

# U.S. Court of Appeals for Veterans Claims

## CM/ECF (Electronic Case Filing System) Checklist

*As of November, 2007*

**Web Address that Participants will use for E-Filing:**

<https://cvc.ecf.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

### ✚ Getting Started for Participants

- Please complete the Training posted on [www.vetapp.gov](http://www.vetapp.gov).
- Fill out the Registration Form on the website and e-mail it to [efiling@vetapp.gov](mailto:efiling@vetapp.gov).
- Please check the status of your personal computer and make sure that it meets the minimum Operating System and Software requirements to participate (see the Complete E Filing Training Manual).
- The EAJA Application will be e-mailed to [esubmission@vetapp.gov](mailto:esubmission@vetapp.gov) and all subsequent filings will be completed in electronic format via the Court's CM/ECF Application at the URL listed above.

### ✚ PDF Document Considerations

- Do not scan documents that are created in any word processing application such as Word Perfect or Microsoft Word. Instead convert/print them into native PDF Format.
- Supplemental Attachments such as Client Affidavits can be scanned to include signatures and so forth.
- PDF documents must continue to follow the guidelines and rules contained in Rule 32 – Form of Briefs, Appendices, and Other Papers and Rule 39 – Attorney Fees and Expenses.
- PDF documents must have all pages in order and right side up with no missing pages and formatted.
- Each pleading, motion, and brief must be a filed as a separate document.
- All documents must meet the following naming convention to allow the Court to identify the purpose of the submittal.

<i>Documents:</i>	<i>Naming Convention Example:</i>
EAJA Application	EAJA-05-1181.pdf <sup>1</sup>
Secretary/Appellee's Response	Sec-Resp-07-10041.pdf <sup>2</sup>
Appellant's Reply	Apa-Repl-07-10041.pdf <sup>2</sup>
Motions (include short description)	Mot-To-Extend-07-10041.pdf <sup>2</sup>
Appellant's Supplemental Application	Apa-SupApp-07-10041.pdf <sup>2</sup>
Secretary/Appellee's Supplemental Resp	Sec-Resp-SupApp-07-10041.pdf <sup>2</sup>
Other Filings (include short description)	Jt-Mot-Remand-07-10041.pdf <sup>2</sup>

<sup>1</sup> EAJA Applications must include the appeal or petition case number in the file name.

<sup>2</sup> All other pleading documents must include the new EAJA case number in the file name.

#### E-Filing Document Preparation Considerations

- Personal Information such as Social Security Numbers or C-file numbers may not be included in documents and must be **redacted** in scanned documents.
- Documents should be named in accordance with the Court's published approved naming convention for each filing and/or event listing (see above table).
- The signature line must contain the /s/ with the participant's typed name after it to be accepted as an electronic signature.
- Documents should contain the correct case number.

#### Additional E-Filing Considerations

- Verify that the correct case number and party caption information is correct before docketing events for each case.
- The signature line for the participant in the current document must match the username logged into the CM/ECF Application and who is e-filing the document.
- To complete a change of address notice, the CM/ECF user must update their information utilizing the Participant Registration Form which is located on the E-filing Forms web page.
- To change the assigned password for the CM/ECF user, it can be completed utilizing the Utilities menu after logging into the Participants URL listed above. If you have lost or forgotten your password, you must e-mail [efiling@vetapp.gov](mailto:efiling@vetapp.gov) and we will contact you with a replacement password.

 Keep Checking Back – This Checklist Will Continue to Grow!