



# VIRGINIA JUDICIARY E-FILING SYSTEM

## REGISTRATION APPLICATION (PILOT PROGRAM)

### Section 1 – Organization Registration Information

Fields marked with an asterisk (\*) are required.

*Organization Name		
*Address 1		
Address 2		
*City		
*State		*Zip
*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 by clicking on the appropriate box 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.

<b>Administrator Only</b>	<b>Administrator/Attorney**</b>	<b>Administrator/Staff</b>
*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.		

<b>Section 3 – Administrator Registration Information (Continued)</b>		
*Last Name		
*First Name		
Middle Initial		
Suffix		
*Title		
*Phone		Ext.
Fax		
*Email		
<b>Use the same address as the organization</b>		
*Address 1		
Address 2		
*City		
*State		*Zip

**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>

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To review the OES Privacy Policy, click on the following link:  
<http://www.courts.state.va.us/online/vjefs/privacypolicy.pdf>

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 YOUR LOCAL CIRCUIT COURT VIA FAX, EMAIL, MAIL, OR IN PERSON TO CONTINUE THE REGISTRATION PROCESS.**