

# ACCESS

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## Registration

To become a CM/ECF registered user, begin by visiting the court's website at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). Go to the link for CM/ECF, and download the appropriate documents.

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## Training

On the CM/ECF page, you will find the contact person for each divisional office along with the telephone number to schedule training. The attorney must complete one-on-one training with a court trainer. If there are several people in your office to be trained, group training is available. You will be assigned to access the training database on the day of training. Once familiar with the training database, and the assigned training exercises completed, you will be issued a *live* password and be authorized to file documents in the CM/ECF system.

*[NOTE: A different set of logins and passwords are issued for the training and live systems]*



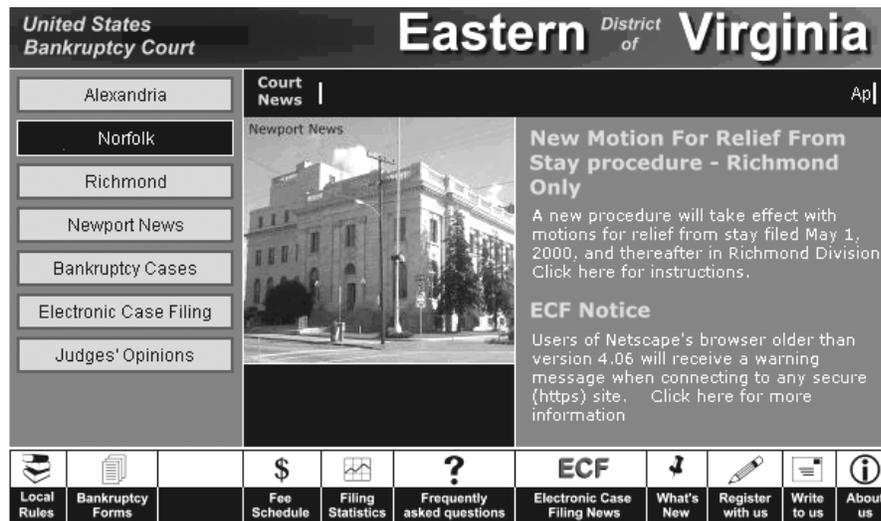
**For Electronic Case Filing  
Help, call our  
ECF Help Desk Line at  
1-888-271-8610**

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## Site Entry

Users can access the system through the Court's Internet Web Page at:  
<http://www.vaeb.uscourts.gov>.

**STEP 1** Click the *Electronic Case Filing* gold-colored bar on the left of the page.



**NOTE:** If our home page is ever down, you may access ECF by using this link:  
<http://ecf.vaeb.uscourts.gov>.

**STEP 2** Select the **Document Filing System (Live)**, or the **Training Database**.

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## Login

A Login screen prompts the user for the login and password:

**ECF Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Authentication**

Login:

Password:

**STEP 1** Enter your Login and Password in the appropriate fields. Click on **Login** to transmit information to the system

- ◆ If you get an error message, click on **Clear** to delete the login and password entries, then re-enter
- ◆ If an invalid combination is entered, the system will respond with an error message. Click on **Back** to retry.
- ◆ The entry of a valid login and password combination will prompt the system to display the Main Menu

**STEP 2** Choose from the main menu options at the top of the page:



- ◆ **Bankruptcy** – brings up the **Bankruptcy Events** menu from which you make a selection to open bankruptcy cases, docket pleadings, etc. in a bankruptcy case.
- ◆ **Adversary** - brings up the **Adversary Events** menu screen from which you make a selection to open an adversary proceeding, or docket pleadings, etc. in an adversary proceeding.
- ◆ **Query** – brings up the Query screen, allowing retrieval of a variety of information for specific cases.
- ◆ **Reports** – brings up the **Reports** menu from which you may access a number of reports for single cases or multiple cases.
- ◆ **Utilities** – brings up the Utilities menu, allowing maintenance of user accounts, notification, etc.
- ◆ **Logout** – returns you to the **Login** screen.