

# Eastern District of Virginia Electronic Case Filing Policies and Procedures Manual

## Chapter One: Introduction

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# Introduction - Overview

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## Overview

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to do the following:

- File documents with the Court and
  - View and retrieve docket sheets and documents for all civil, criminal, and miscellaneous cases in the system.
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## Introduction – Basic Requirements

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### **Basic Requirements**

Filing users should have the following basic requirements:

- Working knowledge of an ECF-compatible web browser and access to the Internet,
  - Adobe Acrobat (or equivalent software) with which to create and read portable document files (PDF), and
  - A PACER account. (See <http://pacer.psc.uscourts.gov>.)
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## Introduction – Help Desk

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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

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## Introduction – EDVA Internet Site

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### **EDVA Internet Site**

Anyone can use the EDVA Internet site to do the following:

- View, print, or download the most recent version of the *E-Filing Policies and Procedures*;
  - Self-train on an online ECF tutorial;
  - View ECF class schedules; and
  - Register for ECF (provided the mandatory certification requirements are met).
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## Introduction – ECF Capabilities

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### **ECF Capabilities**

Filing users can use the Court's ECF system to perform the following functions:

- Electronically file documents,
  - Link to PACER to view official docket sheets and documents associated with cases, and
  - View various reports for cases that were electronically filed.
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