

# United States District Court, Western District of Arkansas

## Pro Se Email Filing Procedures

Pro Se litigants (parties who represent themselves) are permitted to file documents in-person at the Clerk's Office, via U.S. Mail, and via email.

You are advised that even though you are proceeding "pro se" you are still responsible for complying with the Federal Rules of Civil Procedure, the [Local Rules](#) for the Western District of Arkansas, and the Orders of this court.

You **must** follow the instructions outlined in these procedures to submit documents to the Court for filing via email. Failure to comply with the rules may result in the document being rejected by the Clerk.

Pro se civil litigants who are incarcerated, and "Restricted Filers" are not eligible for electronic filing or service.

### **Pro Se Email Filing:**

1. **Must not** be used to initiate a new civil action.
  - a. New civil actions **must** be mailed or hand delivered to the Clerk's Office.
2. **Must** be sent to the [FSM\\_Info@arwd.uscourts.gov](mailto:FSM_Info@arwd.uscourts.gov) email address.
  - a. Email sent to any other @arwd.uscourts.gov email address will not be accepted for filing and will receive no response.
3. **Must** only be used for a pending civil action in the Western District of Arkansas.

### **Document and Email Requirements**

#### **Documents to be filed**

- **must** be scanned or converted to **PDF** format.
- **must** contain all pages combined into one PDF for each document entry.
- **must** contain the pro se litigant's signature, mailing address, telephone number and email address (if applicable) on the main document.
- **must** be clearly labeled (Ex. *Motion, Response*).
  - PDF Exhibits to documents **must** be clearly labeled (Ex. Exhibit A, Exh 1).

#### **Email to the Clerk**

- *Subject line* **must** contain the text "**Pro Se Filing – [case number] Document Title**"
  - EX. Pro Se Filing 25-cv-2005 Motion for Extension of Time.
- *Body* of the email
  - **must** only contain the pro se litigant's name, address, and telephone number.
    - Feel free to provide ***brief*** filing instructions for the Clerk.
  - **must** only contain the PDF document and exhibits/attachments for **one** docket entry.
    - The email ***should not*** contain documents for multiple docket entries.

## **Filing Date**

- Emailed documents received after 5:00 p.m. will be filed the next business day.
  - A document is filed when the clerk applies a file-mark stamp on the document, or when a Notice of Electronic Filing is generated via CM/ECF.

## **Prohibited Submissions**

- Images/photos, audio files, video files, or hyperlinks are **strictly prohibited**.

## **Email Review**

- The Clerk will review the email and the attached documents.
- If the email contents do not comply with these instructions, the Clerk will respond with “Received, Not Filed” in the subject line, and the body will only contain a copy of this guide with the deficiency highlighted.
- Please call 1-833-853-0345 to expedite filing issues.
  - The Clerk **will not** respond to questions via email.

## **Revocation of Email Privileges**

- The Court or the Clerk of Court may revoke email filing privileges if email submissions become unsatisfactory.

## **Service**

- These procedures do not alter the responsibility of the parties to effect service as required by the Federal Rule of Civil Procedure 5.

## **Filing Notifications**

- **Via U.S. Mail** - The Clerk will mail a copy of the Notice of Electronic Filing (NEF) to your physical address.
- **Via email through pacer.gov** – [Pacer](https://www.pacer.gov) allows a party in a case to receive one free copy when the Notice of Electronic Filing is generated.
  - The filer **must** review, complete, sign and date the attached “Consent to Electronic Service” form and **return** it to the Clerk’s Office to receive email filing notifications.

## CONSENT TO ELECTRONIC NOTIFICATIONS

**Full Name (print):** \_\_\_\_\_ **Case No.** \_\_\_\_\_

I consent to receive electronic service of all documents filed in this case via the Court's Case Management Electronic Case Filing (CM/ECF) system.

All notices and electronic filings for the above-captioned case should be sent to me at the email address provided below.

I understand that I will no longer receive paper copies of any documents issued by the court or electronically filed by other parties to this case.

I understand that this consent applies only to the case listed above, and that if I file additional cases in which I would like to receive electronic service of documents, I must file a consent form in each case.

I understand that I will receive a notice of electronic filing by email when the court enters an order, or when a party files a document through CM/ECF. Upon receipt of the notice of electronic filing by email, I will be permitted **one "free look"** at the filed document by clicking on the hyperlinked document number, and I must download the document to my own files to access it again without charge. I understand that the **one "free look"** and opportunity to download the document **will expire** (visit [pacer.gov](http://pacer.gov) for the current document download expiration deadline).

If my email address changes, I must promptly notify the Clerk in writing of my new email address. **It is my responsibility to ensure that the Court has my correct email address so that I receive all filings in a timely manner.**

I must promptly notify the Clerk in writing if I want to withdraw my consent to electronic service. I will include my current address and phone number with my withdrawal notice. I understand that withdrawal of consent will be effective as of the date and time the notice is docketed in my case.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_