

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

ECF Registration Information

Electronic Case Filing “ECF” or “e-filing” is mandatory for all civil cases in this Court in which a party is represented by an attorney. Please refer to Civil Local Rule 5-1 for the Court’s rules pertaining to electronic filing.

Parties who are representing themselves pro se (without attorney representation) are not required to e-file. Effective May 1, 2020, and until further notice, pro se litigants with existing cases before this court may register to become ECF users and may file documents electronically without first obtaining a judge’s permission. Initial complaints and other case-opening documents must still be filed manually or by mail/private carrier.

Please review and attend to the following important notes and tasks:

- Serve this ECF Registration Information Handout on all parties in the case along with the complaint or removal notice and the other documents generated by the court upon filing.
- If not already registered, each attorney in the case must register to become an e-filer at cand.uscourts.gov/ECF. Your ECF registration is valid for life in this district; please do not register more than once.

IMPORTANT NOTICE: by signing and submitting to the court a request for an ECF user ID and password, you consent to entry of your email address into the court’s electronic service registry for electronic service on you of all e-filed papers, pursuant to rules 77 and 5(b)(2)(d) of the Federal Rules of Civil Procedure.

- If you are a party and do not have an attorney and would like to e-file in the case, please visit cand.uscourts.gov/ECF/proseregistration for instructions and information.
- Access dockets and documents using your PACER (Public Access to Court Electronic Records) account. If your firm already has a PACER account, please use that account. It is not necessary to have individual PACER accounts for each user in your office. To set up an account, visit: pacer.gov or call (800) 676-6856.

Instructions and tips for e-filing and other information are available at cand.uscourts.gov/ECF.