



## **Pro Se (Non-prisoner) Consent & Registration Form to Receive Documents Electronically in the U.S. District Court for the Eastern District of Virginia**

Parties in a civil action who are not represented by an attorney and are not currently incarcerated may choose to receive documents in their cases electronically (by e-mail) instead of by regular mail. Receiving documents by regular mail is still an option, but if you would rather receive them only electronically, you must do the following:

1. Sign up for a PACER login and password by contacting PACER<sup>1</sup> at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov) or calling 1-800-676-6856; and
2. Complete and sign the attached form.

If you consent to receive documents electronically and the request is approved by the judge, you will receive a Notice of Electronic Filing (NEF) by e-mail each time a document is filed in your case. After receiving the notice, you are permitted one “free look” at the document by clicking on the hyperlinked document number in the e-mail. Once you click the hyperlink and access the document, you will not be able to access the document for free again. After 15 days, the hyperlink will no longer provide free access. Any time the hyperlink is accessed after the “free look” or the 15 days has expired, you will be asked for a PACER login and will be charged to view the document. For this reason, *you should print or save the document during the “free look” to avoid future charges.*

### **IMPORTANT NOTICE**

Under Rule 5 of the Federal Rules of Civil Procedure, Local Civil Rule 1, and the Court’s Electronic Case Filing Policies and Procedures, documents may be served by electronic means. If you register for electronic service:

1. You will no longer receive documents in the mail;
2. If you do not view and download your documents during the “free look” and within 15 days of when the court sends the e-mail notice, you will be charged for looking at the document(s);
3. This service does *not* allow you to electronically file your documents;
4. It will be your duty to regularly review the docket sheet of your case.<sup>2</sup>
5. You will still be required to serve paper documents on opposing counsel or pro se litigants by mail unless the parties agree to accept service by e-mail in lieu of a paper document. If the document is one that is exempt from electronic case filing or the document is one that is not electronically viewable, such as a sealed document, then you must serve paper documents on opposing counsel or pro se litigants even if the parties agree to accept service by e-mail in lieu of a paper document.
6. You will be responsible for immediately notifying the court in writing of any change of your e-mail address.

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<sup>1</sup> Public Access to Court Electronic Records (PACER) ([www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)) is an electronic public access service that allows users to obtain case and docket information from federal appellate, district, and bankruptcy courts, and the PACER Case Locator over the internet.

<sup>2</sup> The docket sheet is the official record of all filings in a case. You can view the docket sheet, including images of electronically filed documents, using PACER or you can use one of the public access computers available in the Clerk’s Office at the Court.