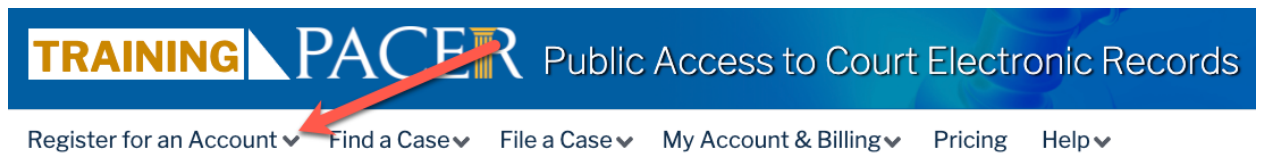
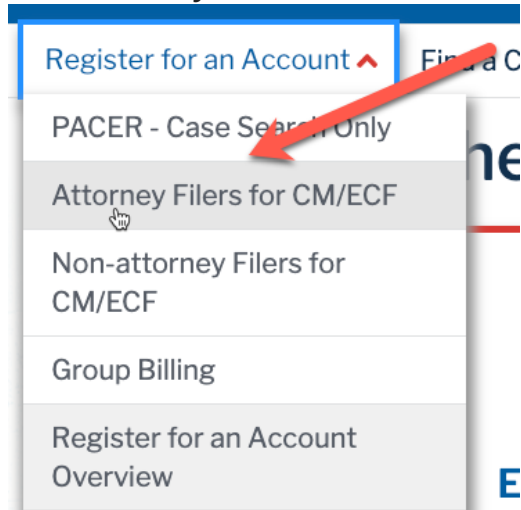


In order to use NextGen, attorneys will need to perform tasks in our train system to show they understand the process. Access to the train system requires an individual train-PACER account. Follow the steps below to register for a train-PACER account.

1. Go to <https://train-pacer.psc.uscourts.gov/>
2. Select **Register for a train-PACER account.**



3. Select **Attorney Filers for CM/ECF.**



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

Attorney Filers for CM/ECF

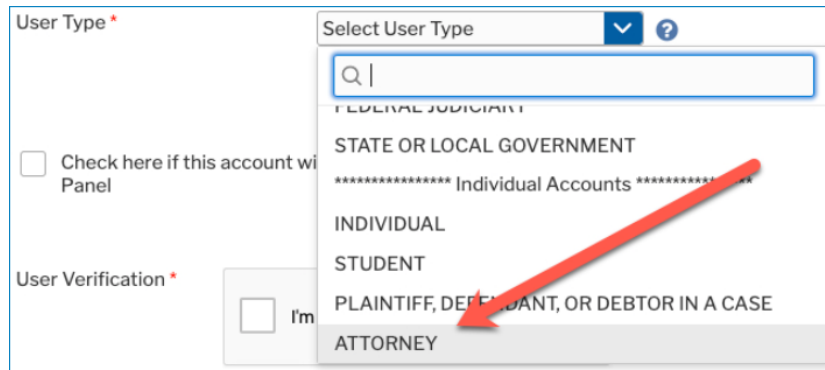
Attorneys filing federal court records electronically or being admitted to practice at a court must first register for a PACER account. This will give attorneys access to view case information and documents. Courts are using one of two versions of CM/ECF – NextGen or CurrentGen.

- NextGen CM/ECF: Register through this site for a PACER account if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account and then select to apply for attorney admissions or electronic filing registration available for the selected court.
- CurrentGen CM/ECF: First you need to register for a PACER account. Then, register directly with each district and/or bankruptcy court who uses CurrentGen CM/ECF.

[Register for a 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.



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



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.

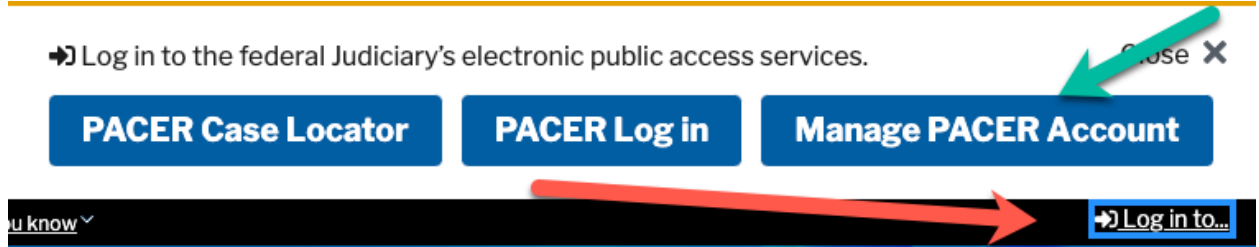
10. Check the box if you authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.

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.

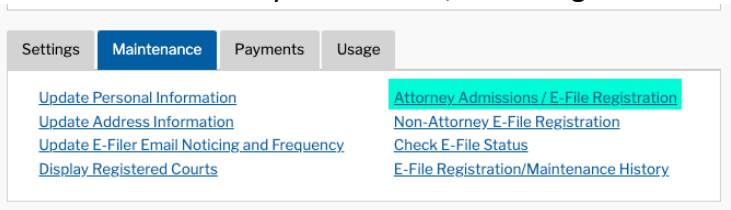
3. Once logged in you will see the Manage My Account options.

4. Click on Maintenance

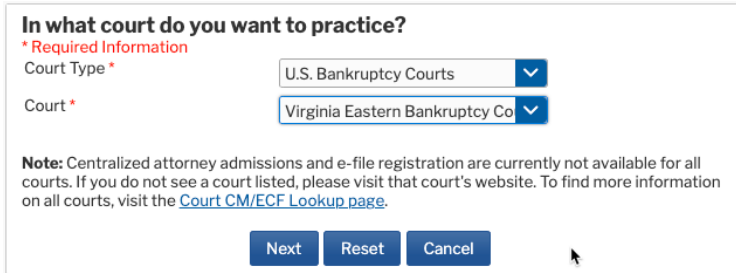
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Change Username	Update PACER Billing Email
Change Password	Set PACER Billing Preferences

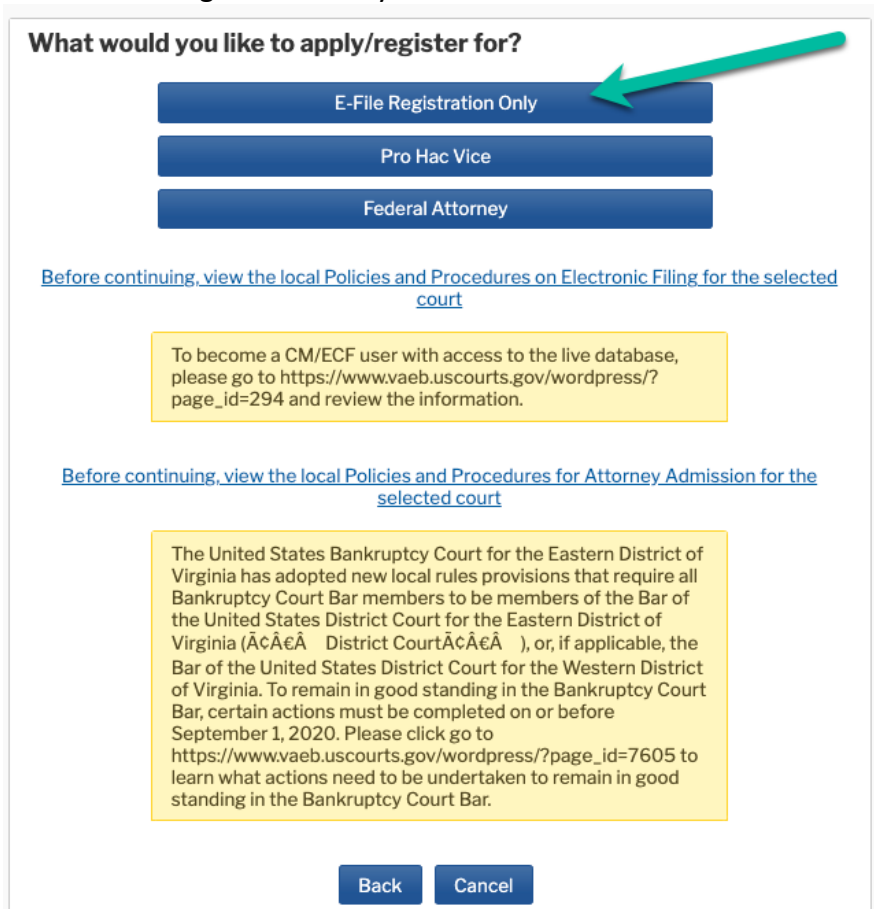
5. Then choose Attorney Admissions / E-File registration



6. Select the type of court and the court you want to practice in (**Virginia Eastern Bankruptcy Court – train**) Note: there is also a Virginia Eastern Bankruptcy Court – Test option. Please make sure you choose the **TRAIN** server not the test server.



7. Click Next
8. Select E-File Registration Only





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

Complete all sections of E-File Registration

Filer 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

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

Confirmation Page

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.