

# CIVIL CASE OPENING CHECKLIST

## Before you file:

- If Emergency case opening, review the instructions on the [Emergency Filings](#) page.
- Review the [Attorney's Guide to Opening a Civil Case](#).
- Assemble and prepare your documents:
  - All documents are [properly signed](#) (section III.L) by all required parties.
  - All documents are converted to PDF and compliant with [technical requirements \(section II\)](#).
- Ready your [payment method](#).

## Documents required to file:

- Initiating Document.
- Civil Cover Sheet.

## Documents needed if applicable:

- Motion to Proceed In Forma Pauperis with Written Consent (IFP).
- Summons.
- Trademark, Patent and/or Copyright Reports if filing this type of case.

## Open your case:

- Create civil case via **Civil >Attorney Case Opening**.
- Enter statistical data from the Civil Cover Sheet.
- Enter all parties (see [Attorney's Guide to Opening a Civil Case](#): Section VI).
  - Select correct party roles.
  - Enter all party text.
  - Enter all party aliases.
  - Enter all co-attorneys (filing attorney does not need to be added at this time).
- Document case number generated by system.

## File your documents:

- Ensure correct case number is entered.
- Upload initiating document and corresponding attachments.
- Pay filing fee.

**Note:** Do not use the browser back button at this point. If you have any issues with your filing after this point, contact the Clerk's Office via the below contact.

- Return to CM/ECF to complete filing.
- Submit Final Docket Text.

**Note:** Your filing is only complete when you see the Notice of Electronic Filing as the final screen.

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## Follow-up filings:

- Corporate Disclosure Statement.
  - Must be filed by any nongovernmental party, other than an individual or sole proprietorship ([see LCR 7.1](#)).

## Contacts:

Attorney Case Opening

8:00 AM to 5:00 PM Monday-Friday:

(206) 370-8787

ECF Helpdesk

8:00 AM to 5:00 PM Monday-Friday:

[cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)

(206) 370-8440 (choose option 2) or

(866) 323-9293 (toll free) (choose option 2)