Attorney Admission and E-File Registration: • E-File Registration Only

The U.S. District Court for the Western District of Virginia is a NextGen CM/ECF court.

NOTE: To make a request for e-filing only privileges, you must have an upgraded individual PACER account and already be admitted to the bar of the court.

If you do not have an upgraded individual PACER account, refer to PACER.gov for guidance. Once you have an upgraded PACER account, follow the below steps to request filing access.

- 1. Navigate to <u>www.pacer.uscourts.gov</u>
- 2. Click **Log in to** at the top of the page.



3. Then select Manage PACER Account

→ Log in to the federal Judiciary's electronic public access services. Close			ĸ
PACER Case Locator	PACER Log in	Manage PACER Account	

- 4. Enter your Username and Password to log in
- 5. Once logged in, select the **Maintenance** tab and then select **Attorney Admissions/E**-**File Registration** under the Maintenance tab.

Settings	Maintenance	Usage	
<u>Update</u>	Personal Informa	tion	Attorney Admissions / E-File Registration
Check	E-File Status		E-File Registration/Maintenance History

6. On the following screen, select **U.S. District Courts** and **Virginia Western District** to apply for admission and/or register to e-file. If you do <u>not</u> see Virginia Western District Court as an option, verify if you already are admitted and/or have filing privileges with **Virginia Western District.** Click here for step-by-step instructions.

In what court do you wa * Required Information	nt to p	ractice?		
Court Type *	U.S. E	District Cour	ts	· •
Court *	Virgir	nia Western	District Cou	urt 👻
Note: Centralized attorney admis courts. If you do not see a court li on all courts, visit the <u>Court CM/E</u>	sions an sted, ple CF Look	id e-file regi ase visit tha <u>kup page</u> .	stration are at court's we	currently not available for all absite. To find more information
	Next	Reset	Cancel	

7. On the next page:



8. The top of the next screen will ask you to "**Complete all sections of E-File Registration**." Your information will auto-populate from your PACER account, but if you want to use different information for the court, update the fields provided. The acknowledgment at the top of the screen must be checked.

Complete all se	ctions of E-File Registration	n
Filer Information		
* Required Information		
Role in Court Title	Attorney Select a title or enter your own	
Name	John Q. Attorney	
I acknowledge th above. Note: If m account for the in one. *	at I am submitting the e-file registration for t ore than one individual uses this account, yo idividual who needs e-filing privileges, if she	the individual listed u must create a new PACER or he does not already have
Please verify your add your CSO account.	ress. You may also enter a different addres	s from the one provided for
Use a different ad	Idress. Checking this will clear the address fi	elds below.
Firm/Office	Law Firm	
Unit/Department		
Address *	222 Acorn Place	
Room/Suite		
City *	Salem	
State *	Virginia 💙 ?	, ,
County *	SALEM (CITY)	
Zip/Postal Code *	24153]
Country *	United States of America	
Primary Phone *	[
	540-225-5555	•
Alternate Phone		•
Text Phone		0
Fax Number		0

 In lower portion of the screen, you must submit <u>Virginia Bar ID Information</u> or processing may be delayed. Please complete the required information marked with a red asterisk. Select Next.

Additional Filer Inform	nation	
Already Admitted at Court Court Bar ID	Select Court	
Other Names Used		
Most Recent Case (in court where you are registering)		
En	nter your Virginia bar # and select Virginia for state.	
State Bar ID		
State	Select State	
Delivery Method and F	Formatting	
Use a different e email fields belo	mail. Checking this will clear the primary w.	
Primary Email *	Youremail@email.gov	
Confirm Email *	Youremail@email.gov	
Email Frequency *	Select Email Frequency	
Email Format *	Select Email Format	
	Next Back Reset Cancel	

- 10. The Payment Information screen will display next. You will not be charged for submitting this request. Please select **Next** to bypass this screen.
- 11. Please read the E-Filing Terms of Use and check the two **Attorney E-Filing Terms** and **Conditions** acknowledgmentboxes.

Clic	<u>k here to download a printable version of the Attorney E-filing Terms and Conditions</u>
	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. <u>Click here to view local Court Policies and Procedures.</u>

12. Click **Submit**. The court will process your request. You will receive an email from PACER when your request has been approved and you have been granted e-filing privileges and your VAWD e-filing account has been linked.