

**UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
WESTERN DISTRICT OF NORTH CAROLINA**

ELECTRONIC NOTICING FOR PRO SE PARTIES

By registering for electronic notification, you will be **waiving** your right to receive service of documents by first class mail, according to Federal Rule Civil Procedure 5(b)(2)(E). Instead, you will be sent notices of electronic filing (NEF) via e-mail. In your e-mail mailbox, the notice will come from ncwd_ecf@ncwd.uscourts.gov and the subject will be Activity in Case [xx]-cv-[xxx].

Upon receipt of the notice to your email inbox, you will be allowed **one** free look at the document by clicking on the document number. You should immediately **print or save the document for your records** to avoid future charges. **Your one free look will expire in 15 days from the date the notice was sent.** After the free look is used or expired, the document can be accessed by you through PACER (Public Access to Court Electronic Records); however, you may be charged to view the document. It is recommended that you establish a PACER account by visiting the PACER website at www.pacer.gov, so that you can view, print, and download documents at 24 hours a day for a nominal fee.

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. You must continue to file all documents regarding your case in paper with the Court, either in-person or by mail.

To be eligible you must:

1. Have one or more cases pending in the Western District of North Carolina;
2. Have a valid e-mail address;
3. Not be currently incarcerated;
4. Have regular access to a computer; and
5. Have a case that has been assigned a judge.

If you are eligible and wish to receive electronic notification of court issued documents and understand and agree to the information contained above, complete the attached registration form for each case you are requesting to receive electronic notification for and return the form(s) to the Court as noted.

Note: Electronic notification is NOT eligible for the following:

- Immigration cases
- Social Security cases
- Sealed cases

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PRO SE REQUEST REGARDING ELECTRONIC NOTICE

- ☐ **INITIAL REQUEST:** (Check this box after reading the information below to begin receiving notices of electronic filing).

I understand that I waive my right to receive service of documents by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(E). I understand that I will be sent notices of electronic filing via e-mail only and will no longer receive paper documents by mail. The e-mail address I am providing below is valid and I understand I am responsible for checking it on a regular basis. I will promptly notify the Court if there is any change in my contact information, such as name, address, and/or e-mail address. I understand that electronic notification does not allow me to file documents electronically and does not mean that I can serve documents by e-mail. I must continue to file all documents regarding my case in paper with the Court and serve the opposing party. I understand that I must file this form in each case in which I wish to receive electronic service.

- ☐ **UPDATE TO INFORMATION:** (Check this box to make changes to your email address) I have a new email address as indicated below.

- ☐ **REQUEST TO DEACTIVATE ELECTRONIC NOTICING:** (Check this box to request deactivation of electronic noticing).

I am requesting deactivation of electronic notification to the email address listed below. I understand that by deactivating my account, I will begin receiving all filings via U.S. mail instead of email. I understand that I will continue to receive electronic notices until such time as the Court has deactivated my account.

I have read and understand the applicable section marked above and agree to the terms and conditions as noted. The U.S. District Court for the Western District of North Carolina bears no liability for errors resulting from the information I have provided on this form.

Signature: _____ Date: _____

Printed Name: _____ Case No: _____

Home Address: _____

Email Address: _____

****Return this form via mail or in-person to the appropriate divisional office listed below:**

Charlotte: 401 West Trade Street, Room 1200, Charlotte, NC 28202

Asheville: 100 Otis Street, Room 309, Asheville, NC 28801

Statesville: 200 West Broad Street, Room 304, Statesville, NC 28677