

U.S. District Court
Eastern District of Washington

Electronic Case Filing
(ECF)

User's Manual

(Revised April 2016)



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Introduction/Overview

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. You should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading portable document files (PDF).

Help Desk

Contact the court's ECF Help Desk between the hours of 8:00 A.M. and 5:00 P.M. (Pacific time), Monday through Friday if you need assistance using ECF or if you have any procedural questions.

Toll Free Help Desk: 1-866-236-5100 or 509-458-3410 in Spokane.

ECF System Capabilities

Registered users with an ECF Account, a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the U.S. District Court's website to perform the following functions:

- Open the court's web page.
- View or download the most recent version of the ECF User's Manual.
- Self-train on web-based ECF Tutorials.
- Attend a training course to practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database.
- Electronically file pleadings and documents in actual ("live") cases.
- View official docket sheets and documents associated with cases.
- View various reports for cases that are filed electronically.

Hardware and Software Requirements

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF:

- An Internet service provider and Web browser. The court has verified that ECF is compatible with:
 - Internet Explorer 9.x
 - Firefox 15.x
 - Safari 5.1 and 6.x

If you are using a different version of these browsers or are using another type of browser, you may experience problems filing or viewing documents in CM/ECF. Be aware that upgrading your Internet browser or PDF software could cause compatibility issues with CM/ECF.
- Software to convert documents from a word processor format to portable document format (PDF).
- A scanner to convert paper documents to PDF format to enter electronically into ECF (such as exhibits). Use a scanner ONLY if you cannot electronically prepare your documents and convert them directly to PDF format. Files created by scanning a paper document, then converting to PDF are about ten times larger than files created by creating a PDF from a word processing document. In addition, scanned documents are not generally text searchable.
- Note: When scanning documents for ECF, scan at a resolution of 300 dpi (dots per inch). All documents should be scanned with a “black and white” setting unless color is an important aspect of the document.

PACER Registration

ECF users must have a PACER account in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Register for Electronic Case Filing (ECF)

Participants will need to register with the court to receive a login and password for the ECF system. The registration form can be found in PDF format online via our website:

<http://www.waed.uscourts.gov/attorney-admissions>

Completed registration forms should be mailed to:

U.S. District Court - Eastern District of Washington
P.O. Box 1493
Spokane, WA 99210-1493

Once an account has been established, your login and password will be sent to you by email. **An attorney's login and password take the place of his/her signature in validating documents to be filed with the Court.**

Registering for ECF also commits an attorney to accepting service of documents electronically. All orders from the court will be sent electronically, as will service by other ECF participating attorneys.

Portable Document Format (PDF) Tips

(Note: The following tips focus on Adobe Acrobat Software. Adobe developed the PDF document standard. However, many other PDF writers are on the market.)

What does PDF stand for?

- PDF, or *Portable Document Format*, is a convenient and popular method for distributing information electronically.
- A PDF document is compatible with Windows, Macintosh, and Unix-based computers, which means that the document can be read on screen and printed from nearly any computer.
- In addition, a PDF document retains all the formatting and fonts of the original.

Only documents in PDF format may be filed with the court using the ECF system, so these documents must be converted from their native word processing application to PDF. If PDF conversion software is not included with a word processing program, you must install the software. Before transmitting to the court, you should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

Pick a Standard Font

Two good fonts to use are Courier (12 pt) and Times New Roman (14 pt). It is better to minimize the number of fonts that are used in each document. Tests have shown that the True Type fonts increase the size of the document. To set the default fonts click on **File / Document / Default Font**.

Avoid Pagination Problems

Set Adobe PDF Writer as the default printer **before** opening the Word or WordPerfect document.

Pagination, fonts, spacing or other formatting problems can occur if a document is initially prepared with some other printer specified. This might require further proofreading and editing. To keep PDF pagination problems from occurring during the creation of a document, click **File / Print** and then choose **Adobe PDF** as your printer before you begin to compose or edit your document. This will make Adobe PDF the default printer for this document and the pagination will occur as you work on the document.

How to View a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select FILE on the menu bar and click OPEN from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- If the designated location is correct, and the file is in PDF format, Acrobat opens the file and displays it on your screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars and buttons to move about within the document.
- Click on the VIEW menu for other options for viewing the displayed document. Choose the option that best suits your viewing needs.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the court's Electronic Case Filing (ECF) system. The conversion process requires special software (i.e. Adobe Acrobat Writer) or WordPerfect (Version 9 or higher) with its built-in PDF conversion capabilities.

From Word Perfect Version 9 or higher:

- Open the document.
- From the menu bar, click on FILE and from the drop-down menu select PUBLISH TO PDF.
- Save the file as a PDF file, giving it a .PDF extension.
- The file is now in PDF format under the newly designated name. The original document remains in WP format with its original file name.

For earlier versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other software applications:

- Install PDF conversion software on your computer.
- Follow the instructions for your software.

File Size

File size matters in ECF. Documents larger than 20 megabytes will not be accepted for filing. This limit was set for the purpose of achieving a reasonable time for users to upload or download a file.

Monitor your file size to avoid wasting time. There are many ways to discover the file size of your document. One way is from Windows Explorer:

- Right click on the Start button on the bottom of your Windows screen
- Left click on the Explore Option
- Navigate to the proper file folder
- Select the View menu, Details.
- The size column lets you see the file size of your document.

Filing Large Documents

If you need to file a large document – see our Instructions for Filing Large Documents on our web page www.waed.uscourts.gov/case-info.

PDF Documents and Privacy Concerns

With documents you create, the safest way to redact personal identifiers is to partially redact sensitive information when creating the word processing document. Do not rely on electronic redaction of the PDF image, which may be removed by someone with the proper software.

Federal Privacy Rules require that filers protect privacy by deleting all but –

- Last four digits of social security numbers
- Initials of a minor child
- Last four digits of financial account numbers
- Year for dates of birth
- City and state for home addresses in criminal cases

For more information about personal identifiers, as well as a link to the privacy rules, visit our website at www.waed.uscourts.gov/case-info.

Entering the ECF System

How to Access ECF

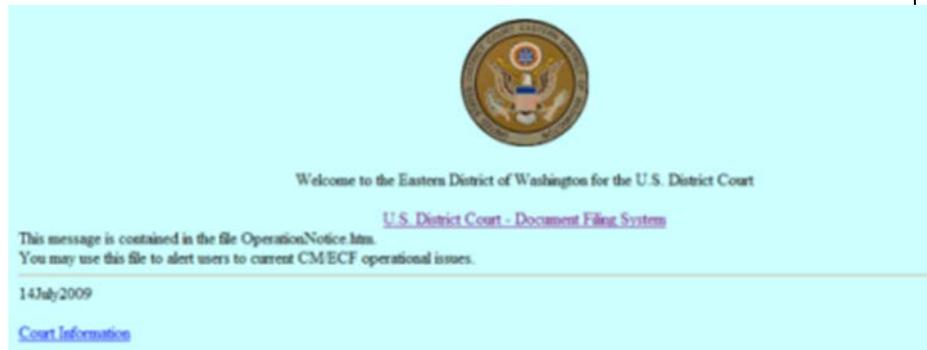
Access the Eastern District of Washington Court webpage at:

www.waed.uscourts.gov

Click on E-Filing (CM/ECF) and PACER

Login to File or Search

You are directed to the 'Welcome' screen.



<p>Click on the Court Information hyperlink to access the following:</p> <p>Court Details</p> <p>Court Locations</p> <p>PACER Details</p> <p>Case Flag Definitions</p>	<table border="1"> <thead> <tr> <th colspan="2">Court Details</th> </tr> </thead> <tbody> <tr> <td>Court's Name</td> <td>U.S. District Court</td> </tr> <tr> <td>Software Version</td> <td>CM/ECF-DC V6.1</td> </tr> <tr> <td>ECF Go Live Date</td> <td>Oct 12, 2004</td> </tr> <tr> <td>Maximum PDF File Size</td> <td>20 MB</td> </tr> <tr> <td>Maximum Merge Document Size</td> <td>200 MB</td> </tr> <tr> <td>Threshold for Large Docket Sheet Warning (Entries)</td> <td>Not Set</td> </tr> <tr> <td>Case Number Format</td> <td>O:YY-TY-####-INI example: 1:16-cv-03045-FVS</td> </tr> <tr> <td>RSS Feed</td> <td> Last 24 hours' entries - Internet</td> </tr> <tr> <td>Docket entries of type: all</td> <td></td> </tr> </tbody> </table>	Court Details		Court's Name	U.S. District Court	Software Version	CM/ECF-DC V6.1	ECF Go Live Date	Oct 12, 2004	Maximum PDF File Size	20 MB	Maximum Merge Document Size	200 MB	Threshold for Large Docket Sheet Warning (Entries)	Not Set	Case Number Format	O:YY-TY-####-INI example: 1:16-cv-03045-FVS	RSS Feed	 Last 24 hours' entries - Internet	Docket entries of type: all	
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<p>Click on 'Document Filing System' to access the Login page.</p>	 <p>Welcome to the Eastern District of Washington for the U.S. District Court</p> <p>U.S. District Court - Document Filing System</p>
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<p>The login page contains detailed instructions for filing.</p>	<p>CM/ECF Filer or PACER Login</p> <p>Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under 18 U.S. Code. All activities and access attempts are logged.</p> <p>Instructions for filing: Enter your CM/ECF filer login and password if you are electronically filing something with the court.</p> <p>If you received this login page as a result of a link from a Notice of Electronic Filing email: Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.</p> <p>If you have trouble viewing a document: After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.10 per page.</p> <p>Instructions for viewing filed documents and case information: If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at: http://pacer.psc.uscourts.gov</p>
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Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court. Note: All ECF logins and passwords are case sensitive.

If you received this login page as a result of clicking on a document link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts you for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "*You do not have permission to view this document,*" viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.10 per page.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at:
<http://pacer.psc.uscourts.gov>

Difficulty logging in to file documents in CM/ECF?

The *Forgotten Password* program will reset your CM/ECF password and send both the User ID and a new password directly to the attorney's email box. **(Click on the hyperlink to access the Forgotten Password page on the login screen.)**

Forgot your CM/ECF password? Click [here](#) to reset it.

Notice of Redaction Responsibility

At the login screen you are reminded of your responsibility to redact personal identifiers in compliance with Fed. R. Civ. P. 5. 2 or Fed. R. Crim. P. 49.1. You must check the box to the right of the login screen before you are permitted to login.

The screenshot shows the login interface. On the left, under the heading "Authentication", there are three input fields: "Login:", "Password:", and "client code:". Below these fields are two buttons: "Login" and "Reset". To the right of the input fields is a text box containing the following text: "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers, dates of birth, names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments." Below this text is a checkbox with the text "I understand that, if I file, I must comply with the redaction rules. I have read this notice." A red rectangular box highlights the checkbox and its text.

Verify that you have entered your ECF login and password correctly. If not, click on the **RESET** button to erase the Login and Password entries and re-enter the correct information.

After you enter the correct login and password information, click on the **LOGIN** button to transmit your user information to the ECF system.



If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

Click on the browser BACK button and re-enter your correct login and password.

Your ECF or PACER login attempt failed. Either your login name or password is incorrect.

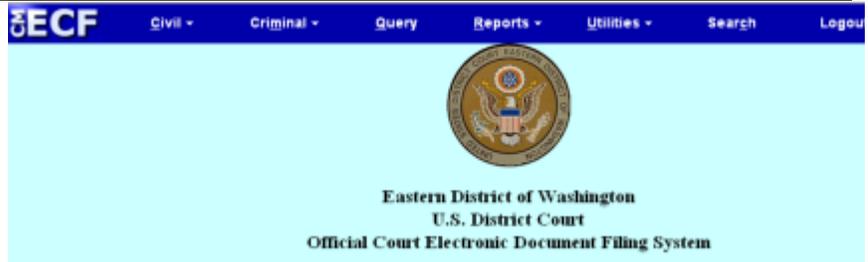
Back

After ECF accepts your login and password, the Main ECF screen will display with a *blue* functional selection menu bar at the top.

Login Date and Time

The date and time you last logged into the system appears at the bottom of this screen.

- You should review this information each time you login for security reasons.
- **If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, CHANGE YOUR PASSWORD IMMEDIATELY, and then call the ECF Help Desk (1-866-236-5100) with this information as soon as possible.**



Last login: 11-05-2009 12:22

14July2009

Selecting ECF Features



ECF provides the following features that are accessible from the *blue* menu bar at the top of the opening screen:

Civil - File civil case pleadings, motions, and other civil court documents.

Criminal - File criminal case pleadings, motions, and other criminal court documents.

Query- Search ECF by specific case number or party name to retrieve information and documents relevant to the case. You must login to PACER before you can query a case.

Reports - Retrieve docket sheets and cases-filed reports. You must login to PACER before you can view most ECF reports.

Utilities - View your personal ECF transaction log and maintain personal ECF account information.

Search – Search for filing events for quick access.

Logout - Exit from ECF.

General Rules and Manipulations

Manipulating the Screens

Each screen has the following two buttons:

- **CLEAR** - Use this button to clear data from all fields on the form.
- **NEXT** or **SUBMIT** – Use these buttons to accept entered data, display the next data-entry screen and commit and finalize your transaction.

Correcting a Mistake

Use the BACK button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

- You may use the Back button of your browser to correct data entry until you see the “Attention” warning message.
- Once you click on the next button after seeing this message you will have no further opportunity to go back and correct any mistakes.
- After clicking the final Submit button that completes your filing, never use the Back button to return to the list of filing events. Always click on Civil, Criminal, or Search from the blue menu bar and proceed from there.

Document Incorrectly Filed

A document incorrectly filed in a case may be the result of posting the wrong PDF to a docket entry, selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. **Do not attempt to refile the document.**

As soon as possible after an error is discovered, the filing party should contact the Clerk’s Office with the case number and the document number for which the correction is being requested. If appropriate, the Clerk’s Office 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.

Toll Free Help Desk: 1-866-236-5100

Filing Procedures

Certificate of Service

A Certificate of Service must accompany each document filed. Complete your Certificate of Service form prior to filing your document. The Certificate may be filed as the last page of the document, or it may be created separately and attached to the document being filed.

The information to complete the Certificate of Service is available by logging in to the ECF system, going to Utilities, Mailings, Mailing Information for a Case. There will be a listing of parties to be noticed electronically, and parties that must be noticed by mail.

Signatures

Attorney Signatures:

An electronically filed pleading or other document which requires an attorney's signature shall be signed in the following manner:

s/Susan Attorney
Susan Attorney/ State Bar Number
Attorney for the (Plaintiff/Defendant)
ABC Law Firm
123 South Street
Spokane, WA 99201
Telephone: 509-123-4321
Fax: 509-321-1234
Email: susan_attorney@law.com

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.

Non-attorney signatures:

If the original document requires the signature of a non-attorney, the filing party may scan the entire document, including the signature page, or attach the scanned signature page to an electronic version of the filing. The electronically filed document as it is maintained on the Court's servers shall constitute the official version of the record. We suggest that the filing party maintain a paper copy of the original document until two years after all time periods for appeal expire.

Retention of Original Documents

We suggest 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.

Proposed Orders

Electronically-submitted proposed orders shall be filed with the motion as an attachment and may not be combined with the motion into one document. This will provide service of the proposed order to all registered parties.

Additionally, a courtesy copy of the proposed order in Word or WordPerfect format must be emailed to the judge or magistrate judge hearing the motion.

The email must include the case name and number in the subject line.

The judges' email addresses **for proposed orders only** are as follows:

BastianOrders@waed.uscourts.gov
DimkeOrders@waed.uscourts.gov
MendozaOrders@waed.uscourts.gov
NielsenOrders@waed.uscourts.gov
PetersonOrders@waed.uscourts.gov
QuackenbushOrders@waed.uscourts.gov
RiceOrders@waed.uscourts.gov
RodgersOrders@waed.uscourts.gov
SheaOrders@waed.uscourts.gov
SukoOrders@waed.uscourts.gov
VanSickleOrders@waed.uscourts.gov
WhaleyOrders@waed.uscourts.gov

As a convenience, we have provided a link to the proposed orders addresses for all our judges as a CM/ECF menu item:



Proposed orders on motions for default filed pursuant to Civil Local Rule 55 should be emailed to the Clerk in Word or WordPerfect format at the following address: WAEDClerk@waed.uscourts.gov

No other documents or pleadings, with the exception of proposed jury instructions per LR 51.1(c), may be sent to the Court or the Clerk’s Office at these email addresses.

Pagination

Documents, including exhibits, shall be sequentially paginated in their entirety, with the page numbers appearing on the bottom of each page.

Filing Example: If you are filing a 5 page Declaration along with a 3 page Exhibit A and a 10 page Exhibit B, the page numbers on your document would be 1-18.

Adding Attachments during Filing

After browsing and selecting the appropriate Main Document, you should click the Browse button in the attachments section to add the first attachment. Once a PDF document is selected, you **must** describe the document(s) using the Category list, and Description box, or both. As the process of adding an attachment is completed, a new row will appear so you can then add a second attachment if necessary. Additional rows will automatically be added as needed.

Motions
[2:09-cv-00312 Fibonacci, et al v Bohr, et al](#)
JURY

Select the pdf document and any attachments.

Main Document
O:\ECF Documents\motion.pdf

	Attachments	Category	Description	
1.	O:\ECF Documents\exhibit1.pdf <input type="button" value="Browse..."/>	Exhibit	A pg 10-12	<input type="button" value="Remove"/>
2.	O:\ECF Documents\exhibit2.pdf <input type="button" value="Browse..."/>	Exhibit	B pg 13-15	<input type="button" value="Remove"/>
3.	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	

Linking Documents

To link the document you are currently filing to a previously filed document, check the box in front of **“Should the document you are filing link to another document in this case?”**

You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you click NEXT you are presented with a list of documents that match your search criteria. Click the checkbox for the document you wish to link to and click NEXT.

The docket text indicates the link.

Should the document you are filing link to another document in this case?

Filed to

Documents to

- Grey. Modified on 2/8/2007 (KLN,).
- 02/06/2007 [6](#) Second MOTION to Dismiss *FOR FAILURE TO COMPLY WITH COURT ORDER* by Defendant Earle Grey. (Attachments: # (1) Proposed Order)Noting Date 2/23/2007.
 - 02/06/2007 [7](#) Second MOTION to Dismiss *For Failure to Comply with Court Order* by Defendant Earle Grey. (Attachments: # (1) Proposed Order)Noting Date 2/23/2007.

BRIEF re [7] Second MOTION to Dismiss *For Failure to Comply with Court Order* by Defendant Earle Grey.

Selecting the Filer / Adding New Parties

Docketing – Select the Filer Screen

Responses and Replies
4:07-cv-00001-NKL Smith v. USA

Pick Filer

[Collapse All](#) [Expand All](#)

- John Smith pet
 - Attorney
 - Elise Barker
- USA res
 - Attorney
 - Robin L Jones

Select the filer.

Select the Party:

- Smith, John [pet]
- USA, [res]

Next **Clear** **New Filer**

When selecting the filer, the case participant tree is in the left pane and the right pane displays the existing parties. In the right pane, click the name of the party for whom you are filing the document, or, if the **Select a Group** option is presented and you represent all defendants or plaintiffs you may select a group by clicking in the circle next to the group.

To add a new party, you should click the **New Filer** button located in the right pane. A new search screen will be displayed from which you can search for and add a new party.

To search for a new filer, type in the first three letters of the party's last name, or if a business, the first three letters of the business name. Be sure to scroll down through the list of names that come up on the screen. If the system finds the correct name, select the name already in the database to eliminate different versions of the same party name. If no match is found, click the **Create New Party** button and complete the Last Name, First Name and, if applicable, Middle Name and Generation fields. **Do not enter a party's address or email address.** Select the correct role of the party and click the **Add Party** button.

Add Party Information Screen

The screenshot shows the 'Add Party Information' screen. On the left, there is a 'Pick Filer' pane with a tree view containing 'John Smith pet' and 'USA res'. The main area is a form titled 'Party Information'. The form includes fields for: Last name (O'Grady), First name, Middle name, Generation, Title, Role (interested party (intp.pt)), Prisoner id, Office, Address 1, Address 2, Address 3, State, Zip, Prison, Phone, E-mail, Party text, Start date, End date, Notice, and Corporation. A red box highlights the 'Party Information' header and the 'Add Party' button at the bottom left. Another red box highlights the 'Party text' field.

After searching for, selecting, and adding a filer, the filer's name appears in the participant tree and is added to the party pick list and is highlighted in the list. At this point you can either:

- add an alias or corporate parent by clicking on the corresponding "add" icon,
- edit the party information by clicking on the pencil "edit" icon,
- delete the party by clicking the red X "delete" icon,
- add a new party by clicking on the **Add New Party** button at the top left of the screen.

When a new party is added, he/she is added to the party pick list, highlighted in the list and added to the participant tree in the left pane. To add more parties, repeat this process. Parties that are added to civil cases during docketing will have control icons in the participant tree so you can add aliases, corporate parents, etc. for the party during this process. **There are no icon controls for existing participants in the participant tree during docketing.**

If a new participant is added during the docketing process, then icon controls will be available for the new participant only. Attorneys may link themselves to a party but may not add other attorneys to the docket.

Icons

The following table provides a description for each of the icons that may appear in the participant tree.

Icon	Description
	Delete this party from the case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

Additionally, the + and – icons for each branch expand or collapse the branch, respectively.

Civil Events



Filing Documents in Civil Cases

The steps involved in filing a civil document are:

- Select the type of document to file.
- Enter the case number.
- Designate the party or parties filing the document.
- Specify the PDF document to be filed.
- Add attachments to the document being filed.
- Modify docket text as necessary.
- Submit the pleading to ECF.
- Receive notification of electronic filing.

Select the type of document to file.

This section describes the process for filing a motion in ECF. The process is similar for filing other documents.

Select **Civil** from the *blue* menu bar at the top of the ECF screen.

Select **Motions** under **Motions and Related Filings**.

Filer Tip: To avoid looking through event menus, use **Search** from the *blue* menu bar at the top of the ECF screen and type in the event you are looking for.



Motions and Related Filings

[Motions](#)

[Supporting Documents/Responses and Replies](#)

[Email Proposed Orders](#)

Search

Search for a filing event.

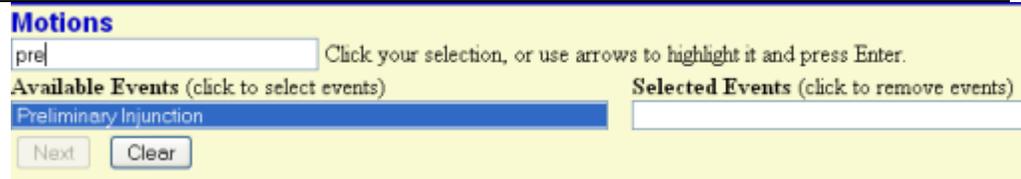
This screen allows you to search for an available filing event within Motions.

Type at least the first three letters of the description of the document you wish to file.

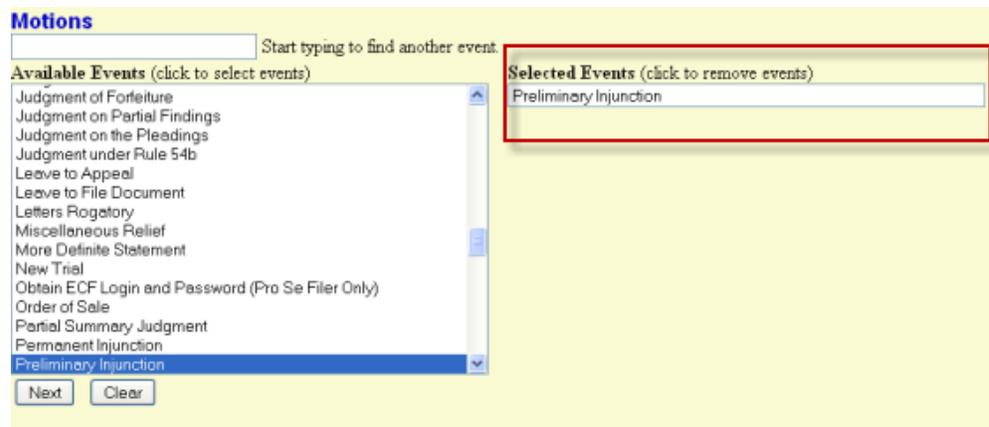
Click on the event name to select it. In this example, Preliminary Injunction.

If you select the wrong event, click on it under Selected Events and it is removed from the list.

Click NEXT to continue.



Motions
pre| Click your selection, or use arrows to highlight it and press Enter.
Available Events (click to select events) **Selected Events** (click to remove events)
Preliminary Injunction
Next Clear



Motions
Start typing to find another event.
Available Events (click to select events) **Selected Events** (click to remove events)
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54b
Leave to Appeal
Leave to File Document
Letters Rogatory
Miscellaneous Relief
More Definite Statement
New Trial
Obtain ECF Login and Password (Pro Se Filer Only)
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Next Clear

<p>FILER TIP: If the type of motion you are looking for does not appear on the list, select Miscellaneous Relief. You will be prompted to describe your filing.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Motions</h3> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text"/> Start typing to find an event. </div> <p>Available Events (click to select events)</p> <ul style="list-style-type: none"> Judgment of Forfeiture Judgment on Partial Findings Judgment on the Pleadings Judgment under Rule 54b Leave to Appeal Leave to File Document Letters Rogatory <li style="background-color: #0056b3; color: white;">Miscellaneous Relief More Definite Statement New Trial Obtain ECF Login and Password (Pro Se Filer Only) Order of Sale Partial Summary Judgment Permanent Injunction Preliminary Injunction <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Next Clear </div> </div>
---	---

Enter the case number.

<p>Enter the case number, and then click Find This Case. ECF will search the court’s database for the case number.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Motions</h3> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Civil Case Number</p> <div style="display: flex; align-items: center;"> <input style="width: 150px;" type="text" value="9-312"/> Find This Case </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Next Clear </div> </div>
---	---

If multiple cases are found for the same case number, they are displayed for you to select.

Click NEXT to continue.

Case Flag Definitions appear under the case caption.

Motions

Civil Case Number

Select a case:

- 2:09-cv-00312 Fibonacci, et al v Bohr, et al
- 2:09-mc-00312-JLQ Lane v. Nickels

Motions

[2:09-cv-00312 Fibonacci, et al v Bohr, et al](#)

JURY 

Designate the party or parties filing the document.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the **CONTROL** key while pointing and clicking on each party of the group.

Alternatively, you may select a group from the radio buttons to the right if you represent all plaintiffs or all defendants.

After highlighting the parties to the motion, click on the **NEXT** button.

FILER TIP: If your party does not appear, you can add or create a new party, as outlined in *Selecting the Filer/Adding New Parties* on Page 25.

Select the filer.

Select the Party:

OR

Select a Group:

Bohr, Niels [dft]
Fibonacci, Leonardo [pla]
Tesla, Nikola [dft]

- No Group
 All Defendants
 All Plaintiffs
 All Parties

Next

Clear

New Filer

Specify the main PDF document to be filed.

ECF displays a field for locating and entering the PDF file of the document you are filing.

1. Click **BROWSE**.
Search your computer for the document to be filed.

Select the pdf document and any attachments.

Main Document

Browse...

Attachments

Category

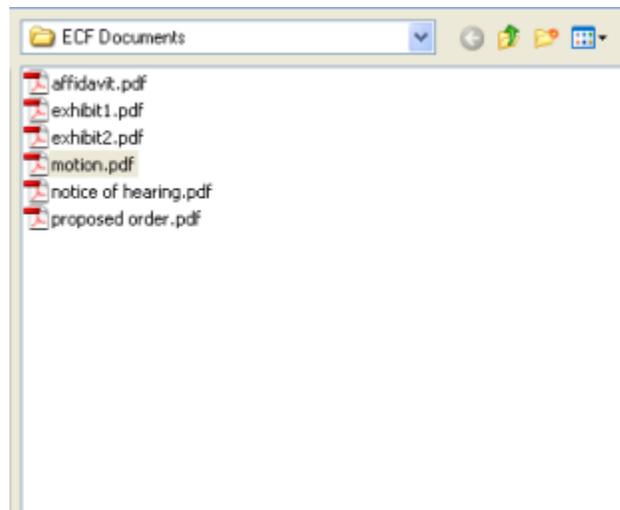
1.

Browse...

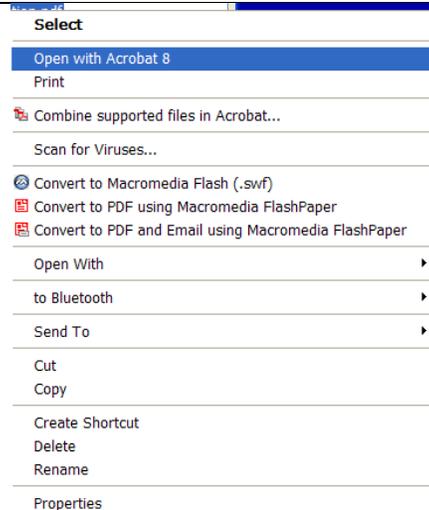
Next

Clear

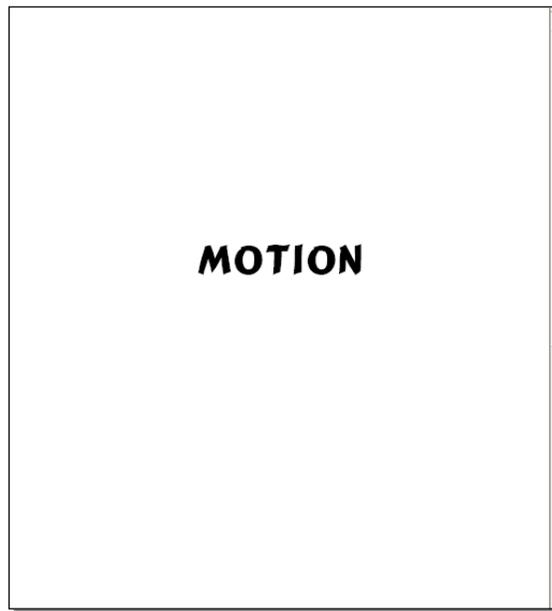
2. Navigate to the appropriate directory and file name to select the PDF document you wish to file.
(All documents that you file in ECF must be in PDF format. ECF will not accept other formats.)



3. In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a quick menu and left mouse click on “Open With”.



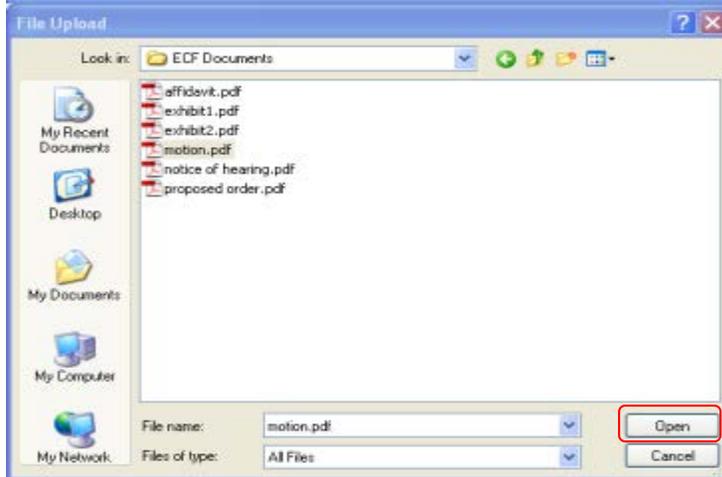
4. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected.



(Sample Document)

5. Once you have verified the document is correct, close Adobe Acrobat and click on the **OPEN** button, or double-click on the file name.

6. ECF closes the **Choose File** screen and inserts the PDF file name and location.



Select the pdf document and any attachments.

Main Document

O:\ECF Documents\motion.pdf

Browse...

7. In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the NEXT button:

8. Click on the BACK button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

9. If you fail to select a document to file with your pleading, ECF will display this error message:

10. If you click OK from this screen, ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

ERROR: Document is not a well-formed PDF document (no further information is available).

Back

“Error: Document is not a well-formed PDF document.”



Add attachments to documents being filed.

To attach the proposed order to your motion, follow the next three steps:

1. Click **BROWSE**, under **Attachments**. Search your computer for the document file name of the attachment, find the document you want, double-click it and ECF will insert it in the Filename field.

2. **Name the attachment.** Choose from either the **Category** drop down menu, or **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, ECF will display the Category name first, then the Description in the docket text.

FILER TIP: You will receive an error message if you attempt to skip this step:

3. After adding all of the desired PDF documents as attachments, click **NEXT**.

Select the pdf document and any attachments.

Main Document
O:\ECF Documents\motion.pdf

Attachments	Category	Des
1. <input type="text" value=""/>	<input type="button" value="Browse..."/>	<input type="text" value=""/>

Select the pdf document and any attachments.

Main Document
O:\ECF Documents\motion.pdf

Attachments	Category	Description
1. O:\ECF Documents\proposed order.pdf <input type="button" value="Browse..."/>	<input type="button" value="Browse..."/> Text of Proposed Order	<input type="text" value=""/> <input type="button" value="Remove"/>
2. <input type="text" value=""/>	<input type="button" value="Browse..."/>	<input type="text" value=""/>

The page at <https://ecf-test.waed.circ9.dcn> says:

 Please select a category or provide a description of attachment 1.

Note the Motion for Hearing

<p>1. Select type of hearing.</p>	<p>Is hearing WITH oral argument? Y/N: <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p>If hearing type is WITH oral argument, you must first obtain the hearing date and time from the Courtroom Deputy.</p> <p>If hearing type is without oral argument, location and time will default to Without Oral Argument at 6:30 p.m.</p> <p>Filing Tip: The text in your PDF document should also contain the date, time, and place of the hearing.</p> <p>Notices 2:09-cv-00312 Fibonacci, et al v Bohr, et al JURY</p> <p><i>Notice of Hearing on Motion</i></p> <p>Motion Hearing</p> <p>Date <input type="text" value="11/19/2009"/> <input type="button" value="Calendar"/> Time <input type="text" value="02:00"/> <input type="radio"/> AM <input checked="" type="radio"/> PM</p> <p>Location <input type="text" value="Richland"/> Judge <input type="text" value="Shea, Edward F. (pre)"/></p> <p><input type="checkbox"/> Schedule additional Motion Hearing</p>
<p>2. Enter Hearing Date and Time</p>	<p>Filer Tip: Clicking on the Calendar will display the current month's calendar, which can be changed by clicking on the < or > symbols.</p> 

Modify docket text.

1. Click on the modifier drop-down list. Select a modifier if appropriate.
2. Click in the open text (white box) area to type additional text for the description of the pleading, if necessary.

The image shows two screenshots of a web-based docket entry form. The top screenshot shows the initial state: a grey header bar with the text "Docket Text: Modify as Appropriate." Below it, a dropdown menu is set to "Second", followed by the text "MOTION for Preliminary Injunction" in a white text box, and "by Leonardo Fibonacci. (Attachments: # (1) Text of Proposed Order) (Mauk, Attorney)". Below the text box are "Next" and "Clear" buttons. A red arrow points to the dropdown menu. The bottom screenshot shows the same form after modification: the text in the white box now reads "to cease and desist". A red arrow points to this text. The rest of the form, including the header, dropdown, and buttons, remains the same.

Submit the document

1. Click **NEXT**. A new window appears with the complete text for the docket report.

2. **FILER TIP: There is full path and filename feature that displays on the Final Docket Text screen during docketing.** This will allow you to confirm that the proper documents have been uploaded before posting the document.

3. Also on this screen the following warning is displayed:

4. Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **BACK** button on the browser toolbar to find the screen you wish to alter.

Docket Text: Final Text

**Second MOTION for Preliminary Injunction to cease and desist by Leonardo Fibo
(Attachments: # (1) Text of Proposed Order)(Mauk, Attorney)**

**Attention!! Pressing the NEXT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.**

Source Document Path (for confirmation only).
motion.pdf pages: 1
proposed order.pdf pages: 8

**Attention!! Pressing the NEXT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.**

“Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.”

You will also be reminded to make sure that you have redacted your document.

Have you redacted?



5. Click **NEXT** to file and docket the pleading.
6. At any time prior to this step, you can abort the ECF filing by clicking on any menu on the Blue ECF menu bar at the top of your screen. ECF will reset to the beginning of the process you just selected.



Notice of Electronic Filing

Eastern District of Washington [TEST]
U.S. District Court [TEST]

Notice of Electronic Filing

The following transaction was entered by Mauk, Attorney on 11/6/2009 at 2:49 PM PST and filed on 11/6/2009

Case Name: Fibonacci, et al v Bohr, et al
Case Number: [2:09-cv-00312](#)
Filer: Leonardo Fibonacci
Document Number: [2](#)

Docket Text:
Second MOTION for Preliminary Injunction to cease and desist by Leonardo Fibonacci. (Attachments: # (1) Text of Proposed Order)(Mauk, Attorney)

2:09-cv-00312 Notice has been electronically mailed to:

Attorney Mauk lee_amm_mauk@waed.uscourts.gov
Barnaby Jones none@nospan.net

2:09-cv-00312 Notice has been delivered by other means to:

ECF opens a new window displaying an ECF filing receipt, called the **Notice of Electronic Filing**. This notice provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

- To print the notice, select **PRINT** on the browser toolbar to print the document receipt.
- To save the notice, select **FILE** on the browser menu bar, and choose **SAVE AS** from the drop-down.
- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their email addresses to the court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing.
- It is the filer's responsibility to serve paper copies of the pleading and the Notice of Electronic Filing to attorneys and *pro se* parties who have indicated they do not have email accounts.

Email Notification of Documents That Were Filed – “Free Look”

- Individuals who receive electronic notification of the filing are permitted one “free look” at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The “free look” expires 15 days after the Notice of Electronic Filing is sent.
- The filer is permitted one "free look" at the document to verify that the pleading was properly docketed. Again, the “free look” expires 15 days after the Notice of Electronic Filing is sent.
- If a document is restricted, e.g., it was filed *ex parte*, you will get a login screen after clicking on the document link in the Notice of Electronic filing. When that happens, enter your ECF login and password. The system uses your ECF account to verify you are authorized access to the document.
- The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of documents from ECF must be made through your PACER account and are subject to regular PACER fees.

Criminal Events



Filing Documents in Criminal Cases

The steps involved in filing a criminal document are similar to those in civil:

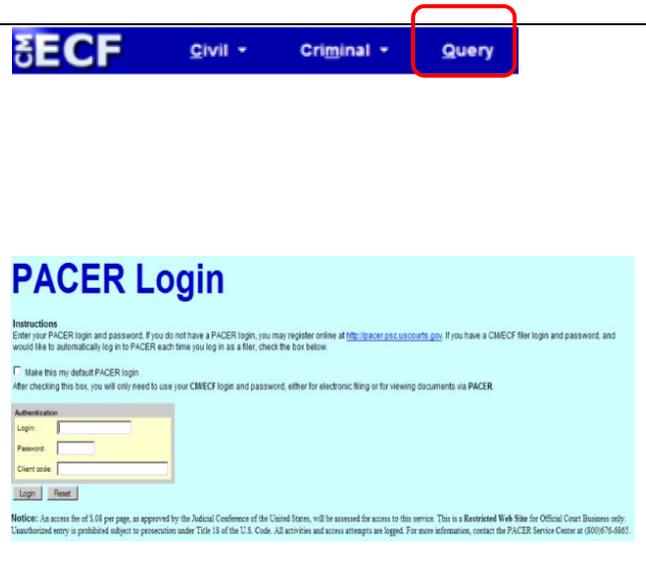
- Select the type of document to file.
- Enter the case number.
- Designate the defendant that the filing relates to.
- Designate the party(s) filing the document.
- Specify the PDF document to be filed.
- Add attachments, if any, to the document being filed.
- Note the motion.
- Modify docket text as necessary.
- Submit the pleading to ECF.

<ol style="list-style-type: none">1. ECF assigns a separate case number to each defendant. Click the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the top box as indicated and leave the other boxes unchecked.2. When finished selecting defendants click NEXT.3. Follow the steps outlined in the civil instructions pages 28-43 to efile your documents.	<p>The screenshot displays the 'Criminal Case Number' selection screen. At the top, there is a text input field containing '3:07-cr-2345' and a 'Hide Case List' button. Below this is a section titled 'Select a case:' which contains four radio button options. The first option, '3:07-cr-02345-RJB USA v. Smith et al', is selected with a checkmark. The other three options are '3:07-cr-02345-RJB-1 Bill Smith', '3:07-cr-02345-RJB-2 Bob Smith', and '3:07-cr-02345-RJB-3 Cassandra Smith', all of which are unselected. At the bottom of the interface are two buttons: 'Next' and 'Clear'.</p>
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Query Feature

Click on **Query** from the *blue* menu bar of ECF to search the Electronic Case Filing (ECF) system for specific case information.

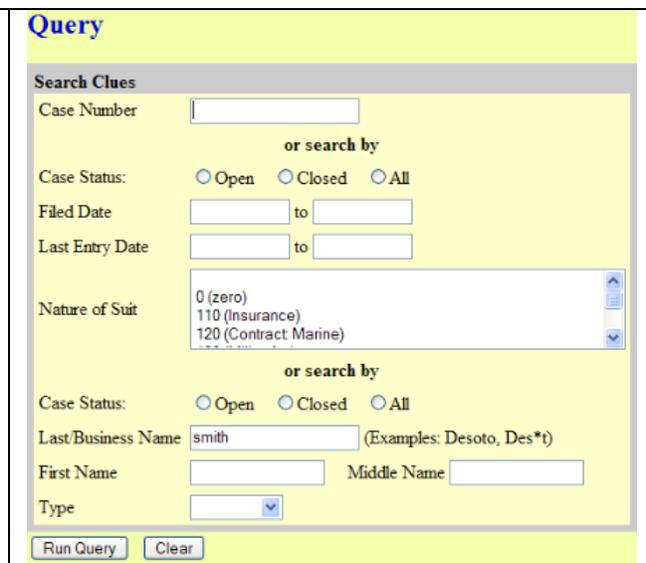
If you do not have a default PACER login set for your account, ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the database.



The screenshot shows the ECF system's navigation bar with 'Civil', 'Criminal', and 'Query' options. The 'Query' option is highlighted with a red box. Below the navigation bar is the 'PACER Login' screen, which includes instructions for logging in, a checkbox to make it the default login, and a form with fields for 'Login', 'Password', and 'Client code'. There are 'Login' and 'Reset' buttons at the bottom of the form. A notice at the bottom of the page states: 'Notice: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. For more information, contact the PACER Service Center at (800)676-6856.'

NOTE: Your PACER login and password are different from your ECF login and password. Your ECF login allows you to file and determines which restricted documents you may access. Your PACER account is used to bill you for the documents you view or download. To register, contact PACER at 1-800-676-6856 or online at www.pacer.psc.uscourts.gov.

After you enter your PACER login and password, ECF opens a **Query** data entry screen.



The screenshot shows the 'Query' data entry screen. It has a yellow background and is titled 'Query'. Under the heading 'Search Clues', there is a text input field for 'Case Number'. Below this is the text 'or search by' followed by three radio buttons: 'Open', 'Closed', and 'All'. There are two date range fields: 'Filed Date' and 'Last Entry Date', each with a 'to' separator. A dropdown menu for 'Nature of Suit' is open, showing options: '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'. Below this is another 'or search by' section with three radio buttons: 'Open', 'Closed', and 'All'. There is a text input field for 'Last/Business Name' containing 'smith' and a note '(Examples: Desoto, Des*t)'. There are also input fields for 'First Name' and 'Middle Name'. A 'Type' dropdown menu is at the bottom. At the very bottom are 'Run Query' and 'Clear' buttons.

If you know the case number that the court has assigned to the case, enter it in the **Case Number** field.

To search by the name of a party or attorney, enter the last name of the party or attorney in the **Last/Business Name** field. Choose **“Party”** or **“Attorney”** in the Type field.

You can enter part of a name and then enter an asterisk (*) for a broader search of the database.

The screenshot shows a 'Query' form with the following fields and options:

- Search Clues**: Case Number (text input)
- or search by**: Case Status (radio buttons: Open, Closed, All), Filed Date (text input to text input), Last Entry Date (text input to text input)
- Nature of Suit**: Drop-down list with options: 0 (zero), 110 (Insurance), 120 (Contract Marine)
- or search by**: Case Status (radio buttons: Open, Closed, All), Last/Business Name (text input with value 'smith'), First Name (text input), Middle Name (text input), Type (drop-down list)
- Buttons: Run Query, Clear

To search by Nature of Suit, choose the appropriate three digit number from the drop-down list.

To search by Cause of Action, select the appropriate cause from the drop-down list.

You may want to enter a date range in the “filed date” fields to avoid receiving an excess amount of data.

The screenshot shows a 'Query' form with the following fields and options:

- Search Clues**: Case Number (text input)
- or search by**: Case Status (radio buttons: Open, Closed, All), Filed Date (text input to text input), Last Entry Date (text input to text input)
- Nature of Suit**: Drop-down list with options: 0 (zero), 110 (Insurance), 120 (Contract Marine)
- Cause of Action**: Drop-down list with options: 0 (No cause code entered), 02:0431 (02:431 Fed. Election Commission: Failure Enforce C), 02:0437 (02:437 Federal Election Commission)
- Last/Business Name**: Text input with value 'smith' and examples: Desoto, Des*t
- First Name**: Text input, **Middle Name**: Text input
- Type**: Drop-down list
- Buttons: Run Query, Clear

Click **Run Query**.

If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases.

Click on the case number hyperlink to view the Query screen:

Select A Person

There were 15 matching persons.

Smith, Bill	(pty)
Smith, Bob	(pty)
Smith, CC	(aty)
Smith, Cassandra	(pty)
Smith, James	(aty)
Smith, Joe	(pty)
Smith, Joe	(pty)
Smith, John	(aty)
Smith, Jon L	(pty)
Smith, Mary	(pty)

Select A Case

This person is a party in 10 cases.

2:07-cr-03000-MJP	USA v. Smith	filed 02/13/07
2:07-cr-03000-MJP-1	Bill Smith	filed 02/13/07
2:07-cv-00049		filed 02/09/07
2:07-cv-00050		filed 02/09/07
2:07-cv-03000-MJP	Smith v. USA	filed 02/13/07
2:33-cr-00321-CVB	USA v. Randy	filed 11/21/06 closed 11/29/07
2:33-cr-00321-CVB-2	Bill Smith	filed 11/21/06 closed 11/29/07
3:07-cr-02345-RJB	USA v. Smith et al	filed 02/13/07
3:07-cr-02345-RJB-1	Bill Smith	filed 02/13/07

At the top of the menu, ECF displays:

- Case number
- Parties to the case,
- Presiding judge,
- Date that the case was initially filed, and
- Date of the last document filed.

3:07-cr-02345-RJB USA v. Smith et al
Date filed: 02/13/2007
Date of last filing: 04/11/2008

Choose specific case information from a large list of Query options by clicking on the appropriate link on the screen:

Alias

Displays party names and any additional names added, “also known as”, or “doing business as”, among others.

Associated Cases

Displays any case associations.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information.

Deadlines/Hearings

Displays hearing and other schedule deadlines. Can be sorted by Due/Set, Document Number, Deadline/Hearing, Filed, Satisfied, Terminated, and Party.

Query

[Alias](#)
[Associated Cases](#)
[Attorney](#)
[Case Summary](#)
[Deadlines/Hearings...](#)
[Docket Report...](#)
[Files](#)
[History/Documents...](#)
[Party](#)
[Related Transactions...](#)
[Status](#)
[View a Document](#)

Docket Report

When you select Docket Report, ECF opens the Docket Sheet criteria screen:

Select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the following boxes to view these from the docket sheet:

- Include terminated parties
- Include links to notices of electronic filing
- Include list of parties and counsel
- Include list of member cases (for consolidated or MDL cases)

View Multiple Documents

This feature allows you to view all the documents from single docket entries at the same time.

Run the docket report and check the box next to the document(s) you wish to view.

Docket Sheet

Case Number
3:07-cr-02345-RJB USA v. Smith et al

Filed to
 Entered to

Documents to

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 View multiple documents

Sort by: Oldest date first

Run Report Clear Make these options my default.

Document options:
 View multiple documents

Date Filed	#	clear	Docket Text
02/13/2007	1	<input checked="" type="checkbox"/>	INDICTMENT as to Bill Smith (1) con
02/13/2007			Judge update in case as to Bill Smith, E
02/13/2007	2	<input checked="" type="checkbox"/>	MOTION to Vacate, Set Aside or Co Civil case 3:07-cv-54 opened. (Addit
02/13/2007	3	<input checked="" type="checkbox"/>	MOTION to Vacate, Set Aside or Co Civil case 3:07-cv-56 opened. (Addit
02/13/2007	4	<input checked="" type="checkbox"/>	MOTION to Vacate, Set Aside or Co Civil case 3:07-cv-5000 opened. (Add
03/06/2007	5	<input checked="" type="checkbox"/>	NOTICE OF ATTORNEY APPEAR
04/11/2008	7	<input checked="" type="checkbox"/>	Second MOTION to Suppress <i>eviden</i> (Attachments: # 1 Proposed Order)(Fr

After clicking **View** or **Download Selected**, you are presented with the PACER billing information screen.

To view the file, click **View Selected**.
To save in a zip file, click **Download Selected**.

Scroll down to view all your PDF images.

The Docket Sheet

You can click on the silver ball to view the Notice of Electronic Filing that was sent.

Click on the hyperlink to view the document. PACER fees apply.



(Sample Document)

Date Filed	#	Docket Text
02/13/2007	1	INDICTMENT as to Bill Smith (1) count
02/13/2007	2	Judge update in case as to Bill Smith, Bol
02/13/2007	3	MOTION to Vacate, Set Aside or Corre Civil case 3:07-cv-54 opened. (Additiona
02/13/2007	4	MOTION to Vacate, Set Aside or Corre Civil case 3:07-cv-56 opened. (Additiona
02/13/2007	5	MOTION to Vacate, Set Aside or Corre Civil case 3:07-cv-5000 opened. (Additi
03/06/2007	6	NOTICE OF ATTORNEY APPEARAN
04/11/2008	7	Second MOTION to Suppress evidence # 1 Proposed Order)(Frost, Jack) (Enter

Filers

Sorted by filer's name, role, date added to the case, and date terminated from the case.

History/Documents

Displays case event history and documents associated with the case.

- Choose to display all events or only those with documents attached.
- Display the docket text in the report.
- Select the sort order for the Query report (**Oldest date first or Most recent date first.**)
- After making your selections, click **Run Query.**

ECF queries the database and builds your report. This particular report lists all of the events and documents associated with the case in chronological order. It also displays the docketing text for all docketed events.

Filers

Name	Type	Added	Terminated
Bill Smith (1)	Defendant	02/13/2007	
Bob Smith (2)	Defendant	02/13/2007	
Cassandra Smith (3)	Defendant	02/13/2007	

History/Documents

- All events (history)
 Only events with documents

Display docket text

Sort by:

History

Doc. No.	Dates	Descrip
--	<i>Filed & Entered:</i> 02/13/2007	Add and Terminate Judges <i>Docket Text:</i> Judge update in case as to Bill Smith, Bob Smith, Cassandra Smith. Judge Robert J. Bryan added.
1	<i>Filed & Entered:</i> 02/13/2007	Indictment <i>Docket Text:</i> INDICTMENT as to Bill Smith (1) count(s) 1, Bob Smith (2) count(s) 1, Cassandra Smith (3) co
2	<i>Filed & Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sente <i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bill Smith. Civil case 3:07-cv-54 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
3	<i>Filed & Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sente <i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bob Smith Civil case 3:07-cv-56 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
4	<i>Filed & Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sente <i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Cassandra Civil case 3:07-cv-5000 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
5	<i>Filed & Entered:</i> 03/06/2007	Notice of Attorney Appearance - Defendant <i>Docket Text:</i> NOTICE OF ATTORNEY APPEARANCE: Valerie Barber appearing for Cassandra Smith
7	<i>Filed & Entered:</i> 04/11/2008	Motion to Suppress <i>Docket Text:</i> Second MOTION to Suppress evidence by Bill Smith as to Bill Smith, Bob Smith, Cassandra Sni Proposed Order)(Frost, Jack)

View a PDF image of actual documents by clicking on the underlined document number in the far left column of the onscreen report.

History		
Doc. No.	Dates	Descrip
--	02/13/2007	Filed & Entered: Add and Terminate Judges
		<i>Docket Text:</i> Judge update in case as to Bill Smith, Bob Smith, Cassandra Smith. Judge Robert J. Bryan added.
<u>1</u>	02/13/2007	Filed & Entered: Indictment
		<i>Docket Text:</i> INDICTMENT as to Bill Smith (1) count(s) 1, Bob Smith (2) count(s) 1, Cassandra Smith (3) co
2	02/13/2007	Filed & Entered: 2255 Motion to Vacate, Set Aside or Correct Sentence
		<i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bill Smith. Civil case 3:07-cv-54 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
3	02/13/2007	Filed & Entered: 2255 Motion to Vacate, Set Aside or Correct Sentence
		<i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bob Smith. Civil case 3:07-cv-56 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
4	02/13/2007	Filed & Entered: 2255 Motion to Vacate, Set Aside or Correct Sentence
		<i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Cassandra. Civil case 3:07-cv-5000 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
5	03/06/2007	Filed & Entered: Notice of Attorney Appearance - Defendant
		<i>Docket Text:</i> NOTICE OF ATTORNEY APPEARANCE: Valerie Barber appearing for Cassandra Smith
7	04/11/2008	Filed & Entered: Motion to Suppress
		<i>Docket Text:</i> Second MOTION to Suppress evidence by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Proposed Order(Frost, Jack)

Party

This option displays party names and their counsel.

3:07-cr-02345-RJB USA v. Smith et al
 Date filed: 02/13/2007
 Date of last filing: 04/11/2008

Parties

Bill Smith (1)
 LOMPOC
 U.S. PENITENTIARY
 Inmate Mail/Parcels
 3901 KLEIN BLVD
 LOMPOC, CA 93436
Added: 02/13/2007
(Defendant)

Bob Smith (2)
Added: 02/13/2007
(Defendant)

Cassandra Smith (3)
Added: 02/13/2007
(Defendant)

represented by

Valerie Barber
Assigned: 03/06/2007
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

USA
Added: 02/13/2007
(Plaintiff)

Related Transactions

Run Query to display each transaction in the case along with any other transactions to which it is related.

Related Transactions

Filed to

Documents to

Document type

Pending

Terminated

Sort by

To view the document, click on the document number link.

To view the docket report click on the link

Related Transactions

Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
1	Indictment	02/13/2007	
2	2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
3	2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
4	2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
	Add and Terminate Judges	02/13/2007	
5	Notice of Attorney Appearance - Defendant	03/06/2007	
7	Motion to Suppress	04/11/2008	

[Docket Report...](#)

Status

Lists pending statuses in cases. Click on the silver ball in the “Status set by” box to display the docket entry which sets the status. You can view the document for that entry by clicking on the document number. (PACER charges apply.)

If there are any statuses which were previously set, you will see the words, “**Click here**” to view terminated Statuses below the table of pending statuses. Click on the word “**here**” to see them.

NO IMAGE AVAILABLE

View Document

This feature allows you to access PDF documents in a case without first running a Docket Report.

Enter one document number. When you click **Run Report**, you will see the document, if there were no attachments; if attachments were submitted, you must first select the main document or an attachment to view.

A screenshot of a web interface titled "View Document" with a yellow background. At the top, the title "View Document" is displayed in blue. Below the title, there is a grey box labeled "Case Number" containing the text "3:07-cr-02345-RJB USA v. Smith et al". Underneath, there is a label "Document" followed by a white input field containing the number "1". At the bottom of the form, there are two buttons: "Run Report" and "Clear".

Mobile Query

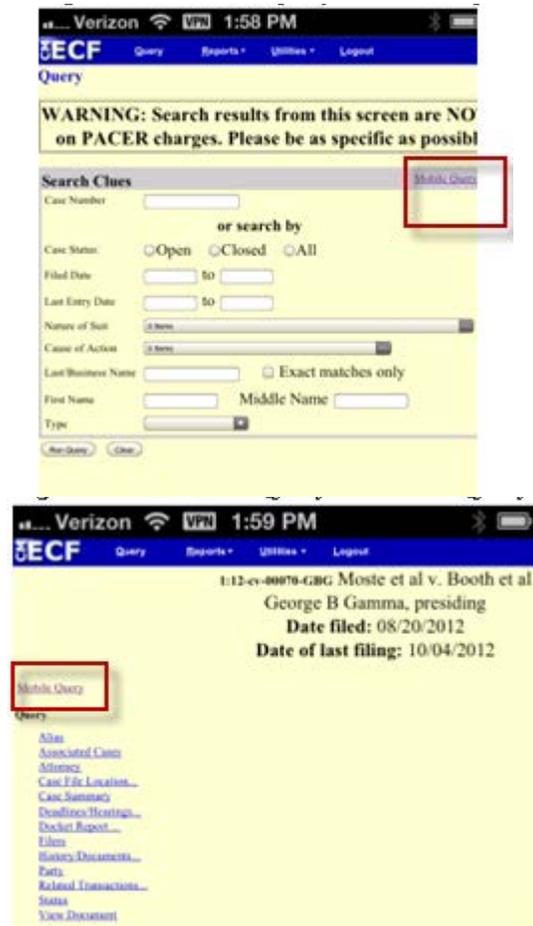
The mobile PACER Case Locator (PCL) provided by the PACER service center is now linked to the District CM/ECF application.

The mobile query interface offers a simplified user experience optimized for display on mobile devices. This interface incorporates the following functions:

- Search interface
- Party selection from party name search result list
- Case selection from case search result list based on case or party name search
- Attorney information for selected case
- Party information for selected case
- Deadlines/Hearings for selected case
- Docket entries for selected case
- PACER login

Users can access the mobile query via one of the following locations:

1. the Mobile Query link on the Query selection criteria page



2. the Mobile Query link on the Query results page.

Reports Feature

This feature provides you with several report options.

After selecting the Reports feature from the *blue* menu bar, ECF opens the **Reports** screen.

If you select **Civil** or **Criminal Reports** or **Docket Sheet**, the PACER login screen will display.



You must log in to PACER, and fees will apply to view documents.

You can view **Calendar Events** and **Written Opinions** for a case without logging into PACER. These events are free of charge.

Reports

- [Docket Sheet](#)
- Criminal Reports**
 - [Criminal Cases](#)
- Civil Reports**
 - [Civil Cases](#)
 - [Judgment Index](#)
- Civil and Criminal Reports**
 - [Calendar Events](#)
 - [Docket Activity](#)
 - [Written Opinions](#)

Docket Sheet

See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the **date filed/entered fields**. ECF also offers various sorting options from the **Docket Sheet** query screen.

Enter the case number for your docket sheet in the Case Number field.

Select parameters for the remainder of the data entry fields and click **Run Report**. ECF will display a full docket sheet for the case you selected.

Docket Sheet

Case number: 3:07-cr-2345

Select a case:

- 3:07-cr-02345-RJB USA v. Smith et al *(All Defendants)*
- 3:07-cr-02345-RJB-1 Bill Smith
- 3:07-cr-02345-RJB-2 Bob Smith
- 3:07-cr-02345-RJB-3 Cassandra Smith

Filed to

Entered to

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

Document options:

- View multiple documents

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by: Oldest date first

Make these options my default.

You can now run a combined docket report for a subset of criminal defendants in a multidefendant case. The **View Combined Docket Report** checkbox allows you to run the combined form of the report for the chosen subset of defendants.

Case number 2:09-cr-334-1,3 Hide Case List

Select a case:

- 2:09-cr-00334-JLQ USA v. Jones et al
- 2:09-cr-00334-JLQ-1 Daisy Jones
- 2:09-cr-00334-JLQ-2 Henry Johnson
- 2:09-cr-00334-JLQ-3 Harley Brown
- View Combined Docket Report** 

Civil Cases

The Civil Cases report provides you with the flexibility to query the ECF database to locate cases filed within a specific date range, or by Nature of Suit and Cause Code.

When you click on the **Civil Cases** link, ECF displays a query screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

If you are not logged into PACER, ECF will display the PACER login screen before you can view this report.

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Seattle, Tacoma
Case type: Civil, Grand Jury
Nature of suit: 0 (zero), 110 (insurance)
Cause: 0 (No cause code entered), 00 0000 (00 0000 Cause Code U.)
Jurisdiction: Diversity, Federal Question
Case flags: 1915, APPEAL
Filed: 1/1/2008 to 4/14/2008
Terminal digit(s): 2, 4, 7
Sort by: Case Number
Output Format: Formatted Display, Data Only
Run Report, Clear, Make these options my default

Here is an example of part of a report.

The far-left column of the report contains hyperlinked case numbers.

If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case.

Follow the instructions in the previous section for a Docket Sheet report.

Civil Cases Report			
U.S. District Court -- United States District Court for the Western District of Washington			
Filed Report Period: 1/1/2008 - 4/14/2008			
Case Number/ Title	Case Dates	Days Pending	Notes
288-cv-00021-JCC Kruvy Barger v. Camie Book Guy	Case filed: 04/11/2008	3	Cause: 47.0605 Unauthorized Publication/Use of Communications NOS: 190 Contract Order Office: Seattle Jurisdiction: Federal Question President: John C. Coughenour Jury demand: Plaintiff Case flags: APPEAL, JURYDEMAND
204-cv-02166-TS7 Smithers v. Baras	Case filed: 03/11/2008	34	Cause: 05.702 Administrative Procedure Act NOS: 190 Contract Order Office: Seattle Jurisdiction: Federal Question President: Thomas S. Tilly Jury demand: None
208-cv-00001 Newman v. United States of America	Case filed: 02/12/2008	62	Cause: 05.702 Administrative Procedure Act NOS: 890 Other Statutory Actions Office: Seattle Jurisdiction: Federal Question President: Unassigned Jury demand: None

Judgment Index

Search by a specific case number, name, or date range.

Judgment Index Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case Number:

Last name: First name: Middle name:

Judgment date range: 1/1/2008 to 4/14/2008

Sort by: Case number

Click on the case number to run a docket sheet, or the hyperlinked document number to view the actual image.

Judgment Index Report		
U.S. District Court -- United States District Court for the Western District of Washington		
Report Period: 01/01/2007 - 04/14/2008		
Case Number/Title	Judgment Description	Status
233-cv-00321-RSL	In favor of: Federalist Party Against: Andrew Jackson Amount: \$ 0.00 Date: 01/17/2007 Document: 48 Interest: 0.00% Court Cost: \$ 0.00	Fully Satisfied 01/17/2007
	In favor of: Federalist Party Against: Andrew Jackson Amount: \$ 1.00 no remarks other than remarking that there are no remarks. Date: 03/21/2007 Document: 140 Interest: 1.00% Court Cost: \$ 1.00	Fully Satisfied 03/21/2007
	In favor of: Federalist Party Against: Andrew Jackson Amount: \$ 23.00 Date: 05/01/2007 Document: 167 Interest: 0.00% Court Cost: \$ 0.00	No Payment 05/01/2007

Criminal Cases Report

This report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, terminal digit (last digit of

case number), with pending defendants, terminated defendants, fugitive defendants or non-fugitive defendants.

When you click on the Criminal Cases link, ECF displays a screen as depicted here.

You can sort by case number, terminal digit, or office. Click **Run Report**. On the Transaction Receipt screen, click Continue to accept the PACER charges for the report.

Here is an example of a criminal case report, sorted by case number.

Criminal Cases Report
U.S. District Court -- United States District Court for the Western District of Washington
Filed Report Period: 4/7/2008 - 4/14/2008

Case Number/ Title	Case Dates	Days Pending	Notes
288-cr-00021-JCC USA v. Snake	Case filed: 04/14/2008		Office: Seattle
1 - Snake	Added: 04/14/2008	0	Presider: John C Coughenour
2 - Nelson Muniz	Added: 04/14/2008	0	Presider: John C Coughenour
208-cr-00006-RAJ USA v. Tremain	Case filed: 04/09/2008		Office: Seattle
1 - Johnny Tremain	Added: 04/09/2008	5	Presider: Richard A Jones
208-cr-00008-RSL USA v. Muir et al	Case filed: 04/09/2008		Office: Seattle
1 - Melissa Muir	Added: 04/09/2008	5	Presider: Robert S. Lasnik
2 - Tammie Day	Added: 04/09/2008	5	Presider: Robert S. Lasnik
3 - Mark Farley	Added: 04/09/2008	5	Presider: Robert S. Lasnik
4 - Jamie Halterman	Added: 04/09/2008	5	Presider: Robert S. Lasnik
5 - Janna Kropenicki	Added: 04/09/2008	5	Presider: Robert S. Lasnik

The report displays the case number and case title; date filed and date defendants added, days pending, judge, and office originated from.

Each defendant is assigned a case number, as you learned in the **Criminal** section.

Click on an individual defendant to view a docket sheet for their case.

Docket Activity Report

Query a particular case number for filing activity. You can choose to search in cases to which you are linked. You can also search by **Office**, **Case type**, **Event category**, or **Case flags**. Choose a **date range**, **Summary** or **Full** docket text display, and sort by **Case Number** or **Date Entered**.

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Activity Report PUBLIC ACCESS

Case number:

Office:
Tacoma

Event category:
adr
answer

Case type:
Criminal

Case flags:
ATTY_PEND

Filed between: and

Sort by:

Only cases to which I am linked Open cases
 Closed cases

Summary text Full docket text

Make these options my default.

Here is an example of a Docket Activity Report.

Docket Activity Report
U.S. District Court -- United States District Court for the Western District of Washington
Report Filed Period: 1/1/2008 - 4/14/2008

Case Number/Title	Dates	Category/ Event	Docketed by	Notes
2:55-cr-00005-TSZ USA v. White	Entered: 02/01/2008 14:53:29 Filed: 02/01/2008	Category: motion Event: Depart from Sentencing Guidelines Document: 19	H. Bigney-Russell Type: crt	Office: Seattle President: Thomas S. Zilly Case Flags: APPEAL CLOSED
	Entered: 02/01/2008 15:52:48 Filed: 02/01/2008	Category: motion Event: Reduce Sentence re Crack Cocaine 18:3582 Document: 21	K. Ness Type: crt	
	Entered: 02/01/2008 16:00:53 Filed: 02/01/2008	Category: motion Event: Unopposed Motion Reduce Sentence re Crack Cocaine 18:3582 Document: 22	K. Ness Type: crt	

Utilities Feature



Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the court and to view a log of all your transactions within ECF.

Maintain Your Email

ECF will email to parties the Notice of Electronic Filing based upon the information entered in this screen.

The Email Information screen in Your Account has been modified to provide more streamlined functionality. Cutting and pasting multiple case numbers from one person account to another and/or from one delivery method to another is now allowed.

The initial Email Information screen is divided into two panes. In the left pane, the primary email address and secondary email addresses, if any, appear as hyperlinks.

Email Information Screen – Initial Screen

Email Information for John Jones	
Registered e-mail addresses	Configuration options
<i>Primary e-mail address:</i> john_jones@emailaddress.com	Select an e-mail address to configure.
<i>Secondary e-mail addresses:</i> add new e-mail address	
<input type="button" value="Return to Person Information Screen"/>	<input type="button" value="Clear"/>

When you click the primary or secondary email address hyperlink in the left pane, configuration options appear under the email address in the right pane.

For the primary email address, the default is **Yes**. To disable the primary address, select **No**. If set to **No**, the primary and secondary email addresses will not receive Notices of Electronic Filing (NEFs). We recommend that this setting always be set to **Yes**.

Email Information Screen – Configuration Options

Email Information for John Jones	
Registered e-mail addresses	Configuration options
Primary e-mail address: john_jones@emailaddress.com	<input type="text" value="john_jones@emailaddress.com"/>
Secondary e-mail addresses: add new e-mail address	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report
	In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text
	Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Show all cases for this e-mail address"/> <i>(Copy case lists from here)</i>
	Case-specific options
	Add additional cases for noticing <input type="text"/>
	These cases will send notice <i>per filing</i> . <i>(default method)</i> <input type="text" value="4:09-cv-00001-DGK Jones v. Smith [Closed on 01/13/2009] - Representing Anne Smith"/>
	<input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/>
	These cases will send notice <i>as a summary report</i> . <i>(alternate method)</i> <input type="text"/>
	<input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/>

Following is an explanation of each of the Configuration Options that appear on page 60:

Option	Description
Should this email address receive notices?	For the primary email address, the default is Yes . If set to No , the primary and secondary email addresses will not receive Notices of Electronic Filings (NEFs). We recommend that this setting always be set to Yes .
How should notices be sent to this email address?	Sets the default delivery method for notices sent to this address. If Per Filing , an email will be sent for each individual NEF. If Summary Report , one daily summary email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: <i>Should this email address receive a "no activity" notice when no summary noticing occurs?</i> If Yes , the Daily Summary Report email will include the message <i>"no transactions found for this time period"</i> if no activity occurs in the cases for which the user is configured to receive summary notices. If No , then no email will be generated when there is no activity in the cases.
In what format should notices be sent to this email address?	Controls the format of the emails – either HTML or Text . HTML is the preferred format.
Show all cases for this email address?	Displays a list of all of the cases for which the user is configured to receive NEFs.
Add additional cases for noticing	Allows you to add cases in which you are not an active participant, but would like to receive NEFs. There is no free look associated with these Notices.
These cases will send notice <i>per filing</i> . (default method)	An email will be sent for each individual NEF.
These cases will send notice <i>as a summary report</i> . (alternate method)	One daily summary email notice that lists all the filings for that day will be sent.

To receive NEF's in additional cases that interest you, enter the case number(s) in the *Add additional cases for noticing* text field in the bottom right pane and then either click **Enter** or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases).

To move cases from the default method list to the alternate method list, click the case number(s) in the primary list and then click the **Change selected cases to notice as a summary report** button (if summary noticing is the default method, then this button will be labeled **Change selected cases to notice per filing**). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Delete selected cases** button.

On the following screens, only the bottom right portion of the Email Information screen is shown.

Email Information Screen – Case-Specific Options

Before Moving Cases from Default Method List to Alternate Method List

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

- 7:08-cv-00001-FJF Foley v. Davis
- 6:08-cr-00001-LRL-FJF USA v. Johnson
- 4:08-cr-00002 USA v. Beethoven

Delete selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Delete selected cases Change selected cases to notice per filing

After Moving Cases from Default Method List to Alternate Method List

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

- 4:08-cr-00002 USA v. Beethoven

Delete selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

- 7:08-cv-00001-FJF Foley v. Davis
- 6:08-cr-00001-LRL-FJF USA v. Johnson

Delete selected cases Change selected cases to notice per filing

For secondary email addresses, an additional option - **Should this email address receive notice for all cases in which this individual is a participant?** - appears in the Configuration Options section of the screen. You can answer **Yes** or **No**.

To remove an email address, click on the address in the left pane. This will cause the email address to display in a text field in the right pane, along with all the configuration options and case lists (if any) associated with the email address. Remove the email address from the text field. If you want to change the email address to a different one, you should immediately type the new address in the text field. **If you click anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.**

MAINTAIN YOUR LOGIN

This screen displays user login information and provides the means to change your ECF login and password.

<p>Notice that ECF displays a string of asterisks (*****) in the Password field.</p> <p>To change your ECF password, place your cursor in the Password field and delete the asterisks.</p> <p>Type in your new password. ECF displays the actual characters of your new password as you type. Click SUBMIT to save.</p> <p>ECF will notify you onscreen that your updates were accepted. If you changed passwords, you can begin using the new password during your next ECF session.</p>	<p>More User Information for Jack Frost</p> <p>Login frostj Password *****</p> <p>Login frostj Password *****</p> <p>Login frostj Password ice</p> <p>Updating person record... Update Person Prid: 740</p> <p>The update was successful.... prid 740 - Jack Frost</p> <p>Updating user record The user update was successful</p> <p>The update was successful...</p>
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Change of Address

Eastern District of Washington Administrative Procedures for Electronic Filing require that “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.*”

Filing Your Notice of Change of Address

Use the Civil or Criminal event “Notice of Change of Address” to efile your address change notice.

Maintain Your Address

On this screen you can update your name, mailing address and/or phone number.

Maintain User Account

Last name	<input type="text" value="Descartes"/>	First name	<input type="text" value="Rene"/>
Middle name	<input type="text" value="Joseph"/>	Generation	<input type="text"/>
Gender	<input type="text" value="Male"/>	ATY Type	<input type="text"/>
Title	<input type="text"/>		
Bar number	Type aty		
Prisoner id	<input type="text"/>	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Office	<input type="text"/>		
Unit	<input type="text"/>		
Address 1	<input type="text" value="2323 W Whitehouse Way"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Walla Walla"/>	State	<input type="text" value="WA"/>
		Zip	<input type="text" value="99999"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="509-333-3333"/>	Fax	<input type="text" value="509-444-4444"/>
Initials	DOB	AO code	End date
Civil ref style	<input type="text"/>	Criminal ref style	<input type="text"/>
Date sworn	<input type="text"/>	Status	<input type="text"/>

- Enter your address using only letters and numbers. Use standard postal codes. Do not use any punctuation marks or symbols.
- Always enter the area code in front of your phone and fax numbers. Please do not use parentheses. Use this format: 111-222-3333
- Do not provide or change any information in the remaining fields after the fax number.
- If your name has changed, please contact the Attorney Admissions Clerk at 509-458-3400.
- Click on the Submit button.

The system searches for existing Attorney Records, then prompts you to select the cases to be updated. **VERY IMPORTANT!!** Click on Update All, then Submit, so that all the cases to which you are linked will be updated.

View Your Transaction Log

Use this feature of ECF to review your transactions and to verify that:

- All of the transactions you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into ECF using your login name and password.

<p>ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.</p> <p>Enter the date range for your report and click Run Report.</p> <p>ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.</p>	<div data-bbox="646 1220 1432 1491"> <h4>View Transaction Log</h4> <p>Enter the Date Selection Criteria for the Transaction Log Report</p> <p>Start Date: <input type="text" value="1/1/08"/> End Date: <input type="text" value="4/14/2008"/></p> <p><input type="button" value="Run Report"/> <input type="button" value="Clear"/> <input type="checkbox"/> Make these options my default.</p> </div> <table border="1" data-bbox="646 1577 1432 1759"> <tr> <td>179271</td> <td>02/01/2008 16:14:04</td> <td>2-55-cr-5-1</td> <td>MOTION to Depart from Sentencing Guidelines by Snow White. Noting Date 2/29/2008</td> </tr> <tr> <td>179278</td> <td>02/01/2008 16:25:06</td> <td>2-55-cr-5-1</td> <td>MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White. Noting Date 2/29/2008</td> </tr> <tr> <td>179281</td> <td>02/01/2008 16:25:55</td> <td>2-55-cr-5-1</td> <td>Unopposed MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White.</td> </tr> <tr> <td>179335</td> <td>02/07/2008 10:42:50</td> <td>2-55-cr-5-1</td> <td>SENTENCING MEMORANDUM by Snow White (Frost, Jack)</td> </tr> <tr> <td>179551</td> <td>02/15/2008 16:30:07</td> <td>2-08-cv-1234</td> <td>ANSWER to [1] Complaint with JURY DEMAND by Mrs Lovett.(Frost, Jack)</td> </tr> </table>	179271	02/01/2008 16:14:04	2-55-cr-5-1	MOTION to Depart from Sentencing Guidelines by Snow White. Noting Date 2/29/2008	179278	02/01/2008 16:25:06	2-55-cr-5-1	MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White. Noting Date 2/29/2008	179281	02/01/2008 16:25:55	2-55-cr-5-1	Unopposed MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White.	179335	02/07/2008 10:42:50	2-55-cr-5-1	SENTENCING MEMORANDUM by Snow White (Frost, Jack)	179551	02/15/2008 16:30:07	2-08-cv-1234	ANSWER to [1] Complaint with JURY DEMAND by Mrs Lovett.(Frost, Jack)
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Miscellaneous

Legal Research

Contains links to external sites:

Legal Research

- [Law Dictionary](#)
- [Medical Dictionary](#)
- [Westlaw via the Internet](#)
- [Lexis via the Internet](#)

Mailings

Contains the following links:

- **Mailing Info for a Case** - Lists parties that will receive email notification and which parties or list of attorneys will not receive email notification and will require manual noticing.
- **Mailing Labels by Case** – Create mailing labels.

Verify a Document

Locate a particular document attached to a specific case number.

Case number, document number, date filed and docket text are displayed. Clicking on the document link displays the PACER login screen. Enter your PACER login and password to view the image. (**PACER charges apply.**)

Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number

Document Number:

Verify Document(s)

[208-cv-01234-RAJ Todd v. Lovett](#)

Date	#	Docket Text
02/15/2008	2	MINUTE ORDER SETTING TRIAL DATE AND RELATED DATES, AND DESIGNATING CASE FOR MEDIATION; Length of Trial: *3 weeks*. Mediation shall be completed no later than thirty (30) days prior to the trial date. Jury Trial is set for 1/2/2009 at 09:00 AM in Courtroom 12A before Richard A Jones. Joinder of Parties due by 6/1/2008; Amended Pleadings due by 7/6/2008; Expert Witness Disclosure Reports under FRCP 26(a)(2) due by 7/6/2008; Discovery completed by 9/4/2008; Dispositive motions due by 10/4/2008; Settlement conference to be held by 11/3/2008; 39.1 mediation to be completed by 12/3/2008; Motions in Limine due by 12/5/2008; Pretrial Order due by 12/19/2008; Trial briefs to be submitted by 12/26/2008; Proposed voir dire/jury instructions due by 12/26/2008; Proposed Findings of Fact and Conclusions of Law to be submitted by 12/3/2008; by Richard A Jones. (lbr)

Search Feature

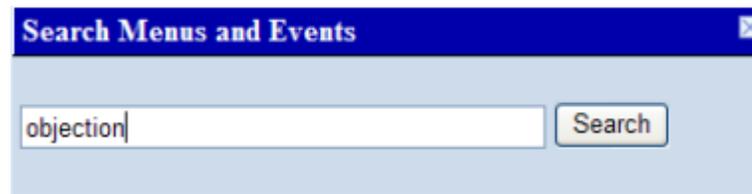
This option allows you to search for filing events.

Click on **Search** to display the **Search Menus and Events** window.

In this window, enter all or part of the name of the desired event. For example, “objection”. Click **Search**.

A list of events is displayed which contain the entered word or string of words and the menu in which the event can be found.

Click on the appropriate event to continue the filing.



Logout



After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click **Logout** from the ECF *blue* menu bar. ECF will log you out of the system and return you to the ECF login screen.

Exceptions to Paperless Filing

- Documents filed in sealed cases must be filed in paper.
- *Pro se* parties must file in paper, unless the court has granted them specific permission to file electronically.
- For documents that are longer than 100 pages, including all attachments, the filer must submit a courtesy paper copy to the court, in addition to filing an electronic copy of the document.

Documents Requiring Special Handling

For new Sealed Civil Cases and Miscellaneous Cases These documents cannot be filed in ECF by attorneys. The court will accept these by email, U. S. Mail, or delivered in person to the Clerk's Office.

If you email, it must be in PDF format and sent to:

newcases@waed.uscourts.gov

- **Sealed/Ex Parte Documents**

In cases that are not sealed, motions to seal documents, sealed documents, and ex parte documents shall be efiled. To ensure these documents are filed accurately, contact the ECF Help Desk 1-866-235-5100 and utilize detailed instructions that will be mailed to you.

- **Proposed Orders/Jury Instructions**

When attaching a proposed order to a document filed in ECF or filing jury instructions, there is an extra step in addition to the filing of the document. You must email the presiding judge a copy of the proposed order in Word. See page 22.

Training Classes

Our court offers ECF training classes. Call to register for training:

Spokane: Training is held at the Thomas S. Foley U.S. Courthouse, 920 West Riverside, 7th Floor, Spokane, Washington.
Call Jaime White at (509) 458-3400 to register.

Yakima: Training is held Wednesday afternoons at the Wm. O. Douglas Courthouse, 25 South Third, Yakima, Washington.
Call Curt Robins at (509) 573-6617 to register.

Richland: Training is held Thursday afternoons at the U.S. Courthouse and Federal Building, 825 Jadwin Avenue, Richland, Washington.
Call Debbie Brasel at (509) 943-8173 to register.

Classes are 2 hours long. Please bring a picture ID for entrance into the building. Written training materials will be provided. Two CLE credits have been granted for attendance at this class.

Practice Filing in ECF

To practice ECF activities, you can visit a training version of the system on the Internet at: <https://ecf-train.waed.uscourts.gov>.

Instructions for using the training system along with logins/passwords are at <http://www.waed.uscourts.gov/training-information>.

We strongly recommend that you practice in the “training” ECF database before filing documents in the “live” ECF database.