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Pro se litigants are not required to file documents electronically. If they wish to use electronic filing in their pending case, they may do so after completing the electronic filing registration requirements.

For pro se litigants who are filing electronically, the CM/ECF (Case Management/Electronic Case Filing) system provides service of filings on other electronic filers in the case. Pro se litigants who are filing in paper form must also serve their documents on other parties in paper form.

Documents filed by an inmate confined in an institution are timely if evidence, such as a postmark, date-stamp, or a sworn inmate declaration of date of deposit with prepaid postage, shows that the paper was deposited in the institution's internal mailing system on or before the last day for filing.

Fed. R. App. P. 4(c)(1), Fed. R. App. P. 25(a)(2)(C).

In computing any time period stated in days or a longer unit of time, "(A) exclude the day of the event that triggers the period; (B) count every day, including intermediate Saturdays, Sundays, and legal holidays; and (C) include the last day of the period, but if the last day is a Saturday, Sunday, or legal holiday, the period continues to run until the end of the next day that is not a Saturday, Sunday, or legal holiday."

Fed. R. App. P. 26(a)(1).

Whenever a party is required or permitted to act within a prescribed period after service of a paper upon that party, three days are added to this prescribed period unless the paper is delivered on the date of service stated in the proof of service. A paper that is served electronically is treated as delivered on the date of service.

Fed. R. App. P. 26(c).

(4th Circuit Court of Appeals // December 2023)

