Consolidated Training Manual

US Court of Appeals for Veterans Claims

1. **Getting Started – Checklists and Document Tips**
2. **Requirements and Login**
3. **Reports**
4. **Docketing**

US Court of Appeals for Veterans Claims
Getting Started – Checklist and Document Tips

Checklist:

- Windows 2000, XP or Vista PC
- Install Java client version 6.0 or more recent
- Turn off popup blocker or add site to the exclusion list
- Install a PDF Writer
- Add login page to the Favorites:

  https://efiling.vetapp.gov
- Add the Docket Reports page to the Favorites:

  https://efiling.vetapp.gov/cmecf/servlet/TransportRoom? Servlet=CaseSearch.jsp
- Review training modules posted on the website
- Email the completed Registration form to efiling@vetapp.gov to receive your CM/ECF username and password
- Case initiating documents for Appeals and Petition pleadings in addition to conventional methods of filing can be submitted electronically by attaching the documents to an email sent to esubmission@vetapp.gov
- EAJA applications should be filed in the CM/ECF application by the Filing User starting October 14th, 2008 and should no longer be emailed to the Court.

US Court of Appeals for Veterans Claims
Getting Started – Checklist and Document Tips

Document Tips

- Case initiating documents such as Notice of Appeal or Petition for Extraordinary Relief should have supporting documents such as Fee agreement and/or Notice of Appearance submitted as separate documents from the case initiating document.

- For other pleadings such as EAJA Applications, all parts of the pleading such as exhibits and attachments should be submitted as one PDF document when filed by the Filing User in CM/ECF.

- All personal identifiers should be redacted from documents that are not designated as locked documents (Locked Document Example: Notice of Appeal).

- All documents must be submitted as a native PDF.

- To create a PDF from pictures, images or multiple documents, the Filing User can copy and paste pictures into the PDF document.

- In Microsoft Word, try using the Insert – File or Insert – Object feature to incorporate other Microsoft Word or PDF files into the document
- After incorporating all parts of the pleading into one document, convert the file into a PDF format
- For most PDF Writers, click File – Print then select the virtual PDF printer. Save the PDF file in the appropriate folder

US Court of Appeals for Veterans Claims

CM/ECF Training Part 1 – Requirements and Login

Part 1 – Introduction to the Requirements and Login Training Manual

- *The following are the objectives of this training module. Once the module has been completed, the Efiling User will have been introduced to the following:*
  - Review of the application and software requirements
  - How to verify the version of the web browser
  - How to verify the version of Java
  - How to change the browser's popup blocker settings
  - How to login to the Court's Efiling Application
  - How to logout of the Court's Efiling Application

Requirements and Login Training Manual

Welcome to 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 represented parties and the Court will be able to docket events, file pleadings, and retrieve court documents instantly through this application 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 change popup blocker settings
5 How to log in to the Court's CM/ECF Application
6 An introduction to the CM/ECF Application Startup Page
7 How to log out properly

Step 1: Review of the application and software requirements

First, please 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 with Windows 2000, XP or Vista (MACS are not supported for this application)
- A fast internet connection
- Adobe Writer or equivalent software that can generate native PDF's (not Adobe Reader)
- A browser (Internet Explorer 6 or higher or Mozilla Firefox 2.0 or higher)
- Java Version 6 or higher

NOTE: PC's with Windows98 and earlier Operating Systems are not supported.

> The Adobe Writer (or equivalent) 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 Mozilla Firefox as long as you have Java 6 installed.

Step 2: Verify version of Internet Explorer

Double click on the icon and open Internet Explorer. On the menu, click on Help and About Internet Explorer. A new window will open and show the current version of Internet Explorer. This machine happens to have Internet Explorer 7 which allows Java 6 to be installed on it.

Step 3: Verify the version of JAVA

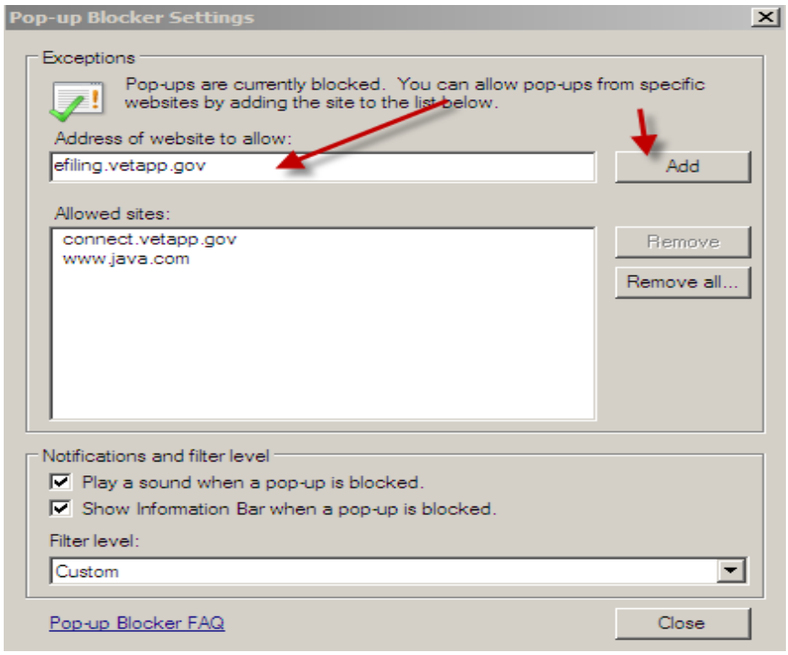
Verify that Java 6 or higher is installed. With Internet Explorer open, type in www.java.com in the address bar of the browser and press enter.

When the page loads, click on the FREE JAVA DOWNLOAD button if the website detects that JAVA is not installed. If you do not have Java installed, follow the directions on the JAVA website to download and install Java.

If JAVA is installed, please verify the version installed by selecting the option to VERIFY JAVA VERSION. Follow the directions on the website to verify and/or install any JAVA Updates.

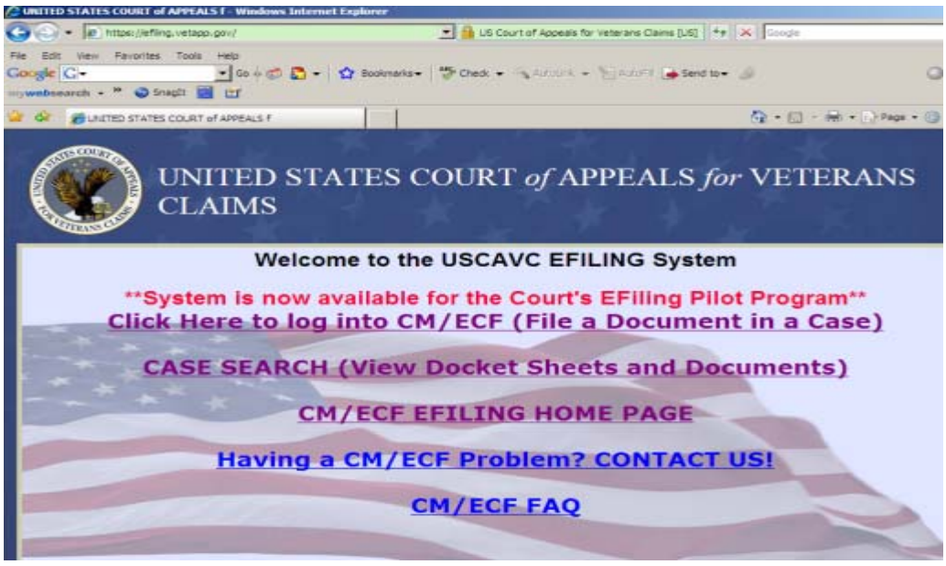
Step 4: Changing pop-up blocker settings

With Internet Explorer open, select Tools, Pop-Up Blocker and Pop-up Blocker Settings. A new window will open. In the field titled "address of website to allow", type in the efiling website. The URL address is https://efiling.vetapp.gov and then select ADD.

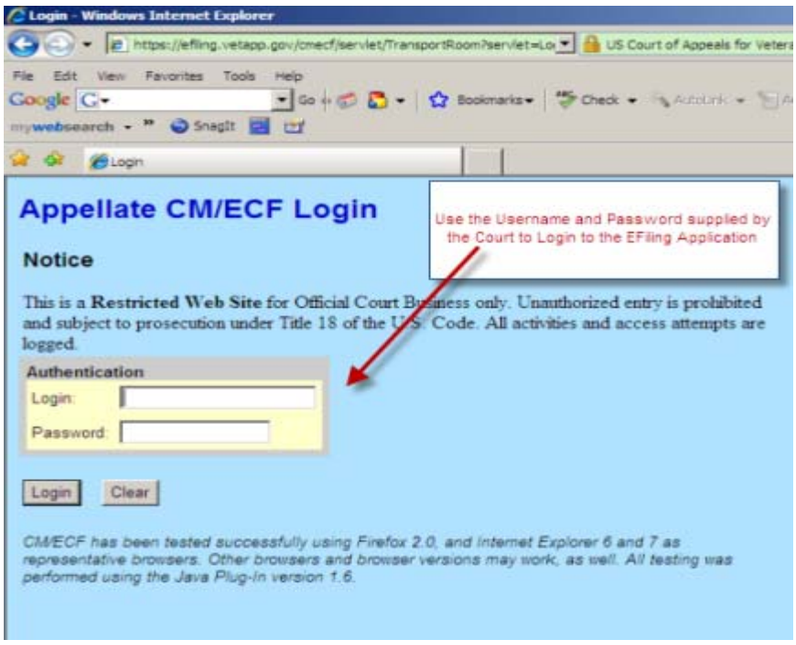


Step 5: Logging into the Court's CM/ECF Application

With the Internet Explorer browser window open, type in the URL for the Court's EFiling website in the address bar. The address is https://efiling.vetapp.gov.

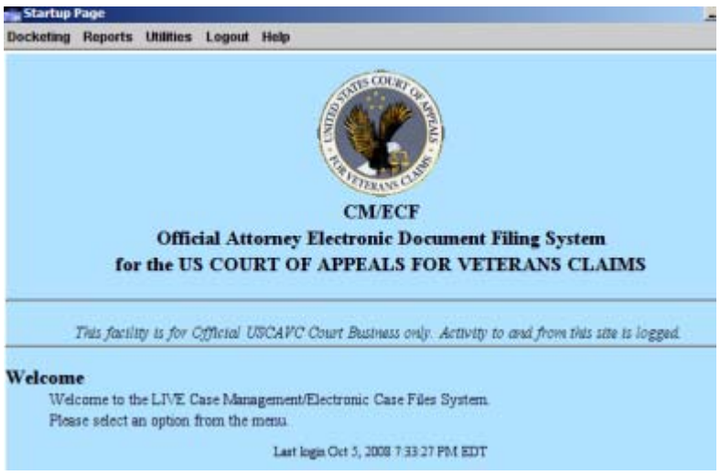


Select the option of "Click here to log into CM/ECF (File a Document in a Case). Once that selection is made, a new Window will open and the login page will be displayed. Utilize the username and password supplied by the Court upon receipt of your registration form and then select "Login".



After selecting the option to login, two windows will appear similar to the following. Please note that these two windows must remain open to successfully use the Application.

Startup Page



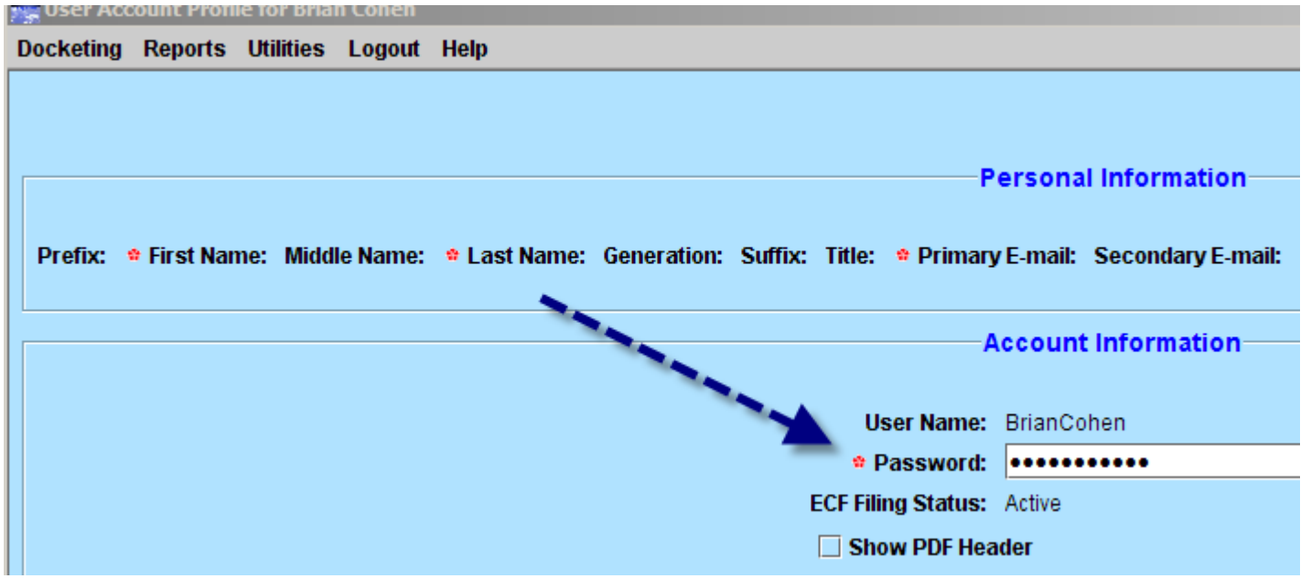
CM/ECF Application Gray Window – must remain open! If closed, the Application will exit.

Step 6: Introduction to the Startup Page Menu Items

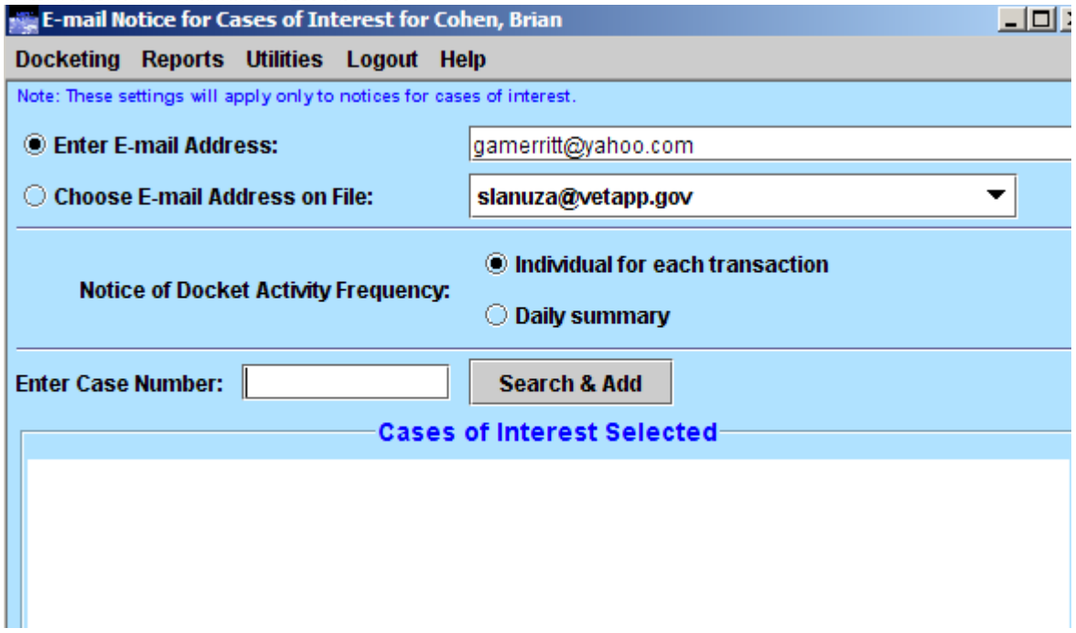
For the EFiling User, there are five menu options. The two critical menu options are "Docketing" and "Reports". From these two menu options, the EFiling user can file documents with the Court and view the most current Docket Report.

Additionally, the EFiling User can use the Utilities option on the Menu to change the login password and subscribe to ENotifications for "Notice of Cases of Interest".

Password Change:



Subscribe to Cases of Interest:



Step 7: How to Logout of the Application

To successfully and properly logout of the CM/ECF Application, select the Logout Option off of the menu on the Startup Page. Please make sure that the gray CM/ECF Application window closes after selecting the logoff option. A quick way to verify that the Windows are closed is to simply close all of the Internet Explorer Windows.

Click Logout – Logout CM/ECF. Then click Yes.

This concludes our Requirements and Login training.

US Court of Appeals for Veterans Claims

CM/ECF Training Part 2 – Reporting (Docket Sheet)

Part 2 – Introduction to the Reports (Docket Sheets) in CM/ECF

- *The following are the objectives of this training module. Once the module has been completed, the Efiling User will have been introduced to the following:*
  - Accessing the Court's Docket Reports from the Efiling website
  - The different search options available on the Case Search Page
  - How to view documents that are linked to the Court's Docket Reports

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.

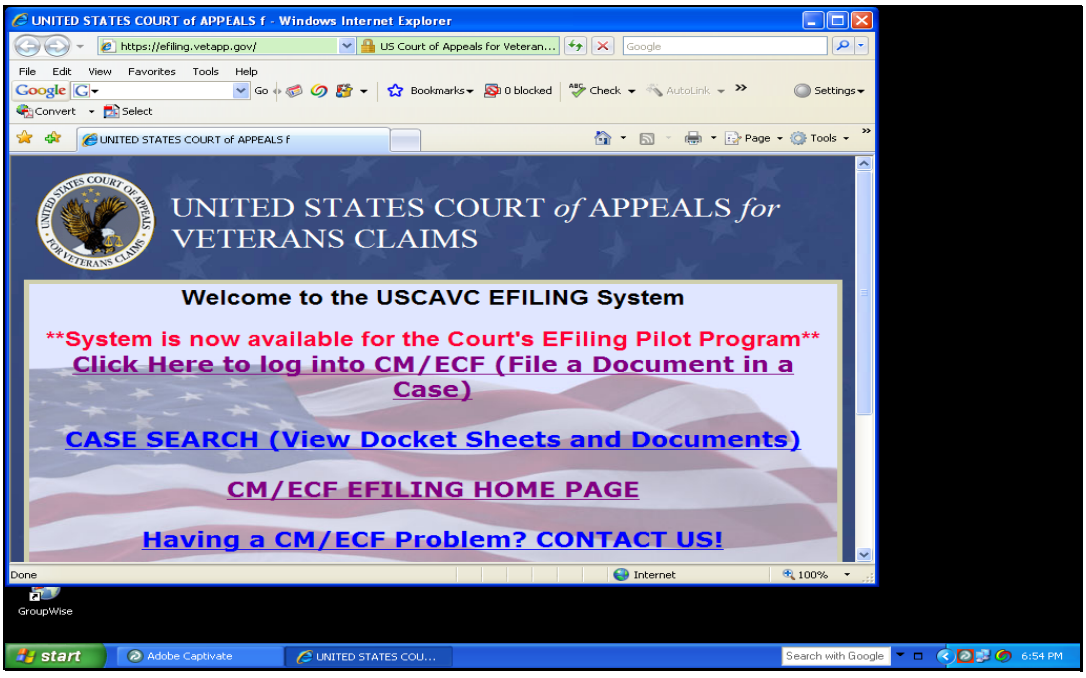
NOTE: ALL PARTS OF THE TRAINING MUST BE COMPLETED. THE REGISTRATION FORMS REQUIRE THAT THE PARTICIPANT CERTIFY TO THE COURT THAT THE TRAINING HAS BEEN COMPLETED.

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

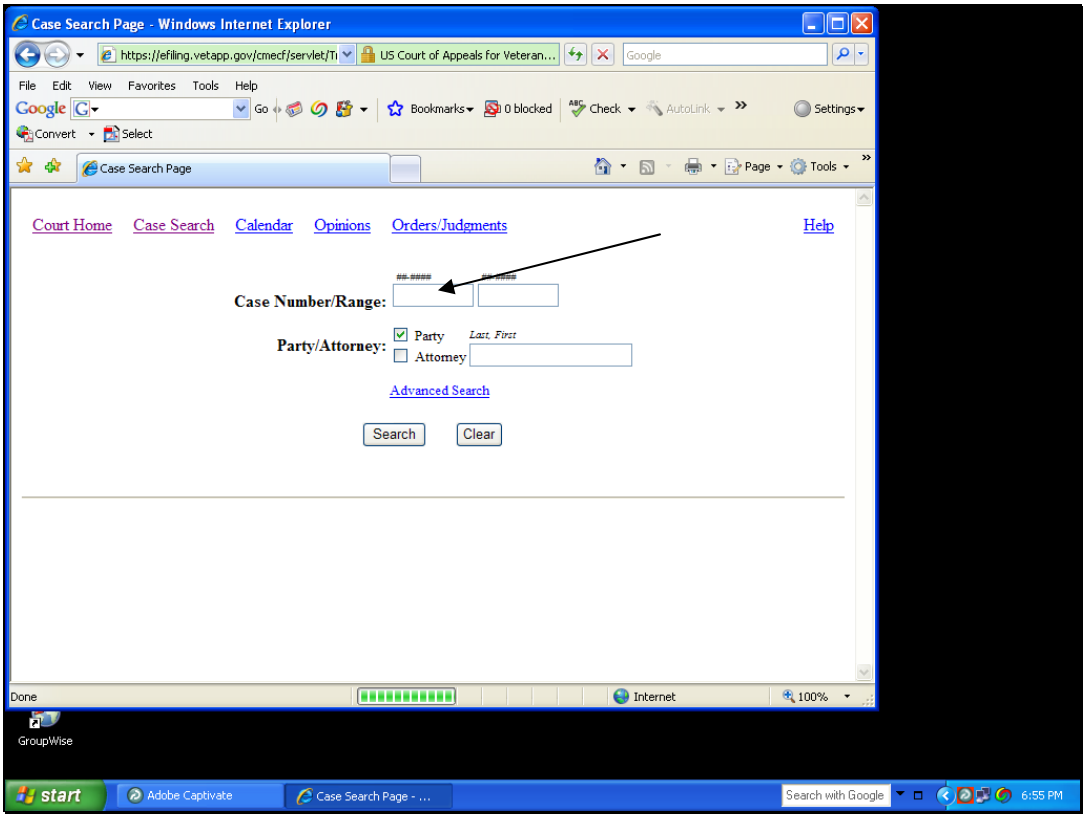
1. How to Access the Court's Docket Reports from the Efiling Case Search Page
2. How to use the different search options available on the Case Search Page
    a. Case Number
    b. Appellant's Last Name
    c. Wildcard Search
    d. Attorney's Last Name
3. How to access and view documents that are available 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.



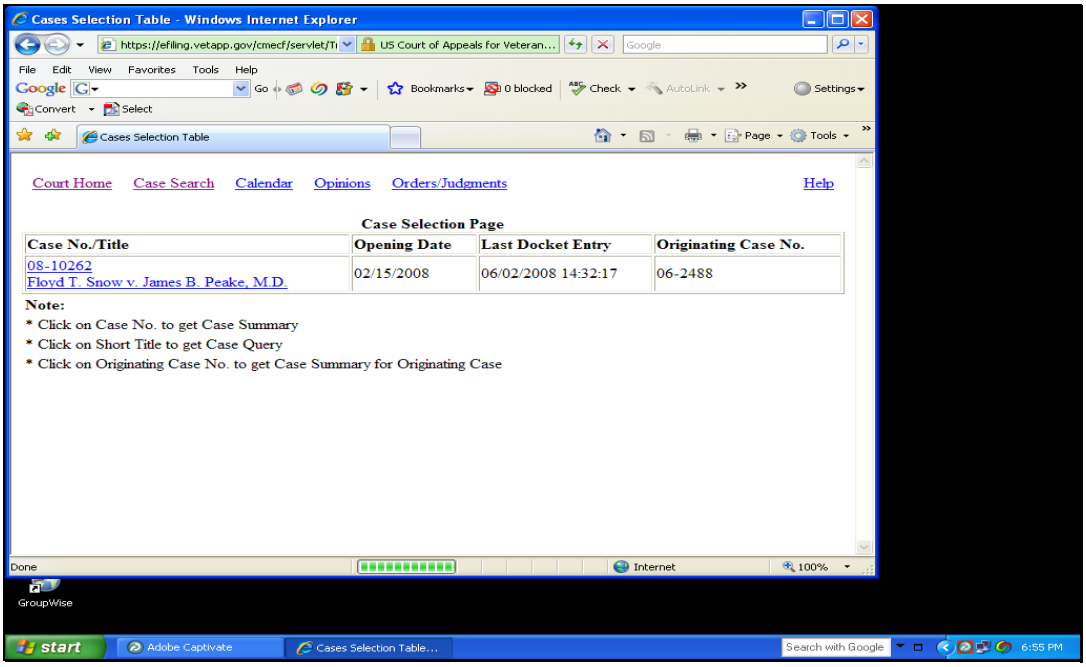
From the Efiling webpage which is shown above, please select/click the CASE SEARCH (View Docket Sheets and Documents). Once the user has made that selection, the Court's Case Search page as shown below will open.



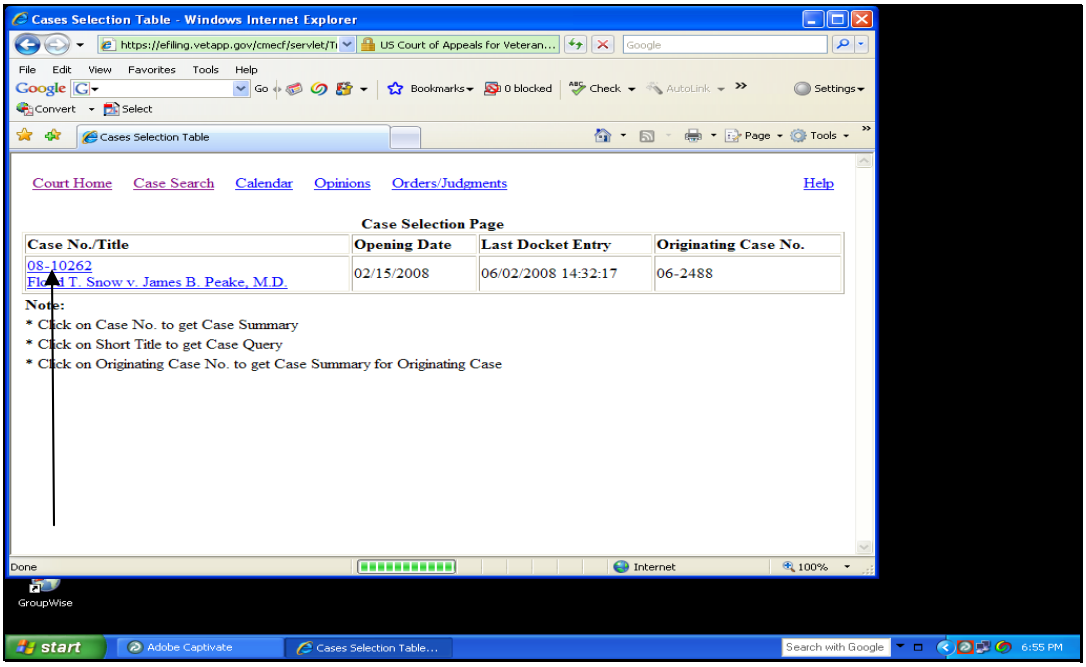
Step 2: Use the different search options available on the Case Search Page

Search Option A – By Case Number

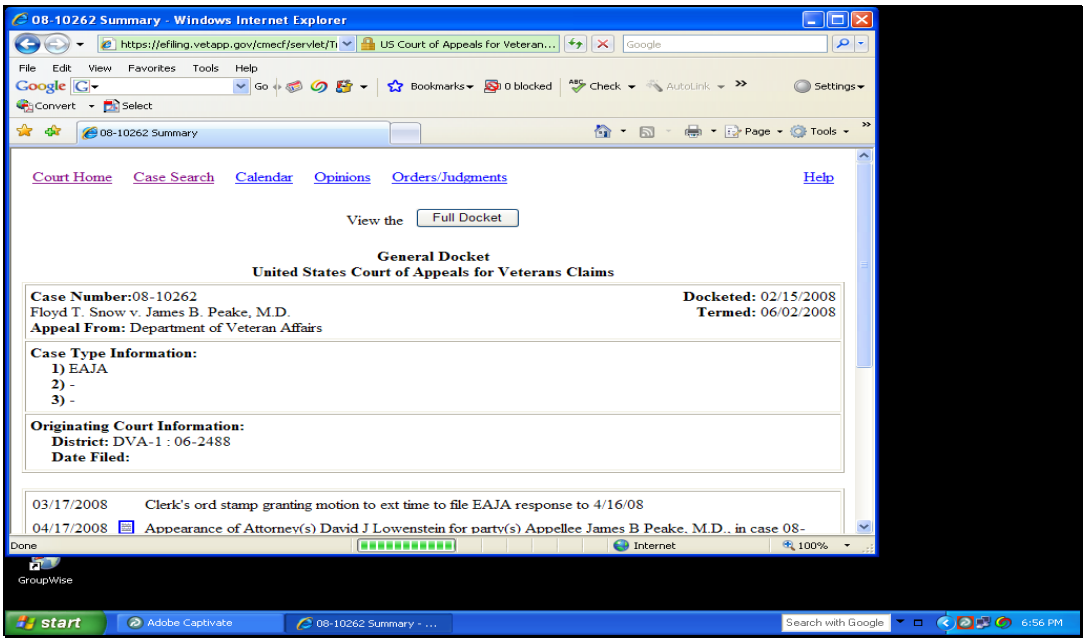
To view the docket sheet of a particular case, type the case number in the first Case Number box on the Case Search Page and click Search. For this example, type 08-10262 for the case number and click Search. The Case Selection Page will open – see below:



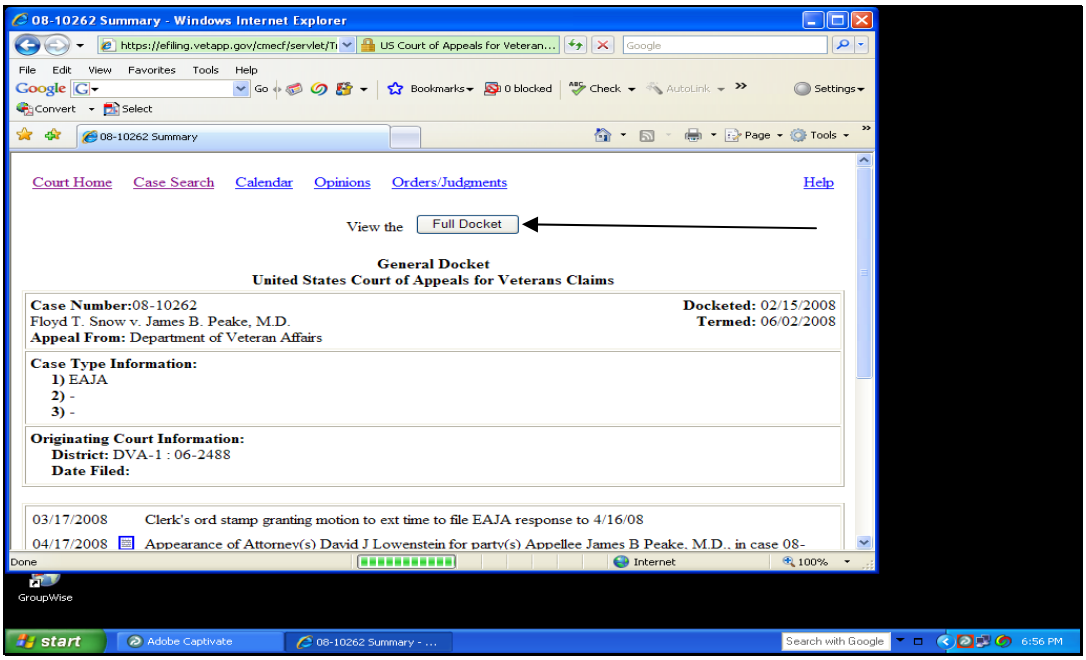
After the Case Selection Page opens, the user must click/select the Case No. Link on the Case Selection Page to view the General Docket Report (the Public docket).



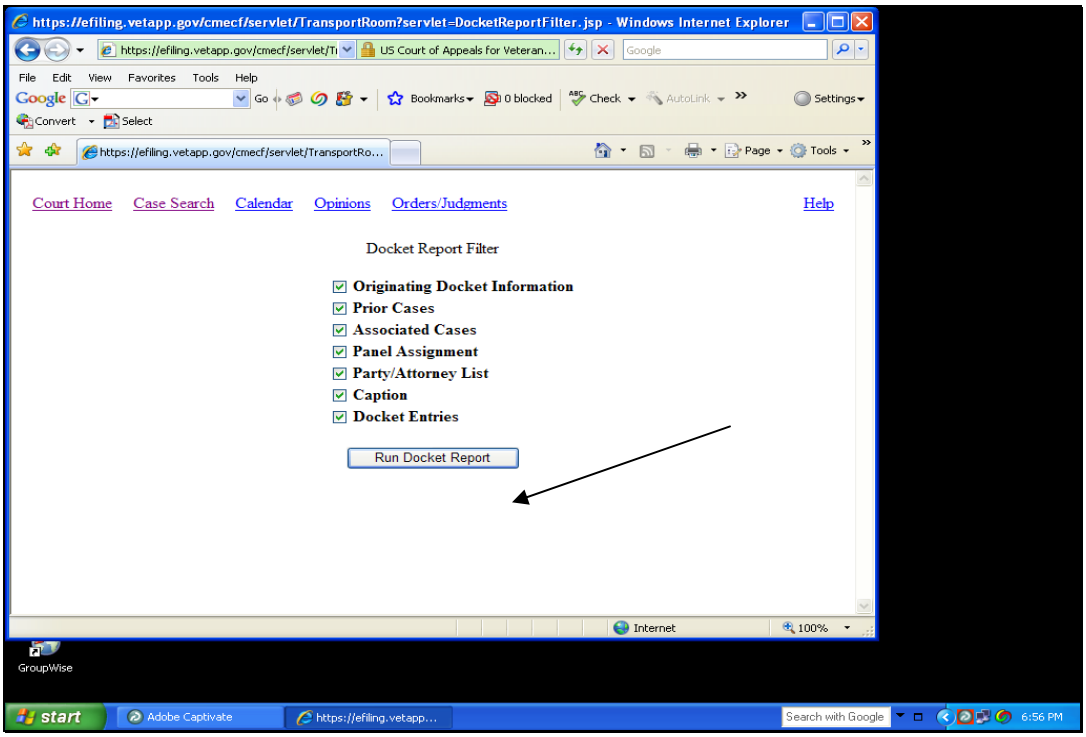
After the user select the case number presented above, the General Docket Report will open. See Below:



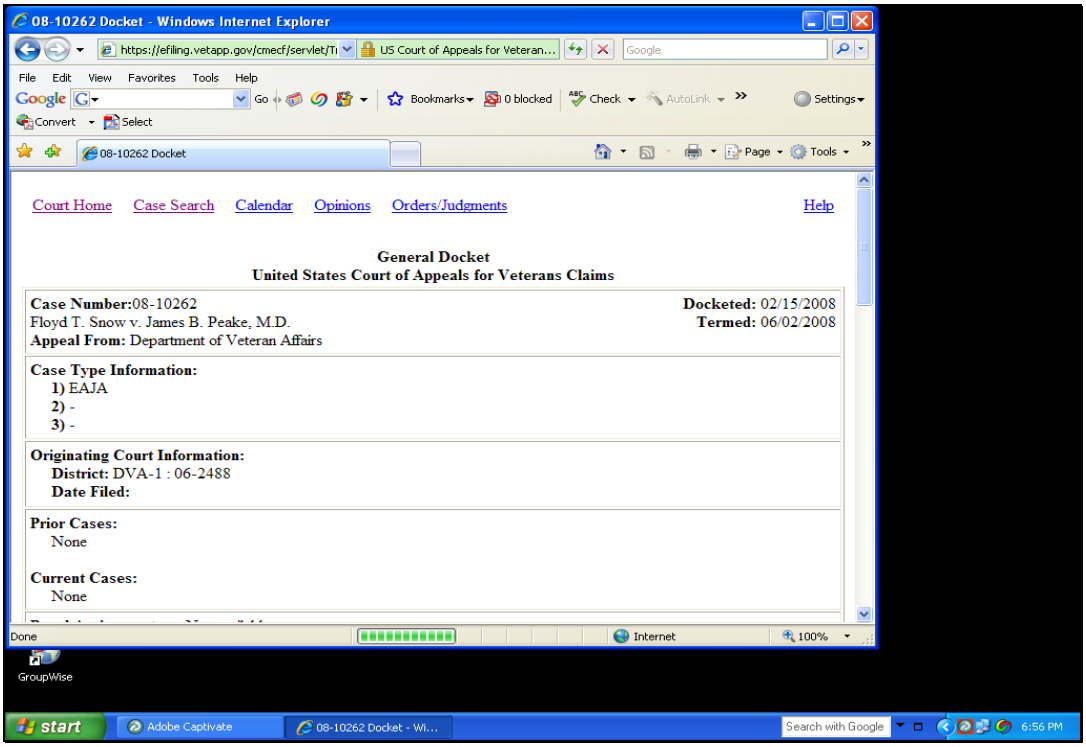
The General Docket Report above will list the last 10 transactions posted to the docket for this case. However, the user can view the entire docket sheet by selecting the button titled "FULL DOCKET".



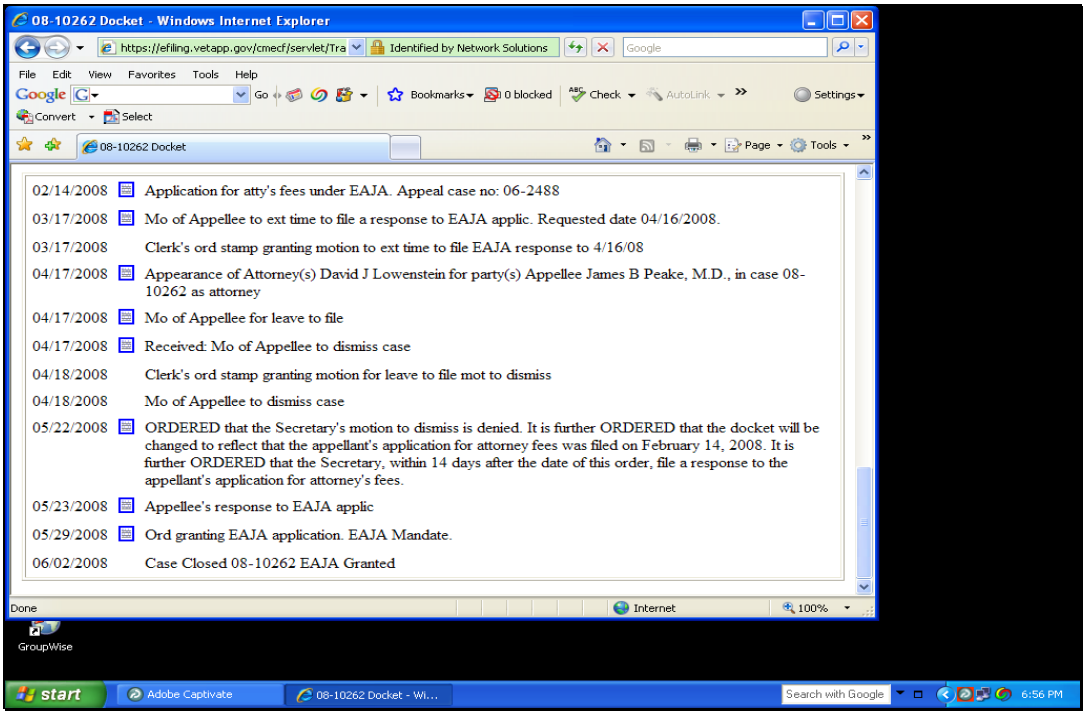
After the user selects the Full Docket Report Button, the Docket Report Filter Page will open. This filter page allows the user to select different options to be used to filter the report. Once the filter selections have been made, select the option to Run Docket Report. See below:



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).

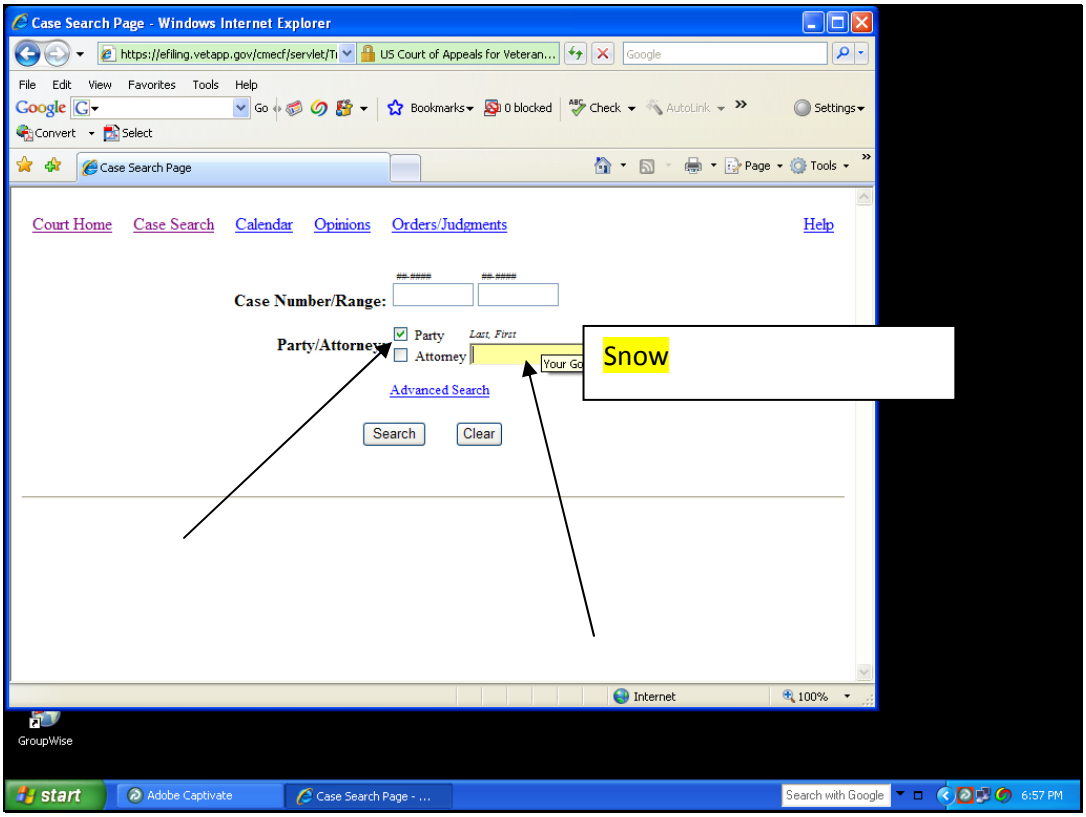


Docket Sheet Continues:

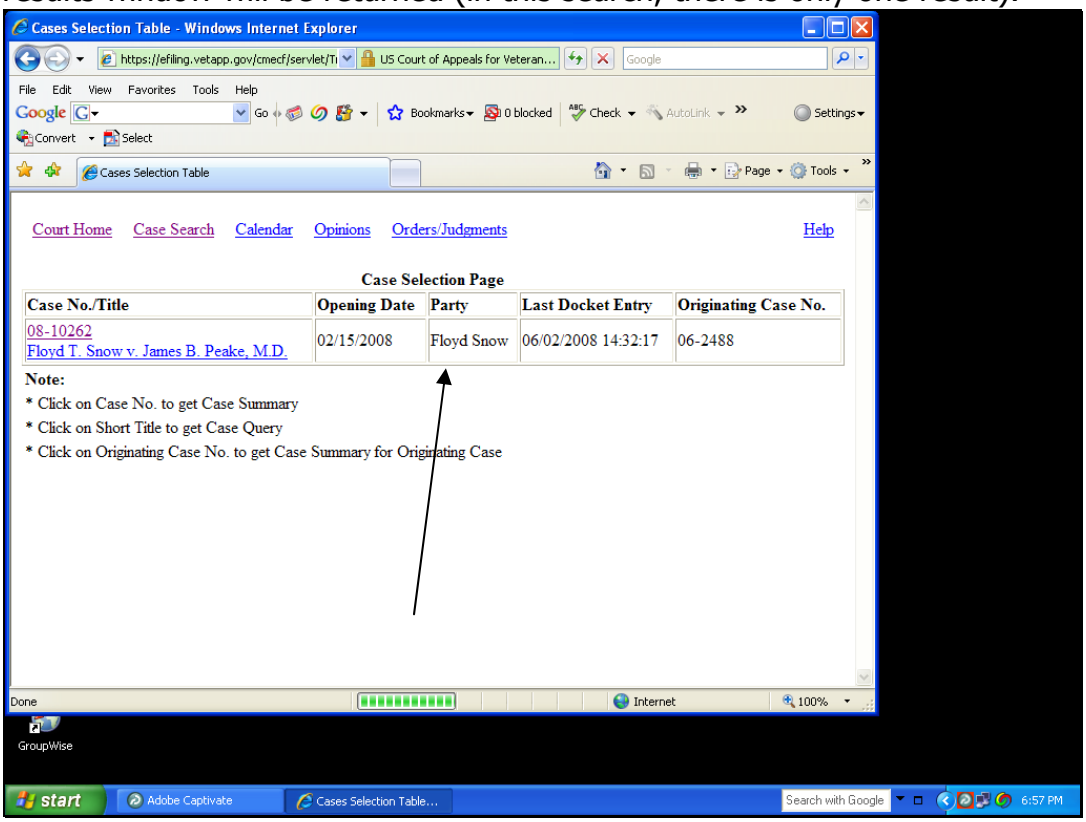


Search Option B – By Party's Last Name:

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

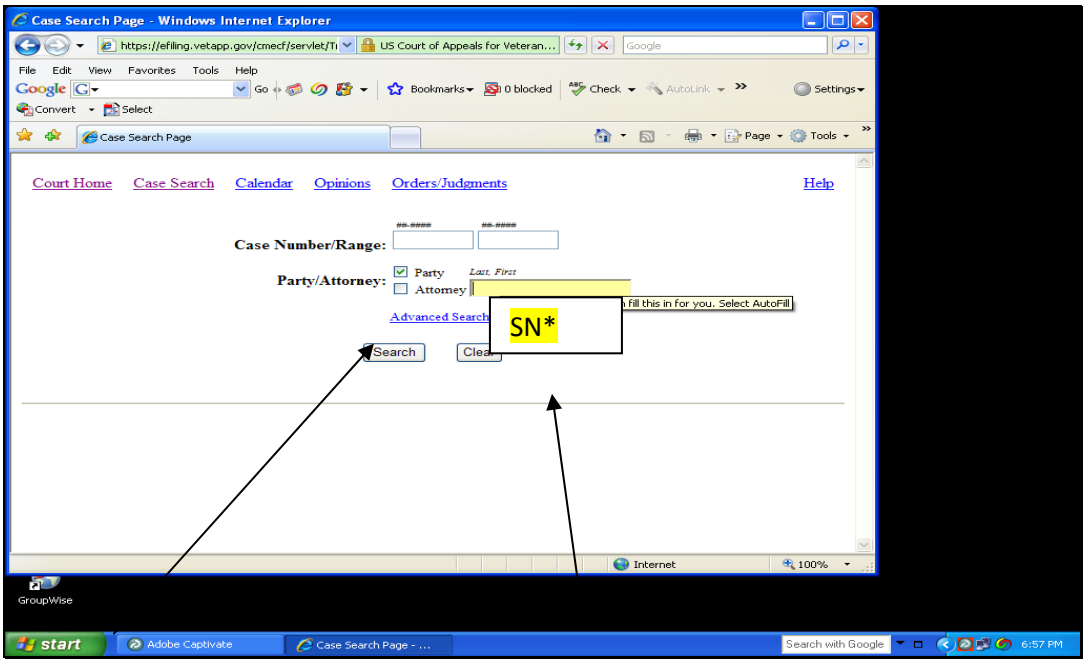


For this example, this search will use the last name of Snow. After clicking on the Search button, the results window will be returned (in this search, there is only one result).

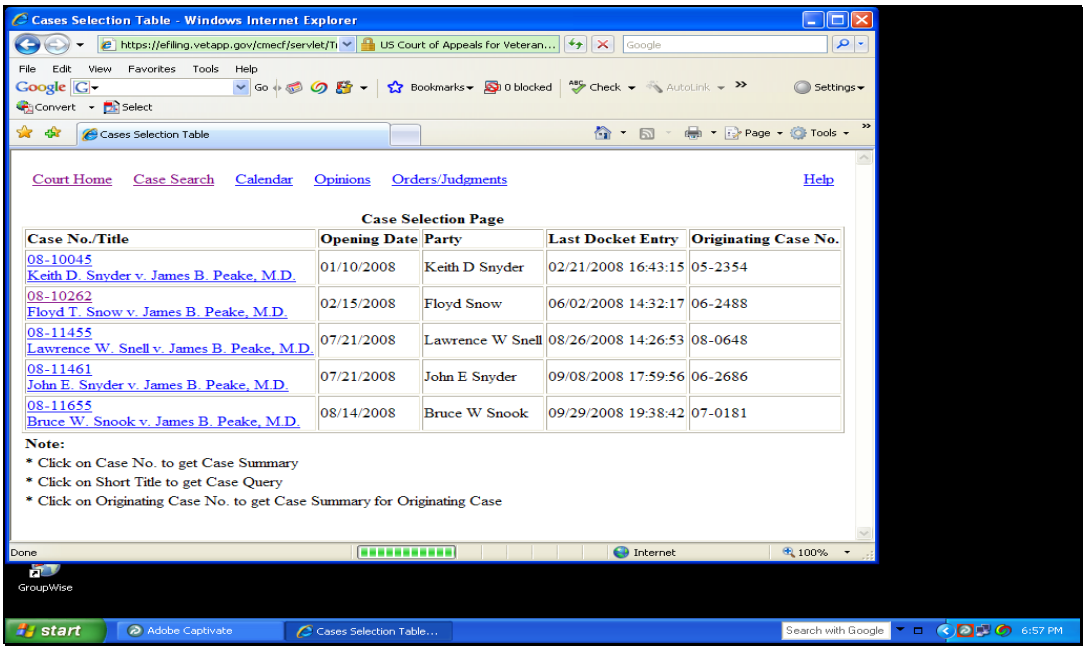


Search Option C – Wildcard Search:

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).

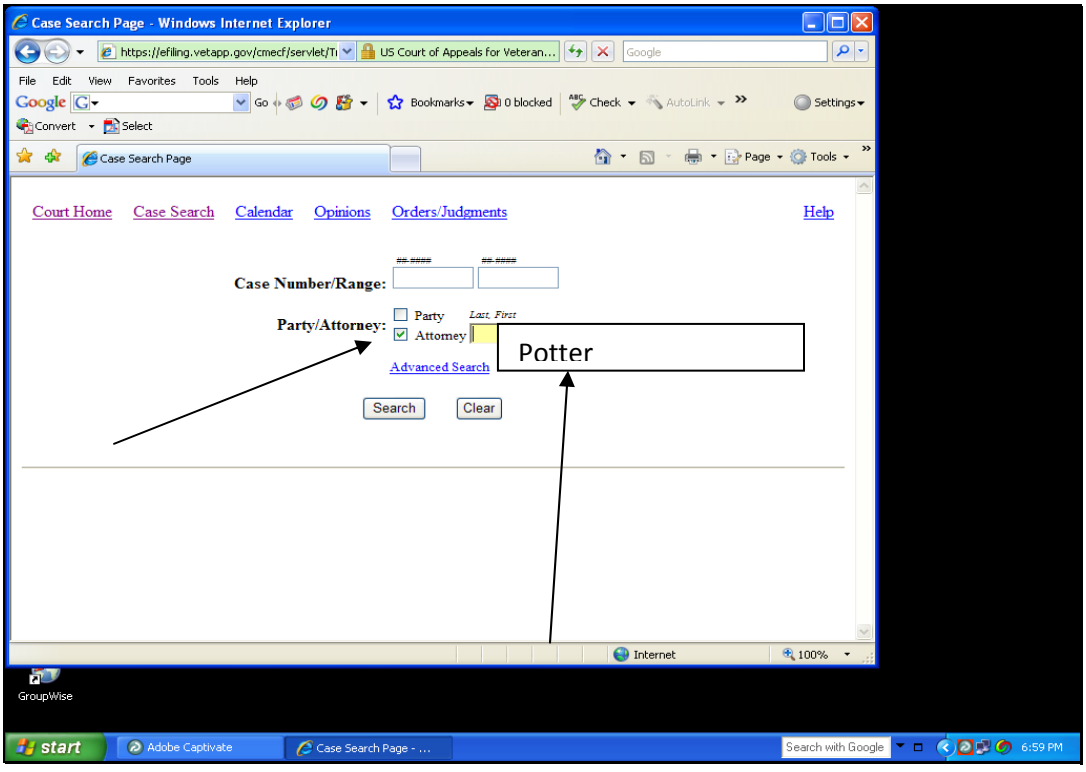


The following is an example of the Case Selection Page Results that the User might receive from a Wildcard search using the above:

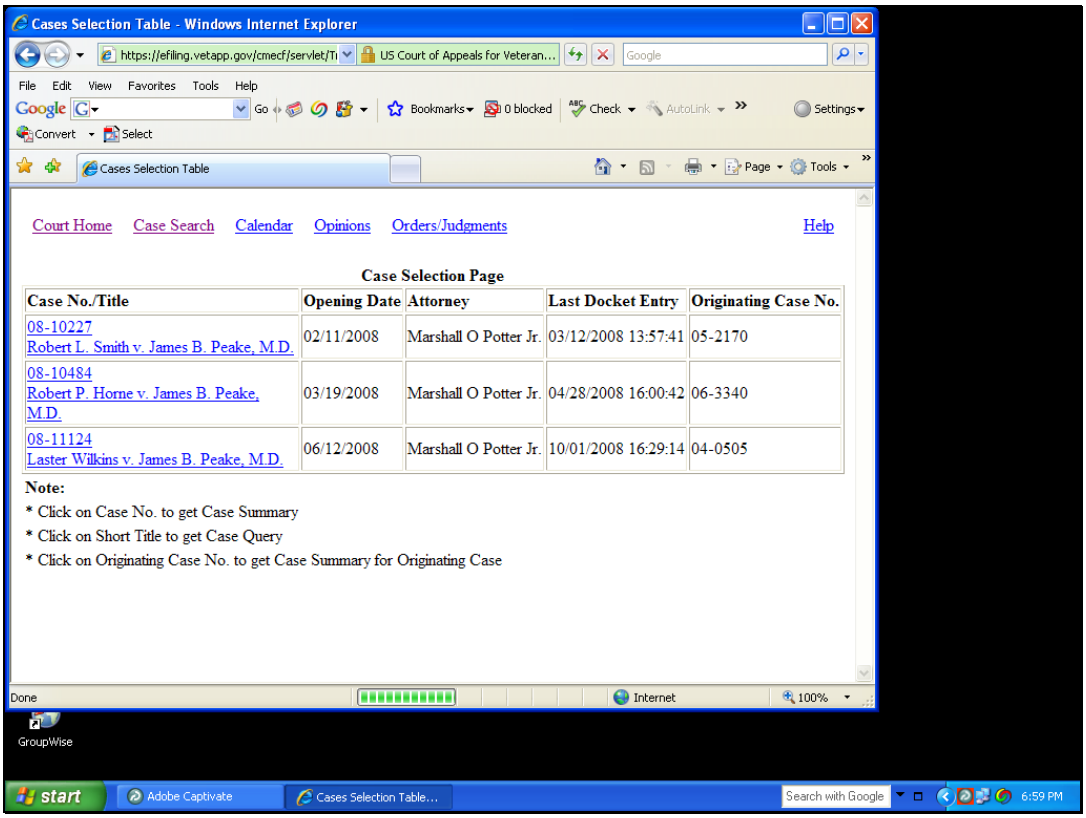


Search Option D – Attorney's Last Name:

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:

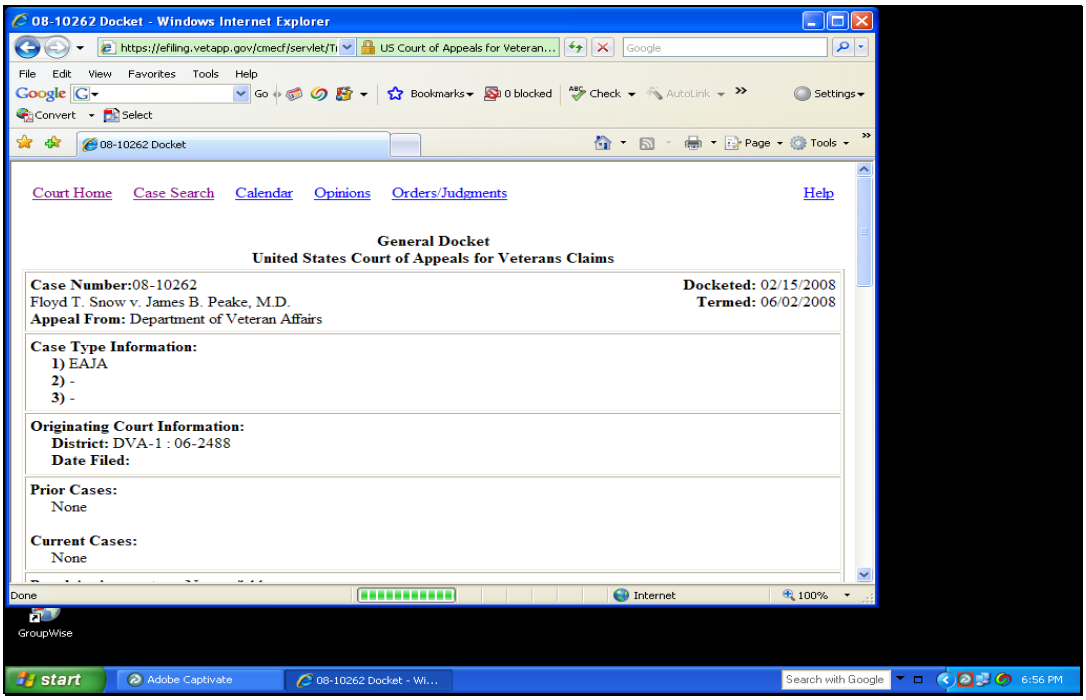


After the user selects the search button, an example of sample results for the Case Selection Page is show below.

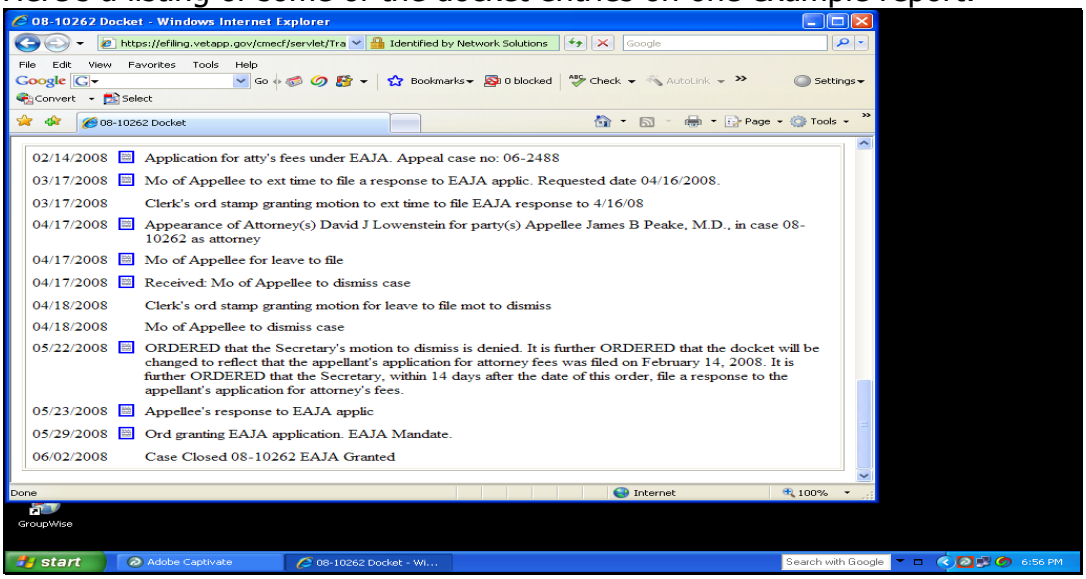


Step 3: Accessing and viewing documents from the Court's Public General Docket Reports

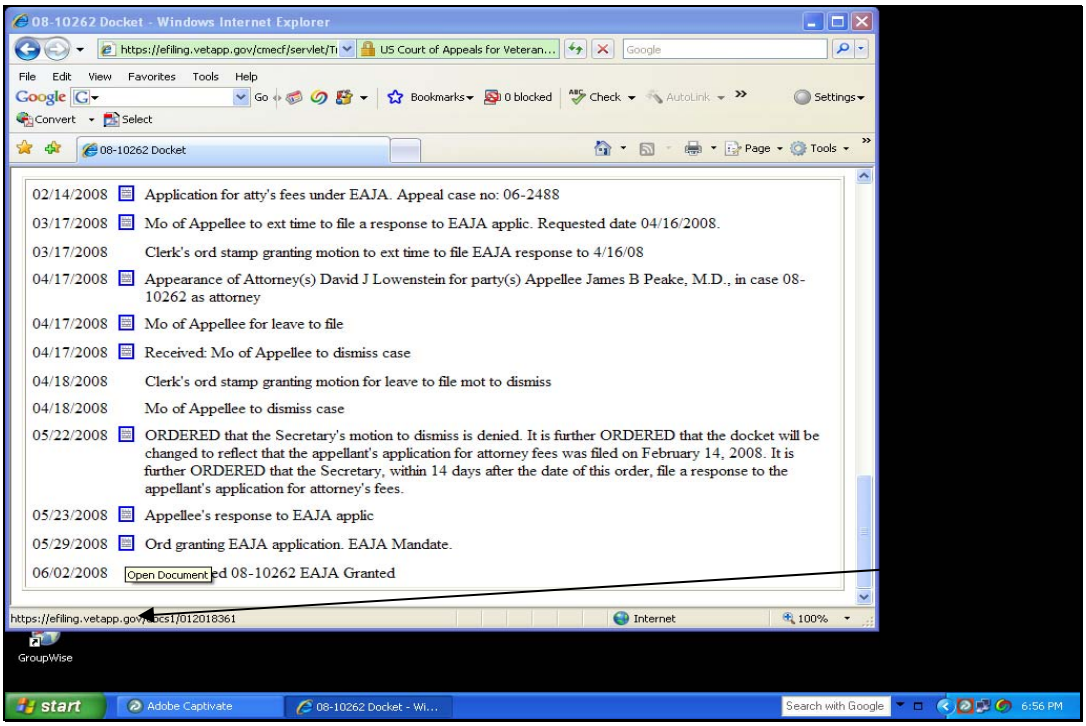
The user can view documents such as pleadings and briefs from the Court's General Docket Report. The user would run the General Docket Report as presented above:



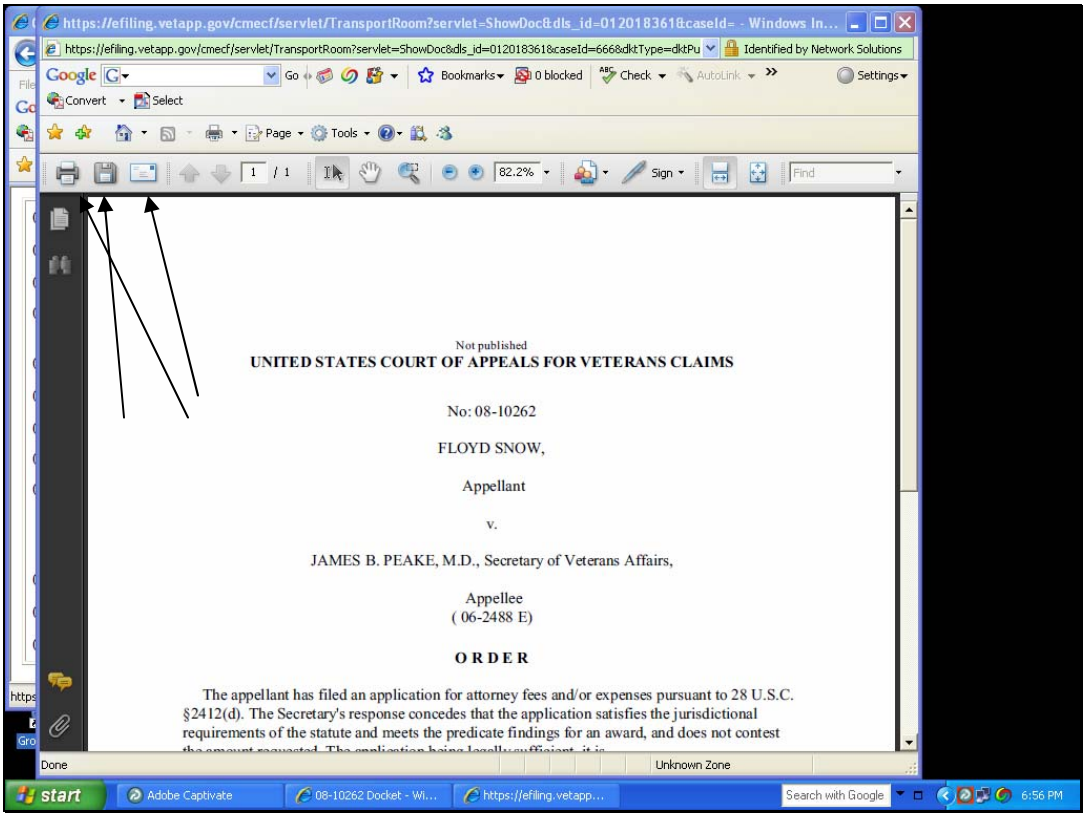
Here's a listing of some of the docket entries on one example report:



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.

<u>This concludes the Report – Case Search Page Training.</u>

US Court of Appeals for Veterans Claims

CM/ECF Training Part 3 –

HOW TO USE DOCKETING

Part 3 – Introduction to the Docketing Process in CM/ECF

- *The following are the objectives of this training module. Once the module has been completed, the Efiling User will have been introduced to the following:*
  - Where to locate the Participant's Docketing Event List on the Court's main website - http://www.vetapp.gov/electronic_filing/
  - How to Docket different Pleadings using the Court's CM/ECF Application – https://efiling.vetapp.gov
    - Docket a Motion and select the desired Relief and/or date requested.
    - Recap Filing a Motion and Date Requested Field
    - Docket a Notice of Appearance

Docketing Training Manual

Welcome to Part III 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:

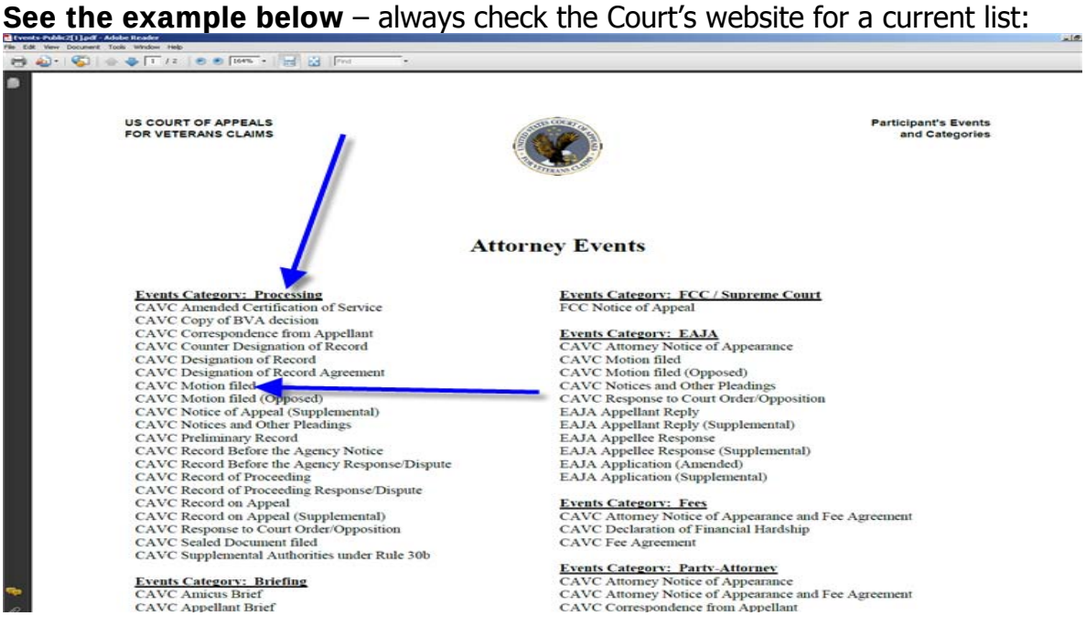
1 Review the location of the Participant's Docketing Events List on the Court's main website http://www.vetapp.gov/electronic_filing/

2 Review the process for Docketing different pleadings using the Court's CM/ECF Application https://efiling.vetapp.gov
- Docketing a Motion and selecting the desired relief and/or requesting a specific date
- Docketing an Appellant's Brief
- Docketing a Notice of Appearance

Step 1: Accessing the list of the Participant's Docketing Events List from the Court's Main Website

We'll begin by reviewing the Participant's 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, Appellee Response, Appellant Reply, Motion, and 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.

See the example below – always check the Court's website for a current list:



US COURT OF APPEALS
FOR VETERANS CLAIMS

Participant's Events
and Categories

Attorney Events

Events Category: Processing
CAVC Amended Certification of Service
CAVC Copy of BVA decision
CAVC Correspondence from Appellant
CAVC Counter Designation of Record
CAVC Designation of Record
CAVC Designation of Record Agreement
CAVC Motion filed
CAVC Motion filed (Opposed)
CAVC Notice of Appeal (Supplemental)
CAVC Notices and Other Pleadings
CAVC Preliminary Record
CAVC Record Before the Agency Notice
CAVC Record Before the Agency Response/Dispute
CAVC Record of Proceeding
CAVC Record of Proceeding Response/Dispute
CAVC Record on Appeal
CAVC Record on Appeal (Supplemental)
CAVC Response to Court Order/Opposition
CAVC Sealed Document filed
CAVC Supplemental Authorities under Rule 30b

Events Category: Briefing
CAVC Amicus Brief
CAVC Appellant Brief

Events Category: FCC / Supreme Court
FCC Notice of Appeal

Events Category: EAJA
CAVC Attorney Notice of Appearance
CAVC Motion filed
CAVC Motion filed (Opposed)
CAVC Notices and Other Pleadings
CAVC Response to Court Order/Opposition
EAJA Appellant Reply
EAJA Appellant Reply (Supplemental)
EAJA Appellee Response
EAJA Appellee Response (Supplemental)
EAJA Application (Amended)
EAJA Application (Supplemental)

Events Category: Fees
CAVC Attorney Notice of Appearance and Fee Agreement
CAVC Declaration of Financial Hardship
CAVC Fee Agreement

Events Category: Party-Attorney
CAVC Attorney Notice of Appearance
CAVC Attorney Notice of Appearance and Fee Agreement
CAVC Correspondence from Appellant

From the above list, note the different categories and the actual event name below the categories. It is important to learn the concept behind the different categories to facilitate the selection of the current event when docketing a pleading.

The following list contains useful information for the success of docketing within CM/ECF:

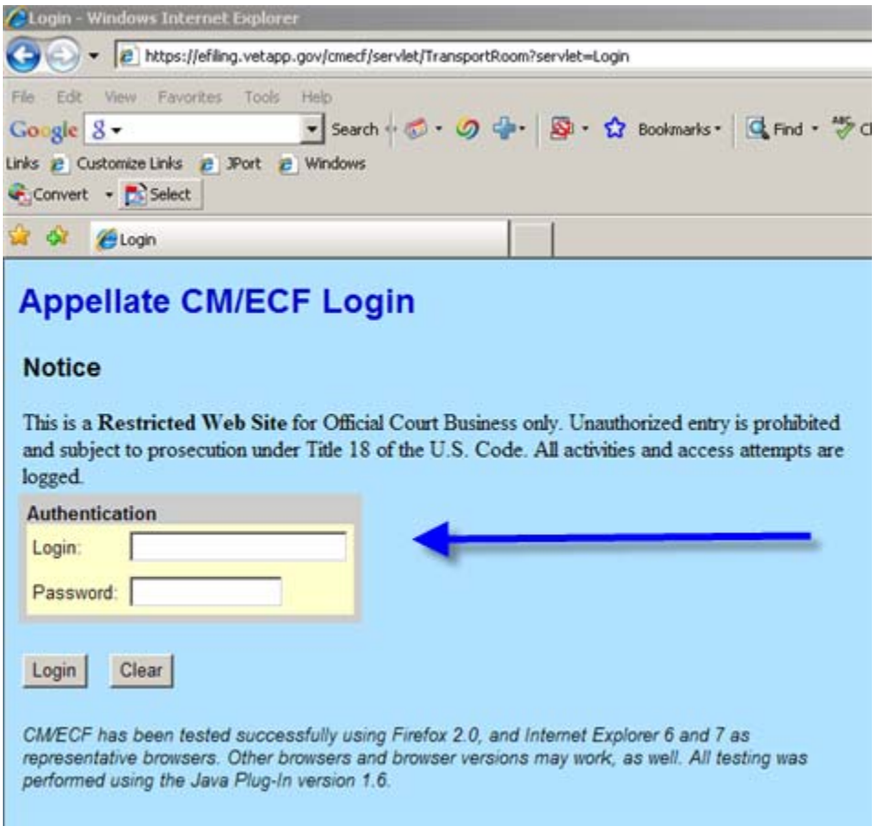
- Other information to become familiar with before docketing:

a. Attorneys must log in to file pleadings.
b. Person filing is responsible for **redacting** personal information from the documents before it is e-filed to the Court. NOA, Petition, Copy of BVA dec, ROP, DR, ROA are automatically locked – attorneys associated with the case must log in to view document
c. All pleadings must be e-filed by attorneys using CMECF, except for NOAs and Petitions and other case opening documents. (declaration, notice of appearance if with NOA/Petition, fee agreement if with NOA/Petition)
d. All pleadings must be e-filed individually. Ex: Mot for leave and mot for extension (First example) are two separate filings/docketing events.
e. Must be an attorney for the case to file a pleading.
f. Must fill out an exemption form if attorney cannot e-file and the Clerk of the Court will decide to allow an exemption or not.
g. Only pro se appellants (and very few attorneys exempt from efiling) may file by paper/fax.
h. Check the Court's website for news and updates

Step 2: Login to the Court's Efiling Website

Let's login to the CM/ECF Application in preparation for the first example of docketing a Motion for Leave. Open your browser and either select it from your Favorites or type in the following URL in the address bar https://efiling.vetapp.gov and press Enter.

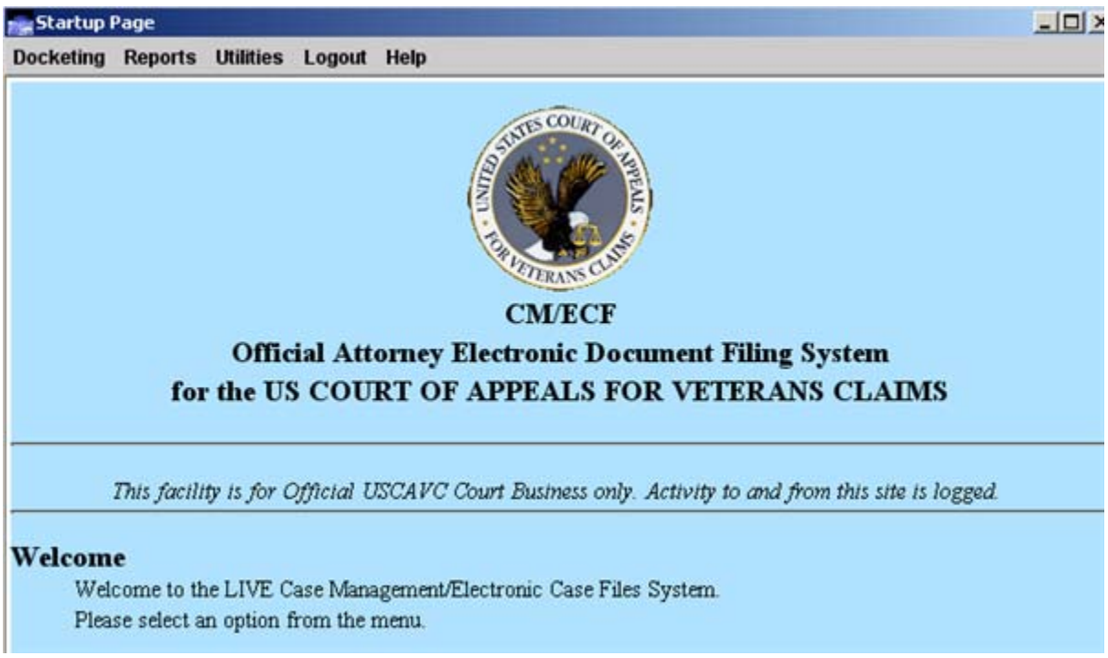
Select the first link on the Court's Efiling Page titled "Click here to log into CM/ECF (File a Document in a Case)" and a second window will open that will allow the Efiler to login using the username and password previously supplied to the Efiler.



After entering the Login information and selecting the Login Button, two windows will open. The first will be a gray Window that will contain a warning about closing it. If you close the Window, the application will immediately log the user out of the application. Instead, the Court recommends that you minimize it or allow it to stay in the background. The Startup Page will also be open and that's the page that the Filer will use to get started. See the two windows below:

Window 1: DO NOT CLOSE

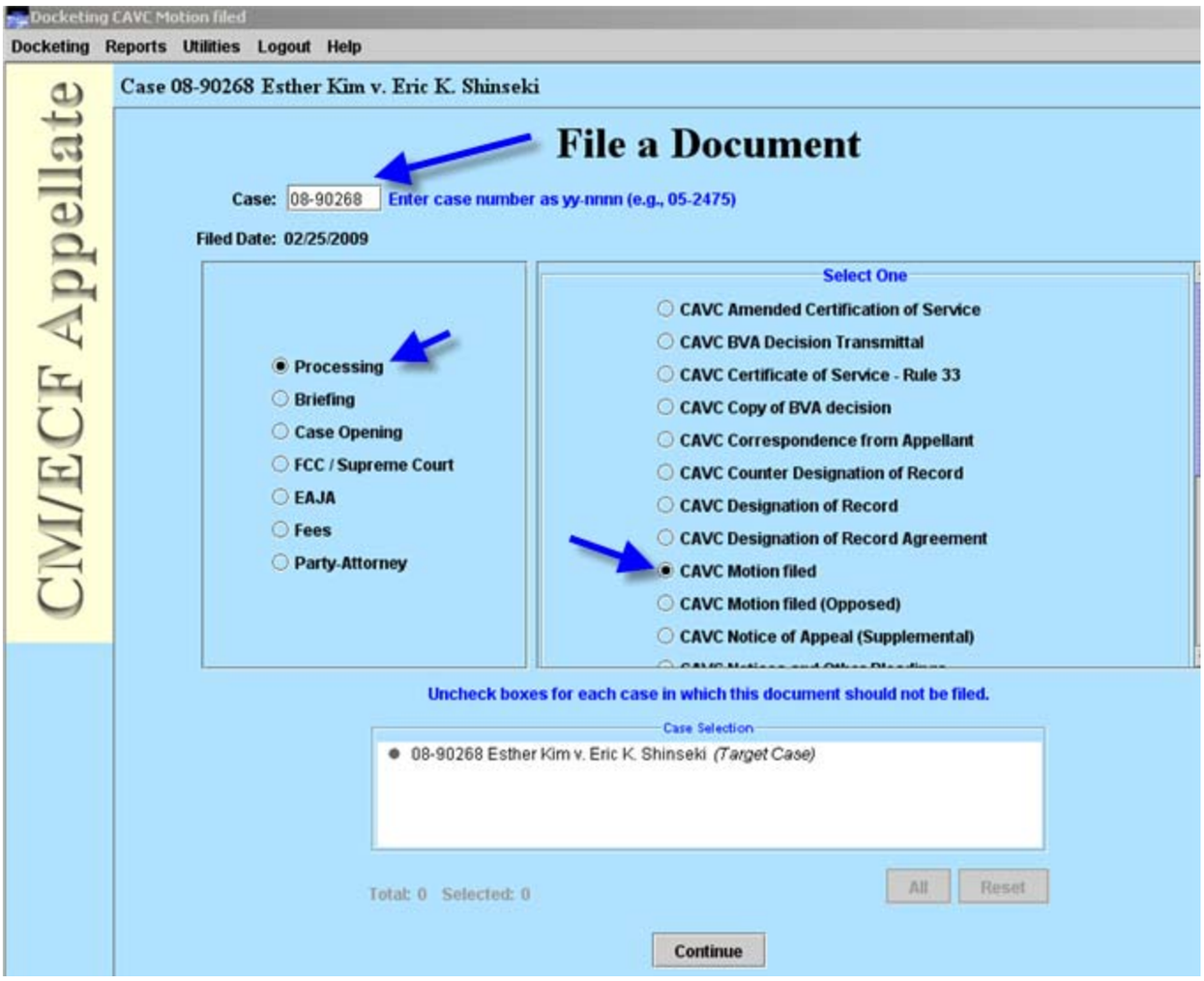
Window 2: Startup Page (Do not close)



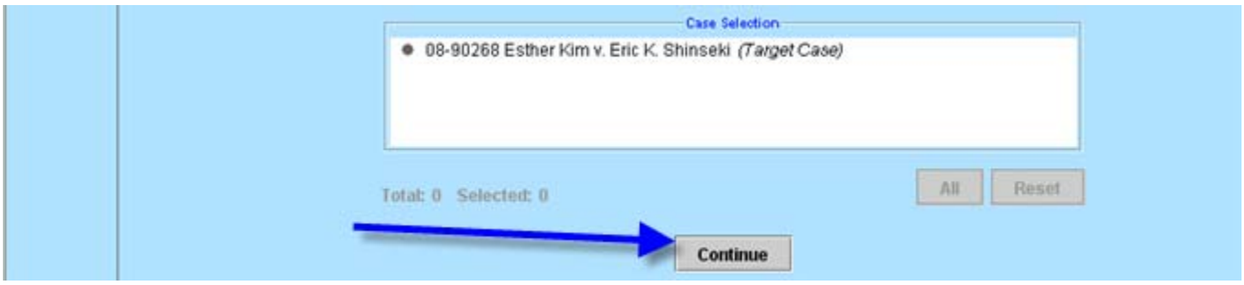
Step 2-A: Docketing a Motion for Leave to File

From the Startup Page, Select "Docketing" from the Menu at the top of the Page and from the sub-menu, select "File a Document". A new window will open and the title will be "File a Document". See example below:

To get started, type in the Case Number in the blank white box next to "Case:" Once you type in the Case Number, hit the tab key or use the mouse to select the Category for the document that you want to file. For our sample docketing item, we will select "Processing" on the left pane and then "CAVC Motion Filed" in the right pane of the File a Document window. See below:

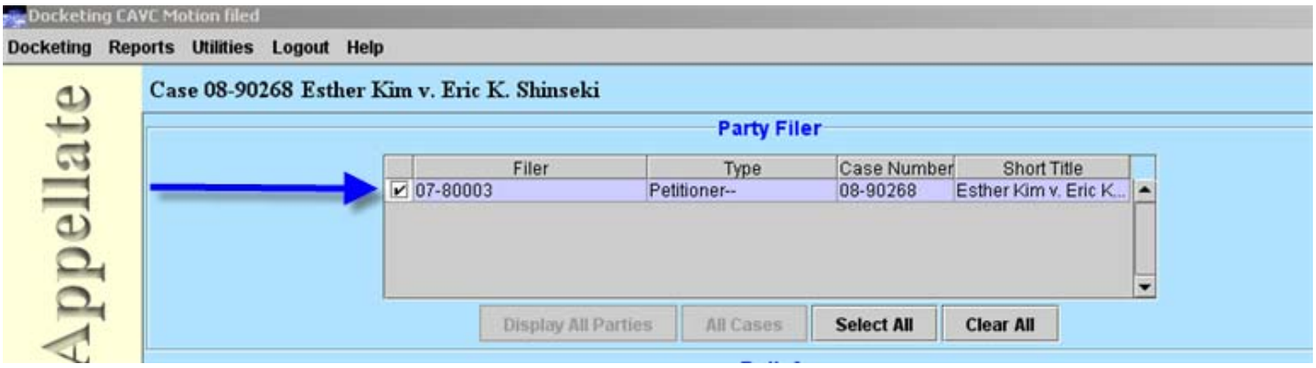


After making the correct selections in this Window, select the "CONTINUE" button at the bottom of the page.

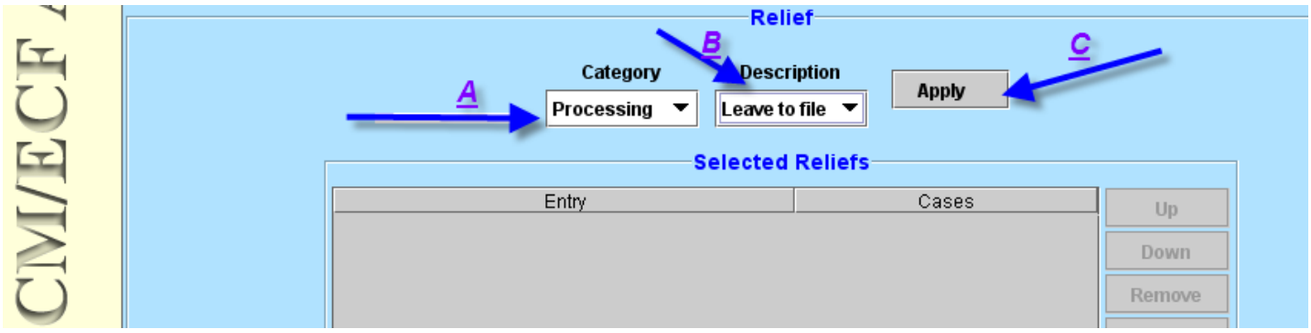


The next window that appears requires the Filer to select the Party that the Filer is filing on behalf of and also select the category and description of the Relief that the motion is requesting. See the following windows with examples and the knowledge that the test filing will be a "Motion for Leave to File" on behalf of the Petitioner:

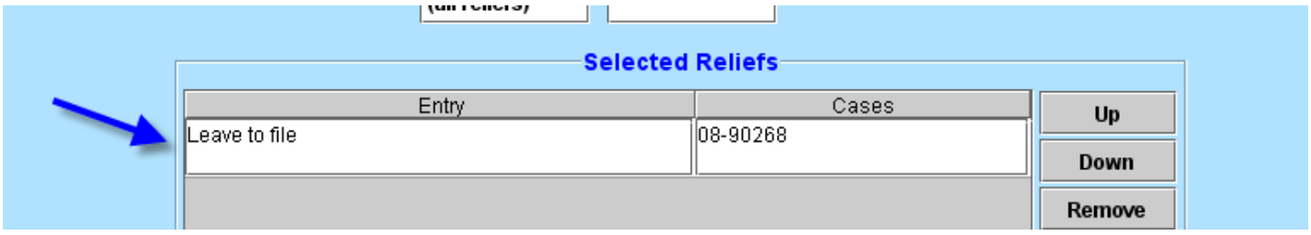
First – select the Party Filer by selecting the box next to the correct Filer. When the Filer selects the box, the application will put a check mark in the box.



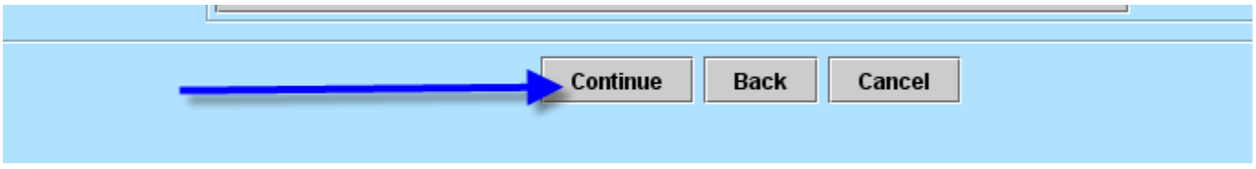
Second – select the Category and the Relief Description using the drop down arrows next to each. After making the selections, select the Apply Button.



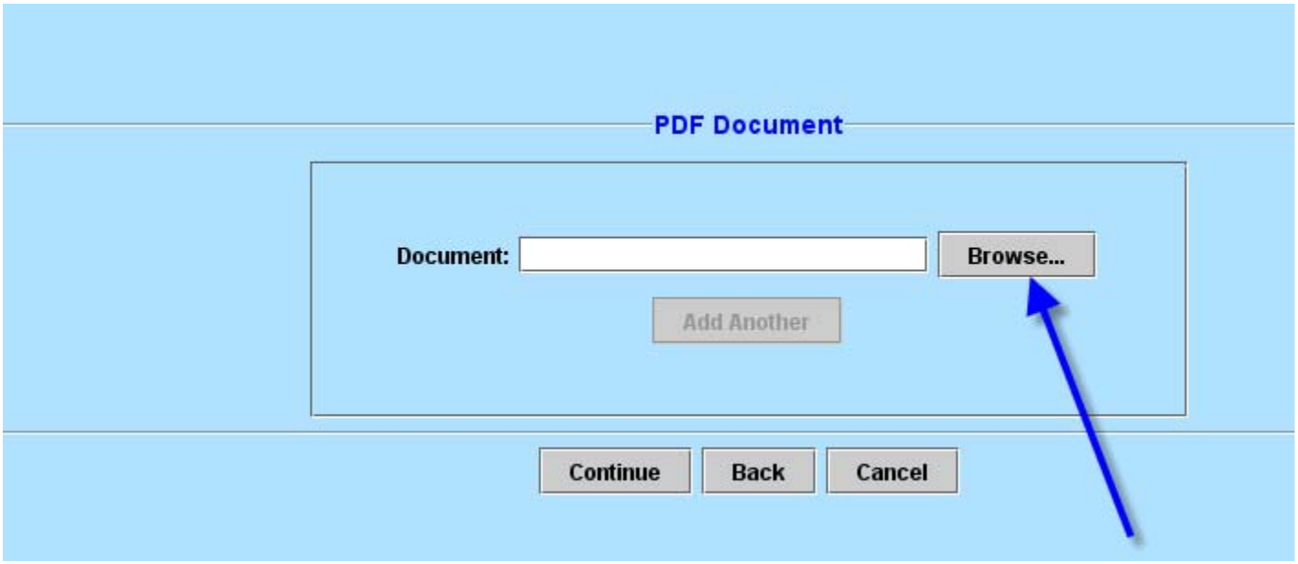
Once the Apply Button has been selected, the Selected Relief box will reflect the selections:



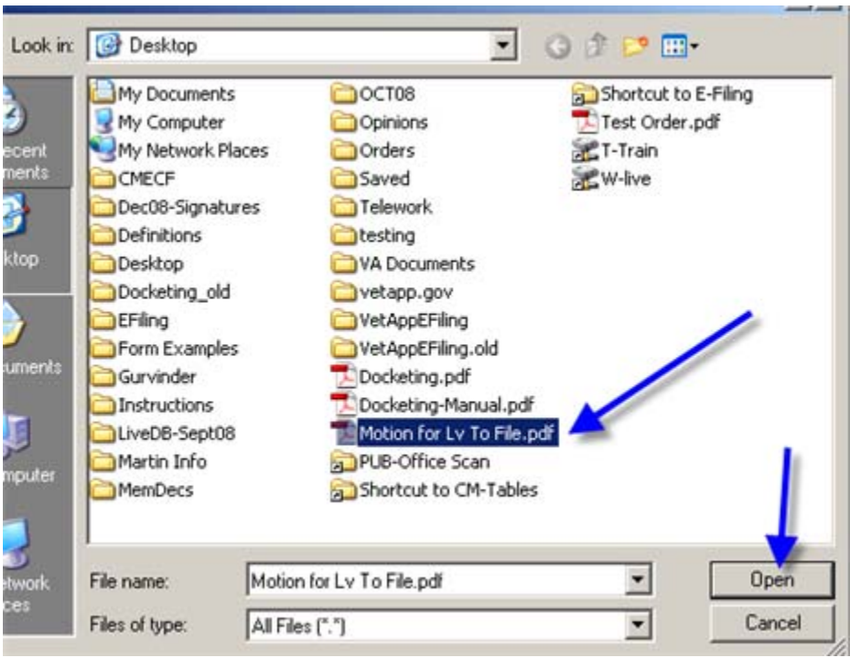
The final step for this page is to select the Continue Button at the bottom of the page:



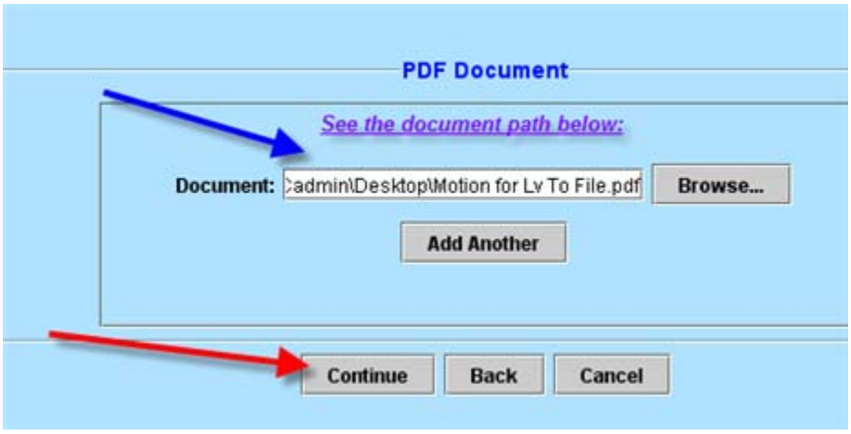
The next page contains a Browse Button that the Filer will use to access the PDF Document that needs to be attached to the Docket Event.



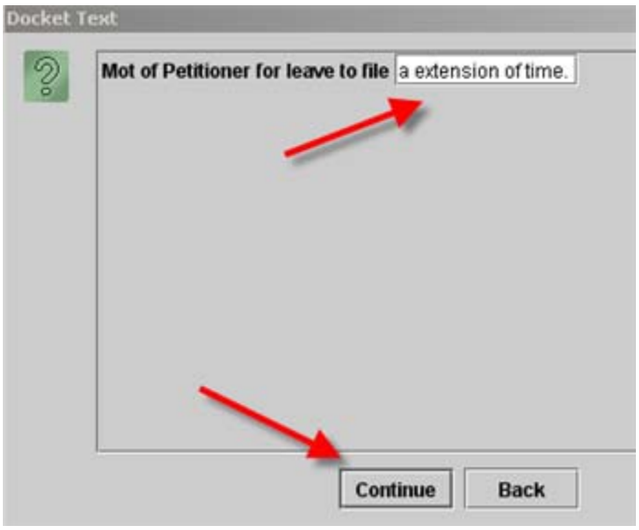
Once the Filer selects the Browse button, a browse dialog box will open to allow the Efiler to select the PDF Document that is being filed. See the dialog box below and once the selection of the document is made, the user will need to select the OK button:



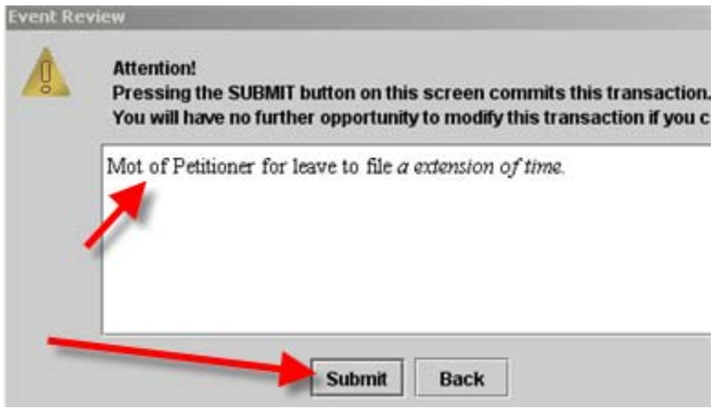
After selecting OK, the application will return back to the PDF Document Screen and the document path will be in reflected in the box. Select the Continue Button for the next window.



The next window is titled "Docket Text" and contains a white box that allows the Efiler to type in the requested relief information. For our example, we are requesting leave to file for an extension of time. The final step for this page is to select continue.

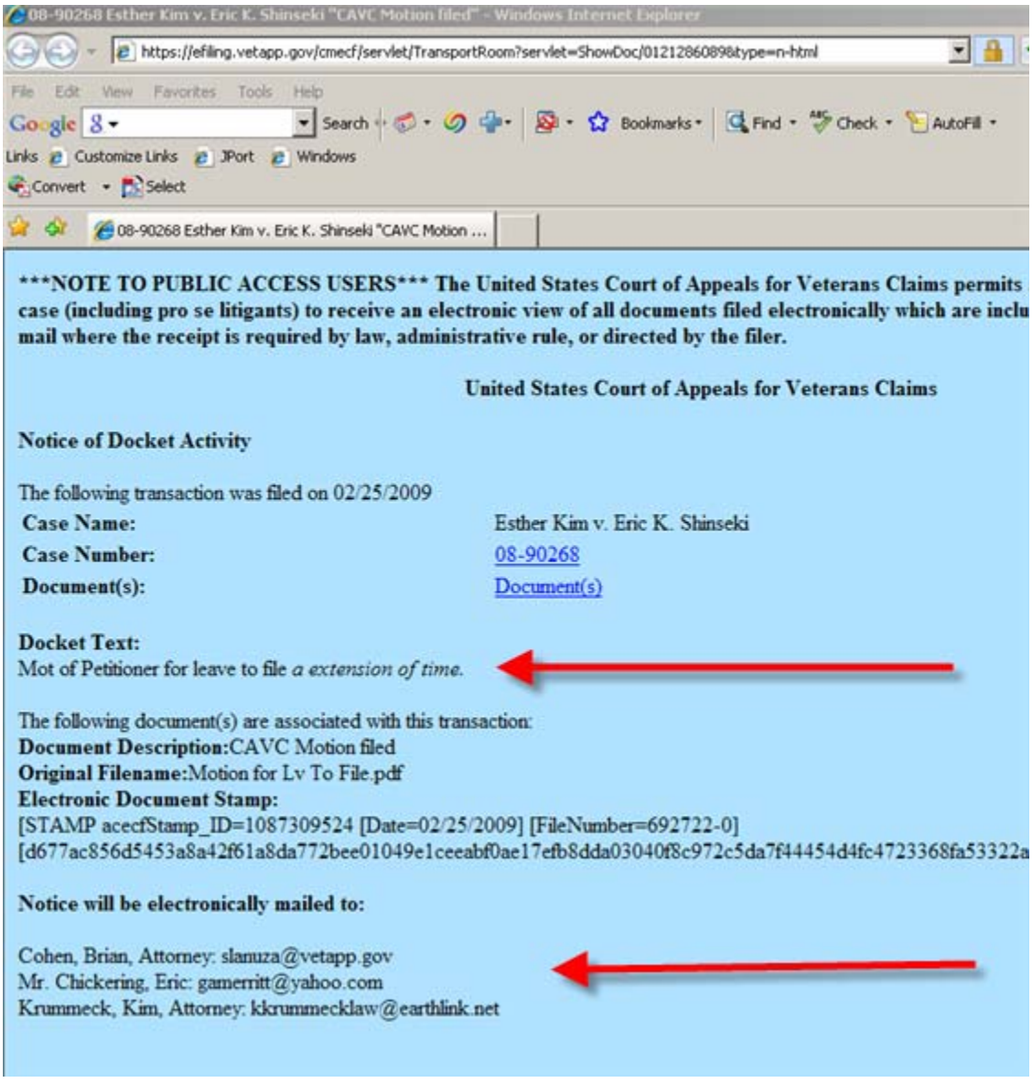


A new dialog box will then open with a Final Warning about submitting the docket entry. If the entry is correct, select the Submit button or select the Back button if the Filer needs to correct information.



A final notification window will appear. Just select "OK" and the box will close.

Once the Efiler selects "OK", a new window will open that will contain the "Notice of Docket Activity" that will be emailed to the participants listed in the Notice. Once you verify the information, you can close the window.



Step 2A: Recap the steps to docket a Motion

To recap the steps to file a document, the Filer will do the following:

1. Login to the CM/ECF System
2. Select "Docketing" and then "File a Document" from the menu bar on the Startup Page
3. From the "File A Document Window", the Efiler will supply the Case Number, and then select the Category and Event for the filing to be completed
4. Hit Continue Button
5. In the Party Filer Window, the Efiler will select the Party that the Efiler is filing on behalf.
6. Under the Relief Window, the Efiler will select the Motion Category (ex: extension)
7. Under the Relief Window, the Efiler will select the Relief Description (ex: extend time to file Appellant brief)
8. Hit the Apply button which will populate the "Selected Reliefs Window"
9. After verifying the Selected Relief, the Efiler will select Continue
10. In the PDF Document Window, the Efiler will select the Browse button to browse to the local copy of the PDF Document that needs to be filed.
11. Once the PDF Document has been selected and the OK button has been selected, the path to the document will be in the "Document" window and for a filing requesting a date, the "DATE" Window should contain the requested date (see below).

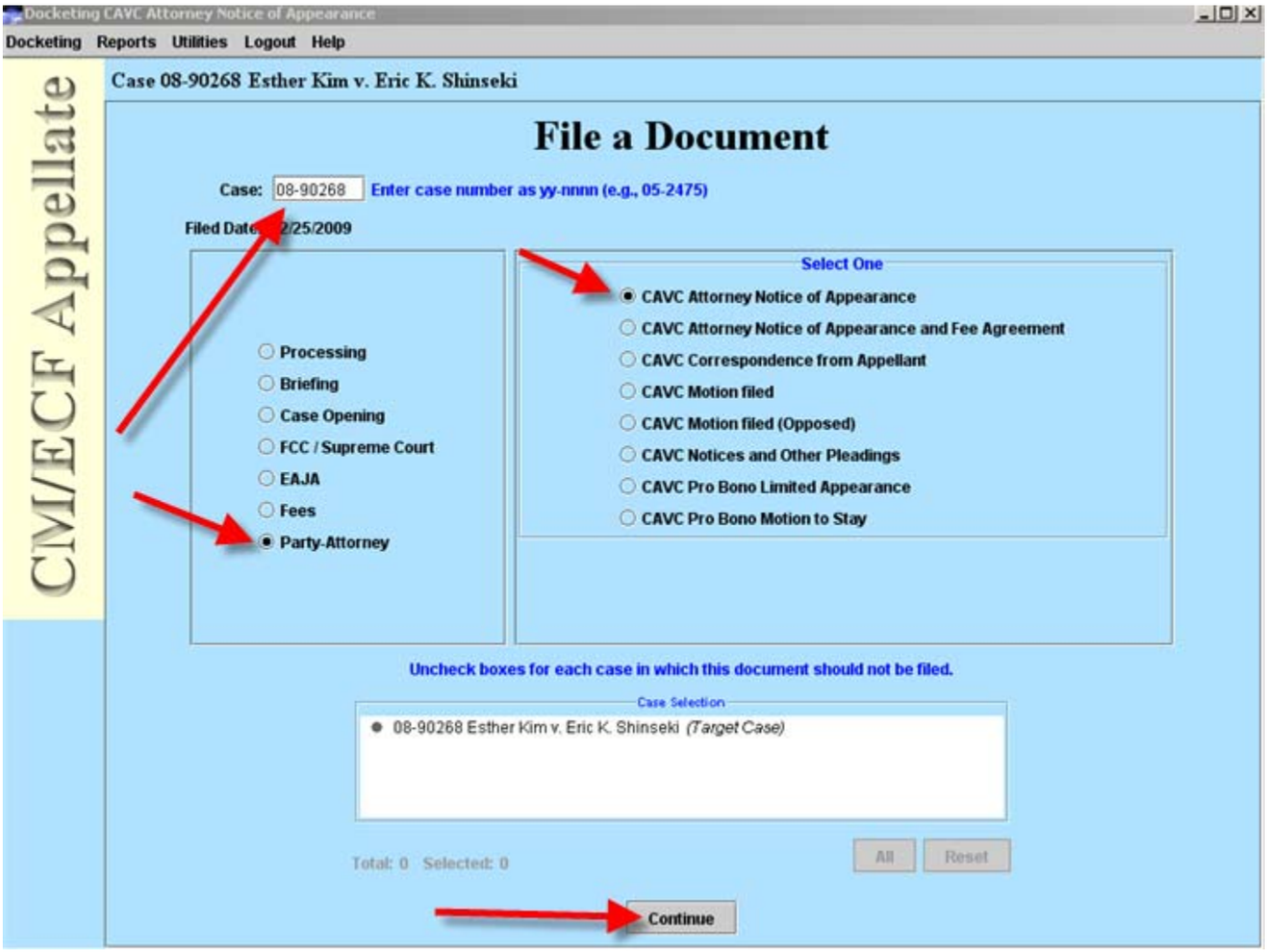
12. Select Continue and the Docket Text Window will appear (sometimes with a dialog box to type additional information and sometimes not).
13. Select Continue and the "Event Review" dialog box will open. Verify the information and then select "SUBMIT".
14. Select "OK" for the Event Docketed Window and Review the "Notice of Docket Activity" window that opens.
15. If the information is correct in the NDA, print and/or close the Window.

Step 2B: File a Notice of Appearance

First, Login to CM/ECF. From the Startup Page, select Docketing from the Menu and then select File a Document from the Sub-menu.

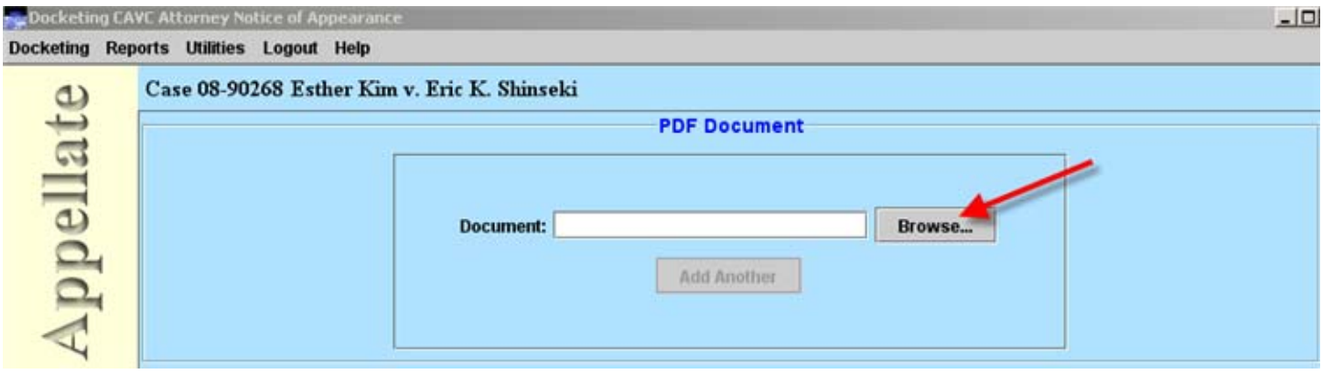
The "File a Document" Window Opens:

Type in the Case number in the CASE Field, select the "Party-Attorney" Category in the Left Pane and then select "Cavc Attorney Notice of Appearance" in the Right Pane. Finally select "Continue".

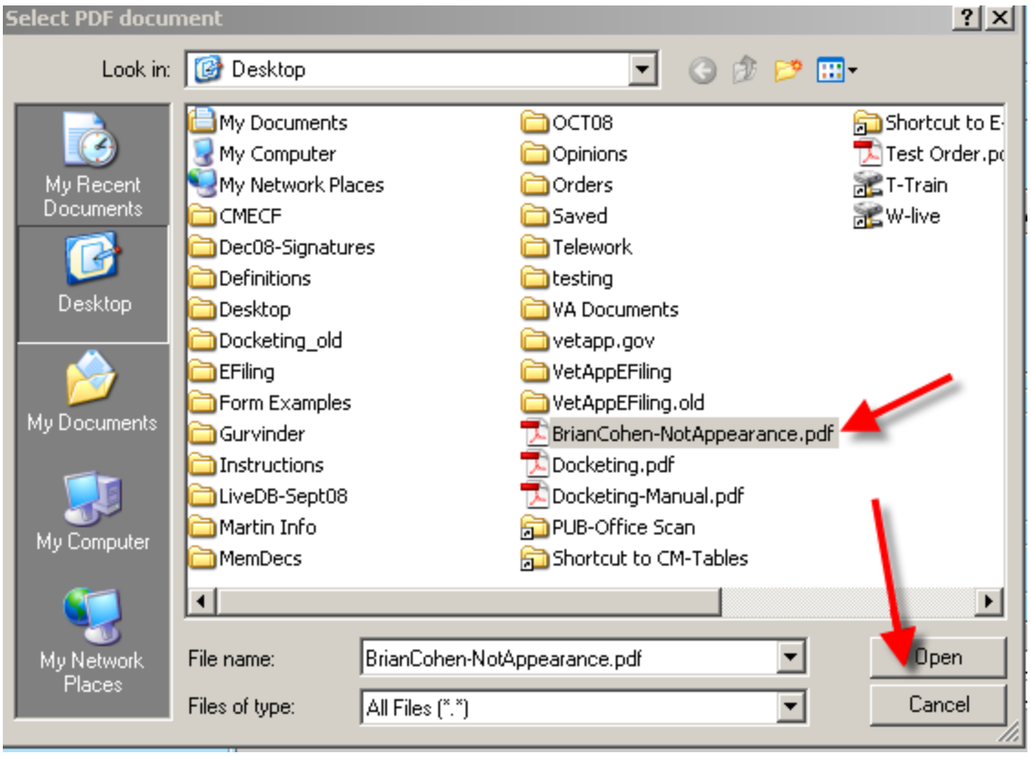


The second window will now open and this page will require a number of steps to be completed.

First, the Notice of Appearance Document must be attached. The Browse button will be selected and a new dialog box will open to select the document.

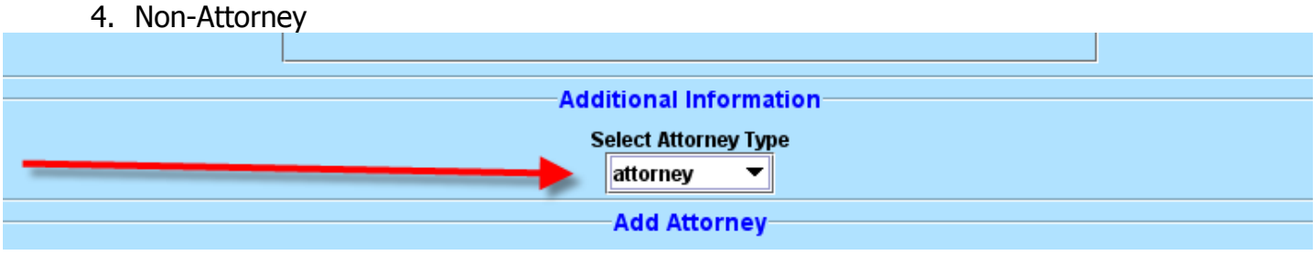


The Select PDF Document Dialog Box opens and after selecting the correct PDF Document (in this case, we are filing an Appearance), select OPEN.

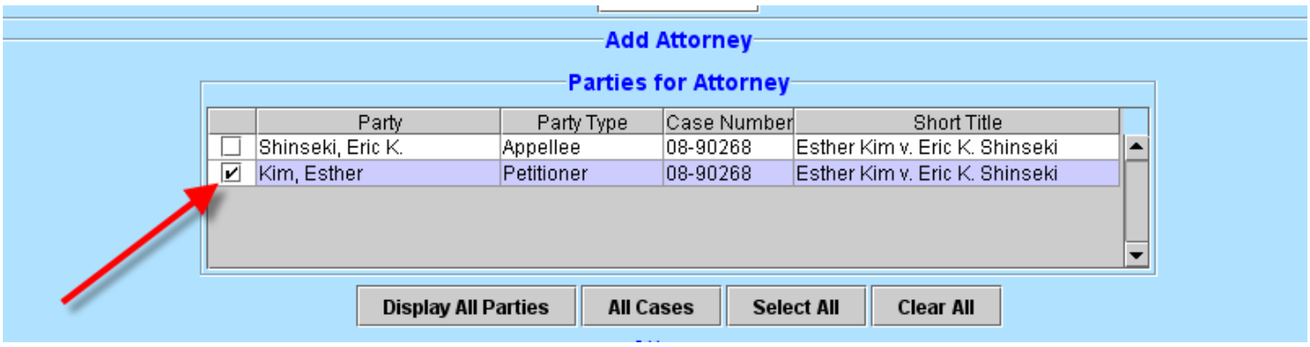


The next step is to select the Attorney Type using the "drop down" arrow. The options are:

1. Attorney
2. Lead Counsel
3. Co-Counsel
4. Non-Attorney

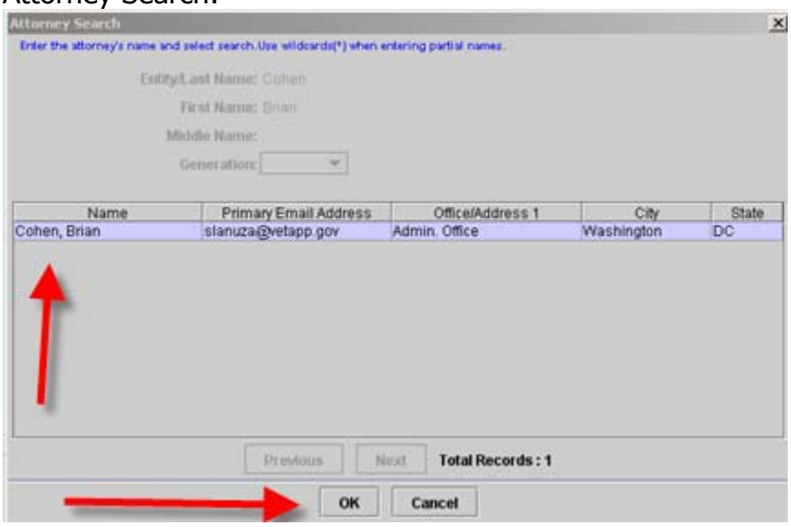


The third step on this page is to select the Party that the attorney is filing the Notice of Appearance for. Select the party by clicking with the mouse in the box next to the Party Name. Once you click in that box with the mouse, a check mark will appear (see below):

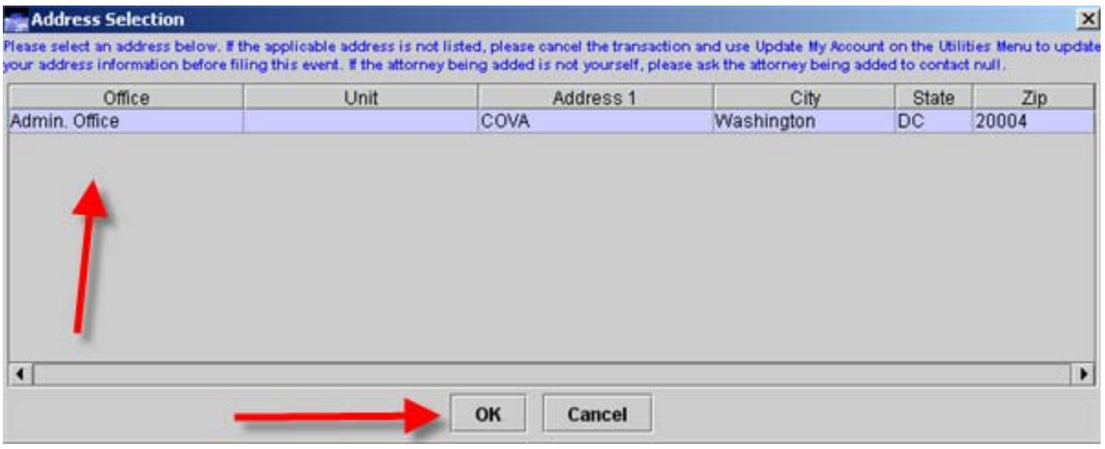


The fourth step on this page involves "finding" the attorney name/record in the CM/ECF Database. Using the "FIND" button, an attorney search box will open and the person record returned is based on the user that is logged in. Select "OK" on the Attorney Search Page. The Address Selection page will be returned and if the information is correct, please select "OK". Once you have done the FIND, and selected OK to the both the Attorney Search and Address Selection page, the Attorney info will be in the Attorney Pane (see below):

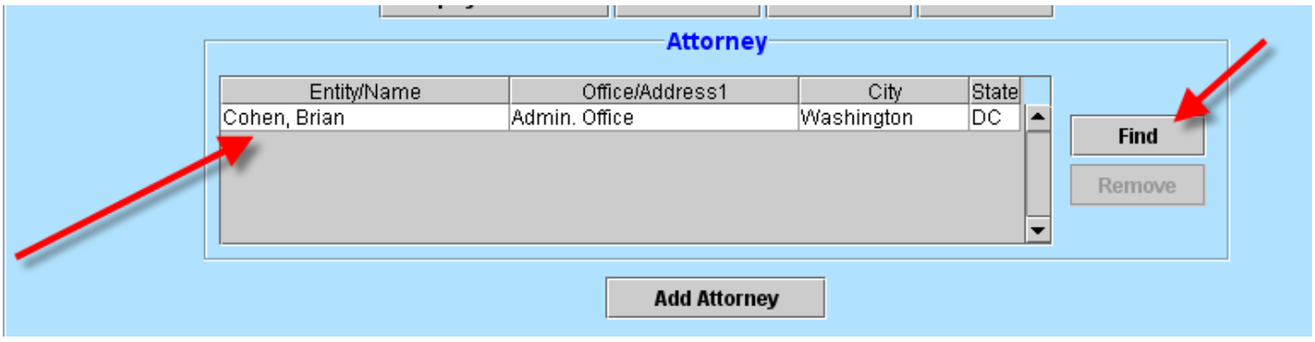
Attorney Search:



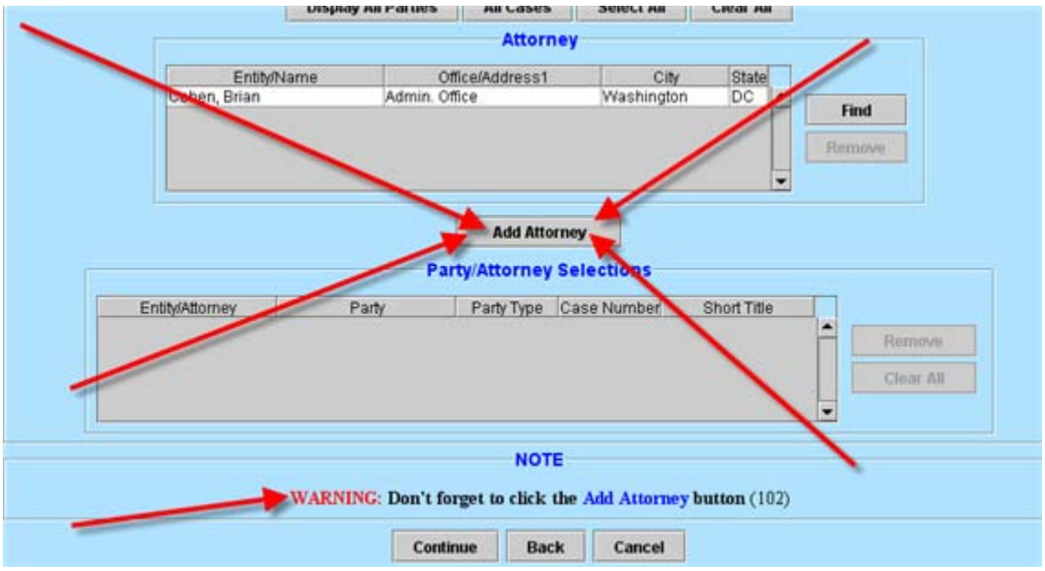
Address Selection:



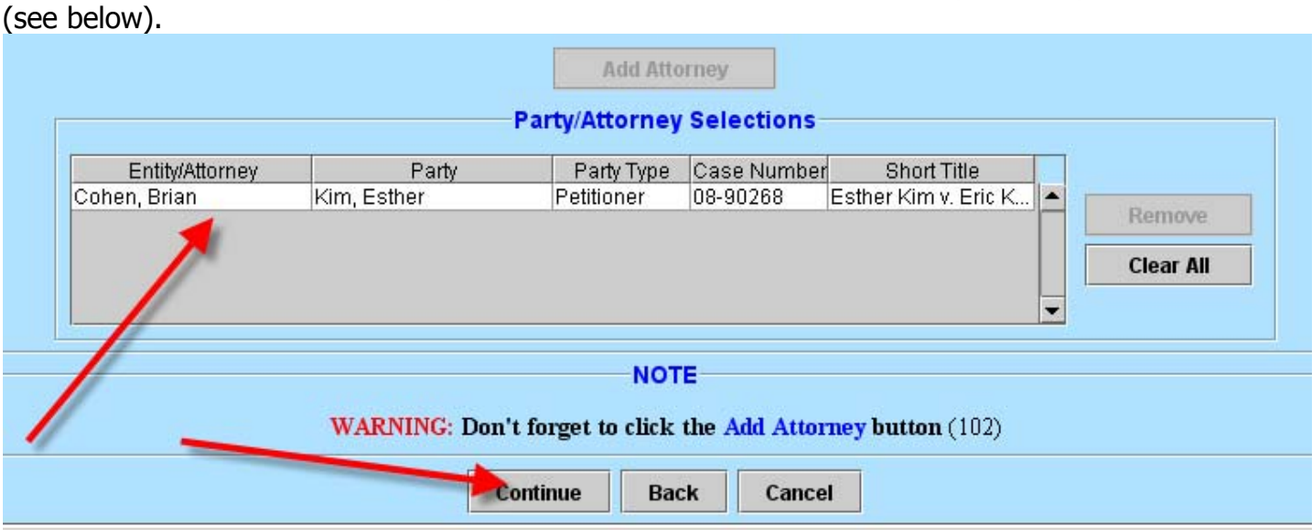
Attorney Pane (verify that information is correct):



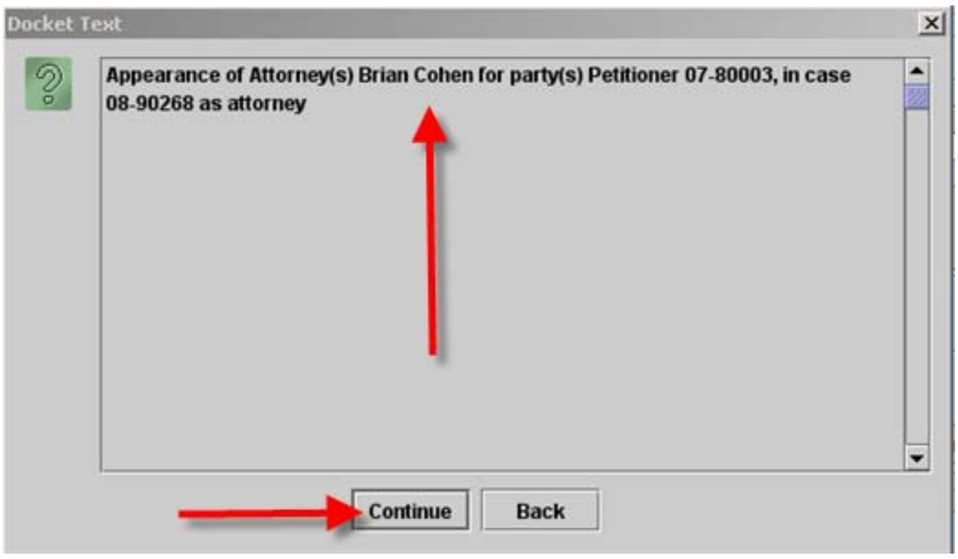
After verifying that the above information is correction, the next step is to select the "**ADD ATTORNEY" Button.** Please note that this is ***CRITICAL*** and the appearance will fail to be docketed correctly if the "ADD ATTORNEY" Button is not selected!



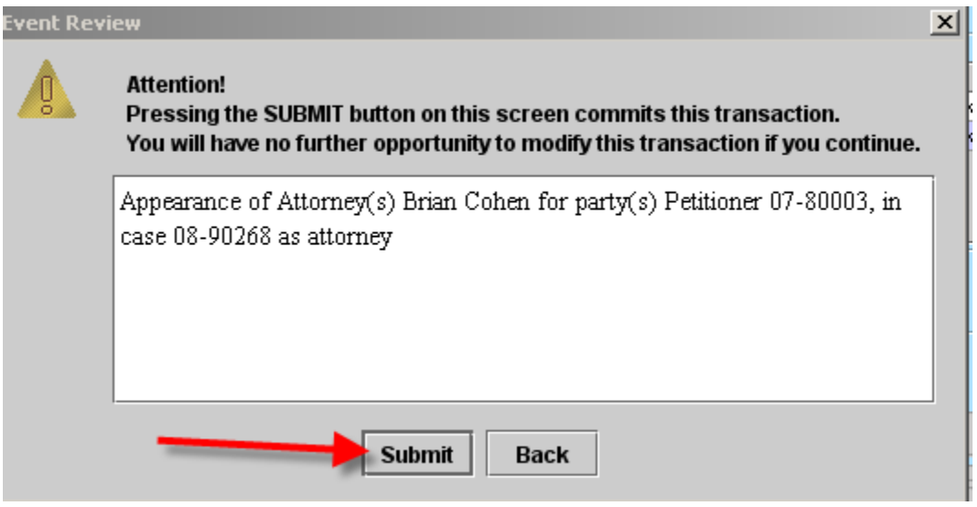
Once the ADD Attorney button is selected, the button becomes grayed out and can no longer be selected. In addition, the attorney information will be added to the "Party/Attorney Selections" box (see below).



After verifying the above, select Continue for the next Window. The "Docket Text" window will appear and if the above has been completed successfully, the docket text will reflect the "attorney's name", the "selected party", and the Case number.

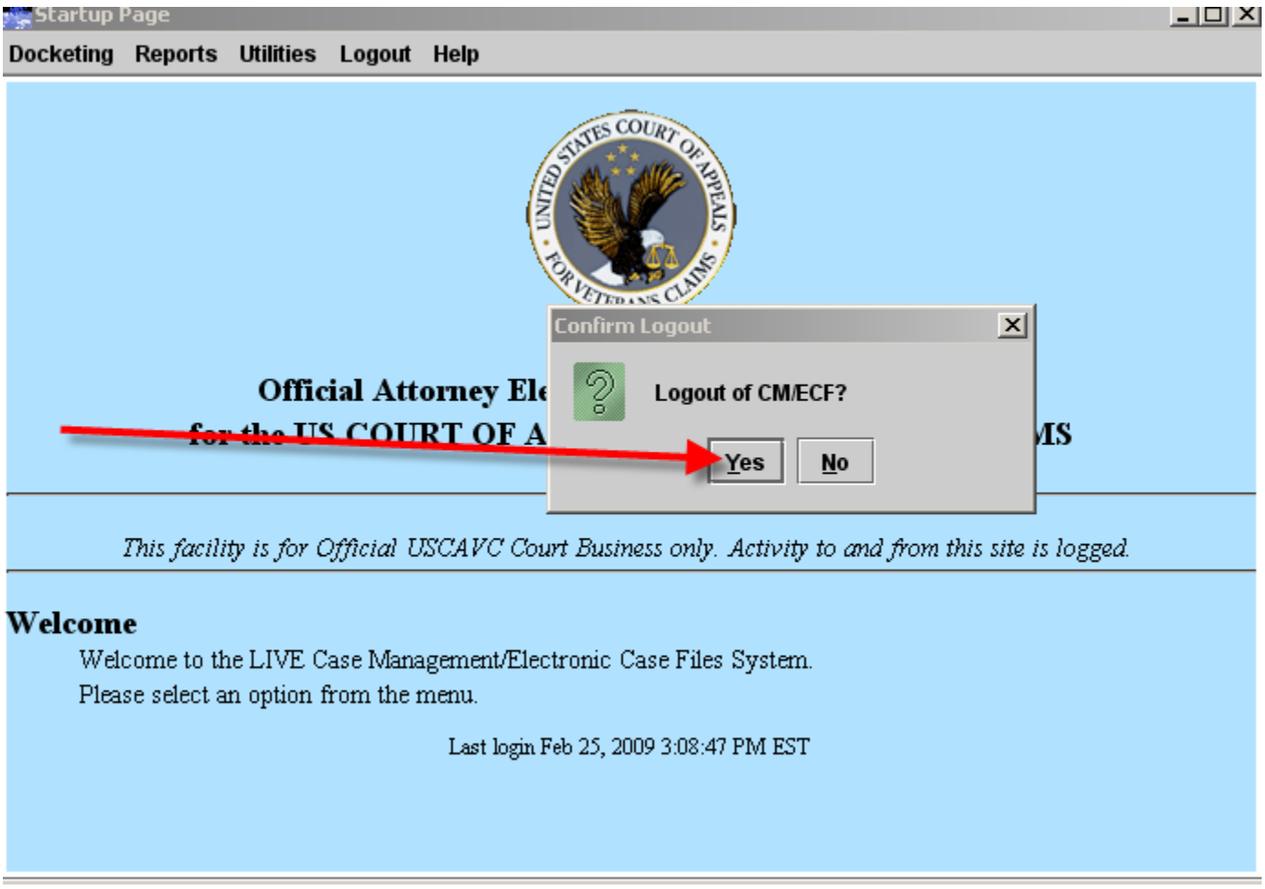


Once you have verified the above information, select Continue. The "Event Review" window will open with the same Docket text. Select the Submit button and the "Event Docketed" dialog box will be shown.



Select OK to close the Event Docketed Box.

Finally, the Notice of Docket Activity will open. After you are done filing the appearance, logout of the system.
Reminder: To logout, use the "Logout" Menu option on the Startup Page and then the "Logout CM/ECF" on the submenu of Logout. A "Confirm Logout" dialog box will be presented and the Efiler must select Yes to Logout.



This concludes Part III (Docketing) of the Court's Training Modules.