



# E-Filing Application Header Form

## Instructions

This form is part of our internal workflow and should be completed, saved and electronically submitted with documents to be filed.

A scanned copy of this form will NOT be accepted as it limits our ability to complete workflow processes.

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## SECTION 1

### E-Filer Information

Filing as:

First Name (Required)

M.I.

Last Name (Required)

E-mail Address (Required)

Phone

Company or Firm Name, if applicable

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## SECTION 2

### Case Information

Case Country

Case Title

Appeal Case Number, if known

Date and Time of Appeal Hearing

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## SECTION 3

Identity of Party/ Parties on whose behalf Documents are being Filed

Name or Company Name

SECTION 4

**For Official  
Use Only**

List of Documents Submitted for Filing (in Sequence you wish them Filed)

Standard Document Type	Document Filename	Filing Fee	Actual Fee
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Other Document Type (not listed above)	Document Filename	Filing Fee	Actual Fee
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Special Notes

Attorney Submitted Total

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SECTION 5

(Official Use Only)

Appeal Case Number

Next Page Number

Firm ID

Firm Name

Beginning  
Escrow  
Balance

Total  
Filings Fees

Ending  
Escrow  
Balance

Filing Status

Date and Time Received

Date and Time Filed

Filed

Pending

Reason/s, if Pending

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Accounts  
Payment Ref.