

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

**REQUEST FOR CM/ECF LOGIN AND PASSWORD
PRO SE LITIGANTS (PEOPLE WITHOUT LAWYERS)**

You may use this form to register for a CM/ECF login and password if you: (1) have one or more cases pending in the Central District of California; (2) are not represented by an attorney; and (3) are not currently incarcerated. Completing this form will allow the Court to notify you by email when a document is filed in any of your cases. In addition, you may use this form to request that your CM/ECF login and password be set up for electronic filing in a particular case -- ***if, and only if, the Court has already granted you permission to electronically file in that case.***

Last Name	First Name	Middle Initial
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Address	City	State	Zip Code
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E-Mail Address	Phone Number	Alternate Names (Please list any aliases or other names you have used previously to file in the Central District)
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Former Prison ID Number, if Applicable

Why are you submitting this form?

☐ I wish to receive documents filed in all my case(s) electronically instead of by U.S. mail.

☐ On _____, I was granted permission to electronically file in case number: _____
(Date)

I therefore require (check one of the following): ☐ that a new login and password for CM/ECF be issued to me.

☐ that my current CM/ECF login be configured for e-filing in this case.

Please list the full case number assigned to each of your cases (pending or terminated) in the Central District of California; this will help us link all of your cases to your login and password.

_____	_____	_____
_____	_____	_____
_____	_____	_____

THINGS YOU SHOULD KNOW BEFORE YOU SIGN THIS FORM

- (1) You will no longer receive paper copies of court-generated documents in the mail; you will only receive notice by e-mail that a document has been filed.
- (2) You must sign up for a PACER account to view the document referenced in the e-mail notice. The e-mail will include a hyperlink which, when clicked, will allow you to view the document one time, free of charge. You must be logged into PACER to view the document. To open a PACER account, call 1-800-676-6856 or go to www.pacer.gov.
- (3) Once the Court receives a signed copy of this form, you will be assigned a CM/ECF login and password, which will be sent within three business days to the e-mail address you provide above.
- (4) If your e-mail address changes, you must file a Notice of Change of E-Mail Address in all of your pending cases.

Pursuant to Local Rule 5-3.2.3, I consent to receive service by electronic means in all my cases:

Date: _____

Signature: _____
You may use a block or digital signature.

E-mail this completed form to : proselogin@cacd.uscourts.gov