

NOTICE FROM THE CLERK

E-Mail Notice When Documents Are Filed In Your Case

**It's easy, it's free and you have access to your documents
as soon as they are filed!!**

1. If you are not represented by an attorney, and
2. You are not currently incarcerated

Starting November 1, 2011 you are eligible to receive notification by e-mail when documents are filed in your case. Receiving documents by mail is still an option, but if you would rather receive them electronically, you must do the following:

1. Sign up for a CM/ECF login and password by completing form G-80 available on the court's website at www.cacd.uscourts.gov
2. Sign up for a PACER login and password by contacting PACER at www.pacer.uscourts.gov or 1-800-676-6856

CM/ECF is the Case Management/Electronic Case Filing system used by the court to send e-mail notices that documents have been filed in your case.

PACER, also known as Public Access to Court Electronic Records, is the website location you go to in order to download documents after you receive e-mail notification from the court.

IMPORTANT NOTICE

If you register for this service, Rule 5 of the Federal Rules of Civil Procedure treats sending you e-mail notices as service upon you of any document that is required to be served on every party in the case. Please note the following:

1. You will no longer receive documents in the mail.
2. If you do not download your document(s) within 14 days of when the court sends the e-mail notice, you **WILL** be charged for looking at the document.
3. This service does NOT allow you to electronically file your documents.
4. This service does NOT mean you can serve your documents via e-mail to the opposing side.