UNITED STATES DISTRICT COURT Western District of Virginia



STATE COURTS: REGISTERING FOR E-FILING PRIVILEGES



210 Franklin Road, SW. Suite 540 Roanoke, Virginia 24011 540-857-5100 This document will guide you through the process of creating an account at PACER.gov and requesting e-filing privileges with the U.S. District Court for the Western District of Virginia.

NOTE: Either the Court Clerk or their designee must complete the process.

Overview of registration process:

- Section 1. Start the non-attorney registration process. You will be prompted to first register for your PACER account.
- Section 2. Then, complete the electronic filing registration for the desired court. Upon completion, the registration is transmitted to the court for verification and processing. Document filing and access to restricted cases/documents in a court is not permitted until that court processes the registration request.
- Note. Once the court processes your request, you will receive an email notification from the court indicating you are permitted to file electronically or if there are additional steps you need to take. Processing time for electronic filing registration varies from court to court.

Once privileges are granted, you will use the manual "<u>STATE COURT USER E-FILING MANUAL"</u> to assist with the e-filing of your records to our court. The manual can be found on our public website (<u>vawd.uscourts.gov</u>) under the CM/ECF Information tab / State Court E-Filing page.

If you have any questions about the registration process, please don't hesitate to email us at, ECF@vawd.uscourts.gov.

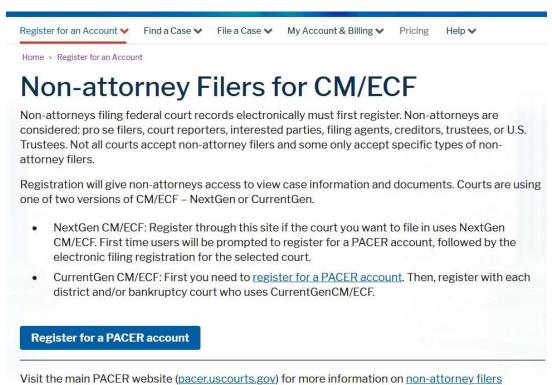
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CREATING A PACER ACCOUNT AT PACER.GOV

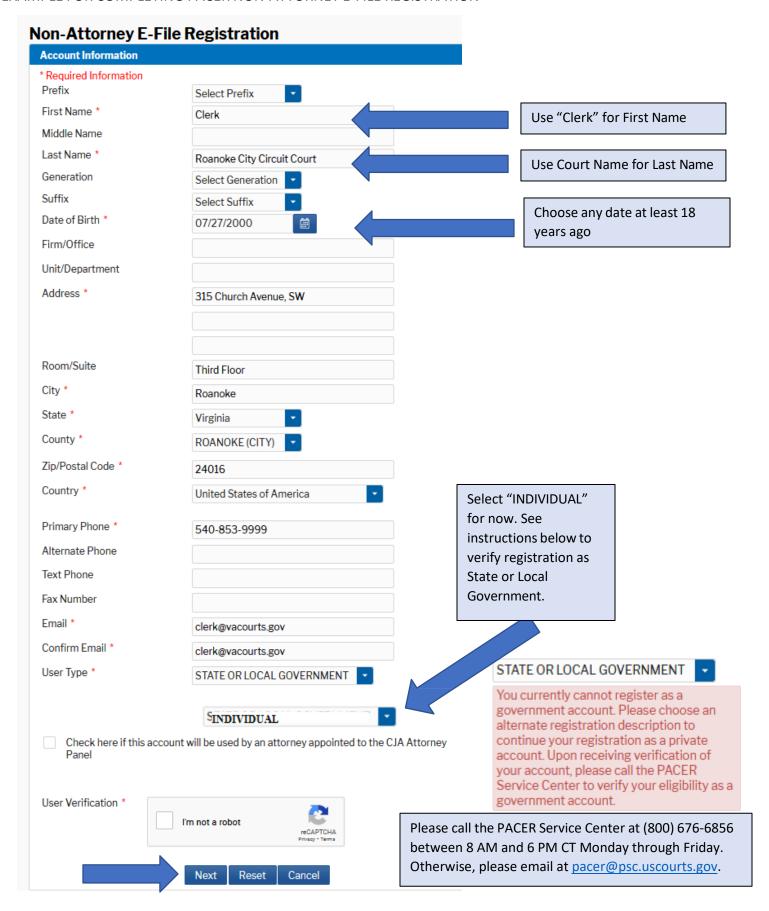
Log into PACER.GOV to Register for an Account.





registering for an account.

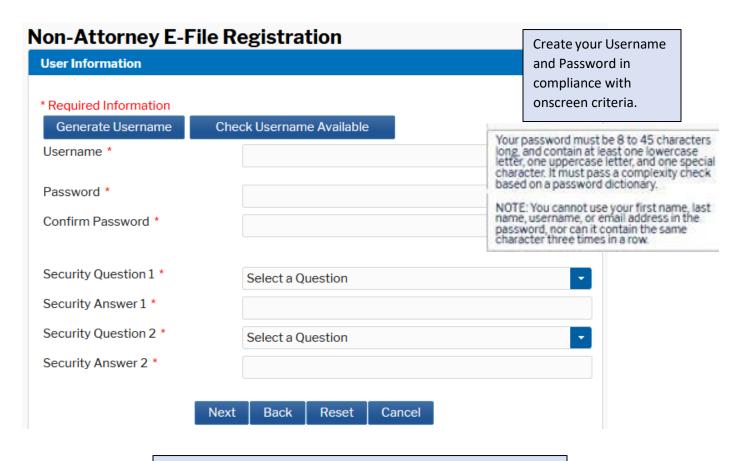
EXAMPLE FOR COMPLETING PACER NON-ATTORNEY E-FILE REGISTRATION



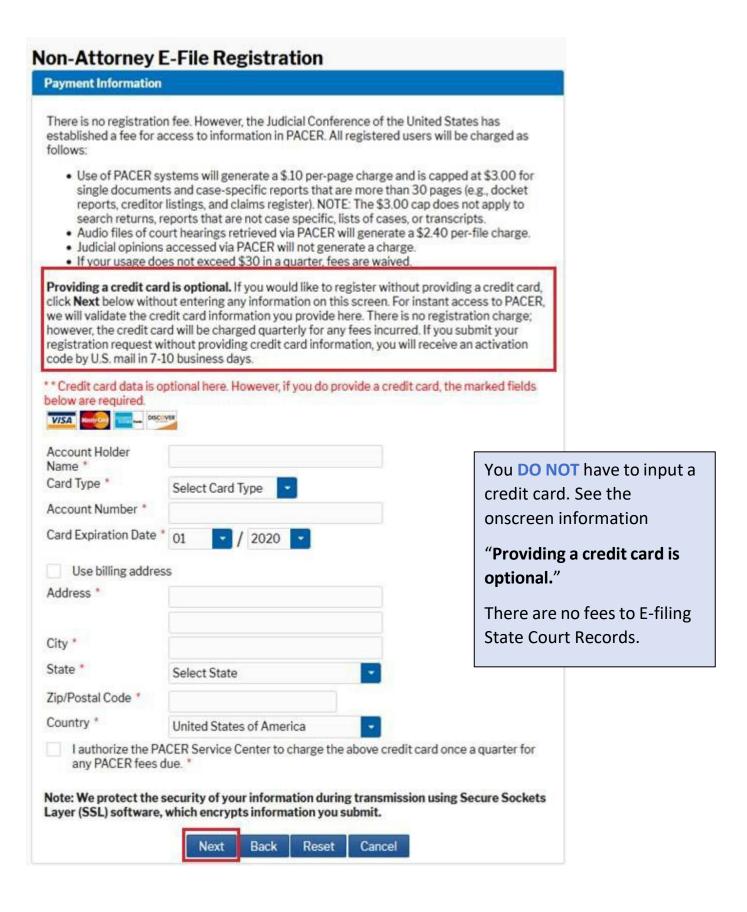
If you should happen to get this screen and have not registered previously, click **Continue.**

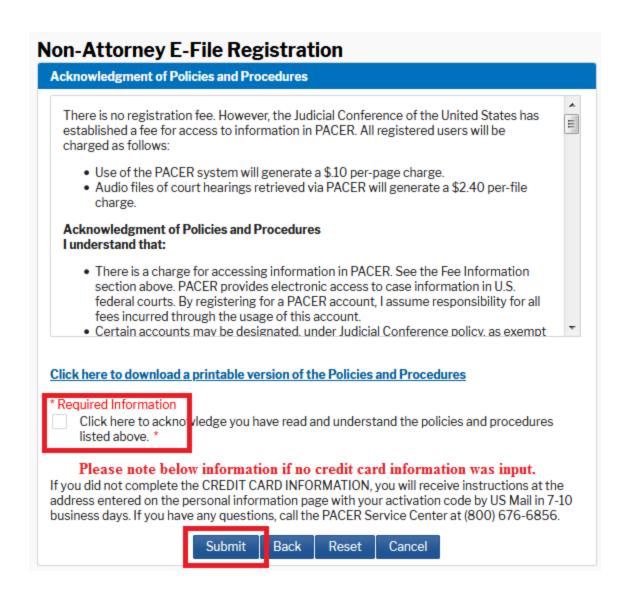


Select Username and Password (all fields are mandatory):



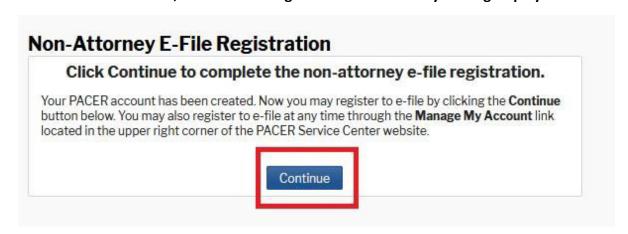
Please make a note of your Username, Password, and Security Questions and Answers.

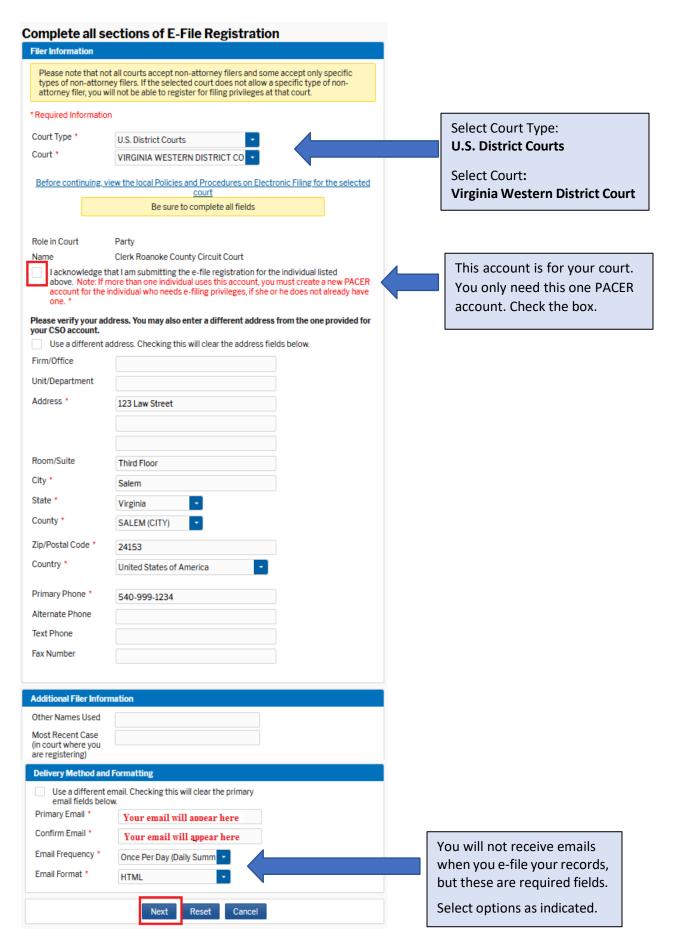




SUBMITTING E-FILING REGISTRATION

Once submit is selected, the screen to register for Non-Attorney E-Filing displays. Click Continue to get registered!





Account Number 7040500
Username rkecoccva
Account Balance \$0.00
Case Search Status Inactive

Account Type Upgraded PACER Account

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filling or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

Add Credit Card Add ACH Payment

If you entered credit card information previously, review this section.

If you did not enter credit card information, none will appear as depicted to the left.

Select Next.

Next

Back

Cancel

Account Number 7040500

Username rkecoccva

Account Balance \$0.00

Case Search Status Inactive

Account Type Upgraded PACER Account

E-Filing Terms of Use

Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and
 password constitutes my signature for all purposes, including the Federal Rules of
 Procedure and the local rules of the court(s) where I am filing, and shall have the
 same force and effect as if I had affixed my signature on a paper document being
 filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing
 electronic filing for the court(s) where I have filing privileges. I understand that a
 non-attorney's filing privileges may be limited to specified transactions, depending
 on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- lagree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

Click here to download a printable version of the Non-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. *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

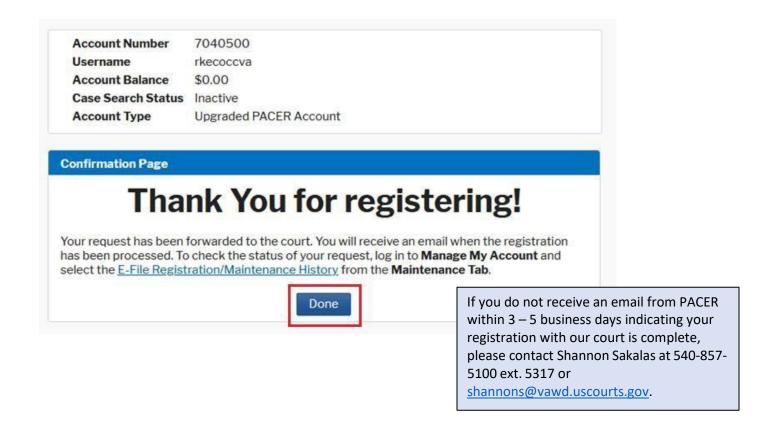
Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Reset

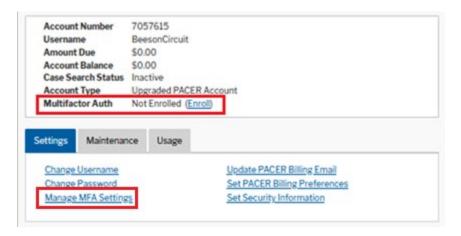
Cancel



ENROLLING IN MULTIFACTOR AUTHORIZATION (MFA)

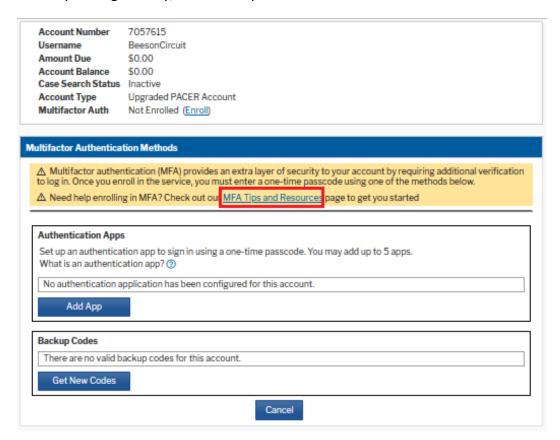
The Manage My Account screen will display. Click the **Enroll** link in the Multifactor Auth field or click the **Manage MFA Settings** link under the Settings tab if not previously enrolled.

NOTE: By December 21, 2025, all CM/ECF users **MUST** be enrolled in MFA to maintain system access. MFA provides an added layer of security to accounts by helping protect against cyberattacks that steal passwords, significantly reducing the risk of unauthorized access.



MFA Methods

There are two options for multifactor authentication; authentication application (app) and/or get backup codes. You must set up at least one of the two options. Please refer to the MFA Tips and Resource link on the page to help you through the MFA enrollment process. If you have any questions regarding MFA enrollment, please contact the PACER Service Center at pace-app-cuscourts.gov or (800) 676-6856. The PACER Service Center hours of operation are Monday through Friday, 7 a.m. to 6 p.m. CT.



Once the court approves your e-filing request you will get an email from PSC.USCOURTS.GOV with the below message. You are now ready to e-file! Please refer to our State Court User E-filing Manual to assist with the e-filing of your records to our court. The manual can be found on our State Court E-Filing Page.

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, https://train-pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf.

Account Number: 7040794

Court: VIRGINIA WESTERN DISTRICT COURT (TEST)

Date/Time Submitted: 09/27/2020 12:54:50 CDT

Transaction ID: 10055

Request: Registration

Transaction Status: Processed

Comment: Registration Request Approved

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to ecf@vawd.uscourts.gov.