

UNITED STATES DISTRICT COURT Western District of Virginia



NON-ATTORNEY: HOW TO REGISTER TO E-FILE

NextGen



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Roanoke, Virginia 24011
540-857-5100**

Non-Attorney filers may be granted e-filing privileges pursuant to Court order.

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.

Overview of registration process:

1. Start the non-attorney registration process. You will be prompted to first register for your PACER account.
2. Then, complete the electronic filing registration by selecting this court. Upon completion, the registration is transmitted to the court for verification and processing. NOTE: Include the case number for the case you have been granted permission to e-file.
3. Once the court processes your request, you will receive an email notification from PACER indicating you are able to file electronically or the court may email you if there are additional steps you need to take.

You should familiarize yourself with the Court's [Administrative Procedures](#) for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means. This document can found via a link on the Court's CM/ECF Information page (<http://www.vawd.uscourts.gov/cmecf-information.aspx>) on the Court's public website (www.vawd.uscourts.gov)

If you have any questions about the registration process or any other e-filing issue, please contact the [divisional office](#) where the case resides. (<http://www.vawd.uscourts.gov/court-information/court-probation-office-locations/abingdon.aspx>)

CREATING A PACER ACCOUNT AT PACER.GOV

Log into [PACER.GOV](https://pacer.gov) to Register for an Account.



[Register for an Account](#) ▼ [Find a Case](#) ▼ [File a Case](#) ▼ [My Account & Billing](#) ▼ [Pricing](#) [Help](#) ▼

[Home](#) > [Register for an Account](#)

Non-attorney Filers for CM/ECF

Non-attorneys filing federal court records electronically must first register. Non-attorneys are considered: pro se filers, court reporters, interested parties, filing agents, creditors, trustees, or U.S. Trustees. Not all courts accept non-attorney filers and some only accept specific types of non-attorney filers.

Registration will give non-attorneys access to view case information and documents. Courts are using one of two versions of CM/ECF – NextGen or CurrentGen.

- NextGen CM/ECF: Register through this site if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account, followed by the electronic filing registration for the selected court.
- CurrentGen CM/ECF: First you need to [register for a PACER account](#). Then, register with each district and/or bankruptcy court who uses CurrentGenCM/ECF.

[Register for a PACER account](#)

Visit the main PACER website (pacer.uscourts.gov) for more information on [non-attorney filers registering for an account](#).

Questions about registering for your PACER account?

Please call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday. Otherwise, please email at pacer@psc.uscourts.gov.

COMPLETE THE PACER NON-ATTORNEY E-FILE REGISTRATION INFORMATION

Non-Attorney E-File Registration

Account Information

*** Required Information**

Prefix	Select Prefix 
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Generation	Select Generation 
Suffix	Select Suffix 
Date of Birth *	<input type="text"/> 
Firm/Office	<input type="text"/>
Unit/Department	<input type="text"/>
Address *	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text"/>
State *	Select State 
Zip/Postal Code *	<input type="text"/>
Country *	United States of America 
Primary Phone *	<input type="text"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
User Type *	Select User Type 

Select "INDIVIDUAL" for now.



Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

Do Not Check this Box



User Verification *

I'm not a robot 
reCAPTCHA
Privacy - Terms

Next Reset Cancel

Select Username and Password (all fields are mandatory):

Non-Attorney E-File Registration

User Information

*** Required Information**

Generate Username

Check Username Available

Username *

Password *

Confirm Password *

Security Question 1 *

Select a Question



Security Answer 1 *

Security Question 2 *

Select a Question



Security Answer 2 *

Next

Back

Reset

Cancel

Create your Username and Password in compliance with onscreen criteria.

Your password must be 8 to 45 characters long, and contain at least one lowercase letter, one uppercase letter, and one special character. It must pass a complexity check based on a password dictionary.

NOTE: You cannot use your first name, last name, username, or email address in the password, nor can it contain the same character three times in a row.

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

Non-Attorney E-File Registration

Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**



Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

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

Next

Back

Reset

Cancel

Non-Attorney E-File Registration

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

Acknowledgment of Policies and Procedures I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt

[Click here to download a printable version of the Policies and Procedures](#)

* Required Information

- Click here to acknowledge you have read and understand the policies and procedures listed above. *

Please note below information if no credit card information was input.

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

Submit

Back

Reset

Cancel

Once submit is selected, the screen to register for Non-Attorney E-Filing displays.

Click Continue to request e-filing privileges with the court.

Non-Attorney E-File Registration

Click Continue to complete the non-attorney e-file registration.

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

Continue

Filter Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type *
Court *

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Attorneys seeking to e-file documents must be admitted to practice in the U.S. 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. All filers must abide by the Federal Rules of Civil and Criminal Procedure, the Court's Local Rules, orders, policies and administrative procedures (see link above) governing their use of the electronic filing system and consent to receiving electronic notice of filings through the system. It is the duty and responsibility of the filer to protect the security of their password and to immediately notify the court and contact PACER.GOV if they learn their password has been compromised. STATE COURT FILERS and other non-attorney filers, with permission of the court, should select "E-File Registration Only".

Role in Court Party
Name John/Jane Doe

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.**

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office
Unit/Department
Address *

Room/Suite
City *
State *
County *
Zip/Postal Code *
Country *
Primary Phone *
Alternate Phone
Fax Phone

Additional Filer Information

Other Names Used
Most Recent Case (in court where you are registering)

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *
Confirm Email *
Email Frequency *
Email Format *

Select Court Type:
U.S. District Courts

Select Court:
Virginia Western District Court

Please read the Local Policies & Procedures for e-filing.

Please read.

This box must be checked to continue.

Enter the case number in which you have been given permission to e-file.
This must be completed.

Selections must be made.

Account Number 7042524
Username john1doe
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-filing 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](#)

Next

Back

Cancel

Read the E-filing Terms and Conditions.



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.
- I agree 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

Account Number	7042524
Username	john1doe
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

If you do not receive an email within 3 – 5 business days indicating your registration with our court is complete, please send inquiry email to ECF@vawd.uscourts.gov. (Provide the case number in the email.)

An email indicating your e-filing registration with the Virginia Western District Court is complete should arrive shortly to the email address input during registration.

The Manage My Account screen will display. Use the drop-down arrow to display the Logout option. Select Logout.

Account Number 7040500		Clerk Roanoke County Circuit Cour 
Username rkecoccva		PACER Home
Account Balance \$0.00		<input type="button" value="Logout"/>
Case Search Status Inactive		
Account Type Upgraded PACER Account		

Settings Maintenance Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Once the court approves your e-filing request you will get an email from PSC.USCOURTS.GOV to the email address input during registration with the below message. Once that email is received you can e-file.

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.

Forgotten PACER Username and/or Passwords

Please call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday. Otherwise, please email at pacer@psc.uscourts.gov.

Or consult the Help section on the PACER.gov home screen.

The screenshot shows the PACER.gov website interface. At the top, there is a blue header with the text "Public Access to Court Electronic Records". Below the header is a navigation menu with the following items: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", and "Help". The "Help" menu is open, showing a list of options: "How to Use PACER", "How to Use CM/ECF", "Frequently Asked Questions", "Contact Us", and "Help Overview". Below the navigation menu is a large heading "What can we help you accomplish" followed by three icons: a scale of justice, a document, and a credit card.