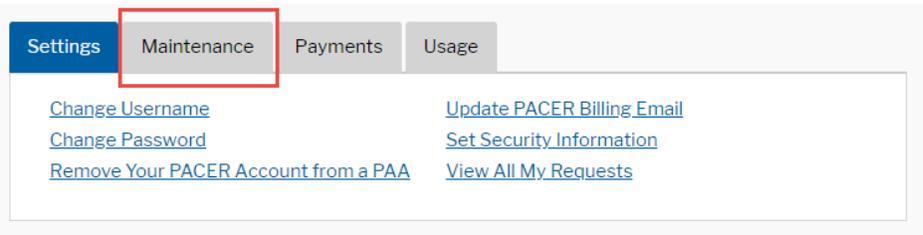


If you have never had an e-filing account with the District of Vermont, follow these instructions to request access to file in the District of Vermont

The District of Vermont is a NextGen court, all requests to file electronically in our court are done through PACER. You must have an upgraded, individual PACER account.

1. Go to [www.pacer.gov](http://www.pacer.gov)
2. Log in using your individual, upgraded PACER account.
3. Select **Maintenance** tab



A screenshot of the PACER website's Maintenance tab. The 'Maintenance' tab is highlighted with a red box. Below the tabs, there are several links: 'Change Username', 'Update PACER Billing Email', 'Change Password', 'Set Security Information', 'Remove Your PACER Account from a PAA', and 'View All My Requests'.

4. Select **Attorney Admission/E-File Registration**



A screenshot of the PACER website's Maintenance tab. The 'Maintenance' tab is highlighted. Below the tabs, there are several links. The link 'Attorney Admissions / E-File Registration' is highlighted with a red box. Other links include 'Update Personal Information', 'Update Address Information', 'Update E-File Email Noticing and Frequency', 'Display Registered Courts', 'Non-Attorney E-File Registration', 'Check E-File Status', and 'E-File Registration/Maintenance History'.

5. Select **U.S. District Courts** and **Vermont District Court** from the drop downs



A screenshot of the PACER website's court selection form. The form is titled 'In what court do you want to practice?' and includes a red asterisk indicating required information. There are two dropdown menus: 'Court Type \*' with 'U.S. District Courts' selected, and 'Court \*' with 'Vermont District Court' selected. Below the dropdowns, there is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).' At the bottom of the form, there are three buttons: 'Next', 'Reset', and 'Cancel'.

6. Choose the appropriate registration request: Fully admitted attorneys and pro se should select E-File Registration only, Government attorneys should select Federal Attorney, and attorneys admitted

**What would you like to apply/register for?**

E-File Registration Only	Fully admitted attorneys and Pro Se litigants
Pro Hac Vice	Attorneys granted Pro Hac Vice status
Federal Attorney	US Attorneys and Federal Public Defenders

7. Complete all sections of the E-File Registration

- |                              |   |
|------------------------------|---|
| Title                        | Leave blank   |
| Additional Filer Information | Leave blank unless you are a Pro Hac Attorney. If you are a pro hac attorney, include the case number for which you have appeared |
| Delivery Method              | Choose if you want <b>Daily Summary</b> or <b>At The Time of Filing</b> (most common)   |
- Email format should be **HTML**

8. Set default payment information if desired. At this time the District of Vermont does not collect fees through CM/ECF. Items requiring a fee must be filed in hard copy.

9. Check the two boxes in the **E-Filing Terms of Use**

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

10. Select Submit. The court will review your electronic filing registration request. Once approved you will receive further information via email.

11. Once your request has been approved you may log into CM/ECF and add additional email addresses for noticing under Utilities → Maintain Account → Email Information → Click on **add new e-mail address** → Return to Person Information Screen → Submit. You will see an update successful screen.