

April 9, 2020

### **NOTICE TO *PRO SE* LITIGANTS**

In response to developments with regard to the outbreak of coronavirus disease 2019 (COVID-19) in the Eastern District of Pennsylvania, and the evolving public health guidance on the Federal, State, and local levels, and the restrictions on access to courthouses, Court locations, and other Court offices in this district, it is encouraged that all *pro se* litigants with pending cases or matters in the Eastern District of Pennsylvania provide their current email address, which will appear on the public docket of record, to: **PAED\_DOCUMENTS@paed.uscourts.gov**. The email address that is provided will be used to serve copies of orders on the *pro se* litigant. *Pro se* litigants who provide their email address should be sure to include in the email their name exactly as it appears on the docket(s), the case number(s) for the case(s) in which they are a party, and their current email address.

It is also recommended that *pro se* litigants use the same court email address, **PAED\_DOCUMENTS@paed.uscourts.gov**, to send any documents for filing. Documents should be in PDF format if possible. Please note that procedural rules concerning the form and content of filings are still in effect, and litigants are encouraged to review the Pro Se Notice of Guidelines on the Court website <http://www.paed.uscourts.gov/documents2/forms/forms-pro-se> for more information.