

**SUPPLEMENT TO APPENDIX B  
ELECTRONIC CASE FILING PROCEDURE  
IN VACCINE ACT CASES**

**I. INTRODUCTION**

**1. In General.** This Supplement sets forth the procedures governing electronic filings in Vaccine Act cases. A Case Management/Electronic Case Files (CM/ECF) User Manual is available on the court's website—[www.uscfc.uscourts.gov](http://www.uscfc.uscourts.gov).

**2. Definitions.** For purposes of this Supplement, the following definitions apply:

- (a) "ECF System" means the court's system for electronic case filing;
- (b) "ECF case" means any Vaccine Act case designated by the court as an electronic case in the ECF System;
- (c) "Filing User" means an individual to whom the court has granted access to file documents electronically in the ECF System;
- (d) "filing" means any document that is filed electronically in the ECF System; and
- (e) "court" means the assigned judge or special master.

**II. ELECTRONIC CASE  
DESIGNATION AND NOTICE**

**3. Scope.**

- (a) **Newly Filed Cases.** All newly filed Vaccine Act cases will be designated ECF cases except for cases involving pro se litigants.
- (b) **Converted Cases.** The court may convert a pending non-ECF case to an electronic case at any time.

**4. Notice to Counsel.** The clerk will notify counsel that a Vaccine Act case has been designated an ECF case by filing a "Notice of Designation."

**III. ACCESS TO ECF SYSTEM;  
RESPONSIBILITY OF FILING USERS;  
EXEMPTION FROM USE**

**5. Access.**

- (a) **Applications.** Applications for access to file documents electronically in the ECF Systems are submitted through PACER

(Public Access to Court Electronic Records) at [www.pacer.gov](http://www.pacer.gov), and will be granted to:

- (i) an attorney who is admitted to the bar of this court; and
- (ii) an individual who is not represented by an attorney only if allowed or so required by court order.

**(b) Notification.** The court will notify a Filing User when access to the ECF System has been granted.

**6. Use of Electronic Filing Account.** No Filing User or other person may knowingly permit or cause a Filing User's login and password to be used by anyone other than an authorized agent of the Filing User. Any Filing User or other person may be subject to sanctions for failure to comply with this provision.

**7. Exemption From Filing Electronically.** By filing an appropriate motion, an individual not registered as a Filing User may, for good cause, seek to be exempted from filing documents electronically in an ECF case.

**IV. FILING REQUIREMENTS**

**8. Filings.**

**(a) Initial Filings.**

**(i) The Petition.** The filing of a Vaccine Act petition and the payment of the initial filing fee may be accomplished in accordance with Vaccine Rule 2(b)(2).

**(ii) Required Attachments.** The petition must be accompanied by the medical records and other documents (including affidavits) pertaining to the petition as set forth in Vaccine Rule 2(c)(2). (See paragraph 11 of this Supplement, discussing the alternative method of filing voluminous medical records via a portable storage disc or drive.)

**(b) Subsequent Filings.** Once a case has been designated an ECF case, all subsequent filings must be made electronically, except as provided in this

Supplement or by leave of the court in exceptional circumstances that prevent a Filing User from filing electronically.

**(c) Exhibits and Attachments.** Unless otherwise ordered by the court, when filing an exhibit or attachment, a Filing User:

- (i)** must file the exhibit or attachment electronically along with the main document under one entry number;
- (ii)** must include the exhibit or attachment in its entirety; and
- (iii)** may seek leave to file a memorandum or brief, generally in advance of the evidentiary hearing, to direct the court's attention to the most relevant portion of the exhibit or attachment.

## 9. Technical Requirements.

### **(a) Format.**

**(i) In General.** Electronically filed documents must be:

**(A)** converted to Portable Document Format (PDF); and

**(B)** text searchable.

The ECF system will not accept PDF documents containing tracking tags, embedded system commands, password protections, access restrictions, or other security features, special tags, or dynamic features.

### **(ii) Scanned Documents.**

**(A)** Electronically filed documents should not be scanned prior to filing unless the original documents are unavailable in electronic form.

**(B)** A Filing User is responsible for ensuring the accuracy and readability of a scanned document.

### **(b) Size Limitations.**

**(i) In General.** A single filing may be divided into multiple PDF files.

**(ii) Number of Files.** Counsel must endeavor to limit the total number of PDF files that constitute a single filing. All files, however, must comply with the requirements of paragraph 10(a) below.

### **(iii) Size of Files.**

**(A)** Unless otherwise ordered by the court, each PDF file must not exceed the size limitation established by the court.

**(B)** The current size limitation is posted on the court's website or may be obtained by calling the clerk's office.

**(iv) Exceeding the Size Limitation.** For files that exceed the size limitation, the Filing User may:

**(A)** use a portable storage disc or drive; or

**(B)** seek leave of the court to file in some other electronic format.

**(c) Events.** Events are used in the ECF System for filing documents and creating docket entries on the docket sheet. A Filing User:

**(i)** must select an event or events for each filed document based on the purpose of the document or relief requested; and

**(ii)** should use the most specific event available rather than a more generic event.

**(d) Linking Filings.** An electronically filed document—such as a response or reply—that pertains to a motion or other filing must be linked properly in the ECF System to the filing to which it pertains.

## 10. Dividing Medical Records into Multiple PDF Files.

**(a) Contents and Pagination of Files.** Each file should contain one exhibit and each exhibit should be independently paginated (hand-written pagination prior to scanning is sufficient).

**(b) Labeling and Identifying Files.** Each file should:

**(i)** be consecutively numbered or lettered as an exhibit;

**(ii)** be labeled according to its source or subject matter; and

**(iii)** include a brief written description of the records it contains.

For example, the first PDF file might contain prenatal records and be labeled "Petitioner's Exhibit 1—Prenatal Records, Dr. Smith"; the second PDF file

might contain birth records and be labeled “Petitioner’s Exhibit 2—Birth Records, Smalltown Hospital”; the third and fourth PDF files might contain pediatric records of different physicians and be labeled “Petitioner’s Exhibit 3—Pediatric Records, Dr. John” and “Petitioner’s Exhibit 4—Pediatric Records, Dr. Jack.”

## 11. Filings Via Portable Storage Discs and Drives.

- (a) **In General.** Filing documents on a portable storage disc or drive is accomplished by:
- (i) electronically filing a “Notice of Intent to File” containing:
    - (A) an index of the exhibits included on the disc or drive;
    - (B) a statement certifying that the contents of the disc or drive have been scanned using anti-virus software with up-to-date anti-virus definitions; and
    - (C) a certificate stating when copies of the disc or drive were mailed or delivered to the clerk’s office;
  - (ii) providing the clerk’s office with two copies of the disc or drive along with a printed copy of the “Notice of Intent to File”; and
  - (iii) serving one copy of the disc or drive on opposing counsel.
- (b) **Date of Filing.** The disc or drive is deemed filed on the date it is received in the clerk’s office.
- (c) **Striking a Notice of Intent to File.** If the disc or drive is not received in the clerk’s office within 5 days after the “Notice of Intent to File” is electronically docketed, the court may enter an order striking the “Notice of Intent to File” from the docket.
- (d) **Designation of Files.** The name of each file on the disc or drive should:
- (i) begin with the letters “Ex” followed by the exhibit letter or number (e.g., 01, 02, . . . 09, 10);
  - (ii) include a brief description of the content of the exhibit and the six-digit docket number (e.g., 98-0000);

- (iii) represent spaces with an underscore; and

- (iv) contain “.pdf” as the file extension. For example, the first PDF file on the disc or drive might be labeled “EX01\_University\_Hospital\_98-0000.pdf.”

- (e) **Format.** Before filing a disc or drive, the Filing User should:
- (i) “close” or finalize the disc or drive so that additional material cannot be written onto the disc or drive; and
  - (ii) scan the disc or drive using appropriate anti-virus software after its creation and closure.
- (f) **Packaging and Labeling.** The Filing User should package the disc or drive in a paper, plastic, or waxed paper envelope and label the package with:
- (i) the case caption, including the case number;
  - (ii) the date of filing; and
  - (iii) the range of exhibits the disc or drive contains (e.g., Exhibits 01-20).

## V. FILING PROCEDURES

### 12. Notice of Filing; Service.

- (a) **Notifying the Parties.** At the time a document is filed, the ECF System automatically generates a “Notice of Electronic Filing” and automatically e-mails the notice to all parties.
- (b) **Service.** The transmission of the “Notice of Electronic Filing” satisfies the service requirement of RCFC 5 and the proof of service requirement of RCFC 5.3.

**13. Effect of Filing and Transmission of Notice of Filing.** A filing by a party under this Supplement, together with the transmission of the “Notice of Electronic Filing,” constitutes a filing under RCFC 5 and an entry on the docket kept by the clerk under RCFC 58 and 79.

**14. Official Court Record.** The official court record is the electronic recording of the document as stored by the court and the filing party is bound by the document as filed.

**15. Date of Filing.** Except for filings on a portable storage disc or drive and in the case of a document first filed in paper form and subsequently converted to an ECF filing, a

document filed in an ECF case is deemed filed on the date stated in the “Notice of Electronic Filing.”

**16. Timeliness of Filing.** Unless otherwise ordered by the court, a filing under this Supplement must be submitted before midnight local time in Washington, DC, to be considered timely filed on that date.

**17. Date Stamp.** The filing date of each filing will appear at the top of the first page in an automatically generated banner stating the case number, the document number, and the date filed.

## VI. SIGNATURES AND RELATED MATTERS

**18. Signature Defined.** A Filing User’s login and password will serve as his or her signature on a filing for all purposes.

**19. Signature Requirements.**

(a) **Electronic Signature.** Filings must include a signature block, in compliance with RCFC 11(a), with the name of the Filing User under whose login and password the document is submitted along with an “s/[name of Filing User]” typed in the space where the signature would otherwise appear.

(b) **Written Signature.** A Filing User may also satisfy the signature requirement by scanning a document containing his or her written signature.

(c) **Noncompliance.** A filing that does not comply with this provision will be deemed in violation of RCFC 11 and may be stricken from the record.

**20. Signatures of Multiple Parties.** Documents requiring signatures of more than one party may be filed electronically:

(a) by submitting a scanned document containing all necessary written signatures; or

(b) by submitting a document containing an electronic signature for each party (“s/[name of party]”) and the filing attorney’s representation that the other parties have reviewed the document and consent to its filing.

## VII. COURT ORDERS AND JUDGMENTS

**21. Filings by the Court.** Any order, opinion, judgment, or other proceeding of the court in an ECF case will be filed in accordance with this Supplement.

**22. Effect of Filing.** A filing by the court under this Supplement:

(a) is an entry on the docket kept by the clerk under RCFC 58 and 79; and

(b) has the same force and effect as a paper copy entered on the docket in the traditional manner.

**23. Notice of Filing; Service.**

(a) **Notifying the Parties.** Notice of a filing by the court will be accomplished by delivering to the parties a “Notice of Electronic Filing” in the manner prescribed in paragraph 12(a).

(b) **Service.** The transmission of the “Notice of Electronic Filing” satisfies the service requirement of RCFC 77(d).

**24. Court-Ordered Deadlines.** If an order or opinion specifies a due date for the filing of a document, that date will control over any other filing deadline listed on the docket for that document.

## VIII. PRIVACY

**25. Filings Protected Against Public Disclosure.** Except as provided in Vaccine Rule 18, all filings submitted in a Vaccine Act case are restricted pursuant to the requirement of 42 U.S.C. § 300aa-12(d)(4)(A) and therefore are accessible only to court personnel and counsel of record.

**26. Personal Information.** Because all filings submitted by the parties in a Vaccine Act case are restricted, Filing Users need not redact personal identifiers and other sensitive information. Filing Users should file all documents, including medical records, in their original form.

## **IX. RETENTION, TECHNICAL FAILURE, PUBLIC ACCESS, AND HYPERLINKS**

**27. Retaining in Paper Form Documents Requiring More Than One Signature.** A document requiring signatures of more than one party (e.g., an affidavit or a joint status report) must be maintained in paper form by the Filing User until three years after all periods for appeal expire. The court may request the Filing User to provide the original document for review.

### **28. Technical Failure of the ECF System.**

(a) **Relief by Motion.** If a filing is deemed untimely as the result of a technical failure of the ECF System, the Filing User may seek appropriate relief from the court.

(b) **Deeming the Clerk's Office Inaccessible.** If the ECF System is inaccessible for any significant period of time, the clerk will deem the clerk's office inaccessible under RCFC 6.

### **29. Hyperlinks.**

(a) **Type.** Filings may contain the following types of hyperlinks:

(i) hyperlinks to other portions of the same document;

(ii) hyperlinks to documents already filed in the court's ECF System; and

(iii) hyperlinks to a location on the Internet that contains a source document for a citation.

(b) **Cited Authority.** Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document.

(c) **Limitation.** Neither a hyperlink, nor any site to which it refers, shall be considered part of the record. Hyperlinks are simply convenient mechanisms for accessing material cited in a filed document. If a party wishes to make any hyperlinked material part of the record, the party must include the material as an attachment to the filing.

(d) **Disclaimer.** The court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The court accepts no responsibility for the

availability or functionality of any hyperlink.

## **Rules Committee Notes**

### **2011 Adoption**

The Supplement to the Vaccine Rules replaces former Office of Special Master's General Order No. 13 ("Procedure for Electronic Case Filing in Vaccine Act Cases"), issued on January 2, 2008, and amended on October 16, 2008, and establishes electronic case filing as a mandatory procedure applicable to all newly filed Vaccine Act cases except for those cases involving pro se litigants.

### **2015 Amendment**

Paragraph 4 has been amended by deleting the statement that all ECF cases will be listed on the court's website.

Paragraph 8(a) has been amended to allow a petitioner not appearing pro se to file a petition and the required attachments electronically.

Former paragraph 25 has been deleted as unnecessary.

### **2016 Amendment**

Paragraph 9(b) has been amended to clarify that a single filing may not exceed 11 separate Adobe PDF files.

In addition, Paragraph 12 has been amended by deleting as no longer necessary former paragraph 12(b) which provided that the clerk "will serve the 'Notice of Electronic Filing' (but not the underlying filing) on case participants who are not Filing Users by e-mail, hand delivery, facsimile, or first-class postage prepaid mail."

Paragraph 17 also has been amended to clarify that the ECF system automatically generates a filing date stamp at the top of the first page of each filing.

Finally, paragraph 23(a) has been amended to delete the reference to former paragraph 12(b).

### **2017 Amendment**

Paragraph 9(b) has been amended to remove the specific limitation on the number of Adobe PDF files that constitute a single filing, while maintaining the requirement of paragraph 10(a) that each PDF file contain only one exhibit.

### **2019 Amendment**

Paragraph 20 has been amended to clarify that a document requiring the signature of more than one party must contain either a scanned written signature of each party or an electronic signature of each party along with the filing attorney's representation that the other parties have reviewed the document and consent to its filing.

### **2020 Amendment**

Paragraph 2(c) has been amended to define a Filing User as an individual, rather than as a member of the court's bar, to whom the court has granted access to file documents electronically in the ECF System.

Paragraph 5 has been amended to reflect that applications for access to file documents electronically in the ECF System are submitted through PACER and that access may be granted to an individual who is not represented by an attorney only if allowed or so required by court order.

Paragraph 9 has been amended to include additional technical requirements related to document format, event selection, and linking filings.

In addition, paragraphs 9(b), 11 and 15 have been amended to substitute the phrase "a portable storage disc or drive" for all references to a CD-ROM.

Finally, new paragraph 29 has been added to address hyperlinks in filings.