

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS (CAVC)

INSTRUCTIONS

A petition for extraordinary relief is a written request for specific action that you want the Court to take to resolve your situation.

Your petition must (1) clearly explain your situation, (2) state what relief you are requesting, that is, what you want the Court to do for you, (3) provide all the important facts necessary for the Court to fully understand the situation, and (4) attach copies of any order, decision or any other documents necessary to understand and support the petition.

A. Fill Out Pages 2-4: Your petition may be typed or legibly handwritten. You may add extra pages as necessary (see paragraph B below).

B. Length: Petitions may not exceed 20 pages. You may include relevant attachments to your petition. These attachments are not counted against the 20-page limit.

C. Signature: You must sign your petition (see page 4).

D. How To File: You may file a petition by (pick **one** option):

(1) emailing it to self-rep@uscourts.cavc.gov; or

(2) faxing it to (202) 501-5848; or

(3) mailing it to Clerk, U.S. Court of Appeals for Veterans Claims, 625 Indiana Avenue, NW, Suite 900, Washington, DC 20004-2950

E. How To Contact You: Initial below if you want the Court to send all petition-related documents to your email instead of by U.S. mail. Place your initials here: _____ If you do not initial this form, the Court will mail all petition-related documents to your mailing address.

F. Payment of Fees: There is a \$50 filing fee for a petition. Please wait to pay until you have received your CAVC case number. You may pay through pay.gov (http://www.uscourts.cavc.gov/fee_filingfee.php) or you may send a check or money order, payable to "US Court of Appeals for Veterans Claims." DO NOT SEND CASH. If you are eligible, you may request a waiver of the filing fee by emailing, faxing, or mailing the Court a completed Form 4 (Declaration of Financial Hardship), available at http://www.uscourts.cavc.gov/documents/Form_4.pdf.

G. Action on the Petition: If your petition complies with these procedures, the Clerk will file your petition.

H. Accessing Your Case: Once you have received your CAVC case number, you can access your case by going to the CAVC home page at <http://www.uscourts.cavc.gov> and selecting "Docket Search."

I. Privacy: Pursuant to Rule 6, **and to protect your privacy**, any documents you submit with a VA claims file number or other personal identifier (such as Social Security number, date of birth, financial account number, name of minor child) **must be redacted**. Redact sensitive personal information by removing, obscuring, or blackening out the personal information.

Self-Represented Petition for Extraordinary Relief - Rule 21

Use of this form is encouraged but not required.

Contact information: Provide your name, address, and telephone number. Email is optional.

Name: _____

Telephone number: _____

Mailing Address: _____

Email (optional): _____

Section I. State the precise relief sought. Explain what you want the Court to do.

Section II: State the facts necessary to understand the issues; provide background information on what led to this petition, including relevant dates.

Section III. State the reasons why the Court should grant your petition, including why you have a clear and indisputable right to relief.

Section IV: State why there are NO adequate alternative means to obtain the relief sought. In other words, (1) describe in detail what actions you have already taken to obtain the requested relief, and (2) explain why only this Court may grant you the requested relief.

Redact all Social Security numbers, dates of birth, financial account numbers, and name(s) of any minor child(ren).

Attachments: Include copies of any orders, decisions, or documents needed to support your petition.

PROTECT YOUR PRIVACY. Remember to redact (that is, black out or remove) sensitive personal information including VA claims file numbers, Social Security numbers, dates of birth, financial account numbers, and name(s) of any minor child(ren), etc. Your entire petition will be locked if any personal information is included. You will still have access to your petition; however, a locked petition will prevent others, such as veterans in similar situations, from reviewing your petition.

Continuation pages:

Adding additional pages for Sections I-V above is optional; however, you should clearly identify which Section is being addressed.

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