

**Welcome to the US Court of Appeals for Veterans Claims Electronic Filing Training Module. The Court is implementing an application called CM/ECF which stands for Case Management and Electronic Case Filing. The application will become the Court's main case management application and the Court's only electronic filing program. Electronic filing, or e-filing, is a method of filing court documents that uses an electronic format rather than a traditional paper format. By utilizing e-filing, all parties, attorneys, and the Court will be able to docket events, file pleadings, and retrieve court documents instantly through this application on their computers via the Internet.**

The purpose of the Court's first training module for our attorneys is to demonstrate how to log in to the Court's E-Filing program and begin to E-file.

The first step is to follow the directions (coming soon if not already there) on our website that details the applications and software requirements that each E-Filer must have installed on their computer to be able to successfully E-File with our Court's E-Filing Application. Here's a recap of those requirements:

*You will need a PC or a Mac, a good internet connection, a browser (Internet Explorer 6 or higher), Adobe Writer or equivalent (not Adobe Reader), and Java Version 6 or higher. Please note that your computer equipment must have Java installed. If you do not have Java on your computer (or if you aren't sure if you do) go to [www.java.com](http://www.java.com). You will note that there is a question/link next to the "Free Java Download" button which asks "Do I have Java?" If you are not sure whether you have it, this link will run a diagnostic check on your computer and let you know whether it is already loaded. If you need to download or update Java, simply click the "Free Java Download" button and follow the directions on the subsequent pages. The Java Version 6 download is free, and the program takes only a few minutes to load. The Adobe Writer Software will enable all documents created in a Word Processing software such as WordPerfect or Microsoft's Word to be converted to a Native PDF document for submission to the Court. Please consult with your IT Professional if you have any questions. NOTE: THAT WINDOWS 98 and earlier OS's are not supported.*

After verifying that the E-Filer's computer meets these requirements, then the E-filer is ready to E-File. Please complete the following training module by reading it, and at the end, there will be instructions on how to receive your username and password so that you can begin to E-File on November 27<sup>th</sup>, 2007.

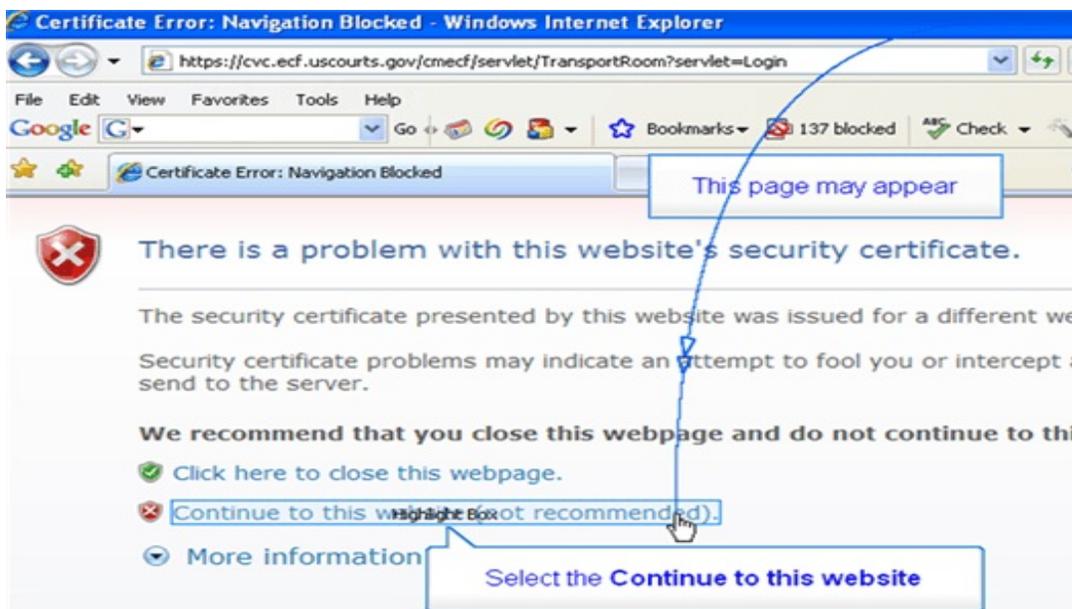
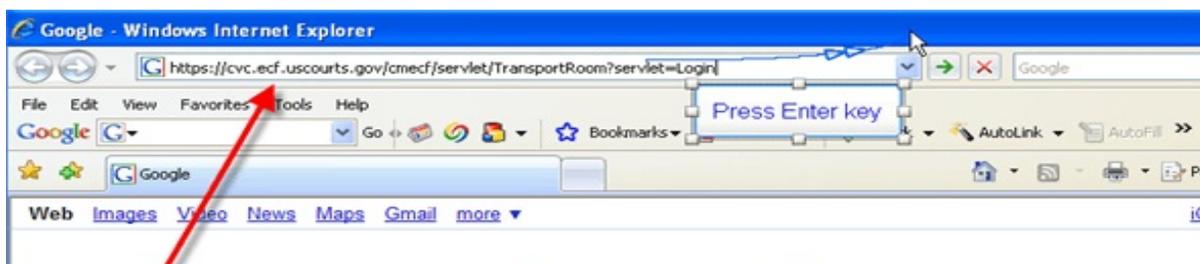
The following information is presented to show what the screens will look like once the participant has received their login information and password. The steps presented are actual screens that the filer will be able to make as selections once the system becomes available to Participants on November 27<sup>th</sup>.

The following screens will work if the filer wants to follow along utilizing your web browser. We will indicate in the instructions where the working screens will stop (due to a lack of the participants username and password).

**First**, open your internet browser. This will be either Internet Explorer, Netscape, Mozilla, or any other program you use to browse the internet (it **must support JAVA6**). Then in the address bar, type the following web address:

<https://cvc.ecf.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

and press Enter to go to the site. If the E-filer receives a pop up window or an error message saying "There's a problem with the website's security certificate," click Continue. See the following screen shots for both the web address and a sample of the security message that the filer might receive:



**PLEASE NOTE:** At this point, the filer might also be prompted with an Active X installation, a Java install or a run Dialog Box, and/or a pop-up blocker exclusion. Please run, install and allow any and all prompts from the website at this point. If filer doesn't allow the above, the filer might not be able to login and/or submit documents to the court once the filer is in the Application.

The court also recommends that the filer add this web address to their favorites or bookmarks so that the filer can easily return to the site without having to go the Court's website to get the web link. However, it is available (or coming soon) on the Court's website so that the filer can E-File from any computer available to you. As a convenience, the filer can practice adding the CM/ECF website to their Favorites or bookmarks.

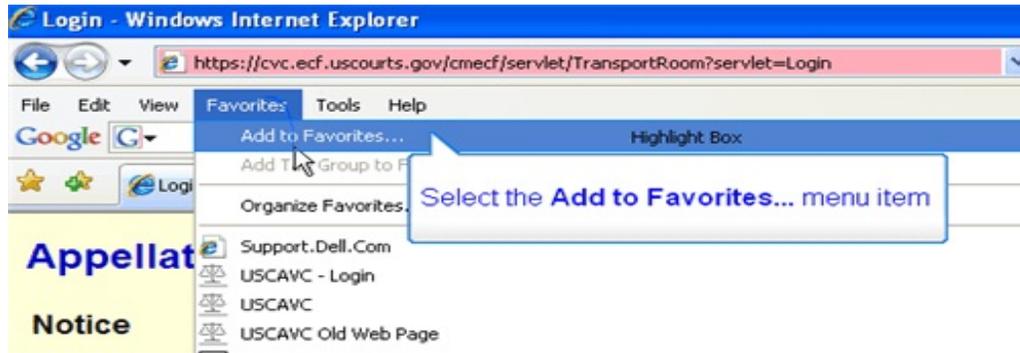
Once the filer has selected the above website address in their browser, the filer can select the button in their browser that allows the filer to "Add to Favorites" and then type in a user-friendly name like E-Filing and select the Add button.

--The following screen shots demonstrate how to complete this task for Internet Explorer 7.x. --

Step 1: Select Favorites from the menu



Step 2: Select "Add to Favorites" from the menu



Step 3: The Add a Favorite Dialog box will open - select the Add button



Once the Filer has completed these steps for adding the web URL to their favorites. Please Return to the Login page and the filer will be ready to enter the login and password that they will receive from the Court once training has been completed.

For this training exercise, we will log in as attorney, Brian Cohen. The filer will not be able to login. Please continue reading to understand the usage of the system. We will post an animated version of this training if it has not already been posted for the filer's review.

Once the filer has successfully reach the login page, the user can either Hit the Tab key to move the cursor down to the password box or use their mouse to select the password box and then enter the password. After entering the password, the filer

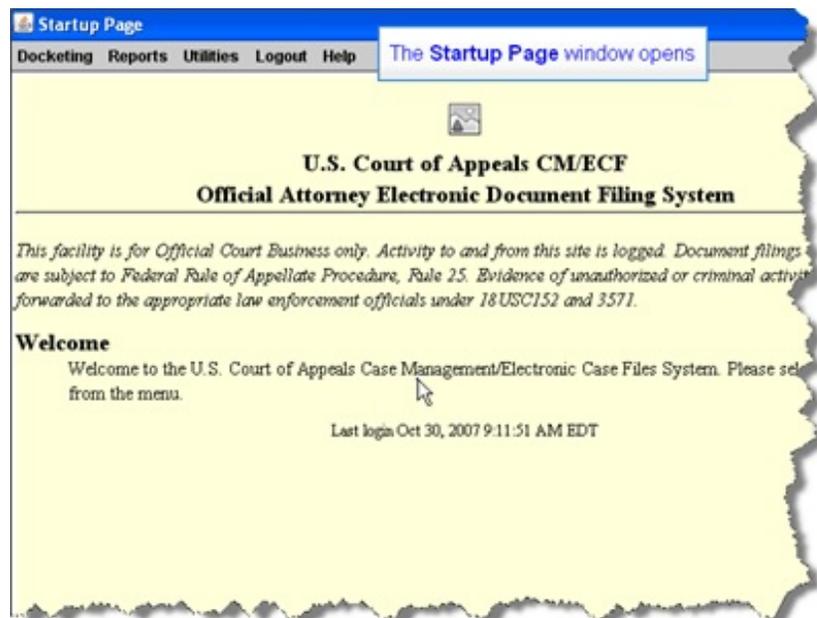
would select the Login button. If present with a Security Information pop-up window, click Yes to display all items on the website. If the filer has any difficulties, the filer might need to either add this website to their trusted sites or disable their pop-up blocker in the preferred browser. If the site was blocked, the filer might need to start over once they have disabled the pop-up blocker or added this site to the exception list for their pop-up blocker.

However once the filer is successful, the filer will be presented with multiple windows. The **Startup Page** is the main window for the CM/ECF E-Filing program. From here the filer will be able to select different items from the menu across the top:

- Docketing: which allows the filer to file a pleading
- Reports: which allows the filer to run a docket sheet report of a particular case
- Utilities: which allows the filer to update their account information (currently the filer is only allowed to change their password)
- Logout: which allows the filer to exit the program

Please note that the filer will be required to keep the "Startup Page" window open while working in CM/ECF application but may elect to minimize it or any of the other windows that are part of the application.

Here's what the Startup Page looks like for the Court's E-filing application:



Finally, it is time to learn how to actually docket items such as response and reply briefs, motions and so forth.

From the Startup Page, the filer will have the menu across the top as mentioned previously. From that menu, the filer will be able to select the "Docketing" Option and then "Docketing" a second time.



A new window titled "Event Selection" will then open. Please be prepared with the Case Number so that it can be entered in the first field on that page. You will either highlight or tab to the "Case:" Field and type in the Case number that the filer is attempting for to file against. Please note that the format is yy-xxxxx (example 07-10001-year and case #).

See the following as an example:

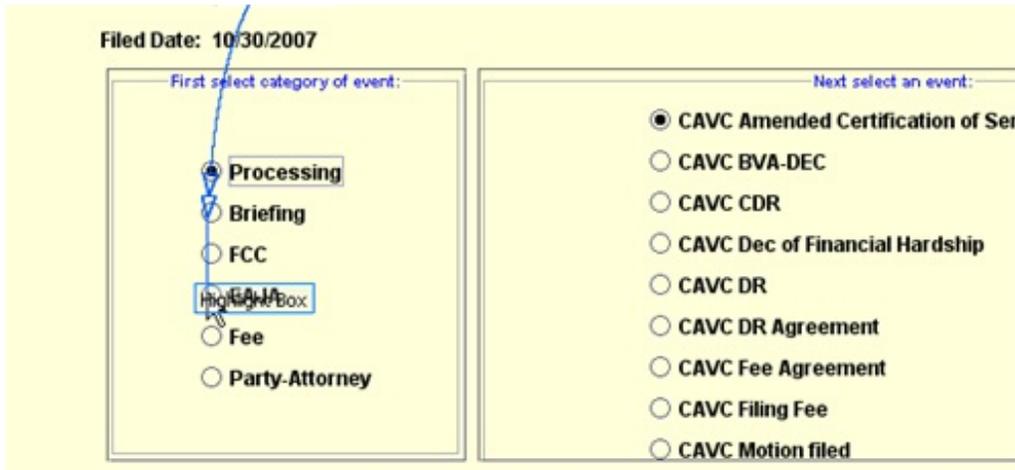


After entering the case number, the filer will need to press the TAB KEY. This will allow the filer to select the CATEGORY of the Event that the filer would like to file (see left pane) and then be able to select the EVENT that is being filed (see right pane). There is a list of current Categories and Events posted on the Courts website with a description of what the event will do for the filer.

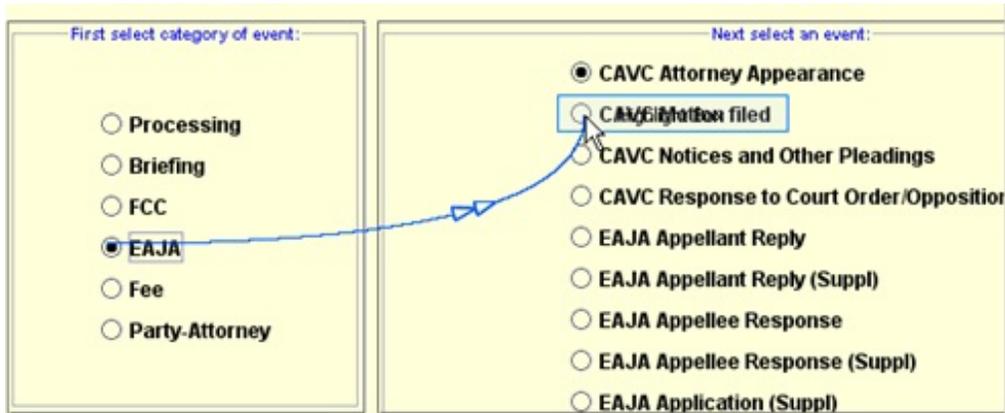
Please note that each Event Category that is selected in the left pane will offer different

Events in the right pane so, please select the appropriate event depending on what you-the filer are trying to file. See the following examples of the events that the Filer will see once the Processing Category on the left has been selected versus selecting the EAJA Category on the left.

**\*\* Processing Category Selected \*\***



**\*\* EAJA Category Selected \*\***

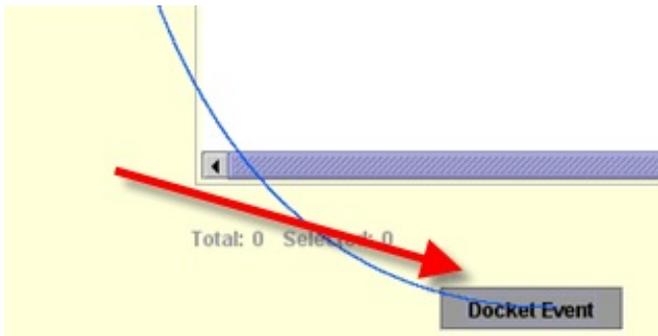


As an example for this training, please notice that we have selected EAJA as our category and then CAVC Motion Filed as our EVENT. See that selection below:

Filed Date: 10/30/2007

First select category of event:	Next select an event:
<input type="radio"/> Processing <input type="radio"/> Briefing <input type="radio"/> FCC <input checked="" type="radio"/> EAJA <input type="radio"/> Fee <input type="radio"/> Party-Attorney	<input type="radio"/> CAVC Attorney Appearance <input checked="" type="radio"/> CAVC Motion filed <input type="radio"/> CAVC Notices and Other Pleadings <input type="radio"/> CAVC Response to Court Order/Oppositi <input type="radio"/> EAJA Appellant Reply <input type="radio"/> EAJA Appellant Reply (Suppl) <input type="radio"/> EAJA Appellee Response <input type="radio"/> EAJA Appellee Response (Suppl) <input type="radio"/> EAJA Application (Suppl)

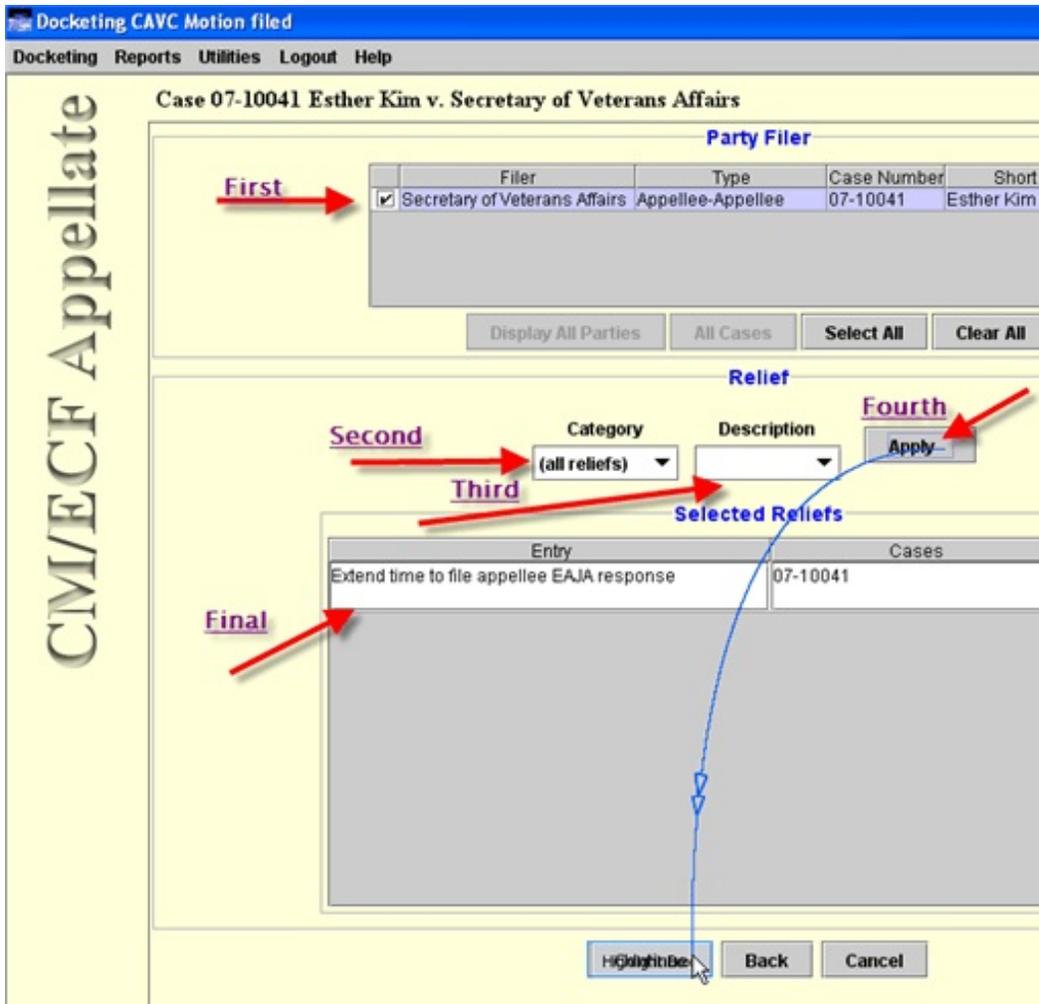
Once the selections were made, the filer must select the "DOCKET EVENT" button on the bottom of the page.



For this event, the Filer who is the "Appellee" in this screen shot is attempting to file a "Motion" for an Extension of time to file the Appellee's Response Brief. The filer will notice over the next few screens that the Appellee must select the following information:

- Party Filer Information
- Categories of Motion
- Description of Motion

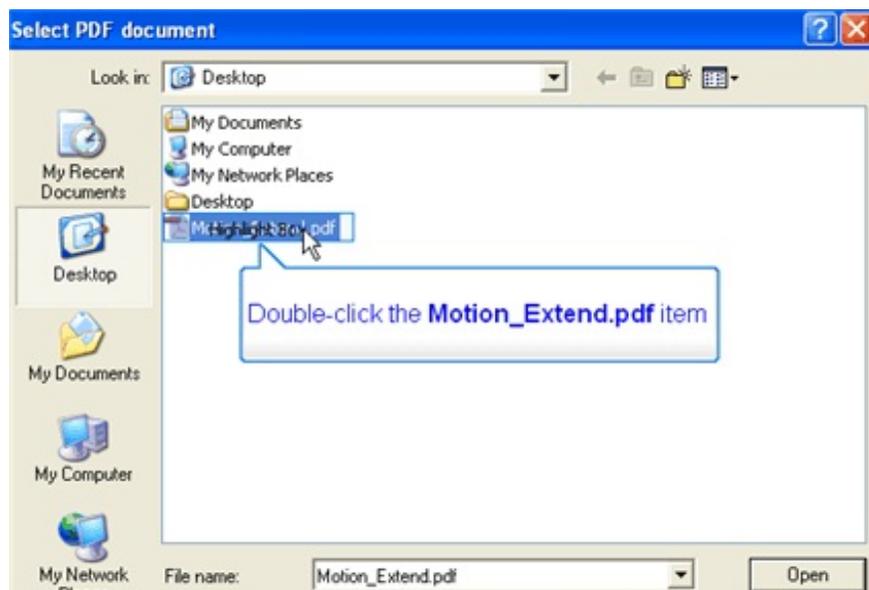
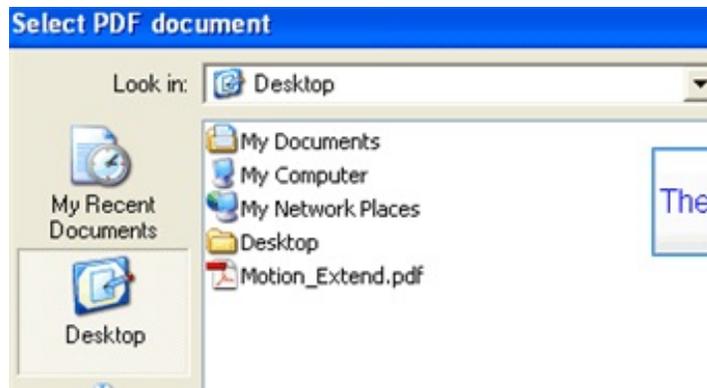
Therefore, the E-Filer (the Appellee in this case) will select the Party Filer as the "Secretary of the VA." The E-Filer will then select the Extensions as the Category, and the Description of the Motion as "extend time to file appellee EAJA response." Once the selections are made, then the E-filer will then select the "APPLY" button which will generate the selected reliefs and populate the box under the caption of "Selected Reliefs." See the example below:



After these selections are made, the filer must select "CONTINUE" at the bottom of the page. The next page will prompt the filer to browse and attach the PDF Document of the actual MOTION that is being filed/docketed in this E-Filing session.

See the following screen shots to complete the following E-Filing steps:

- Select Browse (to locate the PDF to be filed)
- Select the Actual Document that the filer wants to file (by either double clicking the actual document or selecting the document and the "open" button)



PLEASE NOTE: That if once the filer has selected the file and double-clicked to submit that it only takes a few minutes at most to upload the file. If the filer notices that it is taking a really long time to upload, we have found that this normally means that the filer missed allowing a JAVA Dialog to run and therefore, it will be necessary to cancel this transaction and completely logout of the system. Reboot the computer and try again. If the issue continues, please notify our E-Filing Desk and we will assist with this matter.

If the filer is successful and has completed those steps, the application will return back to the E-Filing screen and prompt the filer to enter the REQUESTED Date. Since the filer is requesting an Extension with this motion, the date that is requested should be known by the filer. After filling out the date, the E-filer will select the "CONTINUE" button at the bottom of the screen.

Document:

**cavc mot/-/eaja ext aple resp**

**Requested Date REQUIRED**

Date Requested for Motion

Date:  Time:   AM  PM

Select Continue

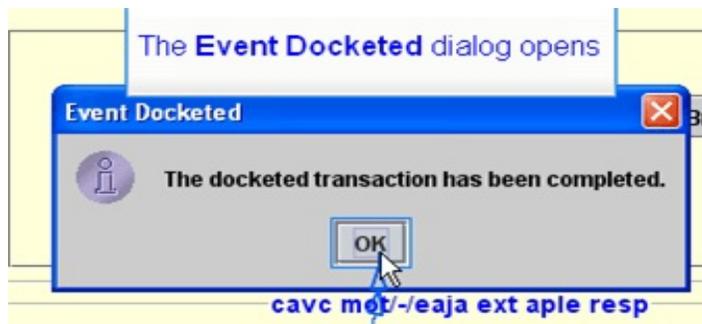
After selecting the Continue button, the filer will receive a pop-up window with the DOCKET TEXT Information that will be appended to the Event that was just docketed. Please select the "Continue" Button again.

Example of Docket Text Window:

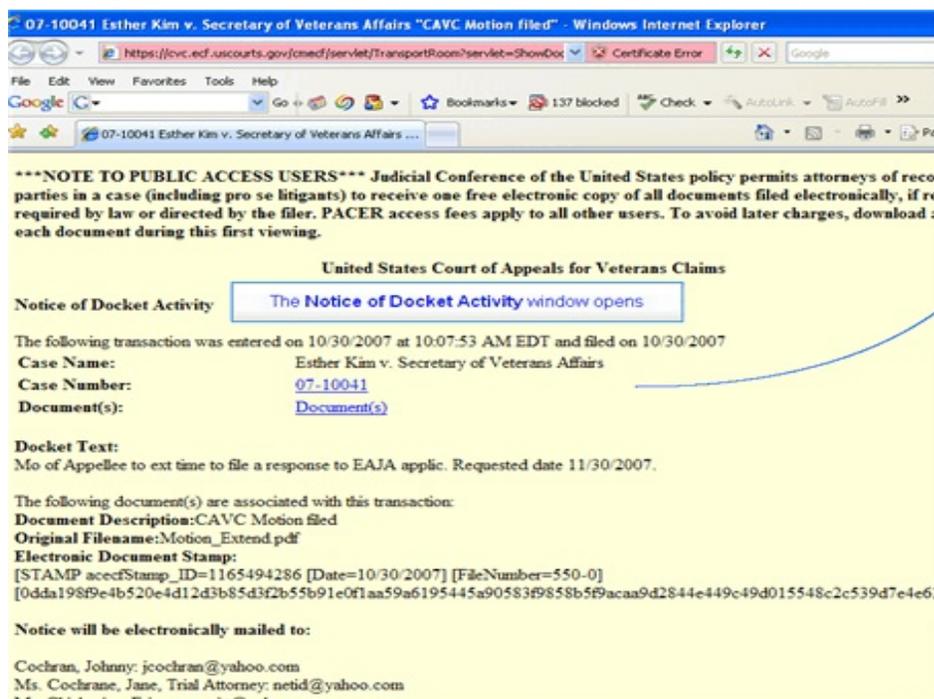
**Docket Text**

 Mo of Appellee to ext time to file a response to EAJA applic. Requested date 11/30/2007.

The next screen that will be presented allows the filer one last option to confirm that the Event that is being filed is the correct action to be taken. If it is, then the filer must select the "Submit" Button and the filing will finish. A dialog box will open and will "state that the docketed transaction has been completed." See below:



Once this dialog box has opened and the filer selects the "ok" button, an additional browser window will open. It will contain the "Notice of Docket Activity." The Notice will contain information regarding the event that has just been docketed and the parties/attorneys that have been notified of this event. Please note that the Notice includes the Case number information and also a link back to the document that the filer as just filed. See the example below of the Notice Window:



Once the E-Filer has finished previewing the Notice Window, it can be closed. The E-Filer will be returned to the Browser Window titled "Event Selection" and will have the option to continue docketing other events for the same case or a different case. If the E-filer has completed all tasks, the E-filer must logout. Select the "Logout" from the Menu at the top of this window and then select "Logout of CM/ECF." Once the logout selection has been made, the browser windows such as the "Start Page" will close and the open session with the Court's E-Filing Application will be terminated.

After completing this training module, please e-mail the registration form (posted on the website) to the Court's E-Filing administrator to request your username and password for the CM/ECF Application.

E-mail: [e-filing@vetapp.gov](mailto:e-filing@vetapp.gov)

If you have any questions regarding this training module, please e-mail the same address and your questions will be referred for review to the appropriate party.