



District of Colorado – Next Generation CM/ECF - Non-attorney (“Pro Se”) Filers for CM/ECF -

The United States District Court for the District of Colorado upgraded its CM/ECF (Case Management/Electronic Case Filing) software to the Next Generation (NextGen) of CM/ECF effective August 2, 2021.

CM/ECF is the system that allows you to electronically file and receive documents in your court case. Now that this upgrade is complete, you will only be able to access CM/ECF via the PACER (Public Access to Court Electronic Records) website when you need to electronically file documents in your court case. *There is no longer a District of Colorado Pro Se E-Filing Registration form.*

You must have your own upgraded PACER account to file in your case.

Per Local Rule LCivR 5.1(b)(3) and the court’s ECF CIVIL PROCEDURES v. 6.1, section 2.2(b), you must have a current, open civil case before you will be allowed to e-file.¹

Per Local Rule LCrR 49.1 (b)(2) and (3), pro se parties cannot e-file in criminal cases.

These instructions are for NON-ATTORNEY (also referred to as “UNREPRESENTED PARTIES” or “PRO SE” parties) who are registering for e-filing in the U.S. District Court, District of Colorado.

Refer to these instructions while completing the Non-Attorney Filers for CM/ECF online application in PACER.

NOTE - If You Are Already An E-Filer And Have Upgraded Your ECF Account To Pacer:

To add a new, open case that you initiated by submitting a complaint and being assigned a case number, send an e-mail to COD_cmecf@cod.uscourts.gov to add the case to your e-filing registration.

¹ (b) **Non-Prisoner Pro Se.** A non-prisoner pro se party may apply to register as a participant in ECF by completing an ECF Registration Form - Pro Se and submitting it, in paper, to the clerk’s office. Consult the court’s website under E-Filing. **The non-prisoner pro se party must have a pending case [civil] before the court.** If the applicant is approved by the court, the non-prisoner pro se applicant will be required to take ECF training before a login is issued. After successful training, the clerk’s office will send the applicant’s ECF login to the applicant’s email account.

- (1) Pro se e-filers must file all permissible pleadings electronically.
- (2) Upon (1) closure of the case for which access is granted (and the expiration of all appeal periods) or (2) entry of appearance by counsel on behalf of the pro se party, the account will be deactivated.
- (3) If a non-prisoner pro se party was previously granted e-filing status in a case and it was deactivated based upon II.(b)(2); and (1) has a new case or (2) counsel no longer represents them, they shall complete a new Pro Se ECF Registration Form indicating the reason for reactivation. For reactivation, the non-prisoner pro se may not be required to take training.

I. Important points:

- Pro se litigants must follow the same rules and procedures that litigants who are represented by attorneys must follow. This includes paying all required filing and court fees [including any PACER charges that may be charged to you from looking at court documents]. Note that the granting of a motion to waive prepayment of filing fees does not apply to any e-filing fees that may be accidentally charged to you. You can, however, apply for a waiver of PACER fees if you are considered indigent, meaning below federal poverty guidelines – see the [PACER Fee Exemption form](#) instructions, available on the PACER page of the U.S. District Court’s website: (<http://www.cod.uscourts.gov/CourtOperations/PACER.aspx>). You must read the District of Colorado’s [Local Rules](#) and the [Court’s Electronic Case Filings Procedures \(Civil\)](#). Do NOT submit the PACER application to e-file until you have read both procedures.
- **You must have an active case filed in this Court to be allowed to register for e-filing.** To file a new case, you must mail the materials to the Clerk’s Office or submit by e-mail to COD_ProSe_Filing@cod.uscourts.gov. For new cases, include “PRO SE FILING – NEW CASE” in the email’s subject line. **NOTE: Pro se litigants are permitted to e-file only in civil, not criminal cases.**
- We strongly encourage you to review the US District Court’s “Representing Yourself” page on our website [here](#). The [Guide to Civil Legal Cases - for People Who Don't Have a Lawyer](#) is also a valuable resource that will better prepare you to represent yourself in your pending litigation.

II. Read These Instructions First:

IMPORTANT: If you have not registered for a PACER account or if you have not upgraded your existing PACER account, you will not be able to electronically file in this court until you do so, even if you were previously registered to file.

Do you have an existing PACER account?

To check, please visit www.pacer.uscourts.gov to register for an account, which should tell you if you already have one (be sure to use the Non-attorney Filers tab). Instructions for registration may be found [here](#).

Has your PACER account been upgraded?

You must have your own upgraded individual PACER account. If you are unsure if you do have an upgraded account or a PACER account at all, please review the information found [here](#). Instructions for upgrading your PACER account may be found [here](#).

PRO SE PARTIES WITH EXISTING ACCOUNTS - LINK YOUR PACER AND CM/ECF ACCOUNTS:

On or after Aug. 2, 2021, if you have current accounts in PACER and CM/ECF, you will need to know your current CM/ECF login and password

Do you know your current CM/ECF login and password?

If Yes - You are ready to proceed.

If No - Please e-mail cod_cmecf@cod.uscourts.gov to access your password information.

Linking your CM/ECF and PACER accounts

Effective August 2, 2021 you will be required to link your existing, upgraded PACER account to your CM/ECF (filing) account. Instructions can be found [here](#). **This is a one-time procedure.** Once your accounts have been successfully linked, you will only use your PACER username and password to electronically file documents with this court.

Questions may be directed to **ECF Support** via email cod_cmecf@cod.uscourts.gov or by telephone at 303-844-3433 – option 0.

NOTE: The District of Colorado court does not have administrative access to the national PACER database. If you have questions that are specific to PACER, please contact them directly at 1-800-676-6856.

III. How to Register for E-filing:

- Application for Pro Se Litigant to File Electronically -

A. **What E-filing Means for You:** First, as a Non-Attorney(“Pro se”) e-filer you agree to **E-filer status and E-Service registration – this means:**

- As an e-filer you file directly in this Court’s CM/ECF system (not by e-mail) all documents **other than the initial complaint** as well as receive service of court documents and other parties’ filed documents electronically at your specified e-mail. Service of the initial Complaint requires personal or waiver of service under **Rule 4 of the Federal Rules of Civil Procedure**. By becoming an e-filer, you are agreeing to service electronically under **Federal Civil Rule 5**, and local civil rule **D.C.COLO.LCivR 5.1(d) – Electronic Service**.

B. Requirements:

Pro Se E-filers meet the following requirements:

- Meet all technical requirements (see [District Of Colorado Version 6.1 ECF User Manual](#), Chap. 1).
- Be a party in a civil case.
- Not be currently represented by an attorney(s) [though [limited representation](#) by an attorney for a specific task while you are also an e-filer is permitted].

C. Registration Steps:

ALL of the following steps must be completed to successfully register to electronically file directly in this Court’s CM/ECF system and receive e-service.

Note: Steps A & B need to be completed only once. If you previously completed these steps for another case, you do not need to repeat it.

- Register for a **PACER – Case Search Only** account (see [Step A: How to Register for a PACER account for a non-attorney](#)).
- Request **Non-Attorney Filers access to CM/ECF** via your PACER-Case Search Only account (see [Step B: Request Non-Attorney Filers Access to CM/ECF](#)).

Step A - How to Register for a PACER Account for a Non-Attorney

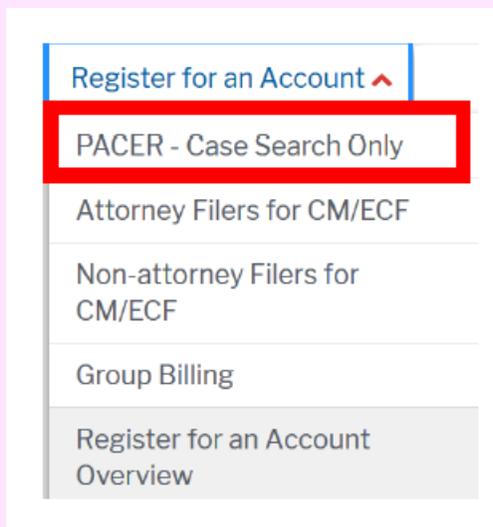
How to Register for an Individual PACER – Case Search Only account (attorney and non-attorney)

If you do not have a PACER – Case Search Only account, you will need to create one to view and/or file documents in CM/ECF. To register for a PACER – Case Search Only account, follow the below steps:

1. Navigate to pacer.uscourts.gov.
2. Select **Register for an Account** from the PACER menu.

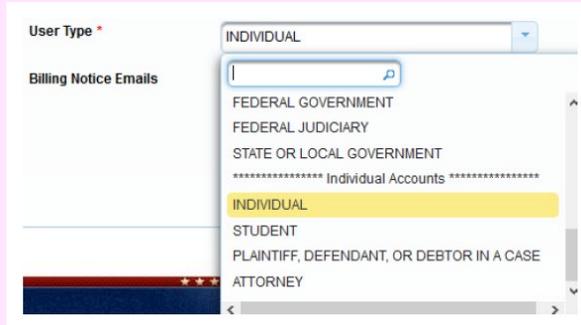


3. Select **PACER – Case Search Only** from the **Register** menu:



4. Then select **Register for a PACER Account** on the selected user type page.
5. Complete all required fields under **Account Information**.

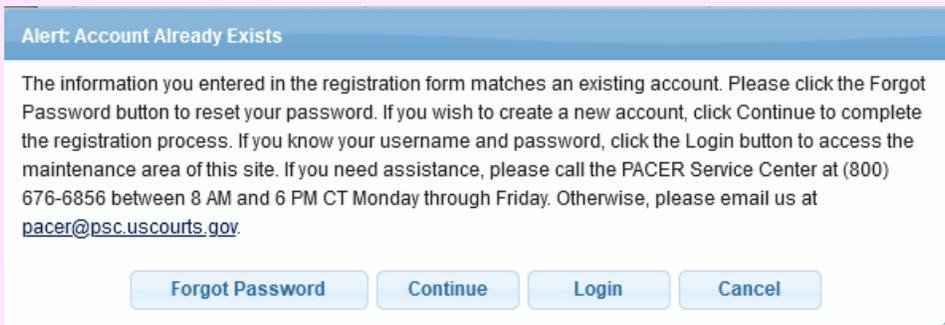
- a. Items with a red asterisk (*) are required.
- b. The **County** field appears after a state is selected.
- c. Select **User Type** that corresponds with your status.



Note: Individual Accounts are listed at the bottom of the list.

- d. Select the **User Verification** check box, and then follow the instructions
- e. Once **User Verification** is complete, select **Next**.

Note: If you already have a PACER account you will receive the dialog box below after selecting **Next**. If you know your PACER password, select Login and enter it. **DO NOT SELECT “CONTINUE” WHICH CREATES A NEW ACCOUNT.** If you **do not remember your PACER password**, select **Forgot Password** to reset your PACER password.



6. Enter an approved **Username**.
 - a. Must be at least 8 characters.
 - b. Review the pop-up note when entering information for username instructions.
7. Enter an approved **Password**.
 - Review the pop-up note when entering information for password instructions.
8. Select **two security questions** and **two security answers**.
9. Select **Next**.
10. Enter payment method.

- a. *You are not required to enter a payment method.* This payment information is for PACER related fees and is not for court fees.
- b. You can continue linking your account and e-filing with this Court without supplying a payment method, but you will not be able to use PACER functions until you receive an account activation code in the mail. This can take 7-10 business days.
- c. If you are registering without a credit card, leave all fields blank and skip to Step 13.

11. Enter the billing address. If you wish to use the previously entered address as your credit card billing address, select the **Use billing address** check box.

12. Select the check box: **“I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.”**

13. Select **Next**.

14. Review PACER’s policies and procedures, then select the checkbox to acknowledge you have read and understand them. **Note:** These are PACER-specific policies and procedures, not attorney filing procedures or District of Colorado local court rules.

15. Select **Submit**.

16. Navigate to the [PACER login screen](#).

17. Enter your current PACER **Username** and **Password**.

18. Verify:

- a. **Account Number**
- b. Username
- c. **Account Balance:** This is a PACER balance, not a court balance
- d. **Case Search Status:** Active (Inactive if you skipped adding a credit card)
- e. **Account Type:** Upgraded PACER Account

19. For all questions regarding this process, [please contact PACER at 1-800-676-6856](#).

Step B. Request Non-Attorney Filers Access to CM/ECF via your PACER-Case Search Only account

Once you have created your PACER – Case Search Only account, you must next request access to this District’s CM/ECF system by completing the following steps:

Note: If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password?** Or **Forgot Username?**

1. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
2. Enter your current PACER **Username** and **Password**.
3. Select the **Maintenance** tab.

Account Number	7039336
Username	wawdtestatty126
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings	Maintenance	Payments	Usage
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Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Check E-File Status	E-File Registration/Maintenance History

4. Select **Non-Attorney E-File Registration**.

Settings	Maintenance	Payments	Usage
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Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-Filer Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

5. Select **U.S. District Courts** under **Court Type**.

6. Select **Colorado District Court** under **Court**.

- If you do not see **Colorado District Court** as an option, it means you are previously already admitted and registered (or were registered) to file in our court for at least one case.

- **If you do not see our court as an option, you can skip registration for a Non-Attorney Filers account in PACER because you already have e-filing access. To add a new, open case that you have started after submitting a complaint and being assigned a case number, send an e-mail to COD_cmecf@cod.uscourts.gov to add the case to your e-filing registration.**

7. Review the U.S. District Court's [Local Court Rules](#) and [ECF Procedures](#).

8. Select the e-filing acknowledgement under the **Name** section.

9. Verify/Enter your **address**.

Note: This address will appear on case dockets and will be used as the service address for any documents needing to be served via traditional means.

10. Verify your **phone number**.

11. Skip the **Additional Filer Information** field.

12. Verify/Update all required fields (*) in the **Delivery Method and Formatting** section.

Note: The email address entered here is where all electronic notifications will be sent when documents are filed in cases. It is the filer's responsibility to make sure this email address is always up-to-date and active. Local rule LAttyR 5(c) requires all parties and lawyers in a case to update their e-mail address, mailing address, and phone number within five (5) days of a change.

13. Select **Next**.

14. Select/Enter payment information – you can skip this screen, because it is basically used by attorneys for such things as filing fees when a new case or appeal is filed.

- **You are not required to enter a payment method.** You can continue linking your account and e-filing with this court without supplying a payment method.
- If you are registering without a credit card, leave all fields blank and select **Next** to skip
- You can use the same payment method you use for PACER fees (prepopulated by PACER) or you can enter a different payment method

Note: *You will not be charged to register to file with this Court.*

15. Review our local court policies and procedures, then select that you have reviewed and agree to our local requirements.

16. Review the **E-filing Terms of Use**, then select that you have read and agreed to the e-filing terms and conditions.

17. Select **Submit**.

18. ***Your request for Non-Attorney Filers Access to CM/ECF has now been sent to the Court for review.***

Note: This does not mean you are registered at this time. Once the court staff reviews your submission, you will receive a confirmation e-mail from the Court.