

NextGen Contract Court Reporter or Other Individual Designated to Produce the Transcript.

In order to use NextGen, court reporters or other individuals designated to produce the transcript who have individual CM/ECF accounts must have individual upgraded PACER accounts.

Have Upgraded PACER and CM/ECF Accounts

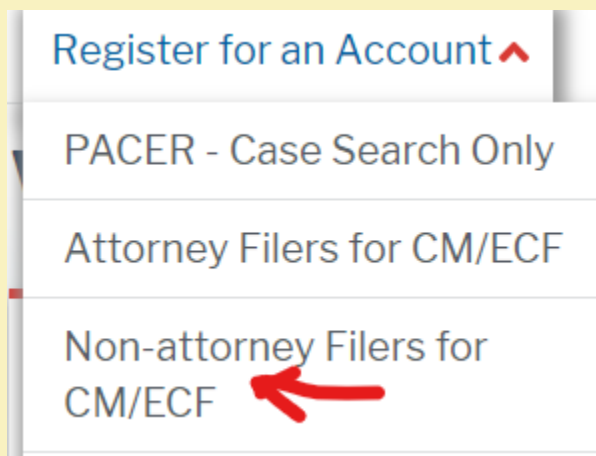
- If you have both an upgraded PACER account and a CM/ECF Account, follow the steps to link your account. See Linking a PACER Account to NextGen.

Have a Legacy PACER Account and CM/ECF Account

- If you have a legacy PACER account and a CM/ECF Account, you must first upgrade your PACER account. See Upgrading Your PACER Account. The **User Type** should be **Individual**. If prompted, the **Role in Court** should be **Court Reporter**.
- After you have upgraded your PACER account, follow the steps to link your account. See Linking a PACER Account to NextGen.

Do Not Have a PACER Account, but Have a CM/ECF Account

- If you do not have your own PACER account, follow the steps to register for an account. See Registering for a PACER Account.
- Go to www.pacer.uscourts.gov. From the Register for an Account drop-down menu, select Non-attorney filers for CM/ECF:



- Complete the Non-Attorney E-File Registration.

Non-Attorney E-File Registration

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Email *

Confirm Email *

User Type *

- Select the User Type of Individual.

User Type *

Check here if this account will be used for a business or organization

User Verification * I'm an individual

Select User Type

STATE OR LOCAL GOVERNMENT

***** Individual Accounts *****

INDIVIDUAL

STUDENT


PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE

ATTORNEY

- Complete the User Verification and click Next.

User Verification *

I'm not a robot


reCAPTCHA
[Privacy](#) * [Terms](#)

- If you get a message that an account already exists, click Continue.

Alert: Account Already Exists

The information you entered in the registration form matches an existing account. Please click the Forgot Password button to reset your password. If you wish to create a new account, click Continue to complete the registration process. If you know your username and password, click the Login button to access the maintenance area of this site. If you need assistance, please call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday. Otherwise, please email us at pacер@psc.uscourts.gov.

- Create a username, password and security questions and click Next.

Non-Attorney E-File Registration

User Information

* Required Information

Username * ?

Password * ?

Confirm Password * ?

Security Question 1 * ?

Security Answer 1 * ?

Security Question 2 * ?

Security Answer 2 * ?

- You will be directed to the Payment Information screen. Payment information is optional. If you do not provide a credit card it will not affect your ability to e-file.


Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**



- Acknowledge the PACER Policies and Procedures and click Submit.

Non-Attorney E-File Registration

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

Acknowledgment of Policies and Procedures
I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

Click here to acknowledge you have read and understand the policies and procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

Submit Back Reset Cancel

- Click Continue. Exit out of PACER. Do not complete the non-attorney e-file registration.

Non-Attorney E-File Registration

Click Continue to complete the non-attorney e-file registration.

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

Continue

- After you have established your PACER account, follow the steps to link your account. See [Linking a PACER Account to NextGen](#).

Do Not Have a PACER Account or CM/ECF Account

- Complete the appropriate Limited Participant Registration Form located [here](#) and submit the completed form to the address of the divisional office listed on the form.
- If you do not have your own PACER account, follow the steps to register for an account. See [Registering for a PACER Account](#) and set forth above. After you submit your Pacer Registration, the non-attorney e-file registration screen will appear. Click Continue.

Non-Attorney E-File Registration

Click Continue to complete the non-attorney e-file registration.

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

Continue

- Complete the E-File Registration request through PACER. Select **U.S. Bankruptcy Court** as the Court Type, **Virginia Eastern Bankruptcy Court** as the Court and **Court Reporter** as the Role in Court.

Complete all sections of E-File Registration

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * ▼

Court * ▼

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

To become a CM/ECF user with access to the live database, please go to:
<https://www.vaeb.uscourts.gov/cmecf-getting-started>
 and review the information.

Role in Court * ▼

Name

I acknowledge the above. **Note: If you do not have a PACER account for the individual listed above, you must create a new PACER account for the individual listed above, if she or he does not already have one.***

Please verify your address for your CSO account.

Use a different address for the address fields below.

Role in Court dropdown options:
 Select Role in Court
 Court Reporter
 Creditor
 Filing Agent
 Party
 Trustee

- Check the box to complete the acknowledgement under the Role in Court and select your Delivery Formatting and Frequency. Click Next.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email * ?

Confirm Email * ?

Email Frequency * ▼

Email Format * ▼

- The Payment Information screen appears. It is optional to add credit card information as a default method of payment of Court fees. Click Next.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

Add Credit Card Add ACH Payment

Next Back Cancel

- Acknowledge the Non-Attorney E-filing Terms and Conditions and click Submit.

E-Filing Terms of Use

Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Reset Cancel

- The Confirmation Page appears.

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

- You will be notified when your account is accepted or rejected for e-filing by the Court.