



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 REQUIREMENTS 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* **STEPS 4 and 5**.

### 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: CREATE A NEW REQUEST FOR NON-ATTORNEY/E-FILE REGISTRATION IN PACER

Once the judge grants your permission to e-file, you must complete the steps for e-filing registration using your PACER account. Using this link, follow the instructions for [Non-attorney Filers for CM/ECF](#) on PACER, to register for access to e-file.

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

