

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

**NOTICE OF UNREPRESENTED PERSON APPEARANCE**

**Case Number** \_\_\_\_\_

**Short Case Caption** \_\_\_\_\_

**Instructions:** Refer to Federal Circuit Rule 47.3 for requirements governing appearance in this court. Unrepresented persons must immediately file an amended Notice of Appearance if contact information changes. Complete page 1 and, if applicable, the consent page corresponding to your filing and service selection of either **Consent to Electronic Filing** or **Consent to Electronic Service**.

**ENTRY OF APPEARANCE**

I am entering my appearance on my own behalf (“pro se”) in the above case.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**FILING AND SERVICE SELECTION**

I will file all documents in the above case (**select only one**):

- through the court’s electronic filing system, and I will receive all service by email at the above email address and have completed page 2 (**Consent to Electronic Filing**).
- in paper form by mail or in person, and I elect to receive all service by mail only.
- in paper form by mail or in person, and I elect to receive all service by email at the above email address and have completed page 3 (**Consent to Electronic Service**).

I certify that all information is true and correct and that a failure to abide by the above selections may result in my case being delayed or other actions deemed necessary by the court.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**CONSENT TO ELECTRONIC FILING**

**Instructions:** Please review and check the box verifying your agreement with each item. All items must be selected before filing electronically with the court.

- I have registered as a Non-Attorney filer with this court's electronic filing system (CM/ECF) through PACER at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).
- I agree to abide by the court's Electronic Filing Procedures, available at <http://www.cafc.uscourts.gov/contact/clerks-office/filing-resources>. I understand the court may revoke my electronic filing privileges if I repeatedly fail to comply with the Electronic Filing Procedures.
- I know how to convert a document into portable document format (PDF). I understand that I must file all documents for my case in PDF through the court's electronic filing system. See Fed. Cir. R. 25(c)(3) for paper copy requirements.
- I have regular access to (1) a computer with internet access, (2) an email account, (3) a word processor, (4) a PDF reader and writer, and (5) a scanner to convert documents only available in paper format into electronic files.
- I understand I will receive service of public filings only by email in this case. I understand that it is my responsibility to regularly monitor my email and docket to ensure I have not missed notifications.
- I understand that when I receive a filing notification email (Notice of Docket Activity), I will be able to view, save, and print publicly filed documents once without charge within 15 days but may then need to pay a fee.
- I will ensure the contact information associated with my electronic filer account remains current. I understand that the court is not responsible for missed notifications resulting from my failure to update my contact information.
- I understand that I may only file electronically in this case and I must seek leave of the court to revert to mail filing or service. I understand that I must submit a new Form 8B for other cases where I wish to file electronically.
- I understand I will receive service electronically in future cases where I am a party unless I file a Form 8B modifying my service selection in that case.
- I understand that the Clerk's Office cannot provide me with technical assistance or support with using or viewing email or my browser.

I certify that all information is true and correct and that failure to abide by the above selections may result in delays or adverse actions deemed necessary by the court.

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

Name: \_\_\_\_\_

**CONSENT TO ELECTRONIC SERVICE**

**Instructions:** Please review and check each box verifying your agreement. You must check all boxes to receive service through this court's electronic filing system.

- I consent to receive service in my case through email only, and I have regular access to my email account and the internet. I have an active PACER Public Interested Person account with the Federal Circuit.
- I understand that when I receive a filing notification email (Notice of Docket Activity), I will be able to view, save, and print publicly filed documents once without charge within 15 days but may then need to pay a fee.
- I understand that it is my responsibility to regularly monitor my email and docket to ensure I have not missed notifications. I am responsible for ensuring my email account is working and emails from [FilingNotice@cafc.uscourts.gov](mailto:FilingNotice@cafc.uscourts.gov) are not treated as junk or spam messages.
- I will notify the court of changes to my email address or if I indefinitely lose access to email. I understand that failure to update my email address or monitor email may result in missed notifications and that the court is not responsible for these missed notifications.
- I understand that email service is valid service under Fed. R. App. P. 25 and Fed. Cir. R. 25, even if accomplished on an email address that is invalid due to a failure to timely update information or to verify my email account is functioning.
- I understand I will receive service electronically in this case and I must seek leave of the court to file electronically or revert to mail service.
- I understand I will receive service electronically in future cases where I am a party unless I file a new Form 8B modifying my service selection in that case.
- I understand that the Clerk's Office cannot provide me with technical assistance or support with using or viewing email.

I certify that all information is true and correct and that failure to abide by the above selections may result in delays or adverse actions deemed necessary by the court.

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

Name: \_\_\_\_\_