



## 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.

1. 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 [LCR 38](#), then select **Next**.

Docket Text: Modify as Appropriate.

**COMPLAINT** [redacted] 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)

Next

Clear

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.

Docket Text: Final 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)

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

Have you redacted?

Source Document Path (for confirmation only):

C:\fakepath\Complaint.pdf pages: 1

C:\fakepath\CCS.pdf pages: 2

C:\fakepath\Summons.pdf pages: 1

Next

Clear

**Note:** If the docket text is incorrect, *do not use the browser back button*. Instead, select **Next** and then call [ECF Support](#) 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,



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- 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 [emergency filing steps](#) and contact the Clerk's Office.