

# EXTERNAL USER REGISTRATION MANUAL: SPECIAL MAILING GROUP

## CONTENTS

I. Special Mailing Group (SMG) Account.....	1
II. Registration Requirements .....	1
III. How to Register.....	2
1. Registration Overview.....	2
2. Request for Non-Attorney Filers access.....	2
IV. How to Add Cases to Follow .....	3
V. How to Change Your Address or Email .....	4
VI. Additional Resources .....	4

# EXTERNAL USER REGISTRATION MANUAL: SPECIAL MAILING GROUP

## I. Special Mailing Group (SMG) Account

Individuals can register to receive electronic notification of filings in ongoing cases (with certain restrictions) in this Court.

- In addition to standard PACER functionality, this account will only allow:
  - Email address maintenance.
  - Addition and/or removal of case numbers to receive email notifications of filings. (See [How to Add Cases to Follow](#))
  - Access/save/print functionality for newly filed documents via the Notice of Electronic Filing (NEF) (PACER fees apply).
- This account will NOT allow:
  - E-filing in any case.
  - Viewing documents in the following instances:
    - Documents restricted to case participants and/or public terminals, e.g. documents in Social Security and immigration cases.
    - Documents filed in sealed cases.
    - Paper or physical materials filed with the Clerk.
    - Documents filed under seal.

The SMG account is offered as a service and a convenience. The Court cannot guarantee *anything* regarding the SMG account. This includes but is not limited to: deletion of the SMG account, failure of delivery, timeliness or accuracy of emails, activity docketed late, or activity not in the CM/ECF system.

The Court reserves the right to remove or alter in any way the SMG program and/or the SMG registrant's CM/ECF account.

## II. Registration Requirements

- A [PACER](#) account is required to register for an SMG account.

# EXTERNAL USER REGISTRATION MANUAL: SPECIAL MAILING GROUP

## III. How to Register

### 1. Registration Overview

As previously stated, a PACER account is required to register for an SMG account. To register for a **PACER – Case Search Only** account, see [How to Register for a PACER account \(attorney and non-attorney\)](#). If a PACER account already exists, ensure the account is an Upgraded Account (see [Verify Legacy or Upgraded Account](#)).

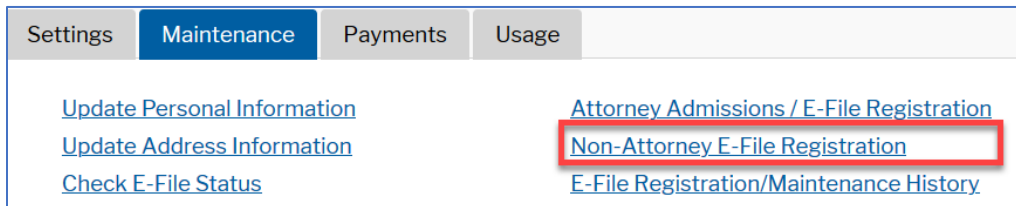
Once the above is completed, a [Request for Non-Attorney Filers access](#) must be submitted via PACER.

### 2. Request for Non-Attorney Filers access

- a. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
- b. Enter your current PACER **Username** and **Password**.

**Note:** If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password?** Or **Forgot Username?**

- c. Select the **Maintenance > Non-Attorney E-File Registration**.



- d. For **Court Type** select **U.S. District Courts**.
- e. For **Court** select **Washington Western District Court**.
  - i. If **Washington Western District Court** is not an option, it means the account is already registered in this Court and you should skip to [How to Add Cases to Follow](#).
- f. Review the Local Court Rules and Directions.
- g. Under **Name** select the e-filing acknowledgement.
- h. For **Firm/Office** enter **SMG**.
- i. Verify/Enter your address.
- j. Verify/Enter your phone number.
- k. Skip the **Additional Filer Information** field.
- l. Verify/Update all required fields (\*) in the **Delivery Method and Formatting** section, then select **Next**.

**Note:** The email address entered here is where all Notices of Electronic Filing will be sent.

# EXTERNAL USER REGISTRATION MANUAL: SPECIAL MAILING GROUP

- m. Select/Enter payment information. If registering without a credit card, leave all fields blank and select **Next**.
  - i. A payment method is not required to complete registration, but the ability to view documents is unavailable until a payment method is added to the account.
- n. Review and confirm your agreement to abide by the local Court policies and procedures.
- o. Review and confirm your agreement to abide by the **E-filing Terms of Use**.
- p. Select **Submit**.
- q. The SMG registration request is sent to the Court for review.

**Note:** Registration is not complete until receipt of a confirmation email from the Court.
- r. The Court sends a confirmation email once the registration process is complete.
- s. Once the confirmation email is received, SMG access is available in [CM/ECF](#).

## IV. How to Add Cases to Follow

- 1. Log into [CM/ECF](#) using your PACER credentials.
- 2. Select **Utilities > Maintain Your E-Mail**.
- 3. Select the primary email address.
- 4. Under **Case-specific options**, enter a case number in **Add additional cases for noticing** and select **Find This Case**.

**Note:** More than one case can be added at a time, separate the case numbers with commas, e.g., "09-9555,06-7878,01-1234". Please note the case numbering format is always: YY-NNNNN (such as 05-12345).
- 5. Select **Add case(s)**.
- 6. The system then adds the case number to **These cases will send notice per filing**.

**Note:** To confirm which cases NEFs will be sent to you, select **Show all cases for this e-mail address**.
- 7. Once all cases are added, select **Submit all changes**.
- 8. A confirmation screen appears. To confirm that the cases were added to the list, select **View/Hide case list**.

# EXTERNAL USER REGISTRATION MANUAL: SPECIAL MAILING GROUP

## V. How to Change Your Address or Email

To update addresses or email on a Special Mailing Group account, send an email to [cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov) and include:

- Name on the account.
- The previous address/email on the account.
- The new address/email to add to the account.

Once the information is updated in the system, a confirmation email is sent.

**Note:** Requests to change addresses or primary emails via PACER will not be received by the Court and the information will not be updated.

## VI. Additional Resources

For additional resources on how to maintain primary and secondary email addresses, review the [E-Filing Account FAQs](#) on the Court's website.