

ELECTRONIC NOTICING AND  
FILING OPTIONS AVAILABLE TO  
PRO SE PARTIES



## ELECTRONIC NOTICING AND FILING OPTIONS AVAILABLE TO PRO SE PARTIES

Pro Se parties may submit a request to receive email notice of documents filed electronically, or if authorized by the court, you may log in to CM/ECF and file documents directly in your case.

A valid email account is required in order to be considered for electronic noticing. You will receive electronic notices of filings in your appeal, including correspondence and orders issued by the court. Please review the options listed below. This service is not available for any pro se serving in confinement.

### [OPTION #1](#)

[RECEIVE COPIES OF FILINGS, COURT NOTICES, AND COURT ORDERS ELECTRONICALLY.](#)

### [OPTION #2](#)

[FILE DOCUMENTS ELECTRONICALLY AND RECEIVE COPIES OF FILINGS, COURT NOTICES, AND COURT ORDERS ELECTRONICALLY.](#)

[\(includes a Sample Motion\)](#)

### [Option #3 Pro Se Email Box](#)

[Notice of Docket Activity \(NDA\)](#) - please read this section for assistance in understanding how documents from the court will be sent to you if you elect to receive electronic service

OPTION #1 - RECEIVE COPIES OF FILINGS, COURT NOTICES, AND COURT ORDERS BY EMAIL. THIS OPTION DOES NOT INCLUDE FILING PRIVILEGES.

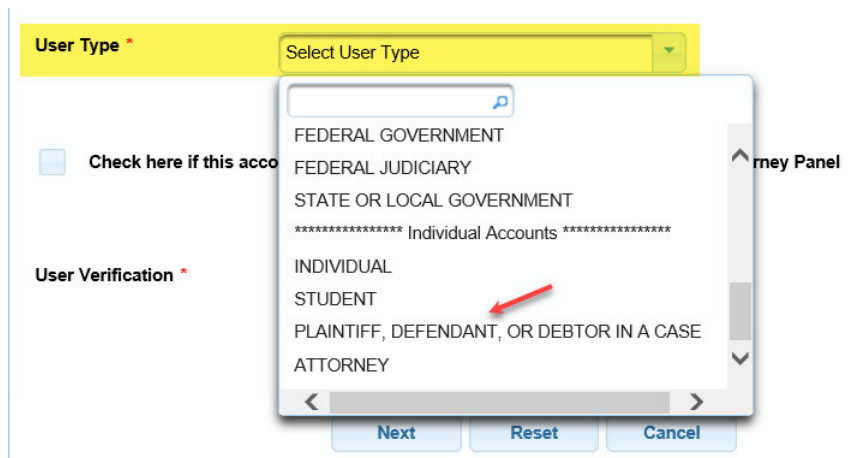
If you want to receive notices by email, you must register for a PACER account. If you already have a PACER account, [skip to section B](#).

A. If you do **not** already have a PACER account.

1. Register for a PACER account at: <https://pacer.psc.uscourts.gov/pscof/registration.jsf?filerType=N>.

Provide all required information.

When prompted for a User Type, select PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE.



The screenshot shows a web form with a dropdown menu for "User Type". The dropdown is open, displaying a list of options: FEDERAL GOVERNMENT, FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, \*\*\*\*\* Individual Accounts \*\*\*\*\* (separated by a line), INDIVIDUAL, STUDENT, PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE, and ATTORNEY. A red arrow points to the "PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE" option. Below the dropdown are "Next", "Reset", and "Cancel" buttons. To the left of the dropdown, there is a checkbox labeled "Check here if this account is for an attorney" and a "User Verification" field.

2. When your PACER registration is complete, the following message will display. Click the [Continue] button to request an e-filer account with the Fifth Circuit. [Skip to section C](#).

#### NON-ATTORNEY E-FILE REGISTRATION

**CLICK CONTINUE TO COMPLETE THE NON-ATTORNEY E-FILE REGISTRATION.**

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

**Continue**

B. If you already have a PACER account and want to receive filings from the court and other parties by email, register for an e-filer account.

1. Log in to your Pacer account. <https://pacer.psc.uscourts.gov/pscof/login.jsf>
2. Click the Maintenance tab and select 'Non-Attorney E-File Registration'.

**PACER Links**

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

**MANAGE MY ACCOUNT** Logout

Account Number	7035076
Username	tttestat1006
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

- [Update Personal Information](#)
- [Update Address Information](#)
- [Check E-File Status](#)
- [E-File Registration/Maintenance History](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#) ←

C. Request an E-Filer Account with the Fifth Circuit

3. Select Court Type, Court, and Role in Court as shown below. Review local policies and procedures. When done, continue through the rest of the form on screen and provide all required information.

**MANAGE MY ACCOUNT** Logout

Account Number	7035086
Username	tttestat1009
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

**COMPLETE ALL SECTIONS OF E-FILE REGISTRATION**

**Filer Information**

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

\* Required Information

Court Type \*  ←

Court \*  ←

Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court ←

Electronic Case Filing (ECF) is mandatory in the Fifth Circuit Court of Appeals for all counsel. In order to be approved for electronic filing, attorneys are required to be an active member of the 5th Circuit bar, to register as a "Filing User" in accordance with 5th Cir. R. 25.2.3, and to comply with the court's ECF rules and standards.

Role in Court \*  ←

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Mail/Parliament

4. On the final screen, review the Non-Attorney E-Filing Terms and Conditions. Click to acknowledge. When done, click [Submit]. A notice will be sent to the Fifth Circuit for review and approval. You will be notified by email when the court completes its review.

E-Filing Terms of Use

**NON-ATTORNEY E-FILING TERMS AND CONDITIONS**

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CMECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P.](#)

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note:** We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

OPTION #2 - FILE DOCUMENTS ELECTRONICALLY AND RECEIVE COPIES OF FILINGS, COURT NOTICES, AND COURT ORDERS ELECTRONICALLY.

If you want to file documents electronically in your case, you must first file a motion with the court and the court must grant your request.

To apply:

1. You must file a motion asking the court to grant you permission to file documents electronically in your case.

Before you file a motion, you are required to review our documentation on “How To” file documents electronically and tell us that you have done so in your motion. The “How To” documentation is available at: <http://www.ca5.uscourts.gov/electronic-case-filing/electronic-case-filing/ecf-information-page> under the section heading ‘NextGen References’.

2. If the court grants your motion, follow the steps above in OPTION #1 to create a PACER account and submit a request to the Fifth Circuit for an e-filing account, if you have not already done so.

If you have already completed the steps in OPTION #1, no further action is needed. You may log in and file with this court in the approved case.

3. If the court denies your motion to file documents electronically, you may still apply to receive notification of filings and orders by email as detailed in OPTION #1 if you have not already done so.

A sample motion is located on the next page

No. 21-12345 (sample case number)

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**In the United States Court Of Appeals, 5th Circuit**

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**Joe Smith**

Plaintiff-Appellant,

v.

**Jane Doe**

Defendant-Appellee

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**APPELLANT’S UNOPPOSED MOTION FOR PERMISSION TO  
FILE ELECTRONICALLY AS A PRO SE PARTY**

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Appellant, Joe Smith, pro se party, moves this court for permission to file electronically in the matter captioned above. Appellee’s counsel has been contacted regarding this motion; the motion is unopposed. *[This may be different depending on the response received from opposing counsel; other possibilities include: the motion is opposed or no consent was available at the time of filing.]*

Appellant has reviewed the Fifth Circuit ECF Information Page and understands the rules of e-filing. Appellant has access to a computer and the internet in order to e-file. Appellant understands approval to e-filing requires appellant to

register with PACER for a CM/ECF account with the Fifth Circuit, and that appellant consents to electronic service at the email address registered to the appellant's Fifth Circuit PACER account. Appellant understands consent to e-service requires that service of filings via US mail will be discontinued.

Appellant asks that this motion be granted, because appellant wishes to use the court's brief template and brief checker, which are available to parties granted e-filing prior to the issuance of the briefing notice.

Appellant understands if this motion is granted, the e-filing privilege only applies to this case while it is pending and that abuse of the e-filing privileges may result in revocation of the right to e-file.

For the above reasons, Appellant seeks permission to e-file in this matter.

Respectfully Submitted,

By:           *sign here if printed*            
*(type: "s/Joe Smith" if  
submitted via email)*

Pro-Se Appellant  
123 Main St.  
New Orleans, LA 70130  
504-555-8888

### **CERTIFICATE OF COMPLIANCE**

I, Joe Smith, undersigned, certify that:

1. This document complies with the type-volume limitation of Fed. R. App. P. 27(d)(2)(A) because, excluding the parts of the document exempted by Fed. R.



App. P. 32(f), this document contains *194 (use the actual word count of the motion here)* words, as determined by Microsoft Office Word 2008 word processing software.

2. This document complies with the typeface requirement of Fed. R. App. P. 32(a)(5) and the type-style requirements of Fed. R. App. P. 32(a)(6) because this document has been prepared in a proportionally spaced typeface using *Microsoft Office Word 2008 in Times New Roman (14-point) (This section should reflect the program used and the font size, 14-point or larger is required)*.

Dated: March 15, 2021

By:           *sign here if printed*            
*(type: "s/Joe Smith" if  
submitted via email)*

### **CERTIFICATE OF SERVICE**

I, Joe Smith, hereby certify that a copy of this motion was mailed to all parties on March 15, 2021.

By:           *sign here if printed*            
*(type: "s/Joe Smith" if  
submitted via email)*

### **Filing Option 3**

**Pro Se Mailbox, use the email address:**

[Pro se@ca5.uscourts.gov](mailto:Pro_se@ca5.uscourts.gov)

#### **Filing Instructions for the Pro Se Mailbox:**

- You must put your case number in the subject line of your email
- You may only attach one pdf document in an email. Send two emails to send your brief and record excerpts, for example.
- You may not use the email to ask questions. If you have any questions, call 504-310-7700
- If you need to correct a filing, you must file a motion to correct the filing.
- Documents in support must be filed the same date as the initial filing.
- You must serve the opposing side

Notices of Docket Activity (NDA) from the Court

Pro Se parties who sign up for electronic service (a CM/ECF account) and attorneys of record with CM/ECF account will receive all notices of all filings via email. Registration for CM/ECF, consents the user to e-service and removes the user from receiving paper service.

Not all CM/ECF accounts will have the ability to file documents, but all parties or attorneys with CM/ECF accounts will ONLY receive electronic service of filings from the court. Pro Se parties wishing to also have the ability to electronically file are addressed in Option #2 of the Electronic Noticing and Filing Options Available to Pro Se Parties Guide.

The notice will always provide the date and time of the transaction on the docket, followed by the case name, case number and then any associated documents. Clicking the blue “Documents” link is essential to receiving all pertinent information associated with the notice.

**The Notice will never have attachments, the documents instead are “linked” to the email. Each person who receives the email is only granted ONE free click on the document link and that free click must be made within 14 days of the notice date.**

**See the example below, documents has been circled to illustrate where to click:**

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

PLEASE DO NOT REPLY TO THIS EMAIL AS IT ORIGINATES FROM AN UNATTENDED EMAIL ADDRESS.

United States Court of Appeals for the Fifth Circuit

Notice of Docket Activity

The following transaction was entered on 08/18/2021 at 2:06:10 PM CDT and filed on 08/18/2021

Case Name: USA v. Jackson

Case Number: 21-10453

Document(s): [Document\(s\)](#) ← Click Documents to view the associated documents

Docket Text:  
BRIEFING NOTICE ISSUED TO APPELLEE. Appellee's Brief due on 09/17/2021 for Appellee United States of America