

United States District Courts'
Local Rules and Procedures
on Electronic Filing
by Self-Represented Litigants

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**UNITED STATES DISTRICT COURTS’
LOCAL RULES AND PROCEDURES
ON ELECTRONIC FILING BY SELF-REPRESENTED LITIGANTS**

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Filing a document in a case file used to require the inconvenience of a trip to the courthouse or the delay of mail. Now attorneys can use electronic filing without the inconvenience of travel or the delay of mail. Some self-represented litigants also have access to the efficiencies of electronic filing.

Local rules make clear that more than two thirds of the federal district courts permit self-represented litigants to use the court’s electronic filing system at least on a case-by-case basis. Twenty-nine courts generally prohibit it (31%). The Northern District of Texas requires self-represented litigants to use the court’s electronic filing system absent permission not to. Ten courts (11%) generally permit pro se electronic filing without individual permission. The remaining fifty-four courts (57%) permit self-represented litigants to request permission to use the electronic filing system.

Self-represented litigants in districts that appear to prohibit pro se electronic filing have sometimes nevertheless received permission to file electronically.

The rules for nine courts state that the court can accept pro se filings by email.¹ An additional three courts have informed us that they also accept pro se filings by email.² At least six courts allow electronic submission of filings to the court via online portal.³

Even if a court does not permit a self-represented litigant to make filings using the court’s electronic filing system, most courts permit self-represented litigants to register for electronic notices of other parties’ filings.

Permission to file electronically does not imply permission to open a case electronically, which is not always permitted even for attorneys. Permission is typically limited to the case in which the pro se litigant is already a party.

Several federal courts have arrangements with nearby prisons that permit prison staff members to electronically submit prisoners’ filings to the court. However, this report covers electronic filing by pro se litigants who are not in prison.

Rule excerpts follow, organized by the extent to which each district permits pro se use of the court’s electronic filing system.

1. Colorado, Illinois Central, Indiana Southern, Maine, Missouri Eastern, Northern Mariana Islands, Oklahoma Eastern, Oklahoma Northern, and Utah.

2. Iowa Northern, Kentucky Western, and Wyoming.

3. California Central, Illinois Northern, Louisiana Eastern, Maryland, New Jersey, and New York Northern.

REQUIRED

Northern District of Texas

U.S. District Court for the Northern District of Texas: Local Civil Rules

Attorney. The word “attorney” means either:

- (1) A person licensed to practice law by the highest court of any state or the District of Columbia; or
- (2) A party proceeding pro se in any civil action.

R. 1.1(c).

Unless the presiding judge otherwise directs, an attorney—other than a prisoner pro se party—must file any pleading (except a complaint), motion, or other paper by electronic means, subject to the restrictions and requirements of the ECF Administrative Procedures Manual. A party may, for cause, move to be excused from the requirement of electronic filing.

R. 5.1(e).

U.S. District Court for the Northern District of Texas: Instructions to a Non-Prisoner Pro Se Plaintiff

After you have filed your complaint, unless you are excused for cause or the presiding judge directs otherwise, you must:

- register as an Electronic Case Files (ECF) user within 14 days (you may register online via our website at www.txnd.uscourts.gov), and
- file any pleading, motion, or other paper electronically. (Electronic filing is not permitted in a case assigned to the docket of U.S. District Judge John H. McBryde.)

P.1.

GENERALLY PERMITTED

Northern District of California

United States District Court: Northern District of California: Civil Local Rules

“Pro se parties must file case-initiating documents manually in each new action brought in the court. After manually filing case-initiating documents, pro se parties may file subsequent documents in the same case manually, or may register for ECF and file subsequent documents in the same case electronically.” R. 5-1(b).

United States District Court: Northern District of California: Criminal Local Rules

The Court historically required that material sought to be sealed in criminal cases be submitted manually to the court in all instances. While manual filing remains the process for pro se parties who are not e-filers, all attorneys and e-filers are now expected to electronically file these requests via ECF.

R. 56.1 Commentary.

United States District Court: Northern District of California: E-Filing Self-Registration Instructions for Pro Se Litigants (webpage)

NOTE: Effective May 1, 2020, and until further notice, pro se litigants whose names appear on existing cases before this court may register to become ECF users and may file documents electronically without first obtaining a judge's permission. Initial complaints and other case-opening documents must still be filed manually or by mail/private carrier.

If you have an existing pro se e-filing account, and you wish to e-file in another case in which your name is listed, send an email to ECFHelpDesk@cand.uscourts.gov to link your account to that case.

cand.uscourts.gov/e-file/.

Northern District of Illinois⁴

United States District Court for the Northern District of Illinois General Order 16-0020: General Order on Electronic Case Filing

"A party to a pending civil action who is not represented by an attorney and who is not under filing restrictions imposed by the Executive Committee of this Court, may register as an E-Filer solely for purposes of the case." § IV(B)(1). "Parties who are in custody are not permitted to register as E-Filers." § IV(B)(3).

United States District Court: Northern District of Illinois: ECF Account Registration (webpage)

"Pro se litigants are not permitted to e-file new cases. All new cases must be filed in paper." www.ilnd.uscourts.gov/Pages.aspx?page=ECFAccountRegistration.

District of Kansas

Rules of Practice of the United States District Court for the District of Kansas

"A party who is not represented by an attorney may register as a Filing User in the Electronic Filing System." R. 5.4.1(c).

United States District Court: District of Kansas: Filing Your Lawsuit in Federal Court: A Pro Se Guide

Once you have filed your initial documents and your case is on file with the court, you may file documents in your case on-line, or electronically, using our Case Management/Electronic Case Filing System (CM/ECF). This system not only allows you to file your documents without coming into the clerk's office, it also allows you to see everything that is filed by you (the plaintiff), the court, the defense and any other parties in your case.

P.14.

4. We are informed that the Northern District of Illinois also permits pro se litigants to file documents with the court, including a complaint, using an online portal.

Western District of Missouri

United States District Court: Western District of Missouri: Filing Your Lawsuit in the Western District of Missouri: A Guide to "Pro Se" or Self-Representation (Non-Prisoners)

"Once you have filed your initial documents and your case is on file with the court, you may file documents in your case electronically, using the Case Management/Electronic Case Filing System (CM/ECF)." P.17.

District of Montana

United States District Court for the District of Montana Local Rules of Procedure

"Self-represented litigants may file electronically through Public Access to Court Electronic Records ("PACER") by registering for an account as a non-attorney filer. All filings by self-represented litigants must be done through PACER, by mail, or by in person delivery to the clerk's office." Civ. R. 1.4(b)(3). "Self-represented litigants may file electronically through PACER by registering for an account as a non-attorney filer. All filings by self-represented litigants must be done through PACER, by mail, or by in person delivery to the clerk's office." R. 83.8(c).

District of Nebraska

United States District Court for the District of Nebraska General Rules

Before electronically filing a document with the court, an attorney or a pro se party (*i.e.*, one not represented by an attorney) to a pending civil case must register for electronic filing with PACER at the following web address: <https://www.pacer.gov/>. See NECivR 5.1; NECrimR 49.1. Electronic filing registration constitutes a party's consent to electronic service and waiver of the right to service by personal service or first class mail. Once registration is complete, a login and password are issued by PACER and serve as part of the user's electronic signature on documents filed on the System. See NECivR 11.1; NECrimR 49.2.

R. 1.3(b)(1).

Middle District of Pennsylvania

U.S. District Court: Middle District of Pennsylvania: ECF: Electronic Case Files: User Manual

"A party who is not represented by counsel may file papers with the clerk in the traditional manner, but is not precluded from filing electronically." P.5. "A person who is a party to an action who is not represented by an attorney may register as a Filing User in the Electronic Filing System solely for purposes of the action" P.8.

Western District of Pennsylvania

In the United States District Court for the Western District of Pennsylvania: Electronic Case Filing Policies and Procedures

“A party who is not represented by counsel may file papers with the clerk in the traditional manner but is not precluded from filing electronically.” § 2. “A person who is a party to an action who is not represented by an attorney may register as a Filing User in the Electronic Filing System solely for purposes of the action.” § 3.

District of Vermont

United States District Court: District of Vermont: Local Rules of Procedure

“Electronic filing is voluntary.” R. 5(a).

United States District Court: District of Vermont: Administrative Procedures for Electronic Case Filing (ECF)

“A non-prisoner who is a party to a civil action and who is not represented by an attorney may register as an ECF user.” § E(2).

United States District Court: District of Vermont: Representing Yourself as a Pro se Litigant Guide

“The court has the capacity to accept pleadings filed electronically through the Internet. A non-prisoner who is a party to a civil action and who is not represented by an attorney may submit an Electronic Case Filing (ECF) registration form.” § I.D.

United States District Court: District of Vermont: CM/ECF: Case Management Electronic Case Files Attorney User Manual

“A non-prisoner who is a party to a civil action and who is not represented by an attorney may register as a filing user in the ECF system.” P.7.

Western District of Washington

United States District Court for the Western District of Washington Civil Rules

In civil cases, “Unrepresented parties may, but are not required to, electronically file documents.” Civ. R. 5(d). In criminal cases, “Unrepresented parties are authorized, but are not required to, electronically file documents.” Crim. R. 49(a).

United States District Court: Western District of Washington: Pro Se Guide to Filing Your Lawsuit in Federal Court

Once the filing fee has been paid or the court has granted your IFP [motion], you have the option of filing documents directly into the Case Management/Electronic Case Filing System, referred to as “CM/ECF.” The CM/ECF program allows you to electronically file documents in your case directly into the system—commonly known as “e-filing”—without having to

deliver them in person or through the mail. The term, “e-file” differs from “email” in that the court does not accept pleadings via email.

P.18.

Western District of Wisconsin

United States District Court for the Western District of Wisconsin Local Rules

“Unless otherwise ordered by the court, papers shall be filed, signed and served electronically as required by the Court’s Administrative Procedures for Electronic Filing and Service.” R. 5.

United States District Court: Western District of Wisconsin: Electronic Filing Procedures (webpage)

“Documents filed by pro se parties who are not Filing Users” are exempted from mandatory electronic filing. § II.C.1, www.wiwd.uscourts.gov/electronic-filing-procedures.

United States District Court: Western District of Wisconsin: Pro Se Frequently Asked Questions (webpage)

Can I use the court’s electronic filing system?

Yes, pro se litigants may register to file documents electronically. Please be advised that before you register for electronic filing, you must:

1. Have a pending case in this court;
2. Have regular access to a computer;
3. Have an e-mail address where you agree to receive service of all documents filed in your case and all notices issued by the court; and
4. Have the ability to scan or convert documents into PDF files.

If permission to file electronically is granted, the clerk will provide you with a login and password to access the electronic filing system. Your documents are stored securely in an electronic format. Access to the electronic filing system is available 24 hours a day, meaning you have the ability to file documents outside of the court’s normal business hours. Permission to use the electronic filing system may be withdrawn for cause.

www.wiwd.uscourts.gov/pro-se-frequently-asked-questions#Can_I_use_the_court_s_electronic_filing_system_.

PERMITTED WITH INDIVIDUAL PERMISSION

Southern District of Alabama

United States District Court: Southern District of Alabama: Pro Se Litigant Handbook

“You may file documents with the Clerk of Court in person, by mail, or (with prior Court approval) electronically.” P.27. “A judge may order that you use CM/ECF to understand what is happening with your case and to file documents.” P.20.⁵

5. We are informed that the Southern District of Alabama typically allows pro se litigants

District of Alaska

United States District Court: District of Alaska: Local Civil Rules

“Self-represented Litigants must file all documents conventionally, unless otherwise permitted by the court’s order.” Civ. R. 79.2(c)(1).

District of Arizona

Rules of Practice and Procedure of the U.S. District Court for the District of Arizona

“Unless the Court orders otherwise, parties appearing without an attorney shall not file documents electronically.” R. 5.5(d).

Electronic Case Filing Administrative Policies and Procedures Manual in the United States District Court for the District of Arizona

Unless otherwise authorized by the court, all documents submitted for filing to the Clerk’s Office by parties appearing without an attorney must be in legible, paper form. The Clerk’s Office will scan and electronically file the document.

A pro se party seeking leave to electronically file documents must file a motion and demonstrate the means to do so properly by stating their equipment and software capabilities in addition to agreeing to follow all rules and policies referred to in the ECF Administrative Policies and Procedures Manual. If granted leave to electronically file, the pro se party must register as a user with the Clerk’s Office and as a subscriber to PACER within five (5) days.

A pro se party must seek leave to electronically file documents in each case filed. If an attorney enters an appearance on behalf of a pro se party, the attorney must advise the Clerk’s Office to terminate the login and password for the pro se party.

§ II.B.3.

Central District of California

Local Rules: United States District Court: Central District of California

According to the court’s civil rules,

After entering an appearance in a civil case, any non-incarcerated pro se litigant may seek leave of Court to use the CM/ECF System to file documents electronically in that particular case. Leave to file electronically must be sought by motion, which must demonstrate that the pro se litigant has access to the equipment and software necessary to prepare documents for filing in PDF format and to connect to the Court’s CM/ECF System.

R. 5-4.1.1. “Unless otherwise ordered by the Court, pro se litigants may present documents to the Clerk for filing either in paper format or through the Court’s Electronic Document Submission System.” R. 5-4.2(a)(1). In criminal cases, “Unless otherwise ordered by the Court, pro se litigants shall continue to present all documents to the Clerk for filing in paper format.” R. 49-

to have electronic filing privileges upon request, unless or until they abuse those privileges.

1.2(a)(1).

United States District Court: Central District of California: Electronic Filing and Case Access for People Without Lawyers (webpage)

There are two electronic methods of submitting documents to the Court for filing. As described below, you can apply for permission to electronically file documents in a case directly into the Court's Case Management/Electronic Filing ("CM/ECF") System. You may also submit documents to the Court using the Electronic Document Submission System ("EDSS"). You do not need to seek permission to use EDSS, but it does not provide all the features of electronic filing.

www.cacd.uscourts.gov/e-filing/electronic-filing-and-case-access-people-without-lawyers#E-Filing.

United States District Court: Central District of California: Electronic Document Submission System for People Without Lawyers (webpage)

EDSS [the Electronic Document Submission System] allows people who are not represented by attorneys, but who have cases pending in the United States District Court for the Central District of California (the "District Court") or who are in the process of filing a new case in the District Court, to submit documents for filing through an online portal.

apps.cacd.uscourts.gov/edss.

Eastern District of California

Local Rules of the United States District Court Eastern District of California

"Any person appearing pro se may *not* utilize electronic filing except with the permission of the assigned Judge or Magistrate Judge." R. 133(b)(3).

Southern District of California

Electronic Case Filing Administrative Policies and Procedures Manual: United States District Court for the Southern District of California

Unless otherwise authorized by the court, all documents submitted for filing to the Clerk's Office by parties appearing without an attorney must be in legible, paper form. The Clerk's Office will scan and electronically file the document.

A pro se party seeking leave to electronically file documents must file a motion and demonstrate the means to do so properly by stating their equipment and software capabilities in addition to agreeing to follow all rules and policies in the CM/ECF Administrative Policies and Procedures Manual. If granted leave to electronically file, the pro se party must register as a user with the Clerk's Office and as a subscriber to PACER within five (5) days.

A pro se party must seek leave to electronically file documents in each case filed.

§ 2(b).

United States District Court: Southern District of California: Representing Yourself in Federal Court (Pro Se): Electronic Filing Information (webpage)

“If you do not have an attorney and are representing yourself, you must open your case by mail or in person. However, after your case is opened and you want to request to file electronically over the Internet (“efile”), you must file a motion.” www.casd.uscourts.gov/Prose/Prose-FilingInfo.aspx.

District of Colorado

Civil Rules for the District of Colorado

Pleadings and documents filed in civil cases by unrepresented prisoners must be filed in paper form. R. 5.1(b)(2). Pleadings and documents filed in civil cases by other unrepresented parties “shall be filed in paper unless the filing party obtains authorization to use electronic filing under the Electronic Case Filing Procedures . . . or the filing party e-mails documents to the clerk for filing under the procedures [provided].” R. 5.1(b)(3).

Electronic Case Filing Procedures (Civil Cases)

In civil cases,

A non-prisoner pro se party may apply to register as a participant in ECF by completing an ECF Registration Form—Pro Se and submitting it, in paper, to the clerk’s office. . . . The non-prisoner pro se party 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.

§ 2.2(b).

“Unless they comply with Section 2.2(b) of these procedures, non-prisoner pro se parties must file their documents in paper. Their documents will be scanned and uploaded into ECF by court staff.” § 1.2(f).

Electronic Case Filing Procedures (Criminal Cases)

In criminal cases, “Prisoner and non-prisoner pro se parties must file their documents in paper. Their documents will be scanned and uploaded into ECF by court staff.” § 1.2(g).

District of Connecticut

United States District Court: District of Connecticut: Electronic Filing Policies and Procedures

“[S]elf-represented non prisoner parties may file a motion for permission to electronically file documents.” § I.D.

District of Delaware

United States District Court: District of Delaware: Administrative Procedures Governing Filing and Service by Electronic Means

“Upon approval of the judge, a party to a case who is not represented by an

attorney may register as a user of CM/ECF solely for purposes of the action.”
§ (B)(4).

District of the District of Columbia

Rules of the United States District Court for the District of Columbia

A *pro se* party may obtain a CM/ECF username and password from the Clerk with leave of Court. Whether leave of Court should be granted is within the discretion of the judge to whom the case is assigned. To obtain leave of Court, the *pro se* party must file a written motion entitled “Motion for CM/ECF User Name and Password,” describing the party’s access to the internet, confirming the capacity to file documents and receive filings electronically on a regular basis, and certifying that he or she either has successfully completed the entire Clerk’s Office on-line tutorial or has been permitted to file electronically in other federal courts.

Civ. R. 5.4(b)(2).

A *pro se* party may obtain a CM/ECF user name and password from the Clerk with leave of Court. Whether leave of Court should be granted is within the discretion of the judge to whom the case is assigned. To obtain leave of Court, the *pro se* party must file a written motion entitled “Motion for CM/ECF User Name and Password,” describing the party’s access to the internet, confirming the capacity to file documents and receive filings electronically on a regular basis, and confirming that he or she either has viewed the Clerk’s Office on-line tutorial or has been permitted to file electronically in other federal courts.

Crim. R. 49(b)(2).

Middle District of Florida

United States District Court: Middle District of Florida: Administrative Procedures for Electronic Filing

“E-filer’ means an eligible and properly registered lawyer or pro se litigant authorized by court order to file in CM/ECF.” § A.3.

Absent a court order, a pro se litigant is not permitted to file documents in CM/ECF. If the presiding judge authorizes a pro se litigant to use CM/ECF, the pro se litigant must register in the same manner as a lawyer. Pro se litigant access is restricted to the case in which the pro se litigant has received approval from the presiding judge.

§ B.4.

Middle District of Georgia

United States District Court for the Middle District of Georgia Local Rules

“Pro se parties are not authorized to file electronically without permission from the court.” R. 5.0(A).

CM/ECF Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means: United States District Court: Middle District of Georgia

“A *pro se* party meeting the participant requirements [for electronic filing] may file documents electronically in a particular action. The mandatory e-filing requirements apply to *pro se* parties registered for PACER. A *pro se* party may not receive the benefit of electronic notice without electronically filing documents.” Pp.6–7.

United States District Court: Middle District of Georgia: Guide for Self-Represented Litigants

“Pursuant to Local Rule 5, *pro se* litigants may only file electronically if they first receive permission from the court.” P.7.

United States District Court: Middle District of Georgia: Filing Without an Attorney (webpage)

“Pursuant to Local Rule 5, *pro se* litigants may only file electronically if they first receive permission from the court.” www.gamd.uscourts.gov/filing-without-attorney.

District of Hawaii

United States District Court: District of Hawaii: Representing Yourself (Pro Se) (webpage)

“Parties representing themselves are not required to e-file, but many choose to do so, on a case-by-case basis, with advanced permission from the Judge assigned to each case.” www.hid.uscourts.gov/home/pro-se.

District of Idaho

United States District and Bankruptcy Court: District of Idaho: Electronic Case Filing Procedures

“Any document filed by a non-attorney *pro se* party” is among those that “shall not be filed electronically unless otherwise authorized by the Court.” § 5.A. Attorneys in good standing with this Court and . . . appearing *pro se* may use their PACER account to access CM/ECF and file electronically without seeking prior Court approval.” § 2.H.

Central District of Illinois

Local Rules: United States District Court: Central District of Illinois

“*Pro se* parties are not required to register for electronic filing but may apply to the Court for leave to file electronically, and if granted, must register for electronic filing and obtain a password.” R. 5.2. “Non-registered *pro se* parties must file all documents conventionally or by email unless these Rules provide otherwise.” R. 5.4(B); *see* R. 49.5(B)(2) (similar rule for criminal cases).

United States District Court: Central District of Illinois: Prisoner E-Filing Initiative (webpage)

The U.S. District Court for the Central District of Illinois has forged a partnership with the Illinois Department of Corrections to allow the electronic transmission of prisoner pleadings to the court for electronic filing by court personnel. The Central District of Illinois and Southern District of Illinois have now partnered to expand this project. Digital senders have been placed at eleven IDOC facilities and one IDHS facility for submitting filings electronically to both district courts.

www.ilcd.uscourts.gov/prisoner-e-filing.

Southern District of Illinois

United States District Court: Southern District of Illinois: Local Rules

Pro Se Parties: *Pro se* parties may register as a *Pro Se* Filing User in CM/ECF, but they must file a motion for permission to receive Court authorization to file electronically through CM/ECF. *Pro Se* Filing User privileges are case specific; *pro se* filers must seek prior Court approval in each unique case filed. For more information regarding *pro se* filings via the CM/ECF system, see Electronic Case Filing Rules 1 and 2 and the Court's *Pro Se* Litigant Guide available on the Court's website.

R. 5.1(b)(2).

United States District Court for the Southern District of Illinois Pro Se Litigant Guide

Initially, you will not be authorized to use the Court's electronic case filing ("ECF") system and must submit your complaint to the Clerk's Office for filing However, once your complaint is filed, you may choose to file (either by hand-delivery or mail to the Clerk's Office address above) a Motion for *Pro Se* Filing User privileges which would authorize you to file pleadings through the ECF system (via login and password) on a case-by-case basis should the Court grant your request. You should review the Electronic Case Filing Rules on the Court's website prior to requesting such privileges. In the event your request is granted, you will be directed to the Court's website and the Electronic Filing Registration Form as you must register for an e-file only account via www.pacer.gov before you can utilize the ECF system. *Pro se* filers must seek prior Court approval to use the ECF system in each unique case filed.

Pp.9–10.

Southern District of Indiana

United States District Court: Southern District of Indiana: Local Rules

If authorized to file electronically pursuant to Fed. R. Civ. P. 5(d)(3)(B), the person's electronic signature in accordance with Local Rule 5-7 constitutes the person's signature on the document for purposes of the Federal Rules of Civil Procedure, including Rule 11, and these local rules, and for any

other purpose for which the unrepresented person's signature may be required in connection with the court's activities.

R. 5-3(e).

United States District Court: Southern District of Indiana: Representing Yourself in United States District Court (webpage)

"The Clerk's Offices for the Southern District of Indiana are currently accepting filings by drop box and emails, in addition to in-person filings in the clerk's offices." www.insd.uscourts.gov/representing-yourself-united-states-district-court.

Southern District of Iowa

Local Rules of the United States District Courts for the Northern and Southern Districts of Iowa

All documents submitted to the Clerk of Court for filing by parties proceeding pro se must be in paper form. . . . Pro se parties who desire to file documents electronically via the ECF system in a case in which they are a party may request permission to do so by filing a motion with the court requesting such relief.

Rule 5A(c). "If a pro se party obtains court approval to participate in the ECF system, the pro se party must not knowingly cause or permit the pro se party's login or password to be utilized by any other person." R. 5A(h).

Electronic Case Filing Procedures Manual: Procedures for Electronically Serving, Filing, Imaging, and Accessing Documents in CM/ECF for the United States District Courts for the Northern and Southern Districts of Iowa

"Unless otherwise authorized by the court, all documents submitted to the Clerk for filing by parties proceeding pro se must be in paper form." § VI.B.

Eastern and Western Districts of Kentucky⁶

In the United States District Court for the Eastern and Western Districts of Kentucky: Amended Electronic Case Filing Administrative Policies and Procedures

"A party proceeding pro se shall not file electronically, unless otherwise permitted by the court." § 2(d).

Eastern District of Louisiana

United States District Court: Eastern District of Louisiana: Filing Without an Attorney (Pro Se) (webpage)

There are three ways for a pro se party to file: in person, by mail, and using the court's Electronic Document Submission System (EDSS). www.laed.uscourts.gov/filing-without-attorney-pro-se.

6. We are informed that the Western District of Kentucky permits email filing by pro se litigants without leave of court.

United States District Court: Eastern District of Louisiana: Frequently Asked Questions (webpage)

Pursuant to the Administrative Procedures for Electronic Case Filings of the United States District Court for the Eastern District of Louisiana, only attorneys admitted to practice in this Court who have complied with Rule 2 of the Administrative Procedures are allowed to file documents using CM/ECF. Any requests for exemption to this rule must be made in the form of a formal pleading.

www.laed.uscourts.gov/pro-se/frequently-asked-questions.

United States District Court: Eastern District of Louisiana: Electronic Document Submission System (EDSS) (webpage)

The Electronic Document Submission System (EDSS) is available for parties who are not represented by an attorney. Such parties may use this service to submit documents for filing with the Court. The Pro Se Unit reviews all documents submitted through the EDSS for compliance with Federal and Local Rules prior to filing them in the record.

www.laed.uscourts.gov/content/electronic-document-submission-system-edss.

Middle District of Louisiana

United States District Court: Middle District of Louisiana: Administrative Procedures for Filing Electronic Documents for Civil and Criminal Cases

“Pro se filers shall file paper originals of all complaints, pleadings, motions, affidavits, briefs, and other documents that must be signed or that require either verification or an unsworn declaration under any rule or statute, unless otherwise authorized by the court.” R. I.A.2. “Documents filed by pro se litigants shall be filed conventionally, unless otherwise authorized by the Court.” R. I.A.3.a.

Western District of Louisiana

United States District Court: Western District of Louisiana: Administrative Procedures for Filing Documents for Civil and Criminal Cases

“Pro se filers shall file all pleadings and documents in conventional paper form unless otherwise allowed by the court.” § I.A.2.

Information on Filing a Lawsuit in Federal Court Without a Lawyer: United States District Court for the Western District of Louisiana

“If you have been granted the right to file a document electronically through the court’s electronic filing system, no certificate of service is required.” P.12.

District of Massachusetts

United States District Court: District of Massachusetts: CM/ECF: Case Management/Electronic Case Files Administrative Procedures

“Anyone who is a party to a civil action, and not a prisoner, and who is not represented by an attorney may register as a filer in the CM/ECF system. The

party must . . . have the approval of the judicial officer assigned to the case” § E.2.

Eastern District of Michigan

United States District Court: Eastern District of Michigan: Electronic Filing Policies and Procedures

“‘Filing User’ is an attorney or a pro se party who has been granted permission by the Court to file papers electronically over the Internet in the Eastern District of Michigan. Pro se party refers to a non-incarcerated person only.” R. 1(e). “A filing user must be an attorney admitted and in good standing to practice in the Eastern District of Michigan, an attorney authorized to represent the United States Government, or a non-incarcerated *pro se* party granted permission to file on a case-by-case basis.” R. 3(a).

Western District of Michigan

United States District Court: Western District of Michigan: Local Civil Rules

In civil cases, “documents submitted by a person who is not a registered attorney (for example, a *pro se* litigant who is not registered under the ‘Pro Se E-Filing and Service Protocol,’ posted by the clerk on the court’s website)” are among those that may not be filed electronically. R. 5.7(d)(ii)(A).

United States District Court: Western District of Michigan: Local Criminal Rules

In criminal cases, “documents submitted by a person who is not a registered attorney (for example, a *pro se* litigant)” are among those that may not be filed electronically. R. 49.10(d)(ii)(A).

United States District Court: Western District of Michigan: Representing Yourself (webpage)

The following applies to civil cases: “On a case by case basis, a judge may grant the privilege of electronic filing and service to a non-prisoner *pro se* party who requests permission to do so.” www.miwd.uscourts.gov/representing-yourself.

District of Minnesota

Civil ECF Procedures Guide: United States District Court: District of Minnesota

A non-prisoner pro se party may complete and sign an “Application for Pro Se Litigant to File Electronically” form. In addition to submitting the form, applicants must also obtain an individual PACER account and apply for electronic filing access with the District of Minnesota through the “Non-Attorney E-File Registration” option on PACER’s website. If the application is approved, the applicant will log in through PACER to file electronically.

P.3. “Prisoner pro se parties must file their documents in paper.” *Id.*

“Pro se filers (including prisoners) cannot open new cases electronically; they must submit the initiating documents in paper.” P.7.

United States District Court: District of Minnesota: Electronic Case Filing Procedures Guide: Criminal Cases

A non-prisoner pro se party may complete and sign an “Application for Pro Se Litigant to File Electronically” form. In addition to submitting the form, applicants must also obtain an individual PACER account and apply for electronic filing access with the District of Minnesota through the “Non-Attorney E-File Registration” option on PACER’s website. If the application is approved, the applicant will log in through PACER to file electronically.

P.3. “Prisoner pro se parties must file their documents in paper.” *Id.*

District of Nevada

Local Rules of Practice: United States District Court: District of Nevada

“A pro se litigant may request the court’s authorization to register as a filer in a specific case.” R. IC 2-1(b).

District of New Hampshire

United States District Court: District of New Hampshire: ECF User Guide for External Filers

“A non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion asking to be allowed to file and receive documents via ECF.” P.5.

United States District Court: District of New Hampshire: Pro Se Civil Litigation/Habeas Corpus Guide

“A non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion to obtain an Electronic Case Filing (ECF) login and password.” § H.

United States District Court: District of New Hampshire: Filing Without an Attorney: General Information (webpage)

“A non-prisoner who is a party to a civil action, and who is not represented by an attorney, may file a motion for permission to file documents electronically.” www.nhd.uscourts.gov/general-information.

District of New Mexico

United States District Court: District of New Mexico: CM/ECF Administrative Procedures Manual

Parties who are not represented by an attorney are called “*pro se*” parties. The *pro se* party must familiarize him or herself with the District’s Guide for Pro Se Litigants and comply with all applicable rules If a *pro se* party wishes to electronically file documents in a particular case, he or she must file a motion in paper requesting permission to do so.

§ 3(b)(3)(C).

Guide for Pro Se Litigants: United States District Court: District of New Mexico

A *pro se* litigant may register for a Case Management/Electronic Case Files (CM/ECF) electronic filing account. Once an account has been approved and established, the *pro se* litigant will have the ability to electronically file documents and receive notices electronically in their cases (with a valid email address). However, approval to electronically file documents within a case must be granted by the presiding judge for each case in which the *pro se* litigant wishes to file using their CM/ECF account.

P.13.

Northern District of New York

United States District Court: Northern District of New York: Administrative Procedures for Electronic Case Filing

“A non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion to obtain an Electronic Case Filing (ECF) login and password on a form prescribed by the Clerk’s Office.” § 12.1.

United States District Court for the Northern District of New York Pro Se Handbook: The Manual for the Litigant Filing a Lawsuit Without Counsel

“After your case is opened, you may file a Pro Se Motion for permission to file electronically in ECF found on the court’s website at www.nynd.uscourts.gov if you meet the required qualifications, subject to judicial approval.” § VI.D.

Submitting Files to the Court via MFT (webpage)

What can [the Managed File Transfer (MFT)] service be used for?

- Pro se litigants can electronically transmit documents to start a new case or to be filed in an existing case. All documents transmitted electronically to be filed in CM/ECF, in an existing case, should include the caption and case number on the first page of each document. (Documents submitted electronically will be filed in ECF by a member of the clerk’s office. The submission date will be preserved and used for the date of the filing.) . . .
- Attorneys can use this service to transmit files that are not able to be filed on CM/ECF. For example, attorneys can transmit digital media, including audio files and video files. If directed by a Judge, the attorney can transmit trial exhibits, deposition transcripts, documents for in camera inspection or documents for *ex parte* review for the Judge’s review.
- Members of the public can electronically transmit a written request for a service offered by the Clerk’s Office (i.e. request for Transcript of Judgment, request for Certificate of Conviction, request for copy of INS “Petition for Name Change”, etc.)
- Documents that are required to be filed on CM/ECF should not be transmitted to the court with this service. A pro se litigant who has

been granted e-filing privileges in CM/ECF should not use this service to transmit documents to be filed.

www.nynd.uscourts.gov/submitting-files-court-mft.

Southern District of New York

United States District Court: Southern District of New York: Electronic Case Filing Rules & Instructions

The Court may permit or require a *pro se* party to a pending civil action to register as a Filing User in the ECF system solely for purposes of that action. Registration is in a form prescribed by the Clerk and requires identification of the action as well as the name, address, telephone number and Internet e-mail address of the party.

§ 2.2(a). See Motion for Permission for Electronic Case Filing, www.nysd.uscourts.gov/sites/default/files/2019-04/2012-prosemotionecffiling-final.pdf.

Western District of New York

Administrative Procedures Guide for Electronic Filing: United States District Court: Western District of New York

“Typically only registered attorneys, as Officers of the Court, will be permitted to file documents electronically. A Judicial Officer may, at his or her discretion, grant a *pro se* litigant who demonstrates a willingness and capability to file documents electronically, permission to register to do so.” P.3.

United States District Court: Western District of New York: Pro Se E-Filing (webpage)

“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>.” www.nywd.uscourts.gov/pro-se-e-filing.

Middle District of North Carolina

Rules of Practice and Procedure of the United States District Court for the Middle District of North Carolina

“Upon the approval of the assigned Judge, a party to a case who is not represented by an attorney may register as a CM/ECF Filing User in the CM/ECF System solely for the purpose of the action.” R. 5.3(c)(2). “*Pro se* parties are exempted from the requirement of filing documents electronically. *Pro se* parties must file documents in person at the Clerk’s Office or by mail, and any person appearing *pro se* may use electronic filing only with the permission of the assigned Judge.” R. 11.1(c).

CM/ECF User Manual: Middle District of North Carolina

“*Pro se* parties, in accordance with Local Rules 5.3(c)(2) and 11.1(c), must file a motion seeking permission from the Court to register as a CM/ECF user.”

Northern District of Ohio

The United States District Court for the Northern District of Ohio Local Rules

While parties and pro se litigants may register to receive “read only” electronic filing accounts so that they may access documents in the system and receive electronic notice, typically only registered attorneys, as Officers of the Court, will be permitted to file electronically. The Judicial Officer may, at his or her discretion, grant a pro se litigant who demonstrates a willingness and capability to file documents electronically permission to register to do so.

R. 5.1(c), 49.2(c).

Southern District of Ohio

Local Civil and Criminal Rules: United States District Court: Southern District of Ohio

“Except as provided herein or unless otherwise authorized by a Judge, all documents shall be filed electronically as a searchable text PDF using the ECF system except that documents filed by *pro se* litigants may be filed on paper.” R. 5.1(c).

United States District Court: Southern District of Ohio: CM/ECF Procedures Guide

“After making a first appearance, non-incarcerated pro se parties may seek leave of Court to file electronically (e-file) with CM/ECF.” § 1.2.

Northern District of Oklahoma

Local Rules: United States District Court for the Northern District of Oklahoma

“Pro se parties must not file electronically unless authorized by the Court. If the Court permits, a pro se party may register as a CM/ECF user solely for the purpose of a particular action.” Gen. R. 2-1. “Pro se parties not authorized to file electronically may file papers in compliance with the Procedure for Pro Se Email Filing, available on the Court’s website.” Gen. R. 2-3.

United States District Court: Northern District of Oklahoma: CMECF Administrative Guide

“As a matter of routine practice, approved litigants proceeding pro se will not be authorized to file electronically. If the Court permits, a pro se party may register as a CM/ECF User solely for purposes of the action.” P.1.

United States District Court: Northern District of Oklahoma: Pro Se Email Filing

Pro Se Email Filing:

- must only be made by a pro se litigant,
- must only be used for an existing civil action in this Court in which the pro se litigant is a party not authorized to file electronically,

- must not be used to initiate a new action or to submit criminal documents for filing, and
- must be made in accordance with the instructions and requirements set forth below.

P.1.

District of Oregon

United States District Court for the District of Oregon Local Rules of Civil Procedure

“A self-represented party who is not incarcerated may apply to the assigned judge for permission to become a Registered User by submitting a request to e-file.” R. 5-1(a)(2). A “registered user” is “[a]n attorney or self-represented litigant who has been granted e-filing privileges in CM/ECF.” R. 1-5(l).

United States District Court for the District of Oregon Local Rules of Criminal Procedure

“A self-represented party who is not incarcerated may apply to the assigned judge for permission to become a Registered User in his or her specific case.” Crim. R. 49-4(b).

U.S. District Court: District of Oregon: CM/ECF User Manual (webpage).

“Self-represented parties wishing to e-file should follow the instructions on the Court’s website regarding registering for CM/ECF access as a self-represented party.” ord.uscourts.gov/index.php/filing-and-forms/cm-ecf/user-manual (section 3).

Handbook for Self-Represented Parties: United States District Court for the District of Oregon

In the District of Oregon, non-prisoner self-represented parties who wish to e-file must register with PACER and fill out and submit a Pro Se Party Application for CM/ECF Registration. Detailed instructions about how to apply for permission to be a Registered User are available on the Court’s website: www.ord.uscourts.gov.

If the Court approves your application, you will be a “Registered User” in your case. As a Registered User, you would be able to e-file documents in your case.

P.18.

U.S. District Court: District of Oregon: Representing Yourself: Applying to E-File in Your Case (webpage)

“As a non-prisoner self-represented party, you may apply for a CM/ECF user account that will allow you to file documents electronically with the Court and to receive electronic service via e-mail of filings in your case.” ord.uscourts.gov/index.php/representing-yourself/applying-to-e-file-in-your-case.

Eastern District of Pennsylvania

United States District Court for the Eastern District of Pennsylvania Local Rules of Civil Procedure

Unrepresented litigants are required to file their documents: (1) in paper form; (2) by using the Court's Electronic Document Submission tool available on the home page domain of the Court's website; (3) via the ECF System if they receive court permission to use the System under Local Civil Rule 5.1.2(3)(b); or (4) any other electronic means authorized by standing order of the Court.

R. 5.1.2(2)(d).

Upon the approval of the judge, a party to a case who is not represented by an attorney must create a PACER account in order to register as an ECF Filing User in the ECF System solely for purposes of the action, but may not file a complaint or other case opening documents.

R. 5.1.2(3)(b).

Electronic Document Submission (EDS) (webpage)

"Electronic Document Submission (EDS) is a service that may be used by self-represented litigants without CM/ECF privileges for filing a new civil case or for filing documents in existing civil, criminal or miscellaneous cases, as an alternative to mailing or bringing the documents to the courthouse." www.paed.uscourts.gov/pro-se/pro-se-eds.

District of Puerto Rico

United States District Court for the District of Puerto Rico: Local Rules

Filing. Pleadings or other papers shall be filed with the court by means of the CM/ECF system.

- (e) Unrepresented parties (*pro se*) shall not file pleadings or other papers electronically unless allowed to do so by court order.
- (f) Unrepresented parties shall file pleadings and other papers in person, by US mail or private carrier.

R. 5(a).

United States District Court: District of Puerto Rico: Civil Pro Se Litigant Guidebook

"Pro se litigants generally submit their documents in paper, and Court personnel scans them for electronic filing." P.2.

District of Rhode Island

United States District Court: District of Rhode Island: Local Rules Governing Electronic Case Filing

A non-incarcerated *pro se* litigant in a pending case may apply to the Court for permission to file and receive documents electronically on a form prescribed by the Clerk's Office. If the Court grants a *pro se* litigant permission to file documents electronically, that permission is limited to the case

specified, and the Court may withdraw that permission at any time during the pendency of a case.

Gen. R. 302(b).

United States District Court; District of Rhode Island: Forms (webpage)

Among the forms posted on the court's website is a "Pro Se Motion to Become an ECF Filing User." www.rid.uscourts.gov/forms/all-forms; see www.rid.uscourts.gov/sites/rid/files/documents/forms/Prose_ECF_Motion.pdf.

District of South Dakota

CM/ECF (Case Management/Electronic Case files) User Manual and Administrative Procedures: United States District Court: District of South Dakota

["N]on-prisoner pro se parties may register for e-filing privileges, which may be granted on a case-by-case basis by the court." P.7.

Eastern District of Tennessee

Electronic Case Filing Rules and Procedures of the United States District Court for the Eastern District of Tennessee

"A party to an action who is not represented by an attorney may, with the Court's permission, register as an E-Filer solely for purposes of that action." § 5.

Middle District of Tennessee

United States District Court: Middle District of Tennessee: Administrative Practices and Procedures: Electronic Case Filing

"Pro Se Parties may, with the Court's permission, register as a Filing User solely for purposes of filing documents in their case." § 6.3. "Parties not represented by an attorney ("Pro Se Parties") must file case initiating documents (i.e., complaints, petitions, notices of removal, etc.) in hard-copy by delivering the documents to the Clerk's Office by mail or in person." § 4.5.

United States District Court: Middle District of Tennessee: Pro Se Handbook for Nonprisoner Federal Civil Actions

"Pro se litigants must get permission from the Court to join the e-filing system. If you receive permission, you must complete training on electronic filing provided by Court personnel. Training is offered at the courthouse on a regular basis." P.32.

Eastern District of Texas

United States District Court for the Eastern District of Texas Local Rules

"With court permission, a *pro se* litigant may register as a Filing User in the Electronic Filing System solely for purposes of the action." R. CV-5(2)(B). "All pleadings and documents submitted in criminal cases must conform to the

filing, service, and format requirements contained in Local Rules CV-5, CV-10, and CV-11.” R. CR-49(a).

Southern District of Texas

Local Rules of the United States District Court for the Southern District of Texas

“Except as expressly provided or unless permitted by the presiding Judge, the Court requires documents being filed to be submitted, signed or verified by electronic means that comply with the procedures established by the Court.” R. 5.1. Self-represented litigants may move for permission to file electronically.

District of the Virgin Islands

Local Rules of Civil Procedure of the District Court of the Virgin Islands

“If the Court permits, a party to a pending civil action who is eligible to proceed *pro se* may register as a Filing User in the Electronic Filing System solely for purposes of the action on a form prescribed by the Clerk” R. 5.4(b)(2).

District Court of the Virgin Islands Non-Prisoner Pro Se Litigant Guide: Filing a Civil Action in Federal Court

“Pursuant to Local Rule 5.4(b)(2), *pro se* applicants may be granted access to CM/ECF. Contact the Clerk’s Office for necessary procedures.” P.5.

Pro se litigants meeting the necessary technical requirements may request permission to participate in electronic case filing (“e-filing”). Local Rule of Civil Procedure 5.4(b)(2) authorizes the Court to grant an e-filing request at the Court’s discretion. If you would like to request permission to participate in e-filing, you must file a Motion for Permission to Use Electronic Case Filing and an ECF Registration Form, in addition to the above documents.

P.9.

NextGen CM/ECF Registration Guide for Non-Attorney Filers

It is not mandatory for a non-attorney filer to electronically file documents in CM/ECF. However, pursuant to LRCi 5.4(b), a non-attorney filer electing to file through CM/ECF must register and obtain permission to file using CM/ECF. It is important to note that pursuant to LCRi 5.4(b)(4), registration as a filing user constitutes consent to electronic service of all documents.

P.1.

Western District of Virginia

Administrative Proceedings for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means: United States District Court: Western District of Virginia

Non-incarcerated parties to a civil action who are proceeding *pro se* may be permitted to submit documents or pleadings electronically only with the approval of the judge assigned to their case. Once authorized by the court,

pro se users will register in the same manner as provided in these procedures for an attorney.

§ C.5. “Unrepresented incarcerated parties will not be permitted to submit documents or pleadings electronically.” § C.6.

Eastern District of Washington

United States District Court: Eastern District of Washington: ECF Administrative Procedures: Procedures for Filing, Signing, Verifying, and Maintaining Pleadings and Other Papers in the Electronic Case Filing (ECF) System

“Self-represented filers (*pro se*) may, but are not required to, electronically file documents and register in the [court’s CM/ECF] System.” § III.B.3.

A non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion to obtain a ECF Filing Authorization on a form prescribed by the clerk’s office. Only after the court has granted such a motion may a *pro se* party attempt to register for ECF.

§ IV.A.2.a.

Prisoner Procedures

- a. A prisoner who is a party to a civil action, is not represented by an attorney and resides in a correctional facility that participates in the prison electronic filing initiative is required to adhere to the procedures established in General Orders 15-35-1 and 16-35-1, absent a court order to the contrary.
- b. Prisoners who reside in correctional facilities that do not participate in the prison electronic filing initiative are not eligible to register or participate in electronic filing.

§ IV.A.3.

United States District Court: Eastern District of Washington: Filing Information (webpage)

“Unless you are authorized by the court, all documents submitted for filing must be in paper form. To obtain court authorization for electronic filing, you may file a motion to obtain Electronic Case Filing Authorization using the motion form prescribed by the Clerk’s Office.” www.waed.uscourts.gov/filing-information.

Northern District of West Virginia

United States District Court for the Northern District of West Virginia Local Rules

“Because *pro se* parties are not electronic filers, parties must serve *pro se* parties traditionally with paper.” Civ. R. 7.02(d). “Unless and until the administrative rules are changed, *pro se* litigants are prohibited from using CM/ECF in the Northern District of West Virginia” Prisoner Litig. R. 8. “All electronic filings shall be governed by these Local Rules and this Court’s Administrative Procedures for Electronic Case Filing, provisions of which are incorporated by

reference herein, and which may be amended from time to time.” Gen. R. 5.03(b).

*United States District Court for the Northern District of West Virginia
Administrative Procedures for Electronic Case Filing*

“Non-prisoner pro se parties may file electronically only upon express permission of the Court.” § XI.A. “Unrepresented incarcerated parties will not be permitted to submit documents or pleadings electronically.” § V.F.

Southern District of West Virginia

*Administrative Procedures for Electronic Case Filing: United States District
Court: Southern District of West Virginia*

“Non-prisoner pro se filers may be permitted to file electronically only when permission of the court has been requested, and the court has granted such request by Order” § 3.1.1.2. “Incarcerated pro se filers are not permitted to file electronically.” § 3.1.1.1.

*United States District Court: Southern District of West Virginia: Pro Se
Handbook*

“Non-prisoner pro se filers may be permitted to file electronically only when permission of the Court has been requested, and the Court has granted such request by Order. . . . Incarcerated pro se filers are not permitted to file electronically.” § 5.4.

Eastern District of Wisconsin

United States District Court for the Eastern District of Wisconsin Local Rules

“Pro se litigants are exempted from the electronic filing requirements . . . and are permitted to file original paper.” Gen. R. 5(a)(2).

*United States District Court: Eastern District of Wisconsin: Electronic Case
Filing Policies and Procedures Manual*

“Parties proceeding *pro se* cannot file electronically unless authorized by the court.” § I.A.1.

PROHIBITED

Middle District of Alabama

*Civil Cases: Administrative Procedures for Filing, Signing, and Verifying
Pleadings and Documents in the District Court Under the Case
Management/Electronic Case Files (CM/ECF) System in the United States
District Court for the Middle District of Alabama*

“Parties proceeding pro se . . . shall not file electronically.” § I.E.1.

Criminal Cases: Administrative Procedures for Filing, Signing, and Verifying Pleadings and Documents in the District Court Under the Case Management/Electronic Case Files (CM/ECF) System in the United States District Court for the Middle District of Alabama

“Parties proceeding pro se . . . shall not file electronically.” § I.E.1.

Northern District of Alabama

Civil Cases: Administrative Procedures for Filing, Signing, and Verifying Pleadings and Documents in the District Court Under the Case Management/Electronic Case Files System in the United States District Court for the Northern District of Alabama

“Parties proceeding pro se shall not file electronically.” § I.E.1.

Criminal Cases: Administrative Procedures for Filing, Signing, and Verifying Pleadings and Documents in the District Court Under the Case Management/Electronic Case Files System in the United States District Court for the Northern District of Alabama

“Parties proceeding pro se shall not file electronically.” § I.E.1.

Eastern District of Arkansas

Local Rules of the United States District Court for the Eastern and Western Districts of Arkansas

“A person not represented by an attorney is generally not allowed to electronically file and must submit paper for filing. Electronic filing is only permitted by court order.” R. 5.1.

CM/ECF Administrative Policies and Procedures Manual for Civil Filings: United States District Court: Eastern District of Arkansas

“Pro se parties shall not be permitted to file electronically.” § I.B.

CM/ECF Administrative Policies and Procedures Manual for Criminal Filings: United States District Court: Eastern District of Arkansas

“Pro se parties shall not be permitted to file electronically.” § I.B.

Western District of Arkansas

Local Rules of the United States District Court for the Eastern and Western Districts of Arkansas

“A person not represented by an attorney is generally not allowed to electronically file and must submit paper for filing. Electronic filing is only permitted by court order.” R. 5.1.

Northern District of Florida

Northern District of Florida Administrative Order in re Electronic Case Filing
(November 28, 2003)

“*Pro se* litigants who are not attorneys must file all documents with the court in paper form.” § 14.

Southern District of Florida

Case Management: Electronic Case Filing: CM/ECF NextGen Administrative Procedures: Southern District of Florida

A “user” is “anyone (including attorneys, the Court, and the Clerk of the Court) who is authorized to use the CM/ECF system in the Southern District of Florida.” § 1A. “*Pro se* litigants will not be permitted to register as Users at this time and must file their documents in the conventional manner.” § 2C.

Northern District of Georgia

Northern District of Georgia Revised Electronic Case Filing Standing Order and Administrative Procedures

“A party proceeding *pro se* shall not file electronically unless the party is an attorney in good standing admitted to practice before this Court.” § I.A.2.

Southern District of Georgia

United States District Court Southern District of Georgia: Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means

“A party proceeding *pro se*, unless that party is an attorney in good standing and admitted to practice before the Bar of this Court, shall not file electronically.” § I.A.5.

United States District Court: Southern District of Georgia: CM/ECF Frequently Asked Questions (webpage)

Can any member of the public use CM/ECF to file documents with the court?

No. Access to the filing portion of CM/ECF is available to authorized attorneys only. Authorization is provided by each individual court.

www.gasd.uscourts.gov/court-info/faq#canmemberfile.

District of Guam

United States of America District Court of Guam: Case Management: CM/ECF: Electronic Case Files: Administrative Procedures for the Electronic Filing, Signing, Verifying, and Serving of Civil, Criminal, and Bankruptcy Documents

“Non-ECF Users, including *pro se* parties, shall continue to file documents

conventionally by submitting paper documents to the court.” P.5.

Northern District of Indiana

CM/ECF Civil and Criminal User Manual: Electronic Means for Filing, Signing and Verification of Documents: United States District Court: Northern District of Indiana

“While all parties, including those proceeding pro se, may register to receive ‘read only’ PACER accounts, only registered attorneys, as officers of the court, are permitted to file electronically at this time.” Introduction. Documents filed by pro se litigants are among those that “shall be filed conventionally and not electronically unless specifically authorized by the Court.” § III.A.4.

Northern District of Iowa

Local Rules of the United States District Courts for the Northern and Southern Districts of Iowa

All documents submitted to the Clerk of Court for filing by parties proceeding pro se must be in paper form. . . . Pro se parties who desire to file documents electronically via the ECF system in a case in which they are a party may request permission to do so by filing a motion with the court requesting such relief.

Rule 5A(c). Pro se parties are not permitted to register as ECF filers; instead they may be granted permission to email filings to the clerk’s office for electronic filing.

Electronic Case Filing Procedures Manual: Procedures for Electronically Serving, Filing, Imaging, and Accessing Documents in CM/ECF for the United States District Courts for the Northern and Southern Districts of Iowa

“Unless otherwise authorized by the court, all documents submitted to the Clerk for filing by parties proceeding pro se must be in paper form.” § VI.B.

District of Maine

Administrative Procedures Governing the Filing and Service by Electronic Means: United States District Court: District of Maine

“A non-prisoner who is a party to a civil action and who is not represented by an attorney may register to receive service electronically and to electronically transmit their documents to the Court for filing in the ECF system.” R. (b)(2) (using the expression “electronically transmit” to refer to transmission by email). “Non-prisoner pro se litigants in civil actions may register with ECF or may file (and serve) all pleadings and other documents in paper” R. (o).

Electronic Case Files User Manual: District of Maine

“A non-prisoner who is a party to a civil action and who is not represented by an attorney may register to transmit documents electronically to the Court for filing and to receive electronic notification of filings from the ECF System.” P.7.

District of Maryland

United States District Court for the District of Maryland Electronic Case Filing Policies and Procedures Manual

Only an active member in good standing of the bar of this Court or an attorney entitled by statute or Local Rule to practice without being a member of our bar may file electronically. Electronic filing via CM/ECF by self-represented parties is not permitted. Instead, self-represented litigants may submit documents for filing electronically through Electronic Document Submission System (EDSS).

§ II.A.1.

United States District Court for the District of Maryland Electronic Document Submission System Administrative Procedures

“EDSS is only available for use by self-represented litigants. Parties represented by counsel must file documents through counsel electronically via CM/ECF or by any other method approved or directed by the Court. Incarcerated litigants are not permitted to use EDSS.” § I.

United States District Court: District of Maryland: Electronic Document Submission System (EDSS) (webpage)

“Electronic Document Submission System (EDSS) is a service that may be used by self-represented parties who would like to electronically submit documents in civil cases for filing by the Clerk’s Office as an alternative to mailing or bringing the documents to the courthouse.” www.mdd.uscourts.gov/content/electronic-document-submission-system-edss.

Northern District of Mississippi

Administrative Procedures for Electronic Case Filing

“Only attorneys admitted to practice in this court, including attorneys admitted under the pro hac vice provisions of the local rules of this district, may register as ECF Filing Users. No other person may register as an ECF Filing User.” § 11(A). “While all parties, including those proceeding pro se, may register with PACER to receive ‘read only’ accounts, only registered attorneys, as officers of the court, are permitted to file electronically. Pro se (Non-Prisoner) parties may consent to receive electronic notice of the filing of documents.” § 1(B).

Southern District of Mississippi

United States District Court: Southern District of Mississippi: Administrative Procedures for Electronic Case Filing

No one other than an attorney admitted to practice before the court “may register as an ECF user, even if he or she is a party proceeding *pro se*. § 2(A). “[O]nly registered attorneys, as officers of the court, are permitted to file electronically.” § 1(B). “Documents filed by pro se litigants will be filed conventionally.” § 6(A)(3).

Eastern District of Missouri

United States District Court: Eastern District of Missouri: Local Rules

“Filings shall be made by means of the Court’s electronic case filing system, except by self-represented litigants and by attorneys who have been granted an exemption from electronic filing. Registration with the Court shall be required to obtain an attorney login and password.” R. 2.10.

United States District Court: Eastern District of Missouri: Case Management/Electronic Case Filing (CM/ECF) Procedures Manual

“Pro se litigants will submit all documents for filing in paper format or will send filings via email . . .” § III.A.

United States District Court: Eastern District of Missouri: CM/ECF

“At this time, Self-Represented Litigants (parties who are not represented by an attorney) are not permitted to file cases or documents electronically.” www.moed.uscourts.gov/cmecf.

District of New Jersey

The United States District Court for the District of New Jersey: Electronic Case Filing Policies and Procedures

“A party who is not represented by counsel must file documents with the Clerk as a Paper Filing.” § 4.

United States District Court: District of New Jersey: ADS—Pro Se Submission System (webpage)

Alternate Document Submission (ADS) is a District of New Jersey service that may be used by self-represented litigants without CM/ECF privileges for filing a new civil case or for filing documents in existing civil, criminal or miscellaneous cases, as an alternative to mailing or bringing the documents to the courthouse. Using ADS is the electronic equivalent of mailing your document(s) to the Court for filing on CM/ECF. You are not required to use ADS. You may continue to elect to submit documents by one of the other filing methods provided for self-represented litigants: by mail; by placing them in the drop box in one of the courthouse lobbies; or delivering them in person at the Clerk’s Office.

www.njd.uscourts.gov/ads--pro-se-submission-system.

Eastern District of New York

United States District Court: Eastern District of New York: Instructions for Pro Se Registration and Consent for Electronic Service of Orders and Notices Issued by the Court in Civil Cases

“Electronic service does not allow you to file documents electronically and does not mean that you can serve documents by e-mail to the opposing party. You must continue to file all communications regarding your case in paper copy with the Court and to serve the opposing party.” P.1.

Eastern District of North Carolina

United States District Court: Eastern District of North Carolina: Local Civil Rules of Practice and Procedure

“Only an attorney who is registered in CM/ECF may file documents electronically.” Civ. R. 5.1(b)(1). “An unrepresented party who is not incarcerated may register to be a receiving user of CM/ECF. A receiving user receives notices of filings by email instead of regular mail but may not file electronically.” Civ. R. 5.1(b)(2).

United States District Court: Eastern District of North Carolina: Local Criminal Rules of Practice and Procedure

“Only an attorney who is registered in CM/ECF may file documents electronically.” Crim. R. 49.1(b).

Representing Yourself in a Civil Case: A Guide for the Pro Se Litigant: United States District Court: Eastern District of North Carolina

If you would like to receive documents electronically, and not by mail, you must (1) sign up for a PACER login and password and (2) complete and sign the Pro Se Consent & Registration Form to Receive Documents Electronically. Registering to receive documents electronically does not allow you to electronically file your documents.

P.13.

United States District Court for the Eastern District of North Carolina Electronic Case Filing Administrative Policies and Procedures Manual

“A pro se party who is not incarcerated may consent to be a receiving user of CM/ECF. A receiving user receives notices of filings by email instead of by regular mail, but may not file electronically.” § II.A.2.

Western District of North Carolina

United States District Court: Western District of North Carolina: Administrative Procedures Governing Filing and Service by Electronic Means

“Parties proceeding pro se shall not file electronically.” § I.A.1.

United States District Court: Western District of North Carolina: Pro Se Litigant Guide

The court requires pro se parties to submit or file an original of each pleading with the Clerk of Court. Clerk’s staff will file stamp the document, scan the document into a pdf document and electronically file the document on the court’s electronic case docket. Notice of this electronic filing will be emailed to the assigned judge. Pro se parties may file pleadings with the court in person or by mail.

§ G.

District of North Dakota

United States District Court for the District of North Dakota Administrative Policy Governing Electronic Filing and Service

“A *pro se* party may not register to use the ECF system.” § II(A).

District of the Northern Mariana Islands

United States District Court for the Northern Mariana Islands Local Rules

“The Clerk’s Office will accept filings by e-mail from *pro se* parties except for the filing of the initial documents, including the complaint and the service of summons.” R. 5.3.

Administrative Procedures for Electronic Filing and Electronic Service for the United States District Court for the Northern Mariana Islands

“*Pro se* parties and attorneys prohibited from accessing the Court’s electronic filing system may register as E-mail Filers.” § 2.

Eastern District of Oklahoma

United States District Court: Eastern District of Oklahoma: General Order 24-9 (Nov. 13, 2024)

“[A]ll pleadings filed by *pro se* parties must either be mailed to the Court or delivered to the Court’s intake counter in person. . . . Any requests for an exception to this policy must be made in writing to the presiding judge.”

CM/ECF Administrative Guide: United States District Court for the Eastern District of Oklahoma

“*Pro se* litigants and other non-CM/ECF users shall file paper originals and one copy of all complaints, pleadings, motions, affidavits, briefs, and other documents. The Clerk will scan these original documents and upload to the CM/ECF System.” P.25.

Western District of Oklahoma

United States District Court: Western District of Oklahoma: Electronic Filing Policies & Procedures Manual

“Litigants proceeding *pro se* (without attorney representation) may not file electronically.” § I.A.1.

District of South Carolina

Electronic Case Filing Policies and Procedures: District of South Carolina

“Only attorneys admitted in this district or counsel in multi-district litigation transferred to this district may be *Filing Users*.” § 1.3. “A *Pro Se Party* may not register as a *Filing User* to file electronically in the *ECF System*. A *Pro Se Party* shall file papers in the *Traditional Filing Method*.” § 3.3.

Western District of Tennessee

United States District Court for the Western District of Tennessee Electronic Case Filing (ECF) Policies & Procedures

A party who is not represented by an attorney shall file papers in the traditional filing method either by personal delivery to the clerk's office or via mail. An attorney member of the Western District Court Bar who represents himself or herself Pro Se is NOT exempt from the electronic filing of documents, unless he or she has been otherwise excused by order of court from the electronic filing of documents due to substantial and undue hardship.

§ 3.3.

Western District of Texas

United States District Court: Western District of Texas: Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases

"An eligible Pro Se Litigant may file papers with the clerk by Traditional Filing, but is not precluded from filing electronically as approved by the Court." § 6.a.
"A Pro Se Litigant who is incarcerated or on probation or supervised release may not participate in the Electronic Filing System and must file all documents by Traditional Filing." § 2.l.

United States District Court: Western District of Texas: A Step-by-Step Guide to Filing a Civil Lawsuit in the United States District Court for the Western District of Texas

In certain circumstances, an individual who is not an attorney can receive permission to file documents electronically, as provided in the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases, ("Electronic Filing Procedures") posted on the court's web site (see www.txwd.uscourts.gov) and available through the Clerk's Office.

P.7.

United States District Court: Western District of Texas: Electronic Submission for Pro Se Filers (webpage)

The court maintains an electronic dropbox, which may be used by parties who are not authorized to file electronically. www.txwd.uscourts.gov/filing-without-an-attorney/electronic-filing-for-pro-se/.

District of Utah

District of Utah Local Civil Rules

"An unrepresented party may register to email documents to the Clerk's Office for filing and to receive email notification of case activity." Civ. R. 5-1(b)(1)(A).

District of Utah ECF Procedures Manual

"An unrepresented party may return a completed Email Filing and Electronic Notification Form for Unrepresented Parties to the Clerk's Office to sign up

to email file and receive Notices of Electronic Filing (NEF).” § I.B.1.

United States District Court for the District of Utah Pro Se Litigant Guide

“Pro Se parties may file documents with the court in person or by mail. Parties may also ask the court for permission to file and receive notice by email.” P.12.

Eastern District of Virginia

United States District Court: Eastern District of Virginia: Electronic Case Filing Policies and Procedures

“Although pro se litigants are prohibited from filing documents electronically and are not issued ECF filing log ins and passwords, pro se litigants who are not currently incarcerated have the option to receive documents in their cases electronically (by e-mail) instead of by regular mail.” P.12. Documents filed by pro se litigants are among the “[e]xceptions to electronic case filing [that] must be filed as unbound paper documents.” P.23.

United States District Court for the Eastern District of Virginia Pro Se Reference Handbook

“Although pro se litigants are prohibited from filing documents electronically and are not issued ECF filing log ins and passwords, pro se litigants who are not currently incarcerated have the option to receive documents in their cases electronically (by e-mail) instead of by regular mail.” P.7

District of Wyoming

United States District Court District of Wyoming CM/ECF Procedures Manual

“Pro se parties may not use ECF or e-mail and must file all their documents conventionally. These documents will be scanned and docketed by Clerk’s Office staff.” § II.D.iii.⁷

7. We are informed that the District of Wyoming now allows pro se litigants to submit filings by email.