

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS

**ECF REGISTRATION FORM - PRO SE**

To register for an account on this Court's Electronic Case Filing System (ECF), please complete the following information:

[PLEASE TYPE]

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

Last Name: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ Primary e-mail address: \_\_\_\_\_

(Pro se party individual e-mail for purposes of receipt and confirmation of password information)

Fax Number: \_\_\_\_\_ Secondary e-mail address: \_\_\_\_\_

(For purposes of ongoing notices of filing, e.g. central repository, secretary)

**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)(2)(D) and Fed. R. Crim. P. 49(b) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the pro se party filing the documents. Pro se parties must protect the security of their passwords and immediately notify the Court if they learn that their password has been compromised. The undersigned acknowledges that misuse of the password or violations of the Administrative Procedures for controlling electronic filing may subject the undersigned to sanctions pursuant to Fed. R. Civ. P. 11. Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed Registration Form to:

Pamela E. Robinson, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
600 E. Monroe St  
Room 151  
Springfield, IL 62701  
(217) 492-4020

\_\_\_\_\_  
Login name sent via e-mail. Password will be sent via separate e-mail after confirmation of receipt of login name. Contact any of our divisional offices with questions concerning registration or ECF.

<b>COURT USE ONLY:</b>	
<b>E - Filing Login Assigned:</b> _____	
<b>E - Filing Password Assigned:</b> _____	
_____	
<input type="checkbox"/> Pro se Party e-mail record updated	<input type="checkbox"/> Password e-mailed to pro se party
<input type="checkbox"/> Confirmation e-mail with login sent	<input type="checkbox"/> Copy of form mailed to pro se party