



UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF TEXAS

Pro Se Litigant's Acknowledgment of E-Filing Requirements

(Complete this form only after you have obtained a court order approving your request to e-file.)

Name: \_\_\_\_\_

Civil case no.: \_\_\_\_\_ Order no. or date that approved your e-file request: \_\_\_\_\_

Pursuant to Local Rule 5(a)(2)(B), you must have the Court's permission to electronically file (e-file) in the Electronic Case Files (ECF) system. Only litigants who have a civil matter already pending and who have not previously had e-filing access revoked may request new e-filing privileges.

Once you have obtained a court order approving you to e-file in the case you noted above, you must review the ECF Training resources that are available on the court's website at [www.txed.uscourts.gov/?q=filing/training-resources](http://www.txed.uscourts.gov/?q=filing/training-resources) and then deliver or mail this form to the clerk. Once you have delivered or mailed the form, you may submit your ECF Registration request. Instructions for doing so, which require that you establish a PACER account, may be found on our website at: [www.txed.uscourts.gov/?q=cmecef-registration](http://www.txed.uscourts.gov/?q=cmecef-registration).

**Pro Se Litigant's Acknowledgment of E-Filing Requirements**

*As evidenced by my signature below, I declare that I acknowledge, consent, and agree to the following:*

- 1. To abide by the Federal Rules of Civil Procedure, Eastern District of Texas' Local Rules, and the instructions provided in the ECF Training resources posted on the court's website; and that Fed. R. Civ. P. 11 applies with full force and effect to the documents I file;*
- 2. To obtain a PACER account in order to e-file in the Eastern District of Texas; to update my contact information, including my e-mail, through this account; and to protect the security of my password, change it if I suspect it has been compromised, and notify the clerk of any suspected misuse;*
- 3. To receive through ECF notice of service of court orders and judgments under Fed. R. Civ. P. 77(d) and other filings entered therein, and to waive service by other means under Fed. R. Civ. P. 5(b)(2) of all documents for which I was sent a NEF, unless service by electronic means is not allowed under the rules;*
- 4. To save each document I am served during the "one free look" period (15 days after the NEF is sent), or to be charged PACER's per-page rate if I remotely access a document outside of those provisions, or to view documents and docket sheets in person at the divisional Clerk's Offices in the Eastern District of Texas at no charge on the public access terminals; and*
- 5. That my ECF access will be disabled after closure of my case and disposal of any appeal taken or expiration of time to file an appeal, or upon the Court's determination that I have abused my e-filing privileges (for which I may receive only informal notification by the clerk rather than a court order).*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone No.: \_\_\_\_\_

Sign in ink and deliver or mail to U.S. District Court, 211 W. Ferguson St., Rm. 106, Tyler, TX 75702.