



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF ALABAMA**

**ONE CHURCH STREET, RM B-110
MONTGOMERY, ALABAMA 36104**

**TREY GRANGER, CLERK OF COURT
PHONE (334) 954-3600**

ELECTRONIC PRO SE NOTICING

NOTICE TO PRO SE PARTIES REPRESENTING THEMSELVES IN CIVIL CASES (NON-INMATE)

Effective April 27, 2026, the United States District Court has launched a service for pro se parties which will allow such parties to receive notice by electronic means. Pro se parties that opt-in to this service will receive Notices of Electronic Filing (NEFs) and attached documents via email. Pro se parties are encouraged to take advantage of this service which will allow them immediate access to court orders and filings rather than U.S. mail.

To opt-in to Electronic Pro Se Noticing, the pro se party must submit the CONSENT AND REQUEST FOR ELECTRONIC NOTICING to the Clerk's Office via U.S. Mail, hand delivery or email at ALMDml ProSeNoticing@almd.uscourts.gov.

NOTE: This program provides noticing only. Pro se parties must continue to file their documents in paper form with the Clerk's Office.

USER TIPS

In addition to the terms provided in the CONSENT AND REQUEST FOR ELECTRONIC NOTICING form, parties should be aware of the following:

Parties wishing to take advantage of this service must have access to:

- A personal computer running a standard operating system, e.g. Windows or MAC OS;
- Internet access (high speed is recommended);
- A standard web browser, e.g. Mozilla Firefox, Google Chrome, etc. (Microsoft Edge is not recommended);
- A PACER account; and
- Adobe Acrobat Reader.

Parties are encouraged to "whitelist" or add the Court's email address to your address book to reduce the likelihood that messages will be sent to JUNK/SPAM folders.

Parties who opt-in to this program will receive "one free look" of documents received so the link to the document should only be clicked once. Double-clicking may result in loss of the "one free look". The link remains accessible for 14 days. Therefore, parties are encouraged to frequently check their email and print or save the document the first time the document is accessed. Parties will be charged for additional views. Please visit <http://www.pacer.gov> for billing details.

