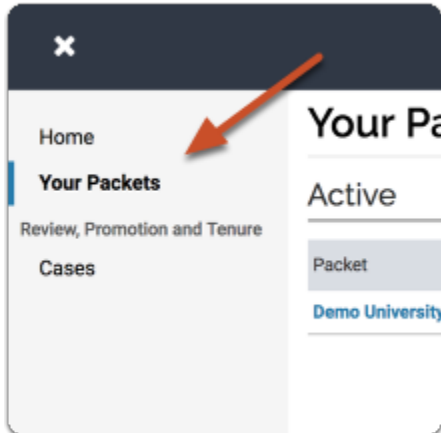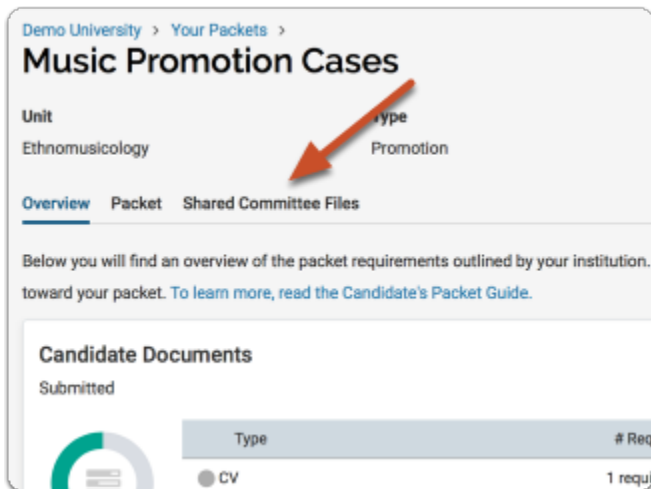# How to download Committee Reports & submit a Rebuttal/Response

1. Click on "Your Packets" in the left hand navigation and select the case

2. Open the "Shared Committee Files" tab of the case packet

3. Files shared with you will appear listed

You can download the file, or copy it to your Dossier where it will appear in your Dossier materials.
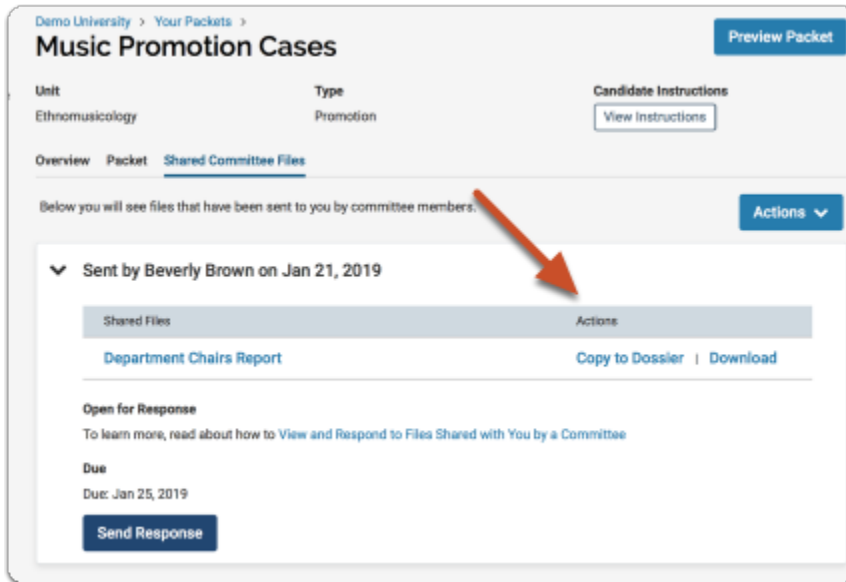
If you click "Copy to Dossier," you will have the option to add the file directly to a collection of materials (if you have any collections available).
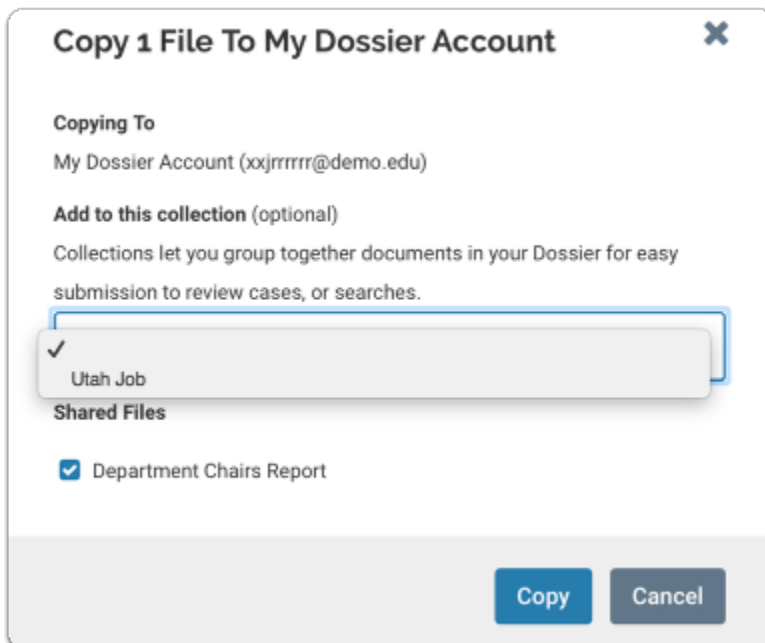
You can also click the "Actions" button to the right of the page to copy or download all shared files.
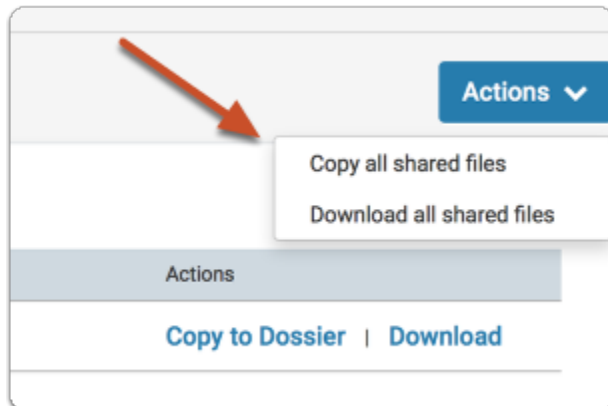
4. Click "Send Response" to respond to the file

If you are allowed to respond to the content of the file, you will see a link labeled "Send Response," and a due date for when your response is due.

Please Note: This is a hard deadline, and you cannot respond to shared files after the due date.
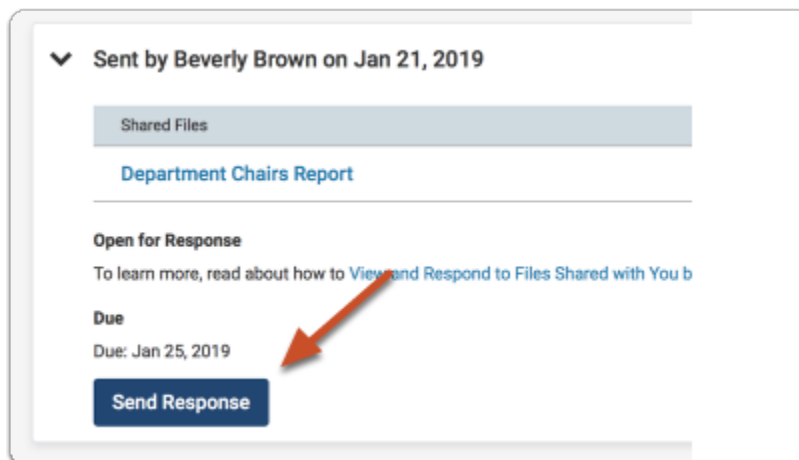
5. Give your response a title and upload the document file

6. Your response will appear in the list of shared files