

How Do I Become an E-Filer in the Southern District of West Virginia?

Permanent Logins: Only attorneys admitted to practice in the Southern District of West Virginia and who are in good standing are given permanent logins. To qualify for a login and password an attorney must meet one of the following criteria:

1. Attend hands-on e-filing training for district court here in Charleston.
2. Certify having attended hands-on training in another district court.
3. Certify having been e-filing in another district court for a period of six months or longer.

If you meet any of the criteria listed above, you should complete the “Electronic Case Filing System Attorney Registration Form,” found at www.wvsd.uscourts.gov. Sign and date your registration form and mail the completed form to United States District Court, Southern District of WV, Attention: **Rebecca A. Proctor, Management Analyst**, 300 Virginia Street East, Room 2400, Charleston, WV 25301. Under normal circumstances, you will receive your login and password via e-mail within 48 hours of the form being received in the Clerk’s Office.

Temporary Logins: Attorneys who appear *pro hac vice* may, after complying with the requirements of the governing Local Rule, obtain a temporary login and password for the specific case(s) in which he or she appears. The procedure for applying is the same as in the preceding paragraph. Once the litigation for which the login was issued has been finally resolved, the login will be terminated.

Frequently Asked Questions:

Question: When does electronic filing become mandatory?

Answer: Electronic filing became mandatory in the Southern District of West Virginia on May 1, 2006. However, please note that electronic filing has been ongoing in our district since May 2005.

Question: What if I need the training? How do I sign up for that?

Answer: Hands-on civil training for attorneys and staff is conducted once a month, but advance registration is required. Since the format is hands-on, each class is limited to 14 students and the schedule fills up quickly, so be sure to plan ahead. Class begins promptly at 9:30 a.m. and concludes at 1:00 p.m., with one 15-minute break. The contact person is **Rebecca A. Proctor**, telephone (304)347-3044; E-mail: rebecca_a_proctor@wvsd.uscourts.gov and type **CM/ECF Attorney Training** in the subject line.

Question: May I send my secretary or legal assistant to class? She will be the one doing all the filing anyway.

Answer: Yes, you may send support staff to class, but not in your place. Only attorneys receive logins and passwords, which are equivalent to your written signature. However, we encourage you to bring one or more members of your support staff with you when you attend. Support staff may include legal secretaries, legal assistants, or even members of your automation staff.

Question: If I attended the Southern District Bankruptcy training, do I also have to come to civil training?

Answer: Yes.

Question: Why?

Answer: The CM/ECF training for civil is similar but not exactly like the bankruptcy training course you attended. The classes review specific procedural issues as well as filing documents electronically for each court. Although you may find some training points in the civil class repetitive, most of the material covered will be new to you. Your attendance and participation in the civil training class is helpful to other attorneys who have no experience filing electronically.

Question: Is there a charge for the training?

Answer: No.

Question: Will my Southern District of West Virginia login and password also work in the Northern District of West Virginia?

Answer: No. You must register separately with each district court.

Question: What about CLE (Continuing Legal Education) credit?

Answer: Our CM/ECF training has been approved by the West Virginia Bar Association for MCLE (Mandatory Continuing Legal Education) credit. You will be given instructions during class how to apply for your credit online.

Question: If I am having trouble filing something in the Northern District of West Virginia, can you help me with that?

Answer: Although we all use the same ECF software, procedures in district courts may differ. Therefore, if you need assistance with District ECF in the Northern District of West Virginia you may contact Danny Armstrong at

(304)267-8225, ext. 232; Rita Sedosky at (304)232-0011, ext. 222; or Evelyn Howell at (304)636-1445, ext. 243.

Question: What about Bankruptcy training?

Answer: For information regarding Bankruptcy training, you may call the Bankruptcy Clerk's Office at (304)347-3003.