



VIRGINIA JUDICIARY E-FILING SYSTEM

REGISTRATION APPLICATION

Section 1 – Organization Registration Information

Fields marked with an asterisk (*) are required.

* **Organization Name:** _____
* **Address 1:** _____
Address 2: _____
* **City:** _____
* **State:** _____ * **Zip Code:** _____
* **Phone:** _____ **Ext:** _____ **Fax:** _____

Section 2 – Authorizing Party Information

Please refer to section 4.7.1 in the [VJEFS Terms and Conditions of Use](#) (End User License Agreement) for a definition of the Authorizing Party of the organization. Fields marked with an asterisk (*) are required.

* **Last Name:** _____
* **First Name:** _____
Middle Initial: _____
Suffix: _____
* **Title:** _____
* **Phone:** _____ **Ext:** _____
Email: _____

Section 3 – Administrator Registration Information

Select ONE of the following Administrator user types below. Please refer to section 4.7.3 in the [VJEFS Terms and Conditions of Use](#) (End User License Agreement) for definitions of the user types.

Fields marked with an asterisk (*) are required.

Administrator Only **Administrator/Attorney**** **Administrator/Staff**

* **PIN:** _____
Choose a unique combination of FOUR or more characters. This PIN will be used during the registration process, and it is the Authorizing Party's responsibility to provide the Administrator with this PIN.

VSB Number:** _____

** A valid Virginia State Bar (VSB) number is required for Administrator/Attorney users only.

Section 3 – Administrator Registration Information (Continued)	
* Last Name:	_____
* First Name:	_____
Middle Initial:	_____
Suffix:	_____
* Title:	_____
* Phone:	_____ Ext: _____ Fax: _____
* Email:	_____
Address same as organization (If not, complete fields below.)	
Address 1:	_____
Address 2:	_____
City:	_____
State:	_____ Zip Code: _____

VJEFS Terms and Conditions of Use

To review the VJEFS Terms and Conditions of Use (End User License Agreement), click on the following link: <http://www.courts.state.va.us/online/vjefs/termsandconditions.pdf>

OES Privacy Policy

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The OES Privacy Policy is considered to be a part of the VJEFS Terms and Conditions of Use (End User License Agreement).

I have read and agree to the VJEFS Terms and Conditions of Use (End User License Agreement) and the OES Privacy Policy.

* Signature of Authorizing Party

* Date

ONCE COMPLETE, PLEASE RETURN THIS DOCUMENT TO THE CIRCUIT COURT VIA FAX, EMAIL, MAIL, OR IN PERSON TO CONTINUE THE REGISTRATION PROCESS.