

DISTRICT COURT OF THE VIRGIN ISLANDS

Glenda L. Lake, Esq.
Clerk of Court



August 7, 2026

CM/ECF ATTORNEY
ANNUAL TRAINING

Mastering Electronic Case Filing & Recent Court Updates

PRESENTERS:

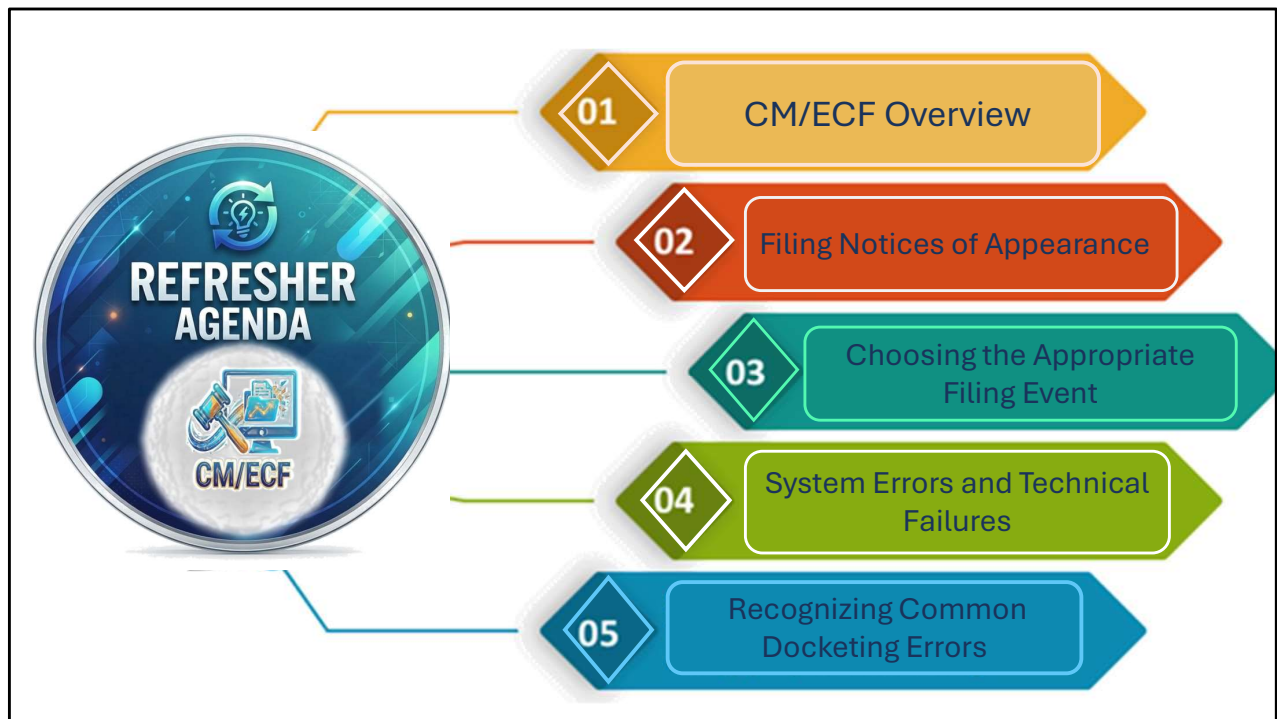
Elsie-Mae King and Lana Maehara
Generalist Supervisors

Elsie-Mae – WELCOME, WELCOME, WELCOME! We know you are all very excited to be here and you have eagerly awaited this day since we finished this training last year.. So let's not delay this any longer! I am Elsie-Mae King

Lana – And I am Lana Maehara, We are here again for our ANNUAL CM/ECF training, presented by the Generalist Supervisors of the District Court, on behalf of our Clerk of Court, Attorney Lake.

Elsie-Mae – We have put in lots of work to make this a fun, dynamic, and ENGAGING training. Before we begin, please note the following housekeeping items: Please mute your microphone unless you are speaking. Please ensure that you have signed in using the account associated with the name of the registered participant. Because there are quite a number of great participants for today's training, we will be using the chat feature for questions and we will address it as appropriate throughout the session.

Lana: Now, please bring all your questions and interactivity, because that is what makes these trainings GREAT.



Elsie-Mae – Kicking off our training, we’re excited to dive into some helpful refresher pointers, tips and tricks! We’ll cover a lively overview of CM/ECF, PACER registration and passwords, filing Notices of Appearance, docketing essentials, troubleshooting system errors, tackling common docketing mistakes.

Lana – Who’s ready to boost their skillset??



Lana: Here is a snapshot of our learning objectives for today. We have a few of them... But the primary one is, for you to become an expert at CM/ECF filing! This means you will be super comfortable with maintaining your account in PACER, the proper pleading and document filing process, common issues and how to avoid them, AND navigating technical problems

CM/ECF

box

**DISTRICT COURT OF THE
US VIRGIN ISLANDS**

Advance Training

**New CM/ECF
Sealed and Ex-Parte
Functionalities**

Streamlined Secure Filing for
Sensitive Documents

Sealed Ex-Parte Secure
Transmission

**Increased File Size
Limitations**

Empowering Greater Data
Management

Enhanced Digital Efficiency

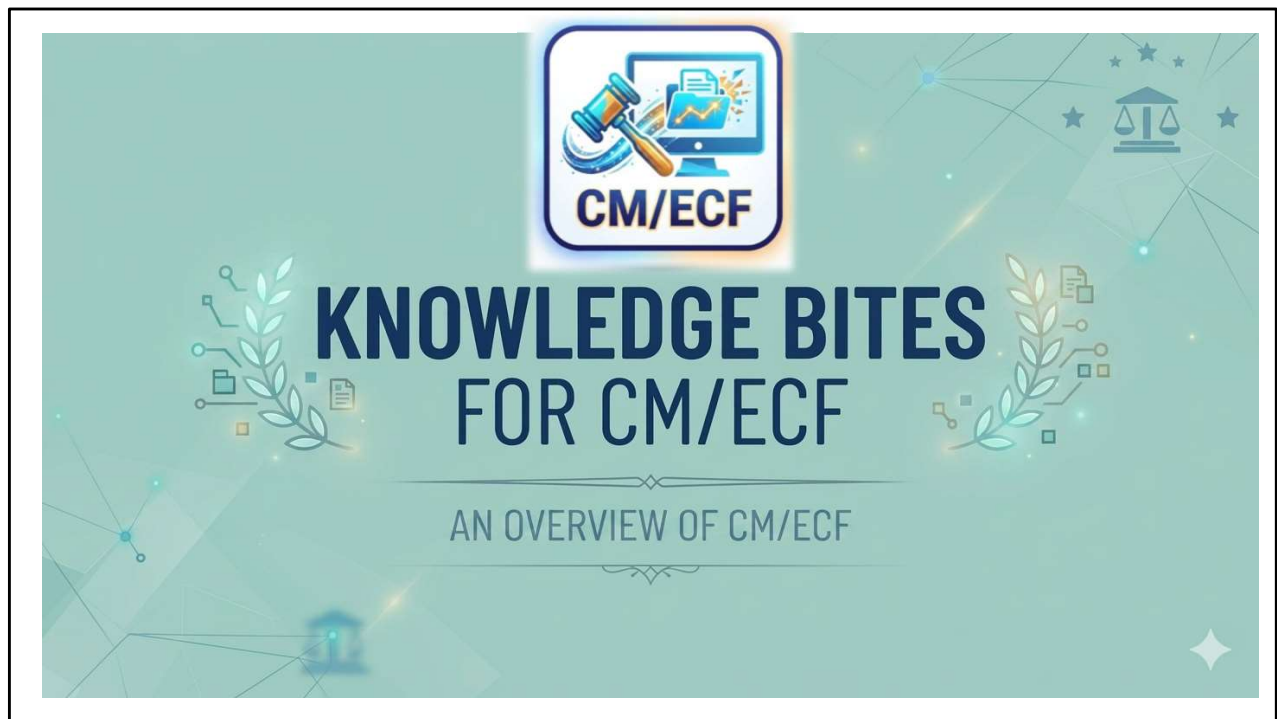
- Improved Uploads
- Faster Processing
- Secure Large Transfers

**Uploading Exhibits
to BOX**

Streamlined Document
Submission

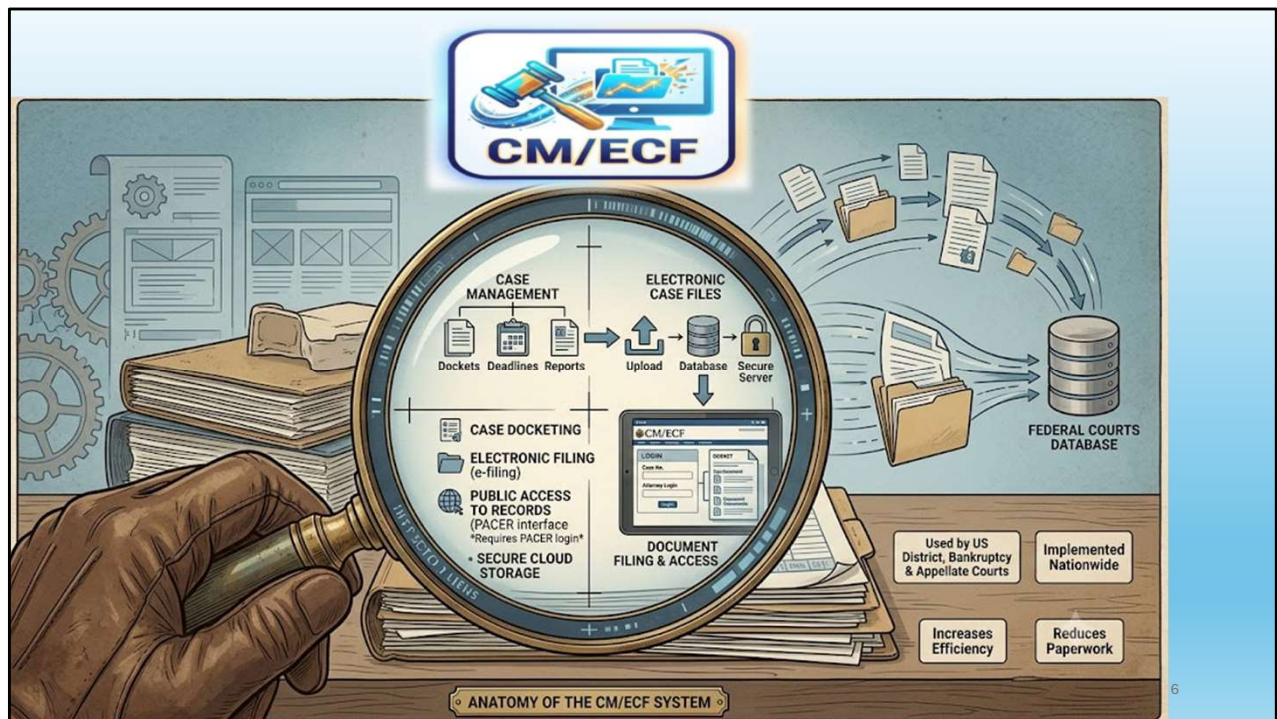
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Elsie-Mae - I know 's going to be a lot of information... But don't worry, you will even get a small break before we get into advanced topics! These include Sealed filings, Ex Parte functions, and a sneak peak of what we are exploring with BOX.



Lana – To kick things off, we have some quick knowledge bites for all of you fine attendees! And, it's time for the first question for our fine audience, Elsie-Mae! What does CM/ECF stand for? Place the answer, or your guesses, in the chat!

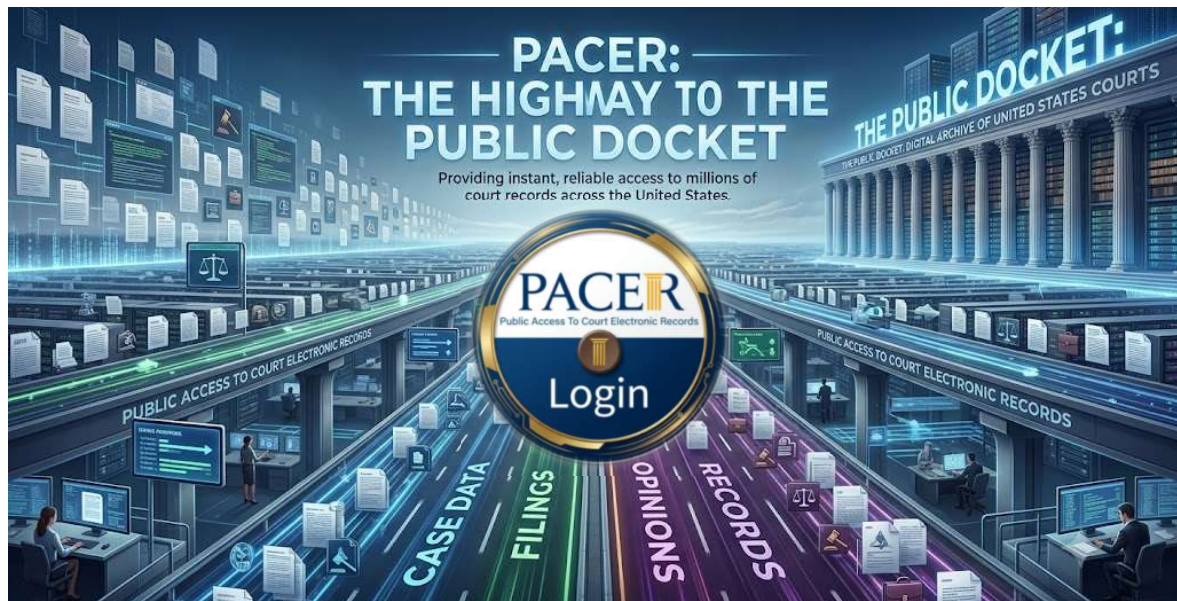
Elsie-Mae – That's great! They should be teaching us, Lana! You are correct, it stands for case management electronic case filing system.



Elsie-Mae – As most of you know, CM/ECF is the acronym for Case Management/Electronic Case Files. It is the federal Judiciary's system that allows case documents, such as pleadings, motions, and petitions, to be filed with the court online.

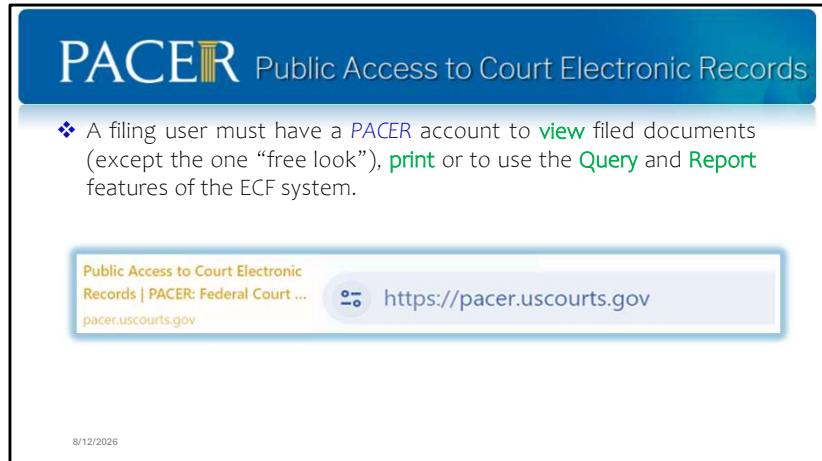


Elsie-Mae - The District Court of the Virgin Islands is a NextGen Court . The NextGen **CM/ECF** uses the Central Sign-On (CSO) platform, which allows e-filers to use one PACER login and password to access all NextGen courts where they have permission to file, as well as access to **PACER** for all courts.



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Lana – One of the most important things for you as filers is access to PACER. PACER is the means by which each of you have access to view case dockets, electronically access documents, and file documents into your cases!



The slide features a blue header with the PACER logo and the text "Public Access to Court Electronic Records". Below the header, a blue diamond icon is followed by a bullet point stating that a filing user must have a PACER account to view, print, or use the Query and Report features of the ECF system. A screenshot of a web browser shows the PACER website with the URL https://pacer.uscourts.gov. The date 8/12/2026 is visible in the bottom left corner of the slide.

PACER Public Access to Court Electronic Records

❖ A filing user must have a **PACER** account to **view** filed documents (except the one “free look”), **print** or to use the **Query** and **Report** features of the ECF system.

Public Access to Court Electronic Records | PACER: Federal Court ...
pacer.uscourts.gov

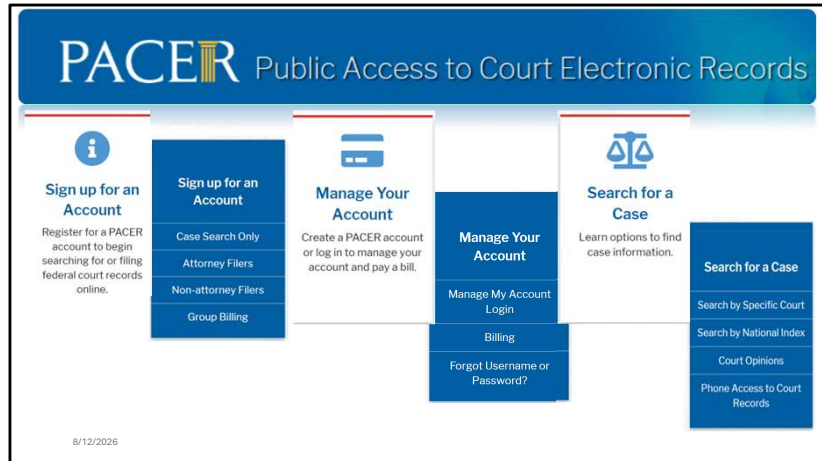
<https://pacer.uscourts.gov>

8/12/2026

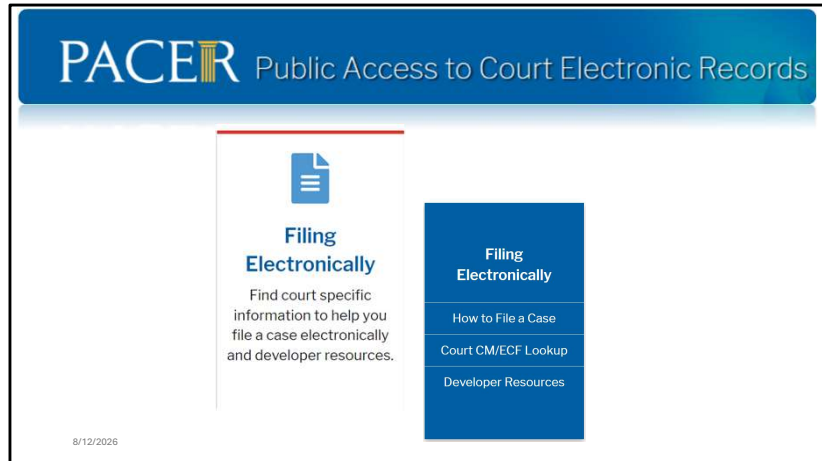
LM: Overall, the connection between PACER and CM/ECF is simple.

For an efiler to have access and file into CM/ECF, that filing user must have a PACER account. PACER is *different* from CM/ECF.

We'll use an analogy. Having a PACER account is like having a car you don't have your license, and it isn't registered.. Having CM/ECF permission to electronically file in a court is like having your license, but no means of transportation. As an efiler, you must have both a PACER account (your transportation) and permission to electronically file in the court (your license). PACER can take you, literally, anywhere you are permitted to file.



Elsie-Mae: From the PACER website, someone may sign up for an account with different permissions. A current user can manage their account including changing passwords. Finally, using the site, a user can learn options to find case information even if they are not an attorney.



Lana: With a PACER account there is also the functionality of filing electronically. This slide shows you exactly what that menu looks like from your account.

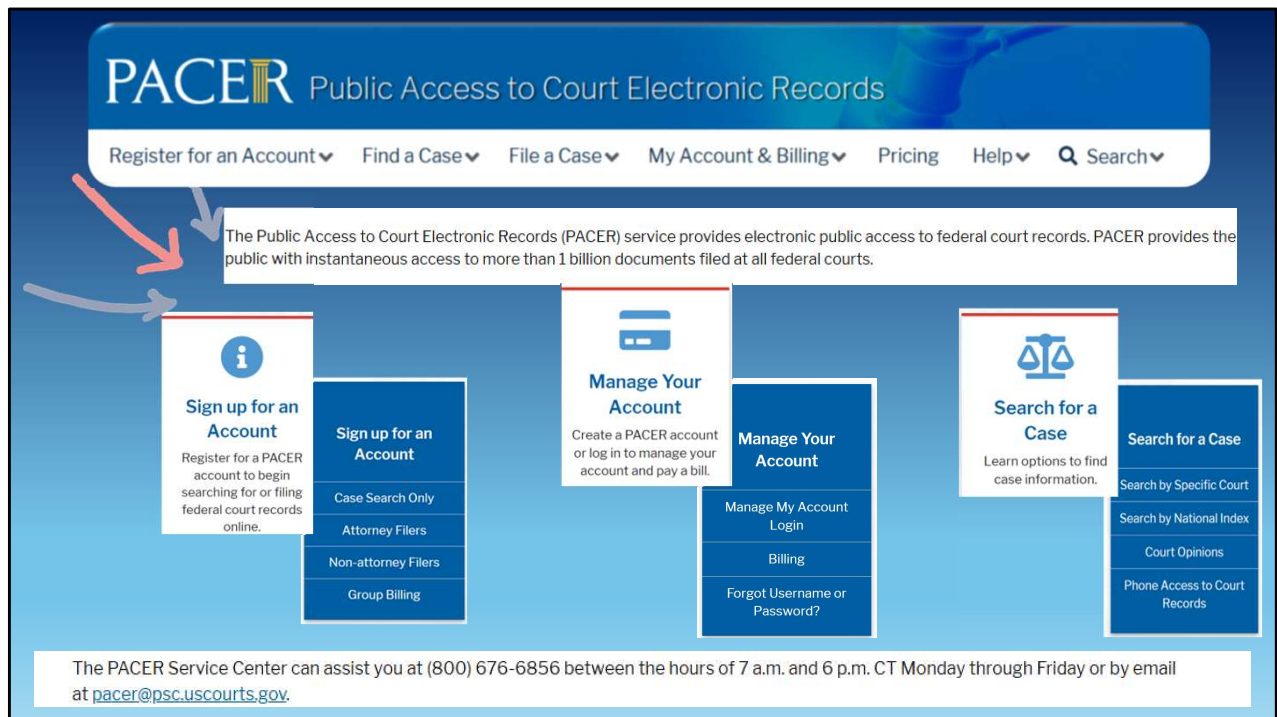


Elsie-Mae - Meet Bennet. Bennet is a new associate fresh out of law school at the firm, and he has his first case to file.
Let's determine if he is eligible to file and what he must do to gain access.



Lana: Definitely, There are a few important factors that determine eligibility. You must be an admitted member of the District Bar or Pro Hac Vice Counsel, have a PACER upgraded account, completed a CM/ECF training, and meet basic technical requirements. Based on what you see on your screen, tell me, can Bennett efile the new case? Put your answers in the chat!

Elsie-Mae – You are all correct! He can't do it yet because he hasn't created a PACER account. Another thing to keep in mind is, he needs to be admitted to the District Court bar if he hasn't been yet. Yep, and all the information related to becoming a member of the bar lives in our Local Rules!



Elsie-Mae – At the top of our slide here, you can see what Bennett will see on Pacer. Once he is on the site, he will have options to sign up for a new account, manage his account, and search for cases.

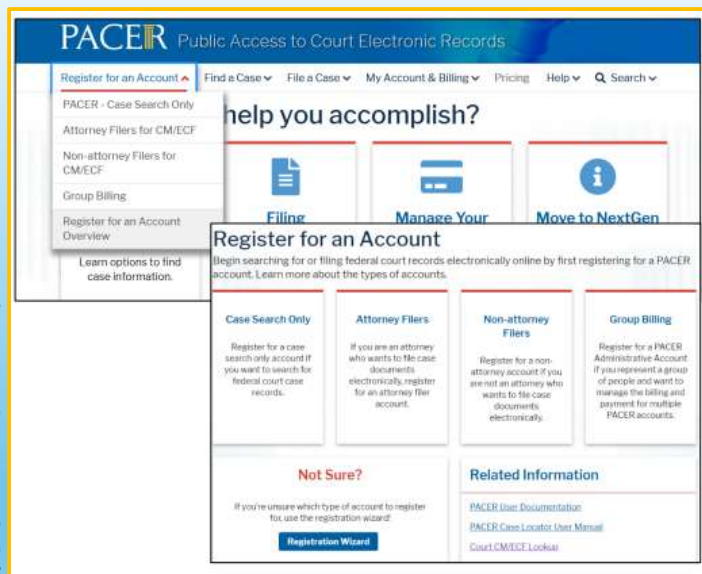
Lana – Another fun fact on the screen which PACER advertises, they have their own service center! What would that be used for?

Elsie-Mae – Great question. When there is an issue with PACER and you or our dear friend Bennett here are having trouble with a PACER account, you use the listed information to contact them for assistance! It is critical to remember, they are their own program, so they have their own assistance team!. Utilize it!

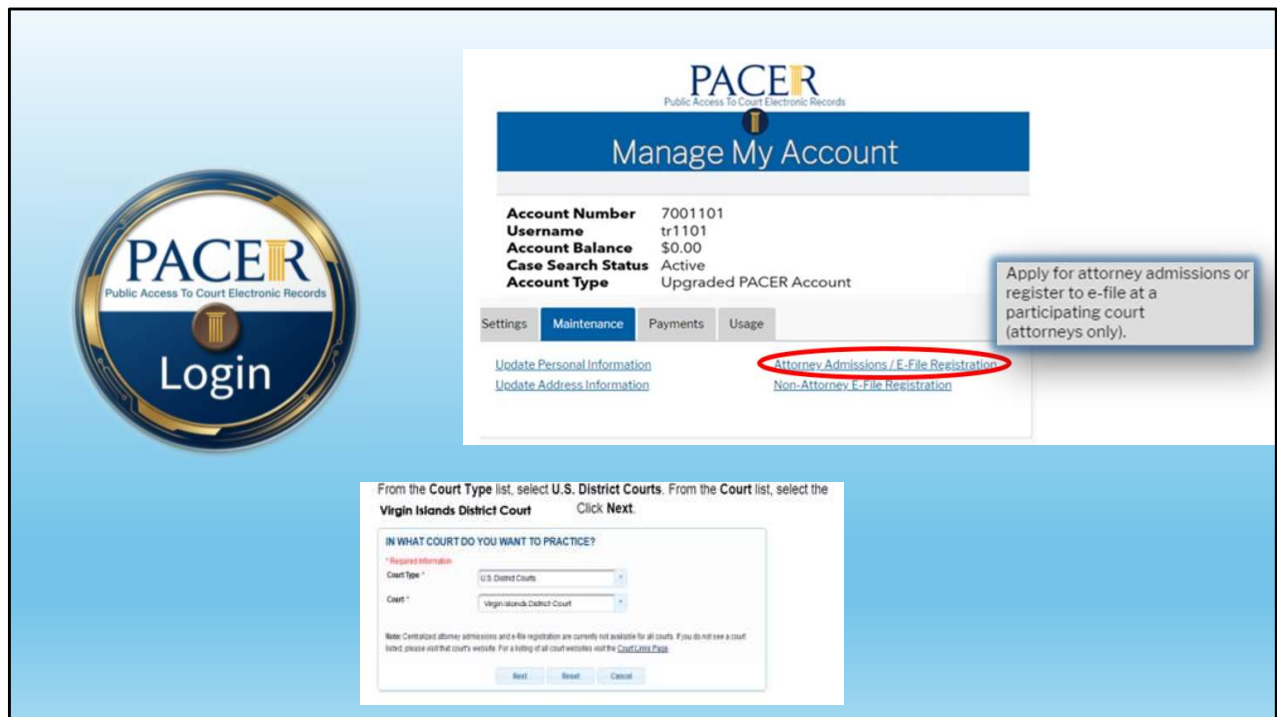


ELIGIBILITY PACER REGISTRATION

- Anyone may register at pacer.gov and select a PACER account type.
- Registered users are eligible to follow a Court's CM/ECF systems.
- CM/ECF Registration for e-filing is separate from and in addition to PACER registration. PACER ONLY allows you to view docket reports and documents.



Lana – As we discussed, the first thing Bennett needs to do is register for a PACER account. Their website allows users to register for PACER, follow links to courts' CM/ECF systems, and review frequently asked questions (FAQs). To choose which type of PACER account is needed, select the Register for an Account Overview option under Register for an Account and make the applicable selection. For Mr. Bennett here, he would need to select "Attorney Filers".



The image displays the PACER (Public Access To Court Electronic Records) website interface. On the left is a large circular logo with the PACER text and a 'Login' button. The main content area is titled 'Manage My Account' and shows account details for user 'tr1101'. A red circle highlights the 'Attorney Admissions / E-File Registration' link. A callout box explains that this link is for attorneys to apply for admissions or register to e-file. Below this, a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?' is shown, with 'U.S. District Courts' selected for the Court Type and 'Virgin Islands District Court' selected for the Court. A 'Next' button is visible at the bottom of the form.

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number 7001101
Username tr1101
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Settings Maintenance Payments Usage

[Update Personal Information](#)
[Update Address Information](#)
[Attorney Admissions / E-File Registration](#)
[Non-Attorney E-File Registration](#)

Apply for attorney admissions or register to e-file at a participating court (attorneys only).

From the Court Type list, select U.S. District Courts. From the Court list, select the Virgin Islands District Court. Click Next.

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required information

Court Type * U.S. District Courts

Court * Virgin Islands District Court

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Link Page](#).

Next Next Cancel

Lana - After Bennett has been admitted to the District Court bar and taken the oath of admission, he needs to register to efile with our court from PACER. Use the circled hyperlink to complete efile registration. From there, select the court you want to practice in.



Click on the E-file Registration Only link.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- Attorney Admissions and E-File
- E-File Registration Only**
- Pro Hac Vice
- Multi-District Litigation
- Federal Attorney

Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court.

Be sure to complete all fields. Please and thank you.

Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court.

You must be a member of the bar to file.

Back Cancel

Click **Submit**. The court will review your admission request and provide you with further an email of acceptance or further processing guidance as necessary.

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Elsie-Mae - Once Bennett selects our court, he should select the "Efile registration Only" hyperlink and click on "Submit". Yes, it's really that simple.

Lana - There are various admission types possible within the District Court bar. These include regular admission, pro hac vice admission, Criminal Justice Act counsel, and Assistant United States Attorneys.



EFILING

ELIGIBILITY, REGISTRATION,
AND PASSWORDS

LOCAL RULES OF CIVIL PROCEDURE

5.4 (b)(1) – ELIGIBILITY, REGISTRATION, PASSWORDS

(b) Eligibility, Registration, Passwords.

(1) Anyone registering to use the Court's Electronic Filing System shall register to do so using the form prescribed by the Clerk of Court. Once the registration form is completed and verified by the Clerk's Office, the Filing User must obtain a PACER account. Once the PACER account has been established, the Filing User must request permission to electronically file at the District Court of the Virgin Islands via their respective PACER account. The Clerk's Office will then approve the Filing User to file with the Court using the filer's Central Sign-on account.

- **Registered filers may file documents 24 hours a day, 7 days a week.**
- **Immediate access to full case information for attorneys, parties, and the general public.**
- **Select Court CM/ECF Lookup to access the CM/ECF login page for the court in which you wish to file.**

Elsie-Mae – In addition to providing guidance on admission to the bar, the Local Rules of Civil procedure also address efileing eligibility, registration and passwords. Rule 5.4(b)(1) directs users to obtain a PACER account and to request permission to electronically file in the District Court of the Virgin Islands.



CM/ECF

EFILING

ELIGIBILITY, REGISTRATION,
AND PASSWORDS

LOCAL RULES OF CIVIL PROCEDURE

5.4(a)(1) SCOPE OF ELECTRONIC FILING

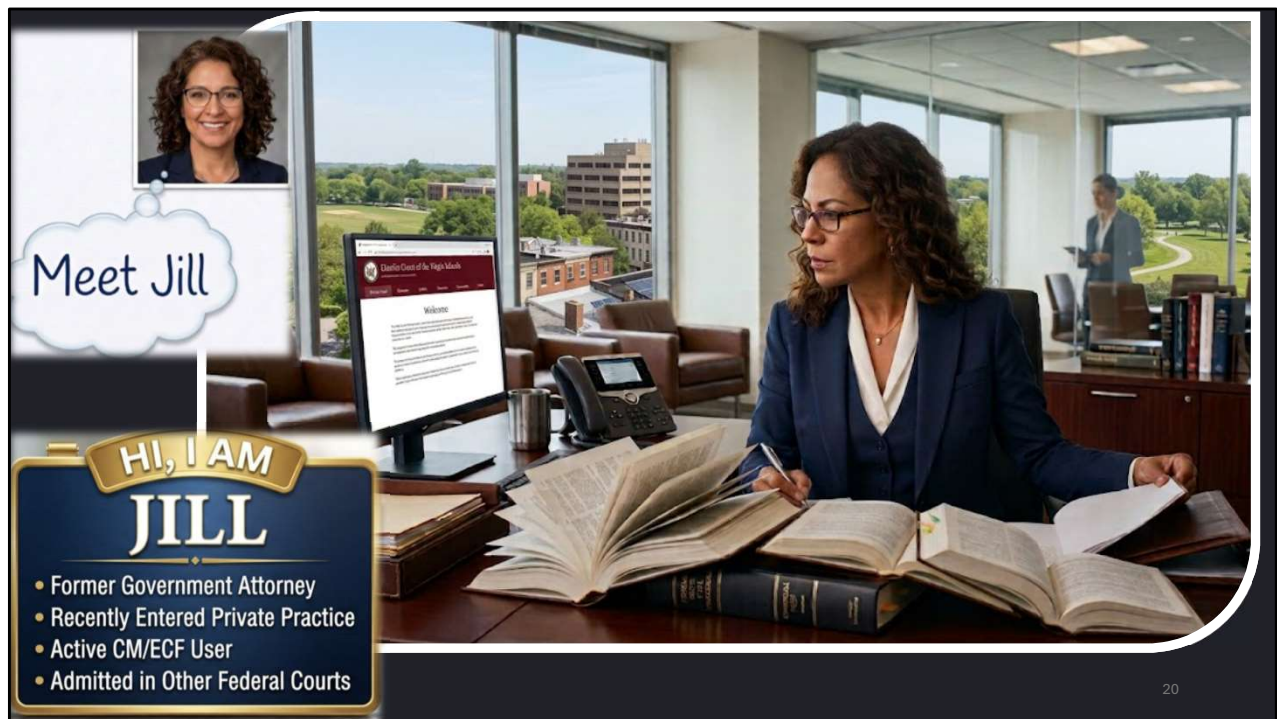
(a) Scope of Electronic Filing.

(1) Except as provided by these Rules or by order of the Court, all cases are assigned to the Electronic Filing System. Unless otherwise provided by these Rules or by order of the Court, all pleadings and other documents required to be filed with the Court by a Filing User in connection with a case assigned to the Electronic Filing System must be electronically filed. All such materials shall be filed in accordance with these Rules and the District Court of the Virgin Islands Electronic Case Files User Manual located on the Court's website: <http://vid.uscourts.gov>.

- All pleadings and other documents must be electronically filed, unless otherwise provided by the Rules or Order of the Court.
- All members of the DCVI bar must be a registered CM/ECF Filing User
- All documents shall be filed in accordance with the Rules of the Court and the Electronic Case Files User Manual on the Court's website.

Lana – And there's more! Rule 5.4(a)(1) dictates that all pleadings and other documents must be electronically filed unless otherwise ordered by the court. It specifies that filings will be filed in accordance with the rules of the court and the CM/ECF users manual.

Elsie-Mae – Lana, looks like Bennett has some reading to do, a registration to address, and filings to complete when he is all done! This is his roadmap to efiling success.



Elsie-Mae – Meet Jill everyone! She is another new attorney to the firm and a former government attorney. She just recently entered private practice. She has a PACER account already and was previously admitted to Federal Courts. Quick question for the group, can Jill begin filing right away in her new cases she is assigned to with the firm?

Lana – Oh that is a great question. Go ahead and put your guesses in the chat everyone. (Read some of the answers)

Elsie-Mae –Jill has a couple things to do before filing! One thing is certain; she must update her information in PACER before filing. *And* depending how she was admitted to the bar, she may have to update her District Court bar admission. For our purposes today, let's focus on getting Jill's information updated in PACER.

PACER: Maintaining Your Access



Lana – Yes, account maintenance is very important. The nice thing is, it can be handled right from your PACER account.

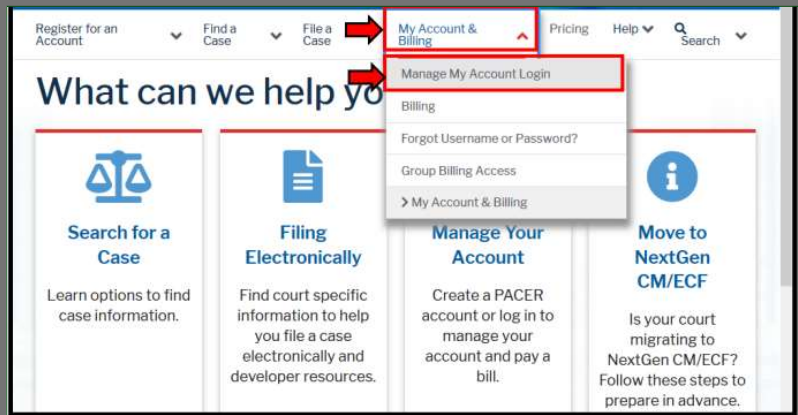
Elsie-Mae – First step, Jill needs to sign in to PACER!

PACER: Maintaining Your Access



USING THE PACER ACCOUNT
MAINTENANCE TAB

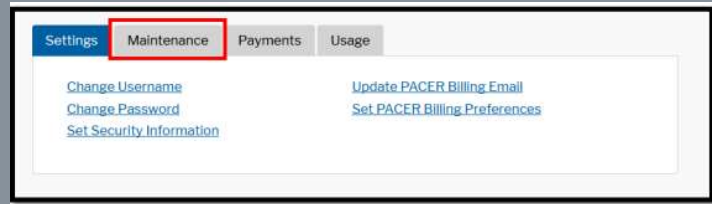
Areas include updating personal information, attorney admission steps, and e-filing registration.



Lana – Once logged in, Jill can perform several functions such as updating personal information, updating address or email information, and requesting e-filing privileges with a NextGen CM/ECF court. She will be able to view a list of courts she is registered with and update her information in all of them. From the menu at the top of PACER, she will select My Account & Billing, then Manage My Account Login.

PACER: Maintaining Your Access

USING THE PACER ACCOUNT
MAINTENANCE TAB



Elsie-Mae – Jill will click on the Maintenance tab. All the maintenance options will appear. Same goes for you! Did your name change? Did you relocate? Maybe get a new phone number or email address? Well don't stress! All this information can be updated directly within PACER! When updated there, this notifies the court of the changes.

Lana - From this screen, a user can also request e-filing permissions and see the list of courts they are registered in.

PACER: Maintaining Your Access

UPDATING PERSONAL INFORMATION



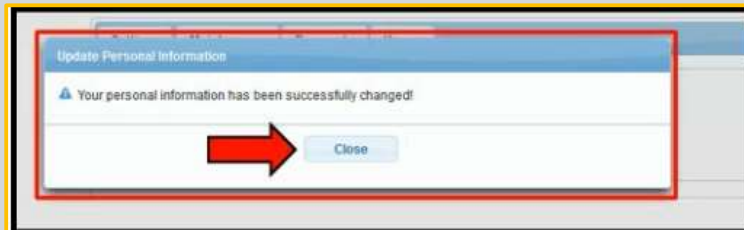
Update Personal Information

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

*** Required Information**

Prefix	Select Prefix
First Name *	PACER
Middle Name	
Last Name *	TEST
Generation	Select Generation
Suffix	Select Suffix

Submit Reset Cancel



Update your name, generation, prefix and suffix at any time. If you are registered in a NextGen CM/ECF court, any changes made to your personal information will be sent to those courts.

Lana – Now that Jill selected Update Personal Information, she will review her information, make any edits necessary, then hit Submit. A window will appear confirming that her personal information has been changed!

Elsie-Mae - Now, we know Jill's name didn't change, so there wouldn't be a need to make and updates here. Let's have Jill just go ahead and hit Cancel.

PACER: Maintaining Your Access



UPDATING ADDRESS INFORMATION

Update the name of law firm or office, your personal or work address information and phone numbers.

Update Address Information

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

*** Required Information**

Firm/Office: PACER Test Firm

Unit/Department:

Address *: 123 Uncle Sam Way

Room/Suite:

City *: Washington

State *: District of Columbia

County *: DISTRICT OF COLUMBIA

Zip/Postal Code *: 20001

Country *: United States of America

Primary Phone *: 202-555-1234

Alternate Phone:

Text Phone:

Fax Number:

Reason for update:

☐ Check here if this address update applies to the entire firm.

Elsie-Mae – Here we are, this is where Jill needs to be. Updating her address is very similar to updating her personal information. She will select update Address Information. From there, she will review the information listed, make the changes regarding her firm, complete all required fields, and can enter the reason for the update at the bottom.

Lana – Of note here, the court may require information to be added for Reason for update. The court has the final determination re: which case(s) the address update will be applied to.

PACER: Maintaining Your Access

A screenshot of the PACER Billing form. A red arrow points to the "Apply update to" dropdown menu. The dropdown menu is open, showing the following options: "Select", "All Cases", "Closed Cases", "Open Cases", and "None". The "Select" option is highlighted in blue. Below the dropdown menu, there is a blue button labeled "Apply Updates to Selected" and a label "PACER Billing".

UPDATING ADDRESS INFORMATION

Apply those updates to your PACER billing and to any NextGen CM/ECF courts in which you are registered.

Elsie-Mae – Once all of Jill’s information is updated and she’s confirmed it is accurate, she will make a selection for “Apply updates to”. Once Jill makes her selection, she will click Submit to apply the changes. NOTE: These updates are not immediate as they require staff review and processing..



Elsie-Mae – Enough with maintenance. let's start filing!

Lana – Question for the group. Can someone file into a case immediately once they've been granted access to efilng?

Elsie-Mae – I'm glad you asked!

FILING A NOTICE OF APPEARANCE

District Court Rules Civ. Proc., Rule 5.2. APPEARANCES; WITHDRAWAL AS COUNSEL

(a) **Appearances.** The attorney for each party in any cause shall promptly file an appearance, giving the address where all notices and papers may be served upon the attorney. Only members of the Bar of this Court may appear as counsel in civil cases. Only individuals who are parties in civil cases may represent themselves. Other than in the case of an individual proceeding *pro se*, non-attorneys are not permitted to represent a party before this Court.

There is no limited appearance.

If counsel does not file a Notice of Appearance CM/ECF will not provide notifications of filings.

If there are multiple attorneys in a case, each attorney must file a separate Notice of Appearance.

- A Notice of Appearance filing is required.
- Restricted to members of the Bar of this Court.
- Further details outlined in the Local Civil Rules.



Elsie-Mae – You were just admitted to the bar of this court. Now, for you to file and be listed as representation, you need to file a Notice of Appearance! This is compliant with the Local Civil Rules of the Virgin Islands.

Lana – Not only is it required by local rule, but if you don't file a notice of appearance into a case, you won't be entered as representation, and you will not receive NEF's. It is also helpful to remember, each attorney must file their own Notice of Appearance.

WITHDRAWAL OF COUNSEL

- The Court may schedule a hearing prior to counsel being granted withdrawal.
- A draft Order is required with a Motion to Withdraw.

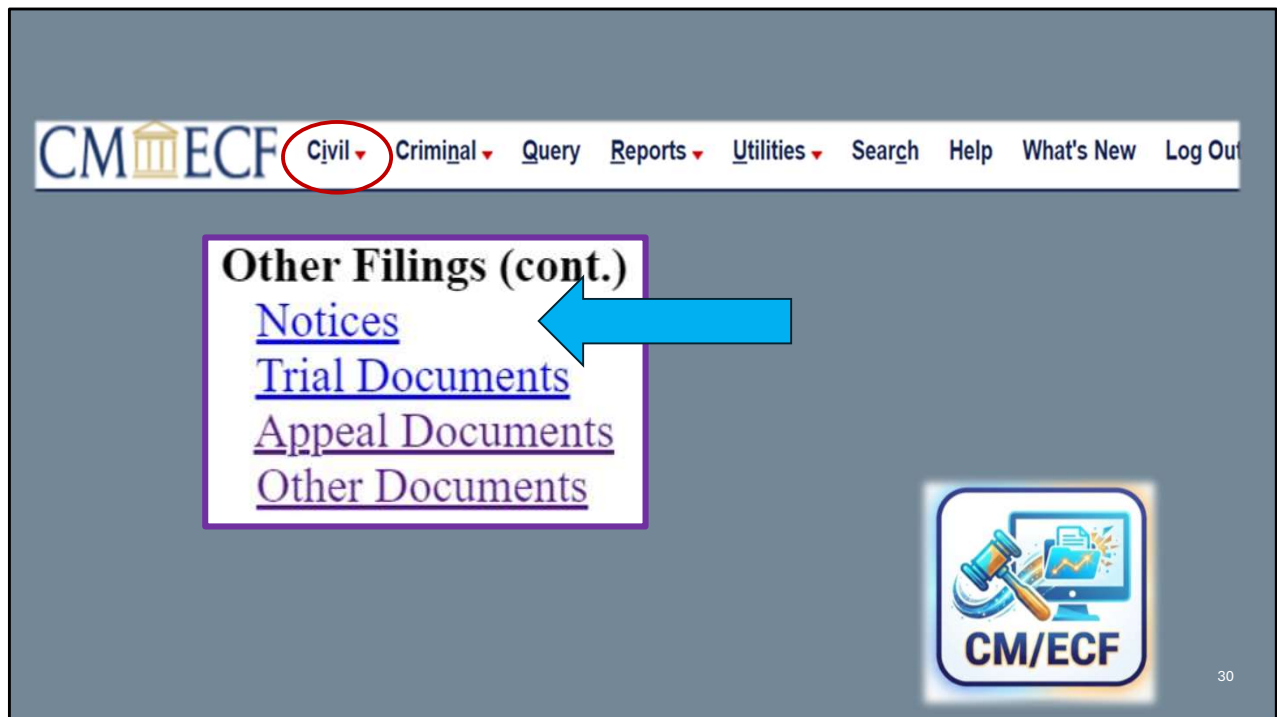
(b) Withdrawal. No attorney may withdraw an appearance except (1) with leave of Court after notice to the attorney's client, or (2) as part of a formal substitution of new counsel for the withdrawing attorney.

All motions for withdrawal as counsel shall include a verified statement as to contact with or attempts to contact the client concerning such withdrawal and proof of service upon, or an indication of efforts to serve, the client with the moving papers.

- Withdrawal of Counsel is not automatic.
- LRCi 5.2(b)(1) or LRCi 5.2(b)(2) may be applicable



Lana – Withdrawal operates a little bit differently. You will notice it has its own section within the Local Civil Rules and requires a motion. What matters most to each of you is, a withdrawal is not automatic. The court may schedule a hearing prior to granting a withdrawal. And just like any time you file a motion, always remember that the proposed order is required. But enough about withdrawals. We need to get Jill and Bennett up to speed with filing. Let's get to filing the Notice of Appearance!



Elsie-Mae – Absolutely. To start, Jill she will select the Civil or Criminal Menu from the top selection bar in CM/ECF. Select "Notices" under Other Filings.

CM/ECF **Civil** Criminal Query Reports Utilities Search Help What's New Log Out

Other Filings (cont.)

Notices

Available Events (click to select an event)

- Certificate of Counsel
- EX PARTE Notice of Filing
- Notice
- Notice Event
- Notice of Acceptance with Offer of Judgment
- Notice of Appearance
- Notice of Application for Writ
- Notice of Change of Address
- Notice of Filing Official Transcript
- Notice of Filing Report and Recommendation from Bankruptcy Court
- Notice of Hearing
- Notice of Hearing on Motion
- Notice of Interrogatories
- Notice of Lis Pendens
- Notice of Removal

Next Clear

Selected Event

Notice of Appearance



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Lana – The next screen will show a full pick list! From the pick list, they need to select Notice of Appearance then select "Next".

Notices

Civil Case Number or Numbers

Main Document
Choose File | No file chosen

Attachments
1. Choose File | No file chosen

Select the filer.

Select the Party: OR **Select a Group:**

In Who we Trust LLC [dft]
National Human Being Inc. [pla]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

CM/ECF

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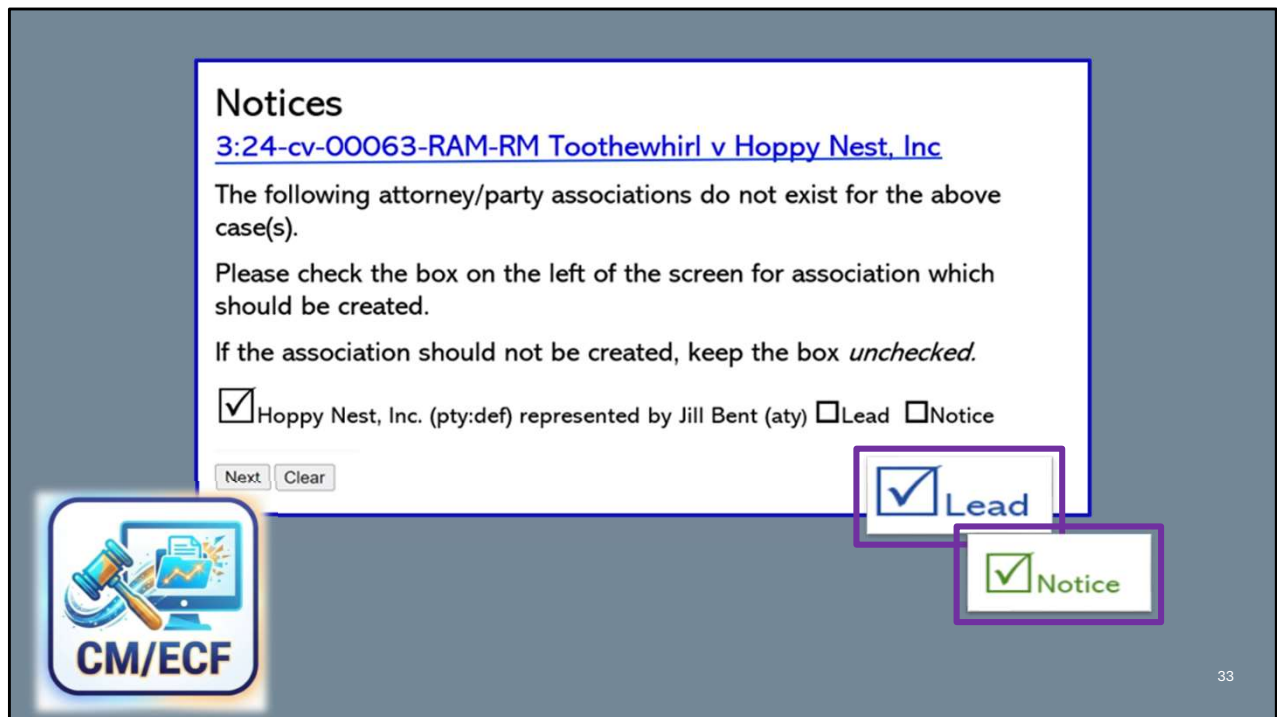
Lana - On the next screen, you will enter the case number you want to file your Notice of Appearance into.

CLICK FOR ANIMATION

Elsie-Mae - Once you've done that and selected "Next", you will upload your PDF document for filing.

CLICK FOR ANIMATION

Elsie-Mae - The next screen you'll see is the Select Filer screen. You will select or click and drag your mouse to choose the respective filing parties.



Notices

[3:24-cv-00063-RAM-RM Toothewhirl v Hoppy Nest, Inc.](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for association which should be created.

If the association should not be created, keep the box *unchecked*.

☒ Hoppy Nest, Inc. (pty:def) represented by Jill Bent (aty) ☐ Lead ☐ Notice

Next Clear

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Elsie-Mae - While filing your Notice of Appearance, you will see this very important screen. Make sure to take your time and follow the directions closely!

Lana - This screen allows CM/ECF to make the attorney/party association for you in CM/ECF! In this example, by checking the box on the left, you are telling CM/ECF to connect you to the defendant as the representing attorney. This is why it's so important to file that Notice of Appearance when you are the representing attorney for a party in the case. AND, you see those boxes on the right? Those are also important! They may not always need to be checked. In most cases, there should only be one lead attorney for a party. If you are the lead attorney, check that box!

CLICK FOR ANIMATION

Lana - If you aren't leave it blank. If you wish to receive NEF's for filings into the case, make sure you check that NOTICE box!

CLICK FOR ANIMATION

Lana - This tells the system you should get an NEF on all filings in the case. If this box is checked, you will get the NEF's whether you are the lead attorney or not!



Elsie-Mae - Whenever you docket a pleading such as the Notice of Appearance, you always have the opportunity to edit the docket text. Make sure to read through the entry to verify all the information is accurate. Once you've done that, select "Next". You get another opportunity to make sure the entry looks correct.

CLICK FOR ANIMATION

Elsie-Mae – Now that we've reviewed what our final docket text will look like, we can proceed forward with our filing by selecting Next.

*** CLICK FOR ANIMATION***

Lana - If all looks good Elsie-Mae, let's proceed forward with finishing the Notice of Appearance filing.

Elsie-Mae – Ok but beware, once you see this final screen and select "Next" from this window, you won't be able to undo the transaction! Do we need to hit the back button and fix anything? No? Ok, let's go finish out this filing.



District Court of the Virgin Islands

District Court of the Virgin Islands

Notice of Electronic Filing

The following transaction was entered on 8/2/2024 at 11:30 a.m. AST and filed on 8/2/2024

Case Name: Toothewhirl v Hoppy Nest, Inc

Case Number: [3:24-cv-00063-RAM-RM](#)

Filer: Hoppy Nest, Inc.

Document Number: 5 (Notice of Appearance)

Docket Text:

NOTICE of Appearance by Jill Bent on behalf of Defendant Hoppy Nest, Inc. (Bent, Jill)

3:24-cv-00063-RAM-RM Notice has been electronically mailed to:

Tom Tail
123 Downtown
Suite No. 321
St. Thomas, VI 00802

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Elsie-Mae - Good work! Jill officially filed her Notice of Appearance! She will now be listed as an appearing attorney for the defendant.

Lana - If Ms. Jill wants to verify the filing is appearing on the docket, she can always select the hyperlink to review the case.

Elsie-Mae: we always suggest this

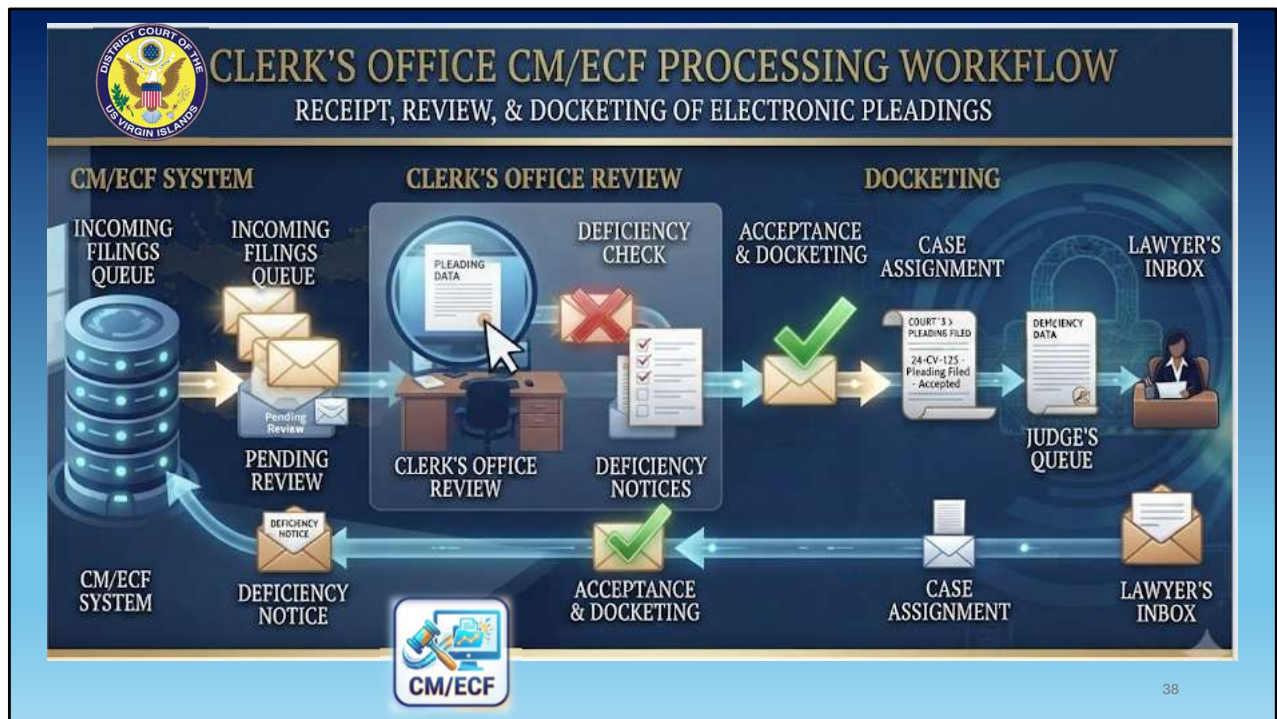


Lana – Elsie-Mae, am I reading this slide right?

Elsie-Mae – What, choosing the right filing event? Let me re-read it again.... “Getting correct on the first try”? Uhm, no. It’s wrong. Now I know how our filers feel when they thought they got it right the first time around.. On that note, lets briefly talk about filings and the quality control flow.



Elsie-Mae – It's a good thing we have quality control functions! Here is an image to give you an idea of the flow. The paralegals and attorneys prepare the pleadings; it is reviewed. The attorney will efile the pleading and it goes to CM/ECF. The pleading is put on the docket, and our staff will conduct a quality control review.

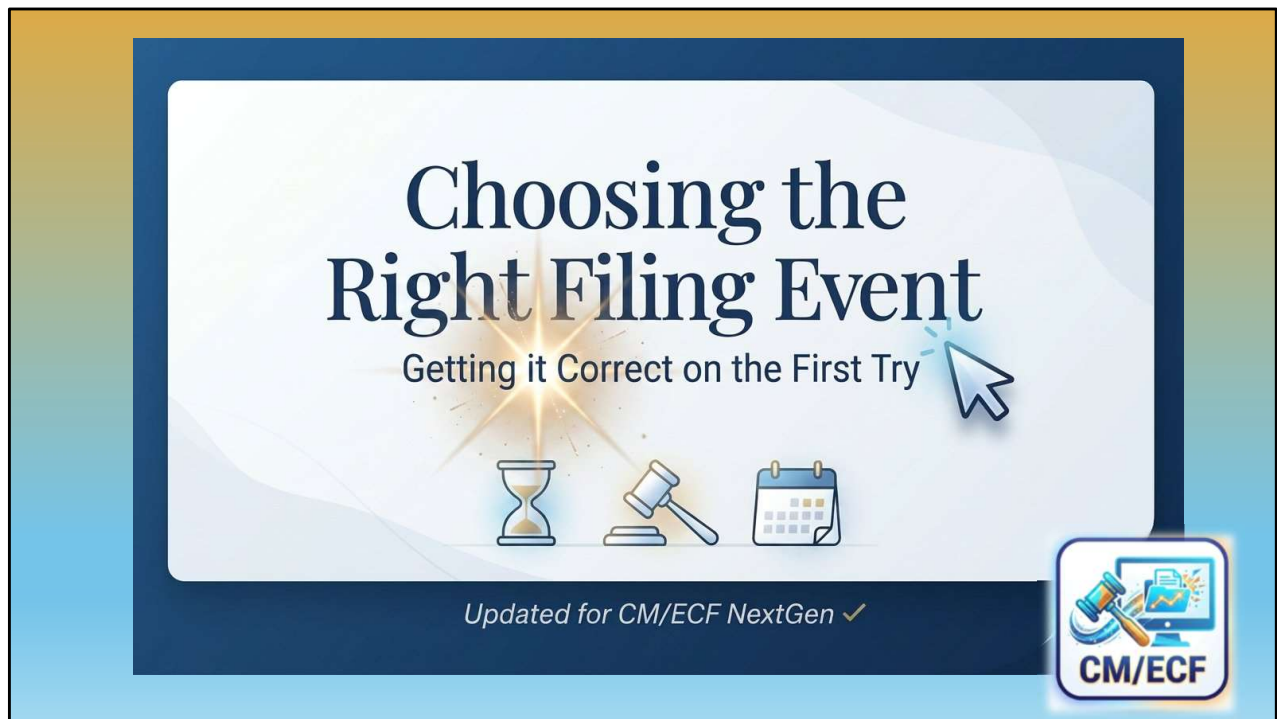


Elsie-Mae – When quality control is completed, the Clerk’s Office conducts a thorough review to ensure the pleading meets all the requirements of the Local Civil Rules. If it passes the review, nothing happens, no notice is issued from our staff! If there is a deficiency noted, staff will issue a Notice of Corrected Docket entry to have the issue addressed.



Lana – More broadly, this is the flow. The attorneys file documents into the case. The Clerk's Office reviews the filings for things such as, choosing the correct event. If an issue is identified, a notice of corrected filing is docketed and the filer is notified. Keep me whole Elsie-Mae, does that about sum it up?

Elsie-Mae – You bet. We are all human and sure to make mistakes like that previous slide don't happen and to keep the record clean. Let's try this again....



Elsie-Mae: See, with a little help from our eagle-eyed participants, we are getting it correct on the first try!

Lana – As a token of our appreciation, let's discuss how our guests, Jill, and Bennett can make sure they are choosing the correct events for filing!

THERE ARE MANY EVENTS TO CHOOSE FROM IN CM/ECF

Question 1!

What event should be used for a motion for entry of default?

Civil Events → Motions and Related Filings → Motions

Default Judgment
Entry of Default
Set Aside Default

CM/ECF

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Elsie-Mae – Great idea! I think this is a great time to ask our expert audience again. Use the chat and enter your guesses! We told you this would be interactive

Lana - There are so many events to choose from in CM/ECF that... An attorney like Mr. Bennett may not even know where to start... Let's see if all of you can provide some guidance on what the best options are!

Elsie-Mae - Question 1: What event should be used for a motion for entry of default?

Lana – Go ahead, put your guesses in the chat!

CLICK FOR ANIMATION

CLICK FOR ANIMATION

Lana - Looks like they got it right! The best option is under Motions and titled "Entry of Default"! When you file under this event, make sure you file all the additional required documents as attachments! If you don't, your motion may get denied.

THERE ARE MANY EVENTS TO CHOOSE FROM IN CM/ECF

Question 2!
Jill has a status report that is due tomorrow. What event should be use?

Civil Events → Other Filings → Other Documents

Status Report

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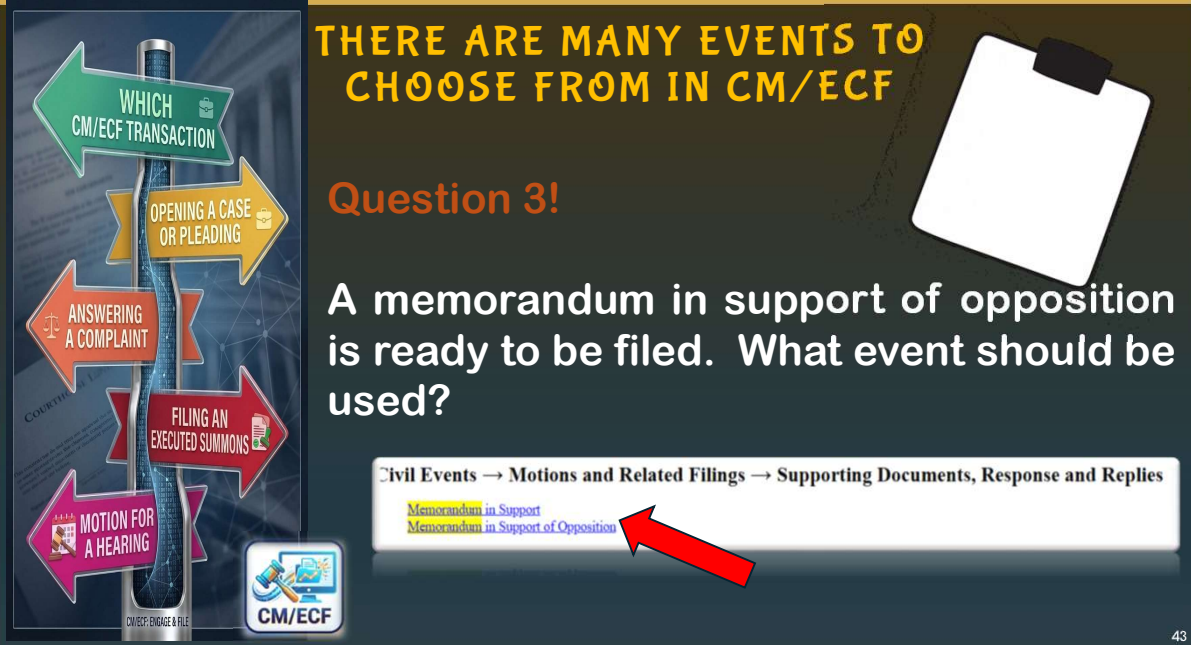
Lana - Question 2: Jill has a status report due tomorrow. What event should be used?

Elsie-Mae – Don't be shy. Take a stab at it if you aren't sure.

CLICK FOR ANIMATION

CLICK FOR ANIMATION

Lana – Look at that, they did it again! Use the status report event under other filings, other documents!



THERE ARE MANY EVENTS TO CHOOSE FROM IN CM/ECF

Question 3!

A memorandum in support of opposition is ready to be filed. What event should be used?

Civil Events → Motions and Related Filings → Supporting Documents, Response and Replies

Memorandum in Support
Memorandum in Support of Opposition

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Elsie-Mae - Since they are doing so well, lets ramp up the difficulty on the next question.

Question 3, an attorney is needing to file a memorandum in support. Is there a good event for that?

Lana – This one is a bit more difficult so we will give you a moment to consider and think it over...

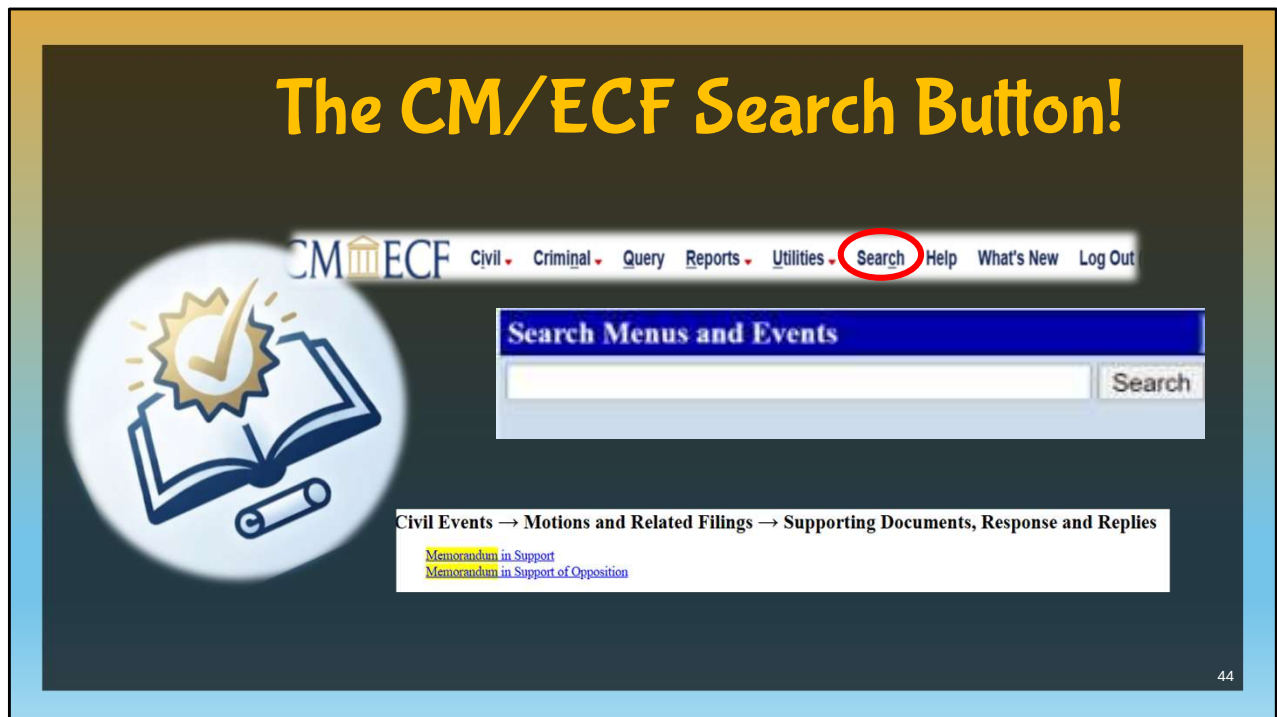
CLICK FOR ANIMATION

CLICK FOR ANIMATION

Lana - Well what do you know?! There is an event for exactly that! Elsie-Mae, there's been some interesting screen shots used for answering these questions.. I am curious to know how these answers got narrowed down so well. Seems like whatever that is, it could be helpful.

Elsie-Mae - I am so glad you asked!

The CM/ECF Search Button!



Elsie-Mae - Meet your new BFF! As in... BEST FILING FIND! Just click on search and the handy search bar will appear. Type in a key word to see filter what event options are available to use! You'll find docketing events you didn't even know existed! You want to know a secret??

Lana – Of course, what's that?

Elsie-Mae - That's how I found Memorandum in Support of Opposition!

Lana – Smart!

The CM/ECF Search Button!



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Elsie-Mae - The search function even lets you search for one word and it will filter ALL docket events with that word in it! Just look at all those results you find when you search for Plea. You can find anything from interpleader to withdraw plea of guilty!

Lana – Love this resource! But what if the user just wants to read all the event options that are available so they can learn more?

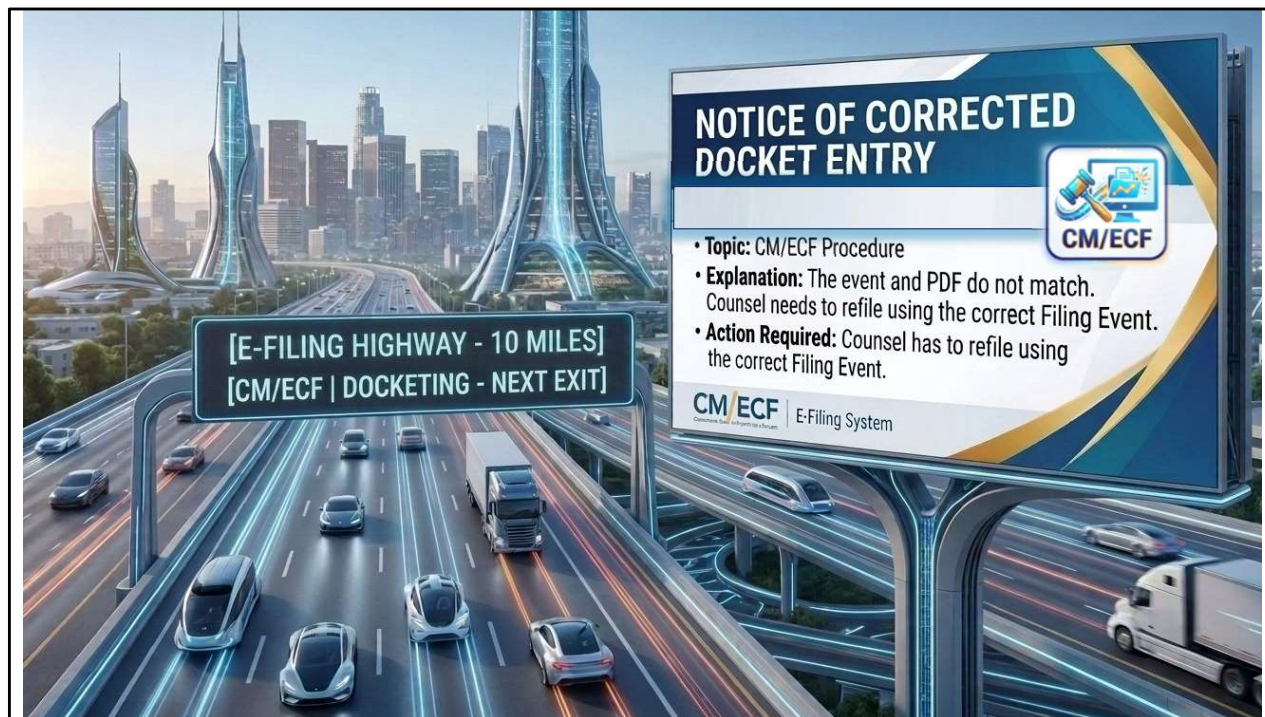
Elsie-Mae - There's resources for that too!



Elsie-Mae - Just look at our website! When you look at the "For Attorneys" section, there is a menu option on the left-hand side that's specifically for EVENT INSTRUCTIONS AND LISTS! If you open that you will find two attachments which provide a full listing of both Civil and Criminal events!

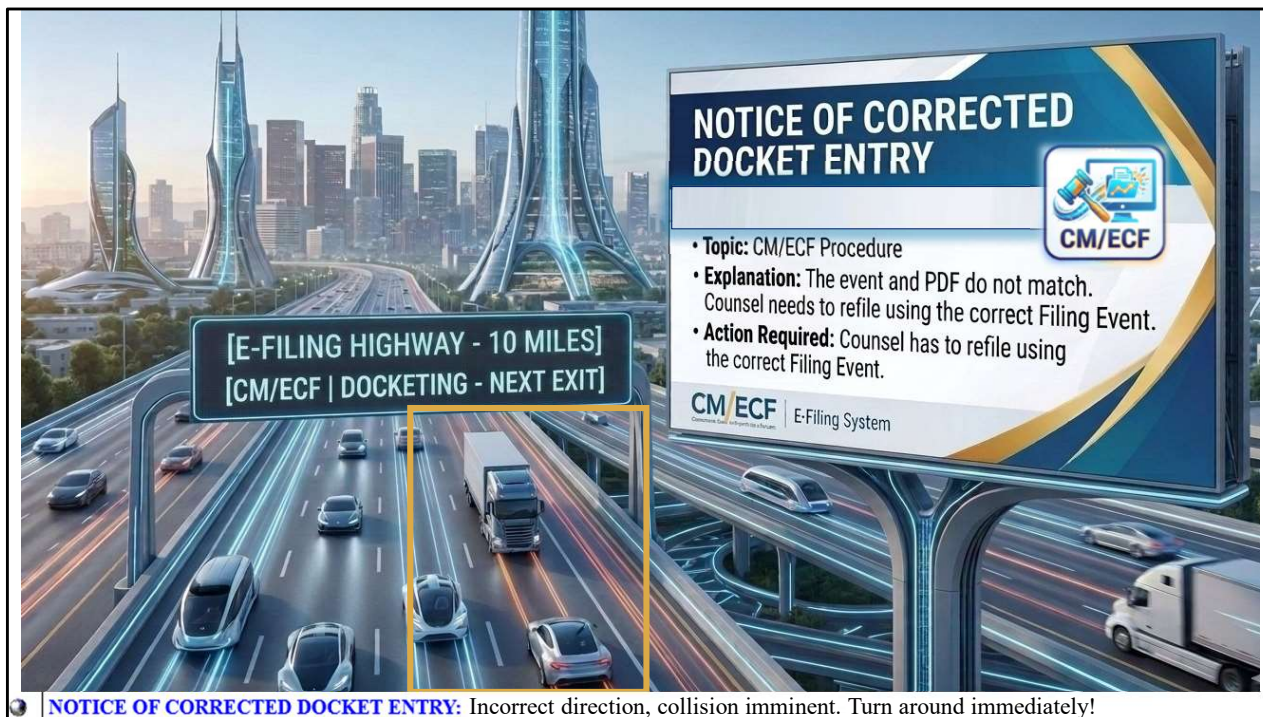
Lana - Ok, so there are clearly a lot of resources available to help with the filing process! But we are all human and sometimes mistakes happen. So when that does happen.... What occurs next?

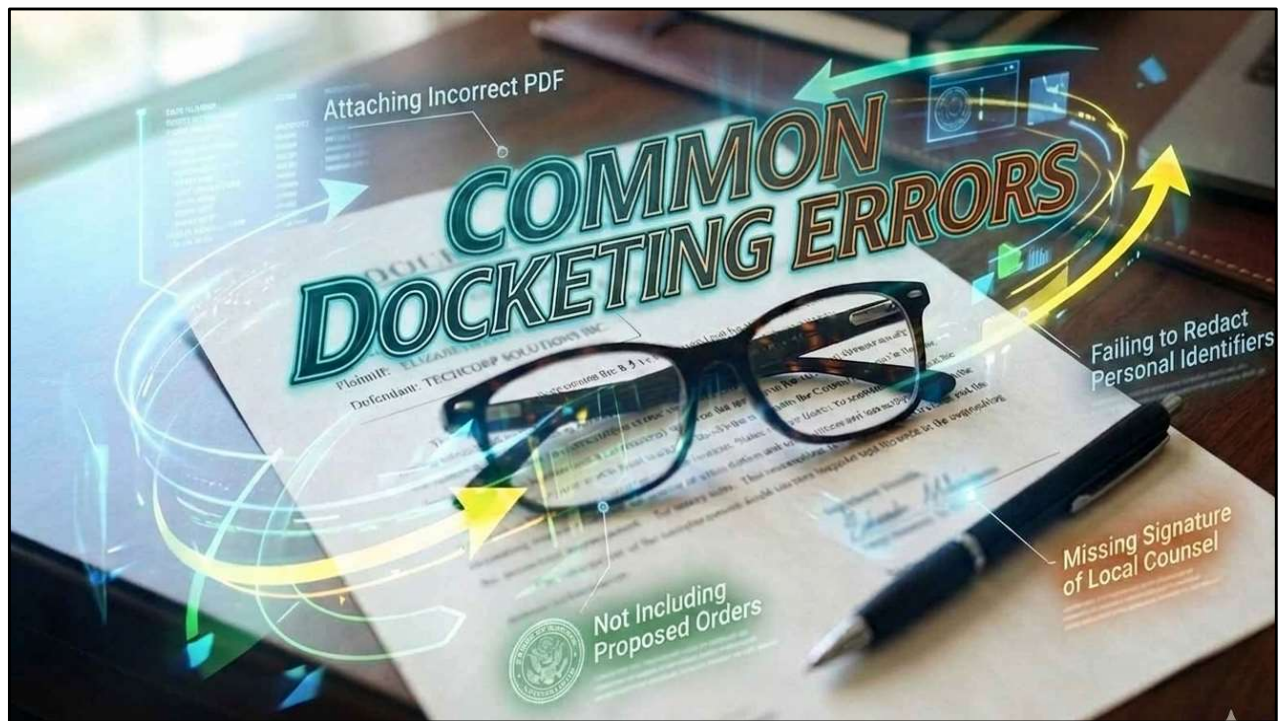
Elsie-Mae - Great question, let's discuss that next!



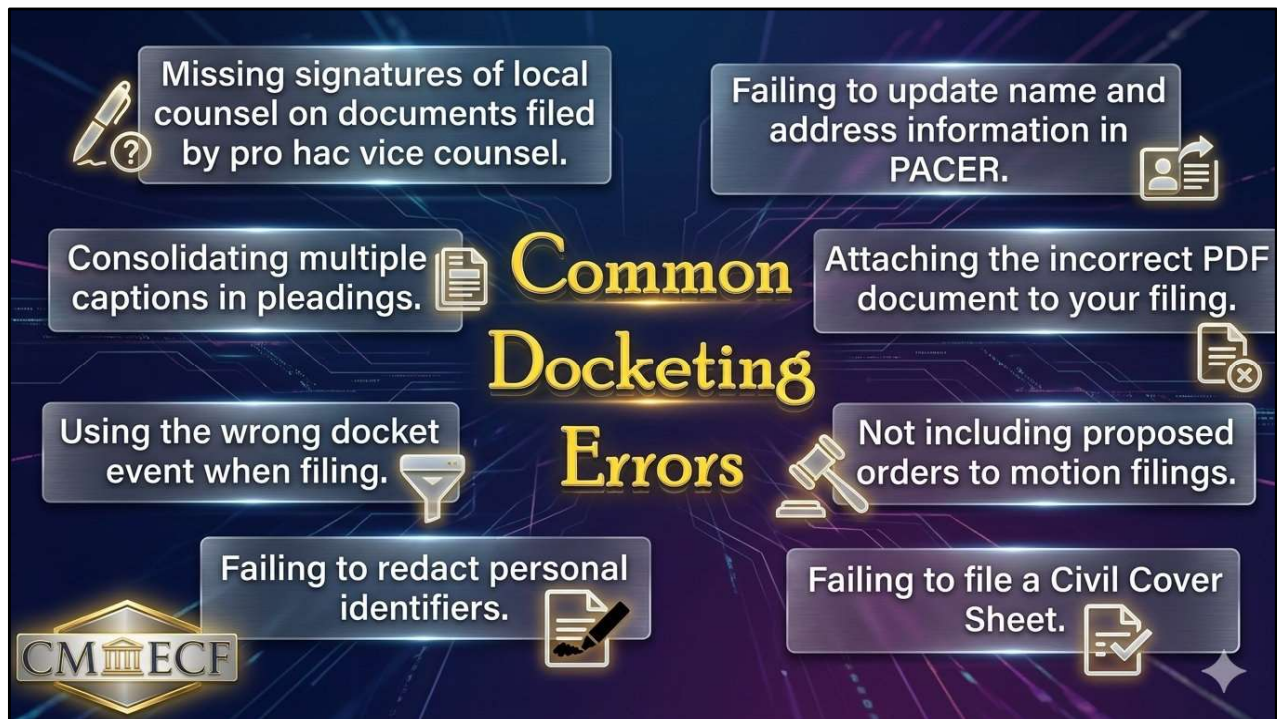
Elsie-Mae - When a filing is deficient for one reason or another, the Clerk's Office will issue a Notice of Corrected Docket Entry. This entry will include information to help you understand what the issue was with your filing and if you need to file again to correct the problem. When a Notice of Corrected Docket Entry is issued, you will receive an NEF just like any other filing, so you will be notified of the problem. Notice the sample on the screen. The explanation tells us the event and pdf do not match and that counsel needs to refile using the corrected event.

Lana – This audience is too savvy to be receiving these... I know they never gets these. I guess just in case though, let's talk about some common docketing errors. Oh, and don't forget about our friend Mr. Bennett, these will be great for him too.





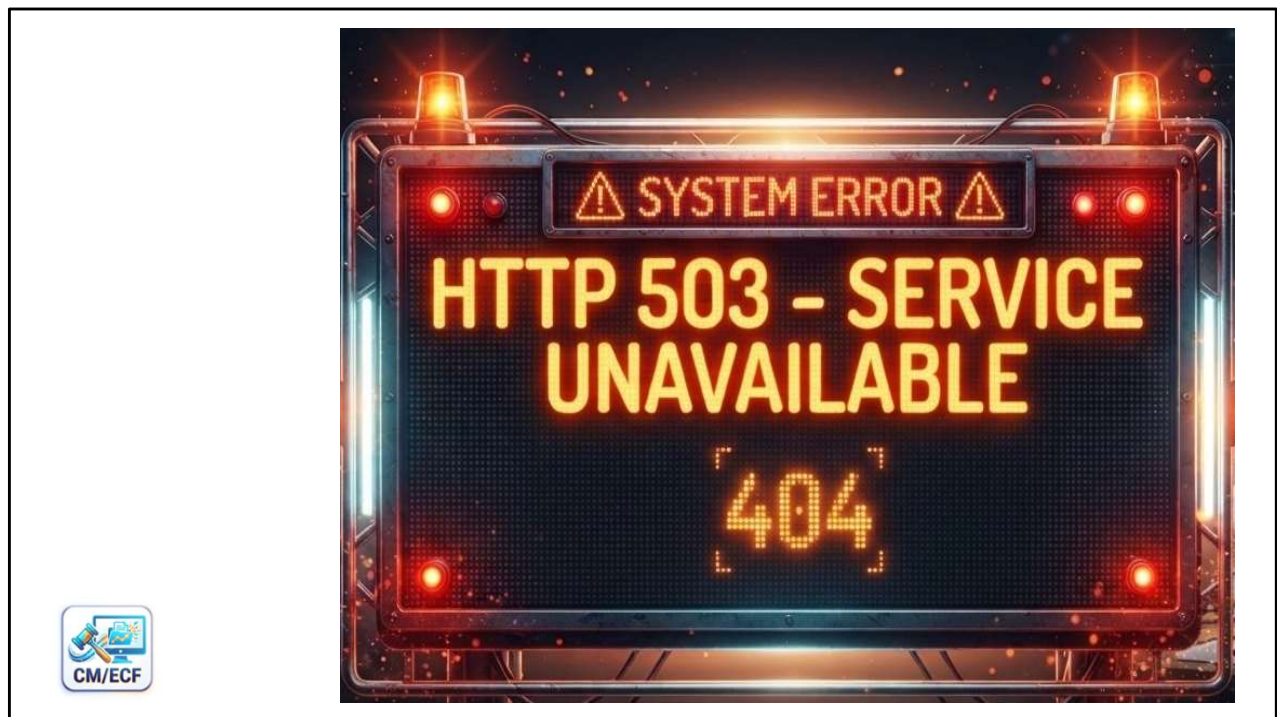
Elsie-Mae – Crisis averted! Time to talk about those common docketing errors to keep Mr. Bennett on the straight and narrow with all his filings.



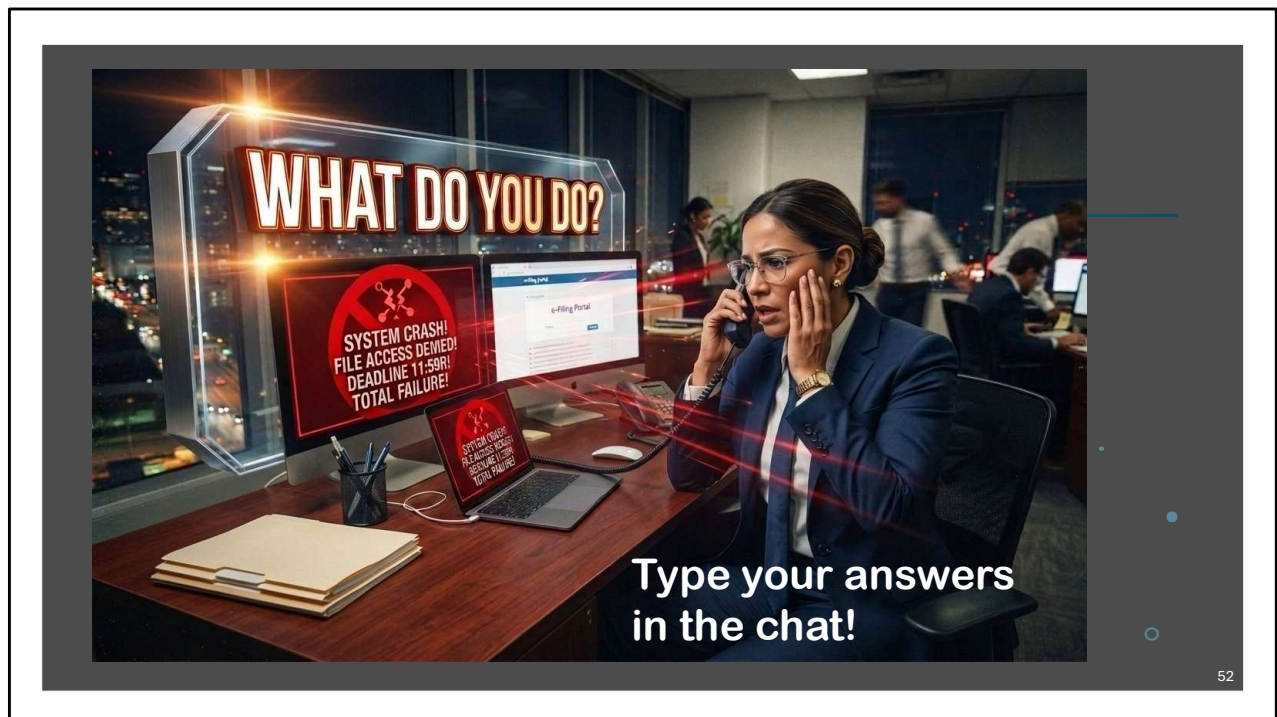
Lana - These are the most common deficiencies seen in the Clerk's Office and they should be paid special attention.

Lana - When pro hac vice counsel file documents, the local counsel signature is also required on the document filings! Ensure you sign filings as well as the PHV counsel... The filing users name should always match the signature on the document... The caption on your filing should match the one in CM/ECF. Don't consolidate the captions if they aren't consolidated on the docket... Utilize the search function when needed so you can utilize the correct filing event. If the wrong event is selected, a Notice of Corrected Docket entry will be issued... Also required by Local Civil Rule, it is the filing parties responsibility to redact document filings of personal identifiers. Ensure this happens before you docket a pleading on the public record...

Elsie-Mae - You will also want to make sure you update your PACER account anytime you have a change of name. When filing your documents, make sure you grab the correct PDF document to upload... Whenever you are filing a motion, always attach the proposed order. This is required by Local Civil Rule... Lastly, when filing a new case, always file your Civil Cover Sheet. This is a required document at case initiation.



Elsie-Mae – Let's talk about System Errors and Technical Failures.



Elsie-Mae – Remember that status report that Lana showed us the filing event for a few slides back? Well, that is due today and Jill, remember her too? Her office's server is down! This is a serious problem...

Lana - Let's check in with our audience. What do you all think? What would you do?? Type your answers in the chat!

(j) **Notice of Court Orders and Judgments.** Immediately upon the entry of an order or judgment in an action assigned to the Electronic Filing System, the Clerk shall transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Federal Rule of Civil Procedure 77(d). The Clerk must give notice in paper form to a person who has not consented to electronic service in accordance with the Federal Rules of Civil Procedure.

(k) **Technical Failures.** A Filing User whose filing is made untimely as the result of a technical failure and who is unable to make a timely filing by traditional means must seek appropriate relief from the Court.

Public Access. Responsibility for redacting the personal identifiers set forth in Federal Rule of Civil Procedure 5.2(a) rests solely with counsel and the parties. The Clerk will not review documents for

LRCi. 5.4.(k)



Electronic Filing

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Elsie-Mae - **(Reads out some responses)** Check out our Local Rules! It provides the road map that covers technical failures. If a user experiences technical failures, they must seek appropriate relief from the court to address it!



Lana – Speaking of time, we’ve covered a substantial amount of information, so I think it’s time we give our audience a short break. How long do you think we should take Elsie-Mae?

Elsie-Mae – How about we reconvene in 5 minutes?

Lana - Alright, that sounds good! See you all in FIVE!

CM/ECF

box

**DISTRICT COURT OF THE
US VIRGIN ISLANDS**

Advance Training

**New CM/ECF
Sealed and Ex-Parte
Functionalities**

Streamlined Secure Filing for
Sensitive Documents

Sealed Ex-Parte Secure
Transmission

**Increased File Size
Limitations**

Empowering Greater Data
Management

Enhanced Digital Efficiency

- Improved Uploads
- Faster Processing
- Secure Large Transfers

**Uploading Exhibits
to BOX**

Streamlined Document
Submission

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Elsie-Mae - Welcome back from break! Sharpen your pencils or grab a new pen because we are jumping into the advanced session!



Lana – A lot happened in the last year so this content may feel new in many ways! Next up, we are discussing sealing levels.

Sealed Functionality

- Sealing levels
- How to request to file under seal
- Obtaining Copies

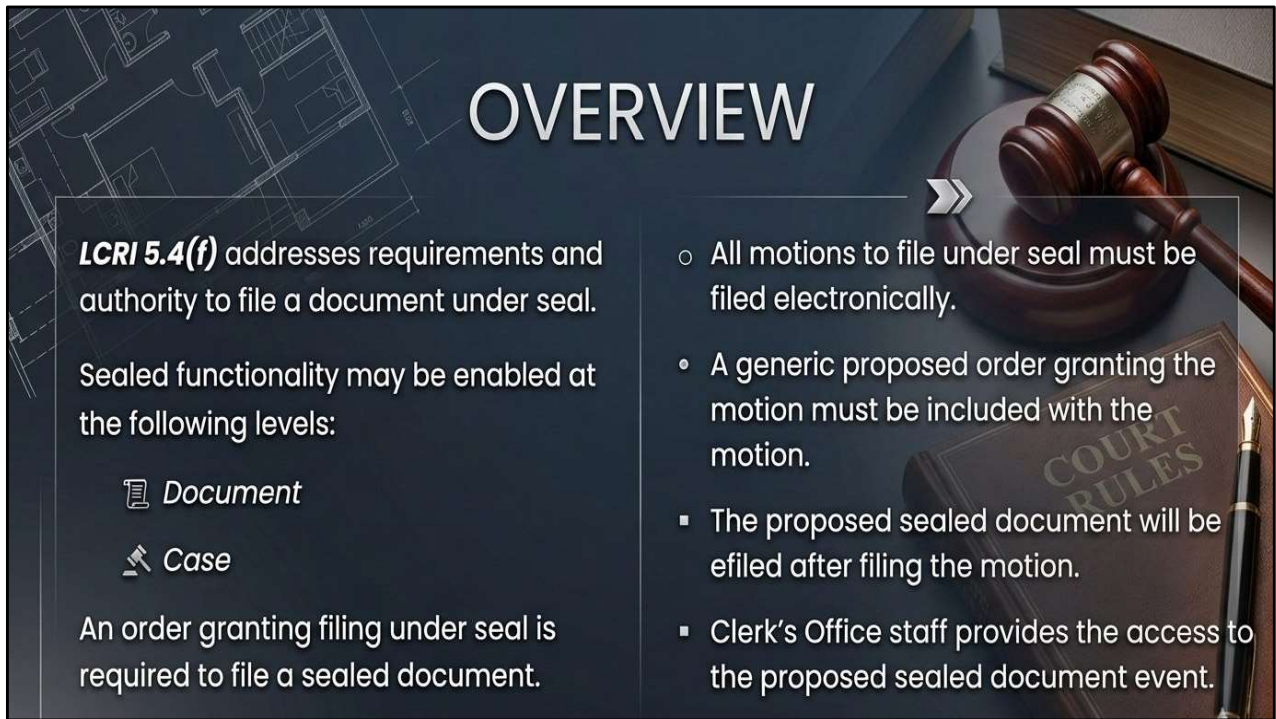
Ex Parte Filings

- Differences in Ex Parte & Sealed
- How to file and Ex Parte pleading

SEALED CASE FUNCTIONALITY



Lana – Specifically, we will talk about how to request to file something under seal, getting copies of sealed documents, the differences between Ex Parte and sealed filings, and how to file Ex Parte pleadings.



OVERVIEW

LCRI 5.4(f) addresses requirements and authority to file a document under seal.

Sealed functionality may be enabled at the following levels:

-  Document
-  Case

An order granting filing under seal is required to file a sealed document.

- All motions to file under seal must be filed electronically.
- A generic proposed order granting the motion must be included with the motion.
- The proposed sealed document will be efiled after filing the motion.
- Clerk's Office staff provides the access to the proposed sealed document event.

Elsie-Mae – *Cases* or *documents* can be sealed. For example, documents can be sealed in public cases, cases can be sealed so they are not publicly viewable, and sealed documents can be filed into sealed cases.

Lana – That is correct. Document and case sealing functions are independent of each other. You may be wondering how exactly this impacts you? We will be focusing today on the items that are most impactful to each and every one of you.

LRCi 5.4(f) Updated in February 2026

District Court Issues Revamped Protocols for Handling Sealed Documents

(f) ***Sealed Documents.*** Documents ordered to be placed under seal must be filed electronically, unless prohibited by law, as authorized by the Court. A motion to file documents under seal must be filed electronically unless prohibited by law. The order of the Court authorizing the filing of documents under seal must be filed electronically unless prohibited by law. If the sealed documents are filed conventionally, a paper copy of the order must be attached to the documents under seal and delivered to the Clerk. The following procedure for filing documents under seal must be followed:

- (1) File a motion for leave to file a document under seal that sets forth the legal basis for sealing and that generally describes the document(s) to be sealed. Do not include the proposed sealed documents as an attachment or exhibit to the motion.
- (2) In a separate filing, use the “Sealed Document—Proposed” CM/ECF event to file the proposed sealed documents.
- (3) Await the Court’s Order on the motion for leave.
- (4) If the motion is granted, file the documents or motion under seal using the respective docket event (Sealed Document or Sealed Motion).

Lana – Ladies and gentlemen, tell me this, how many of you have read the new Local Rules??

Elsie-Mae – Don’t be shy, share with us!

Lana – I’m glad to see most of you got a jump start. In case you didn’t notice while you were reviewing, section 5.4F was updated to provide much needed clarity on the sealing process! It highlights in more detail the steps you need to take to request to file documents or motions under seal. Remember, these are the rules of the Court, so having an understanding is important! Many updates were made so make sure to familiarize yourself!



Elsie-Mae - First, let's talk sealed cases. When cases are sealed, they are not publicly viewable. When a criminal case is sealed, it is sealed as to all defendants in multi-defendant cases. It will remain that way until a court order unseals it.

Lana – It's important to keep in mind, unsealing can be done at the defendant level. What that means is, if there are two defendants in a case and it was opened under seal, the court can order one defendant's case unsealed at its discretion. The other defendant will remain sealed until further order of the court.

Elsie-Mae - Civil cases can also be sealed upon order of the court! Once an attorney receives leave from the court to access a sealed case, they can then file documents into it and access the docket.



Sealed Case Functionality

Do You Have Access To A Sealed Case?

If you know a case exists and try to find it, how do you know you do *not* have access?

Query a case number, results show:
“## - ### is not a valid case.
Please enter a valid value”

Query a party name, results show:
“No person found”

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Elsie-Mae – How do you know if you have access to a sealed case?? It’s pretty straight forward. If you do not have access, you will see one of the messages from your screen in CM/ECF when you try to search by the case number or party name.



CM/ECF

**Sealed Case
Functionality**

Do You Have Access To A Sealed Case?

If you have been granted access to a sealed case and receive an error message, contact the Clerk's Office for verification.

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Lana Maehara – On the other hand, if you HAVE been granted access and try to find it, the search results will appear as they normally would if you are searching for any other case of public record. If you have been granted access to a sealed case and see one of the messages previously shared when trying to locate it, contact the Clerk's Office so we can take a closer look at what might be going on.



CM/ECF

Sealed Case Functionality

SEALED DOCUMENTS

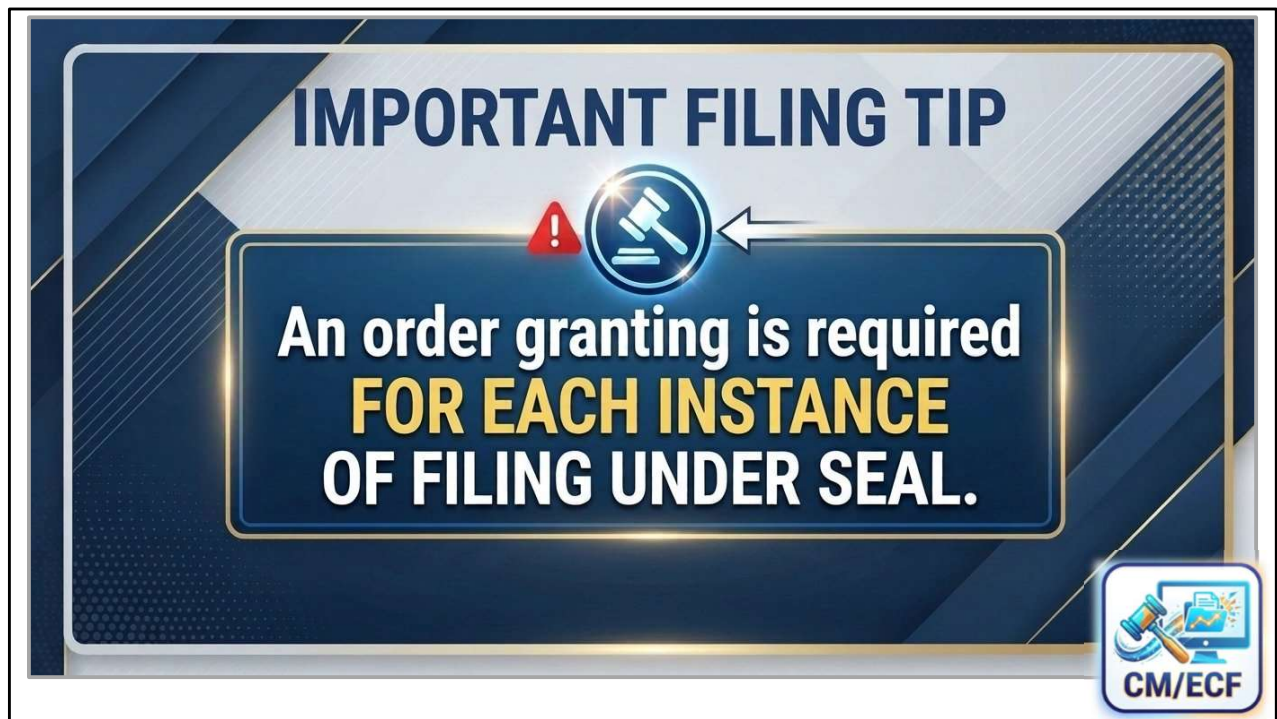
Documents can be sealed **within** a public case.

- A *generic* motion will need to be filed asking for relief to file a document under seal.
The proposed order should also be generic.
- If the court grants relief, the document may then be filed under seal.

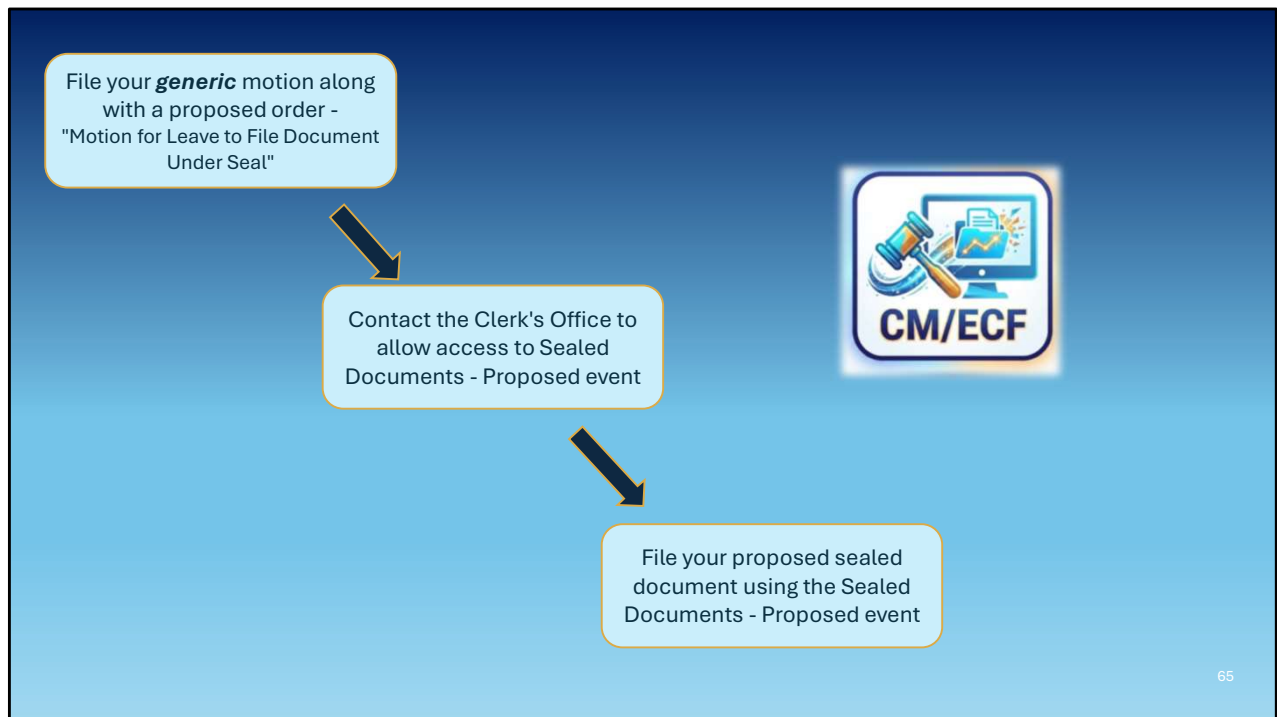
63

Elsie-Mae – That about covers it for sealed cases. Time to start looking at sealed documents. As previously mentioned, court relief is required to file a document under seal. This will be accomplished by filing a motion to file under seal.

Lana – The key point to remember in this part of the process is all of your documents must be generic! These documents are on the public docket so all of that information will be publicly available.



Lana - For each instance of sealed document filing, a motion and order granting is required. What this means for each of you: if you got relief and filed a document under seal yesterday and now need to file another one that you forgot to include, you need to file another motion and obtain another order. Let's break this down a little bit more.



Elsie-Mae – The very first thing you must do is file a GENERIC motion for leave to file under seal. Make sure to include the generic proposed order along with the motion. Be sure you do not include ANY of the information which you want sealed!

CLICK FOR ANIMATION X2

Lana - Once that is complete, you will contact the clerk's office to allow access to the Proposed Sealed Document event. It's important to remember, we are only open Monday through Friday, 8-5! Outside of those hours, you won't be able to access this event.

CLICK FOR ANIMATION X2

Lana - Follow the prompts to file your proposed sealed document. When filing the proposed sealed document, you will see this alert in CM/ECF that provides valuable information regarding your filing!

CM/ECF - PROPOSED SEALED DOCUMENT ALERT

IMPORTANT! This event is **ONLY** to be used for submitting proposed sealed materials for review by the court in conjunction with a Motion to Seal.

This entry does not constitute a filing and does not appear on the public docket.

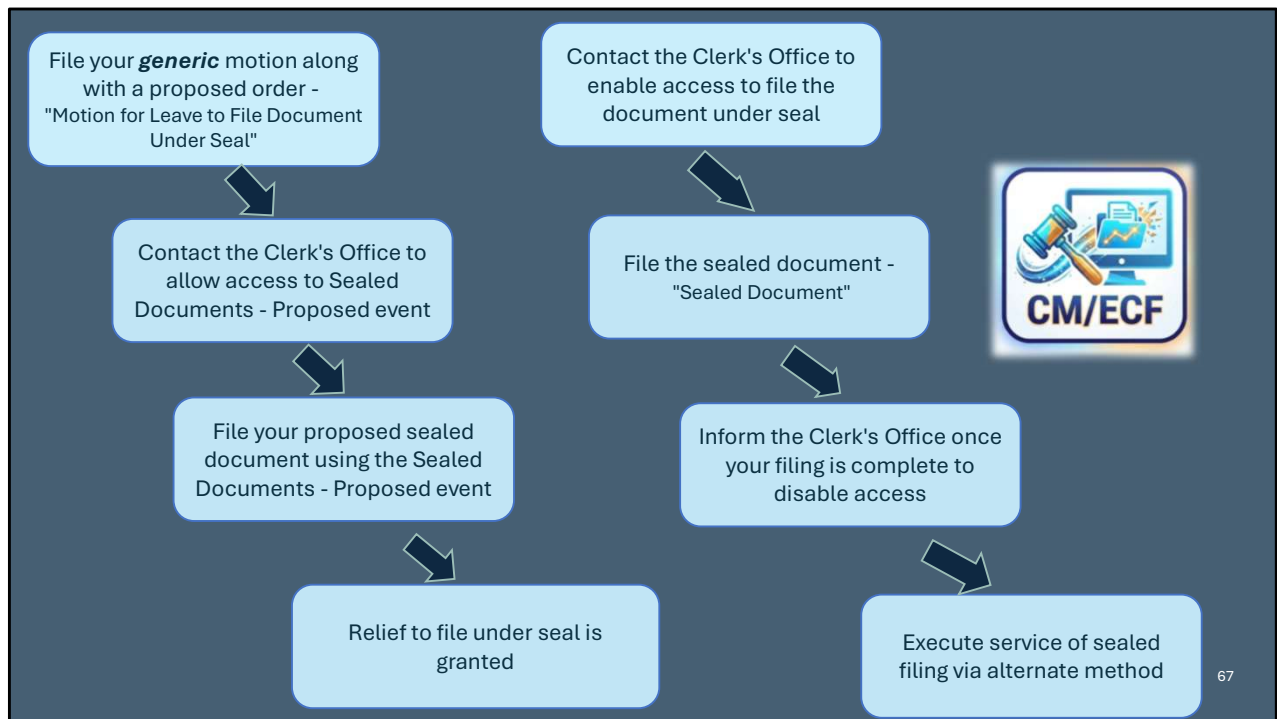
If your Motion to Seal is granted, you will need to resubmit ~~-eFile-~~ these materials using the docket event -Sealed Motion, if it is a motion, or -Sealed Document-,

A Notice of Electronic Filing is not sent with this entry. These documents can only be viewed by court staff. Parties must be served by paper.



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Elsie-Mae – If you look closely at your screen, CM/ECF shares that the proposed sealed document filing does not constitute a filing and will not appear on the public docket. It also provides next steps if your order is granted AND information about service.



Elsie-Mae – For our training purposes, we will assume the Court has granted your request. First, call the Clerk's Office so we can give you access to the sealed filing events.

ANIMATION

Elsie-Mae – Once you are done filing your sealed document, ***ANIMATION*** call our office back so we can update your account settings. ***ANIMATION** Lastly, don't forget to execute service of the sealed filing by way of an alternate method outside of CM/ECF.



Elsie-Mae – Looks like this process is resonating with Mr. Bennett. Let's walk him through filing his motion.

Docketing THE ***Motion for Leave*** TO FILE A MOTION OR DOCUMENT UNDER SEAL

Open a Case Civil Case Civil Case - Assigned Civil Case - Unassigned Open a Civil Case Civil Case - Open&Assign Civil Case (Sealed) Civil Case - Assigned (Sealed) Civil Case - Unassigned (Sealed) Civil Case (Sealed) - Open&Assign	Other Filings (cont.) Notices Trial Documents Appeal Documents Other Documents	Case Assignment Assignment Editor Initial Assignment (Random) Initial Assignment (Direct) Reassignment/Recusal (Random) Reassignment/Recusal (Direct)
Initial Pleadings and Service Complaints, Other Initiating Documents Service of Process Answers to Complaints Other Answers	Court Events Orders on Motions Other Orders/Judgments Minute Entries Chambers Minute Orders Utility Events Other Events	Void an Assignment Interdistrict Case Transfers...
Motions and Related Filings Motions Supporting Documents, Response and Replies		
Other Filings ADR Documents Discovery Documents		



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Lana – From Bennett's options in PACER, he will go to the Civil or Criminal section, whichever is applicable. From there, select "Motions".

Date document filed (mandatory)
7/24/2026 Calendar

A description must be entered for each attachment added. You may select a category, but it is not required.
Select the PDF document and any attachments.

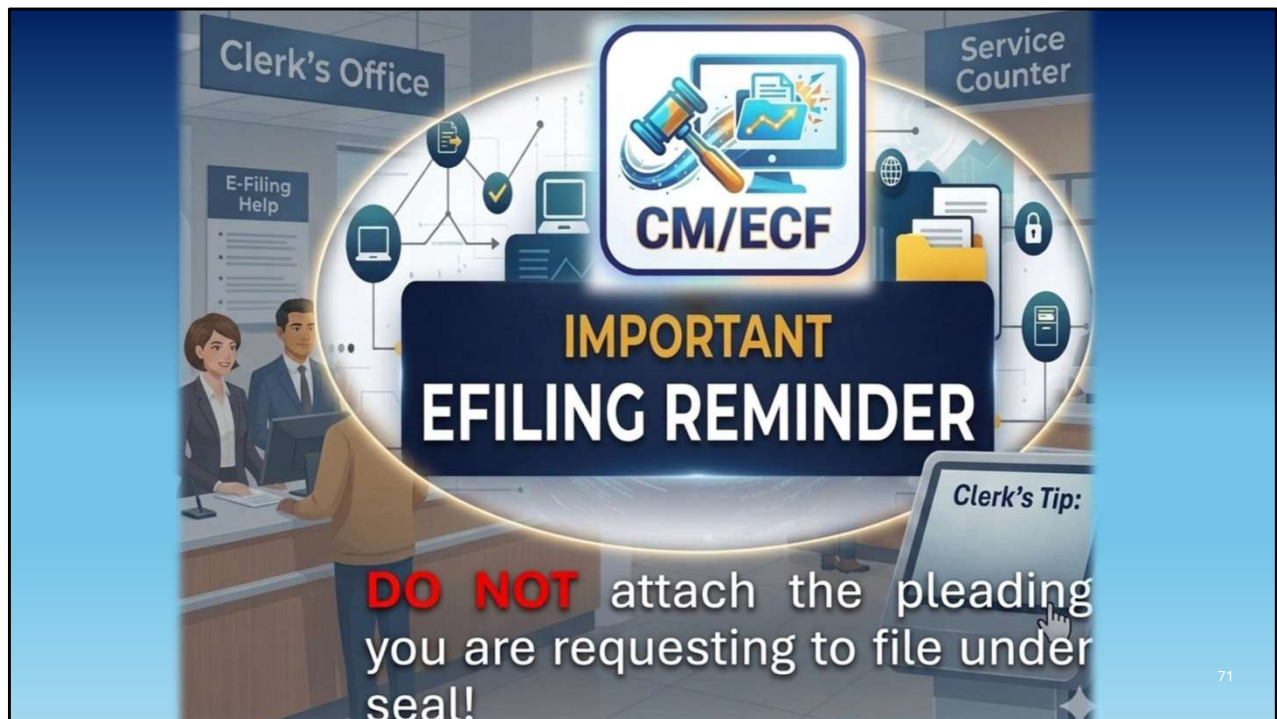
Main Document
Browse... TEST.pdf

	Attachments	Category	Description
1.	Browse... TEST.pdf	Text of Proposed Order ▾	Remove
2.	Browse... No file selected.	▾	

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Lana - This is a VERY important part of the process for Bennett. This is where he will upload the PDF of his generic motion for leave to file under seal and his generic proposed order. But he should NOT attach the pleading he is requesting to be sealed. This motion and proposed order are accessible on the public docket!

If the motion has too many specifics OR the document he is proposing to file under seal is attached, it will be available to the public. The lesson here is, double and triple check the PDF's in your filing are correct!



Elsie-Mae: This is so important that we are saying it **twice**. Do NOT attach the pleading you are requesting to be sealed to the motion. This motion and proposed order is accessible on the public docket!

Motions

Start typing to find another event.

Available Events (click to select events)

Recusal
Redact Transcript
Refund of Fees Paid Electronically
Release of Bond Obligation
Release of Funds
Remand
Remand to Agency
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Return of Property
Sanctions
Seal
Seal Case
Seal Document-(Motion for Leave to File Document Under Seal)

Next Clear

Selected Events (click to remove events)

Seal Document-(Motion for Leave to File Document Under Seal)

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Elsie-Mae – Back to Mr. Bennett. Next, he will select "Seal Document" or "Sealed Motion" from the pick list. He must make sure to select the option that matches the pleading type he is seeking relief to file under seal. Once that's done, continue docketing!

ATTORNEYS PLEASE NOTE:

Do NOT attach the document to be sealed to this motion! This is not a sealed event.

Please complete the electronic filing of this motion, then in a separate transaction, file the document to be sealed using the event **Sealed Document-Proposed** located under Other Filings, Other Documents

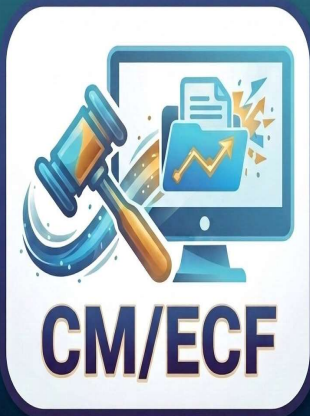
MOTION for leave to File Document Under Seal. Attachment(s) 1 - Text of Generic Proposed Order.



73

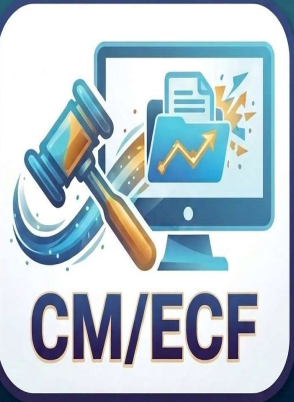
Lana – CM/ECF will alert Mr. Bennett one last time, do NOT put the document you are requesting to file under seal in this filing! Then, this is where you get that chance to verify the docket text. Remember, can't stress this enough! You want to leave the language *generic* here because this will be visible on the public docket! Then he will just finish the docketing process like normal.

Submitting the Proposed Sealed Document



Lana – Bennett has filed his motion, now it's time to show the court what he wants to file under seal. Let's talk proposed sealed document filing.

Submitting the Proposed Sealed Document



CM/ECF

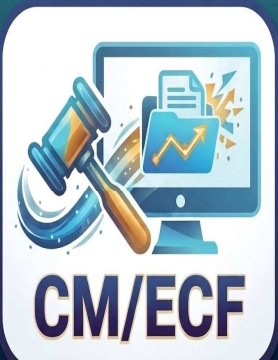
Open a Case Civil Case Civil Case - Assigned Civil Case - Unassigned Open a Civil Case Civil Case - Open&Assign Civil Case (Sealed) Civil Case - Assigned (Sealed) Civil Case - Unassigned (Sealed) Civil Case (Sealed) - Open&Assign	Other Filings (cont.) Notices Trial Documents Appeal Documents Other Documents	Case Assignment Assignment Editor Initial Assignment (Random) Initial Assignment (Direct) Reassignment/Recusal (Random) Reassignment/Recusal (Direct)
Initial Pleadings and Service Complaints, Other Initiating Documents Service of Process Answers to Complaints Other Answers	Court Events Orders on Motions Other Orders/Judgments Minute Entries Chambers Minute Orders Utility Events Other Events	Void an Assignment Interdistrict Case Transfers...
Motions and Related Filings Motions Supporting Documents, Response and Replies		
Other Filings ADR Documents Discovery Documents		

Elsie-Mae - To accomplish this, Mr. Bennett will submit the proposed sealed document through CM/ECF.

Lana - First, Bennett will have to contact the Clerk's Office during regular business hours so we can enable his access to the appropriate event. Remember, we are open Monday through Friday, 8-5! Once your access has been enabled, the staff will let you know to proceed forward with your submission.

Elsie-Mae – Then begin your filing. Select “Other Documents” from the “Other Filings” Menu.

Submitting the Proposed Sealed Document



CM/ECF

Other Documents

Available Events (click to select an event)

Objections to Answer to Writ

Praecipe

Pretrial Memorandum

Prisoner Trust Fund Account Statement

Proposed Pretrial Order

Purchasers Report

Receivers Financial Report

Redacted Document

Redaction Index

Redaction Request-Transcript

Report of Rule 26(f) Planning Meeting

Response to Order to Show Cause

Satisfaction of Judgment

Sealed Document

Sealed Documents-Proposed

Selected Event

Sealed Documents-Proposed

Next

Clear

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Elsie-Mae - From the pick list shown, you will select "Sealed Documents – Proposed" as your filing event. Select "Next" to proceed.

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Date document filed (mandatory)
7/24/2026

A description must be entered for each attachment added. You may select a category, but it is not required.
Select the PDF document and any attachments.

Main Document
 TEST.pdf

Attachments	Category	Description
1. Browse...		IMPORTANT! This event is ONLY to be used for submitting proposed sealed materials for review by the court in conjunction with a Motion to Seal.
Next		This entry does not constitute a filing and does not appear on the public docket.
		If your Motion to Seal is granted, you will need to resubmit -eFile- these materials using the docket event -Sealed Motion, if it is a motion, or -Sealed Document-,
		A Notice of Electronic Filing is not sent with this entry. These documents can only be viewed by court staff. Parties must be served by paper.
Next Clear		

PROPOSED Sealed Documents.



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Lana – Elsie-Mae, I’m pretty sure all these folks are expert filers already since we’ve gone over it a couple times now, so let’s just stick with the highlights.

Elsie-Mae – Sure thing. This proposed sealed document is submitted just like other documents you efile! Bennett will add the case number and attach the document like he’s done before. But notice, CM/ECF gives an IMPORTANT REMINDER! As he submits the proposed sealed document, he will see blue text sharing a reminder that this event is only submitting materials for review by the court and the entry does not constitute a filing or appear on the public docket!

Lana – I love the docketing reminders in CM/ECF. It also reminds Mr. Bennett that if his motion is granted, he will need to eFile these materials using the Sealed Motion or Sealed Document event.

Elsie-Mae – We’ve also talked about service. If you read all the way to the end, it shares another reminder that an NEF is not sent with this entry and documents will only be viewable by court staff. Pretty neat if you ask me! Now we can just continue docketing as we’ve done before.

NOW - AWAIT ORDER OF THE COURT!

- When the order on motion is filed by the court, you will receive an NEF for the filing!
- Utilize the link in the email to access and save a copy of the order for your records.
- If the court grants your order, proceed with docketing the sealed pleading.

CM/ECF REMINDER



Contact the Clerk's Office
to enable access to the
sealed events!

This is an automatic e-mail message generated by the CM/ECF system. Please **DO NOT RESPOND** to this e-mail because the mail box is unattended.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

District Court of the Virgin Islands

District of the Virgin Islands

Notice of Electronic Filing

Elsie-Mae – Now that Bennett is done with his filing, all he must do is wait for the order on his motion!

Lana - Bennett will get an NEF that an order on your motion has been filed. Once he receives it, he will use the link to access his free look and save a copy for his records. If the court granted the motion, then it's time to proceed with filing the sealed pleading. Remember, you will need to contact the Clerk's Office to enable access to the sealed event filing option in CM/ECF!

FILING THE SEALED DOCUMENT OR MOTION

Open a Case Civil Case Civil Case - Assigned Civil Case - Unassigned Open a Civil Case Civil Case - Open&Assign Civil Case (Sealed) Civil Case - Assigned (Sealed) Civil Case - Unassigned (Sealed) Civil Case (Sealed) - Open&Assign	Other Filings (cont.) Notices Trial Documents Appeal Documents Other Documents	Case Assignment Assignment Editor Initial Assignment (Random) Initial Assignment (Direct) Reassignment/Recusal (Random) Reassignment/Recusal (Direct)
Initial Pleadings and Service Complaints, Other Initiating Documents Service of Process Answers to Complaints Other Answers	Court Events Orders on Motions Other Orders/Judgments Minute Entries Chambers Minute Orders Utility Events Other Events	Void an Assignment Interdistrict Case Transfers...
Motions and Related Filings Motions Supporting Documents, Response and Replies		
Other Filings ADR Documents Discovery Documents		



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Elsie-Mae - Once Bennett has been given access to the sealed filing events by the Clerk's Office, he will select the appropriate menu option from the Civil or Criminal menu. To file a motion under seal, select the "Motions" option under "Motions and Related Filings" list. To file a document, select "Other Documents" under the Other filings menu.

Motions

Start typing to find another event.

Available Events (click to select events)

Redact Transcript
Refund of Fees Paid Electronically
Release of Bond Obligation
Release of Funds
Remand
Remand to Agency
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Return of Property
Sanctions
Seal
Seal Case
Seal Document-(Motion for Leave to File Document Under
Sealed Motion

Next Clear

Selected Events (click to remove events)

Sealed Motion

Other Documents

Available Events (click to select an event)

Notice of Sequestration - USM
Objections to Answer to Writ
Praecipe
Pretrial Memorandum
Prisoner Trust Fund Account Statement
Proposed Pretrial Order
Purchasers Report
Receivers Financial Report
Redacted Document
Redaction Index
Redaction Request-Transcript
Report of Rule 26(f) Planning Meeting
Response to Order to Show Cause
Satisfaction of Judgment
Sealed Document

Next Clear

Selected Event

Sealed Document

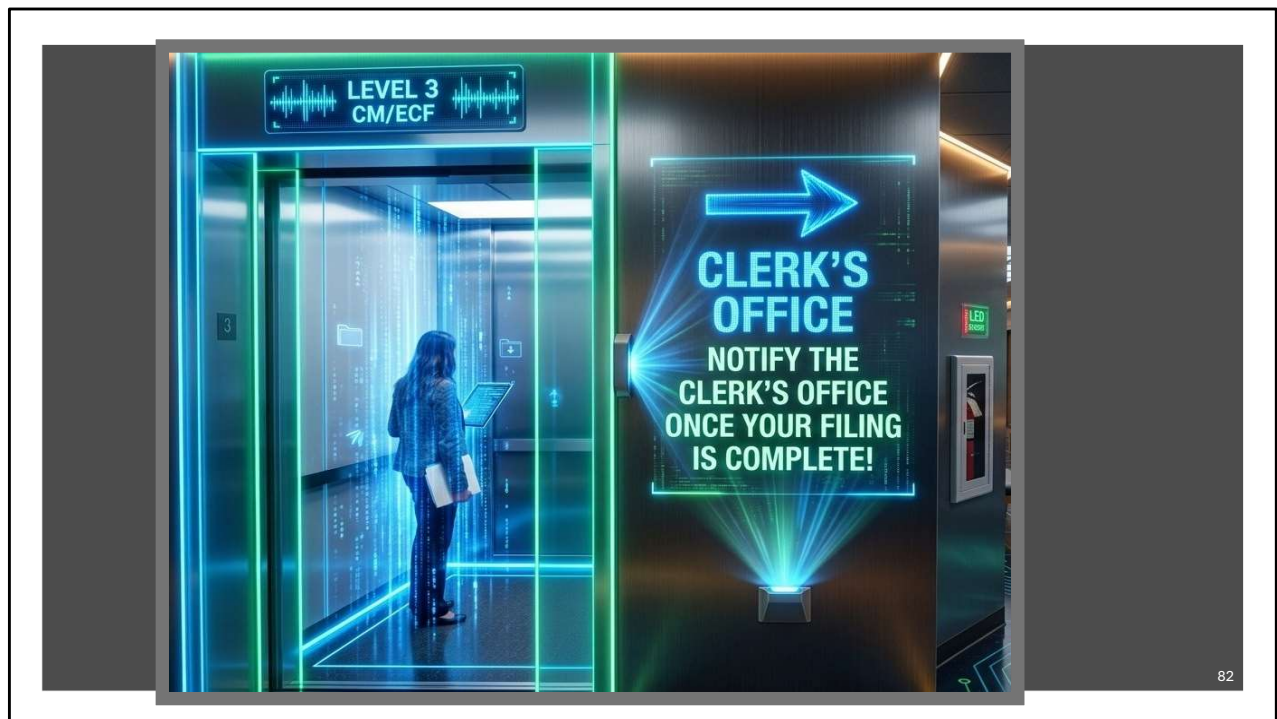


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Lana – Both of those menu options will bring Bennett to the pick list. For filing a sealed motion, he will select "Sealed Motion" from the Motions Pick list. To file a sealed document, he will select the "Sealed Document" event from the "Other Documents" menu. Once he makes the appropriate event selection, he will select "Next" and continue with docketing.

The screenshot shows a software interface for court filings. It features two large, empty text input areas. The top area is labeled "Sealed Motion." and the bottom area is labeled "Sealed Document." Each text area has a "Next" button and a "Clear" button positioned at its bottom left corner. In the bottom left corner of the interface is a logo with a gavel and a computer monitor, labeled "CM/ECF". In the bottom right corner, the number "81" is displayed.

Lana – Bennett has an opportunity to verify the docket text. Now, it may seem like more information is better. But it's important for Bennett to remember, the docket text is publicly viewable. So, keep the docket text generic! Once all looks correct, he will select "Next" to proceed with docketing the sealed filing.



Lana – And just like that, Bennet has filed his sealed document! The last thing to do is ensure the Clerk's Office is aware and can make all necessary updates to his account.

Elsie-Mae – Not so bad right everyone??

Filing Documents in a Sealed Case



Quiz time!

- You've been *granted access to a sealed case* and need to file a pleading.

Do you need to file a motion to file the document under seal before filing?

No!

This would only be needed if the document should remain under seal if the case was unsealed!

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Elsie-Mae – Question for the audience! Let's put what we've learned so far to the test! This question looks at filing documents into a sealed case. You have been granted access to a sealed case and need to file a document or motion into it. Do you need to file a motion to file the document under seal before filing? Go ahead, let us know what you think in the chat!!

CLICK FOR ANIMATION

Lana - No! Because the case is under seal, the public will not be able to access the filing as long as the case remains sealed. There is another thing to think about though. If the document should REMAIN under seal if the case were to be unsealed, then a motion to file under seal would be necessary. So, the question you have to consider is, should this document remain sealed even if the case is unsealed? If the answer is yes, file the motion requesting to file your document under seal for court review.



Elsie-Mae - Let's turn the floor to our audience. Does anyone have any burning questions!? *****CLICK*****

Lana – Don't be shy, you have our full attention!

FILING EX-PARTE PLEADINGS

Court Filing Procedures



Lana - Ladies and gentlemen, it's time to transition to Ex Parte!!



Elsie-Mae - Some of you may be wondering, what's the difference between sealed and ex parte??



UNDERSTANDING COURT FILING PROCEDURES

ARE SEALED AND EX PARTE FILINGS THE SAME THING?

	
SEALED FILING (re-using the text provided by the system): Restricts access; the content is removed from the public docket and visible only to authorized parties.	EX PARTE FILING The opposing party or other parties are not included or notified.

• Result: No, they are distinct processes.

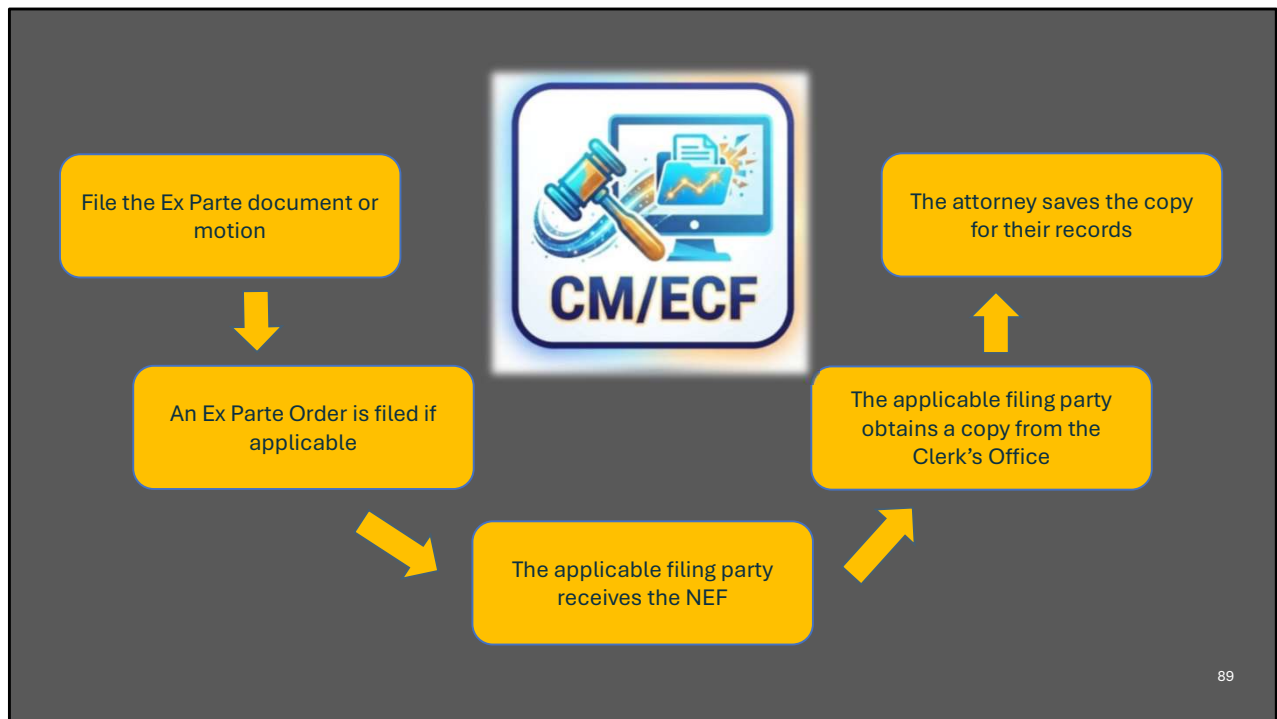


Lana – Touche, valid question. They are very similar, but they are different as we will discuss next. In its simplest form, sealed documents are restricted from the public where as ex parte is one on one communication with the court through the docket and the other parties are not notified.

 	
<u>Sealed</u>	<u>Ex Parte</u>
• Relief from the court is required prior to filing. • Only the court has access to view the document, unless otherwise ordered by the court. • The public can see the docket text in CM/ECF. • Other counsel will get an NEF but cannot access the document in CM/ECF. • The filing attorney is required to serve opposing counsel through alternate means.	• A motion or court relief is NOT required. • Only the court has access to the document, and the applicable party may obtain a copy. • The docket text is not publicly available. • Other counsel will not get an NEF and cannot access the document

Lana – So to fully answer this question, no, they are not the same. Relief from the court is required to file a pleading under seal but that is not true for ex parte. You have access to the ex parte events in CM/ECF and can proceed with filing without any contact with the Clerk's Office. In sealed filings, only the court has access to view the pleading unless otherwise ordered by the court. But in ex parte filings, the applicable filing party will also can obtain a copy of the filing.

Elsie-Mae - Another critical difference is the public docket. The public can see the docket text of the sealed filing on the CM/ECF docket but they CANNOT see the docket text of the ex parte filing. The last big difference is in the service process. For sealed filings, counsel will get the NEF but be unable to access the document. For ex parte filings, counsel will not get an NEF and they won't have access to the document.



Elsie-Mae – Because court relief isn't required to file an ex parte filing, the flow looks quite a bit different than the flow of sealed filings. From CM/ECF, you would select the ex parte document or ex parte motion event. ***CLICK FOR ANIMATION X2*** The court will review the filing and file an ex parte order if that is necessary. ***CLICK FOR ANIMATION X2*** The applicable filing party will receive the NEF of the ex parte order ***CLICK FOR ANIMATION X2*** Then obtain a copy from the Clerk's Office. ***CLICK FOR ANIMATION X2*** Don't forget to save a copy for your records!



Lana - There are three ex parte events to choose from in both the Civil and Criminal menus.

EX PARTE EVENT OPTIONS

Available in both Criminal and Civil.

Ex Parte Motion

For filing a single motion and draft order.
This option has moved!

Ex Parte Response

For filing a response.

Ex Parte Notice of Filing

For filing a document that does not seek relief or provide a legal response.



Criminal Events → Other Filings → Notices

[EX PARTE Notice of Filing](#)

Criminal Events → Motions and Related Filings → Motions

[Ex Parte Motion](#)

Criminal Events → Motions and Related Filings → Supporting Documents, Responses and Replies

[1 - EX Parte - Response](#)

Lana - These include:

Ex Parte Motion which is used when filing a single motion and draft Order;

Ex Parte Response which is used when filing responses;

And Ex Parte Notice of Filing which is used to file a document that does not seek relief or provide legal response.



The screenshot displays the CM/ECF filing menu. A red arrow points to the 'Motions' link under the 'Motions and Associated Filings' section. Another red arrow points to the 'Supporting Documents, Response and Replies' link under the same section. A third red arrow points to the 'Other Filings' section header. The menu is organized as follows:

- Open a Case**
 - [Civil Case](#)
 - [Civil Case - Assigned](#)
 - [Civil Case - Unassigned](#)
 - [Open a Civil Case](#)
 - [Civil Case - Open&Assign](#)
 - [Civil Case \(Sealed\)](#)
 - [Civil Case - Assigned \(Sealed\)](#)
 - [Civil Case - Unassigned \(Sealed\)](#)
 - [Civil Case \(Sealed\) - Open&Assign](#)
- Initial Pleadings and Service**
 - [Complaints, Other Initiating Documents](#)
 - [Service of Process](#)
 - [Answers to Complaints](#)
 - [Other Answers](#)
- Motions and Associated Filings**
 - [Motions](#)
 - [Supporting Documents, Response and Replies](#)
- Other Filings**
 - [ADR Documents](#)
 - [Discovery Documents](#)
- Other Filings (cont.)**
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
- Court Events**
 - [Orders on Motions](#)
 - [Other Orders/Judgments](#)
 - [Minute Entries](#)
 - [Chambers Minute Orders](#)
 - [Utility Events](#)
 - [Other Events](#)
- Case Assignment**
 - [Assignment Editor](#)
 - [Initial Assignment \(Random\)](#)
 - [Initial Assignment \(Direct\)](#)
 - [Reassignment/Recusal \(Random\)](#)
 - [Reassignment/Recusal \(Direct\)](#)
 - [Void an Assignment](#)
 - [Interdistrict Case Transfers...](#)



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Elsie-Mae - To begin the filing process, select the Civil or Criminal Menu in CM/ECF and select Motions or Supporting Documents, Responses and Replies. If this is the initial filing, the motion event should be used. For court ordered Ex Parte Responses, you would select the Supporting Documents, Responses and Replies option.



Lana – CM/ECF provides another helpful reminder about the docket entry and document access as you move through the docketing process. There's a note reminding you the docket entry will not appear on the public docket! After this message, just finish docketing like normal.



Remember!
You **must** utilize the Ex Parte event!

*If the **incorrect event** is used, the pleading **may be publicly available** on the docket! NEF's are not generated for Ex Parte filings.*

If docketed properly, only the Court will have access to the pleading and see it on the docket.

Elsie-Mae – If you take one thing and one thing only away from what we just talked about, remember this! You must ensure you utilize the correct event in CM/ECF! If you don't, the pleading may be publicly available.

Lana - Also remember, NEF's are not generated for Ex Parte filings. As long as these are docketed properly, **ONLY** the court will have access to the pleading on the docket.

QUIZ TIME!



Has anything changed about accessing sealed or Ex Parte documents in the last year?

Yes!

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Lana - Quiz time!! Has anything changed about accessing sealed or ex parte documents? I am really curious if anybody in our audience can answer this one!

Elsie-Mae Yes! In September, a change was made to CM/ECF. Sealed and ex parte documents are no longer stored in CM/ECF.

General Order

Provides direction on:

The reason for the change

Executing service

Obtaining access to a sealed document



IN RE:)
PROCEDURES FOR ACCESS AND) MISC. NO. 25-28
MANAGEMENT OF SEALED DOCUMENTS)

GENERAL ORDER

WHEREAS, a recent escalation in cyberattacks on the CM/ECF systems of the federal courts requires the implementation of new procedures for the storage and management of sealed documents;

ACCORDINGLY, IT IS HEREBY

ORDERED that sealed documents will continue to be filed in CM/ECF under existing procedures but will no longer be accessible or viewable by electronic means; it is further

ORDERED that parties will continue to serve sealed documents by other appropriate means as provided by the Federal Rules of Procedure and the local rules of this Court; it is further

ORDERED that the Court or the Office of Probation and Pretrial Services will serve sealed documents as required; it is further

ORDERED that a party with a right to access a sealed document in a case who requires an additional copy of a sealed document must contact the Clerk's Office to request the additional copy, with applicable copy fees applied to such requests; it is further

ORDERED that sealed documents that are defined as Highly Sensitive Documents (HSDs) will continue to be subject to the Court's HSD procedures; and it is further

ORDERED that this order supersedes all inconsistent orders, local rules, and CM/ECF procedural manuals.

DATED: September 30, 2025

s/ Robert A. Molloy
Robert A. Molloy
Chief Judge

Elsie-Mae - On September 30th, 2025, Judge Molloy signed the general order highlighted on your screen. This provides all necessary guidance addressing this change.

THE NEW MESSAGE!

Warning!

Sealed documents are no longer available in CM/ECF or via PACER. Users should not open the PDF file from this page to avoid being charged for viewing a placeholder file. Please contact the court directly to request access to the document.



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Elsie-Mae - Even if you are authorized access to a document by the court, or you are the applicable party in an ex parte order, you will not be able to access the document from CM/ECF.

Lana - If an order grants you access to a document, or an ex parte order is issued addressing your ex parte motion, you must contact the Clerk's Office to obtain ***your free copy***. There are options for receiving the copy which include obtaining it in paper form from our office OR by a specific method of electronic transfer.

Elsie-Mae – All the normal rules apply. Once you get your free copy, make sure you save it! If you need another copy after that, normal copy charges will apply.

SEALED DOCUMENT SERVICE

- Remember, parties will get the NEF for sealed filings but **will not** be able to access the document from CM/ECF!
- Service by an *alternate method* is required – Fed. R. Civ. P and LRCi 5(l)(2).



(i) Service of Documents by Electronic Means.

- (1) The "Notice of Electronic Filing" that is automatically generated by the Court's Electronic Filing System, except as provided below, constitutes service of the filed document on Filing Users. Parties who are not Filing Users must be served with a copy of any pleading or other document filed electronically, together with the Notice of Electronic Filing, by an alternate method in accordance with the Federal Rules of Civil Procedure and these Rules.
- (2) In the absence of electronic filing, service of any sealed document by an alternate method, in accordance with the Federal Rules of Civil Procedure and these Rules, is required.
- (3) A non-Filing User must include a certificate of service with all documents that are served that identifies the date and manner of service upon each party.
- (4) In civil actions that include a non-Filing User, all Filing Users must include a certificate of service with all documents that are served that identifies the date and manner of service upon the non-Filing User. The certificate of service need not include parties served through the Court's electronic-filing system.

Elsie-Mae – Another note on unique sealed functions. An NEF is generated when a sealed document is filed. HOWEVER, parties WILL NOT have access to view the document in CM/ECF even if they have been granted access. This means it is that much more important for counsel to accomplish service on all parties in paper form as service is not accomplished by NEF for sealed documents as outlined in the Federal Rules of Civil Procedure and the Local Civil Rules, section 5 (l)(2).

Lana – And as you see here, this is again referenced in our Local Rules! Just another shameless plug here... Most of your answers can be found in our local rules, so take a look when you run into a hurdle!



Lana – We’ve covered a lot, so, any questions for us??

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Elsie-Mae - Big things have been happening!

Lana – That sure is right. Many of you have been sharing your thoughts, and we've been listening and taking notes. From that, we have addressed some things to bring more efficiency and improvements! These updates were made with you in mind. Elsie-Mae, how many times have you run into the issue where you are docketing something and the file is just way too big, so you had to split it up for filing?

Elsie-Mae – Lana.... More than I can count... And I think some of our guests here today may have experienced this as well.

Lana – Well, I hope you're ready for this first update!

Upload File Size

**you asked.
we listened.**



- *Maximum* PDF file size WAS **5 MB**
- *Now it's* **50 MB!!**



We're excited to share that our latest updates include many of the features you have been asking for!

Lana – The days of splitting up PDF's are hopefully gone! We updated our maximum file size limitation from 5mb to 50MB!!

Elsie-Mae – That's right! We increased that file size to help make filing easier! We've been listening folks! This should help make the efilng process even easier.



Elsie-Mae - What else is new you ask?



BOX FILE SHARING

- The Court maintains dedication to innovation and technology!
- Box file sharing is a secure platform that has been implemented for use in a variety of situations.



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Lana – The District Court is utilizing BOX! A secure online file sharing program. There are a variety of potential uses for BOX, but ONE in particular will probably impact you the most!



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- Submitting electronic exhibits
- Transmitting sealed and restricted documents
- Audio sharing
- Customer copy requests

Electronic Exhibits

Each party shall, by no later than October 21, 2026, submit copies of all trial exhibits to the Clerk's Office via Box, a secure online file sharing platform. Counsel are directed to contact the Clerk's Office to obtain access to the trial folder.¹

- Watch the trial management order for the directive regarding exhibit submission deadline and method.
- If the judicial officer directs submission by BOX, contact the Clerk's Office when you are ready to submit.



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Lana – Of particular importance for each of you, the Court may direct your exhibit submissions to be provided by BOX. When you are ready to submit your exhibits to the Clerk's Office, call us so we can set up a shared folder for you to upload them to.

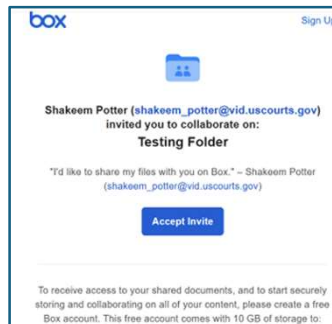
Elsie-Mae – Lana, Jill asked me a question to the side so let me pose it here. She has an exhibit to bring for a hearing but there isn't an order directing to submit that exhibit by box, can she still send it to us by box?

Lana – That is a great question. The order provides the directive for submission. In the absence of an order directing to submit exhibits by box, exhibits should be submitted in traditional form such as USB, paper, or whatever the case may be.



FILE SHARING

- The Clerk's Office will create a shared folder for your exhibit submission.
- You will receive an invitation email from BOX, select Accept Invite!
- If you already have a BOX account, just sign in.



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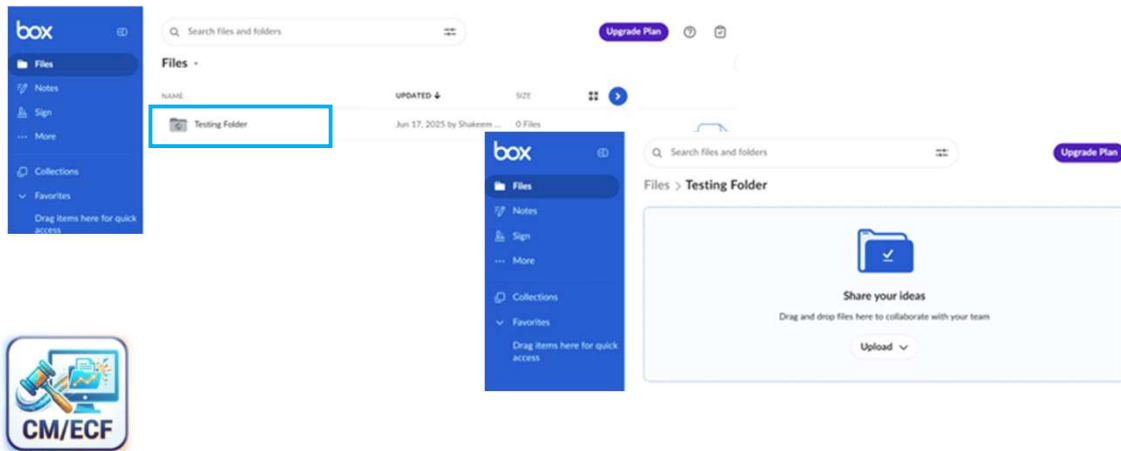
Lana - Now that the trial exhibits are ready for submission to the Court, contact the clerk's office! The courtroom deputy will set up a shared folder and have one of our IT administrators grant you access to it.

Elsie-Mae – When they do, you will see an invitation email in your inbox, like the one you see pictured. This email will come from box even though Court staff grant you access, so keep that in mind when you are checking your inbox!



FILE SHARING

- Once you've verified your account, agreed to the terms of service, and set up two factor authentication, the shared folder should appear in your Box Files Dashboard.



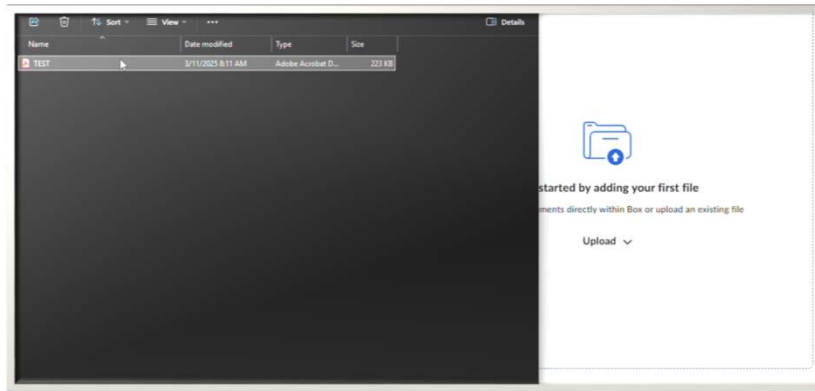
108

Lana – After accepting the invitation, you will have to set up your account which includes setting up multifactor authorization and agreeing to the terms of service. If you have an account already; you can simply sign in! Once you are in, the shared folder will be accessible from your files! Go ahead and open it, and you are ready to start submitting your exhibits!



FILE SHARING

- Once you are in the folder, you can drag and drop your files right into it!



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Elsie-Mae – Now that you are in the folder, you can select upload and browse for your files. Alternatively, you can simply drag and drop your files into the folder as well! This includes selecting multiple files too.

VIDEO



FILE SHARING

- After you have uploaded all documents to the folder, you are all done!
- Clerk's Office staff receive notification of the upload directly from BOX.
- Files stay in box for seven (7) days.
- Ensure you save copies for your own records!



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Lana – And once they've been loaded into box, you are all done. Nothing else you need to do. The courtroom deputy will receive the notification that your files have been uploaded and begin processing on their end. You don't even have to call.

Elsie-Mae – One thing to share just so all of you are aware, files only stay in box for seven days! Make sure you complete everything you need to before they are removed. Box is solely intended for transmittal of files, it is not the file repository so ensure you keep your records accordingly.



USER GUIDE

- Exhibit transmittal is just one potential use for BOX.
- An External User Guide has been published to our website for your convenience.

The screenshot shows the BOX website's navigation menu with the following items: Court Info, Judges' Info, Jury Info, For Attorneys (highlighted with a red box), Bankruptcy, Forms, CM/ECF Info, Criminal Justice Act, Programs & Services, and Pro Se. Below the menu, the 'For Attorneys' page is displayed. It includes a sidebar with links: Filing Guidance, Jury Evidence Recording System (JERS), Electronic Availability of Transcripts of Court Proceedings, and Event Instructions and Lists. The main content area has a 'Home' link, a title 'For Attorneys', and text stating: 'The Virgin Islands Supreme Court, being the highest non-federal and local court of the Virgin Islands, governs the admission of all attorneys to the V.I. Bar.' It also features a link for 'Upcoming Brown Bag Luncheons Schedule' and a red box around the link 'Box.com External User Guide'. At the bottom, it notes: 'All Admission and CJA forms are available in the Forms section of the website.'



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Elsie-Mae - This just scratches the surface of the potential. To better assist each of you regarding setting up your account and use of box, we added an external user guide to our website!

CM/ECF USER MANUAL

Home » For Attorneys

Filing Guidance

- **District CM/ECF User's Guide**
- 10 Most Common Docketing Errors

Jury Evidence Recording System (JERS)

Electronic Availability of Transcripts of Court Proceedings

Event Instructions and Lists

CM/ECF

IN THE DISTRICT COURT OF THE VIRGIN ISLANDS

CM/ECF USER MANUAL



AUGUST 6, 2026

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Lana – Speaking of online resources, we mentioned the CM/ECF user’s guide earlier. Let’s show everyone where that resides.

Elsie-Mae – Good thinking! We have updated our manual and you can find it on our website for your reference! Beyond the local rules and the lovely search button, this will be your best resource when you have questions!



Any questions?



Elsie-Mae- It's wonderful participants such as yourself that make trainings like this a HUGE success. We couldn't do this without you!

Lana – On your screen you will see a QR Code. Please take five minutes (OR LESS) to give us feedback about your thoughts on the training.



Glenda L. Lake, Esq.
Clerk of Court

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CM/ECF Presentation Evaluation
Form August 7, 2026



Elsie-Mae – We will leave this on the screen for a few minutes so you can capture the code and start sharing your thoughts. On behalf of the Clerk's Office and our Clerk of Court Attorney Lake, we just want to say a big thank you to everyone who attended today and participated!

Lana – Our information is listed here should you have any questions about the content today. Thank you all and have a great weekend!