

**UNITED STATES DISTRICT COURT  
DISTRICT OF UTAH**

**EMAIL FILING AND NOTIFICATION FORM  
FOR UNREPRESENTED PARTIES**

By completing this form and attaching it to a motion under DUCivR 5-1, unrepresented (pro se) parties may request to file documents, to receive notification of case activity, and to be served by email in a case in which they are a party. A copy of the form motion is available at [www.utd.uscourts.gov](http://www.utd.uscourts.gov). The primary email address will be added to the case docket. Please review carefully before signing.

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\_\_\_\_\_  
**Name - First                      Middle                      Last**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**City, State, and Zip Code**

\_\_\_\_\_  
**Telephone**

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By signing this form, I understand that:

- I must register with Public Access to Court Electronic Records (PACER) at <http://www.pacer.gov> to view case information and documents.
  - I will receive notice of all case activity from the court by email.
  - When I receive a Notice of Electronic Filing (NEF) from the court, I will need to click on the document number hyperlink to view the document.
  - Within 30 days of receiving the NEF, I will not be charged a fee the first time I view a document by clicking the hyperlink. I should print and/or save the document for future use to avoid being charged a fee by PACER.
  - After 30 days or after the first use of the hyperlink, I will need to login to PACER to access the document, and PACER may require that I pay a fee.
  - I will receive by email all items required to be served under Fed. R. Civ. P. 5(a) and 77(d). This electronic notice will constitute service as required by those rules.
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Email Address(es):

- Primary email address: \_\_\_\_\_
  - Secondary email address (optional): \_\_\_\_\_
- 

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

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

After the court grants your motion and processes this form, you will receive notices in your case by email. Please call the clerk's office at 801-524-6106 if you have questions concerning email filing and notification.