

E-Filing Checklist

- Windows 2000 pc or more recent
- Install Java client version 6.0 or more recent
- Turn off pop-up blocker or add site to the exclusion list
- Install a PDF Writer
- Add login page to the Favorites:
<https://cvc.ecf.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>
- Add the Docket Reports page to the Favorites:
<https://cvc.ecf.uscourts.gov/cmecf/servlet/TransportRoom>
- Review training modules posted on the website
- E-mail the completed Registration form to efiling@vetapp.gov to receive your CM/ECF username and password
- Only EAJA cases must be e-filed at this time. Appeals and Petition pleadings must be submitted in paper form by mail, fax or dropped off at the Court's front desk.
- File EAJA applications by e-mailing esubmission@vetapp.gov

Tips on creating a PDF document

- Incorporate all parts of the pleading (exhibits, attachments) into one file using a document processing program (such as Microsoft Word or WordPerfect)
- Copy and Paste pictures and PDF files into the document
- Use Alt-Print Screen to create a picture of the active window and Paste it in the document
- Use the program's tool for editing pictures
- In Microsoft Word, try using the Insert – File or Insert – Object feature to incorporate other Microsoft Word or PDF files into the document
- After incorporating all parts of the pleading into one document, convert the file into a PDF format
- For most PDF Writers, click File – Print then select the virtual PDF printer. Save the PDF file in the appropriate folder