

**U.S. DISTRICT COURT
DISTRICT OF COLORADO**

PRO SE CONSENT TO RECEIVE NOTICES OF ELECTRONIC FILING

Check only ONE box below:

☐ **INITIAL REQUEST FOR NOTIFICATION BY EMAIL:**

I understand that by requesting service by email, I waive my right to receive service of all documents in my case by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(E). I further understand that additional time provided by Fed.R.Civ.P. 6(d) will not apply to me.

I understand that I will be sent notices of electronic filing via e-mail and upon receipt of a notice, I will be permitted **ONE** "free look" at the document by clicking on the hyperlinked document number, at which time I should print or save the document to avoid further charges. I understand that the "free look" will expire 15 days from the date the notice was sent. I understand that once the "free look" has been used or has expired, I may access the document through PACER (Public Access to Court Electronic Records) and that PACER may charge me a fee to view the document. I further understand that I may view any public document in my case for FREE by using the public terminals at the Clerk's Office. I understand that the court strongly recommends that I establish a PACER account at www.pacer.gov and that having my own PACER account will allow me to view, print, and download documents at any time for a nominal fee.

I understand that I must provide a valid email address which **will appear on the public docket**. I understand that I am responsible for checking the email address I provide on a regular basis. I understand that I must notify the Court in writing within 5 days of any change in my personal information, such as name, address, or email address, pursuant to D.C.COLO.LCivR 5.1(c).

I understand that electronic service does not allow me to file documents electronically and does not mean that I can serve documents by email. I understand that I must continue to file all communications regarding my case in paper copy with the court. I understand that if I wish to file documents myself through CM/ECF, I must register for e-filing privileges as indicated on the court's website.

I understand that I must file a separate consent form in each case for which I wish to receive electronic service and that electronic service is not available in **social security, immigration, or sealed cases, or for incarcerated litigants**.

☐ **EMAIL ADDRESS UPDATE:**

I have a new email address as indicated below.

☐ **REQUEST TO DEACTIVATE ELECTRONIC NOTICING:**

I request deactivation of electronic noticing. I understand that by deactivating my email address, I will receive all documents filed into my case via U.S. mail instead of email.

I understand that I will continue to receive electronic notices until such time as the court has deactivated my account.

By my signature below, I attest that I have read the applicable section I checked above and that I understand and agree to the terms and conditions set forth therein. I understand that the U.S. District Court bears no liability for errors resulting from the information I have submitted on this form.

Signature: _____ Date: _____

Printed Name: _____ Case No: _____

Mailing Address: _____

Email Address: _____

Submit this form by email*:	Submit this form by U.S. Mail or in person:
COD_CMECF@cod.uscourts.gov *File must be scanned to PDF format.	United States District Court Alfred A. Arraj U.S. Courthouse 901 19 th Street, Ste A-105 Denver, CO 80294