

Invitation to a TXED Non-Prisoner Pro Se Party to Electronic Filing / Electronic Notice

After initially filing a document in paper, you may become a **Filing User** and file electronically (e-file); see instructions on page 2. Even if you do not want to e-file, you may elect to **receive electronic notices** of filings in your case:

IF YOU ALREADY HAVE E-FILING PRIVILEGES IN ANY CASE IN THIS DISTRICT:

Submit this form with any new complaint – or any time thereafter – so the clerk can tie your PACER account to your new case and ensure the case is set to permit e-filing and send electronic notices.

Provide the style of the new case and the number of any case in which you already e-file (an “accessible” case) since it will help us link the correct party record for you to your new case:

You must also sign the form at the bottom.

IF YOU WISH TO CONSENT TO RECEIVE ELECTRONIC NOTICE (and you do not have e-filing privileges in this district yet, or you do not want to e-file):

When you file your first document in paper in a case, or any time thereafter, you may consent to receive electronic notices by reviewing the consent language below, signing the form in ink, and returning it to the clerk:

I consent to receive CM/ECF’s Notice of Electronic Filing (NEF) via email for service of public orders and judgments (and service of restricted orders/judgments via email of a password-protected PDF) under Fed. R. Civ. P. 77(d) in all cases in which I am a party. I waive service by other means of other public documents under Fed. R. Civ. P. 5(b)(2) unless electronic service is not allowed under the rules. If my contact information changes, I will file a notice in my case and update my contact information in my PACER e-Filing account.

I acknowledge that when I receive a NEF with a link to a document I am authorized to view, I must download it within 15 days and immediately save it – “the one (1) free look.” If I fail to do so, I may ask the clerk to regenerate notice, creating a new “free look” period; otherwise, I will be charged PACER’s per-page rate to view the document should I exceed their quarterly threshold for free views. If the frequency with which I request NEF regeneration negatively impacts the clerk’s ability to provide timely service to other customers, the clerk may terminate my electronic notice and notify all parties so that service by another means under Fed. R. Civ. P. 5(b)(2) may resume. For the same reason, if I wish to withdraw my consent to receive electronic service, I will file a notice in my case.

List the style of any new case (and/or the case number of any existing case for which you want electronic notice):

You must also sign the form in ink below.

My signature below confirms my request to link my Filing User account or consent to receive electronic notice:

Name: _____ **Email:** _____

Signature: _____ **Date:** _____

Non-Prisoner Pro Se Instructions for Registering for Electronic Filing (E-Filing)

Welcome to e-Filing! To view the various resources available to you, including filing instructions, local rules, available forms, helpful tips, and more, you are directed to the [Pro Se Instructions](#) on our website www.txed.uscourts.gov – located under the [Pro Se](#) tab in the main menu, in the first blue menu tab on that page. If you need assistance, please call our office – a clerk's office directory is available under the [Court Information](#) tab in the main menu. (If viewing online, all blue text in this document is a hyperlink to the resource. This form is also posted under the [Pro Se](#) main menu tab, then [Pro Se Forms](#).)

The clerk reminds litigants who register for e-filing:

- You must abide by the [Federal Rules of Civil Procedure](#), [Eastern District of Texas' Local Rules](#), and the instructions provided in the [ECF Training resources page](#) and below the **Filing Procedures** blue menu tab on that page, all of which are posted on the court's website under the [Filing](#) main menu tab.
- [Fed. R. Civ. P. 11](#) applies with full force and effect to every document you file.
- You must file a notice in your case when your email or address changes. You must also update your contact information, including your e-mail address, through PACER's [Manage My Account](#) screen.
- You must save each document during the "one free look" period. Otherwise, you may be charged PACER's per-page rate. You may also view documents and docket sheets in our offices at no charge. If you need a notice regenerated as a courtesy, please call our office for assistance.
- E-filing privileges are routinely disabled by the clerk after the disposition of the case (which includes any appeal or the expiration of the time to appeal). If you are a Filing User but cannot e-file in a case, complete the first row of the table on the form on the preceding page or call our office for assistance. Additionally, if you abuse your e-filing privileges, the court or clerk may disable them. If that occurs, the clerk will notify all parties so that service by other means under Fed. R. Civ. P. 5(b)(2) may resume.

TO REGISTER TO BECOME A FILING USER:

- 1) Create a PACER account if you do not already have one by registering at: www.pacer.gov.
- 2) Submit your e-filing request to the Eastern District of Texas:
Log into your PACER account at www.pacer.gov, and under **My Account & Billing** in the main menu (or the Manage Your Account panel directly below), select [Manage My Account Login](#), then [Log in to Manage My Account](#) and enter your PACER credentials:
 - Click on the [Maintenance](#) tab.
 - Click the [Non-Attorney E-File Registration](#) link.
 - Select [U.S. District Courts](#) for Court Type and [Eastern District of Texas](#) for Court.
 - Follow the prompts to submit the request.

- 3) Wait for Court Processing:

We will send an email once a request has been processed – usually within one (1) business day. You may check the status by accessing the [Maintenance](#) tab described above and clicking [Check E-File Status](#).

If you need assistance, please call us. We are honored to serve you.