

Accessing the System – Main ECF Menu Items

Main ECF Menu Items

ECF provides the following choices on the menu bar at the top of the main ECF Menu screen:

- ***Civil*** – Select *Civil* to electronically file all civil and civil miscellaneous case documents.
- ***Criminal*** – Select *Criminal* to electronically file all criminal case documents.
- ***Query*** – Select *Query* to retrieve information and documents relevant to the case. You can query either by specific case number or party name. You must login to PACER before you can query ECF.
- ***Reports*** – Select *Reports* to retrieve docket sheets and filed case reports. You must login to PACER before you can view an ECF report, with the exception of the *Written Opinions Report*.
- ***Utilities*** – Select *Utilities* to maintain your account; view your personal ECF transaction log, which shows all transactions processed with your login and password; and add or delete secondary email addresses.
- ***Search*** – Select *Search* to find a civil or criminal filing event.
- ***Logout*** – Select *Logout* to exit from ECF and prevent further filing with your password until the next time you login.

Note: It is very important that you actually logout from ECF, rather than simply Xing out or closing the ECF window.

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Accessing the System – Main CM/ECF Menu Items, Continued

Main Menu Bar and Opening CM/ECF Page Below is a screen shot of the main menu bar and opening CM/ECF page:

The screenshot shows the main menu bar for the CM/ECF system. The menu items are: **CM/ECF**, **Civil** (with a dropdown arrow), **Criminal** (with a dropdown arrow), **Query**, **Reports** (with a dropdown arrow), **Utilities** (with a dropdown arrow), **Search**, **Help**, and **Log Out**.

Below the menu bar is a green banner with the U.S. District Court Eastern District of Virginia seal. The text on the banner reads: **U.S. District Court Eastern District of Virginia - Official Court Electronic Document Filing System**.

Below the banner is a notice: **This message is contained in the file OperationNotice.htm.**

Below the notice is a disclaimer: **Website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity or unauthorized access attempts, it may be reported to law enforcement officials.**

Below the disclaimer is a notice: **NOTICE: The Court would like to remind all filers that pursuant to Local Civil Rule 7(c)(2) and Local Criminal Rule 47(c)(2), counsel and parties are responsible for redacting personal identifiers from documents filed with the court.**

Below the notice is a disclaimer: **Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.**

Below the disclaimer is a notice: **Website for the Eastern District of Virginia - Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the link below.**

Below the notice is a link: [PDF Settings](#)