



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF WEST VIRGINIA



Instructions for Using the On-line Training Modules

Attorneys who complete the on-line training modules and receive a passing score on the Administrative Procedures Quiz, which are located on this Court's web site at <http://www.wvsd.uscourts.gov/cmecf/training/modules.html>, may register for a login and password pursuant to Section 6.1 of the Administrative Procedures, revised on February 1, 2010, which states:

Each attorney admitted to practice in the Southern District of West Virginia, including those admitted *pro hac vice*, must register for a CM/ECF login and password from the District Court. Before being issued a login, the attorney must successfully complete on-line or court-conducted training or attest that s/he has used CM/ECF in another U. S. District Court for a period of at least six months (emphasis added).

The six separate modules are interactive and are representative of documents filed in a federal case. As you move through each module, the screens will instruct you what steps to take and why. Upon completion of each module, click your "Back" browser button to move to the next module.

Prior to attempting the Administrative Procedures Quiz, you should be familiar with the current version of this Court's Administrative Procedures for Electronic Case Filing, which is located at <http://www.wvsd.uscourts.gov/cmecf/help/procedures.html>. After you have completed the quiz with a passing score, you will print the page and fax it to 304/347-3007. In order to receive your login and password, you MUST ALSO fax a copy of your [Attorney Registration Form for Electronic Filing](#) to 304/347-3007 **AND** mail the original of the Registration Form to the following address:

United States District Court
Southern District of West Virginia
Attn: District CM/ECF Registration
300 Virginia Street East, Room 2400
Charleston, WV 25301

Although only attorneys receive logins and passwords, we recognize that you may authorize staff in your office the use of your login and password to file documents via ECF. Therefore, we encourage your staff who has not attended the live training to complete the modules before attempting to file documents electronically.