

## Service of Electronically Filed Documents

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### Introduction

When a document is filed in the court's Electronic Case Filing (ECF) system, a Notice of Electronic Filing (NEF) is automatically generated and sent to Filing Users and Pro Hac Vice (PHV) Participants at the e-mail addresses provided by them. This includes primary and secondary e-mail addresses.

NOTE: It is the Filing Users' and PHV Participants' responsibility to keep all e-mail addresses current.

Paper service is required for pro se litigants. (*See below.*)

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### Electronic Service

The NEF email includes a hyperlink to the document number for the referenced filing. Click once on the hyperlink to access the document. This provides a "free look" at the document. Save the document immediately so that it will be available in the future.

NOTE: Subsequent retrieval of the case docket sheet and documents from ECF must be made through PACER and are subject to fees.

The hyperlink to access the document will expire after the earlier of: (1) the first use; or (2) 15 days from transmission of the NEF. Any attempt to access the hyperlink after it has expired will require PACER access and will be subject to fees.

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## **Paper Service When Required**

Pro Se litigants must be served with a paper copy of filings made in ECF. A printed copy of the NEF must be included with the documents served. Proof of such service must be electronically filed with the court within one (1) business day after the electronic filing of the document (as shown on the NEF).

NOTE: The NEF lists attorneys who have received electronic service and any pro se parties who have not been served the NEF electronically.