



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

April 2016

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

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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.justware.com/JusticeWeb>.

Select **Request Account** 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](#)

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

Request Account ✕

Account Request
(Please fill in your information and then click "Submit Request" at the bottom)

Username*  All information with an * is required.

Password*

Verify Password*

Email Address*

Last Name (or Business Name)*

First Name (Leave blank if Business Name used ab

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.justware.com and noreplyJustWare@uspsjoe.newdawn.com to your safe list in your email client.

Middle Name (Optional)(Leave blank if Business Name used above)

Firm Name (e.g., law firm), if applicable (Optional)

Best Address to reach you*

Address

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

 -

Best Phone to reach you*

 - ext.

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



Type the text

reCAPTCHA™

[Privacy & Terms](#)

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.

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**

Please note: All notifications come from an unmonitored account. Do not reply to any notifications.

Forgot Username or Password

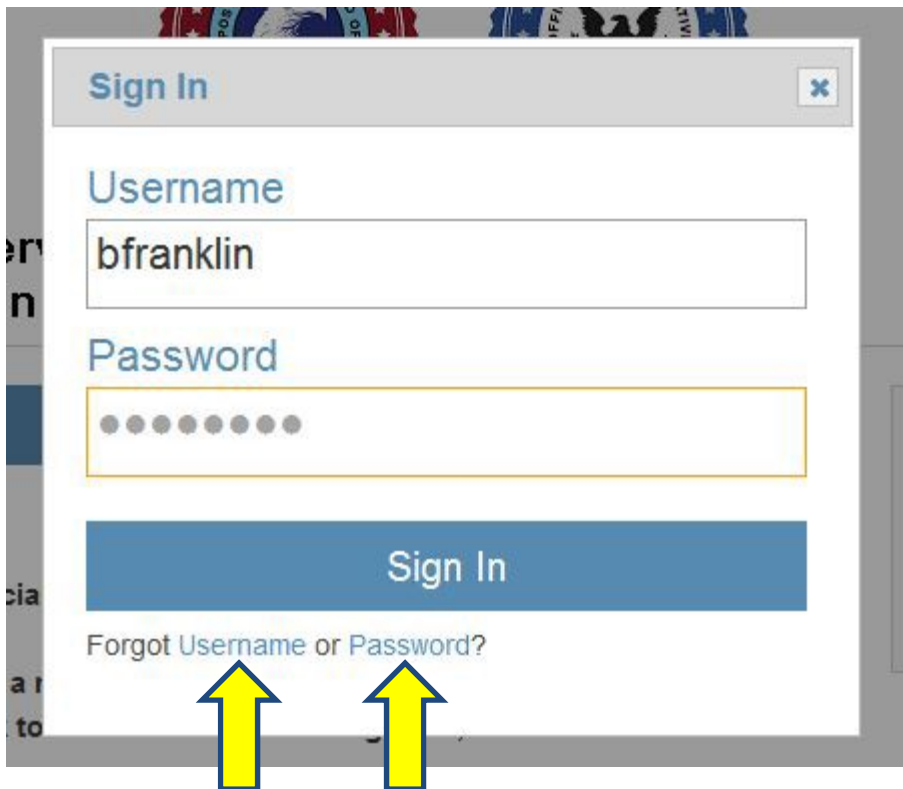
Select **Sign In** in the upper right corner.

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



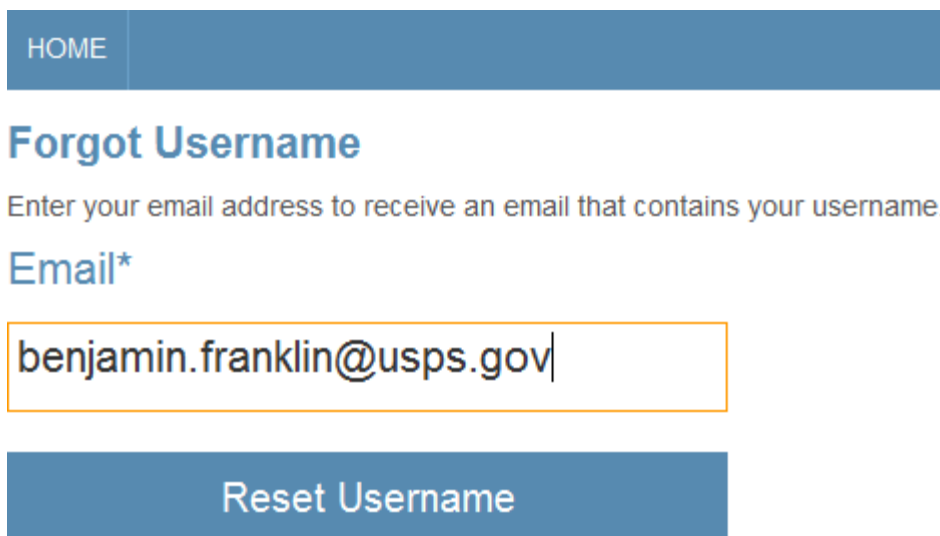
**United States Postal Service Judicial Officer Department
Electronic Filing System**

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



The image shows a 'Sign In' dialog box with a close button in the top right corner. It contains two input fields: 'Username' with the text 'bfranklin' and 'Password' with masked characters. Below the fields is a blue 'Sign In' button. At the bottom, there is a link that reads 'Forgot Username or Password?'. Two yellow arrows point upwards from below the text to the 'Forgot Username' and 'Forgot Password' parts of the link.

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



The image shows a web page for 'Forgot Username'. At the top is a blue navigation bar with the word 'HOME'. Below it is the heading 'Forgot Username' and a sub-heading 'Email*'. There is an input field containing the email address 'benjamin.franklin@usps.gov'. At the bottom is a blue button labeled 'Reset Username'.

Once you select **Reset Username**, the system will send you an email with your username. There is no need to create a new username. The system will simply remind you of the username already associated with your account.

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.

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, see page 10, 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
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Welcome to the US Postal Service Judicial Officer Department Electronic Filing System.

What do you want to do?

- 1) [Add me to an existing case](#)
- 2) [File a New Postal Service Board of Contract Appeals Case](#)



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 an already existing 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*

Last Name*

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

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

Reason for Involvement*

Requests to be added to a case are NOT AUTOMATICALLY APPROVED. Requests 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 case will now appear in your **Active Cases** list.

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

The screenshot shows the top navigation bar with tabs for HOME, ACTIVE CASES, and USPS REPORTS. Below the navigation bar is a search field labeled "Search Cases..." with a magnifying glass icon, and a "Sort By" dropdown menu currently set to "My Involvement (A-Z)".

Callout 1 (left): You can search within your Active Cases here by typing a term (e.g., party name) into this field.

Callout 2 (right): The system will automatically sort your active cases in order of most **Recently Added**. You can use the drop-down menu next to the **Sort By** field to sort them differently (e.g., **My Involvement**, **Newest Available Download**).

Callout 3 (middle): Case Caption—should appear on all filings

Callout 4 (bottom): Docket Number/ Case Status/ Your Involvement in the Case. The Docket Number should also appear on all filings.

Case entries shown:

- USPS v. PRIZE DATA**
FR14-223 | New | Complainant
▶ [Work with this case](#)
▶ [Downloads](#)
- USPS v. PETE CAMPBELL**
FR14-164 | Needs Assignment | Complainant
▶ [Work with this case](#)
▶ [Downloads](#)

Work with this Case

Work with this case is used to file new documents in a case. The first document you should file in any case is a Notice of Appearance. If you would like to view and use a sample form, click on **Notice of Appearance – Sample Form** under the **Work with this case** drop down. Otherwise, see page 12 for instructions on uploading the Notice of Appearance you already have prepared, as well other documents.

MD16-13 | New | Attorney (USPS)

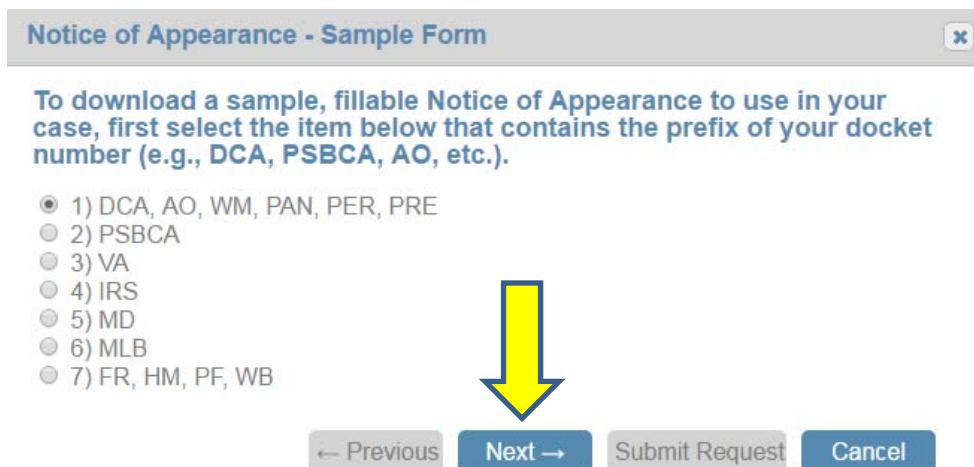
▼ **Work with this case**



Upload a Document

Notice of Appearance - Sample Form

In the next window, select which case type you are working in and select **Next** to advance to the next screen.



Notice of Appearance - Sample Form

To download a sample, fillable Notice of Appearance to use in your case, first select the item below that contains the prefix of your docket number (e.g., DCA, PSBCA, AO, etc.).

- 1) DCA, AO, WM, PAN, PER, PRE
- 2) PSBCA
- 3) VA
- 4) IRS
- 5) MD
- 6) MLB
- 7) FR, HM, PF, WB

← Previous **Next →** Submit Request Cancel

Follow the instructions in the next window. After you select **here**, the document will begin downloading to your computer. After it has finished, select **Cancel** to close the pop-up window. Then open the Notice of Appearance document that has downloaded on your computer.

here to download the sample and, once it's downloaded, press "Cancel."' Below that is another red text instruction: 'Next: Fill out the sample, save it to YOUR computer, and then upload it as a document in the case.' At the bottom of the window are four buttons: '← Previous', 'Next →', 'Submit Request', and 'Cancel'. A yellow arrow points to the 'Cancel' button." data-bbox="55 731 664 858"/>

Notice of Appearance - Sample Form

Download the Sample Form

Click [here](#) to download the sample and, once it's downloaded, press "Cancel."

Next: Fill out the sample, save it to YOUR computer, and then upload it as a document in the case.

← Previous Next → Submit Request **Cancel**

You can also select **Previous** at any time if you've made a mistake.




← Previous Next → Submit Request **Cancel**

Each area with red text indicates a field where you need to enter information about yourself and the case you are involved in. Click on each area to enter the information. In some fields, you can simply begin typing over the red text to enter information. Other fields will have a drop-down menu on the right from which you should make your selection.

Before the Judicial Officer Department


When you click in the Petitioner's name field, the entire field will be highlighted, and you can enter the name by typing over the red text.

[Click here to enter Petitioner's name,](#)) [Click here to enter a date.](#) 
 Petitioner)
)
 v.)
)
 United States Postal Service,) [Docket No. Enter docket no., including](#)
 Respondent) [prefix: DCA, AO, WM, etc.](#)

When you click in the date field, you will see an arrow to the right of the field, indicating a drop-down menu. Select the arrow and then select the date you want to enter (typically today's date) .

NOTICE OF APPEARANCE

Please enter my appearance as a representative for [Enter "Petitioner" or "Respondent"](#) in the above proceeding:

- Name: [Click here to enter your name.](#)
- Address: [Click here to enter your mailing address \(street, city, state, ZIP\)](#) 
- Telephone: [Click here to enter your phone number](#)
- Fax: [Click here to enter your fax number \(optional\)](#)
- Email: [Click here to enter your email address](#)

If you need an extra line for the address field, simply enter a hard return after the first line of text.

Please send all correspondence and filings in this proceeding to the undersigned.

/s/ [Click here and re-enter your name.](#) This will be your electronic signature on this document.

After you have completed the Notice of Appearance, save the Word document to your computer. Please use a descriptive name for the Word document, such as Respondent's Notice of Appearance.

Return to your internet browser, and select **Work with this case** and **Upload a Document**. This screen allows you to upload your Notice of Appearance and any other documents you wish to submit.

MD16-13 | New | Attorney (USPS)

▼ **Work with this case**

Upload a Document
Notice of Appearance - Sample Form



Each document should be loaded separately and named descriptively. The name of the file, i.e., what you have saved the document as on your computer, is how the document will appear in the **Downloads** list. Please use a file name that describes what the document is, such as "Respondent's Answer" or "Respondent's Motion".

Upload a Document	✕
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[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. 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"

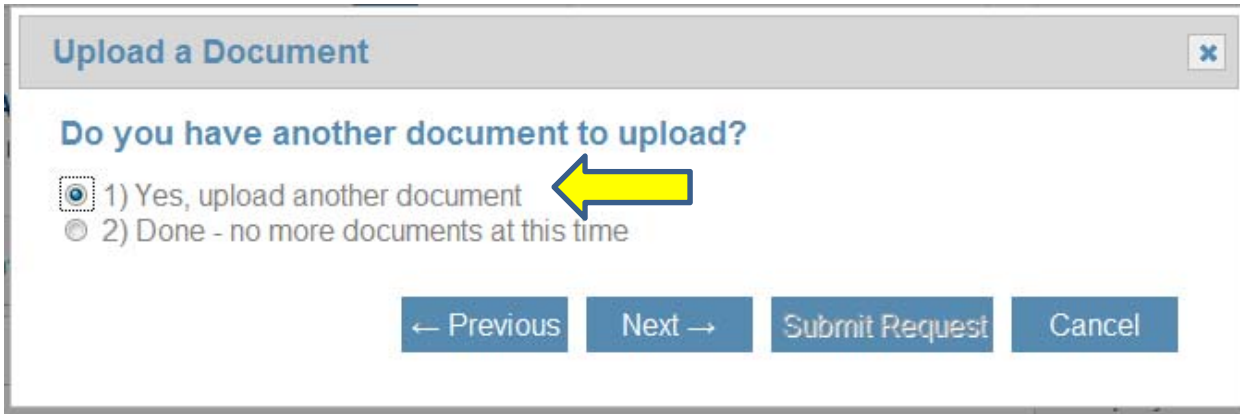
"Appeal File, Tab 1"

"Appeal File, Tab 2" etc.

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

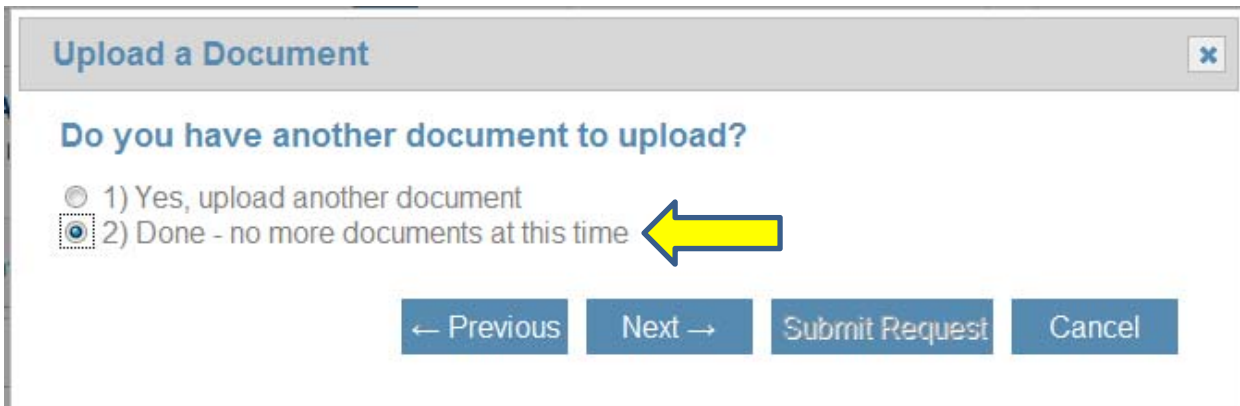
[Attach a File](#)

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.



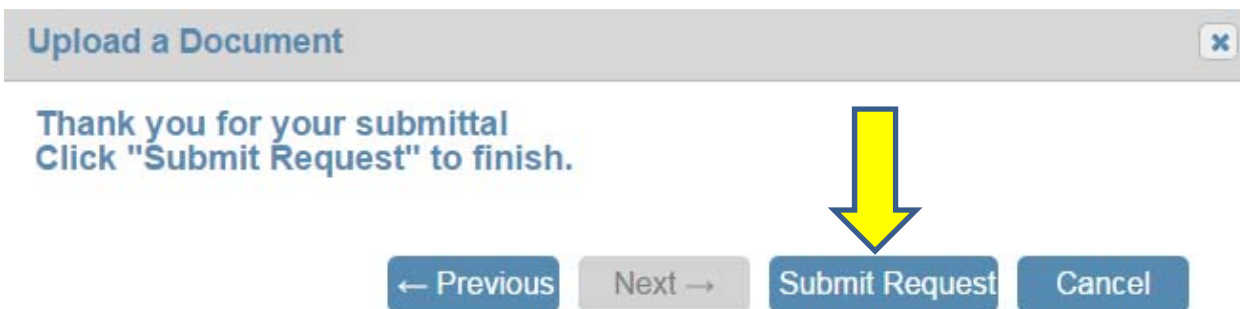
The screenshot shows a dialog box titled "Upload a Document" with a close button (X) in the top right corner. The main text asks, "Do you have another document to upload?". There are two radio button options: "1) Yes, upload another document" (which is selected) and "2) Done - no more documents at this time". A yellow arrow points to the first option. At the bottom, there are four buttons: "← Previous", "Next →", "Submit Request", and "Cancel".

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



The screenshot shows the same "Upload a Document" dialog box. In this instance, the second radio button option, "2) Done - no more documents at this time", is selected. A yellow arrow points to this option. The other elements, including the question, the first option, and the buttons at the bottom, remain the same.

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



The screenshot shows the "Upload a Document" dialog box with a message: "Thank you for your submittal. Click 'Submit Request' to finish." A large yellow arrow points down to the "Submit Request" button, which is highlighted in a darker blue color. The other buttons ("← Previous", "Next →", "Cancel") are in a lighter blue color.

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 **tj@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.

MR. ZIP v. USPS

DCA 99-004 | Open | Administrative Judge

▶ [Work with this case](#)

▼ [Downloads](#)

<p>2016-03-01 11:49:15 - Petitioner's Petition.pdf Free</p>	122 KB	Download 
<p>2016-04-26 11:48:32 - Respondent's Answer.docx Free</p>	12 KB	<div style="border: 1px solid black; padding: 5px;"> <p>If you have just uploaded a document using Work with this Case, you may need to refresh the webpage before your new document will appear in the Downloads list.</p> </div>
<p>2016-04-26 11:51:17 - Notice of Docketing of Petition.docx Free</p>	12 KB	
<p>2016-04-26 11:55:18 - Assigning Order (JO).docx Free</p>	12 KB	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>The date and time prefix before the document name tells you when the document was filed in the case.</p> </div> Download