

## **Benefits of E-Pro Se**

- *Saves self-represented litigants and the Court time.*
- *Documents have the format of standard legal filings.*
- *The on-line exchange guides the user through completion of documents and forms.*
- *User documents can be saved and readily available to the client, at a later time.*
- *No more lost paperwork.*
- *No need for the repetitive handwriting of forms.*
- *Forms are complete, neat and easy to read.*

## **E-Pro Se**



The United States District Court  
Eastern District of Missouri  
111 South Tenth Street  
Room 3.300  
St. Louis, MO 63102  
Phone: 314-244-7900

*Electronic  
Document  
Preparation for  
Self-Represented  
Litigants*



## **E-PRO SE**

**E-Pro Se** is a user-friendly, inter-active Web application, developed by the United States District Court for the Eastern District of Missouri, that allows self-represented (pro-se) litigants to prepare court documents and forms electronically. The program gathers necessary information through an on-line exchange with the litigant and then uses the information provided by the user to create documents that may be filed with the district court. All forms are printed legibly in a document format organized to provide the court with essential information about the type of claim the filer intends to present for resolution. Self-represented litigants are able to use E-Pro Se to create documents required for Social Security, employment and civil rights complaints. Training on the use of E-Pro Se is provided by Clerk's Office Staff.

With E-Pro-Se, a litigant can easily create a pleading that meets the Court's requirements by answering a series of automated prompts or questions, reducing the repetitiveness of filling out forms by hand. The program immediately collects and stores the information and data that has been entered, reducing the likelihood of misplaced paperwork.

At the end of each program, the litigant will be able to print documents that are legible and consistent with the format required of attorneys.



### Limitations

Future enhancements may incorporate a digitizing tablet to electronically capture the filer's signature and place it on your document, but currently an ink signature is required. Audio prompts will guide pro-se clients in completing forms, with brief explanations about the law that relates to your documents, and instructions for using the documents prepared with each program. At the present time, completed forms may not be uploaded to the court's electronic case filing system (CM/ECF) from the public access computers in the Clerk's Office or through the Court's external web site. Documents created with E-Pro Se are to be filed with the Court in paper format.



### Getting Started

The E-Pro Se program can be accessed through the Court's E-Pro Se kiosk in the Self Help Center in the Clerk's Office. Users have the ability to review, edit and save the completed documents that are created. Additional resources are available in the Self Help Center to assist self-represented litigants.



### User Conduct

No commercial, obscene, objectionable, harassing or otherwise unlawful use of the E-Pro Se program is permitted.



### Disclaimer

The E-pro Se program is provided by the United States District Court as a service and convenience to self-represented litigants. It is not intended to provide legal advice to any person. Each legal action is different, and you are encouraged to consult an attorney concerning specific issues in your case. Your use of this program, and any forms you generate on it, is at your own risk and without any warranties by the United States District Court. Self help services are available to all persons, unless limited by statute, who are or will be parties to a case in the Eastern District of Missouri.

Any information you give to and receive from the Clerk's Office personnel is not confidential and may be subject to disclosure at a later time.

