

United States District Court
Western District of Kentucky



**RECEIVE E-MAIL NOTICE OF AND ELECTRONIC ACCESS TO
DOCUMENTS FILED IN YOUR CASE**

If you are representing yourself in a case pending before this Court and are not presently incarcerated, you are eligible to receive notification by e-mail when documents are filed in your case. This service is free of charge and provides you with access to your documents as soon as they are filed.

If you choose to receive documents filed in your case electronically, rather than by mail, you must do the following:

1. Sign up for a CM/ECF login and password by completing the “Registration to Receive Documents Electronically” available on the court’s website at www.kywd.uscourts.gov¹, and
2. Sign up for a PACER login and password by contacting PACER at www.pacer.uscourts.gov or 1-800-676-6856. You will need a credit card to establish a PACER account².

CM/ECF is the Case Management/Electronic Case Filing system used by the Court to send email notices that documents have been filed in your case. PACER, also known as Public Access to Court Electronic Records, is an electronic public access service that allows users to obtain case and docket information from the federal courts.

If you register for this service, Rule 5 of the Federal Rules of Civil Procedure treats sending you e-mail notices as service upon you of any document that is required to be served on every party in the case. Once you register, keep the following in mind:

- You will no longer receive documents in the mail. If you want a copy of the document, you **MUST** print it yourself.
- You will receive an email that will contain a hyperlink that will give you one “free look” at the document filed. PLEASE NOTE, you must **single click** the hyperlinked document number in order to get your free look. If you double click the document number, your free look is lost.
- If you do not download your document(s) within 15 days of when the court sends the e-mail notice, you **WILL** be charged for looking at the document.
- This service does NOT allow you to file your documents electronically or to serve your documents via e-mail to the opposing side. You **MUST** send the opposing side a paper copy of all documents you file with the court.
- Sealed documents and documents in sealed cases are required to be served in paper.

For additional questions regarding the receipt of documents electronically, please contact the Electronic Case Filing Help Desk at (866) 822-8305.

¹ Once a signed copy of the registration form is received, a login and password will be assigned to you by e-mail within three (3) business days.

² By Judicial Conference policy, if your usage of PACER does not exceed \$15 in a quarter, fees for that quarter are waived, effectively making the service free for most users.