



Using the Court's Electronic Case Filing System (CM/ECF)

All the filings and information about your case are maintained in the Court's electronic filing system, or CM/ECF. CM/ECF allows attorneys and certain individuals that are proceeding without the assistance of an attorney to file their court documents electronically in CM/ECF. After you have filed your case in the Clerk's Office, you may apply to file electronically through CM/ECF. The Application for a Pro Se Litigant to File Electronically is available in the Clerk's Office or on the Court's [website](#).

In order to apply to file electronically, you will need access to a computer and an ability to convert all of your documents into PDF files. Please visit the Court's [website](#) for more information on filing electronically, including how to convert documents into PDF files.

To be approved to file electronically, you must:

- ❖ Have a pending case in this Court;
- ❖ Have an email address where you will agree to receive service and notices;
- ❖ Mail or deliver the completed application to the Clerk's Office in St. Paul (the Court will not accept applications transmitted electronically or by facsimile).

Please remember that if you are granted electronic filing privileges, you will be agreeing to:

- ❖ Make all of your case filings through CM/ECF;
- ❖ Not receive paper copies of documents filed in your case;
- ❖ Receive electronic service through CM/ECF of notice of all Court Orders and judgments and waive all other forms of service;
- ❖ Receive electronic service through CM/ECF of pleadings and other papers filed by others in your case;
- ❖ Abide by all the Federal Rules of Civil and Criminal Procedure and all Local Rules of this Court; and
- ❖ Abide by all Electronic Filing Rules, which are available on the Court's [website](#). For assistance with CM/ECF and CM/ECF procedures, you may call the CM/ECF Help Desk at (866) 325-4975 or (612) 664-5155.

Filing electronically on CM/ECF does not give you viewing access to your case. It merely allows you to file electronically and receive electronic service. If you would like to view the docket sheet or documents filed in your case, you may use the public terminals in the Clerk's Office or access your case electronically from your computer through PACER (Public Access to Court Electronic Records) for a fee. Information about PACER can be found at <http://pacer.psc.uscourts.gov/>.