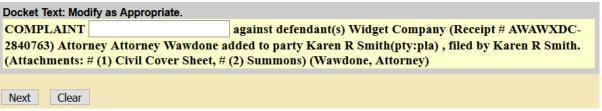


# Attorney's Guide to Opening a Civil Case: Complete Case Opening

After completing the payment process at Pay.gov, you are redirected back to CM/ECF to finish opening your case.

 If asked if the complaint includes a Jury Demand, respond Yes or No dependent on whether the complaint caption meets the requirements laid out in <u>LCR 38</u>, then select Next.



- 2. You are now given the opportunity to add additional details to your docket text if desired. This is not a requirement.
- 3. Select **Next** to display the final text as it will appear on the docket.



**Note:** If the docket text is incorrect, *do not use the browser back button*. Instead, select **Next** and then call <u>ECF Support</u> to correct any errors.

4. Select **Next** to open your case.

## 7.6 Notice of Electronic Filing

The **Notice of Electronic Filing** screen is displayed once you have completed the case opening. This screen confirms:

who has been electronically notified of your new case,



# Attorney's Guide to Opening a Civil Case: Complete Case Opening

- who was not electronically notified of your new case and should be served by traditional means, and;
- that your documents have been filed.

### Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 1/10/2020 at 4:28 PM PST and filed on 1/10/2020

Case Name: Smith v. Widget Company

 Case Number:
 2:19-cv-00001

 Filer:
 Karen R Smith

Document Number: 1

#### Docket Text:

COMPLAINT against defendant(s) Widget Company (Receipt # AWAWXDC-2840763) Attorney Attorney Wawdone added to party Karen R Smith(pty:pla), filed by Karen R Smith. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Wawdone, Attorney)

#### 2:19-cv-00059 Notice has been electronically mailed to:

Attorney Wawdone userwawdatty01@gmail.com

#### 2:19-cv-00059 Notice will not be electronically mailed to:

Janet L. Smith KEESAL, YOUNG & LOGAN 1301 5TH AVE STE 1515 SEATTLE, WA 98101



If this is an emergency matter, follow <u>emergency filing steps</u> and contact the Clerk's Office.