

TEMPORARY E-FILING GUIDELINES PURSUANT TO SUPREME COURT OF  
VIRGINIA'S ORDER ADDRESSING OPERATIONS UNDER PUBLIC HEALTH  
EMERGENCY CREATED BY COVID-19 VIRUS

1. **Applicability** – These guidelines (“temporary guidelines”) apply to all pleadings filed with the Clerk’s Office of the Supreme Court of Virginia pursuant to the Court’s Electronic Filing of Pleadings During COVID-19 Emergency order. Except as set forth in paragraph 3(c)(vi) below, the temporary guidelines do not apply to the filing of briefs and appendices pursuant to Rule 5:26, which are subject to the VACES Guidelines and User's Manual (<http://www.vacourts.gov/online/vaces/resources/guidelines.pdf>), or to petitions for rehearing filed pursuant to either Rule 5:20 or 5:37, which will still be filed by emailing to scvpfr@vacourts.gov.
  
2. **Registration** – Anyone who will be e-filing pursuant to these guidelines must register through VACES, unless the filer is a currently registered user. Any pro se litigant who is unable to file through VACES, however, may file pleadings by emailing them to scvbriefs@vacourts.gov (see paragraph 4 below).
  
3. **VACES Instructions** – Submit the Registration Form by emailing it to scvbriefs@vacourts.gov. Please be sure to include “VACES registration form” in the subject line of your email. **NOTE: Applications submitted after 4:00 p.m. will not be completed until the following business day.**
  - a. Click on the Applicable Link:
    - i. Attorneys or Firms
  
    - ii. Self-Represented (“Pro Se”) Parties
  
  - b. Complete the Registration Process
    - i. Monitor your email for the link to complete registration and set up your account.
  
    - ii The registration link will expire 24 hours from receipt.
  
  - c. Start Filing
    - i. Login to your VACES Account (Tip: Bookmark login link for future use.)
  
    - ii. Upload your pleading(s) which must be in PDF format (filers are encouraged to file pleadings in PDF-A format with Optical Character Recognition). There is a 150 MB file size limit for pleadings. Bookmarking of pleadings filed pursuant to these guidelines is not required (except as set forth in subparagraph iv).
  
    - iii. If you are filing anything other than briefs or appendices in cases granted for argument before the full Court, please select “**Other**” as your Document Type and insert the title(s) of your document(s) in the “Notes” field. If you are filing a pleading for which no record number has been assigned (e.g. a petition for appeal or pre-petition motion) enter 000000 for the record number.

- iv. If you are filing a copy of a circuit court record (or an excerpt thereof) pursuant to Rule 5:7(a) or Rule 5:17A and the record is not paginated, then when citing to this record in your accompanying pleading, you must include the applicable PDF page of the document to which you are citing (e.g. April 17, 2919 transcript, p. 17; PDF page 139). Furthermore, such record copies must be filed in PDF-A format with Optical Character Recognition, and they must be Bookmarked.
  - v. A pleading is considered filed on a particular day as long as it is e-filed by 11:59 p.m. Additionally, e-filed pleadings may be signed electronically; a handwritten signature is not required.
  - vi. No paper copies of any pleading filed through VACES (or through [scvbrieffs@vacourts.gov](mailto:scvbrieffs@vacourts.gov)) pursuant to these guidelines are to be submitted. Additionally, and pending further order of this Court, the requirement in Rule 5:26(e) that three printed copies of any brief be filed with the clerk of this Court is hereby suspended, as is the requirement in Rule 5:32(a)(3)(i) that three printed copies of the appendix be filed.
- d. If your pleading requires payment of the Court's \$50.00 filing fee, you have three options:
- i. Mail or deliver a check or money order to the Clerk's office, payable to "Clerk, Supreme Court of Virginia," and indicate that you are doing so in the submitter notes on your VACES submission or, if filing through [scvbrieffs@vacourts.gov](mailto:scvbrieffs@vacourts.gov), provide this information in your email. The Clerk's office mailing address is: 100 N. 9<sup>th</sup> Street, 5<sup>th</sup> floor, Richmond, VA 23219. **Be sure to indicate your case name either on your check/money order or in an accompanying letter so that we are able to match your payment with your case.**
  - ii. Pay by credit card over the phone by calling the Clerk's office at (804) 786-2251. Please note that there is a 4% courtesy charge assessed when using a credit card; therefore, the total charge for paying the Court's filing fee for a petition will be \$52.00.
  - iii. Pay in cash at the Clerk's office.

Please note that the filing fee for a petition for appeal must be received in the Clerk's Office (or, when using a credit card, paid) within 10 days of the date upon which the petition is filed, *see* Rule 5:5(d), and 5 days within the date upon which a petition for review is filed, *see* Rule 5:17A(e). The filing fee for a habeas corpus petition must be filed within the filing deadline for the petition itself. The failure to timely pay the filing fee may lead to the dismissal of the case.

4. **Filing through [scvbrieffs@vacourts.gov](mailto:scvbrieffs@vacourts.gov)** – Pro se litigants who are unable to register through VACES may instead file pleadings by emailing them to [scvbrieffs@vacourts.gov](mailto:scvbrieffs@vacourts.gov). Those filing in this manner should do their best to comply

with the same e-filing formatting requirements set forth above in paragraph 3(c)(ii).

5. Whether filing through VACES or [scvbriefs@vacourts.gov](mailto:scvbriefs@vacourts.gov), you can monitor your case on the Court's web site by visiting the ACMS-SCV Public Inquiry page.