



**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

March 20, 2020

Notice of Modified Filing Procedures for Pro Se Parties

Pursuant to the court's March 20, 2020 Administrative Order, the Clerk's Office has implemented the following temporary procedures for pro se/unrepresented parties.

1. **Filings by Email or Facsimile.** All documents, including new appeals or petitions, can be submitted by email to prose@cafc.uscourts.gov or by facsimile to 202-275-9678. Filings will still be accepted by mail or by deposit at the court's night box in Washington, D.C.

The Clerk's Office will only accept for filing documents emailed to prose@cafc.uscourts.gov. Documents emailed to other court email addresses will not be accepted for filing and will receive no response. Parties who either do not comply with or misuse these procedures may have their email or facsimile filing privileges restricted or revoked.

2. **Filing Date.** The filing date of any document submitted by email or by facsimile will be the date received by the Clerk's Office. The filing date of email submissions will be the system date on the court's email server. The filing date of facsimile submissions will be the machine date stamp on the facsimile print out.
3. **Service Date.** Service of documents filed by email or by facsimile will be completed by the clerk of court on the date the document is entered on the docket. Responsive deadlines for documents submitted under this procedure will be calculated from the date of service by the court's electronic filing system.
4. **Signatures.** Documents submitted by email or facsimile will be deemed signed if the document includes either (1) an original signature or (2) /s/ preceding the filers name if the name matches that of the pro se party.
5. **Fee Payments.** For litigants who cannot access the mail, the Clerk's Office will accept payment over the phone at 202-275-8000. **Please do not email credit card or bank account information.**
6. **Questions.** Please email prose@cafc.uscourts.gov with questions about these procedures.