

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**PRO SE APPLICANT ELECTRONIC FILING REGISTRATION FORM**

This form is used to register for an account on the Northern District of Ohio Electronic Filing System (the system). Registered pro se applicants will have privileges to electronically submit documents in a particular case and to view the electronic docket sheets and documents. By registering, pro se applicants consent to receiving electronic notice of filings through the system. The following information is required for registration:

**PLEASE TYPE**

Mr. / Mrs. / Ms. (circle one)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ If appropriate circle one: Senior / Junior / II / III

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Voice Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Internet Mail Address: \_\_\_\_\_

**Pro se applicants seeking to file documents electronically must be granted permission by the Judicial Officer to register and file documents electronically in a particular case pursuant to LR 5.1 and LCrR 49.2**

Date permission granted to register & file documents electronically: \_\_\_\_\_ in case number: \_\_\_\_\_

**By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed. R. Crim. P. 49(b)-(d) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the pro se litigant filing the document(s). Users must protect the security of their passwords and immediately notify the Court if they learn that their password has been compromised by an unauthorized user.**

\_\_\_\_\_  
Signature of Pro Se Applicant

\_\_\_\_\_  
Date

Submit completed Registration Form to: Geri M. Smith, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
801 West Superior Avenue  
Cleveland, OH 44113-1830

Once your registration is complete, you will receive notification by email as to your user id and password needed to access the system. Procedures for using the system will be available for downloading when you access the system via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 1-800-355-8498 if you have any questions concerning the registration process or the use of the electronic filing system.

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The CM/ECF system also requires users to have a separate PACER id and password in order to view documents in the CM/ECF system. PACER accounts can be established through the PACER Service Center:

PACER Service Center  
P.O. Box 780549  
San Antonio, TX 78278  
800-676-6856

For further information on the support services provided by the PACER Service Center, please visit the PACER website at [www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov)

For your information, the Judicial Conference of the United States has established a fee to be collected for access to PACER. All registered individuals will be charged a user fee. Access to dial-up PACER systems will generate a \$.60 per minute charge. Access to web based PACER systems will generate a \$.08 per page charge. Users will NOT incur both per minute and per page charges for a PACER session.

