

CM/ECF Newsletter



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INSIDE THIS ISSUE

Page One

Attorney Case Opening

Page Two

Questions & Answers

Client Codes and ECF/PACER

Tips & Tricks

Filing a Redacted Document

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: Tuesday, 10/13/09, 1-3 pm

Date: Thursday, 10/29/09, 10am-12pm

Date: Thursday, 11/12/09, 10am-12pm

Date: Tuesday, 11/24/09, 1-3pm

In the Tacoma Courthouse:

1717 Pacific Avenue, Tacoma

Classes arranged on request

ATTORNEY CASE OPENING

Beginning in early October, attorneys and their staff will be able to open civil cases and pay the filing fee online in the Western District of Washington. Attorney Case Opening may become mandatory in early 2010. **Please check the Court's website for up-to-date information regarding this project.**

NOTICE RE FILING FEE PAYMENTS

If you e-mail a new case to the court, please call the Clerk's Office to arrange for payment of the filing fee rather than waiting for Clerk's Office staff to call you.

HAVING PROBLEMS VIEWING PDF DOCUMENTS?

Have you ever clicked on a document link and ended up with a blank document or only the first page of the document?

This error occurs occasionally when viewing scanned PDF documents with PDF headers turned off.

The solution is to always display PDF headers when viewing documents.

This can be accomplished by checking the appropriate box when running a docket report:

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal
- Create Appendix

or by defaulting your account to display PDF headers. Select **Utilities>>Maintain Your Account>>Check the Add Headers to PDF Documents** box:

- Add Headers to PDF Documents

After making the change, be sure to click Submit on two successive screens. If the box is already checked but PDF headers are not displaying, uncheck the box and submit the change. Then go back in, check the box and submit again. For detailed instructions, please visit the ECF page on the Court's website.

This problem is scheduled to be corrected in the next CM/ECF upgrade (sometime next year).

If you experience this problem, or have any other problems viewing PDF documents, please call the help desk at 866-323-9293.



QUESTION:

Do I need to enter a client code when logging in to ECF or PACER?

ANSWER: **NO**, but it may be beneficial for PACER users.

Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

The client code field is intended for entry of your firm's internal client code.

If you are logging in to ECF to file pleadings you should not enter a client code. Entering a client code will prevent you from successfully logging in to ECF.

If you are logging in to PACER to view documents, the client code field is optional. However, the benefit of entering your firm's internal client code is that, when you receive your bill from PACER, each charge will be associated with your internal client code.

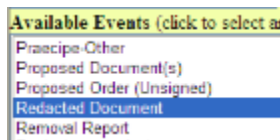
TIPS & TRICKS

FILING A REDACTED DOCUMENT

Occasionally, a filer will file a pleading or exhibit and forget to redact personal data identifiers as specified in CR5.2. If this occurs, the ECF Team recommends calling the help desk before attempting to correct this filing error.

If you choose to file a redacted version of a previously filed document without contacting the help desk, please use the following instructions as a guide.

Select the **Redacted Document** filing event from the **Other Documents** menu. Please do not select the same filing event that you used to file the unredacted version of the pleading.



Relate the filing back to the previously filed, unredacted document.

If you wish to have the unredacted document sealed immediately, please call the help desk. If you do not call to request that the document be sealed immediately, it will not be sealed until the next business day as part of our QC process.

HOW DO I RENOTE A MOTION?

The filing event **Notice of Motion Re-Noted**, is designed to allow a filer to re-note a previously filed motion. You must file a pleading when using this event.

- Under **Other Filings**, select **Notices>>Notice of Motion Re-Noted**.
- Attach your re-note pleading
- You will be prompted to enter the new noting date and select the pending motion to be re-noted.
- After committing the transaction, the motion will appear on the judge's motion calendar with the new noting date.