



Pro Se (Non-prisoner) Consent & Registration Form to Receive Documents Electronically

Parties who are not represented by an attorney and are not currently incarcerated may choose to receive documents in their cases electronically (by e-mail) instead of by regular mail. Pro se litigants interested in receiving documents electronic via the Court's Case Management/Electronic Case Files (CM/ECF) System must complete and sign the attached form and are strongly encouraged to sign up for a Public PACER¹ login and password by contacting PACER www.pacer.uscourts.gov or 1-800-676-6856.

If you consent to receive documents electronically, you will be sent notices of electronic filing via e-mail. In your e-mail mailbox, the notice will be from "ecf_bounce" and the subject will be "Activity in Case [xx]-cv-[xxx]." Upon receipt of a notice, you will be permitted one "free look" at the document by clicking on the hyperlinked document number, at which time you should **print or save the document** to avoid future charges. **The one 'freelook' will expire in 15 days from the date the notice was sent.** After the "free look" is used or expired, the document can only be accessed by you through PACER or by visiting the public terminal at the courthouse. For this reason, *you should print or save the document during the "free look" to avoid future charges.*

By registering for electronic notification, you will be waiving your right to receive service of court issued documents such as notices, notices of hearings, decisions, opinions, memoranda & orders, orders, and judgments in paper form by mail. Because you will be receiving court-issued documents only in electronic form, you must maintain a valid e-mail address and regularly check your e-mail.

Electronic service does not allow you to file documents electronically and does not mean that you can serve documents by e-mail to the opposing party. You must continue to file all communications regarding your case in paper copy with the Court and to serve the opposing party.

To be eligible you must:

- Not be incarcerated;
- Have a valid e-mail address;
- Have regular access to a computer; and
- Regularly review the docket sheet² of the case.
- It is highly recommended that you establish a PACER account.

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 computers available in the Clerk's Office at the Court.



UNITED STATES DISTRICT COURT
District of Rhode Island

PRO SE CONSENT TO RECEIVE DOCUMENTS ELECTRONICALLY

Contact Information

Full Name: _____
First Middle Last Generation

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone Number: _____ E-mail Address: _____

Case Number: _____ Case Name: _____

Certification and Signature

In accordance with the provisions of Fed. R. Civ. P. 5(b)(2)(E), I hereby consent to receive the service of documents by opposing counsel and consent to receive notices of electronic filing (NEF) from the Court including the entry of an order or judgment as outlined in Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(c) via the Court's Case Management/Electronic Case Files (CM/ECF) system using the e-mail address listed above.

I agree to promptly notify the Court if there is a change in my personal contact information, such as name, address, and/or e-mail address. I understand that this consent is limited to the case specified above, and I will promptly notify the Court and opposing counsel to request cancellation of electronic service.

I understand that upon receipt of an electronic notice, I am 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 (**P**ublic **A**ccess to **C**ourt **E**lectronic **R**ecords.)

It is recommended that litigants establish a PACER account. This can be accomplished by visiting the PACER web site at <http://pacer.psc.uscourts.gov>. PACER is an automated system that allows an individual to view, print, and download documents for a fee.

Signature: _____ Date: _____