

**PRO SE FILER/LITIGANT REQUEST FORM WITHDRAWING CONSENT  
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 wishes to *withdraw* their prior consent to the electronic service of Notices and Orders issued by the Court and/or 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 receipt of documents is requested to no longer be through e-mail.

**INFORMATION ABOUT THE CASE FOR WHICH YOU WISH TO WITHDRAW  
CONSENT 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. WITHDRAWAL OF CONSENT TO ELECTRONIC SERVICE**

[Complete Section I if you are *withdrawing your consent* to electronic service of documents filed in the bankruptcy case and/or adversary proceeding listed above.]

I, \_\_\_\_\_, hereby withdraw my prior consent to the electronic service of all documents filed in the bankruptcy case and/or adversary proceeding listed above and request to discontinue electronic service of such documents. Once the Court approves this change and becomes effective, I understand that future documents filed in the bankruptcy case and/or adversary proceeding listed above will be sent to me via United States Mail.

**NOTE:** A separate form must be filed for each bankruptcy case and each adversary proceeding for which you are withdrawing your consent to electronic service of documents.

**NOTE:** A Summons and Complaint must be 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.

**By signing this form, I agree to the following:**

1. I understand that this form must be completed, signed, and e-mailed to the Court before my withdrawal of my consent to electronic service of documents in a bankruptcy case or adversary proceeding will be effective.
2. I understand my request to withdraw my consent to electronic service using e-mail will not be effective until the Court processes this request and a court order is issued to approve the request.
3. 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 his/her own request form to withdraw consent to electronic (e-mail) service of documents in a bankruptcy case or adversary proceeding

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 withdraw consent to use to receive electronic service of documents.