

IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF OHIO

\_\_\_\_\_  
Plaintiff,

Case Number: \_\_\_\_\_

vs.

Judge: \_\_\_\_\_

\_\_\_\_\_  
Defendant.

MOTION BY PRO SE LITIGANT TO RECEIVE SERVICE  
BY EMAIL THROUGH THE ELECTRONIC CASE FILING SYSTEM

As a party in the above-captioned matter, I, \_\_\_\_\_,  
respectfully request permission from this Court to receive service by email through the Electronic Case  
Filing (e-filing) System (CM/ECF) in this case. I understand that:

- If this motion is granted, I will receive notices and documents only by e-mail in this case and not by regular mail;
- I understand that failure to keep my email address current may result in dismissal of my case or other adverse consequences;
- Access to CM/ECF for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") System and I will go to <http://www.pacer.gov> to setup an account;
- Individuals who receive a notification of electronic filing (NEF) are permitted to view the document one time at no cost by clicking on the associated hyperlinked document number embedded in the NEF;
- The Court strongly urges me to electronically store the NEF and associated pleadings for future access as subsequent retrieval of the case docket sheet and pleadings is subject to applicable PACER fees.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Pro Se

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

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

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_