

**UNITED STATES DISTRICT COURT
Western District of New York**

Information for Registering for Electronic Service (E-Service)

If you are representing yourself in a civil case in this District, you may register to receive electronic notification of filings in your case via email instead of via first class mail to your physical address.

By registering for electronic notification, you will receive notice of documents filed in your case only via email to the email address you provide to the Court. You are responsible for notifying the Court in writing of any changes to your email address and for monitoring your email. Failure to do so could result in missed notifications and deadlines which could result in the dismissal of your case.

Notice will be sent from the email address: “webmaster@nywd.uscourts.gov” and the subject will be “Activity in Case [xx]-cv-[xxx].” Upon receipt of a notice, you will be permitted one “free look” at the document by clicking on the hyperlinked document number, at which time you should print or save the pdf document to avoid future charges. The free look will expire 14 days after the date the notice was sent.

You may also view, print, and/or download case documents at any time through PACER (Public Access to Court Electronic Records) by creating a PACER account at www.pacer.gov. After your free look expires, the document is available through PACER at a rate of \$0.10 per page.

Self-represented civil litigants who are incarcerated are not eligible to register for electronic service at this time.

If you are eligible and wish to receive electronic notification of documents filed in your case, please complete the Registration and Consent for Electronic Service form and return it to the Court. The form is available on the Court’s website, www.nywd.uscourts.gov/pro-se-forms.

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Registration and Consent for Electronic Service (E-Service)

I, _____, a pro se party in _____,
(name) (case name/number)
hereby consent to receive electronic service of documents filed in this case.

I understand that by registering for electronic service, I will receive notice of documents filed in this case only via email to the email address I provide to the Court.

Initial here: _____

I understand the email notifications will contain links to the documents filed in this case and that those links will only be accessible for 14 days.

Initial here: _____

I understand that aside from the notifications I receive by email, I can access documents filed in this case at any time on PACER (Public Access to Court Electronic Records) if I register for an account with PACER at www.pacer.gov.

Initial here: _____

I understand that it is my responsibility to notify the Court of my current email address to receive notifications for this case and that my failure to do so could result in missed notifications and deadlines, which could ultimately result in the dismissal of my case.

Initial here: _____

Date: _____

Signature: _____

Print Full Name: _____

Email Address: _____