

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA

FERNANDO GALINDO
CLERK OF COURT

ALEXANDRIA
NEWPORT NEWS
NORFOLK
RICHMOND

NOTICE

Pursuant to the Local Rules of this Court and the *E-Filing Policies and Procedures* manual, electronic case filing is mandatory and all documents not exempt from electronic filing must be filed electronically.

The Clerk's Office is returning to you the attached paper document which should be filed electronically by counsel.

If you have any questions, please contact the Clerk's Office help desk:

Alexandria Help Desk
703-299-2101 - Civil
703-299-2102 - Criminal

Norfolk/Newport News Help Desk
757-222-7201 - Civil
757-222-7202 - Criminal

Richmond Help Desk
804-916-2220 - Civil
804-916-2230 - Criminal

Thank you,

The Clerk's Office