

**United States District Court
Eastern District of Missouri**

Gregory J. Linhares
Clerk of Court

314-244-7900

April 9, 2020

PUBLIC NOTICE

E-mail Filing Available for Self-Represented Litigants

To allow Self-Represented Litigants (SRLs) direct access to the Court during the COVID-19 pandemic, the United States District Court for the Eastern District of Missouri has developed a direct email box for use by Self-Represented Litigants to present documents, pleadings, and new case filings in accordance with the applicable statutes and rules of the Judicial Conference of the United States and local rules of this Court. These accommodations shall remain in place for the duration of the current national emergency.

1. SRLs (prisoner and non-prisoner) shall have access to a Court email box to send documents, pleadings, and new cases for filing. The email box will be reviewed numerous times throughout the business day by Court staff. The received date of the document, pleading, or new case will be the date the email was received by the Court. Filings shall be submitted to MOED_SRL_Filings@moed.uscourts.gov. Confirmation of receipt of the filings will be provided.
2. Questions regarding access should be directed to Chief Deputy Clerk, Lori Miller Young at Lori_Miller_Young@moed.uscourts.gov.
3. SRLs are reminded of the requirements of the following [Local Rules](#) listed below:

Local Rule 2.01 (FRCP 5, 11) Files and Filing

(A) Format.

(1) All filings, unless otherwise permitted by leave of Court, shall be in 12-point or larger font, double spaced, typed or legibly written on 8 ½ by 11-inch pages, and shall contain the signature of the self-represented party or the party's attorney. Immediately beneath each signature shall appear the self-represented party or party attorney's name, address, telephone number, email address, and the state court bar registration number followed by the two-letter abbreviation of the issuing state in parenthesis for each attorney appearing on the signature block. For example, an attorney licensed in Missouri would list his or her bar registration number as "12345(MO)" See Court's CM/ECF Procedures Manual at www.moed.uscourts.gov/cmecf-procedures-manual.

(2) On all documents offered for filing, a blank area on the first page, no smaller than 2 by 2 inches, shall be left in the upper left and upper right-hand corners.

Local Rule 2.05 (FRCP 3) In Forma Pauperis

(A) An application to proceed in forma pauperis shall be accompanied by a statement of the applicant's financial information set forth on a form provided by the Court. The Court may require the submission of additional information in a particular case.

Local Rule 2.06 (FRCP 45) Self-Represented Litigant Actions

(A) Court-Provided Forms.

All actions brought by self-represented plaintiffs or petitioners should be filed on Court-provided forms where applicable. If an action is not filed on a Court-provided form, the Court, in its discretion, may order the self-represented plaintiff or petitioner to file the action on a Court-provided form.

A full list of Local Rules is available at www.moed.uscourts.gov/local-rules.

SRL general information and fillable forms are located at www.moed.uscourts.gov/self-represented-litigants-srl.

Additional information on the partial re-opening of the Legal Advice Clinic (LAC) for a free 30-minute **phone** consultation with a volunteer attorney will be available soon at www.moed.uscourts.gov/legal-advice-clinic-self-help-resources.