



CBCA Electronic Docketing System (EDS) Non-Agency Party Representative User Manual

December 2024

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1.0 Introduction

The Electronic Docketing System (EDS) for the Civilian Board of Contract Appeals (CBCA) is an automated system that allows parties to file and access documents electronically and to view case files. Initially, EDS will be used for cases filed pursuant to the Contract Disputes Act (CDA), 41 U.S.C. §§ 7101-7109, and requests for arbitration under Section 423 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. § 5189a(d), as amended by Section 1219 of the Federal Aviation Administration Reauthorization Act of 2018, Pub. L. 115-254, to resolve disputes between the Federal Emergency Management Agency (FEMA) and applicants for public assistance disaster grants. Other cases will continue to be filed via email, consistent with the procedures found in the Board's rules which can be found on the Board's website at <http://www.cbca.gov>. Protected material in CDA appeals must not be filed using EDS unless the judge has entered a protective order in the case. Confidential materials in FEMA arbitrations should be identified as such upon filing. Classified material cannot be filed through EDS.

EDS is intended to be easy to use. A filer creates a document using conventional word processing software and converts it to a Portable Document Format (PDF) file. After logging into EDS, the filer enters basic information relating to the document, attaches the PDF file, and submits it to the CBCA. A notice verifying receipt of the filing is automatically generated and emailed to the other parties.

1.1 Scope

This manual provides instructions for using the CBCA EDS. For the CBCA's rules of procedure or other information pertaining to the CBCA, please visit the CBCA's website at <https://www.cbca.gov>. If you need assistance in utilizing EDS, please contact the CBCA's clerk at (202) 606-8800 or cbcaclerk@cbca.gov.

2.0 Getting Started

The CBCA EDS site is located at: <https://eds.cbca.gov>.

By utilizing the EDS site, users understand and agree that:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network.
- This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- You have no reasonable expectation of privacy regarding any communications or data transiting or stored in this information system. At any time, the Government may, for any lawful governmental purpose, monitor, intercept, search, and seize any communication or data transiting or stored on this information system. Accordingly, the following personal identifiers should be excluded or redacted from all filings, unless otherwise directed by CBCA:
 1. Social Security Numbers. If an individual's social security number must be included in a filing, only the last four digits of the number should be used.
 2. Dates of Birth. If an individual's date of birth must be included in a filing, only the year should be used.
 3. Financial Account Numbers. If a financial account number is relevant to a filing, only the last four digits of the number should be used.
 4. Personal Mailing Addresses. If a personal mailing address is also the business address of a party or a party's representative, it should not be excluded or redacted.
- Any communications or data transiting or stored in this information system may be disclosed or used for any lawful government purpose.
- Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written.

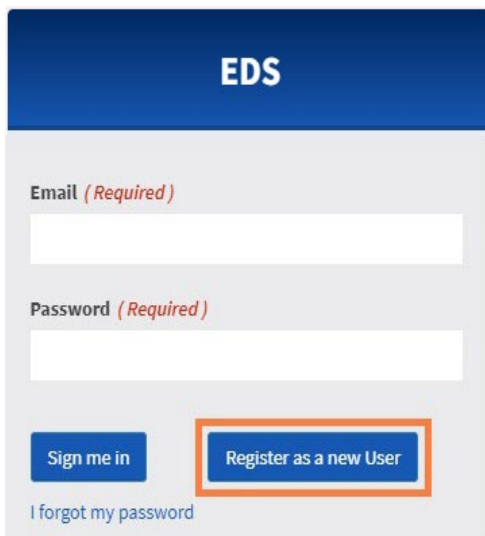
Use one of these supported web browsers to access the EDS site:

- Google Chrome
- Firefox
- Safari
- Microsoft Edge

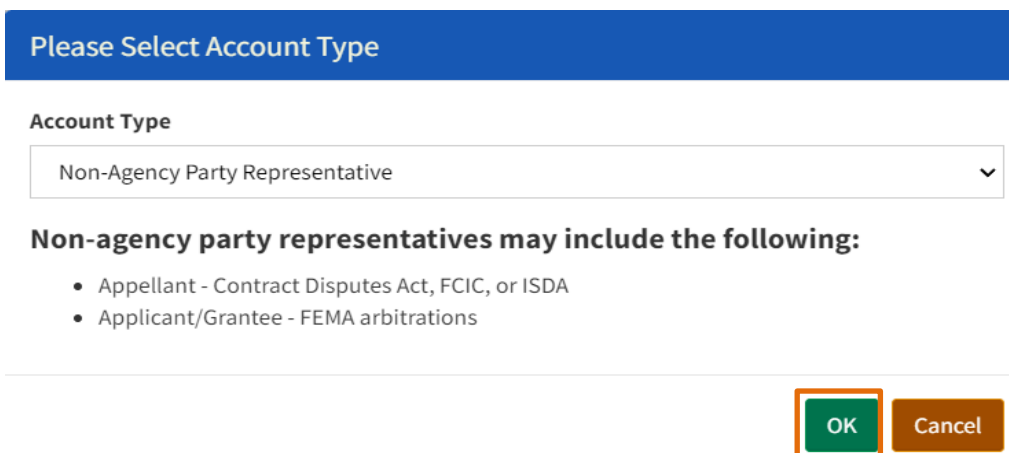
2.1 Register as a User

Anyone wishing to file a case must be a registered user.

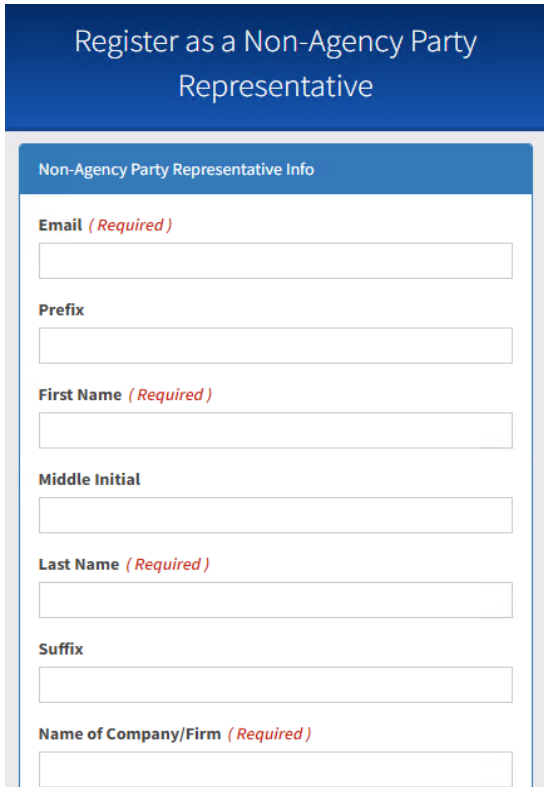
1. On the login page, select the **Register as a new User** button.



2. In the **Please Select Account Type** pop-up, the Account Type default is **Non-Agency Party Representative**. Leave the default, and select **OK**.



3. In the **Register as a Non-Agency Party Representative** screen, complete all fields.



Register as a Non-Agency Party Representative

Non-Agency Party Representative Info

Email *(Required)*

Prefix

First Name *(Required)*

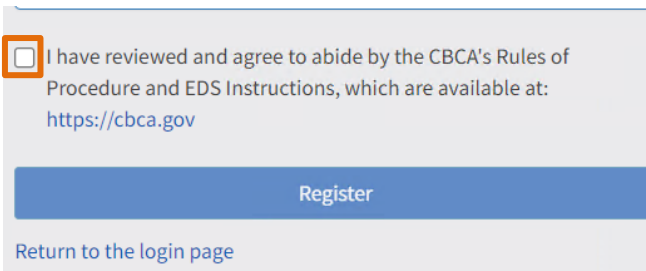
Middle Initial

Last Name *(Required)*

Suffix

Name of Company/Firm *(Required)*

4. Check the box next to **“I have reviewed and agree to abide by the CBCA's Rules of Procedure and EDS Instructions, which are available at:”**

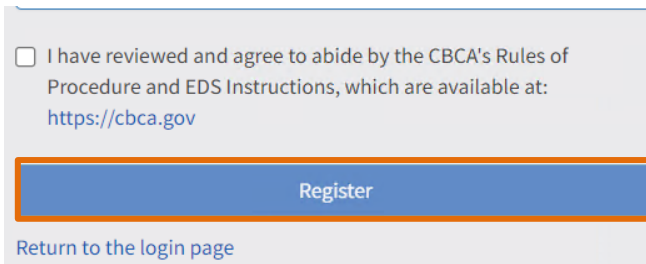


I have reviewed and agree to abide by the CBCA's Rules of Procedure and EDS Instructions, which are available at: <https://cbca.gov>

Register

[Return to the login page](#)

5. Select **Register**.



I have reviewed and agree to abide by the CBCA's Rules of Procedure and EDS Instructions, which are available at: <https://cbca.gov>

Register

[Return to the login page](#)

6. The **Rules of Behavior** will then appear. Read the rules and select **I Agree** to complete the registration process.

Rules of Behavior



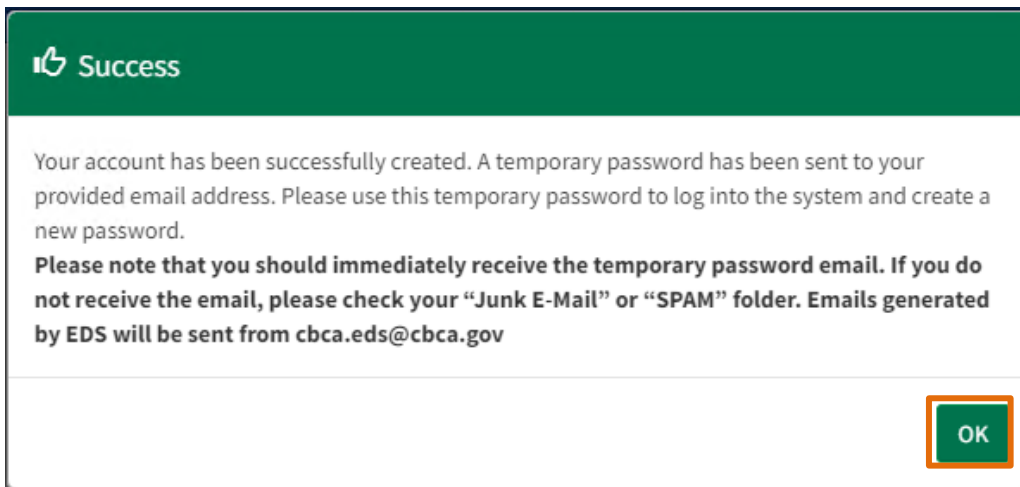
1. **PURPOSE.** These Rules of Behavior apply to EDS users. Their purpose is to ensure that system users abide by the security requirements and procedures needed to protect EDS and its system users' information. It is also intended to help raise security awareness and inform system users about security policies and procedures.
2. **POLICIES.** National policy requirements regarding information systems are stated in the Federal Information Security Modernization Act of 2014 (FISMA), 44 U.S.C. Chapter 35; the Computer Fraud and Abuse Act, 18 U.S.C. 1030; and OMB Circular A-130, Managing Information as a Strategic Resource.
3. This notice applies to EDS users.
4. **UNDERSTANDING AND AGREEMENTS.** As a user of the EDS, I:
 - Will use EDS only for authorized purposes.
 - Understand that information processed on this site may be monitored.
 - Will protect EDS and all sensitive information contained in the system from unauthorized personnel.
 - Will process only data that pertains to official business and is authorized to be processed in the system.
 - Will not retrieve information for someone who does not have authority to access the information.
 - Will not intentionally access, delete, or alter files, operating systems or programs.
 - Will protect and not share or publicly post my password.
 - Will report to CBCA if my password has been compromised.
 - Will be responsible for all activity that occurs on my individual account once my password has been used to log on.
 - Will ensure my password meets EDS complexity requirements.
 - Will use due care when adding a co-representative (when applicable).
 - Will use anti-virus software to scan all files for malicious software (e.g., viruses, worms, etc.) before uploading any documents into EDS system.
 - Will not try to disable or subvert EDS security controls or monitoring mechanisms.
 - Will ensure that the Web browser window is closed before navigating to other sites.
5. **EFFECTIVE DATE.** This agreement becomes effective on the date that you accept these *Rules of Behavior*.

ACCEPTANCE

I have read and understand the above *Rules of Behavior*. By my electronic acceptance, I acknowledge and agree that my access to EDS is covered by, and subject to, these rules. Further, I understand that unauthorized or inappropriate use of EDS may result in the loss or limitation of my privileges to use the system and that CBCA retains the right, at its sole discretion, to terminate, cancel, or suspend my access to EDS at any time, without notice. I also understand that I could suffer prosecution, penalties, or financial liability, depending on the severity of the misuse.

I Agree

7. If your registration is successfully completed, a **Success** pop-up window will appear. Select **OK**.



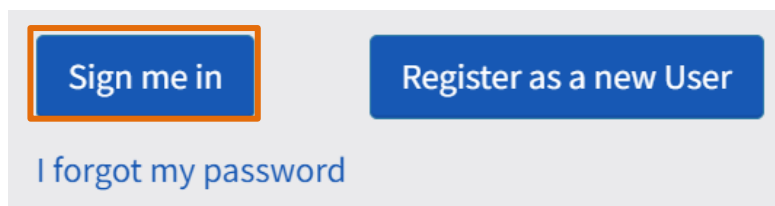
If your registration is not successful, check the registration fields for error messages.

8. The system will send you an email with a temporary password. When you log in to the system for the first time, the system will require you to change your password.

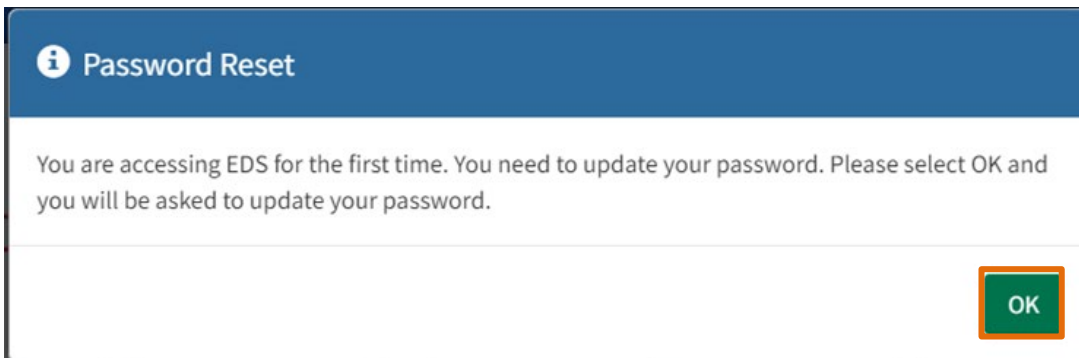
2.2 Initial Log In

To log in to the system for the first time:

1. You will be issued a temporary password when your EDS account is initially created. To log in to the system for the first time, use the email entered at registration and the temporary password provided by EDS. Select **Sign me in**.

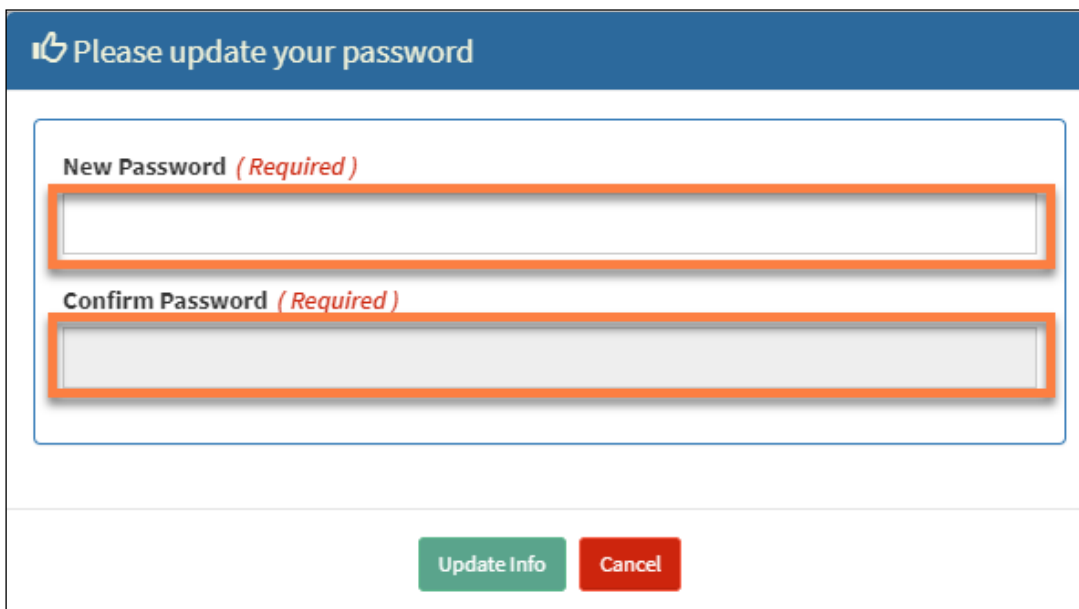


2. Upon your **initial log in**, the system will prompt you to (1) update your password, and (2) choose and answer several security questions. Select **OK** to proceed.



The screenshot shows a dialog box titled "Password Reset" with an information icon. The text inside reads: "You are accessing EDS for the first time. You need to update your password. Please select OK and you will be asked to update your password." A green "OK" button is located in the bottom right corner.

3. Update your password by entering a **New Password** and confirming it.

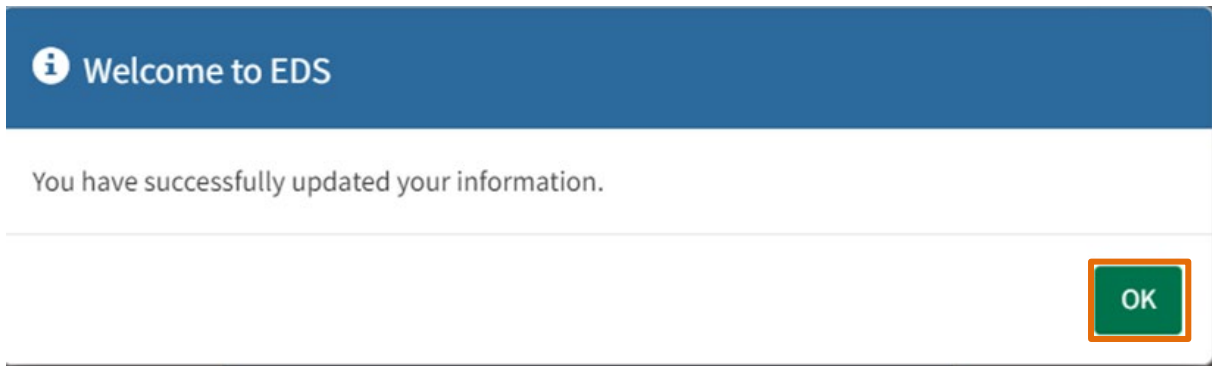


The screenshot shows a dialog box titled "Please update your password" with a refresh icon. It contains two text input fields: "New Password (Required)" and "Confirm Password (Required)". Both fields are highlighted with an orange border. At the bottom, there are two buttons: "Update Info" (green) and "Cancel" (red).

Passwords must be between 12 and 24 characters in length and contain **one character from each of the following four categories**:

- English uppercase characters (A to Z)
- English lowercase characters (a to z)
- Base 10 digits (0 to 9)
- Special characters (For example, #, \$, and ^)

4. Select **OK** in the **Welcome to EDS** pop-up to finish.



5. If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged in to one session at a time.

2.3 Subsequent Logins

After completing the initial log in steps, follow these steps for subsequent log ins:

Enter your EDS account email and password. Select **Sign me in**.

A screenshot of the EDS login interface. At the top is a dark blue header with the text 'EDS' in white. Below the header, there are two input fields. The first is labeled 'Email (Required)' and contains a white text box with a green checkmark to its right. The second is labeled 'Password (Required)' and contains a light blue text box with a green checkmark to its right. Below the input fields are two blue buttons: 'Sign me in' and 'Register as a new User'. The 'Sign me in' button is highlighted with an orange rectangular border. Below the buttons is a link that says 'I forgot my password'.

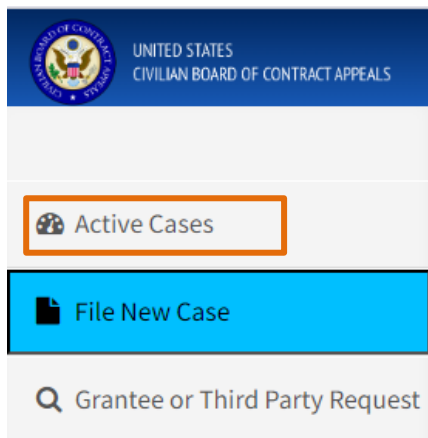
3.0 Application Introduction

This section provides a description of the EDS features.

1. Select the menu icon (highlighted in the images below) to show or hide the site navigation.



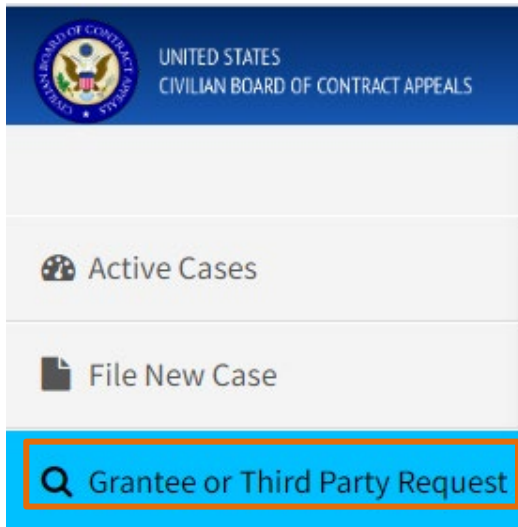
2. Select **Active Cases** to view your current cases and to return to your **Dashboard**. See section **4.0 Dashboard/Active Cases** for more information.



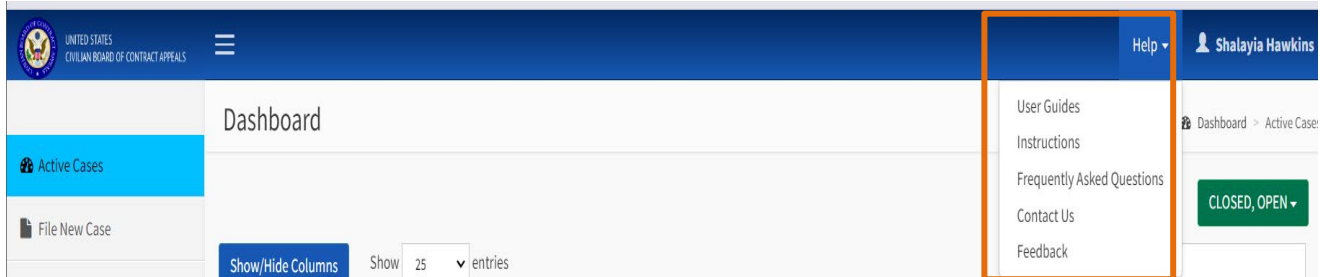
3. Select **File New Case** to file a new case. See section **5.1 File a New Case** for more information.



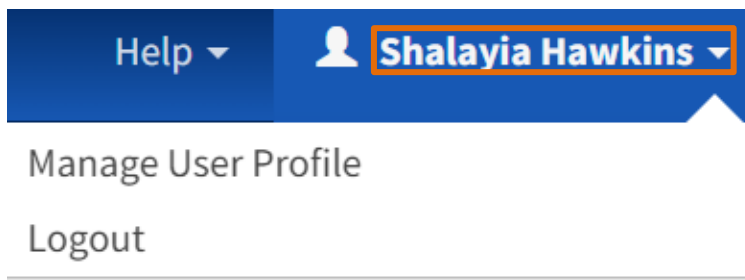
4. Select **Grantee or Third Party Request** to request to join a case as a new party. See section **7.0 Grantee or Third Party Request** for more information.



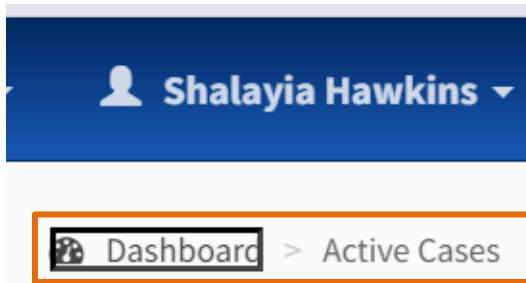
5. Select the **Help** menu (upper right corner of the screen) to access information on **User Guides**, **Instructions**, **Frequently Asked Questions (FAQs)**, **Contact Us**, and **Feedback**.



6. Select your name to access the **Manage User Profile** or **Logout** options. See section **8.0 Edit User Profile, Change or Reset Password, and Change Email** for information on modifying your profile.



7. Select the **breadcrumb** navigation to see where you are on the site. For instance, this breadcrumb navigation shows that the user is on the dashboard of the site, which shows the user's active cases.



4.0 Dashboard/Active Cases

The default view is the dashboard, which shows your active cases.

Dashboard

Active Cases

File New Case

Grantee or Third Party Request

Show/Hide Columns Show 25 entries Filter Records:

CBCA Number	Filing Party	Date Filed	Agency	Control #	Case Type	Case Status
9008	Goodman Industries, LLC	Aug 24 2023 11:44:39 EDT	Department of Commerce/Department of Commerce	A-STQSE	CONTRACT DISPUTES ACT APPEAL	CLOSED
5881 Part., 5882	Part Of One	Oct 12 2023 15:01:52 EDT	Department of Commerce/Department of Commerce	A-NYCAT	CONTRACT DISPUTES ACT APPEAL	OPEN

4.1 Modify Dashboard

There are several ways to modify the dashboard.

1. **Show More Entries:** select the drop-down to the right of the Show/Hide Columns block to change the number of entries (cases) shown from **25** (default) to **50**, **100**, or **150**.

Dashboard

Assigned Cases

Show/Hide Columns Show 25 entries

25
50
100
150

- Filter Entries:** Type in a filter parameter in the **Filter Records** field. The records will filter as you type. You can filter, for example, by CBCA Number and Agency. The filter will search all fields for any filter parameter.

Dashboard

Dashboard > Active Cases

Active Cases

File New Case

Grantee or Third Party Request

Show/Hide Columns Show 25 entries Filter Records

CBCA Number	Filing Party	Date Filed	Agency	Control #	Case Type	Case Status
9008	Goodman Industries, LLC	Aug 24 2023 11:44:39 EDT	Department of Commerce/Department of Commerce	A-5TQ5E	CONTRACT DISPUTES ACT APPEAL	CLOSED
5881 Part..., 5882	Part Of One	Oct 12 2023 15:01:52 EDT	Department of Commerce/Department of Commerce	A-NYCAT	CONTRACT DISPUTES ACT APPEAL	OPEN

- Modify Columns:** Select the **Show/Hide Columns** button to select which columns to show.

Dashboard

Dashboard > Active Cases

Active Cases

File New Case

Grantee or Third Party Request

Show/Hide Columns Show 25 entries Filter Records:

- CBCA Number
- Filing Party
- Date Filed
- Agency
- Control #
- Group #
- Case Status

Filing Party	Date Filed	Agency	Control #	Case Type	Case Status
Part Of One	Oct 12 2023 15:03:06 EDT	Department of Commerce/Department of Commerce	A-4YSBN	CONTRACT DISPUTES ACT APPEAL	OPEN
INTERNATIONAL GENETIC TECHNOLOGIES, INC.	Nov 06 2023 20:29:50 EST	Department of Commerce/Department of Commerce	A-0FVOV	CONTRACT DISPUTES ACT APPEAL	OPEN

- Sort Columns:** Select the column headings to sort entries in ascending or descending order.

Dashboard

Dashboard > Active Cases

Active Cases

File New Case

Grantee or Third Party Request

Show/Hide Columns Show 25 entries Filter Records:

CBCA Number	Filing Party	Date Filed	Agency	Control #	Case Type	Case Status
9008	Goodman Industries, LLC	Aug 24 2023 11:44:39 EDT	Department of Commerce/Department of Commerce	A-5TQ5E	CONTRACT DISPUTES ACT APPEAL	CLOSED
5881 Part..., 5882	Part Of One	Oct 12 2023 15:01:52 EDT	Department of Commerce/Department of Commerce	A-NYCAT	CONTRACT DISPUTES ACT APPEAL	OPEN

5.0 Case Information

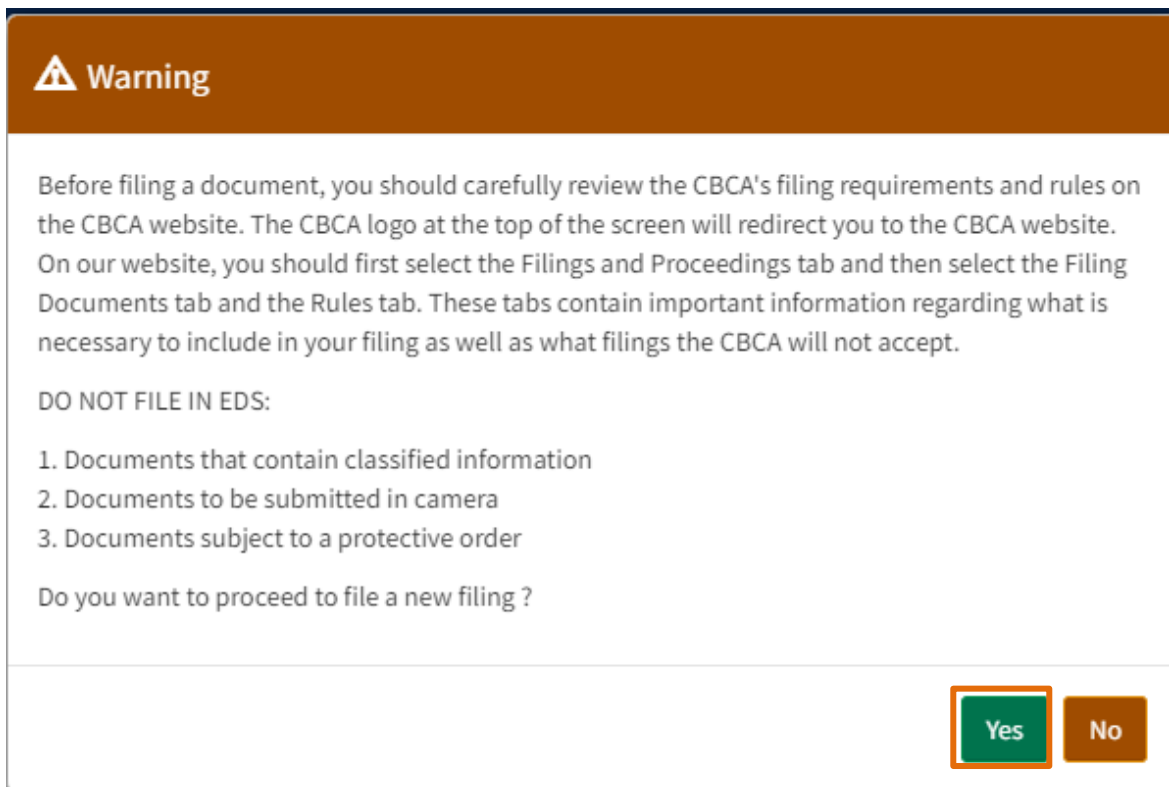
5.1 File a New Case

Follow the instructions below to file a **new case**.

1. From the dashboard, select **File New Case**.



2. Read the **Warning** and then select **Yes** on the pop-up window.



- Complete all fields in the **New Case Information** form. Additional instructions for completing individual fields follow.

New Case Information

Filing Party

Filing Party Name *(Required)*

Please enter filing party name

Case Type *(Required)*

- Contract Number (For CDA cases only):** This number is found on the contract about which you are filing a case.

Additional Details

Contract Number *(Required)*

If unknown, please indicate "unknown" or, if not applicable (e.g., FEMA case), please indicate "NA"

Confirm Contract Number *(Required)*

- Agency Tier 1:** Select the primary agency.

Agency Tier 1 (Failure to designate the correct agency may delay notice of the new case filing) *(Required)*

Department of Commerce

- Where the contract is issued by a division or bureau of a primary agency, select it from the **Agency Tier 2** drop-down menu. For example, if the contract was issued by the National Oceanic & Atmospheric Administration, which is part of the Department of Commerce, first select **Department of Commerce** as the **Agency Tier 1**. Then, a new field titled **Agency Tier 2** will appear. From that drop-down menu, select **National Oceanic & Atmospheric Administration**.

Department of Commerce

Agency Tier 2 *(Required)*

National Oceanic and Atmospheric Administration

6. **Upload Case Document:** Only **PDF files** can be attached. Select **Add File**.

Upload Primary Document (Only PDF files can be attached) *(Required)*

Add File **Cancel**

#	Name	Size	Progress

7. A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**.
8. For the document(s) filed, answer the following question: **Do any of these documents contain information that is subject to a protective order entered by the judge in this case? The filer will select Yes if the filing includes this type of information AND a Protective Order has been entered in the appeal.**

Do any of these documents contain information that is subject to a protective order entered by the judge in this case? The filer will select Yes if the filing includes this type of information AND a Protective Order has been entered in the appeal. *(Required)*

Yes No

Do you want to upload associated documents? *(Required)*

Yes No

9. If you need to add additional documents associated with the case, select **Yes** for the following question: **Do you want to upload associated documents?** A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**.
10. Add comments to the **Comments** field if needed. Select **Submit**.







Comments - Please provide a description of the document (E.g., motion to dismiss, request for an extension, etc.).


250 characters remaining


Submit **Reset**

11. The new case will appear in the **Active Cases/Dashboard** but **will not** have a CBCA Number.

12. EDS will automatically generate emails to all parties and notify the CBCA **Clerk** when a new case is filed.

EDS: NOTICE OF NEW FILING      

 EDS <cbca.eds@cbca.gov>

 Wednesday, December 13, 2023 3:55:24 PM

MESSAGE GENERATED FROM CBCA PRODUCTION ENVIRONMENT

*****Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.*****

This email is an automated notification, which is unable to receive replies. For assistance, please contact the CBCA Clerk at (202) 606-8800 or cbca.eds@cbca.gov.

The CBCA is notifying you that the following has been filed with the Board:

Party: Brown Construction, Inc.
Contract Number: unknown
Time of Filing: Dec 13 2023 15:54:52 EST
CBCA Number: TBD
EDS Tracking Number: A-ZPK5N

Please log into the Docket (<https://eds.cbca.gov/login>) to see more details.

This electronic message contains information generated by the US Government solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

- Once the CBCA Clerk assigns a judge to the case, the CBCA will prepare a docketing notice that includes, among other information, the CBCA Number assigned to the case. The docketing notice will be available on the dashboard, and users who have not turned off email notifications for the case will receive an email notification that the docketing notice has been created by the CBCA.

5.2 View an Active Case/Case Docket Sheet

To view the **Case Docket Sheet** of an active case, select the **CBCA Number** link or the **Control #** link.

Dashboard Dashboard > Active Cases

Active Cases | File New Case | Grantee or Third Party Request

Show/Hide Columns | Show 25 entries | Filter Records:

CBCA Number	Filing Party	Date Filed	Agency	Control #	Case Type	Case Status
9008	Goodman Industries, LLC	Aug 24 2023 11:44:39 EDT	Department of Commerce/Department of Commerce	A-5TQ5E	CONTRACT DISPUTES ACT APPEAL	CLOSED
5881 Part., 5882	Part Of One	Oct 12 2023 15:01:52 EDT	Department of Commerce/Department of Commerce	A-NYCAT	CONTRACT DISPUTES ACT APPEAL	OPEN

5.3 Case Docket Sheet Overview

The top part of the **Case Docket Sheet** provides the case information. **This information cannot be edited except by the CBCA.** Please see the following explanations of select items in the case information section.

Case Docket Sheet Dashboard > Case Docket Sheet

Case Type	CONTRACT DISPUTES ACT APPEAL	Presiding Judge	Beverly M Russell 4
Filing Party	PART OF ONE	Chambers Email	russell.chambers@cbca.gov
CBCA Number	5882 1	Chambers Phone Number	(202) 606-8821
Agency	Department of Commerce/Department of Commerce	Date Docketed	Oct 12 2023 15:03:06 EDT
Grantee or Third Party	2	Case Status	OPEN 5
Contract Number	unknown	Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N 6
Consolidated Cases	PART OF ONE , 5881 3		

- CBCA Number:** This field shows the number(s) that the CBCA assigns to your case(s). All filings in a case should reference the assigned CBCA Number(s).

2. **Grantee/Third Party:** This field shows grantees in FEMA arbitration cases and any third parties permitted by the CBCA to participate in CDA cases.
3. **Consolidated Cases:** If the CBCA has consolidated the case with another pending case(s), this field shows the title and the CBCA Number(s) of the other case(s). After cases are consolidated, a filing made in one case will automatically be filed in the joined case(s). Although a user can see and access the documents in all joined cases (subject to the terms of any applicable protective order(s)), **any filings must be made in the filer's own case.** For example, the CBCA has consolidated the filings of Filer A and Filer B. **Filer A** can, subject to the terms of any applicable protective order(s), access and view the docket for **Filer B's** case. However, in order to file anything in the consolidated cases, **Filer A** must file the document in **Filer A's** case.
4. **Presiding Judge:** This field shows the CBCA judge assigned to preside over the case.
5. **Case Status:** Case status will be **Open or Closed.** See section **6.0 Case Docket Sheet** for more information.
6. **Protective Order Issued?:** This field shows whether CBCA has issued a protective order for the case.

The bottom part of the **Case Docket Sheet** shows the records attached to this case. Records can include documents or docket entries created by the CBCA. The docket sheet can be downloaded by clicking the Download Case Docket Sheet button. Records can be sorted by the **Index**, **Filer**, and **Protected** columns. Additionally, you can filter or search records by using the **Filter Records** field.


Case Docket Sheet Dashboard > Case Docket Sheet

Download Case Docket Sheet Show 100 entries Filter Records:

Index	Alerts	Type of Filing	Filer	Protected	Date	Comments	CBCA Notes
1	!	Notice of Appeal	FILER	NO	Aug 24 2023 11:44:43 EDT	No comment	
2	!	Notice of Docketing	CBCA	NO	Aug 24 2023 14:23:39 EDT		
3	!	Complaint or Amended Complaint	FILER	NO	Oct 12 2023 12:17:04 EDT	Appellant's Complaint	

5.3.1 Alerts

Any new records on the [Case Docket Sheet](#) are identified with an alert icon that will display in the [Alerts](#) column. The Alert icon will remain visible until the new record is opened.

Index	Alerts	Type of Filing	Filer	Protected	Date	Comments
1		Filer Notice	FILER	NO	Jul 19 2023 11:37:26 EDT	
2		Notice Of Appearance	AGENCY (Department of Commerce/Department of Commerce)	NO	Jul 19 2023 12:19:14 EDT	
3		Denial of Notice of Appearance	GAO	NO	Jul 19 2023 12:21:25 EDT	
4		Board's Issuance of Subpoena	CBCA	NO	Jul 25 2023 11:35:21 EDT	
5		Motion to Compel	CBCA	NO	Jul 31 2023 12:04:17 EDT	test cert

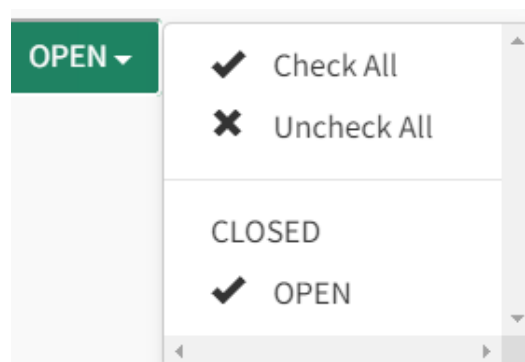
5.3.2 Opening Attachments

Attachments can be opened by selecting the link in the **Type of Filing** column. The attachments can be viewed and downloaded. If a protective order has been issued for a case, parties not admitted to the protective order **will not** be able to access documents containing protected material.

Index	Alerts	Type of Filing	Filer	Protected	Date	Comments
1		Filer Notice	FILER	NO	Jul 19 2023 11:37:26 EDT	
2	!	Notice Of Appearance	AGENCY (Department of Commerce/Department of Commerce)	NO	Jul 19 2023 12:19:14 EDT	
3		Denial of Notice of Appearance	GAO	NO	Jul 19 2023 12:21:25 EDT	
4	!	Board's Issuance of Subpoena	CBCA	NO	Jul 25 2023 11:35:21 EDT	
5	!	Motion to Compel	CBCA	NO	Jul 31 2023 12:04:17 EDT	test cert

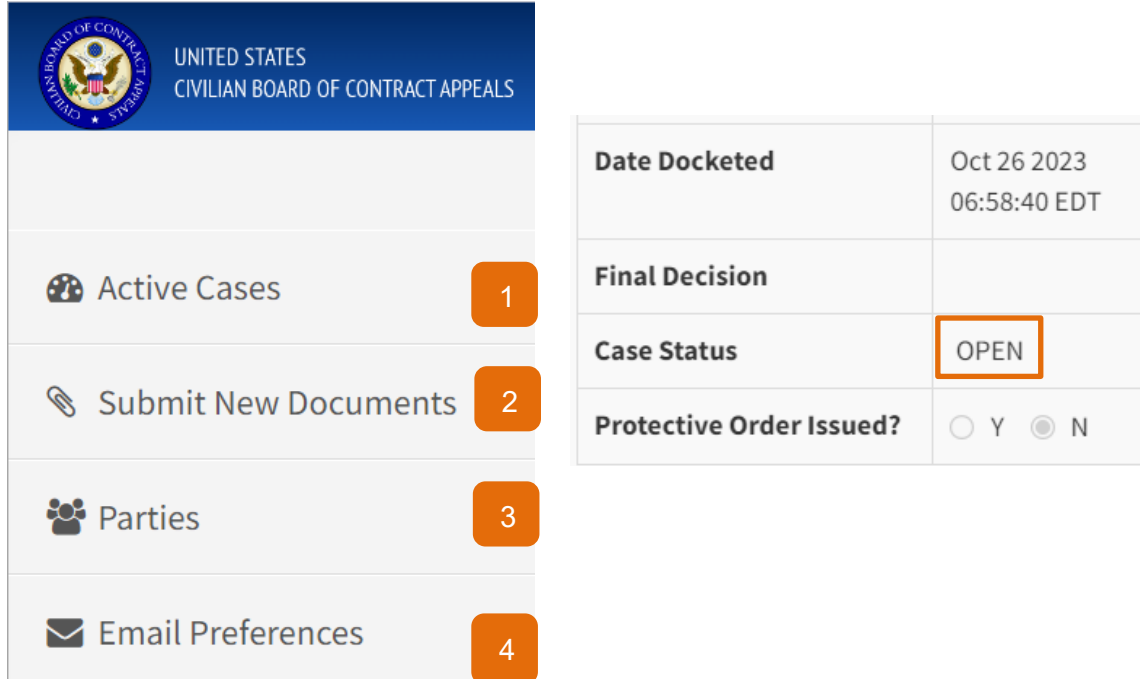
6.0 Case Docket Sheet Actions

While viewing the **Case Docket Sheet** page, the navigation menu options change depending on the case status: **Open** or **Closed**.



6.1 Open Case Actions

If the Case is **Open**, the following four actions can be performed:



The screenshot displays the user interface for the United States Civilian Board of Contract Appeals. On the left is a navigation sidebar with four items: 'Active Cases' (1), 'Submit New Documents' (2), 'Parties' (3), and 'Email Preferences' (4). On the right is a case details table.

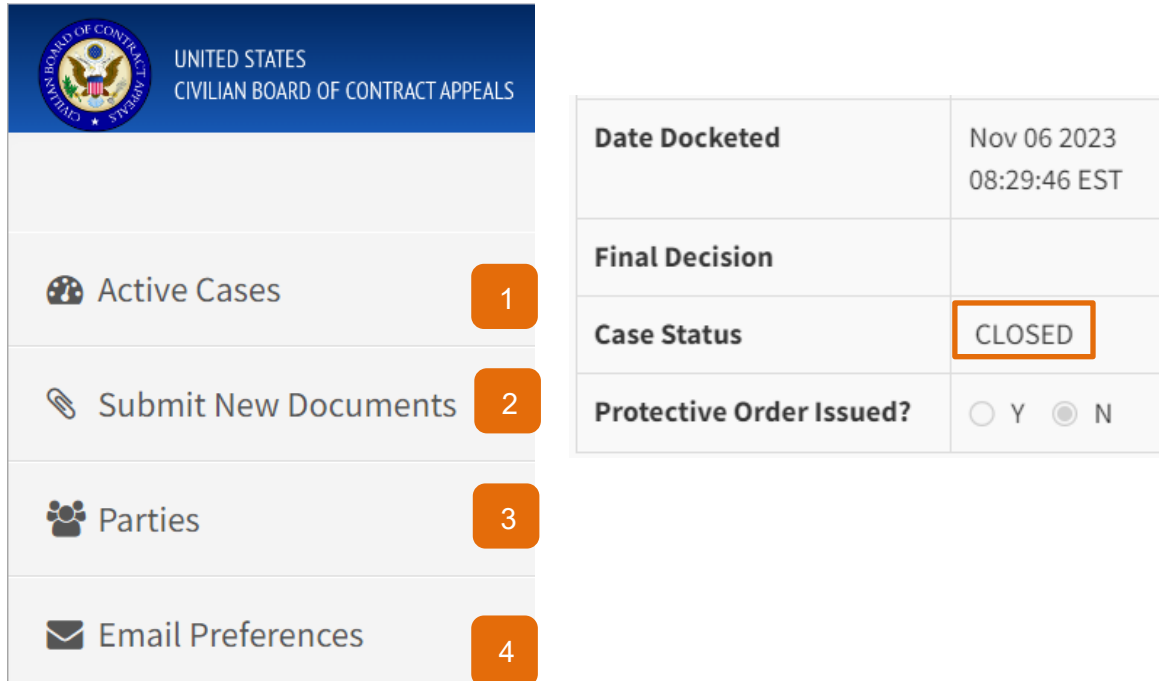
UNITED STATES CIVILIAN BOARD OF CONTRACT APPEALS	
Date Docketed	Oct 26 2023 06:58:40 EDT
Final Decision	
Case Status	OPEN
Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N

1. Return to the dashboard to view **Active Cases**.
2. **Submit New Documents** to the current case.
3. In the **Parties** screen, view all parties to the case and their respective representatives and add secondary representatives.
4. Set your **Email Preferences**.

6.2 Closed Case Actions

In CDA cases, a case is marked **Closed** by the CBCA after the appeal period has lapsed. In FEMA arbitration cases, it is **Closed** after a decision has been issued. If the case status is

Closed, the following actions can be performed, according to your role:



The image shows a screenshot of the United States Civilian Board of Contract Appeals (CBCA) dashboard and a case docket sheet. The dashboard on the left has a blue header with the CBCA logo and the text "UNITED STATES CIVILIAN BOARD OF CONTRACT APPEALS". Below the header are four menu items, each with an icon and a numbered orange button: "Active Cases" (1), "Submit New Documents" (2), "Parties" (3), and "Email Preferences" (4). To the right is a case docket sheet with the following information:

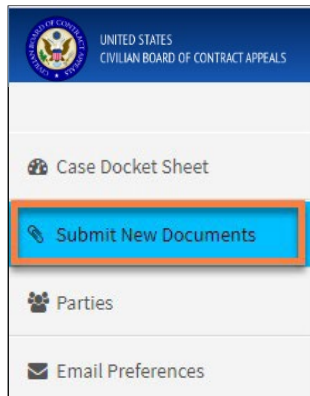
Date Docketed	Nov 06 2023 08:29:46 EST
Final Decision	
Case Status	CLOSED
Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N

1. Return to the dashboard to view **Active Cases**. There you can access case files and download the case docket sheet (see section 5.2).
2. **Submit New Documents** for the current case.
3. Manage and add party members in the **Parties** screen.
4. Set your **Email Preferences**.

6.3 Submit New Documents

New documents submitted will be automatically attached to the currently viewed case and a new record will be entered for that case. Follow the instructions below to submit new documents.

1. In the dashboard navigation menu, select **Submit New Documents**.



2. Complete the fields on the **Submit New Documents** screen. Additional instructions for completing individual fields follow.

Submit New Document

Type of document *(Required)*

Notice _____ ▾

Upload Primary Document (Only PDF files can be attached) *(Required)*

Add File Cancel

#	Name	Size	Progress
---	------	------	----------

Do any of these documents contain information that is subject to a protective order entered by the judge in this case? The filer will select Yes if the filing includes this type of information AND a Protective Order has been entered in the appeal. *(Required)*

Yes No

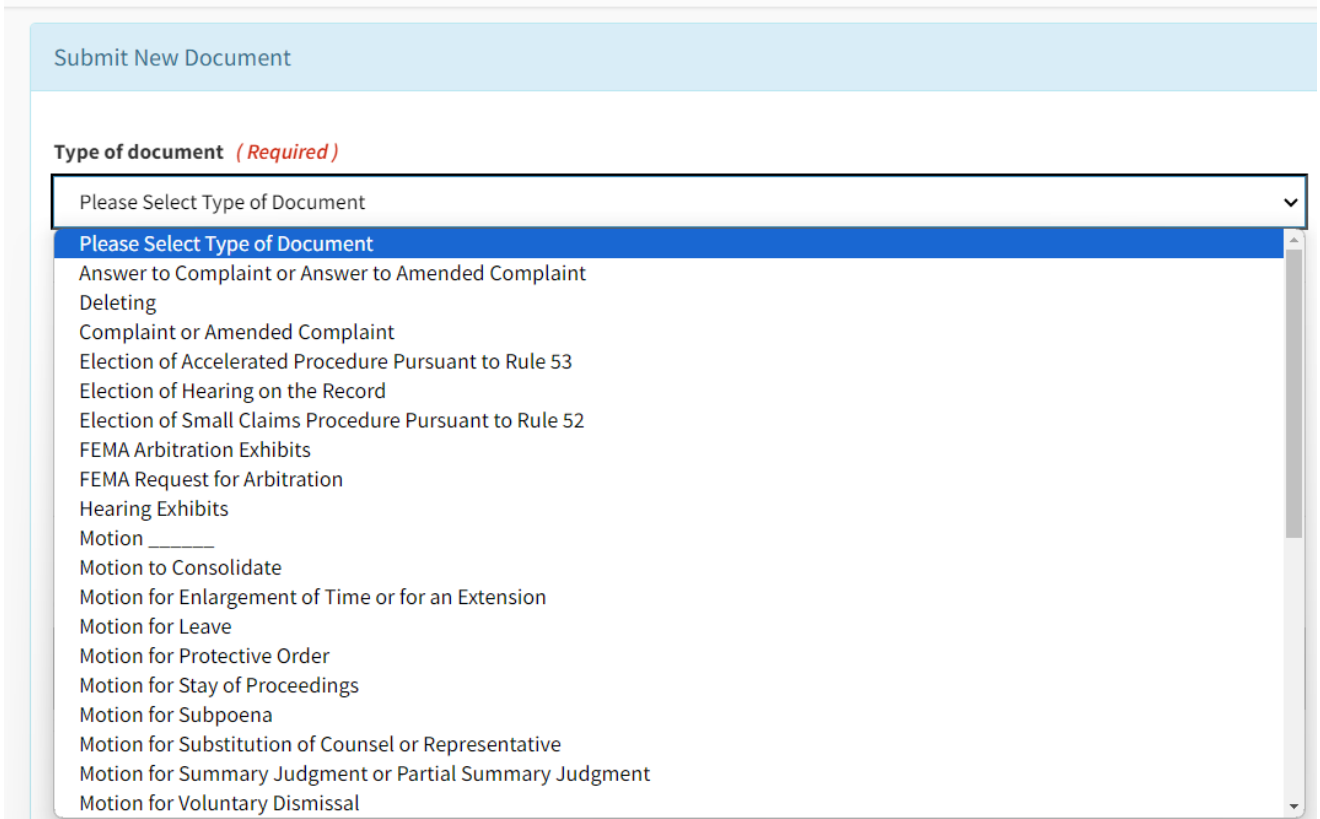
Comments - Please provide a description of the document (E.g., motion to dismiss, request for an extension, etc.).

250 characters remaining

Submit Reset

3. Select the **Type of Document** from the drop-down menu. The available options will vary depending on the type of case and the case status (open or closed). The following example displays the **Type of Document** menu choices for a case with an 'Open' status.

Submit New Document



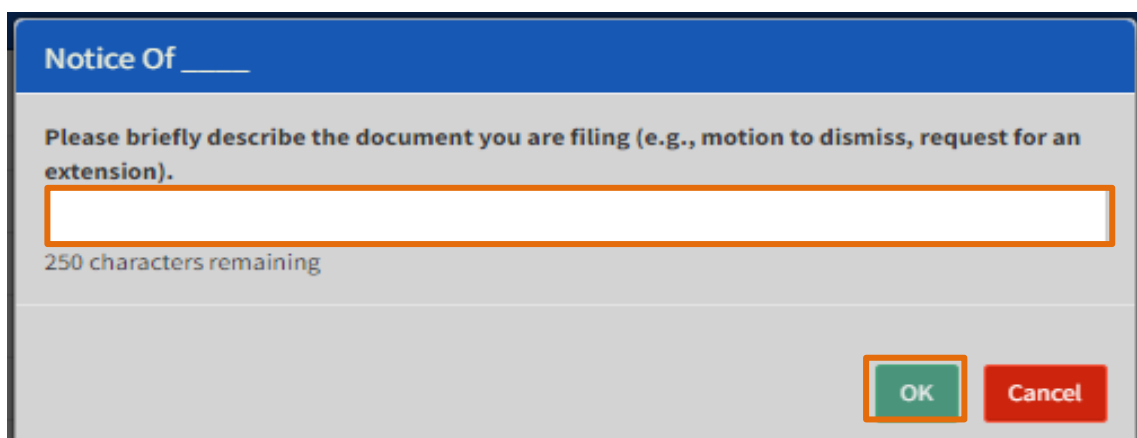
Submit New Document

Type of document *(Required)*

Please Select Type of Document

- Please Select Type of Document
- Answer to Complaint or Answer to Amended Complaint
- Deleting
- Complaint or Amended Complaint
- Election of Accelerated Procedure Pursuant to Rule 53
- Election of Hearing on the Record
- Election of Small Claims Procedure Pursuant to Rule 52
- FEMA Arbitration Exhibits
- FEMA Request for Arbitration
- Hearing Exhibits
- Motion _____
- Motion to Consolidate
- Motion for Enlargement of Time or for an Extension
- Motion for Leave
- Motion for Protective Order
- Motion for Stay of Proceedings
- Motion for Subpoena
- Motion for Substitution of Counsel or Representative
- Motion for Summary Judgment or Partial Summary Judgment
- Motion for Voluntary Dismissal

4. If you select a document type followed by an underscore (i.e., a blank), a pop-up window will ask you to fill in the blank. Type in a brief description of the document and select **OK**.



Notice Of _____

Please briefly describe the document you are filing (e.g., motion to dismiss, request for an extension).

250 characters remaining

OK Cancel

5. Select **Add File** under **Upload Primary Document**.

Submit New Document

Type of document *(Required)*

Notice _____ ▾

Upload Primary Document (Only PDF files can be attached) *(Required)*

Add File

Cancel

#	Name	Size	Progress

Do any of these documents contain information that is subject to a protective order entered by the judge in this case? The filer will select Yes if the filing includes this type of information AND a Protective Order has been entered in the appeal. *(Required)*

Yes No

Comments - Please provide a description of the document (E.g., motion to dismiss, request for an extension, etc.).

250 characters remaining

Submit

Reset

Note: File names which are invalid will be removed from the upload queue. If your file name or size is invalid, you will get the following error message:

The following files were removed from the upload queue.

1. File Name : Bad'Format#.pdf, Error : : File name is invalid and will be removed from the upload queue. Please rename the file and upload it again. The only allowed characters in the file name are a-z, A-Z, 0-9, ., _ , #,(),&. Make sure the length of the file name does not exceed 250 characters.

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF files** can be attached), and select **Open**.

6. For the document(s) filed, answer the following question:

Do any of these documents contain information that is subject to a protective order entered by the judge in this case? The filer will select Yes if the filing includes this type of information AND a Protective Order has been entered in the appeal. *(Required)*

Yes No

7. **NOTE ON PROTECTED MATERIAL:** Protected documents are filed like other

documents. The documents must be marked in accordance with the protective order. Only authorized users in a particular case can access protected material filed in the case. When the CBCA issues a protective order or a notice of protective order, the protective order will be available for download on the docket. Additionally, the **Protective Order Issued?** field on the docket will change to **Y**. (See 5.3.6 above).

8. Add comments to the **Comments** field, if needed. Select **Submit**.
9. Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to upload associated documents?**

Do you want to upload associated documents? (Required)

Yes

No

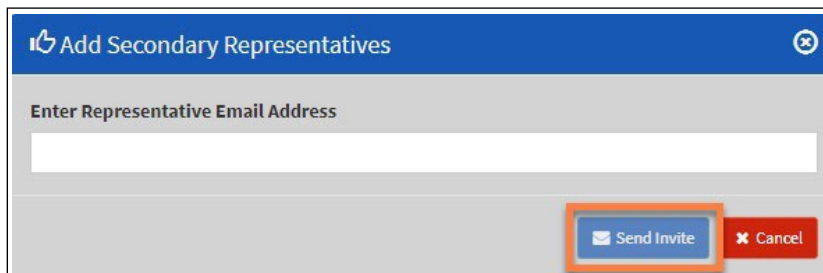
6.4 Parties

The **Parties** screen shows all of the different parties associated with the case. Each party is allowed to have **up to ten representatives** who can access or file documents in a case in EDS. Follow the instructions below to add a secondary representative.

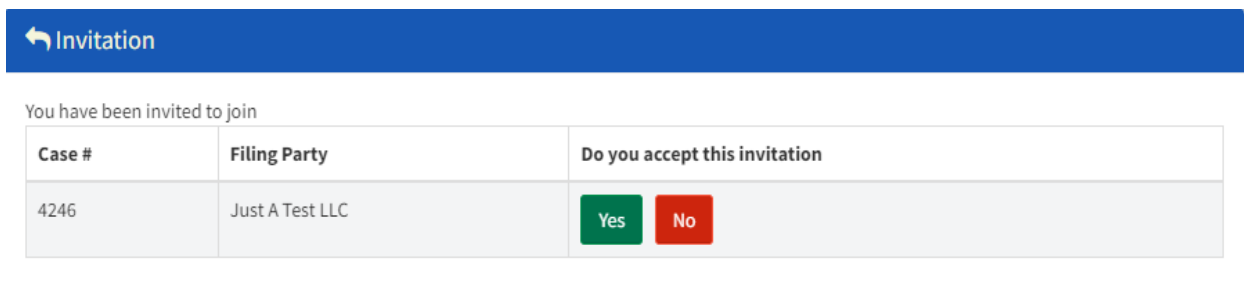
10. In the **Parties** screen, select **+Add 2nd Rep** in the **Non-Agency Party Representative** box.



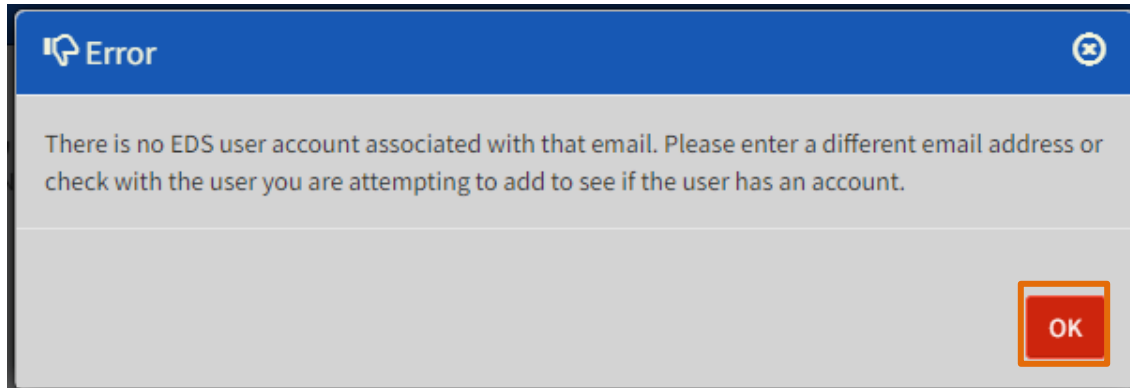
11. In the pop-up box, enter the email for the secondary representative you would like to invite to join the case and select **Send Invite**.



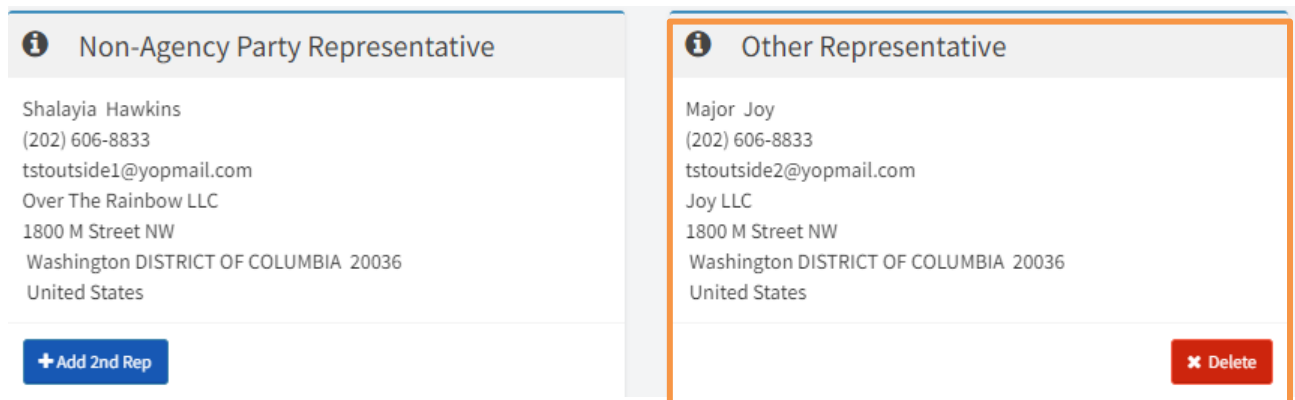
12. In order to invite a secondary representative to join a case, the individual must have an EDS user account. If the individual has an EDS user account, the system will send them an email inviting them to join the case. Upon logging into EDS, the invitee will be prompted to indicate whether they would like to join the case. If the person selects **Yes**, they will automatically have access to the case. If the person declines, they will not have access to the case. If the person accidentally declines to join the case, the party's primary representative can send the individual another invitation by following steps 1 and 2 above.



13. If the individual does not have an EDS user account, a pop-up error screen will appear and notify you that no such user account exists. Once the individual creates a user account, you can again invite them to join the case by following steps 1 and 2 above.



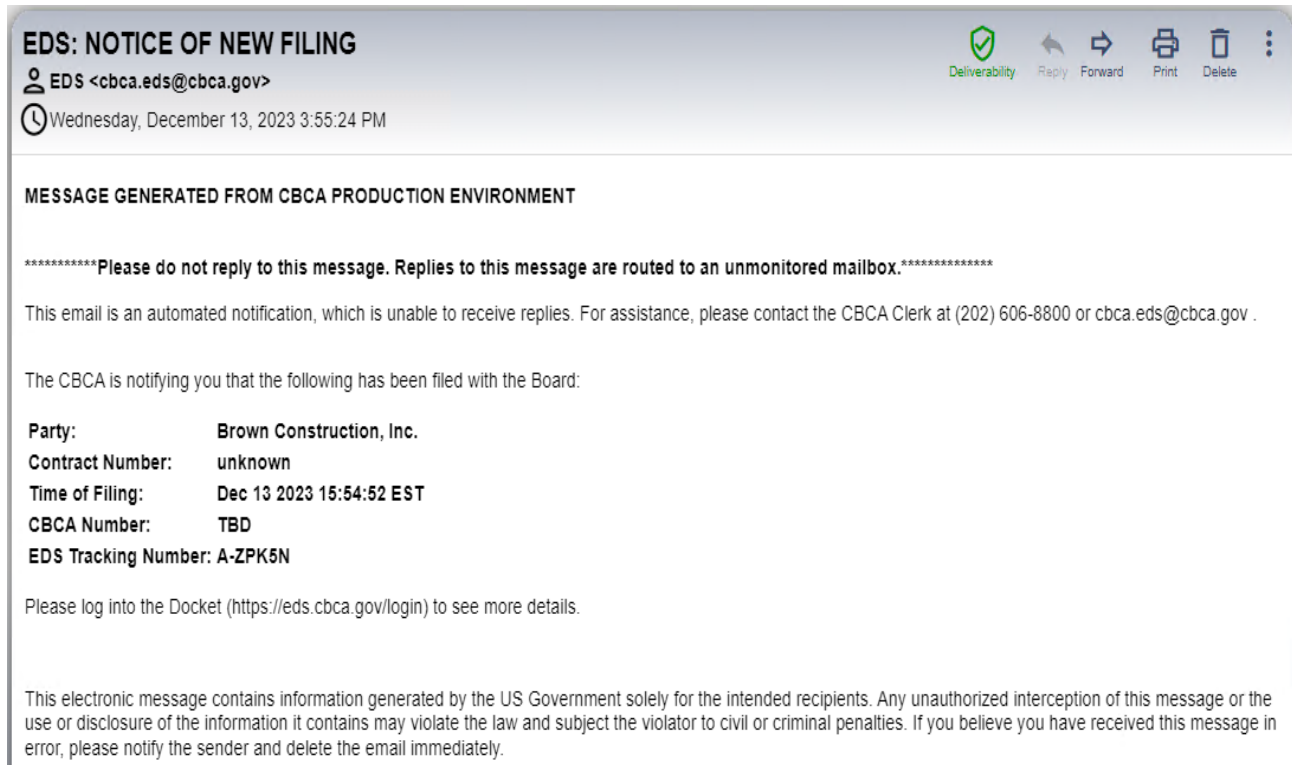
14. Once the secondary representative accepts the invitation to join a case, their information will appear on the **Parties** page in the **Other Representative** box.



Note: Only the Clerk of the Board can **delete an agency representative** in EDS.

6.5 Email Preferences

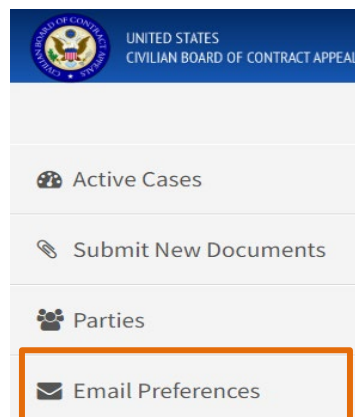
All filings and notices of case developments will be posted to the case docket sheet. When a filing or other case development occurs in EDS, **the system will send all parties an email notification**, which will resemble the notification below.



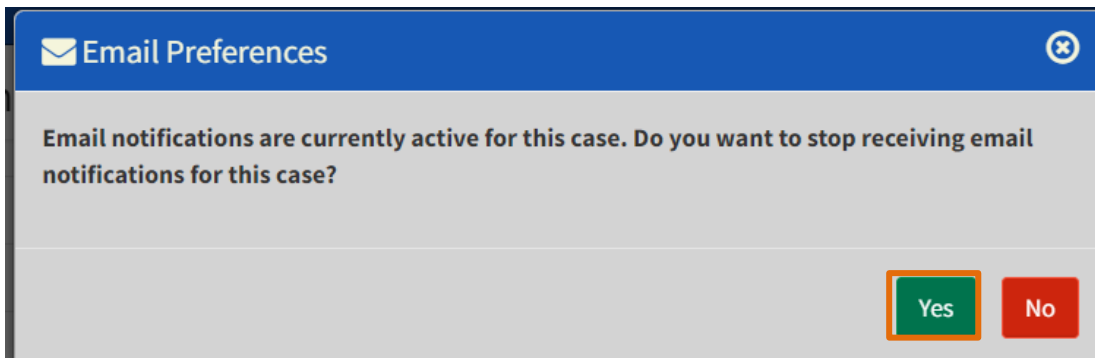
Users are strongly encouraged to keep email notifications activated for each case. Users are solely responsible for reviewing the docket to learn of any new filings or case developments.

6.5.1 Deactivate Email Notifications

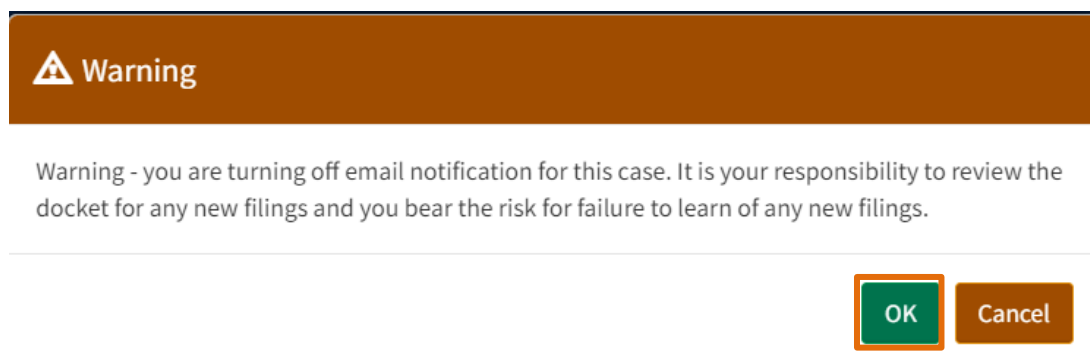
1. On the dashboard navigation menu, select **Email Preferences**.



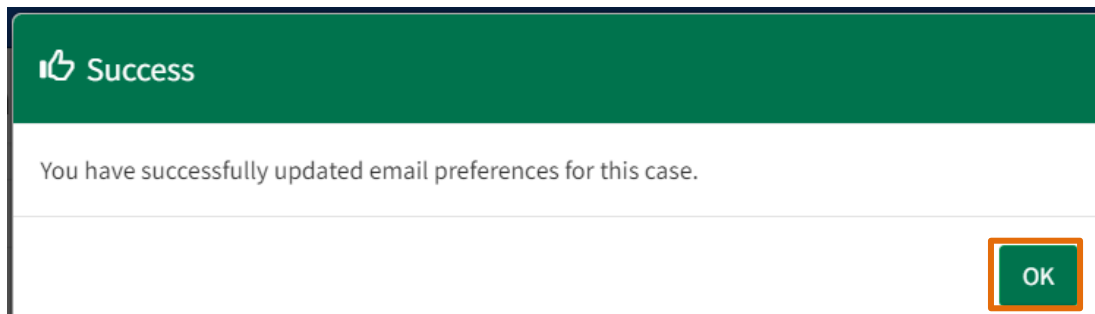
2. Select **Yes** on the **Email Preferences** pop-up box.



3. Select **OK** on the **Warning** pop-up.

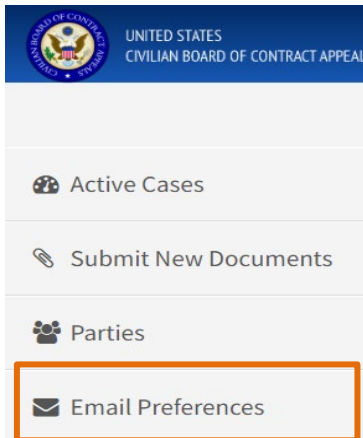


4. Select **OK** on the **Success** pop-up.

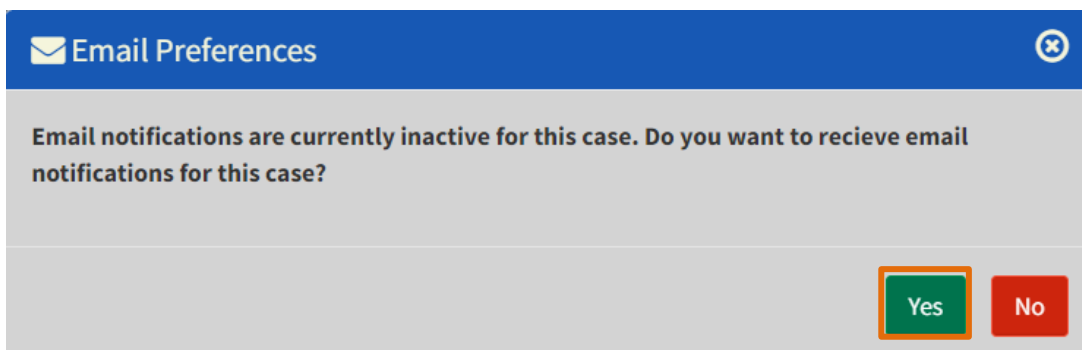


6.5.2 Activate Email Notifications

1. On the dashboard navigation menu, select **Email Preferences**.



2. Select **Yes** on the **Email Preferences** pop-up box.



3. Select **OK** on the **Success** pop-up.



You have successfully updated email preferences for this case.



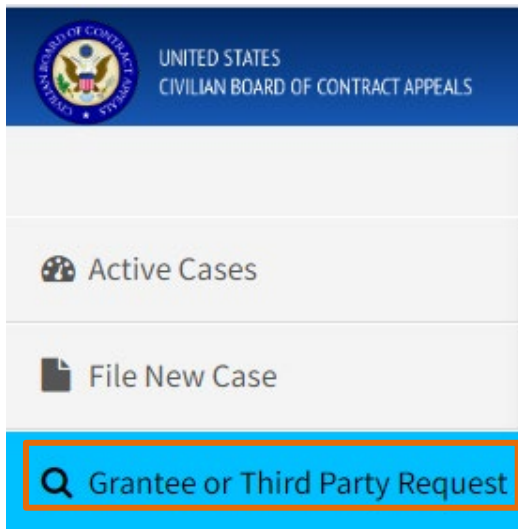
6.6 Motion for Reconsideration or for Relief from Decision or Order

After a CDA decision on the merits has been issued, but the appeal period has not yet lapsed, a party may file a motion for reconsideration per CBCA Rule 26 or a motion for relief from a decision or order per CBCA Rule 27 by using the navigation menu in EDS.

7.0 Grantee or Third Party Request

Parties can seek to join a case as a grantee or third party. **Before joining, users must know the CBCA Number for the case.** Follow the instructions below to file a **Grantee or Third Party** request.

1. From the dashboard navigation menu, select **Grantee or Third Party Request**.



2. Enter the **CBCA Number**.

Grantee or Third Party Request

In order to intervene in a case, you must know the CBCA number assigned to the case by the CBCA.

3. Select **Search**. When the results load, select **Yes** for the question, **Do you want to join as a Grantee or Third Party in this case?**

Search Results

Show entries Search:

CBCA Number	Filing Party	Date Filed	Agency	Contract Number	Do you want to join as a Grantee or Third Party in this case?
4588	Black LLC	Jan 24 2024 09:29:59 EST	Department of Commerce/Department of Commerce	unknown	<input checked="" type="checkbox"/>
5881 Part., 5882	Part Of One	Oct 12 2023 15:01:52 EDT	Department of Commerce/Department of Commerce	unknown	<input checked="" type="checkbox"/>

- Complete the **Grantee or Third Party Request** form and upload any related files (only **PDF files** can be attached). Select **Submit**.

Grantee or Third Party Request

CBCA Number	4567-abc
Filer	BROWN CONSTRUCTION, INC.
Agency	Department of Commerce/Bureau of the Census
Contract Number	unknown

Upload Grantee or Third Party Request Document (Only PDF files can be attached) (Required)

Add File
Cancel

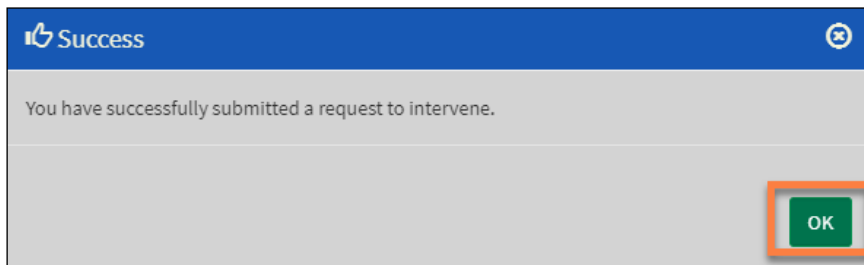
#	Name	Size	Progress

Comments:

251 characters remaining

Submit
Cancel

- Select **OK** on the **Success** pop-up window.



- The case will appear in your **Active Cases/Dashboard**. However, you **will not** be able to access the docket and associated filings until the CBCA approves your **Grantee or Third Party Request**.

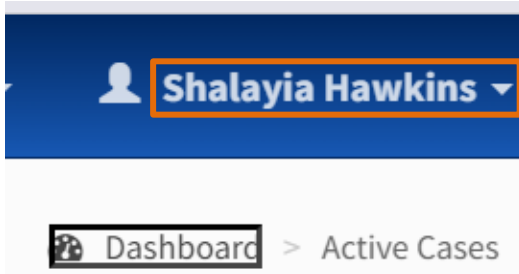
CBCA Number	Filing Party	Date Filed	Agency	Final Decision	Cntrl #	Case Type	Case Status
12345	Jack & Jill Up Hill LLC	Dec 28 2022 12:19:12 EST	Department of Commerce/Department of Commerce		A-Y0OPV	CONTRACT DISPUTES ACT APPEAL	OPEN
12142	Global Test LLC	Jan 12 2023 08:52:12 EST	Department of Commerce/Department of Commerce		A-LGX0Y	CONTRACT DISPUTES ACT APPEAL	OPEN

8.0 Edit User Profile, Change or Reset Password, or Change Email

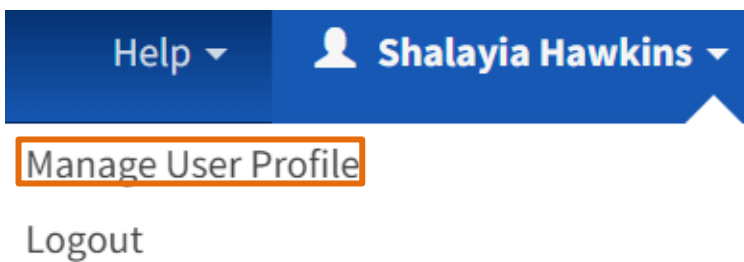
Follow these instructions to perform the following actions that can be accessed from your User Profile page: [Edit User Profile](#), [Change or Reset Password](#), or [Change Email](#).

8.1 Edit User Profile

1. Select your name in the upper right corner of the window.



2. Select [Manage User Profile](#).



3. The **Profile** page will display. Select **Edit** to update any fields.

Profile

Profile Edit

Prefix

First Name (Required)
Shalayia ✓

Middle Initial

Last Name (Required)
Hawkins ✓

Suffix

Email Address (Required)

4. Enter your updated information and then select **Update**.

Zip Code (Required)
20036 ✓

City (Required)
Washington ✓

State (Required)
DISTRICT OF COLUMBIA ✓

Country (Required)
United States ✓

Update Cancel

5. Select **OK** on the **Success** pop-up window.

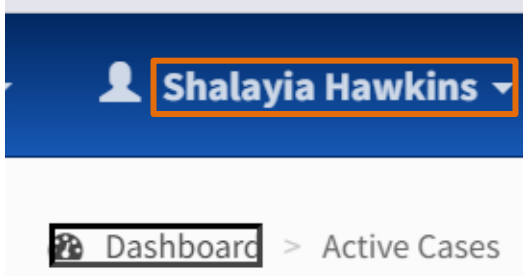
Success

You have successfully updated your profile.

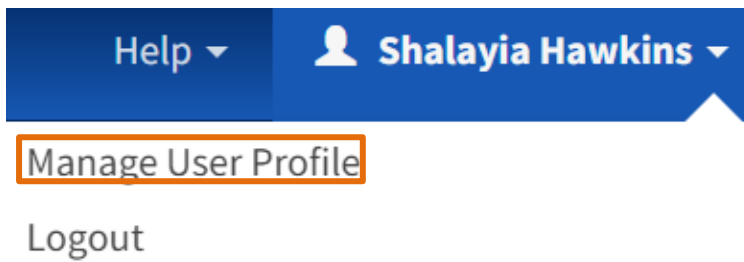
OK

8.2 Change Password

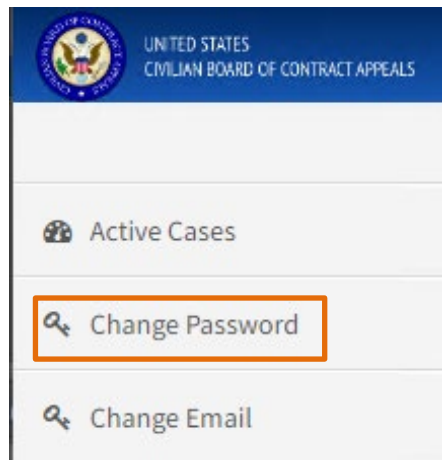
1. Select your name in the upper right corner of the window.



2. Select **Manage User Profile**.



3. Select **Change Password** on the navigation menu.



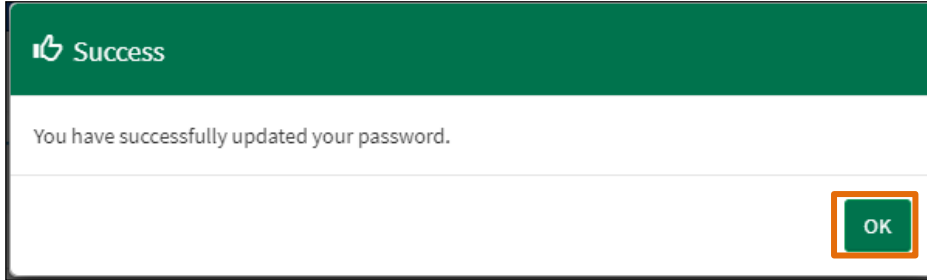
4. Enter your current (old) password and then enter your new password. Passwords must be between 12 and 24 characters in length and contain **one character from each of the following four categories**:

- English uppercase characters (A to Z)
- English lowercase characters (a to z)
- Base 10 digits (0 to 9)
- Special characters (For example, #, \$, and ^)

5. Confirm your password in the next field and select **Update Info**.

A screenshot of a web form titled 'Update Password'. The form has a blue header bar with a refresh icon and the text 'Update Password'. Below the header are three input fields, each with a label and a '(Required)' note: 'Old Password (Required)', 'New Password (Required)', and 'Confirm Password (Required)'. At the bottom of the form are two buttons: 'Update Info' and 'Cancel'. The 'Update Info' button is highlighted with a blue rectangular border.

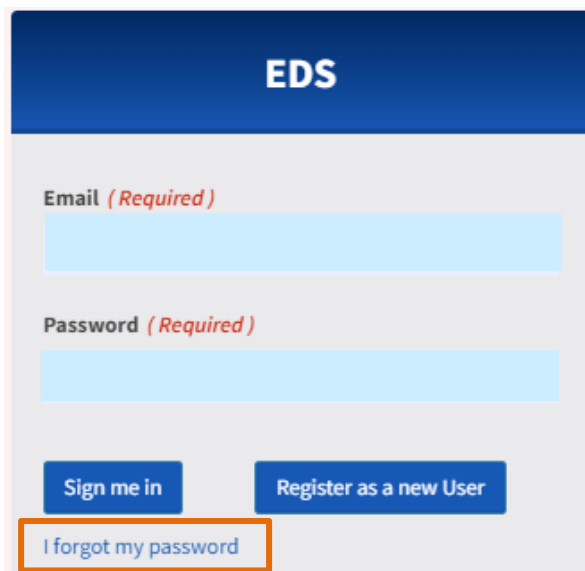
6. Select **OK** on the **Success** pop-up window.



8.3 Reset Password

If you forget your password, you can reset your password as follows:

1. On the EDS login page, select **I forgot my password**.



- In the pop-up window, enter the email address associated with your EDS account and select **OK**.

- A **Success** pop-up window appears. Select **OK**.

- You will receive an email with a temporary password and instructions for resetting your password, as in the example below. Copy the temporary password and select the link in the email to update your password.

THIS E-MAIL CONTAINS IMPORTANT INFORMATION PERTAINING TO YOUR ABILITY TO ACCESS THE ELECTRONIC DOCKET SYSTEM - DO NOT LOSE THIS MESSAGE!

Your account has been created. Please use the following temporary password to access your account :

7ggvUx0#ejj!

Tips on copying and pasting the system-generated temporary password: Due to the cryptic nature of the system-generated password, it may be easier for you to copy and paste the password from this e-mail into the password field on the EDS login page. To copy and paste the password from this e-mail:

- highlight the temporary password with your mouse **(be sure to include ONLY the characters in the password and NOT the blank spaces that precede or follow the password);**
- with the password highlighted, press both the Ctrl key and letter 'C' to copy the password;
- position your cursor in the password field in the EDS login screen and press both the Ctrl key and letter 'V' to paste the password into the password field.

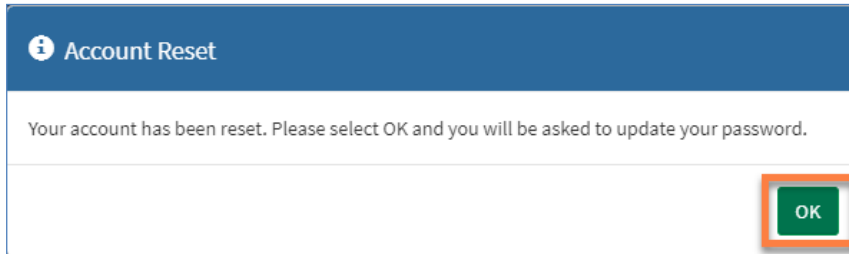
Note: these instructions work for PC users only

Log into the ELECTRONIC DOCKET SYSTEM (EDS) (<https://eds.cbca.gov/login>) and reset your password as prompted.

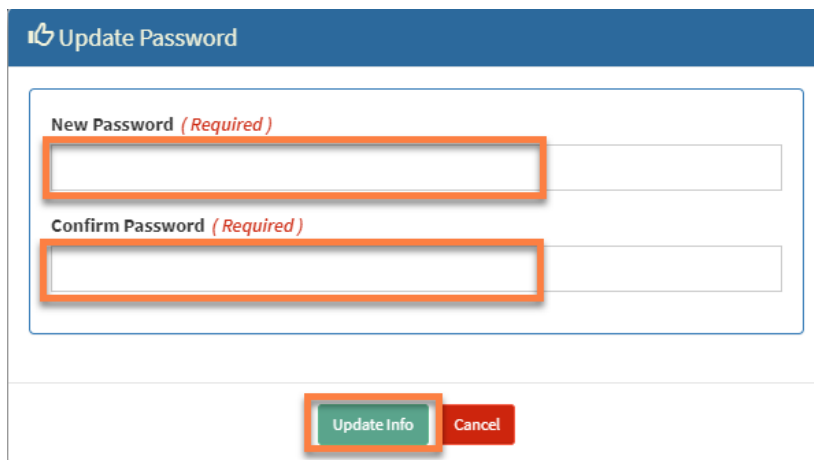
Your password must include at least 12, but no more than 24 alphanumeric and special characters with no spaces, including at least:

- 12-24 characters
- One number (0 to 9)
- One uppercase letter
- One lowercase letter
- One special character ! # \$ - % = + : ; ? ~ *

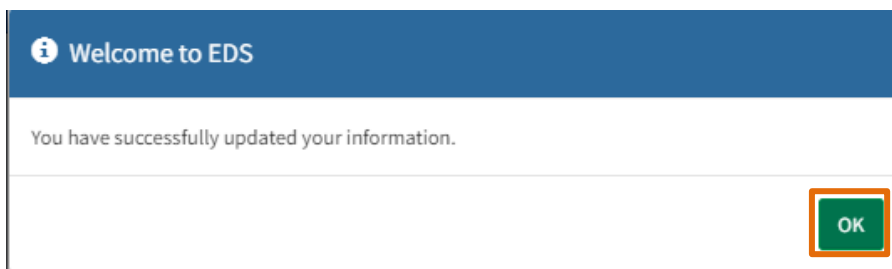
5. Follow the login steps in section [2.2 Initial Log In](#), using the temporary password that you copied in step 4 above.
6. Select OK on the **Account Reset** pop-up window.



7. Enter your new password. Passwords must be between 12 to 24 characters in length, and contain **one character from each of the following four categories**:
 - a. English uppercase characters (A to Z)
 - b. English lowercase characters (a to z)
 - c. Base 10 digits (0 to 9)
 - d. Special characters (for example: #, \$, and ^)
8. Confirm your new password in the next field and select **Update Info**



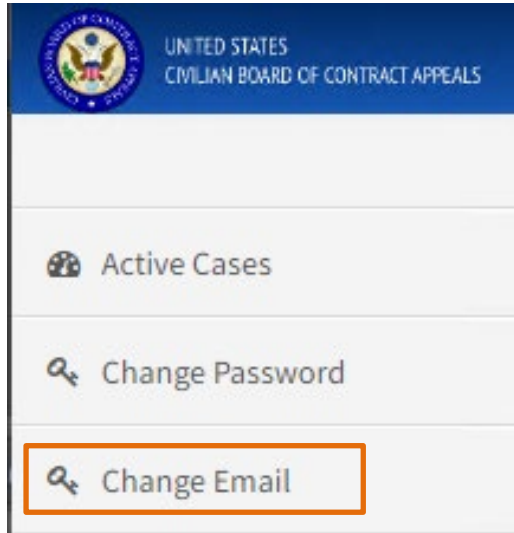
9. Select **OK** on the **Welcome to EDS** success pop-up window.



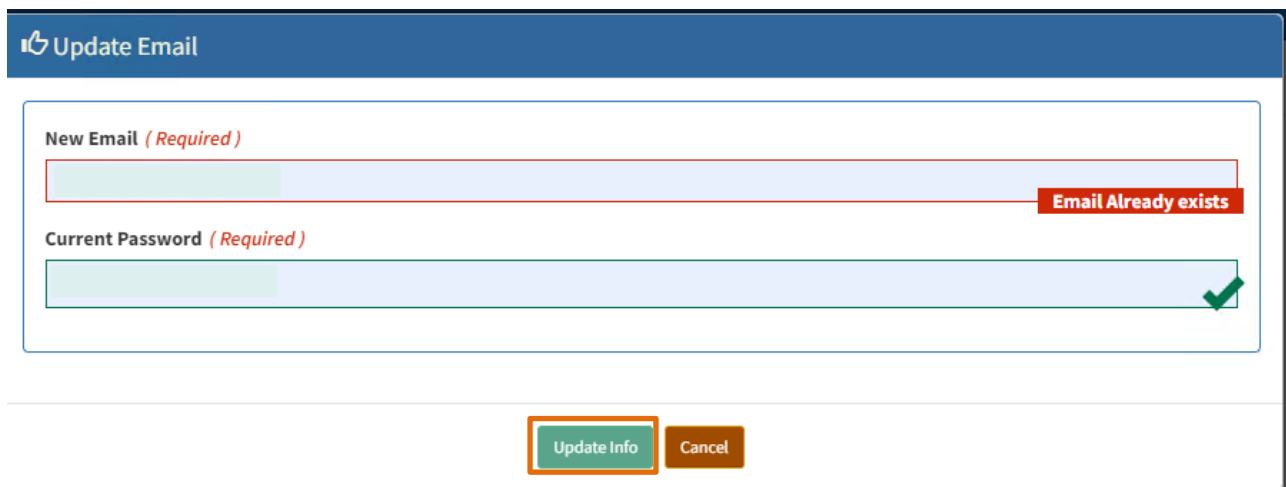
8.4 Change Email

Follow these instructions to change your email address.

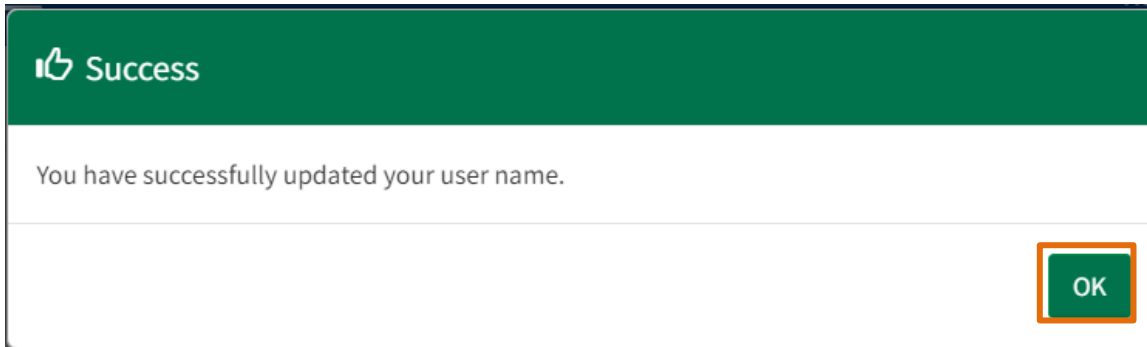
1. Select **Change Email** on the navigation menu.



2. Enter your new email address and then enter your current password. Click on **Update Info**.

A screenshot of the 'Update Email' form. The form has a blue header with a back arrow and the text 'Update Email'. Below the header are two input fields. The first field is labeled 'New Email (Required)' and contains a red error message 'Email Already exists'. The second field is labeled 'Current Password (Required)' and has a green checkmark at the end. At the bottom of the form are two buttons: 'Update Info' (highlighted with an orange border) and 'Cancel'.

3. You will get a Success pop-up window. Click OK.



4. An account update email notification will be sent.



This is to notify you that you have recently updated your user name. If you have not made this change, please contact the CBCA at (202) 606-8800 or cbcaclerk@cbca.gov immediately.

This electronic message contains information generated by the US Government solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

9.0 System Unavailability

In the event that a filer is unable to file a document in EDS due to a technical failure of EDS during business hours, please contact the Clerk's Office for assistance at 202-606-8800 or cbcaclerk@cbca.gov. The business hours of the Clerk's Office are Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time, excluding Federal holidays or days when the Board is otherwise closed for any reason. If a filer is unable to file a document in EDS during a period other than business hours, the filer should send its document to the Clerk's Office by email at cbca.efile@cbca.gov, and copy the opposing party, with an explanation of the circumstances that precluded the filer from using the EDS system.

List of Acronyms

Acronym	Definition
EDS	Electronic Docketing System
CBCA	U.S. Civilian Board of Contract Appeals
FAQ	Frequently Asked Questions
POC	Point of Contact