

## Attorney Admission and E-File Registration:

- **Attorney Admission (Full) & E-File**
- **E-File Registration Only**
- **Pro Hac Vice Attorneys**
- **Federal Government Attorneys**
- **Multi-District Litigation Attorneys**

The U.S. District Court for the Western District of Virginia is a NextGen CM/ECF court. **In order to make a request for admission and/or e-filing privileges, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for the step-by-step procedure. Once you have a PACER account, follow the below steps to request filing access.

<http://www.vawd.uscourts.gov/media/31967287/upgrading-your-pacer-account.pdf>

1. Navigate to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)

2. Click **Log in to** at the top of the page.



3. Then select **Manage PACER Account**



4. Enter your Username and Password to log in

5. Once logged in, select the **Maintenance** tab



6. Next select **Attorney Admissions/E-File Registration** under the Maintenance tab.

- On the following screen, select **U.S. District Courts** and **Virginia Western District** to apply for. If you do not see Virginia Western District Court as an option, verify if you already are admitted and/or have filing privileges with **Virginia Western District**. Click here for [step-by-step](#) instructions.

**In what court do you want to practice?**

\* Required Information

Court Type \*

Court \*

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

- On the next page please select your admission type.

**What would you like to apply/register for?**

**E-File Registration Only -** to be selected by attorneys admitted to practice in this court who have never been issued an ECF login and password or who currently do not have an active ECF account.

- Those applying for Attorney Admission and E-File will "Complete all sections of Attorney Admission". All other admission types will "Complete all sections of "E-File Registration." Please complete all required information marked with a red asterisk **and your State Bar ID and State information**.

**PHV Attorneys** must fill in the Pro Hac Vice Case number where Court has granted admission PHV. **\*\*\*Please input entire case number, X:XXcvXXXXX** Also include State and State Bar ID information.

**MDL Attorneys** must insert Multi-District Litigation Case Number.

Select **Next**.

Additional Filer Information		Additional Filer Information	
Already Admitted at Court	<input type="text" value="Select Court"/>	Already Admitted at Court	<input type="text" value="Select Court"/>
Court Bar ID	<input type="text"/>	Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/>	Other Names Used	<input type="text"/>
Pro Hac Vice Case Number	<input type="text"/>	Multi-District Litigation Case Number	<input type="text"/>
State Bar ID	<input type="text"/>	State Bar ID	<input type="text"/>
State	<input type="text" value="Select State"/>	State	<input type="text" value="Select State"/>

10. Next you will be at the Payment Information screen. You will not be charged for submitting this request. Please select **Next** to bypass this screen.

11. Please read the E-Filing Terms of Use and check the two **Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

12. Click **Submit**. The court will process your request. You will receive an email from PACER when your request has been approved and you have been granted e-filing privileges.