



INSTRUCTIONS FOR USING
Virgin Islands Supreme Court
Case Management System
C-Track E-Filing System
Version 2.1.1

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Version 2.1.1**

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CHAPTER 1: Common Business Rules and Processes

1.1 Method of E-Filing

There are three processes by which an e-filer can e-file.

1. E-File on an existing case that they can see by searching the database for the case
2. E-File on an existing case that they cannot see because of security restrictions
3. E-File an initiating document on a case that does not yet exist.

Normally, the e-filer will file a document, but they may also make payments accompanying the document, or just make a payment that is associated with a docket entry.

1.2 Types of E-Filers

The following parties/attorneys may e-file, however, these roles and their permissions are configurable and can be changed.

- VI Bar Members
- Pro Hac Vice Attorneys
- Pro Se Parties
- Case Participants
- Committee of Bar Examiners
- Court Reporter/Transcriber
- Superior Court Clerks
- Bar Applicants

1.2.1 VI Bar Members

All VI Bar Members are required to e-file on all cases (and all case types) unless the court orders otherwise. Each attorney must request to become an e-filer and take the test, whereupon the clerk will either accept or deny their request.

1.2.2 Pro Hac Vice Attorneys

Pro hac vice attorneys are allowed to e-file only on cases on which they are an attorney of record. If the *pro hac vice* attorney is not currently an e-filer, that person must apply to be an e-filer and specifically list the case (and C-Track needs to make sure that it is a valid case), then take the test.

1.2.3 Pro Se Parties

Pro se parties may e-file only on cases where they are listed as a *pro se* party. If the *pro se* party is not currently an e-filer, that person must apply to be an e-filer and specifically request the case they wish to file. On a new appeal, the filer must list the Superior Court case, or state that the case is an original proceeding. *Pro se* parties are only allowed to file on cases on which they are a *pro se* party, or an Initiating Document.

Represented Parties cannot file on a case.

1.2.4 Case Participants

Case participants may register as an e-filer and may e-file on a case if they are designated as a participant on that case. The only exception is if they are a Participant type of “Other”. Law Firms, a valid Participant Type, are not allowed to be e-filers. Valid Participant Types (at this time) are:

- Amicus Curiae
- Guardian Ad Litem
- Mediator
- Associated Attorney
- Committee Chairperson
- Executive Director of VI Bar Association
- President of the VI Bar Association

1.2.5 Committee of Bar Examiners

This consists of two persons who officiate on the Committee of Bar Examiners and file documents on bar cases. They are allowed to e-file on all cases

1.2.6 Court Reporters/Transcribers

Court Reporters and Transcribers may file specific documents on cases as long as they are designated as a participant on the case with a role of either “Official Court Reporter” or “Transcriber”.

1.2.7 Superior Court Clerks

Superior Court Clerks may e-file either new cases or on existing cases. Supreme Court Clerks will add Superior Court Clerks as e-filers. They don’t need to take the test. Superior Court Clerks may file specific documents on cases even if they are not designated as a participant on the case.

1.2.8 Bar Applicants

Bar Applicants will be on the case with a Party Role of “Applicant”.

1.3 Confidential Cases, Sealed, and Closed Cases

No person can e-file on a case that is closed.

If documents are marked as “not public” by the clerk, these documents will not be visible to the public, nor to any e-filers on the case.

If a case is marked as confidential, the case and its documents will be visible to any e-filers who are a party/participant/attorney on that case (see chart below).

If a case is sealed the case is not visible to any e-filer, although the e-filer can file an approved document on that case. Court rules state that service must be made through traditional means. E-Service will consist of an email with no link to the document and that the email does not constitute service. The sealed status on a case

does not affect the clerks' ability to see and edit the case. When an e-filing is on a sealed case, all of the documents will NOT be publicly viewable. If the filing is a case that is not sealed, then all the documents WILL be publicly viewable.

Below is a summary of the e-filer role and case type security. The security roles and components will be configurable; similar to regular C-Track user configuration. The table below provides the basic security requirements for when the system goes into production.

No rules are changed for the public access - this table is for e-filers only.

Bar Matters cases fall under the category of Confidential Cases which is determined by whether the **Confidential** flag is checked on the case.

E-Filer Type		Public Cases	Confidential Cases	Sealed Cases
VI Bar Member	View	All cases	Must be an attorney of record	Cannot see the case
	E-File	All cases	All cases	All cases
Pro Hac Vice Attorney	View	All cases	Must be an attorney of record	Cannot see the case
	E-File	Must be an attorney of record	Must be an attorney of record	Must be an attorney of record
Pro Se Party	View	All cases	Must be a <i>pro se</i> party on the case	Cannot see the case
	E-File	Must be a <i>pro se</i> party on the case	Must be a <i>pro se</i> party on the case	Must be a <i>pro se</i> party on the case
Superior Court Clerk	View	All cases	All cases	Cannot see the case
	E-File	All cases	All cases	All cases
Case Participants	View	All cases	Must be a participant on the case	Cannot see the case
	E-File	Must be a participant on the case	Must be a participant on the case	Must be a participant on the case
Committee of Bar Examiners	View	All cases	All cases	Cannot see the case
	E-File	All cases	All cases	All cases
Court Reporter/ Transcriber	View	All cases	Must be a participant on the case	Cannot see the case
	E-File	Must be a participant on the case	Must be a participant on the case	Must be a participant on the case
Bar Applicant	View	All cases	Must be a party on the case	Cannot see the case
	E-File	Must be a party on the case	Must be a party on the case	Must be a party on the case

1.4 E-Filing on New Cases

There are special screens to allow the user to e-file a document that is the initiating document on a new case. See Section 4.6 E-Filing a Document for a New Case. The e-filer submits the document and the clerk will either accept or reject the document. If the document is accepted, the clerk will create the case and associate the case to the e-filing.

1.5 Uploading Documents

Multiple documents may be uploaded with one e-filing.

C-Track will accept MS Word, WordPerfect, JPG, and TIFF files in addition to PDF, but no other file types, and C-Track will convert all non-PDF files to PDF format.

The maximum file size is 25Mb for each document in the submittal.

All documents will be file-stamped with a watermark with the date and time the e-filing was submitted to the court.

1.6 Fee Types

Docket entries are either associated with fees or not. If they are associated with fees, all the Fee Types and their amounts will show in a dropdown value, but does allow the user to change the amount if needed and also to select multiple fees for a single docket entry. Below are the current Fee Types, but these are configurable.

E-Filing Fee Type	Fee Amount
Docketing Fee	\$105.00
Filing of an Application for Pro Hac Vice Admission to the Virgin Islands Bar	\$100.00
Filing of an Application for Regular Admission to the Virgin Islands Bar	\$75.00
Petition for Reinstatement	\$200.00
Certificate of Good Standing	\$25.00
Other Fee	

The "Other Fee" category allows the user to designate the amount of the fee.

1.7 E-Payment

Payments of filing fees are required on specified case filings. If payment is required, C-Track E-Filing allows users to pay through a secure payment screen and returns a confirmation message with a transaction ID.

1.8 Recording E-Payments in C-Track as Case Fees

For each E-Filing, a corresponding docket entry will be created that contains the specific e-filing Fee Type(s).

Docket Entry Type	Docket Entry Subtype	Case Fee Type
Initiating Document	Application for Regular Admissions	Application for Regular Admissions
Initiating Document	Application for Pro Hac Vice Admissions	Application for Pro Hac Vice Admission
Petition	Petition for Member Reinstatement from Suspension	Attorney Admissions Fee- Reinstatement
Bar Response	Attorney Request for Certificate of Good Standing	Attorney Admissions Fee – Certificate of Good Standing
Initiating Document	Notice of Appeal	Appeal Docketing Fee
Initiating Document	Writ of Habeas Corpus	Appeal Docketing Fee
Initiating Document	Writ of Mandamus	Appeal Docketing Fee
Initiating Document	Extraordinary Writ	Appeal Docketing Fee

Below is a list of the E-Filing fee types:

E-Filing Fee Type	Fee Amount	Case Fee Type
Docketing Fee	\$105.00	Application for Regular Admissions
Filing of an Application for Pro Hac Vice Admission to the Virgin Islands Bar	\$100.00	Application for Pro Hac Vice Admission
Filing of an Application for Regular Admission to the Virgin Islands Bar	\$75.00	Attorney Admissions Fee- Reinstatement
Petition for Reinstatement	\$200.00	Attorney Admissions Fee - Certificate of Good Standing
Certificate of Good Standing	\$25.00	Appeal Docketing Fee
Other Fee	N/A	Other Fee

1.9 States and State Changes

E-Filings, E-Filed Documents and Emails all have statuses in the system used to track where they are in the process.

1.9.1 E-Filing Statuses

E-Filings change status as they go through the submission process. Below are the statuses.

	Status
1	Draft
2	Submitted
3	Approved
4	Rejected
5	Error

1.9.2 E-Filing Document Statuses

Document statuses change during the submission, conversion, and watermarking process.

	Status
1	Pending Submission
2	Pending Conversion
3	Pending Approval
4	Error
5	Active

1.10 E-Filing Application Security

There are three different types of security for e-filing. Because the access to each group of screens does not vary, the security is described here and applies to all screens.

1.10.1 User Types

1.10.1.1 The Public

Any person known or unknown to the system has access to the screens to login or request access.

1.10.1.2 The E-Filer

A person who has been approved by the court to e-file a document (e-filer) has full authority to all the e-filing screens. There are a class of e-filers that determine what cases they can see, but if they have access to that case, they have full authority and access to the e-filer screens for that case.

1.10.1.3 The Clerk

A user with authority to approve e-filings has full access to all of the screens.

1.11 Passwords

Passwords are required to be a minimum of seven characters and a combination of letters and numbers.

1.12 Date Definitions

The date and time a user clicks the Submit button on the Edit/Submit E-Filing screen is considered the Filed Date of that filing, even though it may not be accepted until later. The e-service will occur at the time of submission of the e-filing to the court.

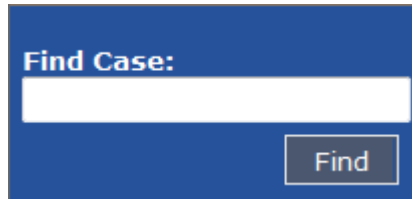
1.13 Cases That Can Be E-Filed

All case classifications, except Non-Cases and Cases with a Case Group of 'Administrative Files' or 'Promulgation Orders', can be e-filed.

CHAPTER 2: Common Screen Elements

2.1 Find Case

Every screen in C-Track E-Filing allows the user to go directly to a specific case. The field is at the top of the left-hand navigational menu.



The system uses any part of the case number entered to search for the case. If the system cannot find the case number, or more than one case is found, it will take the user to the **Case Search** screen. If it finds the case, it will go to the **Case View** screen for that case. If the user does not have permission to see the case number that meets the criteria, the system will display an error message. The error message displayed is 'Sorry, but you do not have permission to see this case.' If the search criteria returns multiple possible search results, the results will be displayed in a search results table on the **Case Search** screen.

2.2 Lists

On each screen on which there are lists, sort arrows will be provided on the column headings where possible.

When a list is displayed on the screen, a default number of 50 records will be displayed, along with a sentence that says 'X to Y of Z records are displayed'. Where

- X= the record number of the first record in the list
- Y=the record number of the last record in the list
- Z=the total number of records that qualified under the search criteria


If there are more than 50 records, the screen will have a [Next](#) or [Previous](#) hyperlink to show the next or previous 50 records. All lists will display in this manner unless otherwise noted.

On each screen on which there are lists, sort arrows will be provided on the column headings where possible.

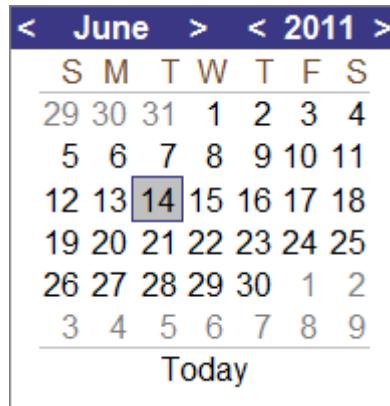
The up arrow (↑) will sort the results in ascending order.

The down arrow (↓) will sort the results in descending order.

2.3 Date Fields

Except as otherwise noted, all date fields on screens will have the calendar icon  to allow the user to select a date from a calendar view.

Dates can be typed in the field manually (using MM/DD/YYYY format) OR they can be selected from the calendar function. By clicking on the icon, you will bring up a calendar, defaulting to the current month.



Dates can be selected by clicking on the highlighted day. By clicking on the < and the > on either side of the month, you will move consecutively through the year by month. Once the correct month is displayed, click on the date desired. By doing so, the date selected will be filled in the date field.

2.4 Abbreviated Case Header

The abbreviated case header shows up on all case-related screens other than case view.

Case Information: S. Ct. Civ. No. 2009-0011			
Short Title:	John Q. Smith, Petitioner v Widget Corporation, Respondent	Classification:	Appeal By Permission - Civil - Other Civil
Orig. Court:	Super. Ct. Civ. No. 54321, Test Orig Court Case #2	Status:	Docketing Letter Issued

2.5 Consolidated Cases

The Control/Master case is called a “Lead Case”. Consolidated Cases share all docket entries created and edited during the consolidation, but if they are removed from the consolidation or all the cases are deconsolidated, the docket entries from then on are added independently.

On search results, consolidated cases will be indicated with a “(con)” next to the case number “S. Ct. Civ. No. 2008-030 (con)” and when hovering over the case number, C-Track shows the additional case numbers in the consolidation.

The **Full Title** includes all Full Titles for the consolidated cases and will be created by the user.

For consolidated cases, docket entries added in C-Track on any case in the consolidation will show on all the cases in that consolidation. If an e-filer files on either lead or non-lead cases, the clerk will add a docket entry for that case. If the case is consolidated, it will show on all of the cases in that consolidation.

2.6 Required Fields

A red asterisk (*) generally indicates a required field, and a red caret (^) generally indicates complex validation rules. If you hover over a red caret, a popup will explain more detail.

CHAPTER 3: Public Access Functions

3.1 General Navigation

The menu along the top of the screen is called the Main Navigation Menu. You can access the Main Navigation Menu from anywhere in the system. Each of the Main Menu selections at the top of the screen is a clickable hyperlink. Clicking on a Main Menu selection will change the submenu on the left side of your screen. Each Main Menu selection has its own submenu. The submenus on the left hand side are for Navigation within each Main Menu selection. The selected submenu will be highlighted. Hovering over any other submenus will highlight them.

Hyperlinks:

As you navigate through the system, you will see [blue text](#) on the individual screens. This text is always a **clickable** hyperlink. Clicking on a clickable hyperlink takes you to a new screen or displays new data.

3.2 Case Search

The case search function allows you to quickly search for cases using various criteria.



Once you have completed the applicable fields, click the **Search** button to perform the case search.

3.2.1 Wild Card Search

If you are unsure of the exact criteria for which you wish to search, you may use the Wild Card search to provide you with a wider range of search results. To perform a wild card search, you must use the “%” (percent) sign to indicate that you would like to see all records containing the specified information.

To perform a search for items with a specific ending, you would enter a “%” followed by the desired information (i.e. %info). To perform a search for items containing a specific set of information, you must enter the “%” symbol, followed by the desired information, followed by the “%” sign (i.e. %info%). To perform a search for items that begin with a specific set of information, you must enter the desired information, followed by the “%” sign (i.e. info%).

***NOTE:** By selecting the **Exclude Closed** check box, all closed cases which meet the criteria for the search will be excluded. If you would like to include closed cases in your search as well, uncheck the **Exclude Closed** box.

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The **Case Search** screen will display the following information for each case that fits the search criteria entered. All records that match the search term will show on the bottom half of the screen. Clicking on the highlighted portion of the record (Case Number) will select that record. This will bring up the general **Case View** for the selected case. A 'Case Navigation Menu' will now appear on the left hand margin of the screen. If the user has not logged in confidential cases will not be displayed, and when a user is logged in only confidential cases the user is a participant in will be displayed. Search results will be sorted by descending Case Number.

1 to 13 of 13 rows are displayed.

Case No.	Short Title	Filed Date	Class	Type	Subtype	Status	Status Date	Orig. Court No.
S. Ct. Civ. No. 2011-0147	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/14/2011	Appeal By Right	Civil	Other Civil	Docketing Letter Outstanding	10/14/2011	
S. Ct. Civ. No. 2011-0131 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/27/2011	Appeal By Right	Civil	Other Civil	Case Reactivated	10/07/2011	
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/16/2011	Appeal By Right	Civil	Other Civil	Case Reactivated	10/06/2011	
S. Ct. Civ. No. 2011-0090	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/16/2011	Appeal By Right	Civil	Other Civil	Briefing Schedule Issued	10/12/2011	
S. Ct. Civ. No. 2011-0089	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/16/2011	Appeal By Right	Civil	Other Civil	Docketing Letter Outstanding	09/16/2011	
S. Ct. Civ. No. 2011-0034	John Q. Smith, Petitioner v Widget Corporation, Respondent	05/26/2011	Appeal By Right	Civil	Other Civil	Awaiting Receipt of Additional Verification	09/27/2011	
S. Ct. Civ. No. 2011-0007	John Q. Smith, Petitioner v Widget Corporation, Respondent	04/06/2011	Appeal By Right	Civil	Other Civil	Case Filing Initiated	04/06/2011	
S. Ct. Civ. No. 2011-0006	John Q. Smith, Petitioner v Widget Corporation, Respondent	04/06/2011	Appeal By Right	Civil	Other Civil	Docketing Letter Outstanding	06/23/2011	
S. Ct. Civ. No. 2010-0063 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/24/2010	Appeal By Right	Civil	Other Civil	Case Reactivated	10/13/2011	123
S. Ct. Civ. No. 2010-0061 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/23/2010	Appeal By Right	Civil	Other Civil	Case Reactivated	10/13/2011	
S. Ct. Civ. No. 2010-0055	John Q. Smith, Petitioner v Widget Corporation, Respondent - Selenium	08/25/2010	Appeal By Right	Civil	Other Civil	Docketing Letter Outstanding	08/25/2010	
S. Ct. Civ. No. 2010-0054	John Q. Smith, Petitioner v Widget Corporation, Respondent - Selenium	08/25/2010	Appeal By Right	Civil	Other Civil	Fully Briefed	08/31/2010	
S. Ct. Civ. No. 2009-0011	John Q. Smith, Petitioner v Widget Corporation, Respondent	08/18/2009	Appeal By Permission	Civil	Other Civil	Briefing Schedule Issued	10/12/2011	Super. Ct. Civ. No. 54321, Test Orig Court Case #2

3.2.2 Public Access Case View

The main **Case View** will give you an overview of the case. Case Information and Docket Information displays on this screen.

Case Information: S. Ct. Civ. No. 2010-0008			
Short Title:	Original Proceedings - Writs - Mandamus	Classification:	Original Proceedings - Writs - Mandamus
Orig. Court:		Status:	Case Filing Initiated
Panel:	Rhys S. Hodge, Maria M. Cabret, Ive Arlington Swan	Status Date:	01/07/2010
			Expedited
Filed Date:	01/07/2010		
Argued/Considered:			
Decided:	01/07/2010	Disposition:	
Mandate:		Decision Form:	
Reinstated:			

E-File on this case

Docket Entries		
Display:	Descending	<input type="button" value="Go!"/>
Filed Date	Docket Entry Type/Subtype	Description
01/07/2010	Order - Order Denying	Order Denying
01/07/2010	Motion - Motion for Bill of Cost-Appendix	Motion for Bill of Cost-Appendix
01/07/2010	Opinion - Opinion	Opinion
01/07/2010	Opinion - Opinion	Opinion
01/07/2010	Opinion - Opinion	Opinion
01/07/2010	Notice - Notice of Entry of Final Judgment/Order	Notice of Entry of Final Judgment/Order

The user can view the Docketing Information in either chronological or threaded view. The user can select which filter display they prefer from the drop down menu in the Docketing Filter View section and click ***NOTE:** If a particular set of information is not available for the case you have selected, it will not be displayed in the case information page.

3.3 Participant Search

Locating specific participants in any case stored as a public record in the state's system can be located using the Participant Search link on the left menu bar. Once you have filled in the applicable criteria for your search, click the **Search** button. The Participant Search will return confidential cases only if the logged in user has access to view confidential cases.

Search for Case By Participant Information

Search

Last Name (or Company/Organization Name): First Name: Middle Name: **Search**

1 to 28 of 28 rows are displayed.

Case No.	Participant	Short Title	Filed Date	Role	Orig. Court No.
S. Ct. Civ. No. 2011-0147	Smith, John Q.	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/14/2011	Petitioner	
S. Ct. Civ. No. 2011-0131	Smith, John Q.	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/27/2011	Petitioner	
S. Ct. Civ. No. 2011-0091	Smith, John Q.	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/16/2011	Petitioner	
S. Ct. Civ. No. 2011-0090	Smith, John Q.	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/16/2011	Petitioner	
S. Ct. Civ. No. 2011-0089	Smith, John Q.	John Q. Smith, Petitioner v Widget Corporation, Respondent	09/16/2011	Petitioner	
S. Ct. Civ. No. 2011-0073	Smith, Alan D.	RC Family	09/08/2011	Appellant	
S. Ct. Civ. No. 2011-0034	Smith, John Q.	John Q. Smith, Petitioner v Widget Corporation, Respondent	05/26/2011	Petitioner	
S. Ct. Civ. No. 2011-0008	Smith, John Q.	John Q. Smith, Petitioner v Widget Corporation, Respondent	04/06/2011	Petitioner	

[E-File on this case](#)

You may access a particular case by clicking on the Case Number hyperlink (highlighted in blue).

3.4 Docket Search

Locating specific documents in any case stored as a public record in the state's system can be located using the **Docket Search** link on the left menu bar. All fields are required except for Subtype. Once you have filled in the applicable criteria for your search, click the **Search** button.

Search for Documents

Search

Type: Filed Date: From: To: **Clear** **Search**

Subtype:


1 to 11 of 11 rows are displayed.

Case No.	Short Title	Filed Date	Docket Entry Type/Subtype	Description
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/06/2011	Order - Order Granting Motion for Reconsideration	Order Granting Motion for Reconsideration 
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/06/2011	Order - Judgment/Order	Judgment/Order 
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/06/2011	Order - Order Appointing Receiver	Order Appointing Receiver 
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/06/2011	Order - Judgment/Order	Judgment/Order 
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/06/2011	Order - Judgment/Order	Judgment/Order TEST 
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/06/2011	Order - Judgment/Order	TEST Judgment/Order 
S. Ct. Civ. No. 2011-0091 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/06/2011	Order - Judgment/Order	JUDGMENT/ORDER 
S. Ct. BA. No. 2011-0203	Bar Matters - Certificate of Good Standing - Regular AdmissionsII	10/12/2011	Order - Order and Expedited Briefing Schedule	Order and Expedited Briefing Schedule 
S. Ct. Civ. No. 2010-0061 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/12/2011	Order - Order Granting	Order Granting 
S. Ct. Civ. No. 2010-0063 (cons)	John Q. Smith, Petitioner v Widget Corporation, Respondent	10/12/2011	Order - Order Granting	Order Granting 
S. Ct. Civ. No. 2011-0137	RC Family	10/13/2011	Order - Order and Expedited Briefing Schedule	Order and Expedited Briefing Schedule 

1 to 11 of 11 rows are displayed.

You may access a particular case by clicking on the Case No. hyperlink (highlighted in blue). The Docket Search will return all docket entries that match the search criteria regardless of whether or not they have an attached document. Search results are ascending by Filed Date. Opinions or Orders where the document has been marked 'Confidential', will not display as a clickable icon. Additionally, only documents that have been marked 'Publicly Viewable' will display as a clickable icon.

3.4.1 Viewing an E-Filed Document

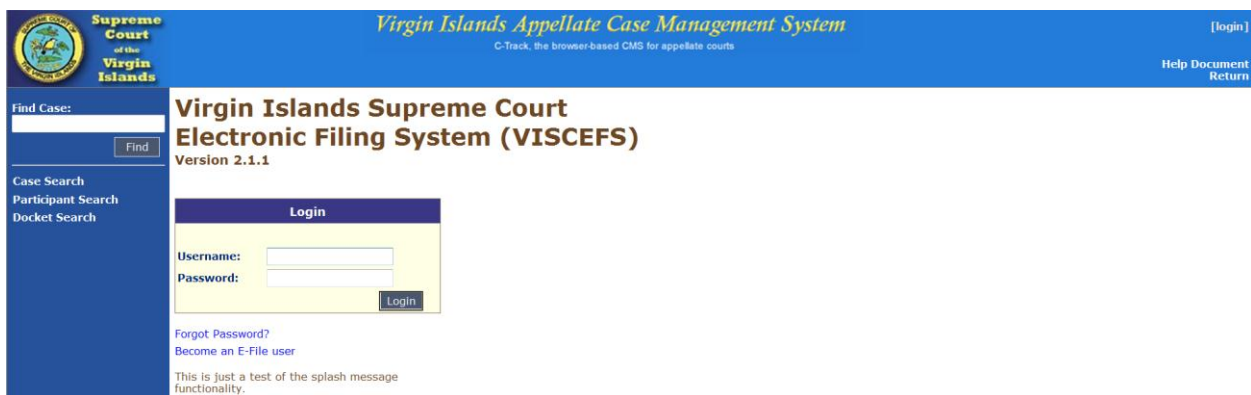
To view an E-Filed document in the public E-Filing site, select the case, which contains the desired document. Once the **Case View** screen has loaded, the user can scroll to the **Docket Information** section of the screen. Any Docket Entry, which contains a document, will display an icon  next to the Docket Entry Status.

By hovering the mouse pointer over the icon, a pop up box will appear displaying the document description. Clicking the desired document title in the pop up will open the document in .pdf format.

CHAPTER 4: E-File functions

4.1 E-Filing Login

Any person may request access to the E-Filing application and a court clerk may approve or reject the request. Once approved to e-file, the e-filer can e-file documents which the court clerk will either accept or reject. Notification of acceptance or rejection by the clerk is sent to the E-Filer. To access the secured functions of E-Filing, you must first log in. To do so, you must click the **[login]** link on the upper right hand of the screen. The user will be prompted to enter their username and password. Type the username and password assigned to you, and click the **Login** button.



The screenshot shows the login interface for the Virgin Islands Supreme Court Electronic Filing System (VISCEFS). The page has a blue header with the court's name and the system title. A search bar is located on the left side. The main content area features a login form with fields for 'Username:' and 'Password:', and a 'Login' button. Below the login form, there are links for 'Forgot Password?' and 'Become an E-File user'. A small message at the bottom of the page states: 'This is just a test of the splash message functionality.'

Once logged in, the user has access to the Cases tab which includes the Case Search and Participant Search and Docket Search functionality. In addition to this, the user has access to the E-Filings and Account tabs.

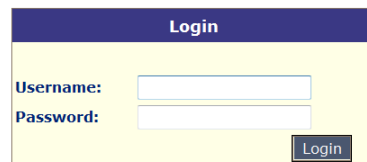
4.2 Forgot Password

If the user has forgotten their password, or desires a new one, they can request a new password and the system will regenerate a new password and email it to them. The next time the user logs in, they will be required to change their password. To access, the user should click on the **Forgot Password?** Hyperlink on the Login screen.

4.3 Request Access

To gain access to the E-Filing system, the user needs to fill out a request form and submit it to the court clerk for approval. *Pro se* parties and *pro hac vice* attorneys have a choice of indicating either a Supreme Court case on which they are a party or *pro hac vice* attorney, a Superior Court case on which they want to file an appeal, or indicate that they plan to file an original proceeding. To access the secured E-File functions of C-Track, you will be required to have a username and password. To obtain a username and password, click the [\[login\]](#) link in the upper right hand corner of the screen, and click the [Become an E-File user](#) link.

Virgin Islands Supreme Court Electronic Filing System (VISCEFS) Version 2.1.1



The screenshot shows a login form with a blue header bar containing the word "Login". Below the header, there are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the input fields, there are two links: "Forgot Password?" and "Become an E-File user".

[Forgot Password?](#)
[Become an E-File user](#)

4.3.1 VI Bar Member

Fill in all applicable fields and select the [I agree to the terms and conditions of the use of this website](#) check box, then click [Submit and Begin Test](#). The user then must answer several multiple choice and true and false questions regarding the E-Filing process. The user must earn a score of 80% to gain access to the site. The user can take the test as many times as needed in order to score 80%. Once the user clicks the

[Begin the Test](#)

button, they will be presented with a series of Multiple Choice and True/False questions.

When the user reaches the final question, they must click the [Submit Answers](#) button for their test to be scored. They will then receive a confirmation pop-up before proceeding.

4.3.2 Pro Hac Vice Attorney / Pro Se Party / Case Participant

For *pro hac vice attorneys*, *pro se* parties, case participants, when requesting access to the e-filing system, they must provide either a specific case number or provide an Other Reason.

4.3.3 Superior Court Clerk / Committee of Bar Examiners/ Court Reporters and Transcribers

Superior Court Clerks and members of the Committee of Bar Examiners as well as , court reporters and transcribers are not subject to passing a test to be granted access.

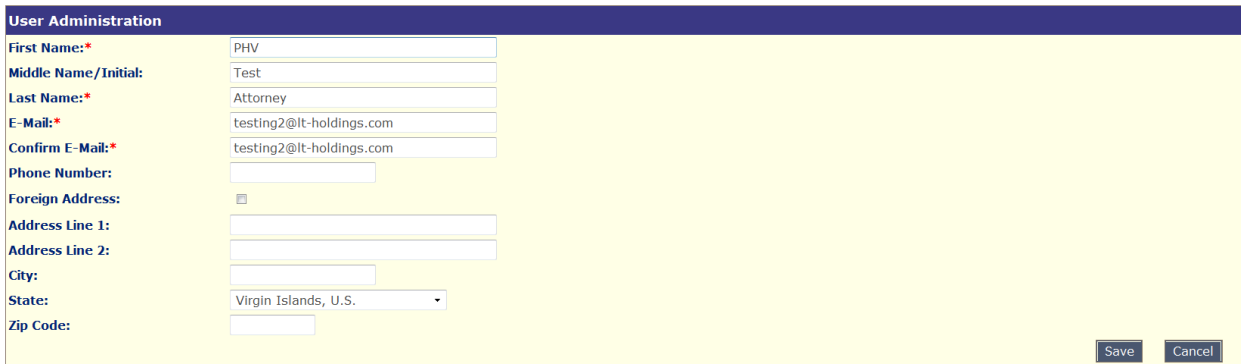
4.3.4 Bar Applicant

Bar Applicants requesting access are subject to passing the test to be granted access.

After clicking to Submit, the user will be navigated to a Request Confirmation screen that will show a confirmation that the request to become an e-filer was successfully submitted to court.

4.4 User Account Maintenance

The **Account** tab allows you to define your user information in the C-Track™ E-Filing system. When you have completed all desired information in the **Account** tab, click the **Save** button.



User Administration

First Name:* PHV
 Middle Name/Initial: Test
 Last Name:* Attorney
 E-Mail:* testing2@lt-holdings.com
 Confirm E-Mail:* testing2@lt-holdings.com
 Phone Number:
 Foreign Address:
 Address Line 1:
 Address Line 2:
 City:
 State: Virgin Islands, U.S.
 Zip Code:

Save Cancel

• [Change password](#)

4.4.1 Change Password

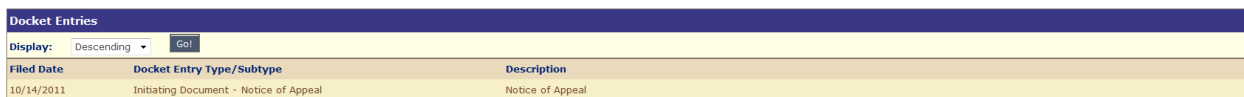
From within the User Account Maintenance screen, clicking on the [Change password](#) hyperlink will navigate the user to the **Change Password** screen where they can enter their new desired password and click **Save**. Or, when logging in after the clerk has clicked the **Generate New Password** button on the Clerk User Edit screen, the system will automatically go to this screen to change the password.

Validation will occur to make sure that both password fields are identical and that the password meets the minimum qualifications of 7 characters that have a combination of letters and numbers.

4.5 E-Filing a Document on an Existing Case

In order to e-file a document, the user must be logged into the system and select the case in which they want to file. The user may search for the case using the Public Access search screens. When the desired case is selected, the Case View screen is displayed. This screen is slightly different for logged in e-filers, showing additional service information. When E-Filing users have logged in an **E-File on this case** link will appear below the Docketing Filter section.

• [E-File on this case](#)



Filed Date	Docket Entry Type/Subtype	Description
10/14/2011	Initiating Document - Notice of Appeal	Notice of Appeal

The **E-File on this case** hyperlink will navigate the user to the **Create E-Filing** screen.

The user can view the Docketing Information in either chronological or threaded view. The user can select which filter display they prefer from the drop down menu in the Docketing Filter View section and click **Go!**.

***NOTE:** If a particular set of information is not available for the case you have selected, it will not be displayed in the case information page.

4.6 E-Filing a Document for a New Case

In order to e-file a document, the user must be logged in to the e-filing application and on the Cases tab. From the E-Filing tab, the user should then click on the **New Case Filing** menu item. The user will be navigated to the Create E-Filing on New Case screen. Once the user clicks the [Continue](#), the upload document screen is like that for uploading a document for an e-filing on an existing case. The difference is that there will be no abbreviated case header at the top of the screen. The screen will look a little different depending on whether the user is in Add mode or Edit Mode. The only difference when filing on a new case is that there is no abbreviated case header.

4.7 E-Filing on a Case that the User Cannot See

When the e-filer does not have the ability to see a case (sealed), they will use these screens to e-file on the case. If the user does not have permissions to view the case, the case will be listed on the case search screen with a hyperlink saying [E-file on this case](#).

1 to 3 of 3 rows are displayed.

Case No.	Short Title	Filed Date	Class	Type	Subtype	Status	Status Date	Orig. Court No.
S. Ct. Civ. No. 2011-0008	John Q. Smith, Petitioner v Widget Corporation, Respondent	04/06/2011	Appeal By Right	Civil	Other Civil	Case Filing Initiated	09/08/2011	
S. Ct. Civ. No. 2010-0008	E-File on this case Original Proceedings - Writs - Mandamus	01/07/2010	Original Proceedings	Writs	Mandamus	Case Filing Initiated	01/07/2010	
S. Ct. BA. No. 2010-0008	Bar Matters - Members' Petitions - Extension of time to complete CLE Hours	01/07/2010	Bar Matters	Members' Petitions	Extension of time to complete CLE Hours	Case Filing Initiated	01/07/2010	

1 to 3 of 3 rows are displayed.

E-Filing users on a case receive conventional service if the case is sealed. The filer is required to enter the service information for that party even though they are a E-Filing user. When the filing is approved the user will get the "Filing Notice" email which will state that the documents must be conventionally served since it is a sealed case.

4.8 Create E-Filing

The **Create E-Filing** screen will display the Case Information header, the Create E-Filing section and the Docket Information Section.

The Create E-Filing section will allow the user to select the following criteria

Type: *dropdown will filing types (required)

Subtype: *dropdown with filing subtypes (required)

Choose Fee Type(s): ^ Either Fee Type(s) must be selected or No Fee Reason. This line is only visible if there are fees associated with the docket entry type/subtype. Note that the fee amount is appended to the Fee Type in the dropdown.

Other Fee Amount: This line is only visible when 'Other Fee' is selected in the Fee Type(s) dropdown. It allows the user to key in the amount they wish to pay.

Quantity: * This line is only visible when a Fee Type is selected in the Fee Type(s) dropdown that requires a quantity. This allows the user to key in the number of that type of fees (e.g. Certificate of Good Standing). The default is '1'.

No Fee Reason: This line is only visible if there are fees associated with the docket entry type/subtype

Filed by on Behalf of: * a multiselect list of case attorneys (required) **NOTE*** - To include multiple parties, hold the **Ctrl** button and click the name of each party you would like included.

Filed by Other (if not in Filed By): textbox (required if no selection is made for Filed by on Behalf of

Comments: text area

When adding a new e-filing, clicking on the **Continue** button will navigate the user to the Add/Edit Upload Document screen. If editing an e-filing, it will return the user to the Edit/Submit E-filing screen. Clicking on the **Cancel** button, when adding a new e-filing, returns the user to the **Case View** screen. If editing an e-filing, it returns the user to the Edit/Submit E-Filing screen without saving. When all required information has been entered, the user can click **Continue**.

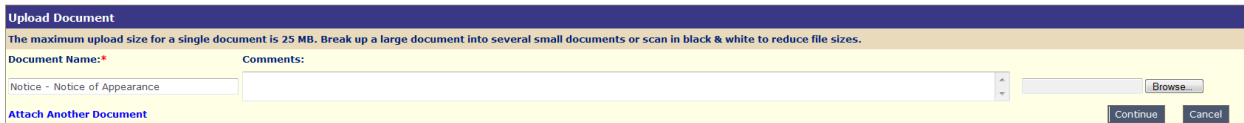
4.8.1 Upload Document

Clicking the **Continue** on the **Create E-Filing** screen will navigate the user to the **Upload Document** screen. This screen will display the Case Information header and the Upload Document section. The user may also arrive at this screen from the Edit/Submit E-filing screen either from the **Edit** hyperlink or the **Add Document** hyperlink.

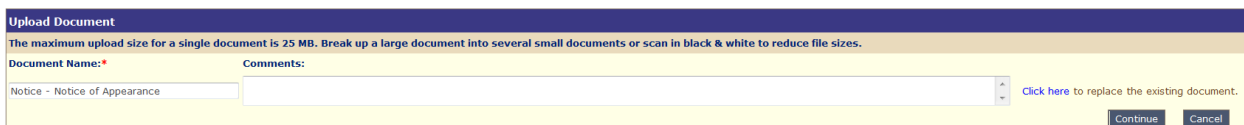
The Upload Document section will allow the user to upload a document to E-File. Click the **Browse...** button to locate the desired document on your computer. Documents must be one of the following formats: TIFF, JPEG, PDF, Microsoft Word, and WordPerfect . The user can enter any desired comments in the Comments text area. If the user needs to upload more than one document, click on the **Attach Another Document** link. Once all documents have been uploaded, click **Continue** .

***NOTE:** C-Track E-File will not accept blanks filings (a size of 0 bytes), or files more than 25MB.

There are two variations of this screen, depending on the reason for getting here. In add mode, while adding a new e-filing, the screen allows the user to add and upload multiple documents. In Edit mode, the Edit/Submit E-filing screen allows the user to edit the **Document Name** and **Comments**, and to replace nan existing document.



The difference between the two screens is the ability to choose a new document to upload must be specifically requested via the hyperlink.



4.8.2 Service List

Clicking **Continue** on the **Upload Document** screen will navigate the user to the **Service List** screen. Here the user must select the desired Service Type and Service Date for each party to be served by conventional means. Then click to **Continue**.

Service List Edit		
The following parties will be served electronically:		
No records were found.		
The following parties must be served by conventional means:		
Edward H. Jacobs, Esq. Law Offices of Jacobs & Brady, PC 7 Church Street St. Croix VI. 00820	Attorney • Widget Corporation: Respondent	Service Type: Hand Delivered Service Date: 10/21/2011
Joshua E. Tate, Esq. Nichols, Newman, Logan & Grey P.C. 1131 King Street, Ste., 204 Christiansted VI. 00820	Attorney • Smith, John Q.: Petitioner	Service Type: Hand Delivered Service Date: 10/21/2011

Note that the subheading line for Service List differs depending on whether or not the case is sealed.

All but sealed cases will display **‘The following parties will be served electronically.’**

Sealed cases will display **‘The following parties will receive an email notification of the filing of the document, but the document itself must be served by conventional methods.’**

4.8.3 Edit/Submit E-Filing

Clicking **Continue** on the **Edit Service List** screen will navigate the user to the **Edit/Submit E-Filing** screen. The **Edit/Submit E-Filing** screen will display the Case Information header, Edit E-Filing section, Documents section, the Service List section, and the Terms and Conditions textbox. The user can also navigate to this screen from the My Draft E-filings screen by clicking on the appropriate Edit hyperlink.

Clicking the **Edit** hyperlink will navigate the user to the **Create E-Filing** screen and allow the user to edit the E-Filing information.

Clicking the **Edit** hyperlink will navigate the user to the **Upload Document** screen and allow the user to edit documents. Clicking the **Remove** hyperlink will delete the attached document. The Add Document link in the upper right corner will navigate the user to the **Upload Document** screen to add an additional document.

The Service List section will include the service information for each party. Clicking the **Edit** link in the upper right corner will navigate the user to the **Service List** screen and will allow the user to edit the Service information.

The Terms and Conditions textbox will show the terms and conditions for submitting an E-Filing. The user must click the **I Agree** check box to agree to the terms and conditions of use of the Virgin Islands E-Filing system.

Clicking the **Save as Draft** button will save the current E-Filing without submitting to the courts. Clicking the **Cancel** button will return the user to the **Case View** screen. Clicking the **Submit to Court** button will submit the E-Filing to the courts for review and will navigate the user to the **Confirmation** screen.

The user will then be navigated to a screen where, if there are fees associated with their filing, they can enter credit card information.



The screenshot shows a web form titled "Payment Information" with a yellow background. It is divided into two main sections: "Payment Information" and "Credit Card Billing Information".

Payment Information:

- Credit Card Type:** A dropdown menu with "Select..." as the current selection.
- Credit Card Number:** A text input field.
- Expiration (MM/YYYY):** Two text input fields separated by a slash, with a calendar icon on the right.
- Security Number:** A text input field with a note: "3 digits on the back of your credit card."

Credit Card Billing Information:

- Two radio buttons: "Use the name and address below" (selected) and "Use the name and address as it appears on the card".
- Under "Use the name and address below", the following address is displayed: "Smock and Moorehead, 11A Norre Gade, Post Office Box 1498, St. Thomas, VI 85284".
- Foreign Address:** A checkbox that is currently unchecked.
- Name:** A text input field.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "Virgin Islands, U.S." selected.
- Zip Code:** A text input field.

At the bottom right of the form, there are two buttons: "Pay Fee and Continue" and "Cancel".

4.8.4 E-File Confirmation

The E-File Confirmation screen will show a summary of the E-Filing information that was submitted to the court.

Your e-filing has been successfully submitted to the Virgin Islands Supreme Court and your submitted document(s) emailed to those who receive electronic service. You will receive notification of the acceptance or rejection of this document from the Clerk's Office.

E-Filing Information	
Document Type/Subtype:	Initiating Document - Extraordinary Writ
Confirmation No.:	258
Submission Date:	10/21/2011
Submission Time:	11:24 AM
Status:	Submitted

Payment Information	
Cardholder:	Nagesh Tammara
Fee Paid:	\$105.00
Transaction ID:	205137

Please [print](#) this page for your records.

Upon completing these steps, the document is now submitted. The document will not appear in the document list in the case view screen until the court clerk approves the filing. You will receive a confirmation number, which you can use for future reference, and a confirmation email from the Clerk's Office confirming the E-Filing.

NOTE - Documents can only be e-filed to open cases. The **E-File on this case** link will not appear in closed cases.

CHAPTER 5: E-Filing Tab

5.1 My E-Filings

The **My E-Filings** screen can be reached by clicking on the **E-Filing** tab. This screen displays all current E-Filings within the court currently associated with the logged on user. The **My E-Filings** screen will show the number of filings the user has in the following statuses:

- Pending** - E-Filings that have been submitted to the court but have not yet been approved or rejected
- Rejected** - Court rejected E-Filings
- Draft** - E-Filings created but not sent to Court
- Approved** - Court approved E-Filings

Users can review the filings in each queue by clicking on the **View** link to the right of each row.

5.2 Draft E-Filings

The purpose of this screen is to provide users with the ability to review E-Filings that have been saved as draft. The **Draft E-Filings** screen can be accessed either by clicking the **Pending** link in the **Draft** row on the **My E-Filings** screen, or by selecting the **Draft Filings** menu link.

Case No.	Type/Subtype	Filed For		
S. Ct. Civ. No. 2010-0063	Information Sheet - Civil Appeal Information Sheet	Tammara, Nagesh V, Attorney: o/b/o Smith, John Q.	Edit	Remove
	Bar Initiating Document - Application for Special Admissions	Nagesh V Tammara	Edit	Remove
S. Ct. Civ. No. 2011-0131	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	Edit	Remove
S. Ct. Civ. No. 2011-0090	Notice - Notice of Appearance	Jacobs, Edward H., Attorney: o/b/o Widget Corporation	Edit	Remove

The **Draft E-Filings** screen will display the following information for each E-Filing that has been saved as draft:

- Case No.** (link to the **Case View** screen)
- Type/Subtype**
- Filed For**
- Edit** (link to the **E-File Summary** screen)
- Remove**

Clicking the **Remove** link will open a pop-up confirmation window asking the user if they are sure they want to remove the selected E-Filing. Removing the E-Filing will delete any associated documents from the system.

Case No.	Type/Subtype	Filed For		
S. Ct. Civ. No. 2010-0063	Information Sheet - Civil Appeal Information Sheet	Tammara, Nagesh V, Attorney: o/b/o Smith, John Q.	Edit	Remove
	Bar Initiating Document - Application for Special Admissions	Nagesh V Tammara	Edit	Remove
S. Ct. Civ. No. 2011-0131	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	Edit	Remove
S. Ct. Civ. No. 2011-0090	Notice - Notice of Appearance	Jacobs, Edward H., Attorney: o/b/o Widget Corporation	Edit	Remove

Message from webpage

Are you sure you want to remove this filing?

OK Cancel

E-Filing User Manual

5.3 Pending E-Filings

The purpose of this screen is to provide users with the ability to review E-Filings that have been sent to the court but have not yet been approved or rejected. The **Pending E-Filings** screen can be accessed either by clicking the [Pending](#) link on the **My E-Filings** screen or by selecting the **Pending Filings** menu link.

The **Pending E-Filings** screen will display the following information for each E-Filing that has a status of pending.

Pending E-Filings				
Case No.	Type/Subtype	Filed For	Conf. No.	Status
S. Ct. Civ. No. 2010-0063	Initiating Document - Certified Docket Sheet	Widget Corporation	21	Submitted
S. Ct. Civ. No. 2010-0063	Affidavit - Affidavit	Widget Corporation	24	Submitted
S. Ct. Civ. No. 2010-0063	NCBE Form - Page I	Tammara, Nagesh V, Attorney: o/b/o Smith, John Q.	80	Submitted
S. Ct. Civ. No. 2011-0008	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	105	Submitted
	Initiating Document - Extraordinary Writ	Nagesh V Tammara	121	Submitted
S. Ct. Civ. No. 2011-0034	Initiating Document - Extraordinary Writ	Bailey-Roka, Tanisha, Attorney: o/b/o Smith, John Q.	123	Submitted
	Initiating Document - Notice of Appeal	Nagesh V Tammara	171	Submitted
	Initiating Document - Extraordinary Writ	Nagesh V Tammara	198	Submitted
	Initiating Document - Extraordinary Writ	Nagesh V Tammara	211	Submitted
S. Ct. Civ. No. 2011-0091	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	227	Submitted
S. Ct. Civ. No. 2011-0131	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	228	Submitted
S. Ct. Civ. No. 2010-0063	Response - Other	Tammara, Nagesh V, Attorney: o/b/o Smith, John Q.	230	Submitted
S. Ct. Civ. No. 2011-0147	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	257	Submitted
S. Ct. Civ. No. 2011-0034	Initiating Document - Extraordinary Writ	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	258	Submitted

5.4 Rejected E-Filings

The purpose of this screen is to provide users with the ability to review E-Filings that have been sent to the court but have been rejected by the court. The **Rejected E-Filings** screen can be accessed either by clicking the [Rejected](#) link on the **My E-Filings** screen or by selecting the **Rejected Filings** menu link.

The **Rejected E-Filings** screen will display the following information for each E-Filing that has been rejected by the court.

Clicking the [Remove](#) link will open a pop-up confirmation window asking the user if they are sure that they want to remove the selected E-Filing.

The **Clerk's Comments** explaining rejection reasons as well as general comments are also displayed on the **Rejected E-Filings** screen.

Rejected E-Filings				
Case No.	Type/Subtype	Filed For	Conf. No.	Rejection Reason
	Initiating Document - Notice of Appeal	Nagesh V Tammara	19	Remove
S. Ct. Civ. No. 2010-0063	Initiating Document - Notice of Appeal	Widget Corporation	20	Other Remove
	Clerk's Comments: test rejection			
	Initiating Document - Other	Nagesh V Tammara	23	Other Remove
	Initiating Document - Notice of Appeal	Nagesh V Tammara	64	Remove
S. Ct. Civ. No. 2011-0034	Answer - Answer to Opposition Motion to Bill of Cost	Filed by Other	120	Not a party Remove
S. Ct. Civ. No. 2011-0034	Answer - Answer to Opposition Motion to Bill of Cost	Bailey-Roka, Tanisha, Attorney: o/b/o Smith, John Q.	142	Other Remove

Clicking the hyperlink in the **Conf. No.** column will navigate the user to a read-only screen with details of the rejected E-Filing.

5.5 Approved E-Filings

The purpose of this screen is to provide users with the ability to review their E-Filings that have been approved by the court. The **Approved E-Filings** screen can be accessed by clicking either the [Approved](#) link on the **My E-Filings** screen, or by selecting the **Approved Filings** menu link.

The **Approved E-Filings** screen will display a list of those E-Filings that have been approved by the court.

Clicking the button will return all approved E-Filings whose filing date is between the user-entered dates and whose confirmation number is equal to the user entered confirmation number.

Approved E-Filings			
Case No.	Type/Subtype	Filed For	Conf. No.
S. Ct. Civ. No. 2010-0063	Certificates - Incoming Certificate of Good Standing	John Q. Smith, Jr.	18
	Initiating Document - Extraordinary Writ	Nagesh V Tammarra	22
S. Ct. Civ. No. 2011-0034	Notice - Notice of Appearance	Widget Corporation	29
	Initiating Document - Record of Filing Docketing Fee	Nagesh V Tammarra	62
S. Ct. Civ. No. 2011-0062	Initiating Document - Notice of Appeal	Nagesh V Tammarra	63
S. Ct. Civ. No. 2010-0063	Initiating Document - Notice of Appeal	Tammarra, Nagesh V, Attorney: o/b/o Smith, John Q.	65
S. Ct. Civ. No. 2010-0063	Form - Authorization Form	Tammarra, Nagesh V, Attorney: o/b/o Smith, John Q.	66
S. Ct. Civ. No. 2011-0051	Notice - Notice of Appearance	Filed on Behalf of Other	68
S. Ct. Civ. No. 2011-0034	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q. Teegardin, Dwight A, Attorney: o/b/o Smith, John Q. Jacobs, Edward H., Attorney: o/b/o Widget Corporation	76
S. Ct. Civ. No. 2011-0054	Initiating Document - Notice of Appeal	Nagesh V Tammarra	77
	Initiating Document - Notice of Appeal	Nagesh V Tammarra	78
S. Ct. Civ. No. 2011-0008	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q.	82
S. Ct. Civ. No. 2011-0034	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q. Teegardin, Dwight A, Attorney: o/b/o Smith, John Q. Jacobs, Edward H., Attorney: o/b/o Widget Corporation	83
S. Ct. Civ. No. 2011-0034	Notice - Notice of Appearance	Tate, Joshua E., Attorney: o/b/o Smith, John Q. Teegardin, Dwight A, Attorney: o/b/o Smith, John Q. Jacobs, Edward H., Attorney: o/b/o Widget Corporation	84
S. Ct. Civ. No. 2011-0034	Brief - Appellant's Brief	Tammarra, Nagesh V, Attorney: o/b/o Widget Corporation	85
S. Ct. Civ. No. 2011-0034	Initiating Document - Extraordinary Writ	Tammarra, Nagesh V, Attorney: o/b/o Widget Corporation	86
S. Ct. Civ. No. 2011-0034	Initiating Document - Extraordinary Writ	Tammarra, Nagesh V, Attorney: o/b/o Widget Corporation	87
S. Ct. Civ. No. 2011-0034	Initiating Document - Extraordinary Writ	Filed on Behalf of Other	88
S. Ct. Civ. No. 2011-0034	Initiating Document - Writ of Habeas Corpus	Tammarra, Nagesh V, Attorney: o/b/o Widget Corporation	89