

# How to File Documents in Federal Court



CONTINUING LEGAL EDUCATION

**FREE**

Instructed By: **Vivian Shreve, CCLS**



In this presentation you will be introduced to PACER/NextGen- what it is and why we need it. We will go through the steps for setting up attorney filer accounts and attorney admissions to the federal courts, using Northern District of California as our example. We will discuss the different features of CM/ECF and finish up with an e-filing demonstration from log-in to submission.

**April 3, 2024**  
**12:00 PM - 1:00 PM**

**Free to all Legal Professionals!**



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## About the Trainer

Vivian Shreve, CCLS, has been a legal secretary/assistant for more than 40 years and has been an Executive Assistant at Wilson Sonsini Goodrich & Rosati in Palo Alto, California since 2008. Vivian is the current President of Santa Clara County Legal Professionals Association where she has been a member since 2013, and she is the current CCLS Chair for Legal Professionals Inc.



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