



## **ELECTRONIC FILING INSTRUCTIONS FOR PRO SE PARTIES**

The Court offers a Pro Se Electronic Filing Portal ("Pro Se Filing Portal") for individuals who are representing themselves ("pro se parties") in civil actions in the Eastern District of Tennessee. The Pro Se Filing Portal is for pro se parties **ONLY**. Attorneys must register and file documents via CM/ECF. Any documents submitted by attorneys or represented parties via the Pro Se Filing Portal will be rejected.

For filing instructions, please read the answers to all of the frequently asked questions below.

### **1. Can I file a new case electronically?**

**NO.** To file a new case, you must mail or hand-deliver your complaint to the Clerk's Office. The addresses for each division are:

Chattanooga Clerk's Office  
900 Georgia Avenue  
Chattanooga, Tennessee 37402

Greeneville Clerk's Office  
220 West Depot Street, Suite 200  
Greeneville, Tennessee 37743

Knoxville Clerk's Office  
800 Market Street, Suite 130  
Knoxville, Tennessee 37902

### **2. What can I file electronically?**

Once your case has been opened by the Clerk's Office and a case number assigned, you may electronically file the following document types in the Pro Se Filing Portal:

- In Forma Pauperis (IFP) Application
- [Consent to Electronic Service](#)
- Proof of service documents
- Motion
- Supporting Memoranda of Law
- Response to Motion
- Reply in support of Motion
- Notice of address change
- Exhibits in support of filing

### **3. Is there a required document format for electronic filing?**

**YES.** Documents must be scanned and saved in PDF format. If possible the documents should be text searchable. If you don't have a scanner, there are free applications available that will allow you to use your smartphone camera to create a PDF.

- It is your responsibility to make sure that all pages have been scanned to PDF format and that all pages are legible. **Incomplete or illegible documents, or documents submitted in any format other than PDF, will be rejected by the Clerk's Office.**

**4. Can the Clerk's Office assist with scanning?**

**NO.** If you are unable to scan and upload your documents, you must submit them by mail or hand-delivery to the Clerk's Office. If you don't have a scanner, there are free applications available that will allow you to use your smartphone camera to create a PDF.

**5. What information must I include in my documents?**

- **CONTACT INFORMATION.** The document must include your name, address, telephone number, and e-mail address.
- **CASE NUMBER.** The case number must be included on the document.
- **SIGNATURE.** You must sign your document before you scan it.

**6. Can I file exhibits to support my filing?**

**YES.** Exhibits can be uploaded but they must be clearly named on the face of the document. Exhibits must be scanned and uploaded separately.

**7. Can I upload photographs, audio files, or video files?**

**NO.** Photographs, audio files, and video files should not be uploaded. Any such files that are uploaded will be rejected.

**8. Can I include questions for the Clerk's Office in the documents filed?**

**NO.** You must only include the documents you wish to be filed in your case. No one will read or respond to messages or questions submitted in addition to the filing. If you have questions, you may call the Clerk's Office at 865-545-4228.

**9. Will someone confirm receipt of my filing?**

**YES.** Filing can be confirmed by reviewing the docket sheet through PACER. However, you can receive the documents faster by e-mail if you complete and submit a [Consent to Electronic Service](#) form. Filing can also be confirmed through the Multi-Court Voice Case Information System (McVCIS) which provides callers with free access to court case information via a toll-free telephone number. You may call 1-866-222-8029 with a touchtone telephone 24 hours per day, 365 days per year. Click [here](#) for more information on McVCIS.

**10. Can I email the Clerk's Office any filings?**

**NO.** Any documents emailed to the Clerk's Office will be disregarded by the recipient.

**11. Can I email the assigned judge instead?**

**NO.** Any documents emailed to a court email address will be disregarded by the recipient.

**12. Can I receive court documents by e-mail?**

**YES.** Complete and upload, or mail/hand-deliver to the Clerk's Office, a signed [Consent to Electronic Service](#) form.

**13. Where do I electronically file the documents?**

- The Court's Pro Se Filing Portal can be accessed [HERE](#).
- After uploading your documents, do not close or leave the page until you receive notice that the file upload was successful.
- **DO NOT** mail or deliver hard copies of your filings to the Court after submitting them through the Portal.

**14. What will the filing date be for the documents I submit through the portal?**

Similar to mail submissions, documents submitted through the portal and accepted for filing shall be deemed filed on the day the document is docketed by the Clerk's Office.

If, after reading the information provided here, you still have questions regarding the Pro Se Filing Portal, you may call the Clerk's Office at 865-545-4228.