

U.S. District Court
Eastern District of Washington

How to File a New Civil Case

July 1, 2013



Electronically Filing Civil Case Opening Documents with a “Master Case”

Please Note

- In order to submit a civil case, attorneys must be admitted to practice in WAED and have completed CM/ECF registration.
- *Sealed, miscellaneous and habeas corpus cases will be submitted to newcases@waed.uscourts.gov*
- Case initiating documents must be submitted in ECF by electronically filing the initiating documents in a "master case." The Clerk's Office reviews the master case for new filings and will open the new civil case. *Once the case is opened, a notice will be sent electronically and it will include the actual case number and judge assignment.*
- The fee to file a new civil case is \$400.00.
- Please read the information on each screen carefully and answer all of the questions accurately. Your answers impact the functionality of the system.

Step 1: Click **Civil** on the blue menu bar at the top of the ECF screen. The **Civil Event** categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click [File a New Civil Case - Attorney](#) under the heading **Open a Case**.

ECF Civil Criminal Query Reports Utilities Search Logout

Civil Events

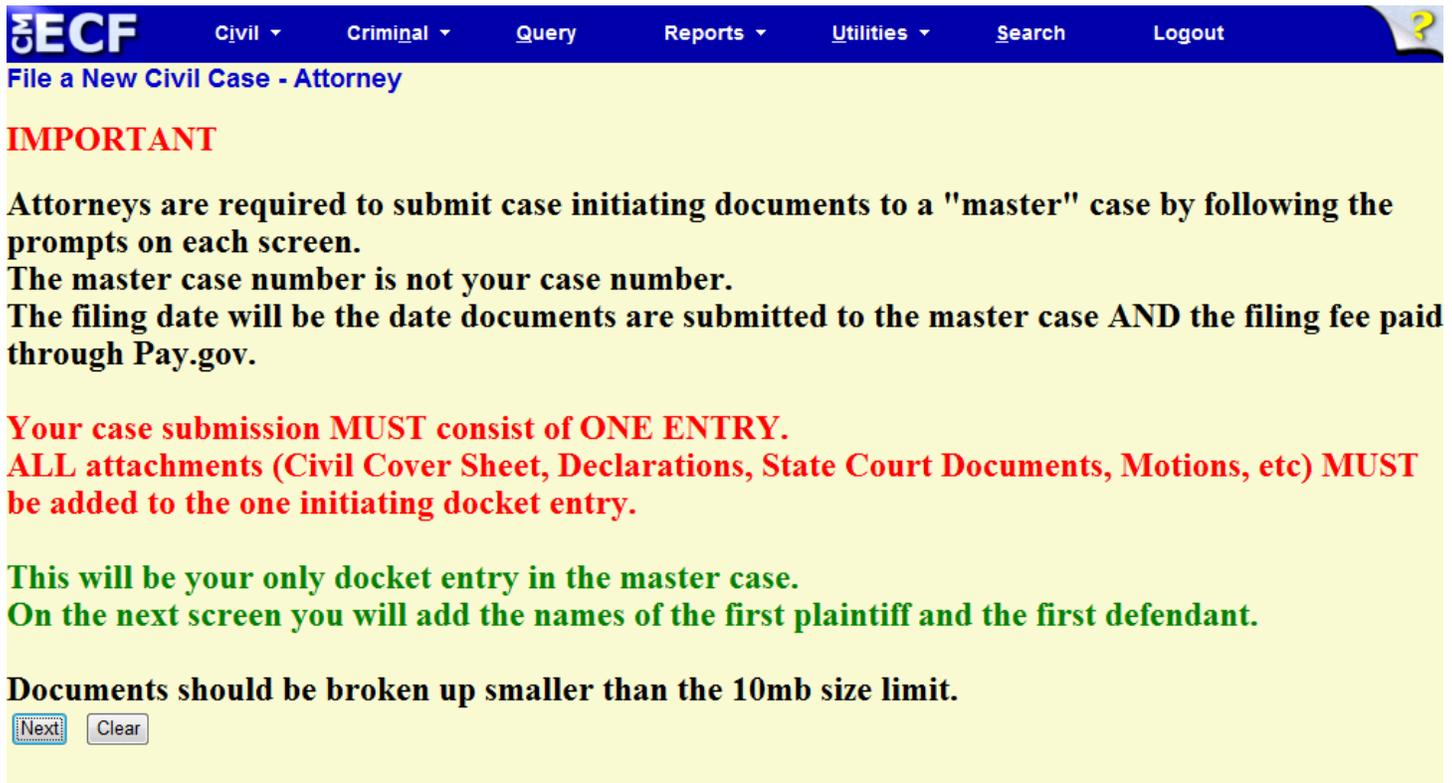
Open a Case
[File a New Civil Case - Attorney](#)
[Complaints and Other Initiating Documents](#)
[How to Open a Civil Case](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Other Filings
[ADR Documents](#)
[Notices](#)
[Trial Documents](#)

Other Filings
[Appeal Documents](#)
[Other Documents](#)
[CJA Voucher](#)

Motions and Related Filings
[Motions](#)
[Supporting Documents/Responses and Replies](#)
[Email Proposed Orders](#)

Step 2: Please read this screen carefully, then click **Next** to continue. Please note that all documents should be attachments to the initiating document.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow header area with the text "File a New Civil Case - Attorney". The main content area is also yellow and contains the following text:

IMPORTANT

Attorneys are required to submit case initiating documents to a "master" case by following the prompts on each screen.
The master case number is not your case number.
The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

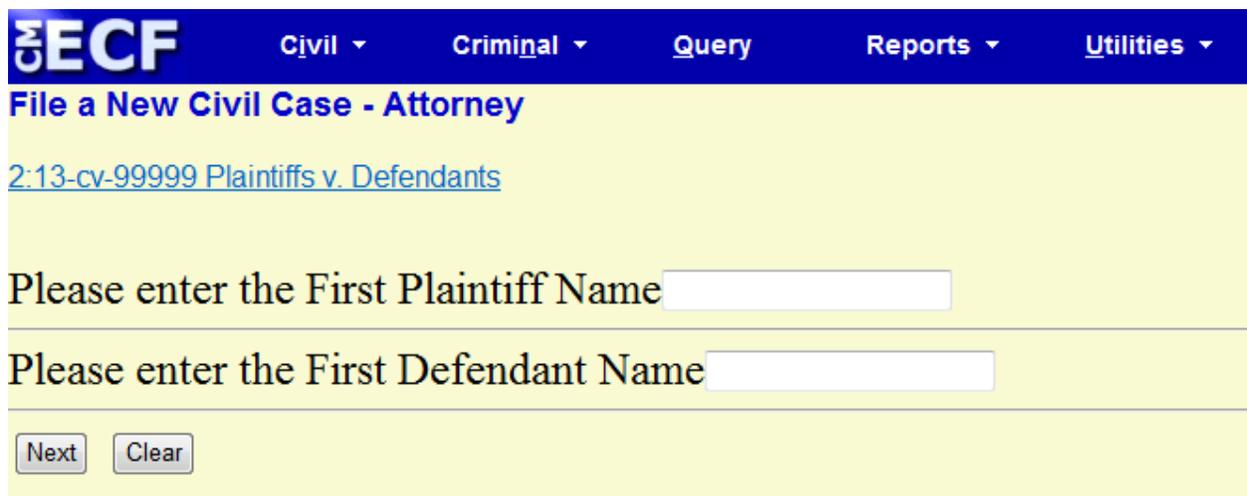
Your case submission MUST consist of ONE ENTRY.
ALL attachments (Civil Cover Sheet, Declarations, State Court Documents, Motions, etc) MUST be added to the one initiating docket entry.

This will be your only docket entry in the master case.
On the next screen you will add the names of the first plaintiff and the first defendant.

Documents should be broken up smaller than the 10mb size limit.

At the bottom of the screen are two buttons: "Next" and "Clear".

Step 3: In the following screen, you are prompted to enter only the first listed Plaintiff and the first listed Defendant in order to help the Clerk's Office identify the case from the docket text. The Clerk's Office will add all parties when the case is opened. Click **Next** to continue.



The screenshot shows the ECF system interface for entering case information. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar is a yellow header area with the text "File a New Civil Case - Attorney". The main content area is also yellow and contains the following text:

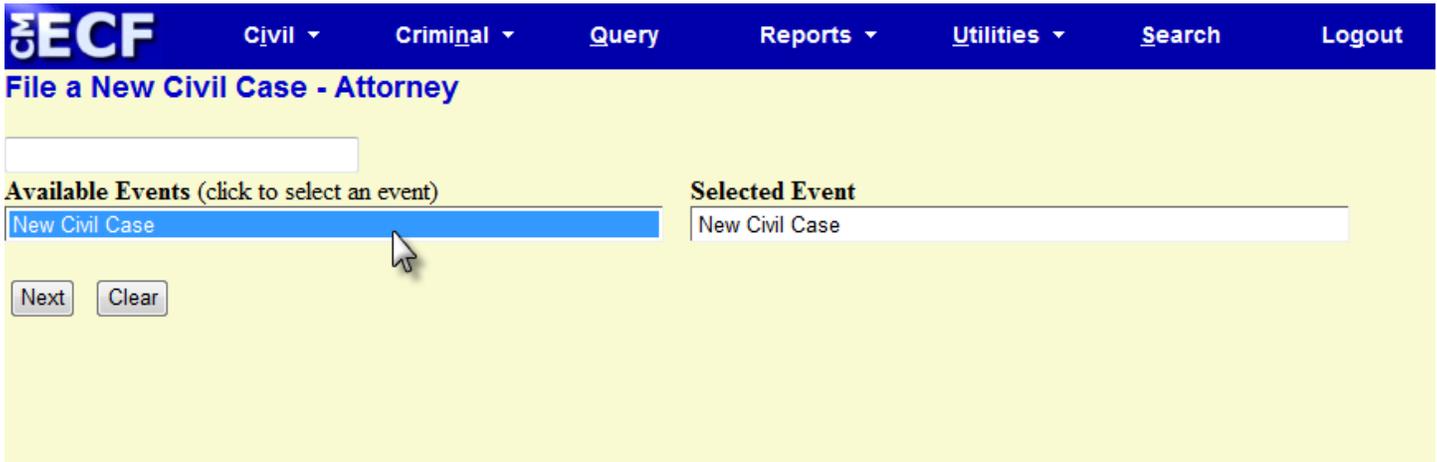
2:13-cv-99999 Plaintiffs v. Defendants

Please enter the First Plaintiff Name

Please enter the First Defendant Name

At the bottom of the screen are two buttons: "Next" and "Clear".

Step 4: You must now click on the New Civil Case event in the available events menu. Clicking on the **New Civil Case** populates the Selected Event. Now the **Next** button can be clicked to proceed.



ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

Available Events (click to select an event)

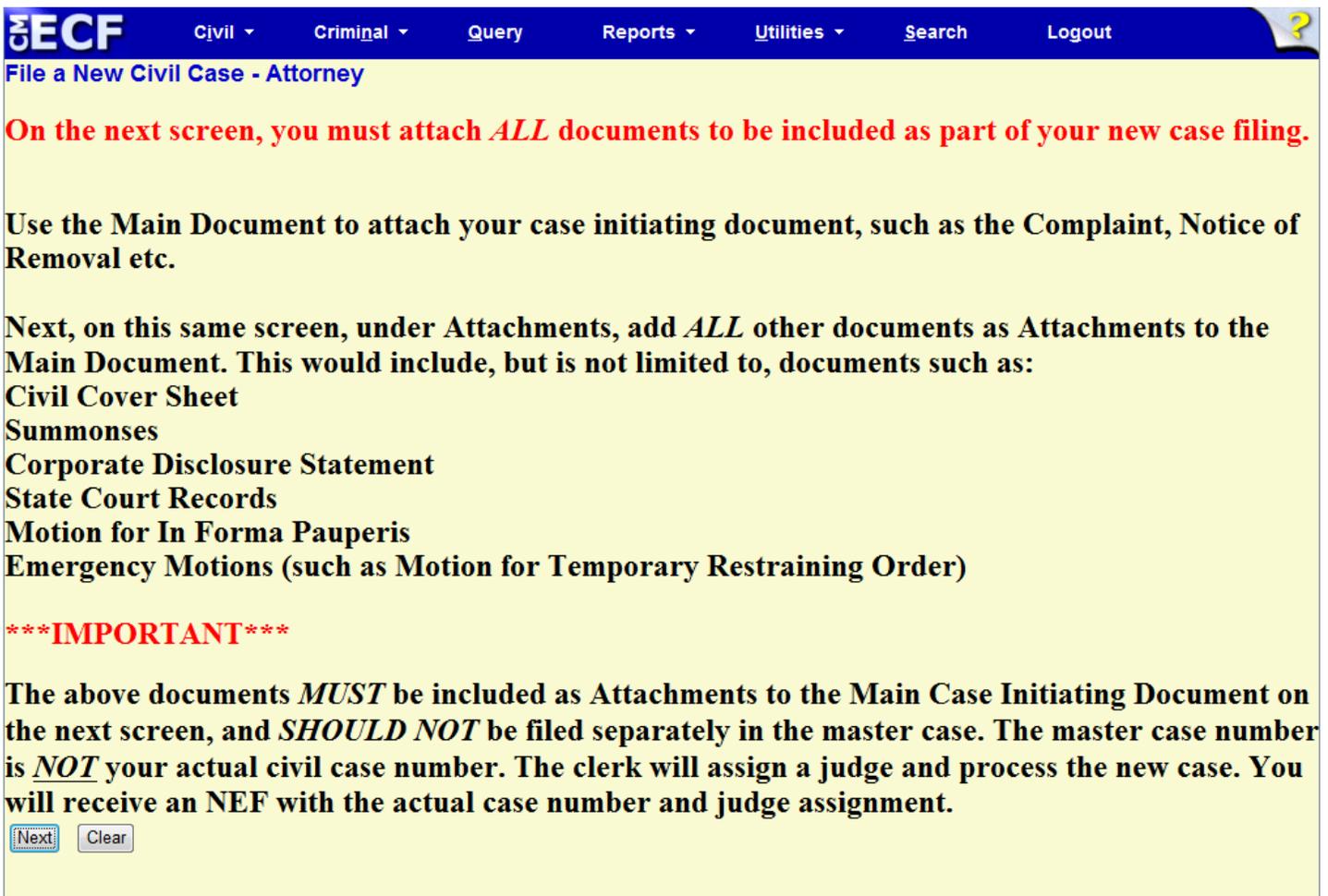
New Civil Case

Selected Event

New Civil Case

Next Clear

The case initiating document, such as the Complaint, is the document that will be **filed**. All other case initiating documents, such as those listed on the screen below, must be **attached** to the Complaint. They are not filed separately. Please read carefully, then click **Next** to continue.



ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

On the next screen, you must attach ALL documents to be included as part of your new case filing.

Use the Main Document to attach your case initiating document, such as the Complaint, Notice of Removal etc.

Next, on this same screen, under Attachments, add ALL other documents as Attachments to the Main Document. This would include, but is not limited to, documents such as:

- Civil Cover Sheet
- Summonses
- Corporate Disclosure Statement
- State Court Records
- Motion for In Forma Pauperis
- Emergency Motions (such as Motion for Temporary Restraining Order)

*****IMPORTANT*****

The above documents **MUST** be included as Attachments to the Main Case Initiating Document on the next screen, and **SHOULD NOT** be filed separately in the master case. The master case number is **NOT** your actual civil case number. The clerk will assign a judge and process the new case. You will receive an NEF with the actual case number and judge assignment.

Next Clear

Step 5: Click on the **Browse** button to search for and attach your PDF document.

File a New Civil Case - Attorney

Select the pdf document and any attachments.

Main Document

Attachments

Attachments	Category	Description
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

Next Clear

NOTE: All documents should be attachments to the Main Document.

- Click on the **Browse** button to search for and attach your complaint in the main document field. *It is a good idea to right-click on the document you want to attach to double check that it is the correct document. Choose **Open** or **Open With...** to open the document in an appropriate program to view and ensure it is the correct document.*
- Click the **Browse** button on the Attachments line to attach any other initial documents.
- For the **Category** field, click on the drop-down arrow to view the available document types.
- If there is no category that matches your attachment in the drop down menu, type in an appropriate word to describe it in the text field under “Description.”

File a New Civil Case - Attorney

Select the pdf document and any attachments.

Main Document

C:\New Cases\Complaint.pdf

Attachments	Category	Description
1. C:\New Cases\Civil Cover Sheet.pdf <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	Affidavit Appendix Civil Cover Sheet Errata Exhibit Supplement Text of Proposed Order	<input type="text"/>

Next Clear

When you are finished adding all of your documents, click **Next** to continue.

Step 6: Please read this screen carefully and select whether you are requesting a TRO. Please notice that the default is "no." Click **Next**.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow header area with the text "File a New Civil Case - Attorney". The main content area is white and contains the question "Are you requesting a Temporary Restraining Order?". There are two radio button options: "Yes" (unselected) and "No" (selected). Below the options are two buttons: "Next" and "Clear".

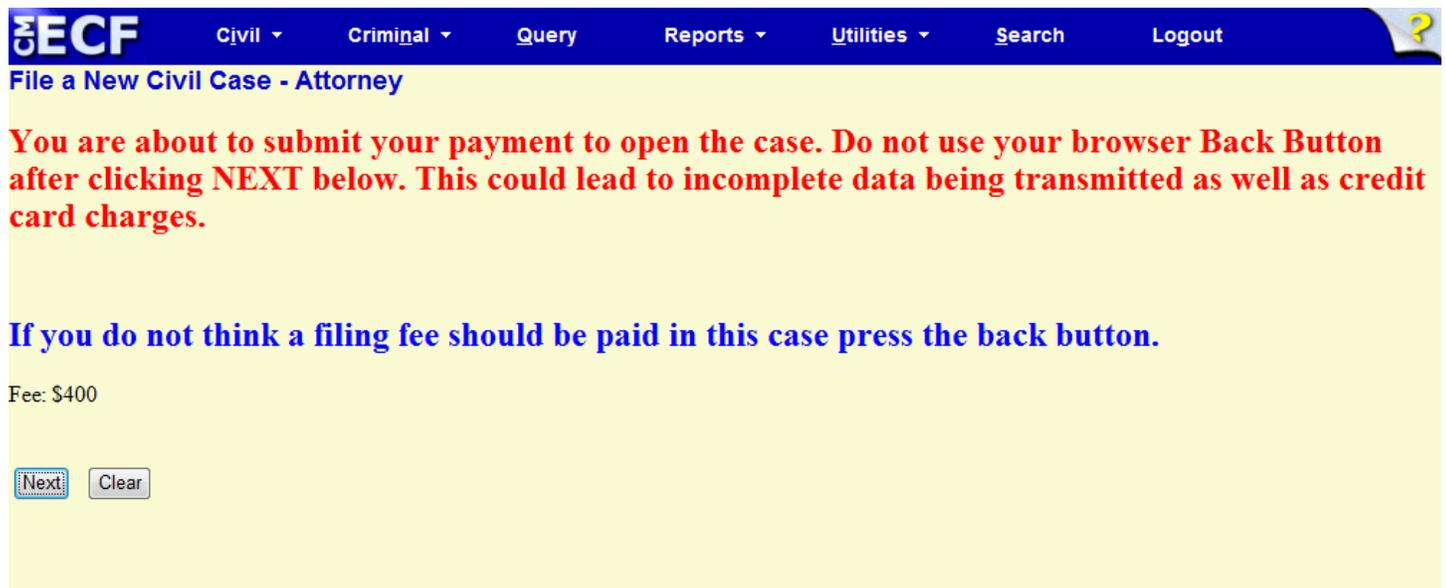
If you are filing a TRO, the next screen will provide you with instructions for contacting the Clerk's Office. Click **Next** to confirm and proceed.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow header area with the text "File a New Civil Case - Attorney". The main content area is white and contains a red warning message: "If you are filing a motion for TRO or injunctive relief with this complaint you must alert the Clerk's Office during business hours at 509-458-3400." Below the message are two buttons: "Next" and "Clear".

Step 7: The following screen asks if your filing is exempt from paying the filing fee at this point, either because you are a US Attorney or you submitted an Application to Proceed In Forma Pauperis with your initial documents. Select the appropriate option, then click **Next**.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow header area with the text "File a New Civil Case - Attorney". The main content area is white and contains the following text: "If any of the following special circumstances apply please select it below." followed by "Otherwise select NONE of the above." and "All cases will be reviewed for compliance with filing fees." There are three radio button options: "I am a US Attorney" (unselected), "I am filing with an Application to Proceed Without Prepayment of Fees" (unselected), and "NONE of the above" (selected). Below the options are two buttons: "Next" and "Clear".

The following screen simply is a reminder of the cost of filing the case.



Step 8: After clicking on **Next**, you will be transferred over to the first of two secure Pay.gov website pages for payment. The items marked with an asterisk are required fields. The name on the credit card and billing address do not need to match that of the attorney filing the case.

Step 1: Enter Payment Information

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$400.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:



Payment Date: 05/13/2013

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$400.00

Billing Address: *

Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Remember to avoid navigating away from this screen using your browser's back button – this may lead to incomplete data being transmitted, which could result in the fee being charged without the case being opened.

Please read carefully, then click **Next** to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The clerk will assign a judge and process the new case. You will receive an NEF with the actual case number and judge assignment.

Cases will be processed within one business day of receipt. The filing date will be the date that the documents were submitted AND the filing fee is paid through pay.gov OR the Application to Proceed In Forma Pauperis is granted.

PLEASE PRINT and RETAIN THE FINAL SCREEN AS YOUR RECEIPT FOR SUBMITTING A NEW CASE

THIS IS NOT THE FINAL SCREEN. PRESS NEXT TO CONTINUE.

Next Clear

Click **Next** to submit your case to the Master Case.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

Docket Text: Final Text

New Civil Case documents submitted (Filing fee received: \$ 400 receipt number 0980-181975.)
Plaintiff: John, Defendant: Snow (Attachments: # (1) Civil Cover Sheet)(Pratt, 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.
Have you redacted?

Source Document Path (for confirmation only):
C:\New Cases\Complaint.pdf pages: 2
C:\New Cases\Civil Cover Sheet.pdf pages: 2

Next Clear



File a New Civil Case - Attorney

Eastern District of Washington [TEST]

U.S. District Court [TEST]

Notice of Electronic Filing

The following transaction was entered by Pratt, Attorney on 5/23/2013 at 11:23 AM PDT and filed on 5/23/2013

Case Name: Plaintiffs v. Defendants

Case Number: [2:13-cv-99999](#)

Filer:

Document Number: [18](#)

Docket Text:

New Civil Case documents submitted (Filing fee received: \$ 400 receipt number 0980-181975.) Plaintiff: John, Defendant: Snow (Attachments: # (1) Civil Cover Sheet)(Pratt, Attorney)

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1069357611 [Date=5/23/2013] [FileNumber=107475-0] [74fa5ff98b005c8450eb4782580e20be2841a18c61e74bfdc939ebfad5ce6fa173bd7be16c2c720199ad1bcf8ae43b4c1e70e9a4fb26defb51f471ab7d906c36]]

Document description:Civil Cover Sheet

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1069357611 [Date=5/23/2013] [FileNumber=107475-1] [7abdcb47ad8064f062160b352faa5bea17071ceb8082562c169c77a26cea5ad582a30c619720ef7871e361112a6d72e260607aa001aba74482fa766cacbca29]]

Print a copy of this page as it will serve as a receipt for your new case filing.

You have now completed the submission of your new case filing to a master case. You will receive an NEF with your actual case number shortly.

Remember if you have filed a motion for a TRO as part of this case opening procedure to contact the Clerk's Office at (509) 458-3400 to advise of the motion.