Arlington Circuit Court Clerk’s Electronic Filing Requirements

*Electronic filing(s) must adhere to the below specifications. Kindly review the below to ensure your electronic filing will be accepted.*

CIVIL CASE FILINGS:

1. **What case types are not available to e-file:**

Garnishments, Interrogatory Summons, Concealed Handgun Permit, Confessed Judgment, Levy, Writs, Adoptions.

1. **What to do if I can’t find my case number on TrueFiling:**

If the case is not coming up when typing the full case number or names. Please call the Clerk’s Office at 703-228-7010, to see what the issue is.

1. **How do I look up what the filing fee is for the case I want to e-file?**

Please use the civil calculator. [Circuit Court Civil Filing Fee Calculation (vacourts.gov)](https://webdev.vacourts.gov/cgi-bin/DJIT/ef_djs_ccfees_calc.cgi)

If you can’t find the case type in the civil calculator you can call the Clerk’s Office to ask for the filing fee.

1. **Can I request a Sheriff or Special Process Server summons through TrueFiling?**

Only when initiating a new case. If the case is already opened and you want to request a summons afterwards, the request would have to be filed in paper to the Clerk’s Office with a copy of the complaint or document. There is no fee for Special Process Server summons when filed in paper. For Sheriff summons the cost is $12.

1. **How do I retrieve the Special Process Server summons that I requested through initiating a new case?**

It would have to be picked up in person at the Clerk’s Office once you have confirmation that the summons has been issued. You can get confirmation by calling the Clerk’s Office or by visiting the Judicial case search website.

Another way would be mailing the Clerk’s Office a self-addressed stamped envelope with a cover letter. Please make sure the cover letter has the case style and case number.

1. **Can a request for service through the DMV or Secretary of the Commonwealth be TrueFiled?**

No, those requests must be filed in paper to the Clerk’s Office.

1. **How to file a sealed or confidential document through TrueFiling?**

If it’s to seal a document, a court order signed by a Judge is needed before filing the sealed document. The first document will have to be a cover sheet that says document to be sealed, then following the order giving the permission to seal the document. For confidential it depends on what document because if it’s a report or addendum those get filed confidential automatically. Please call the Clerk’s Office if you have questions regarding this procedure.

1. **Is there a rule when filing pleadings with exhibits?**

All exhibits must be filed together with the document. The Clerk’s Office will reject the document if its filed separately. If it exceeds the 5 MB limit, please file the documents in paper to the Clerk’s Office.

1. **Is there a rule when filing a motion, notice and order at the same time?**

Please file each document separate, not together as one PDF. If the motion has exhibits, please attach exhibits to the motion as one, not separate.

1. **What if the drop-down menu does not list the document I am filing?**

Please select “OTHER”.

1. **Can pro hac vice paperwork be e-filed?**

No, please file in paper to the Clerk’s Office with the $250 check made payable to, Clerk of the Supreme Court of Virginia.

1. **What to do if my document or new case is rejected?**

When a document or new case is rejected, there will be an email sent to the filer with an explanation and instructions on how to fix it. If you still have questions after reading the instructions, please call the Clerk’s Office.

1. **How do I reopen a case through TrueFiling?**

You will have to go through “initiate new case”. Do not go through “existing case” because it will be rejected. A cover sheet and complaint must be uploaded, if you don’t have a complaint, it could be a motion. Please have the case number on the documents. The filing fee to reopen is $31.00. If issuance of summons is requested, please add $5 for each summons. There is no additional fee for special process summons and Sheriff fee is $12.00. You will have to add the fee, the system does not automatically calculate the fee for you.

1. **How do I e-file a counterclaim?**

You will have to go through “initiate new case”. Do not go through “existing case” because it will be rejected. A cover sheet must be uploaded. Please have the case number on the counterclaim. To get the filing fee please check the Civil Calculator. If issuance of summons is requested, please add $5 for each summons. There is no additional fee for special process summons and Sheriff fee is $12.00. You will have to add the fee, the system does not automatically calculate the fee for you.

1. **Can a VS4 form be e-filed?**

No, the VS4 form must be filed in paper to the Clerk’s Office. If it’s e-filed it will be rejected.

CRIMINAL CASE FILINGS:

1. **Case Style**. Pleading must contain the appropriate case style. If the document you are filing does not contain the case style with the Defendant’s name and case number, a coversheet with the case style must be included.
2. **Case Number**. The proper case number(s) shall be placed in the style of the pleading. The proper suffix shall be added to the case number(s) to reflect the appropriate matter(S) related to the document being filed. Just as with in-person filings, only one copy needs to be filed electronically, even if multiple case numbers are listed on the pleading. Please only file one copy in the lead (numerically first) case number.

***\*****If TrueFiling will not allow you to file into the**appropriate case number, please call the Clerk’s Office Criminal Division at 703-228-4399 so we can correct the system error.*

1. **No Bundle Filing**. Separate pleadings must be filed separately, not combined as one filing. Ex): A notice, motion, and order must be filed separately as three filings.
2. **Attaching exhibits to a motion or memorandum**: Exhibit(s) to a motion or memorandum shall be placed at the end of (thus, within) the pleading referencing the exhibit(s), with each exhibit separately tabbed with a page separation that identifies the exhibit number. The attachment function shall not be used to attach one pleading to another, such as a memorandum to a motion, an order to a motion, etc.
3. **Attorney Signature.** Signatures must be on all notices, motions, and agreed/consent orders. Electronic signature is also acceptable pursuant to Virginia Code Section 17.1-258.4.
4. **Notices.** A separate notice or praecipe setting the matter for hearing must be filed at the time a motion is filed and shall contain the date and time of the hearing as well as a statement of what motion or motions are scheduled for that date. To assist the Clerk of the Circuit Court to timely place a matter on the Court’s docket, the hearing date shall be included in the style of the motion under the case number and underlined for clarity.
5. **Plea Agreement Memorandums.** The Statement of Facts shall be placed at the end of (thus, within) the Plea Agreement Memorandum as one filing.
6. **Subpoena Requests.** All witness subpoena and subpoena duces tecum requests filed with the Clerk shall specify how the subpoena is to be served.
7. **Duplicative Filings.** Kindly do not file the same pleading both electronically *and* in-person with our office. If a document is electronically filed that has already been filed in-person, it will be rejected as duplicative. If the subsequent filing is amended or modified, that should be reflected in the title of the pleading.
8. **Sealed or Confidential Documents.** Please be advised that the Clerk cannot seal a document solely upon the request of counsel. If you wish to file a document under seal, please ensure that there is a signed court order to seal the document. If it is a document that is to be automatically sealed or confidential by statute, no order is necessary.

General information and FAQs:

**What to do if documents exceed the 5 MB limit?**

Try rescanning in Black and White and at 300 dpi resolution. If that does not work, please file the documents in paper to the Clerk’s Office.

**What are the hours I can e-file?**

TrueFiling is available 24/7 all year around, including holidays. The document will be reviewed during the Clerk’s Office business hours. Please follow The Rules of the Supreme Court, Rule 1:17 for weekend and holiday submissions.

**What is the TrueFiling Customer Service phone number?**

(855) 959-8868

**Is e-filing mandatory?**

No, it is not. The pleadings could be filed in-person, courier, or mail to the Clerk’s Office.

**Are e-signatures allowed on pleadings?**

Yes, following the Rules of the Virginia Supreme Court.