

## ECF Certification Form

Complete this form in its entirety, photocopy a government-issued photo id, and mail or deliver both documents in an envelope addressed as follows: **ECF Certification**, U.S. District Court, EDVA, Clerk's Office, 401 Courthouse Square, Alexandria, VA 22314-5798. Then, if you haven't already done so, register to e-file online by going to [www.vaed.uscourts.gov](http://www.vaed.uscourts.gov).

This notice informs all attorneys and their staffs who do business with the United States 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 constitutes 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.

Check one or both of the boxes below. Fill in your bar number if you check the first box.

I am a member of the EDVA bar. My Virginia bar number is: \_\_\_\_\_

I am an attorney with the EDVA U.S. Attorney's Office. (If you are not a member of the EDVA bar, you must be a member of the EDVA U.S. Attorney's Office.)

You may not register to e-file with the EDVA until you have completed the mandatory training requirement, either by passing the online EDVA ECF policies and procedures quiz with a score of 92% or higher, or by taking a live class in one of the three divisional courthouses (Alexandria, Richmond, or Norfolk).

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

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

I passed the EDVA online ECF policies and procedures quiz.

OR

I attended a live class at one of the three EDVA courthouses.

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]