

# Docketing Training Manual

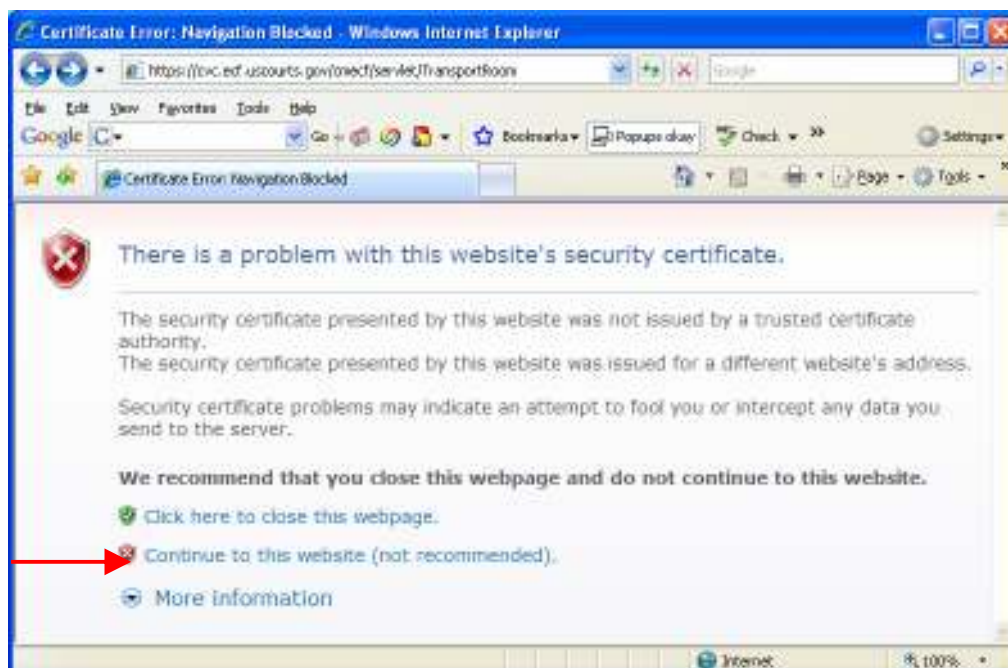
**Welcome to the US Court of Appeals for Veterans Claims Electronic Filing Training Module. The Court is implementing an application called CM/ECF which stands for Case Management and Electronic Case Filing. The application will become the Court's main case management application and the Court's only electronic filing program. Electronic filing, or 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.**

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

1. Review the Docketing Events
2. Review Motions (or Reliefs)
3. Review the login and logout processes of the CM/ECF Application
4. Demonstrate the docketing of an Appellee EAJA Response
5. Demonstrate the docketing of a Motion to extend time to respond to Court Order

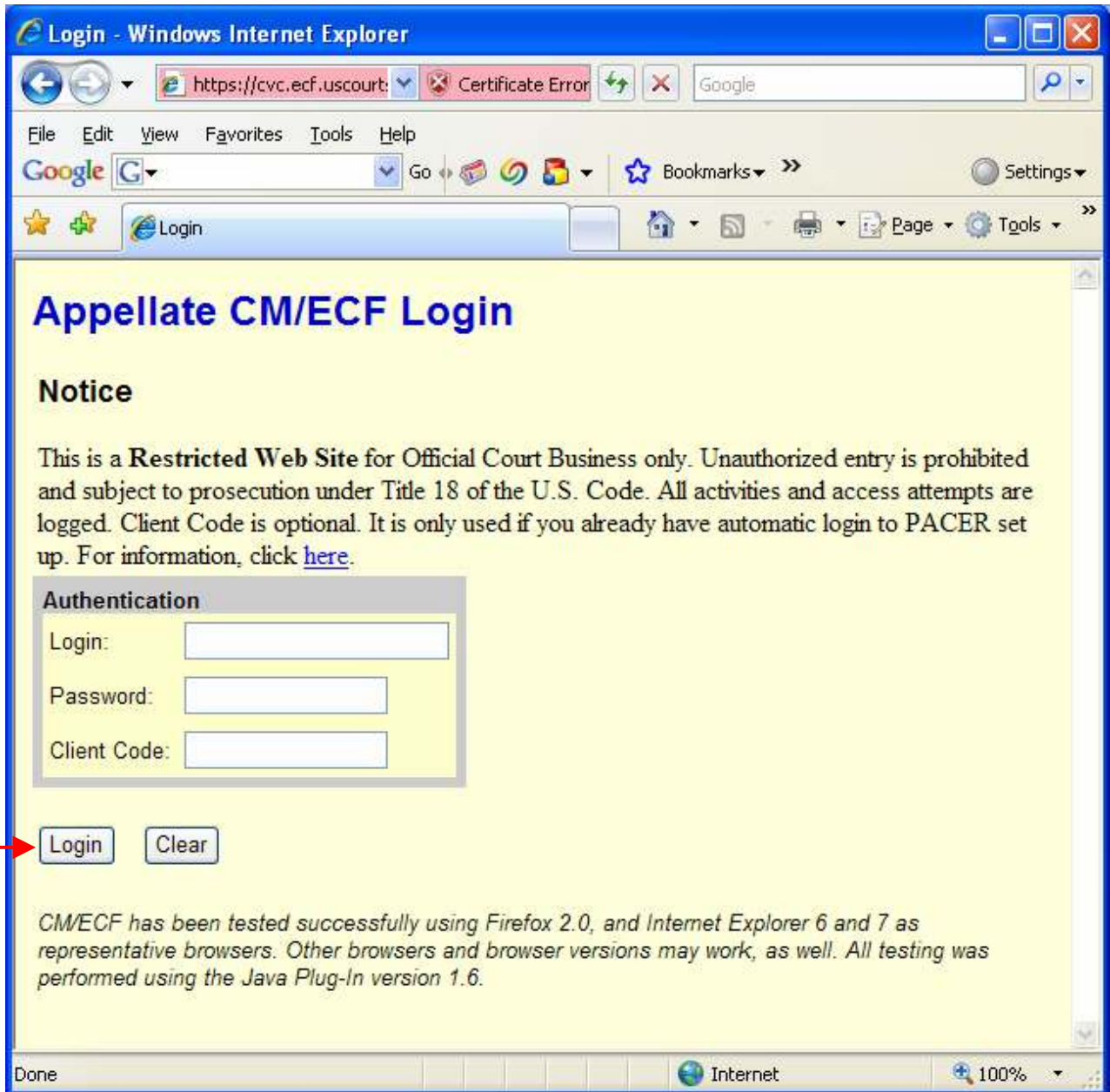
We'll begin by reviewing the Docketing Events. From the website, you may download a list of the Docketing Categories and Events. An Event specifies what type of pleading you are filing to the Court. A few examples of Events are the Attorney Appearance, EAJA Appellee Response, EAJA Appellant Reply, Motion, Response to Court Order, Oppositions, and Notices. Events are broken down into Categories, so you don't have to search through a long list. Some Events are also included in multiple Categories. Each Event will ask for different information, though usually it will only ask for the filer's Party and the PDF document of the pleading.

Let's log in to the CM/ECF Application and docket the EAJA Appellee Response Event. Open your browser and either select it from your Favorites or type in the address bar <https://cvc.ecf.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login> and press Enter. Click *Continue* if you see the website security certificate message.

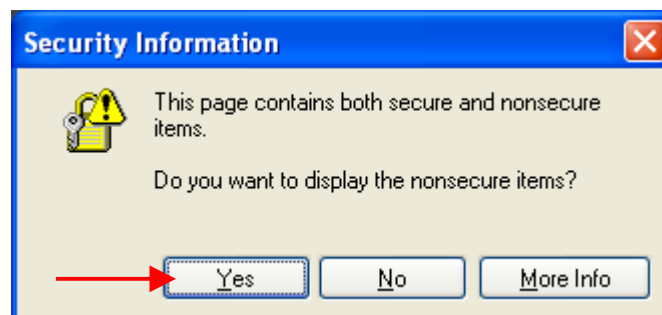


**Remember to disable your browser's pop-up blockers and allow the application to install necessary components.** (See the Requirements and Login Training Manual)

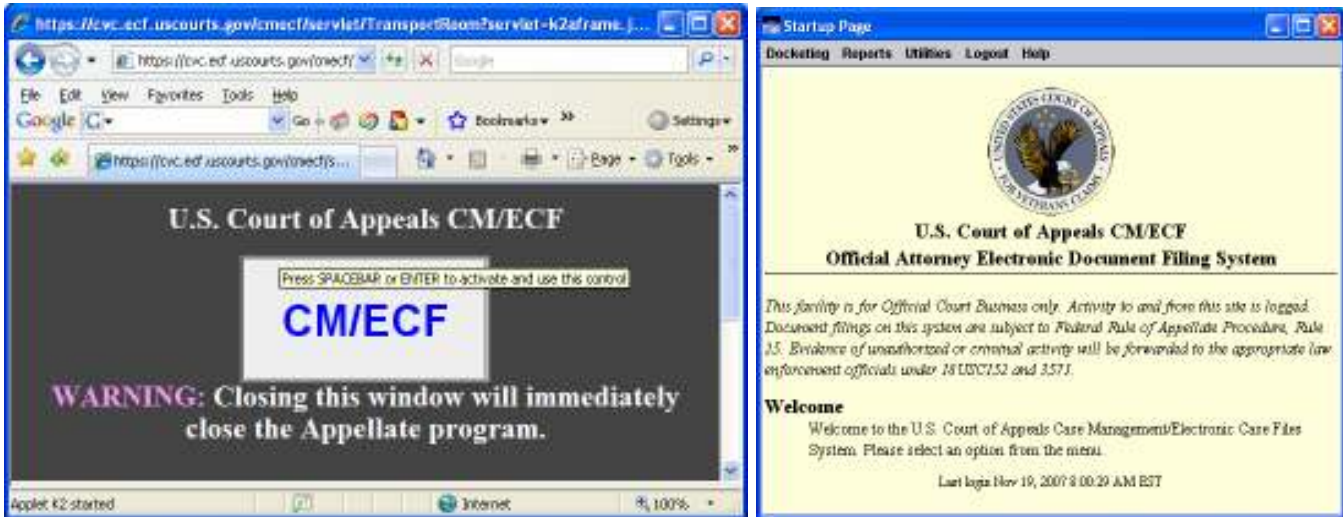
From the Login Page, enter the login the password issued by the court and click the *Login* button. There is no Client Code.



Click *Yes* to Continue.



**Remember to keep these two windows open to stay logged in to the CM/ECF Application. You may minimize them if you like.**



From the Startup Screen, click *Docketing – Docketing*.



Enter case number 07-10041 and press the **TAB** key. Wait a few seconds for the application to pull up the case title in the Applied Case Selection.

**Docketing EAJA Appellee Response**

Docketing Reports Utilities Logout Help

Case 07-10094 David Cheshire v. Gordon H. Mansfield

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 11/19/2007

First select category of event:

- Processing
- Briefing
- FCC
- EAJA
- Fee
- Party-Attorney

Next select an event:

- CAVC Attorney Appearance
- CAVC Motion filed
- CAVC Notices and Other Pleadings
- CAVC Response to Court Order/Opposition
- EAJA Appellant Reply
- EAJA Appellant Reply (Suppl)
- EAJA Appellee Response
- EAJA Appellee Response (Suppl)
- EAJA Application (Suppl)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-10094 David Cheshire v. Gordon H. Mansfield (Target Case)

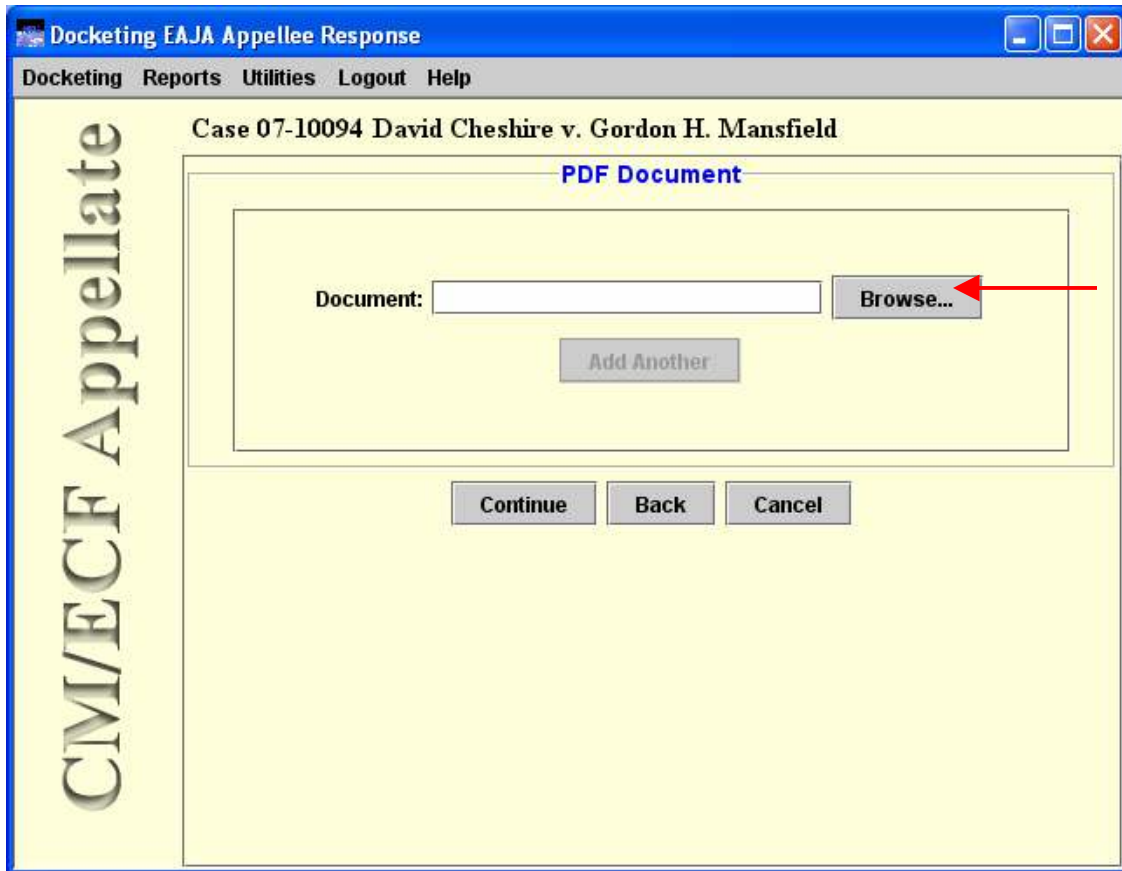
Total: 0 Selected: 0

All Reset

Docket Event

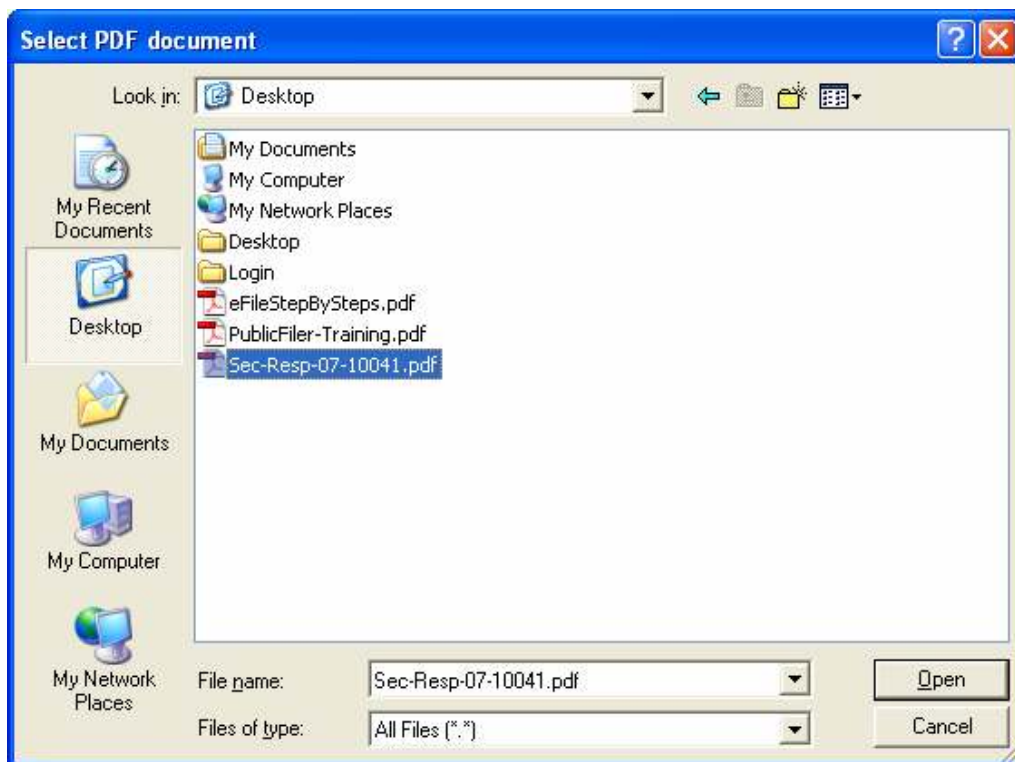
Most Events needed for EAJA cases are under the EAJA Category. Events that start with CAVC are generic Events that will also be used for Appeals and Petitions case types when the Court implements the full version of CM/ECF in the Summer of 2008. Select the EAJA Category and the EAJA Appellee Response. Click the Docket Event button.

Click on the Browse button to attach the PDF file of the Response.

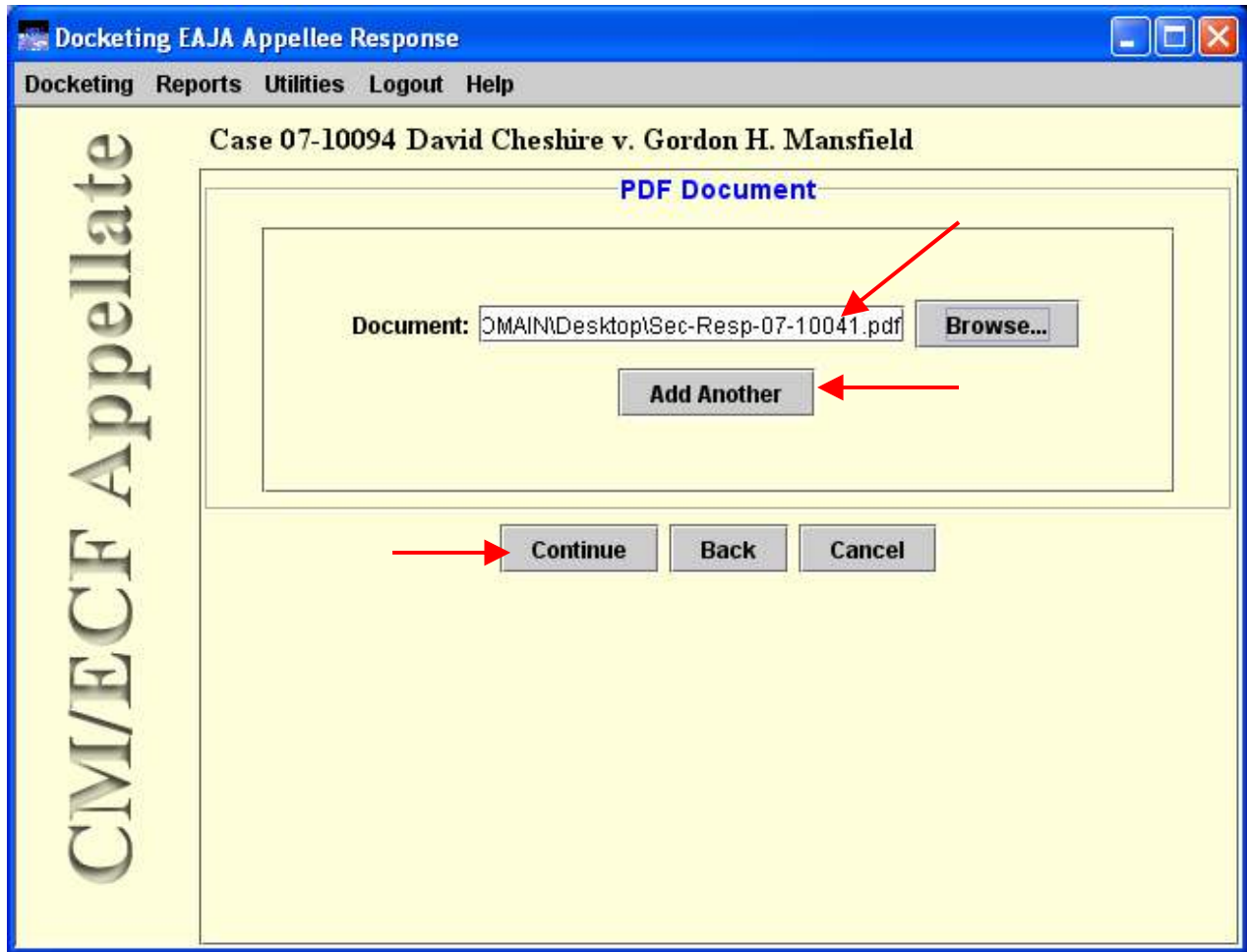


Browse to the PDF file and double click on it. Make sure your PDF file follows the naming convention as specified on the website.

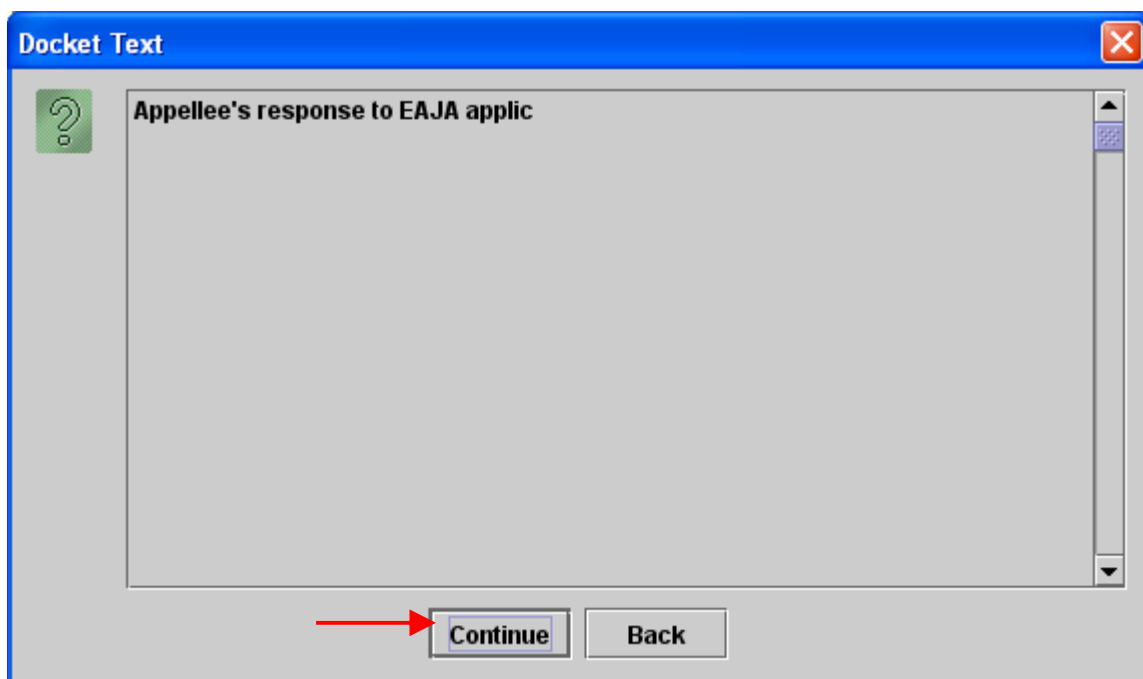
[http://www.vetapp.gov/court\\_procedures/electronic\\_filing/EFilingChecklistsAttorneyPDF.cfm](http://www.vetapp.gov/court_procedures/electronic_filing/EFilingChecklistsAttorneyPDF.cfm)



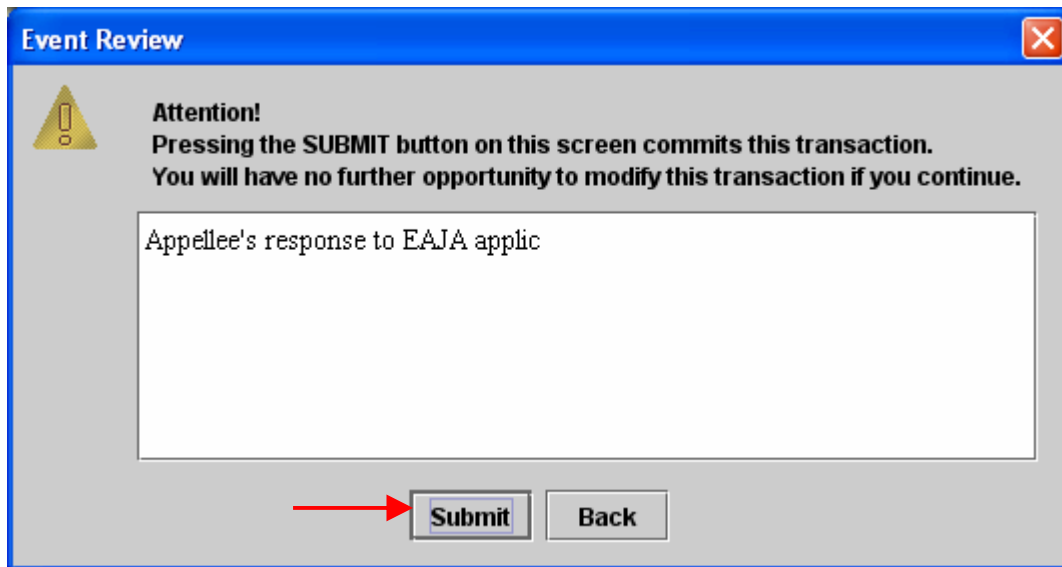
Once you select the PDF file, make sure that the correct file name is listed in the Document box. Click *Add Another* if there are more PDF files to be attached to this Event. Otherwise, click *Continue*.



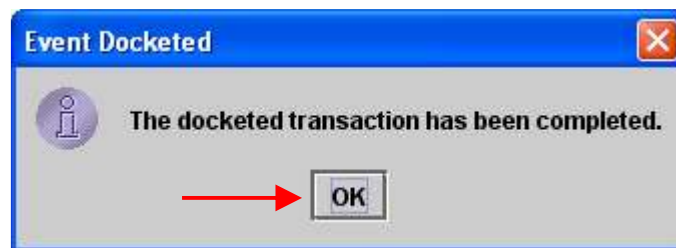
The Docket Text window will appear. You cannot modify the docket text in this Event, but some Events will have a text box where you can add additional text. Click *Continue*.




The Event Review window is the final warning before the Event is docketed. Click *Back* to cancel or *Submit* to docket the Event.



You will be notified when the process is completed. Click OK.



Lastly, a copy of the Notice of Docket Activity that is sent to the Court and Attorneys will open up. Notice the case number, case title, link to the pleading document, docket text, and notice recipients.

07-10094 David Cheshire v. Gordon H. Mansfield "EAJA Appellee Response" - Windows I... 

https://cvc.ecf.uscourts. Certificate Error Google

File Edit View Favorites Tools Help

Google G Go Bookmarks Popups okay

07-10094 David Cheshire v. Gordon H. Mansfield ... Page Tools

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

**United States Court of Appeals for Veterans Claims**

**Notice of Docket Activity**

The following transaction was filed on 11/19/2007

**Case Name:** David Cheshire v. Gordon H. Mansfield

**Case Number:** [07-10094](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**  
Appellee's response to EAJA applic

The following document(s) are associated with this transaction:

**Document Description:**EAJA Appellee Response

**Original Filename:**Sec-Resp-07-10041.pdf

**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1087309524 [Date=11/19/2007] [FileNumber=726-0]  
[75cf682d1b14735602624bde51f59468476cc437ae9dc48fc1d430382d31d035576de42a8d238718

**Notice will be electronically mailed to:**

Mr. Chickering, Eric: [gamerritt@yahoo.com](mailto:gamerritt@yahoo.com)  
Potter, Marshall O, Jr., Attorney: [e-filing@vetapp.gov](mailto:e-filing@vetapp.gov)  
Bergmann, Glenn R, Attorney: [e-filing@vetapp.gov](mailto:e-filing@vetapp.gov)

**Notice will be stored in the notice cart for:**

Cohen, Brian, Attorney  
Sysadmin

The following information is for the use of court personnel:

Internet 100%

Click to close



Let's close the Notice of Docket Activity and docket a different Event. Suppose the Appellee needs to file a Motion to extend time to respond to a Court Order. From the Docketing (or Event Selection) window, enter case number 07-10041 and press the **TAB** key. Wait a few seconds for the application to pull up the case title in the Applied Case Selection. Then select the *EAJA* Category and *CAVC Motion filed* Event. Click the *Docket Event* button.

**Docketing CAVC Motion filed**

Docketing Reports Utilities Logout Help

Case 07-10094 David Cheshire v. Gordon H. Mansfield

## Event Selection

Case: 07-10094 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 11/19/2007

First select category of event:

- Processing
- Briefing
- FCC
- EAJA**
- Fee
- Party-Attorney

Next select an event:

- CAVC Attorney Appearance
- CAVC Motion filed**
- CAVC Notices and Other Pleadings
- CAVC Response to Court Order/Opposition
- EAJA Appellant Reply
- EAJA Appellant Reply (Suppl)
- EAJA Appellee Response
- EAJA Appellee Response (Suppl)
- EAJA Application (Suppl)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-10094 David Cheshire v. Gordon H. Mansfield (*Target Case*)

Total: 0 Selected: 0

All Reset

**Docket Event**

CM/ECF Appellate

Check the box for the *Party Filer*. Select a *Relief Category* and *Description* and click *Apply*. The motion will now show in *the Selected Relief* section. If you make a mistake, you can click on the *Remove*, *Back* or *Cancel* buttons. Otherwise, click *Continue* to proceed.

**Docketing CAVC Motion filed**

Docketing Reports Utilities Logout Help

Case 07-10094 David Cheshire v. Gordon H. Mansfield

**Party Filer**

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Mansfield, Gordon H.	Appellee--	07-10094	David Cheshire v. G...

Display All Parties All Cases Select All Clear All

**Relief**

Category: Extensions Description: Extend tim... Apply

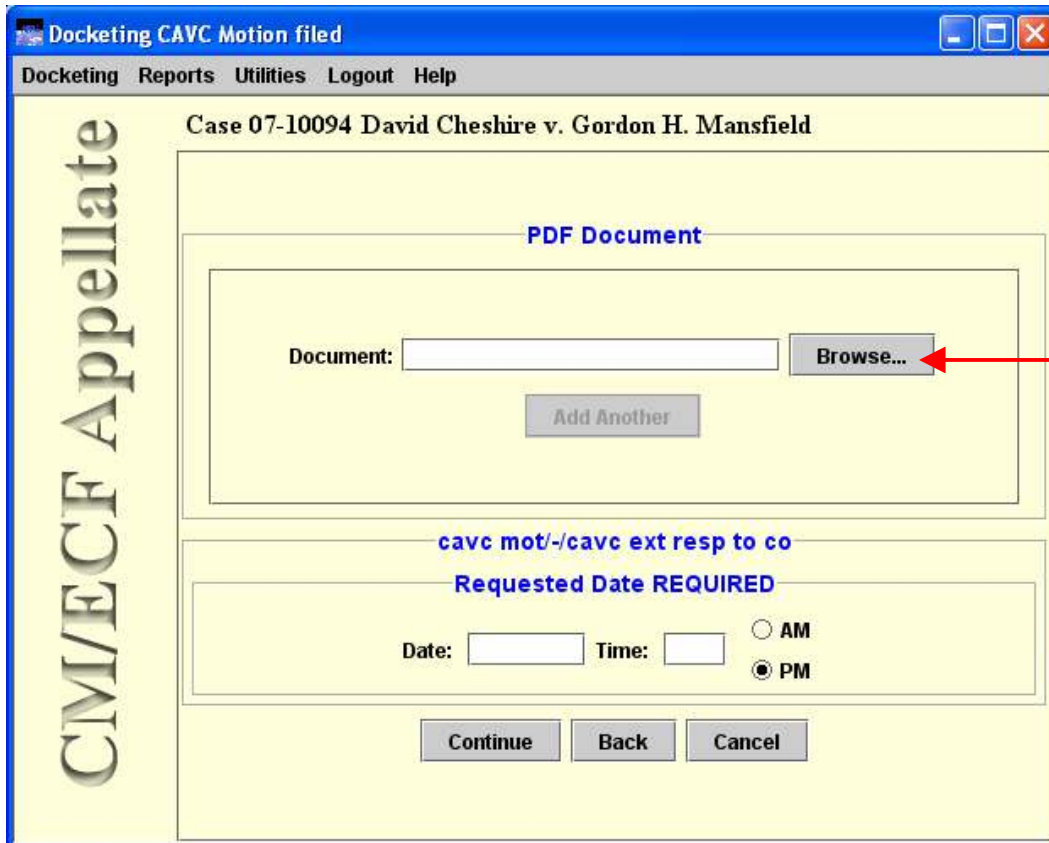
**Selected Reliefs**

Entry	Cases
Extend time to file response to court order	07-10094

Up Down Remove Clear All Total: 1

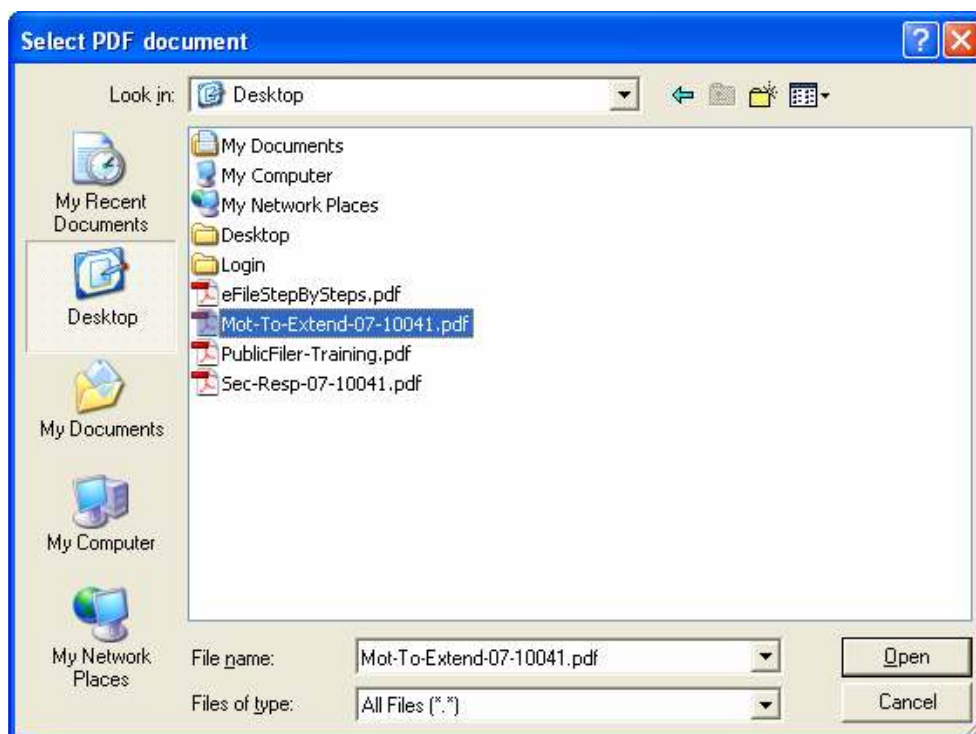
Continue Back Cancel

Click on the *Browse* button to attach the PDF file of the Motion.

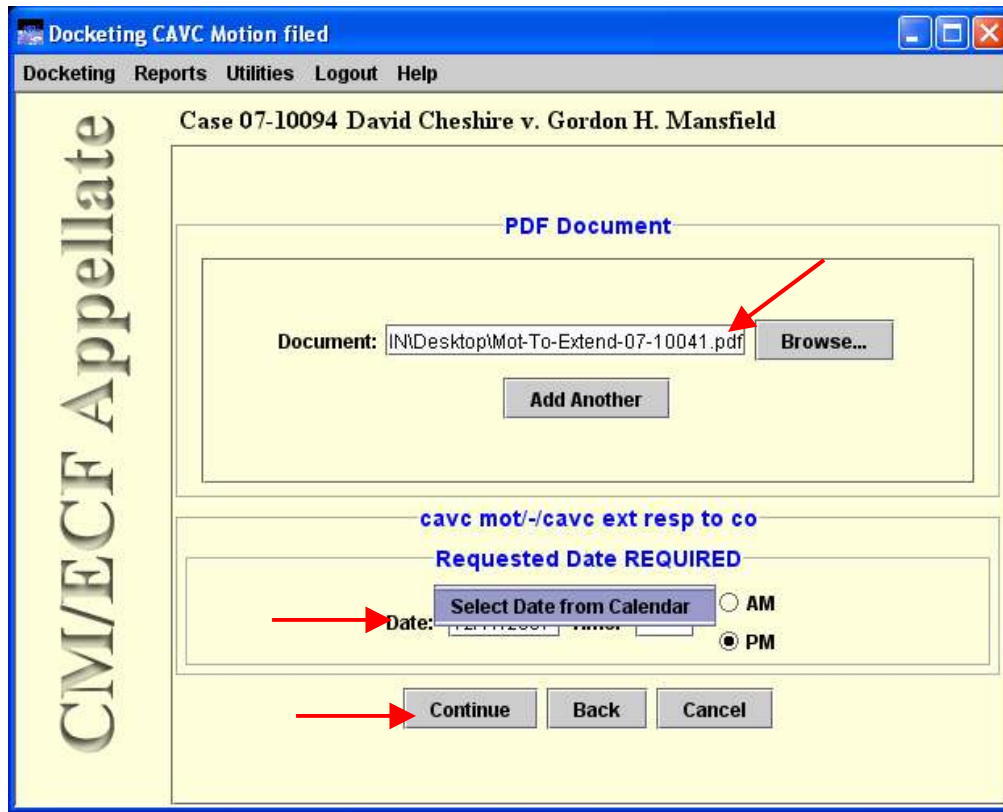


Browse to the PDF file and double click on it. Make sure your PDF file follows the naming convention as specified on the website.

[http://www.vetapp.gov/court\\_procedures/electronic\\_filing/EFilingChecklistsAttorneyPDF.cfm](http://www.vetapp.gov/court_procedures/electronic_filing/EFilingChecklistsAttorneyPDF.cfm)



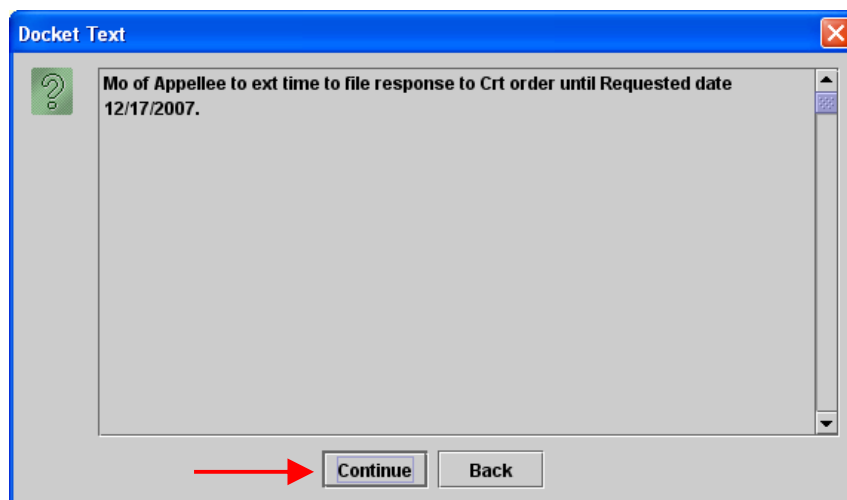
Again, verify that you have selected the correct PDF file then enter the requested extension date. You may type in the date in mm/dd/yyyy format or right click on the date box and select a date from the calendar. Click *Continue*.



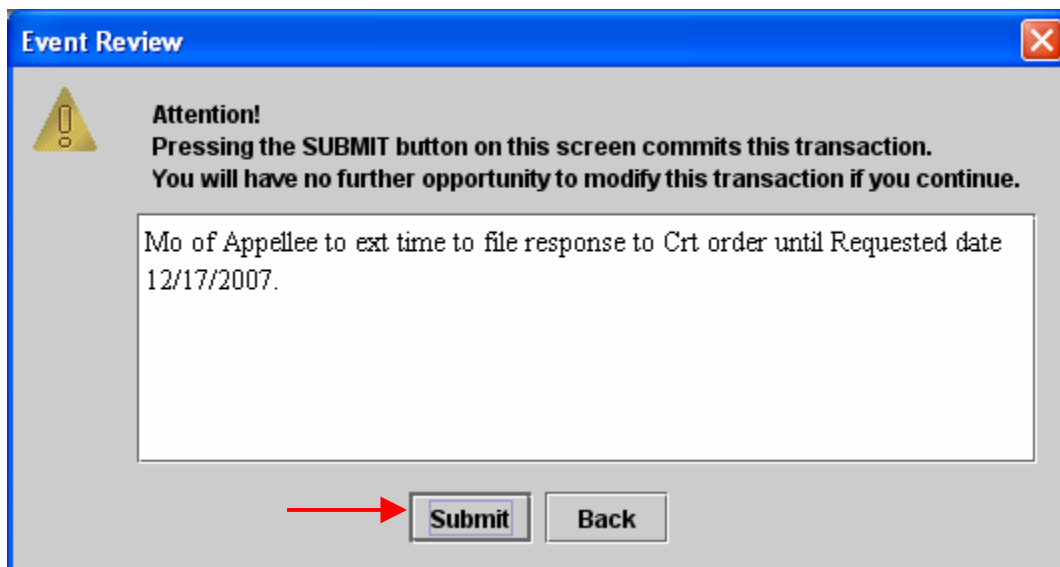
You may only select a date when the Court is in session. Otherwise, you will get this message.



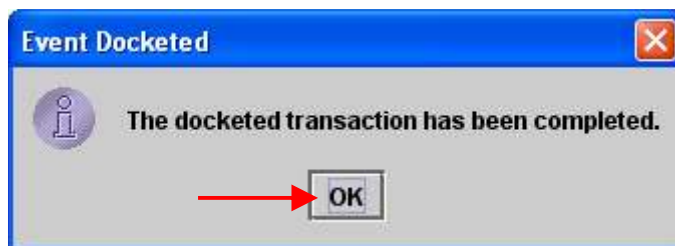
The *Docket Text* window will appear. Click *Continue* to proceed.



The Event Review window is the final warning before the Event is docketed. Click *Back* to cancel or *Submit* to docket the Event.



You will be notified when the process is completed. Click OK.



A copy of the Notice of Docket Activity that is sent to the Court and Attorneys will open up. Again, notice the case number, case title, link to the pleading document, docket text, and notice recipients.

07-10094 David Cheshire v. Gordon H. Mansfield "CAVC Motion filed" - Windows Internet Explo...  
https://cvc.ecf.uscourts.gov/cme Certificate Error Google  
File Edit View Favorites Tools Help  
Google G Go Bookmarks Popups okay  
07-10094 David Cheshire v. Gordon H. Mansfield "CA... Page Tools

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**United States Court of Appeals for Veterans Claims**

**Notice of Docket Activity**

The following transaction was filed on 11/19/2007

**Case Name:** David Cheshire v. Gordon H. Mansfield  
**Case Number:** [07-10094](#)  
**Document(s):** [Document\(s\)](#)

**Docket Text:**  
Mo of Appellee to ext time to file response to Crt order until Requested date 12/17/2007.

The following document(s) are associated with this transaction:  
**Document Description:**CAVC Motion filed  
**Original Filename:**Mot-To-Extend-07-10041.pdf

**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1087309524 [Date=11/19/2007] [FileNumber=727-0]  
[3056bd539b94f0f9f45bb1ffe2335886a0884c8db7ef16af8b72d694e6696489db281e7d474b7e62e2ca969e

**Notice will be electronically mailed to:**

Mr. Chickering, Eric: [gamerritt@yahoo.com](mailto:gamerritt@yahoo.com)  
Potter, Marshall O, Jr., Attorney: [e-filing@vetapp.gov](mailto:e-filing@vetapp.gov)  
Bergmann, Glenn R, Attorney: [e-filing@vetapp.gov](mailto:e-filing@vetapp.gov)

**Notice will be stored in the notice cart for:**

Cohen, Brian, Attorney  
Sysadmin

The following information is for the use of court personnel:

Done Internet 100%

Click to close

Let us now log out of the CM/ECF Application properly. Close the Notice of Docket Activity. From the Docketing (or Event Selection) window or the Startup Page, click *Logout – Logout CM/ECF*.

**Docketing CAVC Attorney Appearance**

Docketing Reports Utilities **Logout** Help

Case 07-10094 **Logout CMECF** v. Gordon H. Mansfield

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 11/19/2007

First select category of event:

- Processing
- Briefing
- FCC
- EAJA
- Fee
- Party-Attorney

Next select an event:

- CAVC Attorney Appearance
- CAVC Motion filed
- CAVC Notices and Other Pleadings
- CAVC Response to Court Order/Opposition
- EAJA Appellant Reply
- EAJA Appellant Reply (Suppl)
- EAJA Appellee Response
- EAJA Appellee Response (Suppl)
- EAJA Application (Suppl)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-10094 David Cheshire v. Gordon H. Mansfield (Target Case)

Total: 0 Selected: 0

All Reset

Docket Event

Click *Yes*.

**Confirm Logout**

Logout of CM/ECF?

Yes No

This concludes our Docketing training.