

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA**



**ELECTRONIC DOCUMENT SUBMISSION
SYSTEM (EDSS) USER MANUAL**

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Electronic Document Submission System Description

The United States District Court for the Eastern District of Virginia utilizes an electronic filing system for interested pro se (self-represented) litigants. The Electronic Document Submission System (EDSS) permits pro se litigants to upload documents for filing in civil cases by electronic transmission to the Clerk's Office. EDSS is accessed via a link on the Court's website, <https://www.vaed.uscourts.gov>, under the Resources/Pro Se Litigant information tab. EDSS provides pro se litigants with an alternative to mailing or bringing documents to the courthouse for filing.

Limited Scope of Use

New cases may not be processed or opened in EDSS. Pro se litigants may only file new cases by mail or in person at the courthouse.

EDSS is **only** available for use by self-represented litigants. Parties represented by counsel must file documents through counsel electronically via the Court's Case Management / Electronic Case Filing system (CM/ECF) or by any other method approved or directed by the Court.

Incarcerated litigants are not permitted to use EDSS.

Documents may **not** be submitted under seal through EDSS.

Using EDSS

Pro se litigants with pending cases in this Court are eligible to use EDSS unless otherwise ordered by the Court. **Individuals proceeding pro se must review the [EDVA Pro Se Reference Handbook](#) for complete information regarding filing procedures.** This is not a standalone manual and should be used as a companion document to the Pro Se Reference Handbook.

All electronically submitted documents must contain your full name and case number. Failure to provide this information may result in your submission not being filed by the Clerk's Office. This information must match an existing party and case in this Court to be accepted. Non-parties may not use EDSS and must file by mail or in person. Litigants eligible to use EDSS may also file documents by mail or in person at any time.

- Users may upload multiple documents at once. Users should provide a brief description of each document uploaded. **EDSS will only accept files in PDF format with a size of 90MB or smaller.** If your filing is too large to be accepted, you must file by mail or in person.
- EDSS also requires that users include their name, phone number, email address, and case number.



Eastern District of Virginia - Electronic Document Submission System (EDSS)

The United States District Court for the Eastern District of Virginia utilizes an electronic filing system for interested pro se (self-represented) litigants. The Electronic Document Submission System (EDSS) permits pro se litigants to upload documents for filing in civil cases by electronic transmission to the Clerk's Office. EDSS provides pro se litigants with an alternative to mailing or bringing documents to the courthouse for filing.

Before you submit any documents, please review the Pro Se Litigant Reference Handbook for instructions compiled to assist any person wishing to represent themselves in a civil action in the Eastern District of Virginia. Disclaimer: These procedures do not satisfy all needs, nor is this handbook a substitute for legal representation. The information contained herein is not legal advice.

Please ensure that ALL files are in PDF format and marked with your FULL NAME and Case Number.

Thank you.

Name *

Type your name as it appears on your document(s).

Email Address *

Please provide your email address; by using EDSS, you are consenting to being contacted by email in case there are any questions or problems with your submission.

Phone Number *

Please provide a phone number where the Clerk's Office can contact you if there are questions about your submission.

Case Number

Enter the number of the case in which you are filing. To file a document in more than one case, you must complete this form for each case in which you would like to file the document. Failure to include your case number may result in processing delays and/or the misfiling of your paper. If you do not know your case number, please contact the appropriate courthouse.

Upload files *

IMPORTANT: Any files not submitted in PDF format will NOT be reviewed or accepted. Only PDF files 90MBs or under will be accepted.



Drag and drop files

Select Files

Description of Document(s)

Please provide a brief description of the document or documents that you are filing. For example, some common submissions are "Motion to Proceed In Forma Pauperis," "Amended Complaint," "Motion," "Response," "Notice," "Exhibit." The description will assist the Clerk's Office in timely processing your document and will not necessarily appear on the docket. Accepted documents will be marked filed as of the date they were submitted via EDSS. If accepted for filing, submitted documents will be docketed on the Court's Case Management/Electronic Case Filing system (CM/ECF) by the Clerk's Office within three (3) business days.

Submit

Figure 1

- Once submitted, users will receive system confirmation that their submission has been received and will be reviewed for filing (*see Figure 2*).

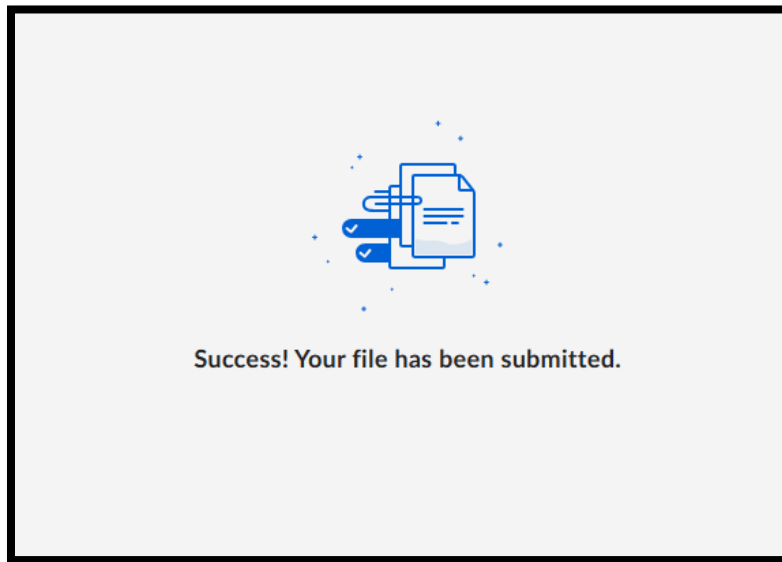


Figure 2

- If accepted for filing, submitted documents will be docketed on CM/ECF by the Clerk’s Office within three (3) business days. Accepted documents will be marked filed as of the date they were submitted via EDSS. Documents submitted for filing via EDSS may not be edited or withdrawn once submitted.
- If your submission requires corrections, you may be notified by the Clerk’s Office at the email address or phone number you provided upon submission. You may receive a “Notice of Defect” explaining the necessary correction(s) required in order for your submission to be filed.
- If your submission is not in PDF format or exceeds the allotted file size, it will be rejected.

Electronic Document Submission Requirements

A. Format of Documents

Documents submitted for filing must comply with all appropriate Local Rules concerning formatting and page limitations. Documents submitted via EDSS must be legible. Documents can only be submitted in PDF format with a size of 90MB or smaller.

B. Signature Requirement

Pursuant to Federal Rule of Civil Procedure 11, documents must be personally signed by a party who is unrepresented by counsel. Users must sign each document submitted via EDSS for filing. Documents not signed by a party are subject to defect.

C. E-Noticing

If you use EDSS to submit electronic documents to the Court, it does not mean you are automatically signed up for [E-Noticing](#). You must follow the procedures in the aforementioned E-Noticing link (also included in the [EDVA Pro Se Reference Handbook](#)) if you would like to receive all documents/NEFs filed in your case electronically.

You do not have to consent to E-Noticing in order to electronically submit documents via EDSS.

D. Courtesy Copies

Please follow the appropriate division's courtesy copy guidelines:

[Alexandria](#)

[Norfolk/Newport News](#)

[Richmond](#)

E. Privacy Protections

Users must comply with the privacy protection requirements of Federal Rules of Civil Procedure 5.2 and this Court's Local Civil Rule 7(C), which require that personal identifiers such as Social Security numbers (SSN), birthdates, minor's names, etc. be excluded from your documents. The responsibility to redact personal identifiers rests solely with the filer.

Termination

Pro se litigants are not required to use EDSS and may file documents by mail or in person at the appropriate courthouse.

Users must comply with the terms and conditions of EDSS as detailed in this document. The ability to use EDSS may be terminated by Court Order for non-compliance with these rules or abuse of the system. Upon notification that their ability to use EDSS has been terminated, pro se litigants may only file by mail or in-person at the courthouse.