

**United States District Court**  
**Eastern District of Washington**  
James R. Larsen  
District Court Executive/Clerk of Court  
P.O. Box 1493, Spokane, WA 99210 509-353-2150

## **U. S. District Court**

### **Fax Noticing Now Available**

The United States District Court for the Eastern District of Washington announces that it will begin fax noticing June 3, 2002.

Attorneys who choose to participate authorize the Clerk of Court to fax copies of orders, judgments and notices entered in civil and criminal cases directly to the firm's fax number in lieu of mailing a copy of the document. The primary benefit to the members of the bar is savings of time— you will no longer have to wait for orders, judgments, and notices to arrive by mail. In most instances, attorneys who agree to accept orders and judgments by fax will receive them the same day they are signed and notices the same day they are prepared.

To ensure that notice is received, the Clerk's Office prepares and reviews daily reports that confirm receipt of the document by the parties. If the document cannot be transmitted due to equipment failure or busy lines, the document will be automatically printed and a hard copy will be mailed.

There is no charge for this service. To take advantage of this program, complete and return the attached form. **If, after subscribing to this service, an attorney's fax number changes, it is important to notify the Clerk's Office in writing as quickly as possible of the new number.**

If you have any questions about the Court's Fax Noticing Service, please call Lee Ann Mauk or Sally Phillips at the Office of the Clerk at 509-353-2150.

**AUTHORIZATION TO SEND ORDERS, JUDGMENTS AND  
NOTICES BY FACSIMILE TRANSMISSION**

The Clerk of Court for the Eastern District of Washington is hereby authorized to transmit notice of entry of judgment, orders and notices under Fed. R. Civ. P. 77, and Fed. R. Crim. P. 49 by facsimile transmission in any case in which I appear as attorney of record. I understand that this electronic notice will be in lieu of notice by mail. The following telephone number is designated for facsimile transmission.

**FAX No.** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

*Please notify the Clerk's Office in writing immediately if this number changes.*

Attorney Name: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone No: \_\_\_\_\_

Attorney Signature: \_\_\_\_\_

Please mail this form to:

Clerk, U.S. District Court

Attn: Fax Noticing

P.O. Box 1493

Spokane, WA 99210