Reports Training Manual

Welcome to Part II of the US Court of Appeals for Veterans Claims Electronic Filing Training Module. The Court has implemented an application called CM/ECF which stands for Case Management and Electronic Case Filing. The application is 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.
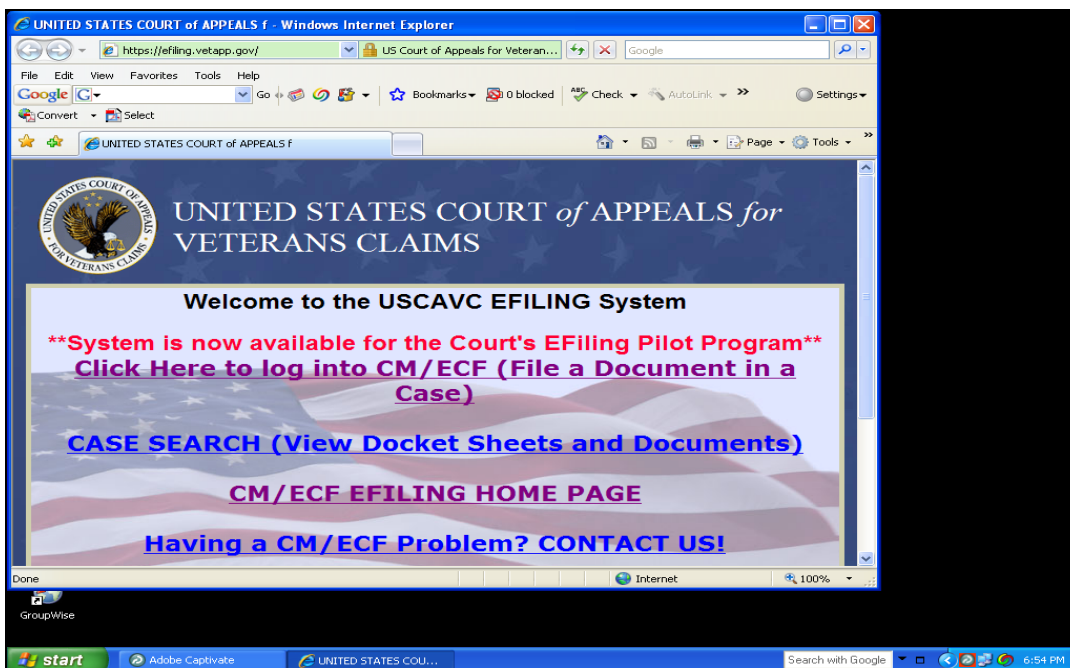
NOTE: ALL PARTS OF THE TRAINING MUST BE COMPLETED. THE REGISTRATION FORMS REQUIRE THAT THE PARTICIPANT CERTIFY TO THE COURT THAT THE TRAINING HAS BEEN COMPLETED.

Here are the topics that will be covered in this training:
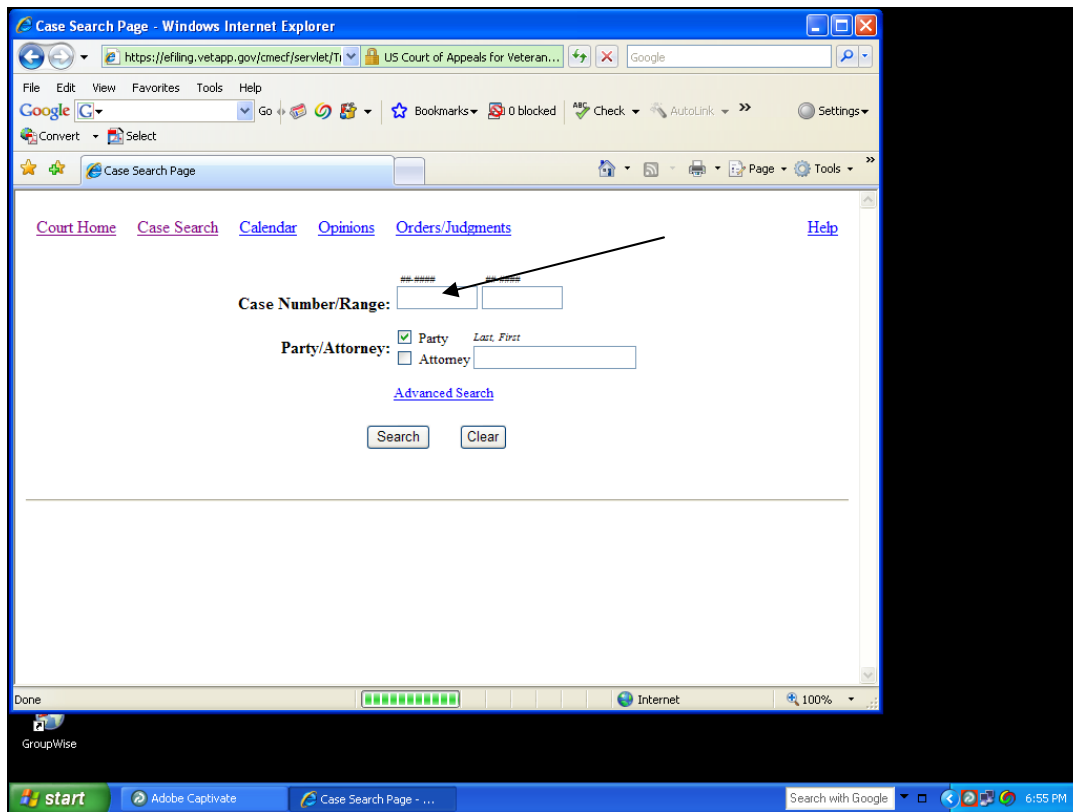
1. How to Access the Court's Docket Reports from the Efiling Case Search Page
2. How to use the different search options available on the Case Search Page
      a.   Case Number
      b.   Appellant's Last Name
      c.   Wildcard Search
      d.   Attorney's Last Name
3. How to access and view documents that are available from the Public Docket Report

Step 1:   **Accessing the Court's Docket Reports from the Efiling Case Search Page**

The US Court of Appeals for Veterans Claims considers most but not all docket sheets and pleadings as public documents, therefore there is no login required to view the public documents. The Court's Case Search Page is available on the Internet. The user will open a web browser such as Internet Explorer and type in the Court's Efiling web address or URL to reach this page. The URL is https://efiling.vetapp.gov.
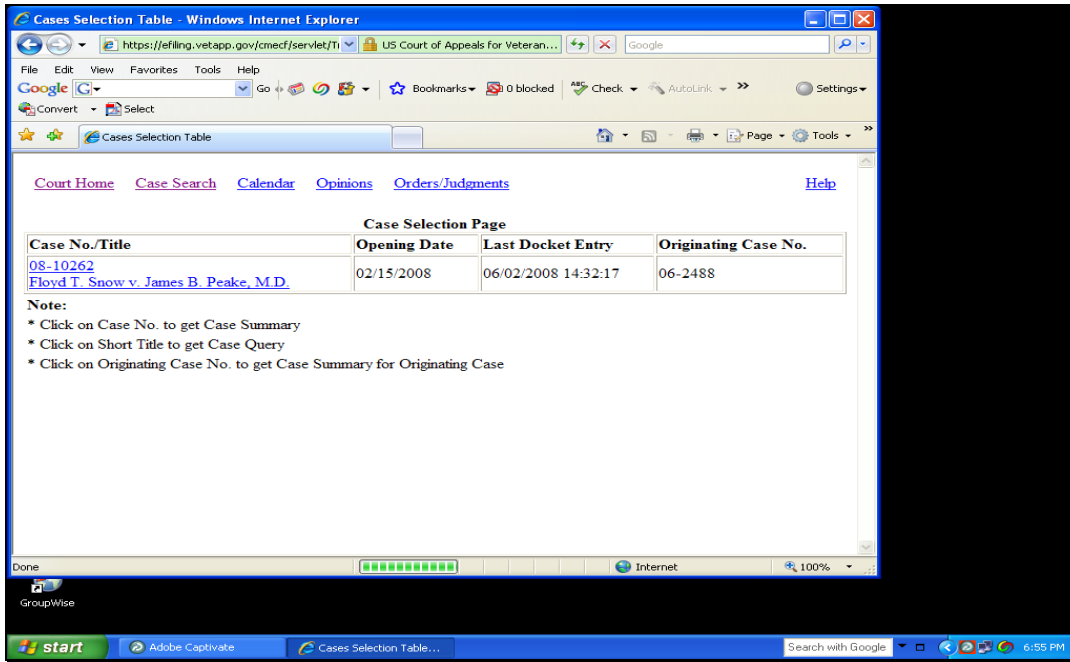
From the Efiling webpage which is shown above, please select/click the CASE SEARCH (View Docket Sheets and Documents). Once the user has made that selection, the Court's Case Search page as shown below will open.
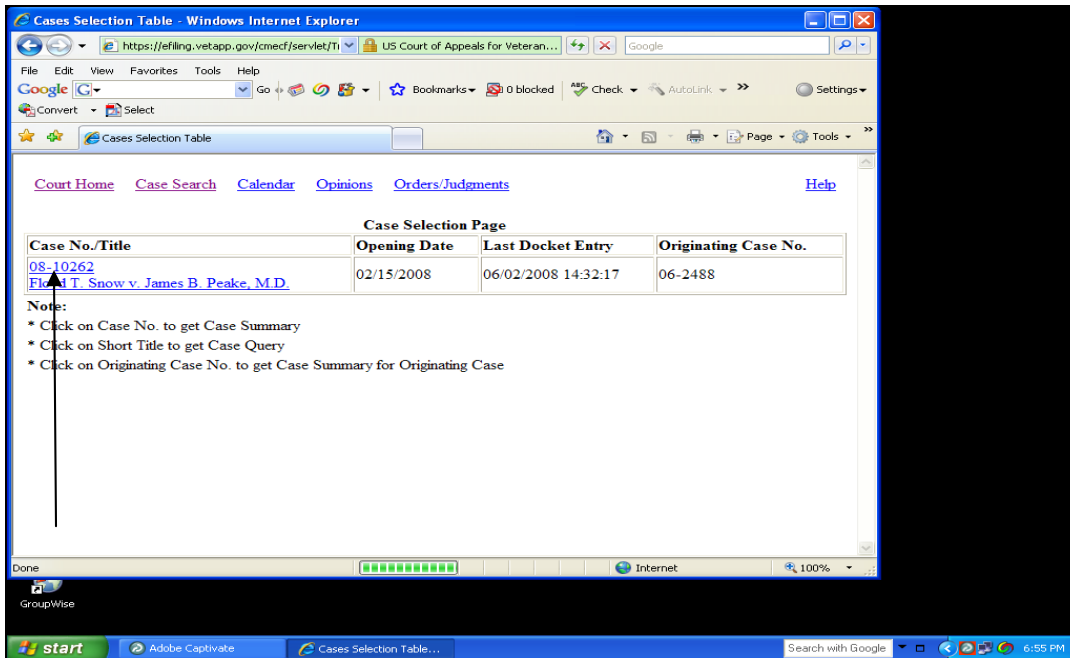

Step 2: Use the different search options available on the Case Search Page
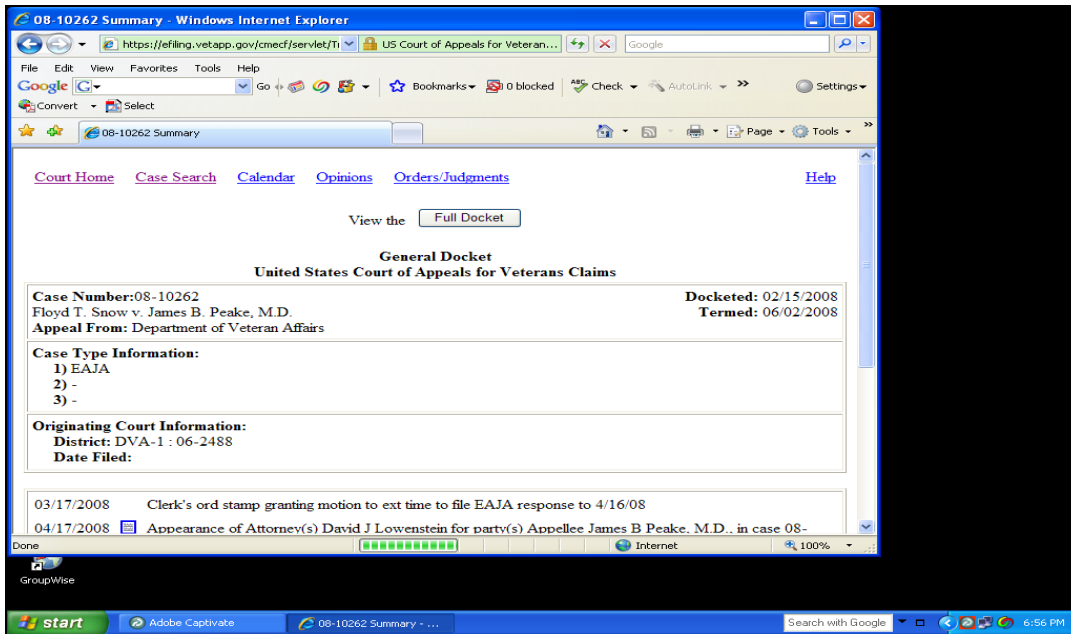
Search Option A – By Case Number
To view the docket sheet of a particular case, type the case number in the first Case Number box on the Case Search Page and click Search. For this example, type 08-10262 for the case number and click Search. The Case Selection Page will open – see below:
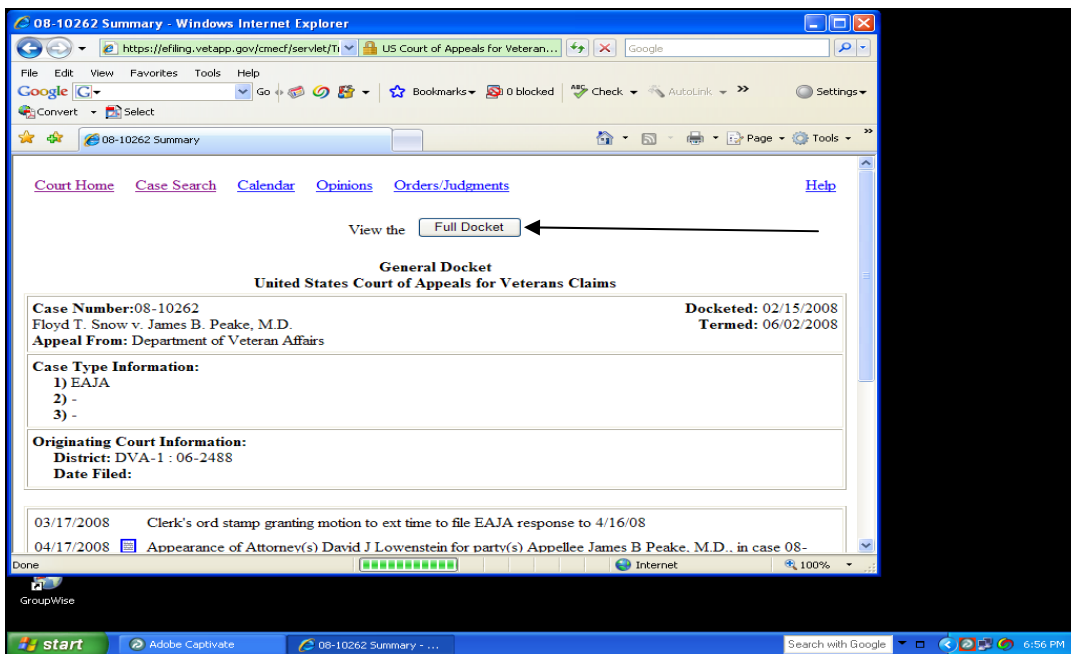
After the Case Selection Page opens, the user must click/select the Case No. Link on the Case Selection Page to view the General Docket Report (the Public docket).
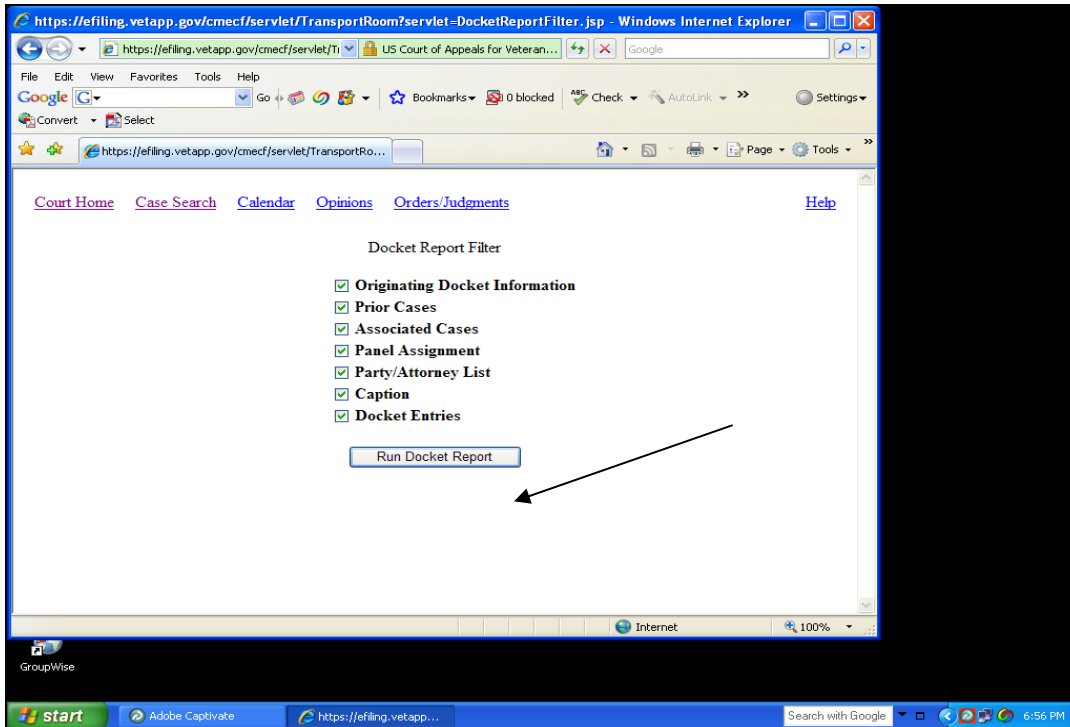
After the user select the case number presented above, the General Docket Report will open. See Below:
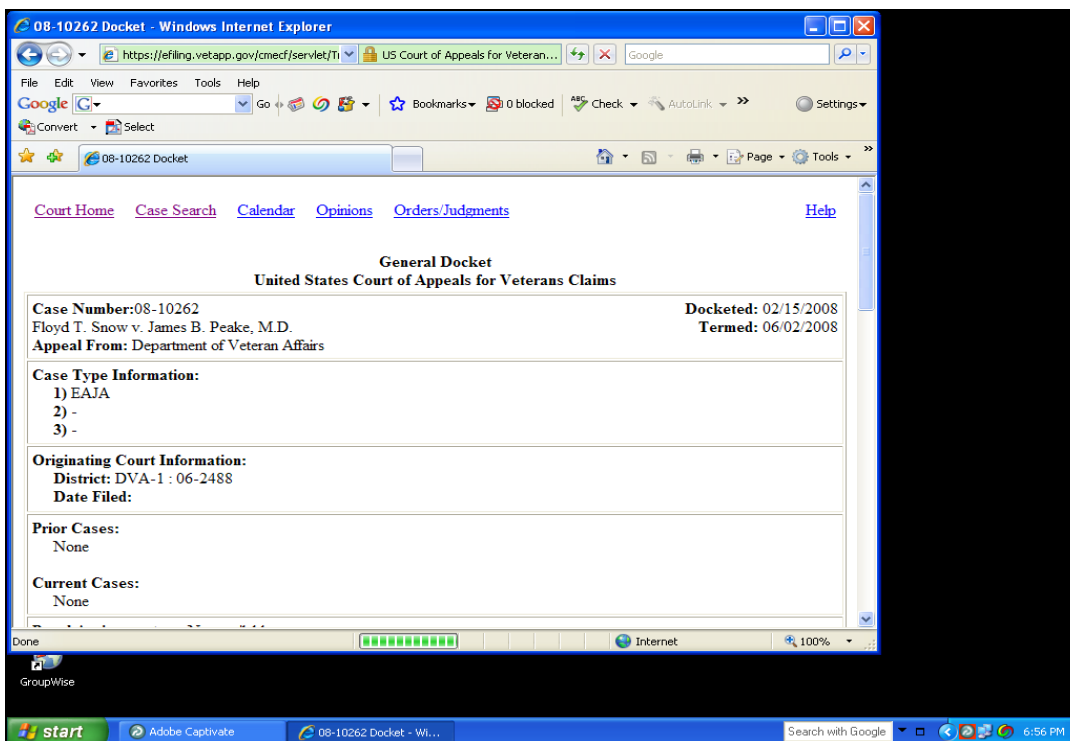

The General Docket Report above will list the last 10 transactions posted to the docket for this case. However, the user can view the entire docket sheet by selecting the button titled "FULL DOCKET".
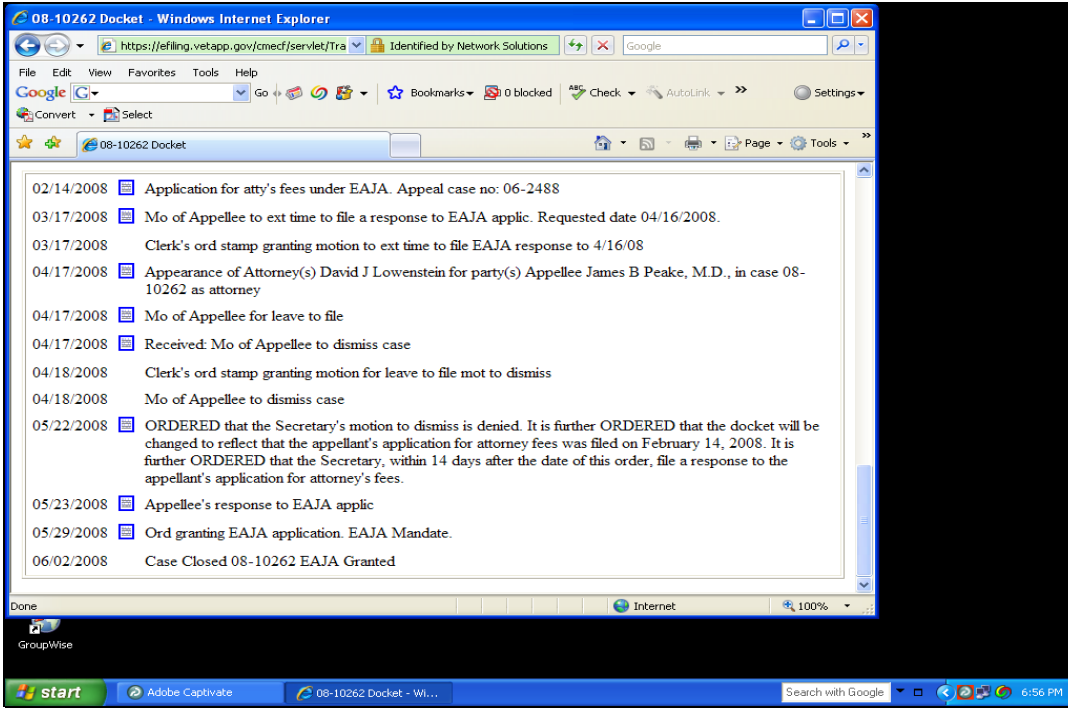
After the user selects the Full Docket Report Button, the Docket Report Filter Page will open. This filter page allows the user to select different options to be used to filter the report. Once the filter selections have been made, select the option to Run Docket Report. See below:

After the option to Run Docket Report has been selected, a new General Docket Report will open with additional details dependent on the Filter Options selected in the prior window such as Originating Docket Information (if applicable).
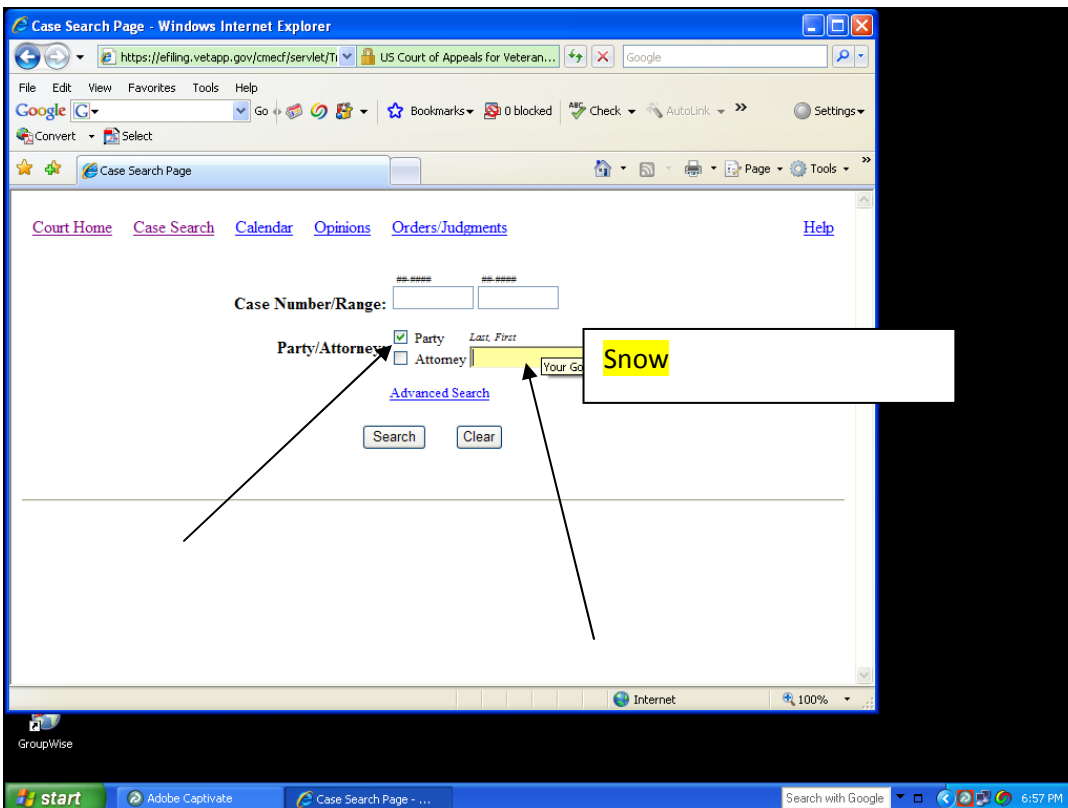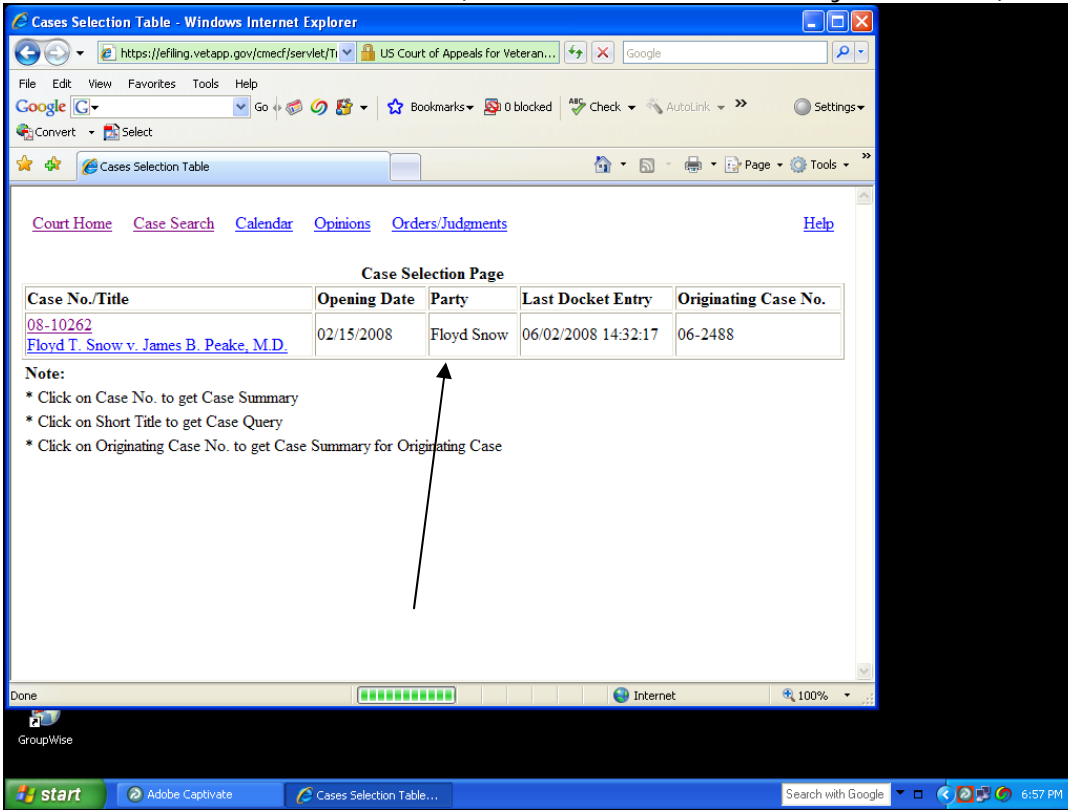
Docket Sheet Continues:

Search Option B – By Party's Last Name:

Starting on the Case Search Page, the user can search by a Party's Last Name. Select the box next to Party and then type in the last name of the Party to search on. Example: Snow
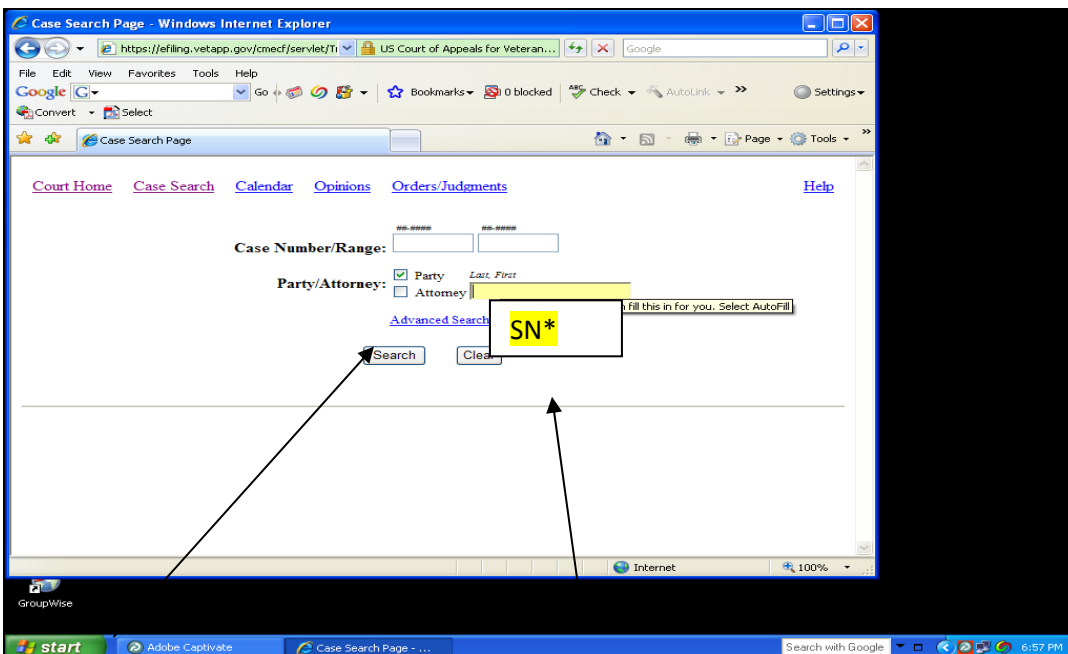
For this example, this search will use the last name of Snow. After clicking on the Search button, the results window will be returned (in this search, there is only one result).

Search Option C – Wildcard Search:

A Wildcard Search can be used to find cases by using just a few letters of either the party's name or the attorney's name. This option is useful when the User doesn't know the correct spelling of either. To use the feature successfully, select the box next to either the attorney or the party and then put in a couple letters of either and add an asterisk to it. An example would be: SN* (which would search on all names that start with SN).
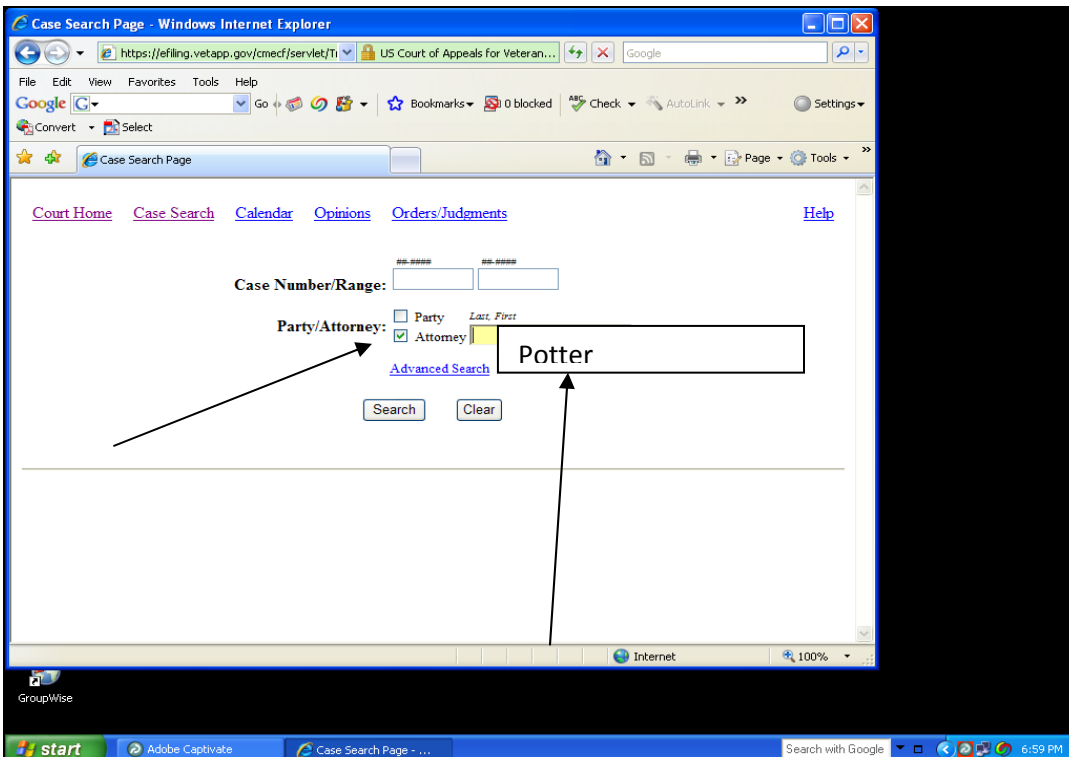
The following is an example of the Case Selection Page Results that the User might receive from a Wildcard search using the above:
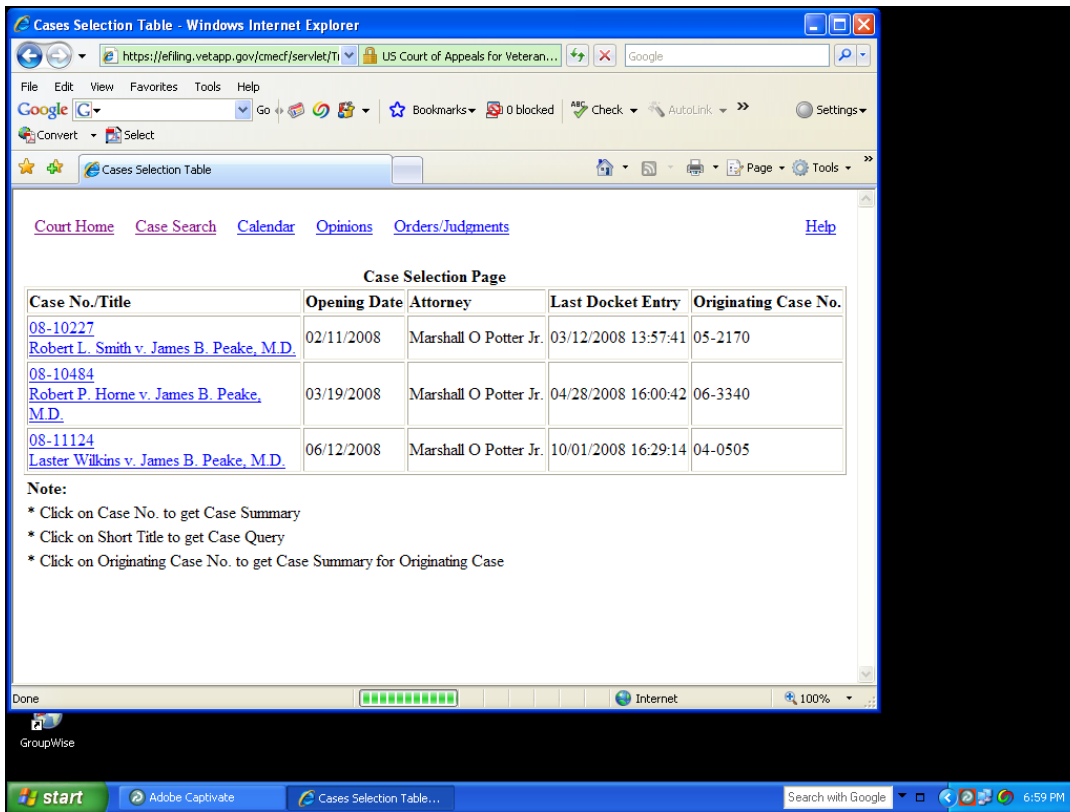

Search Option D – Attorney's Last Name:

The user also has the option to search by Attorney's last name. This option is similar to the Party Search feature except that the user will select the box next to attorney and deselect the box next to Party. The user then types in the last name of the attorney and select the Search Button:
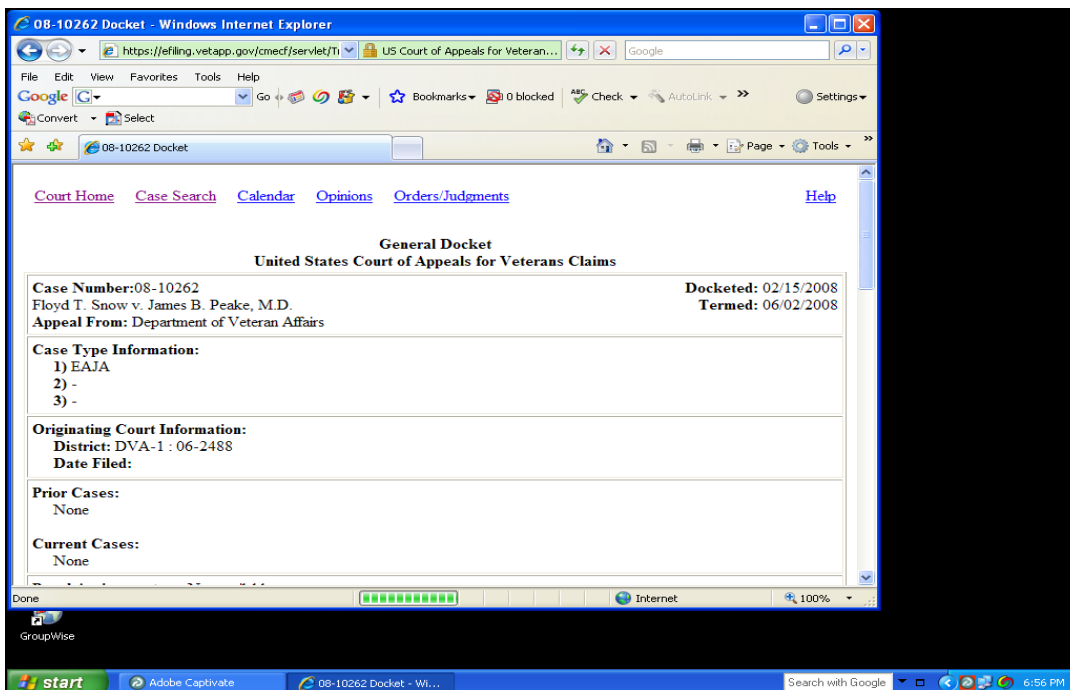
After the user selects the search button, an example of sample results for the Case Selection Page is show below.
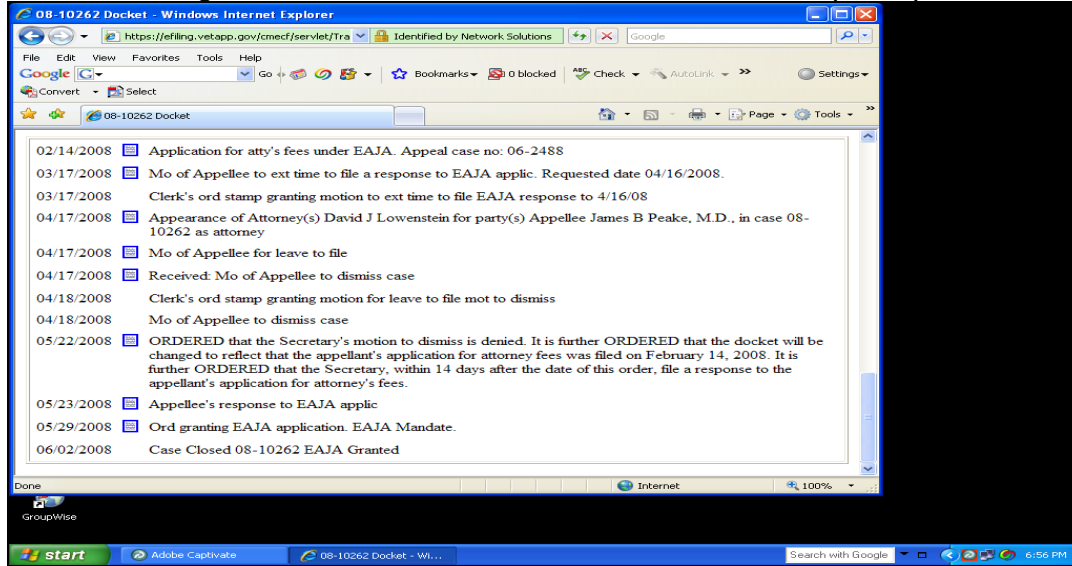

Step 3:   Accessing and viewing documents from the Court's Public General Docket Reports
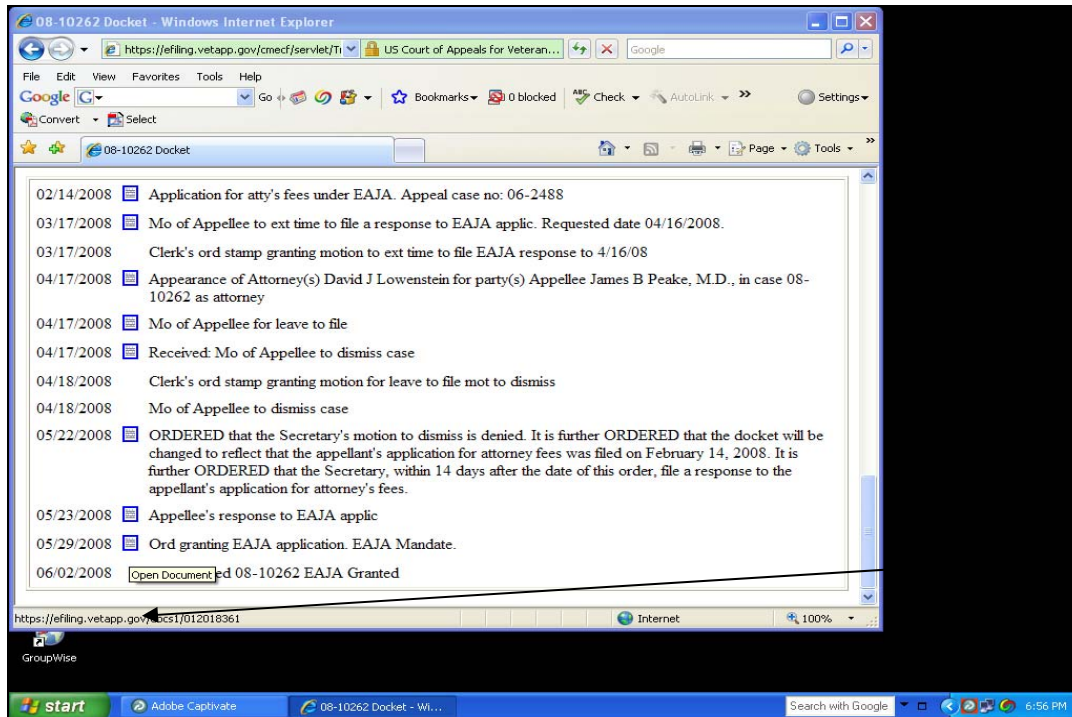
The user can view documents such as pleadings and briefs from the Court's General Docket Report. The user would run the General Docket Report as presented above:
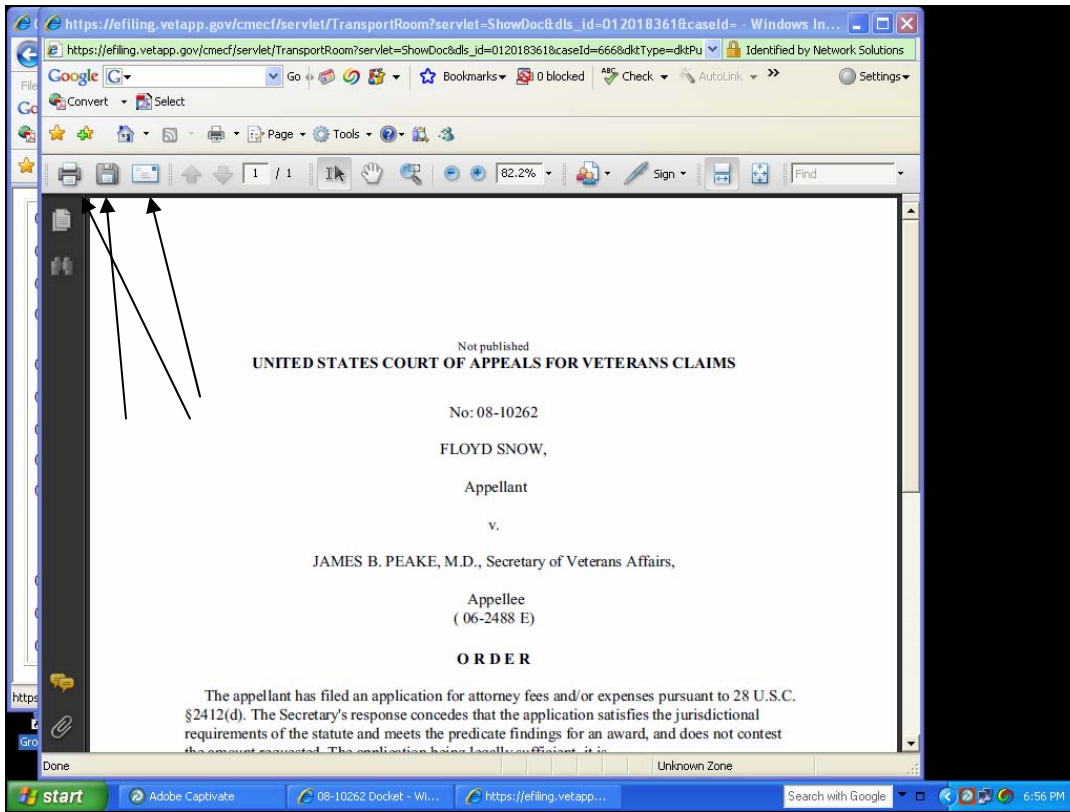
Here's a listing of some of the docket entries on one example report:

The Efiling User should note that all documents that are viewable from the General Docket Report have a blue square box next to the dated docket entry. If the blue square box does not have a lock on it, then the document is viewable from the Public General Docket Report. All documents in CM/ECF are PDF documents.

To view the document, just double click on the blue square and the document will open (the user will notice that a new web browser window will open). The User then has the option to save the document locally, print it or email (notice the icons on the windows toolbar).

When the user is finished viewing the document, select the X box in upper right hand cornet to close the document. When you close the document, the user will be returned to the docket sheet. Click the Case Search link to go back to the main Search page.

This concludes the Report – Case Search Page Training.