

**REQUEST BY NON-PRISONER SELF-REPRESENTED PARTY
FOR ELECTRONIC NOTICING**

Case Number _____

This form is to be used by a self-represented party when requesting notice of filings be received electronically. The following information is required:

Personal Information

First Name _____ Middle Name _____

Last Name _____

Address _____

City State Zip Code _____

Telephone Number _____

Type of personal computer and related software/equipment required:

- Personal computer running a standard platform such as Windows or Mac OSX
- Internet access (high speed is recommended)
- A Web browser (Microsoft Internet Explorer 7.0 or 6.0 or Mozilla Firefox 2 or 1.5)
- Adobe Acrobat Reader is needed for viewing e-filed documents

E-mail address designated for delivery of court notices:

Note: You must promptly notify the Clerk's Office, in writing, if there is a change in your designated e-mail address to avoid an interruption in this service.

E-mail type:

- HTML – Recommended for most e-mail clients
- Plain Text – Recommended for e-mail accounts unable to process HTML e-mail

By submitting this request form, the undersigned consents to electronic service and waives the right to personal service and service by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2), except with regard to service of a summons and complaint.

When a filing is entered on the case docket, a party who is registered for electronic noticing will receive a Notice of Electronic Filing in his/her designated e-mail account. The Notice of Electronic Filing will allow one free look at the document, and any attached .pdf may be printed or saved. After the free look viewing, a user must have a PACER account to query documents in the case. To register for PACER, a user must complete the on-line form or submit a registration form available on the PACER website <http://www.pacer.gov>.

Date _____ Participant Signature _____

United States District Court

Eastern District of Missouri
Thomas F. Eagleton U.S. Courthouse
111 South 10th Street
St. Louis, Missouri 63102

Nathan M. Graves
Clerk of Court

314-244-7900

NOTICE TO SELF-REPRESENTED NON-PRISONER PARTIES

The United States District Court would like to encourage self-represented parties to take advantage of the option to receive immediate notice of public documents filed in their cases. Notices of electronic filing (NEF) and attached documents related to attorney, pro se and court entries would be transmitted electronically to a non-prisoner self-represented party who selects this option. The self-represented party will continue to file documents with the Clerk's Office in paper form.

Parties who are entitled to documents as part of their legal proceedings receive **one (1)** free copy by email. You may save or print this document the **first** time you view it.

Parties who wish to receive filed documents electronically must have the following:

- Personal computer running a standard platform such as Windows or Mac OSX
- Internet access (high speed is recommended)
- A Web browser (Microsoft Internet Explorer 7.0 or 6.0 or Mozilla Firefox 2 or 1.5)
- Adobe Acrobat Reader is needed for viewing e-filed documents

To request notices of filing electronically, a completed Request by Non-Prisoner Pro Se Party for Electronic Noticing form must be submitted to the Clerk's Office.

IMPORTANT:

Be aware that messages from the district court may go to a "spam" folder if you have not properly entered the court's email address into the address book of your email program. You are responsible for monitoring the "spam" folder if this occurs.

You will receive one "free" look of the document. This free look must be viewed within 14 days. You must only **single-click** the hyperlink, double-clicking will lose the free look. You will have to obtain a copy through PACER and may be charged for the copy. Please visit <http://www.pacer.gov> for billing details.

You must file a notice if your email address changes to ensure your noticing is not interrupted. A docket entry noting undeliverable emails will be entered on the docket of the case when delivery fails. **Paper copies of orders and filings will not be mailed to a party who elects to receive electronic notices.**