Instructions for Filing Memorandums in Support and Similar Documents

When filing a memorandum in support, or a similar kind of document (e.g., a brief), you have two options:

- 1. You can file the memorandum in support as a separate document and therefore as a separate filing event that you link to a previously filed motion OR
- 2. You can file the memorandum in support as part of the same document as the motion.

Option 1:

- Create the motion and memorandum in support as two separate documents, each with its own heading (court name, division, case style, case number, and document title), signature block for each signatory, and certificate of service. Then you have two separate documents that must be filed separately, as two separate events.
- File the motion as one event, commit your transaction, and get your NEF.
- Then, file the memorandum in support as a separate event (found under the Responses and Replies subcategory), link the memorandum to the motion it is supporting, and get that NEF. Always file the motion before filing the memorandum in support.

Option 2:

- Create the motion and memorandum in support as one document, with one heading (court name, division, case style, case number, and document title), signature block for each signatory, and certificate of service.
- File that one document. Be sure to pick the appropriate motion relief as your event and text into the appropriate white rectangular box the fact that the document includes a memorandum in support as well as the motion. Commit your transaction and get your NEF.

Examples of the two options follow starting on the next page.

If you would like further assistance, please call your divisional help desk (general civil or criminal number) during clerk's office business hours, and a case manager will walk you through the necessary steps.

Example 1 – File as two separate events:

Document #1 Motion for Summary Judgment

Document # 2 Memorandum in Support (and link to the Motion for Summary Judgment)

IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA Alexandria Division

ROAD RUNNER)	
Plaintiff)	
)	
)	
v.)	Civil Action 1:07cv10XX
)	
)	
WILE E. COYOTE)	
Defendant)	

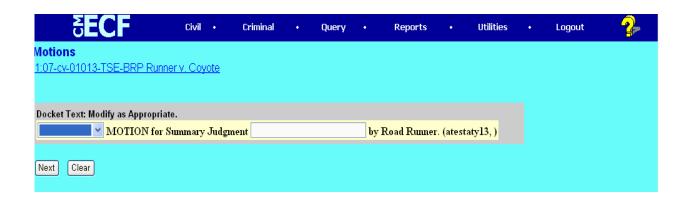
MOTION FOR SUMMARY JUDGMENT

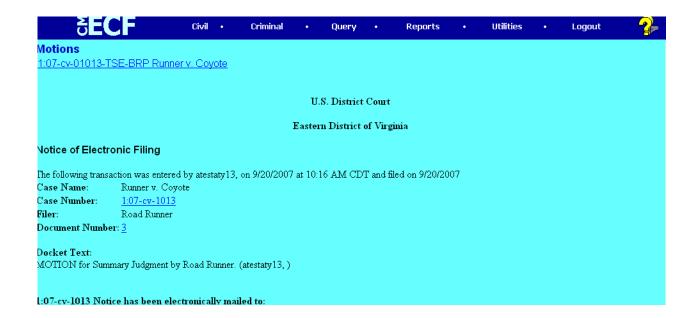
/s/

CERTIFICATE OF SERVICE

I hereby certify that on the day of, 20, I will electronically file the foregoing with the Clerk of Court using the CM/ECF system, which will then send a notification of such filing (NEF) to the following:
Jacob Smith
(Attorney for Wile E. Coyote)
Attorney at Law
123 Main Street
Any Town, VA 22310
jsmithatty@goodlaw.com
And I hereby certify that I will mail the document by U.S. mail to the following non-filing user:
Jane Jones
224 Ivy Lane
Any Town, VA 22214
/s/
Denny Crane
Va Bar Number 765/3

Selected Example Screen Shots:





(Separate document and filing) IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA Alexandria Division

ROAD RUNNER)	
Plaintiff)	
)	
)	
v.)	Civil Action 1:07cv10XX
)	
)	
WILE E. COYOTE)	
Defendant)	

MEMORANDUM IN SUPPORT OF MOTION FOR SUMMARY JUDGMENT

CERTIFICATE OF SERVICE

I hereby certify that on the day of, 20, I will electronically file the foregoing with the Clerk of Court using the CM/ECF system, which will then send a notification of such filing (NEF) to the following:
Jacob Smith
(Attorney for Wile E. Coyote)
Attorney at Law
123 Main Street
Any Town, VA 22310
jsmithatty@goodlaw.com
And I hereby certify that I will mail the document by U.S. mail to the following non-filing user:
Jane Jones
224 Ivy Lane
Any Town, VA 22214
/s/
Denny Crane
Va Bar Number 765/13

Example Screen Shots





Example 2: File as one event and text in "Memorandum in Support" in the appropriate text entry field:

IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA Alexandria Division

ROAD RUNNER)	
Plaintiff)	
)	
)	
v.)	Civil Action 1:07cv10XX
)	
)	
WILE E. COYOTE)	
Defendant)	

MOTION FOR SUMMARY JUDGMENT AND MEMORANDUM IN SUPPORT OF MOTION FOR SUMMARY JUDGMENT

________/s/
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CERTIFICATE OF SERVICE

Screen Shots:

