

ECF Certification Form

Complete this three page form in its entirety and photocopy a government-issued photo id, and email them to vaed_ecf_helpdesk@vaed.uscourts.gov. **If you are a Government Attorney pursuant to Local Civil Rule 83.1 and Local Criminal Rule 57.4, do not fill out this form.**

This notice informs all attorneys and their staff doing business with the U.S. District Court for the Eastern District of Virginia (EDVA) that improper registration to e-file with us is a serious matter that may have serious consequences. Falsely certifying and/or registering to e-file with the EDVA constitute making false statements to the Court, which is a grave offense. Such actions may lead to disbarment and a referral to the Virginia State Bar. The Court will act on any known instance of false certification and/or registration for e-filing in the CM/ECF system.

[First Name] [Middle Name] [Last Name]

Phone Number: _____ E-mail Address _____

Are you a CJA Panel Attorney? *Check the box that applies.*

- Yes. No.
- I am a member of the Virginia State bar. My bar number is: _____

You may not register to e-file with the EDVA until you have completed the mandatory training requirement by passing the online EDVA ECF policies and procedures quiz with a score of 92% or higher. (Note: Quiz now discontinued. Requisite knowledge was acquired through private study.)

*You must check in **all** the boxes for the items below.*

As an officer of the Court, I certify the following:

- I have familiarized myself with the Court's Local Rules and E-Filing Policies and Procedures.

AND

- I acknowledge that I may be required to attend live remedial or update training at some point in the future.

AND

- A photocopy of a government-issued photo identification accompanies this form. (We are collecting this photocopy as proof of the identity of the signer of this form. The photocopies will be secured and not made available to the public in any way.)

AND

- I agree to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. I also consent to receiving notice of filings pursuant to Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure via the Court's electronic filing system.

[Your signature]

[Date]



United States District Court Eastern District of Virginia

[VAED-Home](#) || - || [Electronic Case Filing Home Page](#)

Electronic Case Certification/Registration Form

This form must be used to register for an EDVA NextGen CM/ECF account. By submitting this registration form, you agree to abide by the requirements stated herein.

NOTE: Your NextGen CM/ECF request will not be processed until your completed 3-page form and copy of government issued photo id is received by emailing one PDF document to vaed_ecf_helpdesk@vaed.uscourts.gov.

Please do **not** re-register if you were previously an e-filer prior to April 19, 2021. You must link your old CM/ECF credentials to your individual PACER account to e-file.

Pro hac attorneys should not fill out this form. PHV should go to pacer.gov and request PHV access to Virginia Eastern District Court.

(*)Represents a Required Field.

*First Name

Middle Name

*Last Name

Generation (e.g., "Jr.," "III," etc.)

*US Attorney's Office Attorney

*Are you a CJA Panel Attorney?

*If U.S. Attorney Do not use this form.

Enter your **VA State bar number**
here (must be 5 numeric characters)

*Bar Number

*If you are not Admitted to the EDVA
but are participating MDL___ you
must enter 88888 as Bar Number.

*Law Firm

*Address

Suite/Building

*City

*State *Zip Code

*Telephone (numeric digits only
eg:7001234567) Fax

*Email

*Retype Email

By placing a check in the acceptance box below, I state that, as an officer of the Court, I agree to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. I also consent to receiving notice of filings pursuant to Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure via the Court's electronic filing system. The combination of login and password will serve as my official signature when I file documents in the system. I must protect the security of my password. If I believe that my password has been compromised, I must immediately notify the Court for further instructions.

Note: After emailing this form and ID to vaed_ecf_helpdesk@vaed.uscourts.gov, go to pacer.uscourts.gov, select **Manage My Account Login under **Manage Your Account** menu. Click on the **Maintenance Tab**, then click **Attorney Admission/E-File Registration**. You will then select **Virginia Eastern District Court** and choose the **E-File Registration Only** option. Your request will be processed within **24 hours**.**

I accept the above rules and guidelines. (If you do not check this box, your application will not be submitted)