

UNITED STATES DISTRICT COURT  
Western District of Virginia



**STATE COURTS:  
HOW TO REGISTER TO E-FILE  
NextGen**



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Roanoke, Virginia 24011  
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Thank you for your interest in submitting your court's records to our court electronically!

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:

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 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.
3. 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 "[STATE COURT USER E-FILING MANUAL](#)" to assist with the e-filing of your records to our court. Manual can be found on our public website ([vawd.uscourts.gov](http://vawd.uscourts.gov)) under the CM/ECF Information tab / State Court E-Filing page.

If you have any questions about the registration process or any other e-filing issue, please don't hesitate to contact one of our divisional Clerk's offices or email [ECF@vawd.uscourts.gov](mailto:ECF@vawd.uscourts.gov). Click [here](#) for divisional office contact information.

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# 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](https://pacer.uscourts.gov)) for more information on [non-attorney filers registering for an account](#).

EXAMPLE FOR COMPLETING PACER NON-ATTORNEY E-FILE REGISTRATION

## Non-Attorney E-File Registration

### Account Information

**\* Required Information**

Prefix

First Name \*

Middle Name

Last Name \*

Generation

Suffix

Date of Birth \*

Firm/Office

Unit/Department

Address \*

Room/Suite

City \*

State \*

County \*

Zip/Postal Code \*

Country \*

Primary Phone \*

Alternate Phone

Text Phone

Fax Number

Email \*

Confirm Email \*

User Type \*

Use "Clerk" for First Name

Use Court Name for Last Name

Choose any date at least 18 years ago

Select "INDIVIDUAL" for now. See instructions below to verify registration as State or Local Government.

STATE OR LOCAL GOVERNMENT

You currently cannot register as a government account. Please choose an alternate registration description to continue your registration as a private account. Upon receiving verification of your account, please call the PACER Service Center to verify your eligibility as a government account.

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

User Verification \*  I'm not a robot 

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](mailto:pacer@psc.uscourts.gov).

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

### Alert: Account Already Exists

The information you entered in the registration form matches an existing account. Please click the Forgot Password button to reset your password. If you wish to create a new account, click Continue to complete the registration process. If you know your username and password, click the Login button to access the maintenance area of this site. If you need assistance, please call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday. Otherwise, please email us at [pacер@psc.uscourts.gov](mailto:pacер@psc.uscourts.gov).

[Forgot Password](#) [Continue](#) [Login](#) [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

You **DO NOT** have to input a credit card. See the onscreen information

**“Providing a credit card is optional.”**

There are no fees to E-filing State Court Records.

## 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

## SUBMITTING E-FILING REGISTRATION

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

## 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

# Complete all sections of E-File Registration

## Filer 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 \*

Select Court Type:  
**U.S. District Courts**

Select Court:  
**Virginia Western District Court**

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

Be sure to complete all fields

Role in Court Party  
Name Clerk Roanoke County Circuit Court

This account is for your court.  
You only need this one PACER  
account. Check the box.

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

Text Phone

Fax Number

## 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 \*

You will not receive emails when you e-file your records, but these are required fields. Select options as indicated.

**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-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](#)

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

<b>Account Number</b>	7040500
<b>Username</b>	rkecoccva
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	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.
- 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** 7040500  
**Username** rkecoccva  
**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**.

Done

If you do not receive an email within 3 – 5 business days indicating your registration with our court is complete, please contact Shannon Sakalas at 540-857-5100 ext. 5317 or [shannons@vawd.uscourts.gov](mailto:shannons@vawd.uscourts.gov).

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

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 screenshot shows the 'Manage My Account' interface. At the top, the account details are listed: Account Number 7040500, Username rkecoccva, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is a navigation bar with tabs for Settings, Maintenance, and Usage. Under the Settings tab, there are links for Change Username, Change Password, Set Security Information, Update PACER Billing Email, and Set PACER Billing Preferences. A dropdown menu is open from the top right, showing 'Clerk Roanoke County Circuit Court', 'PACER Home', and 'Logout'. The 'Logout' option is highlighted with a red box.

**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!**

**E-filing instructions can be found in the “State Court User NextGen E-Filing Manual – Effect 10-13-2020”.**

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/pscofi/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](mailto:ecf@vawd.uscourts.gov).