

Getting Started: Mandatory Certification, Registration, and Passwords

Mandatory Certification and Registration

Registering to use the Court's ECF system is free and is available through the EDVA Internet site at www.vaed.uscourts.gov.

However, as part of the registration process, registrants must first print out, complete, and sign a mandatory ECF Certification Form that indicates that they

- Are members in good standing of the bar of this Court or are attorneys with the U.S. Attorney's Office and
- Have passed the EDVA online policies and procedures quiz.

Registrants must then mail or deliver the original, signed ECF Certification Form and a photocopy of a government-issued photo id to the following address: ECF Certification, U.S. District Court, EDVA, Clerk's Office, 401 Courthouse Square, Alexandria, VA 22314-5798.

Note: Facsimile or PDFed versions of the ECF Certification Form are not acceptable.

Registrants can then complete and submit the registration form online.

Note: Out-of-District counsel must associate with local counsel who are registered filing users in ECF. Pro hac vice attorneys may not register as ECF filing users.

Logins and Passwords

After you have completed and submitted the online registration form and the clerk's office has received your original, signed ECF Certification Form and photocopy of your photo id, the system will send you an e-mail containing your EDVA ECF login and password. It is your responsibility to safeguard your login and password once you receive it.

Note: Once you have registered, you will start receiving NEFs for any case in which you are the counsel of record.

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Login and Password Security

Filing users' login and password constitute their official signature on all documents filed using that login and password.

Filing users must therefore do the following:

- Safeguard their login and password.
- Protect their login and password from unauthorized use.
- Notify the clerk's office immediately if they discover that someone has used their login and password without permission.

Note: One way to check for unauthorized use is to check the bottom left corner of the main ECF program screen, which indicates the last date logged into the system. If you believe that your last login date and time are incorrect, or suspect that an unauthorized party is using your login and password, you should immediately notify the clerk's office by calling the appropriate ECF help desk phone number.

Changing the Password

Once you receive your login and password, you can change your password to one easier to remember by taking the following steps:

Step	Action
1	Log into ECF.
2	Click on <i>Utilities</i> on the upper right side of the main blue menu bar.
3	Click on <i>Maintain Your Password</i> .
4	<ul style="list-style-type: none">• Enter your new password in the password box by using your mouse to highlight the asterisks in the white box and then typing the new password.• Click the <i>Submit</i> button.
5	Click <i>Logout</i> on the upper right side of the main blue menu bar.

Note: You may now log back in using your new password. It is very important that you record your new password and keep it in a safe place. The clerk's office does not maintain a record of your password. If you forget your password, the CM/ECF system has to issue you a new one.

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Receiving a New Password

If you forget your password, to receive a new password, you must do the following:

- Click on the *Forgotten Password* button on the CM/ECF page of the EDVA Internet site at www.vaed.uscourts.gov.
- Fill out and submit the online form. Once you have submitted the form, your ECF password will be reset, and your login and new password will be e-mailed to you.

Note: The information you provide on the Forgotten Password form must be an exact match with the information already in the system in order for your password to be reset.

Delegation of Authority to Use Login and Password

Attorneys may allow a secretary, paralegal, or other person in their office to use their login and password to file documents on their behalf.

However, attorneys should remember that

- Their login and password constitute their signature, regardless of whether they personally use the login and password or delegate that authority to someone else.
 - They are responsible for safeguarding and protecting their login and password at all times.
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