New EDVA ECF Certification Policy

Effective July 1, 2008, the U.S. District Court for the Eastern District of Virginia (EDVA) implemented a new certification policy for electronic case filing (ECF).

The new policy is as follows:
We will not process the attorney online ECF registration until attorneys have completed and signed a paper copy of the ECF Certification Form and submitted it to the Clerk's Office, along with a photocopy of a government-issued photo id. A facsimile or PDFed version of the signed form is not acceptable.

(We are collecting the 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.)

Attorneys who have previously registered for e-filing with us have until July 30, 2008, to submit the signed ECF Certification form and photo id photocopy. *These attorneys should NOT re-register to e-file.* Their login and password will remain active as long as they comply with the new policy by July 30, 2008.

Copies of the ECF Certification Form are available at each Clerk's Office counter. As well, the ECF Certification Form is available online as follows:

- Go to www.vaed.uscourts.gov.
- Click on the CM/ECF button, which is second from the top on the left.
- Go to *Required Training/E-Filing Registration* (lower right-hand quadrant), and click on the first link.
- Go to Step 4. Click on the link for the ECF Certification Form.
- Complete your registration by following Steps 5-7 as well.

Please note that attorneys are still required to do the following:

- Belong to our bar and/or work for the EDVA U.S. Attorneys Office.
- Have completed the mandatory training requirement either by passing the EDVA online policies and procedures quiz or by taking a live class or both.

Attorneys will have to certify on the ECF Certification Form that they have met these requirements.

Pro Hac attorneys are still not eligible to e-file with the EDVA and should not fill out the ECF Certification Form.

If you have any questions about the new certification policy, please contact the appropriate divisional numbers, as follows:

Alexandria	703-299-2101 or 703-299-2102
Norfolk/Newport News	757-222-7201 or 757-222-7202
Richmond	804-916-2220; push 0 to speak with a clerk