

FILING NON-PUBLIC DOCUMENTS

Introduction

Pursuant to General Order 2025-13 AMENDED, attorneys and pro se filers with e-filing privileges wishing to file non-public documents must follow the new procedure set forth below.

Filing Instructions

Step	Action
1	The filer must first make the entry in CM/ECF, selecting the appropriate docket event.
2	All non-public document events will instruct the filer to complete the docket entry without uploading a PDF document.
3	Once the docket entry is submitted, place the ECF No. of the filing in the lower right-hand corner of the non-public document. You may do this by hand or by adding the number in your PDF creation software.
4	Go to the Court's public website www.waed.uscourts.gov under the Case Info/Electronic Filing System Info and select the link that states Submit Non-Public Documents to the Court.
5	Follow directions on Portal FISMA Document Upload System . First time users will need to create a login and password.
6	After submission of non-public document, the Court will return conformed copy after a QC review of the document and entry in ECF is performed.

Questions?

CM/ECF Help Desk:

Phone: (866) 236-5100 or (509) 458-3410

Email: ecfinfo@waed.uscourts.gov