Requirements and Login 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 efiling, is a method of filing court documents that uses an electronic format rather than a traditional paper format. By utilizing efiling, 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 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 disable the pop-up blocker
5. How to create a shortcut to the Court's CM/ECF Application
6. How to log in to the Court's CM/ECF Application
7. An introduction to the CM/ECF Application Startup Page
8. How to log out properly

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

- *You will need a PC or a Mac*
- *A fast internet connection*
- *Adobe Writer or equivalent (not Adobe Reader)*
- *A browser (Internet Explorer 6 or higher)*
- *Java Version 6 or higher*

NOTE: That Windows98 and earlier Operating Systems are not supported.

> *The Adobe Writer 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 Netscape or Mozilla, as long as you have Java 6 installed.

So let's open Internet Explorer. At the top, click on *Help* and *About Internet Explorer*. A new window will pop up and show you the version of Internet Explorer. This machine happens to have Internet Explorer 7, so we know that Java 6 can be installed on it.

Now let's check if we have Java 6 installed. Click on the *OK* button to close the *About Internet Explorer* window and click on the address bar of the browser. On the address bar, type in www.java.com and press Enter.

When the page loads, click on the *FREE JAVA DOWNLOAD button*. If you do not have Java installed, follow the directions to download and install Java.
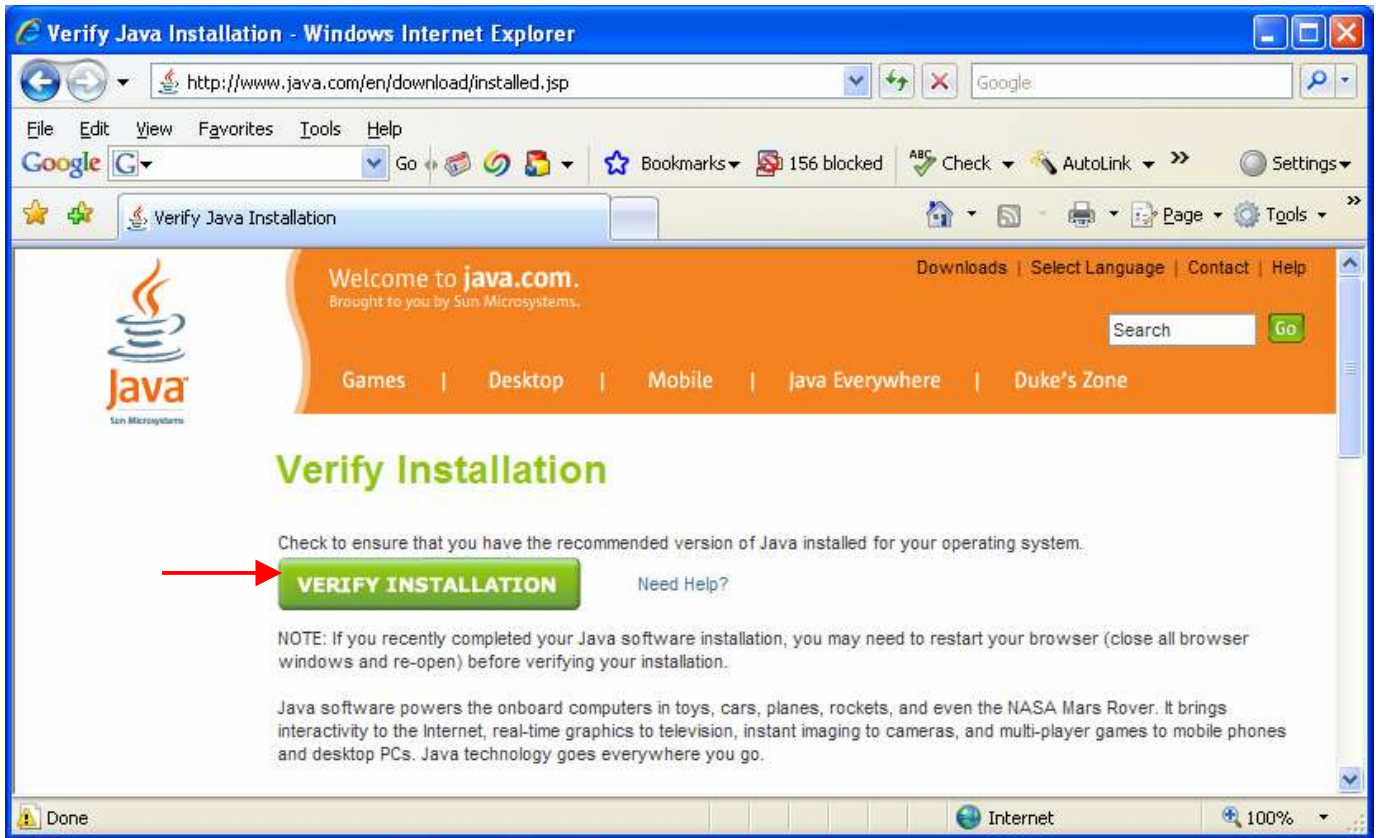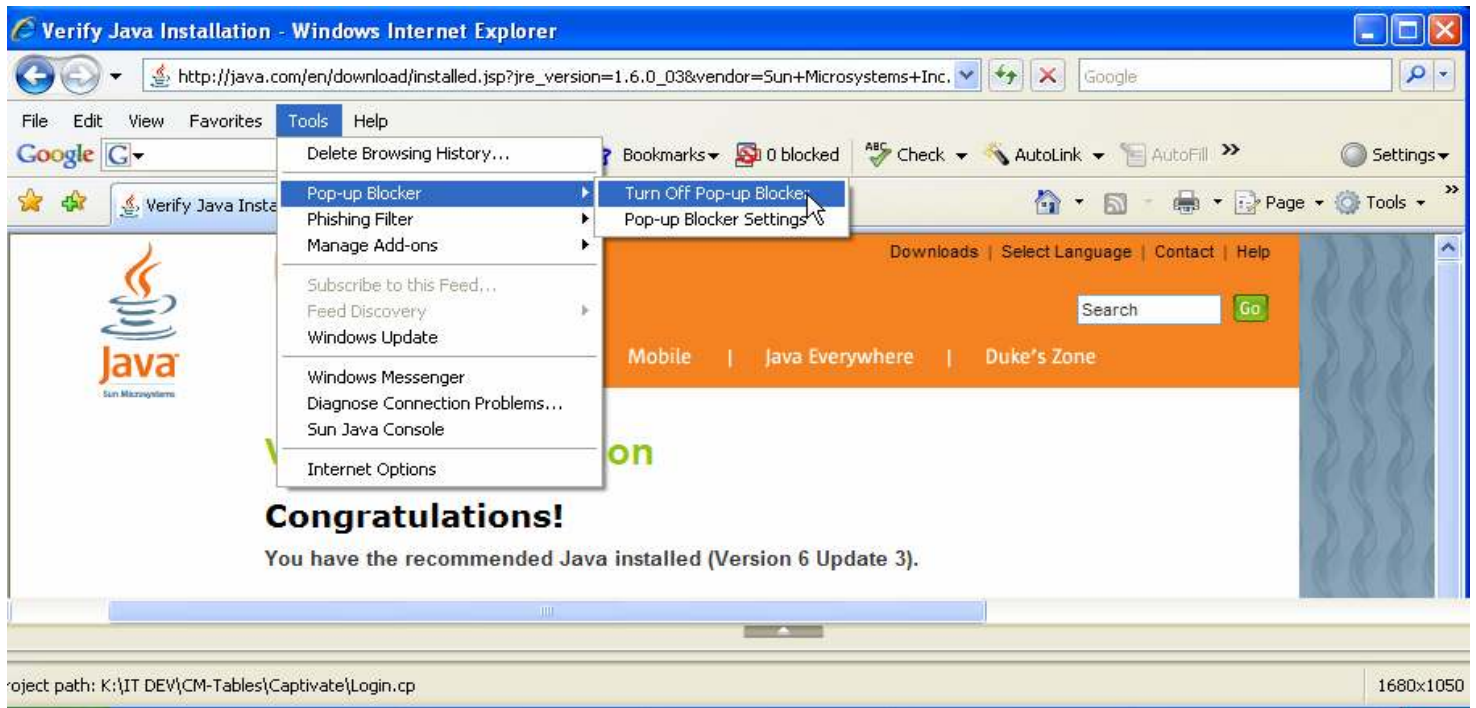
Then Click on *VERIFY INSTALLATION*.
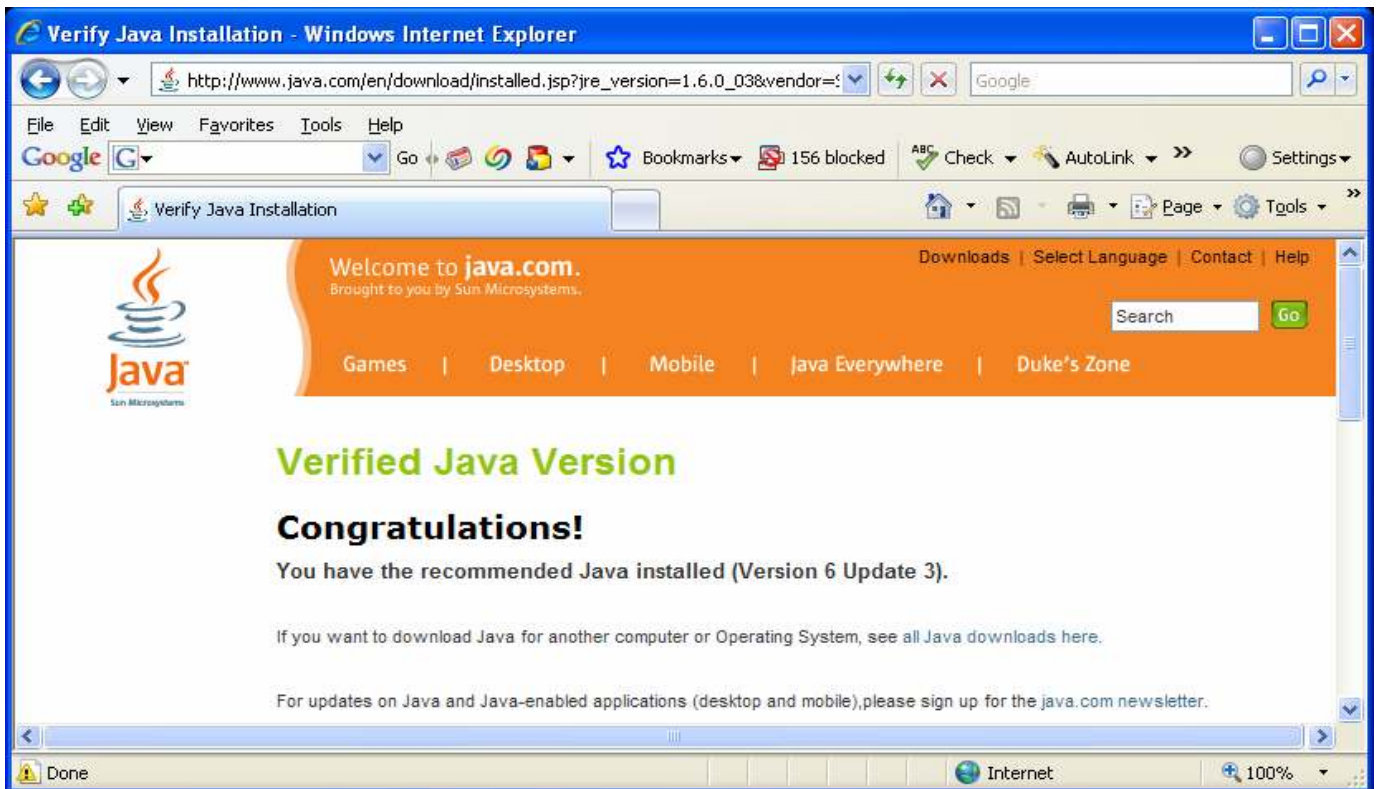
When you are finished with the installation, you will see this page.

Next, we will disable the pop-up blockers. Though it is not explicitly listed as a requirement, you'll want to make sure that all necessary windows for the CM/ECF Application will open. Click on *Tools – Pop-up Blocker – Turn Off Pop-up Blocker*.


If you have a Google or Yahoo toolbar like this machine, you'll also want to turn off that pop-up blocker. In this case, we'll click on *blocked* button in the toolbar.
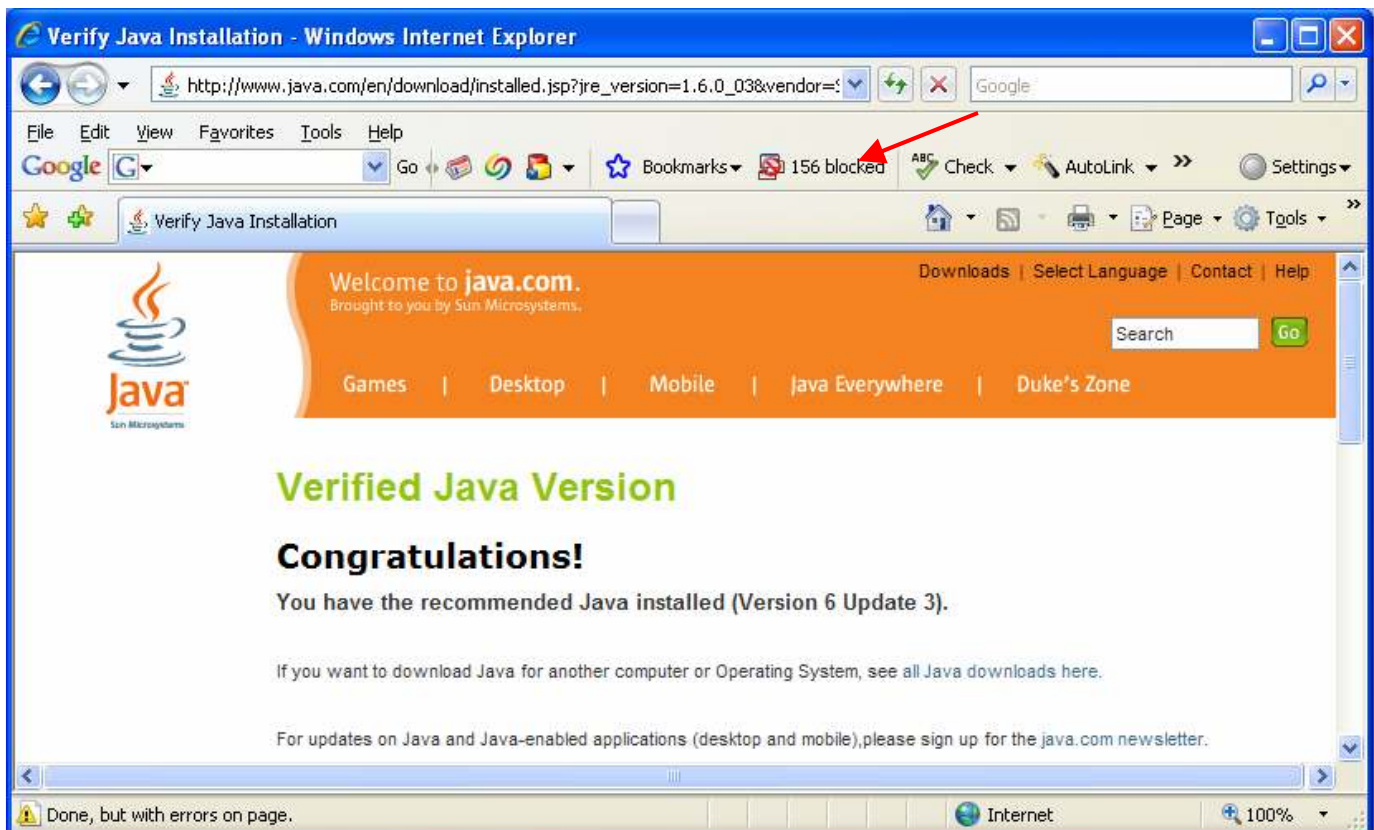
Now we're ready to go to the EFiling website and create a shortcut. Click on the address bar. Type https://cvc.ecf.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login and press Enter.
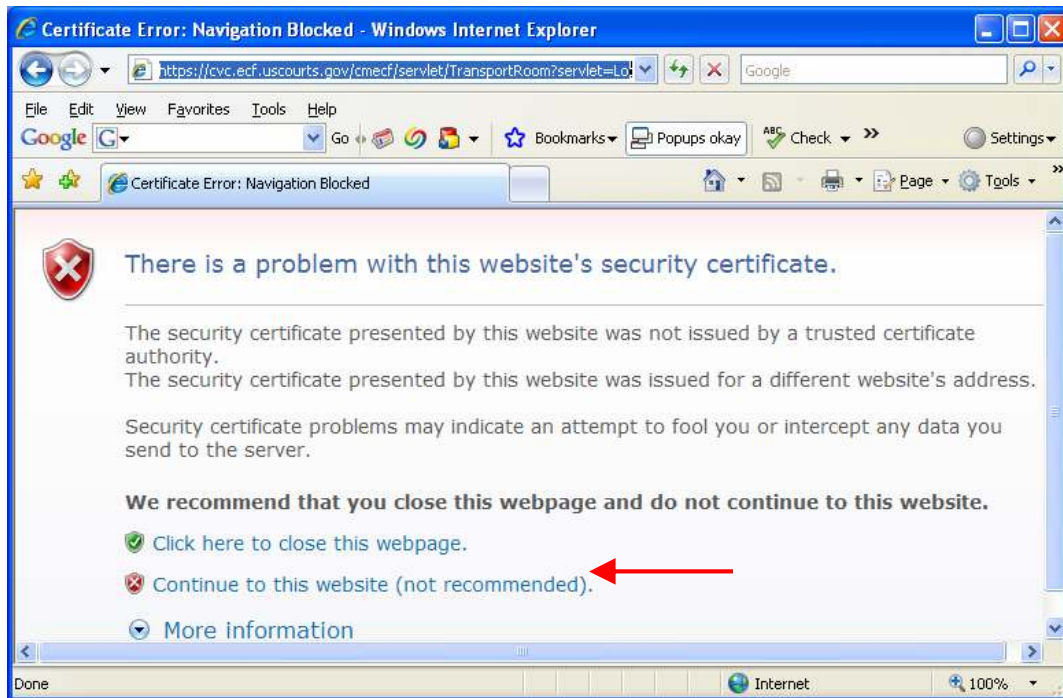

You will get a message about the website's security certificate. It may look a bit different from this screen depending on your browser. Just click Continue and it will take you to the CM/ECF Application Login page. From here, click on *Favorites – Add to Favorites*.
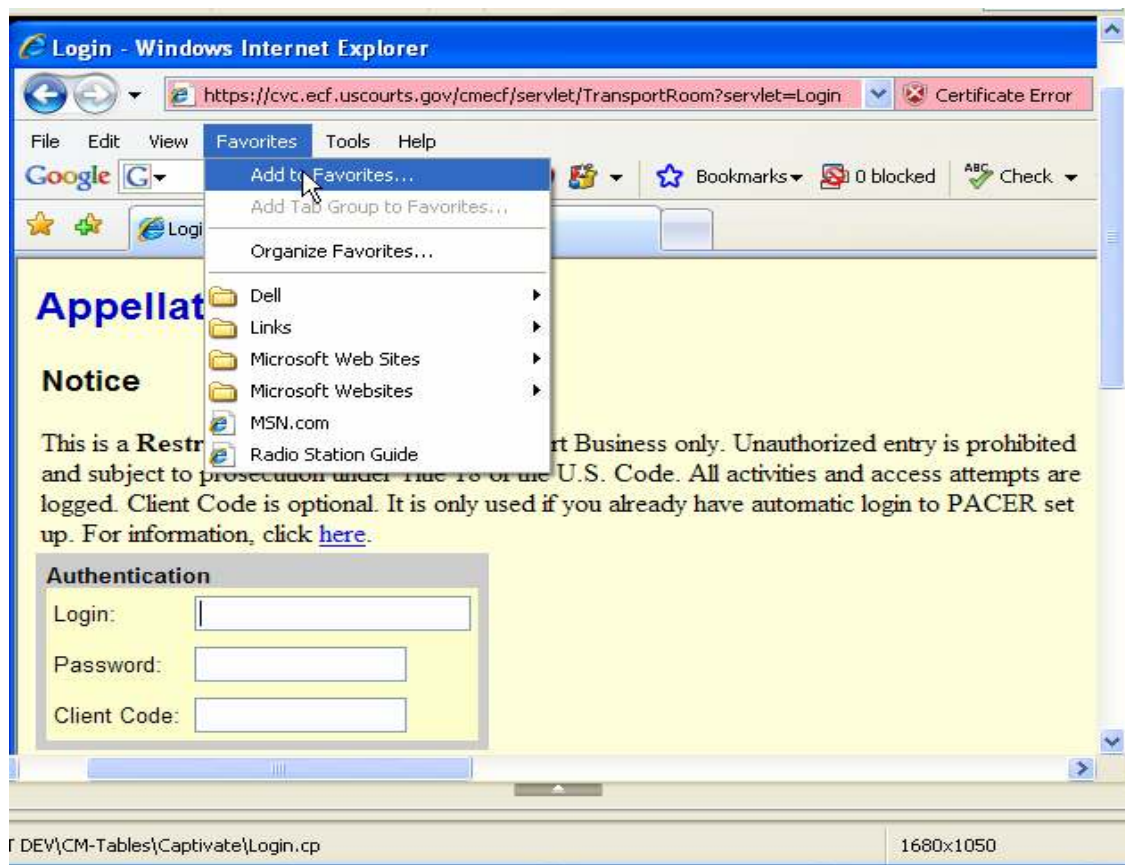
Type in a name, like Efiling, and click Add.
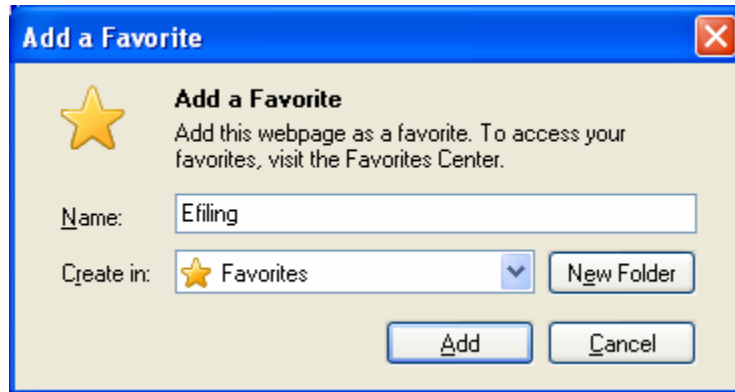
Now if you click on *Favorites* again, you'll see the Efiling shortcut and you can just click on that next time you want to log in to the CM/ECF Application. But since we are already in this page, we can log in. After viewing the videos and reading the manuals, you will have to e-mail the registration form to the Court to receive your login. Enter login and password and click the *Login* button. There is no Client Code.
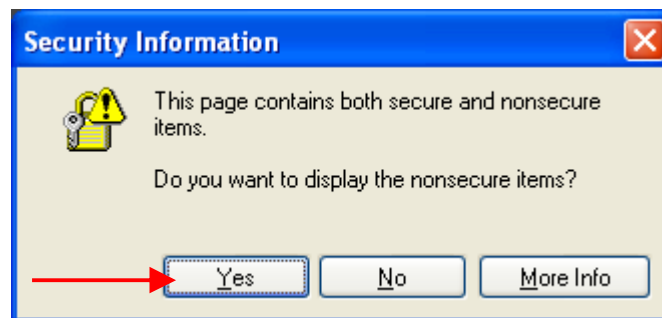
Click *Yes* when you see this window. The first time you log in, you will be prompted by more windows asking for various things you need to run the CM/ECF application. Click *Yes* or *Run* to install the necessary items. In this window, check the box for *Always trust content from this publisher* and click *Yes*.
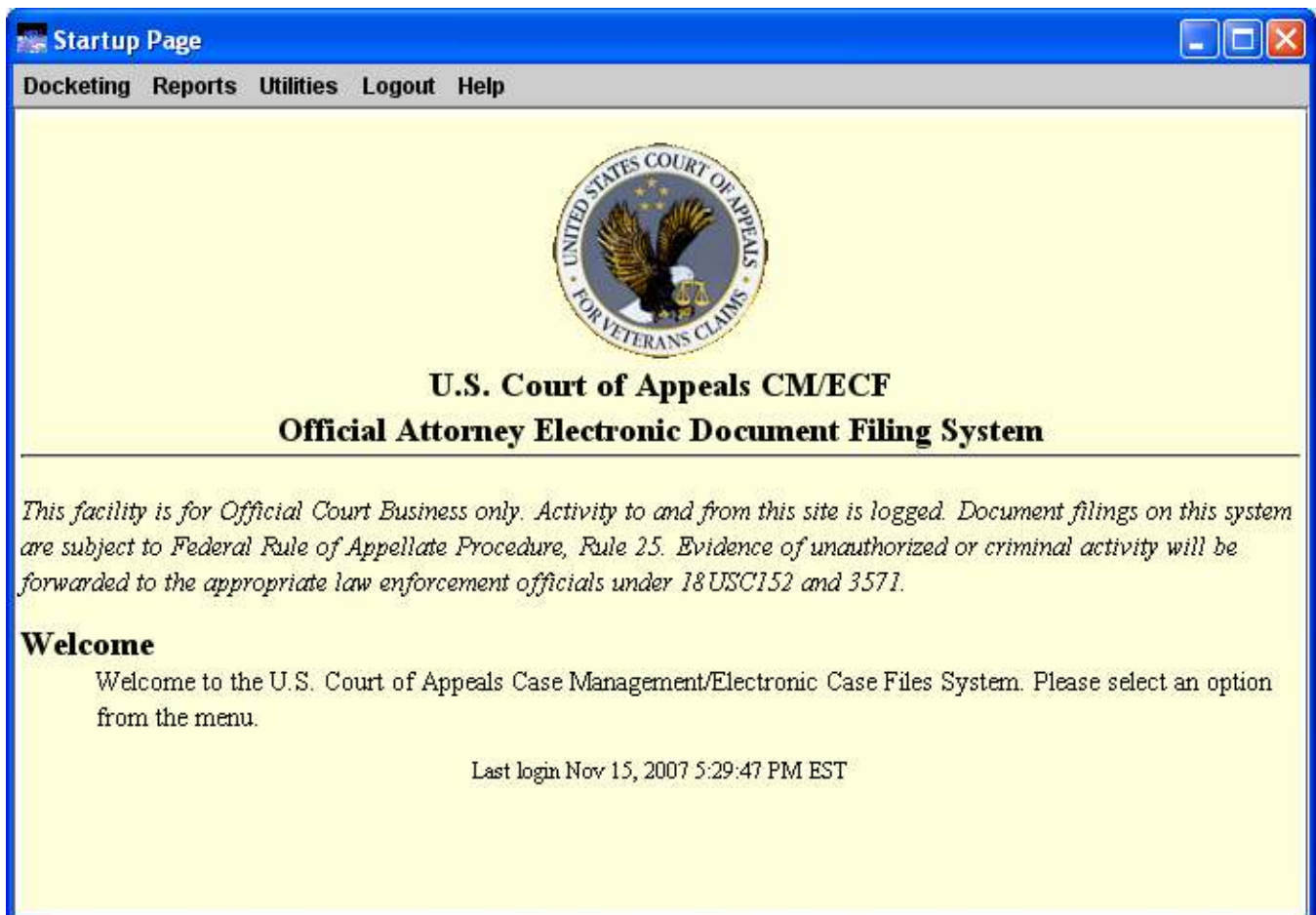
Similarly in this window, check the box for *Always trust content from this publisher* and click *Run*.
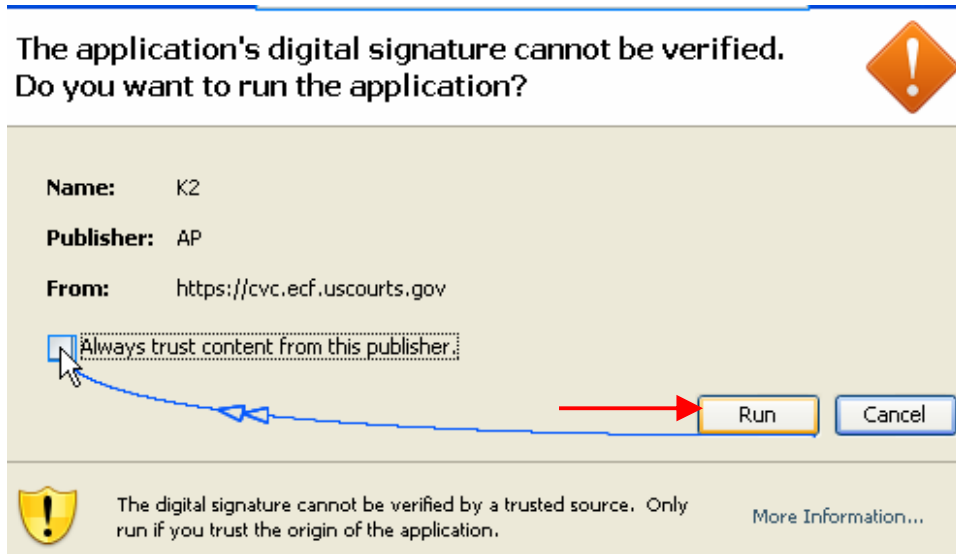

Here is the Startup Page. From here you can click on
- Docketing – to file pleadings
- Reports – to view docket sheets and pleading documents
- Utilities – to change your CM/ECF password
- Logout – to log out of the application properly
- Help – to view the version of the application

For now, we are going to log out of the CM/ECF Application and log back in using the Favorites shortcut we created. EFiling participants should always log out of the CM/ECF Application by clicking *Logout* Menu. Click *Yes* to log out completely.
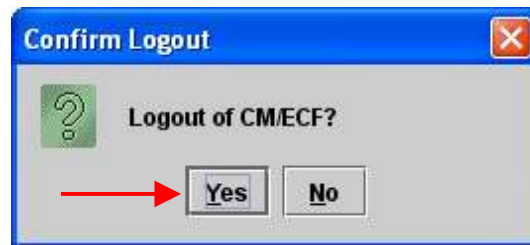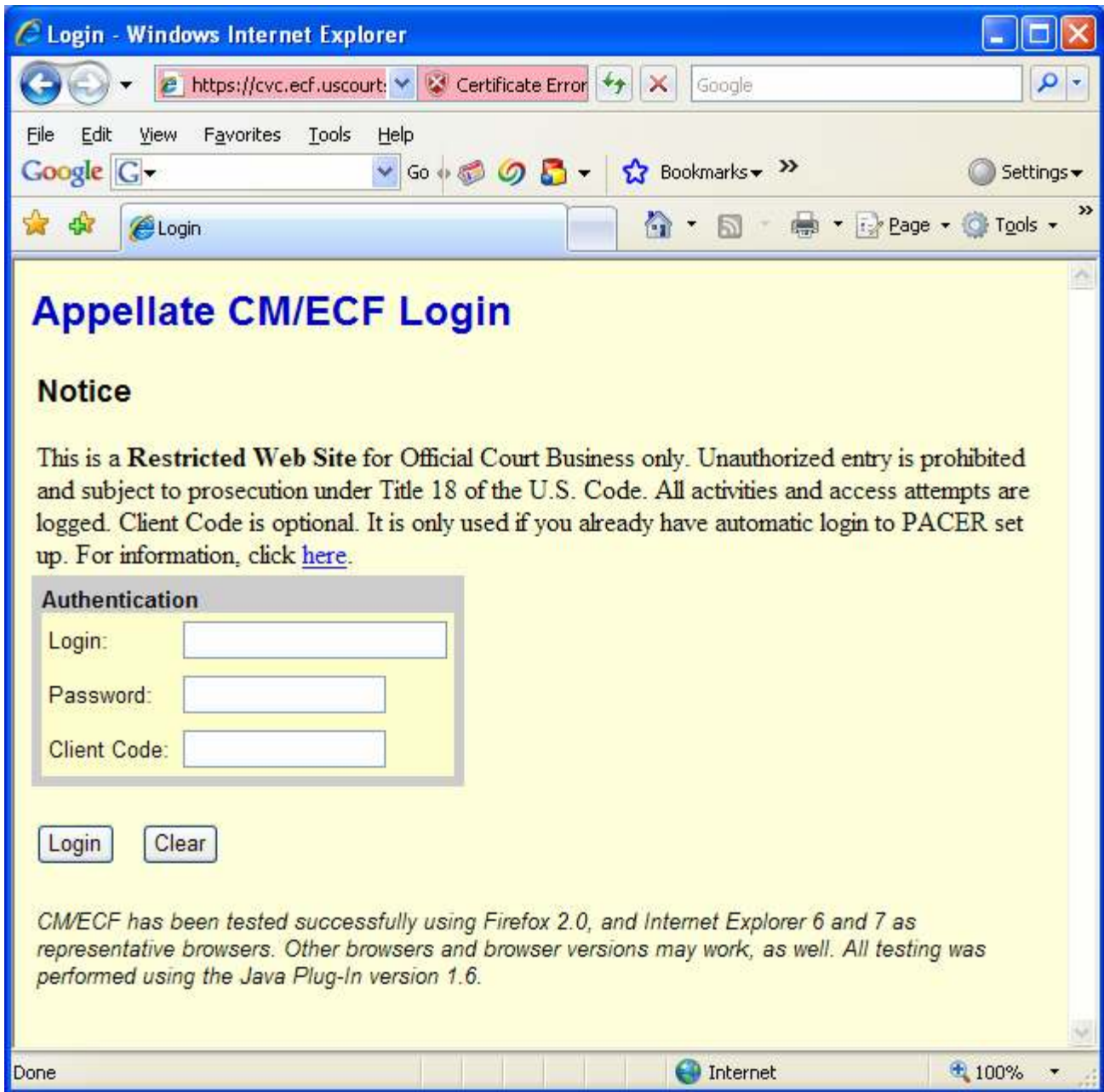

Now let's log back in using the Favorites shortcut. Open the browser and click *Favorites – Efiling*.
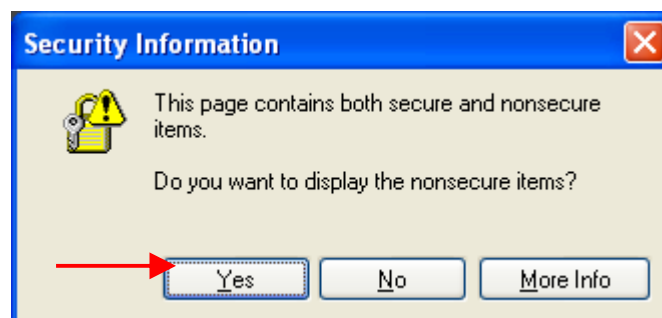

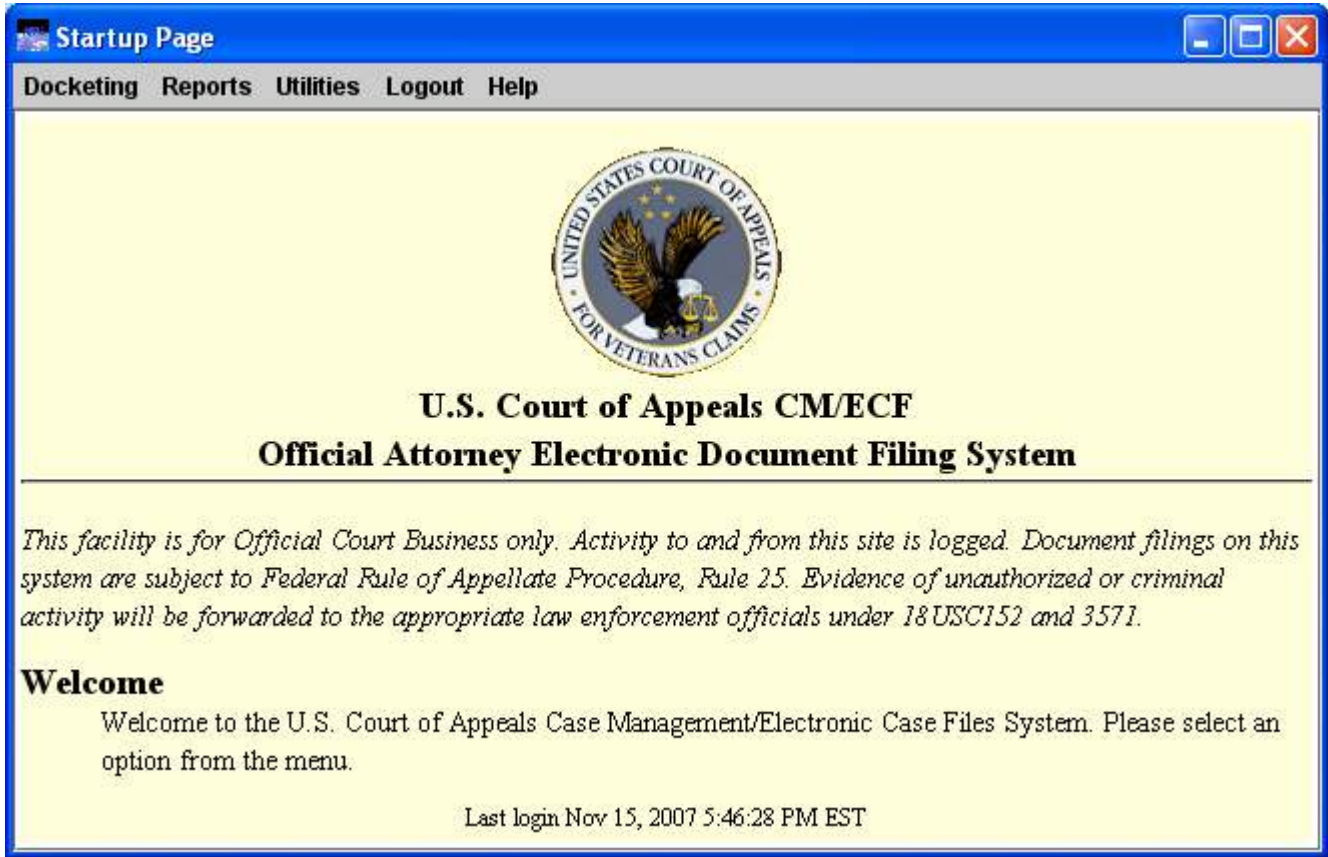Again, click *Continue* when you see the message about the website's security certificate.

In the CM/ECF Login page, enter the login and password issued by the Court. There is no Client Code.
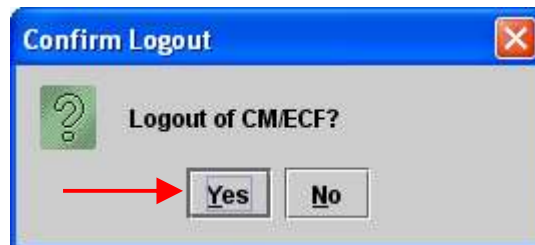

Click *Yes* to Continue.

Here is the Startup Screen.

Now we will log out of the CM/ECF Application properly. Click *Logout – Logout CM/ECF*. Then click *Yes*.

This concludes our Requirements and Login training.