

Clerk's Office Counter Closed due to COVID-19 (Amended 12/31/2020)

Notice to parties that are not required to file electronically**:

Unrepresented parties (aka pro se parties) must file either:

- By using the U.S. Mail to U.S. District Court Clerk's Office, 901 19th Street, Denver, CO 80294; **or**,
- By depositing the filings in a newly established drop box during normal business hours (currently 8:00 a.m. to 5:00 p.m. Mountain Time) located inside the front door of the Alfred A. Arraj U.S. District Courthouse, 901 19th Street, Denver, CO; **or**,
- Until further notice, by emailing the filings to [COD ProSe Filing@cod.uscourts.gov](mailto:COD_ProSe_Filing@cod.uscourts.gov). (that is COD_ProSe_Filing@cod.uscourts.gov). Identical to mail and drop box filings, email filings received by the Clerk's Office after 5:00 pm will be filed the next business day.

Note: You will receive an email confirmation of receipt when we have received your filing. If you do not receive a confirmation of receipt, or have any questions, please contact the Clerk's Office at (303) 844-3433 – Option 0. Please be advised that this email address is for filing only; it will not be used to correspond with any customers.

Emails cannot be filed. Only documents sent from, and signed by, a pro se party in the case and sent as attachments to emails shall be filed. Third-party submissions cannot be processed through email. Emailed documents must:

- Be signed in electronic format (s/Name) or signed by hand ("wet signature") and scanned; **and**,
- **Be attached to the email in either Microsoft Word or PDF format; and**,
- Include the filer's name, address, and telephone number; **and**,
- For new cases, include "PRO SE FILING – NEW CASE" in the email's subject line; **and**,
- For existing cases, include "PRO SE FILING – [include the case number]" in the email's subject line.

Note: These filing procedures do not alter the responsibility of the parties to effect service as required by Federal Rules of Civil Procedure 4 and 5.

During these exigent circumstances CASH PAYMENTS WILL NO LONGER BE ACCEPTED.

- All payments shall be made by check or money order, payable to "Clerk, U.S. District Court, or by submitting a "Single Transaction Credit Card Authorization Form" via U.S. Mail or deposited into the drop box. These forms are available on our website's Forms/Fees page.
- All forms of payment must be in the exact amount required by the current fee schedule <http://www.cod.uscourts.gov/CourtOperations/FeeSchedule.aspx>. Clerk's office forms will also be available inside the courthouse's front door.
- Case related questions or assistance in determining the exact amount of payment may be emailed to cod_cmecf@cod.uscourts.gov (that is cod_cmecf@cod.uscourts.gov), or telephoned to (303) 844-3433 – Option 0.

The clerk's office is not deemed "inaccessible" for purposes of computing filing deadlines under Fed.R.Civ.P. 6(a)(3) or Fed.R.Crim.P. 45(a)(3), and is deemed "open" for the purposes of Fed.R.Civ.P. 77(c).

**Emailing documents to the Clerk's Office is not the same as electronic filing. Pro se filers may apply for electronic filing privileges by completing the CM/ECF Application located on our website <http://www.cod.uscourts.gov/CourtOperations/CMECF.aspx>.