

IN THE DISTRICT COURT OF THE VIRGIN ISLANDS  
DIVISION OF  ST. THOMAS/ST. JOHN  ST. CROIX

_____ )	
(Print your full name) )	
)	
Plaintiff <i>pro se</i> , )	
)	Civil Action No. _____
v. )	(To be provided by the Clerk of Court)
)	
_____ )	
)	
_____ )	
Defendant(s)	

**MOTION FOR PERMISSION TO USE ELECTRONIC CASE FILING**

I respectfully ask the Court for permission to participate in electronic case filing ("e-filing") in this case pursuant to Local Rule of Civil Procedure 5.4(b)(2).<sup>1</sup> I hereby affirm that:

- (1) I understand Rule 5.4(b)(2) authorizes the Court to grant this motion **at the Court's discretion**;
- (2) I reviewed Rule 5.4 and the requirements for e-filing and agree to abide by them; and
- (3) I have regular access to the technical requirements necessary to e-file successfully, including:
  - A computer with internet access;
  - An email account that I can access on a daily basis to receive notifications from the Court and notices from the e-filing system;
  - A scanner to convert documents that are only in paper format into electronic files;
  - A word-processing program to create documents; and
  - A pdf reader and a pdf writer to convert word processing documents into pdf format, the only electronic format in which documents can be e-filed.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<sup>1</sup> "If the Court permits, a party to a pending civil action who is eligible to proceed pro se may register as a Filing User in the Electronic Filing System solely for purposes of the action in a form prescribed by the Clerk." LRCi 5.4(b)(2) (emphasis added).