

PRO SE CM/ECF REGISTRATION MANUAL

CONTENTS

PRO SE E-FILER AND/OR E-SERVICE REGISTRATION OVERVIEW	1
<i>Requirements:</i>	1
<i>Registration Steps:</i>	2
DETAILED REGISTRATION STEPS	2
1. <i>Complete and Submit CM/ECF Registration Form for Pro Se Filers</i>	2
2. <i>Register for a PACER – Case Search Only Account</i>	3
3. <i>Request Non-Attorney Filers Access to CM/ECF via your PACER-Case Search Only account</i>	3

Pro Se E-Filer and/or E-Service Registration Overview

As a party representing yourself (pro se filer), you have the option to register to file and/or receive service electronically. Pro se filers cannot open cases directly in CM/ECF (see the [Pro Se Guide to Filing Your Lawsuit in Federal Court](#) for more information on opening a case in this Court).

There are two types of registration for pro se filers:

➤ **E-service Only registration**

These filers must file all case documents by mail or in person but will receive service of court documents electronically via a specified email.

➤ **E-filer and E-service registration**

These filers must file directly in this Court’s CM/ECF system (not by email) and will receive service of court documents electronically via a specified email.

Requirements:

You must meet the following requirements to register to file directly in this Court’s CM/ECF system and/or receive electronic service for individual cases in our Court:

- You meet all [technical requirements \(Section II\)](#).
- You are a party to the case for which you are registering.
- You already opened the case and paid the filing fee, or the Court granted a fee waiver (if applicable).
- An attorney does not currently represent you in the case.

PRO SE CM/ECF REGISTRATION MANUAL

Registration Steps:

You must complete ALL of the following steps to successfully register to file directly in this Court's CM/ECF system and/or receive e-service.

Note: You only need to complete Steps 2 & 3 once. If you previously completed these steps for another case, you only need to complete Step 1 for each additional case.

1. [Complete and submit the CM/ECF Registration Form for Pro Se Filers.](#)
2. [Register for a PACER – Case Search Only account.](#)
3. [Request Non-Attorney Filers access to CM/ECF via your PACER-Case Search Only account.](#)

Detailed Registration Steps

1. Complete and Submit CM/ECF Registration Form for Pro Se Filers

You must submit a separate [CM/ECF Registration Form for Pro Se Filers](#) for *each* case in which you wish to file directly in this Court's CM/ECF system and/or receive electronic service. You must have a case number before you can register for e-filing/service. For more information on opening a case in this Court, refer to the [Pro Se Guide to Filing Your Lawsuit in Federal Court](#).

Follow the below steps to properly fill out the form (complete all fields):

1. Select what type of registration you are requesting (*select only one option*):

Note: With both options, you waive your right to receive service of documents by first class mail, according to [Federal Rule of Civil Procedure 5\(b\)\(2\)\(E\)](#). Instead, you will receive service of documents filed in your case in CM/ECF as a notice of electronic filing by email.

- a. **Receive notice of electronic filings via email:** with this option you must still file documents either by mail or in person, but you receive service of documents by email).

Select only ONE option:

Receive notice of electronic filings via email*.
Please register me to receive service of documents and notice of electronic filings to my email. I will continue to file my documents in paper with the Court, but I want to receive email notice of filings made in my case via the Court's electronic filing system (CM/ECF).

OR

Receive notice of electronic filings via email* AND file documents directly in CM/ECF.**
Please register me to file documents directly in the Court's electronic filing system (CM/ECF) and receive notice via email of documents filed in my case. I agree to file documents into my case through CM/ECF and WAIVE my ability to file documents in paper form over the counter or through the mail.

- b. **Receive notice of electronic filings via email AND file documents directly in CM/ECF:** with this option you must file documents directly in the Western District of Washington's CM/ECF system and you will receive service of documents and be notified via email that a document was filed).

PRO SE CM/ECF REGISTRATION MANUAL

Note: With this option, you waive your right to file documents in your case in person or by other means.

Select only ONE option:

Receive notice of electronic filings via email*.
Please register me to receive service of documents and notice of electronic filings to my email. I will continue to file my documents in paper with the Court, but I want to receive email notice of filings made in my case via the Court's electronic filing system (CM/ECF).

OR

Receive notice of electronic filings via email* AND file documents directly in CM/ECF.**
Please register me to file documents directly in the Court's electronic filing system (CM/ECF) and receive notice via email of documents filed in my case. I agree to file documents into my case through CM/ECF and WAIVE my ability to file documents in paper form over the counter or through the mail.

2. Complete all other fields.

Note: All fields are required including case number. Clerks cannot process registration forms that are incomplete.

3. Sign and date as instructed on the form.

4. Submit the completed and signed CM/ECF Registration Form for Pro Se Filers as directed on the form.

2. Register for a PACER – Case Search Only Account

➤ If you do not already have a PACER – Case Search Only account, follow the step-by-step instructions, [Create an individual PACER – Case Search Only account](#).

➤ If you already have a **PACER – Case Search Only** account, skip to [Request Non-Attorney Filers Access to CM/ECF via your PACER-Case Search Only account](#).

3. Request Non-Attorney Filers Access to CM/ECF via your PACER-Case Search Only account

Once you have created your PACER – Case Search Only account, you must next request access to this District's CM/ECF system by completing the following steps:

1. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.

2. Enter your current PACER **Username** and **Password** and select **Login**.

Note: If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password?** Or **Forgot Username?** or [contacting PACER](#) directly. *Individual Courts cannot assist in providing or resetting PACER usernames and passwords.*

3. Select the **Maintenance** tab and then select **Non-Attorney E-File Registration**.

Settings	Maintenance	Payments	Usage
Update Personal Information	Update Address Information	Update E-File Email Noticing and Frequency	Display Registered Courts
Attorney Admissions / E-File Registration	Non-Attorney E-File Registration	Check E-File Status	E-File Registration/Maintenance History

PRO SE CM/ECF REGISTRATION MANUAL

4. Select **U.S. District Courts** under **Court Type**.
5. Select **Washington Western District Court** under **Court**.
 - a. If you do not see **Washington Western District Court** as an option, it means you are already registered (or were registered) to file in our court for at least one case and you can skip registration for the Non-Attorney E-File Registration in PACER and just submit the [CM/ECF Registration Form for Pro Se Filers](#).
6. Review the Local Court Rules and Orders.
7. Click the e-filing acknowledgement under the **Name** section.
8. Verify/Enter your address.

Note: This should match the address you provided when filing your case. If your address has changed, you must update it in PACER and also file a Notice of Change of Address/ Name to update your address in the case(s).
9. Verify your phone number.
10. Skip the **Additional Filer Information** field.
11. Verify/Update all required fields (*) in the **Delivery Method and Formatting** section.

Note: The email address entered here is where all electronic notifications will be sent when documents are filed in cases. It is the filer's responsibility to make sure this email address is always up-to-date and active.

 - a. **Email Frequency** determines how often you receive notices in your case. The most common frequency is **At The Time of Filing (One Email per Filing)**.
 - b. **Email Format** determines how your email notices are formatted. The most common format is **HTML**.
12. Click **Next**.
13. Select/Enter payment information. *You do not need to enter a payment method.* You can continue linking your account, e-file, and receive e-service from this Court without supplying a payment method.
 - a. If you are registering without a credit card, leave all fields blank and click **Next** to continue.
 - b. If you want to enter a payment method, you can use the same payment method you use for PACER fees (prepopulated by PACER) or you can enter a different payment method. Click **Next** to continue once you have selected/entered your desired payment method.

Note: *You will not be charged to register to file with this Court, but if you skip this screen, you will not have access to documents outside of your one "free look."*
14. Review the E-filing Terms of Use, then click that you have read and agreed to the non-attorney e-filing terms and conditions.
15. Review our local court policies and procedures, then click that you have reviewed and agree to our local requirements.
16. Click **Submit**.

PRO SE CM/ECF REGISTRATION MANUAL

17. Your request for Non-Attorney Filers Access to CM/ECF has now been sent to the Court for review.

Note: *This does not mean you are registered at this time.* Once the Court completes the review of your submission, the Court sends you a confirmation email and staff docket your [CM/ECF Registration Form for Pro Se Filers](#) in the case.