

ARE YOU READY FOR NEXTGEN CM/ECF?

SUPPORTING MATERIALS



AUGUST 1, 2019

Are You Ready for NextGen CM/ECF?

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United States Court of Federal Claims

717 MADISON PLACE, NW
WASHINGTON, DC 20439

OFFICE OF THE CLERK OF COURT
(202) 357-6406

July 30, 2019

Third Notice of the United States Court of Federal Claims' Implementation of NextGen CM/ECF

With less than one month until the United States Court of Federal Claims' implementation of NextGen CM/ECF, electronic filers should be completing their preparations for transitioning to the new system.

Prepare for NextGen CM/ECF

As of August 26, 2019, electronic filing in the United States Court of Federal Claims will be available through individual and upgraded PACER accounts only. Instructions for upgrading or creating accounts are available at www.uscfc.uscourts.gov/cmecf_nextgen. **Please note that new CM/ECF account registrations will be suspended from Wednesday, August 21, 2019, through Sunday, August 25, 2019.**

Attorney Admissions

As of August 26, 2019, an individual and upgraded PACER account is required to request admission to practice or file in the United States Court of Federal Claims. For more information on attorney admissions, please visit www.uscfc.uscourts.gov/cmecf_nextgen.

Plan for NextGen CM/ECF

To ensure a successful installation of NextGen CM/ECF, **electronic filing will be suspended from 12:00 p.m. (EDT) on Friday, August 23, 2019, through 6:00 a.m. (EDT) on Monday, August 26, 2019.** Although the Clerk's Office will be open on August 23, 2019, it will be deemed inaccessible under Rule 6 of the Rules of the United States Court of Federal Claims for purposes of calculating deadlines.

About NextGen CM/ECF

With the upgrade to NextGen CM/ECF, court filers will use a single sign-on for electronic filing, PACER access, and access to all federal courts on NextGen CM/ECF (i.e., no more multiple accounts). Visit www.uscfc.uscourts.gov/cmecf_nextgen for more information.

In the United States Court of Federal Claims

July 30, 2019

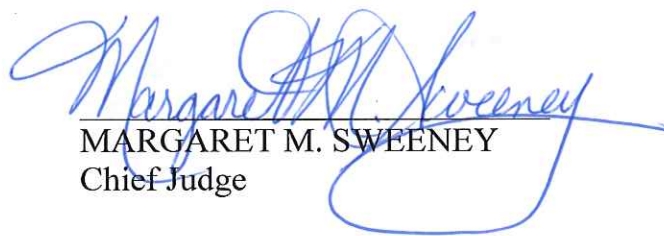
GENERAL ORDER

On August 26, 2019, the clerk's office will implement an upgraded version of the federal judiciary's electronic case filing system.

To facilitate the installation, under Rule 6 of the Rules of the United States Court of Federal Claims (RCFC), the clerk's office and the court's current electronic filing system will be inaccessible as of 12:00 p.m. (EDT) on Friday, August 23, 2019, through 6:00 a.m. (EDT) on Monday, August 26, 2019. See RCFC 6(a)(3).

This order shall be circulated within the court, transmitted to the United States Court of Federal Claims Bar Association, posted in the Office of the Clerk of Court, and posted on the court's website.

IT IS SO ORDERED.


MARGARET M. SWEENEY
Chief Judge



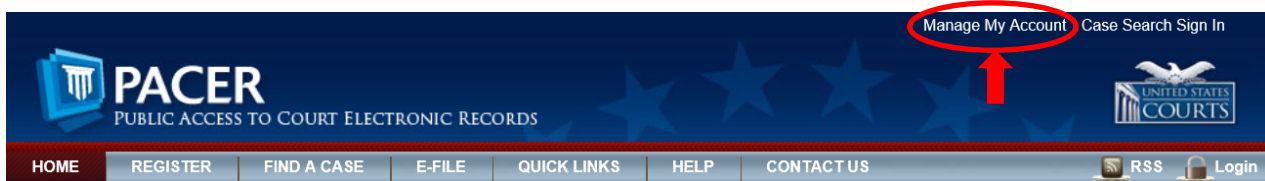
United States Court of Federal Claims



UPGRADING A LEGACY PACER ACCOUNT

NextGen CM/ECF requires an upgraded PACER account.

STEP 1 Go to the PACER Service Center (PSC) site at <https://www.pacer.gov> and Click on the [Manage My Account](#) link.



STEP 2 Enter your PACER Username and Password and Click [Login](#).

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*** Required Information**

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.



United States Court of Federal Claims

Upgrading a Legacy PACER Account

STEP 3 On the Manage My Account page, look under Account Type. If your Account Type is [Legacy PACER Account](#), click the [Upgrade](#) link.

MANAGE MY ACCOUNT

Welcome, John Public

Logout

Account Number	1231323
Username	John Public
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

NOTE: If your Account Type shows [Upgraded PACER Account](#), you have an upgraded PACER account and do not need to continue.

STEP 4 On the [Person](#) tab, complete all the required information. Click [Next](#).

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person

Address

Security

* Required Information

Prefix

Select Prefix

First Name *

John

Middle Name

Q.

Last Name *

Public

Generation

Select Generation

Suffix

Select Suffix

Date of Birth *

Email *

john.q.public@yourdomain.com

Confirm Email *

john.q.public@yourdomain.com

User Type *

Select User Type

Next

Reset

Cancel



United States Court of Federal Claims

Upgrading a Legacy PACER Account

STEP 5 On the [Address](#) tab, complete all the required information. Click [Next](#).

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person

Address

Security

*** Required Information**

Firm/Office	Law Offices of John Q. Public
Unit/Department	
Address *	123 Any Street
Room/Suite	
City *	Your Town
State *	New York
County *	NEW YORK
Zip/Postal Code *	10022
Country *	United States of America
Primary Phone *	555-555-3232
Alternate Phone	
Text Phone	
Fax Number	

Next

Back

Reset

Cancel



United States Court of Federal Claims

Upgrading a Legacy PACER Account

STEP 6 On the [Security](#) tab, complete all the required information. Click [Submit](#).

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person **Address** **Security**

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *


Security Question 2 *

Security Answer 2 *

Submit **Back** **Reset** **Cancel**

STEP 7 You will receive a message showing the upgrade is complete. Click [Close](#).

Upgrade Complete

 Your personal information has been successfully changed and you now have an upgraded PACER account.

Close



**United States Court
of Federal Claims**



Register for an Individual PACER Account

As of August 26, 2019, attorneys will no longer be able to use shared office PACER accounts to access United States Court of Federal Claims documents online. Attorneys who are members of the Court of Federal Claims' bar and who already have electronic filing access will need to create and use individual PACER accounts to continue accessing court filings.

1. Go www.pacer.gov
2. Select Register from the main menu bar, then click Start.
3. Click View as the registration type to begin the registration process.

A screenshot of the PACER Registration Wizard. The title bar says "Registration Wizard". Below it is a section titled "Registration Type Selection". The main heading is "WHAT WOULD YOU LIKE TO DO?" with a link to "More Information". There are two buttons: "View" and "E-File and/or Attorney Admissions". The "View" button is highlighted with a red rectangular border. At the bottom are "Back" and "Done" buttons.

4. Complete the personal information and account information pages. For account creation assistance please contact the PACER Service Center at 800-676-6856.

PACER Administrative Account (PAA) Policies and Procedures

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PACER Administrative Account

The PAA includes the following features:

- The PAA administrator chooses which accounts to link to the PAA and sends an invitation to the individual user.
- The user may link his/her account to the PAA by accepting the request to join the PAA.
- Each user is an account owner and will take that same account to a new firm, where it can be linked to that organization's PAA.
- Individual users make updates to their own account.
- Either the PAA owner or the individual account owner will be able to unlink the account from a PAA when an attorney leaves.

PAA Administrator

The PAA can only be used for administrative purposes and does not provide access to case information. A PAA administrator is assigned to the PAA on behalf of the organization. This individual is responsible for the firm billing process.

Firm Billing Policies

- All charges associated with each individual PACER account are accrued to the PAA.
- Total charges for all associated PACER logins must be less than \$15 per quarter in order for the PAA to qualify for the \$15 waiver.
- The organization or firm is financially responsible for all associated PACER accounts.
- If the balance due on the PAA is not paid in full each quarter, access to the PACER service is suspended for all associated PACER accounts.
- The PAA is subject to the collection procedures described in the PACER Policies and Procedures document (https://www.pacer.gov/documents/pacer_policy.pdf).
- If the PAA has a past-due balance, new PACER accounts cannot be linked.
- PACER billing occurs in January, April, July, and October.
- One invoice is generated for the PAA. Itemization of charges for each PACER account is included in the invoice.
- A notification email is sent to the PAA administrator when the PAA invoice is available on the PACER website.
- Invoices are not generated and sent to PACER users associated with a PAA; however, PACER users have access to view their detailed transaction history.

Add Existing PACER Account to the PAA

The PAA administrator may request to link an individual PACER account to the PAA through the PACER website.

NOTE: The user must accept the request before an account is added to the PAA. The firm or organization is then responsible for all charges incurred by that account.

To add an existing PACER account:

1. Log in to **Manage My Account**.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

2. Click the **PAA Maintenance** tab and select **Add Existing PACER Account to My PAA**.

PACER Links

Court Links

Search PACER Case Locator

Announcements

Frequently Asked Questions

Resources

Manage My Account

MANAGE MY ACCOUNT

Welcome, Edith-Tester Flores

Logout

Account Number 4568369

Username madmen15

Account Balance \$0.00

Account Status Active

Account Type Upgraded PACER Account
PACER Administrative Account

Settings Maintenance **PAA Maintenance** Payments Usage

Add Existing PACER Account to My PAA

[Remove PACER Account\(s\) from My PAA](#)

[Rescind My Pending Requests](#)

[Download List of All My PACER Accounts](#)

[View All My PACER Accounts](#)

[Update Cost Center Information](#)

[View All My Requests](#)

3. Enter the last name and PACER account number in the **Account Number** field. Enter a brief message that explains the nature of the request in the **Remark** field. Select the acknowledgement checkbox, and then click **Submit**.

NOTE: Your remark should be between 10 and 200 characters. This is included in the request email sent to the user.

Instructions

1. Enter the account number and the user's last name.

NOTE: If the account number and the last name do not match, you will not be allowed to proceed with your request.

2. Enter a short remark (200 characters or less) to include in the email request.

3. Then select the acknowledgement checkbox and click Submit.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@esc.uscourts.gov.

Note: All parties involved will be notified of any changes.

Account Number *

Last Name *

Remark *

☒ Click here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

NOTE: An email is sent to the PACER user that contains a hyperlink to accept the request to join the PAA. The request expires after 15 days.

The PACER user must:

4. Log in to **Manage My Account**.
5. Under Settings, click **View Pending Requests to Join a PAA**.
6. Enter a brief message in the **Remark** field (e.g., accept PAA invite).

Settings Maintenance Payments Usage

Change Username Change Password Set Security Information

Go Paperless (Statements) Set PACER Preferences **View Pending Requests to Join a PAA**

NOTE: The remark should be between 10 and 200 characters. This is included in the request email sent to the user.

7. Click the **Select** checkbox to select the desired request. Click **Accept**.

Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark * **Accepting PAA invite**

Review All My Requests						
Account Number	Firm Name	Administrator	Status	Date	Remark	Select
						<input type="checkbox"/>

Accept Reject Cancel

Unlink a PACER Account

The PAA administrator must:

1. Log in to **Manage My Account**.
2. In the PAA Maintenance tab, click **Remove PACER Account(s) from My PAA**.

Account Balance	\$0.00
Account Status	Active
Account Type	Upgraded PACER Account PACER Administrative Account

Settings	Maintenance	PAA Maintenance	Payments	Usage
----------	-------------	------------------------	----------	-------

Add Existing PACER Account to My PAA Remove PACER Account(s) from My PAA Rescind My Pending Requests Download List of All My PACER Accounts	View All My PACER Accounts Update Cost Center Information View All My Requests
--	--

3. Enter a brief message in the **Remark** field (e.g., Removing PAA).
4. In the Account Information section, click the **Select** checkbox next to the user you want to unlink from your PAA.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

Account Information				
Account Number	Firm Name	Contact	Status	Select
37161 (LB4729)	Lewis	Richardson	Active	<input type="checkbox"/>
37726 (LB4947)	Lewis	Nicholas	Active	<input type="checkbox"/>
37824 (LB4986)	Lewis	Richardson	Active	<input type="checkbox"/>
38734 (LB5318)	Lewis		Active	<input type="checkbox"/>
38752 (LB5322)	Lewis		Active	<input type="checkbox"/>
34286 (LB3552)	Lewis		Active	<input type="checkbox"/>
3870825 (annagarcia)	PACER Test Account	Anna Marie Garcia	Active	<input checked="" type="checkbox"/>
39079 (LB5436)	Lewis	Richardson	Active	<input type="checkbox"/>

5. Click **Submit**.

33197	Lewis	R Canno	Cancelled	<input type="checkbox"/>
33197	Lewis	R Canno	Inactive	<input type="checkbox"/>

(1 of 4) 1 2 3 4

View Billing Information and/or View Quarterly Invoice

The PAA administrator may view detailed transactions for all PACER users associated with the PAA and download the quarterly invoice.

1. Log in to **Manage My Account**.

- Click the **Usage** tab, and select **View Detailed Transactions** to view or download usage for all PACER accounts in one report or for each account, including sorting by client code.

The screenshot shows the account management interface. At the top, account details are listed: Username (madmen15), Account Balance (\$0.00), Account Status (Active), and Account Type (Upgraded PACER Account, PACER Administrative Account). Below this is a navigation bar with tabs: Settings, Maintenance, PAA Maintenance, Payments, and Usage. The Usage tab is selected. Below the tabs, there are two links: "View Quarterly Invoice / Statement of Account" and "View Detailed Transactions", which is highlighted with a red box.

- Click the Sub Users dropdown. Then select the **All** option or an individual account, or enter an account number to view billing details for a sub-user.

The screenshot shows the "BILLING HISTORY" interface. It includes a "Billing" section with an important notice about real-time transactions. Below this, there are fields for User (pacerpaa15), Sub Users (a dropdown menu), Date, Court, Client Code, Date Range, Sort Order (Transaction Date), and Transaction Type (Billable/Exempt). The Sub Users dropdown menu is open, showing options: All, PA3679 Eydie Flores (3670625), PC5702 Testing User (4095510), PC5705 Test Tester (4095505), PC5706 New Test Account (4095539), XX0547 PSC Manager (4299136), XX0713 PSC Manager (4299304), and XX0714 PSC Manager (4299305). The "All" option is selected. To the right of the dropdown, there are buttons for "This Month", "Last Month", "This Quarter", and "Last Quarter".

Change the Client Code Field to Mandatory

The Client Code option allows you to track charges for future billings. The PAA administrator may require that each PACER user associated with the PAA enter a client code at login by completing the following:

- Log in to **Manage My Account**.
- In the Settings tab, click **Set PACER Billing Preferences**.

The screenshot shows the account management interface. At the top, account details are listed: Account Number (4568369), Username (madmen15), Account Balance (\$0.00), Account Status (Active), and Account Type (Upgraded PACER Account, PACER Administrative Account). Below this is a navigation bar with tabs: Settings, Maintenance, PAA Maintenance, Payments, and Usage. The Settings tab is selected. Below the tabs, there are links: "Change Username", "Change Password", "Set Security Information", "Update PACER Billing Email", and "Set PACER Billing Preferences", which is highlighted with a red box.

- Select **Yes** next to Require Client Code? When you do this, two additional fields will appear.

4. Use the instructions at the top of the page to decide on the client code format. Enter the **client code format** in the Client Code Format field.
5. Enter the **client code** in the Client Code Text field.
6. Click **Submit**.

the client code to be an optional field. To require a client code, set the Require Client Code flag to "Yes". This will make the use of a client code mandatory in any format upon login. To require the client code in a specific format, set the Require Client Code flag to "Yes" and use the following grammar to set the Client Code Format.

A	alphabetic character, A-Z or a-z
N	numeric digit, 0-9
	space character
.	period character

Show Receipts? ☒ Yes ☐ No

Require Client Code? ☒ Yes ☐ No

Client Code Format

Client Code Text



United States Court of Federal Claims



LINKING YOUR CURRENT USCFC CM/ECF ACCOUNT TO YOUR INDIVIDUAL UPGRADED PACER ACCOUNT

Beginning August 26, 2019, existing Court of Federal Claims CM/ECF users will need to link their existing CM/ECF accounts to their individual upgraded PACER accounts to access the filing system. Linking is a one-time process that can be completed on or after August 26, 2019. Below are the steps to link your upgraded PACER account and current CM/ECF account.

Linking Your Current USCFC CM/ECF Account

STEP 1 Go to the USCFC CM/ECF site at <https://ecf.cofc.uscourts.gov>. Click on the United States Court of Federal Claims - Document Filing System link.



STEP 2 Input your PACER Username and Password and click Login. **Do not log on using a shared PACER account.**

A screenshot of the "United States Court of Federal Claims Login" page. It has a blue header with the court's name. Below the header, it says "* Required Information". There are three input fields: "Username *" with the text "John Doe", "Password *" with masked characters "*****", and "Client Code". Below these fields are two buttons: "Login" and "Clear". At the bottom, there are links for "Forgot password?", "Forgot username?", and "Need an account?". A "NOTICE" section at the very bottom states: "This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."



United States Court of Federal Claims



STEP 3 Click [Utilities](#), and then click the [Link a CM/ECF account to my PACER account](#) link.

CM/ECF Query Reports **Utilities** Help Log Out

Utilities

Your Account

- [Change PACER Exemption Status](#)
- [Link a CM/ECF account to my PACER account](#)
- [Maintain Your Login/Password](#)
- [Change Client Code](#)
- [Review Billing History](#)
- [Court Information](#)

★ [NextGen Release 1.1 Menu Items](#)

★**NOTE:** If you do not see the [Link a CM/ECF account to my PACER account](#) link on the Utilities page, please click on the [NextGen Release 1.1 Menu Items](#) link.

STEP 4 Enter your current USCFC CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Click [Submit](#).

CM/ECF Query Reports **Utilities** Help Log Out

Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:



United States Court of Federal Claims



STEP 5 Verify that the USCFC CM/ECF account and upgraded PACER account information listed are accurate. If so, click [Submit](#).

CM/ECF

[Query](#) [Reports](#) [Utilities](#) [Help](#) [Log Out](#)

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

John Doe

John Doe

After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to file in this court.

Submit

Clear

STEP 6 You have successfully linked your accounts. You will now use your upgraded PACER account to access both PACER and NextGen CM/ECF for the United States Court of Federal Claims. Click on any link (except Log Out) to refresh the screen and view the Civil menu items for filing.



United States Court of Federal Claims



LINKING FILINGS IN CM/ECF

When filing a document in CM/ECF, it is important to link it to previous filings related to the document. Proper linking will ensure that other parties will be able to properly link to the document and will facilitate the court's review of the document.

When Linking Is Required

When required by CM/ECF to link a document to a prior filing, take care to link to the proper entry. The following example demonstrates proper linking when filing a combined response to a Motion Dismiss and a Cross Motion for Summary Judgment.

STEP 1: Ensure that the proper event is used: "Cross Motion and Response (Dispositive)" and not "Response to Motion to Dismiss/Summary Judgment"

The screenshot shows the CM/ECF Motions screen. The top navigation bar includes links for Civil, Query, Reports, Utilities, Search, and Logout. The main heading is 'Motions'. Below it, there is a search bar with the text 'Start typing to find another event.' To the left, under 'Available Events (click to select events)', a list of events is shown, with 'Cross Motion and Response [Dispositive]' selected. To the right, under 'Selected Events (click to remove events)', the selected event is listed. At the bottom, there are 'Next' and 'Clear' buttons.

STEP 2: When prompted to select the related document, select the previously docketed Motion to Dismiss.

The screenshot shows the CM/ECF Motions screen for case 1:19-cv-20002 SMITH v. USA. The main heading is 'Motions'. Below it, there is a search bar with the text 'Start typing to find another event.' To the left, under 'Available Events (click to select events)', a list of events is shown, with 'Cross Motion and Response [Dispositive]' selected. To the right, under 'Selected Events (click to remove events)', the selected event is listed. Below this, there is a section titled 'Select the appropriate event(s) to which your event relates:'. It contains a list of docketed motions with checkboxes. The first motion is '01/22/2018 4 MOTION to Stay Deadlines in Light of Lapse of Appropriations, filed by USA. Service: 1/22/2018. Response due by 2/5/2018. (jat) (Entered: 01/22/2018)'. The second motion is '02/01/2018 6 MOTION to Dismiss pursuant to Rules 12 (b)(1) and (6). filed by USA. Service: 2/1/2018. Response due by 3/1/2018. (jat) (Entered: 02/02/2018) 8'. The checkbox for the second motion is checked. At the bottom, there are 'Next' and 'Clear' buttons.



United States Court of Federal Claims



When Linking Is Presented as an Option

When filing certain documents in CM/ECF, a screen will appear that asks whether the document should be linked to a previously filed document. If the document being filed is related to a previously filed document, check the box next to the question before clicking on the "Next" button.

A screenshot of the CM/ECF NextGen web interface. The top navigation bar is blue with white text for "Civil", "Query", "Reports", "Utilities", "Search", and "Logout". Below the bar, the page title is "Responses and Replies" in blue. The case information "1:19-cv-20002" and "SMITH v. USA" is displayed in blue. The word "ECF" is shown in black. A question "Should the document you are filing link to another document in this case?" is presented with a checkbox. A blue circle highlights the checkbox. Below the question is a note: "(i.e., for a motions hearing, you may wish to link both to the pending motion and to a prior court order)." There are two input boxes labeled "Filed" and "to". Below these is a note: "(if searching for a particular document to link, use these boxes to search chronologically e.g., Filed '01/01/2004' to '06/30/2004')". The word "Documents" is shown in bold. At the bottom are "Next" and "Clear" buttons.

If you have any questions about properly linking documents, please contact the CM/ECF Help Desk at (202) 357-6402 or CFC_CMECFHelpDesk@cfc.uscourts.gov.



United States Court of Federal Claims



CITATION FORMATS

To facilitate the court's review of party submissions, such as motions and briefs, the following citation formats are recommended unless otherwise directed by the presiding judicial officer.

External Citations: Case Law, Statutes, Regulations, and Other Sources

For case law, statutes, regulations, and other external sources, use standard Bluebook formats or other formats typically used by, or unique to, the court. Examples of unique citations include:

- RCFC 12(b)(1); R. Ct. Fed. Cl. 12(b)(1); Vaccine Rule 8
- Doe v. United States, 123 F.2d 456 (Ct. Cl. 1941)
- Smith v. Sec'y of HHS, No. 12-345V, 2019 WL 6789 (Fed. Cl. Spec. Mstr. Jan. 2, 2019)
- Jones v. Sec'y of HHS, No. 13-456V, 2019 U.S. Claims LEXIS 7892 (Fed. Cl. Spec. Mstr. Jan. 2, 2019)

Internal Citations: Documents Filed in CM/ECF

For documents filed in a case, include the document number and the page number in the citation. For documents filed in a different case before the U.S. Court of Federal Claims, include the case number, document number, and page number in the citation. Citations should follow this format:

<Keyword> <Case Number> <Document Number> <Page Number>

- The keyword can be: Doc., Dkt., ECF, or ECF No.
- The case number, if used, should be in the following format: 1:12-cv-1234
- The document number can be the number of the main document (ex.: 123) or an attachment (ex.: 123-1)
- The page number refers to the number appended to the document by ECF, and can be a numeral (ex: 12) or a "p." followed by the numeral (ex.: p. 12)

Examples include:

Doc.123	document 123 in the same case (main document)
ECF No. 12-1	document 12 in the same case, first attachment
Dkt. 1:12-cv-1234 14 p. 2	case 1:12-cv-1234, document 14, page 2
ECF 1:12-cv-1234 14 2	case 1:12-cv-1234, document 14, page 2