

# **Requirements and Login Training Manual**

Welcome to the US Court of Appeals for Veterans Claims Electronic Filing Training Module. The Court has implemented an application called CM/ECF which stands for Case Management and Electronic Case Filing. The application is 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 represented parties and the Court will be able to docket events, file pleadings, and retrieve court documents instantly through this application via the Internet.

## **Here are the topics that will be covered in this training:**

- 1 Review of the application and software requirements
- 2 How to check the version of Internet Explorer
- 3 How to check the Java version and update it
- 4 How to change popup blocker settings
- 5 How to log in to the Court's CM/ECF Application
- 6 An introduction to the CM/ECF Application Startup Page
- 7 How to log out properly

## **Step 1: Review of the application and software requirements**

First, please make sure that you have the necessary applications and software requirements to successfully use the Court's E-filing Application. Here's a recap of those requirements:

- You will need a PC with Windows 2000, XP or Vista (MACS are not supported for this application)
- A fast internet connection
- Adobe Writer or equivalent software that can generate native PDF's (not Adobe Reader)
- A browser (Internet Explorer 6 or higher or Mozilla Firefox 2.0 or higher)
- Java Version 6 or higher

NOTE: PC's with Windows98 and earlier Operating Systems are not supported.

The Adobe Writer (or equivalent) Software will enable all documents created in a Word Processing software such as WordPerfect or Microsoft Word to be converted to a Native PDF document for submission to the Court.

Check with your IT Professional to see if you have the first three requirements. We will demonstrate how to check for the other two requirements. The CM/ECF Application uses Java version 6 or higher, but Java 6 only works with Internet Explorer 6 and higher. Hence, we will begin with checking the Internet Explorer version. You may use a different browser such as Mozilla Firefox as long as you have Java 6 installed.

## Step 2: Verify version of Internet Explorer

Double click on the icon and open Internet Explorer. On the menu, click on Help and About Internet Explorer. A new window will open and show the current version of Internet Explorer. This machine happens to have Internet Explorer 7 which allows Java 6 to be installed on it.



## Step 3: Verify the version of JAVA

Verify that Java 6 or higher is installed. With Internet Explorer open, type in [www.java.com](http://www.java.com) in the address bar of the browser and press enter.

When the page loads, click on the FREE JAVA DOWNLOAD button if the website detects that JAVA is not installed. If you do not have Java installed, follow the directions on the JAVA website to download and install Java.

# JAVA + YOU, DOWNLOAD TODAY!

[Free Java Download](#)

[What is Java?](#) | [Do I have Java?](#) | [Need Help?](#)

If JAVA is installed, please verify the version installed by selecting the option to VERIFY JAVA VERSION. Follow the directions on the website to verify and/or install any JAVA Updates.

## Verify Java Version

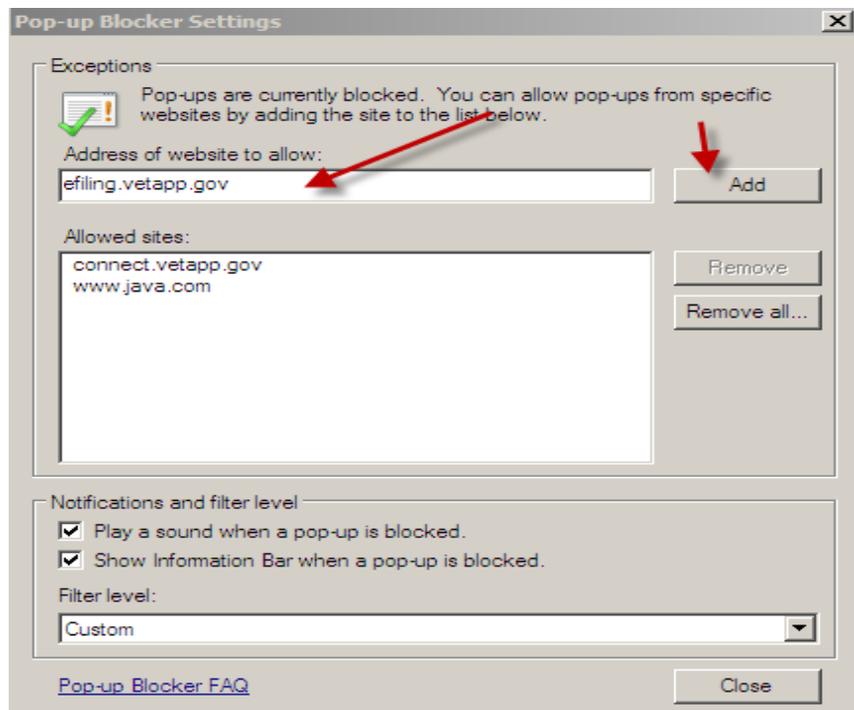
Check to ensure that you have the recommended version of Java installed for your operating system.

[Verify Java version](#)

[Need Help?](#)

#### Step 4: Changing pop-up blocker settings

With Internet Explorer open, select Tools, Pop-Up Blocker and Pop-up Blocker Settings. A new window will open. In the field titled "address of website to allow", type in the efilng website. The URL address is <https://efiling.uscourts.cavc.gov> and then select ADD.

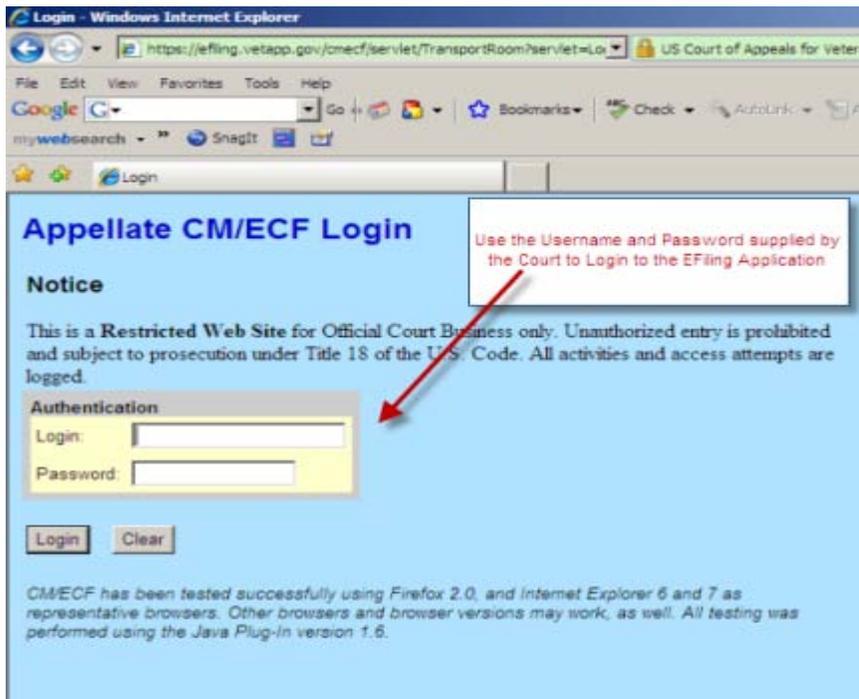


## Step 5: Logging into the Court's CM/ECF Application

With the Internet Explorer browser window open, type in the URL for the Court's E Filing website in the address bar. The address is <https://efiling.uscourts.cavc.gov>.

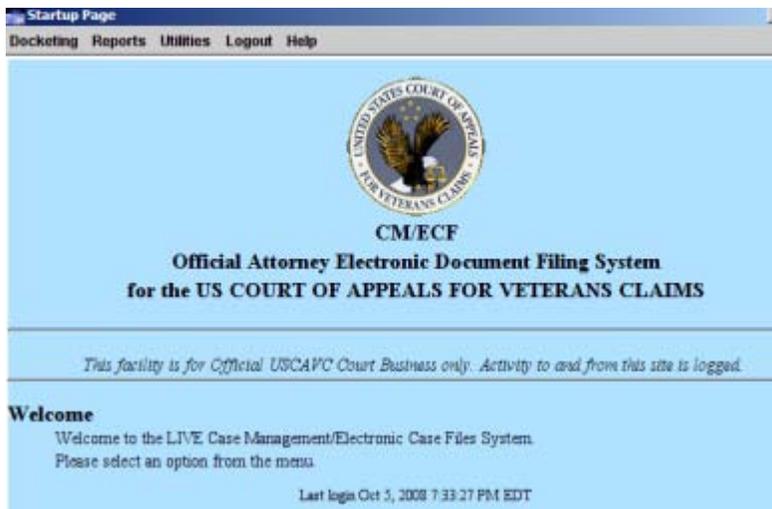


Select the option of "Click here to log into CM/ECF (File a Document in a Case)". Once that selection is made, a new Window will open and the login page will be displayed. Utilize the username and password supplied by the Court upon receipt of your registration form and then select "Login".



After selecting the option to login, two windows will appear similar to the following. Please note that these two windows must remain open to successfully use the Application.

### Startup Page



CM/ECF Application Gray Window – must remain open! If closed, the Application will exit.



## Step 6: Introduction to the Startup Page Menu Items

For the E Filing User, there are five menu options. The two critical menu options are “Docketing” and “Reports”. From these two menu options, the E Filing user can file documents with the Court and view the most current Docket Report.



Additionally, the E Filing User can use the Utilities option on the Menu to change the login password and subscribe to E Notifications for “Notice of Cases of Interest”.

Password Change:

USER Account Profile for Brian Cohen

Docketing Reports Utilities Logout Help

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**Personal Information**

Prefix: \* First Name: Middle Name: \* Last Name: Generation: Suffix: Title: \* Primary E-mail: Secondary E-mail:

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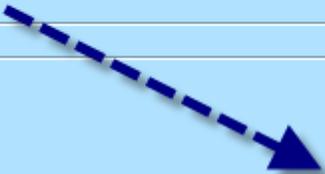
**Account Information**

User Name: BrianCohen

\* Password: ●●●●●●●●

ECF Filing Status: Active

Show PDF Header



Subscribe to Cases of Interest:

E-mail Notice for Cases of Interest for Cohen, Brian

Docketing Reports Utilities Logout Help

Note: These settings will apply only to notices for cases of interest.

Enter E-mail Address:

Choose E-mail Address on File:

Notice of Docket Activity Frequency:  Individual for each transaction  
 Daily summary

Enter Case Number:

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**Cases of Interest Selected**

## Step 7: How to Logout of the Application

To successfully and properly logout of the CM/ECF Application, select the Logout Option off of the menu on the Startup Page. Please make sure that the Gray CM/ECF Application window closes after selecting the logoff option. A quick way to verify that the Windows are closed is to simply close all of the Internet Explorer Windows.



*Click Logout – Logout CM/ECF. Then click Yes.*



*This concludes our Requirements and Login training.*