



**United States Postal Service
Judicial Officer Department Electronic Filing
System
Filing Requirements and Procedures**

January 2015

Visit our website at <https://uspsjoe.newdawn.com/JusticeWeb>

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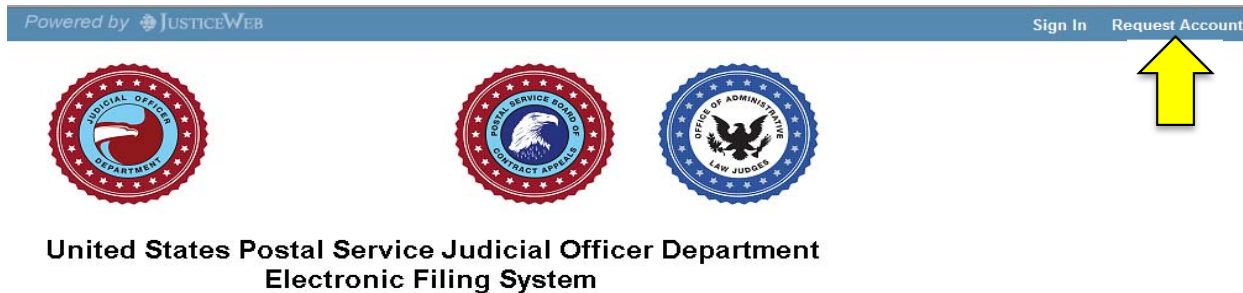
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WORKING IN THE JUDICIAL OFFICER DEPARTMENT ELECTRONIC FILING SYSTEM

Request Account

To create an account on the Judicial Officer Department Electronic Filing System website, go to <https://uspsjoe.newdawn.com/JusticeWeb>


Click **Request Account** in the upper right corner



This will bring up the “Account Request” screen, which you must complete.

Request Account

Account Request

Username*  All information with an * is required.

Password*

Verify Password*

Email Address*

Last Name (or Business Name)*

First Name

You will need your username and password to sign into the system. If you forget one of them, see **Forgot Username or Password**.

Password must be 6-16 characters and have at least one lowercase character, uppercase character, and number. For example, “Eagle1”.

This is the email address that will be used for all notifications from the Judicial Officer Department Electronic Filing system. To ensure that you receive all notifications, you should add noreplyJustWare@uspsjoe.newdawn.com to your safe list in your email client.

Address

Please provide the best address and phone number for contacting you.

City

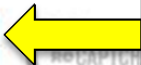
State

Zip Code

 -

Phone*

() - ext.



To set up an account, you must correctly complete the CAPTCHA field. If you are having trouble with the image provided, you can request a new CAPTCHA by clicking the "refresh" button or the audio button.

[Privacy & Terms](#)

The system will give you an error message if you have not properly provided the required information.

Account Request

Username*

Password*

The password must contain at

least one lowercase character, uppercase character, and number.

You will not be able to submit your request until all the information is provided correctly.

Once you have completed the form, select **Submit Request**.

Once you have submitted your request, you will receive an email notification that your request has been submitted. All Account Requests are automatically accepted. You are now able to sign into the Electronic Filing System using your username and password.

Powered by  JUSTICEWEB [Sign In](#) [Request Account](#)



**United States Postal Service Judicial Officer Department
Electronic Filing System**

HOME [Click here to learn about the
Judicial Officer Department to see](#)



Please note: All notifications come from an unmonitored account. DO NOT REPLY to any notifications.

Forgot Username or Password

Select **Sign In** in the upper right corner.

Powered by  JUSTICEWEB [Sign In](#) [Request Account](#)

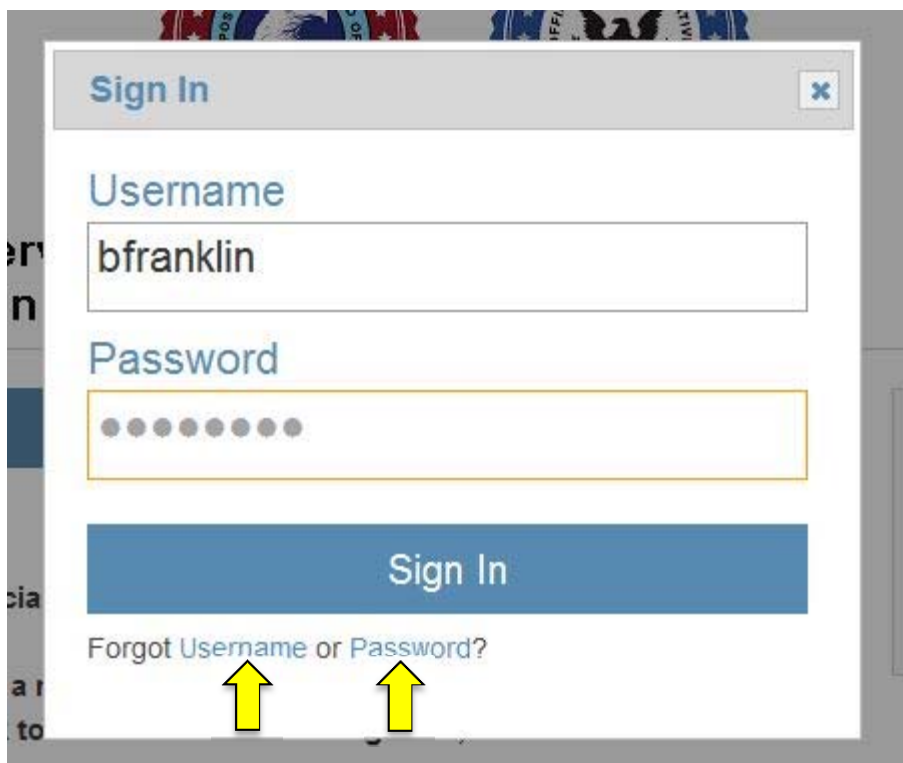


**United States Postal Service Judicial Officer Department
Electronic Filing System**

HOME [Click here to learn about the
Judicial Officer Department to see](#)



In the Sign In box, select **Forgot Username** or **Password**



Sign In

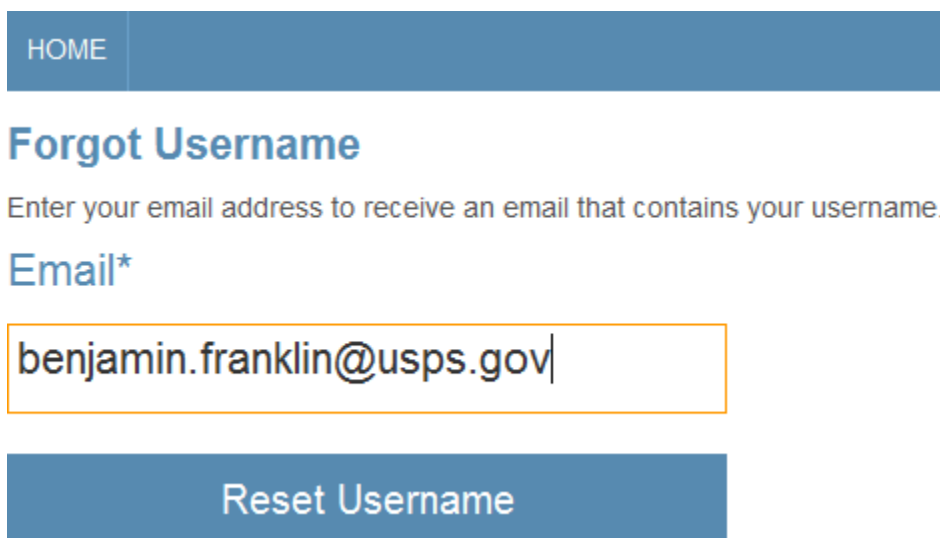
Username
bfranklin

Password
●●●●●●●●

Sign In

Forgot Username or Password?

For **Forgot Username**, the system will prompt you to enter your email address.



HOME

Forgot Username

Enter your email address to receive an email that contains your username.

Email*

benjamin.franklin@usps.gov

Reset Username

Once you select **Reset Username**, the system will send you an email with your username.

For **Forgot Password**, the system will prompt you to enter your username and email.

HOME

Forgot Password

Enter your username and email address to receive an email that contains a temporary password.

Username*

Email*

Reset Password

Once you submit, the system will send you a temporary password to sign in. You will be prompted to reset your password when you sign in.

Work With This Case and Downloads

Once you have an account in the Electronic Filing system, you will be able to view and work with all of your active cases. The **Active Cases** tab gives you a list of all cases you in which you are currently involved. Under each Active Case you have the choice of **Work with this Case** or **Downloads**. **Work with this Case** is used to file new documents in a case. **Downloads** is a chronological list of the documents filed in a case, any of which can be downloaded.

**United States Postal Service Judicial Officer Department
Electronic Filing System**

HOME ACTIVE CASES REPORTS

Search Sort By Recently Added

Search allows you to search your Active Cases.

The system will automatically sort your active cases to show the most recently added at the top. You may also sort by newest available download or alphabetically by case title or involvement by using the **Sort By** drop down

FRANKLIN INDUSTRIES, INC. v. USPS
PSBCA-33 | New | Appellant

▶ **Work with this case** File new documents

▶ **Downloads** View Document List

BENJAMIN FRANKLIN v. USPS Case Caption – all filings should use this caption

PSBCA-32 | New | Appellant Docket Number/Case Status/Involvement

▶ **Work with this case** All filings should refer to the Docket Number

▶ **Downloads**

BENJAMIN FRANKLIN v. USPS
DCA14-226 | New | Petitioner

▶ **Work with this case**

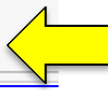
▶ **Downloads**

Work with this Case

Work with this Case is used to file new documents in a case. In order to file a document in a case, click on **Upload a Document** under the **Work with this case** drop down.

[Work with this case](#)

[Upload a Document](#)



The Upload Document page allows you to upload all filings. **Each document should be loaded separately** and named in a descriptive manner. **The name of the file, ie, what you have saved the document as on your computer, is how the document will appear in the Document List.** Please use a descriptive file name, such as “Appellant’s Complaint” or “Appellant’s Complaint – Exhibits”.

Upload a Document

Upload document

Important!!!:
Naming Your Documents:

(1) **Generally:** The file name **from YOUR computer** that you give to each document that you upload will be the name that appears in the list of documents for this case, (**NOT** the title or document description that you put in the box below). Therefore, please use a file name that will identify/describe what the document is. For example: "Appellant's Motion to Dismiss" or "Petitioner's Request for Time Extension."

(2) **Documents with Attachments (Exhibits, Tabs, etc):** The **preferred method** for filing a document with attachments is to file it as one continuous PDF document using the Adobe Acrobat software and its **bookmarking** function - in order to allow easy navigation to each of the attachments. The document should also have any chapters and subchapters bookmarked.

If you are not able to file your document as a single, continuous PDF document, then the document and its attachments may be filed separately. In that instance, first add the main document, and then add the attachments. **In order to have the documents listed in the correct order in the case, please give all the attachments names that begin with the name of the main document.**

For example:
"Motion for Summary Judgment"
"Motion for Summary Judgment, Exhibit 1"
"Motion for Summary Judgment, Exhibit 2"
or
"Appeal File"
"Appeal File, Tab 1"
"Appeal File, Tab 2" etc.

Use the link below to upload a document from your computer*

[Attach a File](#)

Document title and/or brief description

← Previous **Next →** Submit Request Cancel

Remember to use a descriptive name for all files being uploaded.

The **Document title and/or brief description** is not required, but is helpful to explain the document.

Selecting **Next** queues the document for submission.

After you submit a document, you will be prompted to upload additional documents. Select **Upload another document** and system will take you back to the **Upload document** screen. You can repeat the process as many times as necessary.

Upload a Document

Do you have another document to upload?

1) Yes, upload another document

2) Done - no more documents at this time

← Previous Next → Submit Request Cancel

Once you have uploaded all of the documents, select **Finished uploading documents** and **Next**.

Upload a Document

Do you have another document to upload?

1) Yes, upload another document

2) Done - no more documents at this time

← Previous Next → Submit Request Cancel

Select **Submit Request** to complete your filing.

Upload a Document

Thank you for your submittal
Click "Submit Request" to finish.

← Previous Next → Submit Request Cancel

Upon completion, the system will generate a summary of the information provided. You will also receive the summary by email for your records. The document is automatically accepted.

Request Submitted ✕


✓ Your request has been successfully submitted.


Upload a Document
Dec 19, 2014 12:35 PM

Upload Document

Document Type
Petition.docx

Brief description of the document
Petition seeking relief of alleged debt.

 **Print Summary**

 A copy of this receipt has been sent to
ti@domain.com

OK

Downloads

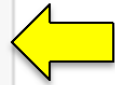
This is a list of the documents filed and issued in the case. Select **Download** to download and review any document. Documents are arranged in chronological order.

PSBCA-33 | New | Appellant

▶ [Work with this case](#)

▼ [Downloads](#)

2014-10-21 08:39:43 - Notice of Appeal.pdf	536 KB	Download
Free		
2014-10-21 08:39:44 - Appeal File Tabs 1-5.pdf	121 KB	Download
Free		



Add Me To An Existing Case

If you need to be involved in a case that already exists in the system, you can submit a request to be added. PLEASE NOTE: You must still file a formal notice of appearance in any matter in which you submit an **Add me to an existing case** request.

Sign in to the Electronic Filing System.

Select **Add me to an existing case** under **What do you want to do?** in the right side column.

**United States Postal Service Judicial Officer Department
Electronic Filing System**

HOME	ACTIVE CASES	USPS REPORTS	What do you want to do? <ul style="list-style-type: none">1) Add me to an existing case2) File a New Postal Service Board of Contract Appeals Case
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Welcome to the US Postal Service Judicial Officer Department Electronic Filing System.



To complete the request form, you must know the Docket Number of the case and provide an explanation for why you are requesting involvement. Once the form is complete, click **Submit Request**.

1) Add me to an existing case



Add me to a case

IMPORTANT- Please be aware that requests to be added to a case are not processed automatically but are reviewed individually by personnel in the Judicial Officer Department Recorder's Office. For this reason, it is not possible to request involvement in a case and file a document in the case at the same time. Therefore, if you are facing a short deadline with regard to document filing in a case, you should consider filing documents by mail until your request to be added to the case is approved.

If your request is to become involved in a case as an attorney or representative of a party, you must file a Notice of Appearance in the case once your request is approved.

First Name*

Thomas

Last Name*

Jefferson

What is your involvement (e.g., party, attorney, representative)?*

Attorney

Enter P.S. Docket No. (e.g., PSBCA No. XXXX or P.S. Docket No. XX14-XXX)*

PSBCA No. 1234

Reason for Involvement*

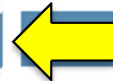
I am the Postal Service Attorney

← Previous

Next →

Submit Request

Cancel



Requests to be added to a case are queued for review by the Recorder. Once your request has been reviewed, you will receive an email letting you know if it has been approved or rejected. If it is approved, the matter will now appear in your **Active Cases** list.

INITIATING A NEW POSTAL SERVICE BOARD OF CONTRACT APPEALS CASE

To initiate a Board of Contract Appeals case, **Sign In** to the Electronic Filing System and select **File a New Postal Service Board of Contract Appeals Case** under **What do you want to do?** in the right side column.

United States Postal Service Judicial Officer Department Electronic Filing System

HOME ACTIVE CASES USPS REPORTS

What do you want to do?

1) Add me to an existing case

2) File a New Postal Service
Board of Contract Appeals Case

Welcome to the US Postal Service Judicial Officer Department Electronic Filing System.

A series of pop up screens will lead you through the process.

The first screen asks you to enter a contract number. If you do not know the contract number, you can enter "None" in the box.

2) File a New Postal Service Board of Contract Appeals Case

New PSBCA Case

If you wish to file a new appeal with the Postal Service Board of Contract Appeals, you can do so here by filling out the information on the following screens.

At the end, you will be given the option of uploading initial documents, including your notice of appeal and any contracting officer's final decision, to be included in the case. Alternatively, if you are unable to upload documents, we will provide mailing instructions so that you can submit paper copies of your documents to us.

For the Board of Contract Appeals Rules of Practice, click [here](#)

If you've ended up here by accident, click Cancel, below, and you can make a different choice.

Enter contract number.
If you don't have a number or don't know it, enter "None."

Contract Number or "None"

Privacy Act Statement

[Click here for the USPS Privacy Act Statement](#)

← Previous Next → Submit Request Cancel

The navigation bar takes you to the next page, the previous page or cancels any action. It also allows submission at the end of a request.

The next screen will ask you to designate who you are filing on behalf of – yourself, as a representative for the contractor, or as the USPS Law Department representative.

Filing as a Representative

If you are filing as a Representative, select **Representing the contractor** and select **Next**.

2) File a New Postal Service Board of Contract Appeals Case

Are you filing as:

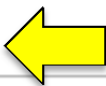
- 1) an individual contractor
- 2) the contractor's representative (attorney, corporate officer, member of a partnership/joint venture); or
- 3) a USPS Law Department representative filing an appeal received directly from the contractor.

← Previous Next → Submit Request Cancel

The next screen will ask you to enter the name and telephone contact information of the Appellant. When completed, select **Next**.

2) File a New Postal Service Board of Contract Appeals Case x

Contractor (Appellant) Information:
Provide information regarding the contractor (Appellant) you're representing.

Last Name or Business Name*  All information with an * is required.

First Name

Address

City **State** **Zip Code**


 -

Phone*

() - ext.

Email

← Previous Next → Submit Request Cancel



The next screen is for the attorney/representative to enter his/her contact information. Because you have an account, your name and address information should be automatically entered. Please provide any missing or updated information. When the form is complete, select **Next**.

2) File a New Postal Service Board of Contract Appeals Case ✕

Attorney/Representative Information

Attorney? or non-attorney representative?*

Attorney

Last Name*

Jefferson

First Name

Thomas

Name of Firm (e.g., law firm)

Business Address*

Address

123 Street

City **State** **Zip Code**

Washington District of Columbia 22201 -

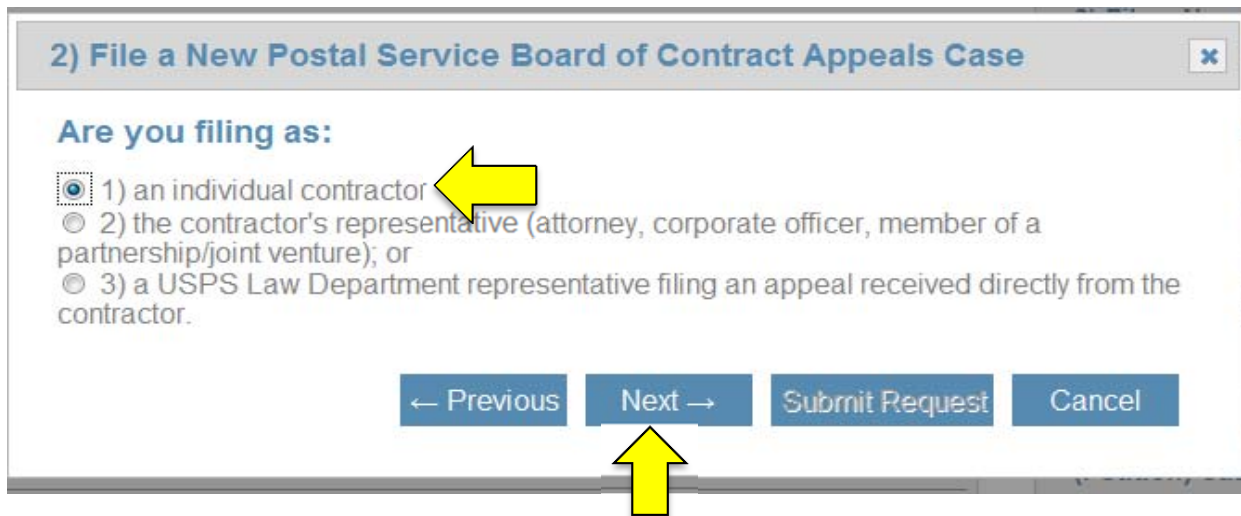
Business Phone*

(202) 867 - 5309 ext.

The next screen will ask whether you want to [Upload a document or file by mail](#).

Filing as the individual contractor

If are filing for yourself, select **File as an individual contractor** and select **Next**.



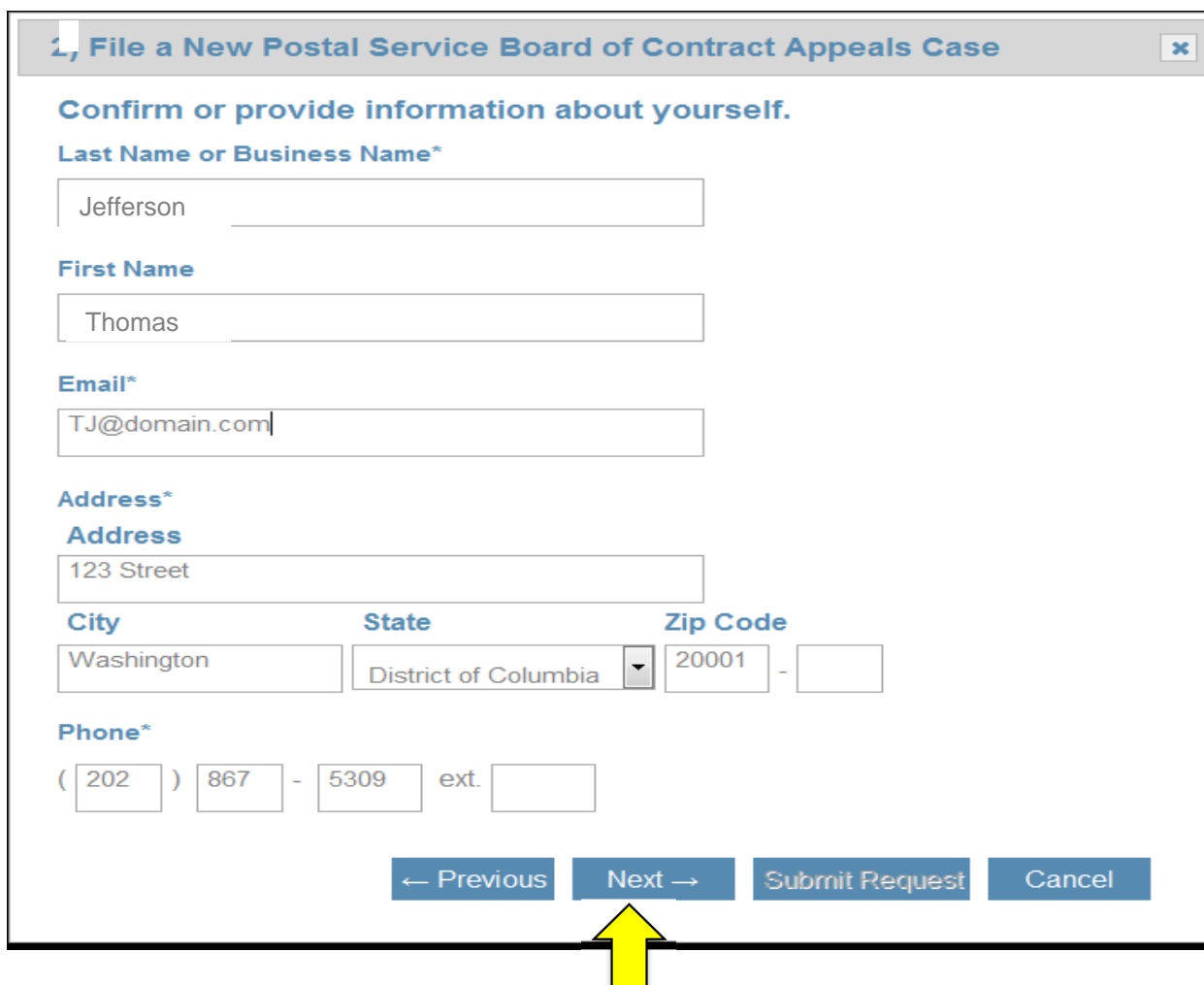
2) File a New Postal Service Board of Contract Appeals Case

Are you filing as:

- 1) an individual contractor
- 2) the contractor's representative (attorney, corporate officer, member of a partnership/joint venture); or
- 3) a USPS Law Department representative filing an appeal received directly from the contractor.

← Previous Next → Submit Request Cancel

Your contact information will pre-populate in the next screen. Please provide any missing or updated information. When the form is complete, select **Next**.



2, File a New Postal Service Board of Contract Appeals Case

Confirm or provide information about yourself.

Last Name or Business Name*

Jefferson

First Name

Thomas

Email*

TJ@domain.com

Address*

Address

123 Street

City State Zip Code

Washington District of Columbia 20001

Phone*

(202) 867 - 5309 ext.

← Previous Next → Submit Request Cancel

The next screen will ask whether you want to [Upload a document or file by mail](#).

USPS Law Department representative filing an appeal mailed by contractor

If you are filing as the USPS Law Department representative, select **USPS Law Department Representative filing appeal mailed by contractor** and select **Next**.

2) File a New Postal Service Board of Contract Appeals Case

Are you filing as:

- 1) an individual contractor
- 2) the contractor's representative (attorney, corporate officer, member of a partnership/joint venture); or
- 3) a USPS Law Department representative filing an appeal received directly from the contractor.

← Previous Next → Submit Request Cancel

Your contact information will pre-populate in the next screen. Please provide any missing or updated information. When the form is complete, select **Next**.

File a New Postal Service Board of Contract Appeals Case

Confirm/Provide your information

First Name
Martha

Last Name
Custis

Address
475 L'Enfant Plaza SW

City State Zip Code
Washington District of Columbia 20260 - 3078

Phone
(202) 867 - 1905 ext. 5309

Email
attorney@usps.gov

← Previous Next → Submit Request Cancel

18

The next screen will ask you to enter the name and contact information of the Contractor (Appellant).

2) File a New Postal Service Board of Contract Appeals Case

Contractor (Appellant) Information:
Provide information regarding the contractor (Appellant) you're representing.

Last Name or Business Name*

First Name

Address

City **State** **Zip Code**

Phone*

Email

← Previous **Next** → Submit Request Cancel

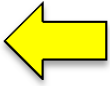
The information provided on this screen is used to create the case caption. Please make sure you enter the correct name for the appellant.

Although the Address and Contact information is not required, more information is preferable.

After selecting **Next**, the next window asks if Appellant is represented. If Appellant does not have a representative, select **NO**. The **Next** screen will ask you to **Upload** the Notice of Appeal. If appellant has a representative, select **Yes** and **Next**.

2) File a New Postal Service Board of Contract Appeals Case


Does the Appellant have a representative?

No 

Yes

Select **Yes** or **No**. If you are uncertain about whether Appellant is represented, select **No**.

← Previous **Next →** Submit Request Cancel



If you selected **Yes**, the next screen asks you to provide the name and contact information for Appellant's Representative. When completed, select **Next**.

2) File a New Postal Service Board of Contract Appeals Case

Appellant's Representative

First Name

Thomas

Last Name*

Jefferson

The information provided on this screen is used to create the a name record for the representative. Please be as thorough as possible.

Address

Monticello

City **State** **Zip Code**

Charlottesville Virginia 22222


Phone

(434) 867 - 5309 ext.

Email

TJ@domain.com

← Previous **Next →** Submit Request Cancel

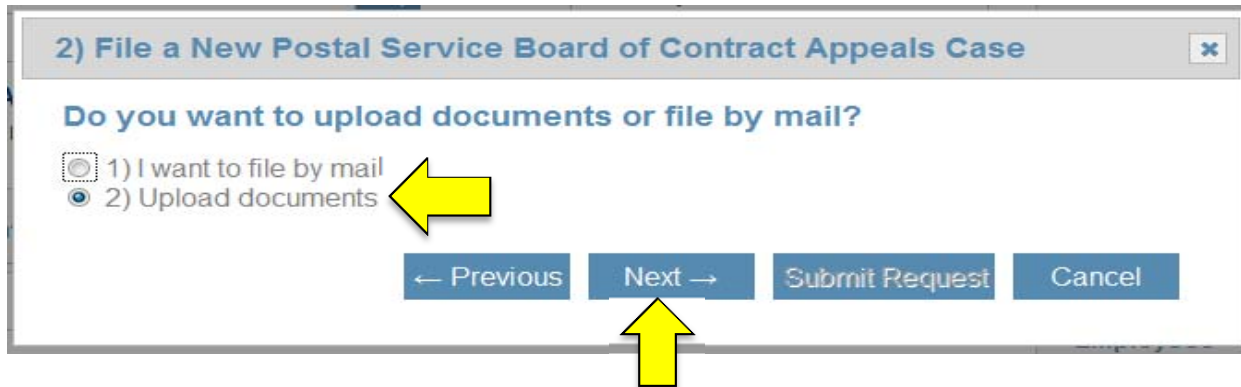


The next screen will ask you to **Upload** the Notice of Appeal.

Upload the Notice of Appeal and other Documents

If you are filing as an individual contractor or the contractor's representative, the next screen will ask if you want to file by mail or upload documents. If you are filing as the Postal Service Representative, you will automatically be directed to the **Upload the Notice of Appeal** page.

In order to file supporting documentation, such as the Notice of Appeal, the contracting officer's final decision or any other materials, select **Upload documents** and select **Next**.



2) File a New Postal Service Board of Contract Appeals Case

Do you want to upload documents or file by mail?

1) I want to file by mail

2) Upload documents

← Previous Next → Submit Request Cancel

The Upload Document page allows you to upload the supporting documentation. **Each document should be loaded separately** and named in a descriptive manner. **The name of the file, ie, what you have saved the document as on your computer, is how the document will appear in the Document List.** Please use a file name that explains what is being filed, such as “Appellant’s Notice of Appeal” or “Final Decision of the Contracting Officer”.

2) File a New Postal Service Board of Contract Appeals Case

Upload the Notice of Appeal

This screen specifically asks for the Notice of Appeal. Subsequent screens are titled **Upload Document**.

Important!!:

Naming Your Documents:

(1) **Generally:** The file name **from YOUR computer** that you give to each document that you upload will be the name that shows up in the list of documents for this case, (**NOT** the title or document description that you put in the box below). Therefore, please use a file name that will identify what the document is. For example: "Appellant's Motion to Dismiss" or "Petitioner's Request for Time Extension."

(2) **Documents with Attachments (Exhibits, Tabs, etc):** The **preferred method** for filing a document with attachments is to file it as one continuous PDF document using the Adobe Acrobat software and its bookmarking function - in order to allow easy navigation to each of the attachments. The document should also have any chapters and subchapters bookmarked.

If you are not able to file your document as a single, continuous PDF document, then the document and its attachments may be filed separately. In that instance, first add the main document, and then add the attachments. **In order to have the documents listed in the right order in the case, please give all the attachments names that begin with the name of the main document.**

For example:

"Motion for Summary Judgment"

"Motion for Summary Judgment, Exhibit 1"

"Motion for Summary Judgment, Exhibit 2"

or

"Appeal File"

"Appeal File, Tab 1"

"Appeal File, Tab 2" etc.

Use the link below to upload a document from your computer*

Uploaded NOTICE OF APPEAL.docx [Remove](#)

Remember to use a descriptive name for all files being uploaded. If you accidentally upload the wrong file, select **REMOVE**.

Document title and/or brief description

The **Document title and/or brief description** is not required, but is helpful to explain the document.

← Previous

Next →

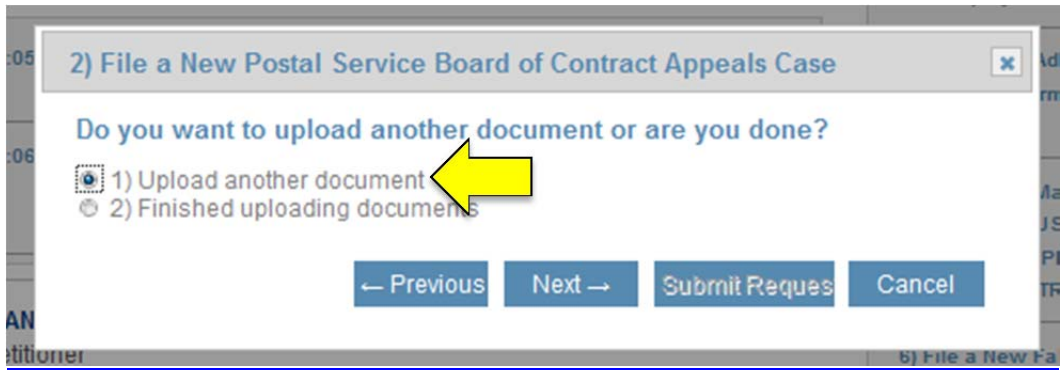
Submit Request

Cancel



Clicking **Next** queues the document for submission.

After you submit the Notice of Appeal, you will be prompted to upload additional documents. Select **Upload another document** and system will take you back to the **Upload another document** screen. You can repeat the process as many times as necessary.



Once you have uploaded all documents, select **Finished uploading documents** and select **Next**.



Select **Submit Request**.

You will see a summary of all the information provided, which can be printed. You will also receive the summary by email for your records. The appeal is automatically accepted and entered into the Board's case management system.

File by mail

If you are unable to upload your Notice of Appeal at the time you are initiating the appeal, choose **I want to file by mail** and select **Next**.

2) File a New Postal Service Board of Contract Appeals Case

Do you want to upload documents or file by mail?

1) I want to file by mail

2) Upload a document

← Previous Next → Submit Request Cancel

The next screen will give you the mailing instructions.

2) File a New Postal Service Board of Contract Appeals Case

Mailing Instructions

Once your case has been filed you will receive an email with the P.S. Docket Number assigned to this matter. All filings in this matter should refer to this docket number.

If you are unable to scan and/or upload any of the necessary documents, you may file the documents separately either by mail or by fax.

Documents must be received within ten days.

Mailing Address:

Recorder
Judicial Officer Department
United States Postal Service
2101 Wilson Blvd., Suite 600
Arlington, VA 22201-3078

Fax Number:

703-812-1901

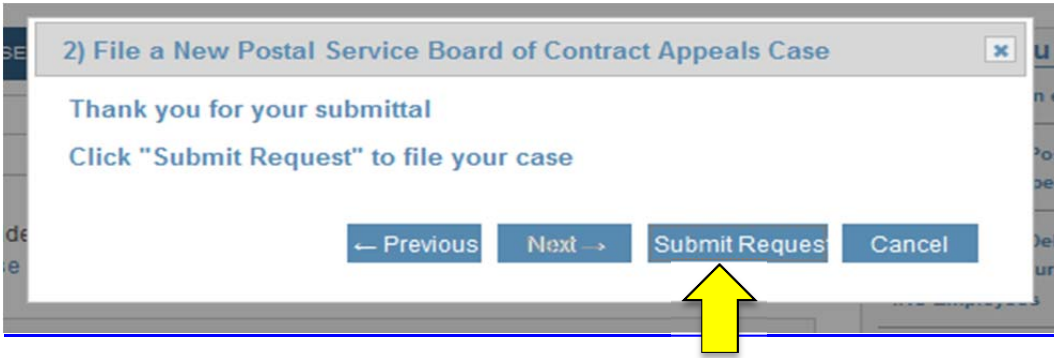
Please click "Next" below to confirm you will send us your documents by mail or fax.*

Yes, I am Filing By Mail or Fax

← Previous Next → Submit Request Cancel

By selecting **Next**, you are agreeing to file the appropriate documents to support your appeal either by mail or fax.

The next screen will ask you to click **Submit Request**. Your appeal is filed once you click **Submit Request**.



PLEASE NOTE: You must still file your documents within **10 Days**. Failure to file the appropriate Notice of Appeal may result in a Notice to Show Cause being issued.

Receipt. You can print a copy of your summary and you will receive an email summary of the information for your records.

A screenshot of a web browser window showing a confirmation page titled "Request Submitted". Below the title bar, there is a green checkmark icon followed by the text "Your request has been successfully submitted." Below this is a section titled "2) File a New Postal Service Board of Contract Appeals Case" with a timestamp "Dec 17, 2014 7:00 AM". The page contains three main sections: "New PSBCA Case" with a text input field containing "none"; "Confirm or provide information about yourself" with fields for First Name (Thomas), Last Name (Jefferson), Email (TJ@domain.com), Address (123 Street, Washington, DC 20005), and Phone (123-456-7890); and "Mailing Instructions" with the text "Please click 'Next' below to confirm you will send us your documents by mail or fax. Yes, I am Filing By Mail or Fax".

 [Print Summary](#)