

## Getting Started: Training

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### **Mandatory Certification**

Attorneys must certify that they have acquired knowledge about ECF and EDVA's ECF policies before they can register to e-file in EDVA.

Attorneys can meet this mandatory certification requirement by passing the EDVA online policies and procedures quiz.

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### **Online Tutorial**

The online tutorial is designed for attorneys and law firm staff interested in learning how to use the CM/ECF system. It contains guided practice and simulated CM/ECF screens and actions. The menus and screens in the tutorial are designed to give you a feel for how the system works. They do not look and work exactly like EDVA's CM/ECF system functions. The tutorial uses simulated CM/ECF screens -- users do not upload files to the Court's server.

The tutorial is divided into four modules, each of which contains sections that guide you through specific CM/ECF functions for civil and criminal filings. The tutorial is self-paced: at any point, you can bookmark your place and return when it is convenient for you. The entire tutorial takes about one hour to complete.

The online tutorial may be found on the PACER web site at <http://pacer.psc.uscourts.gov/cmecf/dc/>.

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### **Online Quiz: Overview**

The EDVA online policies and procedures quiz, along with details about taking and passing the quiz, may be found through EDVA's CM/ECF training page on its Internet site at [www.vaed.uscourts.gov](http://www.vaed.uscourts.gov). The quiz consists of 25 multiple choice questions and may be taken open-book.

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