

UNITED STATES DISTRICT COURT Western District of Virginia



STATE COURT USER NextGen E-FILING MANUAL



210 Franklin Road, SW. Suite 540
Roanoke, Virginia 24011
540-857-5100

| Effective 10/13/2020

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Things to Know Before Starting:

- A Table of Contents with clerk's certification paragraph must be included with all e-filed records.
- Approved Browsers are Windows: Internet Explorer 8 or newer, Firefox and APPLE Macintosh: Safari 5.1 or newer. Be sure you are using one of these.
- Only PDF files may be e-filed.
- All sealed documents must be in a separate PDF with SEALED description.
- Each PDF file can be no larger than 50 megabytes.
- An e-filed record may contain multiple PDFs attached to accommodate file size limits or differentiation of documents such as sealed documents, exhibits, etc.
- There is no limit to the number of attachments.
- A Supplemental Record (Addendum) can be e-filed following these same procedures.
- To make changes, you may use the back button on your browser or start over at any point PRIOR to committing the transaction to our court.
- If you find there is an error in the submitted record, please contact the court for assistance (540-857-5100).

Logging into E-Filing (CM/ECF)

Navigate to our public web page (<http://www.vawd.uscourts.gov/>) and click the “E-Filing (CM/ECF)” link in upper left of page. You may want to add the E-Filing login page to your favorites.

The screenshot shows the homepage of the United States District Court for the Western District of Virginia. At the top, there is a header with the court's name and a search bar. Below the header is a navigation menu with various categories. On the left side, there is a sidebar with several links, including "E-Filing (CM/ECF)" which is circled in red. The main content area features a "Welcome" message and a photograph of a courthouse building.

Enter Document Filing System by clicking link indicated below.

The screenshot shows the document filing system page for the United States District Court for the Western District of Virginia. At the top, there is a seal of the court. Below the seal, there is a welcome message and a link to the "Western District of Virginia - Document Filing System" which is circled in red. Below the link, there is a version number "CM/ECF Version 6.1.1". There are several paragraphs of text providing information about filing fees, document submission, and RSS feeds.

Effective October 1, 2018, a \$100.00 fee will be required for each Motion to Appear Pro Hac Vice that is filed in the Western District of Virginia. The motion event will allow payment of the fee through pay.gov.

June 1, 2018 the US Probation Office will be e-filing all presentence reports directly to CM/ECF and will no longer be emailing the document to counsel of record. Counsel of record will have access to the document(s) in CM/ECF. Counsel of record will also be required to efile to CM/ECF any objection to a presentence report using the following event: Sealed Objections to Initial PSR

Please see the following information for guidance on [Viewing Restricted Documents](#) on our public website.

PDF File Size Limit: The megabyte limit for filing documents in CM/ECF is **20 megabytes**.

CM/ECF RSS Feed for Western District of Virginia: (Really Simple Syndication (RSS) is a type of XML that allows Internet browsers and other feed readers to display information from a website.) Users can subscribe to RSS feeds so they will be notified every time content is updated on a particular site. You may subscribe to our court's free RSS feed to receive automatic notification of activity in all cases including summarized text, such as the name of the document filed, and links to the document and docket report. Results may be sorted by date or case title. You can use one of the many commercially-available RSS readers to further organize and filter the results, customizing the feed to meet your specific needs. To view the document or docket report linked from the RSS feed, users must login to PACER, and will incur applicable fees.

If you wish to practice filing electronically, please visit our [TRAINING WEBSITE](#).

2November2016

[Court Information](#)

Input your PACER account Username and Password. Be sure to check the box to the right of the login.
(See screen shot below)



Virginia Western District Court (test) Login

* Required Information

Username *

Password *

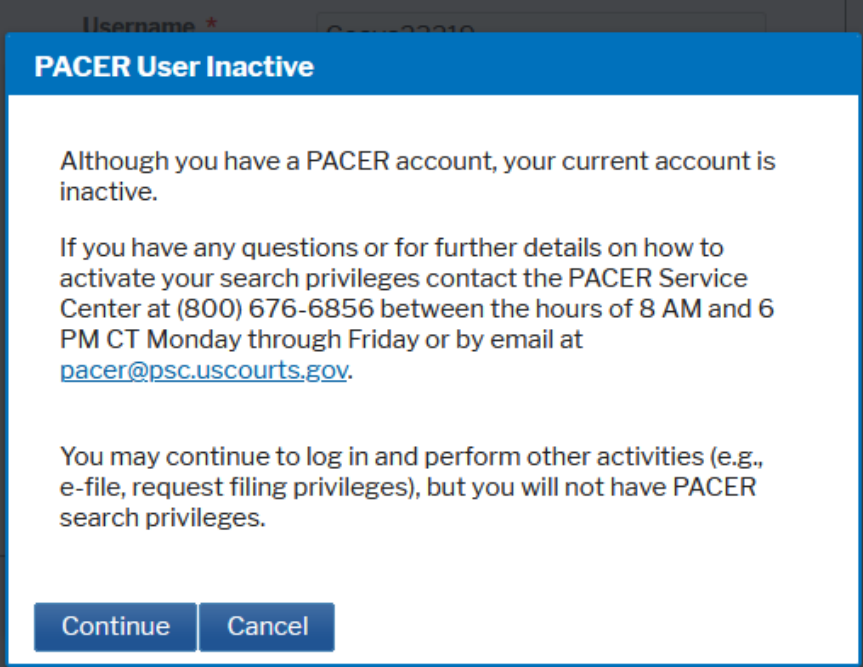
Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

The following PACER User screen will appear, click **Continue**



PACER User Inactive

Although you have a PACER account, your current account is inactive.

If you have any questions or for further details on how to activate your search privileges contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

You may continue to log in and perform other activities (e.g., e-file, request filing privileges), but you will not have PACER search privileges.

Continue Cancel

The following Redaction Agreement box will appear, box must be checked and click **Continue**.

Coava23219

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

[Continue](#) [Cancel](#)

E-Filing Your Court Records

The main menu screen will open, and you will select **Civil** off the blue menu bar.

CECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)



**U.S. District Court
Western District of Virginia
Official Court Electronic Document Filing System**

This message is contained in the file OperationNotice.htm.
CM/ECF Version 6.1.1 February 1, 2016

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

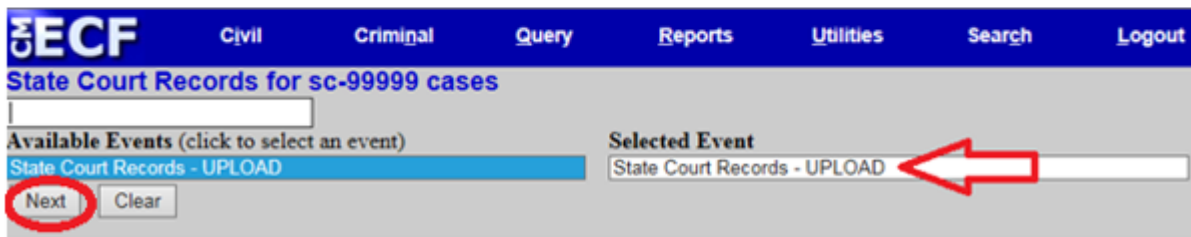
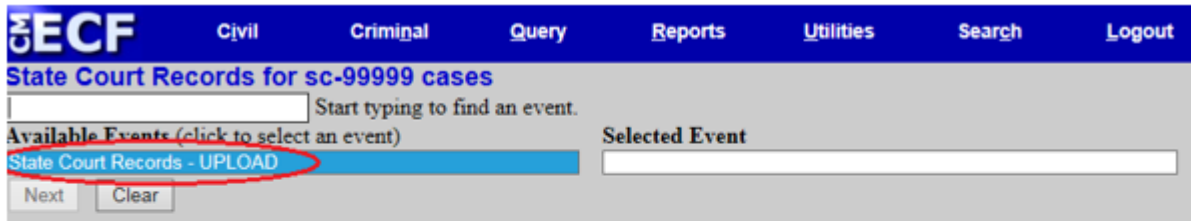
Welcome to the U.S. District Court for the Western District of Virginia Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option listed below.

[PDF Settings](#)

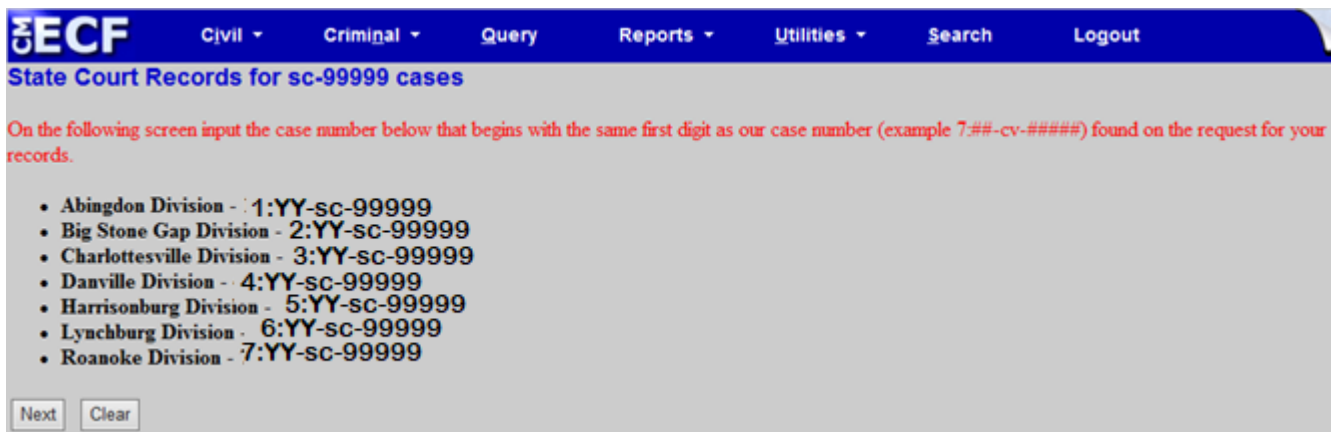
The Civil Events menu will display with the link for **State Court Records**. Click the link to begin the process of e-filing your court records



Click to select **State Court Records – UPLOAD** and the selection will populate the **Selected Event** field to the right. Click **Next**.



Information regarding the Civil Case Number to use to file your records will display. You will need to input this number on the next screen. Click **Next**. (If you are unsure of the case number to use, please call our office at 540-857-5100 for assistance.) **YY = two-digit year, i.e. 21 for 2021**



Now input the designated case number and click **Next**.



ECF Civil Criminal

State Court Records for sc-99999 cases

Civil Case Number

7:YY-sc-99999

Next Clear

If the case number is correct, then click **Next** again.



ECF Civil Criminal

State Court Records for sc-99999 cases

[7:YY-sc-99999 State Court Records](#)

Next Clear

And click **Next** one more time.



ECF Civil Criminal

State Court Records for sc-99999 cases

Next Clear

e-Filing Your Court Records (cont'd)

Now you will begin attaching PDF records.

- Click **Browse** to find your PDF(s) for uploading.
- Please upload the PDF as the **Main Document**.
- Attach Sealed Documents as an Attachment with **SEALED** in the **Description**. (see Example below)
- Additional PDF records can be uploaded as an **Attachment** using the **Browse** button. Please add an appropriate **Description** for each attachment.
- There is no limit to the number of attachments that can be uploaded.
- When through, click **Next** to continue.

The screenshot shows the ECF filing interface for 'State Court Records for sc-99999 cases'. It includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, there are instructions: 'A Description is required in the Description field below for all attachments. Put any SEALED records as separate attachments and enter SEALED in the description (example: Volume 2, Sealed) NOTE: The maximum file size per attachment is 50 mb'. The 'Main Document' section has a 'Browse...' button circled in red. Below it is an 'Attachments' table with columns for 'Attachments', 'Category', and 'Description'. The table has one row with a 'Browse...' button, a dropdown menu, and an empty description field. At the bottom, there are 'Next' and 'Clear' buttons.

Example:

The screenshot shows the ECF filing interface for 'State Court Records for sc-99999 cases'. It includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below the navigation bar, there are instructions: 'A Description is required in the Description field below for all attachments. Put any SEALED records as separate attachments and enter SEALED in the description (example: Volume 2, Sealed) NOTE: The maximum file size per attachment is 50mb'. The 'Main Document' section has a 'Browse...' button with a red arrow pointing to it. Below it is an 'Attachments' table with columns for 'Attachments', 'Category', and 'Description'. The table has three rows, each with a 'Browse...' button, a dropdown menu, and a description field. The first row has 'Manuscript' in the description field, the second has 'Sealed Documents', and the third has 'Exhibits'. Each row has a 'Remove' button. At the bottom, there are 'Next' and 'Clear' buttons, with the 'Next' button circled in red.

Please provide your Court Name and Case Number as well as our case number found on the request for your court records.

ECF Civil Criminal Query Reports Utilities

State Court Records for sc-99999 cases

Your Court Name:

Your Case Number:

District Court Case Number, as reflected on the request for your records:

*****Our case number can be found on the request for your records. (Examples: 7:18cv322, 7:18-cv-00322, 7:18cv00322)**

Indicate whether this is a supplemental record.

ECF Civil Criminal Query

State Court Records for sc-99999 cases

Is this a supplement to a previously provided record?

Select No or Yes

No
 Yes

Confirm whether your record contains any sealed records.

ECF Civil Criminal Query

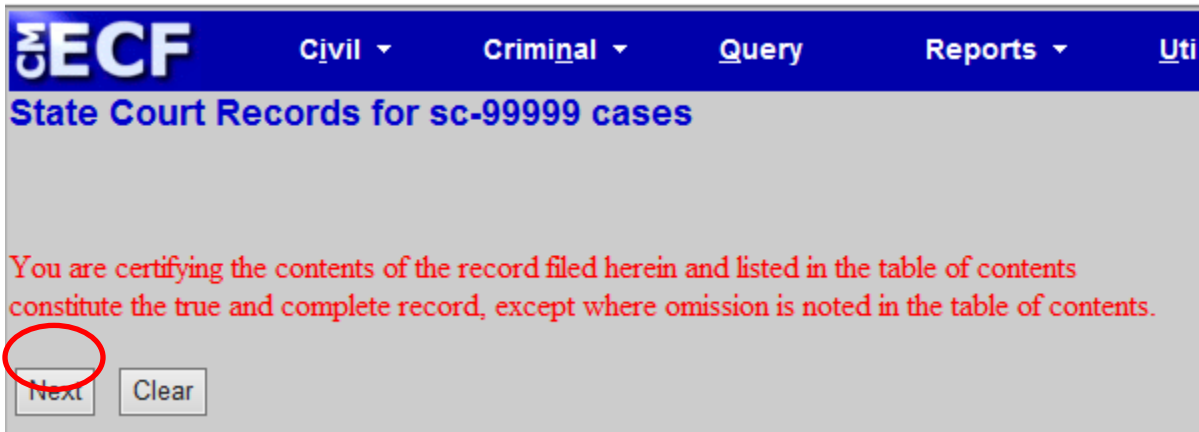
State Court Records for sc-99999 cases

Does this record contain any SEALED records?

Select No or Yes

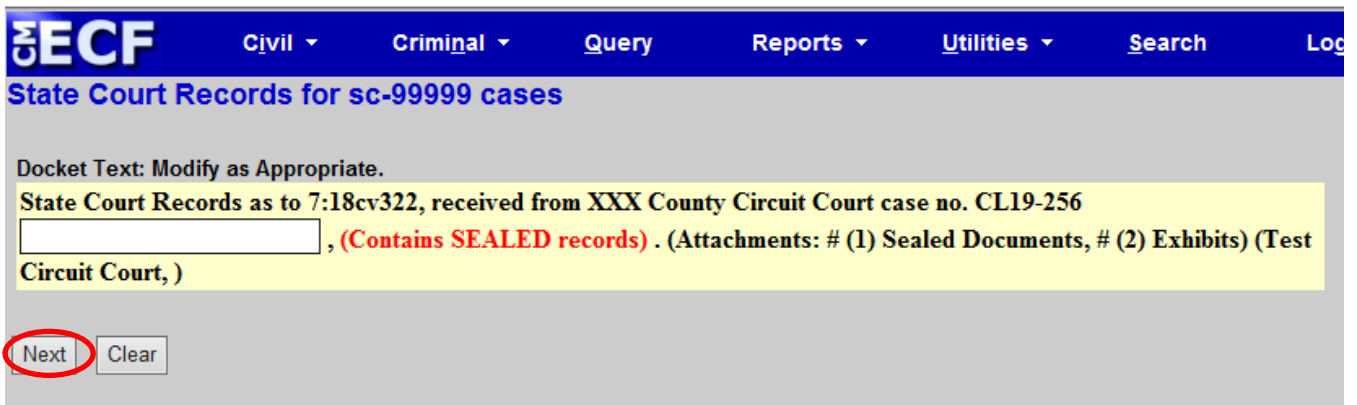
No
 Yes

Click **Next** to certify the e-filed record.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, and Uti. Below the navigation bar, the page title is "State Court Records for sc-99999 cases". The main content area has a light gray background and contains a red text block that reads: "You are certifying the contents of the record filed herein and listed in the table of contents constitute the true and complete record, except where omission is noted in the table of contents." Below this text, there are two buttons: "Next" and "Clear". The "Next" button is circled in red.

This screen provides a free text field if needed for additional information regarding the record. Click **Next** to advance to next screen.



The screenshot shows the ECF interface with a yellow highlighted area for docket text. The navigation bar at the top includes the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Log. The page title is "State Court Records for sc-99999 cases". Below the title, the text "Docket Text: Modify as Appropriate." is displayed. The main content area contains the following text: "State Court Records as to 7:18cv322, received from XXX County Circuit Court case no. CL19-256". Below this text is a white text input field. To the right of the input field, the text "(Contains SEALED records) . (Attachments: # (1) Sealed Documents, # (2) Exhibits) (Test Circuit Court,)" is displayed. Below the text input field, there are two buttons: "Next" and "Clear". The "Next" button is circled in red.

Last Chance to Edit!

This is your last opportunity to make changes before committing the transaction. To start over, begin the process from the beginning by selecting Civil on the blue menu bar. Click **Next** to submit records to U. S. District Court.

The screenshot shows the MCECF web interface. At the top is a blue navigation bar with the MCECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Log Out. Below the navigation bar, the page title is "State Court Records for sc-99999 cases". The main content area has a grey background. It starts with "Docket Text: Final Text". A yellow highlighted box contains the text: "State Court Records as to 7:18cv322, received from XXX County Circuit Court case no. CL19-256, (Contains SEALED records). (Attachments: # (1) Sealed Documents, # (2) Exhibits)(Test Circuit Court,)". Below this is a red warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath is the section "Source Document Path (for confirmation only):" followed by three lines of file paths: "C:\Users\ShannonS.VAWD\Documents\Manuscript.pdf pages: 1", "C:\Users\ShannonS.VAWD\Documents\Part 2.pdf pages: 1", and "C:\Users\ShannonS.VAWD\Documents\Exhibits.pdf pages: 1". At the bottom left, there are two buttons: "Next" (circled in red) and "Clear".

The **Notice of Electronic Filing (NEF)** is your on-screen confirmation that your records have been submitted to the U.S. District Court.

ECF Civil Criminal Query Reports Utilities Search Logout

State Court Records for sc-99999 cases

U.S. District Court
Western District of Virginia

Notice of Electronic Filing

The following transaction was entered by Test Circuit Court, on 3/13/2019 at 4:37 PM EDT and filed on 3/13/2019

Case Name: State Court Records
Case Number: [7:19-sc-99999](#)
Filer:
Document Number: [10](#)

Docket Text:
State Court Records as to 7:18cv322, received from XXX County Circuit Court case no. CL19-256, (Contains SEALED records). (Attachments: # (1) Sealed Documents, # (2) Exhibits)(Test Circuit Court,)

7:19-sc-99999 Notice has been electronically mailed to:

7:19-sc-99999 Notice has been delivered by other means to:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1052918722 [Date=3/13/2019] [FileNumber=56089-0]
[54df0dc3584e52a560ddc28c873b789006be5098761db0a78cb030b80197daa614e8d
fad23adae31cc572913c433c76164dfefb5fa1d186b93cf96d26000dde1]]

Document description: Sealed Documents
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1052918722 [Date=3/13/2019] [FileNumber=56089-1]
[1b614d2fd4939c9305ada2f80cabb02d84709693ddace535e21a515fd42b4cd85de5
1ee708f9eaa1084a9e47ef78dc2a9ec40adc8bdef4f56ab527fef82b1d9]]

Document description: Exhibits
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1052918722 [Date=3/13/2019] [FileNumber=56089-2]
[7bb76cfe1d03cbfd08b22874ccbe2591b5a53c964a21ecbee4c2994341f1c21fb542
b8dff84a43a9f80ee4de2f5fed47e868778c4c4512aa3577742d59c8d92]]