

United States Court of Federal Claims

Filing Tips

Pro Se Cases

- No parties, including defendant/respondent, are permitted to file electronically in a pro se paper case. *See Rule 5.5(d)(2) and Appendix E, ¶ 3.*

Filing Initial Pleadings Electronically

- When filing an initial pleading electronically, all documents associated with the pleading (e.g., motion to seal, notice of related cases, notice of filing) should be filed as attachments to the pleading.
 - DO NOT file any motions, notices, or other documents as separate entries in the shell case.
- Once you submit payment in CM/ECF, you must complete the transaction. If you hit the back button, you will be charged twice.
 - If the transaction requires modification, complete the transaction and then call the Clerk's Office at (202) 357-6406 for assistance.

PDFs Filed Electronically

- For each filing, the main document and each attachment must be no more than 50 MB in size. *See Appendix E, ¶ 9(c) and <http://www.uscfc.uscourts.gov/cmecf-faq#PDF>.*
 - If a scanned PDF is too large, the "Optimize Scanned Image" feature in Adobe Acrobat will compress the file. A file size can often be reduced by 50 to 90 percent.
- All PDFs should be text searchable. *See Appendix E, ¶ 9(a)(i)(B).*

Filing Medical and Administrative Records

- Accessing large files on a slower network connection can sometimes take an excessive amount of time. We ask that attorneys avoid scanned files whenever practicable and utilize PDF optimization methods to keep files as small as possible. These optimization methods vary depending on the PDF software used.
- Medical and administrative records should be filed electronically in CM/ECF whenever possible.
 - CDs should be avoided as they are often damaged during delivery and deteriorate over time.
 - Filing the administrative record electronically allows public access to the record via PACER.
- If a single PDF exceeds 50 MB, parties are encouraged to split the document into a main document and clearly labeled PDF attachments, but counsel must endeavor to limit the total number of attachments.
- When filing a voluminous record consisting of a large number of attachments, parties are encouraged to split the filing into multiple filings to avoid delays or failure (e.g., Administrative Record Part 1, Administrative Record Part 2).
 - Each filing must consist of a main document (e.g., Notice of Filing Administrative Record Part 1) and may include multiple attachments (including a description of what is contained in each attachment).
 - When filing each segment of a voluminous record (i.e., Part 1, Part 2), be sure to use the proper event (e.g., Administrative Record or Medical Records) rather than the generic Notice of Filing.
- If exceptional circumstances require that a record be filed in some other format, a party must seek appropriate relief from the court. *See Appendix E, ¶¶ 8(b), 9(b)(iv).*

Attorney of Record

- Each party may have only one attorney of record in a case at a time. *See Rule 83.1(c).*
 - Any attorney assisting the attorney of record must be designated "of counsel."
 - Only the attorney of record is listed on the docket sheet in CM/ECF.
 - All filings must be signed by or on behalf of the attorney of record, but "of counsel" attorneys may be included on the signature page.
 - The signature on the filing and the filing user's CM/ECF login and password must match ("s/[name of filing user]" or "s/[name of attorney of record] by s/[name of filing user]." *See Appendix E, ¶¶ 18-20.*
- An attorney may participate *pro hac vice* in any proceeding before the court as long as the attorney of record:
 - has requested and received the court's prior approval; and
 - is present for such participation. *See Rule 83.1(a)(2).*

- Any party other than the United States must seek leave of the court to substitute its attorney of record by filing a motion to substitute counsel.
 - This includes pro se cases when an attorney is entering the case. NOTE: A motion to substitute for a pro se plaintiff must be filed in paper form.
 - A motion to substitute counsel must be signed by the party or the newly appointed attorney of record and include an affidavit of appointment. *See Rule 83.1(c)(4)*.
 - Only the United States is permitted to file notices of appearance.

Filing Motions

- A motion for enlargement of time should be filed in advance of the filing deadline. *See Rule 6(b)*.
- Select the proper event in CM/ECF when filing motions, cross-motions, and responses (see attached list of filing events).
 - When filing a cross-motion, select the “cross-motion” event rather than the “response” event.
 - When filing a response to a dispositive motion, select the “response to motion to dismiss/summary judgment” event instead of the generic “response” event.
 - Selecting the proper event ensures that proper deadlines are set in CM/ECF.
- When filing a motion for leave, the proposed filing should be attached to the motion.
 - *Exception* - Motions for Leave to File Under Seal. *See Appendix E, ¶ 11(b)*.
 - If the motion for leave is granted, the party should file the proposed filing as a separate docket entry so that proper deadlines are set in CM/ECF and other filings may be linked to the entry.
 - A motion for leave to exceed the page limitation (*see Rule 5.4(b)*) should be filed in advance of the filing deadline. DO NOT file a brief or memorandum that exceeds the page limitation without first receiving proper relief from the court.
- When filing a motion to intervene:
 - add the party name in ALL CAPS; and
 - select “movant” as the party role. (Once the motion to intervene is granted, the court will change the party role to “intervenor.”)

Redacted Filings

- Personal identifiers such as a minor’s name or a social security number should be redacted before filing. *See Rule 5.2*.
 - If personal identifiers are not redacted and the court becomes aware of their existence, the Clerk of Court will seal the filing immediately.
- When a document is filed under seal, the court may later unseal the filing or order the party who made the filing to file a redacted version for the public record.
- When filing a redacted version of a sealed document, use the “redacted document” event and link the document to the original sealed filing.

Access to Sealed Filings

- Only attorneys of record are given access to sealed documents in CM/ECF.
 - An individual granted access to protected materials must obtain access to sealed documents through an attorney of record. The individual will not be granted access to view sealed documents in CM/ECF.

Bid Protests

- Pre-filing notices must be provided at least 24 hours in advance of filing a bid protest case. *See Appendix C, ¶ 2*.
 - Updates to a notice should be promptly provided (e.g., a change in the anticipated filing date or withdrawal of the notice).
 - For more information, please visit <http://www.uscfc.uscourts.gov/bid-protest-info>.
- When filing a motion for leave to file the complaint under seal, the sealed complaint must be accompanied by a proposed redacted version of the pleading. *See Appendix C, ¶ 6*.
- When a party files a document under seal, the filing party must later file a redacted version of the document for the public record consistent with the procedures specified in the court’s standard protective order. *See Form 8 of the court’s rules*.

Any questions regarding case management should be directed to the Clerk's Office at (202) 357-6406. For more helpful information, please visit the court's website at www.usfc.uscourts.gov.

PLEASE GO TO THE NEXT PAGE FOR A LIST OF CM/ECF DOCKETING EVENTS

Docketing Events

(All events are also available under SEALED FILINGS)

Attorney Complaint/Petition

Attorney Complaint/Petition

Attorney Bid Protest Complaint
Attorney Complaint
Attorney Petition

Initial Pleadings and Service

Transfers/Other Complaints and Other Answers

Amended Answer to Complaint
Amended Answer to Third Party Complaint
Amended Complaint
Amended Intervenor Complaint
Amended Third Party Complaint
Answer to Amended Complaint
Attorney Transfer Complaint

Service of Process

Certificate of Service
Proof of Service of Subpoena – Rule 45(b)
Return of Service Executed
Return of Service Unexecuted
Service by Publication

Answers to Complaints/Counterclaims

Answers to Complaints/Counterclaims

Motions and Related Filings

Motions

Alter or Amend Judgment – Rule 59(e)
Amend Pleadings
Amend Schedule
Amend/Correct
Appeal In Forma Pauperis
Appear
Application for Access to Protected Material
Appoint Counsel
Appoint Expert
Appoint Guardian/Attorney ad Litem
Approve Consent Judgment
Attorney Fees
Authorization of Service 100+ Miles
Bifurcate
Bond
Certify Class
Certify Interlocutory Appeal
Clarification
Compel
Consolidate Cases
Continue

Correct Transcript
Cross Motion and Response
Cross Motion and Response [Dispositive]
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Disbursement of Funds
Disclosure
Discovery
Dismiss – Rule 12(b)(1) – Lack of Jurisdiction Subject Matter
Dismiss – Rule 12(b)(1) and (6) Lack of Jurisdiction/Failure to State a Claim
Dismiss – Rule 12(b)(2) – Lack of Jurisdiction Over Person
Dismiss – Rule 12(b)(4) – Insufficiency of Process
Dismiss – Rule 12(b)(5) – Insufficiency of Service of Process
Dismiss – Rule 12(b)(6) – Failure to State a Claim
Dismiss – Rule 12(b)(7) – Failure to Join a Party
Dismiss – Rule 41(a) – Voluntary
Dismiss – Rule 41(b) – Involuntary
Dismiss – Rule Unspecified
Disqualify Counsel
Disqualify Judge
Enforce Judgment
Exceed Page Limit
Expedite
Extension of Time
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Reply
Extension of Time to File Response
Hearing
Hearing for Rule 27 Petition
In Limine
Intervene
Joinder
Judgment on Partial Findings
Judgment on the Administrative Record – Rule 52.1
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to File Amicus Brief
Leave to File Document
Leave to File Out of Time
Letters Rogatory
Lift Stay
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial – Rule 59(a)
Notify Interested Party
Oral Argument
Permanent Injunction
Preliminary Injunction
Pro Hac Vice Participation

Proceed In Forma Pauperis
Produce
Protective Order
Publish
Quash
Reassign Case – Rule 40.1(c)
Reconsideration
Reconsideration – Rule 59(a)
Recusal
Redact
Referral to ADR
Release of Bond Obligation
Release of Funds
Relief from Judgment – Rule 60
Remand
Reopen Case
Return of Property
Sanctions – Rule 11
Sanctions – Rule 37
Seal Document
Service by Publication
Sever
Show Cause
Status Conference
Stay
Strike
Substitute Attorney
Substitute Attorney (Consented)
Substitute Party
Summary Judgment
Summary Judgment – Partial
Summons Third Party
Supplement Pleadings
Supplement the Administrative Record
Take Deposition
Temporary Restraining Order
Transfer
Unseal Case
Unseal Document
Vacate
Waive Copy Requirements
Withdraw
Withdraw as Attorney

Responses and Replies

Objections to Bill of Costs
Reply to Objections to Bill of Costs
Reply to Response to Motion
Reply to Response to Supplemental Brief
Response (Not to a motion)
Response to Amicus Brief
Response to Cross Motion
Response to Cross Motion to Dismiss/Summary Judgment
Response to Motion
Response to Motion to Dismiss/Summary Judgment
Response to Order to Show Cause
Response to Supplemental Brief
Sur-Reply

Other Filings

Discovery Documents

Answers to Interrogatories
Deposition
Expert Report – Rule 26
Interrogatories Propounded
Notice to Take Deposition
Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices

ADR – Notice to Proceed
ADR – Notification of Close of Discovery
Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Additional Authority
Notice of Appeal
Notice of Appearance (DEFENDANT/RESPONDENT)
Notice of Change of Address
Notice of Cross Appeal
Notice of Directly Related Case(s)
Notice of Indirectly Related Case(s)
Notice of Intent to Redact Transcript
Notice of Removal
Notice of Settlement
Notice of Voluntary Dismissal
Notice to Take Foreign Deposition

Trial Documents

Exhibit List
Joint Certification – App A, 13(d)
Memorandum of Contentions of Fact and Law
Objection to Exhibit List
Objection to Witness List
Post Trial Brief
Pretrial Memorandum
Proposed Findings of Fact and Conclusions of Law
Trial Brief
Witness List

Appeal Documents

Notice of Appeal
Notice of Cross Appeal

Other Documents

Administrative Record
Administrative Record (Supplement)
Amended Document (NOT Motion)
Amicus Brief
Bill of Costs
Certificate of Interest
Counter Statement of Facts

Cover Sheet
Decision on Remand by Agency
Declaration
Disclosure Statement – Rule 7.1
Joint Preliminary Status Report
Memorandum
More Definite Statement
Proposed Pretrial Order
Redacted Document
Satisfaction of Judgment
Settlement Agreement
Statement of Facts
Status Report
Status Report (JOINT)
Status Report (Multiple Plaintiffs Summary)
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplemental Brief

Vaccine Events

Vaccine Responses

Amended Respondent's Report
Reply to Response to Motion
Reply to Response to Supplemental Brief
Respondent's Report
Respondent's Report and Proffer
Response (Not to a motion)
Response to Cross Motion
Response to Motion
Response to Motion for Review
Response to Motion for Attorney Fees
Response to Order to Show Cause
Response to Supplemental Brief
Sur-Reply

Other Vaccine Documents

15-Week Petitioner Stipulation Status Report
(Response)
15-Week Respondent Stipulation Status Report
ADR – Notice to Proceed
Additional Documentation
Affidavit
Amended Petition
Certificate of Service
Cover Sheet
Declaration
Exhibit List
Expert Report
Joint Notice Not to Seek Review
Joint Prehearing Submissions
Life Care Plan
Medical Literature
Medical Records
Memorandum
Notice (Other)

Notice Not to Seek Review
Notice of Additional Authority
Notice of Appearance (DEFENDANT/RESPONDENT)
Notice of Change of Address
Notice of Filing
Notice of Intent to File on Compact Disc
Notice to Intent to Redact Transcript
Notice of Intent to Remain in the Program
Notice of Intent to Withdraw Petition
Objection to Exhibit List
Objection to Public Disclosure
Objection to Witness List
PAR Medical History Questionnaire
Petitioners Election to Accept Judgment
Petitioners Election to File Civil Action
Position on Short Form Petitions
Post Hearing Brief
Prehearing Submissions
Proffer
Satisfaction of Judgment
Statement Regarding General Order No. 9
Statement of Completion
Status Report
Status Report (JOINT)
Status Report (Multiple Plaintiffs Summary)
Stipulation
Stipulation for Award
Stipulation for Fees
Stipulation of Dismissal
Suggestion of Death
Supplemental Brief
Witness List

Vaccine Motions

Alter or Amend Judgment – Vaccine Rule 36-RCFC
59(e)
Amend Schedule
Amend/Correct
Appeal In Forma Pauperis
Appear
Application for Access to Protected Material
Appoint Counsel
Appoint Expert
Appoint Guardian/Attorney ad Litem
Attorney Fees
Attorney Fees (UNOPPOSED)
Compel
Consolidate Cases
Continue
Correct Transcript
Cross Motion and Response (Vaccine)
Decision
Disbursement of Funds
Discovery
Dismiss
Dismiss – Vaccine Rule 21(a) – Voluntary
Dismiss – Vaccine Rule 21(b) – Involuntary
Disqualify Counsel
Disqualify Special Master

Exceed Page Limit
Expedite
Extension of Time
Extension of Time to Amend
Extension of Time to File Reply
Extension of Time to File Response
Hearing
Interim Attorney's Fees and Costs
Interim Attorney's Fees and Costs (UNOPPOSED)
Intervene
Issue Subpoena
Leave to File Document
Leave to File Out of Time
Lift Stay
Miscellaneous Relief
More Definite Statement
Motion for Judgment on the Record
Oral Argument
Pro Hac Vice Participation
Proceed In Forma Pauperis
Protective Order
Publish
Quash
Reassign Case – Rule 40.1(c)
Reconsideration
Reconsideration – Rule 59(a)
Recusal
Redact Decision
Referral to ADR
Reimbursement of Fees (PRO SE ONLY)
Relief from Judgment – Vaccine Rule 36 – RCFC 60
Remand
Reopen Case
Review
Ruling on the Record
Seal Document
Show Cause
Status Conference
Stay
Strike
Substitute Attorney
Substitute Attorney (Consented)
Substitute Party
Summary Judgment
Supplement
Take Deposition
Vacate
Waive Copy Requirements
Withdraw
Withdraw as Attorney

Congressional Reference Events

Filings

Notice of Exceptions to Hearing Officers Report
Notice to Accept Hearing Officers Report

SEALED Filings

Sealed Service

Certificate of Service
Proof of Service Subpoena – Rule 45(b)
Return of Service Executed
Return of Service Unexecuted
Service by Publication

Sealed Answers

Sealed Answers

Sealed Other Answers and Complaints

Amended Answer to Complaint
Amended Answer to Third Party Complaint
Amended Complaint
Amended Intervenor Complaint
Amended Third Party Complaint
Answer to Amended Complaint
Attorney Transfer Complaint

Sealed Motions

Alter or Amend Judgment – Rule 59(e)
Amend Pleadings
Amend Schedule
Amend/Correct
Appeal In Forma Pauperis
Appear
Application for Access to Protected Material
Appoint Counsel
Appoint Expert
Appoint Guardian/Attorney ad Litem
Approve Consent Judgment
Attorney Fees
Authorization of Service 100+ Miles
Bifurcate
Bond
Certify Class
Certify Interlocutory Appeal
Clarification
Compel
Consolidate Cases
Continue
Correct Transcript
Cross Motion and Response
Cross Motion and Response [Dispositive]
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Disbursement of Funds
Disclosure
Discovery
Dismiss – Rule 12(b)(1) – Lack of Jurisdiction Subject Matter
Dismiss – Rule 12(b)(1) and (6) Lack of Jurisdiction/Failure to State a Claim
Dismiss – Rule 12(b)(2) – Lack of Jurisdiction Over Person

Dismiss – Rule 12(b)(4) – Insufficiency of Process
Dismiss – Rule 12(b)(5) – Insufficiency of Service of Process
Dismiss – Rule 12(b)(6) – Failure to State a Claim
Dismiss – Rule 12(b)(7) – Failure to Join a Party
Dismiss – Rule 41(a) – Voluntary
Dismiss – Rule 41(b) – Involuntary
Dismiss – Rule Unspecified
Disqualify Counsel
Disqualify Judge
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Hearing for Rule 27 Petition
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Judgment on Partial Findings
Judgment on the Administrative Record – Rule 52.1
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to File Amicus Brief
Leave to File Document
Leave to File Out of Time
Letters Rogatory
Lift Stay
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial – Rule 59(a)
Notify Interested Party
Oral Argument
Permanent Injunction
Preliminary Injunction
Proceed In Forma Pauperis
Produce
Protective Order
Publish
Quash
Reassign Case – Rule 40.1(c)
Reconsideration
Reconsideration – Rule 59(a)
Recusal
Redact
Referral to ADR
Release of Bond Obligation
Release of Funds
Relief from Judgment – Rule 60
Remand
Reopen Case
Return of Property
Sanctions – Rule 11
Sanctions – Rule 37

Seal Document
Service by Publication
Sever
Show Cause
Status Conference
Stay
Strike
Substitute Attorney
Substitute Attorney (Consented)
Substitute Party
Summary Judgment
Summary Judgment – Partial
Summons Third Party
Supplement Pleadings
Supplement the Administrative Record
Take Deposition
Temporary Restraining Order
Transfer
Unseal Case
Unseal Document
Vacate
Waive Copy Requirements
Withdraw
Withdraw as Attorney

Sealed Responses and Replies

Objections to Bill of Costs
Reply to Objections to Bill of Costs
Reply to Response to Motion
Reply to Response to Supplemental Brief
Response (Not to a motion)
Response to Amicus Brief
Response to Cross Motion
Response to Cross Motion to Dismiss/Summary Judgment
Response to Motion
Response to Motion to Dismiss/Summary Judgment
Response to Order to Show Cause
Response to Supplemental Brief
Sur-Reply

Sealed ADR Documents

ADR – Notice to Proceed
ADR – Notification of Close of Discovery
Consent to Arbitration
Consent to Mediation
Notice of Settlement
Referral to ADR
Settlement Agreement
Settlement Agreement

Sealed Discovery Documents

Answers to Interrogatories
Deposition
Expert Report – Rule 26
Interrogatories Propounded
Notice to Take Deposition

Request for Admissions
Request for Production of Documents
Response to Discovery Request

Sealed Notices

ADR – Notice to Proceed
ADR – Notification of Close of Discovery
Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Additional Authority
Notice of Appeal
Notice of Appearance (DEFENDANT/RESPONDENT)
Notice of Change of Address
Notice of Cross Appeal
Notice of Directly Related Case(s)
Notice of Indirectly Related Case(s)
Notice of Intent to Redact Transcript
Notice of Removal
Notice of Settlement
Notice of Voluntary Dismissal
Notice to Take Foreign Deposition

Sealed Trial Documents

Exhibit List
Joint Certification – App A, 13(d)
Memorandum of Contentions of Fact and Law
Objection to Exhibit List
Objection to Witness List
Pretrial Memorandum
Proposed Findings of Fact and Conclusions of Law
Trial Brief
Witness List

Sealed Appeal Documents

Notice of Appeal

Sealed Other Documents

Administrative Record
Administrative Record (Supplement)
Amended Document (NOT Motion)
Amicus Brief
Bill of Costs
Certificate of Interest
Counter Statement of Facts
Cover Sheet
Decision on Remand by Agency
Declaration
Disclosure Statement – Rule 7.1
Joint Preliminary Status Report
Memorandum
More Definite Statement
Proposed Pretrial Order
Redacted Document
Satisfaction of Judgment
Settlement Agreement
Statement of Facts

Status Report
Status Report (JOINT)
Status Report (Multiple Plaintiffs Summary)
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplemental Brief

Sealed Congressional Reference Events

Sealed Filings

Notice of Exceptions to Hearing Officers Report
Notice to Accept Hearing Officers Report