### **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 <u>efiling@vetapp.gov</u> 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 <u>esubmission@vetapp.gov</u>
- EAJA applications should be filed in the CM/ECF application by the Filing User starting October 14<sup>th</sup>, 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 suc h as Fee agreement and/or Notice of Appearance submitted as separate documents from the case initiating document.
- For other pleadings such as EAJA Applic ations, all parts of t he pleading such as exhibits and attachme nts should be submit ted as one PDF document when file d 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 PD F 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

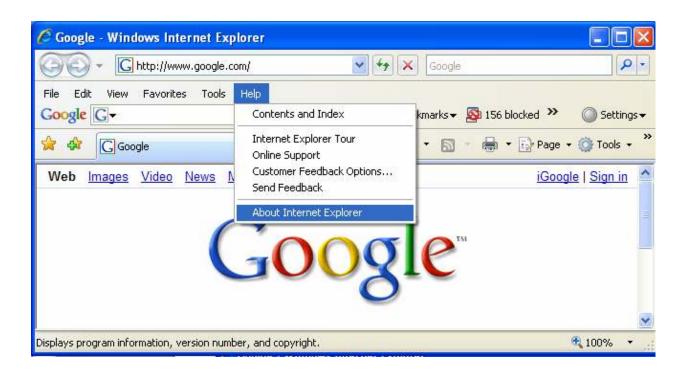
NOTE: PC's with Windows98 and earlier Operating Systems are not supported.

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 <u>www.java.com</u> in the address bar of the browser and press enter.

When the page loads, click on the FREE JAVA DOWN LOAD button if the website detects that JA VA 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.

Java <sup>®</sup>	Search ् Java in Action Downloads Help Center
	Verify Java Version Check to ensure that you have the recommended version of Java installed for your operating system.
	Verify Java version Need Help?

#### 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 <u>https://efiling.vetapp.gov</u> and then select ADD.

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Exceptions Pop-ups are currently blocked. You can allow pop-ups to websites by adding the site to the list below. Address of website to allow:	from specific
efiling.vetapp.gov	Add
connect.vetapp.gov www.java.com	Remove
Notifications and filter level	
<ul> <li>Play a sound when a pop-up is blocked.</li> <li>Show Information Bar when a pop-up is blocked.</li> </ul>	
Filter level:	
Custom	-
Pop-up Blocker FAQ	Close

#### 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 <u>https://efiling.vetapp.gov</u>.

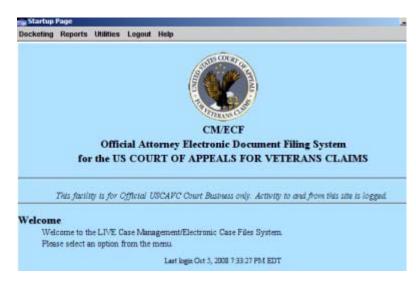


Select the option of "Click here to log into CM/ECF (File a Document in a Case). Once that selection is made, a new Window will open and the login page will be displayed. Utilize the username and password supplied by the Court upon receipt of your registration form and then select "Login".

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Appellate CM/ECF Login Notice This is a Restricted Web Site for Official Court and subject to prosecution under Title 18 of the U logged. Authentication Login: Password:	
Login Clear CMECF has been tested successfully using Firefox representative browsers. Other browsers and browser performed using the Java Plug-In version 1.6.	

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.

<u>Startup Page</u>



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



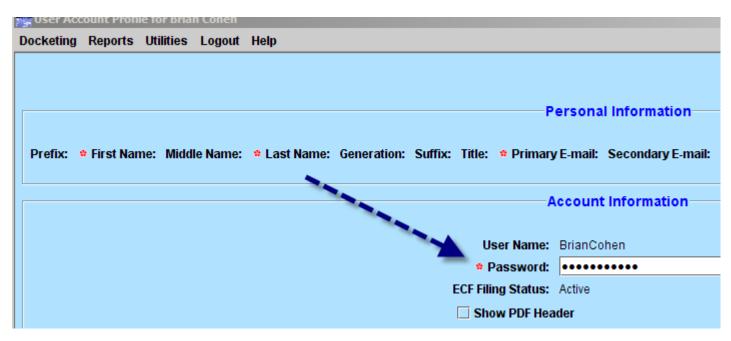
#### Step 6: Introduction to the Startup Page Menu Items

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:

🖕 E-mail Notice for Cases of Interest for Cohen, Brian					
Docketing Reports Utilities Logout He	Docketing Reports Utilities Logout Help				
Note: These settings will apply only to notices for cas	es of interest.				
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Notice of Docket Activity Frequency:	<ul> <li>Individual for each transaction</li> <li>Daily summary</li> </ul>				
Enter Case Number:	Search & Add				
Cases	of Interest Selected				

#### 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 <a href="https://efiling.vetapp.gov">https://efiling.vetapp.gov</a>.



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

Case Search Page - Windows Internet Explorer	
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#### 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 part icular 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:

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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).

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

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Floyd T. Snow v. James B. Peake, M.D.	Termed: 06/02/2008	
Appeal From: Department of Veteran Affairs		
Case Type Information:		
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Originating Court Information: District: DVA-1:06-2488		
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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".

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Appeal From: Department of Veteran Affairs	
Case Type Information: 1) EAJA 2) - 3) -	
Originating Court Information: District: DVA-1:06-2488 Date Filed:	
03/17/2008 Clerk's ord stamp granting motion to ext time to file EAJA response to 4/16/08	
04/17/2008 Appearance of Attorney(s) David J Lowenstein for party(s) Appellee James B Peake, M.D., in case 08-	
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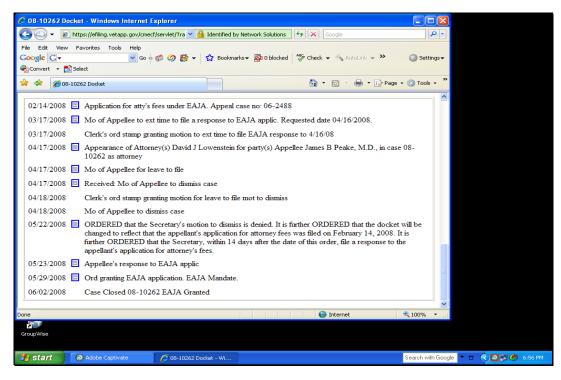
After the user selects the Full Docket Report Button, the Docket Report Filter Page will open. This filter page allows the user to select different options to be used to filter the report. Once the filter selections have been made, select the option to Run Docket Report. See below:

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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).

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#### **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

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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).

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Cases Selection Table - Windows Internet	Explorer							
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<u>Search Option C – Wildcard Search:</u>

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).

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

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Case No./Title	Opening Date	Party	Last Docket Entry	Originating Case 1	No.	
08-10045 Keith D. Snyder v. James B. Peake, M.D.	01/10/2008	Keith D Snyder	02/21/2008 16:43:15	05-2354		
<u>08-10262</u> Floyd T. Snow v. James B. Peake, M.D.	02/15/2008	Floyd Snow	06/02/2008 14:32:17	06-2488		
08-11455 Lawrence W. Snell v. James B. Peake, M.D.	07/21/2008	Lawrence W Snell	08/26/2008 14:26:53	08-0648		
<u>08-11461</u> John E. Snyder v. James B. Peake, M.D.	07/21/2008	John E Snyder	09/08/2008 17:59:56	06-2686		
08-11655 Bruce W. Snook v. James B. Peake, M.D.	08/14/2008	Bruce W Snook	09/29/2008 19:38:42	07-0181		
Note:						
* Click on Case No. to get Case Summary						
* Click on Short Title to get Case Query						
* Click on Originating Case No. to get Case S	Summary for Ori	ginating Case				
					~	
one			😌 Internet	<b>a</b> 100	% •	
2						
GroupWise						
Start 🔊 Adobe Captivate	Cases Selection Tabl				h with Google	💌 🖬 🌾 🔊 💷 🌀 6:57 P

#### 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:

Case Search Page - Windows Internet Ex	plorer	
COO - Attps://efiling.vetapp.gov/cmecf/s	servlet/Ti 💙 🔒 US Court of Appeals for Veteran 🔄 🔀 🛛 Google	
File     Edit     View     Favorites     Tools     Help       Google     G     ✓     Go      G       Convert     T     Select	🔊 🖉 🎦 🔹 Bookmarks - 🔊 0 blocked 🛛 🍄 Check - 🚳 AutoLink - >	Settings -
😤 🏟 🌈 Case Search Page	🛅 🔹 🗟 🝸 🖶 🖓 Page -	- @ Tools - <sup>≫</sup>
<u>Court Home</u> <u>Case Search</u> <u>Calendar</u>	Opinions Orders/Judgments	Help
Case Nu	mber/Range:	
Pa	arty/Attorney:  Very Lat. First Very Attorney Advanced Search Potter	
	Search Clear	
		X
20	Internet	🔍 100% 👻 🤢
GroupWise		
Adobe Captivate	Case Search Page	Search with Google 🔻 🗉 🤇 🙋 🖉 🌀 6:59 P

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

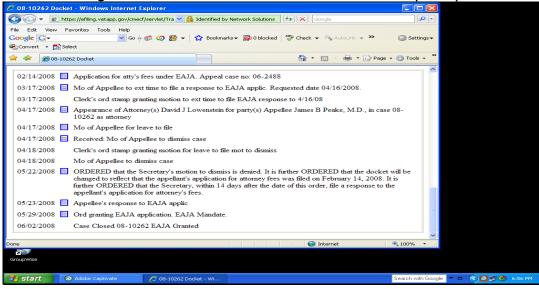
Cases Selection Table - Windows Internet	Explorer							
The second seco								
	File Edit View Favorites Tools Help Google 🔽  Go $\phi  ext{ column base of the second $							
Convert - Select	<b>0 0 1 1</b>	BOOKINARKS V 20 O DIOCKE			j setungs♥			
😤 🍄 🏉 Cases Selection Table				🌐 🔹 🔂 Page 👻 🄇	🐉 Tools 👻			
<u>Court Home</u> <u>Case Search</u> <u>Calendar</u>								
		Selection Page		<u></u>				
Case No./Title	Opening Date	Attorney	Last Docket Entry	Originating Cas	ie No.			
08-10227 Robert L. Smith v. James B. Peake, M.D.	02/11/2008	Marshall O Potter Jr.	03/12/2008 13:57:41	05-2170				
<u>08-10484</u> Robert P. Horne v. James B. Peake, M.D.	03/19/2008	Marshall O Potter Jr.	04/28/2008 16:00:42	06-3340				
<u>08-11124</u> Laster Wilkins v. James B. Peake, M.D.	06/12/2008	Marshall O Potter Jr.	10/01/2008 16:29:14	04-0505				
Note:								
* Click on Case No. to get Case Summary								
* Click on Short Title to get Case Query								
* Click on Originating Case No. to get Cas	e Summary for C	Originating Case						
Done			😜 Internet	€.	100% -			
GroupWise								
🛃 start 🛛 🔊 Adobe Captivate	Cases Selection T	able		Se	arch with Go	oogle 🔻 🗖 🌾 🙋 🖉 6:59 PM		

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

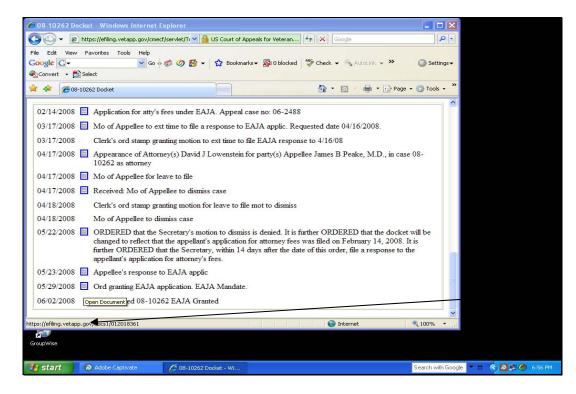
The user can view documents such as pleadings and briefs from the Court's General Docket Report. The user would run the General Docket Report as presented above:

6 08-10262 Docket - Windows Internet	Explorer		
COC - R https://efiling.vetapp.gov/cme	cf/servlet/Ti 🔽 🔒 US Court of Appeals for Veteran	Google	
File Edit View Favorites Tools Help			
	🔊 🍏 🎒 👻 🏠 Bookmarks 🗸 👰 O blocked	AltoLink - >> O Setting	igs <del>▼</del>
Convert - 🔁 Select			»
😤 🛠 🌈 08-10262 Docket		🏠 🔹 🔝 🕤 🖶 🔹 🔂 Page 🔹 🍥 Tools 🤉	- "
Court Home Case Search Calence	lar Opinions Orders/Judgments	Help	
Unit	General Docket ted States Court of Appeals for Veteran	s Claims	=
Case Number:08-10262 Floyd T. Snow v. James B. Peake, M.J Appeal From: Department of Veteran		Docketed: 02/15/2008 Termed: 06/02/2008	
Case Type Information: 1) EAJA 2) - 3) -			
Originating Court Information: District: DVA-1 : 06-2488 Date Filed:			
Prior Cases: None			
Current Cases: None			~
Done		😌 Internet 🔍 100% ·	·
GroupWise			
Adobe Captivate	💋 08-10262 Docket - Wi	Search with	n Google 🔻 🗉 🔇 🔯 🕏 6:56 PM

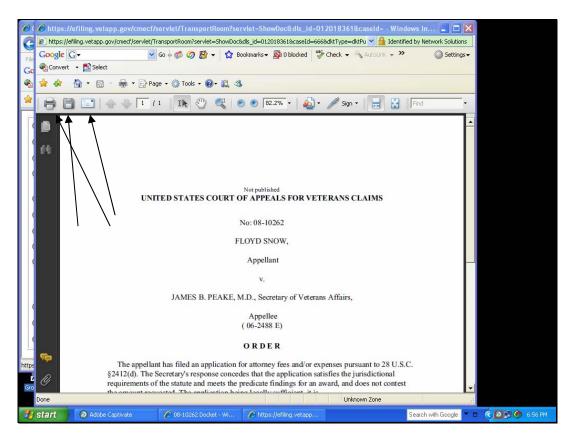
Here's a listing of some of the docket entries on one example report:



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 upp er right hand cornet t o close t he document. When you close the d ocument, the user will be returned to the docket she et. Click the Case Search link to go back to the main Search page.

#### This concludes the Report – Case Search Page Training.

# 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 -<u>http://www.vetapp.gov/electronic\_filing/</u>
  - How to Docket different Pleadings using the Court's CM/ECF Application – <u>https://efiling.vetapp.gov</u>
    - 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 <u>http://www.vetapp.gov/electronic\_filing/</u>
- 2 Review the process for Docketing different pleadings using the Court's CM/ECF Application <u>https://efiling.vetapp.gov</u>
  - 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:



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.
- Person filing is responsible for <u>redacting</u> 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 <u>https://efiling.vetapp.gov</u> 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.

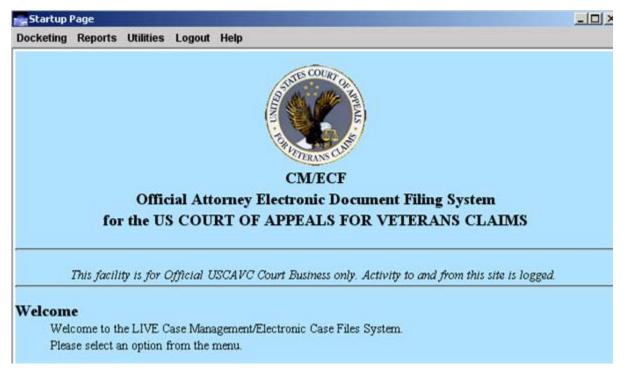
Clogin - Windows Internet Explorer
File       Edit       View       Favorites       Tools       Help         Google       Search       Search
😪 🕸 🏉Login
Appellate CM/ECF Login Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
Authentication Login: Password:
Login Clear
CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.

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:

ellate		File a Document syy-mmm (e.g., 05-2475)	
CM/ECF Appellate	<ul> <li>Processing</li> <li>Briefing</li> <li>Case Opening</li> <li>FCC / Supreme Court</li> <li>EAJA</li> <li>Fees</li> <li>Party-Attorney</li> </ul>	Select One  CAVC Amended Certification of Service CAVC BVA Decision Transmittal CAVC Certificate of Service - Rule 33 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 CAVC Notice of Appeal (Supplemental)	
	Uncheck boxes 1	for each case in which this document should not be filed. Case Selection	

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:

CONTRACTOR INC.	CAVE Motion filed	
Docketing I	Reports Utilities Logout Help	
e	Case 08-90268 Esther Kim v. Eric K. Shinseki	
2		File a Document
I	Case: 08-90268 Enter case number a	is yy-nnnn (e.g., 05-2475)
G	Filed Date: 02/25/2009	a Januar (e.g., eo e e e of
CMI/ECF Appellate		Select One
1		CAVC Amended Certification of Service
N.		CAVC BVA Decision Transmittal
[T	Processing	O CAVC Certificate of Service - Rule 33
$\overline{\mathbf{c}}$	Briefing     Case Opening	CAVC Copy of BVA decision
	Case Opening     O FCC / Supreme Court	CAVC Correspondence from Appellant
E	O EAJA	CAVC Counter Designation of Record     CAVC Designation of Record
T	O Fees	CAVC Designation of Record     CAVC Designation of Record Agreement
	O Party-Attorney	CAVE Designation of Record Agreement     CAVE Motion filed
C		CAVC Motion filed (Opposed)
-		CAVC Notice of Appeal (Supplemental)
	Uncheck boxes	for each case in which this document should not be filed.
		Case Selection
	<ul> <li>08-90268 Esther k</li> </ul>	üm v. Eric K. Shinseki <i>(Target Case)</i>
	Total: 0 Selected: 0	All Reset
		Continue

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

<ul> <li>08-90268 Esther Kim v. Eric K. Shinseki (Target</li> </ul>	15e)
Total: 0 Selected: 0	All Reset

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.

		Party File	120 V		
		rarty rite	er		
	Filer	Туре	Case Number	Short Title	Г
07-80003		Petitioner	08-90268	Esther Kim v. Eric K	-
					-
1	Display All Parties	All Cases	Select All	Clear All	
	07-80003				

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

ECF	Category Description A Processing  Leave to file Selected Reliefs	v C
CM/	Entry Cas	es Up Down Remove

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

	Selected	Reliefs	
	Entry	Cases	Up
	Leave to file	08-90268	
_			Down
			Remove

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.

	PDF Document
Documer	nt: Browse Add Another
	Continue Back Cancel

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:

My	Documents	СТ08	Shortcut to E-Filing
😡 My	Computer	C Opinions	Test Order.pdf
i 🧕 My	Network Places	Corders	T-Train
8 🗋 СМ	ECF	Saved	W-live
De	08-Signatures	C Telework	
Def	initions	testing	
Des	sktop	C VA Documents	
Do Do	keting_old	wetapp.gov	
EFI	ing	C VetAppEFiling	-
For	m Examples	VetAppEFiling.old	
nta 🔁 Gur	vinder	Docketing.pdf	
Ins	tructions	Docketing-Manual.pd	f v
Live	eDB-Sept08	Motion for Lv To File.	pdf
🔁 Ma	rtin Info	PUB-Office Scan	
er 🛅 Mei	mDecs	Shortcut to CM-Table	s
File na	me: Mo	tion for Lv To File.pdf	▼ Oper

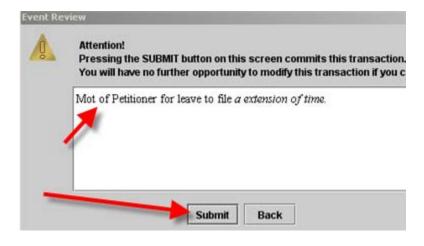
After selecting OK, the application will return back to the PDF Document Screen and the document path will be in reflected in the box. Select the Continue Button for the next window.

	e document path below	<u>v:</u>
Document: admin\Des	ktop\Motion for Lv To File	pdf Browse
	Add Another	

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.

rve to file a extension of time

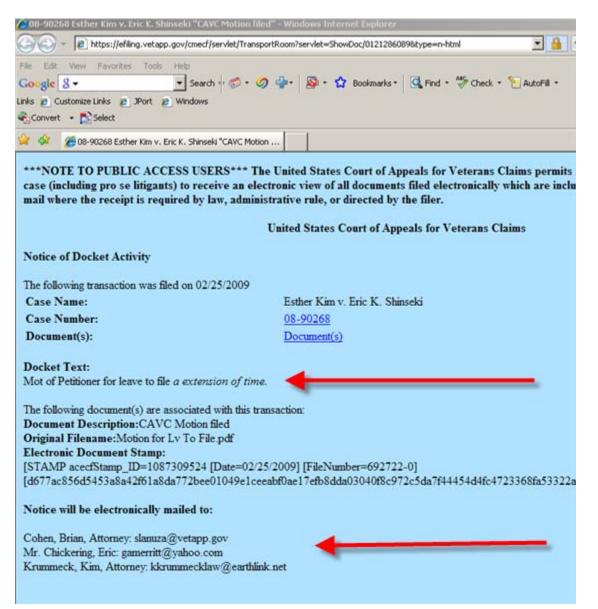
A new dialog box will then open with a Final Warning about submitting the docket entry. If the entry is correct, select the Submit button or select the Back button if the Filer needs to correct information.



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).

cave mot/-/cave ext apit brf
Requested date of extension
Date: 07/09/2009 Time: 0 PM
Continue Back Cancel

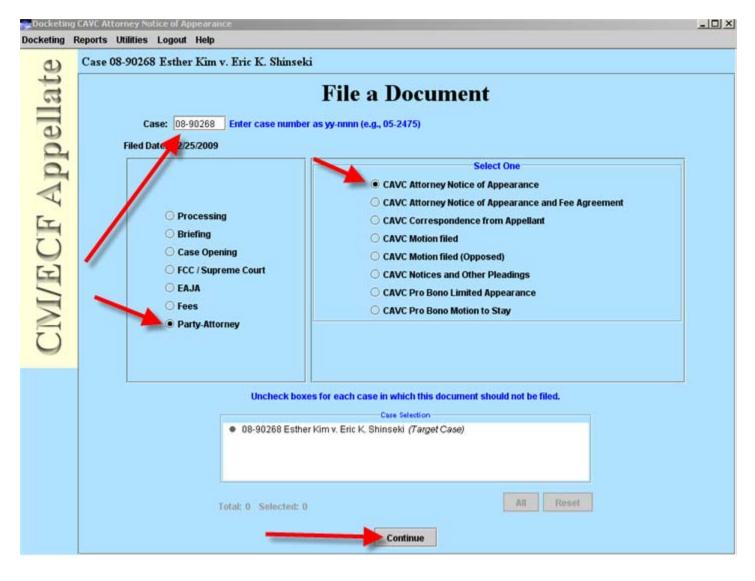
- 12. Select Continue and the Docket Text Window will appear (sometimes with a dialog box to type additional information and sometimes not).
- 13. Select Continue and the "Event Review" dialog box will open. Verify the information and then select "SUBMIT".
- 14. Select "OK" for the Event Docketed Window 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 "Cave 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.

and the second se	AVC Attorney Notice of Appearance eports Utilities Logout Help	
ellate	Case 08-90268 Esther Kim v. Eric K. Shinseki PDF Document	
ppell	Document: Browse Add Another	
A		

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

Select PDF docu	ment		? ×
Look in:	🞯 Desktop	💽 🕝 🗊 🗾	<b></b>
	My Documents	CT08	🔂 Shortcut to E-
My Recent Documents	My Network Places	Crders	🛣 T-Train
	Dec08-Signatures	Telework	
Desktop	Desktop	VA Documents	
	EFiling	VetAppEFiling VetAppEFiling.old	
My Documents	Gurvinder	BrianCohen-NotAppearance.pd	f in the second s
	LiveDB-Sept08	Docketing.pdf	- L
My Computer	Artin Info	🔂 PUB-Office Scan 🔂 Shortcut to CM-Tables	
S	•		Þ
My Network Places	File name: BrianCohe	en-NotAppearance.pdf	Open
	Files of type: All Files (*	.*)	Cancel

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):

			I			
			Add	Attorney —		
[			Parties f	or Attorney		
		<b>D</b> - ut a	Dest. Two	0 NI I	ot <b>T</b> T -	
		Party	Party Type	Case Number	Short Title	
		Shinseki, Eric K.	Appellee	08-90268	Esther Kim v. Eric K. Shinseki	<b></b>
		Kim, Esther	Petitioner	08-90268	Esther Kim v. Eric K. Shinseki	
<b>1</b>	10					
		Display All P	arties All Ca	ses Sele	ct All Clear All	

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:

Attorney Search				1
Enter the attorney's name an	d select search.Use wildcards(*) when e	intering partial names.		
Entr	yd.ast Name: Cohen First Name: Enan			
	Middle Name:			
	Generation:			
Name	Primary Email Address	Office/Address 1	City	State
Cohen, Brian	slanuza@vetapp.gov	Admin. Office	Washington	DC
T				
	Constant Con			
	Previous	Total Records : 1		

#### Address Selection:

Office	COVA			Zip
	COVA	Washington	DC	20004
1				

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 <u>*CRITICAL*</u> and the appearance will fail to be docketed correctly if the "ADD ATTORNEY" Button is not selected!

		Annatues		SCIECT AL		
			Attorney			-
	Entity/Name		Address1	City	State	
Col	en, Brian	Admin. Office		Washington	DC	Find
					/	Remove
				1		
		-		1	1.5	-
			Add Attorne	V		
			The second second			
		-				
		Party/	Attorney Se	lections		
Entity/Atto	orney P			lections ise Number	Short Title	
Entity/Attr	orney P				Short Title	Remove
Entity/Att	orney P				Short Title	Remove
Entity/Attr	orney P				Short Title	Remove Clear All
Entity/Ath	orney P				Short Title	Remove
Entity/Att	orney P		Party Type Ca		Short Title	Clear All
EntityiAttu	orney P				Short Title	Clear All
EntityiAth			Party Type Ca	ise Number		Clear All
EntityiAtt		arty F	Party Type Ca NOTE It to click the	ise Number		Clear All

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).

	Add Attorney					
		Party/Attorney	Selections			
Entity/Attorney	Party	Party Type	Case Number	Short Title		
Cohen, Brian	Kim, Esther	Petitioner	08-90268	Esther Kim v. Eric K		Remove
-						Remove
						Clear All
					-	
1						
1		NOT	E			
/						
	WARNING: Don	't forget to click	the Add Attor	mey button (102)		
		ontinue Ba	ck Cance	il i		

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.

Docket 1	fext	×
2	Appearance of Attorney(s) Brian Cohen for party(s) Petitioner 07-80003, in case 08-90268 as attorney	
	Continue Back	

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.

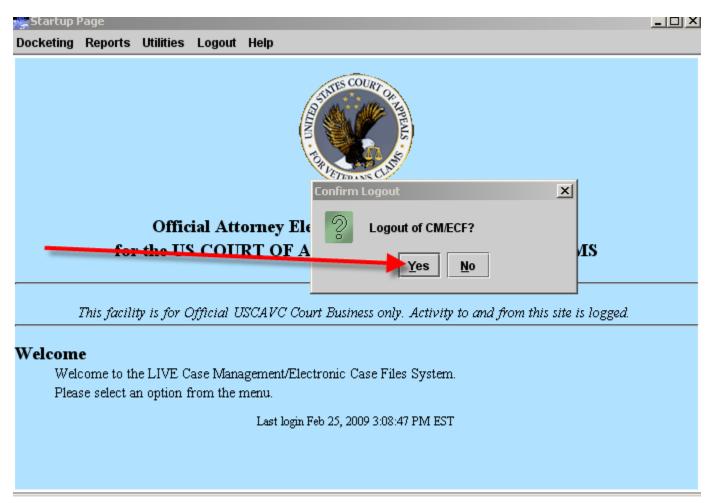
Event Revi	iew	×			
	Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.				
	Appearance of Attorney(s) Brian Cohen for party(s) Petitioner 07-80003, in case 08-90268 as attorney				
	Submit Back				

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.