



UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF MISSISSIPPI
Pro Se (Non-Prisoner) Notice Regarding
Consent to Receive Documents and Notices of Electronic Filing by Email

Notice Regarding Consent to Receive Documents and Notices of Electronic Filing by Email

The United States District Court for the Northern District of Mississippi offers pro se parties the option to receive immediate notice of public documents filed in their cases. Notices of electronic filing (NEF'S) and attached documents for attorney, pro se and court entries would be transmitted electronically to a non-prisoner pro se party who selects to consent to this option. Any litigant who elects to receive this service will no longer receive paper copies of filings by mail.

Note: The pro se party must continue to file their documents with the Clerk's Office in paper form.

Parties who are entitled to documents as part of their legal proceedings receive **one (1)** free copy by email. You may save or print this document the **first** time you view it. Parties who wish to receive filed documents electronically must have the following:

- Personal computer running a standard platform such as Windows or Mac OSX
- Internet access (high speed is recommended)
- A Web browser (Microsoft Edge or Mozilla Firefox)
- Adobe Acrobat Reader is needed for viewing e-filed documents

To request notices of filing electronically, a completed *Pro Se (Non-Prisoner) Consent to Receive Documents and Notices of Electronic Filing by Email (Form 6)* must be submitted to the Clerk's Office.

IMPORTANT:

Messages sent to Yahoo or AOL accounts are frequently found in the spam folder until the court is added to your address book. You will receive one "free" look of the document. This free look must be viewed within 14 days. You must only **single-click** the hyperlink, double-clicking will lose the free look. You will have to obtain a copy through PACER and may be charged for the copy. Please visit <http://www.pacer.gov> for billing details.

As with your mailing address, you must notify the Court in writing if your email address changes, or if you wish to cancel email notification and receive documents and notices by U.S. Mail.



Technical Guide for Using Notices of Electronic Filing (NEF's) and Accessing Free Looks of Court Documents and Notices By Email

Overview

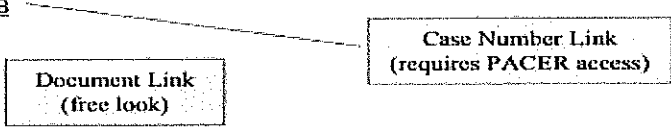
An emailed Notice of Electronic Filing (NEF) is automatically generated by the court's system for every event docketed in CM/ECF, including sealed events. The NEF identifies the date and time of filing, case name, case number, filer, document number, docket text, e-mail recipients and case participants who do not receive electronic notice. When one or more documents are attached to the event, the NEF also displays the document description and electronic document stamp. Pro se parties that consent to email notification are permitted to view PDF (portable document files) documents filed in their case without charge on a one-time basis. The "free look" is available only: to consenting case participants, through email generated by CM/ECF, on a one-time basis, for 15 days.

Sample Notice of Electronic Filing

Notice of Electronic Filing

The following transaction was entered by Attorney, One on 5/29/2015 at 3:16 PM EDT and filed on 5/29/2015

Case Name: SMITH v. JONES
Case Number: 1:15-cv-00001-TWP-TAB
Filer: JOHN SMITH
Document Number: 16



Docket Text:
NOTICE of Appearance by One Attorney on behalf of Plaintiff JOHN SMITH. (Attorney, One)

1:15-cv-00001-TWP-TAB Notice has been electronically mailed to:

One Attorney oattorney@sample.com, secondary@sample.com

Two Attorney tattorney@example.com, seconrdary@example.com

Free Looks

While the main document and all attachments are available for free, access to the docket sheet is not free. Clicking on the Case Number hyperlink in the NEF prompts the user for a PACER login to access the docket sheet. If you log into PACER, additional fees may apply. Use a single left click on the Document Number hyperlink to bypass the PACER login screen for one free look at the document. DO NOT DOUBLE CLICK THE LINK. Once a "free look" has been used by the recipient, any subsequent electronic access to the document(s) will prompt for a PACER login (fees may apply). **For this reason, recipients are encouraged to save or print the PDF documents and the NEF.** You cannot forward an email to obtain additional free looks. Once the document has been accessed through the hyperlink, there are no additional free looks.

IMPORTANT NOTE: Some NEF's for court issued EO's (text-only orders) and Notices of Hearing may only include important Docket Text. The Document Number will usually be the color black and will not be underlined. In this case, there is no hyperlink to PACER or pdf document attached, print or save the NEF for your records.

Sealed Documents and Locked Transcripts

Access to sealed documents and locked transcripts are only viewable to court users. Parties to the case will continue to receive NEF's, however a free look is not permitted. You will continue to receive sealed documents in paper form to your address of record. Transcripts are locked for 90 days after filing and must be purchased through the court reporter. Locked transcripts may be viewed on the public terminals located in the clerk's office free of charge, but they cannot be printed until the restriction is lifted. Some civil case types, such as Social Security Appeals and Immigration cases are always sealed and not available on PACER.

Pacer Information

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from federal appellate, district and bankruptcy courts at \$0.10 per page. The cost to access a single document is capped at \$3.00, the equivalent of 30 pages. The PACER service center bills quarterly however, fees are waived when usage is less than \$30.00 for the quarter. There is no cost to register. Complete the online PACER registration form via PACER.gov.

Clerk's Office Help Desk

If you are still unable to access your free look after attempting the following recommendations, please contact the clerk's office at 662-234-1971. The clerk's office can verify your email address and regenerate the NEF if necessary.

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF MISSISSIPPI**

**Pro Se (Non-Prisoner)
Consent & Registration Form to Receive Documents Electronically**

Pursuant to Fed.R.Civ.P. 5(b), and Fed.R.Civ.P. 77(d), L.U.Civ.R. 5(c) and the Court's Administrative Procedures for Electronic Case Filing, documents may be served through the court's transmission facilities by electronic means. Documents that are not permitted to be served electronically are pleadings that are to be served with process under Fed.R.Civ. P. 4.

I _____ hereby consent to receive service of documents and notice of electronic filings via the Court's electronic filing system to the extent and in the manner authorized by the above rules and waiving the right to receive notice by first class mail pursuant to Fed.R.Civ.P. 5(b)(2)(D) and Fed.R.Civ.P. 77(d).

I will promptly notify the Court if there is a change in my personal data, such as name, address, and/or e-mail address. I will promptly notify the Court to request cancellation of electronic service.

Litigants who have consented to receive documents electronically will be sent a **Notice of Electronic Filing (NEF)** via e-mail. Upon receipt of the notice, they are permitted one "free look" at the document by clicking on the hyperlinked documents. The one "free look" will expire 15 days from the date the notice was sent. After the "free look" is used or expires, the document can only be accessed through PACER (Public Access to Court Electronic Records.) It is recommended that litigants establish a PACER account. This can be accomplished by visiting the PACER website at www.pacer.gov. PACER is an automated system that allows an individual to view, print, and download documents for a fee.

My e-mail address is : _____

My case number is: _____

Signature of Litigant

Mailing Address

City, State, Zip Code

Telephone Number

Date: _____

Mail or hand deliver this form to the Clerk, U.S. District Court at 911 Jackson Avenue,
Room 369, Oxford, MS 38655.