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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8 AM to 5 PM. We can help filers with online "events" and answer questions regarding formatting documents, training, etc. To contact us, call:



ECF Helpdesk

1-866-323-9293

Training Classes

In the Seattle courthouse:
700 Stewart Street, Seattle

December 7th, 1 - 3 pm
January 10th, 10 am - 12 pm

In the Tacoma courthouse:
1717 Pacific Avenue, Tacoma

Classes arranged on request.

ONLINE ATTORNEY REGISTRATION

Register for CM-ECF online and receive your login and password immediately. That's right. If you use our new online registration system for CM-ECF you can sign up for electronic filing and receive your login and password via e-mail minutes after submitting your request. The link to the online registration system is <http://webapps.wawd.uscourts.gov/cmecf/>.

Forgotten Logins and Passwords

If you have forgotten your login or misplaced your password, you can now go to the Attorney Registration site to obtain this information. No more frantic searches throughout the office to find that post-it with your assigned login and password! All you need is your name, bar number, and your e-mail address to complete the brief request form.

Who can register online?

- Attorneys who have been admitted to the Western District of Washington
- Attorneys who have been accepted Pro Hac Vice. Please wait 24 hours before registering online.

Please contact the ECF Help Desk if you have any questions regarding the use of this new tool.

CM-ECF will be available during the Holiday Season.

Always check the CM-ECF website for notices of any emergency maintenance!

Filing During the Holidays

If you decide to file remotely during the holiday season, make sure you protect your login and password. Especially if you decide to use a public computer, observe the following safety precautions:

1. Never say "Yes" if the browser asks if you would like it to save your login and password information.
2. Following the filing, go up to the top of your screen and clear out the history of what you just did. Go to Tools-Internet Options-General. Then Delete Your Cookies and Files AND Clear Your History.

Q & A

Do I have to file a large document in ECF? Can't I just submit it in paper?

Electronic filing is mandatory in the Western Washington District regardless of document size.

The Amended Electronic Filing Procedures state that all documents over 100 pages in length are considered "voluminous." Filers must deliver a courtesy copy of all voluminous documents to the Clerk's Office for delivery to chambers. The paper copy should be marked clearly "Courtesy Copy of Electronic Filing for Chambers."

Please note that chambers may have their own definition of what is a "voluminous" document. Filers must take note of instructions specific to their case. Specific instructions from chambers would supercede these general procedures.

For more on filing voluminous documents, please see the Amended Electronic Filing Procedures, pages 7 - 8 available on the Court's website at www.wawd.uscourts.gov.

Tips and Tricks

Help! My login and password don't work.

A log-in check list:

- I am on the correct website.** Probably the most common error. The website for filing in DISTRICT COURT is NOT the same as the site for filing in BANKRUPTCY COURT.
- I am using the login and password issued by the Western District of Washington.** Each district issues its own login and password for electronic filing. For example, a login and password to file in the District of Oregon would NOT work in the Western District of Washington.
- I am NOT using my PACER login and password.** Your PACER login is only for the viewing of previously filed documents. You cannot use it to file documents. If you don't have a login and password from the Western Washington District, you can obtain one by using the online Attorney Registration.

You can identify your login from the Western District of Washington very easily. The first part of the login is usually your last name followed by your initials. The last two symbols come from your bar number.

New Query Option in Version 2.5

We will soon implement version 2.5 of the electronic filing system in the Western District of Washington. With this update, you will now have the option of searching by Case Status in conjunction with the other parameters offered in the Query screen.

Remember that there is a PACER fee for using this feature.

The screenshot shows the PACER Query interface with the following fields and options:

- Search Clues** section:
 - 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: (Options: 0 (zero), 110 (Insurance), 120 (Contract: Marine))
 - or search by
 - Case Status: Open Closed All
 - Last Name: (Examples: Desoto, Des*t)
 - First Name: Mi
 - Type: