

Honorable Richard A. Jones

ALTERATIONS TO ELECTRONIC FILING PROCEDURES

Counsel are required to electronically file all documents with the Court. Pro se litigants may file either electronically or in paper form. Information and procedures for electronic filing can be found on the Western District of Washington's website at <http://www.wawd.uscourts.gov/attorneys/cmecf>.

The following alterations to the electronic filing procedures apply in all cases pending before Judge Jones:

1. Section III, Paragraph F: When the aggregate submittal to the Court (*i.e.*, the motion, any declarations and exhibits, the proposed order, and the certificate of service) runs close to or exceeds **50 pages** in length, a paper copy of the documents (with tabs or other organizing aids as necessary) shall be delivered to the Clerk's Office no later than 10:30 a.m. the morning after filing. The chambers copy must be clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers." **The parties are required to print all courtesy copies from CM/ECF using the "Include headers when displaying PDF documents" feature under "Document Options."** This requirement applies also to pleadings filed under seal.

2. Section III, Paragraph L: The parties need not file or email a copy of the proposed order to the judge's orders email address except when the proposed order is stipulated, agreed, or otherwise uncontested, or on motions for injunctive relief.

3. Searchable PDFs: Motions, oppositions and replies filed electronically must be submitted in PDF format to permit text searches and to facilitate transmission and retrieval. Before these documents are electronically filed, the CM/ECF User shall convert the documents to PDF format. These documents may not be scanned.