

# CM/ECF Newsletter



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## Training Classes

### In the Seattle Courthouse: 700 Stewart Street, Seattle

Dates:

Wednesday, July 25<sup>th</sup> 2012  
Tuesday, August 7<sup>th</sup>, 2012

### In the Tacoma Courthouse: 1717 Pacific Avenue, Tacoma Classes arranged on request

Need help with electronic  
filing, or to register for a  
training class?

Contact the ECF Support Team

Phone: 1-866-323-9293 (Toll Free)  
OR 1-206-370-8440 (Seattle Area)

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

## CM/ECF UPGRADE TO VERSION 5

The Western District of Washington has upgraded to CM/ECF Version 5 on July 2, 2012. This upgrade brings new security features for all users, and features to assist users with e-filing. All of our instructional materials have been updated to include these features. Visit the [Electronic Case Filing](#) page on our website to access updated versions of these materials. The following are notable features that have been implemented in Version 5.

### NEW CM/ECF PASSWORD REQUIREMENTS

The first thing filers will notice with the new version of CM/ECF is the pop-up message when logging in with your current ECF password.

The new password requirements are:

- At least 8 characters
- Both upper and lower case alphabetic characters
- At least one digit or special character (for example 0-9, @, #, \$, %, \*, +)

Click on the hyperlink (the word “here”) in the message to access your ECF “More User Information” page where you can change your password to meet the new requirements.

\*\*\*Notice\*\*\*

The requirements for CM/ECF passwords have changed. To set a password that meets the new standards, please click [here](#).

### Forgot your current ECF password?

- Visit [Forgotten Password](#), enter in your login ID and receive an e-mail with instructions to create a new password.

### Forgot your Login ID?

- Contact the ECF Support Team 206-370-8440 or 866-323-9293 OR e-mail: [cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)

# PROPOSED LOCAL RULE CHANGES

(NOTE: Comment period has expired.)

The Court invites you to review and comment on proposed amendments to the Local Civil Rules and Local Criminal Rules. (NOTE: The comment period has expired.)

- The changes to the Local Criminal Rules are numerical only to reflect the incorporation of the General Rules into the Local Civil Rules.
- The Court also invites you to review and comment on the proposed **Model Protocol for Discovery of Electronically Stored Information in Civil Litigation**, (which the Court developed in partnership with the Federal Bar Association. Parties may choose to adopt the Model Protocol in accordance with proposed Local Civil Rule 26(f).
- Comment may be sent via e-mail to: [localrules@wawd.uscourts.gov](mailto:localrules@wawd.uscourts.gov).
- Comments must be received no later than **5:00 p.m. on September 28, 2012**. Approved changes to the local rules will go into effect on **December 1st, 2012**.

## UPDATES TO COURT'S ADR WEB PAGE

The Court's **Alternative Dispute Resolution** page has been updated. Changes include:

- An online format for current Local Civil Rule 39.1 attorney neutrals.
- A new electronic certification/recertification application that replaces the former mail-in application.
- The application is now completed and submitted through the court's Case Management, Electronic Case Filing system (CM/ECF) and sent electronically for review to the Western District Federal Bar Association and the Court.
- Attorney neutrals can also update their profiles through CM/ECF.

For details, please visit the [Alternative Dispute Resolution](#) page.

# CIVIL CASE OPENING REMINDERS

## Emergency Matters

### Open a Civil Case

Will your initial filing include a Temporary Restraining Order, or a Motion for Vessel Arrest, or any other emergency motion requiring immediate action by the court?

- YES  
 NO

Next Clear

When an initial filing includes a Temporary Restraining Order, Vessel Arrest, or any other emergency motion, **please post your emergency documents...**

### Open a Civil Case

You **MUST** call the Clerks Office immediately after posting the Emergency Motion/Temporary Restraining Order (During regular business hours).

Clerks Office 206-370-8400 then select 0

Next Clear

...and then call the Clerk's Office to inform us of the filing.

## Filling out the Summons form

- DO NOT fill in a date on the bottom portion of the summons form. This will be completed by the Clerk's Office when the summons is issued.

CLERK OF COURT

Date: 

\_\_\_\_\_  
Signature of Clerk or Deputy Clerk