by Petr. Lisa A. Smith: FEE PAID		R 05/07/2014	N/A
04/28/2014	REQUEST FOR PLACE OF TRIAL AT EL PASO, TX by Petr. Lisa A. Smith		R 05/07/2014	N/A

- Read and then acknowledge the Notice of Privacy Protection by clicking “OK”.

eFiling

Docket No.: 012345-13 Caption: John Doe

Go to » Case Index, eFiling Steps: ■

IMPORTANT NOTICE OF PRIVACY PROTECTION

All filers should refrain from including or should redact taxpayer identification numbers (e.g., Social Security numbers or employer identification numbers); dates of birth; names of minor children; and financial account numbers.

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

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

- Select the document name. Click “Click Here for a List of Document Names” and select the “Miscellaneous Documents” category.

eFiling

Docket No.: 389396-14S Caption: Lisa A. Smith

Go to » Case Index, Service Parties, Parties, Participants, Respondent Practitioners, Add Notification, eFiling

eFiling Steps: ■ **Select Document Name**

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

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

Miscellaneous Documents ENTRY OF APPEARANCE

 SUBSTITUTION OF COUNSEL

7. Select ‘ENTRY OF APPEARANCE’ or ‘SUBSTITUTION OF COUNSEL’. If appropriate, you may instead select ‘NOTICE OF INTERVENTION’, ‘NOTICE OF ELECTION TO INTERVENE’, or ‘NOTICE OF ELECTION TO PARTICIPATE’ from the ‘Notice’ category, or ‘MOTION TO SUBSTITUTE PARTIES AND CHANGE CAPTION’ from the ‘Motions’ category or type the corresponding code (not available while the Wizard is on). Click ‘Next’.
8. If there is more than one party in the case, select the party or parties whom you represent and click ‘Next’.

eFiling

Docket No.: 389396-14S **Caption:** Lisa A. Smith

[Go to » Case Index, Service Parties, Parties, Participants, Respondent Practitioners, Add Notification, eFiling](#)

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

Document Title: ENTRY OF APPEARANCE by Counsel James C. Aubrey

Select the parties you are representing:

Daniel A. Smith

Lisa A. Smith

 [Turn On the eFiling Wizard](#)

[Previous](#) [Next](#)

9. Attach the document. Click the ‘Select’ button to the right of the ‘Attach the Document File’ box to locate and attach the document to be filed. Documents must be in either PDF or TIFF file format. If you would like to attach a different file, click the ‘Remove’ button.

eFiling

Docket No.: 389396-14S **Caption:** Lisa A. Smith

[Go to » Case Index, Service Parties, Parties, Participants, Respondent Practitioners, Add Notification, eFiling](#)

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

Document Title: ENTRY OF APPEARANCE by Counsel James C. Aubrey for Petr. Lisa A. Smith

Attach the Document File:

Entry of Appearance.pdf [Remove](#)

Service Parties:

Service To:	Representing:
Commissioner of Internal Revenue AJ0683 James C. Aubrey	Electronic Electronic Petitioner Lisa A. Smith

[Show Courtesy Copy Parties: +](#)

Certificate of Service: **Service Date:**

Included

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

No Exhibit Exhibits Attachment Attachments

 [Turn On the eFiling Wizard](#)

[Previous](#) [Next](#)

10. Indicate whether a Certificate of Service is included in the document file. If so, select the date of service.

11. Indicate whether exhibits or attachments are included in the document file and click “Next”.
12. Perform a final review of the form. To view the documents you attached, click the “Preview” links in the “Document” section of the screen. To make changes, click the hyperlinked step in the eFiling Steps or the “Previous” button. To attach a different document, for example, click the “Attach Document” link in the eFiling Steps.

eFiling

Docket No.: 389396-14S **Caption:** Lisa A. Smith

[Go to » Case Index, Service Parties, Parties, Participants, Respondent Practitioners, Add Notification, eFiling](#)

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

Document Title: ENTRY OF APPEARANCE by Counsel James C. Aubrey for Petr. Lisa A. Smith

 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:
ENTRY OF APPEARANCE by Counsel James C. Aubrey for Petr. Lisa A. Smith

Document:
Entry of Appearance.pdf Preview

Certificate of Service Included:
No

Exhibits/Attachments Included:
No

 [Turn On the eFiling Wizard](#) [Previous](#) Submit

13. If all information is correct, click the “Submit” button to file your document.
14. Your transaction receipt will display on the next screen. Click the “Printer Friendly Version” link to open a PDF version of your receipt. You may save or print the receipt.

eFiling

Docket No.: 389396-14S **Caption:** Lisa A. Smith

[Go to » Case Index, Service Parties, Parties, Participants, Respondent Practitioners, Add Notification, eFiling](#)

Document Title: ENTRY OF APPEARANCE by Counsel James C. Aubrey for Petr. Lisa A. Smith

Your document has been eFiled and the receipt for this transaction is displayed below. Click on the 'Printer Friendly Version' link below 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](#)

LISA A. SMITH,
Petitioner,
v.
COMMISSIONER OF INTERNAL REVENUE,
Respondent

UNITED STATES TAX COURT

Filed Electronically
Docket No. 389396-14S

ENTRY OF APPEARANCE

eFiled: 2/17/2017 at 11:10 AM Eastern time
Transaction #: 333110

 [Turn On the eFiling Wizard](#)

[Next eFiling](#)

15. The system has added you as counsel in the case. Click the “Next eFiling” button to eFile another document in the same case. To eFile in another case or to return to your list of cases, click the “My Cases” link.
16. The Court will send an email Notification of Service to the designated service person(s) in the case when the document is eFiled. The Court will also send a courtesy copy of the Notification of Service to you (the eFiler) and all registered Petitioner Access and Practitioner Access users in the case who have consented to eService. Click the “My Service” link to view the service view of the document you just filed.

Documents Requiring Permission (Leave) for Filing and Supporting Documents

A motion for leave to file must be filed if a document requires the Court's permission for filing. If the Court grants the motion, then the document may be filed. This procedure applies to two kinds of motions: Motions for Leave To File and Motions for Leave To File Out of Time. A Motion for Leave To File Out of Time is usually filed when a document is late. (**Note:** Due to statutory requirements, petitions may not be filed late even when accompanied by a motion for leave to file out of time.) These are some common situations that require permission from the Court before a document may be filed:

Motion for Leave To File:

- A practitioner who is not exempt from eFiling needs to file a document in paper form. (This would not be eFiled. The practitioner would mail the motion for leave to file and the document for which leave to file is requested to the Court in paper form.)
- A practitioner wants to eFile a redacted document but it has been more than 60 days since the original document was filed.

Motion for Leave To File Out of Time:

- Respondent's objection to petitioner's motion was due yesterday.
- Petitioner would like to amend the petition but the respondent has already filed the answer.

Unlike exhibits which are included in the document file, motions for leave to file and motions for leave to file out of time and the document requiring permission to be filed must be transmitted in two separate files. A practitioner may eFile a Motion for Leave To File, wait to see if the Court grants the motion, and then eFile the document requiring permission or he or she may transmit both in the same transaction. If the eFiler submits them in the same transaction, the motion would be eFiled and the document would be eLodged. Should the Court grant the motion, the eLodged document would be filed. If the Court denies the motion, the document would remain eLodged. In some situations, the Court may order the eFiler to eLodge the document requiring permission to file before the Court takes action on the motion for leave to file. However, parties should not eFile a document before the Court grants a motion for leave to file.

The eFiler must submit (eLodge) a document requiring permission in the same transaction as a Motion for Leave To File Out of Time. If the Court grants the motion, the eLodged document will be filed automatically. For example, the eFiler needs to file a Reply out of time. He or she will eFile the Motion for Leave To File

Reply Out of Time (motion.pdf) and follow the system's prompts to eLodge the Reply (reply.pdf).

Documents in support of either the motion for leave or an eLodged document (or both) must be submitted in the same transaction as the motion for leave. For example, when filing a brief in support of a motion for leave to file, the practitioner will eFile the motion, and when prompted, eFile the brief as a supporting document. Other kinds of supporting documents are memoranda, affidavits, declarations, and unsworn declarations under penalty of perjury. The system will also ask whether the eFiler wants to submit documents in support of an eLodged document. Supporting documents are not required to eFile a motion for leave or eLodge a document.

In the example above, the practitioner will eFile the Motion for Leave To File Reply Out of Time (motion.pdf), and when prompted for documents in support of the motion, add an affidavit (or brief, memoranda, etc.) in support of the motion (affidavit.pdf) in the same transaction. The Court's system allows up to ten supporting documents to be filed in a transaction. After attaching the supporting document(s), the eFiler attaches the Reply (reply.pdf) to be eLodged and then any documents in support of the eLodged Reply.

Before logging on to Practitioner Access, prepare the motion for leave to file or motion for leave, documents in support of the motion, the document requiring leave (if appropriate), and its supporting documents.

1. eFiling the Motion for Leave To File

- a. Log on to Practitioner Access.
- b. Click the "My Cases" link to display the list of your open cases.
- c. Select the case in which you want to eFile a document.
- d. Click the "eFiling" link which is at the end of the "Go to" line below your name or click the green "eFile" button near the top-right of the window. The link and button are visible only if you are authorized to eFile.
- e. Read and then acknowledge the Notice of Privacy Protection by clicking "OK".
- f. Select the document name. Click "Click Here for a List of Document Names" and then select the "Motion" category.

- g. Select “MOTION FOR LEAVE TO FILE” or “MOTION FOR LEAVE TO FILE OUT OF TIME” from the list as the title of the document or type the corresponding code (not available while the Wizard is on) and then click “Next”.

eFiling

Docket No.: 327268-13 Caption: John Doe

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

eFiling Steps: ▪ **Select Document Name**

Select the Document Name or Type the Code then Press Next

Document Name:

Click Here for a List of Document Names:

AMENDED	Motion
AMENDMENT TO	Notice
Application	Opposition
Brief	Petition
Computation	Pre-Trial Memo
Memorandum	Reply
Miscellaneous Documents	Request

Generated by Blackstone
© 2017 All Rights Reserved

- 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 DISMISS FOR LACK OF JURISDICTION AS TO
- MOTION TO SUBSTITUTE PARTIES AND CHANGE CAPTION
- MOTION TO WITHDRAW AS COUNSEL
- Other Motions...

If the Webmaster for technical issues or problems with the Web site, send an e-mail to [webmaster@taxcourt.gov](#). For all non-technical questions, including procedural, case-related, or general questions, contact the Office of the Clerk at U.S. Tax Court, 400 Second Street, N.W., Washington, DC 20217, Attention: Office of the Clerk.

Contact the Court at this number: (202) 521-0700

- h. Select the party who is filing the document.

eFiling

Docket No.: 327268-13 Caption: John Doe

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

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

Document Title: MOTION FOR LEAVE TO FILE

Select the parties who are filing the document:

Respondent

John Doe

Filing for Myself

Turn On the eFiling Wizard

Previous **Next**

- i. Attach the document. Click the “Select” button to the right of the “Attach the Document File” box to locate and attach the document to be filed. Documents must be in either PDF or TIFF file format. If you would like to attach a different file, click the “Remove” button.

Docket No.: 327268-13 Caption: John Doe

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

eFiling Steps: ■ Select Document Name ■ Select Parties ■ **Attach Document** ■ eLodged ■ Final Review

Document Title: MOTION FOR LEAVE TO FILE by Petr. John Doe

Attach the Document File:
m for leave.pdf Remove

Service Parties:

Service To:	Representing:
Commissioner of Internal Revenue AJ0683 James C. Aubrey	Electronic Electronic Petitioner John Doe

[Show Courtesy Copy Parties: +](#)

Certificate of Service: **Service Date:**
 Included [Date Picker]

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 granting of this Motion or to the Substitution of Counsel. See Rule 50(a).
 No Objection Objection Unknown

Turn On the eFiling Wizard Previous **Next**

- j. Indicate whether a Certificate of Service is included in the motion file. If so, select the date of service.
 - k. Indicate whether exhibits or attachments are included in the motion file.
 - l. Indicate whether any party or counsel objects to the filing of the motion.
 - m. Click Next.
2. **eFiling documents in support of the Motion for Leave To File**
- a. Indicate whether you would like to eFile documents in support of the motion.

Docket No.: 327268-13 Caption: John Doe

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

eFiling Steps: ■ Select Document Name ■ Select Parties ■ Attach Document ■ **eLodged** ■ Final Review

Document Title: MOTION FOR LEAVE TO FILE by Petr. John Doe (NO OBJECTION)

Do you wish to eFile documents in support of this Motion?
 Yes No

Turn On the eFiling Wizard Previous **Next**

- (1) If there are no supporting documents to the motion, select “No” and then click “Next” to skip to step 2.h. (eLodging documents and documents in support of eLodged documents) on page [73](#) below.
- (2) If you select “Yes”, you will be prompted to select the title of the supporting document.

eFiling

Docket No.: 327268-13 **Caption:** John Doe

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

eFiling Steps: ■ Select Document Name ■ Select Parties ■ Attach Document ■ **eLodged** ■ Final Review

Document Title: MOTION FOR LEAVE TO FILE by Petr. John Doe (NO OBJECTION)

Do you wish to eFile documents in support of this Motion?
 Yes No

Supporting Documents:
Select a supporting document from this list:

Select One: x

Select One:

AFFIDAVIT OF IN SUPPORT OF

BRIEF IN SUPPORT OF

DECLARATION OF IN SUPPORT OF

MEMORANDUM IN SUPPORT OF

UNSWORN DECLARATION OF UNDER PENALTY OF PERJURY IN SUPPORT OF

Turn On Next

- b. If the supporting document you selected is an “AFFIDAVIT IN SUPPORT OF”, “DECLARATION OF IN SUPPORT OF”, or “UNSWORN DECLARATION UNDER PENALTY OF PERJURY IN SUPPORT OF”, you must type in the space provided the name of the person who signed the affidavit or declaration. See yellow-highlighted text in the example below. Space is limited to 250 characters. The system will insert the name into the document title.

eFiling

Docket No.: 327268-13 **Caption:** John Doe

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

eFiling Steps: ■ Select Document Name ■ Select Parties ■ Attach Document ■ **eLodged** ■ Final Review

Document Title: MOTION FOR LEAVE TO FILE by Petr. John Doe (NO OBJECTION)

Do you wish to eFile documents in support of this Motion?
 Yes No

Supporting Documents:
Select a supporting document from this list:

AFFIDAVIT OF IN SUPPORT OF

Enter the name of the person who signed the affidavit.

Henry James

11 characters used with 239 remaining

Browse for your supporting document file:

Affidavit.pdf Remove

Add Supporting Document

Turn On the eFiling Wizard Previous Next

- c. Click the “Select” button to browse for and attach the supporting document file. Click the “Add Supporting Document” button. If you would like to attach a different file, click the “Remove” button and then repeat the browse and select process.
- d. Click “Next”.
- e. Review the entry in the “Supporting Documents” box. See yellow-highlighted text in the example below. To make changes, click the “Remove” button.

eFiling

Docket No.: 327268-13 **Caption:** John Doe

Go to » Case Index, Miscellaneous Unfiled Documents, Service Parties, Parties, Participants, Respondent Practitioners, eFiling

eFiling Steps: ■ Select Document Name ■ Select Parties ■ Attach Document ■ **eLodged** ■ Final Review

Document Title: MOTION FOR LEAVE TO FILE by Petr. John Doe (NO OBJECTION)

Do you wish to eFile documents in support of this Motion?
 Yes No

Supporting Documents:

AFFIDAVIT OF HENRY JAMES IN SUPPORT OF MOTION FOR LEAVE TO FILE

Affidavit.pdf Remove

Select a supporting document from this list:

Select One: ▼

Add Supporting Document

Turn On the eFiling Wizard Previous Next

- f. To add another document in support of the motion, select the title of the supporting document from the list (see red box above) and click the “Select” button to browse for and attach the supporting document file. Click the “Add Supporting Document” button. Repeat to add other supporting documents.
- g. Click “Next” after adding all documents in support of the motion.
- h. Click “Next” to proceed to adding the document to be eLodged (if appropriate).
 - (1) If you are eFiling a “MOTION FOR LEAVE TO FILE”, you are not required to eLodge a document. Click the “No” radio button if you are not eLodging a document in this transaction and enter the title of the document you are requesting leave to file which will be incorporated into the title of the motion. Click “Next” and skip to step 4 (Perform a final review) on page [77](#). If you

are not eLodging a document, you must wait until the Court either grants the motion for leave or directs you to submit the document.

eFiling

Docket No.: 327268-13 **Caption:** John Doe

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

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

Document Title: MOTION FOR LEAVE TO FILE by Petr. John Doe (NO OBJECTION)

Do you wish to attach an eLodged document?
 No Yes

Please type the name of the document you are requesting leave to file:

AMENDMENT TO PETITION

21 characters used with 229 remaining

 [Turn On the eFiling Wizard](#) [Previous](#) [Next](#)

- (2) If you file a “MOTION FOR LEAVE TO FILE OUT OF TIME”, you must eLodge a document in the same transaction. Proceed to step 3 below (eLodging documents and documents in support of eLodged documents).

eFiling

Docket No.: 327268-13 **Caption:** John Doe

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

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

Document Title: MOTION FOR LEAVE TO FILE OUT OF TIME by Petr. John Doe (NO OBJECTION)

You must add at least one eLodged Document.

Press 'Next' below to proceed.

 [Turn On the eFiling Wizard](#) [Previous](#) [Next](#)

- 3. **eLodging documents and documents in support of eLodged documents**
 - a. Select the category and title of the document to be eLodged or type the corresponding code (not available while the Wizard is on) and click “Next”.

eFiling

Docket No.: 327268-13 Caption: John Doe

eFiling Steps: ▪ *Select Document Name*

Document Title: MOTION FOR LEAVE TO FILE OUT OF TIME

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

Document Name: Code:

Click Here for a List of Document Names:

AMENDED	Motion	Response
AMENDMENT TO	Notice	AMENDED PETITION
Application	Opposition	AMENDMENT TO AMENDED PETITION
Brief	Petition	AMENDMENT TO PETITION
Computation	Pre-Trial Memo	AMENDMENT TO SECOND AMENDED PETITION
Memorandum	Reply	AMENDMENT TO THIRD AMENDED PETITION
Miscellaneous Documents	Request	REDACTED PETITION FILED

Generated by Blackstone
© 2017 All Rights Reserved

ct the Webmaster for technical issues or problems with the Web site, send an e-mail to webmas
mail address. For all non-technical questions, including procedural, case-related, or general ques
ail at U.S. Tax Court, 400 Second Street, N.W., Washington, DC 20217, Attention: Office of the
h the Court at this or a
urt at (202) 521-0700

- b. Attach the document to be eLodged. Click the “Select” button to the right of the “Attach the Document File” box to locate and attach the document to be lodged. Documents must be in either PDF or TIFF file format. If you would like to attach a different file, click the “Remove” button.

eFiling

Docket No.: 327268-13 Caption: John Doe

Go to » Case Index, Miscellaneous Unfiled Documents, Service Parties, Parties, Participants, Respondent Practitioners, eFiling

eFiling Steps: ▪ *Select Document Name* ▪ **Attach Document** ▪ eLodged ▪ Final Review

Document Title: MOTION FOR LEAVE TO FILE OUT OF TIME
eLodged Document: AMENDMENT TO PETITION by Petr. John Doe

Attach the Document File:

Service Parties:

Service To:	Representing:
Commissioner of Internal Revenue	Electronic
AJ0683 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

Turn On the eFiling Wizard

- c. Indicate whether a Certificate of Service is included in the eLodged document file. If so, select the date of service.
- d. Indicate whether exhibits or attachments are included in the eLodged document file.

- e. Click Next.
- f. You have the option to eFile documents in support of the eLodged document.

eFiling

Docket No.: 327268-13 **Caption:** John Doe

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

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

Document Title: MOTION FOR LEAVE TO FILE OUT OF TIME
eLodged Document: AMENDMENT TO PETITION by Petr. John Doe

Do you wish to eFile documents in support of this Document?

Yes No

 [Turn On the eFiling Wizard](#) [Previous](#) [Next](#)

(1) If you would like to eFile documents in support of the eLodged document, click the “Yes” radio button and then click “Next”. Follow the steps for filing supporting documents as described in step 2.a. on page 71 to add documents in support of the eLodged document.

(2) If you click the “No” radio button, you will advance to the next step.

g. Review the entry for the eLodged document. You may click “Edit Document” to select a different document title or click “Remove Document” to attach a different document to be eLodged. After providing the required information, click “Next”.

h. You have the option to eLodge additional documents.

eFiling

Docket No.: 327268-13 **Caption:** John Doe

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

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

Document Title: MOTION FOR LEAVE TO FILE OUT OF TIME by Petr. John Doe (NO OBJECTION)

eLodged Documents

AMENDMENT TO PETITION by Petr. John Doe

[Edit Document](#) [Remove Document](#)

Do you wish to add an additional eLodged Document?

No Yes

 [Turn On the eFiling Wizard](#) [Previous](#) [Next](#)

(1) If you would like to eLodge another document, click the “Yes” radio button and then click “Next”. Complete the steps for eLodging a documents as described in step 3 on page 74 above.

(2) If you click the “No” radio button, you will advance to step 4.

4. **Perform a final review of the form.**

- a. To view the documents you attached, click the “Preview” links in the Document, Supporting Documents, and eLodged Documents sections of the screen.

eFiling

Docket No.: 327268-13 Caption: John Doe

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

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

Document Title: MOTION FOR LEAVE TO FILE OUT OF TIME 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 LEAVE TO FILE OUT OF TIME by Petr. John Doe (NO OBJECTION)

Document:
m for leave.pdf [Preview](#)

Certificate of Service Included:
No

Exhibits/Attachments Included:
No

Objections:
No

Supporting Documents:
AFFIDAVIT OF HENRY JAMES IN SUPPORT OF MOTION FOR LEAVE TO FILE OUT OF TIME
Affidavit.pdf [Preview](#)

eLodged Document 1:
AMENDMENT TO PETITION
amendment to petition.pdf [Preview](#)

 [Turn On the eFiling Wizard](#) [Previous](#) [Submit](#)

- b. To make changes, click the hyperlinked step in the eFiling Steps or the Previous button.
- c. To attach a different document, for example, click the “Attach Document” link in eFiling Steps.

5. **Click the “Submit” button if all information is correct to file and lodge your documents.**

6. **Your transaction receipt will display on the next screen.** Click the “Printer Friendly Version” link to open a PDF version of your receipt. You may save or print the receipt. If you forget, the receipt is available on the “My Transactions” page.

eFiling

Docket No.: 327268-13 **Caption:** John Doe

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

Document Title: MOTION FOR LEAVE TO FILE OUT OF TIME AMENDMENT TO PETITION 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 below 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,	Filed Electronically
	v.	Docket No. 327268-13
COMMISSIONER OF INTERNAL REVENUE,	Respondent	

MOTION FOR LEAVE TO FILE OUT OF TIME AMENDMENT TO PETITION

eFiled: 2/16/2017 at 3:19 PM Eastern time
Transaction #: 333093

Supporting Documents:
AFFIDAVIT OF HENRY JAMES IN SUPPORT OF MOTION FOR LEAVE TO FILE OUT OF TIME

eLodged Document 1:
AMENDMENT TO PETITION

 [Turn On the eFiling Wizard](#)

[Next eFiling](#)

Chapter VII. Help

Online Support



The “Help” line at the top of every Practitioner Access screen contains links to the following:

- **Practitioners’ Guide to eAccess and eFiling** links to the “Practitioners’ Guide to Electronic Case Access and Filing” page of the Court’s website. You may download the entire guide in .PDF format.
- The **eAccess Support Form** allows you to submit an online request for assistance or to report a problem. Type your full name, email address, Tax Court Bar Number, and the docket number(s) of the case(s). Click the drop-down “Support Type” menu and choose from the list the category that best matches the nature of your question. To report unauthorized use of your user name and password as required in the Terms of Use, select “Report Unauthorized Use of User ID and Password”. Describe the problem or type your question in the message box and click the “Submit Form” button. You will receive a response by email.



eAccess Support

This e-mail form may be used by a petitioner or practitioner to communicate with the Court regarding the Court’s eAccess system. The “Message” section of the e-mail form may be used to submit to the Court questions regarding the eAccess System or to report problems encountered in the use of the eAccess system.

*Full Name:

*E-Mail Address:

Tax Court Bar Number:
(if applicable)

*Docket Number(s):

*Support Type: Please make a selection ...

*Message:

(* = Required Field)

- **Terms of Use** links to the Court’s eAccess Terms of Use.

Telephone Support

Practitioners may contact the Court for assistance between the hours of 8:00 a.m. and 4:30 p.m. eastern time, Monday through Friday at the following numbers:

Intake Section—(202) 521-0700

- (1) General, case-related, or procedural information about the Tax Court;
- (2) Petition filing.

Docket Section—(202) 521-4650

- (1) Documents and pleadings filed subsequent to petitions;
- (2) Action taken on documents filed;
- (3) Status of cases.

Appellate Section—(202) 521-3342

- (1) Filing of notices of appeal from Tax Court decisions;
- (2) Other procedures relating to appellate review of Tax Court decisions.

Admissions Section—(202) 521-4629

- (1) Admissions procedures for practice before the Tax Court;
- (2) Request Practitioner Access registration instructions.

Additional Resources

- [COVID-19 Resources](https://www.ustaxcourt.gov/covid.html) (https://www.ustaxcourt.gov/covid.html)
- [eFiling Information for IRS Chief Counsel Attorneys](https://www.ustaxcourt.gov/resources/eaccess/eFiling_Information_for_IRS_Chief_Counsel_Attorneys.pdf) (https://www.ustaxcourt.gov/resources/eaccess/eFiling_Information_for_IRS_Chief_Counsel_Attorneys.pdf)
- [Guidance for Practitioners](https://www.ustaxcourt.gov/practitioners.html) (https://www.ustaxcourt.gov/practitioners.html)
- [Notice Regarding Privacy and Public Access to Case Files](https://www.ustaxcourt.gov/docket_search.html#PRIVACY) (https://www.ustaxcourt.gov/docket_search.html#PRIVACY)
- [Tax Court Rules of Practice and Procedure](https://www.ustaxcourt.gov/rules.html) (https://www.ustaxcourt.gov/rules.html)
- [Terms of Use](https://www.ustaxcourt.gov/tou.html) (https://www.ustaxcourt.gov/tou.html)

Appendix I. Definitions

“Designated Service Person” means the practitioner designated to receive service of documents in a case. The first counsel of record is generally the Designated Service Person, see Rule 21(b)(2).

“Document” means any written matter filed by or with the Court including, but not limited to motions, pleadings, applications, petitions, notices, declarations, affidavits, exhibits, briefs, memoranda of law, orders, and deposition transcripts.

“eLodged” refers to any document that is electronically submitted to the Court with a motion for leave through Petitioner Access or Practitioner Access and that is not automatically filed.

“Intervenor” is a third party who has an interest in the outcome of the case. The most common example is the spouse or former spouse of a petitioner seeking innocent spouse relief.

“Participant” is a partner who elects to participate in a partnership action by filing a notice of election to participate under Rule 245.

“Party”, for purposes of eAccess, means either petitioner(s) or respondent (IRS).

“PDF” means Portable Document Format. Documents in PDF may be opened in Adobe Reader or an equivalent viewer. Adobe Reader may be downloaded free of charge from the Adobe website (www.adobe.com). Electronic documents may be converted to PDF through a word processor, third party PDF creation software such as Adobe Acrobat, or online PDF creation services from Adobe (<http://createpdf.adobe.com/>) and others. Documents in paper form may be scanned into PDF.

“Pro Se” means a petitioner who represents himself or herself without a lawyer or an entity appearing through an authorized fiduciary or officer.

“TIFF” means Tagged Image File Format. Documents may be converted to TIFF through a word processor or software or by scanning into TIFF.

Appendix II. What Documents May Be eFiled

The table below lists documents commonly found in Tax Court cases and may be used before eFiling to correctly title a document. Those marked “NO” in the “Eligible for eFiling?” column must be submitted to the Court in paper form or, for documents such as expert reports and discovery requests, are not filed with the Court. A document may be eFiled unless it is listed below as ineligible for eFiling.

References to “petitioner” for purposes of eAccess and eligibility of documents for eFiling may include petitioners, intervenors, corporations, fiduciaries, and certain other participants. Unless an eFiling references a document filed by another party, documents shown below as “filed by petitioner” do not appear on the list of documents from which counsel for respondent may select when eFiling and petitioners do not see the documents filed by respondent in their list of documents.

Description	Code	Category	Eligible for eFiling?
ADMINISTRATIVE RECORD (filed by respondent)	ADMR	Miscellaneous	
AFFIDAVIT OF [name] IN SUPPORT OF [document name]	AFF	Supporting Document	
AGREED COMPUTATION FOR ENTRY OF DECISION	ACED	Computation	
AMENDED [document name]	ADED	Miscellaneous	
AMENDED ANSWER (filed by respondent)	AA	Answer	
AMENDED CERTIFICATE OF SERVICE OF [document name]	AMDC	Miscellaneous	
AMENDED PETITION (filed by petitioner)	PAP	Petition	
AMENDED PREHEARING MEMORANDUM	APHM	Pretrial Memorandum	
AMENDED PRETRIAL MEMORANDUM	APTM	Pretrial Memorandum	
AMENDED REPLY TO ANSWER (filed by petitioner)	RA	Reply	
AMENDED SERIATIM ANSWERING BRIEF	ADSA	Seriatum Brief	
AMENDED SERIATIM OPENING BRIEF	AEDS	Seriatum Brief	
AMENDED SERIATIM REPLY BRIEF	ADSB	Seriatum Brief	
AMENDED SERIATIM SUR-REPLY BRIEF	ASRB	Seriatum Brief	
AMENDED SERIATIM SUR-REPLY MEMORANDUM BRIEF	MBAD	Seriatum Brief	

Description	Code	Category	Eligible for eFiling?
AMENDED SIMULTANEOUS ANSWERING BRIEF	ASAB	Simultaneous Brief	
AMENDED SIMULTANEOUS ANSWERING MEMORANDA OF LAW	ASAM	Simultaneous Brief	
AMENDED SIMULTANEOUS ANSWERING MEMORANDUM BRIEF	ASMB	Simultaneous Brief	
AMENDED SIMULTANEOUS MEMORANDA OF LAW	ASML	Simultaneous Brief	
AMENDED SIMULTANEOUS OPENING BRIEF	ASOB	Simultaneous Brief	
AMENDED SIMULTANEOUS OPENING MEMORANDUM BRIEF	ASOM	Simultaneous Brief	
AMENDED SIMULTANEOUS SUR-REPLY BRIEF	AISB	Simultaneous Brief	
AMENDED SIMULTANEOUS SUR-REPLY MEMORANDUM BRIEF	ASRM	Simultaneous Brief	
AMENDMENT TO [document name]	AMNT	Miscellaneous	
AMENDMENT TO AMENDED PETITION (filed by petitioner)	PAAP	Petition	
AMENDMENT TO ANSWER (filed by respondent)	ATAN	Answer	
AMENDMENT TO PETITION (filed by petitioner)	ATP	Petition	
AMENDMENT TO PREHEARING MEMORANDUM	ATPH	Pretrial Memorandum	
AMENDMENT TO PRETRIAL MEMORANDUM	ATPM	Pretrial Memorandum	
AMENDMENT TO REPLY TO ANSWER (filed by petitioner)	RAA	Reply	
AMENDMENT TO SECOND AMENDED PETITION (filed by petitioner)	PASP	Petition	
AMENDMENT TO SERIATIM ANSWERING BRIEF	ADTS	Seriatum Brief	
AMENDMENT TO SERIATIM OPENING BRIEF	ASTF	Seriatum Brief	
AMENDMENT TO SERIATIM SUR-REPLY BRIEF	ATRB	Seriatum Brief	
AMENDMENT TO SERIATIM SUR-REPLY MEMORANDUM BRIEF	MBAT	Seriatum Brief	
AMENDMENT TO SIMULTANEOUS ANSWERING BRIEF	ATAB	Simultaneous Brief	

Description	Code	Category	Eligible for eFiling?
AMENDMENT TO SIMULTANEOUS ANSWERING MEMORANDA OF LAW	ATAM	Simultaneous Brief	
AMENDMENT TO SIMULTANEOUS ANSWERING MEMORANDUM BRIEF	ATMB	Simultaneous Brief	
AMENDMENT TO SIMULTANEOUS MEMORANDA OF LAW	ATSM	Simultaneous Brief	
AMENDMENT TO SIMULTANEOUS OPENING BRIEF	ATOB	Simultaneous Brief	
AMENDMENT TO SIMULTANEOUS OPENING MEMORANDUM BRIEF	ATOM	Simultaneous Brief	
AMENDMENT TO SIMULTANEOUS SUR-REPLY BRIEF	ATSB	Simultaneous Brief	
AMENDMENT TO SIMULTANEOUS SUR-REPLY MEMORANDUM BRIEF	ASSM	Simultaneous Brief	
AMENDMENT TO THIRD AMENDED PETITION (filed by petitioner)	PATP	Petition	
ANSWER (filed by respondent)	A	Answer	
ANSWER TO AMENDED PETITION (filed by respondent)	AAPN	Answer	
ANSWER TO AMENDED PETITION, AS AMENDED (filed by respondent)	ATAP	Answer	
ANSWER TO AMENDMENT TO AMENDED PETITION (filed by respondent)	AAAP	Answer	
ANSWER TO AMENDMENT TO PETITION (filed by respondent)	AATP	Answer	
ANSWER TO PETITION, AS AMENDED (filed by respondent)	APA	Answer	
ANSWER TO SECOND AMENDED PETITION (filed by respondent)	ATSP	Answer	
ANSWER TO SECOND AMENDMENT TO PETITION (filed by respondent)	AATS	Answer	
ANSWER TO SUPPLEMENT TO PETITION (filed by respondent)	ASUP	Answer	
ANSWER TO THIRD AMENDED PETITION (filed by respondent)	ASAP	Answer	
ANSWER TO THIRD AMENDMENT TO PETITION (filed by respondent)	AATT	Answer	

Description	Code	Category	Eligible for eFiling?
APPLICATION FOR WAIVER OF FILING FEE (filed by petitioner)	APW	Application	
APPLICATION TO TAKE DEPOSITION OF [name]	APLD	Application	
BRIEF IN SUPPORT OF [document name]	BRF	Supporting Document	
CERTIFICATE AS TO THE GENUINNESS OF THE ADMINISTRATIVE RECORD (filed by respondent)	CERT	Miscellaneous	
CERTIFICATE OF SERVICE	CS	Miscellaneous	
COMPUTATION FOR ENTRY OF DECISION	COED	Computation	
DECLARATION OF [name] IN SUPPORT OF [document name]	DCL	Supporting Document	
DESIGNATION OF COUNSEL TO RECEIVE SERVICE (filed by petitioner)	DSC	Miscellaneous	
ENTRY OF APPEARANCE (filed by petitioner)	EA	Miscellaneous	
INTERVENING PETITION (filed by petitioner)			NO
LIMITED ENTRY OF APPEARANCE (filed by petitioner)	LEA	Miscellaneous	
MEMORANDUM	MEMO	Memorandum	
MEMORANDUM IN SUPPORT OF [document name]	MISP	Supporting Document	
MOTION FOR A NEW TRIAL	M218	Motion	
MOTION FOR AN ORDER UNDER FEDERAL RULE OF EVIDENCE 502(d)	M001	Motion	
MOTION FOR AN ORDER UNDER MODEL RULE OF PROFESSIONAL CONDUCT 4.2	M002	Motion	
MOTION FOR APPOINTMENT OF MEDIATOR	M003	Motion	
MOTION FOR ASSIGNMENT OF JUDGE	M004	Motion	
MOTION FOR AUDIO OF TRIAL PROCEEDING(S)	M136	Motion	
MOTION FOR CERTIFICATION OF AN INTERLOCUTORY ORDER TO PERMIT IMMEDIATE APPEAL	M005	Motion	
MOTION FOR CONTINUANCE	M006	Motion	
MOTION FOR DEFAULT AND DISMISSAL	M009	Motion	
MOTION FOR DOCUMENT SUBPOENA HEARING	M137	Motion	

Description	Code	Category	Eligible for eFiling?
MOTION FOR ENTRY OF DECISION	M007	Motion	
MOTION FOR ENTRY OF ORDER THAT UNDENIED ALLEGATIONS BE DEEMED ADMITTED PURSUANT TO RULE 37(c) (filed by respondent)	M008	Motion	
MOTION FOR ESTATE TAX DEDUCTION DEVELOPING AT OR AFTER TRIAL PURSUANT TO RULE 156	M010	Motion	
MOTION FOR EXTENSION OF TIME	M011	Motion	
MOTION FOR IN CAMERA REVIEW	M135	Motion	
MOTION FOR INTERNATIONAL JUDICIAL ASSISTANCE	M012	Motion	
MOTION FOR JUDGMENT ON THE PLEADINGS	M121	Motion	
MOTION FOR LEAVE TO CONDUCT DISCOVERY PURSUANT TO RULE 70(a)(2)	M013	Motion	
MOTION FOR LEAVE TO FILE	M115	Motion	
MOTION FOR LEAVE TO FILE OUT OF TIME [document name]	M014	Motion	
MOTION FOR LEAVE TO SERVE ADDITIONAL INTERROGATORIES	M015	Motion	
MOTION FOR LEAVE TO USE ELECTRONIC EQUIPMENT	M118	Motion	
MOTION FOR MORE DEFINITE STATEMENT PURSUANT TO RULE 51	M016	Motion	
MOTION FOR NON-BINDING MEDIATION	M017	Motion	
MOTION FOR ORAL ARGUMENT	M018	Motion	
MOTION FOR ORDER FIXING AMOUNT OF AN APPEAL BOND	M019	Motion	
MOTION FOR ORDER TO RELEASE THE AMOUNT OF AN APPEAL BOND	M020	Motion	
MOTION FOR ORDER TO SHOW CAUSE WHY CASE SHOULD NOT BE SUBMITTED ON THE BASIS OF THE ADMINISTRATIVE RECORD	M021	Motion	
MOTION FOR ORDER TO SHOW CAUSE WHY JUDGMENT SHOULD NOT BE ENTERED ON THE BASIS OF A PREVIOUSLY DECIDED CASE	M022	Motion	

Description	Code	Category	Eligible for eFiling?
MOTION FOR ORDER TO SHOW CAUSE WHY PROPOSED FACTS AND EVIDENCE SHOULD NOT BE ACCEPTED AS ESTABLISHED PURSUANT TO RULE 91(f)	M023	Motion	
MOTION FOR PARTIAL SUMMARY JUDGMENT	M024	Motion	
MOTION FOR PRETRIAL CONFERENCE	M122	Motion	
MOTION FOR PROTECTIVE ORDER PURSUANT TO RULE 103	M026	Motion	
MOTION FOR REASONABLE LITIGATION OR ADMINISTRATIVE COSTS	M027	Motion	
MOTION FOR RECONSIDERATION OF FINDINGS OR OPINION PURSUANT TO RULE 161	M028	Motion	
MOTION FOR RECONSIDERATION OF ORDER	M029	Motion	
MOTION FOR RECUSAL OF JUDGE	M030	Motion	
MOTION FOR REVIEW OF JEOPARDY ASSESSMENT OR JEOPARDY LEVY PURSUANT TO RULE 56	M033	Motion	
MOTION FOR SUMMARY JUDGMENT	M034	Motion	
MOTION FOR THE COURT TO PAY THE EXPENSES OF A TRANSCRIPT (filed by petitioner)	M035	Motion	
MOTION FOR THE COURT TO PAY THE EXPENSES OF AN INTERPRETER (filed by petitioner)	M036	Motion	
MOTION FOR VOLUNTARY BINDING ARBITRATION	M037	Motion	
MOTION FOR WRIT OF HABEAS CORPUS AD TESTIFICANDUM	M039	Motion	
MOTION IN LIMINE	M040	Motion	
MOTION TO ADD LIEN OR LEVY DESIGNATION	M041	Motion	
MOTION TO ADD SMALL TAX CASE DESIGNATION	M042	Motion	
MOTION TO AMEND ORDER	M043	Motion	
MOTION TO APPOINT AN INTERPRETER PURSUANT TO RULE 143(f)	M045	Motion	
MOTION TO APPOINT NEW TAX MATTERS PARTNER	M044	Motion	
MOTION TO APPOINT TAX MATTERS PARTNER	M117	Motion	
MOTION TO AUTHORIZE PROPOSED SALE OF SEIZED PROPERTY (filed by respondent)	M046	Motion	

Description	Code	Category	Eligible for eFiling?
MOTION TO BE EXCUSED FROM APPEARING AT THE TRIAL SESSION	M047	Motion	
MOTION TO BE EXEMPT FROM E-FILING			NO
MOTION TO BE RECOGNIZED AS NEXT FRIEND (filed by petitioner)	M049	Motion	
MOTION TO BIFURCATE	M050	Motion	
MOTION TO CALENDAR	M051	Motion	
MOTION TO CALENDAR AND CONSOLIDATE	M052	Motion	
MOTION TO CALENDAR IN THE ELECTRONIC (NORTH) COURTROOM	M038	Motion	
MOTION TO CERTIFY FOR INTERLOCUTORY APPEAL	M055	Motion	
MOTION TO CHANGE OR CORRECT CAPTION	M056	Motion	
MOTION TO CHANGE PLACE OF HEARING OF DISCLOSURE CASE			NO
MOTION TO CHANGE PLACE OF SUBMISSION OF DECLARATORY JUDGMENT CASE	M058	Motion	
MOTION TO CHANGE PLACE OF TRIAL	M059	Motion	
MOTION TO CHANGE SERVICE METHOD	M060	Motion	
MOTION TO CLARIFY ORDER	M061	Motion	
MOTION TO CLOSE ON GROUND OF DUPLICATION	M062	Motion	
MOTION TO COMPEL DISCOVERY	M063	Motion	
MOTION TO COMPEL PRODUCTION OF DOCUMENTS	M064	Motion	
MOTION TO COMPEL RESPONSES TO INTERROGATORIES	M065	Motion	
MOTION TO COMPEL THE TAKING OF DEPOSITION	M066	Motion	
MOTION TO CONFORM THE PLEADINGS TO THE PROOF	M134	Motion	
MOTION TO CONSOLIDATE	M067	Motion	
MOTION TO CORRECT AND CERTIFY RECORD ON APPEAL	M053	Motion	
MOTION TO CORRECT CLERICAL ORDER	M124	Motion	

Description	Code	Category	Eligible for eFiling?
MOTION TO CORRECT TRANSCRIPT	M054	Motion	
MOTION TO DEPOSE PURSUANT TO RULE 74	M068	Motion	
MOTION TO DETERMINE THE TAX MATTERS PARTNER	M069	Motion	
MOTION TO DISMISS	M070	Motion	
MOTION TO DISMISS FOR FAILURE TO PROPERLY PROSECUTE	M071	Motion	
MOTION TO DISMISS FOR FAILURE TO STATE A CLAIM UPON WHICH RELIEF CAN BE GRANTED	M072	Motion	
MOTION TO DISMISS FOR LACK OF JURISDICTION	M073	Motion	
MOTION TO DISMISS FOR LACK OF JURISDICTION AS TO [person, notice, or year]	M126	Motion	
MOTION TO DISMISS FOR LACK OF PROSECUTION	M074	Motion	
MOTION TO DISMISS ON GROUNDS OF MOOTNESS	M075	Motion	
MOTION TO DISQUALIFY COUNSEL	M130	Motion	
MOTION TO ENFORCE A REFUND OF OVERPAYMENT PURSUANT TO RULE 260 (filed by petitioner)	M076	Motion	
MOTION TO ENFORCE SUBPOENA	M077	Motion	
MOTION TO EXTEND TIME TO MOVE OR FILE ANSWER (filed by respondent)	M078	Motion	
MOTION TO FILE DOCUMENT UNDER SEAL			NO
MOTION TO IMPOSE A PENALTY	M080	Motion	
MOTION TO IMPOSE SANCTIONS	M081	Motion	
MOTION TO INTERVENE			NO
MOTION TO MODIFY DECISION IN ESTATE TAX CASE PURSUANT TO RULE 262	M083	Motion	
MOTION TO MODIFY ORDER	M125	Motion	
MOTION TO PERMIT EXPERT WITNESS TO TESTIFY WITHOUT A WRITTEN REPORT REGARDING INDUSTRY PRACTICE PURSUANT TO RULE 143(f)(2)	M084	Motion	
MOTION TO PERMIT LEVY (filed by respondent)	M088	Motion	
MOTION TO PRECLUDE	M085	Motion	

Description	Code	Category	Eligible for eFiling?
MOTION TO PROCEED ANONYMOUSLY			NO
MOTION TO QUASH OR MODIFY SUBPOENA	M087	Motion	
MOTION TO REDETERMINE INTEREST PURSUANT TO RULE 261	M089	Motion	
MOTION TO REMAND	M090	Motion	
MOTION TO REMOVE SMALL TAX CASE DESIGNATION	M091	Motion	
MOTION TO REMOVE TAX MATTERS PARTNER	M092	Motion	
MOTION TO REOPEN THE RECORD	M093	Motion	
MOTION TO REQUIRE PETITIONER TO FILE A REPLY IN A SMALL TAX CASE PURSUANT TO RULE 173(c) (filed by respondent)	M094	Motion	
MOTION TO RESTORE CASE TO THE GENERAL DOCKET	M095	Motion	
MOTION TO RESTRAIN ASSESSMENT OR COLLECTION OR TO ORDER REFUND OF AMOUNT COLLECTED (filed by petitioner)	M096	Motion	
MOTION TO RETAIN FILE IN ESTATE TAX CASE INVOLVING § 6166 ELECTION PURSUANT TO RULE 157	M097	Motion	
MOTION TO REVIEW THE SUFFICIENCY OF ANSWERS OR OBJECTIONS TO REQUEST FOR ADMISSIONS	M098	Motion	
MOTION TO SEAL CASE			NO
MOTION TO SEAL DOCUMENTS	M127	Motion	
MOTION TO SET FOR A TIME & DATE CERTAIN	M099	Motion	
MOTION TO SET PRETRIAL SCHEDULING ORDER	M131	Motion	
MOTION TO SEVER	M100	Motion	
MOTION TO SHIFT THE BURDEN OF PROOF	M101	Motion	
MOTION TO SHORTEN THE TIME	M102	Motion	
MOTION TO STAY PROCEEDINGS	M103	Motion	
MOTION TO STAY PROPOSED SALE OF SEIZED PROPERTY	M104	Motion	
MOTION TO STRIKE	M105	Motion	
MOTION TO SUBMIT CASE PURSUANT TO RULE 122	M106	Motion	

Description	Code	Category	Eligible for eFiling?
MOTION TO SUBSTITUTE PARTIES AND CHANGE CAPTION	M107	Motion	
MOTION TO SUBSTITUTE TRIAL EXHIBIT(S)	M123	Motion	
MOTION TO SUPPLEMENT THE RECORD	M129	Motion	
MOTION TO SUPPRESS EVIDENCE	M119	Motion	
MOTION TO TAKE DEPOSITION PURSUANT TO RULE 74(c)(3)	M108	Motion	
MOTION TO TAKE JUDICIAL NOTICE	M109	Motion	
MOTION TO VACATE	M120	Motion	
MOTION TO VACATE OR REVISE PURSUANT TO RULE 161	M110	Motion	
MOTION TO WITHDRAW	M111	Motion	
MOTION TO WITHDRAW AS COUNSEL (filed by practitioner who wants to remove himself or herself as counsel from a case)	M112	Motion	
MOTION TO WITHDRAW COUNSEL (filed by petitioner or practitioner who wants to remove counsel from a case)	M116	Motion	
MOTION TO WITHDRAW OR MODIFY THE DEEMED ADMITTED ADMISSIONS PURSUANT TO RULE 90(f)	M113	Motion	
NOTICE OF ABATEMENT OF JEOPARDY ASSESSMENT (filed by respondent)	NAJA	Notice	
NOTICE OF APPEAL	ENOA	Notice	
NOTICE OF CHANGE OF ADDRESS (filed by petitioner or practitioner for himself or herself)	NCA	Notice	
NOTICE OF CHANGE OF COUNSEL FOR NON PARTY			NO
NOTICE OF COMPLETION (filed by petitioner)	NOC	Miscellaneous	
LIMITED ENTRY OF APPEARANCE (filed by petitioner)			
NOTICE OF CONCESSION	NCON	Notice	
NOTICE OF CONSISTENT AGREEMENT PURSUANT TO RULE 248(c)(1) (filed by respondent)	NCAG	Notice	
NOTICE OF DEATH OF COUNSEL (filed by petitioner)	NDC	Notice	
NOTICE OF ELECTION TO INTERVENE (filed by petitioner)	NOEI	Notice	

Description	Code	Category	Eligible for eFiling?
NOTICE OF ELECTION TO PARTICIPATE (filed by petitioner)	NOEP	Notice	
NOTICE OF FILING OF PETITION AND RIGHT TO INTERVENE (filed by respondent)	NIS	Notice	
NOTICE OF FILING OF THE ADMINISTRATIVE RECORD (filed by respondent)	NFAR	Notice	
NOTICE OF IDENTIFICATION OF TAX MATTERS PARTNER (filed by petitioner)	NITM	Notice	
NOTICE OF INTENT NOT TO FILE	NINF	Notice	
NOTICE OF INTERVENTION (filed by petitioner)	NOI	Notice	
NOTICE OF ISSUE CONCERNING FOREIGN LAW	NIFL	Notice	
NOTICE OF JEOPARDY ASSESSMENT (filed by respondent)	NJAR	Notice	
NOTICE OF JUDICIAL RULING	NRJR	Notice	
NOTICE OF NO OBJECTION	NNOB	Notice	
NOTICE OF OBJECTION	OBJN	Notice	
NOTICE OF PARTIAL ABATEMENT OF JEOPARDY ASSESSMENT (filed by respondent)	NPJR	Notice	
NOTICE OF PROCEEDING IN BANKRUPTCY	NPB	Notice	
NOTICE OF RELEVANT JUDICIAL DECISIONS	NRJD	Notice	
NOTICE OF SETTLEMENT AGREEMENT PURSUANT TO RULE 248(c)(1) (filed by respondent)	NOST	Notice	
NOTICE OF SMALL TAX CASE ELECTION	NSTE	Notice	
NOTICE OF SUBMISSION OF EXPERT REPORT			NO³
NOTICE OF SUPPLEMENTAL AUTHORITY	NSA	Notice	
NOTICE OF TERMINATION ASSESSMENT	NTA	Notice	
NOTICE OF UNAVAILABILITY	NOU	Notice	
OPPOSITION TO [document name]	OPPO	Opposition	
OWNERSHIP DISCLOSURE STATEMENT (filed by petitioner)	DISC	Statement	

³An expert report is submitted to the trial Judge in paper form 30 days before the calendar call unless otherwise directed by the trial Judge. An expert report may be offered into evidence at trial. Expert reports are not filed.

Description	Code	Category	Eligible for eFiling?
PARTIAL ADMINISTRATIVE RECORD (filed by respondent)	PARD	Miscellaneous	
PETITION FILED (filed by petitioner)			NO
PREHEARING MEMORANDUM	PHM	Pretrial Memorandum	
PRETRIAL MEMORANDUM	PMT	Pretrial Memorandum	
PROPOSED STIPULATED DECISION ⁴	PSDE	Miscellaneous	
PROPOSED TRIAL EXHIBITS	PTE	Miscellaneous	
RATIFICATION OF PETITION (filed by petitioner)			NO
RATIFICATION [of document name]	RATF	Miscellaneous	
REDACTED [document name]	REDC	Miscellaneous	
REDACTED PETITION FILED (filed by petitioner)	PTFR	Petition	
REPLY TO [document name]	REPL	Reply	
REPLY TO AMENDMENT TO ANSWER (filed by petitioner)	RPAA	Reply	
REPLY TO ANSWER (filed by petitioner)	RTA	Reply	
REPLY TO ANSWER TO AMENDED PETITION (filed by petitioner)	RTAA	Reply	
REPLY TO ANSWER TO AMENDMENT TO PETITION (filed by petitioner)	RATA	Reply	
REPLY TO ANSWER TO PETITION, AS AMENDED (filed by petitioner)	RAPA	Reply	
REPLY TO ANSWER TO SECOND AMENDED PETITION (filed by petitioner)	RTSA	Reply	
REPLY TO ANSWER TO SUPPLEMENT TO PETITION (filed by petitioner)	RSTA	Reply	
REPLY TO ANSWER TO THIRD AMENDED PETITION (filed by petitioner)	RTAP	Reply	
REQUEST FOR ADMISSIONS	REQA	Request	
REPORT	RTP	Miscellaneous	

⁴Effective September 30, 2019, Stipulated Decisions may be filed with the Court electronically. See page [42](#) for additional information on stipulated decisions.

Description	Code	Category	Eligible for eFiling?
REQUEST FOR JUDICIAL NOTICE	RJN	Request	
REQUEST FOR PLACE OF HEARING OF DISCLOSURE CASE			NO
REQUEST FOR PLACE OF SUBMISSION OF DECLARATORY JUDGMENT CASE	RQSD	Request	
REQUEST FOR PLACE OF TRIAL	RQT	Request	
REQUEST FOR PRETRIAL CONFERENCE	RFPC	Request	
REQUEST FOR PRODUCTION OF DOCUMENTS			NO
REQUEST FOR RESPONSES TO INTERROGATORIES			NO
RESPONSE TO [document name]	RSP	Response	
RESPONSE TO REQUEST FOR PRODUCTION OF DOCUMENTS			NO
RESPONSE TO REQUEST FOR RESPONSES TO INTERROGATORIES			NO
REVISED COMPUTATION	RCOM	Computation	
SECOND AMENDED PETITION (filed by petitioner)	PSAP	Petition	
SECOND AMENDMENT TO PETITION (filed by petitioner)	PSAT	Petition	
SECOND SUPPLEMENT TO PRETRIAL MEMORANDUM	SSPM	Pretrial Memorandum	
SERIATIM ANSWERING BRIEF	SEAB	Seriatum Brief	
SERIATIM ANSWERING MEMORANDUM BRIEF	SAMB	Seriatum Brief	
SERIATIM OPENING BRIEF	SEOB	Seriatum Brief	
SERIATIM OPENING MEMORANDUM BRIEF	SOMB	Seriatum Brief	
SERIATIM REPLY BRIEF	SERB	Seriatum Brief	
SERIATIM REPLY MEMORANDUM BRIEF	SRMB	Seriatum Brief	
SERIATIM SUR-REPLY BRIEF	SESB	Seriatum Brief	
SERIATIM SUR-REPLY MEMORANDUM BRIEF	SSRB	Seriatum Brief	
SETTLEMENT STIPULATION	SSTP	Stipulation	
SIMULTANEOUS ANSWERING BRIEF	SIAB	Simultaneous Brief	
SIMULTANEOUS ANSWERING MEMORANDA OF LAW	SIAM	Simultaneous Brief	

Description	Code	Category	Eligible for eFiling?
SIMULTANEOUS ANSWERING MEMORANDUM BRIEF	SIMB	Simultaneous Brief	
SIMULTANEOUS MEMORANDA OF LAW	SIML	Simultaneous Brief	
SIMULTANEOUS OPENING BRIEF	SIOB	Simultaneous Brief	
SIMULTANEOUS OPENING MEMORANDUM BRIEF	SIOM	Simultaneous Brief	
SIMULTANEOUS SUPPLEMENTAL BRIEF	SSB	Simultaneous Brief	
SIMULTANEOUS SUR-REPLY BRIEF	SISB	Simultaneous Brief	
SIMULTANEOUS SUR-REPLY MEMORANDUM BRIEF	SSRM	Simultaneous Brief	
STATEMENT	STAT	Statement	
STATEMENT OF TAXPAYER IDENTIFICATION NUMBER (Form 4)			NO⁵
STATEMENT UNDER RULE 212	S212	Statement	
STATEMENT UNDER RULE 50(c)	STAR	Statement	
STATUS REPORT	RPT	Miscellaneous	
STIPULATED DECISION See "Proposed Stipulated Decision".			
STIPULATION	STP	Stipulation	
STIPULATION AS TO THE ADMINISTRATIVE RECORD (filed by respondent)	SADM	Stipulation	
STIPULATION AS TO THE PARTIAL ADMINISTRATIVE RECORD (filed by respondent)	SPAR	Stipulation	
STIPULATION OF FACTS	STIP	Stipulation	
STIPULATION OF PRETRIAL DEADLINES	SPD	Stipulation	
STIPULATION OF SETTLED ISSUES	STST	Stipulation	
STIPULATION OF SETTLEMENT	STS	Stipulation	

⁵The Statement of Taxpayer Identification Number, Form 4, is submitted in paper form with the petition. It may not be eFiled and is never made part of the Court's public files.

Description	Code	Category	Eligible for eFiling?
STIPULATION TO BE BOUND	STBB	Stipulation	
STIPULATION TO TAKE DEPOSITION OF [name]	STPD	Stipulation	
SUBSTITUTION OF COUNSEL (filed by petitioner)	SOC	Miscellaneous	
SUPPLEMENT TO [document name]	SUPM	Supplement	
SUPPLEMENT TO PETITION (filed by petitioner)	PSUP	Petition	
SUPPLEMENT TO PREHEARING MEMORANDUM	STMP	Pretrial Memorandum	
SUPPLEMENT TO PRETRIAL MEMORANDUM	STPM	Pretrial Memorandum	
SUPPLEMENT TO SERIATIM ANSWERING BRIEF	STSA	Seriatum Brief	
SUPPLEMENT TO SERIATIM OPENING BRIEF	STSO	Seriatum Brief	
SUPPLEMENT TO SERIATIM SUR-REPLY BRIEF	SSSR	Seriatum Brief	
SUPPLEMENT TO SERIATIM SUR-REPLY MEMORANDUM BRIEF	MBSR	Seriatum Brief	
SUPPLEMENT TO SIMULTANEOUS ANSWERING BRIEF	SSAB	Simultaneous Brief	
SUPPLEMENT TO SIMULTANEOUS ANSWERING MEMORANDA OF LAW	STAM	Simultaneous Brief	
SUPPLEMENT TO SIMULTANEOUS ANSWERING MEMORANDUM BRIEF	SSAM	Simultaneous Brief	
SUPPLEMENT TO SIMULTANEOUS MEMORANDA OF LAW	STSM	Simultaneous Brief	
SUPPLEMENT TO SIMULTANEOUS OPENING BRIEF	SSOB	Simultaneous Brief	
SUPPLEMENT TO SIMULTANEOUS OPENING MEMORANDUM BRIEF	SSOM	Simultaneous Brief	
SUPPLEMENT TO SIMULTANEOUS SUR-REPLY BRIEF	SSSB	Simultaneous Brief	
SUPPLEMENT TO SIMULTANEOUS SUR-REPLY MEMORANDUM BRIEF	SSSM	Simultaneous Brief	
SUPPLEMENTAL [document name]	SUPT	Supplement	
SUPPLEMENTAL STIPULATION OF FACTS	SSOF	Stipulation	
SUR-REPLY TO [document name]	SURP	Reply	
THIRD AMENDED PETITION (filed by petitioner)	PTAP	Petition	

Description	Code	Category	Eligible for eFiling?
THIRD AMENDMENT TO PETITION (filed by petitioner)	PTAT	Petition	
UNREDACTED [document name]	URED	Miscellaneous	
UNSWORN DECLARATION OF [name] UNDER PENALTY OF PERJURY IN SUPPORT OF [document name]	USDL	Supporting Document	

Appendix III. Sample Format - Notice Regarding the Submission of Exhibits or Attachments in Original Format

SAMPLE FORMAT

UNITED STATES TAX COURT

WASHINGTON, DC 20217

)	
)	
Petitioner(s))	
)	
v.)	Docket No. _____
)	
COMMISSIONER OF INTERNAL REVENUE,)	
)	
Respondent)	

NOTICE REGARDING THE SUBMISSION OF EXHIBITS [ATTACHMENTS] IN ORIGINAL FORMAT

Exhibits, labeled/numbered _____, in support of
 _____, which was electronically filed with the Court on
 (title of document)
 on _____, 20___, are being submitted to the Court in their original format.

Date: _____ Signature: _____

Name of Petitioner or Counsel
 Tax Court Bar Number (for
 practitioners only)
 Address (City, State and Zip Code)
 Telephone Number
 E-mail address

Index

- Adobe Reader, [2](#), [23](#), [25](#), [26-28](#)
 - problems, [24-28](#)
- amended, [60](#)
 - certificate of service, [53](#), [58](#)
 - petition, [58](#)
- amendments to, [60](#)
- briefs
 - simultaneous, [36-37](#), [47](#)
- Case Entry, [28](#), [29](#)
- Case Index, [24](#), [26](#)
- certificate of service, [46](#), [47](#), [55](#), [59](#)
 - amended, [53](#), [58](#), [59](#)
- Change Password, [32-33](#)
- Change Security Image, [33](#)
- Change Security Question, [34](#)
- Change User Name, [32](#)
- confirmation code, [10-11](#)
- consolidated cases, [44-45](#), [54](#)
- Corporate Search, [28](#), [30](#)
- definitions, [81](#)
- docket sheet, [21](#), [24-25](#)
- documents
 - can't view, [24](#), [26-28](#)
 - miscellaneous unfiled, [26](#)
 - service, [22-24](#)
 - viewing, [21](#), [23-26](#)
- eFiling, [1](#), [38](#)
 - attachments, [39](#), [55](#)
 - checklist, [48](#)
 - eligible documents, [39](#), [82-84](#), [86-97](#)
 - email notification, [57](#)
 - errors, [48](#)
 - exemption, [38](#), [39](#)
 - exhibits, [39](#), [55](#)
 - format of documents, [41-44](#), [54](#)
 - help, [50](#)
 - instructions, [49-57](#)
 - mandatory, [38](#)
 - navigating the process, [50](#)
 - select document, [52-54](#)
 - supporting documents, [40](#), [69](#), [71-73](#), [76](#), [77](#)
 - timeliness, [40](#)
 - Wizard, [46](#), [52](#), [65](#)
- eLodge, [68](#), [69](#), [73-77](#), [81](#)
- email address, [7](#), [11](#), [17](#), [20](#), [37](#)
 - update, [31-32](#)
- Entry of Appearance, [43](#), [46](#), [49](#), [61](#), [65](#)
- eService, [1](#), [36-37](#), [47](#)
- evidence, [92](#)
- expert report, [46](#)
- hardware requirements, [2](#)
- Help, [79](#)
 - additional resources, [80](#)
 - by telephone, [80](#)
 - eAccess Support Form, [79](#)
 - online, [79](#)
- logging off , [21](#)
- logging on, [12-15](#)
 - problems, [14-18](#), [20](#)
- mandatory eFiling, [38](#)
 - exemptions from, [38](#)
 - good cause exception, [38](#)
- mobile devices, [2](#), [26](#)
- Motion for Leave To File, [59](#), [68-71](#), [73-78](#)
- Motion for Leave To File Out of Time, [68-71](#), [73-78](#)
- motion to substitute parties, [49](#), [61](#)
- My Cases, [24](#)
- My Notifications, [35](#)
- My Service, [22](#), [23](#)
- My Transactions, [48](#), [57](#), [78](#)
- notice of election to intervene, [49](#), [61](#)
- notice of election to participate, [49](#), [61](#)
- notice of intervention, [49](#), [61](#)
- Notification of Service, [26](#), [36](#), [37](#)
- opposition to, [59](#)
- participants, [26](#)
- parties
 - service, [26](#), [55](#)
 - third, [61](#)
- Party Search, [28](#), [29](#)

password, [6](#), [32](#)
 forgot, [18-20](#)
petitions, [38](#), [61](#)
 amended, [58](#)
Practitioner Access, [1](#)
preferences
 email notification, [11](#)
Recovery E-mail Address, [7](#)
redacted, [41](#), [49](#), [59](#)
registration, [3-11](#)
reply to, [59](#)
requests for admissions, [58](#)
response to, [59](#)
search docket records, [28-30](#)
security
 image, [8-9](#), [14](#), [33](#)
 question, [9-10](#), [13](#), [34](#)
service, [1](#), [36](#), [47](#)
 certificate of, [46](#), [47](#), [55](#), [59](#)
 courtesy, [36](#), [47](#), [55](#), [57](#), [67](#)
 eService, [1](#), [36--37](#), [47](#)
 notification, [5](#), [14](#), [23](#), [32](#), [36](#), [37](#), [47](#)
 paper, [36](#), [37](#), [46](#), [47](#)
 parties, [26](#), [55](#)
Service E-mail Address, [7](#)
signature, [42](#)
software requirements, [2](#)
stipulated decisions, [42](#), [43](#)
stipulations of facts, [58](#)
Substitution of Counsel, [46](#), [49](#), [56](#), [61](#),
 [65](#)
supplemental, [60](#)
supplements to, [60](#)
Terms of Use, [1](#), [2](#), [7](#)
unredacted, [59](#)
Update Info, [31](#)
user name, [6](#), [12](#), [15](#), [32](#)
 forgot, [12](#), [14-17](#)