

FOURTH CIRCUIT CM/ECF LIVE TRAINING INFORMATION

- CM/ECF live training classes are free and will be held at locations throughout the circuit. Please check the [ECF Live Class Registration Form](#) for available dates and locations.
- Attorneys and support staff are welcome to attend in-person training.
- Attendance at a live training class satisfies the Court’s training requirements for registration as an ECF Filer.
- The class has been approved for 2.5 hours of CLE credit in Virginia, West Virginia, South Carolina, and North Carolina.
- If you are unable to attend a live training course, you must complete the following on-line training requirements:
 1. “Appearance of Counsel” and “Motion to Seal” [Electronic Learning Modules](#),
 2. [Policies and Procedures Review](#), a 10 question quiz based on the [CM/ECF User Manual](#), **AND**
 3. [On-line Training Certification Form](#).
 4. Register via the PACER Service Center as an Appellate ECF Filer at: <https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl>.
- The course is approximately two and a half hours in length and covers the following topics:
 - I. Introduction to CM/ECF in the Fourth Circuit
 - A. Fourth Circuit CM/ECF web page
 - B. CM/ECF Definitions
 - C. Fourth Circuit CM/ECF Policies
 - II. Registering as a Appellate ECF Filer
 - III. Preparing documents for filing
 - A. Converting to PDF
 - B. Completing a Certificate of Service
 - IV. Practice document filing
 - V. Quality Control and Error Correction
- If you have any questions regarding Fourth Circuit ECF Filer registration or training, please call 804-916-2767.