

1 filing as a written motion setting out an explanation of reasons for the requested exception.
2 L.R. 133(b)(3). Once plaintiff is approved to file documents electronically, the plaintiff will no
3 longer receive any documents by mail and the court will not accept paper documents from
4 plaintiff, meaning plaintiff can no longer mail in any filings.

5 A motion to e-file must make clear whether plaintiff is familiar with the requirements
6 applicable to electronic filing in this court, and whether plaintiff has access to the hardware and
7 software needed for electronic filing. A motion to e-file must specify the following:

- 8 1. That plaintiff has reviewed the requirements for electronic filing¹ and agrees to
9 abide by them, and that she understands that once plaintiff registers for electronic
10 filing, all notices and documents will be received by e-mail and not by regular
11 mail;
- 12 2. Whether plaintiff has regular access to the following technical requirements
13 necessary for electronic filing: (a) a computer with internet access; (b) an e-mail
14 account for receiving notifications from the electronic filing system; (c) a PACER
15 (Public Access to Court Electronic Records) account; (d) a word-processing
16 program; (e) PDF conversion software to convert word processing documents into
17 .pdf format; and (6) a scanner for exhibits or other supporting documents that are
18 only in paper format.

19 Failure to address each of these items will result in denial of any second motion to e-file.

20 Accordingly, IT IS HEREBY ORDERED that plaintiff's motion to e-file and for an
21 extension of time (ECF No. 63) is DENIED without prejudice.

22 DATED: May 22, 2019

23 
24 ALLISON CLAIRE
25 UNITED STATES MAGISTRATE JUDGE

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27 _____
28 ¹ The CM/ECF User Manual is available on the court's website at
<http://www.caed.uscourts.gov/caednew/index.cfm/cmecf-e-filing/cmecf-users-manual/>.