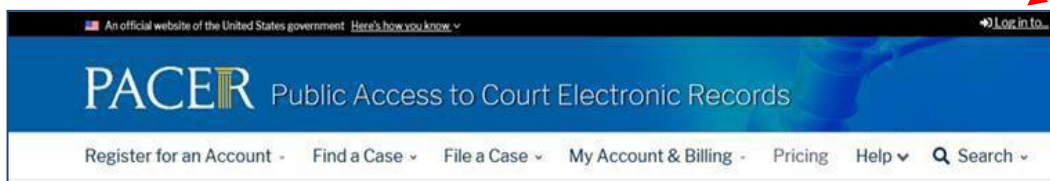


Attorney Admission and E-File Registration:

- 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, refer to PACER.gov for guidance. Once you have an upgraded PACER account, follow the below steps to request filing access.

1. Navigate to 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.

7. On the following screen, select **U.S. District Courts** and **Virginia Western District** to apply. If Virginia Western District Court is not an available option, verify if you already are admitted and/or have filing privileges with **Virginia Western District**.

In what court do you want to practice?

* Required Information

Court Type *	<input type="text" value="U.S. District Courts"/>
Court *	<input type="text" value="Virginia Western District 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](#).

8. On the next page please select your admission type.

What would you like to apply/register for?

<input type="button" value="Attorney Admissions and E-File"/>
<input type="button" value="E-File Registration Only"/>
<input type="button" value="Pro Hac Vice"/>
<input type="button" value="Multi-District Litigation"/>
<input type="button" value="Federal Attorney"/>

E-File Registration Only -
to be selected by attorneys admitted to practice in this court who need to link their PACER account to their CM/ECF account

9. 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.