



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON

Announcing Attorney Civil Case Opening

Questions:

Contact the
ECF Help Desk
at 1-866-236-5100

Attorneys will file new civil cases in ECF – Phase 1

Effective **July 1, 2013**, attorneys must file new civil cases in CM/ECF. The new case initiating documents, e.g., Complaint, Civil Cover Sheet, Notice of Removal, etc., will be filed in a master case and the filing fee paid online through CM/ECF (pay.gov) by using a debit/credit card or by ACH payment (like an online check).

The Clerk's Office will enter case parties in Phase 1. Once the parties are entered, a Notice of Electronic Filing (NEF) will be sent to the attorney who filed the case. The NEF will include the judge assignment and actual case number.

● *Step-by-Step Instructions posted:*

The procedures for filing a new civil case are documented in a step-by-step manual which is posted on the Court's website at waed.uscourts.gov.

● *Sealed and Miscellaneous Civil Cases:*

Sealed and Miscellaneous Civil Cases will *not* be filed by the attorney in CM/ECF, and will continue to be emailed to the newcases email address - newcases@waed.uscourts.gov

Attorneys will open new civil cases and enter parties in CM/ECF beginning January 2014 – Phase 2

Attorneys will be able to file their own case opening documents directly in CM/ECF and enter parties.

