**Guide to Filing in the NAI Docket**

1. -Create a Microsoft Word document and copy/paste pages 2 and 3 of this document as cover pages (ensure that the footnote on page 2 is included after the first sentence of the comment).

-Fill in all yellow highlighted and bracketed portions.

-Draft the comment starting on the second of the two cover pages.

-Copy and paste page 4 of this document (“CERTIFICATE OF SERVICE”) as the last page of the comment document; fill in yellow highlighted and bracketed portions.

-Save and convert to .PDF format.

1. Go to [www.regulations.gov](https://protect-us.mimecast.com/s/9XeDBbikV5VDt7).
2. In the Search box, type in:  OST-2013-0204. You will thereby pull up the entire DOT docket.
3. In the "Sort by" box, choose:  Posted (Newer-Older).

1. The top or very near-to-the-top document then displayed should be the "2016-4-12 Order to Show Cause" (the Order was served on 4/15/16, but the document is named as above).
2. Click the blue "Comment Now!" box in the upper right hand corner.
3. In the "Comment" field type in something appropriate, such as "Submission of the Views of XYZ."
4. Upload the filing (in .PDF format).
5. Fill in your name in the boxes provided.
6. Decide if you want to provide contact information and, if so, check box and insert the necessary.
7. Review the submission.
8. Submit by clicking the submit now button.
9. To then serve the document on the necessary parties, email a .PDF copy to the email addresses listed on the last page, “CERTIFICATE OF SERVICE,” of the comment (BCC or direct email is fine).

**BEFORE THE**

**U.S. DEPARTMENT OF TRANSPORTATION**

**WASHINGTON, D.C.**

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)

Application of )

)

NORWEGIAN AIR INTERNATIONAL LIMITED )

) Docket No. OST-2013-0204

for an exemption under 49 U.S.C. § 40109 and )

a foreign air carrier permit pursuant to )

49 U.S.C. § 41301 (U.S.-EU Open Skies) )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

**[Title of Comment(e.g. Comment of XYZ)]**

Communications with respect to this document should be addressed to:

[Name of comment author]

[Title]

[Name of Organization]

[Address]

[Address]

Tel:

Fax:

[Email address]

[Date] [Title and relationship to above organization]

**BEFORE THE**

**U.S. DEPARTMENT OF TRANSPORTATION**

**WASHINGTON, D.C.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**[Title of Comment (same as above)]**

[Text of comment…][[1]](#footnote-2)

**CERTIFICATE OF SERVICE**

The undersigned certifies that on [\_\_\_\_\_\_\_\_, 2016], a true and correct copy of the foregoing [Title of Comment (same as above)] was served by electronic mail on the individuals identified below:

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chris.walker@delta.com  
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/s/ [Name of comment author (same as above)]

[Name of comment author (same as above)]

1. To the extent the Department may deem it necessary, [XYZ] moves for leave to file its [Title of Comment (same as above)] pursuant to the Department’s Rules of Practice, 14 C.F.R. 302.6.  [XYZ] respectfully submits that the filing will assist the Department in compiling a more complete record and that no party will be prejudiced by a grant of such motion. [↑](#footnote-ref-2)