

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WASHINGTON**

**ECF ADMINISTRATIVE PROCEDURES**

**Procedures for Filing, Signing, Verifying,  
and Maintaining Pleadings and Other Papers in the  
Electronic Case Filing (ECF) System**



Revised June 5, 2024

These procedures are subject to revision at any time without prior notice. A judge of this Court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate for the just, speedy, and inexpensive determination of a pending matter.

# Table of Contents

<b>I. ELECTRONIC CASE MANAGEMENT / ELECTRONIC CASE FILING – OFFICIAL RECORD .....</b>	<b>3</b>
<b>II. DEFINITIONS.....</b>	<b>3</b>
<b>A. CM/ECF (NextGen CM/ECF).....</b>	<b>3</b>
<b>B. Conventionally Filed Document.....</b>	<b>3</b>
<b>C. Court .....</b>	<b>3</b>
<b>D. Electronic Document.....</b>	<b>3</b>
<b>E. Electronically Filed Document.....</b>	<b>3</b>
<b>F. Electronic Filing.....</b>	<b>3</b>
<b>G. Filing User.....</b>	<b>4</b>
<b>H. Notice of Electronic Filing (NEF).....</b>	<b>4</b>
<b>I. PDF (Portable Document Format).....</b>	<b>4</b>
<b>J. Pro Se Litigant / Filer.....</b>	<b>4</b>
<b>K. Scanning.....</b>	<b>4</b>
<b>L. System.....</b>	<b>4</b>
<b>III. SCOPE OF ELECTRONIC FILING .....</b>	<b>4</b>
<b>A. Designation of Cases.....</b>	<b>4</b>
<b>B. Participation in Electronic Filing .....</b>	<b>5</b>
<b>IV. ENROLLING IN THE CM/ECF SYSTEM.....</b>	<b>5</b>
<b>A. Registration.....</b>	<b>5</b>
<b>B. ECF Filing Registration Request.....</b>	<b>6</b>
<b>C. Changes .....</b>	<b>6</b>
<b>V. ELECTRONIC FILING AND SERVICE OF DOCUMENTS.....</b>	<b>7</b>
<b>A. General Provisions.....</b>	<b>7</b>
<b>B. Civil Complaints.....</b>	<b>7</b>
<b>C. Miscellaneous Cases and Sealed Civil Cases.....</b>	<b>8</b>
<b>D. Criminal Charging Documents, Warrants, and Grand Jury Proceedings.....</b>	<b>8</b>
<b>E. Issuance of Summons .....</b>	<b>8</b>
<b>F. Service.....</b>	<b>9</b>
<b>G. Formatting Within a Document .....</b>	<b>10</b>
<b>H. Voluminous Documents.....</b>	<b>11</b>
<b>I. Administrative Records .....</b>	<b>11</b>

<b>J.</b>	<b>State Court Records</b> .....	11
<b>K.</b>	<b>Magistrate Judge Consents</b> .....	11
<b>L.</b>	<b>Exhibits</b> .....	12
<b>M.</b>	<b>Transcripts</b> .....	13
<b>N.</b>	<b>Signatures</b> .....	13
<b>O.</b>	<b>Orders and Proposed Orders</b> .....	14
<b>P.</b>	<b>Docket Entries</b> .....	15
<b>Q.</b>	<b>Fees Payable to the Clerk</b> .....	16
<b>R.</b>	<b>Emergency Filings</b> .....	16
<b>S.</b>	<b>PDFs</b> .....	16
<b>VI.</b>	<b>PRIVACY AND CONFIDENTIALITY</b> .....	17
<b>A.</b>	<b>Sealed Cases</b> .....	17
<b>B.</b>	<b>Sealed Documents</b> .....	17
<b>C.</b>	<b>Highly Sensitive Documents (HSDs)</b> .....	18
<b>D.</b>	<b>Privacy Concerns</b> .....	19
<b>VII.</b>	<b>TECHNICAL FAILURES</b> .....	20
<b>A.</b>	<b>On The Part of the Court</b> .....	20
<b>B.</b>	<b>On The Part of the Filer</b> .....	20
<b>VIII.</b>	<b>PUBLIC ACCESS TO DOCKET INFORMATION</b> .....	20
<b>A.</b>	<b>At the Court</b> .....	20
<b>B.</b>	<b>Through the Internet</b> .....	20
<b>C.</b>	<b>Social Security and Immigration Cases</b> .....	21
<b>D.</b>	<b>Conventional and Certified Copies</b> .....	21

## **I. ELECTRONIC CASE MANAGEMENT / ELECTRONIC CASE FILING – OFFICIAL RECORD**

The United States District Court for the Eastern District of Washington (hereinafter “court”) has assigned all its pending and future cases to the electronic Case Management/Electronic Case Filing (CM/ECF) system (hereinafter “System”).

The official record of the court shall be the electronic file maintained on the court’s servers. This includes information transmitted to the court in electronic format, as well as in paper. The Clerk’s Office shall not maintain a paper court file in any case begun on or after October 12, 2004, except as otherwise provided in these procedures.

## **II. DEFINITIONS**

### **A. CM/ECF (NextGen CM/ECF)**

Case Management/Electronic Case Filing System, the docketing and filing system used by the Eastern District of Washington.

### **B. Conventionally Filed Document**

A document filed with the court in paper form, deemed filed when it is date-stamped by the Clerk’s Office.

### **C. Court**

United States District Court, Eastern District of Washington

### **D. Electronic Document**

An electronic version of information otherwise filed in paper form. An electronic document has the same legal effect as a paper document.

### **E. Electronically Filed Document**

An electronic document deemed filed when received by the court’s CM/ECF system. Unless otherwise ordered by the court, filing deadlines shall be Midnight Pacific Time on the day the documents are required to be filed.

### **F. Electronic Filing**

The electronic transmission of a PDF document to the court for case processing by uploading the document directly from the user’s computer, using the court’s CM/ECF system, to file that

document in the case file.

#### **G. Filing User**

A registered user of the court's CM/ECF system with electronic filing permissions.

#### **H. Notice of Electronic Filing (NEF)**

An e-mail verification of the court's receipt of the electronic document, as well as official notice of the filing to all other parties. The Notice includes the text of the docket entry, as well as a link to the filed document(s).

#### **I. PDF (Portable Document Format)**

A document created with almost any word processing program converted to a PDF file type or scanned by a printer/scanner and converted to a PDF file type. The PDF conversion program, in effect, takes a picture of the original document so the converted document can be opened across a broad range of hardware and software, with layout, format, links, and images intact.

#### **J. Pro Se Litigant / Filer**

A person proceeding in a cause/proceeding without representation of an attorney, representing his/herself.

#### **K. Scanning**

Use of electronic device to take a picture of an existing document in paper format. When scanning documents to be subsequently filed electronically, filing parties are encouraged to configure their scanners for black and white at 300 dpi, rather than color scanning, unless color is an important aspect of the document. The filing party is responsible for the legibility of the scanned image.

#### **L. System**

The court's CM/ECF system.

### **III. SCOPE OF ELECTRONIC FILING**

#### **A. Designation of Cases**

The court has designated that all criminal, civil and miscellaneous proceedings

shall be assigned to the System. Except as otherwise provided by these procedures, all pleadings or other papers required to be filed with the court in connection with a case assigned to the System must be electronically filed. Section VI of these procedures specifically identifies those documents that will be accepted through conventional means only.

## **B. Participation in Electronic Filing**

1. **Attorneys** admitted to the bar of this court (including those admitted *pro hac vice*) **shall** register as Filing Users of the System. Filing Users Registered with the System are required to electronically file documents into the System and accept electronic service of pleadings and other papers through the System.
2. **Attorneys** required to register as Filing Users of the System, who are experiencing exigent circumstances that preclude their effective/efficient use of the System, may petition the court for relief from participation as a Filing User. The court will address these petitions/requests on a case-by-case basis.
3. **Self-represented filers (pro se)** may, but are not required to, electronically file documents and register in the System. Pro se litigants wishing to file in paper, and receive notice electronically, may waive their right to receive service of documents by first class mail.

Once registered, an attorney or pro se litigant may withdraw from participation in the System only for cause, on order of the court.

## **IV. ENROLLING IN THE CM/ECF SYSTEM**

### **A. Registration**

Registration constitutes consent to electronic service of documents.

#### **1. Attorney procedures**

All attorneys participating in cases must register for electronic filing/noticing.

#### **2. Pro se (non-prisoner) procedures**

##### **a. Filing and Service Option**

A non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion to obtain a ECF Filing Authorization on a form prescribed by the clerk's office. Only after the court has granted such a motion may a pro se party attempt to

register for ECF. If during the action the pro se litigant retains an attorney who appears on their behalf, the clerk's office shall terminate the pro se party's registration in that case.

b. Service Only Option

On a form prescribed by the clerk's office, a pro se litigant may waive his/her right to receive service of documents by first class mail. If service of documents by first class mail is waived, service of documents and notice of electronic filings will be served by e-mail through the System. This noticing-only option does not allow the pro se litigant to file electronically.

**3. Prisoner procedures**

- a. A prisoner who is a party to a civil action, is not represented by an attorney and resides in a correctional facility that participates in the prison electronic filing initiative is required to adhere to the procedures established in General Orders 15-35-1 and 16-35-1, absent a court order to the contrary.
- b. Prisoners who reside in correctional facilities that do not participate in the prison electronic filing initiative are not eligible to register or participate in electronic filing.

**B. ECF Filing Registration Request**

Attorneys and pro se filers must submit an E-Filing Request for CM/ECF through their individual PACER account. Each registered filer must access CM/ECF through the Central Sign-On functionality (using their PACER credentials) to electronically file or receive e-service of documents.

Each registered user is responsible for all documents filed with this login and password. No one shall knowingly permit, or cause to permit, a login and password to be used by unauthorized persons. Conversely, no one shall use the login and password of another without explicit authorization.

**C. Changes**

A participant whose contact information has changed must timely file a notice of change of address in all active cases. Participants must also submit the new address through PACER by going to Maintenance > Updated Address Information.

An attorney no longer practicing in this court shall withdraw from participating in the System by providing the Clerk's Office with a notice of withdrawal from ECF. Such notice must be in writing and mailed or delivered to the court.

Notices may be mailed to:

United States District Court  
Attn: ECF Registration  
P.O. Box 1493  
Spokane, WA 99210

or delivered to:

United States District Court  
920 West Riverside, Room 840  
Spokane, WA 99201; or

825 Jadwin, Suite 174  
Richland, WA 99352; or

25 South 3rd Street, 2nd Floor  
Yakima, WA 98901

Upon receipt, the Clerk's Office will immediately cancel the attorney's login and password and delete the attorney's name from any applicable electronic service list. An attorney's withdrawal from participation in the System shall not be construed as authorization to file paper documents.

## **V. ELECTRONIC FILING AND SERVICE OF DOCUMENTS**

### **A. General Provisions**

Effective October 12, 2004, attorneys are required to file all documents electronically through the System. A limited number of exceptions, or those which require special handling, are described in subsections C, D, I, J and K of this section.

### **B. Civil Complaints**

#### **1. Attorney Procedures**

Effective March 14, 2014, attorneys are required to electronically file new civil cases, including paying the filing fee online through Pay.gov.

#### **2. Pro Se Filer Procedures**



Pro se filers are not permitted to electronically file new cases. Only prisoners assigned to facilities participating in the prison electronic filing initiative are permitted to file new cases electronically.

If using the U.S. mail or personal delivery, the Clerk's Office will scan the civil complaint and cover sheet, upload them to the System, and will discard the paper documents after a holding period established by the court.

New civil cases received either by mail, in-person or by electronic filing, are deemed filed the day the Clerk's Office receives the complaint and any required filing fee is paid.

### **C. Miscellaneous Cases and Sealed Civil Cases**

These types of cases are excluded from the requirement of electronically filing new civil cases.

Case initiating documents will be accepted in person at the Clerk's Office, sent by First Class mail, or by e-mail at [newcases@waed.uscourts.gov](mailto:newcases@waed.uscourts.gov).

If using e-mail, the filing party must submit the documents in PDF format with each PDF being under the 50-megabyte size restriction. The filing fee can be paid online at our public website, or a check may be mailed to U.S. District Court, P.O. Box 1493, Spokane, WA 99210. New cases will not be filed until the filing fee has been paid.

The filing fee must accompany a complaint sent through the mail or delivered to the Clerk's Office.

### **D. Criminal Charging Documents, Warrants, and Grand Jury Proceedings**

All charging documents (including the complaint, information, and indictment) shall be delivered in person to the Clerk's Office. Electronic filing procedures shall not apply to applications for arrest, search, or electronic surveillance warrants; or other orders in aid of or ancillary to a criminal investigation; or to proceedings relating to the grand jury.

### **E. Issuance of Summons**

Summons to be issued may be presented to the court through the System, by e-mail, by U.S. mail, or delivered in person to the Clerk's Office. The party requesting the issuance of summons must complete the summons form.

If the party requesting the issuance of summons presents the form to the Clerk's Office through the System, by e-mail, or by U.S. mail, the issued summons form will be returned to the requesting party via the System, by e-

mail or by U.S. mail. If the party delivers the summons form to the Clerk's Office, the party can request to have the issued summons form returned at the Clerk's Office counter.

### **1. Attorney Procedures for Electronic Issuance**

Download and save the civil summons form found on the court's website [www.waed.uscourts.gov](http://www.waed.uscourts.gov) under "All Forms". Use this form each time you electronically file a summons and remember to file each summons as a separate pdf document in the System.

### **2. Pro Se Filer Procedures for Issuance**

If sending the summons by e-mail, send them to [newcases@waed.uscourts.gov](mailto:newcases@waed.uscourts.gov).

If sending the summons by U.S. mail, also submit a stamped, self-addressed return envelope. Once the summons has been issued, the Clerk's Office will return the summons to the filing party.

## **F. Service**

A party may serve a paper on a registered user by filing it with the Court's electronic filing System, pursuant to the Federal Rules.

If the recipient is not a registered participant in the System, service must be made by the filer in paper form in accordance with the Federal Rules.

Certificates of service, which may include executed summons, are to be filed electronically through the System. A certificate of service on all parties who are not registered participants of the System but are entitled to service or notice is still required when a party files a document electronically. The certificate will be filed electronically on the document itself and must state the manner in which service was accomplished on each party. Sample language for a Certificate of Service is as follows:

**I hereby certify that on (Date), I electronically filed the foregoing with the Clerk of the Court using the CM/ECF System, which in turn automatically generated a Notice of Electronic Filing (NEF) to all parties in the case who are registered users of the CM/ECF system. The NEF for the foregoing specifically identifies recipients of electronic notice. I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants:**

---

**s/ Attorney's Name (or Legal Secretary's Name)**

**Attorney's Name and Bar Number**  
**Attorney for (Plaintiff/Defendant)**  
**Law Firm Name**  
**Law Firm Address /Phone /Fax/ Email Address**

Whenever a document is filed electronically in accordance with these procedures, the System will generate an e-mail "Notice of Electronic Filing" to the filing party and to any other party who is a registered user.

Paper copies for those not registered. A party who is not a registered participant of the System is entitled to a paper copy of any electronically filed pleading, document, or order. The filing party must therefore provide the non-registered party with the pleading, document, or order according to the Federal Rules of Civil Procedure. When mailing paper copies of documents that have been electronically filed, the filing party should include the "Notice of Electronic Filing" to provide the recipient with proof of the filing.

To determine whether another party is a registered user, the filer can select CM/ECF's "Utilities" category, and then click on "Mailing Information for a Case" on the pull-down menu. The filer then enters the case number, and the system information will appear, stating whether the filer must mail a copy or if the System will electronically generate one. For prisoners participating in the prison electronic filing initiative, the NEF will display non-registered parties along with their mailing address.

## **G. Formatting Within a Document**

Captions on documents: Pursuant to LCivR 7(i), any party filing a motion shall insert the date, time, and place (or phone number if by telephone) for the hearing in the motion's caption.

Documents being submitted in response to, in support of, or in opposition to other documents shall be clearly labeled with the reference to the motion or response included in the caption.

Pagination: All documents, including any exhibits and attachments to the documents, shall be sequentially paginated in their entirety, with the page numbers appearing at the bottom of each page.

Hyperlinks: To preserve the integrity of the court record, attorneys wishing to insert hyperlinks in court filings shall continue to use the traditional citation method for the cited authority, in addition to the hyperlink. When cross-document hyperlinks are inserted, the title of the document, the court record number and, if applicable, the page number must be cited. The judiciary's policy on hyperlinks is that a hyperlink contained in a filing is no more than a convenient mechanism for accessing material cited in the document. A

hyperlink reference is extraneous to any filed document and is not part of the court's record.

## **H. Voluminous Documents**

An exhibit larger than fifty megabytes in size must be filed in separate segments, with each segment less than fifty megabytes in size. See the court's website at [www.waed.uscourts.gov](http://www.waed.uscourts.gov) under "Civil Case Info" or "Criminal Case Info" for additional instructions about filing large documents.

For documents, including exhibits, over 100 pages in length, a courtesy paper copy for the judge must be filed with the Clerk. The courtesy copy shall be clearly marked, "Judge's Courtesy Copy of Electronic Filing," and must be three-hole punched and tabbed (if applicable).

## **I. Administrative Records**

Administrative records shall be filed electronically. For documents, including exhibits, over 100 pages in length, a courtesy paper copy for the judge must be filed with the Clerk. The courtesy copy shall be clearly marked, "Judge's Courtesy Copy of Electronic Filing," and must be three-hole punched and tabbed (if applicable).

The PDF record is split into parts so that each part is no larger than 50 megabytes. The first PDF attached is called the "main document", and each additional part of the PDF is e-filed as an attachment. Each attachment must be named noting the page numbers (e.g., first attachment "Pages 93-163", second attachment "Pages 164-236").

## **J. State Court Records**

The record of state court proceedings in habeas corpus cases filed under 28 U.S.C. § 2254 shall be filed electronically. For documents, including exhibits, over 100 pages in length, a courtesy paper copy for the judge must be filed with the Clerk. The courtesy copy shall be clearly marked, "Judge's Courtesy Copy of Electronic Filing," and must be three-hole punched and tabbed (if applicable).

The PDF record is split into parts so that each part is no larger than 50 megabytes. The first PDF attached is called the "main document", and each additional part of the PDF is e-filed as an attachment. Each attachment must be named noting the page numbers (e.g., first attachment "Pages 93-163", second attachment "Pages 164-236").

## **K. Magistrate Judge Consents**

Completed consent and declination of consent forms may be signed and

submitted in paper and mailed or delivered to the Clerk's Office, or they may be scanned and e-mailed to [consentforms@waed.uscourts.gov](mailto:consentforms@waed.uscourts.gov). Do not file these forms in the System.

## L. Exhibits

### Scannable

Filing parties shall submit only those excerpts of the referenced exhibits that are directly germane to the matter under consideration. Excerpted material must be clearly and prominently identified as such. Parties who file excerpts do so without prejudice to their right to timely file additional excerpts of the exhibit with reply briefs if otherwise appropriate. Responding parties may also timely file additional excerpts of the exhibit that they believe are directly germane.

Paper exhibits must be scanned and saved in PDF files that are less than 50 megabytes in size. Large documents may need to be broken into "chunks" so that each PDF is under the 50-megabyte limit.

The filer shall identify each segment by document page numbers and exhibit number. Each exhibit shall have a face sheet identifying the exhibit number. The face sheet is also numbered. The exhibit number should be clearly marked on each PDF document.

If possible, filing parties should scan documents in black and white, rather than in color, unless the color is an important feature of the information. The filing party is required to verify the readability of scanned exhibits before filing them electronically with the court.

### Non-Scannable

In the event of an attorney or party filing non-scannable exhibit(s) with the Court, i.e., a document/exhibit to be filed that cannot be scanned due to size or format of the document/exhibit, please follow these instructions:

1. File the main document and scannable exhibits electronically using the appropriate docketing event.
2. Prepare and docket a Notice of Filing of Non-Scannable Exhibit(s) with the Clerk.

In CM/ECF the filer will choose the applicable event:

**Civil Events** → Other Filings → Notices; Notice of Filing Non-Scannable Exhibits with the Clerk; or  
**Criminal Events** → Other Filings → Notices → Notice of Filing of Non-Scannable Exhibits with the Clerk

3. Submit two (2) copies of the non-scannable document(s)/exhibit(s) on digital media to the Clerk's Office in person or via courier, i.e. FedEx, UPS or USPS. One copy will be provided to Chambers and the other will be retained by the Clerk's Office.

Examples of digital media/non-scannable exhibits include USB drive, CD, and large maps/plots.

Exhibits shall be clearly marked with case name and number and attached to the Notice of Electronic Filing (NEF) generated by CM/ECF for the Notice of Filing of Non-Scannable Exhibit(s) with the Clerk. If the exhibits are password protected, the password must be included on each USB drive/CD.

## **M. Transcripts**

Transcripts prepared by court reporters are electronically filed by the court as a Notice of Filing of Official Transcript. The court's transcript policy and redaction procedures are set out on the court's website: <http://www.waed.uscourts.gov/courtroom-support>.

## **N. Signatures**

The login and password required to file documents in the System serve as the attorney's or court-approved pro se filer's signature on all electronic documents filed with the Court, for purposes of Fed. R. Civ. P. 11, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the local rules of this Court.

Attorney or Court-Approved Pro Se E-Filer Signature: An electronically filed pleading or other document requiring an attorney's or court-approved pro se e-filer's signature shall be signed in the following manner: "s/ (attorney or court-approved pro se filer's name)." The correct format for an attorney or court-approved pro se e-filer signature is as follows:

**s/ Attorney's Name or Court-Approved Pro Se E-Filer Name**

**Attorney's Name and Bar Number  
Attorney for the (Plaintiff/Defendant)**

**Law Firm Name (if applicable)**

**123 South Street**

**Spokane, Washington 99201**

**Telephone: (509) 123-4567**

**Fax: (509) 123-4567**

**Email: [susan\\_attorney@law.com](mailto:susan_attorney@law.com)**

Multiple Signatures: The following procedure applies when a stipulation or

other document requires two or more signatures:

The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain either the physical signatures or authorization for the electronic signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.

The filing party or attorney may then file the document electronically, indicating the signatories, e.g., "s/ Jane Doe" "s/ John Smith," etc. The correct format for the signature block is the same as that previously described for attorneys' signatures.

Non-Attorney Signature: If the original document requires the signature of a non-attorney, the filing party shall scan the original document, then electronically file it in the System.

Retention of Original Documents (original signatures). It is suggested that documents electronically filed by the filing attorney/pro se filer and requiring original signatures other than that of the filing attorney/pro se filer be maintained in paper form by the filer until two years after all time periods for appeals expire. The filer must provide original documents for review upon request of the judge.

## **O. Orders and Proposed Orders**

Orders of the court:

The assigned judge or the Clerk's Office shall electronically file all signed orders. An order signed electronically (by either a digital signature or by using the "s/ Judge's Name" convention) has the same force and effect as if the judge had affixed a signature to a paper copy of the order.

It is the responsibility of every System participant, upon receipt of an NEF, to open and view each PDF document to read the substance of each document received from the court.

The assigned judge or the Clerk's staff, if appropriate, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue, and the text-only entry shall constitute the court's only order on the matter. The System will generate a "Notice of Electronic Filing" as described previously in these procedures.

When mailing paper copies of an electronically filed order to a party who is not a registered CM/ECF participant, the Clerk's Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.

Proposed orders shall be submitted as outlined below:

Electronically submitted proposed orders shall be filed with the motion as an attachment and named "Proposed Order" on the system. This will provide service of the proposed order to all registered parties. All proposed orders must be conspicuously labeled "Proposed." If the judge decides to use the proposed order, s/he will remove the "Proposed" language.

A proposed order shall also be attached as a Word file to an Internet e-mail sent to the e-mail address of the assigned judge. **The subject line of the e-mail shall include the case number and title of the order.** The judges' e-mail addresses for proposed orders only follow this pattern: [JudgeLastNameOrders@waed.uscourts.gov](mailto:JudgeLastNameOrders@waed.uscourts.gov).

The judges' e-mail addresses for **proposed orders only** are as follows:

[BastianOrders@waed.uscourts.gov](mailto:BastianOrders@waed.uscourts.gov)

[DimkeOrders@waed.uscourts.gov](mailto:DimkeOrders@waed.uscourts.gov)

[EkstromOrders@waed.uscourts.gov](mailto:EkstromOrders@waed.uscourts.gov)

[GoekeOrders@waed.uscourts.gov](mailto:GoekeOrders@waed.uscourts.gov)

[PetersonOrders@waed.uscourts.gov](mailto:PetersonOrders@waed.uscourts.gov)

[RiceOrders@waed.uscourts.gov](mailto:RiceOrders@waed.uscourts.gov)

[SheaOrders@waed.uscourts.gov](mailto:SheaOrders@waed.uscourts.gov)

[SukoOrders@waed.uscourts.gov](mailto:SukoOrders@waed.uscourts.gov)

[WhaleyOrders@waed.uscourts.gov](mailto:WhaleyOrders@waed.uscourts.gov)

## **P. Docket Entries**

The party electronically filing a pleading or other document is responsible for designating a docket entry title for the document by using one of the event categories prescribed by the court. Select the menu choice that most clearly relates to the type of document being filed.

Once a document is submitted and becomes part of the electronic case file, corrections to the docket can only be made by the Clerk's Office.

As soon as possible after an error is discovered, the filer should contact the Clerk's Office with the case number and document number for which the correction is being requested.



The filer should contact the CM/ECF Help Desk (1-866-236-5100 or [ecfinfo@waed.uscourts.gov](mailto:ecfinfo@waed.uscourts.gov)) for direction prior to re-filing a document. If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. The filer will be advised if the document needs to be re-filed.

#### **Q. Fees Payable to the Clerk**

Any filing fee in District Court is payable to the Clerk of the Court by credit/debit card, check, money order, or cash.

#### **R. Emergency Filings**

Mandatory electronic filing also applies to emergency pleadings. The filer shall call the Clerk's Office to advise the court of the emergency nature of the filing.

#### **S. PDFs**

The CM/ECF system examines PDF files prior to uploading them to a case within the system. Follow the guidelines listed below to ensure that documents you are filing in ECF are successfully uploaded to the system.

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"

PDFs 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.

## **VI. PRIVACY AND CONFIDENTIALITY**

### **A. Sealed Cases**

Sealed cases must be filed in paper. There is no electronic access to sealed cases other than by court staff.

### **B. Sealed Documents**

In cases that are not sealed, motions to seal documents, sealed documents and ex parte documents shall be e-filed using the System. Detailed filing instructions are available at [www.waed.uscourts.gov](http://www.waed.uscourts.gov) under "Case Info." If you have questions, please contact the ECF Help desk 1-866-236-5100 or e-mail [ecfinfo@waed.uscourts.gov](mailto:ecfinfo@waed.uscourts.gov).

Most sealed documents require leave of the court before being filed. Therefore, a Motion to Seal is e-filed and the proposed sealed documents are e-filed using a special proposed sealed document event. Once the Court rules on the Motion to Seal, the sealed document can be e-filed.

If a document should have been filed under seal, but was filed as a public document, please contact the ECF Help Desk 1-866-236-5100 for assistance. Upon request of the filing attorney, the Clerk's Office may temporarily restrict access to the document intended to be filed under seal to allow the requesting attorney the opportunity to file the appropriate motion to seal and resulting order.

When a sealed document is filed, an NEF is generated. Only counsel for the filing party will be able to view the document PDF. Accordingly, parties may not use the court's electronic notice facilities to serve sealed documents. Service must be in paper.

When an ex parte motion or document is filed, an NEF is generated. Only counsel for the filing party will be able to view the document PDF.

For technical reasons, pro se filers cannot electronically file documents under seal.

### **C. Highly Sensitive Documents (HSDs)**

Highly Sensitive Documents involve unclassified matters of national security; foreign sovereign interests; criminal activities involving cybersecurity, intellectual property, or trade secrets; terrorism; public officials; or the reputational interest of the United States.

The following types of documents are deemed highly sensitive documents (HSDs):

1. Applications and affidavits for search warrants that the United States Attorney has determined contains sensitive non-public information that, if obtained without authorization, improperly released, and used as part of a global espionage campaign could cause harm to the United States, the Federal Judiciary, litigants, and others; and
2. Applications for electronic surveillance under 18 U.S.C. § 2518.

Sealed documents containing information considered private and confidential, but not meeting the narrow definition of an HSD, are governed by the procedures established in Paragraph B (Sealed Documents) of this section.

Any dispute as to whether a document is an HSD shall be resolved by the presiding judge or, when no presiding judge is assigned, the chief judge.

#### ***Filing of Authorized HSDs***

1. A party filing an HSD pursuant to a court order or applicable law shall submit to the clerk's office the HSD, the certificate of service, and, if applicable, a copy of the court order authorizing the treatment of that document as highly sensitive in the form of two paper copies.
2. The required documents, unfolded, shall be submitted to the clerk's office in a sealed envelope marked "HIGHLY SENSITIVE DOCUMENT." The outside of the envelope shall be affixed with a copy of the HSD's caption page (with confidential information redacted).
3. The filing party shall serve the HSD on the other parties as follows:
  - a. Civil cases - by any manner specified in Civil Rule 5(b)(2), except for service via the court's electronic filing system; or
  - b. Criminal cases - by any manner specified in Criminal Rule 49(a)(3)(B) or (a)(4).
4. The clerk's office will make an informational docket entry in the court's electronic filing system indicating that the HSD was filed with the court and will maintain the HSD off of any network.

#### ***Filing of Motions to Treat a Document as an HSD***

Parties shall file a motion to treat a document as an HSD and a proposed order electronically under existing procedures, except that a copy of the proposed HSD shall not be filed electronically. The motion shall explain fully

why the proposed document should be subject to the heightened protection for HSDs.

As soon as practicable after the motion is filed, the filing party shall deliver to the clerk's office the HSD sought to be filed along with a certificate of service in the form of two paper copies. These documents should be packaged and served as specified in the ***Filing of Authorized HSDs*** procedures of this section.

The court will issue an order on the motion and, if granted, an informational entry will be made on the case docket indicating that the HSD has been filed with the court.

### ***Service of Highly Sensitive Court Orders***

If the court determines that a court order contains highly sensitive information, the clerk's office will file and maintain the order outside of the Court's electronic filing system (CM/ECF) and will serve paper copies of the order on the parties via USPS mail.

### ***Removal of Existing HSDs or Highly Sensitive Cases from the Court's Electronic Filing System***

Upon motion of a party or upon its own motion, the court may determine that a document, case, or any portion of it, that has been filed electronically is highly sensitive and direct that the HSD or case be removed from the court's electronic filing system.

A party's motion to remove an HSD or highly sensitive case from the court's electronic filing system shall explain why such document or case is subject to the heightened protection of an HSD.

## **D. Privacy Concerns**

See Fed. R. Civ. P 5.2 and Fed. R. Crim. P. 49.1. To address privacy concerns created by Internet access to court documents, filers should redact certain personal information from electronic filings, pursuant to the E-Government Act of 2002 and Judicial Conference Privacy Policy.

Unless the court orders otherwise, in a filing with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, a financial-account number, a party or nonparty making the filing may include only:

1. the last four digits of the social-security number and taxpayer-identification number;
2. the year of the individual's birth;
3. the minor's initials;

4. the last four digits of the financial account number; and
5. in criminal cases – the city and state of the home address

The Clerk is not required to review documents filed with the court for compliance with this rule. The responsibility to redact filings rests with the filer.

## **VII. TECHNICAL FAILURES**

### **A. On The Part of the Court**

A party whose filing is untimely as the result of a technical failure of the court's CM/ECF site may seek appropriate relief from the court.

The court shall consider its CM/ECF site to be subject to a technical failure if the site is unable to accept filings, either continuously or intermittently, for more than one hour after 10:00 a.m. on any given day. Known system outages will be posted on the court's [website](#), if possible.

### **B. On The Part of the Filer**

Problems on the filer's end (such as phone line problems, problems with the filer's Internet Service Provider, or hardware or software problems) will not constitute a technical failure under these procedures, nor excuse an untimely filing.

A filer who cannot file a document electronically because of a problem on the filer's end must immediately contact the Clerk's Office CM/ECF Help Desk at 1-866-236-5100.

## **VIII. PUBLIC ACCESS TO DOCKET INFORMATION**

### **A. At the Court**

Electronic access to the civil and criminal electronic dockets and non-sealed, non-ex parte documents filed in the System are available for viewing at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic or paper copy is authorized by 28 USC § 1914 and the Judicial Conference of the United States.

### **B. Through the Internet**

Remote electronic access to civil and criminal dockets and non-sealed, non-ex parte documents in the System is provided through the Public Access to Court Electronic Records (PACER) system. Registration for PACER can be done

through its website <https://pacer.uscourts.gov>.

The U.S. Judicial Conference has determined that PACER user fees will be charged for remotely accessing documents and docket sheets. Non-judiciary CM/ECF users are charged a per-page fee access electronic data through the PACER system, with a maximum fee of 30 pages per document.

The standard PACER access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed.

Official recipients will receive the initial electronic copy of a document free to download.

The exception is for transcripts, which have no free look and no maximum charge. If official recipients remotely access the document again, they will be charged a fee as authorized by 28 USC § 1914 and the Judicial Conference of the United States.

### **C. Social Security and Immigration Cases**

Opinions, orders, judgments, and other dispositions issued by the court in Social Security and immigration cases may be viewed remotely by anyone with a PACER account. All other documents are only accessible remotely by the parties and their attorneys.

All non-sealed documents, except the administrative record pursuant to LCivR 5.2, in Social Security and immigration cases may be viewed on the public access terminals in the courthouses.

### **D. Conventional and Certified Copies**

Both conventional and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 USC § 1914.