

Confidential Business Information System - Frequently Asked Questions?

Refer to the Handbook for Electronic Filing Procedures for document submission instructions.

1. Can I use my old EDIS account on CBIS?
 - a. Yes. Your existing EDIS account will work with your current password. When your current password expires, your new password will need to conform to the new password rules.
2. If I am a paralegal or legal assistant, can I submit documents using my user account?
 - a. No. You must use the authorized account of the attorney assigned to the investigation. The name on the account must match the document signature. The email account for receipt/rejection notices can be set to a common email address for the firm or one that the paralegal/legal assistant may access. Currently a user account is not required to perform public searches.
3. How do I submit a document to initiate a new investigation?
 - a. Select 'New Request' instead of Find Investigation to mark the document as a new investigation. The Dockets Office will review the request, and if an investigation is assigned, will update the document information to indicate the new Investigation Number, Investigation Phase, Area of Interest and Document Type.
4. Do I have to file a coversheet if I'm submitting paper documents?
 - a. Yes. Please select the Paper Filing option from the main menu after logging in.
5. I have lost the printout for the Cover Sheet, how do I reprint it?
 - a. In the case that your printout is lost or you forgot to print the Coversheet page, it is preferable for you to print the email notice you received and attach it to your document filing.
6. I'm running the Daily Filing Report and none of my documents have the files available.
 - a. The Daily Filing Report will show the data for the documents submitted but will only include the document, once approved by dockets, and only for Public documents that have been successfully converted to Adobe Acrobat PDF files.