

SUPREME COURT OF VIRGINIA



**GUIDELINES FOR SUBMISSION OF
ELECTRONIC BRIEFS, APPENDICES, AND RECORDS
AND
USER'S/ADMINISTRATOR'S MANUAL FOR THE
VIRGINIA APPELLATE COURTS ELECTRONIC SYSTEM**

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CHAPTER 1 - OVERVIEW

The **Virginia Appellate Courts Electronic System (VACES)** is designed for users associated with a registered Agency/Business/Law Firm/Organization/Tribunal to submit documents (briefs and records) electronically for existing Supreme Court of Virginia (SCV) and Court of Appeals of Virginia (CAV) cases.

This manual is organized to provide an overview of the system with detailed instructions on how to use **VACES** and is intended to serve as a training and resource guide for **VACES** users.

I. INTRODUCTION

Pursuant to Rules 5:26 and 5:32, effective July 1, 2015, briefs and appendices filed with the **Supreme Court of Virginia** in appeals of right, after the granting of a petition for appeal, or after the docketing of an original jurisdiction petition, shall be transmitted to the Clerk of Court and to all counsel of record in accordance with the following guidelines.

Pursuant to Rules 5A:19 and 5A:25, effective July 1, 2015, briefs and appendices filed with the **Court of Appeals of Virginia** in appeals of right, or after the granting of a petition for appeal, shall be transmitted to the Clerk of Court and to all counsel of record in accordance with the following guidelines.

A person who files a document electronically shall have the same responsibility as a person filing a document in paper form for ensuring that the document is properly filed, complete, and readable.

Registered users can submit case briefs, appendices, and digital appellate records electronically to the SCV and the CAV through the VACES. The system allows users to submit up to **twenty-five** documents with each submission. Document submissions exceeding **150 MB** Portable Document File (PDF) size limit must be uploaded as **separate** volumes.

A. Briefs

Briefs must be PDF files and must meet the criteria below:

- **PDF/A** compliant.
- PDF files must be text searchable.
- The Briefs shall **not** be created by using a scanner to produce the PDF file.
- All pages, **except the cover page in the Brief**, must have a page number located in the center section of the page footer. The page numbering in the Table of Contents and Table of Authorities is **not to be included** in the **page numbering sequence of the Brief** and shall be **assigned thumbnail page numbers using Roman Numerals**, e.g., i, ii, iii, iv, etc. The thumbnail page

numbers in the Brief **must correspond with the page numbers** in the **page footer**.

- The Briefs shall contain a Table of Contents.
- The **cover page, Table of Contents, Table of Authorities, and all entries** therein **must be bookmarked** to the appropriate page. The bookmarks shall be placed in an outline format, and shall be bookmarked according to each heading the Table of Contents.
- Briefs shall be set to open with a **Bookmarks Panel and Page** layout in its initial view.
- The **Page Layout** shall be set to **Single Page** with **Magnification** set to **Fit Width**.
- The brief shall open to the cover page. Set the page number of the cover page by inserting a **space**. If the message, “The page number cannot be left blank” is generated, check the thumbnail page number for the cover page. The thumbnail page number for the cover page must be **none**, which means the cover page thumbnail does not have a page number.

B. Appendices

Appendices must be **PDF** files and **must** meet the criteria below:

- **PDF/A** compliant.
- Appendices must be **text searchable**.
- Appendices must be scanned with an Optical Character Recognition (**OCR**) feature.
 - If a scanned image PDF must be used the paper document should typically be scanned at 300 dpi (or higher, depending on what is necessary to make the image easily readable) with the **black and white** setting, unless the original document contains a color image.
 - If the original of an image included in the appendix is displayed naturally in a landscape format, that image must be rotated so the image in the electronic appendix can be viewed in the same plane as the other pages of the appendix.
- All pages, except the cover page in the Appendix, must have a page number located in the center section of the page footer and all pages must be properly rotated for viewing. The page numbering in the Table of Contents is not to be included in the page numbering sequence of the Appendix and shall be assigned thumbnail page numbers using Roman Numerals, e.g., i, ii, iii, iv, etc. The thumbnail page numbers in the Appendix must correspond with the page numbers in the page footer.

- Appendices shall contain a Table of Contents, and all entries therein shall be **bookmarked according to each heading in the Table of Contents.**
- Appendices shall **open** with the **Bookmarks Panel and Page** layout in its initial view.
- The **Page Layout** shall be set to **Single Page** with **Magnification** set to **Fit Width.**
- Appendices shall open to the cover page. Set the page number of the cover page by inserting a **space**. If the message, “The page number cannot be left blank” is generated, check the thumbnail page number for the cover page. The thumbnail page number for the cover page must be **none**, which means the cover page thumbnail does not have a page number.
- Every reasonable attempt must be made to ensure that all pages in the Appendix are readable, including date stamps, handwritten notes, photographs, etc.
- All pages in the Appendix **must be aligned properly** for viewing without rotation.

C. Digital Appellate Records

Registered users can submit documents electronically to the SCV and the CAV through the VACES. The system allows Users to submit up to **twenty-five** documents with each submission. Individual file size cannot exceed **150 MB**.

Documents must meet the [Digital Appellate Record Standards](http://www.courts.state.va.us/online/vaces/resources/dar_standards.pdf) for the Court of Appeals of Virginia located at http://www.courts.state.va.us/online/vaces/resources/dar_standards.pdf.

II. SUPPORT

If the user does not get a satisfactory answer to questions or problems by reviewing this document, which is also accessible through the **Help** link on the **VACES** navigation bar, the user may contact the SCV or CAV Clerk's Offices.

When the **VACES** is unavailable, a message will display the **Hours of Operation** page instead of the **Login** page when the system is unavailable. Clicking the **Return to the Web site of Virginia's Judicial System** hyperlink will route to the external link: <http://www.courts.state.va.us/>.

The system is available daily, including weekends, and holidays, from 7:00 AM to 12:00 AM Eastern Daylight Time (EDT). If a user is still logged into the system as of 12:00 AM EDT, the user will be automatically logged out of the system upon clicking any button/link/icon/etc.

A. eBrief Support

The system is available for eBrief submissions during the operating hours of 7:00 AM to 12:00 AM EST.

Users in the process of uploading an eBrief submission **before** 12 AM will be able to complete the submission process up to the 2:00 AM EDT system maintenance window shut off.

B. eRecord Support

The system is available for eRecord submissions during the operating hours of 7:00 AM to 3:30 PM EST on business days only.

Users in the process of uploading an eRecord submission **before** 3:30 PM will be able to complete the submission process.

III. VACES ROLES AND FUNCTIONS

The term **User** encompasses:

- Administrators;
- Administrator/Filers; and
- Filers

A. Administrator Only

The **Firm's Administrator** can support organizational account management and can perform the following tasks:

- Manage the Organization's contact information;
- Grant user access and permissions;
- Add or delete other users;
- Update users' contact information; and
- Unlock and reset users' passwords.

IMPORTANT: It is strongly recommended that all Organizations, including Sole-Practitioners, designate a **backup** or **secondary Administrator**, **either** as an **Administrator Only** user or an **Administrator/Filer** user, for the sole purpose of supporting a primary Administrator user.

B. Filers

A **Filer** is a user who files a document electronically and shall have the same responsibility as a person filing a document in paper form for ensuring that the document is properly filed, complete, and readable.

1. **eBrief Filers** can use the system to perform the following functions:

- Submit eBriefs for appeals of right or cases granted/docketed by SCV and CAV;
- Receive event notifications by email; and
- View the user's eBrief submissions history up to 30 days.

2. **eRecord Filers** can use the system to perform the following functions:

- Send digital appellate records electronically to CAV and SCV;
- Receive event notifications by email; and
- View the user's eRecord submissions history up to 30 days.

C. Administrator/Filer

An **Administrator/Filer** user can support both the organizational account management as an **Administrator** and the electronic document filings as a **Filer** as described in the previous two sections.

The sole additional feature given to the **Administrator/Filer** is that the user can view **all** of the Organization's eBrief or eRecord submissions up to 30 days instead of only the eBrief or eRecord submissions filed by the individual.

IV. SYSTEM FUNCTIONS**A. Software/Hardware**

Administrators must ensure that users' equipment and software meet requirements for connecting to the **VACES** and that the organization has the minimum system and software requirements to use and operate the system.

In order to use the **VACES**, the user's equipment must meet or exceed the following software and hardware requirements:

- A computer operating with internet access;
- Internet browser software such as:
 - Microsoft Internet Explorer® version 10 or higher;
 - Mozilla Firefox® version 34 or higher; and
 - Google Chrome® 39 or higher
- Compatibility View for Internet Explorer should **not** be turned on;

- Adobe Reader® or equivalent software to view Portable Document Format (PDF) documents (PDF reader software is free and downloadable from various websites); and
- The correct security settings, on the computer, that allow it to accept cookies from the VACES.

In addition to the requirements above, users must use **PDF/A compliant** file software to convert documents to a PDF and **should not** use a scanner unless absolutely necessary. There are several PDF writer/conversion programs available on the Internet, as well as existing functionality within many newer word processing programs.

B. Navigation Bar



The navigation bar is visible once the user successfully logs into the system. Users have the ability to move between the system's screens below:

- Home
- History (visible for users with **filing privileges**)
- Account Management (visible for users designated as **Administrators**)
- Settings
- Help
- Logout

C. Home

The **Home** link will display once users log into the system successfully. Depending on the user's role, the **Home** page displays as one of the screen options below:

- Account Details screen: Users designated as Administrator Only will see the Account Details screen as their Home page.
- **Submission screen:** Users with **filing privileges** will see the **Submission** screen as their **Home** page.
- See section **III. VACES ROLES AND FUNCTIONS** within this chapter for further details.

D. History

The **History** link allows users the capability to view submissions made within the **past 30 days**. The **Submission History** screen displays history based on the user's role:

- **Administrators** with **filing privileges** will see all submissions made by the Firm's users.
- Registered **Filers** will only see submissions made by the user.

See **Chapter 3** section **IV. HISTORY** within this manual for further details.

E. Account Management

Only users designated as **Administrator** have the ability to view the **Account Management** link on the menu bar.

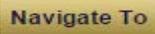
This feature allows the user the capability to manage the **Administrator's account** and perform **administrative tasks** on behalf of the Firm and its users.

See **Chapter 3** section **VI. ACCOUNT MANAGEMENT** within this manual for further details.

F. Settings

The **Settings** link allows users the capability to update their **account** and **contact** information. See **Chapter 3** section **VII. SETTINGS/USER PROFILE** within this manual for further details.

G. Navigate To

Users with access to **multiple** Virginia Judiciary Electronic Systems (VJCS, VACES, GALR, etc.) can click the  link and the system will route users to the system selected.

H. Help

Users can click the  icon and the system will route users to the **VACES GUIDELINES AND USER'S MANUAL** in a new browser window.

I. Logout

Users can click the  icon to log out of the **VACES** securely. Once clicked, the system will route to the **Login** screen.

CHAPTER 2 - REGISTRATION

I. OVERVIEW

This section is for users defined as **Administrator** on the **VACES Registration Application**.

To begin the registration process, the firm’s authorizing party must first complete the **VACES Registration Application** and return the application to the **SCV or CAV Clerk’s Office**.

Once the **Clerk** processes the application, the **Firm’s Administrator**, as defined on the **VACES Registration Application**, will receive an email notification from the **System Administrator** that will provide a link to complete the **Firm’s registration** process.

Click on the link within the email to go to the **Complete Firm Registration** page.

IMPORTANT: The **Complete Firm Registration link** will be valid for **up to 24 hours after** being generated.

- If the 24-hour period has elapsed, the Administrator must contact the **SCV or CAV Clerk’s office** to request that the registration email be re-sent.
- If the **Complete Firm Registration link** within the registration email is visited **more than five times**, an error message will display.

II. COMPLETE VACES REGISTRATION APPLICATION

The organization’s authorizing party (or *pro se* filer) must **first** complete the **VACES Registration Application** and return to the **SCV or CAV Clerk’s Office** to begin the registration process.

All fields indicated with an asterisk (*) on the registration application are **required** and **must** be completed.

A. Initial eBrief Registration

The screenshot shows the 'VIRGINIA APPELLATE COURTS EBRIEF SYSTEM (VACES) REGISTRATION APPLICATION' form. It features a logo on the left and a title on the right. Below the title, it states 'Fields marked with an asterisk (*) are required.' There is a section titled '*Select One:' with two options: 'Initial Registration Complete All Sections' and 'Update Organization Information Complete Sections 1, 3, & 4 only'. Below this, it says 'Select ALL Virginia Judiciary Electronic System accounts that you are currently registered with by checking the appropriate box.' There are two checkboxes: 'VACES' and 'VJCS'. At the bottom, it says 'Section 1 - Organization Information'.

- Firm **Administrators** registering for the **first** time (**initial** registration) for system access/permission who do **not** have an existing **Virginia Judiciary Electronic System** account (VJCS, VACES, GALR, etc.) **must** complete **all sections** of the application.
- Firms with an **existing** system account **must** complete **sections 1, 3, and 4**.

For a **new** system account, complete **all** sections of the application:

Step 1 Select **Initial Registration**.

Step 2 Enter **Section 1 – Organization Information**:

- a. Enter the **Organization Name**.
- b. Enter **Address 1**.
- c. Enter any **additional** address information in **Address 2**, if applicable.
- d. Enter the **City**.
- e. Select the **State** from the drop-down list.
- f. Enter the **Zip** code.
- g. Enter the Firm's **Phone number**.
- h. Enter the phone **Ext**, if applicable.
- i. Enter the **Fax** number, if applicable.

Step 3 Enter **Section 2 – Authorizing Party Information**:

- a. Enter the **Last Name**.
- b. Enter the **First Name**.
- c. Enter the **Middle Initial**, if applicable.
- d. Enter the **Suffix**, if applicable.
- e. Enter the **Title**.
- f. Enter the **Email** address.
- g. Enter the Firm's **PIN** (Personal Identification Number).

Comment: The Administrator must create the PIN and should keep a record of it in order to complete the registration process.

Step 4 Enter **Section 3 – Administrator Information**:

- a. Select the appropriate **Administrator role type** using the radio button options.
- b. Enter the **Last Name**.
- c. Enter the **First Name**.
- d. Enter the **Middle Initial**, if applicable.
- e. Enter the **Suffix**, if applicable.
- f. Enter the **Title**.
- g. Enter the Email address.
- h. Enter the **Phone number**.
- i. Enter the phone **Ext**, if applicable.

- Step 4** (cont'd)
- j. Enter the **Fax number**, if applicable.
 - k. Enter the mailing address.
 - If the mailing address of the Administrator is the **same** as the **Firm's**, check the box labeled, "Use the same address as organization."
 - If **not**, enter the mailing address:
 - 1) Enter **Address 1**.
 - 2) Enter any **additional** address information in **Address 2**, if applicable.
 - 3) Enter the **City**.
 - 4) Select the **State** from the drop-down list.
 - 5) Enter the **Zip** code.
 - 6) Enter the **Email** address.
 - 7) Enter the **Phone** number.
 - 8) Enter the phone **Ext**, if applicable.
 - 9) Enter the **Fax** number, if applicable.

- Step 5** Complete **Section 4 – Authorizing Party Signature** section.
- a. Enter the authorizing party's **Signature**.
 - b. Enter the **Date**.

Comment: The authorizing party's signature and the date are required to establish the Firm's account.

- Step 6** After the application is completed and signed, scan and email the form to the **Court Administrator**.
- Supreme Court of Virginia at: scvbrieffs@courts.state.va.us
 - Court of Appeals of Virginia at: cavbrieffs@courts.state.va.us

Comment: A **confirmation** notification will be emailed to the designated **Authorized Party** to complete the registration process.

B. Pro Se Registration

VIRGINIA APPELLATE COURTS
eBRIEF SYSTEM
(VACES)
REGISTRATION APPLICATION

Fields marked with an asterisk (*) are required. Complete All Sections.

Section 1 - Contact Information

*Last Name *First Name Middle Initial

Individuals registering as a *pro se* filer for system access/permission **must** complete **all sections** of the application.

To request system access:

Step 1 Enter **Section 1 – Contact Information**:

- a. Enter your **Last Name**.
- b. Enter your **First Name**.
- c. Enter your **Middle Initial**, if applicable.
- d. Enter your **Suffix**, if applicable.
- e. Enter your **Title**, if applicable.
- f. Enter your **Email** address.
- g. Enter your **Address 1**.
- h. Enter any **additional** address information in **Address 2**, if applicable.
- i. Enter the **City**.
- j. Select the **State** from the drop-down list.
- k. Enter the **Zip** code.
- l. Enter your **Phone** number.
- m. Enter the phone **extension**, if applicable.
- n. Enter the **Fax** number, if applicable.

Step 2 Complete **Section 2 – Signature** section.

- a. **Sign** the registration application.
- b. Enter the signature **Date**.

Comment: Your signature and the date are required to request access to the system.

Step 3 After the application is completed and signed, scan and email the form to the **Court Administrator**.

- Supreme Court of Virginia at:
scvbriefs@courts.state.va.us
- Court of Appeals of Virginia at:
cavbriefs@courts.state.va.us

C. Initial eRecord Registration

VIRGINIA APPELLATE COURTS
ERECORD SYSTEM
(VACES)
REGISTRATION APPLICATION

Fields marked with an asterisk (*) are required.

*Select One:

Initial Registration
Complete All Sections

Update Information
Complete Sections 1, 3, & 4 only

Section 1 – Organization/Tribunal Information

*Organization Name

- **Organization/Tribunal Administrators** registering for the **first** time (**initial** registration) for system access/permission **must** complete **all sections** of the application.
- Organizations with an **existing** system account **must** complete **sections 1, 3, and 4**.

For a **new** system account, complete **all** sections of the application:

Step 1 Select **Initial Registration**.

Step 2 Enter **Section 1 – Organization/Tribunal Information**:

- Enter the **Organization Name**.
- Enter **Address 1**.
- Enter any **additional** address information in **Address 2**, if applicable.
- Enter the **City**.
- Select the **State** from the drop-down list.
- Enter the **Zip** code.
- Enter the Organization's **Phone** number.
- Enter the phone **Ext**, if applicable.
- Enter the **Fax** number, if applicable.

Step 3 Enter **Section 2 – Authorizing Party Information**:

- Enter the **Last Name**.
- Enter the **First Name**.
- Enter the **Middle Initial**, if applicable.
- Enter the **Suffix**, if applicable.
- Enter the **Title**.
- Enter the **Email** address.
- Enter the Organization's **PIN** (Personal Identification Number).

Comment: The Administrator must create the PIN and should keep a record of it in order to complete the registration process.

Step 4 Enter **Section 3 – Administrator Information:**

- a. Select the appropriate **Administrator role type** using the radio button options.
- b. Enter the **Last Name**.
- c. Enter the **First Name**.
- d. Enter the **Middle Initial**, if applicable.
- e. Enter the **Suffix**, if applicable.
- f. Enter the **Title**.
- g. Enter the **Email address**.
- h. Enter the **Phone number**.
- i. Enter the phone **Ext**, if applicable.
- j. Enter the **Fax number**, if applicable.
- k. Enter the mailing address.
 - If the mailing address of the Administrator is the **same** as the **Firm's**, check the box labeled, "Use the same address as organization."
 - If **not**, enter the mailing address:
 - 1) Enter **Address 1**.
 - 2) Enter any **additional** address information in **Address 2**, if applicable.
 - 3) Enter the **City**.
 - 4) Select the **State** from the drop-down list.
 - 5) Enter the **Zip** code.
 - 6) Enter the **Email** address.
 - 7) Enter the **Phone** number.
 - 8) Enter the phone **Ext**, if applicable.
 - 9) Enter the **Fax** number, if applicable.

Step 5 Complete **Section 4 – Authorizing Party Signature** section.

- a. Enter the authorizing party's **Signature**.
- b. Enter the **Date**.

Comment: The authorizing party's signature and the date are required to establish the Firm's account.

Step 6 After the application is completed and signed, scan and email the form to the **Court Administrator**.

- Supreme Court of Virginia at:
scvrecords@courts.state.va.us
- Court of Appeals of Virginia at:
cavrecords@courts.state.va.us

Comment: A **confirmation** notification will be emailed to the designated **Authorized Party** to complete the registration process.

D. Update Organization Information

*Select One:	<input type="checkbox"/> Update Organization Information Complete Sections 1, 3, & 4 only
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To update an **existing** system account, complete **sections 1, 3, and 4** of the application:

Step 1 Select **Update Organization Information**.

Step 2 Enter **Section 1 – Organization Information**:

- a. Enter the Organization Name.
- b. Enter **Address 1**.
- c. Enter any **additional** address information in **Address 2**, if applicable.
- d. Enter the **City**.
- e. Select the **State** from the drop-down list.
- f. Enter the **Zip** code.
- g. Enter the Organization's **Phone number**.
- h. Enter the phone **Ext**, if applicable.
- i. Enter the **Fax** number, if applicable.

Step 3 Enter **Section 2 – Administrator Information**:

- a. Select the appropriate **administrator role type** using the radio button options.
- b. Enter the **Last Name**.
- c. Enter the **First Name**.
- d. Enter the **Middle Initial**, if applicable.
- e. Enter the **Suffix**, if applicable.
- f. Enter the **Title**.
- g. Enter the Email address.
- h. Enter the **Phone number**.
- i. Enter the phone **Ext**, if applicable.
- j. Enter the **Fax number**, if applicable.
- k. Enter the mailing address.
 - If the mailing address of the Administrator is the **same** as the **Firm's**, check the box labeled, "Use the same address as organization."
 - If **not**, enter the mailing address:
 - 1) Enter **Address 1**.
 - 2) Enter any **additional** address information in **Address 2**, if applicable.

- Step 3**
(cont'd)
- 3) Enter the **City**.
 - 4) Select the **State** from the drop-down list.
 - 5) Enter the **Zip** code.
 - 6) Enter the **Email** address.
 - 7) Enter the **Phone** number.
 - 8) Enter the phone **Ext**, if applicable.
 - 9) Enter the **Fax** number, if applicable.

- Step 4** Complete **Section 4 – Authorizing Party Signature** section.
- a. Enter the authorizing party's **Signature**.
 - b. Enter the **Date**.

Comment: The authorizing party's signature and the date are required to update the Firm's account.

- Step 5** After the application is completed and signed, email the form to the appropriate **Court Administrator**.

- For **eBrief** registration:
 - Supreme Court of Virginia at:
scvbrieffs@courts.state.va.us
 - Court of Appeals of Virginia at:
cavbrieffs@courts.state.va.us
- For **eRecord** registration:
 - Supreme Court of Virginia at:
sevrecords@courts.state.va.us
 - Court of Appeals of Virginia at:
cavrecords@courts.state.va.us

Comment: A **confirmation** notification will be emailed to the Firm's **Administrator** when the update is complete.

III. COMPLETE REGISTRATION

The screenshot shows the 'Complete Registration' page for the Virginia Appellate Courts Electronic System. The page has a blue header with the VACES logo and the system name. Below the header, there is a section titled 'Complete Registration' with a 'Required Fields' indicator. The main content area contains a welcome message for 'JANE DOE (ACME LAW HENRICO)' and instructions to complete registration. There are three main input sections: 1) 'Please create your VACES user ID:' with a text box and instructions that the name must be at least 8 characters, start with a letter, and not exceed 17 characters. 2) 'Please enter your VACES user password:' and 'Please re-enter your VACES user password:' with text boxes and detailed password requirements: at least 8 characters, not containing the account name, and using at least 3 of the following: English upper case letters (A-Z), English lower case letters (a-z), Numbers (0-9), and Special characters (!@#\$%^&*). It also notes that passwords must be changed every 90 days and cannot be re-used. 3) 'Please enter the PIN submitted with the registration:' with a text box. Below these is a CAPTCHA image showing the number '1031' and a 'Type the text' input box. There are links for 'Privacy & Terms' and a 'Submit' button at the bottom.

Upon signing into the system for the **first time (initial login)**, users will be required to perform the following tasks:

- Create a password;
- Choose and answer three security questions; and
- Read and accept the VACES Terms and Conditions of Use.

IMPORTANT: The **registration link** will expire within 24 hours of being generated. Be sure to following all instructions.

To complete the Firm's registration process:

Step 1 Click on the **Complete Registration link** within the registration email.

Comment: The user's default web browser will open and navigate to the **Complete Registration** screen where the **Administrator** can create the **User Name** and **Password**.

Step 2 **Create a User Name.**

Comment: If a **user name** has already been assigned to another user, an error message will display.
Create and enter a **Password**.

Step 3 Create and enter a **Password**.

Step 4 Re-enter the Password.

Comment: Safeguard your **password**, only an **Organization's Administrator** or the **System Administrator** can reset passwords.

Step 5 Enter the organization's **PIN** (Personal Identification Number) from the **Firm's VACES Registration Application**.**IMPORTANT:**

- The **PIN** must **match** the number submitted on the **Registration Application**.
- If the **PIN** does **not** match or meet the **minimum** password requirements, an error message will appear.
- The administrator has up to **five invalid** attempts to enter the matching **PIN**.

NOTE: If the fifth attempt **fails**:

- The link to the **Complete Firm Registration** page will **expire** and an error message will appear.
- If this occurs, **Administrators** must contact the **SCV** or **CAV Clerk's office** to resend a registration email.

Step 6 Enter the information requested in the **CAPTCHA** security verification box.

Comment: The administrator must enter the **exact** randomly generated character string displayed. If the security verification:

- Does **not** match, an error message will appear.
- Is **unreadable**, administrator may request a **new** security image by clicking on the link to generate a new code or have the security codes read aloud by clicking on the speaker icon.

Step 7 Click **Submit**.

Comment: A **confirmation** screen will display indicating that the **Firm's registration is complete**.

Step 7
(cont'd)

IV. FIRST TIME USERS

The following users **will not be required** to change/update their password:

- Users with an **existing** Virginia Judiciary Electronic Systems account (VJCS, VACES, GALR, etc.) because their password is applicable for all systems; and
- The designated Administrator on the **VACES Registration Application**

A. Initial Login

Upon logging into the system for the **first** time, users will be required to perform the following tasks:

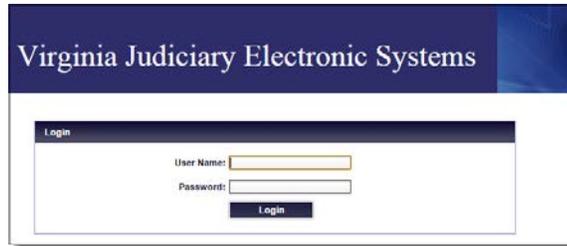
- **Create** a password;
- **NOTE:** The password provided is *temporary* and will **expire immediately** upon the **initial** login.
- **Choose** and **answer** three security questions; and
- Read and accept the VACES Terms and Conditions of Use.

IMPORTANT: Be sure to follow **all** instructions.

To log into the system for the first time:

- Step 1** Open a web browser and navigate to the **Login** page
<https://eapps.courts.state.va.us/usermgmt/initialLogin?appContext=DRS>.

Step 1
(cont'd)



Comment: The VACES login window will display.

Step 2 Enter the **Login** credentials provided by the **Administrator**:

- a. Enter the **User Name**.
- b. Enter the *temporary password*.

Step 3 Click **Login**.

Comment: The system will route to the **password reset** screen. Users will see a password expiration message instructing the user to set a **new** password.

Step 4 Create and enter a **new password** in the **Please enter your new password** field.

Comment: Safeguard your **password**, only an **Administrator** or a **backup Administrator** can reset your password.

Step 5 Re-enter the **password** in the **Please confirm your new password** field.

Comment: If the passwords do **not** match or **do not meet** the **minimum** password requirements, an error message will appear. See **Chapter 3** section **VII. SETTINGS/USER PROFILE**, sub-section **(C) PASSWORD** within this manual for the criteria on creating a password.

Step 6 Enter the information requested in the **CAPTCHA** security verification box.

Comment: The user must enter the **exact** randomly generated character string displayed.

- If the information does **not** match, an error message will appear.
- If the security verification is **unreadable**, the user may request a new security image by clicking on the link to generate a new one or have the security codes read aloud by clicking on the speaker icon.

Step 7 Click **Login**.

Comment: A message will display indicating the password reset was successful and then the system will route users to the **Select Security Questions and Answers** screen.

B. Set Security Questions and Answers

Select Security Questions and Answers

* Required Fields

* Question 1: What is the most famous landmark near your office ▼ State Capitol

* Question 2: How many siblings does your mother have ▼ 0

* Question 3: In what city or town was your first job ▼ Richmond

Save & Continue

Users will be prompted to **select** and **answer** three security questions on the **Security Questions** page during the **initial** login process.

To set the Login security questions and answers:

Step 1 Enter the **Login** credentials:

- a. Enter the **User Name**.
- b. Enter the **Password**.

Step 2 Press **Login**.

Comment: The system will route to the **Select Security Questions and Answers** screen.

Step 3 Choose **three** different security questions using the drop-down lists.

Step 4 Provide **unique** answers for each security question selected.

Step 5 Click **Save & Continue**.

Comment: The system will route to the **Terms & Conditions** screen.

C. Accept Terms and Conditions of Use

Users are encouraged to carefully read and accept the **Terms and Conditions of Use (Terms)** on the **Terms & Conditions** page.

- By **accepting** these **Terms**, this demonstrates that the user wishes to proceed with the **VACES** registration. The system will then route to the **Home** page.

- Users who select **Decline** will be routed to the **Login** page and will **not** be permitted to access the system until they **accept** the **Terms**.
- As the **Terms** are updated, users will be asked to **agree** again in order to retain access to the VACES.

CHAPTER 3 - SYSTEM NAVIGATION

I. OVERVIEW



The user's **Home** page view will depend on the role assigned by the **Administrator**.

To access the **VACES**:

- Step 1** Open a web browser and navigate to the **Login** page
<https://eapps.courts.state.va.us/usermgmt/initialLogin.action?appContext=DRS>.

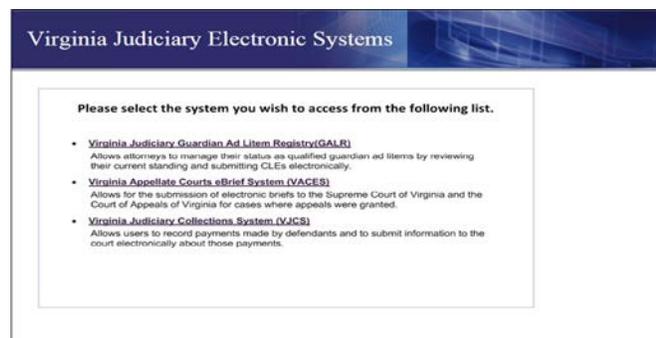
Comment: The **VACES** login window will display.

- Step 2** Enter the **Login** credentials:
- Enter the **user name**.
 - Enter the **password**.

- Step 3** Click **Login**.

Comment: Once the user has logged into the **VACES** successfully, the **Home** page will display.

NOTE: If the user has access to **multiple** Virginia Judiciary Electronic Systems (VJCS, VACES, GALR, etc.) the **Login** page will navigate to the **System Selection** page. Select the **Virginia Appellate Courts Electronic Systems (VACES)** option to continue.



II. NEW BRIEF SUBMISSIONS

The screenshot shows the 'Virginia Appellate Courts eBrief System' submission interface. It includes a header with the system name and navigation links. The main area is divided into three sections: 'Case Information' with dropdowns for 'Court' and 'Case Number', a text field for 'Case Style', a 'Documents' section with a file upload button and a drag-and-drop area, and a 'Notes' text area with a character count. A 'Submit' button is located at the bottom right.

The **Submission** screen displays as the **Home** page for **registered Filers** whether their designated role is **File Only**, or **Administrator/File**. Users can enter case information and upload documents. The screen is divided into three areas:

- Case Information;
- Documents; and
- Notes

NOTE: If during an eBrief submission, a filer encounters an issue in the upload process of a document, the system will prevent further document uploads and the filing will need to be resubmitted.

To submit an eBrief:

Step 1 Open a web browser and navigate to the **Login** page.

Step 2 Enter the **Login** credentials:

- a. Enter the **user name**.
- b. Enter the **password**.

Step 3 Click **Login**.

Comment: Once the user has logged into the **VACES** successfully, the **Home** page will display.

Step 4 Enter the **Case Information**:

- a. Select a court from the **Court** drop-down list.

Step 4
(cont'd)



Comment: Users can choose one of the following:

- Court of Appeals of Virginia; or
- Supreme Court of Virginia

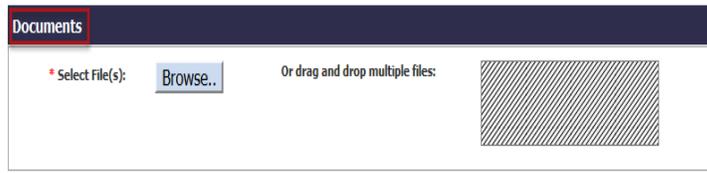
NOTE: Depending on the **Court** choice, an applicable example for the **Case Number** field will display.

- b. Enter the **Case Number**.
- c. Enter the short Case Style.

Short Style Example: Jones v. Commonwealth

Step 5 Enter the **Document** details.

- a. **Upload the documents.**



- b. Click **Browse** to locate the appropriate file(s) needed for submission.

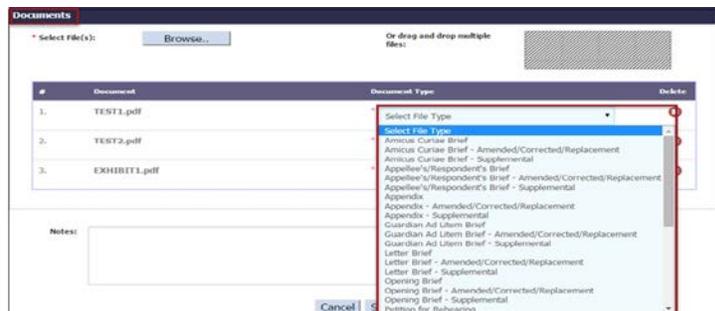
Comment: A system window appears from which the document(s) to be uploaded are selected.

IMPORTANT: VACES only accepts **PDF** documents.

- c. **Highlight** the file (or files) needed and then click **OK**.

NOTE: **Single** or **multiple** documents can be selected for upload.

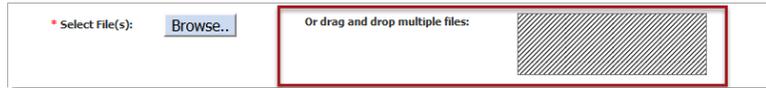
- d. **Select the Document Type** from the drop-down list for each document uploaded.



Step 5
(cont'd)

e. **Repeat steps 5a through 5d** until all required files are imported.

Comment: In the alternative, a user may select the documents needed, and *drag* and *drop multiple files* into the patterned box.

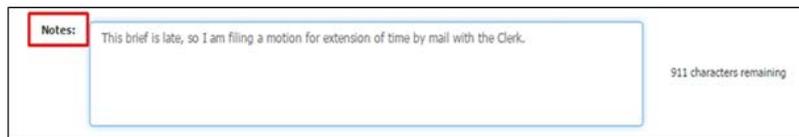


NOTE: To **delete** any unwanted files, select the **red**  in the **Delete** column.



Step 6

Enter any pertinent **notes** in the **Notes** text box.



Comment: **Notes** has a **1000 character limit**. The message on the side of the text box will indicate how many characters remain.

Notes Example: “This brief is late, so I am filing a motion for extension of time by mail with the Clerk.”

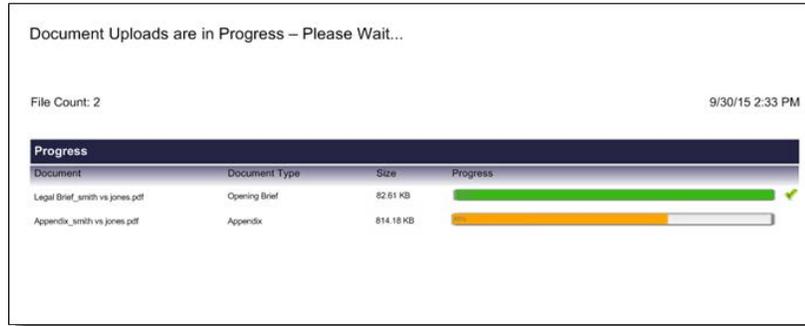
Step 7

Click **Submit** once all **case information** is entered and all required **PDF** attachments are listed.

NOTE: The **file upload progress** screen will appear displaying the progress of the file(s) being uploaded by the system.

- ▶ If the user has small files to upload, or the servers have low activity, and/or the user has a fast connection, the screen will display briefly.
- ▶ If the user has larger files to upload, or the servers have high activity, and/or the user has a slow connection, the screen will display longer.

Step 7
(cont'd)

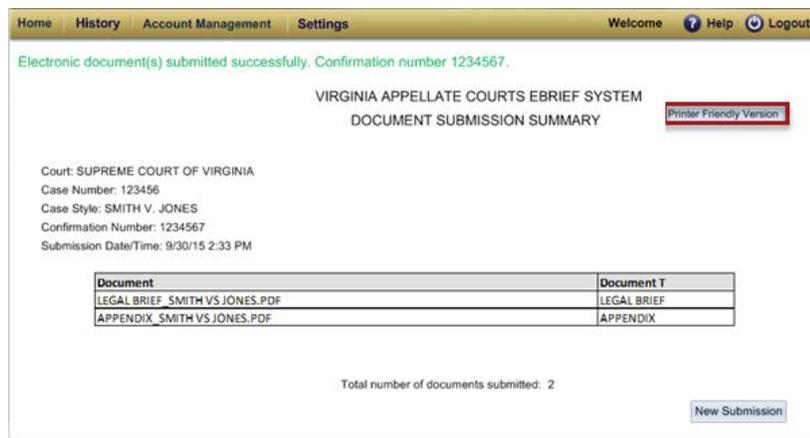


Comment: Once the system completes the upload process, a **confirmation** screen will display confirming the user’s submission in the order in which they were attached. The system will indicate if the submission was successful and the information details below will display:

- Case number;
- Court of submission;
- Submission date and time;
- Short style case name;
- Case number;
- File count (the number of documents submitted);
- Confirmation number;
- Name of submitter;
- Submitter’s email;
- Submitter’s telephone number;
- Submitter’s notes; and
- Files submitted and associated document type

Step 8 Print the **confirmation**.

Comment: Users can print the **confirmation** using the **Printer Friendly Version** button on the **top right** of the page.



Step 8 (cont'd) **NOTE:** A confirmation email will be sent to the email address associated to the account and contain the following submission details.

- Case number;
- Court of submission;
- Submission date and time;
- Case style (case name);
- File count (the number of documents submitted);
- Confirmation number;
- Name of submitter;
- Submitter's email address;
- Submitter's telephone number;
- Submitter's notes; and
- Files submitted and associated document type

III. BRIEFS AND APPENDICES SUBMITTALS

A. Page Numbering

Page numbering should begin with the **first** page of the body of the brief or appendix, starting with number 1. Any pages preceding the first page of text, (i.e., tables of contents and tables of authorities), shall be numbered with lowercase **Roman** numerals (i, ii, iii, etc.). The cover page of the brief or appendix shall contain no page number.

NOTE: VACES will **not** accept documents that exceed **150 MB** in file size. If the brief or appendix file size is **larger than** 150 MB, it must be uploaded as separate documents, with each volume containing a Table of Contents for that volume. A volume shall not begin or end in the middle of a document.

B. Hyperlinks

Hyperlinks are permitted but not required. However, the use of hyperlinks is limited to other portions of the same electronic document or other documents filed in the appeal; documents filed in the lower tribunal that are part of the record on appeal; and authorities included in the same file as the brief or appendix.

IMPORTANT: Hyperlinks to external sites are prohibited.

C. Filing and Service of Briefs and Appendices

The electronic version shall be transmitted to the Clerk and each counsel of record or self-represented party by 11:59 PM on the deadline for filing such brief or appendix.

- If a brief is electronically transmitted on a **weekend** or **holiday**, it will be considered **filed** as of the **next** business day and all deadlines affected by the

filing date (i.e., deadlines for filing the appellee's brief and the appellant's reply brief) shall be calculated from that filing date.

- Electronic briefs are required to be emailed to counsel or parties **simultaneous** with the electronic filing thereof.
- If feasible, the appendix should also be **simultaneously served**. However, if the file size of the appendix makes it impossible to transmit by email to counsel, the appendix shall be uploaded to a CD or other form of electronic transmission and mailed to counsel within **one business day** of its electronic filing with the Court.

The required paper copies of the briefs and appendices shall be filed with the Clerk within **one business day after** the electronic filing.

- No paper copies are required to be provided to counsel.
- If self-represented parties have **not** provided an email address, one paper copy of any brief or appendix shall be mailed to those parties within **one business day** of the electronic filing with the Court.
- The electronic briefs and appendix shall be considered the **official** version of the briefs and appendix in the case.

D. Sealed Documents

Sealed briefs and appendices must be clearly marked as such on the **cover page** of the document. Each page of a sealed document must be watermarked at not more than 10% opacity with the word **SEALED** in **red Arial font, scaled relative to target page**, and rotated across the page at a 45° angle. In the event that the appendix contains some sealed documents, those sealed documents must be collected in a separate volume of the appendix, clearly marked as **sealed**.

- Sealed documents must be transmitted by **mail** or commercial **courier service** to opposing counsel and not emailed.
- If the briefs or appendices include some passages that must be redacted for the public, **both** a redacted brief or appendix **and** an unredacted brief or appendix, must be filed with the Court, served on counsel, and must be clearly marked as such.
- All information required by law to be redacted (e.g., social security numbers) shall be redacted for all briefs and appendices, whether those briefs or appendices are for the Court and counsel, or for public view.

E. Retention Requirements

Counsel shall retain paper and electronic versions of the briefs and appendices **for at least one year after** issuance of the mandate by the appellate court.

F. Signature

A handwritten signature is **not** required on the briefs. *See* Rules 5:26(h), 5A:20(h) and 5A:21(h). In lieu of a handwritten signature, the brief may be digitally signed using the conventional electronic signature "s/."

G. Technical Failures

A person who files a document electronically shall have the same responsibility as a person filing a document in paper form for ensuring that the document is properly filed, complete, and readable. However, if technical problems with the VACES result in a failure to timely receive the electronically filed brief or appendix, counsel shall provide to the clerk of the appellate court on the **next business day**:

- All documentation which exists demonstrating the attempt to electronically file the brief or appendix;
- Any error message received in response to the attempt;
- Documentation that the brief or appendix was later successfully resubmitted, if applicable; and
- A motion requesting that the Court accepts the resubmitted brief or appendix.
 - If the document was supposed to be filed with the **Supreme Court**, the documentation regarding the technical failure may be submitted by **hard copy** to the Clerk of the **Supreme Court of Virginia**.
 - If the document was supposed to be filed with the **Court of Appeals of Virginia**, the documentation regarding the technical failure may be submitted by hard copy to the **Court of Appeals of Virginia**.

H. Orders and Notices

The Court may transmit notices, orders, and other documents electronically.

IV. DIGITAL RECORD SUBMISSIONS

Welcome to the Virginia Appellate Court eRecord System. This system allows the electronic submission of case records to the Supreme Court of Virginia and Court of Appeals of Virginia. Twenty-five (25) documents may be uploaded per submission. PDF file size is limited to 150MB.

Case Information * Required Fields

* Resubmission: Yes No (*Yes indicates to the appellate court that the submission is a replacement of a previous submission submitted in error)

* Appellate Court Name:

* Case Style: (Short title, Example: James v Commonwealth)

* Appellant Name:

* Tribunal Name:

Tribunal Judge(s):

* Tribunal Case Number(s) (Primary):

Documents

* Select File(s): Or drag and drop multiple files:

Important: Failure to adhere to Document File Naming Standards will result in an rejection of the submission.

Contact Information

* Submitter Name:

* Submitter Email: Submitter Phone:

Notes:

1000 characters remaining

The **Submission** screen displays as the **Home** page for **registered Filers** whether their designated role is **File Only**, or **Administrator/File**. Users can enter case information and upload records/documents. The screen is divided into four areas:

- Case Information;
- Documents;
- Contact Information; and
- Notes

NOTE: If during an eRecord submission, a filer encounters an issue in the upload process of a document, the system will prevent further uploads and the filing will need to be resubmitted.

To submit an eRecord:

Step 1 Open a web browser and navigate to the **Login** page.

Comments:

Step 2 Enter the **Login** credentials:

- a. Enter the **user name**.
- b. Enter the **password**.

Step 3 Click **Login**.

Step 3 (cont'd) **Comment:** Once the user has logged into the VACES successfully, the **Home** page will display.

Step 4 Enter the **Case Information:**

a. Select whether this is a **Resubmission** or not using the radio button options.

Comment: **Yes** indicates to the appellate court that this submission is a replacement of a previous submission submitted in error.

b. Select a court from the **Appellate Court Name** drop-down list.

Comment: Users can choose one of the following

- Court of Appeals of Virginia; or
- Supreme Court of Virginia

c. Enter the **short Case Style**.

Short Style Example: Jones v. Commonwealth

d. Enter the Appellant's Name.

e. Enter the Tribunal Name.

f. Enter the Tribunal Judge(s):

Comment: If more than one Judge's name needs to be entered, click **Add Additional Judge(s)**.

g. Enter the **Tribunal Case Number**.

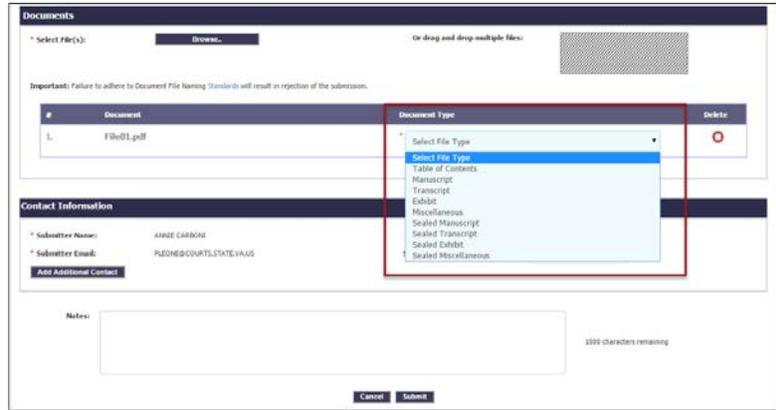
Comment: If more than one case number entry is needed, click **Add Additional Case Number**.

Step 5 Enter the **Document** details.

a. **Upload** the documents.

Step 5
(cont'd)

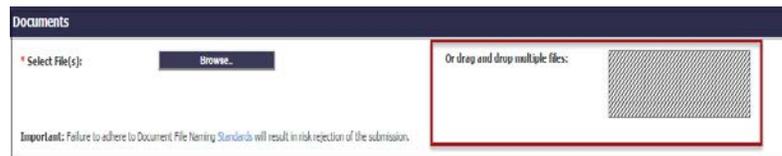
- b. Click **Browse** to locate the appropriate file(s) needed for submission.
IMPORTANT: VACES only accepts **PDF** documents.
- c. **Highlight** the file (or files) needed and then click **OK**.
NOTE: Single or **multiple** documents can be selected for upload
- d. **Select the Document Type** from the drop-down list for each document uploaded.



IMPORTANT: Failure to adhere to document **Naming Conventions** will result in rejection of the submission. See [Digital Appellate Record Standards](#) on naming conventions.

- e. **Repeat steps 5a through 5d** until all required files are imported.

Comment: In the alternative, a user may select the documents needed, and *drag and drop multiple files* into the patterned box.



NOTE: To **delete** any unwanted files, select the **red *** in the **Delete** column.

Step 6 Enter additional **Contact Information**, if applicable

Comment: The application will populate **Contact Information** fields with the users' information associated to the account.

NOTE: If more than one contact number entry is needed, click **Add Additional Contact**.

Step 7 Enter any pertinent **notes** in the **Notes** text box.



Comment: **Notes** has a **1000 character limit**. The message on the side of the text box will indicate how many characters remain.

Notes Examples:

- ▶ “The criminal record and the habeas record are being submitted as separate DAR submissions.”
- ▶ “Original record was previously submitted, this submission supplements that record.”

Step 8 Click **Submit** once all **case information** is entered and all required **PDF** attachments are listed.

NOTE: The **document upload progress** screen will appear displaying the progress of the file(s) being uploaded by the system.

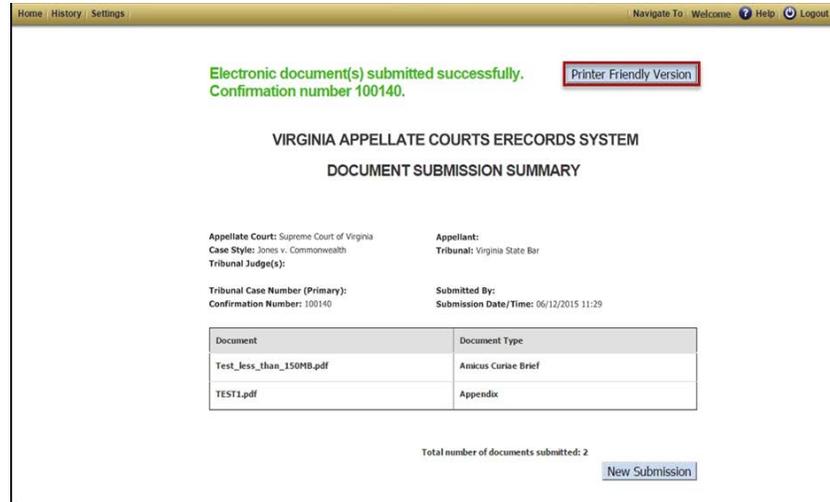
- ▶ If the user has small files to upload, or the servers have low activity, and/or the user has a fast connection, the screen will display briefly.
- ▶ If the user has larger files to upload, or the servers have high activity, and/or the user has a slow connection, the screen will display longer.

Comment: Once the system completes the upload process, a **confirmation** screen will display confirming the user’s submission in the order in which they were attached. The system will indicate if the submission was successful and the information details below will display:

- ▶ Appellate Court of submission;
- ▶ Appellant’s name;
- ▶ Short style case name;
- ▶ Tribunal name;
- ▶ Tribunal Judge(s);
- ▶ Tribunal case number;
- ▶ Submitter;
- ▶ Confirmation number;
- ▶ Submission date and time;
- ▶ Records submitted and associated record type; and
- ▶ Total number of documents submitted

Step 9 Print the **confirmation**.

Comment: Users can print the **confirmation** using the **Printer Friendly Version** button on the **top right** of the page.



NOTE: A confirmation email will be sent to the email address associated with the account and contain the following submission details:

- ▶ Appellant's name;
- ▶ Court of submission;
- ▶ Submission date and time;
- ▶ Case style (case name);
- ▶ Tribunal name;
- ▶ Tribunal division;
- ▶ Tribunal case number(s);
- ▶ Tribunal case/filing type;
- ▶ Tribunal Judge names(s);
- ▶ Confirmation number;
- ▶ File count (by the number of document types submitted);
- ▶ Name of submitter;
- ▶ Submitter's email address;
- ▶ Submitter's telephone number;
- ▶ Name of first contact listed, if applicable;
- ▶ First contact's email address, if applicable;
- ▶ First contact's telephone number, if applicable;
- ▶ Name of second contact listed, if applicable;
- ▶ Second contact's email address, if applicable;
- ▶ Second contact's telephone number, if applicable; and
- ▶ Submitter's notes

V. HISTORY

This section is for **Filers**.



Case Style	Case #	Court	Confirmation #	Submission Date/Time	Submitter	Documents
JONES V. COMMONWEALTH	123456	SCV	100699	04/07/2015 09:51	JSMETHACMELA ...	+

The **History** screen provides users the ability to view eBrief or eRecord submissions made within the **past 30 days**.

NOTE: Users must have successfully created new submissions in order for the **Submission History** table to display the status of document uploads. If there are no submissions made within the past 30 days to display, a message will display.

Clickable actions icons either **expand (+)** or **collapse (-)** document details. Multiple rows can expand at the same time. The system has a ToolTip (mouse over) for each icon/button option.

To view a previously submitted eBrief or eRecord:

Step 1 Open a web browser and navigate to the **Login** page.

Step 2 Enter the **Login** credentials.

Comment: Once the user has logged into the **VACES** successfully, the **Home** page will display.

Step 3 Select **History** from the menu bar.

Comment: The **submission history** will appear in order by **Submission Date/Time** in **descending** order.

NOTE: If the **Submission History** table lists more than **10** submissions, a scroll-bar will appear. This may vary depending on the user's computer screen resolution, font size, and monitor size.

Step 4 Locate the entry needed and then click its **Documents (+)** icon.

Comment: The screen will display a list of documents attached to the entry selection.

Step 4
(cont'd)

Case Style	Case #	Court	Confirmation #	Submission Date/Time	Submitter	Actions
JONES V. COMMONWEALTH	111111	SCV	100150	06/12/2015 11:29	XQ_USER2	+
Court: Supreme Court of Virginia Case Style: Jones v. Commonwealth Confirmation Number: 100150 Case Number: 111111 Submitted By: USER2 Submission Date/Time: 06/12/2015 11:29						
Document		Document Type				
Test_less_than_150MB.pdf		Amicus Curiae Brief				
TEST1.pdf		Appendix				
JONES V. COMMONWEALTH	123456	SCV	100140	06/11/2015 15:56	XQ_USER2	+
JONES V. COMMONWEALTH	784948	SCV	100132	06/09/2015 14:41	XQ_USER2	+
JONES V. COMMONWEALTH	123456	SCV	100070	05/01/2015 16:06	XQ_USER2	-
Court: Supreme Court of Virginia Case Style: Jones v. Commonwealth Confirmation Number: 100070 Case Number: 123456 Submitted By: USER2 Submission Date/Time: 05/01/2015 16:06						
Document		Document Type				
Test_less_than_150MB.pdf		Amicus Curiae Brief				
TEST1.pdf		Appendix				

NOTE: If the user does **not** have any filings within the **preceding 30 days**, the system will display a message that no entries are available.

Step 5 Click the **documents** icon (+) or another location on the screen to **close** the document window.

VI. ACCOUNT MANAGEMENT

This section is for users designated as an **Administrator**.

Administrators must ensure that users' equipment and software meet the **VACES** system requirements, which are accessible in the **Terms and Conditions of Use (End User License Agreement)**.

- In order to use this system, browser cookies must be turned **on**.
- It is the Administrator's responsibility to communicate **User Names** and **Passwords** to their Firm's **new** users.
- All fields indicated with an asterisk (*) are required and **must** be completed.

A. Add New User

To add new user's account:

Step 1 Click **Account Management** and then select the **Account / User Management** option from the menu bar.

Comment: The **Account Details** screen will display

Step 2 Click **New User**.

Comment: The **New User Registration** screen will display.

Step 3 Enter the **User Information**.

Step 3
(cont'd)

- a. Select one of the user's role types below from the radio button options.
 - Administrator Only;
 - Administrator/Filer; or
 - Filer
- b. Enter the **Last Name**.
- c. Enter the **First Name**.
- d. Enter the **Middle Name**, if applicable.
- e. Enter the **Suffix**, if applicable.
- f. Enter the user's mailing address.
 - If the user's address is the **same** as the **Firm**, check the **Same as the firm address** box.
 - If the address is **not** the same as the Firm's address enter the user's address.
 - 1) Enter **Address 1**.
 - 2) Enter any **additional** address information in **Address 2**, if applicable.
 - 3) Enter the **City**.
 - 4) Select the **State** from the drop-down list.
 - 5) Enter the **Zip** code.
 - 6) Enter the user's **Email** address.
 - 7) Enter the user's **Phone** number.
 - 8) Enter the telephone **extension**, if applicable.
 - 9) Enter the user's **Fax** number, if applicable.

Step 4 Click **Register**.

Comment: A **confirmation** screen will display indicating that the **new user** has been **registered successfully**.

B. Edit Existing User

To edit an existing user's account:

Step 1 Click **Account Management** and then select the **Account / User Management** option from the menu bar.

Comment: The **Account Details** screen will display.

Step 2 Click the **edit**  icon located next to the appropriate user's name.

Comment: The **Edit User** screen will display.

Step 3 Edit the **User Information**.

Step 4 Make the necessary changes and then click **Submit**.

Comment: A **confirmation** screen will display indicating that the user's account **updated successfully**. The system will generate an **email confirmation** to the user that the account has been updated.

C. Delete User

NOTE: Administrators **cannot** delete their own account while logged into the system because the icon need for this action is **not** available. Another administrator is needed to complete this type of action.

To delete a user's account:

- Step 1** Click **Account Management** and then select the **Account / User Management** option from the menu bar.

Comment: The **Account Details** screen will display.

- Step 2** Click the **delete**  icon located **next** to the appropriate user's account.

A dialog box will display asking, if you are sure you want to delete the account.

- If **yes**, click **OK** to continue deleting the account.
- If **no**, click **Cancel** to abandon the action and the system will return to the **Home** screen.

Comment: A **confirmation** screen will display indicating that the account **deleted successfully**.

NOTE: If the user has access to **multiple** Virginia Judiciary Electronic Systems (VJCS, VACES, GALR, etc.), deleting them from one system will **not** delete them from the other(s).

D. Action Icon Keys

The action keys located on the **right** of the user's name provide Administrators the ability to perform the tasks below:

-  **Enables** (grants) Administrator privileges;
-  **Disables** (removes) Administrator privileges;
-  **Edits** user's account information;
-  **Resets** user's password;
-  **Unlocks** user's account; and
-  **Deletes** user accounts from the current system.

VII. SETTINGS/USER PROFILE

The **Settings** screen permits users to make updates to their profile or change their security questions and VACES password. Users can perform the functions below:

- Make updates to their **profile**;
- Change **security questions**; or
- Reset the **VACES password**.

Users can update any information regarding their profile, with the exception of their **User Name**. User Names **cannot** be changed once set by the **Administrator**. The **User Profile** screen contains the following elements:

- Account Information
- Personal & Contact Information
- Change Password

NOTE: If the Firm has access to another system, like VJCS, changing the user's password will change the password to that system as well.

A. Account Information/Security Questions

The **Account Information** section provides users the ability to edit and/or change their security questions and/or answers. Using the drop-down lists, users can perform the following tasks:

- Select and answer **new** security questions; or
- Change the answer to existing security questions.

B. Personal & Contact Information

The **Personal & Contact Information** section provides users the ability to make personal and contact information changes, which includes the following elements:

- Name;
- Address;
- Phone numbers; and
- Email address

IMPORTANT: Users must click **Save** to complete the update action.

To **discard** changes, click **Cancel**.

- Click **OK** to continue with the action; or
- Click **Cancel** to continue editing. The application will return to the **Home** screen.

C. Change Password

If the Firm's users have access to other Virginia Judiciary Electronic Systems (VJCS, VACES, GALR, etc.), changing the user's password **will** change the password for **all** other systems as well as the VACES.

- Password resets will apply for **all** registered Virginia Judiciary Electronic Systems (i.e., VJCS, VACES, GALR, etc.).

- Passwords must meet the following criteria:
 - Be at least eight characters in length;
 - Must not contain the user's name; and
 - Must use at least three of the following four characteristics:
 - English upper case letters (A-Z);
 - English lower case letters (a-z);
 - Numbers (0-9); and
 - Special characters (!@#*\$)

NOTE: Users can **change** or request a **new** password from their **VACES** administrator or backup administrator.

1. Password Reset

To reset a login password:

Step 1 Open a web browser and navigate to the **Login** page.

Step 2 Select **Settings**.

Step 3 Click the **Change Password** link located on the **right** side of the screen.

Comment: A password entry screen will display.

Step 4 Enter the **current** password into the **Please enter your current password** field.

Step 5 **Create** a new **password** and enter into the **New password** field.

Comment: The same password may not be re-used.

Step 6 **Re-enter** the **password** into the **Confirm new password** field.

Step 7 Click **Save**.

Comment: This system will update with the password change. It may take up to five minutes for the system to synchronize after resetting the password.



Step 7 (cont'd) **NOTE:** To **discard** changes, click **Cancel**. The application will display a message indicating all information entered will be discarded and then request confirmation of the action. Click **Cancel** to continue editing.

2. Forgot User Name

Users who have forgotten their **Login User Name** must contact the **Firm Administrator** who can retrieve their **User Name** from the **Account Details** screen.

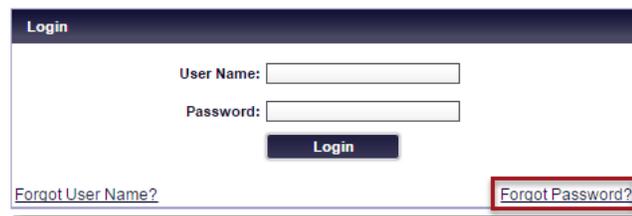


3. Forgot Password

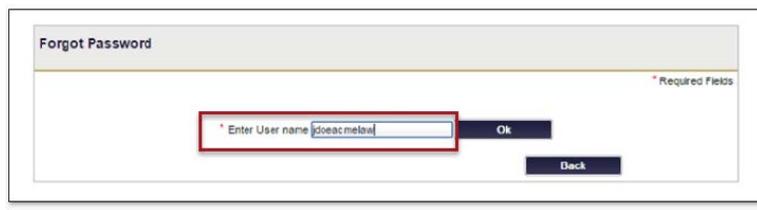
To reset a forgotten password:

Step 1 Click the **Forgot Password** link located on the **Login** screen.

Comment: The **Forgot Password** screen will display.



Step 2 Enter the **User Name**.



Step 3 Click **OK**.

Comment: The **Forgot Password** screen will display the **User Name** entered and the security questions chosen during the **initial login setup**.

Step 4 Provide the **answers** entered during the **initial login setup** to the security questions.

Step 5 Enter the information requested in the **CAPTCHA** security verification box.

Comment: The user must enter the **exact** randomly generated character string displayed.

- If the information does **not** match, an error message will appear.
- If the security verification is **unreadable**, the user may request a new security image by clicking on the link to generate a new one or have the security codes read aloud by clicking on the speaker icon.

Step 6 Click **Submit**.

Comment: A message will display indicating an email notification will be sent with a new (*temporary*) password to the email address associated with the account.

IMPORTANT: It is advised that the user log into the system as soon as possible where the system will require the user to change this password upon login.

NOTE: If the user did **not** request a password reset, contact the **Firm's Administrator** for further assistance.

Step 7 Navigate to the **Login** page and enter the **Login** credentials:
a. Enter the **User Name**.
b. Enter the *temporary password*.

Step 8 Click **Login**.

Comment: The system will route to the **password reset** screen. Users will see a password expiration message instructing the user to set a **new** password.

Step 9 Create and enter a **new password** in the **Please enter your new password** field.

Re-enter the **password** in the **Please confirm your new password** field.

Comment: If the passwords do **not** match or **do not meet** the **minimum** password requirements, an error message will appear. See the **password criteria** above within this section.

Step 10 Enter the information requested in the **CAPTCHA** security verification box.

Comment: The user must enter the **exact** randomly generated character string displayed.

- If the information does **not** match, an error message will appear.
- If the security verification is **unreadable**, the user may request a new security image by clicking on the link to generate a new one or have the security codes read aloud by clicking on the speaker icon.

Step 11 Click **Login**.

Comment: A message will display indicating the password reset was successful.

APPENDIX A – DOCUMENT TYPES FOR EBRIEFS

Depending on the **Court** selected from the drop-down option list when completing the **Documents** section on the **Submission** screen, users have the ability to choose one of the **Document Types** below for each document listed. The **Document Type** is a **mandatory** field and **must** be selected.

A. SUPREME COURT OF VIRGINIA (SCV)

When users select the **Court** drop-down list option **Supreme Court of Virginia**, the **Document Types** listed below will display:

DOCUMENT TYPES

Amicus Curiae Brief

Amicus Curiae Brief - Amended/Corrected/Replacement

Amicus Curiae Brief - Supplemental

Appellee's/Respondent's Brief

Appellee's/Respondent's Brief - Amended/Corrected/Replacement

Appellee's/Respondent's Brief - Supplemental

Appendix

Appendix - Amended/Corrected/Replacement

Appendix - Supplemental

Guardian Ad Litem Brief

Guardian Ad Litem Brief - Amended/Corrected/Replacement

Guardian Ad Litem Brief - Supplemental

Letter Brief

Letter Brief - Amended/Corrected/Replacement

Letter Brief - Supplemental

Opening Brief

Opening Brief - Amended/Corrected/Replacement

Opening Brief - Supplemental

Petition for Rehearing

Petition for Rehearing - Amended/Corrected/Replacement

Petition for Rehearing - Supplemental

Rehearing - Response

Rehearing - Response - Amended/Corrected/Replacement

Rehearing - Response - Supplemental

Reply Brief

DOCUMENT TYPES

Reply Brief - Amended/Corrected/Replacement

Reply Brief - Supplemental

SEALED - Amicus Curiae Brief

SEALED - Appellee's/Respondent's Brief

SEALED - Appendix

SEALED - Guardian Ad Litem Brief

SEALED - Letter Brief

SEALED - Opening Brief

SEALED - Petition for Rehearing

SEALED - Rehearing - Response

SEALED - Reply Brief

B. COURT OF APPEALS OF VIRGINIA (CAV)

When users select the **Court** drop-down list **Court of Appeals of Virginia**, the **Document Types** listed below will display:

DOCUMENT TYPES

Amicus Curiae Brief

Amicus Curiae Brief - Amended

Appellee Brief

Appellee Brief - Amended

Appendix

Appendix - Amended

Appendix - Supplemental

Guardian Ad Litem Brief

Guardian Ad Litem Brief - amended

Letter Brief

Opening Brief

Opening Brief - Amended

Rehearing En Banc - Amicus Curiae Brief

Rehearing En Banc - Appellee Brief

Rehearing En Banc - Opening Brief

Rehearing En Banc - Reply Brief

Rehearing Panel - Amicus Curiae Brief

DOCUMENT TYPES

Rehearing Panel - Reply Brief

Rehearing Panel - Respondent Brief

Reply Brief

Supplemental Brief

<ul style="list-style-type: none"> Appendix A eBriefs Document Types, A-1 <ul style="list-style-type: none"> Court of Appeals of Virginia, A-2 Supreme Court of Virginia, A-1 Overview, 1-1 <ul style="list-style-type: none"> Appendices, 1-2 Briefs, 1-1 Digital Appellate Records, 1-3 Introduction, 1-1 Registration, 2-1 <ul style="list-style-type: none"> Complete Registration, 2-9 Complete VACES Registration Application, 2-1 <ul style="list-style-type: none"> Initial eBrief registration, 2-1 Initial eRecord registration, 2-5 Pro Se registration, 2-3 Update Organization Information, 2-7 First Time Users, 2-11 <ul style="list-style-type: none"> Accept Terms & Conditions, 2-13 Initial login, 2-11 Set security questions & answers, 2-13 Overview, 2-1 Roles and Functions, 1-4 <ul style="list-style-type: none"> Administrator Only, 1-4 Administrator/Filer, 1-5 Filers, 1-5 <ul style="list-style-type: none"> eBrief, 1-5 eRecord, 1-5 Support, 1-3 <ul style="list-style-type: none"> eBrief, 1-4 eRecord, 1-4 System Functions, 1-5 <ul style="list-style-type: none"> Account Management, 1-7 Help, 1-7 History, 1-7 	<ul style="list-style-type: none"> Home, 1-6 Logout, 1-7 Navigate To, 1-7 Navigation Bar, 1-6 Settings, 1-7 Software/Hardware, 1-5 System Navigation, 3-1 <ul style="list-style-type: none"> Account Management, 3-15 <ul style="list-style-type: none"> Action Icon Keys, 3-18 Add new user, 3-15 Delete user, 3-17 Edit existing user, 3-17 Digital Record Submissions, 3-9 eBriefs and Appendices Submittals, 3-6 <ul style="list-style-type: none"> Filing and Service of Briefs & Appendices, 3-6 Hyperlinks, 3-6 Orders and Notices, 3-8 Page numbering, 3-6 Retention requirements, 3-7 Sealed Documents, 3-7 Signature, 3-8 Technical failures, 3-8 History, 3-14 New Brief Submissions, 3-2 Overview, 3-1 Settings/User Profile, 3-18 <ul style="list-style-type: none"> Account information, 3-19 Change Password, 3-19 <ul style="list-style-type: none"> Forgot Password, 3-21 Forgot User Name, 3-21 Password reset, 3-20 Personal & Contact Information, 3-19 Security Information, 3-19
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