



U.S. DISTRICT COURT Western District of Washington

Pro Se Request to Cancel E-mail Service or Electronic Filing

Please complete a form for *each case* you have before the Court.

I want to receive **service by first class mail only**. Please cancel e-mail service.**
I will not electronically file my documents in my case.

OR

I want to receive **service via e-mail** but **I do not want to file electronically**.*
I will send my documents in paper to the Clerk's Office.

My Name is: _____ My Case Number is: _____

E-mail Address: _____ Phone Number: _____

Address: _____

Signature (Type an "s/" and your name, OR print and sign)

Date signed

*For pro se filers who do not file electronically, if pleadings are filed in paper form, the court will convert the documents to an electronic format, destroy the paper version after a holding period established by the court, and maintain the electronic version as the court's official record.

If pleadings are filed in paper form, it is the responsibility of the filer to ensure that the paper document can be scanned with a legible image. The court encourages such documents to be black print on white paper, for maximum contrast. **The court may return filings that are not legible by order of the Court.**

**A participant whose mailing address or telephone number has changed from that on the original Registration Form must file a notice of change of address (or number) with the court. This is per [Local Civil Rule 10\(f\)](#).

To E-mail This Form: Save a copy of this form to your computer and then send it as an attachment to: cmecfreg@wawd.uscourts.gov. You will receive e-mail confirmation when your request has been processed. **(Allow 24 hours for processing time.)**

To Mail This Form: Print and mail to: Clerk, U.S. District Court, Western District of Washington, ATTN: ECF Registration, 700 Stewart Street, Suite 2310, Seattle, WA, 98101. You will receive e-mail confirmation when your request has been processed. **(Allow for mailing and 24 hour processing time.)**

For Help in Saving this Form: Download the free Adobe Reader [here](#).

For assistance, contact the **ECF Support Team: (206)370-8440, Option #2** (Seattle area), **(866)323-9293, Option #2** (Outside Seattle area), or e-mail us at: cmecf@wawd.uscourts.gov