

U.S. District Court
Eastern District of Washington

Electronic Case Filing
(ECF)

User's Manual

(Revised April 2021)



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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.

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 ((version 11.0.9600.19572)
 - Chrome (Up to version 78.0.3904.108)
 - Firefox (Up to version 71.0)
 - Edge (version 42.17134.1098.0)
 - Safari (Up to version 13)

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 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 an individual PACER account. If you do not have a PACER account, 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 <https://pacer.uscourts.gov/>.

Register for Electronic Case Filing (ECF)

Attorneys already admitted to the Bar of this Court, but not yet registered for E-filing, United States Department of Justice attorneys, and Social Security Administration attorneys outside the Eastern District of Washington submit an E-filing Request through [PACER](#).

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.

File Size

File size matters in ECF. Documents larger than 64 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](#).

PDF Documents and Privacy Concerns

PDF Documents

PDFs with the following content will be REJECTED:

- Does not comply with PDF format standards
- Contains JavaScript
- Encrypted or password-protected
- Contains scripts which can launch an external application
- Contains internal attachments
- Contains audio and video content
- Created with Mac OS X using a fillable form in the Safari browser
- Created with Mac OS X using MS Word and selecting the option, “Best for printing”

PDF Documents with the following content will be ACCEPTED:

- Contains hyperlinks to external web sites
- Meets the PDF-A standard

- Contains optical character recognition (OCR) meta-data
- Comprised of scanned documents
- Created with Mac OS X using a fillable form in the Chrome browser
- Created with Mac OS X using MS Word and selecting the option, “Best for Electronic Distribution”

The simplest way to address most PDF upload rejections is to flatten the PDF and then upload it into CM/ECF. Those steps are as follows:

1. Open your PDF in Adobe Acrobat or another tool.
2. Print the PDF file to your PDF printer (File>Print>select Adobe PDF or another PDF printer listed in the drop-down list).
3. Save the printed PDF and upload into CM/ECF.

Privacy Concerns:

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](#).

Enter the ECF System through PACER

<https://pacer.login.uscourts.gov/csologin/login.jsf?pscCourtId=WAEDC&appurl=https://ecf.waed.uscourts.gov/cgi-bin/showpage.pl?16>

Here is an example of the login screen:

Washington Eastern District Court Login
* Required Information

Username *

Password *

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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 that you “understand” to Continue.

Redaction Agreement

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. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Redaction Agreement

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. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue

Cancel

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

- **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.**

CM  ECF

[Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [Log Out](#)



Eastern District of Washington
U.S. District Court
Official Court Electronic Document Filing System

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.

Last login: 11-05-2009 12:22

14 July 2009

Selecting ECF Features



ECF provides the following features that are accessible from the 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.

Help – Access additional information based on the page you are on in ECF.

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 that required service outside of the ECF system (notice by mail). 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.

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 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.**

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 Local Civil Rule 55 should be emailed to the Clerk in Word format at the following address:

WAEDClerk@waed.uscourts.gov

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, 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. | <input type="text" value="O:\ECF Documents\exhibit1.pdf"/> <input type="button" value="Browse..."/> | Exhibit <input type="button" value="v"/> | A pg 10-12 <input type="text"/> | <input type="button" value="Remove"/> |
| 2. | <input type="text" value="O:\ECF Documents\exhibit2.pdf"/> <input type="button" value="Browse..."/> | Exhibit <input type="button" value="v"/> | B pg 13-15 <input type="text"/> | <input type="button" value="Remove"/> |
| 3. | <input type="text"/> <input type="button" value="Browse..."/> | <input type="button" value="v"/> | <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. (Entered on 2/6/2007) (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

The screenshot shows a web interface titled "Responses and Replies" for case "4:07-cv-00001-NKL Smith v. USA". At the top left is a "Pick Filer" button. Below it are "Collapse All" and "Expand All" links. The left pane contains a tree view of participants: "John Smith pet" (with an "Attorney" sub-entry "Elise Barker"), and "USA res" (with an "Attorney" sub-entry "Robin L Jones"). The right pane is titled "Select the filer." and contains a dropdown menu labeled "Select the Party:" with two options: "Smith, John [pet]" and "USA, [res]". At the bottom of the right pane are "Next", "Clear", and "New Filer" buttons.

The case participant tree is in the left pane and the right pane displays the existing parties. 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, 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. Scroll down through the list of names that come up on the screen. 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

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.

| | |
|--|--|
| <p>Select Civil from the menu bar at the top of the ECF screen.</p> | A screenshot of the CM ECF Civil menu. At the top left is the logo 'CM ECF' with a small icon of a building, followed by the word 'Civil' and a small red downward arrow. Below this is a light blue rectangular box containing the text 'Motions and Related Filings' in bold, followed by three blue underlined links: 'Motions', 'Supporting Documents/Responses and Replies', and 'Email Proposed Orders'. |
| <p>Select Motions under Motions and Related Filings.</p> | <p>Search Help Log Out</p> |
| <p>Filer Tip: To avoid looking through event menus, use Search from the menu bar at the top of the ECF screen and type in the event you are looking for.</p> | |

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="background-color: #ffffcc; padding: 5px;"> <h3 style="margin: 0;">Motions</h3> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input style="width: 100%; border: none;" type="text"/> Start typing to find an event. </div> <p>Available Events (click to select events)</p> <div style="border: 1px solid #ccc; padding: 2px; height: 150px;"> <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> <div style="margin-top: 5px;"> <input type="button" value="Next"/> <input type="button" value="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="background-color: #ffffcc; padding: 5px;"> <h3 style="margin: 0;">Motions</h3> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Civil Case Number</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%; border: none;" type="text" value="9-312"/> <input style="margin-left: 10px; border: none;" type="button" value="Find This Case"/> </div> </div> <div style="margin-top: 5px;"> <input type="button" value="Next"/> <input type="button" value="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

2:09-cv-312

Hide Case List

Select a case:

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

Next

Clear

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 15.

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.



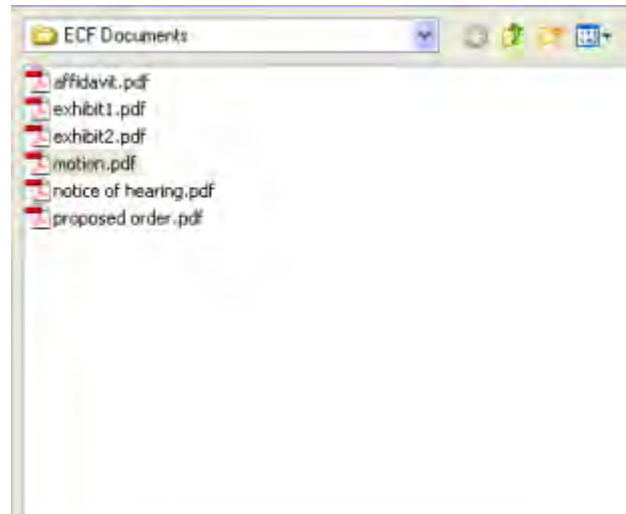
Select the pdf document and any attachments.

Main Document

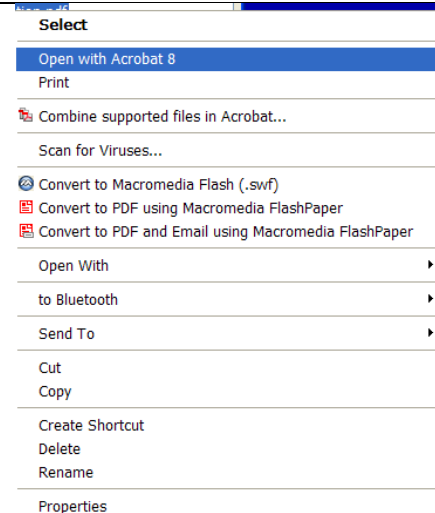
Attachments **Category**

1.

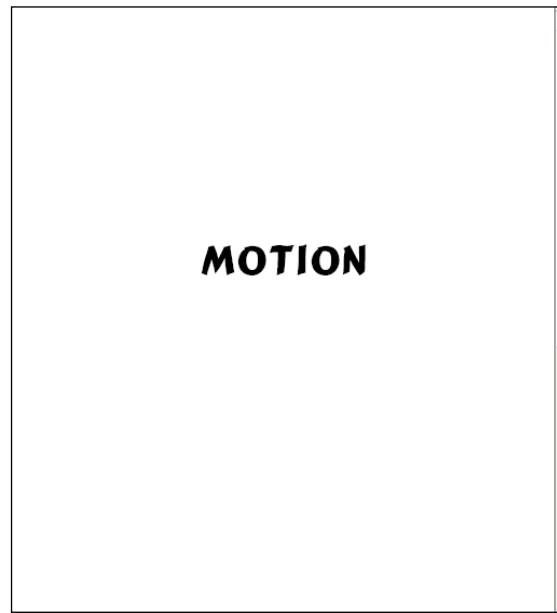
2. Navigate to the appropriate directory and file name to select the PDF document you wish to file.
(All documents that you file in ECF must be in PDF format. ECF will not accept other formats.)



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”.



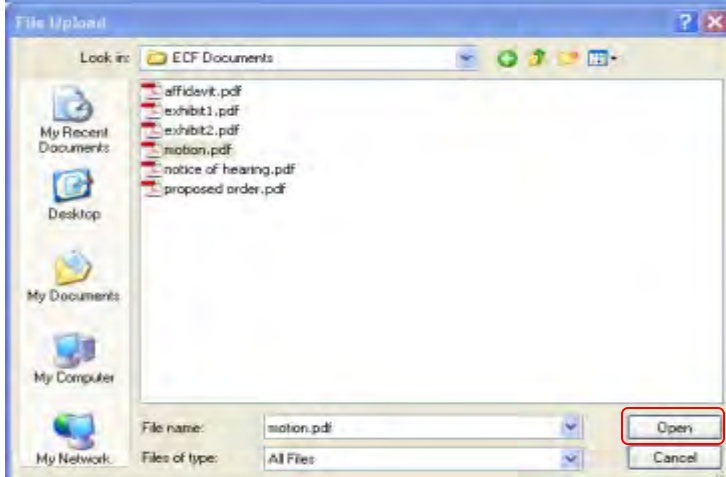
4. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected.



(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.

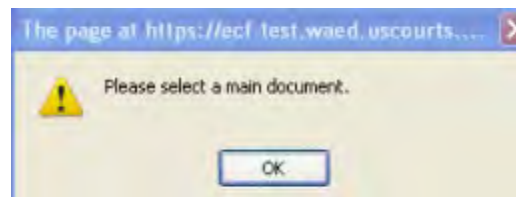
9. If you fail to select a document to file with your pleading, ECF will display this error message:

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.

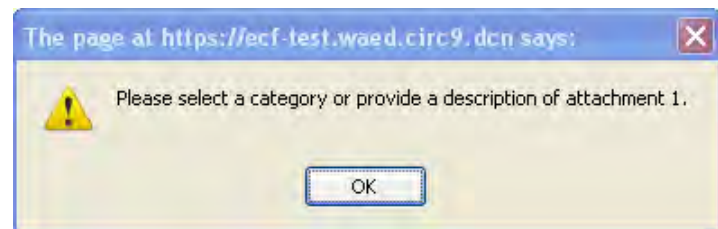
Main Document
O:\ECF Documents\motion.pdf

| Attachments | Category | Description |
|----------------------------------|--|-------------------------------|
| 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=""/> | |



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> |  <p>November 2009</p> <p><< < Today > >></p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Su | Mo | Tu | We | Th | Fr | Sa | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 contains two screenshots of a legal docket entry form, illustrating the steps to modify docket text. Both screenshots show a yellow header bar with the text "Docket Text: Modify as Appropriate." and a "Next" button to the left of a "Clear" button.

The top screenshot shows the initial state. A red arrow points to the "Second" modifier in a dropdown menu. The text "MOTION for Preliminary Injunction" is in a white text box, followed by "by Leonardo Fibonacci. (Attachments: # (1) Text of Proposed Order) (Mauk, Attorney)".

The bottom screenshot shows the modified state. A red arrow points to the white text box, which now contains the text "to cease and desist". The rest of the text 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 Fib
(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 PACER login and password. The system will verify if 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.

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.

A screenshot of a web-based interface for selecting a criminal case. 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:' with a list of three options, each with a checkbox: the first is checked and reads '3:07-cr-02345-RJB USA v. Smith et al', the second is '3:07-cr-02345-RJB-1 Bill Smith', and the third is '3:07-cr-02345-RJB-2 Bob Smith'. At the bottom of the list is '3:07-cr-02345-RJB-3 Cassandra Smith'. Below the list are two buttons: 'Next' and 'Clear'.

Query Feature

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



ECF opens a **Query** data entry screen.

A screenshot of the ECF Query data entry screen. The screen has a yellow background and is titled 'Query'. It contains several search criteria sections. The first section is 'Search Clues' with a 'Case Number' text box. Below it is 'or search by' with radio buttons for 'Open', 'Closed', and 'All'. There are 'Filed Date' and 'Last Entry Date' text boxes with 'to' separators. A 'Nature of Suit' dropdown menu is open, showing options: '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'. Below this is another 'or search by' section with radio buttons for 'Open', 'Closed', and 'All'. There is a 'Last/Business Name' text box containing 'smith' with '(Examples: Desoto, Des*t)' to its right. There are also 'First Name' and 'Middle Name' text boxes, and a 'Type' dropdown menu. At the 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
- 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) |
| Smiths, 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

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

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) co |
| 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 |

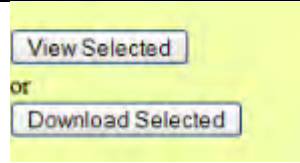
After clicking **View** or **Download Selected**, you are presented with the PACER billing information screen.

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

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



(Sample Document)

| Date Filed | # | Docket Text |
|------------|-------------------|---|
| 01/05/2021 | 1 | NOTICE OF REMOVAL Filing fee \$402; Receipt #09; # 6 Civil Cover Sheet)(Merrill, Katie) (Entered: 01/05/2021) |
| 01/05/2021 | 2 | AFFIDAVIT by Katie Merrill re 1 Notice of Removal t |
| 01/05/2021 | | Notice of Judge Assignment. Chief Judge Stanley A Ba |
| 01/07/2021 | 3 | ANSWER to Complaint with jury demand. by All Defe |
| 01/10/2021 | 4 | SCHEDULING CONFERENCE NOTICE : Telephonic Courtroom Deputy) (Entered: 01/10/2021) |

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 |
| -- | Filed & Entered: 02/13/2007 | Add and Terminate Judges |
| | Docket Text: Judge update in case as to Bill Smith, Bob Smith, Cassandra Smith. Judge Robert J. Bryan added. | |
| 1 | Filed & Entered: 02/13/2007 | Indictment |
| | Docket Text: INDICTMENT as to Bill Smith (1) count(s) 1, Bob Smith (2) count(s) 1, Cassandra Smith (3) cor | |
| 2 | Filed & Entered: 02/13/2007 | 2255 Motion to Vacate, Set Aside or Correct Sentence |
| | Docket Text: 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 | Filed & Entered: 02/13/2007 | 2255 Motion to Vacate, Set Aside or Correct Sentence |
| | Docket Text: 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 | Filed & Entered: 02/13/2007 | 2255 Motion to Vacate, Set Aside or Correct Sentence |
| | Docket Text: MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Cassandra Smith. Civil case 3:07-cv-5000 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN). | |
| 5 | Filed & Entered: 03/06/2007 | Notice of Attorney Appearance - Defendant |
| | Docket Text: NOTICE OF ATTORNEY APPEARANCE: Valerie Barber appearing for Cassandra Smith | |
| 7 | Filed & Entered: 04/11/2008 | Motion to Suppress |
| | Docket Text: Second MOTION to Suppress evidence by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith 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) count(s) 1. |
| 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 Smith. 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...](#)

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.

View Document

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

Document

Mobile Query

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

Reports Feature

This feature provides you with several report options.

| | |
|---|---|
| <p>After selecting the Reports feature from the menu bar, ECF opens the Reports screen.</p> |  <p>The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with the CM/ECF logo and four menu items: Civil, Criminal, Query, and Reports. The Reports menu item is highlighted with a red box. Below the navigation bar, the Reports section is displayed on a light blue background. It includes the following links: Docket Sheet, Criminal Reports, Local Reports, Civil Reports, Civil Cases, Judgment Index, Criminal Cases, Civil and Criminal Reports, Calendar - Daily, Calendar Events, Docket Activity, and Written Opinions. The Local Reports link is further expanded to show the Hearings Calendar link.</p> |
| <p>Fees will apply to view documents.</p> | |
| <p>You can view Calendar Events and Written Opinions for a case. These events are free of charge.</p> | |

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.

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.

Docket Sheet

Case number: 3:07-cr-2345 [Hide Case List]

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 [v]

[Run Report] [Clear] Make these options my default.

Docket Sheet

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.

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
Terminal digit(s): 2, 4, 7
Filed: 1/1/2008 to 4/14/2008
Sort by: Case Number
Output Format: Formatted Display Data Only
 Open cases Closed cases
 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 Krusty Burger v. Comic Book Guy | Case filed: 04/11/2008 | 3 | Cause: 47.0605 Unauthorized Publication/Use of Communications NOS: 190 Contract: Other Office: Seattle Jurisdiction: Federal Question President: John C. Coughenour Jury demand: Plaintiff Case flags: APPEAL, JURYDEMAND |
| 204-cv-02166-TSZ Smithers v. Buras | Case filed: 03/11/2008 | 34 | Cause: 05.702 Administrative Procedure Act NOS: 190 Contract: Other Office: Seattle Jurisdiction: Federal Question President: Thomas S. Zilly 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 |
|-----------------------------------|---|-------------------------------|
| 2:33-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.

Criminal 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: Case types: Case flags:

Citation:

Court Status: Pending Disposed

Filed: to

Terminal digit(s): Pending defendants
 Terminated defendants
 Fugitive defendants
 Non-Fugitive defendants

Sort by:

Output Format: Formatted Display Data Only

Make these options my default.

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

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.

| 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 |
| 208-cr-00021-JCC USA v. Snake | Case filed: 04/14/2008 | | Office: Seattle |
| 1 - Snake | Added: 04/14/2008 | 0 | President: John C Coughenour |
| 2 - Nelson Murtz | Added: 04/14/2008 | 0 | President: John C Coughenour |
| 208-cr-00006-RAJ USA v. Tremain | Case filed: 04/09/2008 | | Office: Seattle |
| 1 - Johann Tremain | Added: 04/09/2008 | 5 | President: 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 | President: Robert S. Laska |
| 2 - Tamara Day | Added: 04/09/2008 | 5 | President: Robert S. Laska |
| 3 - Mark Farley | Added: 04/09/2008 | 5 | President: Robert S. Laska |
| 4 - Jamie Halterman | Added: 04/09/2008 | 5 | President: Robert S. Laska |
| 5 - Janna Kropelnicki | Added: 04/09/2008 | 5 | President: Robert S. Laska |

Docket Sheet

Case number:

Select a case

- 2:07-cr-00055-TS7 USA v. Sleepy et al
- 2:07-cr-00055-TSZ-1
- 2:07-cr-00055-TSZ-2 Doctor
- 2:07-cr-00055-TSZ-3 Im Shy
- 2:07-cr-00055-TSZ-4 Snow White

Filed Entered

Documents to

Include:

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

Sort by:

Make these options my default

Click on the case number to view a docket sheet for the entire case.

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:

Event category:

Case type:

Case flags:

Filed between: and

Summary text Full docket text

Sort by:

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 through PACER

Access your PACER account: <https://pacer.uscourts.gov/>

(You may call the EDWA Help Desk for assistance with managing your Secondary Email addresses at **Toll Free Help Desk: 1-866-236-5100** or 509-458-3410)

Change of Address – Maintaining your CSO Account

Changing your Contact Information

To ensure notification is sent to all required parties:

- File a **Notice of Change of Address** (under Notices) in all active cases.
- Then submit the new address through PACER by going to **Maintenance > Update Address Information**.
- Court staff will review and accept or deny the requested address change.

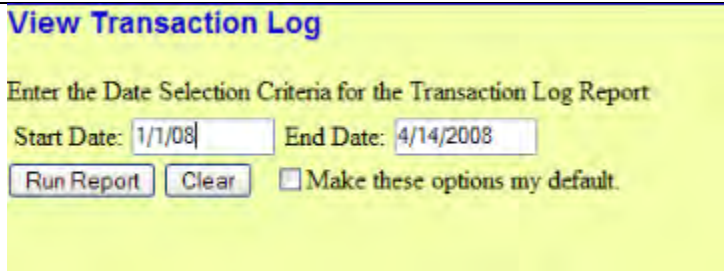
If you have no pending cases:

- Submit the new address through PACER by going to **Maintenance > Update Address Information**.
- Court staff will review the requested address change, and if accepted, apply the update in CM/ECF.

View Your Transaction Log

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

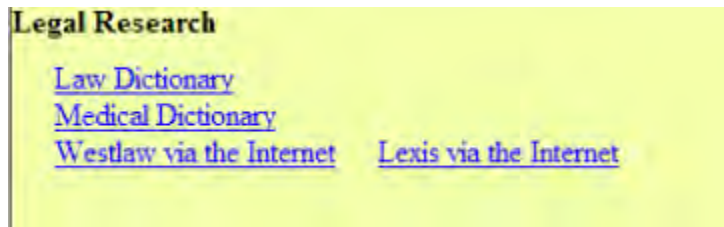
- All of the transactions you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into ECF using your login name and password.

| | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------|---|-------------|--|--------|---------------------|-------------|---|--------|---------------------|-------------|---|--------|---------------------|-------------|---|--------|---------------------|--------------|--|
| <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> | <table border="1"><tbody><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-ev-1234</td><td>ANSWER to [1] Complaint with JURY DEMAND by Mrs Lovett (Frost, Jack)</td></tr></tbody></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-ev-1234 | ANSWER to [1] Complaint with JURY DEMAND by Mrs Lovett (Frost, Jack) |
| 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-ev-1234 | ANSWER to [1] Complaint with JURY DEMAND by Mrs Lovett (Frost, Jack) | | | | | | | | | | | | | | | | | | |
| <p>ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.</p> | | | | | | | | | | | | | | | | | | | | | |

Miscellaneous

Legal Research

Contains links to external sites:



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.

A screenshot of a web interface titled "Verify Document(s)". It features a search form with a "Case Number" field containing "8-1234" and a "Find This Case" button. Below this is a "Document Number" field with "3" and "Next" and "Clear" buttons. The interface also displays a list of docket entries for case "208-cv-01234-RAJ Todd v. Lovett".

| Date | # | Docket Text |
|------------|---|---|
| 02/15/2008 | 3 | 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.



CM ECF Civil Criminal Query Reports Utilities **Search**



Search Menus and Events

objection Search

Civil Events → ADR Documents

[Objection to Report of Arbitrator/Mediator](#)

Civil Events → Other Answers

[Objection to Report and Recommendations](#)

Civil Events → Other Documents

[Objections](#)
[Objections to Answer to Writ](#)

Criminal Events → Other Documents

[Objection](#)
[Objection to Presentence Investigation Report](#)
[Objection to Report and Recommendations](#)

Logout



CM ECF Civil Criminal Query Reports Utilities Search Help **Log Out**

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 menu bar. ECF will log you out of the system and return you to the ECF login screen.

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.