

Alexandria eFile User Guide

Introduction

As of July 20, the Alexandria Clerk of Circuit Court will accept electronic filings, via the Virginia Judiciary eFiling System (VJEFS) and the Alexandria eFile Portal.

Please note that different types of cases must be filed in different systems. Documents submitted in the wrong system will be rejected and not considered filed with the court.

Registration

To use the systems, you must first register.

VJEFS: To register for VJEFS (Virginia-licensed attorneys only) go here:

<https://www.vacourts.gov/online/vjefs/home>. If you are already registered with VJEFS in any court in Virginia you may use it for Alexandria filings by selecting Alexandria from the appropriate drop-down menu in the system.

Alexandria eFile Registration: Go to the registration link, enter all required information, and upload a copy of a government-issued photo identification. Once your registration is approved you will receive an email that includes the link to the Alexandria eFile Portal, where you may submit documents electronically. You may register here: [Alexandria eFile Registration](#)

There is no cost to register for VJEFS or the Alexandria eFile Portal.

Who Can File

Attorneys: Civil Case Filings – VJEFS
Criminal Case Filings – Alexandria eFile Portal

Non-Attorneys: All Case Filings – Alexandria eFile Portal

What Can Be Filed

All case documents may be filed via electronic filing:

- VJEFS accepts .pdf only
- Alexandria eFile Portal accepts .pdf, .png, .jpg, .txt, .ppt, .docx

Civil case documents:

- Attorneys file through VJEFS

- Non-attorneys file through Alexandria eFile Portal

Criminal case documents

- All parties may file through Alexandria eFile Portal

How to File

VJEFS

Information for how to file with VJEFS may be found at [Virginia Judiciary eFiling System \(VJEFS\) | Virginia Court System](#)

Alexandria eFile Portal

Once registered you will follow the link to the Alexandria eFile Portal where you will submit your documents.

Criminal Filing

You will need to answer several questions regarding yourself and the document you are submitting. Including:

1. Contact Full Name
 - Provide the first and last name you used to register
2. Phone Number
 - Provide the phone number you used to register
3. Email Address
 - **IMPORTANT: You must enter the exact same email address used to register or your submissions will be rejected**
4. What Type of Case
 - This is a drop down menu, select **Criminal**
5. Document Type
 - This is a drop down menu of document types, select the applicable type(s)
6. Notes
 - Once document type(s) is selected a Notes field will appear.
 - Please provide any information our office needs to know about the submitted documents, for example, if this is an emergency or time sensitive matter, please note that here
7. Files Submission
 - You may drag and drop or browse your computer to upload documents
 - Accepted document types include: .pdf, .png, .jpg, .txt, .ppt, .docx

- Once you submit your document you will see a notice confirming we have received your submission

Civil Filing

You will need to answer several questions regarding yourself and the document you are submitting. Including:

1. Contact Full Name

- Provide the first and last name you used to register

2. Phone Number

- Provide the phone number you used to register

3. Email Address

- **IMPORTANT: You must enter the exact same email address used to register or your submissions will be rejected**

4. What Type of Case

- This is a drop down menu, select **Civil**
- You will be asked if you are filing a new case
- If No, you will proceed to the Document Type drop down menu
- If Yes,
 - i. Call the Clerk's Office to obtain your case number at 703-746-4044
 1. If you are filing a Waiver of Costs, you will not owe any money at the time of Submission
 2. You must upload the Waiver of Costs at the time of initial submission
 3. Otherwise, you will pay your filing fee and receive your case number at the same
 - ii. Enter the Case File Number
 - iii. You will then proceed to the Document Type drop down menu

5. Document Type

- This is a drop down menu of document types, select the applicable type(s)

6. Notes

- Once document type(s) is selected a Notes field will appear.
- Please provide any information our office needs to know about the submitted documents, for example, if this is an emergency or time sensitive matter, please note that here

7. Files Submission

- You may drag and drop or browse your computer to upload documents
- Accepted document types include: .pdf, .png, .jpg, .txt, .ppt, .docx

- Once you submit your document you will see a notice confirming we have received your submission

After Submission

The Clerk's Office will review all submitted documents for

- Completeness of Filing
 - Various case types require documents to be notarized or to be filed with supporting documents
 - The clerk will review to ensure all supporting documents or actions have been completed
- Signature
 - The clerk will check to ensure that all pleadings are signed
 - The clerk will ensure no civil filings have been submitted by an attorney

Once your submission has been reviewed, you will receive an email from the Clerk's Office staff either confirming the filing of your documents or requesting more information.

If you do not respond to an email requesting more information within 2 business days, the submission will be deleted and not filed with the court.

Filed Date & Time

Once Clerk staff have reviewed and approved your submission you will receive an email stating the date and time the documents are filed with the court.

The date and time will be determined by the date and time the user submits the documents through the eFile Portal

- If submitted during business hours, the documents will be considered filed at the time they were uploaded to the eFile Portal
- If submitted outside of business hours documents are considered will be considered filed at 8am on the next business day on which the Clerk's Office is open

Filing Fees

Submitted documents will not be considered filed until any applicable filing fees have been paid or Waiver of Costs have been approved by the Court.

- To determine filing fees: [Filing Fee Calculator](#)
- Waiver of Costs (Non Divorce Matters): [Waiver Link](#)
- Waiver of Costs (Divorce): [Divorce Waiver Link](#)

FAQs

- Can I update or correct a filing once submitted?
 - The Clerk's office will email you with corrections or omissions that must be corrected prior to considering the documents to be filed
 - If our email request for corrections is not responded to within 2 business days, your submission will be deleted
 - Once documents have been filed changes will not be allowed without filing a subsequent document
- Should I also file a paper copy?
 - No, please do not submit the same document in multiple ways.
- If I initiate my case electronically, can I only file into the case electronically?
 - Once initiated through Alexandria eFile Portal you may then file electronically, via mail, or in person.
 - If the case is initiated in VJEFS, please see the VJEFS manual:
<https://www.vacourts.gov/online/vjefs/home>