UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON

Administrative Procedures for
Electronic Case Filing

ECF Version

6.1

Effective
September 7, 2013

CRIMINAL CASES

REVISED 6/25/2014

CHANGES TO ECF ADMINISTRATIVE PROCEDURES:

12/22/04	The U.S. Judicial Conference raised the PACER Internet access fee from seven cents per page to eight cents per page. The 30 page cap on case-related documents and reports (excluding transcripts) will remain in effect; however, the maximum cost will be $2.40. The fee increase is effective on January 1, 2005.	Pg 17
12/22/04	Documents, including exhibits and attachments, shall be sequentially paginated in their entirety, with the page numbers appearing in the lower left margin of the document. *Changed from documents over 100 pages to <u>all</u> documents.*	Pgs 7, 9
2/24/05	The size of documents that can be filed was increased from 2 megabytes per file to 5 megabytes per file.	Pgs 8, 9
2/8/06	Proposed orders that are emailed to the judge's email address can be in Word or WordPerfect format.	Pg 13
2/8/06	Changed to *All* documents, including exhibits and attachments, shall be sequentially paginated in their entirety, with the page numbers appearing *at the bottom of each page*.	Pg 7, 9
7/25/06	Added procedures for e-filing exhibits. It is preferred that each exhibit is a separate PDF attachment to the main document. Each exhibit shall have a face sheet identifying the exhibit number/letter. Also, the exhibit numbers should be clearly marked on each PDF document.	Pg 8
11/6/06	Motions to Seal will be e-filed by attorneys. If the Motion to Seal is granted, the attorney will e-file the sealed document. The docket entry is public even though the sealed document is not. Therefore, the docket will reflect, "Motion to Seal", "Sealed Document", but neither counsel nor the public will be able to view the document electronically. Counsel must be served in paper. Ex parte filings will continue to be e-filed. However, the docket entry will now be public and will reflect "Ex Parte Motion", "Ex Parte Document". The party filing the ex parte document will have electronic viewing rights, but opposing counsel and the public will not have electronic access to the document itself. When emailing a courtesy copy of proposed orders to the assigned judge, the case name and number must be included in the email subject line. Format and section numbers of the ECF Administrative Procedures have also changed.	Pgs 7, 10, 11, 13, 16
12/1/07	Revised privacy policy. LR 10.1(j) omitted effective 12/1/07 when new Fed.R.Crim.P. 49.1 takes effect.	Pg 14

1/22/08	Updated ECF Admin Procedures to reflect upgrade to CM/ECF V3.1. Cross-document hyperlinks can be inserted in documents in V3.1. Added citation requirements for cross-document hyperlinks.	Cover Pg 7
2/6/08	Amended language to provide clarification that a copy of the proposed order must be emailed to the judge who is handling the motion.	Pg 13
3/24/08	Effective 3/25/08, the Eastern District of Washington, in accordance with Judicial Conference Policy and Fed.R.Civ.P. 5.2 and Fed.R.Crim.P. 49.1, implements a New Transcript Policy. The Court will go live on ECF V3.2 which was developed to implement the new transcript policy.	Pg 17
5/19/08	The Judicial Conference expanded the time within which attorneys must notify the court that they will seek redactions from 5 to 7 calendar days after the transcript is delivered to the court.	Pg 15
11/12/08	Amended for clarification. Motions and other documents, (e.g., notices of hearing, memoranda of law), being submitted in response to, in support of, or in opposition to other documents, shall be separately filed.	Pg 6
1/16/09	Amended for emphasis. A courtesy copy of proposed orders must be emailed to the judge hearing the motion. This is required, and provides notice to a magistrate or district judge hearing the motion who is not assigned to the case.	Pg 12
7/24/09	Maximum size of PDF file increased from 5 megabytes to 10 megabytes. For a higher quality image, scanners should be adjusted to 300 pixels per inch (ppi) or 300 dpi (was previously 200 dots per inch (dpi)).	Pgs 8-9
8/4/09	Added instructions for e-filing Notice of Hearing when oral argument is not requested.	Pg 6
1/29/2010	Add Judge Peterson's Orders email box	Pg 13
2/8/2010	Amended cover to reflect update to Version 4.0	
12/4/2011	Amended cover to reflect upgrade to CM/ECF V 5.0	
3/30/2012	Added Judge Rice's Orders email box The U.S. Judicial Conference raised the PACER Internet access fee from eight cents per page to ten cents per page. The fee increase is effective on April 1, 2012.	Pg 13 Pg 17
12/5/2012	Effective 12-5-12, attorneys will have electronic access to sealed documents they file.	Pgs 7, 10

2/1/2013	Effective 2-1-13, amendments to LR 7.1. The motion serves as the memorandum and must set forth supporting factual assertions and legal authority. The motion also serves as the notice of hearing.	Pg 6
9/1/2013	Added Judge Rodgers' Orders email box. Removed Judge Imbrogno's Orders email box.	Pg 13
9/9/2013	Amended cover to reflect upgrade to CM/ECF V 6.0	Cover
10/21/13	Amended cover to reflect upgrade to CM/ECF V 6.1	Cover
1/27/2014	Effective 1-27-14, when a Motion to Seal is granted, the Clerk's Office will be directed to file the proposed sealed documents electronically.	Pg 9
5/15/2014	Added Judge Bastian's Orders email box.	Page 14
6/25/2014	Added Judge Mendoza's Orders email box.	Page 14

Administrative Procedures for Electronic Case Filing
CRIMINAL CASES

I. The Electronic Filing System 4

A. In General. 4

B. Electronic Filing Required. 4

C. Logins and Passwords. 4

D. Registration. 4

1. Registration Form. 4
2. Submission of Forms. 5
3. Verification of Email Address 5
4. Pro Hac Vice. 5
5. Email Storage Capacity. 5
6. Attorneys No Longer Practicing in this Court. 6
7. Changing Password/Security of System. 6
8. Name and Address Changes. 6

E. Official Record. 6

F. System Availability and ECF Help Desk. 6

G. Requests to File Paper Documents. 7

H. Deviation from Procedures. 7

II. Electronic Filing and Service of Documents 7

A. Filing. 7

1. Motions and other Documents. 7
2. Sealed and Ex Parte Documents 8
3. Timely Filing. 8
4. Documents Requiring Leave of the Court. 8
5. Exhibits to Documents. 9
6. Filing Large Documents. 10

B. Service. 10

1. Notice of Electronic Filing. 10
2. Certificate of Service. 11

3. Sealed Documents. 11
4. Paper Copies for Those Not Registered. 11
5. Three-Day Service Rule. 11
C. Signatures. 11
1. Non-Attorney Signature. 11
2. Attorney Signature. 11
3. Multiple Signatures. 12
4. Retention of Original Documents (original signatures). 12
D. Fees Payable to the Clerk. 13
E. Orders. 13
1. Court Orders Electronically Filed. 13
2. Text-Only Orders. 13
3. Copies for Parties Not Registered in ECF. 13
4. Proposed Orders. 13
F. Title of Docket Entries. 14
G. Correcting Docket Entries. 14
1. Corrections Made by Clerk's Office Staff Only. 14
2. Document Incorrectly Filed. 14
3. Contact the Clerk's Office with Error. 15
H. Technical Failures and Filings. 15
1. On the Part of the Court. 15
2. On the Part of the Filer. 15
I. Privacy Protection for Filings Made with the Court. 15
J. Transcripts. 16
III. Exceptions to Electronic Filing and Access 16
A. Sealed Cases. 16
B. Pro Se Litigants. 17
C. Juvenile Criminal Matters. 17
D. Charging Documents……...17
E. Warrants, Orders Re Criminal Investigations and Grand Jury Proceedings……17
F. Administrative Records……...17

G. State Court Records. 17

IV. Public Access to the Docket Information 17

A. Public Access at the Court. 17

B. Public Access Through the Internet. 17

C. Paper Copies and Certified Copies 18

Forms Attached:

Form A Registration Form
Form B Sample Format - Certificate of Service

Procedures for Electronic Case Filing

I. The Electronic Filing System

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

B. Electronic Filing Required. Unless otherwise permitted by these administrative procedures or unless otherwise authorized by the assigned judge, all documents filed in civil and criminal cases on or after April 5, 2005, shall be filed electronically in a portable document format (PDF) using the Court's Electronic Case Filing System (ECF). Exceptions are covered in Section III.

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

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

1. Authorization to Use Login and Password. No attorney shall knowingly permit or cause to permit his or her login and password to be utilized by anyone other than an authorized employee of his or her office.

2. Responsibility for Documents Filed. Once registered, the attorney shall be responsible for all documents filed with his or her login and password.

3. Registration. Registration for a login and password is governed by Paragraph I.C.

D. Registration. Registration with ECF, and receiving a login and password, constitutes consent to electronic service of all documents as provided in Fed.R.Civ.P. 5(b) and Fed.R.Crim.P. 49(b).

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

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

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

Mail Registration Forms to:

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

Or, Registration Forms can be delivered to:

United States District Court

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

825 Jadwin, Suite 174
Richland, WA 99352; or

25 South 3rd Street, 2nd Floor
Yakima, WA 98901

3. Verification of Email Address. To ensure that the Clerk's Office has correctly entered a registering attorney's Internet email address in ECF, the Clerk's Office will send the attorney an Internet email message. Once the address is verified, the Clerk's Office will email the login and password information to the attorney.

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

5. Email Storage Capacity. It is the responsibility of the filing party to maintain an electronic mailbox sufficient to receive the orders and other papers transmitted electronically to counsel.

6. Attorneys No Longer Practicing in this Court. An attorney no longer practicing in this court shall withdraw from participating in ECF by providing the Clerk's Office with a notice of withdrawal from ECF. Such notice must be in writing, and mailed or delivered to the United States District Court at the addresses listed in subsection (2) above. Upon receipt, the Clerk's Office will immediately cancel the attorney's login and password and delete the attorney's name from any applicable electronic service list. An attorney's withdrawal from participation in ECF shall not be construed as authorization to file paper documents.

7. Changing Password/Security of System. After registering, attorneys may change their passwords. However, if an attorney comes to believe that the security of an existing login and/or password has been compromised and that a threat to the ECF system exists, the attorney must change his or her password immediately. In addition, the attorney shall immediately notify the Clerk's Office, by telephone and with a follow-up letter, of the system compromise and/or threat.

8. Name and Address Changes. An attorney whose name, email address, mailing address, telephone or fax number has changed from that of the original Attorney Registration Form shall timely file a notice of change of address and serve a copy of the notice on all other parties, and also update their account in ECF.

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

F. System Availability and ECF Help Desk.

1. Schedule. ECF will be available 24 hours a day, seven days a week. If maintenance or repairs require a period of downtime, advance notice will be provided on the court's web site.

2. ECF Help Desk. The ECF Help Desk is supported between the hours of 8:00 a.m. and 5:00 p.m. Pacific Time. The ECF Help Desk Phone Number is: 1-866-236-5100.

G. Requests to File Paper Documents. After April 5, 2005, an attorney may apply to the assigned judge for permission to file paper documents. Even if the assigned judge initially grants an attorney permission to file paper documents, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file documents electronically using ECF.

H. Deviation from Procedures. Any Judge of this Court or the Clerk may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court. The Court may also amend these procedures at any time without prior notice.

II. Electronic Filing and Service of Documents

A. Filing.

1. Motions and other Documents. All motions, pleadings, applications, briefs, memoranda of law or other documents in a case shall be electronically filed in ECF except as otherwise provided by these administrative procedures.

   a. Emailing a document to the Clerk's Office or to the assigned judge shall not constitute "filing" of the document. A document shall not be considered filed for purposes of the Federal Rules until the system generates a "Notice of Electronic Filing" described in II.B.1 of these procedures or a restricted entry is posted.

   b. Motions and other documents being submitted in response to, in support of, or in opposition to other documents shall be separately filed and clearly labeled with the reference to the motion or response included in the caption.

      The motion serves as the memorandum and must set forth supporting factual assertions and legal authority. The motion also serves as the notice of hearing. Pursuant to LR 7.1(h), any party filing a motion shall insert the date, time, and place (or phone number if by telephone) for the hearing in the motion's caption. If the motion is to be heard without oral argument, the default time for setting the hearing is 6:30 p.m. When e-filing a motion and no oral argument is requested, the filer should select "Without Oral Argument" from the location drop-down box and enter 6:30 p.m. as the hearing time. If the motion is to be heard with oral argument, follow the procedures described in LR 7.1(h).

c. All documents, including any exhibits and attachments to the documents, shall be sequentially paginated in their entirety, with the page numbers appearing at the bottom of each page.

d. Hyperlinks – In order to preserve the integrity of the court record, attorneys wishing to insert hyperlinks in court filings shall continue to use the traditional citation method for the cited authority, in addition to the hyperlink. When cross-document hyperlinks are inserted, the title of the document, the court record number and, if applicable, the page number must be cited. The Judiciary's policy on hyperlinks is that a hyperlink contained in a filing is no more than a convenient mechanism for accessing material cited in the document. A hyperlink reference is extraneous to any filed document and is not part of the court's record.

2. Sealed and Ex Parte Documents. In cases that are not sealed, Motions to seal documents, sealed documents and ex parte documents shall be e-filed using ECF. To ensure sealed documents are filed accurately, please contact the ECF help desk 1-866-236-5100 and utilize detailed instructions that will be emailed to you.

a. Most sealed documents require leave of the court before being filed. Therefore, a Motion to Seal is e-filed and the proposed sealed documents are e-filed using a special proposed sealed document event. Once the Court rules on the Motion to Seal, the sealed document can be e-filed.

b. When a sealed document is filed, an NEF is generated. Only counsel for the filing party will be able to view the document PDF. Accordingly, parties may not use the court's electronic notice facilities to serve sealed documents. Service must be in paper.

c. When an ex parte motion or document is filed, an NEF is generated. Only counsel for the filing party will be able to view the document PDF.

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

4. Documents Requiring Leave of the Court. If filing a document requires leave of the Court, such as an amended complaint or an

over-length brief, the attorney shall attach the proposed document as a PDF attachment to the motion. *Exception*: do not attach the proposed sealed document as a PDF attachment when e-filing motions to seal (see II.A.2). If the Court grants the motion, the order will direct the Clerk's Office to file the document electronically.

5. Exhibits to Documents.

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

a. Attorneys shall submit only those excerpts of the referenced exhibits that are directly germane to the matter under consideration. Excerpted material must be clearly and prominently identified as such. Parties who file excerpts do so without prejudice to their right to timely file additional excerpts of the exhibit. Responding parties may also timely file additional excerpts of the exhibit that they believe are directly germane.

b. Paper exhibits shall be scanned with the document being filed. The PDF file must be separated into segments that are not over ten megabytes each, and it is preferred that each exhibit is a separate PDF attachment to the main document. The filer shall identify each segment by document page numbers (*See* II.A.1.c) and exhibit number. Each exhibit shall have a face sheet identifying the exhibit number. The face sheet is also numbered. The exhibit number should be clearly marked on each PDF document.

Example: Document including exhibits is 95 pages.

Main document	Motion pg 1-10
1st attachment	Exhibit 1 pg 11-30
2nd attachment	Exhibit 2 pg 31-45
3rd attachment	Exhibit 3 pg 46-95.

Please note that scanned documents are much larger than PDF files created with a word processor. Consequently, a 5 MB scanned document will have far fewer pages than a 5 MB document created with WordPerfect or Word.

c. Because documents scanned in color or containing a graphic take much longer to upload, filing parties are encouraged to configure their scanners for black and white at 300 dpi rather than color scanning, unless color is an important aspect of the document. The filing party is responsible for the legibility of the scanned image.

d. The filing party is required to verify the readability of scanned documents before filing them electronically with the Court.

e. All paper documents filed shall be two-hole punched and, if over 100 pages including exhibits, submitted as described in (6) below.

f. All paper documents filed shall be served on other parties as if not subject to these procedures.

6. Filing Large Documents. Documents must be paginated as described in II.A.1.c above. A document larger than ten megabytes in size must be filed in separate segments, with each segment less than ten megabytes in size.

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

B. Service.

1. Notice of Electronic Filing. Whenever a pleading or other paper is filed electronically in accordance with these procedures, ECF generates a "Notice of Electronic Filing" to the filing party, any other party who is a registered user and has requested electronic notice in that case,[1] and the assigned judge if he or she has elected to receive notice. Exception: Restricted entries do not generate an NEF, and service on other counsel must be accomplished in paper.

a. If the recipient is a registered participant in ECF, the system's emailing of the "Notice of Electronic Filing" shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid. Exception: Service of sealed documents – see II.B.3 below.

b. Service of the "Notice of Electronic Filing" on a party who is not a registered participant in ECF may be accomplished by email, subject to the additional service requirements of II.B.3 below.

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

2. Certificate of Service. A certificate of service on all parties entitled to service or notice is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so entitled. Sample language for a certificate of service is attached to these procedures as "Form B."

3. Sealed Documents. When a sealed document is filed, an NEF is generated. Only counsel for the filing party will be able to view the document PDF. Accordingly, parties may not use the court's electronic notice facilities to serve sealed documents. Service must be in paper and a certificate of mailing must be attached to the filed document.

4. Paper Copies for Those Not Registered. A party who is not a registered participant of ECF is entitled to a paper copy of any electronically filed pleading, document, or order. The filing party must therefore provide the non-registered party with the pleading, document, or order according to the Federal Rules of Civil Procedure. When mailing paper copies of documents that have been electronically filed, the filing party should include the "Notice of Electronic Filing" to provide the recipient with proof of the filing.

5. Three-Day Service Rule. The three-day rule of Fed.R.Crim.P. 45(c) applies to service by electronic means.

C. Signatures. The login and password required to file documents in ECF serve as the attorney's or Court-approved pro se filer's signature on all electronic documents filed with the Court, and for purposes of Fed.R.Civ.P. 11, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the local rules of this Court.

1. Non-Attorney Signature. If the original document requires the signature of a non-attorney, the filing party shall scan the original document, then electronically file it in ECF.

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

2. Attorney Signature.

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

s/ Attorney's Name_____
Attorney's Name and Bar Number
Attorney for the (Plaintiff/Defendant)
Law Firm Name (if applicable)
123 South Street
Spokane, Washington 99201
Telephone: (509) 123-4567
Fax: (509) 123-4567
Email: susan_attorney@law.com

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

a. The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain either the physical signatures or authorization for the electronic signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.

b. The filing party or attorney may then file the document electronically, indicating the signatories, e.g. "s/ Jane Doe" "s/ John Smith," etc. The correct format for a signature is as follows:

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

4. Retention of Original Documents (original signatures).

The Clerk's Office will retain all original charging documents and plea agreements after they are scanned and uploaded to ECF.

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

D. Fees Payable to the Clerk. Any fee required for filing a pleading or paper in District Court is payable to the Clerk of the Court by credit/debit card, check, money order, or cash.

E. Orders.

1. Court Orders Electronically Filed. The assigned judge or the Clerk's Office shall electronically file all signed orders. Any order signed electronically has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket by the Clerk's Office.

2. Text-Only Orders. The assigned judge or the Clerk's Office, if appropriate, may enter routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue, and the text-only entry shall constitute the Court's only order on the matter. The ECF system will generate a "Notice of Electronic Filing" in II.B.1 above.

3. Copies for Parties Not Registered in ECF. When mailing paper copies of an electronically filed order to a party who is not a registered participant of ECF, the Clerk's Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.

4. Proposed Orders.

   a. A proposed order shall be filed with the motion or stipulation as a PDF attachment when submitted electronically (except with regard to sealed documents – See II.A.4), and may not be combined with the motion or stipulation into one document. This will provide service of the proposed order to all registered parties.

   b. Additionally, a courtesy copy of the proposed order must be emailed to the judge hearing the motion. This is required, and provides notice to a magistrate or district judge hearing the motion who is not assigned to the case. The email must include the case name and number in the subject line. The attachment shall be submitted as a Word or WordPerfect file.

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

BastianOrders@waed.uscourts.gov
HuttonOrders@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

d. Proposed orders on motions for default shall be submitted as Word or Wordperfect files as identified above and attached to an Internet email sent to the Clerk's Office at the following email address:

WAEDClerk@waed.uscourts.gov

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

F. Title of Docket Entries. The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the Court.[2]

G. Correcting Docket Entries.

1. Corrections Made by Clerk's Office Staff Only. Once a document is submitted and becomes part of the electronic case file, corrections to the docket can only be made by the Clerk's Office. The ECF system will not permit the filing party to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

2. Document Incorrectly Filed. A document incorrectly filed in a case may be the result of posting the wrong PDF to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the

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

transaction is completed. **The filing party should not attempt to refile the document.**

3. Contact the Clerk's Office with Error. As soon as possible after an error is discovered, the filing party should contact the ECF Help Desk with the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. The filing party will be advised if the document needs to be re-filed.

H. Technical Failures and Filings.

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

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

I. Privacy Protection for Filings Made with the Court. Refer to the Federal Privacy Rule, Fed.R.Crim.P. 49.1, effective 12/1/07 posted at www.waed.uscourts.gov under Reference Materials. Unless the court orders otherwise, in a filing with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, a financial-account number, or the home address of an individual, a party or nonparty making the filing may include only:

1. the last four digits of the social-security number and taxpayer-identification number;

2. the year of the individual's birth;

3. the minor's initials;

4. the last four digits of the financial-account number; and

5. the city and state of the home address.

Parties must remember that any personal information not otherwise protected by sealing or redaction will be made available over the internet. Counsel should notify clients of this fact so that an informed decision may

be made on what information is to be included in a document filed with the court.

The clerk is not required to review documents filed with the court for compliance with this rule. The responsibility to redact filings rests with counsel and the parties.

J. Transcripts. Transcripts, prepared by court reporters (court staff and contract reporters), will be electronically filed and available for viewing at the Clerk's Office public terminal, but may NOT be copied nor reproduced by the Clerk's Office for a period of 90 days. Registered users who have purchased the transcript during the 90-day period will be provided remote electronic access to the transcript in ECF. The Court Reporter will notify the Clerk's Office when a registered user in a case has purchased the transcript so that access to the transcript can be given to the purchaser through the court's ECF system.

Within 7 business days of the filing of an official court transcript, each party wishing to redact a transcript must inform the court by filing a Notice of Intent to Redact Transcript (sample form on our website).

Each party shall have 21 calendar days from the date the transcript is filed to electronically file a Transcript Redaction Request (sample form on our website) indicating by page and line where personal identifiers appear in the transcript and how they are to be redacted. The responsibility for redacting personal identifiers rests solely with counsel and the parties. Personal data identifiers are Social Security numbers, taxpayer identification numbers, financial account numbers, names of minor children, dates of birth, and in criminal cases, home addresses.
If a Notice of Intent to Redact Transcript is not filed, the Court will assume redaction of personal identifiers is not necessary and the transcript will be available electronically 90 days after the filing of the transcript.

If an attorney files a Notice of Intent to Redact but fails to timely file a Transcript Redaction Request or Motion to Extend Time, no redaction will be made and the original transcript will be publicly available after 90 days.

Individuals who wish to order a transcript or obtain a copy before it is available electronically shall order directly from the court reporter.

III. Exceptions to Electronic Filing and Access

A. Sealed Cases. Documents in sealed cases must be filed in paper. Parties may not use the court's electronic notice facilities to serve sealed documents. Service must be in paper.

B. Pro Se Litigants. Unless otherwise authorized by the Court, all documents submitted for filing to the Clerk by parties proceeding pro se must be in paper form.

C. Juvenile Criminal Matters. Juvenile criminal matters shall not be filed electronically unless, after hearing, the court rules that the juvenile shall be tried as an adult. The Court may, however, implement procedures for the Clerk to scan and upload sealed documents into ECF, with access to the documents limited to authorized individuals.

D. Charging Documents. All charging documents (including the complaint, information, and indictment) shall be delivered in person to the Clerk's Office.

E. Warrants, Orders Re Criminal Investigations and Grand Jury Proceedings. Electronic filing procedures shall not apply to applications for arrest, search or electronic surveillance warrants; for other orders in aid of or ancillary to a criminal investigation; or to proceedings relating to the grand jury.

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

G. State Court Records. The record of state court proceedings in habeas corpus cases filed under 28 U.S.C. § 2254 shall not be filed electronically, although the petition, responsive pleading, briefs, motions and orders in such cases will be maintained in ECF.

IV. Public Access to the Docket Information

A. Public Access at the Court. Electronic access to the electronic docket and documents filed in ECF is available for viewing to the public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic or paper copy is required in accordance with 28 U.S.C. § 1930.

B. Public Access Through the Internet. Logins and passwords for remote electronic access to civil and criminal dockets and to documents are provided through Public Access to Court Electronic Records (PACER).

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

The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as filed documents and docket sheets.[3]

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

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

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

Form A

U.S. DISTRICT COURT • EASTERN DISTRICT OF WASHINGTON

Electronic Case Filing System Attorney Registration Form

(Please Type)

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

First/Middle/Last Name:_____
Last Four Digits of Social Security Number: _____
Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

_____

Voice Phone Number: _____ FAX Phone Number:_____

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

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

Does your Email Software support HTML messages? Yes_____ No_____

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

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

1. The CM/ECF System is for filing and reviewing electronic documents and notices.

2. Beginning August, 2004, please contact the Clerk's Office at 509-353-2150 (Spokane), 509-575-5838 (Yakima) and 509-376-7262 (Richland) to schedule training.

3. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney's password issued by the Court combined with the user's identification (login), serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, such as resignation

or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney to immediately notify the Court.

4. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in CM/ECF shall constitute the signature of that attorney under Fed.R.Civ.P. 11.

5. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Fed.R.Civ.P. 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Fed.R.Civ.P. 5(b)(2)(D), except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in the Court's Administrative Procedures for Electronic Case Filing.

6. A user accesses case information via the Court's Internet site or through Public Access to Court Electronic Records (PACER) Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the login and password issued by the Court. To register for PACER, a user must complete the online form or submit a registration form available on the PACER web site through a link on the Court's site or at http://pacer.psc.uscourts.gov.

7. By this registration, the undersigned agrees to abide by the Court's Local Rules and Administrative Procedures for Electronic Case Filing currently in effect and any changes or additions that may be made in the future.

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

_____ _____

Date Attorney/Participant Signature

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

Alternate address: _____

_____

Form B

Sample Format - Certificate of Service

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

_____

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