



## ELECTRONIC FILING OF DOCUMENTS

Unrepresented litigants may file documents by mailing or hand delivering those documents to the Clerk's Office. Alternatively, unrepresented litigants may apply to file documents electronically through the Court's electronic case filing system, CM/ECF. The application to file electronically can be found on the Court's website, or you may ask for a copy of the application from the Clerk's Office.

To be approved to file electronically, you must have (1) a pending case in this Court; (2) access to a computer and an ability to convert all of your documents into PDF (format); and (3) 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 at the following address:

Warren E. Burger Federal Building and U.S. Courthouse  
316 North Robert Street - Suite 100  
St. Paul, MN 55101

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

- File all documents in your case through CM/ECF;
- Receive electronic service of all documents filed in your case, including court orders;
- Not receive paper copies of documents filed 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 <https://pacer.uscourts.gov/>.