

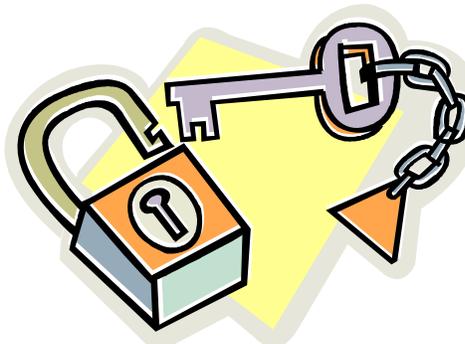
ECF NEWS



INSIDE THIS ISSUE:

<i>Redaction Reminder</i>	2
<i>Mobile Query</i>	2
<i>Attorney Case Opening Phase 2</i>	3
<i>New Case Numbering System</i>	3

ACCESSING RESTRICTED/SEALED DOCUMENTS



Your CM/ECF account determines your access permissions to restricted documents.

If you receive a CM/ECF login page after clicking on a Notice of Electronic Filing email, you must enter your ECF (not PACER) login and password in order to access a restricted or sealed document.

If you have used up your “free-look” at the document, you may be prompted to then enter your PACER login as you may be required to pay for accessing the document.

We’ve changed the CM/ECF login screen to make this easy for you to remember:

If you received this login page after clicking on a document link in a Notice of Electronic Filing email: ★
FIRST, enter your CM/ECF filer login and password. Your CM/ECF login and password is used to determine if you can access restricted documents. You will then be prompted for your PACER login if you are required to pay for accessing the document(s).

Authentication

Login:

Password:

client code:

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

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: - In compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#), all filers must redact:

1. Social Security and Taxpayer Identification Numbers - redact to the last four digits;
2. Dates of Birth - redact to the year of birth;
3. Names of Minor Children - redact to the initials;
4. Financial Accounting Information - redact to the last four digits; and
5. Home addresses in criminal cases - redact to the city and state

This requirement applies to all documents, including attachments.

APPELLATE FILING FEE TO INCREASE, EFFECTIVE DECEMBER 1, 2013

At its September 2013 session, the Judicial Conference approved changes to the federal court fee schedule.

- ◆ Effective December 1, 2013 the Court of Appeals filing fee—referred to as the “docketing fee” in the fee schedule— will increase from \$455.00 to \$505.00.
- ◆ Retrieval of Records from Archives fee increases from \$53 to \$64 for one box with a new fee of \$39 for each additional box.

REDACTION REMINDER



Sensitive information should not be included in any document unless such inclusion is necessary and relevant to the case. If such information must be included, don't forget to redact:

Social Security Numbers (to the last four digits)

Financial Account Numbers (to the last four digits)

Names of Minor Children (use initials only)

Dates of Birth (year only)

Home Addresses (city and state only)



ECF HELPDESK

1-866-236-5100



CM/ECF MOBILE QUERY FEATURE

CM/ECF now offers a mobile query interface which provides optimized display on mobile devices.

Mobile Query is compatible with smart phones, iPads, and other devices that access web applications. It is designed to work with both mobile and desktop browsers

The Mobile Query interface incorporates the following functionality:

- Pacer log on capability
- A search interface
- Party selection capability
- Case selection capability
- Access to attorney information
- Access to party information
- Access to Hearing/Deadline information
- Access to docket entries

To login via WAED ECF Mobile Query click here:



To view instructions click here:



ATTORNEY CIVIL CASE OPENING - PHASE 2

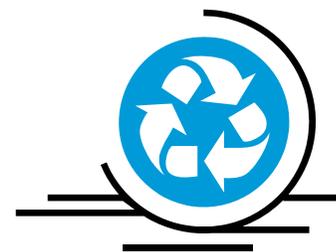
The roll-out of the second phase of attorney case opening will occur in early 2014.

Effective March 1, 2014, you will be able to open your own civil cases and will be responsible for entering all case information including Nature of Suit, Cause of Action, named parties, etc.

Benefits to the filer include:

- ⇒ Attorneys can open a new civil case and receive a case number immediately, 24 hours a day, 7 days a week.
- ⇒ Summonses are available immediately upon issuance. No trips to the courthouse required. No waiting for them to arrive via snail mail.
- ⇒ Filing fee is paid online. No need to call the Clerk’s Office to provide credit card information or send a check via messenger.
- ⇒ Go Green! Aside from printing copies for process service, the entire process is paperless.
- ⇒ Reduce costs associated with paper filings.

OF COURSE, we will have training and reference materials available for you—both live and online. STAY TUNED for more information in our next newsletter.



“The entire process is paperless.”

New Case Numbering System: January 2014

Effective January 1, 2014, you will notice a slight change in the Court’s case numbers.

New: The location code in the case number will identify whether the case is a Spokane, Yakima or Richland case.

Location Codes: 1 = Yakima 2 = Spokane 4 = Richland

Location	Current case numbering format in CM/ECF	New case numbering format In CM/ECF, effective 1/1/2014
Spokane Civil	2:13-cv-00100-TOR	2:14-cv-00100-TOR
Spokane Criminal	2:13-cr-00100-RMP	2:14-cr-00100-RMP
Yakima Civil	2:13-cv-03001-EFS	1:14-cv-03001-EFS
Yakima Criminal	2:13-cr-02001-LRS	1:14-cr-02001-LRS
Richland Civil	2:13-cv-05001-EFS	4:14-cv-05001-EFS
Richland Criminal	2:13-cr-06001-EFS	4:14-cr-06001-EFS

Benefits of new numbering format: Eliminates the need for programming customized statistical reports and provides the opportunity for calendaring and noticing efficiencies.

