

## *How Do I File a Pleading or Appeal in LMS or CDBS?*

**Renewal Applications.** You can submit an objection or petition concerning a station's license renewal application. Before the station license expires, and after the station licensee has filed its renewal application, the licensee must broadcast a series of announcements stating that it has filed an application for license renewal and the filing date for the renewal application, along with the Web address of the FCC Online Public Inspection File (OPIF) or other Commission database where viewers and listeners may review the application. Petitions to deny the application must be filed by the first day of the last full calendar month before the expiring license term. (For example, if the license expires on December 1, any petition must be filed electronically or received at our Washington, D.C. headquarters by the end of the day on November 1.)

Please note that a complaint submitted through the "File a Consumer Complaint" link on the FCC's website will NOT be treated as a petition to deny or informal objection against a station's license renewal application. Rather, a petition to deny or informal objection against a station's license renewal application must either be filed electronically in the FCC's electronic database for that application, or by mail.

All license renewal applications are filed in the Media Bureau's Licensing Management System (LMS) database. You can submit a pleading electronically in the LMS database here: <https://enterpriseefiling.fcc.gov/dataentry/public/pleading/generalInfo.html?pageCode=PG>, or see "How do I file a pleading or appeal in LMS?" below.

Broadcast licenses generally expire on a staggered basis, by state, with most radio licenses expiring between October 1, 2019, and August 1, 2022, and most television licenses expiring between October 1, 2020, and August 1, 2023, one year after the radio licenses in the same state. Before you file a petition to deny an application, you should check our rules and policies to make sure that your petition complies with our procedural requirements. For a more complete description of these procedures and requirements, see <https://www.fcc.gov/media/television/broadcast-television-license-renewal> for television, and <https://www.fcc.gov/media/radio/broadcast-radio-license-renewal> for radio. Alternatively, you can also file an informal objection, which has fewer procedural requirements, often takes the form of a simple letter, and will be considered if received at any time before we either grant or dismiss the application. Informal objections may also be filed at <https://enterpriseefiling.fcc.gov/dataentry/public/pleading/generalInfo.html?pageCode=PG>, or see "How do I file a pleading or appeal in LMS?" below.

If the Commission's rules require you to serve your pleading on other parties to the proceeding, you must send a copy to them by mail or otherwise serve them as specified by the rules. Filing a pleading through LMS does not satisfy the service requirements.

**Assignment and Transfer Applications.** You can also file a petition or objection when a broadcast station is being sold (technically called an "assignment" of the license) or when the station's licensee is undergoing a major transfer of stock or other ownership control change

(technically called a “transfer of control”). When filing these types of applications, depending on the type of station, the applicant is required to make six on-air announcements of the application filing over a four-week period, from 7 a.m. to 11 p.m. local time, Monday through Friday; and/or to post notice on its website, its licensee’s website, its parent company’s website, or on another publicly accessible website that is targeted to the station’s community of license, containing information similar to that described above regarding renewal applications. Once the application is received, the FCC will issue a Public Notice of acceptance and begin a 30-day period during which petitions to deny the application can be filed. (All FCC Public Notices are included in the Commission’s Daily Digest and are posted at <https://www.fcc.gov/proceedings-actions/daily-digest>.)

All assignment and transfer of control applications for all services (DTV, LPTV, Class A TV, full-service AM and FM, LPFM, FM translator) are currently being filed in the Media Bureau’s Consolidated Database System (CDBS). A petition to deny or informal objection against a station’s assignment or transfer of control application must either be filed electronically in CDBS or by mail. To submit a pleading electronically in the CDBS database, see “How do I file a pleading or appeal in CDBS?” below. Please note that a complaint submitted through the “File a Consumer Complaint” link on the FCC’s website will NOT be treated as a petition to deny or informal objection against a station’s assignment or transfer of control application.

If the Commission’s rules require you to serve your pleading on other parties to the proceeding, you must send a copy to them by mail or otherwise serve them as specified by the rules. Filing a pleading through CDBS does not satisfy the service requirements.

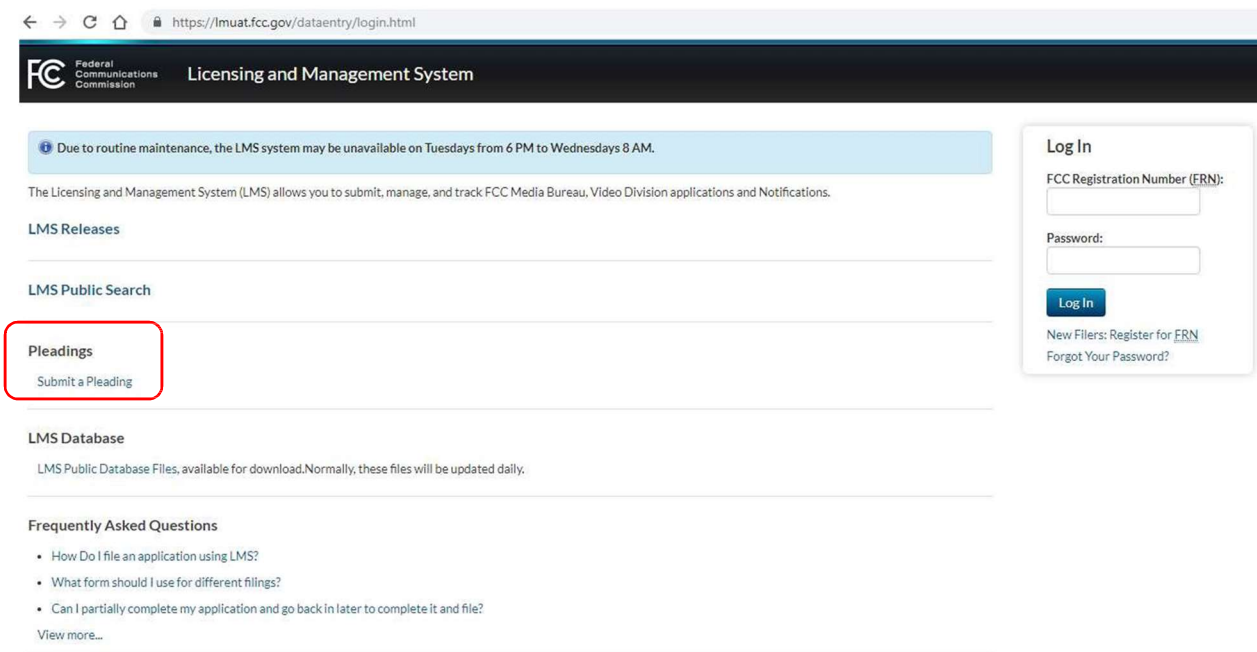
**Other Types of Applications.** You can also participate in the application process by filing a petition to deny when a person or entity applies for a construction permit for a new station, or when a station proposes a major facility modification. When filing these types of applications, the applicant is required to post notice on its website, its licensee’s website, its parent company’s website, or on another publicly accessible website that is targeted to the station’s community of license, containing information similar to that described above regarding renewal and assignment/transfer applications. Once the application is received, the FCC will issue a Public Notice of acceptance and begin a 30-day period during which petitions to deny the application can be filed. (All FCC Public Notices are included in the Commission’s Daily Digest and are posted at <https://www.fcc.gov/proceedings-actions/daily-digest>.) The Media Bureau’s LMS database will also indicate the date the application appeared on Public Notice. You may search for a filed application by going to <https://www.fcc.gov/stationsearch> and entering the call sign of the station in the indicated field.

As with renewal, assignment, and transfer of control applications, you can also file an informal objection to these types of applications, or any other application, at any time before we either grant or dismiss the application. Again, please note that a complaint submitted through the “File a Consumer Complaint” link on the FCC’s website will NOT be treated as a petition to deny or informal objection against a station’s pending application. Rather, a petition to deny or informal objection against a broadcast station’s pending application must either be filed electronically in the Media Bureau’s database for that application or filed by mail. Currently, applications for all television services (DTV, LPTV, and Class A TV), and all FM radio services (full-power FM,

low-power FM, and FM translators) are filed in the LMS database, while applications for AM radio stations are filed in the CDBS database. To submit a petition or informal objection against an application filed in the Media Bureau LMS database, go to <https://enterpriseefiling.fcc.gov/dataentry/public/pleading/generalInfo.html?pageCode=PG>, or see “How do I file a pleading or appeal in LMS?” below. To submit a pleading electronically in the CDBS database, see “How do I file a pleading or appeal in CDBS?” below.

As noted above, if the Commission’s rules require you to serve your pleading on other parties to the proceeding, you must send a copy to them by mail or otherwise serve them as specified by the rules. Filing a pleading through LMS does not satisfy the service requirements.

**How do I file a pleading or appeal in LMS?** Anyone can file a pleading against a pending application in LMS. Open a Web browser and navigate to <https://enterpriseefiling.fcc.gov/dataentry/login.html>. On the left side of the page, click on the “Submit a Pleading” link.



From the drop-down menu, select the type of pleading to be filed:

FC Federal Communications Commission Licensing and Management System

Pleadings  
General Information

\* Indicates required field

Pleading / Appeal Type

\* Pleading / Appeal Type: Select...

Attachments

\* Are all necessary attachments being filed with this pleading/appeal?  
 Yes  No

I'm not a robot

APPLICATION SECTIONS

- ➔ General Information
- Filer Information
- Pleadings / Appeals Summary
- Certify

Technical problems or trouble accessing the system? Submit Help Request or Contact (877) 480-3201 TTY: (717) 338-2824

Enter the Application File Number pertaining to the pleading you are submitting. Complete the rest of the questions on the General Information page and then hit “Save & Continue.” The Save & Continue button is available on every Application Section and will typically allow you to proceed to the next Section.

FC Federal Communications Commission Licensing and Management System

Pleadings  
General Information

\* Indicates required field

Pleading / Appeal Type

\* Pleading / Appeal Type: Informal Objection

\* Application File Number: 000000000

Attachments

\* Are all necessary attachments being filed with this pleading/appeal?  
 Yes  No

I'm not a robot

APPLICATION SECTIONS

- ➔ General Information
- Filer Information
- Pleadings / Appeals Summary
- Certify

Complete all required fields on the Filer Information page.

Pleadings

Filer Information

\* Indicates required field

Attachments Draft Copy

APPLICATION SECTIONS	
✓	General Information
➔	Filer Information
	Pleadings / Appeals Summary
	Certify

Filer Information

\* Is filer an individual or a Company?

- Individual
- Company

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

\* Country:

PO Box:  Either PO Box or Address Line 1 is required.

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Phone:

\* Email:

Contact Representative

Pre-Fill From Applicant Details

\* First Name:

Middle Name:

\* Last Name:

From the same page, click on the “Attachments” link near the top right of the page to upload your pleading document(s).

Pleadings

Filer Information

\* Indicates required field

Attachments Draft Copy

APPLICATION SECTIONS	
✓	General Information
➔	Filer Information
	Pleadings / Appeals Summary
	Certify

Filer Information

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\* First Name:

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\* Country:

PO Box:  Either PO Box or Address Line 1 is required.

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Phone:

\* Email:

Contact Representative

Pre-Fill From Applicant Details

\* First Name:

Middle Name:

\* Last Name:

From the Attachments page, click on the “Browse” button to upload the required file(s) for your pleading. Attachments must be PDF, Word, or Excel files. You may also add a brief description of the filing in the space provided.

The screenshot shows the 'Attachments' page in the 'Licensing and Management System'. On the left, the 'SELECT ATTACHMENT' form includes a dropdown for 'Attachment Type' (set to 'Pleadings'), a 'Browse...' button, a 'Description: (255 characters max.)' text area, and an 'Upload File' button. A red box highlights the 'Browse...' button and the description text area. On the right, the 'Uploaded Attachments' section contains instructions and a message stating 'There are no attachments currently uploaded.' At the bottom left, there is a 'Back' button.

After locating the document on your computer, click on the “Upload File” to complete the upload. Multiple attachments can be uploaded to one pleading, if needed. After uploading the relevant attachments, they will be listed under “Uploaded Attachments.” Once you have finished uploading the necessary attachment(s), click on the “Back” button

This screenshot shows the 'Attachments' page after a file has been uploaded. The 'SELECT ATTACHMENT' form on the left now has a red box around the 'Upload File' button and the 'Back' button. The 'Uploaded Attachments' section on the right displays a table with one entry:

	File Name	Attachment Type	Description	Upload Status
<input type="checkbox"/>	Document with text justifying my Informal Objection.docx	Pleadings		Done with Virus Scan and/or Conversion.

The table also includes a 'Remove' button and a 'Select All' checkbox at the top left.

Once all the necessary information has been entered and uploaded, the “Continue to Certify” button will appear at the bottom right of the “Pleadings/Appeals Summary” page. Click on this to continue.

**FC** Federal Communications Commission Licensing and Management System

Pleadings  
Pleadings / Appeals Summary

Attachments Draft Copy

**Please review your Pleading/Appeal before submitting.**  
You have provided information in all the listed Sections. Use the links under the Pleadings/Appeals Sections to go back and review your filing. Make any corrections as necessary. Once you are confident that the Pleading/Appeal is ready for certification and submission, click on the “Continue to Certify” button below.

**Pleadings/Appeals Type**  
Pleadings/Appeals Type: Informal Objection  
Pleading File Number:  
Pleading Filing Date: 2019-09-10  
Pleading Filing Name: John Smith

**Attachments**  
You have 1 files that will be submitted with this application.  
[View Attachments](#)

Filer Information	Contact Representatives
Name: John Smith	Name: John Smith
Title:	Title:
Address: 123 Main St. Springfield, IL 20202 United States	Address: 123 Main St. Springfield, IL 20202 United States
Phone: +1 (202) 555-1212	Phone: +1 (202) 555-1212
Email: johnsmith@johnsmith.com	Email: johnsmith@johnsmith.com

[Back](#) [Continue to Certify](#)

This will take you to the Certification page. From here, complete the required fields and click on “Submit Pleading/Appeal” to submit the pleading.

**FC** Federal Communications Commission Licensing and Management System

Pleadings  
Certification

\*Indicates required field Attachments Draft Copy

**APPLICATION SECTIONS**  
General Information  
Filer Information  
Pleadings / Appeals Summary  
Certify

**General Certification Statements**  
The undersigned certifies that he or she is (a) the party filing the pleading, or an officer, director, member, partner, trustee, authorized employee, or other individual or duly elected or appointed official who is authorized to sign on behalf of the party filing the pleading; or (b) an attorney qualified to practice before the Commission under 47 C.F.R. Section 1.23(a), who is authorized to represent the party filing the pleading, and who further certifies that he or she has read the document; that to the best of his or her knowledge, information, and belief there is good ground to support it; and that it is not interposed for delay.

**Authorized Party to Sign**  
I hereby certify that the statements in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge that all certifications and attached Exhibits are considered material representations.  
WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, §1001) AND/OR REVOCATION OF ANY STATION AUTHORIZATION (U.S. Code, Title 47, §312(a)(1)), AND/OR FORFEITURE (U.S. Code, Title 47, §503).

\*Indicates required field

Date: 09/10/2019

\* First Name: John

Middle Name:

\* Last Name: Smith

Suffix:

\* Title: Individual

[Submit Pleading / Appeal](#)

Once filed, you will receive a confirmation that pleading has been submitted. It will also provide a “Pleading/Appeal Number” which you should document for future reference.

The screenshot shows the FCC Licensing and Management System interface. At the top, the FCC logo and 'Licensing and Management System' are displayed. Below this, the page title is 'Pleadings Application Submitted'. A green notification box states: 'Your application has been submitted for processing. Use the assigned Pleadings/Appeals Number: 00000 [redacted] when referencing this application in the future.' To the right of this box is a 'Download Reference Copy' button. Below the notification, there are two columns of information: 'Application Summary' and 'Applicant Information'. The 'Application Summary' includes File Number (00000 [redacted]), Pleading Type (Informal Objection), Status (SUB), and Date Submitted ([redacted]). The 'Applicant Information' includes Name (John Smith), Title, Address (123 Main St., Springfield, IL 20202), Phone (+1 (202) 555-1212), and Email (johnsmith@johnsmith.com). At the bottom right, there is a 'Return' button.

Application Summary		Applicant Information	
File Number:	00000 [redacted]	Name:	John Smith
Pleading Type:	Informal Objection	Title:	
Status:	SUB	Address:	123 Main St. Springfield, IL 20202
Date Submitted:	[redacted]	Phone:	+1 (202) 555-1212
		Email:	johnsmith@johnsmith.com

## How do I file a pleading or appeal in CDBS?

*Accounts:* When logging in to the system for the first time, an applicant must create a new account, from this page: <http://licensing.fcc.gov/cgi-bin/ws.exe/prod/cdbs/forms/prod/cdbsmenu.hts>. There are two kinds of people (Licensee Applicant - also used for someone submitting a pleading - and Contact Rep) that are associated with the account. When you create the account, you first fill in the Licensee Applicant information. Use the Account Maintenance button to fill in information about the Contact Rep (before creating a new form).

The account is identified with a unique number that is generated by the system. You choose your own password at account creation and you can modify it with the Account Maintenance function.

When starting a new pleading, the information from the account is pre-filled into the fields for the appropriate questions. These fields cannot be changed on the form. If you want to change anything, such as an address or phone number, you must first change it using the Account Maintenance feature of the system, before creating a new form.

*System Main Menu / Informal Filings Menu:* The first page of the system is called the "Main Menu". The top section contains a list of Form Names to be used for creating new forms. These will only be useful to those filing applications in CDBS; this document is designed for those wishing merely to file petitions and objections against filed applications.

The last link in the first part of the System Main Menu (labeled “Additional non-form Filings”) will bring the user to the "Informal Filing" submenu. This menu isolates the informal filing forms from the other official forms provided by CDBS.



There are basically three kinds of pleadings you may file in CDBS: Petitions, Appeals, and Responsive Pleadings.

*Petitions.* Petitions are requests for relief, including challenges to applications. They include "Petition to Deny" and "Informal Objection." A petition should not be filed without good legal grounds to support it. For example, a Petition to Deny or Informal Objection **should state facts sufficient to raise a substantial and material question of fact** as to whether grant of an application is in the public interest.

*Appeals.* Appeals are challenges to a Commission action (such as grant of an application) or decision (such as denial of a Petition to Deny or Petition for Reconsideration). They include "Petition for Reconsideration" and "Application for Review."

*Responsive Pleadings.* Responsive Pleadings are responses to a Petition or Appeal filed by another party. They include "Opposition" and "Reply."

*To File:* You begin the process of submitting a pleading by selecting "Informal Objection/Petition to Deny/Petition for Reconsideration/Application for Review/Opposition/Reply/Supplement" from the Informal Filings menu. The link will take you to the CDBS Pre-form for "Informal Objection/Petition to Deny/Petition for Reconsideration/Application for Review/Opposition/Reply/Supplement" where you select the type of pleading to be filed and enter the CDBS application file number to which the pleading pertains. Upon completion of the Pre-form, click on "Enter." The link will take you to the "Informal Objection/Petition to Deny/Petition for Reconsideration/Application for Review/Opposition/Reply/Supplement" Form.

*NOTE:* CDBS can only be used to file pleadings relating to non-docketed proceedings (that is, proceedings that do not have a Docket Number, e.g., MB Docket No. 12-001). To file comments or pleadings in docketed proceedings, go to the Electronic Comment Filing System (ECFS): <http://apps.fcc.gov/ecfs>

*Party Filing Pleading or Appeal:* This will be pre-filled from the account information.

*Contact Representative:* The contact representative will also be pre-filled from the account information. The contact representative will receive all correspondence relating to the pleading.

*Purpose:* The specific pleading that is being filed will be pre-selected, based on the type of pleading selected on the Pre-form.

*File Number:* Enter the prefix (beginning with "B," for example, "BNPH") and the 11-character file number (for example, "20190614AZC") of the application to which the pleading pertains. If filing a Petition for Reconsideration of grant of a construction permit, for example, use the file number of the application for the granted construction permit. If filing the same pleading against multiple related applications, use the "Enter File Number" button to select additional file numbers. Please note that file numbers beginning with three or more zeroes are typically applications filed in the LMS system. See above for how to file pleadings in LMS.

*Attaching the Pleading:* You must upload the actual pleading, along with any attachments, into CDBS. Use the "Browse" button to select the pleading in your computer to be uploaded. The "Browse" button will open a window enabling you to navigate to the location in your computer where the pleading(s) and attachment(s) are located.

Attached files must be in PDF format. The Portable Document Format (PDF) makes it easy to view an attached file by using a PDF-reading program such as the Adobe Acrobat Reader. For more information, see the CDBS [User's Guide](http://licensing.fcc.gov/prod/cdbs/forms/prod/cdbs_ug.htm) ([http://licensing.fcc.gov/prod/cdbs/forms/prod/cdbs\\_ug.htm](http://licensing.fcc.gov/prod/cdbs/forms/prod/cdbs_ug.htm)).

After completion of the form and attachment of the pleading, you must click on the "Validate" button. Do not use the "Save" button after hitting "Validate." After validation, if there are no issues or problems identified by the system, return to the Informal Filings menu to submit the pleading. This is done by selecting the radio button to the left of the completed form and clicking on the "File Form" button. A confirmation screen will be displayed when the pleading is submitted successfully.