

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

<p>Plaintiff,</p> <p>-against-</p> <p>Defendant(s).</p>
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Docket Number:

**Motion for Permission for  
Electronic Case Filing**

As the (Plaintiff/Defendant) *pro se* \_\_\_\_\_ in the above-captioned matter, I respectfully ask the Court for permission to participate in electronic case filing (“e-filing”) in this case. I hereby affirm that:

1. I have reviewed the requirements for e-filing and agree to abide by them.
2. I have completed the Court’s CM/ECF introduction course.
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 e-mail is not foolproof, and therefore, I must regularly review the docket sheet of the case so that I do not miss a filing.
5. I have regular access to the technical requirements necessary to e-file successfully:

A computer with internet access;

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;

A printer or copier to create to create required paper copies such as chambers copies;

A word-processing program to create documents; and

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.

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

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

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

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

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

E-mail Address: \_\_\_\_\_

So Ordered:

\_\_\_\_\_  
U.S. District Judge / U.S. Magistrate Judge