

COURT OF APPEALS OF VIRGINIA
Public Advisory Regarding Operating Procedures in Response to COVID-19
March 18, 2020

The following measures are adopted in response to the current public health emergency arising from the coronavirus (COVID-19).

1. Courthouse Access:

Out of concern for the health and safety of the public and the Court's employees, the Courthouse that houses the Court of Appeals (CAV) has been closed to the general public. Although the clerk's office remains open for those persons having business with the Court, papers that cannot be filed by other means (see below) should be left in the drop-box at the Capitol Police checkpoint inside the Eighth and Franklin Streets entrance to the building.

2. Court Filings:

Pending further notice and pursuant to Code § 32.1-48.013:1, attorneys and pro se litigants are encouraged to file pleadings and documents electronically in PDF format through the Court's electronic filing system (VACES), located at <http://www.vacourts.gov/online/vaces/home.html>. If you are not currently registered to use VACES, you can find a registration link on that webpage. All registration forms should be emailed to cavbriefs@vacourts.gov. Requests for three-judge review and petitions for rehearing should continue to be emailed to cavpfr@vacourts.gov. **Paper copies of any electronically-filed pleadings and documents should not be mailed or delivered to the Court.**

For VACES filings, use the file type "other" for any pleading or document other than briefs and appendices. If you are filing a pleading that has not yet been assigned a CAV Record No. (copy of notice of appeal filed in trial court or Virginia Workers' Compensation Commission, motion for delayed appeal, pre-trial bond motion, original jurisdiction petition, etc.), enter 0000-00 as the record number when submitting the document through VACES. If your pleading requires payment of a filing fee, please mail a

\$50.00 check or money order to the clerk's office and indicate that you are doing so in the submitter notes on your VACES submission.

Pro se litigants that are unable to access VACES are encouraged to email all pleadings and other documents to cavbriefs@vacourts.gov. If you are unable to electronically file your document, it may be mailed to the clerk's office or deposited in the drop-box referenced above. **Paper copies of any electronically-filed pleadings and documents should not be mailed or delivered to the Court.**

3. Oral Argument:

Cases scheduled for argument during Court sessions through June 30, 2020 will be heard by teleconference at the direction of the assigned panels. Access information to the conference calls will be provided to all persons presenting argument to the Court during a specific docket. In addition, every effort will be made to provide a live audio feed of the arguments on the Court's website <http://www.vacourts.gov/courts/cav/dockets/home.html>.

The Court has instituted a liberal continuance policy of oral arguments in instances where the parties are impacted by the COVID-19 pandemic.

If you have any questions regarding these operating procedures, please contact the clerk's office by telephone at 804-786-5651.