

**U.S. District Court
Western District of Washington**



**Electronic Case Filing
(ECF)
User's Manual
(Revised February 2008)**

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NEW! ECF Version 3.0 Features

The U.S. District Court of Western Washington has upgraded ECF to Version 3.0. There are a few new and enhanced features added to assist electronic filers:

Secondary E-mail Addresses:

- Users can now specify which cases a secondary e-mail address will receive notification.

Query a Document:

- Access a PDF document for a case without first running a Docket Report. This new option is located in the query menu. Previously, you had to run a docket report prior to accessing a document, which generated a financial charge. Now, when choosing the “query a document” you will gain access to the PDF document without the additional charge of running the docket report. You will need to know the document number prior to selecting this option.

New Options in Utilities Menu:

Access user account information quickly and easily with these new options:

- Maintain Your E-Mail
- Maintain Your Address (excluding law firm addresses)
- Maintain Your Login/Password

Case Flags:

- Case flags are case specific information which appear under the case names and on the docket report alerting users of attributes of a case that are of special attention. A listing of case flag definitions is available by selecting the link ‘Court Information’ on the ECF welcome page.

Electronic Case Filing User's Manual

Introduction/Overview

Introduction

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading portable document files (PDF).

Help Desk

Contact the court's ECF Help Desk between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk: 1-866-ECF-WAWD (1-866-323-9293)

OR

E-mail: cmecf@wawd.uscourts.gov

ECF System Capabilities

Registered users with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the U.S. District Court's ECF system to perform the following functions:

- Open the court's web page.
- View or download the most recent version of the ECF User's Manual.
- Self-train on a web-based ECF Tutorial.
- Attend a training course to practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database.
- Electronically file pleadings and documents in actual ("live") cases.
- View official docket sheets and documents associated with cases.
- View various reports for cases that were filed electronically.

Getting Started

Hardware and Software Requirements

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF:

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh.
- An Internet service provider and Web browser. The court has verified that its installed version of ECF is compatible with *Internet Explorer 6.0* and *Mozilla Firefox 1.5*.
- Software to convert documents from a word processor format to portable document format (PDF).
- A scanner to convert paper documents to PDF format to enter electronically into ECF (such as exhibits). Use a scanner **ONLY** if you **cannot** electronically prepare your documents and convert them directly to PDF format.

Note: When scanning documents for ECF, scan at a resolution of **200 to 240 dpi (dots per inch)**. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. Also, higher resolutions result in larger file sizes that may impede document submittal. All documents should be scanned with a “black and white” setting unless the exhibit is colored.

PACER Registration

ECF users must have a PACER account with the court in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

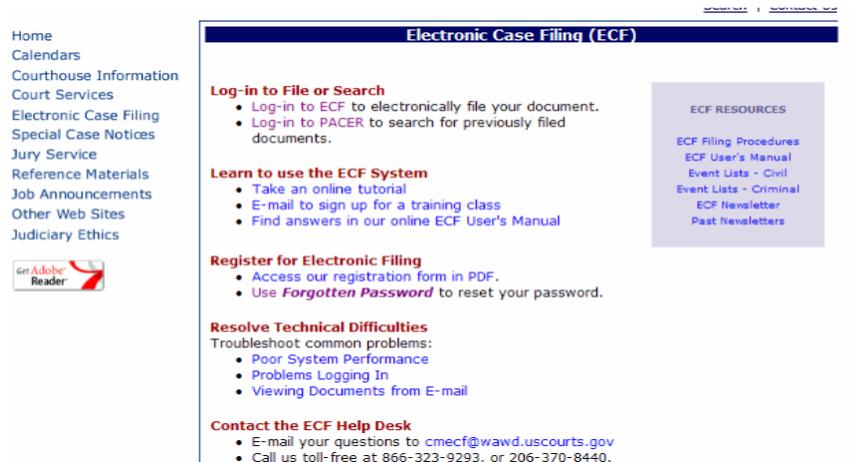
Registering for Electronic Case Filing (ECF)

Participants will need to register with the court to receive a login and password for the ECF system. The registration form can be found online via our website:

Access our court website at www.wawd.uscourts.gov.



Click on **Electronic Case Filing**. Click on the link “Access our registration form in PDF”.



The ECF registration form is also available by clicking on **Reference Materials** on the left column of the ECF Home page, then **Forms**.

Fill out the form on line, print and fax to the Clerk's Office at:

206-370-8861

OR mail to:

Clerk, U.S. District Court
Western District of Washington
Attn: ECF Attorney Registration
700 Stewart Street, Lobby Level
Seattle WA 98101

Once an account has been established, your login and password will be sent to you by the Clerk's Office via e-mail.

Opting out of electronic notification during ECF registration:

Choosing this option will apply to *all* of your future cases. Your Notices of Electronic Filing will be sent to you by first class mail **only**. This will result in a delay, compared to instantaneous electronic noticing.

To opt out of electronic notification:

- Do not include an e-mail address on the ECF registration form.
- Your login and password will be sent to you via first class mail only.

Opting out of electronic notification if you are already registered:

Choosing this option will apply to *all* of your present and future cases. This is not a case by case option. Your Notices of Electronic Filing will be sent to you by first class mail only. This will result in a delay, compared to instantaneous electronic noticing.

To opt out of electronic notification:

- Login to ECF.
- Select Utilities, Maintain Your E-mail.
- Highlight the primary and any secondary e-mail address information and click the delete button on your computer keyboard.
- Click Submit to save your changes.

Practice Filing in ECF

To practice ECF activities, registered users can visit a training version of the system on the Internet at:

<https://ecf-train.wawd.uscourts.gov>

We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database. Please call the ECF Help Desk (1-866-323-9293) for a login and password to use in the training system ONLY.

Training Classes

The court also offers training classes. For a class schedule, view the ECF Newsletter via the link on the Electronic Case Filing page, or on the ECF Welcome Screen. Call the ECF Help Desk at 1-866-323-9293 to sign up for training.

Portable Document Format (PDF)

What is PDF? PDF, or portable document format, is a convenient and popular method for distributing information electronically. A PDF document is compatible with Windows, Macintosh, and Unix-based computers, which means that the document can be read on screen and printed from nearly any computer. In addition, a PDF document retains all the formatting and fonts of the original.

Only documents in PDF format may be filed with the court using the ECF system, so these documents must be converted from their native word processing application to PDF. If PDF conversion software is not included with a word processing program, the user must install the software. Before transmitting to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **FILE** on the menu bar and click **OPEN** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- If the designated location is correct, and the file is in PDF format, Acrobat opens the file and displays it on your screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars and buttons to move about within the document.
- Click on the **VIEW** menu for other options for viewing the displayed document. Choose the option that best suits your viewing needs.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the court's Electronic Case Filing (ECF) system. The conversion process requires special software (i.e. Adobe Acrobat Writer) or WordPerfect versions 9, 10, or 11 word-processing application with its built-in PDF conversion capabilities.

From Word Perfect Version 9, 10, or 11

- Open the document.
- From the menu bar, click on **FILE** and from the drop-down menu select **PUBLISH TO PDF**.
- Save the file as a PDF file, giving it a .PDF extension.
- The file is now in PDF format under the newly designated name. The original document remains in WP format with its original file name.

For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other software applications

- Install PDF conversion software on your computer.
- Follow the instructions for your software.

Entering the ECF System

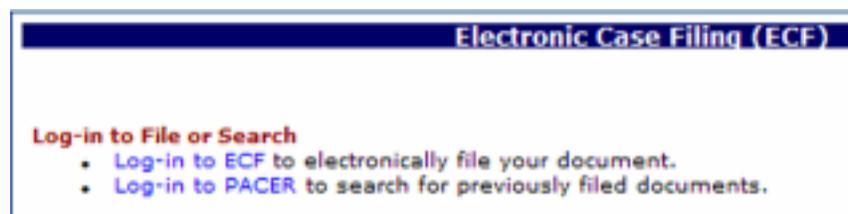
How to Access ECF

Access the Western District of Washington Court webpage at <http://www.wawd.uscourts.gov>, click on Electronic Case Filing.



The screenshot shows the homepage of the U.S. District Court for the Western District of Washington. At the top left is the court's seal. To its right is a header with the text "U.S. District Court Western District of Washington" and links for "Search" and "Contact Us". Below the header is a navigation menu with links: Home, Calendars, Courthouse Information, Court Services, Electronic Case Filing, Special Case Notices, Jury Service, Reference Materials, Job Announcements, Other Web Sites, and Judiciary Ethics. A "Read More" button is also visible. The main content area features a welcome message, an "Announcements" section with a link to "Invitation for Public Comment on the Reappointment of U.S. Bankruptcy Judge Karen Overstreet", and two images of courthouses: Tacoma Courthouse and a modern high-rise building. Below the images is a section titled "Internet Access to Legal Documents" with the text "Access all public dockets and search for".

On the Electronic Case Filing page, click **“Log-in to ECF to electronically file your document.”**



The screenshot shows the "Electronic Case Filing (ECF)" page. The title "Electronic Case Filing (ECF)" is displayed in a blue header. Below the header, the text "Log-in to File or Search" is followed by two bullet points: "Log-in to ECF to electronically file your document." and "Log-in to PACER to search for previously filed documents."

You are directed to the 'Welcome' screen.



Welcome to the U.S. District Court for the United States District Court for the Western District of Washington

[United States District Court for the Western District of Washington - Document Filing System](#)

See the December/January [CM/ECF Newsletter](#) or the previous [CM/ECF Newsletters](#) on the District Court website for important information about CM/ECF as well as Tips & Tricks on using the system.

Sealed Documents are not viewable by case participants. Any Sealed documents uploaded via CM/ECF must be served upon other litigants in the conventional manner - not by electronic service by the court.

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[Court Information](#)

Click on the **Court Information** hyperlink to access the following:

Court Details:

Court Details	
Court's Name	United States District Court for the Western District of Washington
Software Version	CM/ECF-DC V3.0.4
ECF Go Live Date	6/23/03
Maximum PDF File Size	5 MB

Court Locations:

Court Locations	
Court's Name	United States District Court for the Western District of Washington
Court's Address	700 Stewart Street, Lobby Level, Seattle, WA 98101
Court's Phone Number	206-370-8400
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9AM - 4:30PM, M-F
Court's Name	United States District Court for the Western District of Washington - Divisional Office
Court's Address	1717 Pacific Avenue, Room 3100, Tacoma, WA 98402
Court's Phone Number	253-882-3790
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9:00 AM - 4:30 PM, Monday-Friday

PACER Details:

Pacer Details	
Pacer's Address	PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
Pacer's Phone Number	(800) 676-6856 or (210) 301-6440 if residing in the San Antonio area
Pacer's Email Address	pacер@psc.uscourts.gov

Case Flag Definitions:

Flag Definitions	
Code	Translation
1915	1915 Dismissal
APPEAL	Appeal
ARBITRATION	Arbitration
ATTY_PEND	Attorney Pending
BKSTAY	Bankruptcy Stay
BOND	Appearance Bond
CASREF	Case referred
CLOSED	Case Closed
CONSENT	Consent
CONSOL	Consolidated
ENE	Early neutral evaluation
HABEAS	Habeas Corpus
INTERAPPEAL	Interlocutory Appeal
INTERP	Interpreter
JURYDEMAND	Jury Demand
LATEX	Latex Glove Case
MAGAPP	Magistrate Appeal
MDL	MDL Case
MDL1038	MDL 1038
MDL1060	MDL 1060
MDL1199	MDL 1199
MDL1201	MDL 1201
MDL1203	MDL 1203
MDL823	MDL 823
MDL875	MDL 875
MDL899	MDL 899
MDL926	MDL 926
MEDIATION	Mediation
MUSELECT	Magistrate Judge Selected
MOTREF	Motion referred
NOSVC	No Service
PASSPORT	Passport
PROBT	Probation Transfer
PROTO	Protective Order
REMAND	Remand
REOPEN	Reopened
SEALED	Case Sealed
SEVER	Severed
SM	Special Master
SPECIALMASTER	Special Master
STAYED	Case Stayed
TRANSFER	Transfer
VANCOUVER	VANCOUVER

Click on 'Document Filing System' to access the Login page.



Welcome to the U.S. District Court for the United States District Court for the Western District of Washington

[United States District Court for the Western District of Washington - Document Filing System](#)

See our new [SEALED and EX-PARTE-SEALED page](#) which describes how these restrictions work in our district.

See the December/January [CM/ECF Newsletter](#) or the previous [CM/ECF Newsletters](#) on the District Court website for important information about CM/ECF as well as [Tips & Tricks](#) on using the system.

Sealed Documents are not viewable by case participants. Any Sealed documents uploaded via CM/ECF must be served upon other litigants in the conventional manner - not by electronic service by the court.

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[Court Information](#)

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$ 08 per page.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Clear"/>

NOTICE: An access fee of \$ 08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

This screen contains detailed instructions:

Instructions for filing:

Enter your ECF filer login and password if you are electronically filing something with the court. (TIP: Leave the client code blank.)

If you received this login page as a result of a link from a Notice of Electronic Filing e-mail:

Enter your ECF filer login and password. The system prompts customers for a ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your ECF login, you should be able to view the document. If you receive the message, “You do not have permission to view this document”, viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your ECF login and password, it means that the “free look” link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Verify that you have entered your ECF login and password correctly. If not, click on the **CLEAR** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **LOGIN** button to transmit your user information to the ECF system.

If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

Your ECF or PACER login attempt failed. Either your login name or password is incorrect.

Back

Click on the browser **BACK** button and re-enter your correct login and password.

After ECF accepts your login and password, the Main ECF screen will display with a **Blue** functional selection menu bar at the top.



Last login: 04-20-2007 11:30

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Login Date and Time

The date and time ***you last logged into the system*** appears at the bottom of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, call the ECF Help Desk (1-866-323-9293) with this information as soon as possible.

Selecting ECF Features



ECF provides the following features that are accessible from the **Blue** menu bar at the top of the opening screen:

- **Civil** - Electronically file civil case pleadings, motions, and other civil court documents.
- **Criminal** - Electronically file criminal case pleadings, motions, and other criminal court documents.
- **Query**- Search ECF by specific case number or party name to retrieve information and documents relevant to the case. You must login to **PACER** before you can query a case.
- **Reports** - Retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view most ECF reports.
- **Utilities** - View your personal ECF transaction log and maintain personal ECF account information.
- **Logout** - Exit from ECF. This prevents further filing with your password until the next time you log in.

General Rules and Manipulations

Manipulating the Screens

Each screen has the following two buttons:

CLEAR - Use this button to remove **all** characters entered in the box(es) on that screen.

NEXT or **SUBMIT** – Use these buttons to accept entered data, display the next data-entry screen and commit and finalize your transaction.

Correcting a Mistake

Use the **BACK** button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections. You may use the **BACK** button of your browser to correct data entry until you see the “Attention” warning message. Once you click on the next button after seeing this message you will have no further opportunity to go back and correct any mistakes.

Procedures

Signatures, Affidavits of Service

Attorney Signatures: An electronically filed pleading or other document which requires an attorney’s signature may be signed with a digitized signature or signed in the following manner:

s/ John Attorney
 Washington State Bar Number 12345
 ABC Law Firm
 123 South Fifth Street
 Seattle, WA 98104
 Telephone: (206) 123-4567
 Fax: (206) 123-4567
E-mail: *John_Attorney@lawfirm.com*

Any party challenging the authenticity of an electronically filed document or the attorney's signature on that document must file an objection to the document within ten days of filing.

Non-attorney signatures:

If the original document requires the signature of a non-attorney, the filing party may scan the entire document, including the signature page, or attach the scanned signature page to an electronic version of the filing.

Any party challenging the authenticity of an electronically filed document with a non-attorney signature may file an objection to the document.

The filing party is responsible for maintaining the paper document with original signatures for the duration of the case, including any period of appeal.

Any party challenging the authenticity of an electronically filed document containing a non-attorney signature, or the authenticity of the signature itself, must file an objection to the document within ten days of filing.

Multiple signatures:

The following procedure applies when a stipulation or other document requires two or more signatures.

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

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

Any party challenging the authenticity of an electronically filed document containing multiple signatures, or the authenticity of the signatures themselves, must file an objection to the document within ten days of filing.

If any of the signatures are of non-attorneys, then the provisions described in the previous section for the filing party retaining the paper copy also applies.

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.

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. ECF 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 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.

If a proposed order is submitted separately, or without a motion, the event "Proposed Order (Unsigned)" may be used. If appropriate, it can be linked to a previously filed motion.

A proposed order shall also be attached as a Word or WordPerfect-compatible 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@wawd.uscourts.gov

For example: LasnikOrders@wawd.uscourts.gov.

Proposed orders on motions for default made pursuant to Civil Local Rule 55 should be prepared in a format compatible with Word or WordPerfect (as described previously) and then attached to an internet e-mail sent to the Clerk's Office at the following e-mail address:

WAWDClerk@wawd.uscourts.gov

No other documents or pleadings may be sent to the Clerk's Office at this e-mail address.

Noting Date

All motions shall include in the caption (immediately below the title of the motion) the date the motion is to be noted for consideration upon the court's motion calendar. See CR 7(d) and CrR12 for form and scheduling motions and briefing deadlines.

Voluminous Documents

When documents that exceed 100 pages in length are filed electronically: A paper copy of the document shall be delivered to the Clerk's Office for chambers. The copy for chambers shall be clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers."

If any chambers has a different requirement for courtesy copies, an order will be posted in the case to advise all parties.

A "document" in the context of this section refers to the aggregate submittal to the court, not to each individual paper within it. For example, if a motion is filed with related paperwork, declarations, etc., and if all of these papers counted together total more than 100 pages, the filing should be considered a "voluminous document."

Pagination

Documents, including exhibits, shall be sequentially paginated in their entirety, with the page numbers appearing in the lower left margin of the document.

Adding Attachments During Filing

Describe the document(s) using the Category list, and Description box, or both.

Linking Documents

Some pleadings such as Briefs should be linked to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen:

Should the document you are filing link to another document in this case?

Filed to

Documents to

To link the document you are currently filing to a previously filed document, check the box in front of “**Should the document you are filing link to another document in this case?**” You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you click **NEXT** you are presented with a list of documents that match your search criteria.

Grey. Modified on 2/23/2007 (KLN, J).

02/06/2007 [6](#) Second MOTION to Dismiss *FOR FAILURE TO COMPLY WITH COURT ORDER* by Defendant Earle Grey. (Attachments: # (1) Proposed Order)Noting Date 2/23/2007.

02/06/2007 [7](#) Second MOTION to Dismiss *For Failure to Comply with Court Order* by Defendant Earle Grey. (Attachments: # (1) Proposed Order)Noting Date 2/23/2007.

Click the checkbox for the document you wish to link to and click **NEXT**. The docket text indicates the link.

BRIEF re [7] Second MOTION to Dismiss *For Failure to Comply with Court Order* by Defendant Earle Grey.

Add/Create a New Party

You may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**.

Select the filer.

Select the Party:

[Add/Create New Party](#)

The screen depicted below will appear:

Search for a party

Last/Business name

You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **SEARCH**.

Search for a party

Last/Business name

Party search results

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **Select Name From List**. Review the party information and select the party's role in this filing. Click **SUBMIT**.

If a match is not found, or your party does not appear in the list, click **Create New Party**. ECF displays the following screen:

The screenshot shows a web form titled "Party Information". The form has the following fields and values:

- Last name: Smith
- First name: Joe
- Middle name: (empty)
- Generation: (empty)
- Title: (empty)
- Role: Defendant (dftpty) [dropdown]
- Pro se: no [dropdown]
- Prisoner Id: (empty)
- Unit: (empty)
- Office: (empty)
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- County: (empty)
- Country: (empty)
- Prison: Not Associated with Prison (dropdown menu is open showing options: Not Associated with Prison, ALDERSON, ALLENWOOD)
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- Party text: (empty)
- Start date: 4/20/2007

Buttons: Submit, Cancel, Clear

- For a company, enter the entire company name in the **Last Name** field.
- Choose the appropriate **Role** from the drop down list. Click **SUBMIT**.
- For an individual, fill out the **Last Name, First Name, Middle Name, Generation, and Title** fields as appropriate. Choose the appropriate **Role** from the drop down list.
- Leave all other fields blank.
- Click **SUBMIT**. The newly added party appears on the list under **Select the Party**.

Civil Events

Filing a Civil Complaint

The court will accept complaints sent by e-mail, U. S. Mail, or delivered in person to the Clerk's Office. If you e-mail your complaint, it must be in PDF format and sent to one of the following addresses:

newcases.seattle@wawd.uscourts.gov

newcases.tacoma@wawd.uscourts.gov

Present the Clerk's Office with a Civil Cover Sheet (JS-44c) and the complaint which lists the case party information and a check, money order or credit card in the amount of \$350.00,

OR

E-mail the civil cover sheet, complaint and pay the filing fee by credit card. See our website at <http://www.wawd.uscourts.gov>, *Court Services* page, for more information on how to pay by credit card.

Filing Documents for Civil Cases

The steps involved in filing a civil document are:

- Select the type of document to file.
- Enter the case number.
- Designate the party or parties filing the document.
- Specify the PDF document to be filed.
- Add attachments to the document being filed.
- Modify docket text as necessary.
- Submit the pleading to ECF.
- Receive notification of electronic filing.

Select the type of document to file

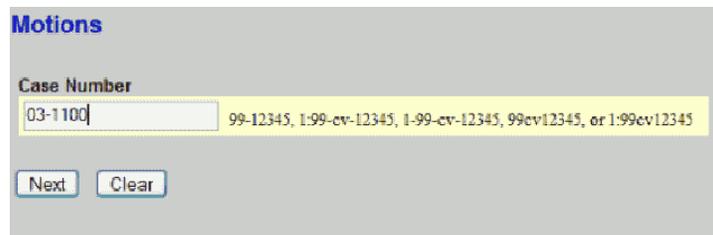
This section describes the process for filing a **motion** in ECF. The process is similar for filing other pleadings.



Select **Civil** from the *Blue* menu bar at the top of the ECF screen.



Select **Motions** under **Motions and Related Filings**.



Enter the Case Number.

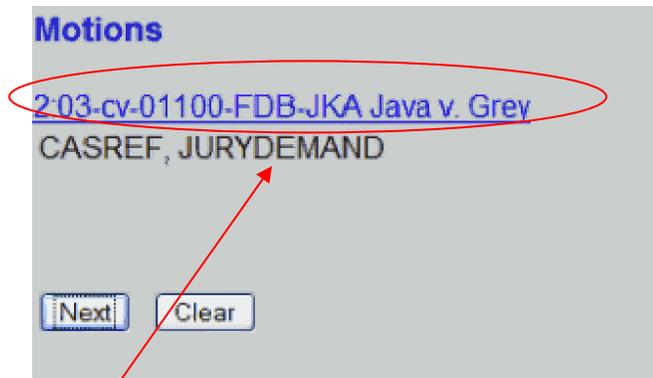
If the number is entered incorrectly, click **CLEAR** to re-enter. If the computer prompts that you entered an invalid case number, click on **BACK** to re-enter.

When the case number is correct, click on **NEXT**.

If the case number you are working on is 2:03cv1100, you can enter the case number in any of the following formats:

- 3-1100
- 03cv1100
- 2:03-cv-1100
- 2-03-cv-1100
- 2:03cv1100

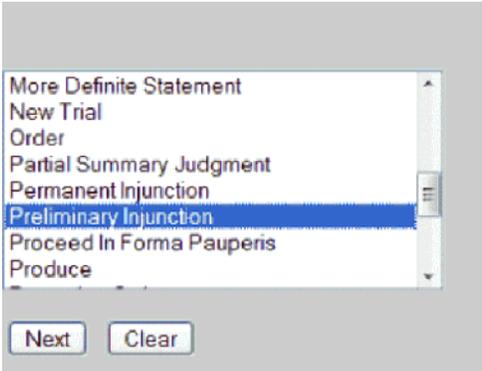
Click **NEXT** to continue.



If you click on the case caption link circled above to view the docket sheet for the case, be aware that a new login page will launch, and you will need to input your PACER login and password.

NOTE: Case Flag Definitions (See Page 8-9) will now appear under the case caption.

Click **NEXT** to continue.

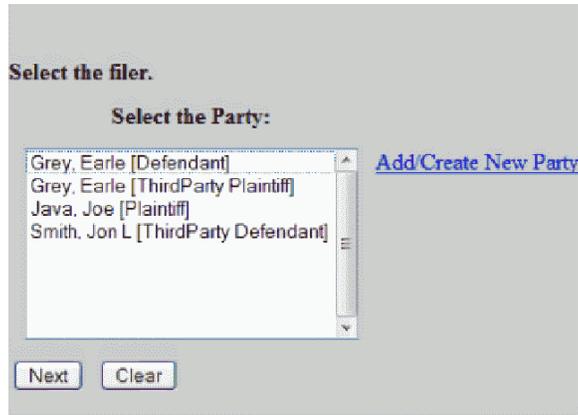


Highlight the type of motion, shown in the example as *Preliminary Injunction*, and click **NEXT**.



NOTE: If the type of motion you are looking for does not appear on the list, select *Miscellaneous Relief*. You will be prompted to describe your filing.

Designate the party or parties filing the document.



Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the **CONTROL** key while pointing and clicking on each party of the group. After highlighting the parties to the motion, click on the **NEXT** button.

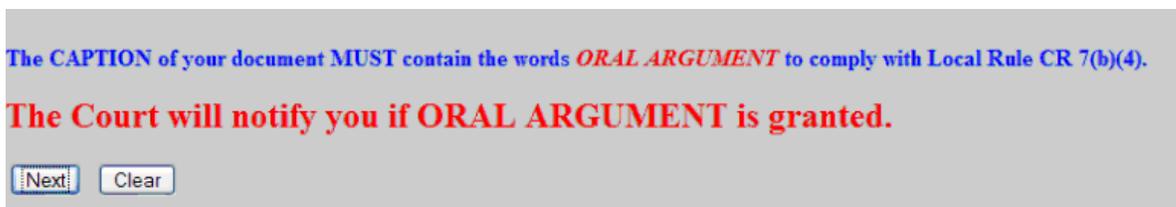
If your party does not appear, you can add or create a new party, as outlined on page 21 under *Add Create New Party*.

Indicate whether oral argument is requested

ECF accepts the party or parties you selected and displays the screen depicted below. Type **No** or **Yes** then click **NEXT**.



If **Yes** is chosen, click **NEXT** on this screen:



Specify the PDF file name and location for the document to be filed.

ECF displays a field for locating and entering the PDF file of the document you are filing.

Please attach the proposed order to the motion.

REMEMBER! After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.

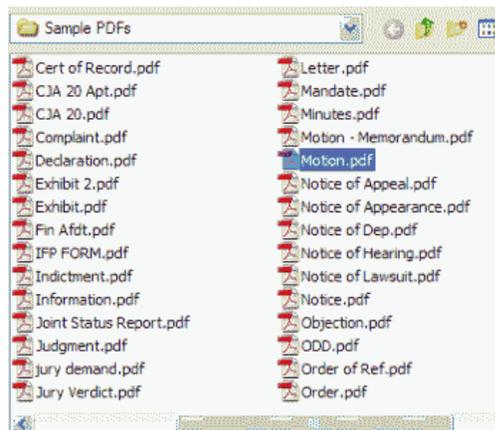
Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: No Yes

Next Clear

Click **BROWSE**. Search your computer for the document to be filed.



Navigate to the appropriate directory and file name to select the PDF document you wish to file. (All documents that you file in ECF **must** be in **PDF** format. ECF will not accept other formats.)

In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **Open with Adobe Acrobat or Acrobat Reader**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected.

Once you have verified the document is correct, close Adobe Acrobat and click on the **OPEN** button, or double-click on the file name. ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Motions** screen.

Please attach the proposed order to the motion.

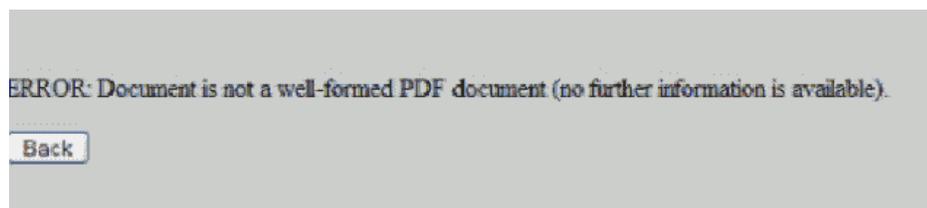
REMEMBER! After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
D:\everyone\CM-ECF\Sample PDFs\M

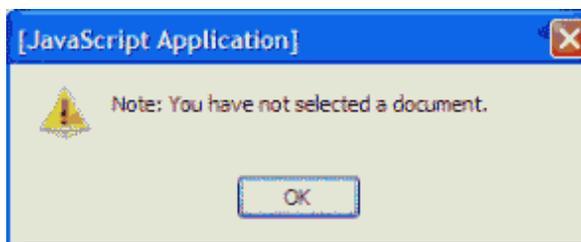
Attachments to Document: No Yes

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **NEXT** button:



Click on the **BACK** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

If you fail to select a document to file with your pleading, ECF will display the following error message:



If you click **OK** from this screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

Add attachments to documents being filed.

To attach the proposed order to your motion, select **Yes** under **Attachments to Document**. Click **NEXT**.

Please attach the proposed order to the motion.

REMEMBER! After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

A new screen opens.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click **BROWSE**. Search your computer for the document file name of the attachment, find the document you want, double-click it and ECF will insert it in the Filename field.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Name the attachment.

- Next to the field for attachment **Category**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the drop down list.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

If you choose both a selection from the **Category list** and type in a **Description**, the **Description** will follow the **Category** in the attachment name.

Click **ADD TO LIST**.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

ECF adds the selected document as an attachment to the pleading. A new screen opens to display the file name of the newly attached document.

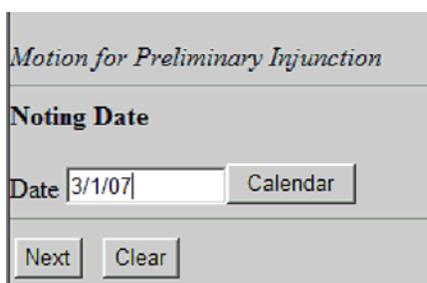
After adding all of the desired PDF documents as attachments, click **NEXT**.



PROPERLY NOTE MOTIONS IN COMPLIANCE WITH CR 7

Next Clear

Note Motions in compliance with CR 7.



Motion for Preliminary Injunction

Noting Date

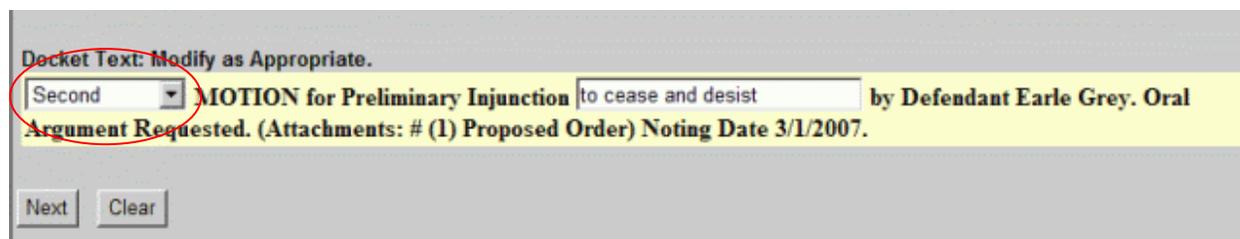
Date 3/1/07 Calendar

Next Clear

Enter the correct noting date for the Motion you are filing and then click **NEXT**.

NOTE: Clicking on Calendar will display current month's calendar, which can be changed by clicking on the < or > symbols.

Modify docket text.



Docket Text: Modify as Appropriate.

Second MOTION for Preliminary Injunction to cease and desist by Defendant Earle Grey. Oral Argument Requested. (Attachments: # (1) Proposed Order) Noting Date 3/1/2007.

Next Clear

Click on the modifier drop-down list (circled in red). Select a modifier if appropriate.

Click in the open text (white box) area to type additional text for the description of the pleading.

Submit the pleading.

Click **NEXT**. A new window appears with the complete text for the docket report.

Docket Text: Final Text

Second MOTION for Preliminary Injunction to cease and desist by Defendant Earle Grey. Oral Argument Requested. (Attachments: # (1) Proposed Order)Noting Date 3/1/2007.

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **BACK** button on the browser toolbar to find the screen you wish to alter.

At any time prior to this step, you can abort the ECF filing by clicking on any menu on the *Blue* ECF menu bar at the top of your screen. ECF will reset to the beginning of the process you just selected.

Click **NEXT** to file and docket the pleading.

Notice of Electronic Filing.

ECF opens a new window displaying an ECF filing receipt, called the Notice of Electronic Filing. This notice provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

U.S. District Court

United States District Court for the Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Frost, Jack on 2/20/2007 at 12:25 PM PST and filed on 2/20/2007

Case Name: Java v. Grey
Case Number: [2:03-cv-1100](#)
Filer: Earle Grey
Document Number: [18](#)

Docket Text:
Second MOTION for Preliminary Injunction to *cease and desist* by Defendant Earle Grey. Oral Argument Requested. (Attachments: # (1) Proposed Order)Noting Date 3/1/2007.

2:03-cv-1100 Notice has been electronically mailed to:

ATrainer ATrainer@wawdei.uscourts.gov
DStudent10 dstudent10@wawdei.uscourts.gov
Walter Palmer crokesus@earthlink.net

2:03-cv-1100 Notice will not be electronically mailed to:

Green Oolong
Darjeeling & Oolong
300 Tea Tree Lane
Seattle, WA 98104

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1035929271 [Date=2/20/2007] [FileNumber=70941-0]
[87976979e8199943cabae12304d6a31c623c303bb3a07d76a3a720e9428cf321867de
1802a6b19d093aaa8c7dab48c423c4f4e72020faaff8b6f04e3e7681e61]]

Document description:Proposed Order
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1035929271 [Date=2/20/2007] [FileNumber=70941-1]
[cab4dd8adbfa61f9922b75519a48ebdc20cde710a132de52d04b2c6f45207b4e0239a
a3aebd65b6e20edc6706250fdcd1680a7eb6e8c1bc1d9924392aa0fe31d]]

To print the notice, select **PRINT** on the browser toolbar to print the document receipt.

To save the notice, select **FILE** on the browser menu bar, and choose **SAVE AS** from the drop-down.

ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing.

It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and pro se parties who have indicated they *do not* have e-mail accounts.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the court.

Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**.

The filer is permitted one "free look" at the document *and* the docket sheet to verify that the pleading was properly docketed.

The court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

Criminal Events

Filing Documents for Criminal Cases

The steps involved in filing a criminal document are:

- Select the type of document to file.
- Enter the case number.
- Designate the defendant that the filing relates to.
- Designate the party(s) filing the document.
- Specify the PDF document to be filed.
- Add attachments, if any, to the document being filed.
- Modify docket text as necessary.
- Submit the pleading to ECF.
- Receive notification of electronic filing.

After successfully logging into ECF, follow these steps to file a pleading.

Select the type of document to file

This section of the User's Manual describes the process for filing a **motion** in ECF. The process is similar for filing other pleadings.



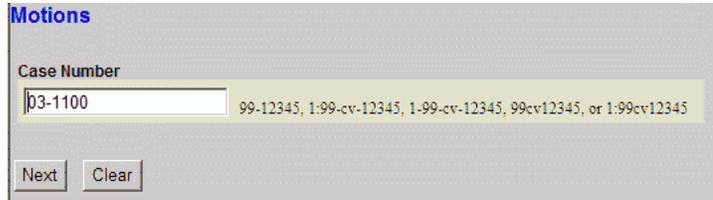
Select **Criminal** from the *Blue* menu bar at the top of the ECF screen.



Select **Motions**, under **Motions and Related Filings**.

Enter the case number.

Enter the case number in the Case Number field and click **NEXT**.



The screenshot shows a web form titled "Motions". Below the title is a "Case Number" label and a text input field containing "03-1100". To the right of the input field is a yellow tooltip box containing the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

If the number is entered incorrectly, click **CLEAR** to re-enter. If the computer prompts that you entered an invalid case number, click **BACK** to re-enter.

When the case number is correct, click **NEXT**.

If the case number you are working on is **2:03cr1100**, you can enter the case number in any of the following formats:

- 03-1100
- 03cr1100
- 2:03-cr-1100
- 2-03-cr-1100
- 2:03cr1100

Designate the defendant(s) that the filing relates to.

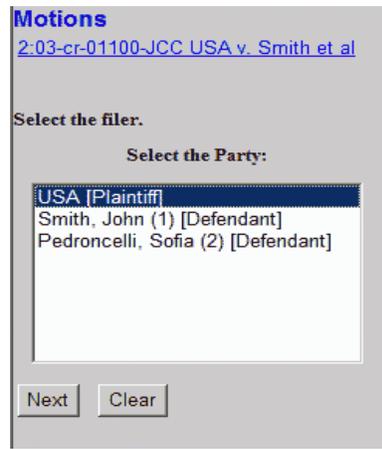


The screenshot shows a web form titled "Motions". Below the title is the instruction "Make appropriate selections". There are three checkboxes with labels: "2:03-cr-01100-JCC-1 - John Smith", "2:03-cr-01100-JCC-2 - Sofia Pedroncelli", and "All defendants". The "All defendants" checkbox is checked. Below the checkboxes are two buttons: "Next" and "Clear".

ECF assigns a separate case number (shown above) to each defendant. Click the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click **NEXT**.

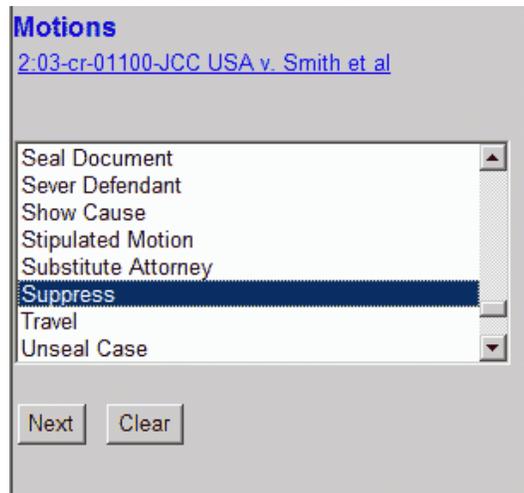
Designate the party or parties filing the document.

Highlight the name of the party or parties filing the motion. Click **NEXT**.



Select the type of motion.

This screen displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you wish to file.



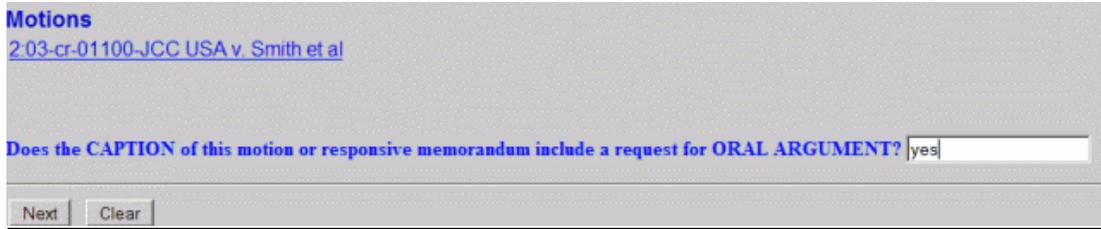
Highlight the type of motion, shown in the example as *Suppress*, and click **NEXT**.



Note: If the type of motion you are looking for does not appear on the list, select *Miscellaneous Relief*. You will be prompted to describe your filing.

Indicate Oral Argument.

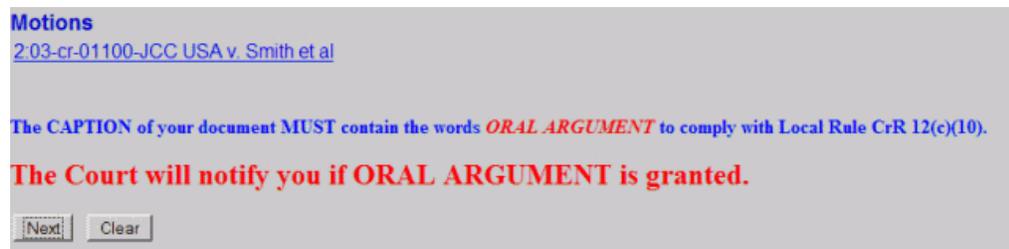
Enter **No** or **Yes**. Click **NEXT**.



Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

Does the CAPTION of this motion or responsive memorandum include a request for ORAL ARGUMENT?

If you chose **Yes**, review this additional screen and click **NEXT**.



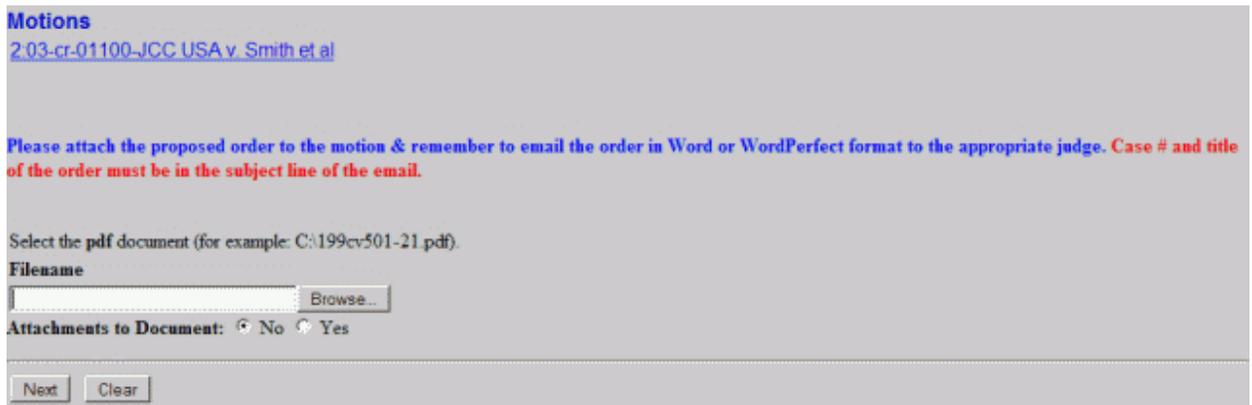
Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

The CAPTION of your document MUST contain the words **ORAL ARGUMENT** to comply with Local Rule CrR 12(c)(10).

The Court will notify you if ORAL ARGUMENT is granted.

Specify the PDF file name and location for the document to be filed.

ECF displays a field for locating and entering the PDF file of the document you are filing.



Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. **Case # and title of the order must be in the subject line of the email.**

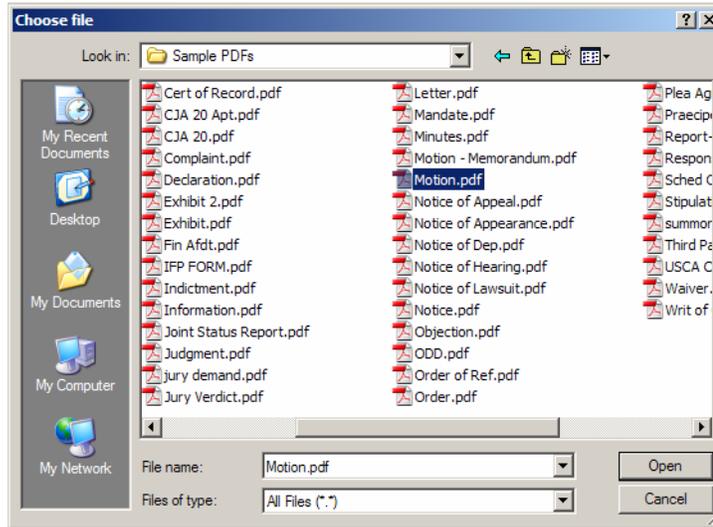
Select the pdf document (for example: C:\199cv-501-21.pdf).

Filename

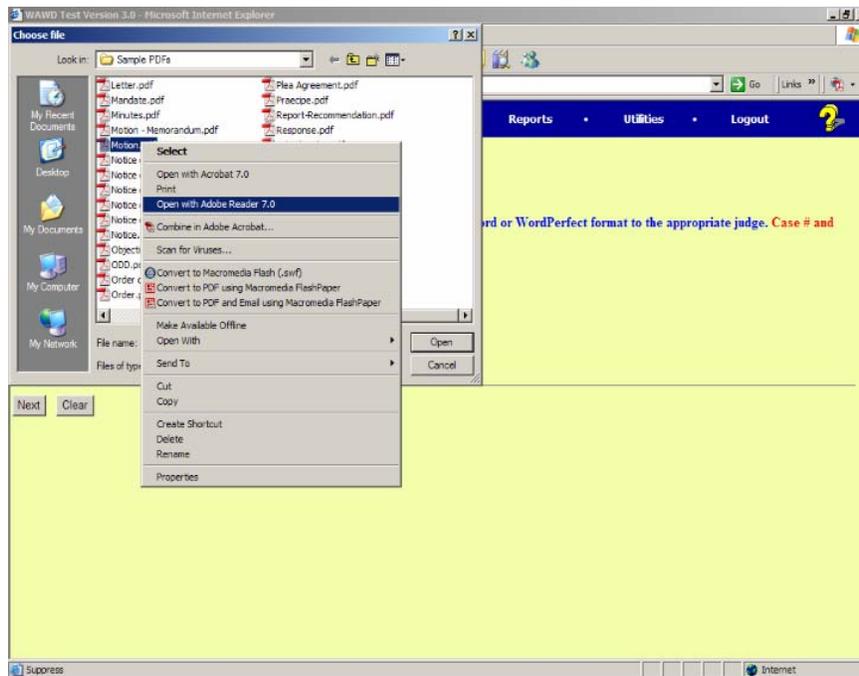
Attachments to Document: No Yes

Click **BROWSE**. Search your computer for the document to be filed.

Find the PDF version of your document.

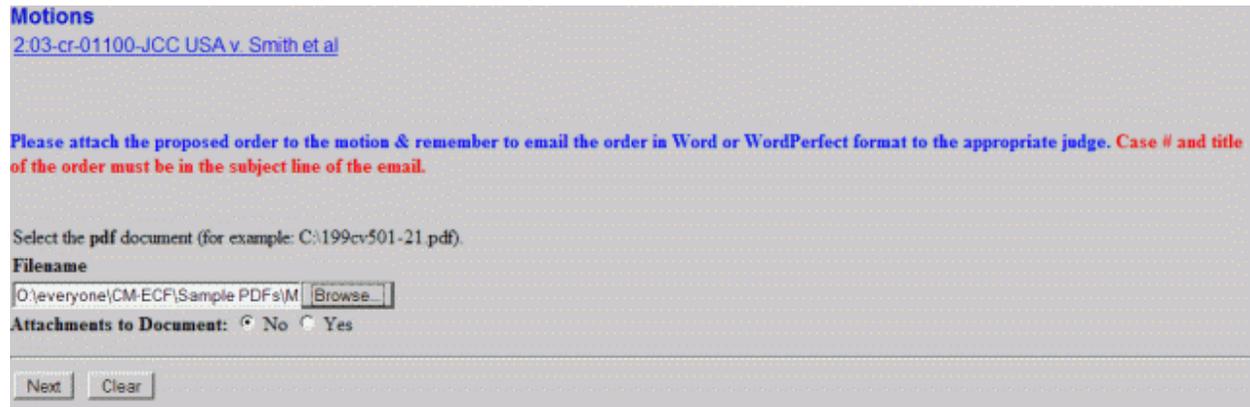


To verify that you have selected the correct document and all pages are properly converted, right mouse click on the highlighted file name to open a quick menu:



In the example above, **“Open with Adobe Reader 7.0”** is displayed. To select, click on it with the left mouse button. Adobe Reader will launch and open the PDF document. View it to verify it is the correct document. Once you have verified the document is correct, close the reader program.

Double-click on the PDF document (or highlight it and click on **Open**).



Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. Case # and title of the order must be in the subject line of the email.

Select the pdf document (for example: C:\199cv501-21.pdf).

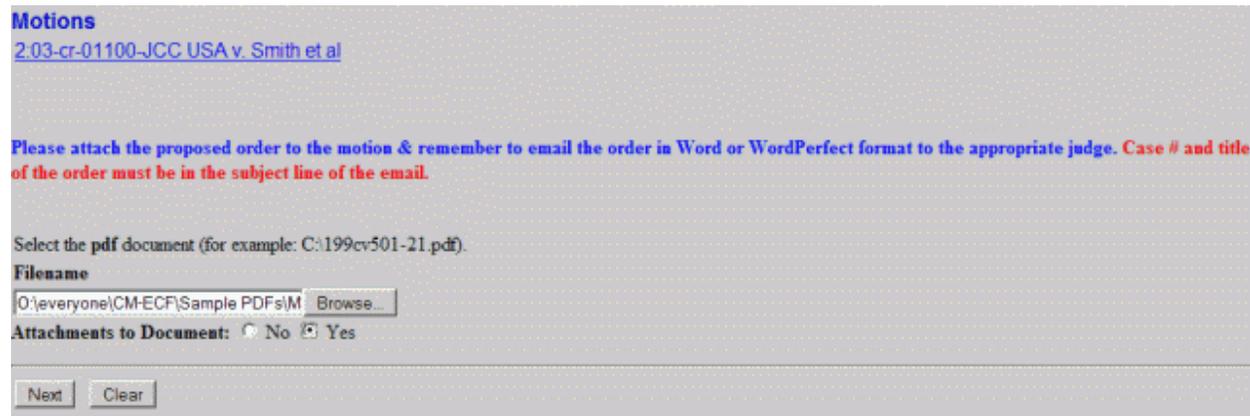
Filename
O:\everyone\CM-ECF\Sample PDFs\M

Attachments to Document: No Yes

ECF inserts the PDF file name and location.

Add attachments to documents being filed.

To attach the proposed order to your motion, select **Yes** under **Attachments to Document**. Click **NEXT**.



Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

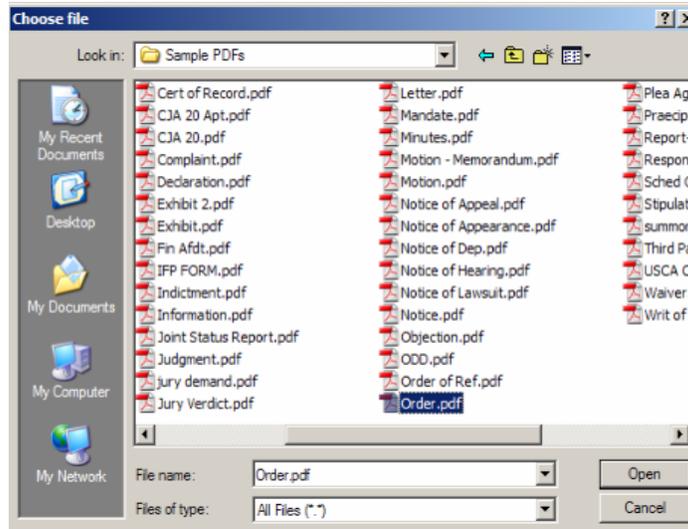
Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. Case # and title of the order must be in the subject line of the email.

Select the pdf document (for example: C:\199cv501-21.pdf).

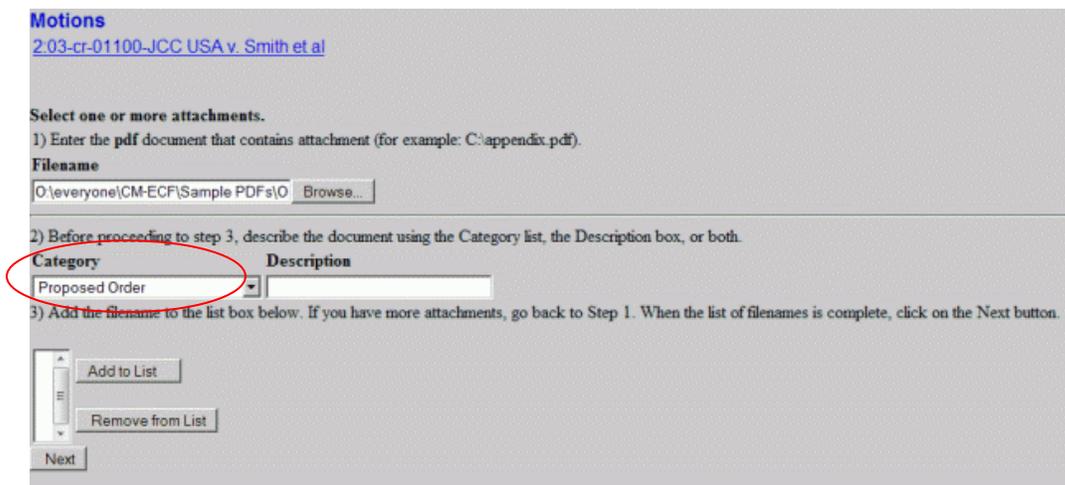
Filename
O:\everyone\CM-ECF\Sample PDFs\M

Attachments to Document: No Yes

Click **BROWSE** to search your computer for the document file name of the attachment.



Highlight the document you want and click **Open**, or double-click it.
ECF inserts the PDF file name and location.



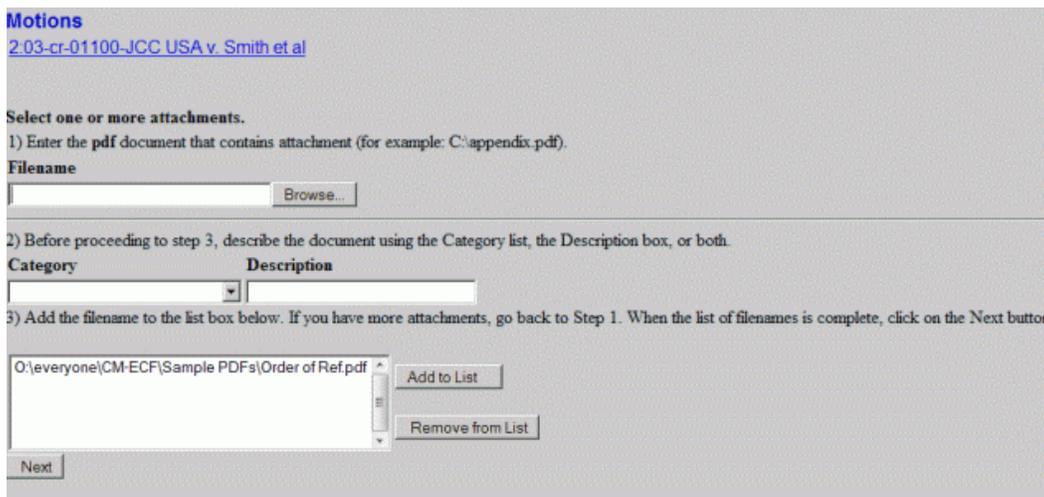
Name the attachment.

Next to the field for attachment **Category** (circled in red) click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

Click in the **Description** box and type a clear and concise description of the attachment.

If you choose both a selection from the **Category** list and type in a **Description**, the Description will follow the Category in the attachment name.

Click **Add to List** to display the file name of the newly attached document.



Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

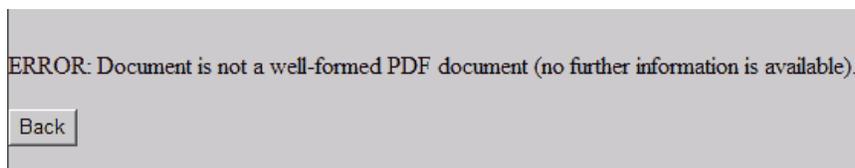
2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Repeat the sequence for each additional attachment. After adding all of the desired PDF documents as attachments, click **NEXT**.

In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click **NEXT**.



ECF will not permit you to select a file for your pleading that is not in PDF form.

Click the **BACK** button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

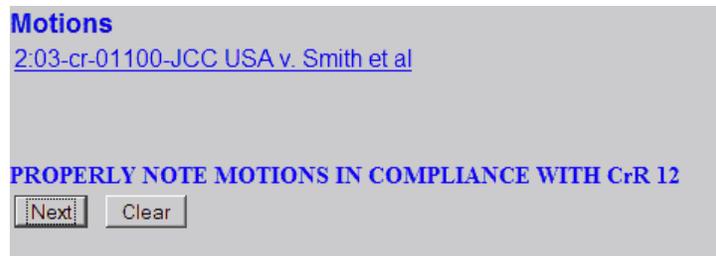
Failure to Select a Document to File.

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



If you click **OK** from the screen depicted above ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

Note motion in compliance with CrR 12.



Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

PROPERLY NOTE MOTIONS IN COMPLIANCE WITH CrR 12



Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

Motion to Suppress

Noting Date

Date

Enter the correct noting date for the Motion you are filing and then click **NEXT**.

NOTE: Clicking on **Calendar** will display current month's calendar, which can be changed by clicking on the "<" or ">" symbols.

Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

Docket Text: Modify as Appropriate.

Second MOTION to Suppress Evidence by USA as to John Smith, Sofia Pedroncelli . Noting Date 3/15/2007. Oral Argument Requested. (Attachments: # (1) Proposed Order)

Next Clear

Modify Docket Text.

Click on the area (circled in red) to open a modifier drop-down list. Select a modifier if appropriate.

Click in the open text area (white box) to type additional text for the description of the pleading.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the web browser **BACK** button to find the screen you wish to alter.

Submit the Pleading.

Click **NEXT**. A new window appears with the complete text for the docket report.

Docket Text: Final Text

Second MOTION to Suppress Evidence by USA as to John Smith, Sofia Pedroncelli. Noting Date 3/15/2007.Oral Argument Requested. (Attachments: # (1) Proposed Order)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

On this screen the following warning is displayed:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

Clicking on any link on the *Blue* ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.

Clicking on the web browser **BACK** button until you return to the desired screen.

Notice of Electronic Filing.

Motions
[2:03-cr-01100-JCC USA v. Smith et al](#)

U.S. District Court
United States District Court for the Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Frost, Jack on 2/21/2007 at 3:01 PM PST and filed on 2/21/2007

Case Name: USA v. Smith et al
Case Number: [2:03-cr-1100](#)
Filer: USA
Document Number: [9](#)

Docket Text:
Second MOTION to Suppress *Evidence* by USA as to John Smith, Sofia Pedroncelli. Noting Date 3/15/2007.Oral Argument Requested. (Attachments: # (1) Proposed Order)

2:03-cr-1100-1 Notice has been electronically mailed to:

Julie Jones jjones@lawfirm.com
Walter Palmer crokesus@earthlink.net

2:03-cr-1100-1 Notice will not be electronically mailed to:

Jerry Diskin
US ATTORNEY'S OFFICE
601 UNION
STE 5100
SEATTLE, WA 98101-3903

2:03-cr-1100-2 Notice has been electronically mailed to:

Julie Jones jjones@lawfirm.com
Walter Palmer crokesus@earthlink.net

2:03-cr-1100-2 Notice will not be electronically mailed to:

Jerry Diskin
US ATTORNEY'S OFFICE
601 UNION
STE 5100
SEATTLE, WA 98101-3903

ECF opens a new window displaying an ECF filing receipt, called the Notice of Electronic Filing. This notice provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

To print the document receipt, select **PRINT** on the browser toolbar.

To save, select **FILE** on the browser menu bar, and choose “**Save As**” from the drop-down window.

E-Mail Notification of Documents That Were Filed.

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their e-mail addresses to the court.

Individuals who receive electronic notification of the filing are permitted one “free look at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document. The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they *do not* have e-mail accounts.

Query Feature



Click on **Query** from the Blue menu bar of ECF to search the Electronic Case Filing (ECF) system for specific case information. ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the database.

The PACER Login screen has a light blue background. At the top left, the text 'PACER Login' is displayed in a large, bold, blue font. Below this, under the heading 'Instructions', there is a paragraph of text: 'Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CMECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.' Below the instructions is a checkbox with the label 'Make this my default PACER login'. Underneath the checkbox is another line of text: 'After checking this box, you will only need to use your CMECF login and password, either for electronic filing or for viewing documents via PACER.' The main part of the form is a white box with a grey border titled 'Authentication'. It contains three input fields: 'Login:', 'Password:', and 'Client code:'. Below these fields are two buttons: 'Login' and 'Reset'. At the bottom of the page, there is a 'Notice' in small text: 'Notice: An access fee of \$08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. For more information, contact the PACER Service Center at (800)676-6856.'

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. To register, contact PACER at 1-800-676-6856 or online at www.pacer.psc.uscourts.gov. After you enter your PACER login and password, ECF opens a Query data entry screen:

Query

Search Clues

Case Number (Examples: 99-500, 1:99cv500)

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

or search by

Case Status: Open Closed All

Last Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

If you know the case number that the court has assigned to the case, enter it in the **Case Number** field.

To search by the name of a party of attorney, enter the last name of the party or attorney in the **Last Name** field. Choose “Party” or “Attorney” in the **Type** field.

You can enter part of a name and then enter an asterisk (*) for a broader search of the database. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

Select A Person

There were 2 matching persons.

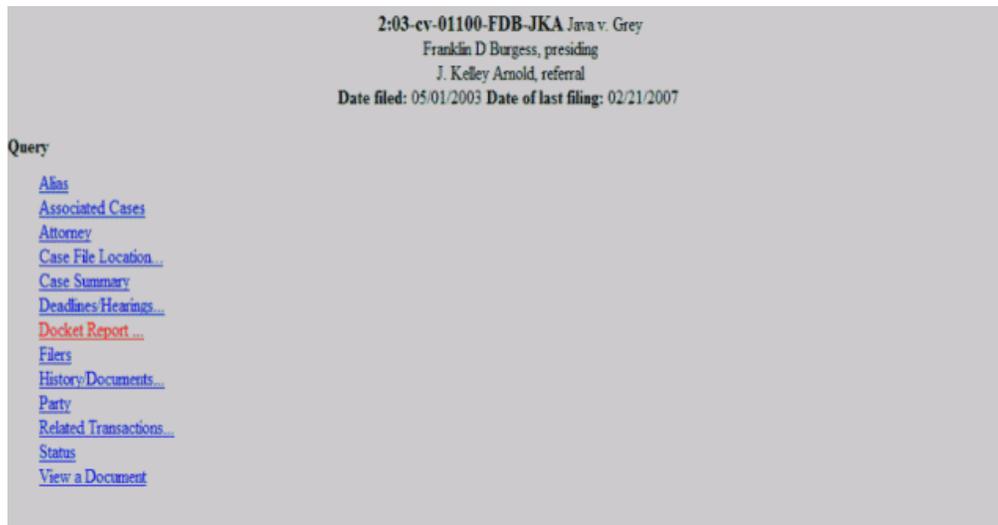
[Gramsci, Tony](#) (pty)

[Graves, Ralph H](#) (pty)

To search by nature of suit, choose the appropriate three digit number from the drop-down list. You must enter a range for either the filed date or the last entry date in order for the query to run.

To search for all cases of a certain type, use the date “1/1/1970” as the “beginning of time.” When you run the query, if there is more than one case that meets the criteria, you will get a screen listing multiple case numbers.

Click **Run Query**. ECF opens the following Query screen. If the individual is a party to more than one case, ECF will open a screen listing all of the party’s cases. Click on the case number hyperlink to view this Query screen:



At the top of the menu, ECF displays the case number, parties to the case, presiding judge, date that the case was initially filed, and date of the last document filed. Choose specific case information from a large list of Query options by clicking on the appropriate link on the screen:

Alias

Displays party names and any additional names added, “also known as”, or “doing business as”, among others.

Associated Cases

Displays any case associations.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case File Location

Not currently in use. Future enhancement.

Case Summary

Provides a summary of current case-specific information as represented below.

2:03-cv-01100-FDB-JKA Java v. Grey
Franklin D Burgess, presiding
J. Kelley Arnold, referral
Date filed: 05/01/2003 Date of last filing: 02/21/2007

Case Summary

Office: Seattle Filed: 05/01/2003
Jury Demand: Defendant Demand:
Nature of Suit: 830 Cause: 35:145 Patent Infringement
Jurisdiction: Federal Question Disposition:
County: King Terminated:
Origin: 1 Reopened:
Lead Case: None
Related Case: None Other Court Case: None
Def Custody Status:
Flags: CASREF, JURYDEMAND

Plaintiff: Joe Java represented by Walter Palmer Email:crokesus@earthlink.net
Defendant: Earle Grey represented by ATrainer Email:ATrainer@wawdei.uscourts.gov
Defendant: Earle Grey represented by DStudent10 Email:dstudent10@wawdei.uscourts.gov
Defendant: Earle Grey represented by Green Oolong
ThirdParty Defendant: Jon L. Smith
ThirdParty Plaintiff: Earle Grey represented by ATrainer Email:ATrainer@wawdei.uscourts.gov
ThirdParty Plaintiff: Earle Grey represented by DStudent10 Email:dstudent10@wawdei.uscourts.gov
ThirdParty Plaintiff: Earle Grey represented by Green Oolong

Deadlines/Hearings

Displays hearing and other schedule deadlines. Can be sorted by Due/Set, Document Number, Deadline/Hearing, Filed, Satisfied, Terminated, and Party.

Deadlines/Hearings

Sort by

Pending deadlines/hearings
 Terminated/satisfied deadlines/hearings

Click Run Query.

2:03-cv-01100-FDB-JKA Java v. Grey
 Franklin D Burgess, presiding
 J. Kelley Arnold, referral
 Date filed: 05/01/2003 Date of last filing: 02/21/2007

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
6	☛ Noting Date	02/06/2007	02/23/2007		
7	☛ Noting Date	02/06/2007	02/23/2007		
16	☛ Noting Date	02/13/2007	02/23/2007		
19	☛ Noting Date	02/21/2007	02/23/2007		
10	☛ Noting Date	02/06/2007	03/01/2007		
18	☛ Noting Date	02/20/2007	03/01/2007		
5	☛ Noting Date	02/06/2007	04/01/2007		
14	☛ Noting Date	02/08/2007	04/01/2007		
13	☛ Argument on Bankruptcy Appeal	02/08/2007	04/01/2007 at 01:00 PM		

- Clicking on a document number will display the actual image of the scheduling order or motion and hearing.
- Clicking on the silver ball to the left of the Deadline/Hearing title will display the docket information and related docketing entries for the hearing that you selected.

2:03-cv-01100-FDB-JKA Java v. Grey
 Franklin D Burgess, presiding
 J. Kelley Arnold, referral
 Date filed: 05/01/2003 Date of last filing: 02/21/2007

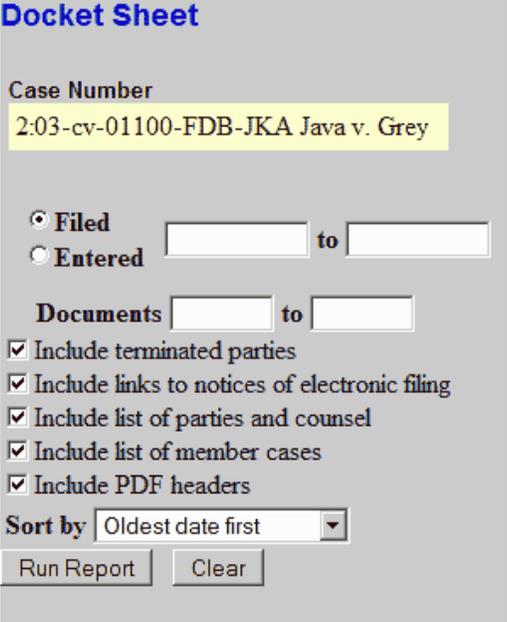
Docket Information and Related Docket Entries
 Case 2:03-cv-01100-FDB-JKA Document 6

Filed: 02/06/2007
 Entered: 02/06/2007
 Entered By: ATrainer,
 Event Name(s): Motion to Dismiss
Full Docket Text for Document 6:
 Second MOTION to Dismiss *FOR FAILURE TO COMPLY WITH COURT ORDER* by Defendant Earle Grey. (Attachments: # (1) Proposed Order)Noting Date 2/23/2007.

No Related Docket Entries

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.



Docket Sheet

Case Number
2:03-cv-01100-FDB-JKA Java v. Grey

Filed to
 Entered to

Documents to

Include terminated parties
 Include links to notices of electronic filing
 Include list of parties and counsel
 Include list of member cases
 Include PDF headers

Sort by ▼

Select a date range for your docketing report as well as a range of docketing numbers. (If you leave the range fields blank, ECF will default to print the entire docketing report.) Place a checkmark by the following boxes to view these from the docket sheet:

- Include terminated parties
- Include links to notices of electronic filing
- Include list of parties and counsel
- Include list of member cases (for consolidated or MDL cases)
- Include PDF headers

After you have selected the parameters for your report, click **Run Report**. ECF will run your custom docketing report displayed below.

Date Filed	#	Docket Text
05/01/2003	1	COMPLAINT against defendant(s) Earle Grey (Summons(es) issued) (Receipt # 98765) , filed by Joe Java.(admin.) (Entered: 05/18/2003)
05/03/2003	2	SERVICE OF SUMMONS and Complaint returned executed upon defendant Earle Grey on 5/2/2003. (admin.) (Entered: 05/18/2003)
05/03/2003	3	MOTION to Dismiss by Defendant Earle Grey. Noting Date 5/23/2003. Oral Argument Requested.(admin.) (Entered: 05/18/2003)
02/06/2007	4	NOTICE/MOTION of filing an overlength brief Filed by Defendant Earle Grey. Modified on 2/6/2007 (KN,). (Entered: 02/06/2007)
02/06/2007	5	NOTICE/MOTION OF WITHDRAWAL OF COUNSEL: for Defendant Earle Grey. Modified on 2/8/2007 (KN,). (Entered: 02/06/2007)
02/06/2007	6	Second MOTION to Dismiss <i>FOR FAILURE TO COMPLY WITH COURT ORDER</i> by Defendant Earle Grey. (Attachments: # 1 Proposed Order)Noting Date 2/23/2007. (Entered: 02/06/2007)
02/06/2007	7	Second MOTION to Dismiss <i>For Failure to Comply with Court Order</i> by Defendant Earle Grey. (Attachments: # 1 Proposed Order)Noting Date 2/23/2007. (Entered: 02/06/2007)
02/06/2007	8	MOTION FOR DEFAULT of The Cow filed by Defendant Earle Grey re 7 Second MOTION to Dismiss <i>For Failure to Comply with Court Order</i> (Attachments: # 1 Exhibit A - C Pages 21 through 105# 2 Exhibit D - H Pages 106 through 210) Modified on 2/6/2007 (VB,). (Entered: 02/06/2007)
02/06/2007	9	MOTION FOR DAMAGES filed by Defendant Earle Grey re 7 Second MOTION to Dismiss <i>For Failure to Comply with Court Order</i> (Attachments: # (1) Exhibit A - C Pages 21 through 105# 2 Exhibit D - I Pages 106 - 110) Modified on 2/6/2007 (VB,). (Entered: 02/06/2007)
02/06/2007	10	Motion to File Overlength Brief re [4] MOTION to file an overlength brief NOTED on motion calendar;Noting Date 3/1/07. (Entered: 02/06/2007)
02/06/2007	11	motion for default re 9 MOTION for Damages NOTED on motion calendar;Noting Date 2/23/2007. (Entered: 02/06/2007)
02/08/2007	13	Motion for Leave of Hearing: Argument on Bankruptcy Appeal set for 4/1/2007 01:00 PM in Courtroom 7 before John C Coughenour. Modified on 2/13/2007 (VB,). (Entered: 02/08/2007)
02/08/2007	14	ORDER denying 9 Motion for Damages; Noting Date 4/1/2007. by Judge John C Coughenour. (Entered: 02/08/2007)
02/08/2007	15	ORDER denying 9 Motion for Damages; 9 MOTION for Damages ; Set/Reset Oral Argument on 9 MOTION for Damages : Noting Date 4/1/2007. Motion Hearing to allow counsel to whine, set for 4/1/2007 08:45 AM before John C Coughenour. re 9 MOTION for Damages by Judge John C Coughenour. (Entered: 02/08/2007)

The document numbers in the middle column are links to PDF files of the actual documents. Place your pointer on the silver ball next to the document number and click to display the Notice of Electronic Filing for the document.

Filers

Sorted by filer's name, role, date added to the case, and date terminated from the case.

Filers			
Name	Type	Added	Terminated
Earle Grey	Defendant	05/01/2003	
Earle Grey	ThirdParty Plaintiff	05/01/2003	
Joe Java	Plaintiff	05/01/2003	

History/Documents

History/Documents

All events (history)
 Only events with documents

Display docket text

Sort by Oldest date first

Displays case event history and documents associated with the case. Select the sort order for the query report (**Oldest date or Most recent date first**) and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections, click **Run Query**. ECF queries the database and builds your report. This particular report lists all of the events and documents associated with the case in chronological order. It also displays the docketing text for all docketed events. View a PDF image of actual documents by clicking on the underlined document number in the far left column of the onscreen report.

History		
Doc. No.	Dates	Description
1	<i>Filed:</i> 05/01/2003 <i>Entered:</i> 05/18/2003	Complaint <i>Docket Text:</i> COMPLAINT against defendant(s) Earle Grey (Summons(es) issued) (Receipt # 98765) , filed by Joe Java.(admin,)
2	<i>Filed:</i> 05/03/2003 <i>Entered:</i> 05/18/2003	Summons Returned Executed <i>Docket Text:</i> SERVICE OF SUMMONS and Complaint returned executed upon defendant Earle Grey on 5/2/2003. (admin,)
3	<i>Filed:</i> 05/03/2003 <i>Entered:</i> 05/18/2003 <i>Terminated:</i> 02/06/2007	Motion to Dismiss <i>Docket Text:</i> MOTION to Dismiss by Defendant Earle Grey. Noting Date 5/23/2003. Oral Argument Requested.(admin,)
4	<i>Filed & Entered:</i> 02/06/2007	Motion for Miscellaneous Relief <i>Docket Text:</i> NOTICEMOTION of filing an overlength brief Filed by Defendant Earle Grey. Modified on 2/6/2007 (KN,).
5	<i>Filed & Entered:</i> 02/06/2007	Motion to Withdraw as Attorney <i>Docket Text:</i> NOTICEMOTION OF WITHDRAWAL OF COUNSEL: for Defendant Earle Grey. Modified on 2/8/2007 (KN,).
6	<i>Filed & Entered:</i> 02/06/2007	Motion to Dismiss <i>Docket Text:</i> Second MOTION to Dismiss FOR FAILURE TO COMPLY WITH COURT ORDER by Defendant Earle Grey. (Attachments: # (1) Proposed Order)Noting Date 2/23/2007.

Party

Displays party names, roles, date added and their counsel.

Parties

Earle Grey <i>Added: 05/01/2003</i> <i>(ThirdParty Plaintiff)</i>	represented by	ATrainer COURT TRAINING UNIT THE COURTHOUSE SEATTLE, WA 98104 ATrainer@wawdei.uscourts.gov <i>Assigned: 02/06/2007</i> <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
		DStudent10 COURT TRAINING UNIT THE COURTHOUSE SEATTLE, WA 98104 dstudent10@wawdei.uscourts.gov <i>Assigned: 02/06/2007</i> <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
		Green Oolong Darjeeling & Oolong 300 Tea Tree Lane Seattle, WA 98104 <i>Assigned: 05/03/2003</i> <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>

Related Transactions

Run Query to display each transaction in the case is along with any other transactions to which it is related. To view the document, click on the document number link.

Related Transactions

Filed to

Documents to

Document type

Pending

Terminated

Sort by

Related Transactions			
<i>Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.</i>			
Doc. No.	Event Name	Event Filed	Event Terminated
1	Complaint	05/01/2003	
21	Answer to Complaint	02/21/2007	
2	Summons Returned Executed	05/03/2003	
3	Motion to Dismiss	05/03/2003	02/06/2007
4	Motion for Miscellaneous Relief	02/06/2007	
10	Motion Calendar	02/06/2007	
5	Motion to Withdraw as Attorney	02/06/2007	
	Set/Reset Motion Noting Date (Public Entry, notice to parties)	02/08/2007	
6	Motion to Dismiss	02/06/2007	

Status

Lists pending statuses in cases. Click on the silver ball in the “Status set by” box to display the docket entry which set the status. You can view the document for that entry by clicking on the document number. (PACER charges apply.)

If there are any statuses which were previously set, you will see **Click here to view terminated Statuses** below the table of pending statuses. Click on the word *here* to see them.

View Document

This feature allows you to access PDF documents in a case without first running a Docket Report. Enter the document number in the Document field.

View Document

Case Number
2:03-cv-01100-FDB-JKA Java v. Grey

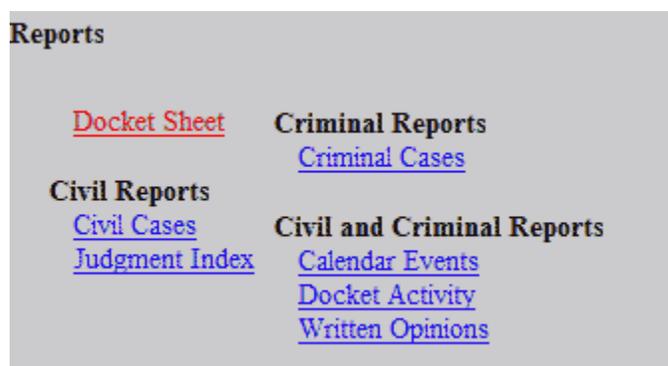
Document

If the document is available, a Transaction Receipt is displayed. Click the View Document button to display the image.

Reports Feature



The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the Reports screen depicted below.



If you select **Civil or Criminal Reports** or **Docket Sheet**, the PACER login screen will display. You must log in to PACER. You can view **Court Calendar Events** and **Written Opinions** for a case without logging into PACER.

Docket Sheet

The image shows a screenshot of the 'Docket Sheet' query form. The title 'Docket Sheet' is at the top left. Below it is a 'Case number' field with the value '2-03-cv-1100'. There are two radio buttons: 'Filed' (selected) and 'Entered'. Below these are two empty text boxes for date ranges. There is a 'Documents' field with two empty text boxes for date ranges. There are four checked checkboxes: 'Include terminated parties', 'Include links to notices of electronic filing', 'Include list of parties and counsel', and 'Include list of member cases'. There is a 'Sort by' dropdown menu with 'Oldest date first' selected. At the bottom are two buttons: 'Run Report' and 'Clear'.

This is the same query window that ECF displayed when you selected Docket Report from the Query feature. Enter the case number for your docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields and click **Run Report**. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases

The Civil Cases report provides you with the flexibility to query the ECF database to locate cases filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the Civil Cases link, ECF displays a query screen as depicted here.

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office:

Case type:

Nature of suit:

Cause:

Case flags:

Terminal digit(s): Open cases Closed cases

Filed: to

Sort by:

Output Format: Formatted Display Data Only

Note: If you are not logged into PACER, ECF will display the PACER login screen. Login to PACER and ECF will open the Civil Cases Report screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Here is an example of part of a report.

Civil Cases Report			
U.S. District Court -- United States District Court for the Western District of Washington			
Filed Report Period: 2/1/2006 - 2/1/2007			
Case Number/ Title	Case Dates	Days Pending	Notes
2:07-cv-01000 Vance	Case filed: 02/01/2007	21	Cause: 28:1332 Diversity-Product Liability NOS: 365 Personal Inj. Prod. Liability Office: Seattle Presider: Barbara J. Rothstein Jury demand: Plaintiff
2:07-cv-01101 Smith	Case filed: 02/01/2007	21	Cause: 28:1332 Diversity-Product Liability NOS: 365 Personal Inj. Prod. Liability Office: Seattle Presider: Barbara J. Rothstein Jury demand: None
2:07-md-01407 IN RE VIOXX v. ET AL	Case filed: 02/01/2007	21	Cause: 28:1332 Diversity-Product Liability NOS: 365 Personal Inj. Prod. Liability Office: Seattle Presider: Barbara J. Rothstein Jury demand: Both

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Judgment Index

Judgment Index Report

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case number

Last name First name Middle name

Judgment date range to

Sort by:

Search by a specific case number, name, or date range. Choose sorting options Case Number, Judgment Date, In favor of party, Against party. Click **Run Report**.

Judgment Index Report

U.S. District Court - - United States District Court for the Western District of Washington

Report Period: 01/01/1970 - 02/22/2007

Case Number/Title	Judgment Description	Status
2:01-cr-00054	<i>In favor of:</i> Robert James <i>Against:</i> Robert James <i>Amount:</i> \$ 350000.00 <i>Date:</i> 05/13/2003 <i>Document:</i> 19 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 05/13/2003
2:01-cr-00101	<i>In favor of:</i> USA <i>Against:</i> Robert James <i>Amount:</i> \$ 0.00 <i>Date:</i> 06/29/2001 <i>Document:</i> 26 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 06/29/2001
	<i>In favor of:</i> USA <i>Against:</i> Catherine Bell <i>Amount:</i> \$ 0.00 <i>Date:</i> 06/30/2001 <i>Document:</i> 27 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 06/30/2001

Click on the case number to run a docket sheet, or the hyperlinked document number to view the actual image.

Criminal Cases Report

The Criminal Cases Report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, terminal digit (last digit of case number), with pending defendants, terminated defendants, fugitive defendants or non-fugitive defendants.

When you click on the Criminal Cases link, ECF displays a screen as depicted here.

You can sort by case number, terminal digit, or office. Click **Run Report**. On the Transaction Receipt screen, click **Continue** to accept the PACER charges for the report.

Here is an example of a criminal case report, sorted by case number.

Criminal Cases Report			
U.S. District Court -- United States District Court for the Western District of Washington			
Filed Report Period: 1/1/2007 - 2/27/2007			
Case Number/ Title	Case Dates	Days Pending	Notes
2:07-cr-00055-TSZ USA v. Sleepy et al	Case filed: 02/05/2007		Office: Seattle
1 - Sleepy	Added: 02/05/2007	22	Presider: Thomas S. Zilly
2 - Doctor Detroit	Added: 02/05/2007	22	Presider: Thomas S. Zilly
3 - In Shy	Added: 02/05/2007	22	Presider: Thomas S. Zilly
4 - Snow White	Added: 02/05/2007	22	Presider: Thomas S. Zilly
2:07-cr-03000-MJP USA v. Smith	Case filed: 02/13/2007		Office: Seattle
1 - Bill Smith	Added: 02/13/2007	14	Presider: Marsha J. Pechman
2:07-mj-00001-MAT USA v. Sleepy	Case filed: 02/05/2007		Office: Seattle
1 - Sleepy	Added: 02/05/2007	22	Presider: Mary Alice Theiler
2:07-mj-00002-JPD USA v. Doc	Case filed: 02/05/2007		Office: Seattle
1 - Doc	Added: 02/05/2007	22	Presider: James P. Donohue
2:07-mj-00003-MJR USA v. Bashful	Case filed: 02/05/2007		Office: Seattle

The report displays the case number and case title, date filed and date defendants added, days pending, judge, and office originated from.

Each defendant is assigned a case number, as you learned in the Criminal section. Click on an individual defendant to view a docket sheet for their case. Click on the case number to view a docket sheet for the entire case.

Docket Sheet

Case Number
2:07-cr-00055-TSZ-1 - Sleepy

Filed to
 Entered

Documents to

Include terminated parties
 Include links to notices of electronic filing
 Include list of parties and counsel
 Include list of member cases
 Include PDF headers

Sort by ▼

Docket Sheet

Case Number
2:07-cr-00055-TSZ USA v. Sleepy et al

Filed to
 Entered

Documents to

Include terminated parties
 Include links to notices of electronic filing
 Include list of parties and counsel
 Include list of member cases
 Include PDF headers

Sort by ▼

(Individual)

(Entire Case)

Docket Activity Report

Query a particular case number for filing activity. You can choose to search in cases to which you are linked. You can also search by Office, Case type, Event category, or Case flags. Choose a date range, Summary or Full docket text display, and sort by Case Number or Date Entered.

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Activity Report PUBLIC ACCESS

Case number:

Only cases to which I am linked Open cases
 Closed cases

Office:

Case type:

Event category:

Case flags:

Filed between: and Summary text
 Full docket text

Sort by:

Here is an example of a Docket Activity Report:

Docket Activity Report				
U.S. District Court -- United States District Court for the Western District of Washington				
Report Filed Period: 2/26/2007 - 2/27/2007				
Case Number/Title	Dates	Category/Event	Docketed by	Notes
2:33-cv-00321-JLR CASE CLOSED on 02/20/2007	Entered: 02/26/2007 09:54:12 Filed: 02/26/2007	Category: order Event: Joint Status Report Order Document: 102	J. Turner Type: crt	Office: Seattle Presider: James L. Robart Case Flags: APPEAL CLOSED REMAND
ORDER REGARDING INITIAL DISCLOSURES, JOINT STATUS REPORT AND EARLY SETTLEMENTJoint Status Report due by 4/9/2007 by Judge James L. Robart.				
	Entered: 02/26/2007 11:08:47 Filed: 02/26/2007	Category: order Event: Joint Status Report Order (fom) Document: 103	J. Turner Type: crt	
ORDER REGARDING INITIAL DISCLOSURES, JOINT STATUS REPORT AND EARLY SETTLEMENTFRCP 26f Conference Deadline is 4/13/2007,Initial Disclosure Deadline is 4/27/2007 by Judge James L. Robart.				
	Entered: 02/26/2007 14:19:01 Filed: 02/26/2007	Category: order Event: Joint Status Report Order (fom) Document: 104	J. Turner Type: crt	
ORDER REGARDING INITIAL DISCLOSURES, JOINT STATUS REPORT AND EARLY SETTLEMENTJoint Status Report due by 5/15/2007,FRCP 26f Conference Deadline is 5/16/2007,Initial Disclosure Deadline is 6/27/2007. by Judge James L. Robart.				

Utilities Feature

Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the court and to view a log of all your transactions within ECF.

Utilities

Your Account

- [Maintain Your Account](#)
- [Maintain Your Address](#)
- [Maintain Your E-Mail](#)
- [Maintain Your Login/Password](#)
- [View Your Transaction Log](#)

Maintain Your Account

This screen displays all of the registration information that is contained within the ECF database for your account with the court.

Maintain User Account

Last name	<input type="text" value="Frost"/>	First name	<input type="text" value="Jack"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Gender	<input type="text" value=""/>	ATY Type	<input type="text" value=""/>
Title	<input type="text"/>		
Bar number	<input type="text" value="12345"/>	Type aty	
Prisoner id	<input type="text"/>	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Office	<input type="text" value="UnitICICLE LAW FIRM"/>		
Address 1	<input type="text" value="1425 CHATTER LN"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="SNOWFLAKE"/>	State	<input type="text" value="WI"/>
Country	<input type="text" value="US"/>	Zip	<input type="text" value="20001"/>
Phone	<input type="text" value="425-999-9999"/>	Fax	<input type="text"/>
Initials	<input type="text" value="DOB"/>	AO code	<input type="text"/>
Civil ref style	<input type="text" value=""/>	End date	<input type="text"/>
Criminal ref style	<input type="text" value=""/>		
Date sworn	<input type="text"/>	Status	<input type="text" value=""/>



In addition you can access **Email Information** and **More User Information** on your account by clicking the buttons at the bottom of this screen.

Email Information:

ECF will e-mail to parties the **Notice of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

The screenshot shows a form titled "Email Information for Jack Frost". It has a table-like structure with columns: "Primary E-mail Address", "Format", "Delivery Method", "Active", "In All My Cases", and "Additional Options". The "Primary E-mail Address" field contains "jack_frost@ice.net". The "Format" dropdown is set to "HTML", and the "Delivery Method" dropdown is set to "Individual NEF". The "Active" checkbox is checked, and the "In All My Cases" checkbox is also checked. The "Additional Options" dropdown is set to "Hide Options". Below the table are three buttons: "Add Additional E-mail Address", "Return to Person Information Screen", and "Clear".

Select Add Additional E-mail Address.

This screenshot shows the same form as above, but with a second row under the heading "Secondary E-mail Addresses". The "Primary E-mail Address" field remains "jack_frost@ice.net". The "Secondary E-mail Address" field contains "docs@ice.net". The "Format" dropdown is "HTML", and the "Delivery Method" dropdown is "Individual NEF". The "Active" checkbox is checked, but the "In All My Cases" checkbox is unchecked. The "Additional Options" dropdown is "Hide Options". The buttons "Add Additional E-mail Address", "Return to Person Information Screen", and "Clear" are still present at the bottom.

Enter the e-mail address of an individual you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses. Continue these steps for each e-mail address you wish to add.

Format choices:

HTML: The Notice of Electronic Filing is sent with a hyperlink to the document. You click on the document number to view the image.

Text: The Notice of Electronic Filing is sent in text format only. You must cut and paste the URL address displayed for the document into your browser to view the image, there are no hyperlinks.

Delivery Method choices

Individual NEF - Notices are sent for each document filed that day.

Summary NEF - One notice is sent with a summary of all documents filed that day for each case number.

Active

Signifies the e-mail address is currently receiving electronic notice.

In All My Cases

Check this box to activate electronic notice in all cases for your additional e-mail addresses. If you do not check this box, they will not receive notice, unless you enter a case number under Additional Options for their e-mail address.

Additional Options

Additional Cases: Show, add or remove additional case numbers to receive notice for your primary or secondary e-mail addresses.

Enter a case number then click **Add to List**.

Primary E-mail Address	Format	Delivery Method	Active	My Cases	In All	Additional Options
jack_frost@ice.net	HTML	Individual NEF	Yes	Yes		Additional Cases
<hr/>						
Add Additional Cases to Receive NEFs						
<input type="text"/>						
Enter case number <input type="text"/> and click <input type="button" value="Add to List"/>						
<hr/>						
Secondary E-mail Addresses						
docs@ice.net	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Specific or Additional Cases
<hr/>						
Add Specific or Additional Cases to Receive NEFs						
<input type="text"/>						
Enter case number <input type="text"/> and click <input type="button" value="Add to List"/>						
<hr/>						
<input type="button" value="Add Additional E-mail Address"/>		<input type="button" value="Return to Person Information Screen"/>			<input type="button" value="Clear"/>	

Delivery Method Exceptions

Change the delivery method (to Summary NEF, as shown) for cases you specify.

Primary E-mail Address	Format	Method	Active My Cases	Additional Options
jack_frost@ice.net	HTML	Individual NEF	Yes Yes	Delivery Method Exceptions
Add Delivery Method Exceptions The following cases will receive Summary NEF e-mails. <div style="border: 1px solid black; height: 40px; width: 100%;"></div> Select case to add to list here and click Add to List				
Secondary E-mail Addresses	Format	Method	Active My Cases	Additional Options
docs@ice.net	HTML	Individual NEF	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Delivery Method Exceptions
Add Delivery Method Exceptions The following cases will receive Summary NEF e-mails. <div style="border: 1px solid black; height: 40px; width: 100%;"></div> Select case to add to list here and click Add to List				
Add Additional E-mail Address		Return to Person Information Screen		Clear

If you wish to enter completely new information about your account, use the **CLEAR** button to clear the fields on this screen.

After updating your account information, click **Return to Person Information Screen** button to return to your Maintain User Account screen and click **SUBMIT**. Click **SUBMIT** one more time to effect the change in all your cases.

More User Information:

This screen displays user login information and provides the means to change your ECF password.

More User Information for Jack Frost	
Login	frostj
Last login	02-01-2007 11:40
Password	*****
Current login	02-12-2007 11:40
Prid	740
Create date	12/02/2005
Registered	Y
Update date	11/08/2006
Internet Credit Card	Y
Groups	Attorney
Return to Account screen Clear	

Notice that ECF displays a string of asterisks (*****) in the Password field.

Login
Password

To change your ECF password, place your cursor in the Password field and delete the asterisks.

Login
Password

Type in your new password. ECF displays the actual characters of your new password as you type.

Click **Return to Account Screen**.

Maintain User Account

Last name	<input type="text" value="Frost"/>	First name	<input type="text" value="Jack"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Gender	<input type="text"/>	ATY Type	<input type="text"/>
Title	<input type="text"/>		
Bar number	<input type="text" value="12345"/>	Type aty	<input type="text"/>
Prisoner id	<input type="text"/>		
Office	<input type="text"/>		
Unit	<input type="text" value="ICICLE LAW FIRM"/>		
Address 1	<input type="text" value="425 CHATTER LN"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="FROSBITE FALLS"/>	State	<input type="text" value="MN"/>
		Zip	<input type="text" value="50001"/>
Country	<input type="text" value="US"/>	County	<input type="text"/>
Phone	<input type="text" value="425-999-9999"/>	Fax	<input type="text"/>
Initials	<input type="text" value="DOB"/>	AO code	<input type="text"/>
End date	<input type="text"/>		
Civil ref style	<input type="text"/>	Criminal ref style	<input type="text"/>
Date sworn	<input type="text"/>	Status	<input type="text"/>

Click on **SUBMIT** at the bottom of the Maintain User Account screen to save your changes and submit them to ECF.

Searching for existing Attorney Records

Select the cases to be updated

CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.

If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the "Update None" option.

If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded ONLY in the accessible cases that you select or ALL cases if you choose the "Update All" option. If you select the "Update None" option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.

*** Update All ***
*** Update None ***
2:48-cv-1 Reindeer v. Snowman
2:55-cr-5-1 USA v. Fudd
2:7-cr-55-1 USA v. Sleepy et al
2:7-cv-36 Smith v. Jones
2:7-cv-52 Omni Innovations LLC v. Apollo Group Inc
2:7-mj-3001-1 USA v. Dogg
2:7-mj-3005-1 USA v. Bad et al
2:7-mj-3005-2 USA v. Bad et al

Submit Clear

You may be prompted to update all cases you are appearing in. Choose "Update All" to update all your cases, or choose specific case numbers, then click **Submit**.

Updating person record...
Update Person Prid: 740

The update was successful.... prid 740 - Jack Frost

Updating user record
The user update was successful

The update was successful....

ECF will notify you onscreen that your updates were accepted. If you changed passwords, you can begin using the new password during your next ECF session.

Maintain Your Address

Provides quick access to update your name, mailing address and/or phone number.

Note: If you are not able to change the mailing address, you can file a Notice of Change of Address or Law Firm with the court, either electronically in an active case, or in paper with the Clerk's Office.

Maintain Your Email

Provides quick access to your email account.

Email Information for Jack Frost

Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options
kathy_ness@wawd.uscourts.gov	HTML	Individual NEF	Yes Yes	Hide Options

Add Additional E-mail Address Submit Clear

Maintain Your Login/Password

Provides quick access to change your login and password. Click Submit to save your changes.

More User Information for Jack Frost

Login	<input type="text" value="frostj"/>	Last login	02-15-2007 14:25
Password	<input type="password" value="*****"/>	Current login	02-22-2007 14:25
Prid	740	Create date	12/02/2005
Registered	Y	Update date	11/08/2006
Internet Credit Card	Y		
Groups	Attorney		

View Your Transaction Log

ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

Make these options my default.

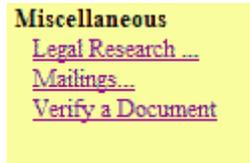
Enter the date range for your report and click **Run Report**. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See below for a sample transaction log report.

Transaction Log			
Report Period: 01/01/1996 - 02/22/2007			
Id	Date	Case Number	Text
152171	12/02/2005 14:44:36	2-55-cv-1	NOTICE of Appearance by attorney Jack Frost on behalf of Defendant Wicked Witch (Frost, Jack)
152173	12/02/2005 14:46:19	2-55-cv-1	MOTION for Default Judgment by Plaintiff Snow White and the Seven Dwarves Mining and Happily Forever After Incorporated. Noting Date 12/8/2005. (Frost, Jack)
152213	12/05/2005 14:51:31	2-48-cv-1	NOTICE OF APPEAL as to [3] Order on Motion for Summary Judgment by Defendant The Abominable Snowman. (Frost, Jack)
155363	04/10/2006 10:39:18	2-03-cv-101	NOTICE OF APPEAL as to [6] FORM - Joint Status Report Order by Defendant Laura Jones.\$450, receipt number 00 (Frost, Jack)
155374	04/10/2006 10:51:02	2-03-cv-101	NOTICE OF APPEAL as to [7] FORM - Joint Status Report Order by Defendant Mark Jones.\$450, receipt number 155374 (Frost, Jack)

Use this feature of ECF to review your transactions and to verify that:

- All of the transactions you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous



ECF provides three miscellaneous functions within the Utilities feature of the system.

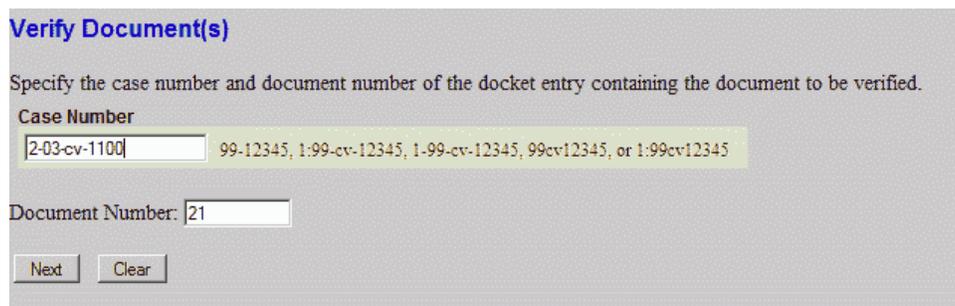
Legal Research - contains hyperlinks to an online law dictionary, medical dictionary, and Westlaw via the Internet.

Mailings - contains hyperlinks to:

- Mailing Notification Requests - View your primary and secondary e-mail addresses.
- Mailing Info for a Case - Lists parties that will receive e-mail notification and which parties or list of attorneys will not receive e-mail notification and will require manual noticing.
- Mailing Labels by Case – Create mailing labels.

Verify a Document

Opens a query screen to locate a particular document attached to a specific case number.

A screenshot of a web-based query form titled "Verify Document(s)". The form has a light gray background. At the top, it says "Specify the case number and document number of the docket entry containing the document to be verified." Below this, there are two input fields. The first is labeled "Case Number" and contains the text "2-03-cv-1100". To the right of this field is a list of example case numbers: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". The second input field is labeled "Document Number:" and contains the number "21". At the bottom of the form are two buttons: "Next" and "Clear".

Case number, document number, date filed and docket text are displayed. Clicking on the document link displays the PACER login screen. Enter your PACER login and password to view the image. (PACER charges apply.)

Verify Document(s)

[2:03-cv-01100-FDB-JKA Java v. Grey](#)

Date	#	Docket Text
02/21/2007	21	ANSWER to Complaint with JURY DEMAND, THIRD PARTY COMPLAINT against Jon L Smith with JURY DEMAND by Defendant Earle Grey.

File size is 15304



Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click **Logout** from the ECF Blue menu bar. ECF will log you out of the system and return you to the ECF login screen.