

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

1. 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).



United States District Court for District of Columbia

Welcome to Electronic Case Filing 101 *Version 2*

The Electronic Case Filing (ECF) Tutorial is designed for attorneys and law firm staff interested in learning how to use the CM/ECF system. Through guided practice, using simulated CM/ECF screens and actions, you will learn how to file pleadings and other materials using the CM/ECF system.

The tutorial is divided into four modules, each of which contains sections that guide you through specific CM/ECF functions for civil and criminal filings.

If you are a new CM/ECF user, you should begin with 1: Orientation and continue to the end of 4: Miscellaneous. This is a self-paced tutorial: at any point you can bookmark your place and return when and where it is convenient to you. The entire tutorial will take you about one hour to complete.

To begin, select one of the section links below.

1: Orientation	2: Criminal Filings		3: Civil Filings	4: Reports
CMECF	Motions	Waivers	Complaints	Docket Sheet
Tutorial	Responses	Trial	Answers	Civil Cases
Navigation	Notices	Pleadings	Motions	Criminal Cases
	Discovery	Other	Responses	Queries
	Service	Appeal		

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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Account Number	7038908
Username	ctdmarkjones
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

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

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

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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](#)

Please visit our website at: <http://ctd.uscourts.gov/cmecf-notices-instructions-0>

Role in Court *

Name

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

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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The screenshot shows two sections of a registration form. The first section, 'Additional Filer Information', has a blue header and contains two text input fields: 'Other Names Used' and 'Most Recent Case (in court where you are registering)'. The second section, 'Delivery Method and Formatting', also has a blue header and contains a checkbox for 'Use a different email. Checking this will clear the primary email fields below.' Below this are four input fields: 'Primary Email *' (containing 'ctdmarkjones@gmail.com'), 'Confirm Email *' (containing 'ctdmarkjones@gmail.com'), 'Email Frequency *' (a dropdown menu set to 'Select Email Frequency'), and 'Email Format *' (a dropdown menu set to 'Select Email Format'). At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.

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**.

The screenshot shows the 'E-Filing Terms of Use' screen. It has a blue header with the text 'E-Filing Terms of Use'. Below the header is a large text area titled 'Non-Attorney E-filing Terms and Conditions'. The text area contains a list of five bullet points: '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 CM/ECF in accordance with applicable statutes and fee schedules.', 'I agree to protect the security of my password.', and '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.' Below the text area is a link: 'Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions'. Below the link are two checkboxes, both of which are checked and highlighted with a red box. The first checkbox is followed by the text: 'Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *'. The second checkbox is followed by the text: '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.](#) *'. Below the checkboxes is a paragraph: '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.' Below the paragraph is a note: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.' At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'.

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

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Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

[Done](#)

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.