

Instructions for Filing Memorandums in Support and Similar Documents

When filing a memorandum in support, or a similar kind of document (e.g., a brief), you have two options:

1. You can file the memorandum in support as a separate document and therefore as a separate filing event that you link to a previously filed motion OR
2. You can file the memorandum in support as part of the same document as the motion.

Option 1:

- Create the motion and memorandum in support as two separate documents, each with its own heading (court name, division, case style, case number, and document title), signature block for each signatory, and certificate of service. Then you have two separate documents that must be filed separately, as two separate events.
- File the motion as one event, commit your transaction, and get your NEF.
- Then, file the memorandum in support as a separate event (found under the Responses and Replies subcategory), link the memorandum to the motion it is supporting, and get that NEF. Always file the motion before filing the memorandum in support.

Option 2:

- Create the motion and memorandum in support as one document, with one heading (court name, division, case style, case number, and document title), signature block for each signatory, and certificate of service.
- File that one document. Be sure to pick the appropriate motion relief as your event and text into the appropriate white rectangular box the fact that the document includes a memorandum in support as well as the motion. Commit your transaction and get your NEF.

Examples of the two options follow starting on the next page.

If you would like further assistance, please call your divisional help desk (general civil or criminal number) during clerk's office business hours, and a case manager will walk you through the necessary steps.

Example 1 – File as two separate events:
Document #1 Motion for Summary Judgment
Document # 2 Memorandum in Support (and link to the Motion for Summary Judgment)

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
Alexandria Division

ROAD RUNNER)	
Plaintiff)	
)	
)	
v.)	Civil Action 1:07cv10XX
)	
)	
WILE E. COYOTE)	
Defendant)	

MOTION FOR SUMMARY JUDGMENT

Text text text text text. Text text text text text text. Text text text text text text text text text text text text. Text text text text text text text text. Text text text text text text text text. Text text text text text text text text. Text text text text text text text text. Text text text text text text text text. Text text text text text text text text.

_____/s/_____
Denny Crane
Va Bar Number 76543
Attorney for Road Runner
Crane Poole & Schmidt
987 Water St
Norfolk, VA 22314
(757) 222-2700
(757) 222-2701
Denny_Crane@yoohoo.com

CERTIFICATE OF SERVICE

I hereby certify that on the ____ day of _____, 20____, I will electronically file the foregoing with the Clerk of Court using the CM/ECF system, which will then send a notification of such filing (NEF) to the following:

Jacob Smith
(Attorney for Wile E. Coyote)
Attorney at Law
123 Main Street
Any Town, VA 22310
jsmithatty@goodlaw.com

And I hereby certify that I will mail the document by U.S. mail to the following non-filing user:

Jane Jones
224 Ivy Lane
Any Town, VA 22214

/s/

Denny Crane
Va Bar Number 76543
Attorney for Road Runner
Crane Poole & Schmidt
987 Water St
Norfolk, VA 22314
(757) 222-2700
(757) 222-2701
Denny_Crane@yoohoo.com

Selected Example Screen Shots:

The screenshot shows the top navigation bar of the CM/ECF system with links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "1:07-cv-01013-TSE-BRP Runner v. Coyote". A grey box contains the text "Docket Text: Modify as Appropriate." Below this is a form with a dropdown menu showing "MOTION for Summary Judgment" and a text input field. To the right of the input field is the text "by Road Runner. (atestaty13,)". At the bottom of the form are two buttons: "Next" and "Clear".

The screenshot shows the same CM/ECF interface. The page title is "Motions" and the case name is "1:07-cv-01013-TSE-BRP Runner v. Coyote". The court name is displayed as "U.S. District Court Eastern District of Virginia". The section is titled "Notice of Electronic Filing". The text reads: "The following transaction was entered by atestaty13, on 9/20/2007 at 10:16 AM CDT and filed on 9/20/2007". Below this are the following details: "Case Name: Runner v. Coyote", "Case Number: [1:07-cv-1013](#)", "Filer: Road Runner", and "Document Number: [3](#)". The "Docket Text:" section shows "MOTION for Summary Judgment by Road Runner. (atestaty13,)". At the bottom, it states "1:07-cv-1013 Notice has been electronically mailed to:".

CERTIFICATE OF SERVICE

I hereby certify that on the ____ day of _____, 20____, I will electronically file the foregoing with the Clerk of Court using the CM/ECF system, which will then send a notification of such filing (NEF) to the following:

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Example Screen Shots

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Responses and Replies

[1:07-cv-01013-TSE-BRP Runner v. Coyote](#)

Select the appropriate event(s) to which your event relates:

09/20/2007 [3](#) MOTION for Summary Judgment by Road Runner. (atestay13,)

Next Clear

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Responses and Replies

[1:07-cv-01013-TSE-BRP Runner v. Coyote](#)

Docket Text: Modify as Appropriate.

Memorandum in Support re [3] MOTION for Summary Judgment filed by Road Runner. (atestay13,)

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Responses and Replies

[1:07-cv-01013-TSE-BRP Runner v. Coyote](#)

U.S. District Court
Eastern District of Virginia

Notice of Electronic Filing

The following transaction was entered by atestay13, on 9/20/2007 at 10:21 AM CDT and filed on 9/20/2007

Case Name: Runner v. Coyote
Case Number: [1:07-cv-1013](#)
Filer: Road Runner
Document Number: [4](#)

Docket Text:
Memorandum in Support re [3] MOTION for Summary Judgment filed by Road Runner. (atestay13,)

CERTIFICATE OF SERVICE

I hereby certify that on the ____ day of _____, 20____, I will electronically file the foregoing with the Clerk of Court using the CM/ECF system, which will then send a notification of such filing (NEF) to the following:

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Screen Shots:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a dark blue navigation bar with the ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the far right. Below the navigation bar, the page title is "Motions" in blue. A link for "1:07-cv-01013-TSE-BRP Runner v. Coyote" is displayed. A grey box contains the text "Docket Text: Modify as Appropriate." Below this is a form field with a dropdown menu showing "MOTION for Summary Judgment and Memorandum in Support" and the text "by Road Runner. (atestaty13,)". At the bottom of the form are two buttons: "Next" and "Clear".

The screenshot shows the ECF system interface displaying a notice of electronic filing. The top navigation bar is identical to the first screenshot. Below the "Motions" header and the case link, the court name is centered: "U.S. District Court" and "Eastern District of Virginia". The section is titled "Notice of Electronic Filing". The text reads: "The following transaction was entered by atestaty13, on 9/20/2007 at 10:54 AM CDT and filed on 9/20/2007". Below this, the following information is listed: "Case Name: Runner v. Coyote", "Case Number: [1:07-cv-1013](#)", "Filer: Road Runner", and "Document Number: [3](#)". At the bottom, the "Docket Text:" section shows "MOTION for Summary Judgment and Memorandum in Support by Road Runner. (atestaty13,)".