



US Court of Appeals for Veterans Claims CM/ECF (Electronic Case Filing System) Checklist

As of December, 2008

WEB ADDRESS that the Filing User will access for E-FILING:

<https://efiling.vetapp.gov>

Getting Started for Participants

- Complete the Training posted on www.vetapp.gov
- Fill out the E-Filing Registration Form on web site and e-mail it to e-filing@vetapp.gov.
- Check the status of your personal computer and make sure that it meets the minimum Operating System requirements and Software requirements to participate.

PDF Document Considerations

- Do not scan documents created in any word processing application such as Word Perfect or Microsoft Word. Instead convert/print them into native PDF Format.
- PDF Documents must continue to follow the guidelines and rules contained in Rule 32 – Form of Briefs, Appendices, and Other Papers and Rule 39 – Attorney Fees and Expenses.
- PDF Documents must have all pages in order and right side up with no missing pages and formatted.
- All pleadings, motions, and briefs must be a separate document.

E-Filing Document Preparation Considerations

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



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

Additional E-Filing Considerations

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

Case Docket Reports

- To retrieve the latest docket report for your case, please visit the following URL:
<https://efiling.vetapp.gov/cmecf/servlet/TransportRoom?servlet=CaseSearch.jsp>
- Please note that the Case Docket Report located on the Court's website is no longer updated as of October 10, 2008.