How to Verify if You are Admitted and/or have E-Filing Privileges in Virginia Western District Court

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 **Display Registered Courts** under the Maintenance tab.
   - If there is no link for Display Registered Courts, contact Clerk's office, 540-857-5100, for assistance.

7. Does Virginia Western District Court display as a registered court?
   - If so, select **Virginia Western District Court** to login with your PACER username and password.
   - If not, you should be able to request admission and/or register for e-filing. Click HERE for step-by-step instructions. Please contact the Clerk's office, 540-857-5100, for additional assistance.