



E-FILEING: USING THE COURT'S ELECTRONIC CASE FILING SYSTEM (CM/ECF) AND PACER

What is CM/ECF?

All of the filings and information about a case are maintained in the Court's electronic case filing system, or CM/ECF.

What is e-filing?

Electronic filing, or e-filing, is the process of using the Internet to file documents from your computer. E-filing offers many advantages, including convenient access to Court records, elimination of postage expenses, and less administrative work.

Am I required to e-file?

Attorneys are required to file documents electronically via CM/ECF. Pro se litigants are not required to e-file, but may do so one of two ways:

1. Pro se litigants may file documents electronically through the Court's Pro Se Electronic Filing Portal. Information regarding the Pro Se Electronic Filing Portal can be found on the Court's website at this address: <https://www.tnmd.uscourts.gov/pro-se-electronic-filing-portal>.
2. Pro se litigants may also file a motion with Court requesting permission to file via CM/ECF.

What are the technical requirements for e-filing?

You must have access to:

- A computer, reliable internet access, and valid e-mail address you check frequently to receive notifications from the Court.
- A scanner to scan documents that are only in paper format (like exhibits).
- A word-processing program to create your documents (such as Microsoft Word).
- A .pdf reader and a .pdf writer which enable you to convert word processing documents into .pdf format. Only .pdf documents are accepted for e-filing. Adobe Acrobat is the most common program used. The reader (Adobe Acrobat) is free, but the writer is not. Some word processing programs come with a .pdf writer already installed.

How do I receive permission to e-file?

To file documents via CM/ECF, you must file a motion for permission to file via the CM/ECF system. If you receive permission to file via CM/ECF in one case, that does not mean the Court gives you permission to file via CM/ECF in another case. You must seek permission by the Court to file via CM/ECF in each case.

Permission is not required to file documents electronically through the Court's Pro Se Electronic Filing Portal.



If I receive permission to e-file via CM/ECF, what am I required to do next?

You must register for a PACER account.

What is PACER?

PACER stands for “Public Access to Court Electronic Records.” It is a service of the United States Courts.

How do I register for PACER?

To register for a PACER account, you can sign up online at: <https://pacer.uscourts.gov/register-account/non-attorney-filers-cmecf>.

Once you establish a PACER account, you must complete the electronic filing registration request in PACER to file in the Middle District of Tennessee.

Does PACER cost me anything?

There is a small fee to view documents in PACER.

Is training available?

Yes. Training videos are available for both CM/ECF and the Pro Se Electronic Filing Portal.

- CM/ECF training videos can be found on the Court’s website at this address: <https://tnmd-admin.jdc.ao.dcn/case-info/cm-ecf-case-info>.
- Pro Se Electronic Filing Portal training video can be found on the Court’s website at this address: <https://www.tnmd.uscourts.gov/pro-se-electronic-filing-portal>.

If you receive permission to file via CM/ECF, you are required to watch the CM/ECF training videos provided.

Please call the Help Desk at 615-695-2888, if you have any questions.

Now that I’ve completed my e-filing training, what can I access?

If the Court permits you to file via CM/ECF and you view the training videos, you will be permitted to file documents in your case and view case dockets and documents through the PACER website.

Although a PACER account is not required to file via the Pro Se Electronic Filing Portal, signing up is recommended so you can view the case docket.

Does PACER cost me anything?

PACER does not charge a fee to view the docket. It does charge a small fee to view and download documents. The current cost is \$0.10 per page, but you will not be charged more than \$3.00 per document.



What if I have questions about CM/ECF?

The ECF Help Desk can help answer your technical questions, but will not be able to help you file. You can reach the Help Desk at 615-695-2888. The Help Desk will answer your questions from 8:00 am to 5:00 pm, Monday – Friday.

What if I have questions about PACER?

If you have problems with your PACER account, please call the PACER Service Center at (800) 676-6856. The Court can help you with ECF questions, but cannot help with problems with your PACER account.