

# ECF Certification Form

Your NextGen CM/ECF request will not be processed until this three-page form is filled out in its entirety and copy of a government-issued photo ID is received by emailing **one** PDF document to [vaed\\_ecf\\_helpdesk@vaed.uscourts.gov](mailto:vaed_ecf_helpdesk@vaed.uscourts.gov).

*If you are a Government Attorney pursuant to Local Civil Rule 83.1 and Local Criminal Rule 57.4, do not fill out this form.*

The notice informs all attorneys and the staff doing 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 constitute 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]

Office/Law Firm Name: \_\_\_\_\_

Physical Mailing Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Office Direct Line: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Are you a CJA Panel Attorney? *Check box that applies.*  Yes  No

You may not register to e-file with the EDVA until you have completed the mandatory requirement by passing the online EDVA ECF policies and procedures quiz with a score of 92% or higher.

[Note: Quiz now discontinued. Requisite knowledge was acquired through private study.]

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

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

- I have familiarized myself with the Court’s Local Rules and E-Filing Procedures Policies and Procedures; 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 (“NEFs”) pursuant to Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure via the Court’s electronic filing system.

\_\_\_\_\_  
[Your Signature]

\_\_\_\_\_  
[Date]

# Electronic Case Certification/Registration Form

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*This form must be used to register for an EDVA NextGen CM/ECF account. By submitting this registration form, you agree to abide by the requirements stated herein.*

Please do not re-register if you were previously an e-filer prior to April 19, 2021. You must link your old CM/ECF credentials to your individual PACER account to e-file. You may find the instructions on our website.

*Pro hac vice* attorneys should not fill out this form but rather go to [www.pacer.gov](http://www.pacer.gov) and request PHV access to Virginia Eastern District Court.

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Generation (e.g., "Jr.", "III", etc.): \_\_\_\_\_

Are you an attorney with the U.S. Attorney's Office\*? *Check box that applies.*  Yes  No

\*If U.S. Attorney, do not use this form.

Are you a CJA Panel Attorney? *Check box that applies.*  Yes  No

Enter your Virginia State Bar Number: \_\_\_\_\_

*If you are not admitted to the EDVA but are participating in MDL,  
you must enter 88888 as the bar number.*

**Electronic Case Certification/Registration Form**  
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Law Firm Name: \_\_\_\_\_

Physical Mailing Address: \_\_\_\_\_

Suite/Building: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Retype Email: \_\_\_\_\_

By placing a check in the acceptance box below, I state that, as an officer of the Court, 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 (“NEFs”) pursuant to Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure via the Court’s electronic filing system. The combination of login and password will serve as my official signature when I file documents in the system. I must protect the security of my password. If I believe that my password has been compromised, I must immediately notify the Court for further instructions.

I accept the above rules and guidelines. *(If you do not check this box, your application will not be submitted.)*

\_\_\_\_\_  
[Your Signature]

\_\_\_\_\_  
[Date]

**Note:** After emailing this form and your photo ID to [vaed\\_ecf\\_helpdesk@vaed.uscourts.gov](mailto:vaed_ecf_helpdesk@vaed.uscourts.gov), go to [www.pacer.gov](http://www.pacer.gov), select Manage My Account Login under Manage Your Account menu. Click on the Maintenance Tab, then click Attorney Admission/E-File Registration. You will then select Virginia Eastern District Court and choose the E-File Registration Only option. Your request will be processed within 24 hours. Should you need additional assistance, please contact the attorney admission clerk in the division in which your oath was taken.