

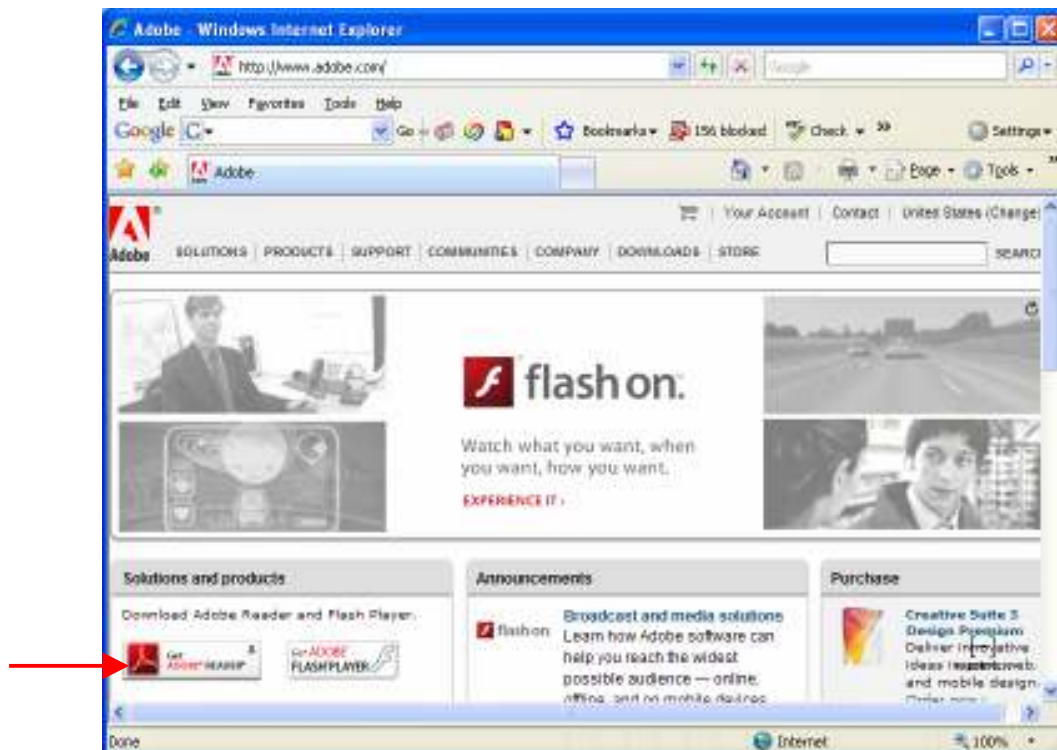
Reports Training Manual

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 efilng, is a method of filing court documents that uses an electronic format rather than a traditional paper format. By utilizing efilng, 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.

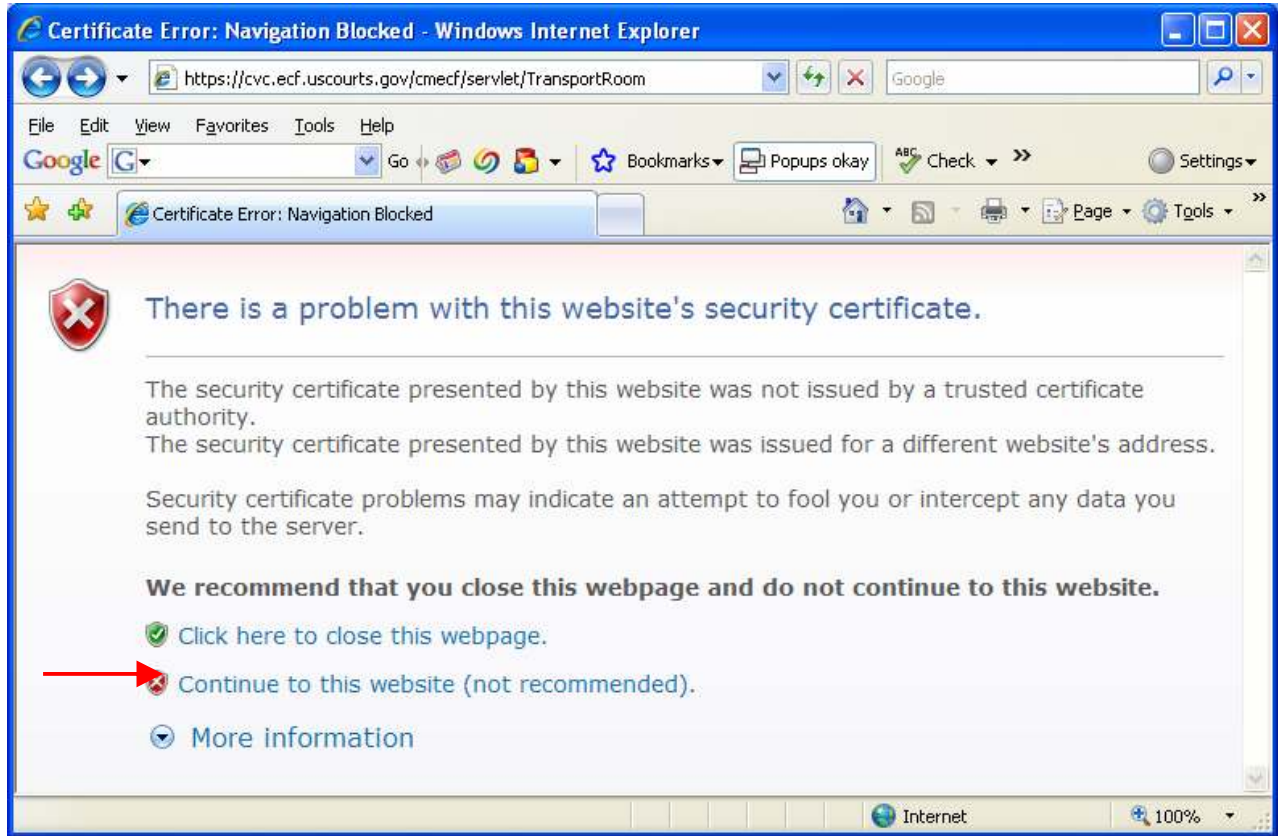
Here are the topics that will be covered in this training:

1. How to download Adobe Reader
2. How to create a shortcut to the Court's CM/ECF Application Search Page
3. Review of the different ways to search for a case
 - a. By case number
 - b. By Appellant's name
 - c. By Attorney's name
 - d. By case range
4. How to open a pleading document

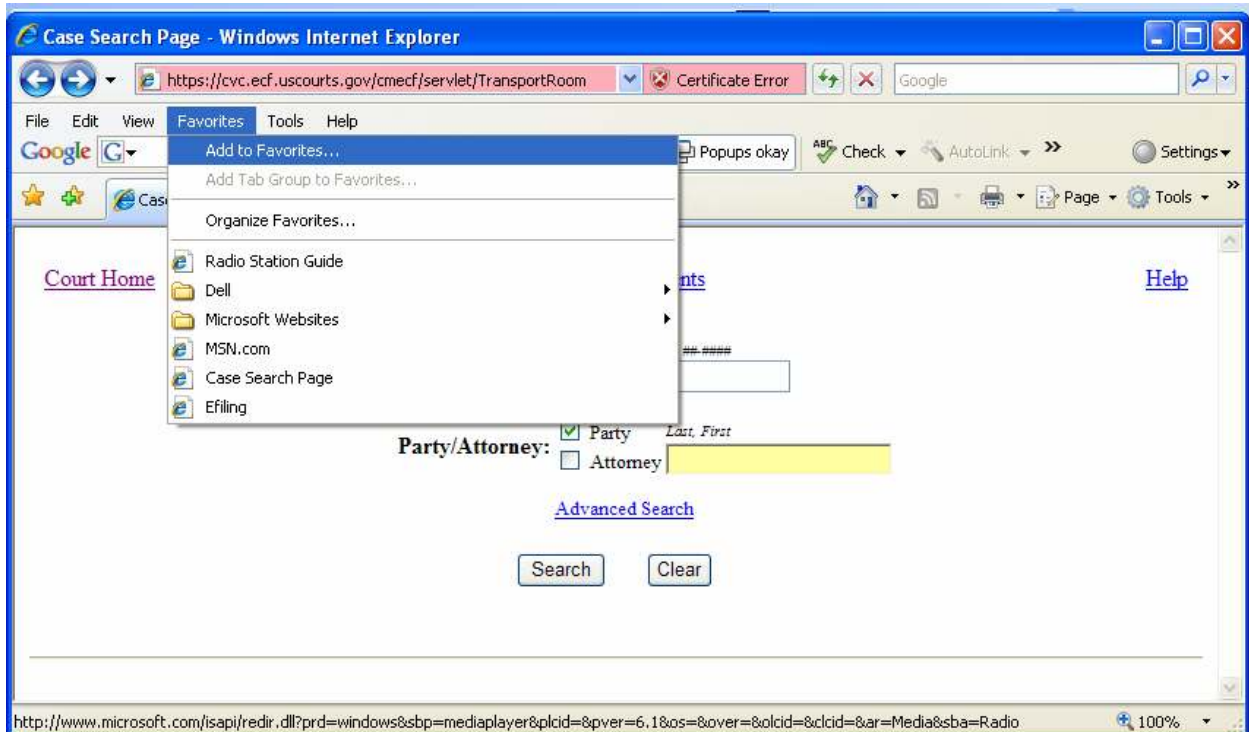
The US Court of Appeals for Veterans Claims considers all docket sheets and pleadings as public documents, therefore there is no login required to view these documents. But to view the documents, you will need to have the Adobe Acrobat Reader software. So let's begin by opening up the browser. In the address bar, type www.adobe.com and press Enter. Then click on the Get ADOBE READER button. Follow the website's instruction on installing the software.



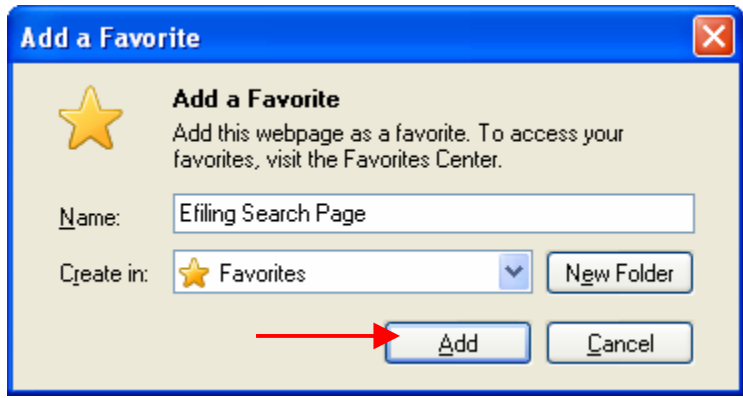
When you have completed installing the Adobe Acrobat Reader software, let's go to the Court's CM/ECF Application Search Page and add it to the Favorites. Open your browser and click on the address bar. Type in <https://cvc.ecf.uscourts.gov/cmecf/servlet/TransportRoom> and press Enter. Click *Continue* if you see the website security certificate message.



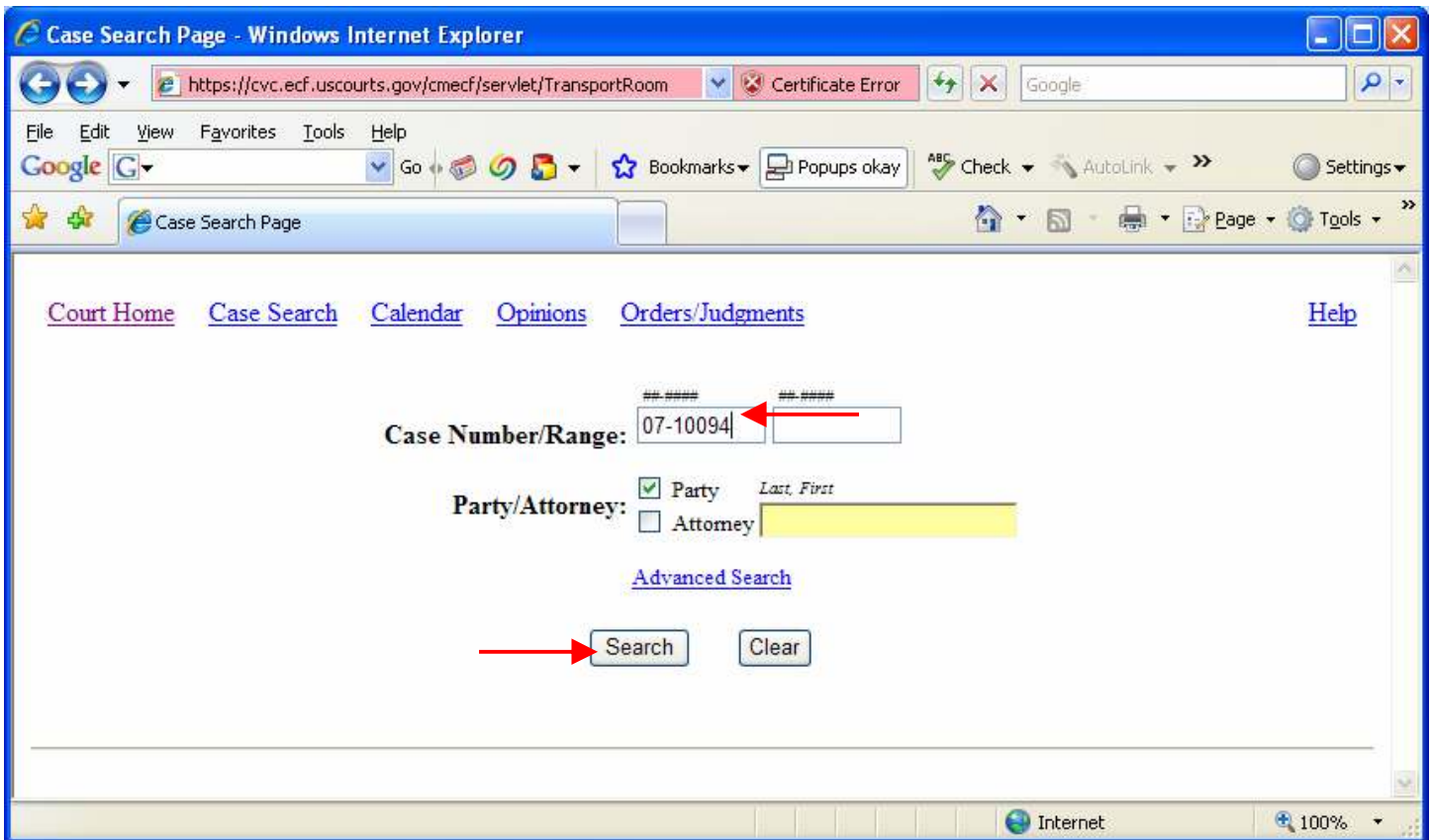
Now click on *Favorites – Add to Favorites*

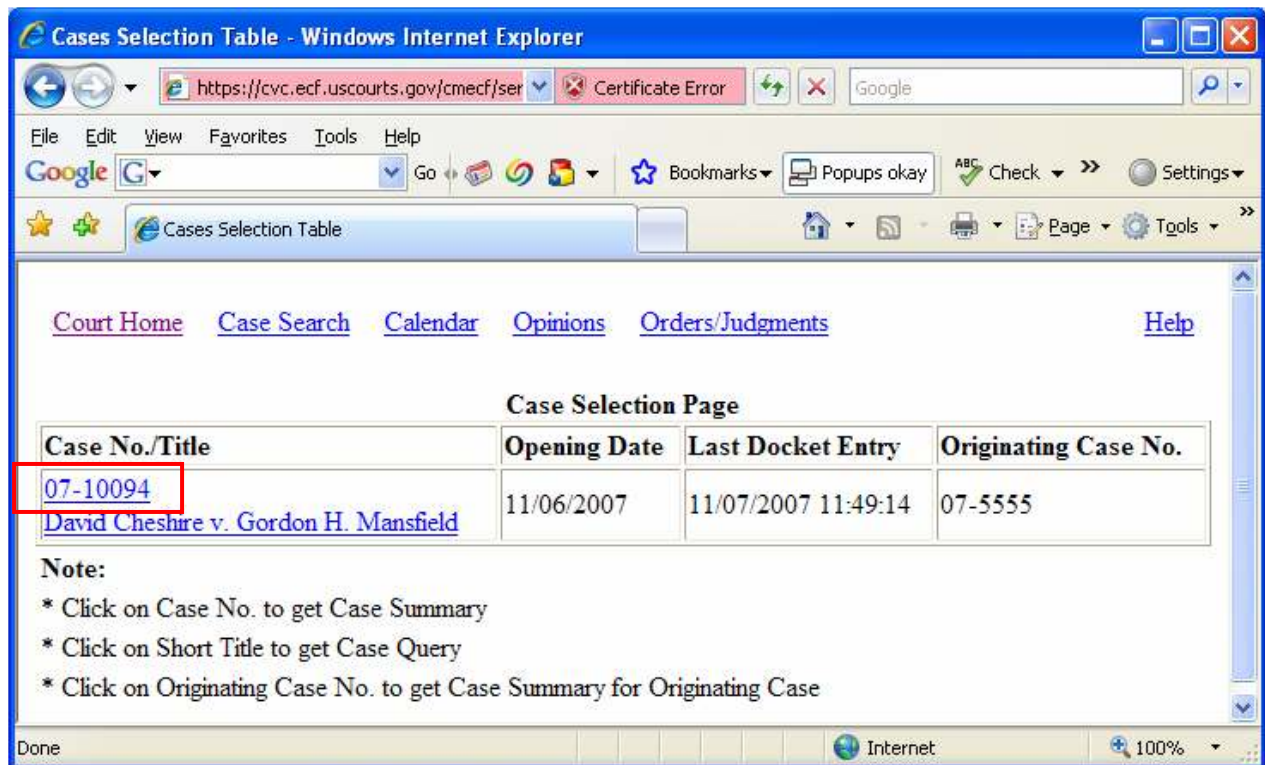


Type in a name, like Efiling Search Page, and click *Add*.



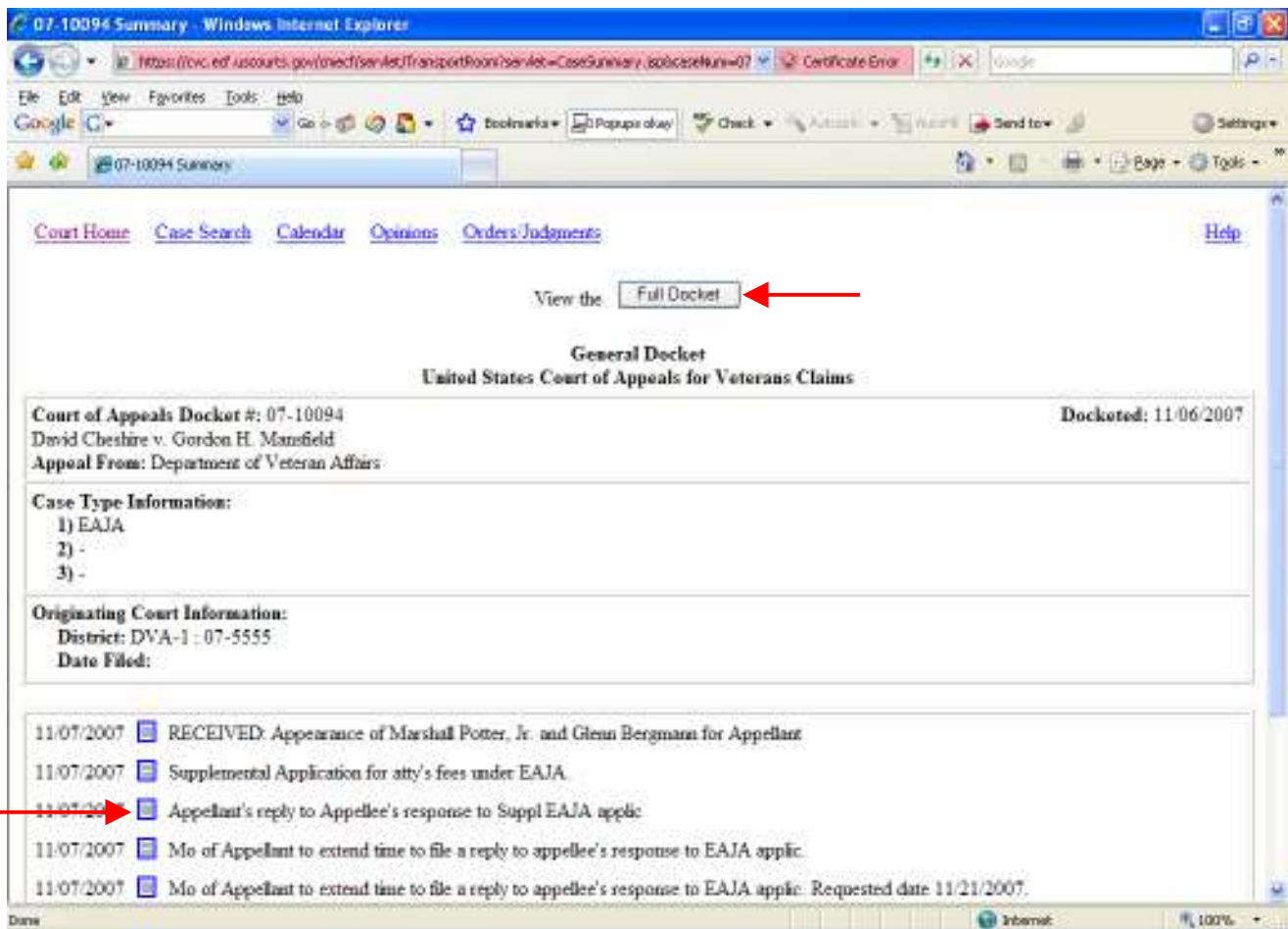
To view the docket sheet of a particular case, type the case number in the first Case Number box and click *Search*. For this example, type 07-10094 for the case number and click *Search*



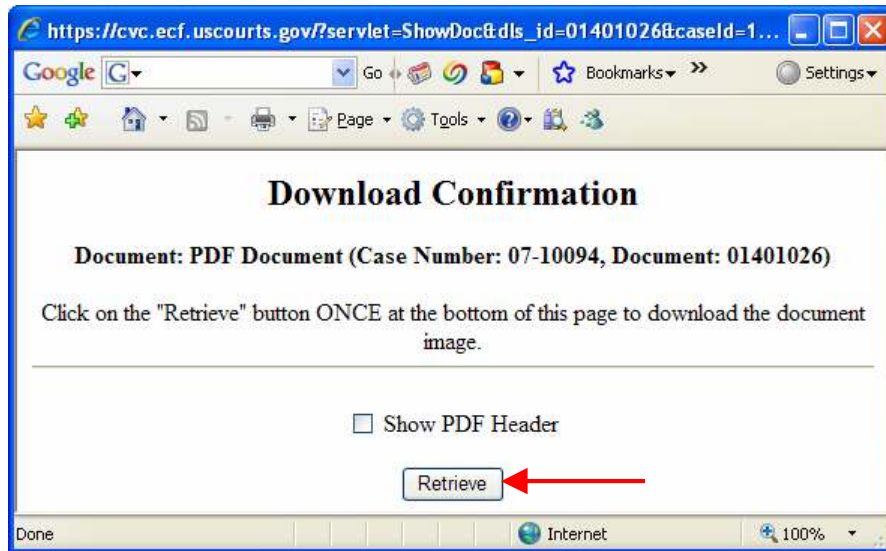


Then click on the **case number** (not the case title).

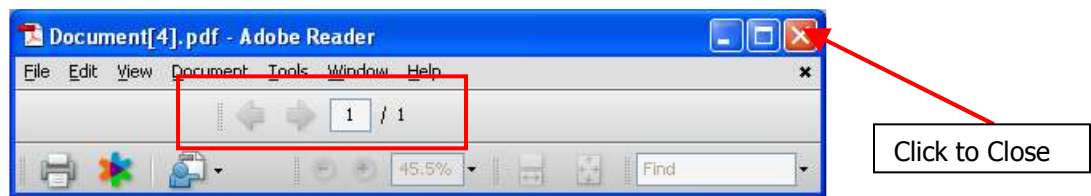
The docket sheet shows the ten most recent activities in the case. To see all activities, click on the *Full Docket* button then *Run Docket Report*.



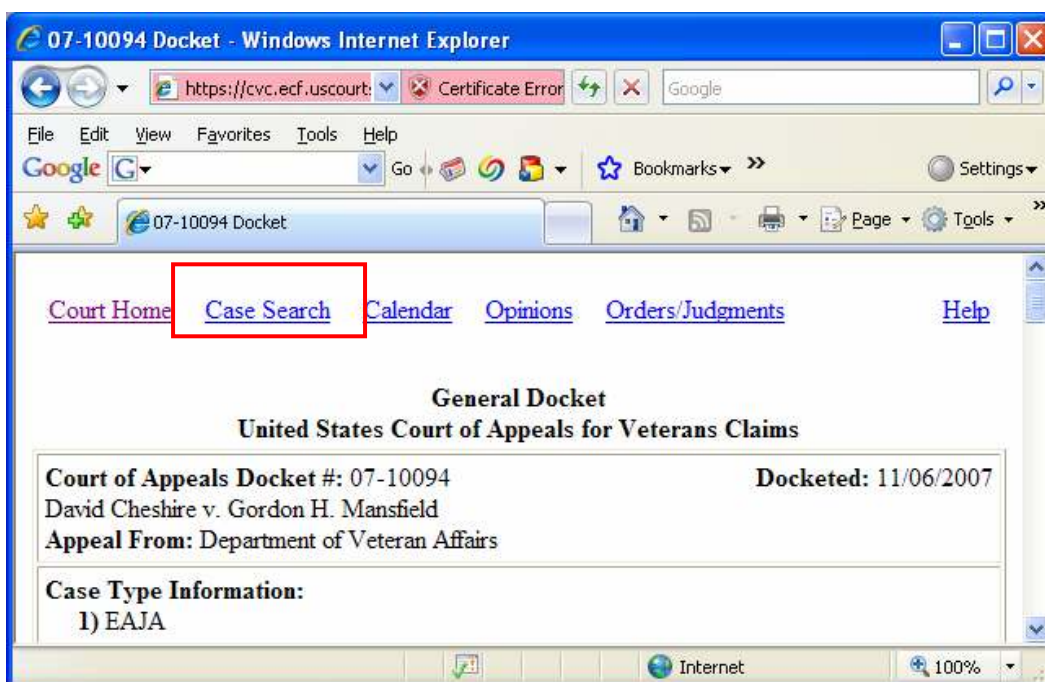
Click on the blue box to open a PFD version of the pleading



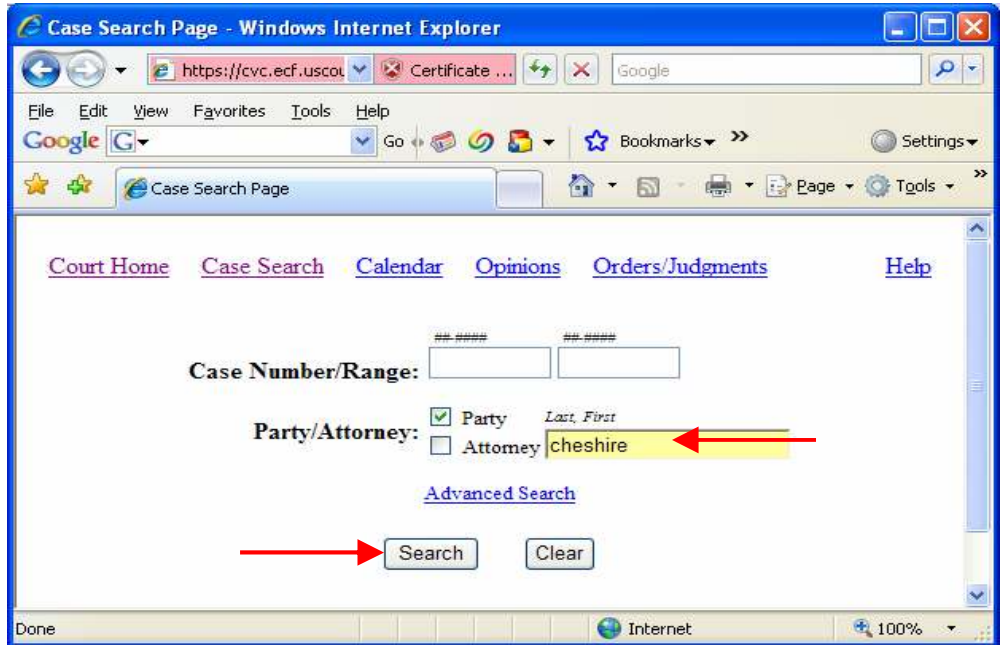
Check the box if you want to see the PDF header. The PDF header will print the case number, document number and page number on top of each page of the document. Click the Retrieve button and wait for the document to open. From here, you may print or save the document. Click on the left and right arrows to view all the pages.



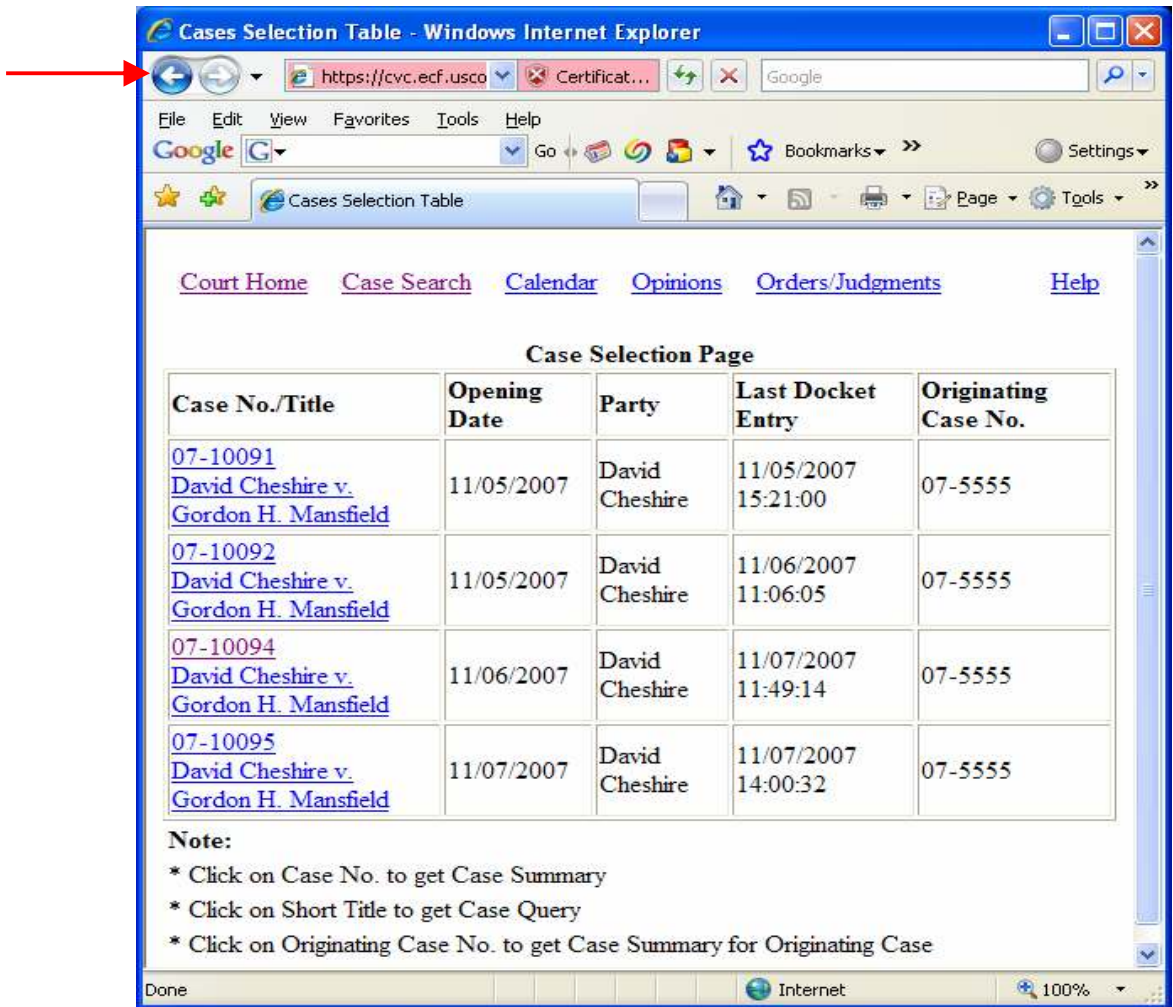
When you're finished, close the PDF document and the Download Confirmation window and go back to the docket sheet. Click the Case Search link to go back to the main Search page.



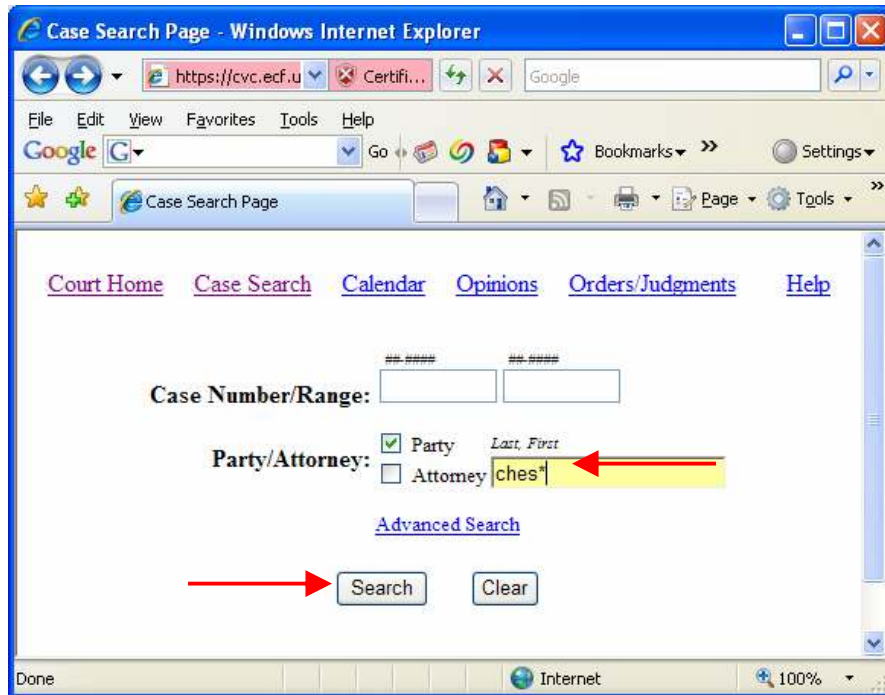
Let's try by searching by party name. Type *cheshire* in the name textbox. All small letters are okay. Leave the check mark in the party box and click *Search*.



We have a few test cases for David Cheshire.



Let's hit the Back button and try *ches** and click Search



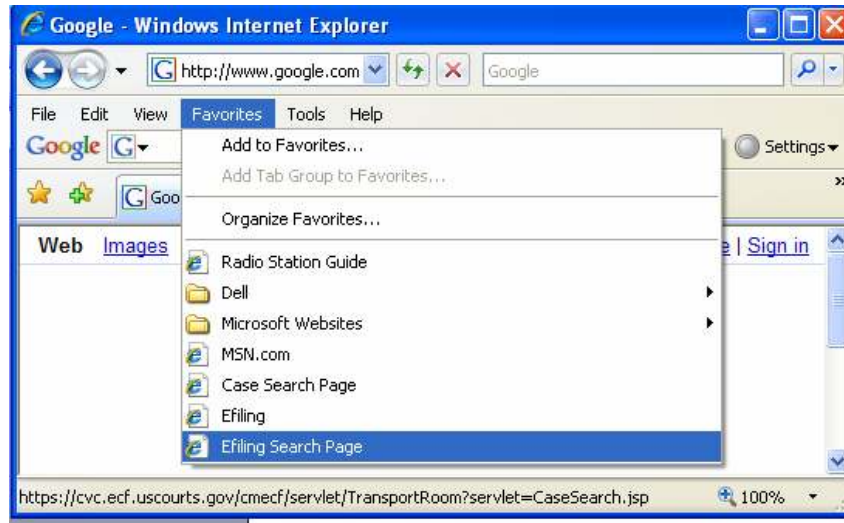
Now we see all the parties with last names starting with CHES.

The screenshot shows the 'Cases Selection Table' in Internet Explorer. The table displays a list of cases with columns for Case No./Title, Opening Date, Party, Last Docket Entry, and Originating Case No. The row for case 07-10094 is highlighted with a red box.

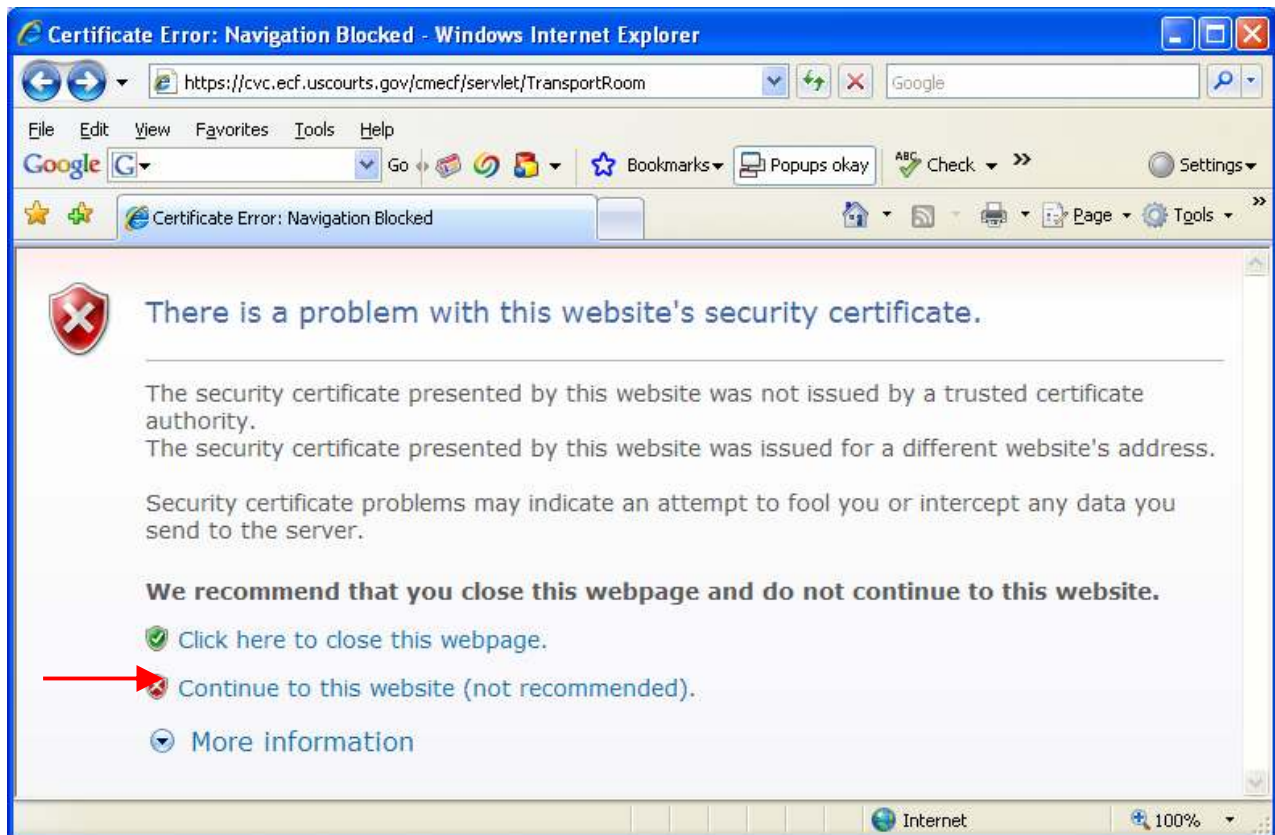
Case No./Title	Opening Date	Party	Last Docket Entry	Originating Case No.
07-10056 David Chesire v. Secretary of Veterans Affairs	10/18/2007	David Chesire	11/02/2007 06:54:09	
07-10057 Tom Chesire v. Secretary of Veterans Affairs	10/18/2007	Tom Chesire	10/18/2007 15:59:41	789 529
07-10091 David Cheshire v. Gordon H. Mansfield	11/05/2007	David Cheshire	11/05/2007 15:21:00	07-5555
07-10092 David Cheshire v. Gordon H. Mansfield	11/05/2007	David Cheshire	11/06/2007 11:06:05	07-5555
07-10094 David Chesire v. Gordon H. Mansfield	11/06/2007	David Cheshire	11/07/2007 11:49:14	07-5555
07-10095 David Cheshire v. Gordon H. Mansfield	11/07/2007	David Cheshire	11/07/2007 14:00:32	07-5555

Let's pull up a docket sheet again and open the EAJA Application document. Click on case *07-10094* (not the case title) to open the docket sheet. Only the most recent activities will show and you'll have to click *Full Docket – Run Docket Report*. Then click on the first blue box and click *Retrieve* to open the Application document. When you are finished, close the PDF document, the Download Confirmation window, and the docket sheet.

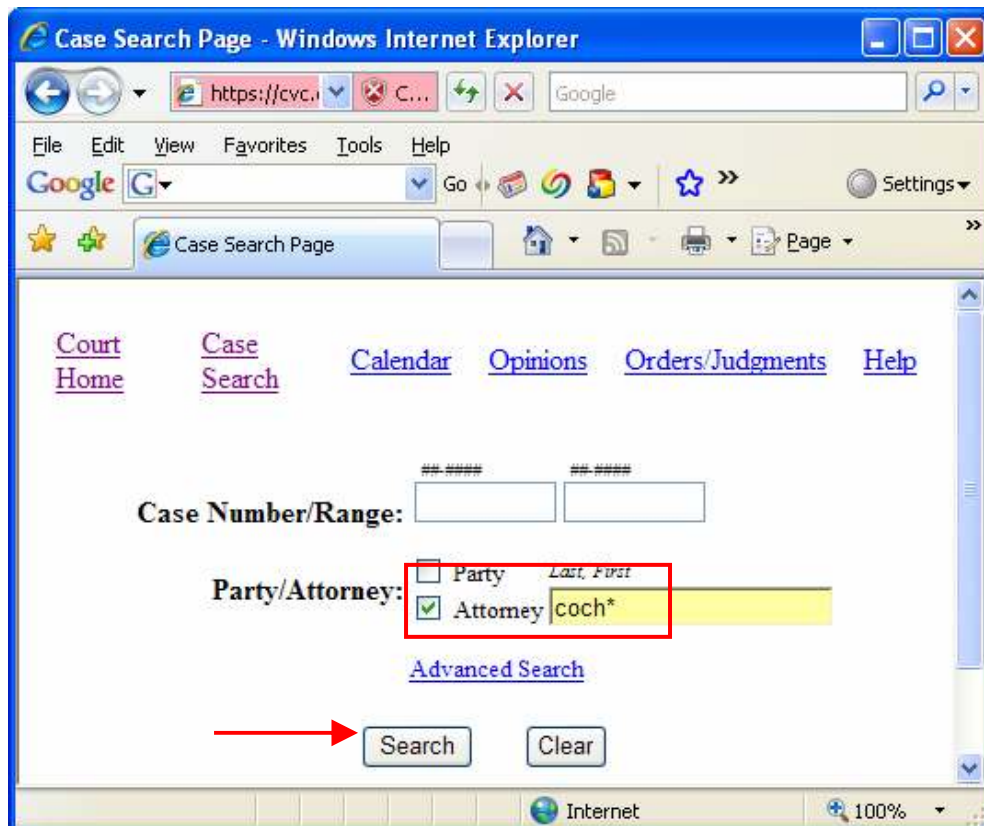
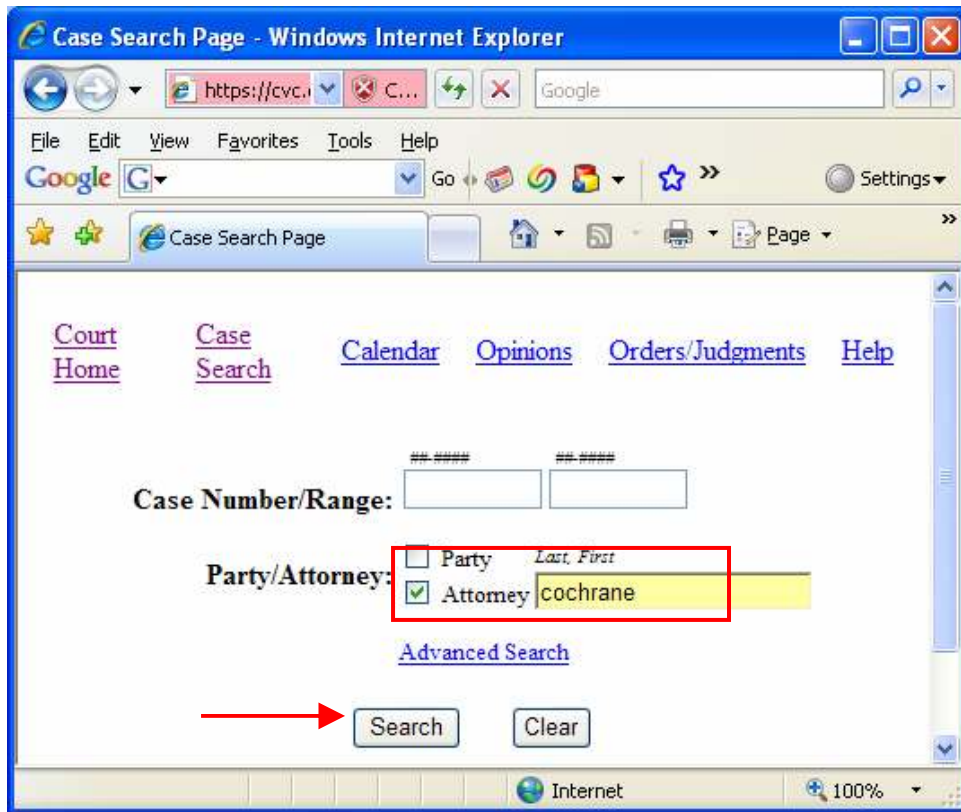
Now let's go to the Court's CM/ECF Application Search Page using the Favorite shortcut that we created. Open the browser and click on *Favorites – Efiling Search Page*.



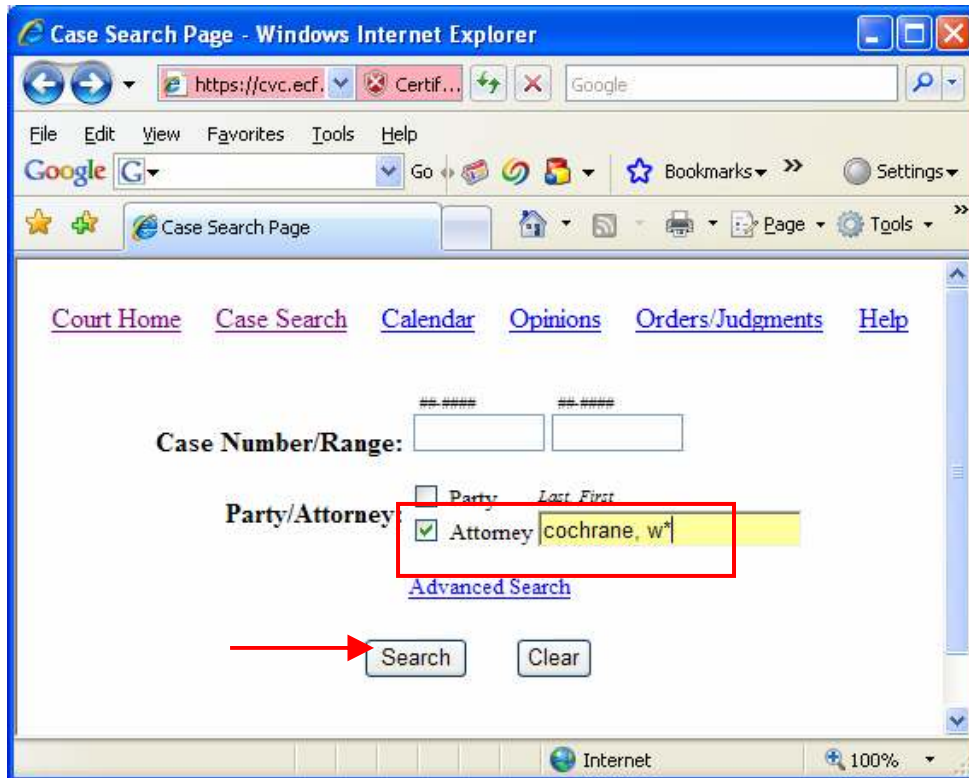
Click *Continue* if you see the website security certificate message.



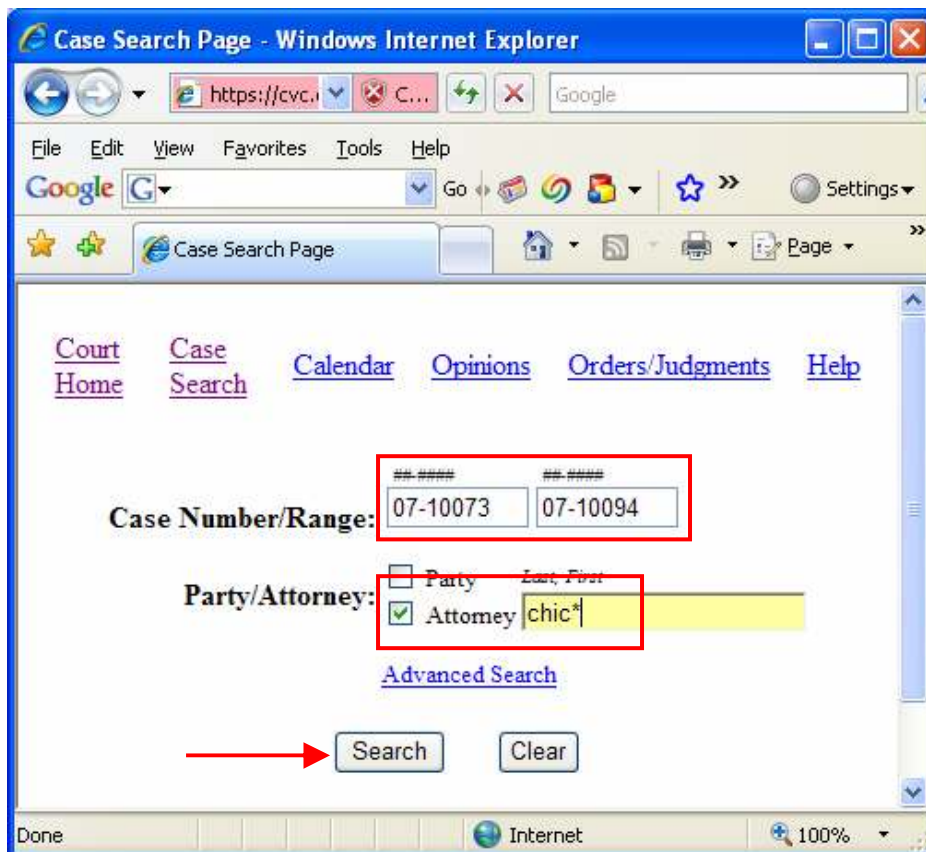
Let's try searching by Attorney's name. Similar to searching by Appellant's name, you may type the entire last name or just a few letters followed by *. Try searching for Attorney Wendy Cochrane using these two methods. Uncheck the box for Party and check Attorney.



Now try searching with the entire last name with a first name initial and an *.



Now, suppose we are searching for a case with Attorney Eric Chickering within the case range of 07-10073 to 07-10094.



This concludes our Reports training.