



# VIRGINIA APPELLATE COURTS EBRIEF SYSTEM (VACES) REGISTRATION APPLICATION

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

<b>*Select One:</b>	
Initial Registration Complete All Sections	Update Organization Information Complete Sections 1, 3, & 4 only
Select <b>ALL</b> Virginia Judiciary Electronic System accounts that you are currently registered with by checking the appropriate box.	
VACES	VJCS
<b>Section 1 – Organization Information</b>	
*Organization Name _____	
*Address 1 _____	
Address 2 _____	
*City _____	*State _____
*Zip _____	
*Phone Number _____	Ext _____
Fax Number _____	
<b>Section 2 – Authorizing Party Information</b>	
Please refer to Section 4.7.1 within the VACES Terms and Conditions (End User License Agreement) for the definition of an Authorizing Party.	
*Last Name _____	*First Name _____
Middle Initial _____	
Suffix _____	*Title _____
*Email _____	
*PIN _____	Choose a unique combination of <b>FOUR</b> or more characters. This PIN will be used during the registration process. It is the Authorizing Party's responsibility to provide the Administrator with this PIN.
<b>Section 3 – Administrator Information</b>	
Select <b>ONE</b> of the following Administrator user types by checking the appropriate box. Please refer to Section 4.7.3 within the VACES Terms and Conditions of Use (End User License Agreement) for the definitions of the user types.	
<b>*Select One:</b>	
Administrator Only	Administrator/Filer
*Last Name _____	*First Name _____
Middle Initial _____	
Suffix _____	*Title _____
*Email _____	
*Phone Number _____	Ext _____
Fax Number _____	

**VACES REGISTRATION APPLICATION**

Rev: 3/17

**Section 3 – Administrator Information (cont'd)**

Use the same address as organization

\*Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

**Section 4 – Authorizing Party Signature**

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

**VACES Privacy Policy:** To review the VACES Privacy Policy, click on the link <http://www.courts.state.va.us/online/vaces/resources/privacypolicy.pdf>.

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

**VACES Guidelines and User's Manual:** To review the VACES Guidelines and User's Manual, click on the link <http://www.courts.state.va.us/online/vaces/resources/guidelines.pdf>.

The organization is under contract with the Office of the Executive Secretary of the Supreme Court of Virginia to submit electronic briefs and appendices for granted appeals, appeals of right, and docketed original jurisdiction cases with the Supreme Court of Virginia and Court of Appeals of Virginia. I have read and agree to the VACES Terms and Conditions of Use (End User License Agreement) and the VACES Privacy Policy.

**\*Signature of Authorizing Party** \_\_\_\_\_ **\*Date** \_\_\_\_\_  
/s \_\_\_\_\_

After you have completed and signed your application, send the completed form to the Court Administrator by email. Digital signatures will be accepted.

Supreme Court of Virginia at: [sevbriefs@vacourts.gov](mailto:sevbriefs@vacourts.gov)

Court of Appeals of Virginia at: [cavbriefs@vacourts.gov](mailto:cavbriefs@vacourts.gov)