

CAVC EFILING NEWSLETTER



US Court of Appeals for Veterans Claims, 625 Indiana Ave., NW Suite 900 Washington, DC 20004
<http://www.vetapp.gov> E-mail address: efiling@vetapp.gov Phone: 202-418-FILE (3453)

Miscellaneous Order No. 19-07

The US Court of Appeals for Veterans Claims began the Pilot Program for electronic filing on November 27, 2007. Per Miscellaneous Order No. 19-07, all new applications and subsequent responses to applications filed on or after November 27, 2007, for attorney's fees and expenses under the Equal Access to Justice Act (EAJA), 28 U.S.C. § 2414(d), will be filed through the Court's electronic filing system. Please note that all EAJA pleadings in matters commenced before November 27, 2007, shall be submitted by mail, fax, or as otherwise permitted by the Court's Rules of Practice and Procedure.

[William P. Greene, Jr.](#)
Chief Judge

Norman Y. Herring
Clerk of the Court/Executive Officer

EFiling Web Pages – Visit for Helpful Information

The Clerk's Office has included valuable information on our website that will assist all participants in being successful utilizing the Court's eFiling system. The Court's website has links to Training Modules, Frequently Asked Questions, EFileing Checklists, and the Participant's Registration Form for the USCAVC CM/ECF (Case Management/Electronic Case Filing) system. The Court has also made previous newsletters and a list of all docketing categories and events available on the site.

INSIDE OUR FIRST ISSUE

Miscellaneous Order No. 19-07	1
Status of EFileing	1
EFileing Web Pages	1
EAJA Application Hints	2
Information for Success	2
Frequent EFileing Issues	3
Frequently Used EFileing Events	4
Spam Filters	5
Feedback Requested	5
CAVC EFileing Contact Information	6

Status of EFileing

Since the implementation of the Pilot Program, the Court has opened over 400 EAJA cases and issued more than 150 EAJA grants. In addition, approximately 300 attorneys have completed the training available on the Court's website and submitted the Participant Registration form for their CM/ECF username and password.

Please note that the training section allows the user to view the training with audio and video or simply choose to download and review the manual offline. If the participant elects to view the modules, there are viewing requirements.

Viewing Requirements for the modules:

- Screen Resolution minimum of 1024x768
- [Flash Player](#) 7.0 or higher
- Internet Explorer 6.0 or higher
- Allow time for the video modules to load

Successful EAJA Applications

To be successful in filing your EAJA Applications, the following are mandatory:

- Always include your electronic signature.
- E-mail the EAJA Application to esubmission@vetapp.gov.
- Document(s) must be in PDF Format.
- All private identifiers must be redacted.
- Documents must be named per the Court's published naming conventions and must include both docket numbers.



*The Court of Appeals for Veterans
Claim Bar Association
<http://www.cavcbar.net>*

CM/ECF E Filing Help Desk

Available Monday through Friday
9:00 AM to 4:00 PM
202-418-3453 (FILE)
efiling@vetapp.gov
* do not use for filings *

Information for Success

The Court's e filing system has specific requirements that must be met by the participant in regards to the computer operating system that the participant uses for e filing. The following items are technical requirements:

- The Operating System must be Windows 2000 or later (XP and Vista are supported).
- The JAVA Client installation must be at least version 1.6.x or higher. Version 1.5 is not supported.
- All documents must be converted to PDF and therefore, each computer system must have a PDF Writer.
- POP-UP blockers must be disabled or the Court's E Filing website must be added to the Exception List.
- Internet Explorer Version 6.x or 7.x are supported.

"In furtherance of its mission, the Court also seeks to help ensure that all veterans have equal access to the Court and to promote public trust and confidence in the Court."



*US Court of Appeals for Veterans Claims –
Logo*

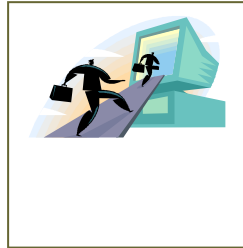
Frequent E Filing Issues

1. **Efiler cannot submit a document once logged into the CM/ECF Application.** This particular issue is normally found to be caused by a failed or incomplete installation of the latest JAVA Client.
2. **Sending paper copies the Court.** The Miscellaneous Order No. 19-07 stated that all new EAJA matters would be started in the Electronic Filing system on or after November 27, 2007. Paper copies for all new EAJA Matters are not needed and will not be accepted. The filings must be done electronically.
3. **Not sending new EAJA Applications electronically.** E-mail to esubmission@vetapp.gov
4. **Not including Electronic Signatures.** All filings must include the electronic signature of the participant who is the named attorney/participant on the matter. An example of an electronic signature is included below:

/s/ John S. Doe
John S. Doe
2020 Whatever Street
City, State Zip

NOTE: "/s/" must precede the filer's typed name

5. **Selecting the wrong category or event.** The docket text is a clue to what you are filing. Pay attention to the docket text and if it doesn't agree with what you are filing, then you have potentially selected the wrong category and/or event.



CM/ECF will allow you to EFile online from anywhere at any time and also review Docket activity online from anywhere!

6. **A list of events and categories are available on the Court's website.** Check this list frequently as the Court is updating it as needed.
7. **Not using separate docket entries and codes for each motion/event.** An example is a filing event for a motion for leave to file and then a second filing event is needed to file/docket the pleading.
8. **Not updating your e-mail address.** As a reminder, the Notices of Docket Activity are now the parties' service. If the Notice of Docket Activity e-mail is returned as undeliverable, that means the court does not have your current e-mail address or there is an electronic issue. Note that Efiling is mandatory for all attorney participants, and it is necessary for all attorneys to advise the court whenever their e-mail address changes.
9. **Filings do not include both docket numbers.** Once the case has been opened in the CM/ECF System, it is assigned a new docket number. However, all subsequent pleadings are required to reference the original docket number and the new CM/ECF docket number.

“

Frequently Used Event Categories and Events

- *Appellee’s Response to EAJA Application:*
 - *Select “EAJA” for Category*
 - *Select “EAJA Appellee Response” for Event*

- *Motion for Extension to file Appellee’s response to EAJA Application*
 - *Select “EAJA” for Category*
 - *Select “CAVC Motion Filed” or “CAVC Motion File – Opposed” for Event*
 - *Select “Extensions” for Relief Category with a description of “extend time to file appellee EAJA response”*

- *Motion for Leave to File (when requesting to file late pleadings)*
 - *Select “EAJA” for Category*
 - *Select “CAVC Motion file” or “CAVC Motion Filed – Opposed” for Event*
 - *Select “Processing” for Relief Category with a description of “leave to file”*

- *Notice of Appearance for the attorney*
 - *Select “EAJA” for Category*
 - *Select “CAVC Attorney Appearance” for Event*

NOTE: *That if you are not listed as a party for a case, you will not be allowed to file any events except for “Notice of Appearance”. Once the Appearance has been approved, then the other Event Categories will be available.*

SPAM FILTERS

Notices of Docket Activity (NDA) are sent via e-mail. If you have noticed that you aren't receiving your NDA's, then you might want to look no further than your company's e-mail spam filters. The Court recommends that you request that an exception be made to your e-mail spam filters so that all electronic filing notices are not rejected due to your company's spam filters.



*** Request that your IT department make an exception in the E-Mail Spam Filters for the Court's e-mail domain. All EAJA electronic filing notices will come from the @ao.uscourts.gov and @vetapp.gov domains! ***

FEEDBACK REQUESTED

The Court's website is updated as information is received by users and/or identified as necessary. Please submit feedback for the Electronic Filing web pages and any suggestions for additional material needed on those pages that will allow all E Filing Participants to be more successful with our Pilot Program and future implementation.

Please submit to: efiling@vetapp.gov

Thank you in advance for your submittals.

*"Forward
Thinking"*

*The Court is on
target for Final
Phase of E Filing
during
Summer 2008.*

US Court of Appeals for Veterans Claims

625 Indiana Ave., NW, Suite 900

Washington, D.C. 20004

E-Mail:

EFiling@vetapp.gov

E-Submissions:

esubmissions@vetapp.gov

[EFiling Desk](#)

[202-418-File or](#)

[202-418-3453](#)

We're on the Web!

Visit us at:

<http://www.vetapp.gov>

CAVC
EFILING NEWSLETTER

March 2008
VOLUME 1, ISSUE 2