

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

**Instructions for *Pro Se* Parties Seeking
to Obtain an ECF Login and Password**

Pursuant to General Order 22, Section 12.1, a non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion to obtain an Electronic Case Filing (ECF) login and password on a form prescribed by the Clerk's Office. The ***Pro Se* CM/ECF Registration Form** shall be submitted with the motion. If during the course of the action an attorney appears on behalf of the *pro se* party, the clerk's office shall terminate the *pro se* party's registration based upon the attorney's appearance.

This packet includes the form motion that must be used by *pro se* litigants seeking permission of the court to file electronically. It also includes the registration form that must be filed with the clerk's office to obtain a login and password for ECF (to be submitted with the motion to file electronically).

Before filing a motion to obtain an ECF login and password, please take a moment to review the systems requirement section of the motion and the other matters to which you will be required to agree and/or certify as part of the registration process.