



UNITED STATES DISTRICT COURT
for the
DISTRICT OF MASSACHUSETTS



Virtual Press Box Guide

Last Updated
August 26, 2021

Benefits of Applying for the Virtual Press Box (VPB)

Our Court can issue read-only Electronic Case Filing (ECF) accounts (known as a Virtual Press Box or VPB) to members of the press with a USDC-MA Media ID. This expanded access to the Court's ECF system enables a reporter to receive e-mail notifications to an individual e-mail account when a document is filed in a case that the reporter may choose to follow.

Application Requirements and Submission

- 1) Applicants must first have a USDC-MA media ID and credential number. This application is accessible at: <https://www.mad.uscourts.gov/general/media.htm>
- 2) A PACER (Public Access to Court Electronic Records) account is also required to access the Court's Electronic Filing System.
 - New PACER accounts may be obtained at <http://www.pacer.gov/>.
 - Detailed instructions on how to register for a new account OR complete the required upgrade an existing account if needed, are also provided here: <https://www.mad.uscourts.gov/media/pdf/Media%20Instructions%20NextGen%20CMECF.pdf>
- 3) Upon completion of the first two steps, complete and submit a Virtual Press Box application, accessible at <https://www.mad.uscourts.gov/general/media.htm>.

NOTE: The application **must** have an inked signature.

- 4) The application should be mailed to:

ATTN: MEDIA
U.S. District Court Clerk's Office - Suite 2300
1 Courthouse Way
Boston, MA 02210

- 5) Continue to the PACER registration steps detailed in the next section.

Initial PACER Registration Steps

- 1) Navigate to <http://www.pacer.gov>
- 2) Click on **Manage My Account**
- 3) Login with your PACER username and password.
- 4) Click on the **Maintenance** tab and **Select Non-Attorney Admission/E-File Registration**.
- 5) Complete all sections of the E-File Registration form.
 - Select **U.S. District Courts** as the Court Type and **U.S. District of Massachusetts** as the Court.
 - Select **Party** as the Role in Court.
 - Click **Next** to proceed with the application process.
- 6) Set default payment information if desired (not required). Click **Next** when finished, or to bypass

this screen.

- 7) Check the two Non-Attorney E-Filing Terms and Conditions acknowledgment boxes.
- 8) Click **Submit**. The U.S. District Court for the District of Massachusetts will review your request and, if granted, provide you with further instructions via email.

Adding Cases of Interest for Real-time Case Alerts

After being approved for VPB access, follow these steps to track cases of interest:

- 1) Navigate to the USDC-MA's ECF login page: <https://ecf.mad.uscourts.gov/cgi-bin/ShowIndex.pl> and click "**District of Massachusetts – Document Filing System.**"
- 2) Login with your upgraded PACER username and password.
- 3) Click on **Utilities**.
- 4) Click on **Maintain Your Email**.
- 5) Click on your primary e-mail address. A list of service options will appear.
- 6) Make sure the **Yes** radio button is selected for the question "**Should this e-mail address receive notices?**" Set the remaining values to your preference.

(Note: Selected "Per filing" will send an e-mail immediately after anything is entered on the docket; "Summary Report" will send one e-mail once a day (usually early in the morning) with a summary of all activity in any case identified in the user's account.)

- 7) In the "**Add a case for noticing**" field, enter the case number for which you would like to receive the automatic notifications and click on **Find This Case**.

Correct case entry format: Type the docket number (without the assigned judge's initials) in the field provided. Ex: 09-10567

- 8) Once your case has been found, click on **Add case(s)**.
- 9) Your primary email address will now receive the automatic notifications selected for this case. Click on **Submit all changes** to finalize your updates.
- 10) You will receive a confirmation screen of your updates.

Forgot your CM/ECF username? Email media@mad.uscourts.gov to retrieve your username.

Forgot your CM/ECF password? Click [here](#) to reset your CM/ECF password to link with your PACER account. An email with reset instructions will be sent to the email address you have on record with the District Court.

Email address associated with your account no longer valid? Please contact ecfhelp@mad.uscourts.gov.

For general assistance, please email the USDC-MA CM/ECF helpdesk at ecfhelp@mad.uscourts.gov.