



U.S. DISTRICT COURT
Western District of Virginia
Electronic Case Filing Registration

Court Use Only:
Login: _____
Password: _____

This form shall be used to register as a Filing User for the court's Electronic Case File (ECF) system. Filing Users will have privileges to electronically submit documents, and will receive electronic notice of documents filed in the ECF system. By signing this form, you certify that you have a Public Access to Court Electronic Records (PACER) account. Visit the PACER web site at http://pacer.psc.uscourts.gov to establish a PACER account.

Please complete the following required information to register for ECF: (Please type or print neatly)

Last Name: _____ First Name: _____ Middle Name: _____

Firm Name: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

State Bar Information: State: _____ ID Number: _____

Last Four Digits of Social Security Number: _____ (for security purposes).

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Western District of Virginia and must be in good standing, or permitted by statute or admitted pro hac vice in a particular case, to file papers electronically.

Date admitted to practice in this Court: _____

If United States Department of Justice Attorney appearing pursuant to 28 U.S.C. § 517 check here: _____

If admitted pro hac vice: Date motion for pro hac vice granted: _____ in case number: _____

If Pro Se Filer: Date Motion granted: _____ in case number: _____

By signing this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned further certifies that he/she has read and understands the Court's Local Rule 8 - Redaction of Personal Data Identifiers from Pleadings, and acknowledges his/her responsibility for redacting these personal identifiers. The undersigned also consents to receiving notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) and Fed.R.Crim.P. 49(b) and (c) via the Court's electronic filing system only. The combination of user identification and password shall constitute the signature of the attorney filing the documents for purposes of Fed.R.Civ.P. 11. Attorneys must protect the security of their passwords. It is the duty and responsibility of the attorney to immediately notify the court if they learn that their password has been compromised.

Signature of Registrant

Date

YOUR LOGIN AND PASSWORD WILL BE EMAILED TO YOUR EMAIL ADDRESS ABOVE.

Return this form to: Clerk, U.S. District Court
Electronic Filing Registration
210 Franklin Road
Suite 540
Roanoke, VA 24011-2208