

Email Filing Procedures for Unrepresented Parties

Unrepresented parties, also known as pro se parties, are permitted to file documents in-person at the Clerk's Office, by U.S. mail, or by email at: dcd_intake@dcd.uscourts.gov

Emailed documents must comply with the following criteria:

1. Include the filer's name, address, and telephone number.
2. Be signed with an original signature (/s/ [Name] is not permitted).
3. Include a case number and judge's initials.
4. Be attached to the email in PDF format (.docx, .jpeg, .png, and imbedded links to documents in the cloud or an external drive are not permitted).
5. Be saved using clear and simple file names.
6. Include a detailed description of what is being filed in the body of the email.
7. For new cases, include PRO SE FILING – NEW CASE in the email's subject line.
8. For existing cases, include PRO SE FILING – [case number] in the email's subject line.

A new civil case must include the following to be assigned a case number:

1. [Complaint](#) or Petition
2. New case filing fee (\$405) OR [Application to Proceed Without Prepayment of Costs](#)
3. [Civil Cover Sheet](#)

Additionally, when filing via email, pro se parties must note the following:

1. Submit documents by either email OR mail; do not do both.
2. **Do not submit your document until it is final and ready to be filed.** Once submitted, we must file the document in your case and it cannot be replaced. Further resubmissions and/or multiple corrections will also be filed, resulting in duplicate filings, confusion, and clutter on the docket.
3. **The above email address is for filing purposes only.** It is not to be used for corresponding with parties or judges.
4. The actual email will not be filed. Only PDF documents sent from and signed by a pro se party, **and attached to the email**, will be filed in the case.
5. If submitting exhibits separately or later in a case, they must be accompanied by a signed [Notice of Filing](#) that identifies what they are exhibits to.
6. These filing procedures do not change or replace the requirement of the parties to effect service as required by Federal Rules of Civil Procedure 4 and 5.
7. Emailing documents to the Clerk's Office is not the same as electronic filing ("e-filing"). Pro se parties who wish to e-file directly in CM/ECF must file a motion in each relevant case pursuant to Local Civil Rule 5.4(b)(2).