

INSTRUCTIONS: ECF REGISTRATION FORM - PRO SE

- A. Case Management/Electronic Case Files (CM/ECF) is an automated case management and electronic docketing system of the U.S. District Court in Colorado. CM/ECF provides an easy-to-use electronic filing feature that allows authorized individuals to electronically file and view court documents over the Internet. It also provides notice of electronic filing of documents by e-mail for ECF registered participants. Please note that you will need a PACER account to query cases and access case related documents.
- B. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper shall be signed by at least one attorney of record, or if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately change the password and notify the court.
- C. Each pro se party desiring to file a pleading or other papers electronically must complete and sign the attached REGISTRATION FORM - PRO SE. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5 and 77, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment.
- D. Registered pro se parties will have privileges to electronically submit pleadings and papers and view the electronic docket sheets and documents. By registering, participants consent to receiving electronic notice of filings through the system.
- E. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records (PACER) Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER service account is mandatory. The Judicial Conference of the United States has recently approved a schedule of fees to be charged for selected electronic records access requests by users of the CM/ECF system. This requires a PACER account in addition to, but separate from, the CM/ECF registration. If you have not yet received a PACER account, contact the PACER Service Center at <http://pacer.uscourts.gov> or call the PACER Service Center at 1-800-676-6856 or 210-301-6440.
- F. A non-prisoner pro se individual may apply to register as a participant in ECF by completing the attached REGISTRATION FORM - PRO SE and submitting it to the Clerk's Office. **The pro se participant must have a pending case 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 e-mail account.
- G. Upon closure of the case for which access is granted (and the expiration of all appeal periods), the account will be deactivated.
- H. If a non-prisoner pro se party was previously granted e-filing status and it was deactivated and the non-prisoner pro se, (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 re-activation. For reactivation, the non-prisoner pro se will not be required to take training.
- I. Until ECF e-filing privileges are granted, non-prisoner pro se filers must file their documents in paper. The documents will be scanned and uploaded to ECF by court staff.
- J. When the application is **approved** and **training has been completed**, the applicant will receive notification via e-mail of your ECF login to access the system for e-filing. The combination of the ECF login and password along with the "s/ signature" on pleadings will serve as the signature of the pro se individual filing documents. You must protect the security of your password and immediately change the password and notify the court if you learn that their password has been compromised by an unauthorized user. You may contact the Electronic Filing Help Desk in the Clerk's Office at 303-335-2050 or toll free at 866-365-6381 if you have any questions concerning the registration process or the use of the electronic filing system.
- K. Completion of all the following fields is required for registration; incomplete registrations will not be processed

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLORADO

ECF REGISTRATION FOR - PRO SE

To register for an account on this court's Electronic Case Filing System (ECF), please complete the following information.

Pending Case Number: _____

First Name: _____

Middle name: _____

Last Name: _____

Address1: _____

Address2: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

E-mail1: _____ E-mail2 (optional): _____

For the purpose of filing confirmations and the issuance of ECF login credentials

The undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5 and 77 via the Court's electronic filing system. The undersigned certifies that he/she has read and is familiar with the rules of practice and the Electronic Case Filing Procedures governing electronic filing, which may be found on this website.

The undersigned consents that use of the undersigned's login and password when filing papers and pleadings will serve as their signature pursuant to and for the purposes of Fed.R.Civ.P. 11. You agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved directory of civil events of the ECF system. By signing this form, you certify that you have a PACER account. Visit the PACER website at <http://pacer.uscourts.gov> to establish a PACER account.

The information contained in this box will be maintained confidentially and is necessary for security/confirmation purposes.

Last 4 digits of SSN: _____

Mother's maiden name: _____

CM/ECF Password requested: _____

Mail Completed Form to:

Clerk, United States District Court
Electronic Filing Registration
901 19th Street, Room #A105
Denver, Colorado 80294-3589

I have read the instructions and accept the above rules and guidelines.

Signature: _____ Date: _____

FOR COURT USE ONLY

APPROVED: DISAPPROVED:

Signature

Date