

ACCESS

Registration

To become a CM/ECF registered user, begin by visiting the court's website at <http://www.vaeb.uscourts.gov>. Select the link labeled **ECF**, select the link labeled **Getting Started** and download the appropriate registration form.

Training

On the **Getting Started** page, you will find the contact person for each divisional office along with the telephone number to schedule training. The attorney and/or members of his/her support staff must complete classroom training at the court, with a court trainer. You will be assigned a login and password to both the training and live systems on the day of training, with access to docket in the training system only. Upon completion of the training, you may request access be granted to docket in the live system.

[NOTE: One login is assigned for both live and training systems, but a separate password is issued for each system]

Site Entry

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

STEP 1 Click the **ECF** bar on the left of the page.

The screenshot shows the website for the Eastern District of Virginia Bankruptcy Court. At the top, it says "United States Bankruptcy Court Eastern District of Virginia". Below this is a navigation menu with buttons for Alexandria, Norfolk, Richmond, Newport News, Bankruptcy Cases, ECF, Judges' Opinions, and General Information. The ECF button is highlighted. To the right of the menu is a "Court News" section with a date of "June 30, 2003..." and a message: "There are no messages at this time." Below the news is a photo of a building in Richmond. To the right of the photo are several public notices and announcements, including "Public Notice on Revision to LBRs Effective August 1, 2003", "Public Notice on Revision to LBRs Effective December 1, 2003", "Important PACER Announcement Click here for information", "NTELOS Inc Docket Link", "USAirways Docket Link", and "USAirways Order Scheduling Monthly Omnibus Hearings through 9/18/2003 (Docket #1639)". At the bottom of the page is a footer with icons and text for "Local Rules", "Bankruptcy Forms", "Court Calendar", "Fee Schedule", "Filing Stats", "Bankruptcy Online Support", "PACER Login to PACER", "What's New", "Register with us", "Phone us", and "EBN".

NOTE: If you are unable to access our home page at any time, you may access ECF by using the link: <http://ecf.vaeb.uscourts.gov>.

STEP 2 Select the **Live System** or the **Training System**.

Login

The ECF/PACER Login screen prompts the user for the login and password:

STEP 1 Enter your login and password in the appropriate fields. Click **Login** to Transmit the information to the system, or **Clear** to delete the login and password and re-enter.

- ◆ If you wish to docket to the system, enter your ECF login and password.
- ◆ If you wish only to retrieve information from the system, enter your PACER login and password.
- ◆ If an invalid combination is entered, the system will respond with an error message. Click **Back** to re-try.
- ◆ 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** – displays the **Bankruptcy Events** menu from which you make a selection to open bankruptcy cases, docket pleadings, etc. in a bankruptcy case.
- ◆ **Adversary** - displays 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** – displays the Query screen, allowing retrieval of a variety of information for specific cases.
- ◆ **Reports** – displays the **Reports** menu from which you may access a number of reports for single cases or multiple cases.
- ◆ **Utilities** – displays the Utilities menu, allowing maintenance of user accounts, notification, etc.
- ◆ **Logout** – returns you to the **Login** screen.
- ◆ **?** – displays a help file for the screen you are viewing.

[Note: If you use your PACER login and password to log into the system, you will not have access to the Bankruptcy and Adversary menu options. You will have access only to Query, Reports, Utilities, Logout and ? menu options]