



**United States District Court
Eastern District of North Carolina**
Office of the Clerk
Post Office Box 25670
Raleigh, North Carolina 27611
(919) 645-1700

Pro Se Consent & Registration Form to Receive Documents Electronically

If you are not represented by an attorney and are not currently incarcerated, you may choose to receive documents in your civil cases electronically (via a link sent by email) instead of by mail. Receiving documents by mail is still an option, but if you would rather receive them only electronically, you must do the following:

1. Sign up for a PACER login and password by contacting PACER¹ at www.pacer.uscourts.gov or 1-800-676-6856; and
2. Complete and sign this form, and deliver it to a staffed clerk's office or mail to the clerk's office to the attention of: CM/ECF Registration, Post Office Box 25670, Raleigh, NC 27611.

If you consent to receive documents electronically, you will receive a Notice of Electronic Filing ("NEF") by email each time a document is filed in your case. After receiving the notice, you are permitted one "free look" at the document by clicking on the hyperlinked document number in the email. Once you click the hyperlink and access the document, you will not be able to access the document for free again. After 15 days, the hyperlink will no longer provide free access. Thus, it is very important that you access the document promptly after receiving the NEF. Any time that you access the hyperlink after the first "free look" or past 15 days, you will be asked for a PACER login and will be charged a fee to view the document. For this reason, ***you should print or save the document during the "free look" to avoid future charges.***

IMPORTANT NOTICE

Under Rule 5 of the Federal Rules of Civil Procedure, Local Civil Rule 5.1, and the Court's Electronic Case Filing Administrative Policies and Procedures Manual, documents may be served by electronic means. If you register for electronic service:

1. You will no longer receive any case documents, including orders, in the mail;
2. If you do not view and download your documents during your "free look" and within 15 days of when the court sends the email notice, you will be charged a fee for looking at the documents;
3. This service does *not* allow you to electronically file your documents;
4. It will be your duty to regularly review the docket sheet of the case;²
5. You must notify the court in writing if your email address changes.

¹ Public Access to Court Electronic Records (PACER) (www.pacer.uscourts.gov) is an electronic public access service that allows users to obtain case and docket information from federal appellate, district, and bankruptcy courts, and the PACER case locator over the internet.

² The docket sheet is the official record of all filings in a case. You can view the docket sheet, including images of electronically filed documents, using PACER or you can use one of the public access terminals in the clerk's office.

**UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF NORTH CAROLINA**

CONSENT TO ELECTRONIC SERVICE

I hereby consent to receive electronic service of all orders, notices, and other documents in all of my civil cases in the Eastern District of North Carolina. I declare that:

1. I have established a PACER account and have regular access to my email account and to the internet;
2. I will check regularly for Notices of Electronic Filing and understand that I must view and save any documents within 15 days of the Notice of Electronic Filing to avoid being charged a fee;
3. I understand that I must regularly review the docket sheet of my case so that I do not miss any filings or deadlines;
4. I understand that electronic service is service under Rule 5 of the Federal Rules of Civil Procedure and Rule 5.1 of the Local Civil Rules, and that I will no longer receive any paper copies of case filings, including motions, decisions, orders, and other documents;
5. I will provide written notice to the Clerk of Court of any change in my personal data, including name, address, phone number or email address in each civil case to which I am a party;
6. I understand that if I wish to cancel this consent to electronic service, I must promptly notify the office of the Clerk of Court in writing; and
7. I understand that this consent applies to all civil cases, both pending and closed, to which I am a party in this district.

Civil case(s) filed in the Eastern District of North Carolina:

Note: This consent will apply to all civil cases that you have filed in this court, so please list all of your pending and closed civil cases. For each case, include the case name and docket number (for example: John Doe v. Jane Doe, 5:14-CV-256). You may attach additional sheets, if necessary.

Name (Last name, First name, Middle initial)

Address City State Zip Code

Telephone Number Email Address

Alternate Names (If you have ever used a different form of your name in connection with a case in this court, please list.)

I declare under penalty of perjury that the information I provided in this Consent to Electronic Service is true and correct.

Executed on (date)

Signature

Sign, date and submit completed form with original signature to:

Clerk of Court
United States District Court
Attention: CM/ECF Registration
Post Office Box 25670
Raleigh, NC 27611