

Email Filing Procedures for Unrepresented Parties

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

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

- By visiting the Clerk's Office during normal business hours of 8:00 a.m. to 5:00 p.m. Mountain Time; **or**
- By using the U.S. Mail to U.S. District Court Clerk's Office, 901 19th Street, Denver, CO 80294; **or**,
- By emailing the filings to 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.

**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>.