Getting Started – System Requirements and PACER Registration

System Requirements

The hardware and software needed to electronically file, view, and retrieve case documents are as follows:

- A personal computer running a standard platform such as Windows or Macintosh.
- A word processing software, such as Microsoft Word.
- An e-mail account.
- Adobe Acrobat software or some other compatible software to convert documents from the format of their native application to portable document format (PDF).
- An Internet service provider and web browser. ECF has been certified to work with Mozilla Firefox version 15.x, Internet Explorer version 9.x and Safari versions 5.1/6.x. The system may work with other browsers, but the Court will not be able to offer any support to people who use other browsers.
- A scanner to convert paper documents not in a word processing format (e.g., medical records filed as exhibits to a document) to a digital format for electronic filing in the Court's ECF system.

Note: Scanners should be used ONLY when a document cannot be electronically prepared with word processing software and converted to PDF. See page 16 of this document for detailed information regarding scanning standards. All documents should be scanned with a "black and white" setting unless otherwise ordered by the Court.

PACER Registration

Each attorney admitted to practice in the Eastern District of Virginia who is in good standing,will be entitled to one individual PACER login for e-filing. Additional PACER accounts are available from the PACER Service Center, as needed, for firm billing and staff use for document retrieval. With the conversion to NextGen, each attorney must register for an individual, upgraded PACER account through the PACER website, www.pacer.gov. An attorney who registers to file in this district for the first time on or after April 19, 2021 must request e-file access through PACER. Instructions on this process appear on the Court's website under NextGen Resources/Information.