CM/ECF Newsletter

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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 8am to 5pm. 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

Date: January 18th 1:00 pm
Date: February 6th 10:00 am

In the Tacoma Courthouse:
1717 Pacific Avenue, Tacoma

Classes arranged on request

Present Your Pleadings With Pride

Show the same care with your pleadings that you would with your holiday gifts. Taking extra time with their presentation insures that chambers sees them in a timely manner and can identify them both on the docket and on motions reports.

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!

What you can do to make your pleadings look their best on the docket:

1. **Use the correct event**. If you don't know which event to use, please look on the civil or the criminal events menus found on the district's website. Or call the ECF help desk if you are filing during regular business hours.

2. **Name your attachments**. After browsing for an attachment, name it using either the drop-down list or the free text box. Or use both if you need to add an exhibit number and/or page numbers. Naming your attachments is NOT optional.

3. **File your exhibits as attachments to their parent document**. Then number and name them. Imagine the difficulty that chambers encounters when they must search through unmarked exhibits to find references in a pleading! Note that the 5 megabyte size limit pertains to each PDF file NOT the aggregate total of all PDF files in an event.

4. **Don't be repetitive in adding docket text**. When editing, remember that the text in the yellow area AND the text you add in the white box both make up the docket entry. And if you related back to a document previously filed, it will also be part of the docket entry.

5. **Proof the entire docket entry before you submit it.** On the final screen prior to submission (the "Attention!!" screen), you are can see exactly how the docket text will read. Please proof it carefully. If the text does not make sense to you, it won't make sense to the court. Go back and edit if necessary, or click on "Civil" or "Criminal" to begin the filing again.

6. **Do NOT re-file your document without being instructed to do so.** If you make a mistake and do not find it until after you file, call the ECF help desk.

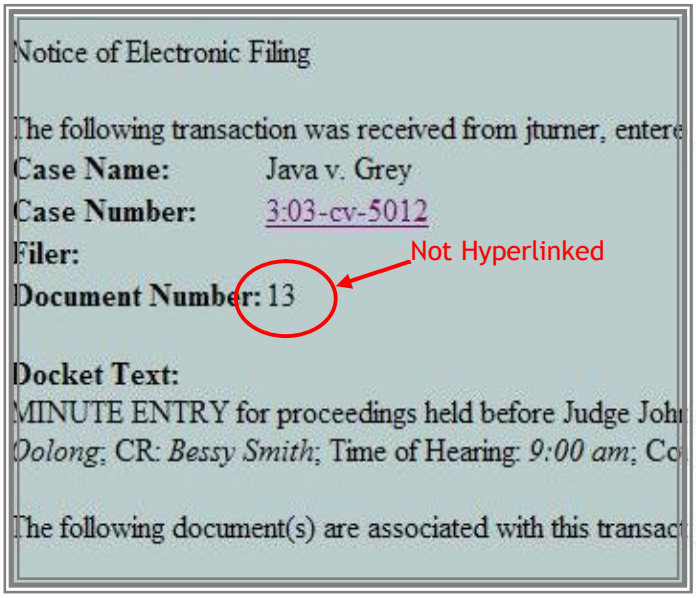
A good docket entry should be concise and accurate. It should clearly show how it relates to other filings in the case. Take pride in a good presentation.

Q & A

I received a Notice of Electronic Filing but the docket number does not link to a document. Why?

Events filed by the court sometimes do not have documents associated with them. And the Notices of Electronic Filing sent out by the ECF system have no active document links.

Example:



TIPS & TRICKS

HOW TO IDENTIFY ATTACHMENTS IN THE DOCKET TEXT:

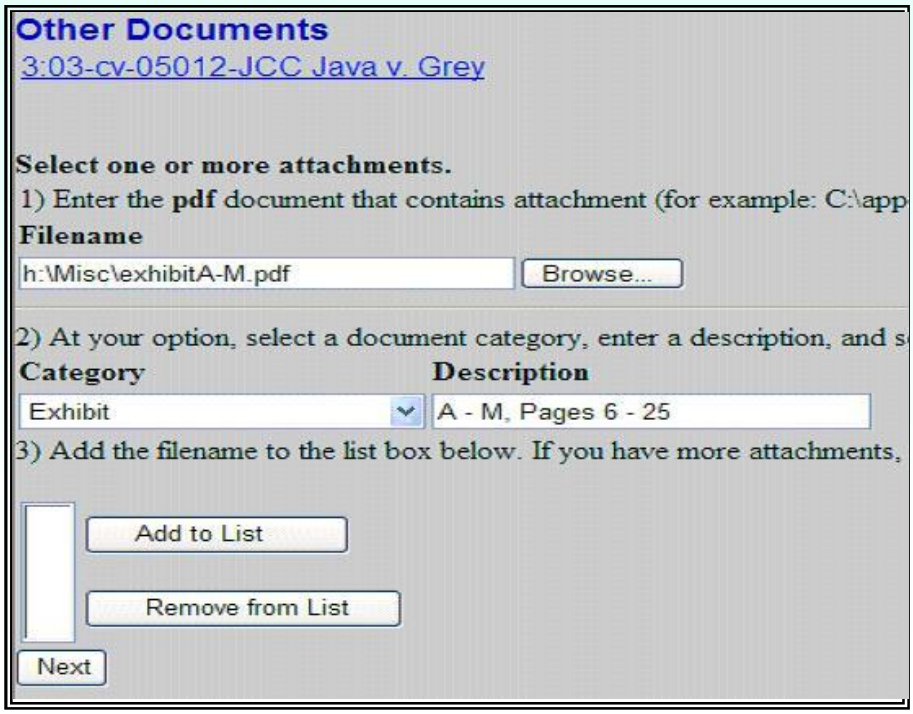
To assist Chambers in easily identifying your filing make sure you name your attachments.

There are two ways to identify an attachment:

1. Using the Category drop down box.
2. Using the Description box.

If your attachments are EXHIBITS, use BOTH boxes. Choose "Exhibit" in the drop down box, and name the exhibit in the description box.

It is acceptable to combine exhibits into one document, as long as it is under 5MB. If you choose to combine exhibits, be sure to name the series of exhibits. Example: A – M, Pages 6 – 25.

~See Example Below ~

Remember: Documents, including exhibits, shall be SEQUENTIALLY paginated in their entirety, with the page numbers appearing in the lower left margin of the document. For more information concerning pagination please refer to the amended Electronic Filing Procedures, available at the ECF Home Page.