

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA
OFFICE OF THE CLERK

NOTICE

This is to advise that beginning in Fall, 2004, the Clerk of Court will make a new service available to attorneys admitted to practice in the Middle District of Louisiana. This new service involves sending you an E-mail whenever a document is filed in either a civil or criminal case in which you are entitled to receive notice. Notice by facsimile transmission will be discontinued upon implementation of E-mail notification.

You must consent in writing to receive service of notice of orders and judgments by E-mail. Your written consent to receive an E-mail as notice will replace any prior written consent you have provided to the clerk's office to receive notice by facsimile transmission. You will also need to have a PACER account in order to view an image of the filed document. If you use e-mail filter software, you should verify it will not interfere with electronic notice received from the court

How it Works

The Clerk of Court will send a Notice of Electronic Filing by E-mail to each consenting attorney upon entry of a document on the official court docket. In addition to orders and judgments, the system will also provide you with E-mail notice of the filing of any document by any party in the case, including documents filed by you. This Notice of Electronic Filing will contain case, docket, and attorney notice information as well as a hyperlink to an electronic image of the document. Once you click on the hyperlink to the document you will be asked to enter your PACER login and password. After doing so, an Adobe PDF image of the document will appear on your computer screen. You may print the image, or save an electronic copy of the document.

Each Notice of Electronic Filing allows for one free look at the document. If you do not print or save a copy of the document during this one free look, you will be charged by the PACER system to access the document a second time.

Advantages

There are a number of advantages to receiving documents by electronic transmission versus facsimile or by mail of a paper copy.

- Electronic transmission is fast. No more waiting for faxes or mail to be sent to you by the Clerk's Office. E-mail notice is sent to you the moment a document is docketed.
- Multiple e-mail addresses. An attorney may register for E-mail notice to be sent to up to four e-mail addresses. For example, you may have a copy of the Notice of Electronic Filing also sent to a secretary, a paralegal, or to a central record keeping group. All e-mail addressees will receive a free copy of the document.
- Access to electronic notice. You may view an electronic notice anywhere in the world where you have access to your e-mail account.
- No lost faxes/mail. The E-mails will be sent directly to addresses chosen by you. You will not have to worry about your fax machine being busy or whether it has jammed or run out of paper. You will also not have to wait for the fax or the mail to be delivered to you.
- Better customer service. If an E-mail notice should ever fail, the Clerk's Office will receive an immediate delivery failure notification and can quickly act to remedy the problem. In contrast, a facsimile transmission failure will not be identified until the next business day, and the return of regular mail may take several days.

If you are interested in receiving notices of orders and judgments by E-mail, you are admitted to practice in the Middle District of Louisiana, and you have a PACER account, please fill out the attached consent form. The consent form is also available on the court's website at www.lamd.uscourts.gov. If you have questions please contact the Office of the Clerk at 225-389-3500.