

Getting Started: Training

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 in one of two ways:

- By passing the EDVA online policies and procedures quiz or
 - By attending a live class at one of the three courthouses.
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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/>.

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. The quiz consists of 25 multiple choice questions and may be taken open-book.

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Getting Started: Training, Continued

Live Classes: Overview

Attorneys wishing to take a live class may register for a class in any of the three courthouses.

For more information about training dates and scheduling, please check the EDVA CM/ECF *Live Classes* page on the Internet site at www.vaed.uscourts.gov.

The class will run approximately two and a half hours and is worth 2.5 hours of CLE credit. Class material will include the following:

- Internet E-Filing Resources;
- Information on the EDVA's *E-Filing Policies and Procedures*; and
- Practice on simulated cases.

Note: Only those attorneys who attend a live class will receive CLE credit. CLE credit will not be not given to those who pass the EDVA online quiz.
