

## WELCOME TO NextGen

### Eastern District of Virginia Upgraded to NextGen CM/ECF on April 19, 2021

#### Introduction

On April 19, 2021, the Eastern District of Virginia adopted the NextGen CM/ECF system. Filers must take the steps listed below to file electronically in VAED. Until April 19, 2021, electronic filers were required to maintain one account for each court's CM/ECF system in which he or she was permitted to practice. PACER accounts were used for research and viewing court record documents.

NextGen CM/ECF simplifies the electronic filing process by combining all of your CM/ECF filing accounts for each NextGen court and PACER accounts into a single "Central Sign-On" account. You will no longer need a separate CM/ECF account for each NextGen court. Your Central Sign-On account will permit you to both view documents through PACER and to file documents electronically through the CM/ECF systems of the NextGen courts where you have permission to file (District, Bankruptcy and Appellate).

Attorneys who want to file electronically in the Eastern District of Virginia must follow the instructions below.

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#### Instructions

Two steps are required to be able to file electronically in the CM/ECF NextGen system:

#### **Step 1 – Ensure that you have an upgraded PACER account**

##### **Did you obtain your individual PACER account before August 11, 2014?**

Go to [www.pacer.gov](http://www.pacer.gov) and click on "Manage My Account." If your account type is *Legacy*, click "Upgrade" and follow the required steps. Once you have an upgraded PACER account, you must follow Step 2 below.

##### **Did you obtain your individual PACER account after August 11, 2014?**

Your individual PACER account is already upgraded. You must now follow Step 2 below to be able to file electronically in the VAED CM/ECF NextGen system.

##### **Do you share a PACER account?**

You must obtain your own individual PACER account to be able to file electronically in NextGen. Go to [www.pacer.gov](http://www.pacer.gov) and click on "Register" to create a new individual account.

## **CJA Panel Attorneys**

CJA panel attorneys must (1) have one upgraded individual PACER account; and (2) add CJA exempt privileges to that account for billing purposes. That one individual PACER account will allow you to toggle back and forth between CJA matters and private practice matters. See additional information regarding [CJA Related Privileges with NextGen](#).

## **PACER Administrative Accounts ('PAA')**

PACER offers a PAA to centralize PACER billing for multiple attorneys in a single firm. To register for a PAA, please visit: [www.pacer.gov/reg\\_firm.html](http://www.pacer.gov/reg_firm.html). Attorneys with a PAA account still must have an individual account for electronic filing.

## **Forgot your PACER account information?**

Go to [www.pacer.gov/reqpswd.html](http://www.pacer.gov/reqpswd.html) or call (800) 676-6856 for password reset and/or username retrieval instructions.

## **Step 2 – Link your CM/ECF account with your upgraded PACER account.**

Linking is a one-time process that can be completed only once now that the court is live on NextGen CM/ECF. *Failure to link your CM/ECF account(s) with your upgraded individual PACER account will prevent you from filing electronically.*

## **How to Link your CM/ECF Account to Your PACER Account**

1. Link CM/ECF Account to PACER Account
  - a. You must know your VAED CM/ECF username and password
  - b. Go to: [www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)
  - c. Click on the tab for CM/ECF then “Logins and Forgotten Passwords” and ECF Log-In. You will be prompted for your PACER login.
  - d. Login with PACER credentials
  - e. Go to Utilities → Link a CM/ECF account to my PACER account
    - i. Enter VAED CM/ECF login and password; click Submit
    - ii. Confirm that this is your account and click Submit on the next screen
  - f. Refresh your browser. You can now file in NextGen
  
2. Once you have linked your VAED CM/ECF filing account with your PACER account, you may file documents electronically by going to the VAED website, [www.vaed.uscourts.gov](http://www.vaed.uscourts.gov), and clicking on the tab for CM/ECF followed by “Logins and Forgotten Passwords”. You will be prompted for your PACER login.

### **Forgot your CM/ECF account information?**

For Eastern District Court of Virginia Accounts

- If you do not know your log-in, email the ECF Help Desk at:  
[vaed\\_ecf\\_helpdesk@vaed.uscourts.gov](mailto:vaed_ecf_helpdesk@vaed.uscourts.gov)
- If you do not know your password or want to re-set it, please complete the form found at this link: <https://www.vaed.uscourts.gov/logins-forgotten-password> and then email it to:  
[vaed\\_ecf\\_helpdesk@vaed.uscourts.gov](mailto:vaed_ecf_helpdesk@vaed.uscourts.gov).
- Do not register for a new CM/ECF filing account if you already have one and have forgotten the password. A request for a new CM/ECF filing account will be rejected if the filer already has a CM/ECF filing account with the VAED.

### **Do you practice in multiple Federal Courts?**

If you practice in more than one Federal Court, you must link each of those CM/ECF accounts with your one upgraded PACER account on each court's go-live date as each court adopts NextGen.

### **Who do I contact for help with my PACER account?**

All PACER account maintenance requests are handled by the PACER Service Center (800-676-6856). You will need your PACER account number when contacting PACER.

### **Helpful Links**

- [Upgrade your existing individual Pacer Account](#)
- [Register for a new individual PACER account](#)
- [Detailed Instructions for Linking your CM/ECF Account to your PACER account](#)
- [CJA Exempt Status Instructions for NextGen](#)
- [Activating CJA Privileges in NextGen](#)

### **Contact Information**

VAED On the web at <https://www.vaed.uscourts.gov/nextgen-informationresources>

Email us at [VAED\\_ECF\\_Helpdesk@vaed.uscourts.gov](mailto:VAED_ECF_Helpdesk@vaed.uscourts.gov)

Call us at the following divisions: ALEXANDRIA (703) 299-2100; NEWPORT NEWS (757) 247-0784; NORFOLK (757) 222-7205; and/or RICHMOND (804) 916-2200.

PACER On the web at [www.pacer.gov](http://www.pacer.gov)

Email the PACER Service Center at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)

Call PACER at (800) 676-6856