Eastern District of Virginia
Electronic Case Filing
Policies and Procedures Manual

Chapter Six:
System Conventions

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System Conventions

Two Choices on Each ECF Screen

Each ECF screen allows you to choose one of two buttons:

- *Clear* – Clears all characters entered in the box(es) on that screen.
- *Next* or *Submit* – Accepts the entry just made and displays the next entry screen, if any.

System Conventions

Correcting a Mistake

You can correct a mistake any time before you commit a transaction. However, only clerk's office employees can make changes or corrections once a transaction has been committed.

Do **not** attempt to correct a mistake by using your *Back* browser button. We have learned that, about 15% of the time, using your *Back* browser button will mean that your document does not get attached to your filing, and you won't discover this problem until you get the NEF, which will not have a hyperlink to your filed document.

Therefore, to correct a mistake before you commit your transaction, simply click on the blue menu bar and begin filing your document again. This is the same as aborting your transaction (see below).

Note: To correct a mistake **after** committing a transaction, you must call the appropriate clerk's office help desk number between 8:30 a.m. and 5:00 p.m. and ask the clerk's office staff member who answers the phone to help you correct your mistake.

Aborting a Transaction

If you wish to abort a transaction entirely, simply click on any item on the main blue menu bar at any point before committing the transaction. The system will retain no memory of the steps you took before aborting.

System Conventions

Timing Out

If you are logged in to the ECF system, after 30 minutes of inactivity, the following will occur:

Stage	Description
1	The system will automatically time out.
2	When you start to type again, the system will take you back to the login screen.
3	When you login again, the system will give you an error message that reads as follows: *Warning: the account you entered is already logged in.*
4	The message will give you an option of clicking one of the two following choices: • The *Continue login* button, which will allow you to continue filing in the same session. OR • The *Cancel* button, which will cancel the session and return you once more to the login screen. If you select the *Cancel* option before having committed your transaction, your transaction will be aborted.

Note: Only one person at a time may use the same account. If a second person attempts to login using someone else's account while that person is working in ECF, the first person will be automatically kicked out of the system