



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF HAWAII  
Pro Se (Non-Prisoner) Electronic Filing of Court Documents using CM/ECF (E-FILE)

**NOTICE REGARDING ELECTRONIC FILING OF COURT DOCUMENTS USING  
CM/ECF (E-FILE) Pro Se (Non-Prisoner)**

After filing a new civil action, or making a first appearance in a case, a non-incarcerated pro se litigant (that is, someone who is a party to a court case but is not represented by a lawyer and is currently not in custody) may seek the Courts permission to file documents electronically (e-file), using the Courts Case Management/ Electronic Filing System (CM/ECF).

In order to e-file, you must first demonstrate to the Court that you meet the technical requirements necessary to gain access to CM/ECF, and then submit your documents for permission to file electronically. Once you register for e-filing you will only receive notices and documents by email, not by U.S. Postal Service.

**NOTE: CM/ECF only accepts document for filing in Portable Document Format (PDF).**

Please review and follow the steps below:

**STEP 1: DETERMINE IF YOU MEET THE TECHNICAL REQUIRMENTS REQUIRED TO E-FILE**

**You Must have the following:**

- Access to a computer with internet access,
- A personal e-mail account, to receive notices of electronic filing (NEF's),
- A word-processing program to create documents,
- A scanner or PDF reader to convert word documents into PDF format and;
- Access to a printer or copier to provide (2) required mandatory chambers copies in paper.

**STEP 2: REGISTER FOR A PACER ACCOUNT**

You must have a pacer account in order to view your case docket sheet, receive NEF's, and view documents. If you already have a PACER account, *see* **STEP 3**. If not, visit the PACER website ([www.pacer.gov](http://www.pacer.gov)) or, call the PACER Service Center at (808) 676-6856 to register for a new account.

**STEP 3: ASK PERMISSION FROM THE JUDGE ASSIGNED TO YOUR CASE**

You must file an application for permission to e-file (Form 14?) in each of your cases. **The application must be filed in paper.** If the judge DENIES your application, you will not be able to e-file. If the judge grants your application, *see* **STEP 3**.

**STEP 4: REVIEW THE COURT'S ONLINE TUTORIALS**

Before attempting to e-file any documents in your case, you are required to review the online Computer Based Training Modules provided on the Court's website [www.hid.uscourts.gov](http://www.hid.uscourts.gov) These online tutorials were developed for attorneys; however, most of them are applicable to pro se litigants who have been granted permission to e-file using CM/ECF.

**STEP 5: SUBMIT YOUR CM/ECF REGISTRATION FORM**

Once the judge grants you permission to e-file, you must complete the Court's CM/ECF Registration Form to activate your e-filing privileges, and to obtain credential to access the Court's filing system. This must be done within five (5) days of receiving the order. Your CM/ECF log in and password will be e-mailed to you.

For additional guidance, frequently asked questions, forms, and rules: please visit [www.hid.uscourts.gov](http://www.hid.uscourts.gov), *see*