

# UNITED STATES DISTRICT COURT Western District of Virginia



## STATE COURT USER NextGen E-FILING MANUAL



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

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| 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).

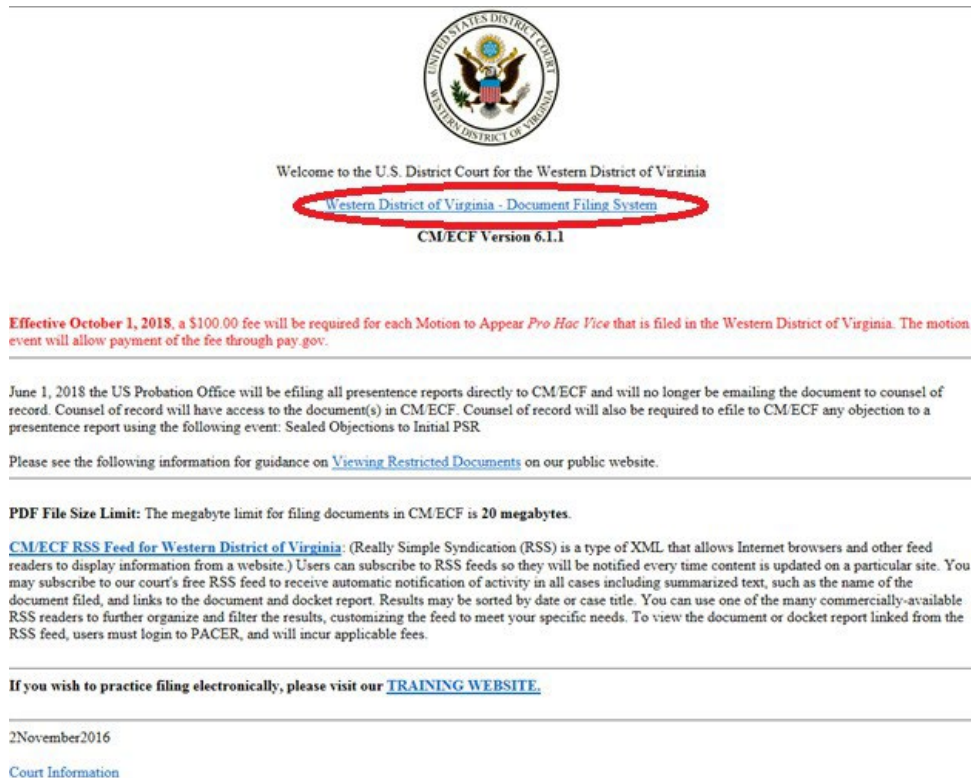
## Logging into E-Filing (CM/ECF)

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. The header includes the court's name and the website URL [www.vawd.uscourts.gov](http://www.vawd.uscourts.gov). A navigation bar contains links for Court Information, Judges, Jurors, Attorneys, Filing Without an Attorney, Forms, CM/ECF Information, Criminal Justice Act, and Programs & Services. On the left, a sidebar lists links: Case Locator (PACER), E-Filing (CM/ECF) (circled in red), eJuror, Jury Fraud Alert, and CJA eVoucher Login. The main content area features a 'Welcome' message and a photograph of a courthouse. At the bottom, there are links for Court Locations, Court Calendar, and News & Announcements.

Enter Document Filing System by clicking link indicated below.



The screenshot shows the 'Western District of Virginia - Document Filing System' page. At the top is the court's seal. Below it, the text reads 'Welcome to the U.S. District Court for the Western District of Virginia' followed by the link 'Western District of Virginia - Document Filing System' (circled in red) and 'CM/ECF Version 6.1.1'. A red notice states: '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.' Below this, a notice dated June 1, 2018, states that the US Probation Office will be e-filing all presentence reports directly to CM/ECF. Further down, there is a link for 'Viewing Restricted Documents' and a 'PDF File Size Limit' of 20 megabytes. At the bottom, there is a link to the 'TRAINING WEBSITE' and the date '2November2016'.

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**

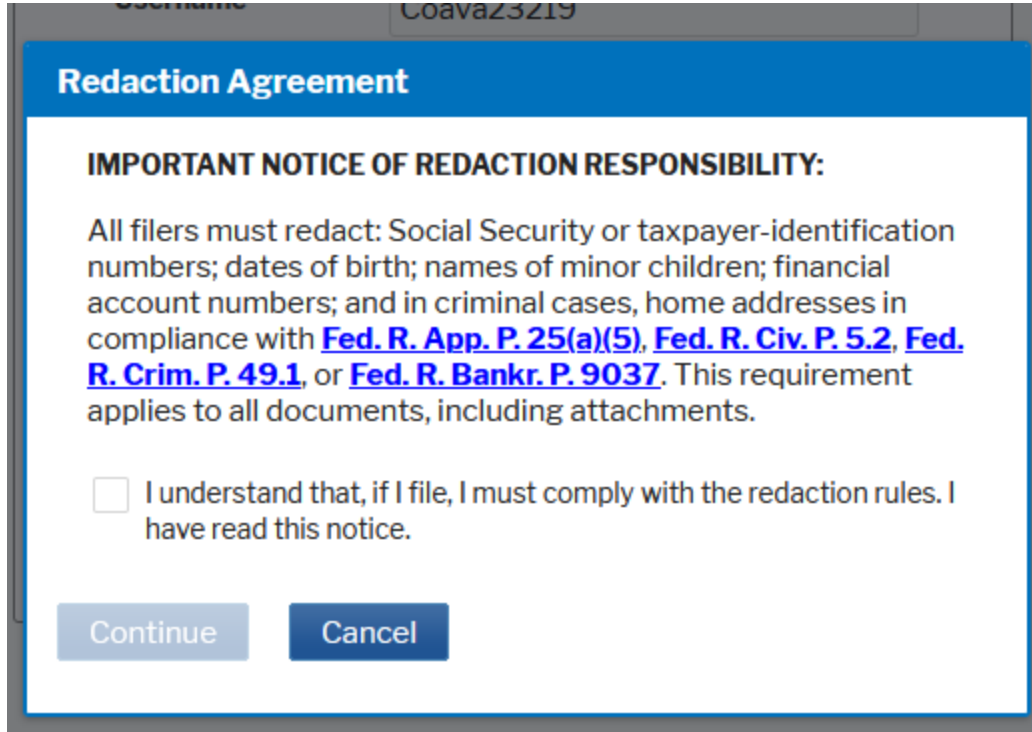
Although you have a PACER account, your current account is inactive.

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](mailto: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**.



**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.



**ECF** [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.*

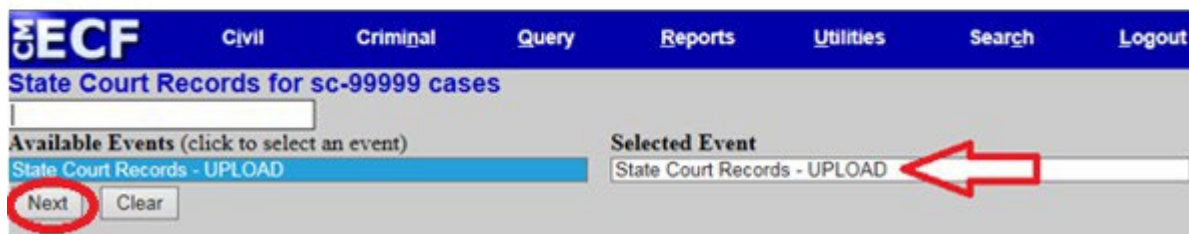
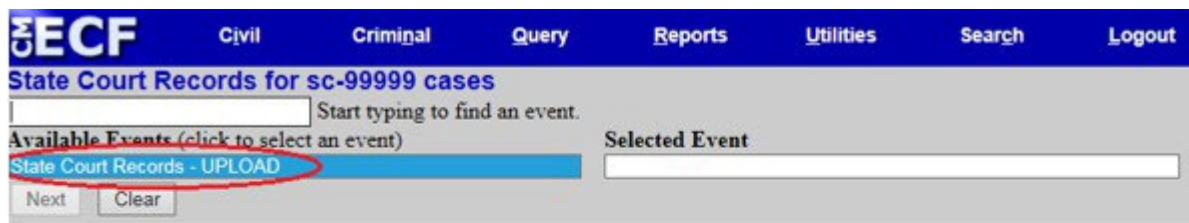
Welcome to the U.S. District Court for the Western District of Virginia Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option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

On next screen input the case number below with 1st digit matching the 1st digit of our case number found on the request for your record.

**\*\*YY= current 2-digit year**

- **Abingdon Division** - 1:YY-sc-99999
- **Charlottesville Division** - 3:YY-sc-99999
- **Danville Division** - 4:YY-sc-99999
- **Harrisonburg Division** - 5:YY-sc-99999
- **Lynchburg Division** - 6:YY-sc-99999
- **Roanoke Division** - 7:YY-sc-99999

Next Clear

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-99999State 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.

ECF Civil Criminal Query Reports Utilities Search Logout

State Court Records for sc-99999 cases

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

Select the pdf document and any attachments.

Main Document Browse...

Attachments	Category	Description
1. <span style="border: 1px solid gray; padding: 2px;">Browse...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;"></span>

Next Clear

Example:

ECF Civil Criminal Query Reports Utilities Search

State Court Records for sc-99999 cases

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

Select the pdf document and any attachments.

Main Document C:\Users\ShannonS.VAWD\Documents\ID Browse... ←

Attachments	Category	Description	
1. <span style="border: 1px solid gray; padding: 2px;">C:\Users\ShannonS.VAWD\Documents\W Browse...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">Manuscript</span>	<span style="border: 1px solid gray; padding: 2px;">Remove</span>
2. <span style="border: 1px solid gray; padding: 2px;">C:\Users\ShannonS.VAWD\Documents\IS Browse...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">Sealed Documents</span>	<span style="border: 1px solid gray; padding: 2px;">Remove</span>
3. <span style="border: 1px solid gray; padding: 2px;">C:\Users\ShannonS.VAWD\Documents\IE Browse...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">Exhibits</span>	<span style="border: 1px solid gray; padding: 2px;">Remove</span>
4. <span style="border: 1px solid gray; padding: 2px;">Browse...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;"></span>	

Next Clear

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

The screenshot shows the ECF State Court Records form for sc-99999 cases. The form has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, and Utilities. The main title is "State Court Records for sc-99999 cases". Below the title, there are three input fields: "Your Court Name:" with the value "XXX County Circuit Court", "Your Case Number:" with the value "CL19-256", and "District Court Case Number, as reflected on the request for your records:" with the value "\*\*\*". Below the input fields, there are two buttons: "Next" and "Clear". The "Next" button is circled in red. To the right of the buttons, there is a red text message: "\*\*\*Our case number can be found on the request for your records. (Examples: 7:18cv322, 7:18-cv-00322, 7:18cv00322)".

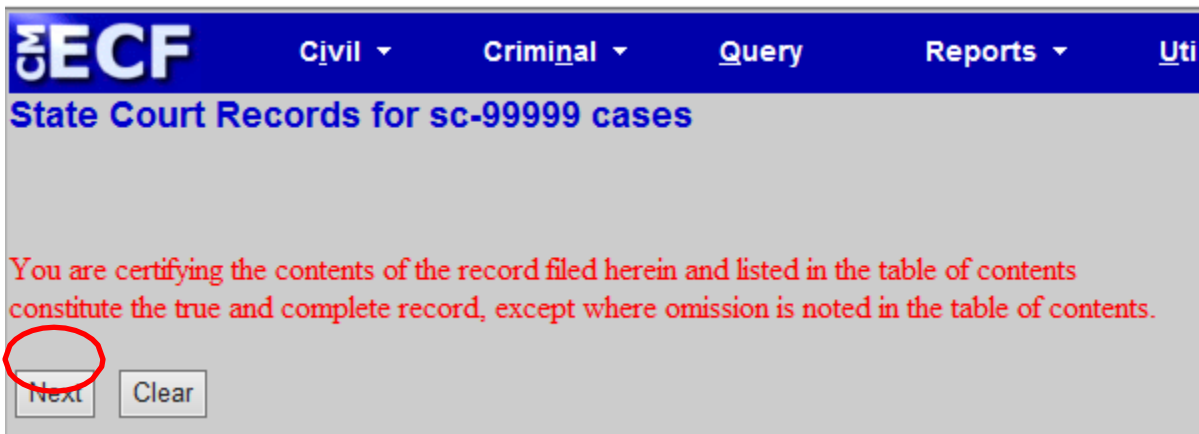
Indicate whether this is a supplemental record.

The screenshot shows the ECF State Court Records form asking if the record is a supplement. The form has a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. The main title is "State Court Records for sc-99999 cases". Below the title, the question is "Is this a supplement to a previously provided record?". Below the question, there are two radio buttons: "No" and "Yes". The "No" radio button is selected. Below the radio buttons, there are two buttons: "Next" and "Clear". The "Next" button is circled in red. To the right of the buttons, there is a red text message: "Select No or Yes".

Confirm whether your record contains any sealed records.

The screenshot shows the ECF State Court Records form asking if the record contains sealed records. The form has a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. The main title is "State Court Records for sc-99999 cases". Below the title, the question is "Does this record contain any SEALED records?". Below the question, there are two radio buttons: "No" and "Yes". The "No" radio button is selected. Below the radio buttons, there are two buttons: "Next" and "Clear". The "Next" button is circled in red. To the right of the buttons, there is a red text message: "Select No or Yes".

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

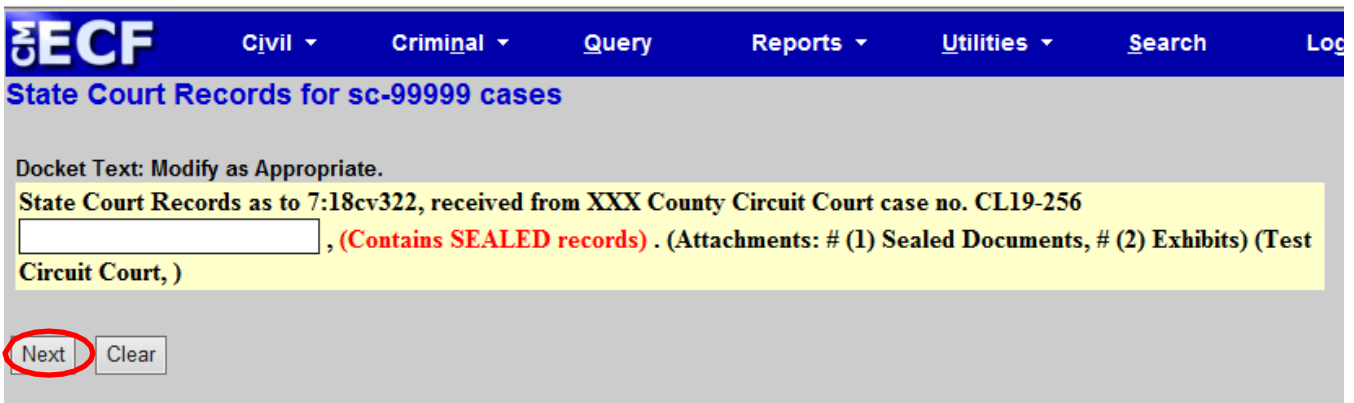


**ECF** Civil Criminal Query Reports Uti

**State Court Records for sc-99999 cases**

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.

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



**ECF** Civil Criminal Query Reports Utilities Search Log

**State Court Records for sc-99999 cases**

Docket Text: Modify as Appropriate.

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, )

### **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.

**ECF** Civil Criminal Query Reports Utilities Search Log Out

**State Court Records for sc-99999 cases**

Docket Text: Final 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, )**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

*Source Document Path (for confirmation only):*  
C:\Users\ShannonS.VAWD\Documents\Manuscript.pdf pages: 1  
C:\Users\ShannonS.VAWD\Documents\Part 2.pdf pages: 1  
C:\Users\ShannonS.VAWD\Documents\Exhibits.pdf pages: 1

**Next** 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]]