

UNITED STATES DISTRICT COURT Western District of New York

Instructions for Pro Se (Non-Prisoner) Electronic Filing (E-filing) Registration in Civil Cases

If you are representing yourself in a legal matter (proceeding *pro se* — "on one's own behalf"), you may be allowed to upload documents to your case rather than mail them in paper form. This process is called electronic filing, or e-filing. In order to e-file, you must obtain approval from the judge assigned to your case. Before seeking approval from the judge, you must complete online training modules and meet all the technical requirements for e-filing listed in Step 1 below. After you are approved to e-file by the judge, you will use PACER (Public Access to Court Electronic Records) to register to e-file in the Western District of New York.

Step 1: Do you meet the technical requirements for e-filing?

I have completed the pro se e-filing training provided by the Western District of New York.

I have regular access to the technical requirements necessary to e-file successfully:

1. A computer with internet access;
2. An email account reviewed on a daily basis to receive notifications from the Court and notices from the e-filing system.
3. A scanner to convert documents that are only in paper format into electronic files.
4. A printer or copier to create required paper copies such as chambers copies.
5. A word processing program to create documents.
6. A .pdf reader and .pdf writer to convert word processing documents into .pdf format, the only electronic format in which documents can be e-filed.

If you can answer **YES** to all technical requirements listed above, proceed to Step 2.

Step 2: Ask for Permission from the Judge

You must submit a motion for electronic filing privileges to the judge assigned to your case and wait for the judge to approve it. You shall download and fill in the sample motion and registration form located on the Court's internet site at <http://www.nywd.uscourts.gov/pro-se-forms>.

If the Judge **DENIES** your motion, you will not be able to e-file in your case.

If the Judge **GRANTS** your motion, proceed to the next step.

IMPORTANT: You will need to submit a motion in each case you wish to electronically file documents.

Step 3: Register with PACER

You must have a PACER account in order to e-file, view the docket, and retrieve documents.

Register online at www.pacer.gov (choose Register for an Account > Non-Attorney Filers for CM/ECF) or call the PACER Service Center at (800) 676-6856. You will submit an e-filing registration using the Non-Attorney E-File registration option for New York Western District Court. Your request will not be approved unless/until there is a court order granting your motion for electronic filing privileges.

If you provide your credit card information at the time of registration, you will receive an e-mail with instructions on how to retrieve your login information. If you do not provide your credit card information at the time of registration, you will receive login instructions by mail. Please allow two weeks for delivery.

United States District Court
Western District of New York

Motion for Electronic
Filing Privileges

vs.

Case No. :

Defendant(s)

I, _____, am the pro se Plaintiff/Defendant in the above-referenced matter and hereby request the Court’s permission to file and receive documents electronically for this case.

I believe that the following circumstances demonstrate why the Court should grant my request for the Court’s permission to file and receive documents electronically for this case:

I hereby affirm each of the following statements in support of my request:

1. I have successfully completed the Court’s initial CM/ECF e-filing training and I have reviewed the Court’s Administrative Procedures Guide for Electronic Filing. _____x
2. I have also reviewed the individual filing preferences of the presiding judge (District or Magistrate) and referral judge in this matter. _____x
3. I have registered for a PACER Account and understand that it is my sole responsibility to ensure that my PACER Account information is current, especially my email contact information, and that failing to do so may result in adverse consequences for my case (e.g., missed notifications and deadlines) and may ultimately result in revocation of my permission to file electronically. I further understand that the Court is not responsible for notifying me if it receives a “bounce back” (i.e., an undeliverable e-mail) notice from my e-mail account. _____x
4. I understand the technological requirements necessary to file and receive documents electronically. _____x
5. I have registered for electronic service. _____x

- 6. I understand I may still file a document manually with the Clerk’s Office, if necessary, after I have been granted permission to file electronically. _____X
- 7. I understand that my permission to electronically file documents may be revoked or restricted by the Court at any time, should the Court have reasonable cause to believe that I have misused the system. _____X
- 8. I have never been sanctioned by this Court for misuse of case filings (manual or electronic). _____X
- 9. I understand that I may withdraw from participation in the Electronic Filing System by submitting a written request to the presiding judge. _____X
- 10. I understand that permission to file electronically is case-specific, meaning that I must apply for permission to file electronically in every case in which I want to file documents electronically. _____X
- 11. I have litigated the following cases in the Western District of New York:

_____X

Date: _____

Signature: _____

Name: _____

Address: _____

Phone: _____

Email Address: _____