
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

(List the full name(s) of the plaintiff(s)/petitioner(s).)

_____ CV _____

-against-

**Motion for Permission for
Electronic Case Filing**

(List the full name(s) of the defendant(s)/respondent(s).)

I respectfully ask the Court for permission to participate in electronic case filing (“e-filing”) in this case. I affirm under penalty of perjury that:

1. I have reviewed the Court’s Electronic Case Filing Rules & Instructions, available at <http://nysd.uscourts.gov/ecf/ECF%20Rules%20Revision%20031714.pdf>, and agree to abide by them.
2. I completed the Court’s CM/ECF introduction course¹ on _____ .
3. I understand that once I register for e-filing, I will receive notices and documents only by e-mail in this case and not by regular mail.
4. I understand that if I am granted permission to participate in e-filing, I must file my documents electronically and I may not submit documents to the Pro Se Intake Unit for scanning and docketing.
5. I understand how to convert a document to PDF-A format.
6. I have regular access to the technical requirements necessary to e-file successfully:

a computer with internet access and a word processor

type of computer I will be using: _____

type of word processor I will be using: _____

¹ You may register for the course on the Court’s website: http://nysd.uscourts.gov/ecf_training.php.

- an e-mail account (on a daily basis) to receive notifications from the Court and notices from the e-filing system
- a scanner to convert documents that are only in paper format into electronic files

scanning equipment I will be using: _____

- a PDF reader and a PDF writer to convert word-processing documents into PDF format, the only electronic format in which documents can be e-filed

version of Adobe Acrobat or other PDF reader and writer that I will be using:

- a printer or copier to create required paper copies such as chambers copies.

7. I understand that I must regularly review the docket sheet of the case so that I do not miss a filing.

8. I understand that if my use of the ECF system is unsatisfactory, my e-filing privileges may be revoked, and I will be required to file documents in paper.

Dated

Signature

Name (Last, First, MI)

Address City State Zip Code

Telephone Number

E-mail Address