

UNITED STATES DISTRICT COURT  
Western District of Virginia



**STATE COURTS:  
HOW TO CREATE A PACER  
ACCOUNT AND LINK YOUR ECF  
ACCOUNT**



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These instructions will guide you through the process of creating an account at PACER.gov and linking your existing e-filing account to your new PACER account.

Once this two-step process is complete, please see “[STATE COURT USER E-FILING MANUAL](#)” to assist with logging in using your PACER username and password to e-file your records with our court.

\*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 us at [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 \*

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

User Verification \*  I'm not a robot 

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.

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 \* 01 / 2020

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.”**

E-filing State Court Records involves no fees.

# 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 you submit your PACER account, the below screen will display

You already have an e-filing account, so DO NOT click the continue. Navigate away from the PACER page.

# 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.





You will receive an email from the PACER Service Center ([psc.uscourts.gov](http://psc.uscourts.gov)) letting you know your PACER account has been created. Keep checking your primary email address. See example below.

Your PACER account has been created. Please ensure the information below is correct:

<b>Account Number</b>	7040795
<b>Contact Name</b>	Clerk Greene County Circuit Court
<b>User Name</b>	greeneccc
<b>Account Status</b>	Under Review: You will receive an email when the review is complete. You may also check the status of your account by logging in at <a href="#">Manage My Account</a> .

Once your PACER account is created, you must complete the last step to link your new PACER account to your existing e-filing account. The following directions will assist in completing this step.

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# LINKING YOUR NEW PACER ACCOUNT TO YOUR ECF ACCOUNT

## LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

If a court in which you file is live on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account to access the filing system. You must have an upgraded PACER account. If your account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions). All your CM/ECF accounts must be linked to your upgraded PACER account as each court goes live on NextGen CM/ECF. Linking is a one-time process that can be completed only once the court is live on NextGen CM/ECF.

### Linking Your Account - On or AFTER October 13, 2020

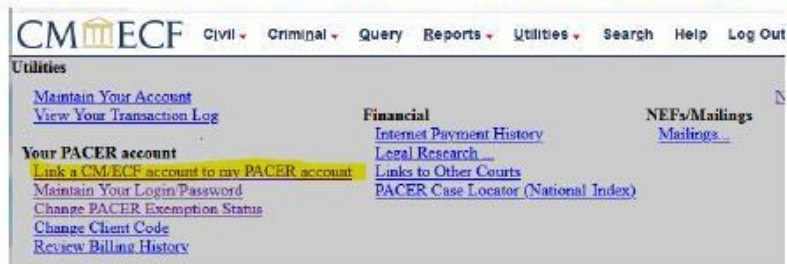
**STEP 1** Go to the court's CM/ECF site (e.g., <https://ecf.vawd.uscourts.gov>). Click the **Document Filing System** link.



**STEP 2** Log on with your individual upgraded PACER user name and password. **Do not log on using a shared firm PACER account.**

The image shows the PACER Login page. At the top left is the PACER Login logo. Below it is a message: "Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." The main content is a login form with the following fields: "Username \*", "Password \*", "Client Code", and "Court \*". The "Court \*" dropdown menu is set to "Where would you like to go?". Below the form are "Login" and "Clear" buttons. At the bottom of the form are links: "Forgot password?", "Forgot username?", and "Need an account?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

**STEP 3** Click **Utilities**, and then click the **Link a CM/ECF account to my PACER account** link.



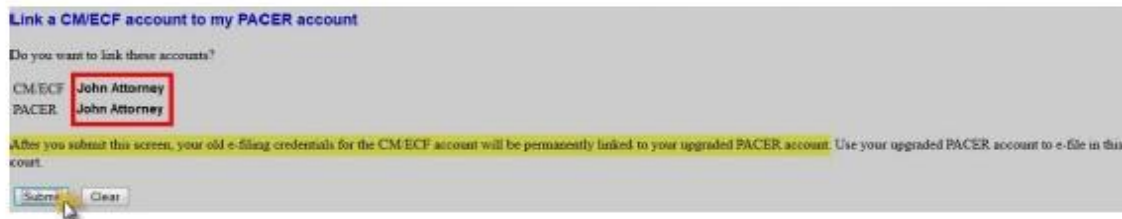
Enter your current CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Click **Submit**.

#### STEP 4

*NOTE: If you do not know your CM/ECF login and password, please email [ECF@vawd.uscourts.gov](mailto:ECF@vawd.uscourts.gov) to request this information and it will be emailed back to you. Please provide a contact phone number in case we need to speak with you.*



**STEP 5** Verify that the CM/ECF account and PACER account listed are accurate. If so, click **Submit**.



**NOTE:** Make sure you are linking to your individual PACER account.

**STEP 6** You have successfully linked your account. You will now use only your PACER account to access both PACER and CM/ECF for this court. Press **F5** to refresh the screen and view the Civil and Criminal menu items for filing in district courts.

**You are now ready to e-file!**

See “[STATE COURT USER E-FILING MANUAL](#)”. 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.