Instructions for Self-Represented Parties to Apply for E-filing privileges

- A self-represented party who wants to e-file must first file a Motion to Participate in Electronic Filing. The motion may be found on the court's website at http://www.ctd.uscourts.gov/forms/motion-self-represented-litigant-participate-electronic-filing.
- 2. If the motion is granted, the self-represented party will be contacted by the Clerk's Office with instructions to complete the PACER training modules. The PACER training modules may be found at https://media.dcd.uscourts.gov/ecf2d/ (please skip the criminal section).

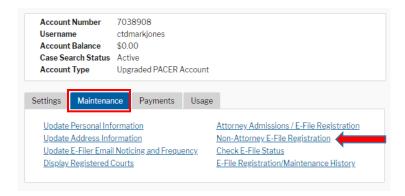


- 3. Once the training modules have been completed, please send an email to qualitycontrol@ctd.uscourts.gov indicating that you have completed the training modules.
- 4. Go to PACER at www.pacer.uscourts.gov.
- 5. If you have not already done so, select Register for an Account from the PACER home screen. See complete instructions for registering for a PACER account at http://ctd.uscourts.gov/NextGen.
- 6. Once the registration procedure is completed, choose **Manage Your Account/Manage My Account Login** from the home screen. Login to manage your account.
- 7. On the Manage My Account screen, choose the **Maintenance** tab and choose **Non-Attorney E-file Registration**.

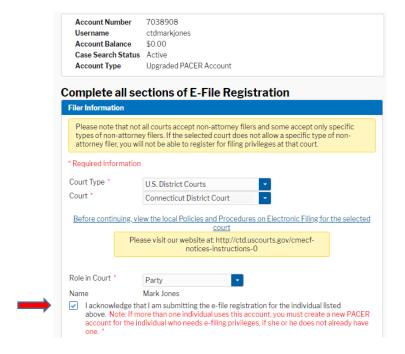
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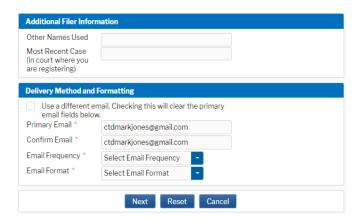


8. On the next screen, complete the **Court Type** (U.S. District Courts), **Court** (Connecticut District Court), and **Role in Court** (party).

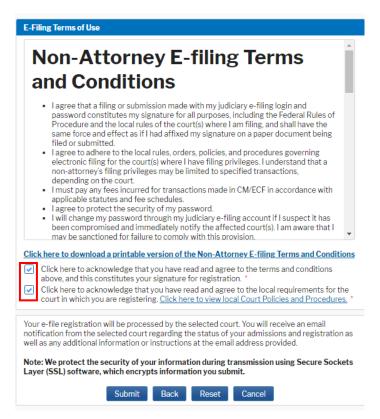


9. Verify your address and phone information, complete the **Additional Filer Information** section and add the case number(s) in which you have been approved for e-filing. On the same screen, complete the **Delivery Method and Formatting** section indicating the email frequency and email format. When all the information on the screen is complete, select **Next**.

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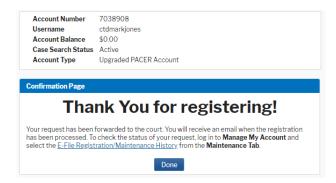
- 10. On the next screen you will be able to verify credit card information if a credit card was previously entered. You may also update your credit card information or add additional credit cards. NOTE: no credit card is required to e-file documents in your case.
- 11. On the next screen you will be required to acknowledge and agree to the terms of your registration and to acknowledge that you have read and agree to the local requirements for the court in which you are registering. Click on both boxes then select **Submit**.



12. You will receive a message indicating that your request for e-filing has been forwarded to the court.

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13. When the Clerk's Office receives and approves your request, you will receive an email indicating that your request has been processed. You will use your PACER account to both e-file documents and view your docket sheet/documents.

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