

Instructions for Filing an Annual Registration Statement (ARS)

OVERVIEW

The following instructions are intended to assist you with filing an Annual Registration Statement (ARS) through the Virgin Islands Judiciary Electronic Filing System (VIJEFS) and paying the associated fee. Pursuant to Virgin Islands Supreme Court Rule 203(e), all active members must electronically file an ARS and pay a \$50.00 annual assessment fee for each reporting period beginning on January 1st of each year. All ARS filed after February 1st shall be considered late filings, and requires a \$200.00 fee, which includes the \$50.00 annual assessment fee and the \$150.00 late filing.

For purposes of the registration requirement, an active member of the Bar is any individual authorized to practice law in the Virgin Islands in any capacity, whether regularly admitted, specially admitted, admitted *pro hac vice*, or licensed as a certified in-house counsel, foreign legal consultant, legal intern, or military spouse and whether in good standing. Please familiarize yourself with VISCR 203(e). The Rules of Supreme Court of the Virgin Islands can be found on the Court's website at [Rules - Judiciary of the US Virgin Islands \(vicourts.org\)](http://vicourts.org)

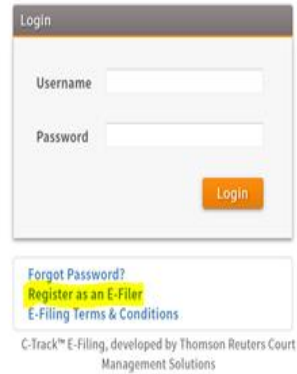
ARS FILING INSTRUCTIONS

Filing the ARS begins with registering as an e-filer. **Go to the Login Screen** [E-Filing - Login \(vicourts.org\)](http://vicourts.org)

BECOMING AN E-Filer

From the Login page please select the "Register as an E-Filer" button.

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The screenshot shows a login interface with the following elements:

- A title bar labeled "Login".
- A "Username" label followed by a text input field.
- A "Password" label followed by a text input field.
- An orange "Login" button.
- A section containing three links: "Forgot Password?", "Register as an E-Filer", and "E-Filing Terms & Conditions".
- Footnote text: "C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions".

Fig. 1 – Login Screen for the VIJEFS

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You will be taken to the “E-file Registration” screen and prompted to input information that is pertinent to creating your filing user profile.

The screenshot shows the 'E-File Registration' screen for the Virgin Islands Judiciary E-Filing system. The page is titled 'E-File Registration' and contains several sections:

- TYPE:** A dropdown menu for selecting the registration type.
- USER INFORMATION:** Fields for Prefix, Last Name, First Name, Middle Name, Suffix, Username, Password, and Confirm Password. Fields marked with a red asterisk (*) are required.
- CONTACT:** Primary E-mail and Add Contact.
- ADDRESS:** Address Type (Mailing), Address Line 1, Address Line 2, Address Line 3, Address Line 4, Country (United States), City, State (VI), and Zip Code.
- LEGAL ORGANIZATION ASSOCIATION:** A table with columns for Legal Organization Name, Role, E-mail, and Status. No records were found.
- VERIFICATION:** I'm not a robot CAPTCHA.
- TERMS AND CONDITIONS:** A checkbox for agreement to the terms and conditions.

A 'Next' button is located at the bottom right of the screen.

Fig. 2 – E-File Registration Screen for the VIJEFS

Access type: If you are not a member of the Virgin Islands Bar with a valid VI Bar Number please select **E-File User**. Users who have taken the prescribed attorney oath may select **Registered Representer**. Complete all required fields marked with a red asterisk (*). Your password must contain a minimum of eight characters. When all fields have been completed and you have agreed to the terms and condition which appears at the bottom of the screen, click on .

Instructions for Filing an Annual Registration Statement (ARS)

The next page lets you know that you are currently pending user approval. Please check the primary email you entered on the e-file registration form for further instructions.

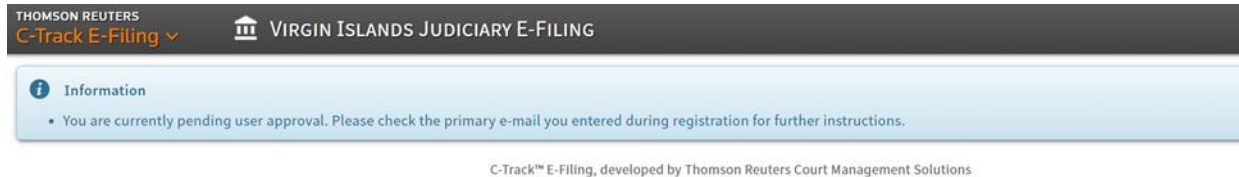
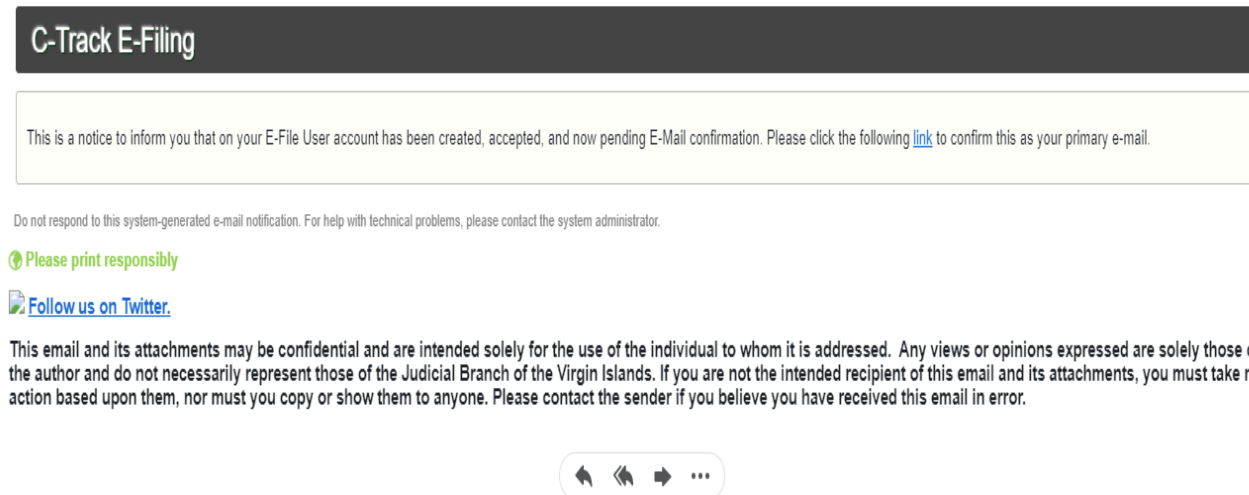


Fig. 3 – Pending User Approval Screen for the VIJEFS

Activation Email - After submitting the required information to create an e-file user account, you will receive a confirmation e-mail to activate your account. You must click on “[link](#)” to confirm your email before logging into the VIJEFS. If you do not receive an activation e-mail within a few hours of creating your user account, complete the [E-Filing Help Desk Form - Judiciary of the US Virgin Islands \(vicourts.org\)](#) for further assistance.

Please be aware of the privacy and spam settings on your e-mail account and ensure that “noreply-efile1@vicourts.org” is whitelisted in your spam settings. The email text is as follows:



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Fig. 4 –Activation Email for the VIJEFS

After activating your account, you will be able to log into the electronic filing system and begin to file the ARS.

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C-Track E-Filing

VIRGIN ISLANDS JUDICIARY E-FILING

Success
• You are now officially approved to use the E-File system. Please proceed to log in below.

Login

Username

Password

Login

[Forgot Password?](#)
[Register as an E-Filer](#)
[E-Filing Terms & Conditions](#)

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Fig. 4 – Login Screen for the VIJEFS

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Instructions for Filing an Annual Registration Statement (ARS)

Upon logging into the e-filing system, you will land on the “Home” screen, which shows several useful tabs. Before you begin, please ensure that the ARS Form is completed in its entirety. The ARS **MUST BE TYPED**. To download and complete the pdf fillable version of the ARS please visit the Court’s website at [Attorney Registration - Supreme Court of the US Virgin Islands \(vicourts.org\)](http://Attorney Registration - Supreme Court of the US Virgin Islands (vicourts.org)). If the form is completed in its entirety and your signature is attached to the document, please select the create filing tab. Next, select the following entries for each category.

Please select the “Create Filing” tab.

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C-Track E-Filing

VIRGIN ISLANDS JUDICIARY E-FILING

Jane Doe

Administration
Case Search
Configuration Manager
Create Filing
Filings

Information

- Caution!!! Please be sure to select the correct Court when submitting your Filing. For existing cases, the Superior Court case number format example : SX-2020-CV-00000. Supreme Court case number format example: SCT-BA-2020-0000. Dashes and leading zeroes are required.

Create Filing

COURT SELECTION

Court* Supreme Court of the Virgin Islands

Filing Category* New Case

NEW CASE

Case Location* SPM St. Thomas

Case Category* Bar Matters

Case Type* Attorney Registration

Case Subtype* Annual Registration

Filing Type* Bar Initiating Document

Filing Subtype* Annual Attorney Registration Statement

Next

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Fig. 5 – Create Filing Screen

- **Court:** The application is being filed in the Supreme Court of the Virgin Islands.

Instructions for Filing an Annual Registration Statement (ARS)

- **Filing Category:** Users submitting their ARS for the current reporting period must select “New Case” when filing their bar initiating document. Users should only select “Existing Case” and enter the appropriate case number if filing an Amended Annual Attorney Registration Statement.
- **Case Location:** Users should select “SPM St. Thomas” as the case location.
- **Case Category:** All users submitting a filing related to an Annual Registration Statement must select “Bar Matters” as the case category.
- **Case Type –** Users submitting an Annual Registration Statement must select “Attorney Registration” as the case type.
- **Case Subtype:** Users must select, “*Annual Registration*”
- **Filing Type:** The Filing Type to be selected is “Bar Initiating Document,” which is the first document that initiates the filing of the matter. Users should only select “Bar Response” if filing an Amended Annual Attorney Registration Statement for an existing ARS matter.
- **Filing Subtype:** Users should select “Annual Attorney Registration Statement” as the case type. Users should only select “**Bar Response**” if filing an Amended Annual Attorney Registration Statement for an existing ARS matter.

When all the required entries have been selected, please click on . The Party Information indicator is highlighted and the Party Information container appears.

Instructions for Filing an Annual Registration Statement (ARS)

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Jane Doe

FILING PROGRESS **Party Information** Filing Information Upload Document Service Information Filing Summary

Party Information ?

PARTIES

Name	Type	Role	Attorney(s)	Address
No records were found.				

[Add Another Case Party](#)

Next

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Filing Information

Court Supreme Court of the Virgin Islands

Class Bar Matters - Attorney Registration - Annual Registration

Type Bar Initiating Document - Annual Attorney Registration Statement

Case SPM St. Thomas

Location

Fig. 6 – Party Information Screen

Click the **Add Another Case Party** link. The **Party Information** window appears.

Instructions for Filing an Annual Registration Statement (ARS)

Party Information

ADD PARTY ▾

Role*	Petitioner ▾	Type*	Person ▾
Representation	Self-represented ▾		


NAME ▾

Last Name*	Doe	Middle Name	
First Name*	Jane		

ADDRESS INFORMATION ▾

Address 1*	Post Office Box 590	City^	St. Thomas
Address 2		Country*	United States ▾
Address 3		State^	Virgin Islands, U.S. ▾
Zip	00804		

CONTACT INFORMATION ▾

Type*	Work Phone ▾	Contact*	340-774-2237 
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[Add Contact](#)
[Add Alias](#)

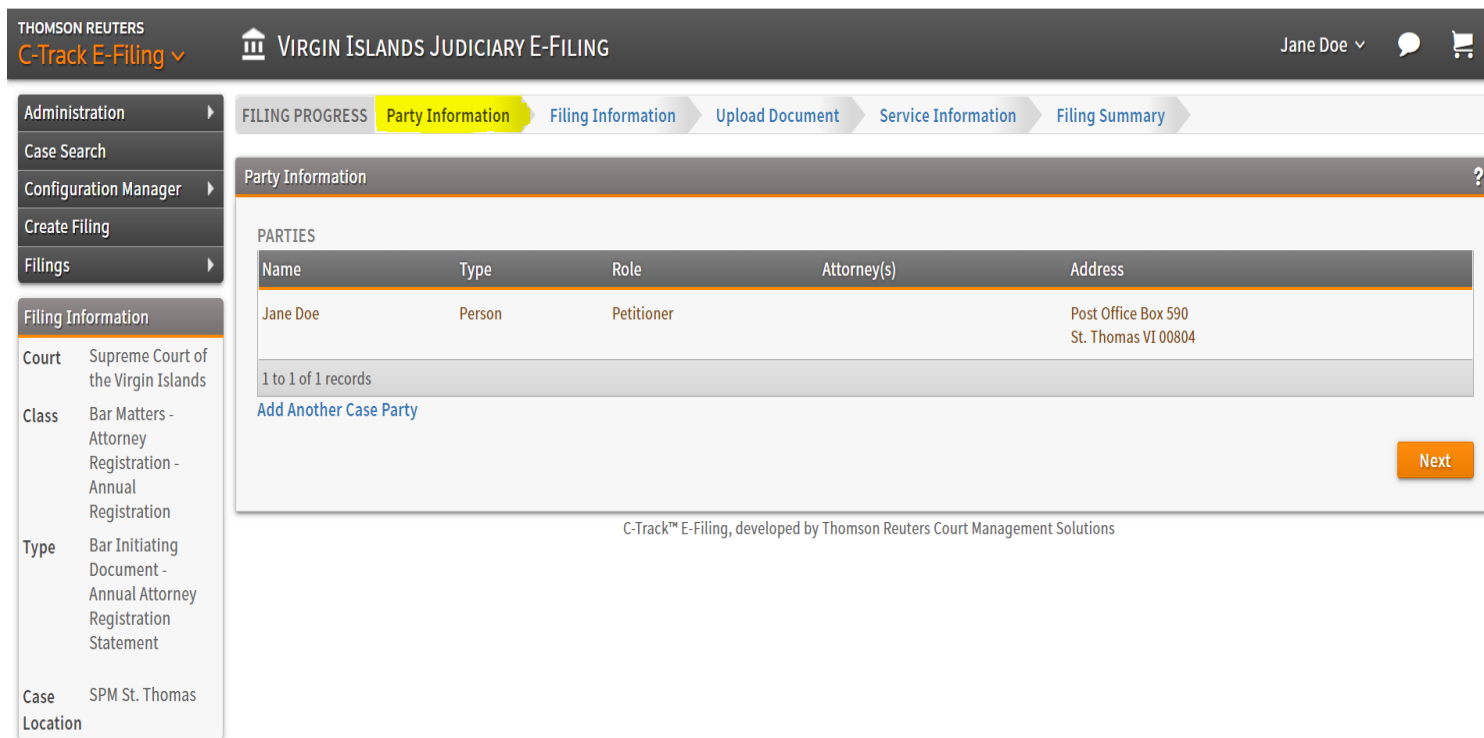
[Add Self](#) [Save](#) [Cancel](#)

Instructions for Filing an Annual Registration Statement (ARS)

Fig. 7 – Party Information Window

After entering the required information, click “” at the bottom of the dialogue box.

The Party appears in the **Parties** display table of the **Party Information** screen. When parties have been created, click  to proceed.



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Jane Doe

FILING PROGRESS **Party Information** Filing Information Upload Document Service Information Filing Summary


Party Information ?

PARTIES

Name	Type	Role	Attorney(s)	Address
Jane Doe	Person	Petitioner		Post Office Box 590 St. Thomas VI 00804

1 to 1 of 1 records

[Add Another Case Party](#)



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Administration

Case Search

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Filing Information

Court Supreme Court of the Virgin Islands

Class Bar Matters - Attorney Registration - Annual Registration

Type Bar Initiating Document - Annual Attorney Registration Statement

Case SPM St. Thomas Location

Fig. 8 – Summary of Party Information

Instructions for Filing an Annual Registration Statement (ARS)

The **Filing Information** Indicator is highlighted and **Filing Information** screen appears.

Instructions for Filing an Annual Registration Statement (ARS)

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VIRGIN ISLANDS JUDICIARY E-FILING

Jane Doe

FILING PROGRESS Party Information **Filing Information** Upload Document Service Information Filing Summary

Filing Information

DETAILS

Comments

Emergency Amended

Confidential

FILER INFORMATION

Filed on Behalf of

Value

Jane Doe

Other Filed on Behalf of

FILING FEES

Fee Name	Amount
Attorney Registration Annual Assessment	\$50.00
Total	\$50.00

FILING FEES

Due From* Jane Doe

Fees Not Required

Comments

Previous Next

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Should you wish to pay by **credit card**, please check the box adjacent to your name then click **Next** to proceed.

Instructions for Filing an Annual Registration Statement (ARS)

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VIRGIN ISLANDS JUDICIARY E-FILING

Jane Doe

Administration | FILING PROGRESS | Party Information | **Filing Information** | Upload Document | Service Information | Filing Summary

Filing Information

DETAILS

Comments

Emergency Amended

Confidential

FILER INFORMATION

Filed on Behalf of

Value
<input checked="" type="checkbox"/> Jane Doe

Other Filed on Behalf of

FILING FEES

Fee Name	Amount
Attorney Registration Annual Assessment	\$50.00
Total	\$0.00

FILING FEES

Due From* Jane Doe

Fees Not Required Will Pay in Person

Comments

Previous Next

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Users who wish to mail or hand deliver the requisite payment should check the box adjacent to their name but select **Will Pay in Person** from the **Fees Not Required** option before clicking **Next** to proceed. Please click **Next** to proceed.

Instructions for Filing an Annual Registration Statement (ARS)

The **Upload Document** screen appears.

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VIRGIN ISLANDS JUDICIARY E-FILING

Jane Doe

FILING PROGRESS Party Information Filing Information **Upload Document** Service Information Filing Summary

Administration
Case Search
Configuration Manager
Create Filing
Filings

Filing Information

Court Supreme Court of the Virgin Islands

Class Bar Matters - Attorney Registration - Annual Registration

Type Bar Initiating Document - Annual Attorney Registration Statement

Case SPM St. Thomas
Location

Upload Document

DOCUMENT

Name Bar Initiating Document - Annual Attorney Registration Statement

File* Choose File No file chosen

Exclude from eService

Comments

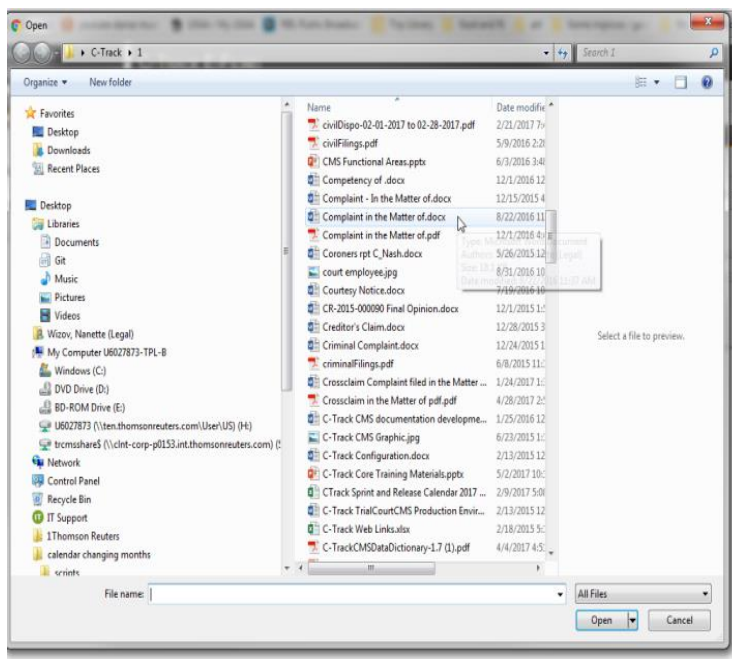
Request Confidential

Confidential Reason

Add Another

Previous Next

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Upload Document Screen: Annual Registration Statements are confidential. Therefore, a request for confidential is not required. From this screen the user must click on **Choose File** to upload the ARS. A browser window opens to allow you to navigate to a file on your PC that you want to upload. Select the file you want to upload. Click **Open**.

Instructions for Filing an Annual Registration Statement (ARS)

You will return to the **Upload Document** screen and the document title appears to the right of the **Choose File** button. Once the user is sure that the selected file is ready for uploading, the user should click on the **Next** button to proceed.

The screenshot shows the Thomson Reuters C-Track E-Filing interface for the Virgin Islands Judiciary. The user is logged in as Jane Doe. The navigation menu on the left includes Administration, Case Search, Configuration Manager, Create Filing, Filings, Filing Information, Court, Class, Type, and Case Location. The main content area is titled 'Upload Document' and shows a document titled 'Bar Initiating Document - Annual Attorney Registration Statement'. The 'File*' field contains 'Annual Registration Statement.pdf' and is highlighted with a red arrow. The 'Next' button is visible at the bottom right.

Please note: Once the [Annual Registration Statement](#) (Click the link to view the form) is submitted and accepted, you will receive a case number. Should you need to file an [Amended Annual Registration Statement](#) (Click the link to view the form) you will need to know the existing case number.

- **Filing Type:** The Filing Type to be selected is “Bar Response,” which is the first document that initiates the filing of the matter.
- **Filing Subtype:** Users should select “Annual Attorney Registration Statement” as the case type.

Instructions for Filing an Annual Registration Statement (ARS)

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Jane Doe

Administration
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Information

- Please ensure that all applicable parties have been added to the Electronic Service Recipients area to ensure service. If all parties applicable for electronic service is not presented, please use the "Add Electronic Service Recipients" option to search for their name. The electronic filing system will only serve parties who have the service method of "eService through System". Non electronic Service option of "Email Non System" requires the filer to serve the recipients outside of the electronic filing system.

FILING PROGRESS Party Information Filing Information Upload Document **Service Information** Filing Summary

Filing Information

Court Supreme Court of the Virgin Islands

Class Bar Matters - Attorney Registration - Annual Registration

Type Bar Initiating Document - Annual Attorney Registration Statement

Case SPM St. Thomas Location

Service Information

ELECTRONIC SERVICE RECIPIENTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

[Add Electronic Service Recipients](#)

NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
Jane Doe	Petitioner	Self-Represented	Post Office Box 590 St. Thomas VI 00804	Not Served	

[Add Non-Electronic Service Recipients](#)

Previous Next

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Service Information: Please note that the user may select **“Not Served”** from the Service Method drop down menu since the filing is not required to be served. **Please click [Next](#) to proceed.**

Instructions for Filing an Annual Registration Statement (ARS)

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VIRGIN ISLANDS JUDICIARY E-FILING

Jane Doe

Administration
Case Search
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Filings

Filing Information

Court Supreme Court of the Virgin Islands
Class Bar Matters - Attorney Registration - Annual Registration
Type Bar Initiating Document - Annual Attorney Registration Statement
Case SPM St. Thomas Location

FILING PROGRESS Party Information Filing Information Upload Document Service Information **Filing Summary**

Filing Summary

CASE DETAILS -

Court	Supreme Court of the Virgin Islands
Case Category	Bar Matters
Case Type	Attorney Registration
Case Subtype	Annual Registration
Case Location	SPM St. Thomas

FILING INFORMATION -

Filing Number	79736	Type	Bar Initiating Document - Annual Attorney Registration Statement
Filed on Behalf of	Jane Doe	Comments	
Other Filed on Behalf of		Emergency	
Amended		Confidential	

PARTY INFORMATION

Name	Type	Role	Address	Attorney(s)
Jane Doe	Person	Petitioner	Post Office Box 590 St. Thomas VI 00804	

DOCUMENTS

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Bar Initiating Document - Annual Attorney Registration Statement				

ELECTRONIC SERVICE RECEIPTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

NON-ELECTRONIC SERVICE RECEIPTS & UNLINKED CASE PARTIES/PARTICIPANTS

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
Jane Doe	Petitioner	Self-Represented	Post Office Box 590 St. Thomas VI 00804	Not Served	

FILING FEES

Fee Name	Amount
Attorney Registration Annual Assessment	\$50.00
Total	\$0.00

FILING FEES -

Due From	Jane Doe	Fees Not Required	Will Pay in Person
Comments			

Edit Filing Add Associated Filing Add To Cart Delete This Filing

Document icon: Select the icon to confirm that the form was completed in its entirety and your signature is attached. Additionally, the user may verify that the correct document was uploaded.

Instructions for Filing an Annual Registration Statement (ARS)

The “**Filing Summary**” screen will provide a summary of the e-filing information. Clicking the **Add To Cart** button will take you to the “**Cart**” screen found on page 18. **If you owe late filing fees (\$150.00)**, please click the **Add Associated Filing** tab.

The **Add Associated Filing** screen appears

The screenshot shows the 'Add Associated Filing' screen in the Thomson Reuters C-Track E-Filing system. The interface includes a sidebar with navigation options and a main form area with sections for Case Details and Filing Information.

Navigation Sidebar:

- Administration
- Case Search
- Configuration Manager
- Create Filing
- Filings
- Associated Filings
 - Bar Initiating Document - Annual Attorney Registration Statement

Case Details Section:

Court Level	Supreme	Case Category	Bar Matters
Court	Supreme Court of the Virgin Islands	Case Type	Attorney Registration
Case Number		Case Subtype	Annual Registration

Filing Information Section:

Filing Category	New Case
Filing Type*	Financial
Filing Subtype*	ARS late registration payment

Next button is located at the bottom right of the form area.

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- Complete each item marked by a red asterisk (*) then click **Next** to proceed. You must repeat the instructions found on pages 11 through 15.
- **Filing Type:** Please select **Financial**.
- **Filing Subtype:** Please select **ARS late registration payment**.

Instructions for Filing an Annual Registration Statement (ARS)

The **Cart** screen appears.

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VIRGIN ISLANDS JUDICIARY E-FILING

Jane Doe

Administration
Case Search
Configuration Manager
Create Filing
Filings

Information

- If fees are owed, you will be directed to a page to make your payment.

Cart

SUMMARY

Number of Filings	1	Total	\$50.00
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FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Supreme Court of the Virgin Islands		Bar Initiating Document - Annual Attorney Registration Statement	1	\$50.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)

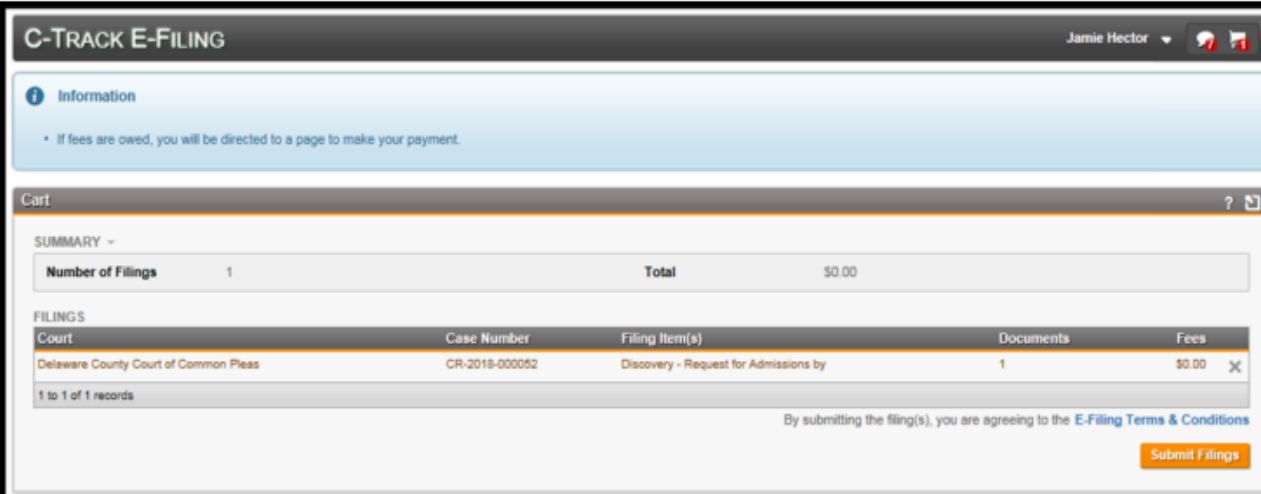
Check out with **nCourt**
Payments Made Easy

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Please note: If the user elected to pay with a credit card, click **Check Out with NCourt**, you will be directed to the “*Payment Information*” screen found on the next page. The user will then enter the necessary credit card information for processing.

Instructions for Filing an Annual Registration Statement (ARS)

Please note: If the user selected **No Fee Reason: Will Pay In Person** click **Submit Filings** and remember to give your check/money order to the Office of Bar Admissions.



The screenshot displays the C-TRACK E-FILING interface. At the top, the user's name "Jamie Hector" is visible. Below the header, there is an "Information" section with a note: "If fees are owed, you will be directed to a page to make your payment." The main area is titled "Cart" and contains a "SUMMARY" table and a "FILINGS" table.

Number of Filings	Total
1	\$0.00


Court	Case Number	Filing Item(s)	Documents	Fees
Delaware County Court of Common Pleas	CR-2018-000052	Discovery - Request for Admissions by	1	\$0.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)

[Submit Filings](#)

Instructions for Filing an Annual Registration Statement (ARS)



JUDICIAL BRANCH OF THE U.S. VIRGIN ISLANDS

St. Thomas: 340-774-6680
St. Croix: 340-770-9700

5400 Veterans Drive, St. Thomas, Virgin Islands
RRT 1 0000 Kingfisher, Virgin Islands 00850
[Court Website](#)

Payment
Receipt

Payment

You have elected to pay for the following item(s).

Description	ID	Service Fee	Amount
New Case Filing: See Initiating Document - Annual Attorney Registration Statement	79735	\$2.25	\$50.00
		\$2.25	\$50.00
Total Amount Due:			\$52.25

Billing Information

Same As Previous Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

Zip
Enter Zip

City
Enter City

State/Territory
Select State

Phone Number
() - -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Card type Credit/Debit Card

VISA MASTERCARD AMEX DISCOVER

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11 20

Important Information

Please provide the correct billing address associated with the account being used to make the payment. If this is not the correct organization, or if you pay less than the required amount due, your payment will be rejected/refunded/transferred and you will not have satisfied your obligation.

To receive an email confirmation of your payment, please include a valid email address.
Once the organization reviews your payment you will receive an email notifying you of the acceptance OR rejection of your submission.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number () - -

Back
Submit Payment

powered by eCourt
[Privacy Policy](#)

Enter all the required information and select the “Submit Payment” button to complete the filing. Once you have submitted payment, you will be navigated to the **Submission Confirmation** screen.

Instructions for Filing an Annual Registration Statement (ARS)

The **Submission Confirmation** screen appears.

C-TRACK E-FILING Jamie Hector

Information

- Your electronic filings have been submitted for review and processing.

Submission Confirmation

DETAILS

E-File Confirmation #	101261524757732367	Submitted Date	04-26-2018 10:48 AM
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FILINGS

Court	Case Number	Filing Number	Filing Item(s)	Documents
Delaware County Court of Common Pleas	CR-2018-000062	32267	Discovery - Request for Admissions by	1

[Print](#)