

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA**

**Clerk's Office Hours: 9:00 a.m. to 4:00 p.m.**

**San Francisco:** (415) 522-2000 | **Oakland:** (510) 637-3530  
**San Jose:** (408) 535-5363 | **Eureka/McKinleyville:** (707) 445-3612

[cand.uscourts.gov](http://cand.uscourts.gov)

The information in this handout applies to cases and filings that are **not** included in the Northern District's electronic case filing (ECF) program. For information about e-filing, visit [cand.uscourts.gov/cm-ecf](http://cand.uscourts.gov/cm-ecf). Effective May 2020 and until further notice, pro se litigants with existing cases before this court may register to become ECF users and may file documents electronically without first obtaining a judge's permission only after the initial filing has been made and assigned to a judge. Visit [cand.uscourts.gov/pro-se-ECF-registration](http://cand.uscourts.gov/pro-se-ECF-registration) for more information.

Please visit [cand.uscourts.gov](http://cand.uscourts.gov) for updated information on court operations and courthouse safety protocols during the COVID-19 public health emergency. In addition to the local rules, these instructions are designed to ensure that the filing process is accomplished with ease and accuracy. For additional information or assistance, please call one of the above telephone numbers during office hours.

**FILING INFORMATION**

1. New cases must be accompanied by a completed and signed Civil Cover Sheet and the filing fee or fee waiver request form. The filing fee is **\$402.00 effective December 1, 2020**. This office will retain one original copy of any document you submit. You do **not** need to file a "courtesy copy" or "chambers copy" unless it is required by the judge assigned to your case. We will file-stamp any additional copies that you need conformed for your own use.
2. In order to facilitate the file-stamping process, each original document should be submitted on top of its copies (i.e., group identical documents together).
3. The case number must indicate whether it is a civil or criminal matter by the inclusion of **C-** or **CR-** at the beginning of the number. The assigned judge's initials should follow the case number. Miscellaneous and foreign judgment matters should be denoted with the letters - **MISC** after the judge's initials.
4. The document caption should include the name of the assigned district judge or magistrate judge. This is especially important when submitting Settlement Conference Statements.
5. A proof of service should be attached to the back of each filing. If submitted separately, a pleading page showing the case number and case caption must be attached in front of the proof of service.
6. Documents should be stapled or Acco-fastened at the top. A self-addressed, postage-paid return envelope should be included with any document filed by mail.

7. Drop boxes are available at the San Francisco, Oakland, and San Jose Divisions for filing documents outside of Clerk's Office hours. Due to COVID-19 safety protocols, until further notice, drop boxes will be located on the first-floor lobbies. Drop box filings will be picked up only intermittently. Please visit our website for further details: [cand.uscourts.gov/dropbox](http://cand.uscourts.gov/dropbox).
8. After payment of the initial filing fee (or submission of an in forma pauperis request), there are no further fees to be paid in connection with filing additional documents in a case, except for the filing of a notice of appeal.

### **CONSENTING TO MAGISTRATE JUDGE JURISDICTION**

9. You may want to consider having a magistrate judge handle all aspects of your case. The Northern District assigns a wide range of cases directly to our magistrate judges, who have direct experience with nearly every type of civil case.
10. Proceeding before a magistrate judge often means that your case will be resolved more quickly than if it remains before a district judge.
11. Each magistrate judge's biography can be viewed at [cand.uscourts.gov/judges](http://cand.uscourts.gov/judges). More information on consenting to magistrate judge jurisdiction is available at [cand.uscourts.gov/mj-jx-brochure](http://cand.uscourts.gov/mj-jx-brochure).

### **ADDITIONAL INFORMATION**

12. Forms and local rules may be downloaded from the court's website: [cand.uscourts.gov](http://cand.uscourts.gov). They may also be requested in person from the Clerk's Office during normal business hours, or by calling one of the telephone numbers above. **Please note that the Clerk's Office may be closed to in-person visits due to COVID-19 safety protocols.**
13. Computer terminals that allow public access to case dockets are in the reception area of the Clerk's Offices. During periods of normal courthouse operations, file viewing times are 9:00 a.m. to 3:00 p.m. Electronic access to dockets and court filings is available through PACER. To obtain information or to register visit [pacer.gov](http://pacer.gov) or call 1-800-676-6851.
14. Computer terminals are available in each office viewing area and pay copy machines are available at (\$0.25) per page. The Clerk's Office can only accept payment by exact change, check made payable to Clerk, U.S. District Court, or credit card if paying in person.

**Please note that file viewing and copying services may be temporarily unavailable due to COVID-19 safety protocols.**