



**UNITED STATES COURT OF APPEALS
FOR THE FEDERAL CIRCUIT**

717 MADISON PLACE, N.W.
WASHINGTON, D.C. 20439

PETER R. MARKSTEINER
CLERK OF COURT

CLERK'S OFFICE
202-275-8000

September 24, 2020

**Notice Regarding Implementation of Electronic Filing
for Unrepresented Parties**

Pursuant to Federal Circuit Rule 25(a)(1)(B), the Clerk of Court gives final notice that electronic filing is available to unrepresented ("pro se") parties as of October 1, 2020. On October 1, 2020, the Clerk's Office will issue revisions to the Notice of Unrepresented Person Appearance ([Form 8B](#)), [Electronic Filing Procedures](#), and [Guide for Unrepresented Parties](#).

The Clerk of Court is also issuing the following additional implementation procedures to assist unrepresented filers in transitioning to these new procedures:

1. **Registration Process.** The Clerk's Office will only approve electronic filing registration for individual unrepresented filers upon receipt of a compliant and completed Notice of Unrepresented Person Appearance ([Form 8B](#)), as amended October 1, 2020, in that filer's active case.

Unrepresented parties with cases pending on October 1, 2020, who intend to file electronically must submit a completed revised Form 8B by December 1, 2020.

Unrepresented parties with cases docketed on or after October 1, 2020, must file a completed revised Form 8B containing their filing election within fourteen (14) days after docketing. Fed. Cir. R. 25(a)(1)(B).

2. **Filings by Email or Facsimile.** Pursuant to Fed. Cir. R. 25(a)(1), filing by email or facsimile will be prohibited as of October 31, 2020, unless authorized in advance by either the court or the Clerk's Office.

Except as authorized below in paragraph 3, the Clerk's Office will neither accept, process, nor respond to emails or facsimiles containing documents intended for filing after October 31, 2020. Beginning November 1, 2020, all non-case initiating documents must be submitted either in paper or through the court's electronic filing system.

This procedure replaces the [Notice of Modified Filing Procedures for Pro Se Parties](#) (Mar. 20, 2020) and the [Notice of Modified Service Procedures for Pro Se Parties](#) (Mar. 20, 2020), issued pursuant to [Administrative Order No. 20-01](#) (Mar. 20, 2020), as well as the [Notice Regarding Electronic Filing for Unrepresented Parties](#) (July 1, 2020).

- 3. New Petitions and Appeals.** Unrepresented parties will not be able to submit new petitions for review, notices of appeal, or other case-initiating documents through the court's electronic filing system. However, the Clerk of Court is authorizing under Fed. Cir. R. 25(a)(1) that unrepresented filers may submit new petitions for review, notices of appeal, or other case-initiating filings either in paper or as an attached PDF document emailed to prose@cafc.uscourts.gov.

Only case-initiating documents will be accepted by email, and only at this address; other documents or messages, including case documents submitted to other court email addresses, will neither be accepted, processed, nor receive a response, consistent with Fed. Cir. R. 25(a)(1).

- 4. Fee Payments.** Unrepresented parties who register for electronic filing will be able to pay the docketing fee via the court's electronic filing system and Pay.gov only (1) once registration is confirmed, (2) the applicable case has been docketed, and (3) the court has received a completed and compliant Notice of Unrepresented Person Appearance ([Form 8B](#)). All other unrepresented parties will be required pay the docketing fee by mailing either a check or money order to the Clerk's Office.

Unrepresented parties will be able to pay other miscellaneous fees, such as records requests, through the court's electronic filing system after registration is approved.

- 5. Consent to Electronic Service.** The Clerk's Office will continue to permit unrepresented filers to consent to electronic service of documents by email, even if they do not intend to register as electronic filers. These filers must still submit a completed Notice of Unrepresented Person Appearance ([Form 8B](#)) to the Clerk's Office before they can receive service electronically.

Unrepresented parties with cases pending on October 1, 2020, who have already consented to electronic service will continue to receive electronic service and do not need to submit an updated Form 8B.