

ECF Certification Form

*Complete this three page form in its entirety and photocopy a government-issued photo id, and email them to vaed_ecf_helpdesk@vaed.uscourts.gov and mail or deliver **original documents** to: **ECF Certification/Registration Form**, U.S. District Court, EDVA, Clerk's Office, 600 Granby Street, Norfolk, VA 23510.*

This notice informs all attorneys and their staff doing business with the U.S. 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]

Phone Number: _____ E-mail Address _____

Are you a CJA Panel Attorney? *Check the box that applies.*

☐ Yes. ☐ No.

Check one or both boxes below. Fill in your bar number if you check the first box.

☐ I am a member of the EDVA bar. My Virginia bar number is: _____

☐ I am an attorney with the EDVA U.S. Attorney's Office. (If you are not a member of the EDVA bar, you must be a member of the EDVA U.S. Attorney's Office.)

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

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

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

☐ I passed the EDVA online ECF policies and procedures quiz.

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 pursuant to Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure via the Court's electronic filing system.

[Your signature]

[Date]



United States District Court Eastern District of Virginia

[VAED-Home](#)||-||[Electronic Case Filing Home Page](#)

Electronic Case Registration Form

This form must be used to register for an EDVA electronic case filing system (ECF) account. By submitting this registration form, you agree to abide by the requirements stated herein.

NOTE: Your ECF registration will not be processed until your completed ECF Certification form and copy of government issued photo id is received by the Clerk's Office.

Please do NOT re-register if you already have received an EDVA ECF login and password.

Pro hac attorneys are NOT eligible to register.

(*)Represents a Required Field.

*First Name

Middle Name

*Last Name

Generation (e.g., "Jr.," "III," etc.)

*US Attorney's Office Attorney Select one

*Are you a CJA Panel Attorney? Select one

*If U.S. Attorney's Office attorney,
you must enter 99999 as Bar
Number.

*If not a U.S. Attorney's Office
attorney, enter your **VA bar number**
here (must be 5 numeric characters)

*Bar Number

*If you are an attorney not Admitted
to the EDVA but are participating in
MDL 2627, you must enter 88888 as
Bar Number.

*Law Firm

*Address

Suite/Building

*City

*State

*Zip Code

*Telephone (numeric digits only
eg:7001234567)

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 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 and must apply for a new password using the Forgotten Password link on the CM/ECF section of the EDVA Internet site.

Note: *You will not receive Notices of Electronic Filing (NEFs) from our Court if your e-mail filtering software blocks transmission from our CM/ECF address -- cmecf@vaed.uscourts.gov. We will turn off your electronic noticing until any filter blocking issue is resolved.*

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