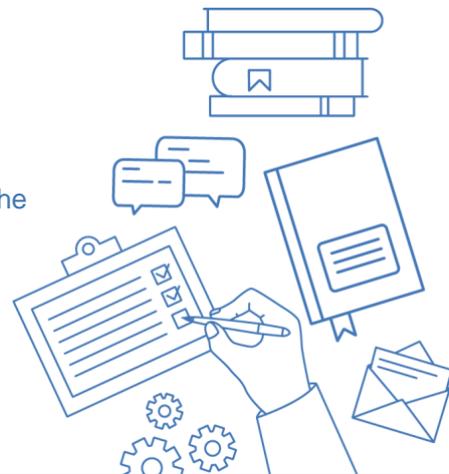


CCB HANDBOOK

eCCB

eCCB is the electronic filing and case management system for the Copyright Claims Board. Parties and their representatives can register for access to eCCB to file and receive documents. eCCB is free to use, and you do not need to register to search and review documents related to CCB proceedings.



Chapter at a Glance

- Registering for eCCB
- Participating in a Claim on eCCB
- Searching eCCB
- Law Student and Attorney Designee Authorization
- Need Help?

Why You Need This Information

You must use eCCB for all filings in your CCB proceeding. Because eCCB allows all parties and the CCB to receive filings and confirmations of filings immediately, use of eCCB is required absent exceptional circumstances. If you are truly unable to use eCCB because, for instance, you cannot access the internet, [contact the CCB](#) to request permission to make alternative arrangements.

Quick Summary of eCCB

- You can access eCCB at dockets.ccb.gov.
- eCCB supports several browsers including Google Chrome, Microsoft Edge, Firefox, and Safari.
- To [register for eCCB](#) you will need a Login.gov account. If you do not have a Login.gov account, eCCB will take you to where you can create one.

CHAPTERS WITH MORE eCCB INFORMATION

- Starting an Infringement Claim
- Starting a Noninfringement Claim
- Starting a Misrepresentation Claim
- Opting Out
- Active Phase
- Responding to an Infringement Claim
- Responding to a Claim Requesting a Declaration of Noninfringement
- Responding to a Misrepresentation Claim
- Counterclaims

- Once you sign in to eCCB with your Login.gov information, the first thing you will do is select an eCCB user role.
- Accessing your **docket** and filing documents and requests is easy through the eCCB dashboard. All users other than the user who filed the claim must [link their eCCB account](#) to their case so they can make and receive filings.

Anyone can view unrestricted documents through the public case search feature on eCCB without registering. Before filing on eCCB, you should consider whether the documents you intend to file contain sensitive personally identifiable information. For more information, see the discussion of [Recognizing and Removing Personally Identifiable Information \(PII\)](#), below.

- If you are a respondent who wishes to complete the opt-out process, you do not need a user account and can visit [eCCB](#) to opt out of your proceeding.
- If you are an attorney designee, such as a paralegal, you will need authorization from an eCCB-registered attorney to file documents. If you are a law student, you will need authorization from your supervising attorney, who must be registered with eCCB.

Registering for eCCB

You will need to register for eCCB in order to file a claim, respond to a claim, file documents, and participate in a proceeding before the Board. Registration for eCCB is a two-step process: (1) logging in using your Login.gov credentials and (2) selecting a [user role](#). If you do not have a Login.gov account, you can create one from the [eCCB website](#) first before choosing your user role.

Using a Login.gov Username

When you click “**Sign in**” you will see the Login.gov interface. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. If you’ve created a username and password to access services like USAJOBS, TSA PreCheck and Global Entry, or the Small Business Administration’s small business loans and disaster assistance, you already have a Login.gov account and can use it in eCCB. If you do not have a Login.gov account, eCCB will take you to where you can create one. For additional information about Login.gov, please visit the “[What is Login.gov?](#)” page of the Login.gov website.

Selecting a User Role

When registering for eCCB, you will need to input some important contact information and choose the correct user type from the drop-down menu. You will select your user role based on the way you are appearing before the CCB.

NOTE: While unlikely, if you are appearing before the CCB in different capacities across proceedings (for example, you are an attorney representing clients before the CCB, but you also want to file a claim for yourself where you are self-represented), you will need to register your user roles separately.

eCCB has several different types of users:

- **Self-Represented Party:** An individual user who will be a party before the CCB and file their own claims and documents without an attorney or law student representative.
- **Attorney (Outside Counsel):** Attorney users who will represent and file claims and documents on behalf of a client. This is separate from an in-house attorney who represents the business where they are employed.
- **In-House Attorney:** Attorney users who will represent and file claims and documents on behalf of the business where they are employed.
- **Attorney Designee:** Most often a paralegal, these users will file claims and documents at the direction of, and on behalf of, an attorney or in-house attorney.
- **Law Student Representative:** Users who are enrolled in a law school clinic or working for a pro bono legal services organization with a connection to the student’s law school. When granted permission on eCCB by a supervising attorney, the law student can represent parties and file claims and documents on behalf of clients represented by the clinic or organization.
- **Authorized Company Representative:** A user who represents a company, files claims and documents on its behalf, and is not an in-house attorney but is one of the following: an officer, partner, member, or owner of the company, or an employee who has been given authorization by an officer, partner, member, or owner to represent the company in a proceeding. An employee who is not an in-house attorney, officer, partner, member, or owner, but who is given authorization by an officer, partner, member, or owner to represent the company in a proceeding will need to file a written document showing authorization for that proceeding.

MANAGING YOUR USER SETTINGS

You can access and manage your profile by clicking on the user icon at the top-right corner of the eCCB page, and then selecting “**Manage your user profile.**” From this page, you can make edits and enter additional email addresses to receive a copy of all email communications and notifications from eCCB. You can update your profile information by selecting “**Manage your user information**” from the Manage profile screen.

Participating in a Claim on eCCB

eCCB will walk you through the filings that you wish to make by asking you questions and giving you instructions. Some of these instructions will depend on the type of user role (listed above) that you have selected.

Filing a Claim

Other chapters in this Handbook provide information about which type of claim to file and how to **file infringement**, **noninfringement**, and **misrepresentation** claims. Once you’re ready to begin filing your claim, go to the appropriate Handbook chapter to see step-by-step instructions.

If you have an attorney or law student representative, they will be able to file on your behalf.

Sometimes, there will be multiple claimants in a proceeding. One claimant can file a claim on behalf of other parties if they have given that claimant authorization to do so; however, each party must have a proper representative or represent themselves once the proceeding enters the **active phase**.

1. Once you have logged in to your eCCB account, click the **“Submit a claim”** button at the top of your dashboard.
2. A pop-up box will appear and prompt you to identify the type of claim or claims you are asserting.
3. You will then be given step-by-step instructions to add the necessary contact and claim information.
4. As you go through the steps, additional information and links to extra resources are revealed by hovering over a little “i” in a circle called “tooltips.”

Linking Yourself to a Claim and Responding to a Claim

The CCB Handbook has other chapters about how to **respond** to [infringement](#), [noninfringement](#), and [misrepresentation](#) claims. You should consult the appropriate chapter before filing your response.

If you weren’t the eCCB user who filed the initial claim, you will need to link your eCCB account to your case to file any documents in the proceeding. After you have logged in to your eCCB account, you can search for your proceeding using the case search feature and access it by clicking the docket number hyperlink on the left. Then, you will need to click the **“Link yourself to case”** button, select the proper party from the **“Party name”** drop-down menu, and confirm your details on the **“Review filing”** page. The CCB will review your request to link to the case before you can participate to make sure that you are a party or party representative in that case. **Please note that the CCB reviews linking requests during business hours, so you should not wait until the last minute to make a linking request.**

Once you’re ready to begin working on your response, follow the steps below. If you have an attorney, law student representative, or authorized company representative, they will be able to file on your behalf.

1. Once linked with the case, you will click the **“Respond to claim”** button at the top of your dashboard and select the proceeding you are linked to and that you want to work on.
2. A response form will appear on the screen, which gives you step-by-step instructions, so you can provide your side of the story by giving a detailed explanation of why you believe the facts and conclusions in the claimant’s claims are not valid.

Opting Out

If you have decided you would like to [opt out](#) of a particular CCB proceeding, follow the steps below:

1. The [eCCB homepage](#) displays a few buttons under the “Welcome to eCCB” header, including an **“Opt out of proceeding”** button.
2. Click that button, and the “Opt out of proceeding” form page will appear.
3. The opt-out form is a single page and should take only a minute to fill out. You will need the docket number for your proceeding and your unique opt-out code, which is included in the materials with the claim and initial notice that were served on you.

Navigating the Claim and Response in eCCB

When filing or responding to claims, there are a few features to be aware of:

- **Navigation bar:** When filling out a claim or response, the top navigation bar will tell you where you are in the process.
- **Tooltips:** When navigating the claim and response forms, you will encounter a blue “i” in a circle icons (tooltips). Tooltips will give you helpful and explanatory information about the details requested by eCCB. If you see a tooltip, you can hover over it to get more information.
- **Mandatory fields:** Please note that all starred fields (*) are required information.
- **Save and exit:** You don’t need to complete your response in one sitting. You always have the option to save your response form and return to complete it later by selecting “**Save & exit**” at the bottom of the screen. It is *recommended* you complete the particular screen you are on before hitting “Save & exit.”
- **Review page:** You will be able to review and edit all of your answers before submitting your claim or response.
- **Confirmation emails:** eCCB will send an automatic confirmation email to the email addresses you have listed on your profile after you file your claim, response, or other documents. Once you are linked to a proceeding, you will also receive a confirmation email whenever the CCB or a party files anything in that proceeding.

Accessing Your Docket and Filing during Your Proceeding

Accessing your proceeding is easy from your eCCB dashboard. Once linked to the claim, claimants and respondents can view their **docket** on their eCCB dashboard homepage. You can click on the docket number to access additional information about the claim.

From the dashboard, you can also

- **File documents or requests in an existing case.** To file a document, request, or response to a request in a proceeding, click “**File in existing case**” button and select the proceeding from the drop-down menu. After selecting the correct proceeding, select the proper filing from the drop-down menu. After you enter the active phase of the proceeding, most filings involve a fillable box with instructions and a maximum character limit.
- **View your filings.** To view all of your filings, click the “**My filings**” button.

Recognizing and Removing Personally Identifiable Information (PII)

Almost all documents submitted to the CCB are made publicly available on eCCB. Therefore, information that is highly sensitive to an individual needs to be redacted before a document is filed. This sensitive information is called “Personally identifiable information” or “PII.” PII is a legal term that has a very specific meaning and includes only specific categories; do not assume a person’s name is PII just because it “identifies” them. The following are considered PII:

- Social Security numbers and Taxpayer ID numbers,
- Birth dates,
- Health information protected by law,
- The name of any person known to be a minor, and
- Financial account numbers

You must **redact** PII from a document before you file it on eCCB. More information on PII and redaction instructions can be found in the [Discovery](#) chapter.

Searching in eCCB

Anyone can search eCCB to view claims, documents, and determinations in any proceeding. You do not need to register for eCCB to make such searches.

To search for a case in eCCB, follow the steps below:

1. The [eCCB homepage](#) displays a few buttons under the “Welcome to eCCB” header. To search for a case, you will click the “Search cases” button.
2. Use the top search bar to search for a particular case by party name or docket number.

To search for a document on eCCB, follow the steps below:

1. The eCCB homepage displays a few buttons under the “Welcome to eCCB” header. To search for documents that have been filed, regardless of which eCCB proceeding they were filed in, you will click the “Search documents” button.
2. Use the top search bar to search for a particular document by party name, document type, or date.

Law Student and Attorney Designee Authorization

Both law student representatives and attorney designees will need to request filing permissions from their supervising attorneys to file documents in eCCB. A supervising attorney will need to establish an “Attorney” user role in eCCB to grant this permission. These permissions can be revoked at any time from the same page as the one where the attorney grants permission.

Law Student Permission

As a law student representative, you must be associated with a supervising attorney (who will have a user role of “Attorney”), and you must receive permission on eCCB from a supervising attorney to represent clients and file documents before you may begin filing in CCB proceedings.

REQUESTING ACCESS AS A LAW STUDENT

1. You will need to register for eCCB as a law student representative and fill out the necessary clinic or organization information.
2. After you register, use the “**Filing permissions**” button on the right-hand side, which will take you to the **Filing permissions** page.
3. Click “**Request permission**,” and search for your supervisor from the drop-down menu. An eCCB notification and email will be sent to your supervisor. You should confirm with your supervisor that they have also registered for an eCCB account.
4. You will get a confirmation email once your supervisor has granted you filing permission.
5. You can also check your filing permissions by clicking the “**Filing permissions**” button on the dashboard.

GRANTING LAW STUDENT PERMISSION AS A SUPERVISOR

If you are a supervising attorney, there are two ways you can approve law students to file documents.

Searching for Students

1. Once a student has registered for eCCB, you can search for a student and grant permission from the **Filing permissions** page.
2. To search for the student, you will click on “**Grant permission**,” and a pop-up window will appear, where you will be able to search for a “**Filing user**” from a drop-down list.
3. The law student will get a confirmation email once you have granted permission for them to file documents in CCB proceedings.

Approving a Student’s Request

1. Once the student has requested permission to file documents in CCB proceedings, you will receive a dashboard notification and email that will direct you to the **Filing permissions** page.
2. Once there, you can approve, revoke, or extend permissions for students, including the student who requested permission.
3. The law student will get a confirmation email once you have granted filing permission.

Attorney Designee Designation

An attorney designee is someone who works for an attorney, such as a paralegal or assistant, and who has been given authorization to file documents on the attorney’s behalf. As an attorney designee, you must receive permission from an attorney before you may begin filing.

The actual attorney for whom the attorney designee works will need to establish themselves as an “Attorney” user role in eCCB to grant this permission. This permission can be revoked at any time from the same page as the one for granting permission.

REQUESTING PERMISSION AS AN ATTORNEY DESIGNEE

1. If you are going to be an attorney designee, you will need to register for eCCB as an “Attorney Designee” user role.
2. After you register, use the “**Filing permissions**” button on the right-hand side, which will take you to the **Filing permissions** page.
3. Click “**Request permission**,” and search for an attorney from the drop-down menu. Once you select the attorney, an eCCB notification and email will be sent to the attorney.
4. You will get a confirmation email once the attorney has granted you filing permission.
5. You can also check your filing permissions by clicking the “**Filing permissions**” button on the dashboard.

GRANTING PERMISSION AS AN ATTORNEY

There are two ways you, as an attorney, can approve attorney designees to file documents on your behalf.

Searching for Attorney Designees

1. Once a designee has registered for eCCB, you can search for the designee and grant permissions from the “**Filing permissions**” page.

2. To search for a designee, you will click on **“Grant permission.”** A pop-up window will appear, and you will be able to search for a **“Filing user”** from a drop-down list.
3. The designee will get a confirmation email once you have granted them permission to file on your behalf.

Approving Attorney Designee Request

1. Once the designee has requested permission to file on your behalf, you will receive a dashboard notification that will direct you to the **“Filing permissions”** page.
2. Once there you can approve, revoke, or extend permission for each designee.
3. The designee will get a confirmation email once you have granted them permission to file on your behalf.

Request to Withdraw Representation

If an attorney or authorized representative wishes to withdraw its representation, the attorney or authorized representative must file a Request to Withdraw Representation. If you are a supervising attorney for law student representatives, you must file a Request to Withdraw Representation on behalf of any law student representatives who are withdrawing their representation.

Filing a Request to Withdraw Representation

1. Log in to your eCCB account.
2. Navigate to the docket page for the applicable proceeding.
3. Click on **“File a document.”**
4. Select Request to Withdraw Representation as the document type.
5. Select **“Public”** in the document access drop-down menu.
6. A text box will appear in which you may type your request.
7. Please include your name, bar number, and state (or U.S. territory or commonwealth) in which you are barred. For law student representatives, please include the student’s name, law school, and the name of the clinic they are or were enrolled in.
8. You may, but are not required to, attach additional documents.
9. Click **“Continue.”**
10. Review your filing, including the statement confirming that you are certifying that all of the written information in your submission is accurate and truthful.
11. If correct, select **“Agree & Submit.”**

The opposing party has 7 days to submit a response to the request. After that time period has passed, the CCB will review the Request to Withdraw Representation and issue an order granting or denying the request.

Glossary

- **Active Phase:** When the respondent has not opted out, the portion of the proceeding starting from the end of the sixty-day opt-out period and continuing until the CCB's final determination of your case.
- **Docket:** Each proceeding has a unique case number associated with it. The docket is the list of all documents associated with that particular proceeding.
- **Redact:** To edit or prepare a document by removing or obscuring specific information that is sensitive, confidential, or otherwise not intended to be disclosed.

Need Help?

Receive further assistance and answers to frequently asked questions on our [FAQ page](#).

You can also contact technical support at **(202) 707-3000** or **1-877-476-0778** (toll-free) or through our [contact us form](#).