

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

Date of Change	Page Number	Block	Change Made
3/6/10	37	Screen Shot of ECF/PACER Login Screen	Replaced the screen shot.
3/6/10	43	Civil Documents That May be Filed Electronically	Removed the “Note” that states: “See the separate document <i>Civil Attorney Menu List</i> for a complete listing of all civil events. This list may be found on the CM/ECF page of the EDVA Internet site at <a href="http://www.vaed.uscourts.gov">www.vaed.uscourts.gov</a> .” This list no longer exists as it was replaced with the “Search” feature.
3/6/10	46	Filing a Motion in a Civil Case: Selecting the Type of Motion	Replaced the screen shot and edited the language to reflect the new screen shot.
3/6/10	48	Filing Motion in a Civil Case: Entering the Case Number	Replaced the screen shot and added an additional screen shot.
3/6/10	49	Filing a Motion in a Civil Case: Selecting the Case	Replaced the screen shot.
3/6/10	50	Filing a Motion in a Civil Case: Selecting the Parties	Replaced the screen shot.
3/6/10	51	Filing a Motion in a Civil Case: First Appearance of an Attorney	Replaced the screen shot.
3/6/10	53	Filing a Motion in a Civil Case: Selecting the PDF File Name and Locations - Screen Shot and Notes	Replaced both screen shots.
3/6/10	55	Filing a Motion in a Civil Case: Reviewing the Docket Entry for Accuracy	Replaced the screen shot.

Date of Change	Page Number	Block	Change Made
3/6/10	61	Filing a Motion in a Criminal Case: Entering the Case Number - Screen Shot	Replaced the screen shot.
3/6/10	62	Filing a Motion in a Criminal Case: Selecting the Case	Replaced the screen shot and added the third paragraph.
3/6/10	63	Filing a Motion in a Criminal Case: Selecting the Parties	Removed Step 4. Subsequent page numbering has changed by one page number. The old page 64 has now become the new page 63.
3/6/10	Old Page 64/New Page 63	Filing a Motion in a Criminal Case: Selecting the Parties	<ul style="list-style-type: none"> <li>• Changed <i>Step 5a</i> to <i>Step 4a</i>.</li> <li>• Replaced the screen shot.</li> </ul>
3/6/10	Old Page 65/New Page 64	Filing a Motion in a Criminal Case: First Appearance of an Attorney	Changed <i>Step 5b</i> to <i>Step 4b</i> .
3/6/10	Old Page 66/New Page 64	Filing a Motion in a Criminal Case: Selecting the Type of Motion	<ul style="list-style-type: none"> <li>• Changed <i>Step 6</i> to <i>Step 5</i>.</li> <li>• Changed <i>Step 7</i> to <i>Step 6</i>.</li> <li>• Replaced the screen shot.</li> </ul>
3/6/10	Old Page 67/New Page 66	Filing a Motion in a Criminal Case: Selecting the PDF File Name and Location - Screen Shote with Notes	Replaced both screen shots.
3/6/10	Old Page 68/New Page 67	Filing a Motion in a Criminal Case: Selecting the PDF File Name and Location - Screen Shot	<ul style="list-style-type: none"> <li>• Changed <i>Step 8</i> to <i>Step 7</i>.</li> <li>• Changed <i>Step 9</i> to <i>Step 8</i>.</li> <li>• Replaced screen shot.</li> </ul>
3/6/10	Old Page 69/New Page 68	Filing a Motion in a Criminal Case: Reviewing the Docket Entry for Accuracy	<ul style="list-style-type: none"> <li>• Changed <i>Step 10</i> to <i>Step 9</i>.</li> <li>• Replaced the screen shot.</li> </ul>
3/6/10	Old Page 72/New Page 71	Selecting the PDF Document and Indicating an Attachment	<ul style="list-style-type: none"> <li>• Changed the name of the block to <i>Selecting the PDF Document Attachment</i>.</li> <li>• Modified the text of the block <i>Selecting the PDF Document Attachment</i>.</li> <li>• Replaced the screen shot.</li> </ul>

Date of Change	Page Number	Block	Change Made
3/6/10	Old Page 73/New Page 72	Screen Shot of the Completed PDF Document Selection and Attachment Scree	<ul style="list-style-type: none"> <li>• Replaced the screen shot.</li> <li>• Modified the text.</li> </ul>
3/6/10	Old Page 74 and 75	Selecting the Attachment to the Document and the Screen Shot	Removed both pages. Subsequent page numbering has now been changed by three page numbers. The old page 76 has now become the new page 73.
3/6/10	Old Page 78/New Page 74	Adding/Creating a New Party: <i>Add/Create New Party</i> Link	Replaced the screen shot.
3/6/10	Old Page 79/New Page 75	Adding/Creating a New Party: Searching for an Individual's Name in the System	Replaced the screen shot.
3/6/10	Old Page 80/New Page 76	Adding a New Party: Selecting from Search Results	Replaced the screen shot.
3/6/10	Old Page 81/New page 77	Adding a New Party: Party Information Screen	<ul style="list-style-type: none"> <li>• Added a third bullet under <i>Notes</i>.</li> <li>• Replaced the screen shot.</li> </ul>
3/6/10	Old Page 82/New Page 78	Adding a New Party: Completing the Process	Replaced the screen shot.
3/6/10	Old Page 83/New Page 79	Adding a New Party: Creating the Attorney/Party Association	Replaced the screen shot.
3/6/10	Old Page 84/New Page 80	Creating a New Party: Searching for a Business Name in the System	Replaced the screen shot.
3/6/10	Old Page 85/New Page 81	Creating a New Party: Search Results	Replaced the screen shot.

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3/6/10	Old Page 87/New page 83	Creating a New Party: Party Information Screen - Screen Shot	Replaced the screen shot.
3/6/10	Old Page 88/New Page 84	Creating a New Party: Completing the Process	Replaced the screen shot.
3/6/10	Old Page 89/New Page 85	Creating a New Party: Creating the Attorney/Party Association	Replaced the screen shot.
3/6/10	Old Page 96/New Page 92	Screen Shot of Query Data Entry Screen	Replaced screen shot.
3/6/10	Old Page 98/New Page 94	Introduction	Added the report <i>Calendar Events</i> , in the list of reports.
3/6/10	Old Page 98/New Page 94	Screen Shot of Reports Feature Screen	Replaced screen shot.
3/6/10	Old Page 99/New page 95	Docket Sheet Report	Replaced screen shot.
3/6/10	Old Page 100/New Page 96	Civil Cases Report	Replaced screen shot.
3/6/10	Old Page 101/New Page 97	Criminal Cases Report	<ul style="list-style-type: none"> <li>• Added <i>Citation</i> to list of criteria.</li> <li>• Replaced screen shot.</li> </ul>
3/6/10	New Page 100	Calendar Events Report	Added new page to describe this report.

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3/6/10	Old Page 104/New Page 101	Introduction	Replaced the screen shot.
3/6/10	Old Page 105/New Page 102	Maintain Your Account: Main Screen - Accessing Email and Password Information	Replaced the screen shot.
3/6/10	Old Page 106/New Page 103	Maintain Your Account: E-Mail Information	Replaced both screen shots with one screen shot.
3/6/10	Old Page 107/New Page 104	Maintain Your Account: Password	Replaced the screen shot.
3/6/10	Old Page 109/New Page 106	Miscellaneous Functions	Modify second bullet and removed third bullet..
3/6/10	Old Pages 112, 113, & 114/ New Page 109	Getting Assistance with Questions and Concerns	Combined three pages into one by modifying the Help Source/Contact Information Chart.