

CHECKLIST FOR E-FILINGS

We have prepared this checklist to assist you in the preparation and filing of documents with our court. More detailed instructions may be found in the Local Rules, the ECF Administrative Procedures, or in the ECF User Manual. These documents are all found at www.waed.uscourts.gov

Please call the ECF Help Desk if you have any questions **before e-filing** your documents. You may call toll-free 866-236-5100 or (local calls) 458-3410.

PDF DOCUMENTS – *Please Review the Following*

- 1) Documents and all attachments should be in **PDF format**.
- 2) Documents should be in **14 pt. proportionately-spaced typeface**. (LR 10.1(a)(2))
- 3) Confirm there are **no missing pages**. All pages must be in order and right side up.
- 4) Every page must be **legible**. (The main document and all attachments).
- 5) A **Certificate of Service** should be attached to each document requiring service outside of the System. (See ECF Administrative Procedures for more information and sample Certificate of Service form.) To see if an attorney is registered for ECF, click on Utilities on the blue menu bar, click on Mailings...and then click on Mailing Info for a Case. Enter the Case Number and click Submit.
- 6) **Redact personal identifiers**. (Fed.R.Civ.P.5.2 and Fed.R.Crim.P. 49.1)

ELECTRONICALLY FILING THE DOCUMENT – *Please Review the Following*

- 1) The attorney's name on the **signature line** must match the name of the attorney logged into ECF.
- 2) Select the **correct case**.
- 3) **Check the case number** and caption of the case on the top of each screen.
- 4) Choose the most accurate/appropriate event.

- 5) Verify you are adding the correct document. When you click on the Browse button and navigate to the PDF document you want to file, right click on the file name and left click Open or Open with Acrobat to verify.
- 6) If this is a **multi-part motion**, multiple reliefs should be chosen.
- 7) If you are filing a motion, the **proposed order should be a separate document** and accompany the motion as an electronic attachment, not as a separate entry. Don't forget to e-mail a copy of the proposed order to the assigned judge in Word or WordPerfect format.
- 8) The motion serves as the memorandum and must set forth supporting factual assertions and legal authority. **No separate Memorandum in Support of Motion is filed.**
- 9) Your motion's caption should contain the date, time, and place (or phone number if by telephone) for the hearing. **No separate Notice of Hearing is required.**
- 10) When filing a "Motion for leave to file a document," the subject document is to be filed as an electronic **attachment to the Motion**, NOT as a separate entry.
- 11) If you are motioning the Court, use the ***motion*** event - do not use the *stipulation* event. Using the correct event and noting your motion for hearing (with or without oral argument) will ensure that the motion is tracked in the case management system.
- 12) **Describe all attachments** completely and concisely. It is preferred that each exhibit is a separate PDF attachment to the main document. Each exhibit shall have a face sheet identifying the exhibit number/letter. Also, the exhibit numbers should be clearly marked on each PDF document.

Example: Document including exhibits is 95 pages.

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

- 13) If given the opportunity to create a link to an existing event, do so when appropriate.

14) Use the **optional text box**, when given the opportunity, to further describe your document. Rule of thumb: The docket text should accurately reflect the title of the document being filed. If you use the optional text box, make certain that the information added should not be a separate entry.

15) The **defendant number, in multi-defendant cases, is required** as part of the criminal case number on all documents

Example:

2:24-CR-119-SAB-1

2:24-CR-119-SAB-2

2:24-CR-119-SAB-3

16) If you are e-filing a stipulation or a motion and a proposed order, a PDF of the proposed order must be attached to the filing. See Civil Administrative Procedures and Criminal Administrative Procedures. Also, do not forget to send a Word or WordPerfect version of the proposed order to the judge who is assigned to the case. The judges' email addresses **for proposed orders only** are as follows:

BastianOrders@waed.uscourts.gov

RiceOrders@waed.uscourts.gov

DimkeOrders@waed.uscourts.gov

PennellOrders@waed.uscourts.gov

WhaleyOrders@waed.uscourts.gov

PetersonOrders@waed.uscourts.gov

SheaOrders@waed.uscourts.gov

SukoOrders@waed.uscourts.gov

GoekeOrders@waed.uscourts.gov

EkstromOrders@waed.uscourts.gov

17) If you have any questions, it is best to call the **ECF Help Desk** (1-866-236-5100 or 1-509-458-3410) first before e-filing your documents. It is much easier to help you through the e-filing than to make corrections afterward.