

**U.S. DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON**

For Official Use Only: Login: _____ Password: _____

**Pro Se Registration Form
For the Electronic Case Filing System (ECF)**

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

Check One:

- Please register me to **receive service of documents and notice of electronic filings to my e-mail***
- via the Court's electronic filing system (ECF). This option does *not* allow me to file documents electronically. I will continue to file documents in paper with the Court.
- Please register me to **file documents electronically** and receive service of documents and notice of electronic filings to my e-mail*** via the Court's electronic filing system (ECF).

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

By submitting this registration form, the undersigned ***understands and agrees to*** the following:

1. The CM/ECF system is to be used for filing and reviewing electronic documents, docket sheets, and notices.
2. The password issued to you by the court, combined with your login, serves as your signature under Federal Rule of Civil Procedure 11. Therefore you are responsible for protecting and securing this password against unauthorized use. If you have any reason to suspect that your password has been compromised in any way, you are responsible for immediately notifying the court.
3. *By registering for electronic service, you waive your right to receive service of documents by first class mail, according to Federal Rule Civil Procedure 5(b)(2)(E). You will be sent a Notice of Electronic Filing via e-mail. Upon receipt of this notice, you are permitted one "free look" at the document by clicking on the hyperlinked document number. **The one "free look" will expire 15 days from the date the notice was sent.** After the "free look" is used or expires, the document can only be accessed through PACER (Public Access to Court Electronic Records). PACER is an automated system that allows an individual to view, print, and download documents for a nominal fee. It is recommended that you establish a PACER account by visiting the [PACER](http://www.pacer.gov) website <http://www.pacer.gov>.
4. **By registering for electronic filing, you must familiarize yourself with and follow rules and procedures of the Court, such as the [Local Rules](#) and [Administrative Procedures for Electronic Case Filing](#).

To E-mail This Form: Save a copy of this form to your computer and then send it as an attachment to: **newcases@waed.uscourts.gov**. You will receive e-mail confirmation of your registration when it is processed. If registering for electronic filing, you will also receive a login and password. **(Allow 24 hours for processing time.)**

To Mail This Form: Print and mail to: **Clerk, U.S. District Court, Eastern District of Washington, ATTN: ECF Registration, P.O. Box 1493, Spokane, WA 99210-1493**. You will receive e-mail confirmation of your registration when it is processed. If registering for electronic filing, you will also receive a login and password. **(Allow for mailing and 24 hour processing time.)**

For assistance, please contact the **ECF HELP DESK** toll free at **866-236-5100** or e-mail us at : **newcases@waed.uscourts.gov**.