



NEXTGEN CM/ECF REGISTRATION GUIDE FOR NON-ATTORNEY FILERS

2022

The guidance contained herein, is intended specifically for non-attorney filers who are identified as Court Reporters, Non-Prisoner *Pro Se* Filers, Trustees, Limited Filers, Filing Agents and Creditors.

NEXTGEN CM/ECF REGISTRATION GUIDE FOR NON-ATTORNEY FILERS

CONTENTS

CASE MANAGEMENT/ELECTRONIC CASE FILING.....	1
Pro Se Access to CM/ECF	1
Registering to Use CM/ECF	1
CM/ECF Help Desk	1
PACER.....	2
Registering for a PACER Account	2
PACER Service Center	2
CENTRAL SIGN-ON.....	2
PREFERRED BROWSER.....	3
USER EXPERIENCE	3
HARDWARE AND SOFTWARE REQUIREMENTS	3
REGISTERING TO USE CM/ECF	4
REGISTERING FOR A PACER ACCOUNT	5
Visual PACER Registration Selection Guide	6
Upgrading a Legacy Account	11
FREQUENTLY ASKED QUESTIONS	12
APPENDIX 1.....	13
Motion for Permission to Use Electronic Case Filing.....	13

CASE MANAGEMENT/ELECTRONIC CASE FILING

Case Management/Electronic Case Filing (CM/ECF) is an automated case management system that allows the public to file documents over the Internet and provides courts with the ability to make electronic documents available to the public through the Public Access to Court Electronic Records (PACER) program. Except as otherwise prescribed by local rule or order, all cases will be assigned to the court's electronic filing system. The next generation (NextGen) CM/ECF system functionality allows you to use the same account for both PACER and electronic filing access.

Pro Se Access to CM/ECF

It is not mandatory for a non-attorney filer to electronically file documents in CM/ECF. However, pursuant to LRCi 5.4(b), a non-attorney filer electing to file through CM/ECF must register and obtain permission to file using CM/ECF. It is important to note that pursuant to LCRi 5.4(b)(4), registration as a filing user constitutes consent to electronic service of all documents.

Registering to Use CM/ECF

Pursuant to LRCi 5.4(b), a non-attorney filer electing to file through CM/ECF must:

1. register to efile in the District Court of the Virgin Islands using the form prescribed by the Clerk of Court and obtain permission; and
2. obtain a [PACER account](#) and select the Non-Attorney option to begin the electronic request submission.

CM/ECF Help Desk

Filing users may call the Clerk's Office Help Desk for assistance Monday through Friday (excluding holidays) between the hours of 8:00 AM and 5:00 p.m.

- St. Thomas/St. John Division: 340-774-0640
- St. Croix Division- 340-718-1130

PACER

The Public Access to Court Electronic Records (PACER) service provides electronic public access to federal court records. PACER provides the public with instantaneous access to documents filed at all federal courts. You must have your own PACER Account, which will be linked to your CM/ECF filing account.

Registering for a PACER Account

You are required to have an individual PACER account to e-file in the District and Bankruptcy NextGen CM/ECF systems.

1. When your PACER request has been submitted, the PACER Service Center will send it to the District Court of the Virgin Islands through Central Sign-On for verification and processing.
2. Document filing and access to restricted cases/documents in the District Court of the Virgin Islands is not permitted until the court processes the registration request.
3. Only upon the Court's review and granting of the motion, will the Clerk's Office approve the filing user's electronic to file with the Court using the filer's Central Sign-on account.

PACER Service Center

(800) 676-6856 or pacer@psc.uscourts.gov

CENTRAL SIGN-ON

NextGen simplifies electronic filing by combining your CM/ECF and Public Access to Court Electronic Records [PACER] accounts into a single Central Sign-On account. Through the PACER website, filers will use one log-in and password to electronically file in all NextGen courts where they have permission to file. All federal courts are expected to eventually adopt NextGen.

PREFERRED BROWSER

Please note that FireFox is the preferred internet browser for using NextGen CM/ECF. All persons intending to file electronically, should familiarize themselves with FireFox.

USER EXPERIENCE

Basic computer knowledge and skills are necessary in order to use CM/ECF. Filing users should have a working knowledge of the operating systems on their computers, including web browsing, opening and closing programs, word processing, PDF creation, and printing.

HARDWARE AND SOFTWARE REQUIREMENTS

The following are the minimum requirements for using CM/ECF:

- A personal computer;
- A valid, active e-mail account;
- A high-speed Internet connection;
- A compatible browser that supports 128-bit encryption and has javascript and cookies enabled;
- A word processor that is able to create PDF files, such as Microsoft Word;
- Software to convert documents to PDF format and to read PDF documents.
- A document scanner, if litigants need to create PDF images of documents they wish to file using CM/ECF.

REGISTERING TO USE CM/ECF

Becoming an approved electronic filer is a 2-step process that begins with obtaining permission from the Court.

Motion for Permission to Use Electronic Case Filing and Registration Form

Step 1

Only registered CM/ECF users are granted access to file in CM/ECF. A non-attorney user must complete the [Motion for Permission to Use Electronic Case Filing and Registration Form](#) ("Motion"), which must be filed in the underlying case that is pending before the Court. The Non-Attorney user must complete the form with the information for the case that they are seeking e-filing permissions in, which includes the case number. Incomplete forms may delay review and the Court's approval.

Submit Completed Form

Step 2

Once you have completed the form, please file the executed form with the Clerk's Office. The documents will be docketed in your case and a Notice of Electronic filing will be issued to all parties and counsel of record through CM/ECF. The form may be submitted by mail or email.

Physical/Mailing Address:

St. Thomas/St. John

District Court of the Virgin Islands
Ron de Lugo Federal Building
and Courthouse
5500 Veterans Drive, Rm 310
St. Thomas, VI 00802



St. Croix

District Court of the Virgin Islands
Almeric L. Christian Federal Building
and Courthouse
3013 Estate Golden Rock, Suite 219
St. Croix, VI 00820

Email Address:

St. Thomas/St. John

vidSTTOperations@vid.uscourts.gov



St. Croix

vidSTXOperations@vid.uscourts.gov

Step 3

Court's Approval

When the Court has approved the Motion for Permission to Use Electronic Case Filing, you will receive notice at the mailing address you provided on the docket.

Step 4

CM/ECF Registration

With the Court's approval, the Clerk's Office will complete your profile registration with the Court. It is important to note that pursuant to LCRi 5.4(b)(4), registration as a filing user constitutes consent to electronic service of all documents.

REGISTERING FOR A PACER ACCOUNT

Public Access to Court Electronic Records is an electronic public access gateway that allows anyone to obtain public case information, including docket sheets and documents, from any federal court. Registration for a PACER account is free, but there may be a fee associated with accessing case information.

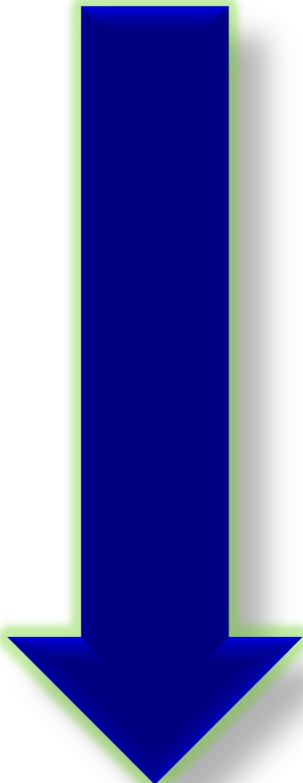
Step 5

If the motion is granted, you must complete the final step of the registration process, which is creating a PACER account and selecting the Virgin Islands District Court. CM/ECF is accessed using PACER credentials. This requires all filing users, including non-attorney filers, to create a user name and password through directly at www.pacer.gov.



Note: Do not complete the PACER registration before your motion has been granted by the Court.

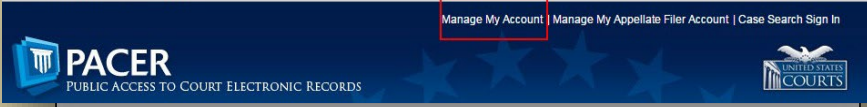

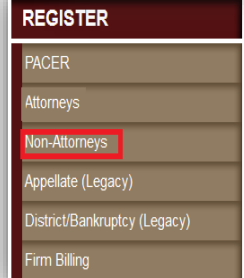
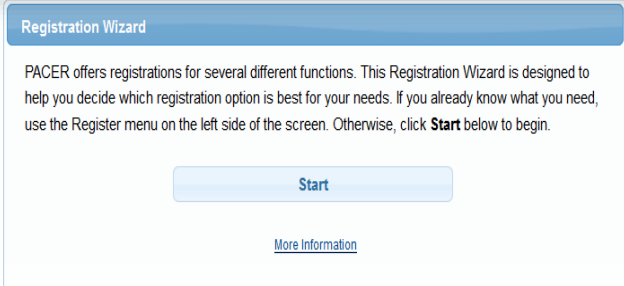
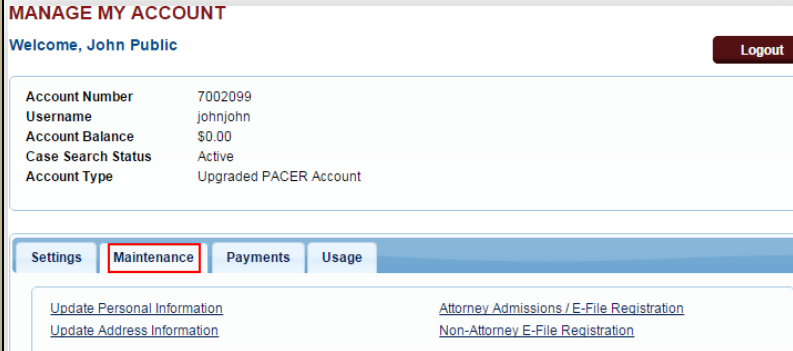
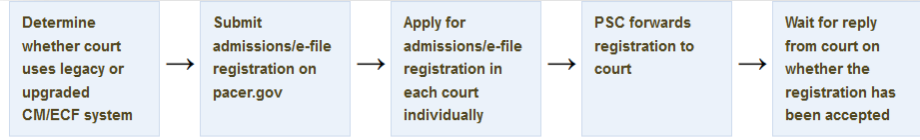
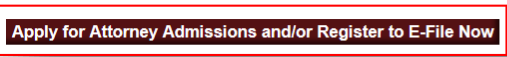
Understanding the Visual PACER Account Selection Guide


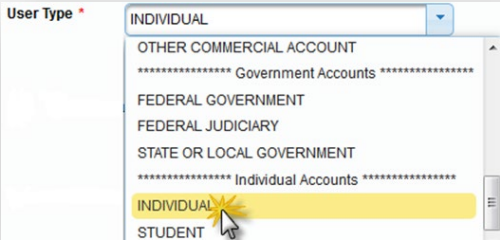
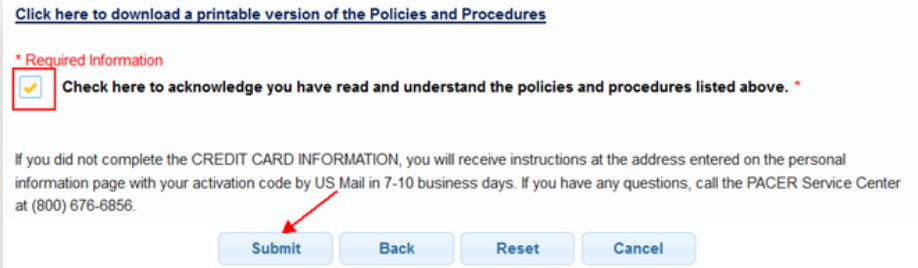



All filers are required to have PACER credentials. This requires all filing users, including non-attorney filers, who already have an existing PACER account.

To create a user name and password, please visit www.pacer.gov.

Visual PACER Registration Selection Guide

If you have an existing PACER account:		If you DO NOT have an existing PACER account:	
Step	Action	Step	Action
1	Go to PACER: www.pacer.gov	1	Go to PACER: www.pacer.gov
2	Select Manage My Account	2	Select Register
			
3	Log into PACER with an Upgraded PACER account.	3	  <p style="margin-top: 10px;">Select Non-Attorneys (It is not necessary to use the Registration Wizard).</p>
4	Select the Maintenance tab 	4	Select Apply for Attorney Admissions and/or Register to E-File Now.  

<p>5</p> <p>Select Non-Attorney E-File Registration.</p> 	<p>5</p> <p>Complete the PACER registration form. Select the User Type. Select Individual. Select Next.</p> 
<p>**Skip to Step 10**</p>	<p>6</p> <p>Create a Username and Password and select Security Questions. Select Next.</p>
	<p>7</p> <p>Enter Payment Information if desired. Please Note: this is optional -- you do not have to store a credit card with PACER.</p> <p>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, 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.</p>
	<p>8</p> <p>Read and acknowledge the policies and procedures and click Submit.</p> 
<p>9</p> <p>Click Continue to complete the Attorney Admissions and E-File Registration.</p> <p>ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION</p> <p>CLICK CONTINUE TO COMPLETE THE ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION.</p> <p>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or 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.</p> 	

10

Complete all sections of the E-File Registration section and click Next. Select U.S. District Courts as the Court Type and Virgin Islands District Court as the Court. In the **Most Recent Case** field you MUST enter this Court's case number in which leave to e-file has been granted. Failure to do this will delay the processing of your request.

* Required Information

Court Type * U.S. District Courts

Court * Virgin Islands District Court

11

Select **U.S. District Courts** from drop down list in **Court Type** box. Select **District Court of the Virgin Islands** from drop down list in **Court** box. Click **Next**.

* Required Information

Court Type * Select Court Type

Court * Select Court Type

- U.S. Appellate Courts
- U.S. District Courts
- U.S. Bankruptcy Courts

12

Complete the **Delivery Method and Formatting** section of the form. This is used for electronic notification in cases in which you are involved. **Complete this section even if you will not be actively practicing in federal court.** Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in cases in which you are involved. In **Email Frequency** dropdown, Select **Once Per Day** for a daily summary notification or **At the Time of Filing** for individual notice. Select from the **Email Format** dropdown. Select HTML unless you are having difficulty with your emails. Select **Next**.

Delivery Method and Formatting

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

Primary Email * john.q.public@yourdomain.com

Confirm Primary Email * john.q.public@yourdomain.com

Email Frequency * Select Email Frequency

Email Format * HTML

Set default payment information if desired (not required). You can add a new credit card or ACH payment method or designate your existing card as the default method for **filing fees** by selecting the appropriate icons as shown in the images below.




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 **Manage Recurring Payments** option under the **Payments** tab.

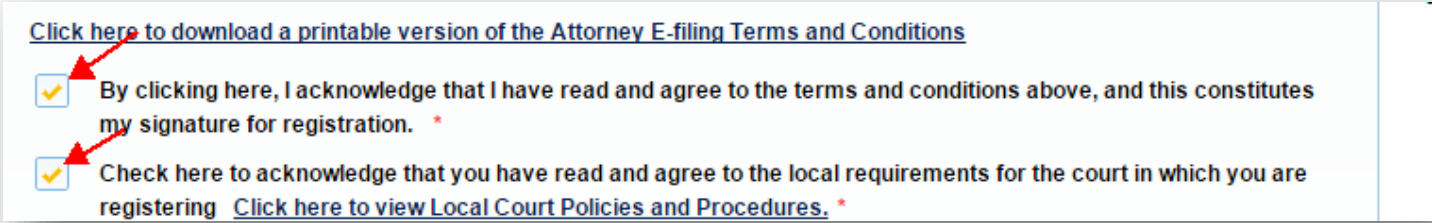
Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

-  Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
-  Click this icon to set the default payment method for your filing fees.
-  Click this icon to set the default payment method for your admissions/renewal fees.

 XXXXXXXXXXXX1111
04/2021
 Test Attorney
1234 Anywhere Street
Minneapolis, MN
55415

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

14	Check the two boxes in the E-Filing Terms of Use . 
15	Select Submit .

Step 6

The Clerk's Office will receive your electronic request through Central Sign-On and review your e-filing request for eligibility. You may be contacted for further information or to correct deficiencies if any exist. If your eligibility is confirmed, your account will be activated, and you will be able to file.

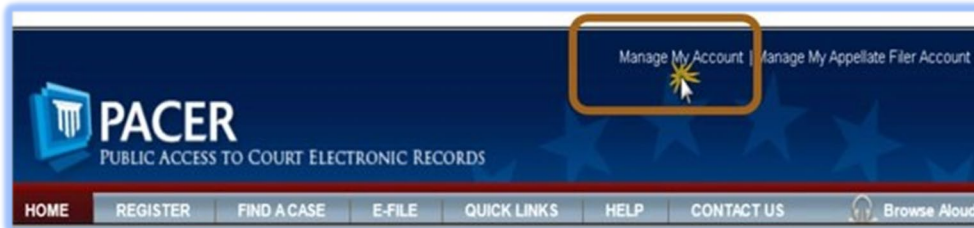
Do you have an individual PACER account created prior to August 11, 2014?

If you do, you must upgrade your PACER account.

Upgrading a Legacy Account

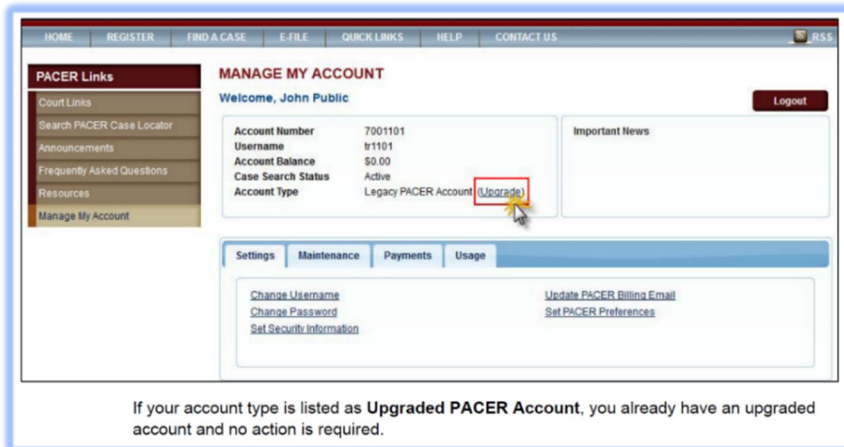
This account is also known as a legacy account. A legacy account must be upgraded before the filing user is able to electronically file in the District Court of the Virgin Islands NextGen CM/ECF systems.

1. Navigate to www.pacer.gov
2. Click “Manage My Account” at the top of the page.



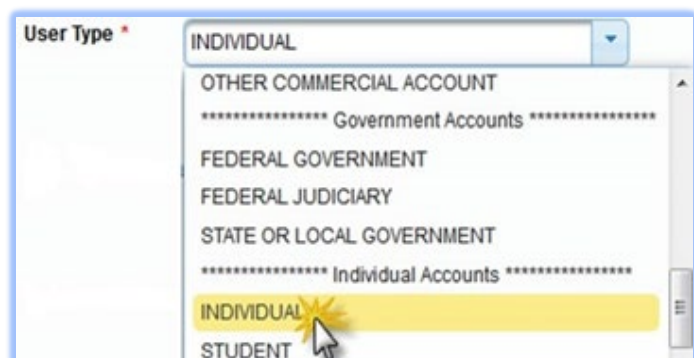
3. Login with your PACER username and password.

4. Your account type will be listed as Legacy Pacer Account. Click “Upgrade”.
5. Follow prompts to update/enter all necessary information in each tab.



6. Follow prompts to update/enter all necessary information in each tab.

7. Select “Individual” as your User Type at the bottom of the first screen. Then, click “Next.”
8. Complete the Address section. Then, click “Next.”
9. Create a new username and password at the Security.
10. Click “Submit.”



FREQUENTLY ASKED QUESTIONS

- [What is the difference between CM/ECF and PACER?](#)
- [Are there separate logins and passwords for PACER and CM/ECF?](#)
- [What hardware and software are needed to file documents in CM/ECF systems?](#)
- [Do documents that will be filed on CM/ECF systems need to be in a particular format?](#)
- [How will users learn how to file documents in CM/ECF systems?](#)
- [I previously had non-attorney filing permissions prior to the Court upgrading to the NextGen in 2019. What additional steps must I take to be allowed to electronically file in the District Court of the Virgin Islands?](#)
- [I already have an individual PACER account and have filed in other NextGen courts, do I still have to register to file in the District Court of the Virgin Islands?](#)
- [How do I withdraw from participating as a Non-Attorney filer?](#)
- [I retained counsel, can I still maintain my non-attorney filer permissions?](#)
- [Who do I contact to get help?](#)

What is the difference between CM/ECF and PACER?

The Case Management/Electronic Files (“CM/ECF”) System is an electronic filing system used to electronically file documents with the Court via the internet.

The Public Access to Court Electronic Records (“PACER”) System is an electronic public access service that allows users to run reports and view documents from all federal courts via the internet. PACER acts as a portal to the documents and case information stored on

CM/ECF. The same information, functions, queries, reports and documents that were available through the Court's CM/ECF System in the past are available through the PACER System.

Are there separate logins and passwords for PACER and CM/ECF?

No, a PACER Login ID and password is required for querying cases and is provided by the PACER service center.

What hardware and software are needed to file documents in CM/ECF systems?

Filing documents in CM/ECF electronic filing systems require the following hardware and software:

- a personal computer running a standard platform such as Windows or Mac OS X;
- a Portable Document Format (PDF)-compatible word processor like Corel WordPerfect or Microsoft Word;
- Internet service;
- a web browser (the latest versions of Mozilla Firefox or Microsoft Internet Explorer are recommended);
- software to convert documents from word processor format to PDF (Corel WordPerfect and Microsoft Word can convert documents to PDF, or an additional product such as Adobe Acrobat can be used);
- Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents; and
- a document scanner, if litigants need to create PDF images of documents they wish to file using CM/ECF.

Do documents that will be filed on CM/ECF systems need to be in a particular format?

CM/ECF systems are designed to accept only documents in PDF format. This format was chosen because it allows a document to retain its pagination, formatting, and fonts no matter what type of computer is used to view or print the document.

How will users learn how to file documents in CM/ECF systems?

Filing documents in CM/ECF is easy and a minimal amount of training generally is needed. To schedule an appointment for CM/ECF (NEXTGen) training, please contact operational supervisors during normal business hours: St. Thomas/St. John Division at (340-774-0640) and St. Croix Division (340) 718-1130. Additionally, [District CM/ECF User's Guide](#) for all users are available on the Court's website.

I previously had non-attorney filing permissions prior to the Court upgrading to the NextGen in 2019. What additional steps must I take to be allowed to electronically file in the District Court of the Virgin Islands?

This account is also known as a legacy account. A legacy account [must be upgraded](#) before the filing user is able to electronically file in the District Court of the Virgin Islands NextGen CM/ECF systems.

I already have an individual PACER account and have filed in other NextGen courts, do I still have to register to file in the District Court of the Virgin Islands?

Yes, you must complete and file the Motion for Permission to Use Electronic Case Filing and Registration Form and then go to [PACER](#), select "Manage My Account" and to upgrade your PACER account to select the District Court of the Virgin Islands. You must wait until the Motion has been granted and the Court has approved your request through PACER.

How do I withdraw from participating as a Non-Attorney filer?

A *pro se* Filing User may withdraw from participation in the Electronic Filing System by providing the Clerk's Office with written notice of the withdrawal.

I retained counsel, can I still maintain my non-attorney filer permissions?

No, if the party retains an attorney who appears on the party's behalf during the action, pursuant to LCRI 5.4(b)(2), the attorney must advise the Clerk to terminate the party's registration as a Filing User upon the attorney's appearance.

Who do I contact to get help?

CM/ECF System: For questions about the CM/ECF System, case information or technical assistance regarding hardware and software requirements, please contact the CM/ECF help desks at St. Thomas/St. John Division at (340-774-0640) and St. Croix Division (340) 718-1130.

PACER: If you have any PACER-related questions, please visit the PACER website at: www.pacer.gov, contact the PACER Service Center at 1-800-676-6856 from 8:00 a.m. to 6:00 p.m., Central Time or send an email to: pacer@psc.uscourts.gov.

What is Central Sign-On

Central Sign-On is the platform that streamlined maintaining one account to access case documents and other information stored in CM/ECF and electronically file documents in different federal courts, including appellate, district, and bankruptcy.

Previously, all filers were required to maintain a PACER and a separate CM/ECF account. The PACER account was for accessing documents and information stored in CM/ECF. The separate additional CM/ECF user account was for e-filing documents in different federal courts. With Central Sign-On, after the accounts are linked, filers can electronically file documents in CM/ECF with their access through PACER.

APPENDIX 1

IN THE DISTRICT COURT OF THE VIRGIN ISLANDS

DIVISION _____

	Plaintiff)	Case No. _____
	vs.)	
)	
)	
	Defendant)	
)	

MOTION FOR PERMISSION TO USE ELECTRONIC CASE FILING

I _____, respectfully ask the Court for permission to participate in electronic case filing ("e-filing") in this case pursuant to Local Rule of Civil Procedure 5.4(b)(2).¹ I hereby affirm that:

- (1) I understand Rule 5.4(b)(2)¹ authorizes the Court to grant this motion at the Court's discretion;
- (2) I reviewed Rule 5.4 and the requirements for e-filing and agree to abide by them;
- (3) I have regular access to the technical requirements necessary to e-file successfully, including:
 - a. A computer with internet access;
 - b. An email account that I can access on a daily basis to receive notifications from the Court and notices from the e-filing system;
 - c. A scanner to convert documents that are only in paper format into electronic files;
 - d. A word-processing program to create documents; and
 - e. A pdf reader and a pdf writer to convert word processing documents into pdf format, the only electronic format in which documents can be e-filed.
- (4) I agree to obtain a PACER account;

¹ "If the Court permits, a party to a pending civil action who is eligible to proceed *pro se* may register as a Filing User in the Electronic Filing System solely for purposes of the action in a form prescribed by the Clerk." If the party retains an attorney who appears on the party's behalf during the action, the attorney must advise the Clerk to terminate the party's registration as a Filing User upon the attorney's appearance. LRCi 5.4(b)(2) (emphasis added).

- (5) On or about the date of _____; I have attended training for:
- ___ District Court CM/ECF
- ___ Bankruptcy Court CM/ECF
- (6) I understand how to use the CM/ECF system;
- (7) I have read all court rules and procedures regarding CM/ECF; and I understand that pursuant to LCRi 5.4(b)(4), registration as a filing user constitutes consent to electronic service of all documents.
- (8) I agree that if, during the course of the action, counsel appears on my behalf, the attorney must advise the Clerk of Court to terminate my registration as a Filing User upon the attorney's appearance;
- (9) I further agree to update any changes to my PACER account promptly notify the Clerk of Court if there is a change in personal data, such as name, email address, address, telephone number, etc. and; and
- (10) I agree to protect the security of my PACER credentials and immediately notify the Clerk of Court if the password has been suspected to be compromised or compromised.

REGISTRATION INFORMATION

The following verifies my registration information submitted in PACER for e-filing purposes:

First/Middle/Last Name: _____

Mailing Address: _____

Tele: No: _____ Alternate Tele: No: _____

Email Address: _____

Additional Email address: _____

Date

Signature
(Handwritten original signature required)



CMECF Help Desk

St. Thomas/St. John Division: (340) 774-0640

St. Croix Division: (340) 718-1130