

CM/ECF Newsletter

Volume 3, Issue 4

www.wawd.uscourts.gov



ECF Training

Q. What kind of ECF training does the Court offer?

A. We offer basic ECF training for external users. We can offer advanced or specific training to a group if requested. These trainings are both lecture and hands on training.

Q. Are all trainings held at the Seattle Court?

A. We also offer training at the Tacoma Courthouse and off site trainings if requested. The off site training may occur at a law firm that has a computer lab. We also require a minimum of 6 enrolled for off site training.

Q. Who should attend Training?

A. Attorney's and or their staff.

Q. Is training mandatory?

A. No the training is not mandatory

Q. What is the advantage to attending training?

A. Stress free filing. Training teaches you how to file your document in the ECF system. Training also allows you an opportunity to ask questions and concerns you might have before your documents are due. ECF training is approved by the WSBA and provides 2 CLE credits for attorney's.

Q. How often are training classes offered?

A. Twice a month. Usually on a Tuesday and Thursday. We offer a morning session and an afternoon session.

Q. How do I go about signing up for training?

A. Either send your request by e-mail or call the ECF Helpdesk.

The e-mail address is: cmecf@wawd.uscourts.gov

ECF Helpdesk: 1-866-323-9293 or 206-370-8440

Q. Do I need to bring anything with me?

A. Yes, bring a note pad and pen for taking notes. You will also need to bring picture ID to get into the building.

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Upcoming Training Sessions

In the Seattle Courthouse:

700 Stewart Street, Seattle

Date: October 25th 1:00pm – 3:00pm

Date: November 13th 10:00am – 12:00pm

In the Tacoma Courthouse:

1717 Pacific Avenue, Tacoma

Classes arranged on request



What kind of problems does the helpdesk handle?

The helpdesk receives calls concerning many different issues; Anything from how to sign up for E-Filing, to event filing problems, to serious technical issues. Although the helpdesk can't provide legal advise, we can help guide you in the correct direction by referring you to local rules or forwarding your call to the appropriate court staff. If you need a quick answer to a question or you need assistance while filing a pleading, the ECF team is available Monday through Friday, 8:00am to 5:00pm.

The ECF Help Desk can be contacted by calling 206-370-8440. We also accept questions sent by email. The Western District ECF email address is: cmecf@wawd.uscourts.gov

Electronic Case Filing (ECF)

Log-in to File or Search

- Log-in to ECF to electronically file your document.
- Log-in to PACER to search for previously filed documents.

Register for PACER

Register for Electronic Filing

- Access our registration form in PDF.
- Use **Forgotten Password** to reset your password.

Learn to use the ECF System

- Take an online tutorial
- E-mail to sign up for a training class
- Find answers in our online ECF User's Manual

What's New!

- Check out the newest enhancements to the ECF system

Tips for Filers

- How to File Sealed Documents
- Redacting Personal Information
- How to appear Pro Hac Vice
- For Mac and Safari users
- How do Sealed and Ex Parte-Sealed restrictions work?
- About PDF Headers

Resolve Technical Difficulties

Troubleshoot common problems:

- Poor System Performance
- Problems Logging In

ECF RESOURCES

- ECF Filing Procedures
- ECF User's Manual
- Civil Event Lists
- Criminal Event Lists
- ECF Newsletter
- Past Newsletters

Tips & Tricks

ECF Resources

The ECF helpdesk hours are Monday through Friday 8:00am to 5:00pm. So what if you are filing a pleading outside of those helpdesk hours? Where will you go to get help if something goes wrong or you have a question? The Western Washington District Court has numerous resources available to assist filers.

The Western Washington District Court website is an invaluable source of information. Once on the website, use the menu on the left-hand side of the page to navigate to the ECF Homepage. Once there you will find an abundance of helpful links. Below is a list of common links that filers have found useful:

[ECF Filing Procedures](#) - The official guidelines for Electronic Filing for the Western Washington District Court.

[ECF User Manual](#) - A helpful instructional manual to assist with navigating ECF.

[Event Lists](#) - Contains all civil and criminal events in ECF. The event lists will also inform you to which menu category the event is located.

[Tips](#) - Provides helpful advice about common e-filing questions.

[Online tutorial](#) - an interactive tutorial that guides you through some common e-filing procedures.

Visit our website at: www.wawd.uscourts.gov and then navigate to the ECF Homepage. Bookmark the page for future access.