

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

Electronic Access to Court Documents for People Without Lawyers

Do You Want To Be Notified By E-Mail When A Document Is Filed In Your Case?

Signing up to receive e-mail notification is easy and free – and once you register you will enjoy online access to court orders and other documents in your case as soon as they are filed.

Are You Eligible To Register For This Service?

You may register to receive notification by e-mail when documents are filed in your case if you:

1. Have one or more cases pending in the Central District of California;
2. Are not represented by a lawyer; and
3. Are not currently incarcerated.

Do You Have To Register For This Service?

Registration is optional – if you do not register to receive e-mail notification, you will continue to receive paper copies of documents filed in your case. Since your paper copies are sent to you through the mail, however, you may not find out that the court has issued an order in your case as quickly as you would if you had signed up for e-mail notification.

How Do You Register For This Service?

To receive e-mail notification of filings, you must do two things:

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/e-filing/people-without-lawyers); AND
2. Sign up for a PACER login and password (by contacting PACER at www.pacer.gov or 1-800-676-6856).

What Is CM/ECF? What Is PACER?

CM/ECF is the Case Management/Electronic Case Filing system used by the court to file and store documents online, and to send e-mail notices alerting people that documents have been filed in their cases. **PACER** (short for "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. Though related, they are two separate computer systems, and you must have a login and password for each system.

➔ IMPORTANT NOTICE ➔

If you register for this service, you are consenting to receive notice of filings by e-mail, with the ability to access documents online, **instead of receiving paper copies of documents in the mail**. Please also note that:

1. If you do not download your document within 14 days of the date the e-mail notice is sent to you, **you will be charged** for looking at the document.
2. You will be able to access your document ONE TIME for free, but you must download or print the document the first time you view it. **You will be charged** for accessing the document a second time.
3. You will NOT be able to file your documents electronically.
4. You will NOT be able to serve your documents via e-mail to the opposing side.
5. You MUST inform the Court immediately of any change in your e-mail address.