



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.



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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