



United States District Court Eastern District of Washington

Issuance of Civil Summonses via CM/ECF

Questions:

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

Effective **April 22, 2013**, the Clerk's Office will issue civil summons forms via ECF. Attorneys will complete page one and email the form to the Clerk's Office as described below.

Immediate benefits:

- No trip to the courthouse required.
- No waiting for summonses to arrive via snail mail.

New procedures:

- Download the current Civil Summons form from our website:
www.waed.uscourts.gov/sites/default/files/forms/AO_440.pdf
- The party requesting the summons must complete the first page of the summons.
- Email summonses to the "newcases" email address:
newcases@waed.uscourts.gov.
- Summonses will be issued by the court electronically. A docket entry will be made in the case.
- When you receive the Notice of Electronic Filing (NEF) print the number of summonses you need.

