

Submission of Statement Regarding Consent (Prisoner Civil Rights/State Habeas)

Pursuant to Administrative Order 25-MS-054, attorneys are now required to submit their Statement Regarding Consent in prisoner civil rights and state habeas cases using the Court’s Case Management/Electronic Filing System (CM/ECF). This process eliminates the need for attorneys to mail a paper submission of their election form to the Court. Attorneys shall adhere to the following steps in order for their document to be properly submitted and accepted by the Clerk’s Office:

- 1) Upon logging in, click on the “Utilities” tab from the list of menu selections.



- 2) On the next screen, click on the “Upload Statement Regarding Consent (Prisoner Civil Rights/Habeas Cases)” selection.



- 3) On the “Submit files” screen, submit your responses to the following requests (Submitted By, Email address, Case Number, and Case Caption are required):

Submitted By *

Name of the attorney submitting this to the court.

Email address *

Please include your email address so we can reach out if there are questions or issues.

Case Number *

Please enter a case number. Should appear similar to: 1:24-cv-1

Case Caption *

Please enter a case caption value. Should appear similar to: USA v. Example.

Reference Number (ECF No.)

If this file relates to an already filed document, enter the ECF No. of the related filing.

Purpose

Describe the file and why you are submitting this to the court. Example: Exhibit C to defendant Example's motion for summary judgment.

- 4) After submitting your responses, you can click on the “Select Files” box under “Upload files” to attach your document or drag it into the box.

Upload files *



Drag and drop files



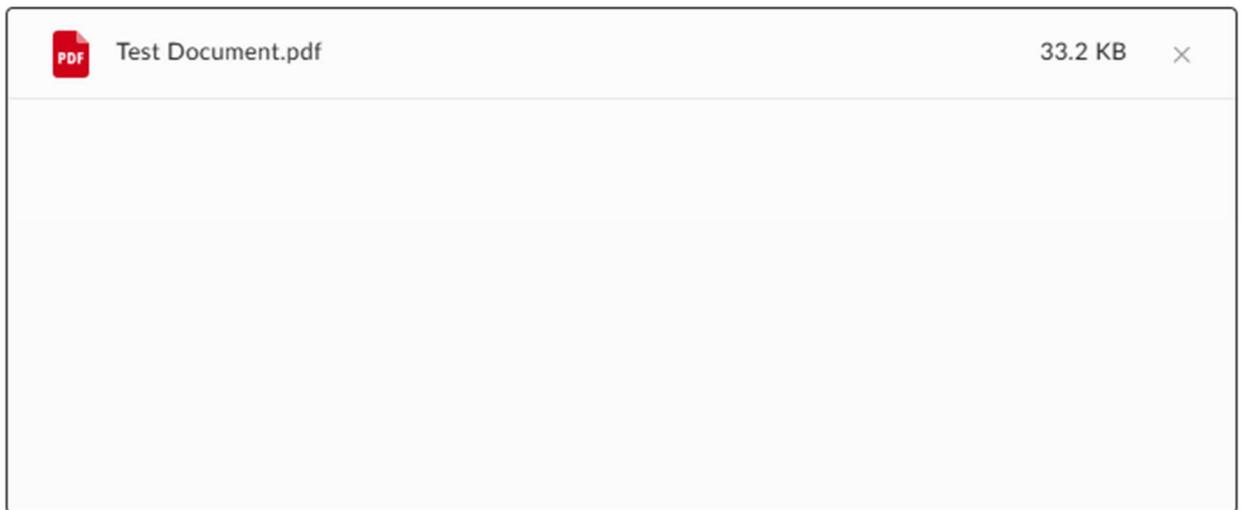
- 5) If clicking on the “Select Files” box, you will be prompted to attach your document.
PLEASE NOTE: You should only be attaching your Statement Regarding Consent in PDF format for a single case per submission.

Name



- 6) After attaching your document, the “Upload files” box will indicate your PDF has been attached along with the size of your document.

Upload files *



- 7) After submitting all your responses and attaching your document, you are now ready to hit “Submit” in the lower right-hand corner of your screen.

[Add another file](#)



8) After hitting “Submit”, you are finished when you receive the following message:

