



VIRGINIA APPELLATE COURTS E**RECORD** SYSTEM (VACES) REGISTRATION APPLICATION

Fields marked with an asterisk (*) are required.

*Select One: Initial Registration Complete All Sections Update Information Complete Sections 1, 3, & 4 only
Section 1 – Organization/Tribunal Information
*Organization Name _____ *Address 1 _____ Address 2 _____ *City _____ *State _____ *Zip _____ *Phone Number _____ Ext _____ Fax Number _____
Section 2 – Authorizing Party Information
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 FOUR 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.
Section 3 – Administrator Information
Select ONE 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.
*Select One: Administrator Only Administrator/Filer
*Last Name _____ *First Name _____ Middle Initial _____ Suffix _____ *Title _____ *Email _____ *Phone Number _____ Ext _____ Fax Number _____
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/Tribunal is under contract to submit electronic records to 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: scvrecords@vacourts.gov

Court of Appeals of Virginia at: cavrecords@vacourts.gov