

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

In Re:

PROVISIONS FOR ELECTRONIC  
CASE FILING

REVISED GENERAL ORDER

Federal Rules of Civil Procedure 5(e) and 83, and Federal Rules of Criminal Procedure 49(d) authorize this court to establish practices and procedures for the filing, signing, and verification of pleadings and papers by electronic means, and therefore,

**IT IS ORDERED that:**

1. The docketing and case management system for the Western District of Washington shall be the judiciary's Case Management and Electronic Case Files (CM/ECF) Program. In conjunction with CM/ECF, the official record of the court shall be the electronic file maintained on the court's servers
2. The Clerk of Court is directed to develop electronic filing procedures to implement the district's CM/ECF program.
3. The electronic filing of a pleading or other paper in accordance with the court's electronic filing procedures shall constitute entry of that pleading or other paper on the docket kept by the Clerk of Court pursuant to Federal Rules of Civil Procedure 58 and 79, and Federal Rules of Criminal Procedure 49 and 55.
4. The electronic filing of a petition, pleading, motion, or other paper by a registered participant or an authorized user of the participant's login and password shall constitute the signature of that participant under Federal Rule of Civil Procedure 11.
5. The court shall enter all orders, decrees, judgments, and proceedings of the court in accordance with the electronic filing procedures, which shall constitute entry of the order, decree, judgment, or proceeding on the docket kept by the Clerk of Court.
6. Participation in the CM/ECF system by registration and receipt of a login and password from the Clerk of Court shall constitute consent to the electronic service of pleadings and other papers pursuant to the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

7. Registration in the CM/ECF system for the purpose of electronic service of pleadings and other papers shall be mandatory as of May 1, 2004.
8. Electronic filing through CM/ECF shall be mandatory for all counsel as of June 1, 2004. If an attorney is not able to file electronically after June 1, 2004, counsel must show good cause in each case to file and serve pleadings in a traditional manner. Counsel who succeed in showing cause will be required to include with paper filings a disk or CD-ROM containing a portable document format (.pdf) of all papers filed with the court.
9. Attorneys filing pro hac vice shall have ten days after their Notice of Appearance in which to register for electronic filing.
10. When documents that exceed 100 pages in length are filed electronically: A paper copy of the document shall be delivered to the Clerk's Office for chambers. The copy for chambers shall be clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers."

*A "document" in the context of this section refers to the aggregate submittal to the court, not to each individual paper within it. For example, if a motion is filed with related paperwork, declarations, etc., then if all of these papers counted together total more than 100 pages, the filing should be considered a "voluminous document."*

When documents that exceed 100 pages in length are filed in paper form (i.e., prior to June 1, 2004, when electronic filing is mandatory and paper filings are no longer allowed): Counsel shall provide an electronic .pdf version of the document on a disk at the time of filing. If the .pdf file is more than two megabytes in size, it must be separated into two-megabyte segments. Each .pdf file shall be clearly labeled to identify the sequence of documents to be filed. No additional courtesy copy for chambers is required. The original paper filing will be routed to chambers as its courtesy copy.

12. In order to preserve the integrity of the court record, attorneys wishing to insert hyperlinks in court filings shall continue to use the traditional citation method for the cited authority, in addition to the hyperlink. A hyperlink contained in a filing is no more than a convenient mechanism for accessing material cited in the document. A hyperlink reference is extraneous to any filed document and is not part of the court's record.
13. The original of this order shall be posted on the court's website and maintained conventionally with the Clerk of Court.

Dated this 1st day of April, 2004.

A handwritten signature in black ink, appearing to read 'J.C. Coughenour', written over a horizontal line.

HON. JOHN C. COUGHENOUR  
Chief Judge, U.S. District Court  
Western District of Washington