
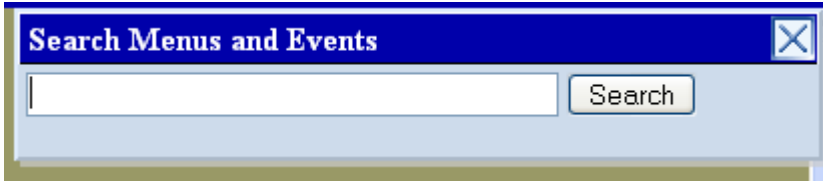
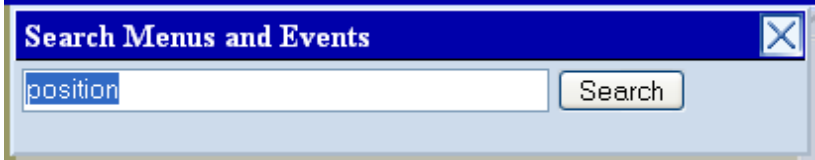


## Attorney Menu Lists/Search Feature

In place of the attorney menu lists, you can now find a filing event in CM/ECF by using the Search function on the main blue menu bar. Take the following steps:

### Steps

Take the following steps to use the *Search* feature:

Step	Action
1	<p>Click the word <i>Search</i> on the main blue menu bar.</p> 
2	<p>Type in part of the filing event for which you are searching and then click the <i>Search</i> button.</p>  <p><i>Example:</i> If filing a <i>Position on Sentencing</i>, type the word <i>Position</i> in the white box which will start a search for all filing events that contain the word <i>position</i> in both the civil and criminal categories.</p> 
3	<p>Select your filing event by clicking the correct search result which starts the filing process. There is no need to go the category to select the filing event as you are able to begin the filing process from this screen. If your search yields no results and you are unsure what filing event to use to file your document, please contact your local Clerk's Office for assistance.</p> <p><i>Note:</i> See screen shot of search results.</p>

**Search Results  
Screen**

Screen shot of the search results screen:

**Search results for 'position'**

*15 events found*

**Civil Events → Asbestos Documents**

[Memorandum in Opposition](#)

**Civil Events → Discovery Documents**

[Notice to Take Deposition](#)

**Civil Events → Motions**

[Take Deposition](#)

**Civil Events → Other Answers**

[Affidavit in Opposition](#)

**Civil Events → Responses, Replies and Memoranda**

[Affidavit in Opposition to Motion](#)

[Memorandum in Opposition](#)

[Opposition](#)

[Response in Opposition to Motion](#)

**Criminal Events → Discovery Documents**

[Notice of Public Authority Opposition Witness](#)

**Criminal Events → Motions**

[Take Deposition](#)

**Criminal Events → Other Documents**

[Position on \(other\)](#)

[Position on Sentencing](#)

**Criminal Events → Responses, Replies and Memoranda**

[Affidavit in Opposition to Motion](#)

[Opposition](#)

[Response in Opposition](#)

If you are not sure of which event to use in filing your document, please call your division's general civil or criminal number for assistance.

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**Help Desk**

Filing users may call the clerk's office Help Desk for assistance Monday through Friday (excluding holidays) between the hours of 8:30 a.m. and 5:00 p.m.

See the chart below for the appropriate Help Desk number.

<b>Division</b>	<b>Help Desk Telephone Number</b>
Alexandria	703-299-2101 – Civil 703-299-2102 – Criminal
Norfolk/Newport News	757-222-7201 – Civil 757-222-7202 – Criminal
Richmond	804-916-2220 – Civil 804-916-2230 – Criminal