



Brandy S. Lonchena
Clerk of Court

United States District Court

Western District of Pennsylvania
Joseph F. Weis, Jr. U.S. Courthouse
700 Grant Street, Suite 3100
Pittsburgh, Pennsylvania 15219

Office
(412) 208-7500

November 2, 2022

Dear CM/ECF Filers Interested in Notice of Election or Voter Related Case Filings:

You have requested that the Clerk's Office provide you with notice of filings that relate to or arise from election or voter matters. While the Clerk's Office recognizes the importance of these matters, please note that we do not prioritize, or treat differently, one type of case over any other. Accordingly, we are not in a position to determine which cases relate to matters of interest to you or your client, or to provide individual notice based upon the type of cases filed.

However, counsel and other CM/ECF users can have real-time access to all newly filed cases in our Court, thus allowing you to determine whether the matter is of interest to you or your client and warrants a response. As you may know from our filing procedures, all civil actions in our Court are filed at the following Miscellaneous Cases (collectively, the "MC Cases") depending upon the division:

1:05-mc-2025 (Erie Division)
2:05-mc-2025 (Pittsburgh Division)
3:05-mc-2025 (Johnstown Division)

Actions filed at these MC Cases are quality control checked by our office, assigned a Judge from the random assignment wheel, and issued a unique Civil Action number and docketed. Once docketed, a Notice of Electronic Filing (NEF) will be generated and sent to all case participants. Non-case participants and other interested persons may receive immediate NEFs of initial case filings made on November 8, 2022 (or any other day) by adding any or all of these MC Cases to their CM/ECF account for noticing. To do so, follow these steps:

- 1) Logon to CM/ECF for the U.S. District Court for the Western District of Pennsylvania
- 2) Select "Utilities" from the top menu bar
- 3) Select "Maintain Your E-mail"
- 4) Click on any Primary or Secondary email address associated with your account (or add a new e-mail address)
- 5) In the Case-Specific Options section, add any or all of the MC Cases to the box labeled "Add additional cases for noticing"
- 6) To receive immediate notice of filings, select "Per Filing" in response to the question "How should notices be sent to this e-mail address?"
- 7) Click "Submit all changes"

By following this procedure, you will receive immediate notice of all initial civil filings made in our Court and may determine whether you have an interest in the matter. Note that you may

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remove the MC Cases from your notice list at any time, and this process will not impact the notices that you receive in cases where you already are a notice party.

In addition to the foregoing, should you need to make a filing on an emergency basis, the Clerk's Office is prepared to assist. During regular business hours (8:30 a.m. to 4:30 p.m.), upon filing a civil action that has an emergency request for relief, please contact 412-208-7500. We will process the matter immediately. If a need for emergency relief arises after-hours, we also stand ready to assist. On our webpage (www.pawd.uscourts.gov), under Other Resources, we have created a page titled "Emergency Filing Procedures and Media Inquiries."

I hope that this information is helpful to you. Should you have specific questions, please do not hesitate to contact this office.

Sincerely,



Brandy S. Lonchena

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