

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK**

**Instructions for Pro Se Registration and Consent for Electronic Service  
of Orders and Notices Issued by the Court in Civil Cases**

It is now possible for you to receive electronic notification of court issued filings in your civil case(s).

**What does electronic notification mean?**

By registering for electronic notification you will be **waiving** your right to receive service of court issued documents such as notices, decisions, opinions, memoranda & orders, orders, judgments and appeal instructions **in paper form by mail**.

Instead, you will be sent notices of electronic filing via e-mail. In your email 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 ‘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) and you may be charged to view the document. It is strongly recommend that you establish a PACER account by visiting the PACER website at [www.pacer.gov](http://www.pacer.gov), so that you can view, print, and download documents at any time for a nominal fee.

Because you will be receiving court-issued documents only in electronic form, you must maintain a valid email address and regularly check your email.

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. Although you will receive electronic notices of what your adversary(s) files, your adversary must still serve you with a paper copy.

**To be eligible you must:**

- (1) not be incarcerated;
- (2) have a valid email address; and
- (3) have regular access to a computer.

It is highly recommended that you establish a PACER account.

Electronic notification is not available in social security or immigration cases.

If you are eligible and wish to receive electronic notification of court issued documents complete the Registration and Consent form for each case you want to receive electronic notifications and return the form(s) to the Court. The form is available on the Court’s website:

[www.nyed.uscourts.gov/forms/all-forms/prose\\_forms](http://www.nyed.uscourts.gov/forms/all-forms/prose_forms)