

1.2.06 | SPECIFIC DOCUMENTS (CHART)

Type of Document	How to File
Case initiating documents-- petitions for permission to appeal, petitions for review, applications for enforcement, petitions for mandamus or prohibition, motions to authorize successive habeas petitions	Case initiating documents can be submitted to the court in any of the following ways: (1) upload electronically through CM/ECF utility to submit new case; or (2) mail to Clerk's Office, 1100 E. Main St., Suite 501, Richmond, VA 23219. Additional copies are not required for filing, but documents must be served conventionally.
Notice of appeal	File electronically in district court.
Initial forms -- appearance of counsel, disclosure statement, docketing statement, transcript order form	File electronically in court of appeals. Send copy of transcript order to court reporter and district court and attach copy to docketing statement filed in the court of appeals. In CJA cases, submit all transcript authorization requests through the district court's eVoucher system.
Motions, responses, replies	File electronically in court of appeals. Exhibits should be filed as part of the Motion or Response/answer event, clearly identified by letter or number.



Formal briefs	File electronically in court of appeals using BRIEF event. Filing of paper copies is not required unless ordered by the court. Service of paper copies on opposing counsel is not required.
Sealed version of formal briefs	File electronically in court of appeals using SEALED BRIEF event; also file a certificate of confidentiality. Filing of paper copies is not required unless ordered by the court.
Joint Appendix Supplemental Appendix	File electronically in court of appeals using JOINT APPENDIX or SUPPLEMENTAL APPENDIX event. Service of paper copies on opposing counsel is not required.
Sealed joint appendix Sealed supplemental appendix	File electronically in court of appeals using SEALED JOINT APPENDIX or SEALED SUPPLEMENTAL APPENDIX entry; also a certificate of confidentiality. Filing of paper copies is not required unless ordered by the court, but sealed appendices must be served on opposing counsel outside CM/ECF.



Certificate of confidentiality or motion to seal	File electronically in court of appeals using entry Certificate of Confidentiality or MOTION/Seal. File paper copies with any paper copies of sealed briefs or appendices ordered by the court
Informal briefs	File electronically in court of appeals and serve pro se litigants outside CM/ECF. Most pro se litigants are not registered as filing users and therefore must be served conventionally.
Notices regarding availability for argument	File electronically in court of appeals
Acknowledgments of oral argument notification	File electronically in court of appeals
Supplemental authorities, status reports, memoranda, correspondence	File electronically in court of appeals
Petitions for rehearing and rehearing en banc	File electronically in court of appeals



Bills of cost and objections to bills of cost	File electronically in court of appeals
CJA and other financial vouchers	File CJA vouchers in CJA eVoucher. File assigned counsel vouchers via email to 4cca-cja@ca4.uscourts.gov.

(4th Circuit Court of Appeals // December 2023)

