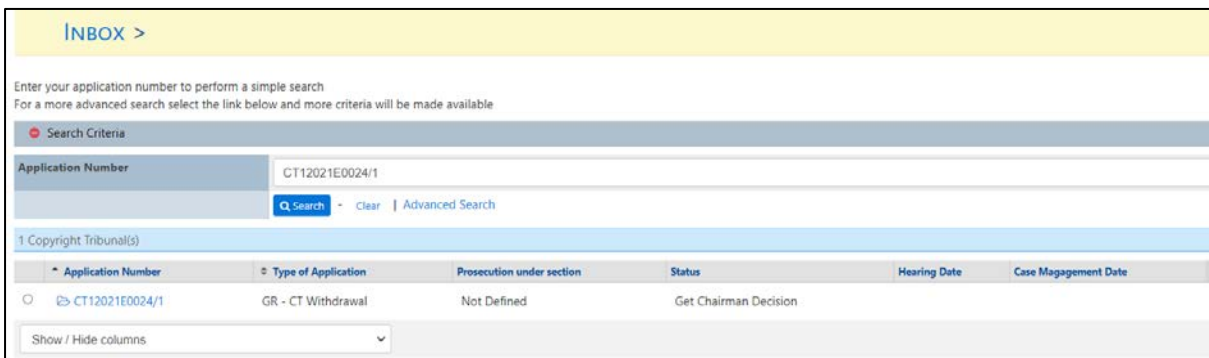


## Substituted Service (CT8)

### Apply Substituted Service (CT8)

1. When the Respondent does not respond to the CTD task, the Applicant will receive a notification that strongly advises him to file a CT8 as soon as possible.
2. Filing this CT8 will remain optional, and whether the CT8 is filed or not, it will not affect the workflow of the target case. The Applicant will be able to do so between the moment he receives the notification and the hearing date of the target case.
3. Go to Maintain Copyright Tribunal and select Substituted Service (CT8), a page as below appeared.



The screenshot shows a web interface for searching Copyright Tribunal applications. At the top, there is a yellow header with the text "INBOX >". Below this, a search bar is present with the text "Enter your application number to perform a simple search" and "For a more advanced search select the link below and more criteria will be made available". The search criteria section shows "Application Number" with the value "CT12021E0024/1" entered. There are buttons for "Search", "Clear", and "Advanced Search". Below the search bar, a table displays the search results for "1 Copyright Tribunal(s)". The table has columns for "Application Number", "Type of Application", "Prosecution under section", "Status", "Hearing Date", and "Case Management Date". The first row shows the application number "CT12021E0024/1", type "GR - CT Withdrawal", prosecution "Not Defined", and status "Get Chairman Decision". At the bottom of the table, there is a "Show / Hide columns" dropdown menu.

Application Number	Type of Application	Prosecution under section	Status	Hearing Date	Case Management Date
CT12021E0024/1	GR - CT Withdrawal	Not Defined	Get Chairman Decision		

4. Insert the application number at this field provided and choose the application. Then, click the Select button.
5. Proceed to fill in the CT8 form and upload required document.
6. Once completed, a task "Perform Formality Validation" is created at intra.