

# United States District Court – District of Colorado

## Pro Se E-File Registration

Before you begin, make sure the following statements apply to you:

- ✓ “I have an open, active case in this court.”
- ✓ “My open, active case is civil, not criminal.”
- ✓ “I am not in jail, prison, or any other custodial facility.”
- ✓ “I do not have an attorney representing me in my open, active, civil case.”

If you can say “yes” to all 4 of these statements, move to Step 1.

### STEP 1

You must adhere to certain technical and filing requirements. Review the requirements for using the court’s e-filing system here:

[District of Colorado Electronic Case Filing User Manual](#)

### STEP 2

You must follow the same rules and procedures that attorneys follow. Review the rules that govern how a case should proceed here:

[Local Rules of Practice for the District of Colorado Electronic Case Filings Procedures \(Civil Cases\)](#).

### STEP 3

You must have a PACER account in order to e-file in your case.

Do you have a PACER account?

- NO** → Register for a PACER account at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).
  - Click **Register for an Account**.
  - Select **PACER – Case Search Only** from the drop-down menu.
  - Click **Register for a PACER Account** and follow the instructions.
- YES** → Is your PACER account upgraded? You can check by logging into your PACER account and going to **Manage My Account**:

Account Number	9
Username	
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

If your account is upgraded, send an email with the subject line “Request for E-Filing Access” to [cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov). Be sure to include your full name and case number in your email.

If your account is not upgraded, follow the instructions PACER provides.

#### STEP 4

Now that you have an updated PACER account, you are ready to apply for e-filing privileges.

- Go to <http://www.pacer.uscourts.gov/> and log into your account.
- Click **Maintenance**, then **Non-Attorney E-File Registration**.
  - Court Type: U.S. District Courts
  - Court: Colorado District Court
    - If “Colorado District Court” is not listed, this means you are previously registered to file with the court. In this case, send an email with the subject line “Request for E-Filing Access” to [cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov). Be sure to include your full name and case number in your email.
- Verify and/or update your address and phone number. If the address you provide here is different than the address on the docket in your case(s), you must also file a notice of change of contact information in each case. The court cannot accept address changes for open cases through PACER.
- Skip “Additional Filer Information” field.
- In the “Delivery Method and Formatting” section, verify and/or update all required fields.
  - The email address entered here is where the court will email Notices of Electronic Filing for anything filed in your case. Pursuant to the court’s Local Rules, it is the filer’s responsibility to make sure this email address is correct. If your email address changes, you must update it here within five (5) days.
- Do not enter payment information. There is no fee to register for e-filing. Leave all fields blank and select **Next** to skip this screen.
  - If you entered a credit card when you created your PACER account, that card information will automatically populate into the payment fields.
- Confirm your agreement to the court’s policies and procedures and the e-filing Terms of Use.
- Click **Submit** to send your request to the court. The court will review your application and respond to you at the email address you provided.
  - If you have not received a confirmation email within five (5) business days, send an email to [cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov) to check on the status of your request.