

Changes Made to the EDVA *E-Filing Policies and Procedures Manual*

Date of Change	New Page Number	Block Title	Change Made
<p>Note: Some changes that have not yet been incorporated in the manual may be found on the Frequently Asked Questions (FAQs) page of the CM/ECF section of our Internet site. Therefore, please check the FAQs if you do not see the information you need in the manual. The FAQs page is text searchable. You can also call the appropriate divisional help desk phone number.</p>			
5/1/09	17	Redaction of Personal Identifiers	Additional information was added about electronically redacting personal identifiers.
3/24/09	37	Main ECF Menu Items	The <i>Search</i> menu item was added.
3/24/09	2-3	Contents	Electronic Transcripts policy was added to the contents and page numbers were modified to reflect added pages to the manual.
3/24/09	30-33	Electronic Transcripts	Policy regarding electronic transcripts was added to the manual.
3/1/09	18	Civil Case Exceptions	The civil case exceptions list has been modified to reflect that transcripts filed in electronic cases for hearings held after March 1, 2009 are no longer exempt from electronic filing.
3/1/09	20	Criminal Case Exceptions	The criminal case exceptions list has been modified to reflect that transcripts filed in electronic cases for hearings held after March 1, 2009 are no longer exempt from electronic filing.
1/8/09	18	Civil Case Exceptions	The civil case exceptions list has been modified to remove Administrative Records from the exceptions list. Administrative Records are to be filed electronically by the attorneys.

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12/3/08	8	System Requirements	The last sentence in the <i>Note</i> was changed to read that “All documents should be scanned with a “black and white” setting unless otherwise ordered by the court”.
12/3/08	50	Filing a Motion in a Civil Case: Reviewing the Docket Entry for Accuracy	In Step 9 - Review your docket entry for accuracy, the first bullet in the table for an incorrect docket entry was removed.
12/3/08	64	Filing a Motion in a Criminal Case: Reviewing the Docket Entry for Accuracy	In Step 10 - Review your docket entry for accuracy, the first bullet in the table for an incorrect docket entry was removed.
11/14/08	18	Civil Case Exceptions	The civil case exceptions list has been modified to remove Asbestos Cases from the exceptions list. Asbestos case documents are to be filed electronically by the attorneys.
8/7/08	24	Technical Failures	Definition of a technical failure was changed from continuously or intermittently for one hour to three continuous hours. A new second bullet was added stating that the court may require that filings be made via paper in the event of a system outage. The third bullet (previously the second bullet) was modified to include that filing instructions during a system outage may also be posted on the court’s website.
7/1/08	9	Mandatory Certification and Registration	Information changed to reflect the new e-filing registration policy that requires attorneys to submit an original, signed paper copy of the ECF Certification Form and a photocopy of a government-issued photo id before the attorneys’ e-filing registration will be processed.

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5/12/08	15	Document Size Requirements	Size limitation changed from 2.5 megabytes to 5.0 megabytes. Total filing still cannot be larger than 15 megabytes.
4/17/08	27	Service of Process	Language and citations revised to correspond with the relevant Federal Rule revisions.
4/17/08	25	Service by Electronic Means Like Service by Mail	Language and citations revised to correspond with the relevant Federal Rule revisions.
2/25/08	18	Civil Case Exceptions	The civil case exceptions list has been modified to remove Social Security Cases from the exceptions list. Social Security case documents are to be filed electronically by the attorneys.
2/6/08	18	Civil Case Exceptions	The civil case exceptions list has been modified to: <ul style="list-style-type: none"> • Clarify that subpoena returns are not exempt from e-filing and • Include Registrar Certificates as exceptions to e-filing.
11/6/07	15	Documents Over 15 MB	Table added to provide direction on how to split into more than one submission a document or filing that is over 15 megabytes and how to file the second submission using the event <i>Notice of Submission (Notice other)</i> .
11/6/07	15	Document Size Requirements	Language clarified about size requirements and information added about how to file documents or filings, including attachments, that are over 15 megabytes.

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8/13/07	36 and 88	Correcting a Mistake and Correcting a Mistake Before You Commit a Transaction	Changed information to state that the way to correct a mistake before committing your transaction is to start the filing process again. Using your browser's <i>Back</i> button may mean that your document does not get attached to your filing.
8/13/07	27	Service of Process	Specifics clarified about preparing the certificates of service; link to tip sheet added.
8/13/07	24	Technical Failures	Language added to the note to clearly state that filing users who experience technical failures on their end are still expected to file both timely and electronically.
7/27/07	27	Motions to Intervene in a Civil Case	<p>Added block:</p> <p>Motions to intervene must be granted by the Court before filing users can file any documents other than the motion itself and any supporting memoranda. Filing users should attach any proposed documents to the motion to intervene. If the Court grants the motion, the filing user should then electronically file documents.</p> <p><i>Note:</i> The filing user is required to add the intervening party as a movant during the process of electronically filing the motion (See <i>Filing Procedures: Adding/Creating a New Party</i> in the <i>E-Filing Policies Procedure Manual</i>).</p>

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6/21/07	22	Signatures: Judges	<p>A judge signs a document by either (a) writing his or her signature in the traditional manner or (b) affixing or causing to be affixed the mark “/s/” above or beside the judge’s name on the document. A judge can sign any document in either manner, and the judge’s signature is effective immediately upon so doing for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.</p> <p>Then, when the judge has caused a signed document to be converted into an electronic file in PDF format and docketed by the Clerk, the representation of the judge’s handwritten or printed signature in the court’s database becomes the judge’s signature for that document for all purposes thereafter.</p>
6/21/07	20	Criminal Case Exceptions	Extradition Matters to be submitted on paper by filer and not made available electronically.
6/21/07	20	Criminal Case Exceptions	CJA forms to be submitted on paper by filer.
3/30/07	102	Maintain Your Account: Password	Second bullet in the note changed to reflect that it is the system , rather than the clerk’s office, that will issue you a new password.
3/30/07	99	Maintain Your Account: Main Screen	Language modified to state that filing users should change only their passwords online: name, address, phone number, or fax number information should be changed by requesting clerk’s office staff in writing to make the change.
3/30/07	85	Overview	Reasons for linking documents stated.

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3/30/07	39	Filing a Civil Document Electronically: Overview	Step 8 (Skip the Response Deadline) removed. We have removed the response deadline from the attorney events in the system. Only clerk's office staff will set deadlines. All the following steps have been renumbered.
3/30/07	28	Sample Certificate of Service	Language changed to reflect the future tense: that the Certificate of Service will be sent out after the filing user receives the NEF, so that the NEF can be included with the paper service.
3/30/07	26	Filing in the Wrong Case or Attaching an Incorrect PDF	Last sentence changed from <i>A notice of the action striking a document from the record will be served on all parties in the case</i> to <i>If a document is removed, a NEF will be sent to all parties in the case.</i>
3/30/07	18	Civil Case Exceptions	Asbestos cases added to list of Civil Exceptions.
3/30/07	12	Mandatory Certification	Language changed to highlight that it is the passing of the online quiz or the taking of the live class that enable attorneys to meet the certification requirement.
3/30/07	9	Mandatory Certification and Registration	Description of certification form modified to reflect actuality; it's an online form – to be filled out before the online registration form – and it does not ask the people certifying if they have a PACER account.
3/30/07	9	Mandatory Certification and Registration	Block title changed from <i>Registration and Mandatory Certification</i> .
3/30/07	8	System Requirements	Under e-mail account, a note added that reads as follows: <i>Make sure that our CM/ECF address (cmecf@vaed.uscourts.gov) will get through your e-mail spam filer, or you won't receive Notices of Electronic Filing (NEFs).</i>

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3/26/07	101	Maintain Your Account: E-Mail Information	Note added that references the step-by-step <i>Tip</i> sheet under <i>General Information</i> on the CM/ECF section of the EDVA Internet site.
3/26/07	89	Quality Control	<ul style="list-style-type: none"> • Language added: <i>When clerk's office staff members discover errors or when filing users call the help desk to notify clerk's office staff members of errors, clerk's office staff members. . .</i> • First bullet modified to clarify that e-mail notification will go to the erring filing user and that e-mail notification will occur only when clerk's office staff members discover the error – not when the filing user brings the error to the attention of clerk's office staff. • <i>Send out paper copies of the NEF. . .</i> done as a separate bullet.
3/26/07	89	Common Mistakes	Language added to Note to state once again that non-filing users should be served with both a paper copy of the document and a paper copy of the NEF.
3/26/07	88	Correcting a Mistake: After You Commit a Transaction	New block added to state directly that clerk's office staff members are the only ones who can correct a mistake once a transaction has been committed. Also tells the filing user to file the correct or corrected document, when appropriate.
3/26/07	88	Correcting a Mistake: Before You Commit a Transaction	Block title changed to reflect that this section is how to correct a mistake before you commit a transaction.
3/26/07	69	Selecting the Attachment to the Document	<i>and/or</i> added between second and third bullets to reflect the fact that you can use the category, the description, or both.

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3/26/07	53	Filing a Criminal Document Electronically: Overview	Step 12 changed to reflect that a paper copy of the NEF must be mailed along with a paper copy of the document.
3/26/07	39	Filing a Civil Document Electronically: Overview	Step 12 changed to reflect that a paper copy of the NEF must be mailed along with a paper copy of the document.
3/26/07	36	Correcting a Mistake	Note added to clarify that, if you make a mistake after committing a transaction, you must call the clerk's office help desk for help in correcting the mistake.
3/26/07	30	Selecting ECF or PACER	Reminder added that you need a client code to login to PACER.
3/26/07	30	How to Access the System	Login link changed to the Internet home page, with directions on how to find the Login link on the CM/ECF page.
3/26/07	29	Courtesy Copies and Other Division-Specific Information	<p>Block title changed from <i>Accessing Courtesy Copy and Other Division-Specific Information</i>.</p> <p>Paragraph added about finding information about Civil and Criminal Documents That May Be Filed in Open Court on these Internet-accessible lists.</p> <p>Last sentence changed to: <i>Filing users may find this information on the CM/ECF main page of the EDVA Internet site at www.vaed.uscourts.gov.</i></p>

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3/26/07	28	Sample Certificate of Service	Language changed: <i>And I hereby certify that I will mail the document by U.S. mail to the following non-filing user.</i> The Certificate of Service must be prepared and filed before the filing user can serve the paper copy of the document to non-filing users, since a paper copy of the NEF must be included in the service of the paper copy of the document.
3/26/07	26	Service of Documents to Non-Filing Users	Language added to clarify that service of the document and the NEF to non-filing users must be on paper and is only necessary for documents filed by the filing user.
3/26/07	26	Consent to Electronic Service	Note added to indicate that recipients of the NEF get ONE free look at the linked document within the NEF. This free look expires after one look or after 15 days have elapsed from receipt of the NEF. Further looks at the document must be taken through PACER.
3/26/07	25	Notice of Electronic Filing (NEF) As Proof of Filing	Language changed from <i>you may wish to print out or store electronically a copy of the NEF</i> to <i>you should print out or store electronically a copy of the NEF.</i>
3/26/07	23	Multiple Signatories	Language changed to indicate that it is the authorizations (not an original paper document) that you should keep on file for the duration of the case, including any period of appeal.
3/26/07	23	Service of Documents to Non-filing Users	Policy now states that you can scan and file the signed document electronically, rather than creating another version of the document to file electronically.
3/26/07	20	List of Criminal Exceptions	<i>Trial Exhibits and Superseding Indictments</i> added.

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3/26/07	19	Civil and Criminal Documents That May Be Filed in Open Court by Attorneys	<i>Civil and Criminal Documents That May Be Filed in Open Court</i> – new block added that references the division-specific information on the CM/ECF section of the Internet site.
3/26/07	18	List of Civil Exceptions	<i>Administrative Records, Returns of Service, and Certification of Registration in Another District</i> added.
3/26/07	13	Live Classes: Comfort Survey	Language added to clarify purpose of Comfort Survey: <i>to determine whether to register for the beginning or advanced level class.</i>
3/26/07	13	Live Classes: Overview	Reflects the granting of CLE credit for the live classes.
3/26/07	12	Online Quiz: Overview	Language added to clarify that the quiz may be taken <i>open-book</i> .
3/26/07	10	Changing the Password	Language changed to reflect that fact that it is the CM/ECF system that issues a new password, not the clerk's office.
3/26/07	9	Registration and Mandatory Certification	Language changed to reflect the fact that you must only certify either to having passed the online quiz or having taken a live class at one of the three courthouses.
3/26/07	9	Registration and Mandatory Certification	Language changed from <i>Are members in good standing of the bar of this Court or are employees of the U.S. Attorney's Office</i> to <i>Are members in good standing of the bar of this Court or are attorneys with the U.S. Attorney's Office</i> to reflect our original intent.

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2/7/07	19	List of Criminal Exceptions	<i>Motions for Pro Hac Appearance</i> added.
2/7/07	18	List of Civil Exceptions	<i>Motions for Pro Hac Appearance</i> added.
2/7/07	24	Filing Deadline	<i>Eastern Standard Time</i> changed to <i>Eastern Standard Time or Daylight Savings Time, whichever is in place at the time a filing is effected.</i>