

Attorney Admission and E-File Registration:

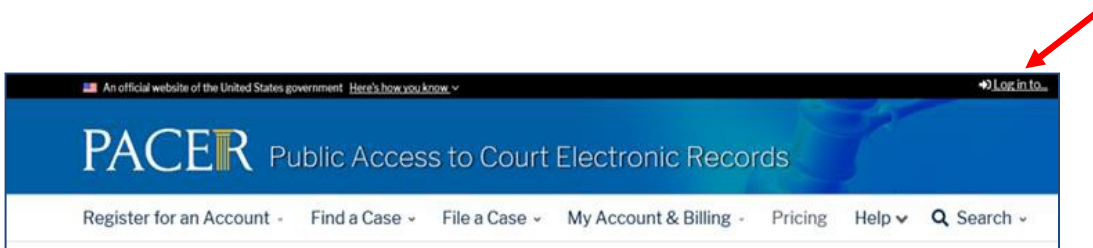
- **E-File Registration Only**

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 have prior NextGen e-filing privileges.

If you do not have an upgraded individual PACER Account, click [HERE](#) for the step-by-step procedure. Once you have a PACER account, follow the below steps to request filing access.

1. Navigate to www.pacer.uscourts.gov
2. Click **Log in to** at the top of the page.



3. Then select **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.



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 not 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 want to practice?
** Required Information*

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

7. On the next page:

Select E-File Registration Only



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 sections of E-File Registration

Filer Information

* Required Information

Role in Court Attorney
Title

Name **John Q. Attorney**

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 ?

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

Additional Filer Information

Already Admitted at Court 


Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering)


Enter your Virginia bar # and select Virginia for state.


State Bar ID


State 


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 * 

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** acknowledgment boxes.

[Click here to download a printable version of the 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.](#) *

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.