

**UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT**

v.	Case No. _____
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**Motion for Permission to File Electronically and Consent to
Electronic Service**

I, _____, am representing myself in this case. I am asking the court for permission to file documents electronically through the court's Electronic Case Filing system, called "ECF." I also agree to receive other parties' filings and court documents only by email. By signing this motion, I confirm the following:

PACER Account and Tenth Circuit Registration

- I already have an upgraded PACER account and am registered to e-file in the Tenth Circuit; or
- If the court grants this request, I will promptly follow these [instructions](#) to set up an upgraded PACER account and register to e-file in the Tenth Circuit.

Software to View and Create PDF Files

- I have access to Adobe Acrobat or another program that lets me view and create PDF files; and
- I understand that every document I file electronically must be in PDF format.

Email Access and Keeping My Email Address Updated

- I have an email account that I check regularly. This is where the court and other parties will send me filings and documents.

- It is my responsibility to make sure my email address is always kept up to date in ECF.

Agreeing to Receive Documents by Email (Electronic Service)

- I understand that:
 - Registering for e-filing means I agree to receive other parties' filings and court documents only by email, sent to the address I entered in ECF.
 - These emails are called “Notices of Docket Activity” (NDAs).
 - Each NDA contains a link to the document being sent.
 - The link gives free access to the document only one time.
 - I must print or download and save the document the first time I open the link. If I don't, I will have to pay to get it again through PACER.
 - The court will not give me another free copy if I miss my one chance to print or save it.
 - It is my responsibility to make sure these emails don't accidentally get caught by my spam or junk mail filters.

Electronic-Filing Permission Applies Only to This Case

- I understand that permission to e-file, if granted, applies only to this case. If I have other cases, I must file a separate request for each one.
- Until this motion is granted, I will keep receiving other parties' filings and court documents by mail, in paper form.

Date: _____

Signature: _____

Printed Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

CERTIFICATE OF SERVICE

I certify that:

This document was served electronically via the court's Electronic Case Filing (ECF) system on all other parties to this case because they are either represented by counsel or have consented to electronic service; or

I served this document on the following parties who were not served electronically via the court's Electronic Case Filing (ECF) system because they are not represented by counsel and/or have not consented to electronic service.

Party Name	Address	Method of Service

Date: _____

Signature: _____

Printed Name: _____