

CM/ECF Newsletter



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INSIDE THIS ISSUE

Page One

Monitoring/Appearing in a Case

Page Two

Questions & Answers

Filing a *pro hac vice* application

Tips & Tricks

Can't Find a Filing Event?

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

Call 866-323-9293 to register

In the Seattle Courthouse:

700 Stewart Street, Seattle

Date: Thurs., Nov. 13th, 10am-12pm

Date: Tues., Dec. 2nd, 1-3 pm

Date: Thurs., Dec. 18th, 10 am-12 pm

Date: Tues., Jan 6th, 1-3 pm

Date: Thurs., Jan 29th, 10 am-12 pm

In the Tacoma Courthouse:

1717 Pacific Avenue, Tacoma

Date: Fri., Nov 14th, 10 am-12pm

Date: Fri., Dec. 5th, 1 pm-3 pm

Date: Fri., Dec. 19th, 10 am-12 pm

MONITORING/APPEARING IN A CASE

CM/ECF allows a user to monitor a case by receiving NEF notice without appearing in the case. The user will receive an NEF for each filing, but will not receive a free look at the pleading. You may add additional cases on the Maintain Your E-Mail page displayed below:

**HAPPY
THANKSGIVING!**

Email Information for Bugs Bunny

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

Additional Cases to Receive NEFs
The 'free look' does not apply when viewing documents in these cases.

2:08-cv-00020-JCC-MAT - Thomas v. Vail et al

Enter case number and click

If you wish to file an appearance in a case that is being monitored, we recommend that you remove the case from the Additional Cases list (for both Primary and Additional e-mail addresses) before filing the appearance and adding the attorney to the case.

Email Information for Bugs Bunny

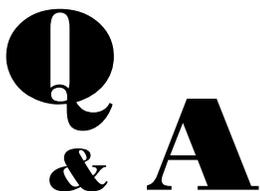
Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options	
eileen_sierba@wawd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Additional Cases

Additional Cases to Receive NEFs
The 'free look' does not apply when viewing documents in these cases.

2:08-cv-00020 Thomas v. Vail et al

Select case from list and click

If you don't remove the case from this list before filing an appearance, NEF notice may not work properly.



How do I file a *pro hac vice* application and pay the \$150 filing fee?

Consistent with the court's existing [mandatory electronic filing policy](#) as well as efficiencies made by e-filing, *pro hac vice* applications should be filed using CM/ECF.

Applications received at the intake window or by mail will not be processed.

Please visit the [pro hac vice application webpage](#) for more information on how to e-file the application.

The \$150 fee must be paid by credit card through pay.gov while filing the *pro hac vice* application.

Both the [pro hac vice application](#) and the [ECF registration form](#) are available on the court's website.

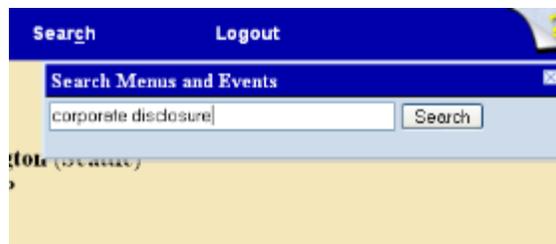
TIPS & TRICKS

CAN'T FIND A FILING EVENT????

Have you ever attempted to file a pleading, but were stymied because you couldn't find the filing event you wanted to use?

CM/ECF now includes a SEARCH function, located in the blue bar at the top of the page, which simplifies the process.

Simply type in the event you are looking for...



click on search...and voila...



the event appears.

REMINDERS

- ✓ If you have been on vacation and are not sure you have received all of your NEFs, log on to Pacer and run a **“Docket Activity Report”** to check on filing activity for the period of time you were away.
- ✓ Use the **“Written Opinions Report”** in CM/ECF to view orders at no cost.
- ✓ Use **“Mailing Information for a Case”** in CM/ECF to find out which attorneys and/or parties are receiving electronic notice and which need to be served with paper copies.
- ✓ Use the **“Search”** feature to find menu items and/or filing events within CM/ECF.