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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** (toll free)

or

**1-206-370-8440** (WA local)

## Training Classes

### In the Seattle courthouse:

700 Stewart Street, Seattle

November 1, 10 AM - noon

### In the Tacoma courthouse:

1717 Pacific Avenue, Tacoma

Additional classes arranged on request.

## District Plans for Continued Services During Emergencies

Disasters, whether man-made or nature-driven, are dominant in the news these days. Both private and public institutions are putting considerable energy into planning for the continuation of essential services following potential disasters.

The U.S. District Court for the Western District of Washington has also been planning for such contingencies.

In a disaster that disrupts our ability to use our courthouses or provide our customary services, please continue to access the court's website at [www.wawd.uscourts.gov](http://www.wawd.uscourts.gov). In an emergency, we will use this Internet site as our primary tool for important communications about court services and alternate locations.

Several things you need to know:

- In an emergency, our CM/ECF system will be up and running with only minimal disruption in service. If you have Internet access, you will be able to continue posting and accessing your cases.
- The court's website includes an attorney search feature that pulls its information from the CM/ECF system. The search feature is updated each night and will continue to be updated in the event of an emergency. Should you need to update your phone or e-mail information during an emergency, simply log into CM/ECF and update that information.

The court is planning for a variety of contingencies, but it's impossible to know in advance which will be relevant. That's why we've designed the court's website to function as a vital communication tool for all of us.

**Scheduled ECF  
Maintenance  
Occurs on the Third  
Saturday  
of every Month,  
from 6 am to 12 noon.**

**It is YOUR responsibility to check the  
CM-ECF website for additional notices  
of emergency maintenance!**

# Q & A

If I am an attorney, what should I do in case of a disaster?

First, when you are able to access a computer, update your telephone and e-mail information in the district's CM/ECF system. This will, in turn, update the attorney directory on the district's website. And you will continue to receive service of filings in the cases in which you are involved.

To change your telephone number and e-mail, you will need your electronic filing login and password. Therefore, you should include these in your office emergency kit along with the instructions included in this newsletter. In the event that you do not have access to your login and password during a disaster, you can use the automated ECF Registration system on the district's website to retrieve them. The direct link for this system is <http://webapps.wawd.uscourts.gov/cmecf/>.

In addition, choose someone in your office to be a back-up for you in case of a disaster. Together, practice how to change your telephone and e-mail information. If you need help, please call the ECF Help Desk at 1-866-323-9293.

Finally, during a disaster, remember to check the website regularly for announcements regarding service in our district.

## Tips and Tricks

**During emergencies, you can use the Docket Activity report to insure that you have received all filings in your cases in the Western Washington district.**

To check filings in your cases, do this:

1. After logging into CM-ECF, click on Reports in the blue menu bar.
2. When the login screen appears again, enter your **PACER** login and password. Do not re-enter the login and password issued from the district.
3. Check the box "Only cases to which I am linked."
4. Click the radio button, "Full docket text."
5. Enter the desired date range.
6. Finally, click the button, "Run Report."

Please note that viewing the Report counts as a single charge to your PACER account.

You can run this report anytime you wish to insure that you have been served with all of the filings in your cases.

### How to change your telephone number and e-mail address

- 1) Sign in to the district's ECF system.
- 2) Go to Utilities in the blue menu bar. Then Maintain Your Account.
- 3) Change your phone number in the appropriate field.
- 4) Then click on E-mail Information. On the next screen, highlight your primary e-mail address and enter the new e-mail address.
- 5) Now Return to Account Screen. Click Submit, then click Submit again on the subsequent screen.

A screenshot of a web form for updating user information. The form includes fields for County, Phone, Initials, and DOB. There is a dropdown menu for Civil ref style and a Date sworn field. Below these are two buttons: "Email information..." and "More user information...". At the bottom are "Submit" and "Clear" buttons.

A screenshot of a text input field labeled "Primary e-mail address". The field is empty and has a light yellow background.

It is your responsibility to update this information when court services resume following a disaster.