

Getting Started – Mandatory Certification, Registration, and Passwords

Mandatory Certification and Registration

Registering to use the Court's ECF system is available through the EDVA Internet site at [NextGen_CM/ECF_E-FilingRegistration](#). You must have an individual upgraded pacer account in order to e-file.

You may not register as an E-Filer if you are not admitted to VAED or not associated with the EDVA U.S. Attorney's Office or Government Agency. If you are in good standing with the Western District of Virginia, you may submit your certificate of good standing and other required documents in place of being admitted. If you are Pro Hac Vice (PHV), you may request access to our court for Non-Filing Access to receive NEFs and to keep your account current. We do not allow PHV to e-file and will need to associate with local counsel.

Continued on next page

Getting Started – Mandatory Certification, Registration, and Passwords, Continued

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.

Resetting Username or Password

Go to pacer.uscourts.gov, login to *Manage Your Account* and select *Forgot Username or Password?* It will take you to the screen below to reset password or retrieve username.

If you are a PACER-only user or a NextGen CM/ECF filer

Reset Password

Retrieve Username

Getting Started – Mandatory Certification, Registration, and Passwords, Continued

Receiving a New Password for Legacy Accounts

If you have a legacy account and have not linked your CM/ECF account to your individual upgraded pacer account because you have forgotten your CM/ECF login/password, send an email to the help desk at VAED_ECF_Helpdesk@vaed.uscourts.gov requesting your credentials.

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.
 - No attorney shall knowingly permit, or cause to permit, his or her password to be utilized by anyone other than an authorized employee of his or her office. Foreign attorneys admitted to practice pursuant to Local Civil Rule 83.1 (D) are not authorized users. Violation of these requirements may result in loss of the local attorney's login and password.
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