

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

**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:

*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 required that you establish a PACER - Case Search Only account by visiting the [PACER](http://pacer.uscourts.gov) website <http://pacer.uscourts.gov>.

**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](#).

PACER Registration: You are also required to request CM/ECF access via pacer.gov. Review the Pro Se Registration Instructions for step-by-step guidance. You will receive email confirmation of your registration when it is processed.

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**.

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.**

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

Pro Se Filing Account Procedures for: Pro Se Granted Electronic Filing Access.

The U.S. District Court for the Eastern District of Washington is a NextGen CM/ECF court.

In order to request filing access, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

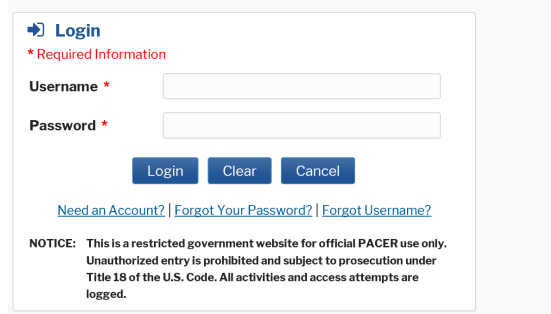
1. Navigate to <https://pacer.uscourts.gov/>
2. Click **Log in to...** in the upper right-hand corner of the page and select **Manage PACER Account**

Log in to the federal Judiciary's electronic public access services. Close ✕

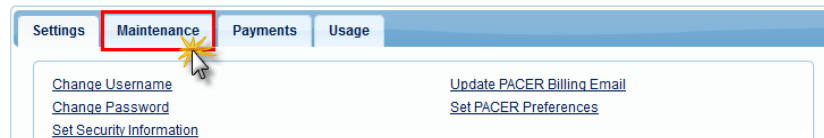


3. **Login** with your PACER username and password

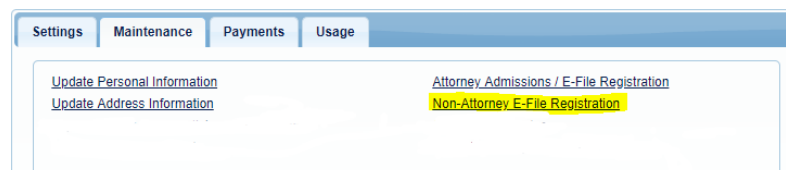
Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

A screenshot of the PACER Login form. It has a "Login" heading and a red asterisk indicating required information. There are input fields for "Username" and "Password". Below the fields are "Login", "Clear", and "Cancel" buttons. There are also links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

4. Click on the **Maintenance** tab



5. Select **Non-Attorney E-File Registration**



6. Select **U.S. District Courts** as the Court Type, **Washington Eastern District Court** as the Court. Review the local policies and procedures, acknowledge you are submitting the e-file registration for the individual listed, and verify your address.
7. Enter information for **Other Names Used** and **Most Recent Case**. You must enter the case number you were granted access to file in.
*** Do Not Leave Most Recent Case blank.**

Additional Filer Information	
Other Names Used	<input type="text"/>
Most Recent Case (in court where you are registering)	<input type="text"/>

8. Select **Email Frequency and Email Format**, Click **Next**

Email Frequency *	Select Email Frequency <input type="button" value="v"/>
Email Format *	Select Email Format <input type="button" value="v"/>
<input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:
 - Autobill PACER fees
 - Filing fees default

Payment Information
<p>NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.</p>
<p>This section is optional. If you do not enter payment information here, you may do so later by selecting the Make One-Time PACER Fee Payment option under the Payments tab.</p>
<p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p>
<p>To designate a card as the default for e-filing or admissions fees, click the Set default link in the box(es) below. To remove the card as a default, click the Turn off link.</p>

11. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *
- 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.](#) *

12. Click **Submit**. The court will review your filing request and you provide you with further instructions via email.