

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON

Administrative Procedures for Electronic Case Filing

CIVIL CASES



PROCEDURES EFFECTIVE OCTOBER 12, 2004

**UNITED STATES DISTRICT COURT
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Procedures for Electronic Case Filing

I. The Electronic Filing System

- A. In General.** Beginning October 12, 2004, the Clerk of Court will maintain an electronic case file for all civil and criminal cases, receive civil and criminal case filings by electronic transmission, and scan and upload paper filings in civil and criminal cases into the electronic file.

Electronic Filing Required Effective April 5, 2005:

Unless otherwise permitted by these administrative procedures or unless otherwise authorized by the assigned judge, all documents¹ submitted for filing in this district on or after April 5, 2005 in all civil and criminal cases shall be filed electronically² using the Electronic Case Filing system ("the ECF system").

1. Non-Prisoner Pro Se Litigants. Unless otherwise authorized by the Court, all documents submitted for filing to the Clerk by parties proceeding pro se must be in paper form.
2. Social Security Cases. The filing of social security cases shall be subject to the limitations imposed in III(C) of these procedures.
3. Sealed Cases and Documents. Filings made under seal must be filed in paper form (the Court may, however, implement procedures for the Clerk to scan and upload sealed documents into the ECF system, with access to the documents limited to authorized individuals).

¹The requirement that "all documents" be filed electronically is a substantial departure from prior district court procedure.

²The electronic transmission of a PDF document to the Court for case processing by uploading the document directly from the registered user's computer, using the Court's Internet-based ECF System, to file that pleading or document in the Court's case file. It includes the transmission of PDF documents and scanned images.

Sending a document or pleading to the Court via email does not constitute electronic filing.

4. Request to File Paper Documents. After April 5, 2005, an attorney may apply to the assigned judge for permission to file paper documents. Even if the assigned judge initially grants an attorney permission to file paper documents, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file documents electronically using the ECF system.
5. Deviation from Procedures. Any Judge of this Court or the Clerk may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court. The Court may also amend these procedures at any time without prior notice.

B. Logins and Passwords. The user login and password required to file documents in the ECF system serve as the attorney's signature on all electronic documents filed with the Court. Please refer to *Signatures*, Section II(C) of these Administrative Procedures.

Each attorney admitted to practice in the Eastern District of Washington shall be entitled to one ECF system login and password from the District Court. The login and password permit the attorney to participate in electronic filing. Attorneys shall renew passwords every three years.

1. Authorization to Use Login and Password. No attorney shall knowingly permit or cause to permit his or her login and password to be utilized by anyone other than an authorized employee of his or her office.
2. Responsibility for Documents Filed. Once registered, the attorney shall be responsible for all documents filed with his or her login and password.
3. Registration. Registration for a login and password is governed by Paragraph I(C).

4. Pro Hac Vice. An attorney admitted pro hac vice must register for a login and password in accordance with these Administrative Procedures within ten days of their Motion to Appear. In the event an attorney appearing pro hac vice has more than one case, the attorney must submit a motion, and pay the application fee, to appear pro hac vice for each individual case pursuant to LR 83.2(c).

C. Registration. Registration with the ECF system, and receiving a login and password, constitutes consent to electronic service of all documents as provided in Fed.R.Civ.P. 5(b).

1. Registration Form. Each attorney filing electronically must complete and sign an Attorney Registration Form, attached to these procedures as "Form A." The form is also available on the Court's web site at www.waed.uscourts.gov.

The Court will issue logins and passwords to attorneys in good standing who have completed, signed and submitted the Registration Form pursuant to these Administrative Procedures for Electronic Filing.

2. Submission of Forms. All signed original Attorney Registration Forms shall be mailed or delivered to the United States District Court:

Mail Registration Forms to:

United States District Court
Attn: ECF Registration
P.O. Box 1493
Spokane, WA 99210

Or, Registration Forms can be delivered to:

United States District Court

920 West Riverside, Room 840
Spokane, WA 99201; or

825 Jadwin, Suite 174
Richland, WA 99352; or

25 South Third, 2nd Floor
Yakima, WA 98907

3. Verification of Email Address. To ensure that the Clerk's Office has correctly entered a registering attorney's Internet email address in the ECF system, the Clerk's Office will send the attorney an Internet email message. Once the address is verified, the Clerk's Office will email the login and password information to the attorney.
4. Email Storage Capacity. It is the responsibility of the filing party to maintain an electronic mailbox sufficient to receive the orders and other papers transmitted electronically to counsel.
5. Attorneys No Longer Practicing in this Court. An attorney no longer practicing in this court shall withdraw from participating in the ECF system by providing the Clerk's Office with a notice of withdrawal. Such notice must be in writing, and mailed or delivered to the United States District Court at the addresses listed in subsection (2) above. Upon receipt, the Clerk's Office will immediately cancel the attorney's login and password and delete the attorney's name from any applicable electronic service list. An attorney's withdrawal from participation in the ECF system shall not be construed as authorization to file paper documents.
6. Changing Password/Security of System. After registering, attorneys may change their passwords. However, if an attorney comes to believe that the security of an existing login and/or password has been compromised and that a threat to the ECF system exists, the attorney must change his or her password immediately. In addition, the attorney shall immediately notify the Clerk's Office, by telephone and with a follow-up letter, of the system compromise and/or threat.
7. Name and Address Changes. An attorney whose name, email address, mailing address, telephone or fax number has changed from that of the original Attorney Registration Form shall timely file a notice of change of address and serve a copy of the notice on all other parties, and also update their account in the ECF system.

II. Electronic Filing and Service of Documents

A. Filing.

1. Motions and other Documents. All motions, pleadings, applications, briefs, memoranda of law or other documents in a case shall be electronically filed in the ECF system except as otherwise provided by these administrative procedures.
 - a. Emailing a document to the Clerk's Office or to the assigned judge shall not constitute "filing" of the document. A document shall not be considered filed for purposes of the Federal Rules until the filing party receives a System-generated "Notice of Electronic Filing" described in II(B)(1) of these procedures.
 - b. Motions and other documents, including affidavits and declarations, being submitted in response to, in support of, or in opposition to other documents shall be clearly labeled with the reference to the motion or response included in the caption.
 - c. Voluminous documents (over 100 pages including exhibits) and exhibits shall be sequentially paginated in their entirety, with the page numbers appearing in the lower left margin of the document.
 - d. Hyperlinks - In order to preserve the integrity of the court record, attorneys wishing to insert hyperlinks in court filings shall continue to use the traditional citation method for the cited authority, in addition to the hyperlink. The Judiciary's policy on hyperlinks is that a hyperlink contained in a filing is no more than a convenient mechanism for accessing material cited in the document. A hyperlink reference is extraneous to any filed document and is not part of the court's record.
2. Transcripts. Transcripts, prepared by court reporters (court staff and contract reporters), shall not be available to the public

electronically until the Judicial Conference of the United States implements its policy on remote access to transcripts in civil and criminal cases.

3. Complaints and Other Initiating Documents.

- a. The Clerk's Office will accept complaints, disclosure of corporate interest statements, pro hac vice motions, motions for temporary restraining order or preliminary injunction (if applicable) and civil cover sheets sent by email, sent by First Class mail, or delivered in person to the Clerk's Office.
 - i. If using email, the filing party must submit the complaint, cover sheet and any other originating documents identified in (a) above in PDF³ format. Once the complaint and cover sheet has been emailed to the Clerk's Office, the filing party shall contact the Clerk's Office to provide a credit card number for payment of the filing fee.⁴ New cases will not be filed until the filing fee has been paid.
 - ii. The filing fee must accompany a complaint sent through the United States mail or personally delivered to the Clerk's Office.
- b. The email address for submitting complaints by email is:

newcases@waed.uscourts.gov
- c. New cases are deemed filed the day the Clerk's Office receives the complaint and any required filing fee.
- d. Only new complaints, disclosure of corporate interest statements, pro hac vice motions,

³A document created with almost any word processing program can be converted to Portable Document Format (PDF) which can be opened across a broad range of hardware and software, with layout and format intact.

⁴Information on the use of credit cards to pay fees can be found on the Court's web site at www.waed.uscourts.gov under Financial Matters/Fee Schedule.

motions for temporary restraining order or preliminary injunction (if applicable), civil cover sheets, and summons forms may be sent to the email address listed in subsection (b) above. If an attorney sends other pleadings to the email address, the Clerk's Office will call the attorney and explain that the pleading must be electronically filed in the ECF system.

- e. A party may not electronically serve a complaint, but instead must effect service according to Fed.R.Civ.P. 4.

4. Summonses.

- a. The Clerk's Office will receive summonses to be issued sent by email, sent by United States mail, or delivered in person to the Clerk's Office.
- b. Email summonses may be sent to the "newcases" email address listed in II(A)(2)(b) above.
- c. The party requesting the summons must complete the top portion of the summons form and, if sent by United States mail, also provide a stamped, self-addressed return envelope. Once a summons has been issued, the Clerk's Office will return the summons to the attorney or party.
- d. A party may not electronically serve a summons, but instead must perfect service according to the Fed.R.Civ.P. 4.

5. Timely Filing. A document will be deemed timely filed if filed prior to Midnight Pacific Time. However, if the time of day is of the essence, the assigned judge will order that document filed by a time certain.

6. Documents Requiring Leave of the Court. If filing a document requires leave of the Court, such as an amended complaint or an over-length brief, the attorney shall attach the proposed document as a PDF attachment to the motion. If the Court grants the motion, the order will direct the attorney to file the document electronically with the Court.

7. Exhibits to Documents.

Filing parties are encouraged to file documents with exhibits electronically.

Effective April 5, 2005, all documents, including paper exhibits to documents, shall be filed electronically.

- a. Attorneys shall submit only those excerpts of the referenced exhibits that are directly germane to the matter under consideration. Excerpted material must be clearly and prominently identified as such. Parties who file excerpts do so without prejudice to their right to timely file additional excerpts of the exhibit. Responding parties may also timely file additional excerpts of the exhibit that they believe are directly germane.
- b. Paper exhibits should be scanned with the document being filed. The PDF file must be separated into segments that are not over two megabytes each. The filer shall identify each 2-megabyte segment by document page numbers (See II(A)(1)(c)). Please note, PDF files containing scanned documents take up more megabytes than electronically generated documents.
- c. Because documents scanned in color or containing a graphic take much longer to upload, filing parties are encouraged to configure their scanners for black and white at 200 dpi rather than color scanning, unless color is an important aspect of the document. The filing party is responsible for the legibility of the scanned image.
- d. The filing party is required to verify the readability of scanned documents before filing them electronically with the Court.
- e. All paper documents filed shall be two-hole punched and, if over 100 pages including exhibits, submitted as described in (8) below.

- f. All paper documents filed shall be served on other parties as if not subject to these procedures.
8. Filing Large Documents. Large documents (over 100 pages including exhibits) must be paginated as described in II(A)(1)(c) above. A document larger than two megabytes in size must be filed in separate segments, with each segment less than two megabytes in size.

For documents, including exhibits, over 100 pages in length, a courtesy paper copy for the judge must be filed with the Clerk. The courtesy copy shall be clearly marked, "Judge's Courtesy Copy of Electronic Filing," and must be three-hole punched and tabbed (if applicable).

9. Official Court Record. The Clerk's Office shall not maintain a paper court file in any case filed after October 12, 2004, except as otherwise provided in these procedures. The official court record shall be the electronic file maintained on the Court's servers. The official record shall include, however, any paper documents or exhibits filed in accordance with these procedures.

B. Service.

1. Notice of Electronic Filing. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the ECF system shall generate a "Notice of Electronic Filing" to the filing party, any other party who is a registered user and has requested electronic notice in that case,⁵ and the assigned judge if he or she has elected to receive notice.
 - a. If the recipient is a registered participant in the ECF system, the system's emailing of the "Notice of Electronic Filing" shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid.

⁵To determine whether another party is a registered user, the filer can select CM/ECF's "Utilities" category, and then click on "Mailing Information for a Case" on the pull-down menu. The filer then enters the case number and the system information will appear, stating whether or not the filer must mail a copy or if CM/ECF will electronically generate one.

The electronically filed document as it is maintained on the Court's servers shall constitute the official version of that record. It is suggested that the filing party maintain a paper copy of the original document until two years after all time periods for appeals expire.

2. Attorney Signature.

An electronically filed pleading or other document requiring an attorney's signature shall be signed in the following manner: "s/ (attorney name)." The correct format for an attorney signature is as follows:

s/ Susan Attorney
State Bar Number
Attorney for the (Plaintiff/Defendant)
ABC Law Firm
123 South Street
Spokane, Washington 99201
Telephone: (509) 123-4567
Fax: (509) 123-4567
Email: susan_attorney@law.com

3. Multiple Signatures. The following procedure applies when a stipulation or other document requires two or more signatures:

- a. The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain either the physical signatures or authorization for the electronic signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.
- b. The filing party or attorney may then file the document electronically, indicating the signatories, e.g. "s/ Jane Doe" "s/ John Smith," etc. The correct format for a signature is as follows:

s/ Susan Attorney
State Bar Number
Attorney for the (Plaintiff/Defendant)
ABC Law Firm
123 South Street
Spokane, Washington 99201
Telephone: (509) 123-4567
Fax: (509) 123-4567
Email: susan_attorney@law.com

4. Retention of Original Documents. It is suggested that documents electronically filed and requiring original signatures other than that of the filing attorney be maintained in paper form by the filing attorney until two years after all time periods for appeals expire. The filing attorney must provide original documents for review upon request of the judge.

D. Fees Payable to the Clerk. Any fee required for filing a pleading or paper in District Court is payable to the Clerk of the Court by credit/debit card, check, money order, or cash. The Clerk's Office will document the receipt of fees on the docket with a text-only entry.

E. Orders.

1. Court Orders Electronically Filed. The assigned judge or the Clerk's Office shall electronically file all signed orders. Any order signed electronically has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket by the Clerk's Office.
2. Text-Only Orders. The assigned judge or the Clerk's Office, if appropriate, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue, and the text-only entry shall constitute the Court's only order on the matter. The ECF system will generate a "Notice of Electronic Filing" in II(B)(1) above.
3. Copies for Parties Not Registered in ECF System. When mailing paper copies of an electronically filed order to a party who is not a registered participant of the ECF system, the Clerk's Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.

4. Proposed Orders.

- a. A proposed order shall be filed with the motion or stipulation as a PDF attachment when submitted electronically, and may not be combined with the motion or stipulation into one document. This will provide service of the proposed order to all registered parties.
- b. Additionally, a courtesy copy of the proposed order must be emailed to the assigned judge as an attachment. The attachment must be submitted as a "text" only file, i.e., without special formatting or fonts. This can be done with the "Save As" option available in most word processing software. The text, if used, will be copied and formatted by the Court as needed.
- c. The judges' email addresses **for proposed orders only** are as follows:

ImbroqnoOrders@waed.uscourts.gov
LeavittOrders@waed.uscourts.gov
McDonaldOrders@waed.uscourts.gov
NielsenOrders@waed.uscourts.gov
QuackenbushOrders@waed.uscourts.gov
SheaOrders@waed.uscourts.gov
SukoOrders@waed.uscourts.gov
VanSickleOrders@waed.uscourts.gov
WhaleyOrders@waed.uscourts.gov

- d. Proposed orders on motions for default should be submitted as "text" only files as identified in (b) above and attached to an Internet email sent to the Clerk's Office at the following email address:

WAEDClerk@waed.uscourts.gov

No other documents or pleadings may be sent to the Clerk's Office at this email address.

- F. Title of Docket Entries.** The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for

the document by using one of the docket event categories prescribed by the Court.⁶

G. Correcting Docket Entries.

1. Corrections Made by Clerk's Office Staff Only. Once a document is submitted and becomes part of the electronic case file, corrections to the docket can only be made by the Clerk's Office. The ECF system will not permit the filing party to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.
2. Document Incorrectly Filed. A document incorrectly filed in a case may be the result of posting the wrong PDF to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. **The filing party should not attempt to refile the document.**
3. Contact the Clerk's Office with Error. As soon as possible after an error is discovered, the filing party should contact the Clerk's Office with the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. The filing party will be advised *if* the document needs to be re-filed.

H. Technical Failures.

1. On the Part of the Court. A party whose filing is untimely as the result of a technical failure of the Court's ECF system site may seek appropriate relief from the Court. The Court shall consider the system subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently for more than one hour after 10:00 a.m. that day. Known system outages will be posted on the Court's web site, if possible.

⁶See "CM/ECF Civil Menu for Attorneys" on the Court's web site at: www.waed.uscourts.gov.

2. On the Part of the Filer. Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, will not constitute a technical failure under these procedures nor excuse an untimely filing. A filer who cannot file a document electronically because of a problem on the filer's end must file a paper document.

I. Privacy. In order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following from all pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper:

1. Social Security Number. An individual's social security number: use only the last four digits.
2. Minor's Name. Minor child's name: use only the initials.
3. Date of Birth. An individual's date of birth: use only the year.
4. Account Numbers. Financial account numbers: use only the last four digits.

For the Court's privacy rule in its entirety, please refer to LR 10.1(j).

III. Filing of Paper Documents. The following procedures govern paper documents filed. The Court, upon application, may also authorize filing of other paper documents otherwise subject to these procedures.

- A. Documents To Be Filed Under Seal.** Filings made under seal must be filed in paper form (the Court may, however, implement procedures for the Clerk to scan and upload sealed documents into the ECF system, with access to the documents limited to authorized individuals).
- B. Non-Prisoner Pro Se Filers.** Unless otherwise

authorized by the Court, all documents submitted for filing to the Clerk by parties proceeding pro se must be in paper form.

C. Social Security Cases. Absent a showing of good cause, all documents, notices, and orders in social security cases shall be filed and noticed electronically, except as noted below:

1. Complaint. The complaint and other documents typically submitted at the time a social security case is filed initially will be filed electronically and served according to II(A) of these procedures.
2. Transcripts. Social security transcripts will be filed on paper and served since scanning that set of documents and filing or retrieving them electronically is impractical at this time. Because social security transcripts will not be scanned or otherwise placed into the ECF system, the Clerk's Office will docket a text-only event stating that the transcript is available in paper format at the Clerk's Office.
3. Briefs and other Documents. All other documents in the case, including briefs, will be filed and served electronically unless the Court otherwise orders.
4. Privacy. To address the privacy issues inherent in a social security review, Internet access to the individual documents will be limited to counsel and court staff. Docket sheets, however, will be available over the Internet to non-parties. Further, non-parties will continue to have direct access to the documents on file at the Clerk's Office.

D. Administrative Records. Administrative records shall not be filed electronically, although other documents and pleadings filed in cases with administrative records may be filed electronically. The administrative record will not be scanned by the Clerk's Office.

- E. State Court Record.** The record of state court proceedings in habeas corpus cases filed under 28 U.S.C. § 2254 shall not be filed electronically, although the petition, responsive pleading, briefs, motions and orders in such cases will be maintained in the ECF system.
- F. Transcripts.** Transcripts, prepared by court reporters (court staff and contract reporters), shall not be available to the public electronically until the Judicial Conference of the United States implements its policy on remote access to transcripts in civil and criminal cases.
- G. Magistrate Judge Consents.** Parties must file their consent forms in paper because electronic filing of a Magistrate Judge consent form will create a public document. If all parties consent to the jurisdiction of the Magistrate Judge, the Clerk will scan and file the consent form which will then become a public document.

IV. Public Access to the Docket Information

- A. Public Access at the Court.** Electronic access to the electronic docket and documents filed in the ECF system is available for viewing to the public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic or paper copy is required in accordance with 28 U.S.C. § 1930.
- B. Public Access Through the Internet.** Logins and passwords for remote electronic access to civil and criminal dockets and to documents are provided through Public Access to Court Electronic Records (PACER).

To register for a PACER Account, go to:
<http://pacer.psc.uscourts.gov>.

The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as filed documents and docket sheets.⁷

⁷The Administrative Office of the U.S. Courts has advised that non-judiciary CM/ECF users will be charged a fee of seven cents per page starting on July 1, 2002, to access electronic data such as docket sheets and case documents obtained remotely through the PACER system. Fees are capped at thirty pages per document.

- C. Paper Copies and Certified Copies.** Paper copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. § 1914.

The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under the Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit. However, if they remotely access the document again, they will be charged seven cents per page.

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Form A

U.S. DISTRICT COURT • EASTERN DISTRICT OF WASHINGTON
Electronic Case Filing System Attorney Registration Form
(Please Type)

This form shall be used to register for an account on the Court's Case Management/Electronic Case Filing (CM/ECF) System. Registered attorneys will have privileges to electronically submit documents and to view electronic documents, as available, in the CM/ECF system.

The following information is required for registration:

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____ FAX Phone Number: _____

Internet Email Address: _____
(Attorney's email for electronic service)

Additional Email Address: _____
(Central Repository, Secretary, etc.)

Does your Email Software support HTML messages? Yes _____ No _____

I already have an ECF login that I use at another Court, which is _____.
Please assign the same login.

By submitting this registration form, the undersigned agrees to abide by the following:

1. The CM/ECF System is for filing and reviewing electronic documents and notices.
2. Beginning August, 2004, please contact the Clerk's Office at 509-353-2150 (Spokane), 509-575-5838 (Yakima) and 509-376-7262 (Richland) to schedule training.
3. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney's password issued by the Court combined with the user's identification (login), serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the password issued by the Court. If there is any reason to suspect the

password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney to immediately notify the Court.

4. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in CM/ECF shall constitute the signature of that attorney under Fed.R.Civ.P. 11.
5. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Fed.R.Civ.P. 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Fed.R.Civ.P. 5(b)(2)(D), except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in the Court's Administrative Procedures for Electronic Case Filing.
6. A user accesses case information via the Court's Internet site or through Public Access to Court Electronic Records (PACER) Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the login and password issued by the Court. To register for PACER, a user must complete the online form or submit a registration form available on the PACER web site through a link on the Court's site or at <http://pacer.psc.uscourts.gov>.
7. By this registration, the undersigned agrees to abide by the Court's Local Rules and Administrative Procedures for Electronic Case Filing currently in effect and any changes or additions that may be made in the future.

Please return to: U.S. District Court
Attn: CM/ECF Registration
P.O. Box 1493
Spokane, WA 99210

Date

Attorney/Participant Signature

Your login and password will be emailed to you by the Office of the Clerk. If you prefer to have your login/password mailed, please write the address in the space provided below:

Alternate address: _____

Form B

Sample Format - Certificate of Service

I hereby certify that on ___(Date)___, I electronically filed the foregoing with the Clerk of the Court using the CM/ECF System which will send notification of such filing to the following: _____, and I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants: _____

s/ _____
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's Email Address