

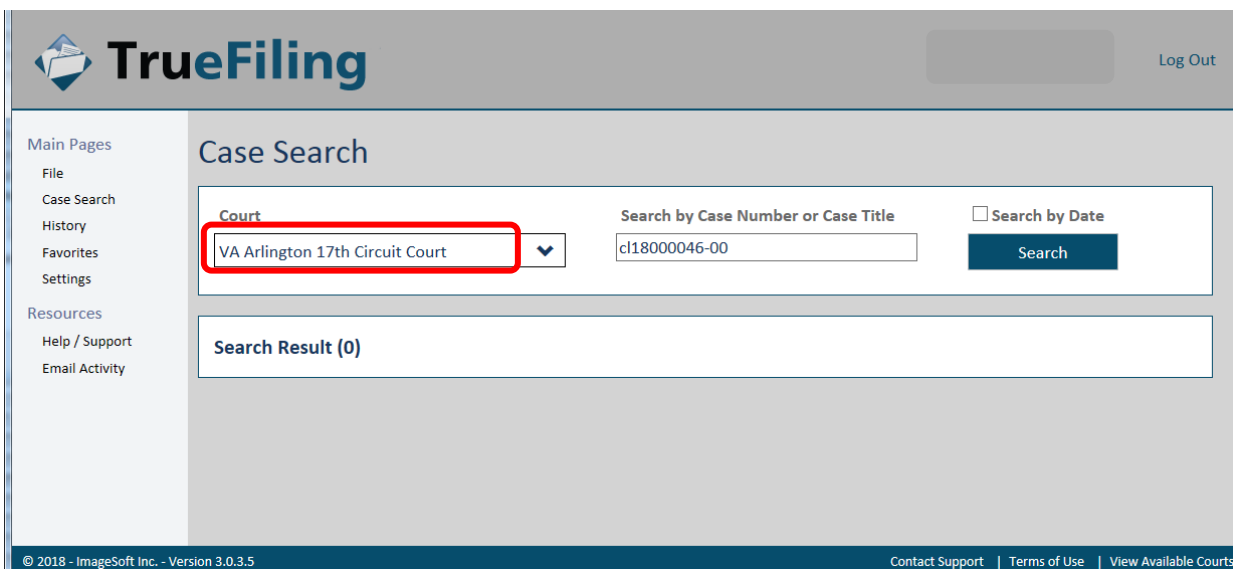
Secure Remote Access via TrueFiling

Arlington County Circuit Court allows secure remote access to non-confidential case files to attorneys licensed by the Virginia State Bar via the TrueFiling website. Attorneys that want to access to case files remotely need to complete the user agreement, the application and pay an annual subscription fee (the fee will be waived for attorneys working for governmental agencies) to gain access to the files. The forms can be found at <https://www.arlingtonva.us/Government/Departments/Courts/Circuit-Court/Project-Paperless>

1. Login to TrueFiling at <https://va.truefiling.com/login>.
2. Click “Case Search” on the menu on the left side of the screen.



3. Select “VA Arlington 17th Circuit Court” from the Court drop down menu



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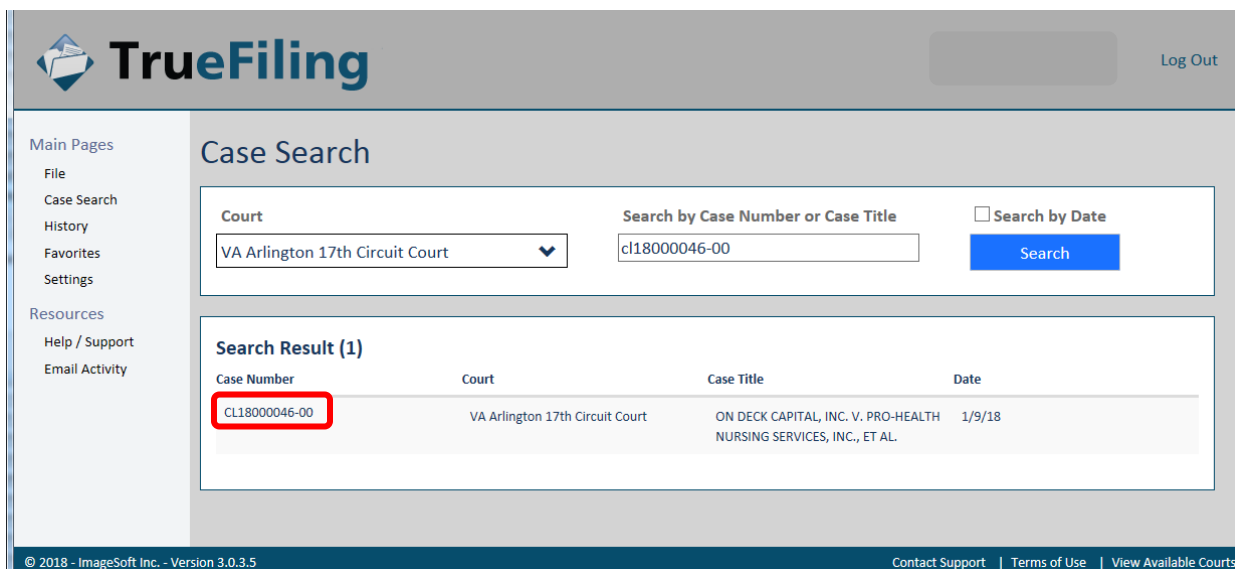
4. Enter the complete case number or the last name or business name of one of the parties in the search file and click "Search"



The screenshot shows the TrueFiling Case Search interface. The search criteria are: Court: VA Arlington 17th Circuit Court; Search by Case Number or Case Title: cl18000046-00; Search by Date: unchecked. The search button is highlighted with a red box. The search results section shows "Search Result (0)".

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5. When the search results are returned, click on the case number you want to open.



The screenshot shows the TrueFiling Case Search interface with search results. The search criteria are: Court: VA Arlington 17th Circuit Court; Search by Case Number or Case Title: cl18000046-00; Search by Date: unchecked. The search button is highlighted with a blue box. The search results section shows "Search Result (1)".

Case Number	Court	Case Title	Date
CL18000046-00	VA Arlington 17th Circuit Court	ON DECK CAPITAL, INC. V. PRO-HEALTH NURSING SERVICES, INC., ET AL.	1/9/18

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6. From the Case Details page, click “Request Case File”

The screenshot shows the TrueFiling interface. At the top left is the TrueFiling logo and a 'Log Out' button. A sidebar on the left lists 'Main Pages' (File, Case Search, History, Favorites, Settings) and 'Resources' (Help / Support, Email Activity). The main content area is titled 'Case Details' with a 'File to this Case' button. The case title is 'ON DECK CAPITAL, INC. V. PRO-HEALTH NURSING SERVICES, INC., ET AL.' with case number CL18000046-00 and location 'VA Arlington 17th Circuit Court'. Below this is a 'Case Contacts (1)' table with columns for Name, Role, Organization, and Email. One contact is listed as 'Attorney'. There are buttons for 'Add Myself / Connected User', 'Add Other Counsel', and 'View Participant Activity'. Below the contacts are sections for 'Filings (0)' and 'Secure Remote Access(0)'. The 'Request Case File' button in the 'Secure Remote Access' section is highlighted with a red box.

7. Verify that you want to request the case file.

The screenshot shows the same TrueFiling interface as above, but with a modal dialog box open. The dialog box is titled 'Request Case File for case number CL18000046-00' and has two buttons: 'Cancel' and 'Request'. The 'Request' button is highlighted with a red box. The background content is dimmed.

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8. You will see that your request has been submitted.

The screenshot displays the TrueFiling interface. On the left is a navigation menu with options like 'Main Pages', 'File', 'Case Search', 'History', 'Favorites', 'Settings', 'Resources', 'Help / Support', and 'Email Activity'. The main content area is titled 'Case Details' and includes a 'File to this Case' button. The case title is 'ON DECK CAPITAL, INC. V. PRO-HEALTH NURSING SERVICES, INC., ET AL.' with case number 'CL18000046-00'. Below this is a table for 'Case Contacts (1)' with one entry: an attorney. At the bottom, the 'Secure Remote Access(0)' section is highlighted with a red box, showing the text 'Last Case File Request: 01/09/2018 at 11:53:52 AM' and a 'Send another Request' button.

9. You will receive an email from info@truefiling.com when the request has been processed and the files are ready to be retrieved. The first time a user requests a case file, it can take up to one business day for the request to be manually approved by a clerk. Subsequent requests are processed automatically, typically in less than 5 minutes.

The screenshot shows an email notification. The sender is 'Info@TrueFiling.com' and the subject is 'TrueFiling: Case List Request for CL18000046-00 has been processed'. The email body contains the following text: 'Attention: Your TrueFiling Case List Request has been processed. There are documents available from the court to download.' It lists the case details: 'Case Title: ON DECK CAPITAL, INC. V. PRO-HEALTH NURSING SERVICES, INC., ET AL.', 'Case Number: CL18000046-00', and 'Status: Available'. It then says: 'To view the case and download available documents, log into TrueFiling and search for the case via the link below.' and provides the link 'https://va.truefiling.com'. The email ends with 'Thank you,' and 'VA Arlington 17th Circuit Court'.

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10. Return to the Case Details page and refresh it. Please **do not request** the case file again. This will only delay the availability of the documents.
11. The documents will be listed under the secure remote access section. In this example there are two documents as indicated by the number 2 in parenthesis.

The screenshot displays the TrueFiling interface for a case titled "ON DECK CAPITAL, INC. V. PRO-HEALTH NURSING SERVICES, INC., ET AL." with case number CL18000046-00. The page includes a sidebar with navigation options like "Main Pages", "File", "Case Search", "History", "Favorites", "Settings", "Resources", "Help / Support", and "Email Activity". The main content area shows "Case Details" with a "File to this Case" button. Below this, there is a section for "Case Contacts (1)" with a table listing an "Attorney" and buttons for "Add Myself / Connected User", "Add Other Counsel", and "View Participant Activity". A "Filings (0)" section is also present with "Previous" and "Next" navigation buttons. The "Secure Remote Access(2)" section is highlighted with a red box, indicating two documents are available. A "Request Case File" button is located to the right of this section. The footer contains copyright information for ImageSoft Inc. and links for "Contact Support", "Terms of Use", and "View Available Courts".

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12. Click on the greater than sign (>) to expand the list of documents.

The screenshot displays the TrueFiling interface for a case. The main content area is titled 'Case Details' and includes a 'File to this Case' button. The case name is 'ON DECK CAPITAL, INC. V. PRO-HEALTH NURSING SERVICES, INC., ET AL.' with case number 'CL18000046-00' and location 'VA Arlington 17th Circuit Court'. Below this, there is a 'Case Contacts (1)' section with a table listing an attorney. A 'Filings (0)' section is also present. The 'Secure Remote Access(2)' section is expanded, showing a table with two entries. A red box highlights the expandable arrow next to the section header.

Action Date	Comments	Author	Document Link
01/09/2018	MISCELLANEOUS	32754	Download
01/09/2018	BREACH OF CONTRACT COMPLAINT	32754	Download

13. The document link will state “Download” if the document is ready to be downloaded. If the document link states “Pending” the document is still being downloaded. Wait a few minutes and refresh the screen to determine when the documents is ready to be downloaded.

14. Click on Download to open the document. At this point, the user will be able to read, print and save filings.

15. Please note—the case list **is not automatically updated** when new documents are filed. The documents listed in TrueFiling are a snapshot of documents that were available at the time the request was made. On subsequent logins to TrueFiling, the user should request the case file again in order to confirm that the list is complete and accurate.