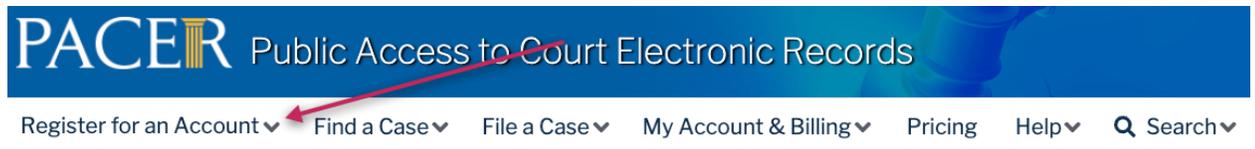
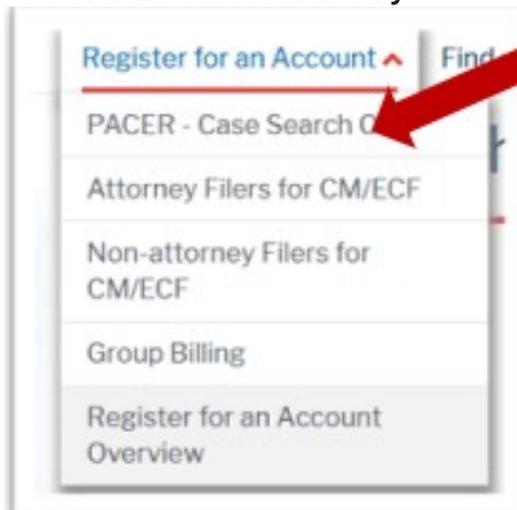


In order to use NextGen, attorneys with individual CM/ECF accounts must have individual PACER accounts. Shared PACER accounts cannot be used by CM/ECF filers once the court has upgraded to NextGen. If you do not have your own PACER account, follow the steps below to register for an account.

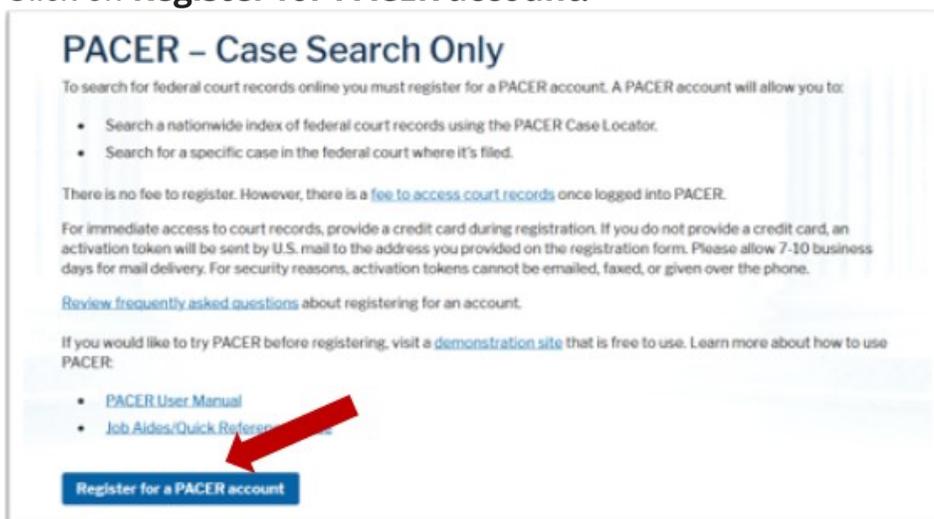
1. Go to <https://pacer.psc.uscourts.gov/>
2. Select **Register for an Account**.



3. Select **PACER-Case Search Only**.



4. Click on **Register for PACER account**.



5. Complete the Account Information form. Under **User Type** at the bottom of the form, select **ATTORNEY**.

NOTE: If you work for a government agency, make the appropriate selection from the Government Accounts category.

User Type *

Check here if this account will be used for the Panel

User Verification *

I'm

Select User Type

SEARCH

FEDERAL JUDICIARY

STATE OR LOCAL GOVERNMENT

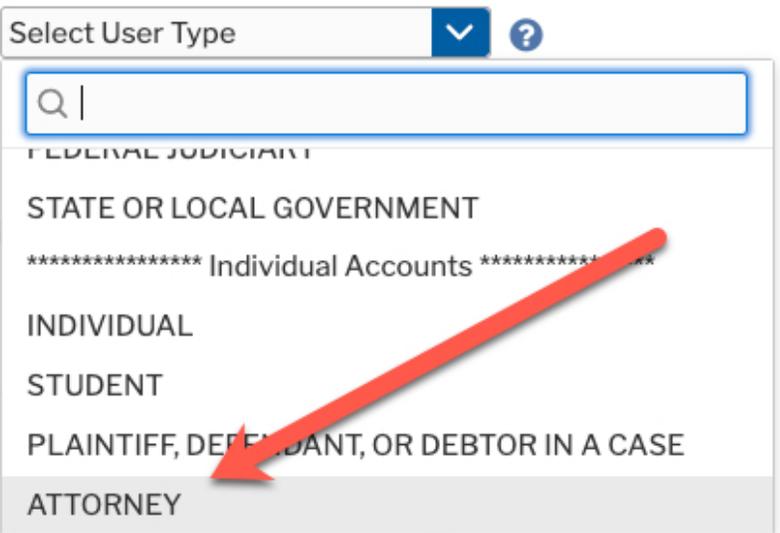
***** Individual Accounts *****

INDIVIDUAL

STUDENT

PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE

ATTORNEY



6. Complete **User Verification**.
7. Click **Next**.
8. Create a **Username** and **Password**; and select **Security Questions**. Click **Next** when finished.

* Required Information

Username * attorneyb

Password *

Confirm Password *

Security Question 1 * What is your best friend's first name?

Security Answer 1 * Mary

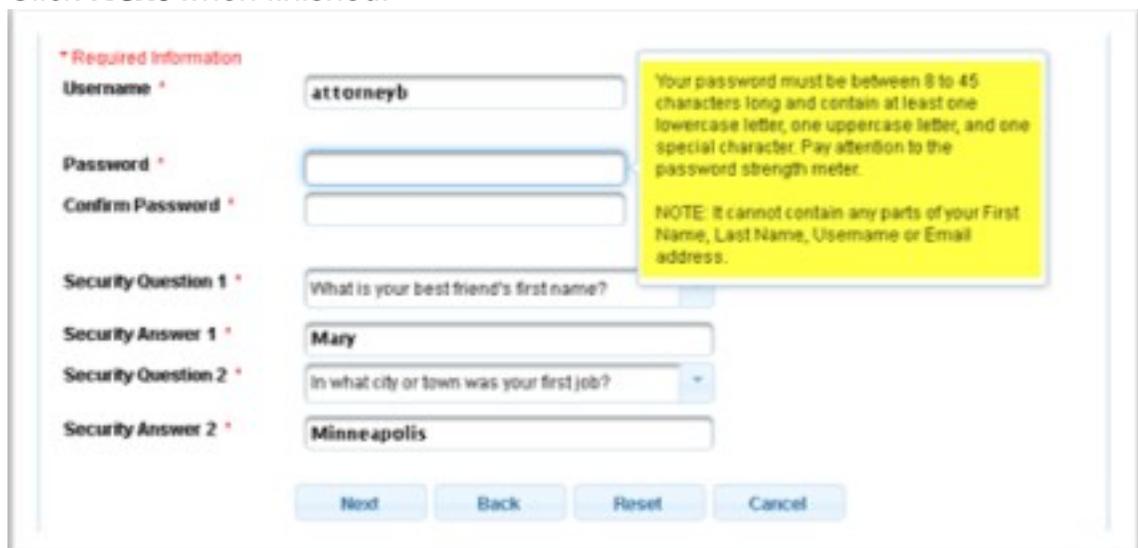
Security Question 2 * In what city or town was your first job?

Security Answer 2 * Minneapolis

Your password must be between 8 to 45 characters long and contain at least one lowercase letter, one uppercase letter, and one special character. Pay attention to the password strength meter.

NOTE: It cannot contain any parts of your First Name, Last Name, Username or Email address.

Next Back Reset Cancel



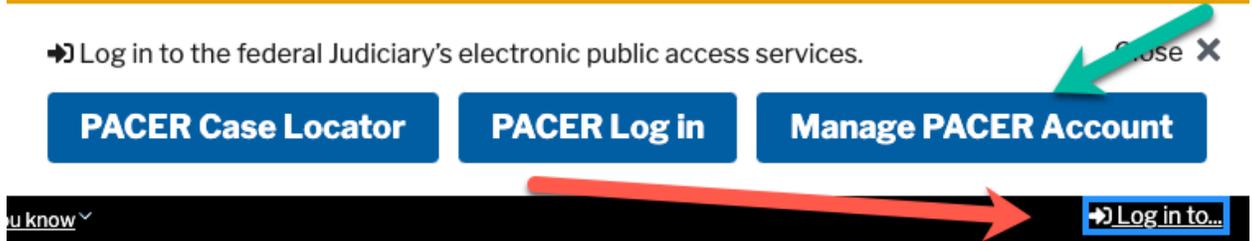
9. Enter the **payment** information to be saved. This screen is optional.

NOTE: Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** without entering any information on this screen. For instant access to PACER, the credit card information will be validated. 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.

10. Check the box if you authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.
11. Click **Next**.
12. Read the policies and procedures and **acknowledge** by checking the box.
13. Click **Submit**.
14. The last screen will thank you for registering with the PACER service center. This account is just for viewing documents, not for e-filing. If you already have a CM/ECF account with our court, please follow the instructions for linking your new PACER login with your CM/ECF credentials.

Request VAEB Access:

1. On train PACER go to "Manage My Account" by clicking "Log in to ..." in the top right



2. If you are not logged in, you will be asked to login using the credentials you just created.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login
* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

3. Once logged in, you will see the Manage My Account options.

4. Click on Maintenance

Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)

5. Then choose Attorney Admissions / E-File registration

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

6. Select the type of court (**U.S. Bankruptcy Courts**) and the court you want to practice in (**Virginia Eastern Bankruptcy Court**)

In what court do you want to practice?
* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

7. Click Next

8. Select E-File Registration Only

What would you like to apply/register for?

E-File Registration Only 

Pro Hac Vice

Federal Attorney

[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/wordpress/?page_id=294 and review the information.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

The United States Bankruptcy Court for the Eastern District of Virginia has adopted new local rules provisions that require all Bankruptcy Court Bar members to be members of the Bar of the United States District Court for the Eastern District of Virginia (District Court), or, if applicable, the Bar of the United States District Court for the Western District of Virginia. To remain in good standing in the Bankruptcy Court Bar, certain actions must be completed on or before September 1, 2020. Please click go to https://www.vaeb.uscourts.gov/wordpress/?page_id=7605 to learn what actions need to be undertaken to remain in good standing in the Bankruptcy Court Bar.

Back **Cancel**

9. Verify your E-file Registration Information and fill out required fields

Complete all sections of E-File Registration

File Information

*** Required Information**

Role in Court * 

Title 

Name Tom Thompson

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department 

Address *

...

Next **Back** **Reset** **Cancel**

10. Click Next

11. You will be taken to the credit card screen

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.



- Autobill PACER fees
- E-filing fees default
- Admissions fees default

[Add Credit Card](#)
[Add ACH Payment](#)

12. Click Next to go to the E-Filing terms screen

E-Filing Terms of Use

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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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 aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the 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

13. Check the two boxes and click Submit

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

14. Done

15. Please let your contact with the court know you are done.