



**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 Service 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. **Consent to Service by Email.** Pro se parties are now able to consent to service of documents by email. Please use the following procedures to consent to accepting service by email:
 - a. Register for a Federal Circuit [Public Interested Person](#) account through PACER.
 - b. Complete the [Consent to Electronic Service Form](#). Click **Save** to prepare the form for filing with the court.
 - c. Email the form to prose@cafc.uscourts.gov.

If a pro se party has more than one case with the court, the consent to electronic service will apply in all pending cases. Parties must notify the Clerk's Office if they no longer wish to receive service by email.

2. **In Forma Pauperis or USERRA Status.** Pro se parties who have been granted leave to proceed in forma pauperis or who have had fees waived under USERRA can email the Clerk's Office at prose@cafc.uscourts.gov for a free copy of any document received through the court's notification system.

All other users are subject to applicable PACER fees for accessing documents, however all users are automatically exempt from the first \$30 in fees charged per quarter. See [Electronic Public Access Fee Schedule](#).

3. **Questions.** Please email prose@cafc.uscourts.gov with questions about these procedures.