

# **ATTORNEY'S** GUIDE TO **OPENING A CIVIL CASE**

---

COMPLETING THE PROCESS

---



# JURY DEMAND

After completing the payment process at Pay.gov (if required), you will finish opening your case in ECF.

If you are filing a Complaint or Petition (Other), you will see the following message:

**Does this complaint include a jury demand?**

YES

NO

Select **YES** only if your demand for jury:

- ✓ Follows the local rules, **and**
- ✓ The words "Jury Demand" are included on the face of the Complaint, or a jury demand has been previously requested in the State court.

Click **NEXT** to continue.



# OPEN YOUR CASE

On the next screen, you may describe your filing in further detail by entering text in the box highlighted in **RED** below. This field is **not** mandatory and may be left blank.

Click **NEXT** to display the final text as it will appear on the docket.

Docket Text: Modify as Appropriate.

COMPLAINT **for damages** against defendant(s) John Q Public (Receipt # 0981-1111111), Attorney Test Attorney added to party Widget Company(pty:pla), filed by Widget Company. (Attachments: #(1) Civil Cover Sheet, #(2) Summons, #(3) Summons)(Attorney, Test)

Docket Text: Final Text

COMPLAINT *for damages* against defendant(s) John Q Public (Receipt # 0981-1111111), Attorney Test Attorney added to party Widget Company(pty:pla), filed by Widget Company. (Attachments: #(1) Civil Cover Sheet, #(2) Summons, #(3) Summons)(Attorney, Test)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

*Source Document Path (for confirmation only):*

C:\Users\TestAttorney\Documents\Filings\WidgetCase\Complaint.pdf pages: 1  
C:\Users\TestAttorney\Documents\Filings\WidgetCase\Civil Cover Sheet.pdf pages: 1  
C:\Users\TestAttorney\Documents\Filings\WidgetCase\Summons\_1.pdf pages: 1  
C:\Users\TestAttorney\Documents\Filings\WidgetCase\Summons\_2.pdf pages: 1

Click **NEXT** again to open your case.



# NOTICE OF ELECTRONIC FILING

When your case is opened, you will see the **NOTICE OF ELECTRONIC FILING** screen.

This screen confirms:

1. who has been electronically notified of your new case, and
2. that your documents have been filed.

U.S. District Court  
United States District Court for the Western District of Washington

**Notice of Electronic Filing**

The following transaction was entered by Attorney, Test on 6/22/2015 at 3:02 PM PDT and filed on 6/22/2015

Case Name: Widget Company v. Public  
Case Number: [2:15-cv-00744](#)  
Filer: Widget Company  
Document Number: [1](#)

**Docket Text:**  
**COMPLAINT for damages against defendant(s) John Q Public (Receipt # 0981-1111111), Attorney Test Attorney added to party Widget Company(pty:pla), filed by Widget Company. (Attachments: #(1) Civil Cover Sheet, #(2) Summons, #(3) Summons)(Attorney, Test)**

2:15-cv-00722 Notice has been electronically mailed to:

Test Attorney test.attorney@test.com  
Test2 Attorney test2.attorney@test.com

2:15-cv-00722 Notice will not be electronically mailed to:

The following document(s) are associated with this transaction:

Document description:Main Document



# EMERGENCY MATTERS

During the case opening process, the ECF system will ask if your initial filing includes a Temporary Restraining Order, Motion for Vessel Arrest, or any other emergency motion requiring immediate action by the court.

**IF THIS IS AN EMERGENCY MATTER**, follow these steps:

1. Open the case
2. File your emergency documents
3. Have your case number ready
4. Immediately call the appropriate Clerk's Office:  
**Seattle:** (206) 370-8400 option 0    **Tacoma:** (253) 882-3800
  - The Clerk's Office will assign a judge to your case and notify him/her of the emergency
5. To ensure that your case receives the immediate attention it needs, please file prior to 4:30PM (or as early in the day as possible)

