

**PRO SE FILER/LITIGANT CONSENT AND REQUEST FORM REGARDING ELECTRONIC SERVICE OF DOCUMENTS**

In accordance with the Court's 'Administrative Procedures for Electronic Case Filing' (which appear in Appendix A to the Local Rules of Bankruptcy Procedure of the United States Bankruptcy Court for the District of Connecticut), this form is to be used by a *Pro Se* Filer/Litigant who consents to the electronic service of Notices and Orders issued by the Court and consented to the electronic service of documents filed by CM/ECF Filers, including attorneys. This form may be filed in a bankruptcy case or an adversary proceeding. A separate form must be filed in each bankruptcy case and each adversary proceeding for which electronic service of documents is requested.

**INFORMATION ABOUT THE CASE FOR WHICH YOU WISH TO RECEIVE ELECTRONIC SERVICE OF DOCUMENTS:**

Pro Se Filer's/Litigant's Name: \_\_\_\_\_

Name/Title of Bankruptcy Case (Debtor(s)): \_\_\_\_\_

Bankruptcy Case Number: \_\_\_\_\_

Adversary Proceeding Number: \_\_\_\_\_

Name of Adversary Proceeding Plaintiff: \_\_\_\_\_

Name of Adversary Proceeding Defendant: \_\_\_\_\_

**INFORMATION ABOUT YOUR MAILING ADDRESS**

Fill in your mailing address as it appears on the petition or pleading in the bankruptcy case or adversary proceeding:

\_\_\_\_\_  
[Street address, Street Name, Apt. No.]

\_\_\_\_\_  
[City State Zip Code]

Home Phone Number or Cell Phone: \_\_\_\_\_

**I. CONSENT TO ELECTRONIC SERVICE OF NOTICES AND ORDERS ISSUED BY THE COURT AND ELECTRONIC RECEIPT OF PLEADINGS BY CM/ECF FILERS AND USERS.**

[Complete this section if you consent to electronic service of documents filed in the bankruptcy case and/or adversary proceeding listed above, instead of receipt by U.S. Mail.]

I, \_\_\_\_\_, hereby consent to and request for the electronic service of all Notices and Orders issued by the Court and electronic service of all pleadings and documents filed in the bankruptcy case and/or adversary proceeding listed above at the e-mail address I have provided in this form.

**NOTE:** A separate form must be filed for each bankruptcy case and each adversary proceeding for which electronic receipt of documents is requested.

**NOTE:** A Summons and Complaint must be served in accordance with Federal Rule of Bankruptcy Procedure 7004 and a Subpoena must be served in accordance with Federal Rule of Civil Procedure 45 and Federal Rule of Bankruptcy Procedure 9016, and not via electronic means.

**FILL IN YOUR E-MAIL ADDRESS:**

Enter your e-mail address in the blocks below - Only one e-mail address is permitted.

Use capital letters only


**By providing consent above and signing this form, I agree to the following:**

1. My e-mail address will be part of the public record.
2. My consent to electronic (e-mail) service of notices and orders issued by the Court and/or service of documents by CM/ECF Filers constitutes **proper service** made by a party filing any document in a bankruptcy case or adversary proceeding pursuant to D. Conn. L. Civ. 5, D. Conn. Bankr. R. 1001-1(b) and the Court’s Administrative Procedures for Electronic Filing, which appear in Appendix A to the Local Rules of Bankruptcy Procedure of the United States Bankruptcy Court for the District of Connecticut.
3. I understand that consent to electronic (e-mail) service of Notices and Orders issued by the Court and electronic service of all documents filed by CM/ECF Filers and Users will result in electronic service instead of service through the United States Mail. I understand that I will not receive service through the United States Mail.

4. I understand that this form must be completed, signed, e-mailed to the Court, and approved through order before my consent to electronic service of documents in a bankruptcy case or adversary proceeding will be effective.

5. I understand that if I need to change my e-mail address I must complete, sign, and e-mail a *Pro Se Filer/Litigant Change of E-Mail Address Form Regarding Electronic Service of Documents* form to the Court before my e-mail address will be changed for purposes of electronic service of documents.

6. I understand my request regarding electronic service using the e-mail address I provide will not be effective until the Court processes this request and a court order is issued to approve the request.

7. I understand that if I want to withdraw my consent to electronic service of documents in a bankruptcy case or adversary proceeding, I must complete, sign, and e-mail a *Pro Se Filer/Litigant Withdrawal of Consent to Electronic Service of Documents* form to the Court before my consent for purposes of electronic service of documents will be terminated and effective upon court order.

8. If a joint debtor exists in a bankruptcy case in which I am a debtor, or in an adversary proceeding in which I am Plaintiff or Defendant, I understand that any joint debtor(s) must submit their own form to consent to and request for electronic (e-mail) service of documents in a bankruptcy case or adversary proceeding.

9. I understand that electronic (e-mail) service of documents may arrive in my e-mail spam or junk folders and I should regularly check those folders for electronic service of documents. I also understand that my consent to electronic service of documents may be deactivated by the Court if an e-mail is returned undelivered or "bounces back," and the Court will then instead serve orders and court-generated notices by United States mail to my most recent mailing address on file.

10. I understand only the first viewing of the electronic (e-mail) service of documents served is free of charge. Additional access to the same document will require me to pay an access fee.

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

\_\_\_\_\_  
Name (type or print your name)

\_\_\_\_\_  
Signature (sign your name)

Once you have completed this form, signed it, and dated it, please **e-mail** it to the Court at:

**E\_Service\_Request@ctb.uscourts.gov**

**Note:** The e-mail address from which you submit this form to the Court, **MUST** be the same e-mail address you are requesting to use to receive electronic service of documents.