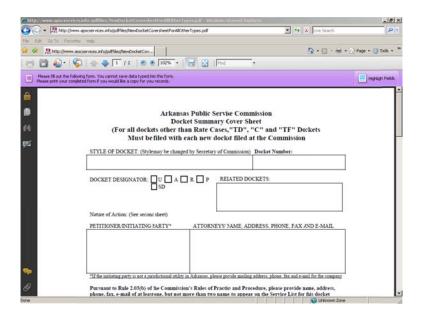
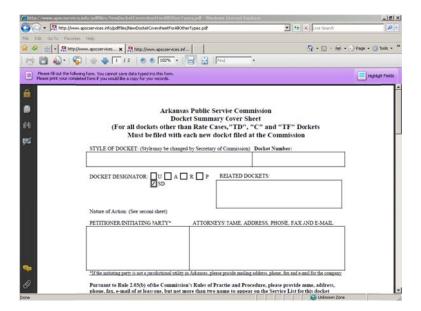
INSTRUCTIONS FOR COMPLETEING THE "NEW DOCKET SUMMARY COVER SHEET"

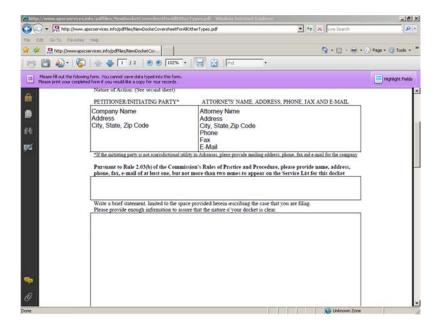
1. Open the "New Docket Summary Cover Sheet" in either the PDF or Word format.



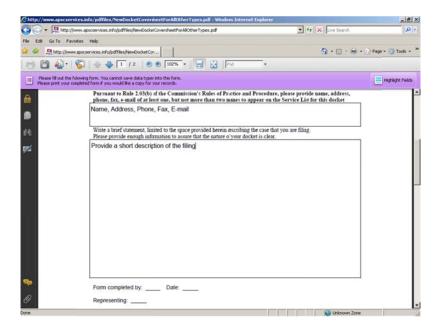
2. In the "DOCKET DESIGNATOR" select the SD check box.



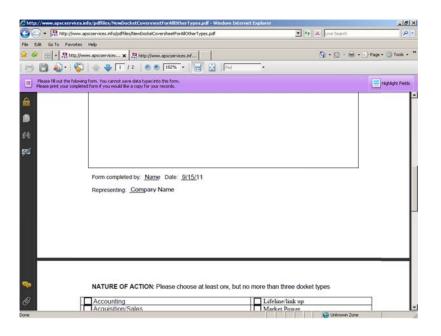
3. a. Fill in the "PETITIONER/INITIATING PARTY" box (required). b. Fill in the "ATTORNEY" box (required).



4. Fill in the contact information box and provide a description of the filing.



5. Complete the "Form completed by" information at the bottom of page 1.



6. Under "Nature of Action" select the "Self-Direct Certification" box.

