

**List of Changes to E-Filing Policies and Procedures Manual:**

	<b>Chapter Number</b>	<b>Current Page # or Chapter #</b>	<b>New Page #</b>	<b>Block Name</b>	<b>Date of Revision</b>	<b>Modification</b>
32	Two	Eleven		Delegation of Authority to Use Login and Password	4/12/18	Text Added: No attorney shall knowingly permit, or cause to permit, his or her password to be utilized by anyone other than an authorized employee of his or her office. Foreign attorneys admitted to practice pursuant to Local Civil Rule 83.1 (D) are not authorized users. Violation of these requirements may result in loss of the local attorney's login and password.
31	Four	Eight		Title Page	3/26/18	Chapter 4 title page is now Chapter 8 title page.
30	Seven	Seven		Title Page	3/26/18	Change page numbers on Chapter 7 title page.
29	Eight	Six		Title Page	3/26/18	Chapter 8 title page is now Chapter 6 title page.
28	Six	Five		Title Page	3/26/18	Chapter 6 title page is now Chapter 5 title page.
27	Five	Four		Title Page	3/26/18	Chapter 5 title page is now Chapter 4 title page.
26	Two			Title Page	3/26/18	Added Pro Se E-Noticing and change subsequent pagination for the rest of the chapter and subsequent chapters.
25	Four (now eight)		142		3/26/18	Added Section – Civil Initiating Documents – Electronic Submission
24	Four (now eight)		127		3/26/18	Added Section – Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice
23	Four (now eight)	43	116	Title of Page	3/26/18	Change the title of the page from “Policies and Procedures – Electronic Transcripts” to “Electronic Filing and Service of Documents – Electronic Transcripts” to be consistent with the rest of the manual.
22	Four (now eight)	40	113	Service of Process	3/26/18	Remove the word “Internet” in the last line of the page.
21	Four (now eight)	33		Service by Electronic Means Like Service by Mail	3/26/18	This page was removed as it is no longer applicable due to Local Civil Rule 7 and Local Criminal Rule 47 amendments which took effect on December 1, 2016.
20	Four (now eight)				3/26/18	Chapter Four is now Chapter 7 and pagination changes on every page.
19	Seven	109	102	List of Topics	3/26/18	Change the block name from “List of Topics” to “Computer Based Training Modules”, and remove topics no longer in use at Pacer website.
18	Seven	108	101	Quality Control	3/26/18	In the lead sentence, change the words “will be implementing” to “has implemented”:

	Chapter Number	Current Page # or Chapter #	New Page #	Block Name	Date of Revision	Modification
17	Seven	107	100	Correcting a Mistake: Before You Commit a Transaction	3/26/18	In the “Note” section, change the word “will” to “could” to be more accurate.  We have learned that, about 15% of the time, using your <i>Back</i> browser button <b>could</b> 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.
16	Seven	101	94	Creating a New Party: Party Information Screen – Notes	3/26/18	Change the name of example company from <i>Jones Fence</i> to <i>Smith Fence</i> to match the example in the screen shot.
15	Seven	87	80	Filing a Motion in a Criminal Case: Selecting the PDF File Name and Location- Screen Shot with Notes	3/26/18	Change the name of the training module in the last bulleted item from “Filing a Criminal Motion” to “Filing a Motion to Compel” to match the name on the PACER website.
14	Seven	74	67	Filing a Motion in a Civil Case: Selecting the PDF File Name and Location – Screen Shot and Notes	3/26/18	Change the name of the training module in the last bulleted item from “Filing a Civil Motion” to “Filing a Motion to Compel” to match the name on the PACER website.
13	Seven	73	66	Filing a Motion in a Civil Case: Selecting the PDF File Name and Location	3/26/18	Change “Its” to “The document” in the second bulleted item: Select the document. <b>The document</b> name should appear in the <i>Filename</i> box.
12	Seven	70	63	Filing a Motion in a Civil Case: Selecting the Case	3/26/18	Change the word two to three in the second paragraph: The screen shot below shows that <b>three</b> civil cases numbered 06-690 exist in the system: one is in Alexandria, one in Norfolk, and the other is in Richmond. The correct case has been selected by clicking the box next to that case.
11	Eight (Which is now Six)	103	41		3/26/18	All of Chapter Eight is now Chapter Six and pagination has changed.
10	Six (Which is now Five)	54	38		3/26/18	All of Chapter Six is now Chapter Five and pagination has changed.

	Chapter Number	Current Page # or Chapter #	New Page #	Block Name	Date of Revision	Modification
9	Five (Which is now Four)	47	31		3/26/18	All of Chapter Five is now Chapter Four and pagination has changed.
8	Three	27	29	Signatures: More Than One Party/Signatory	3/26/18	Modify bullet item: PDF the electronically signed version of the document to say: Convert the electronically signed version of the document to PDF.
7	Three	27	29	Signatures: Nine Element Signature Block	3/26/18	Move "E-mail address" as its own bullet item. Currently it is on the same line as the fax number.
6	Three	21	23	Civil Case Exceptions	3/26/18	In the 4 <sup>th</sup> block of the table add "(unless file with an acceptance of the offer of judgment)" after the words: <i>Offers of Judgment</i> .
5	Three	19	21	Civil Case Sealed Documents	3/26/18	Change the chapter number from 4 to 8 in the third paragraph.  "Sealed <b>documents</b> filed in <b>public civil cases</b> are to be electronically filed by registered filing users in accordance with Local Civil Rule 5 and procedures set forth in <i>Chapter 8, Electronic Filing of Sealed Documents in Civil Cases</i> , of this manual.
4	Three	17	19	Overview	3/26/18	Change the page numbers for civil exceptions from 21 to 23 and criminal exceptions from 23 to 25.  "Civil Exceptions can be found on page 23 and criminal exceptions can be found on page 25 of this manual."
3	Two	12			3/26/18	Add Pro Se Litigant E-Noticing Policy which changes subsequent pagination for this chapter and entire manual.
2	Two	10		Changing the Password	3/26/18	Remove the word "Your" from Step 3.
1	Two	8		System Requirements	3/26/18	In the "NOTE", change page 15 to 16 and change the words "the original document is in color" to "otherwise ordered by the court".