



## U.S. DISTRICT COURT District of Montana

### Pro Se Election to Cancel E-filing and electronic service

Please complete a form for **each case** you have  
before the Court.

I no longer want to receive electronic service of documents. Please cancel e-mail service. I want to receive service by first class mail only.

I no longer want to electronically file documents in my case.

My Name is: \_\_\_\_\_

My Case Number is: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
Signature (Type an "/s/" and your name, OR print and sign)

\_\_\_\_\_  
Date signed

For pro se filers who do not file electronically, if pleadings are filed in paper form, the court will convert the documents to an electronic format, destroy the paper version after a holding period established by the court, and maintain the electronic version as the court's official record.

If pleadings are filed in paper form, it is the responsibility of the filer to ensure that the paper document can be scanned with a legible image. The court encourages such documents to be black print on white paper, for maximum contrast. **The court may return filings that are not legible by order of the Court.**

A participant whose mailing address or telephone number has changed from that on the original Registration Form must file a notice of change of address (or number) with the court pursuant to [Local Rule 5.3\(a\)](#).

**To E-mail this Form:** Save a copy of this form to your computer and then send it as an attachment to: [mtd\\_registration.uscourts.gov](mailto:mtd_registration.uscourts.gov). You will receive e-mail confirmation when your request has been processed. **(Allow 24 hours for processing time.)**

**To Mail this Form:** Print and mail to: Clerk, U.S. District Court, ATTN: Pro Se Unit, P.O. Box 8537, Missoula, MT 59806. You will receive an e-mail confirmation when your request has been processed. **(Allow for mailing and 24 hour processing time.)**