Email Filing Procedures for Unrepresented Parties

Notice to parties that are not required to file electronically*

Unrepresented parties, also known as "pro se parties", are permitted to file documents in-person at the Clerk's Office or via U.S. mail. Additionally, the Court now permits pro se parties to file their documents by sending the documents via email to:

<p align="center">**COD_ProSe_Filing@cod.uscourts.gov**</p>

Documents intended to be filed must comply with <u>all</u> of the following criteria:

- Be signed in electronic format (s/[Name]) or signed by hand ("wet signature") and scanned;

- Be attached to the email in either Microsoft Word or PDF format;

- Include the filer's name, address, and telephone number;

- For ***new*** cases, include "PRO SE FILING – NEW CASE" in the email's subject line. For ***existing*** cases, include "PRO SE FILING – [case number]" in the email's subject line.

Additionally, when filing via email, pro se parties should keep in mind the following:

- As is the case with mailed documents, emailed filings received in the Clerk's Office after 5:00 pm will be considered filed the next business day.

- When your emailed filing has been successfully received, an automated confirmation will be sent in response. If you do not receive a confirmation, call the Clerk's Office at (303) 844-3433 and select Option "0".

- The Clerk's Office email address is for filing purposes <u>only</u>. It is not used to correspond with parties.

- The actual email will not be filed. Only documents sent from and signed by a pro se party, and attached to the email, will be filed into the Court's case.

- Third-party emails will not be accepted (e.g. email is sent by SAMPLE).

- These filing procedures do not change 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 <u>not</u> the same as electronic filing("e-filing"). Pro se parties who wish to e-file should visit the court's website here for additional information.

revised 7/10/2025