WESTERN DISTRICT OF WASHINGTON: ATTORNEY NOTICE OF REMOVAL GUIDE

United States District Court

Western District of Washington

Attorney's Guide:

Opening a Notice of Removal Civil Case

WESTERN DISTRICT OF WASHINGTON: ATTORNEY NOTICE OF REMOVAL GUIDE

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I. Introduction

Use this guide to assist you in electronically opening a case that you wish to remove from state court using this Court's Case Management/Electronic Case Filing (CM/ECF) system.

II. Electronic Filing Support

For assistance with specific rules and guidance for electronic filing at this Court, review the following documentation:

- ECF User Manual
- CM/ECF Filing Procedures
- Chambers Procedures
- Local Civil and Criminal Rules and General Orders
- Federal Rules of Civil Procedure

If you run into any issues throughout this process, you can contact the following:

Technical Assistance:

ECF Support
Available between the hours of 8:00 AM and 5:00 PM PT, Monday through Friday.
Local: 206-370-8440, option 2
Toll free: 1-866-323-9293 (1-866-ECF-WAWD), option 2
Email: cmecf@wawd.uscourts.gov

Case Opening Process Assistance:

Attorney Case Opening Help Desk
Available between the hours of 8:00 AM and 5:00 PM PT, Monday through Friday.
Phone: 206-370-8787

III. Getting Started

3.1 Prepare your Documents

Ensure that all attorneys who plan to appear in the case have properly signed the Notice of Removal and that you follow all filing requirements, including format and size restrictions (see CM/ECF FAQs: Technical page and How to Prepare Your PDF). See our Local Civil Rules and the ECF Filing Procedures (PDF) on the Court's website for further guidance.

3.2 Required Documents

- ❒ Notice of Removal with certificate of service.
- ❒ Operative state court complaint.
- ❒ State court jury demand, if applicable.
- ❒ Civil Cover Sheet.
- ❒ Verification of State Court Records.

See LCR 101(b) for more information on the required documents.

3.3 Other Possible Attachments

Other possible attachments to your Notice of Removal include:

- ❒ Report on Filing or Determination of an Action Regarding a Patent or Trademark (patent or trademark cases).
- ❒ Report on Filing or Determination of an Action or Appeal Regarding a Copyright (copyright cases).

Note: You can find these forms on the Court Forms page.

IV. Filing Fee

4.1 Fee Requirements

For information about filing fees in this Court, review the **Fee Schedule** on the Paying Fees page. You must pay the filing fee through PACER using one of the following options:

- ❒ Bank account (ACH): Similar to an online check; the funds are withdrawn from your bank account.
- ❒ Debit/credit card.

Note: Have your card/banking information ready. The system prompts you for payment during the case opening process.

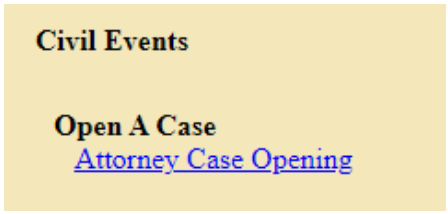
V. Initiate Your Civil Case

Ensure that your Notice of Removal and its attachment(s) are ready to file prior to opening your case (see Sections 3.2 and 3.3). You must convert all documents to PDF and save them for easy retrieval. See How to Prepare Your PDF.

5.1 Enter Case Information

Have the Civil Cover Sheet and state court documents available to refer to during this process.

1. After logging into CM/ECF, select **Civil** > **Open A Case** > **Attorney Case Opening**.



2. The next screen provides information on how to find help throughout the filing process. Click **Next** to begin opening the case.
3. Select the office in which you are filing the case and enter the name and case number of the state court case. Use Table A as a reference.
    a. If you need to start over on this page, click **Clear** to erase all of your entries.

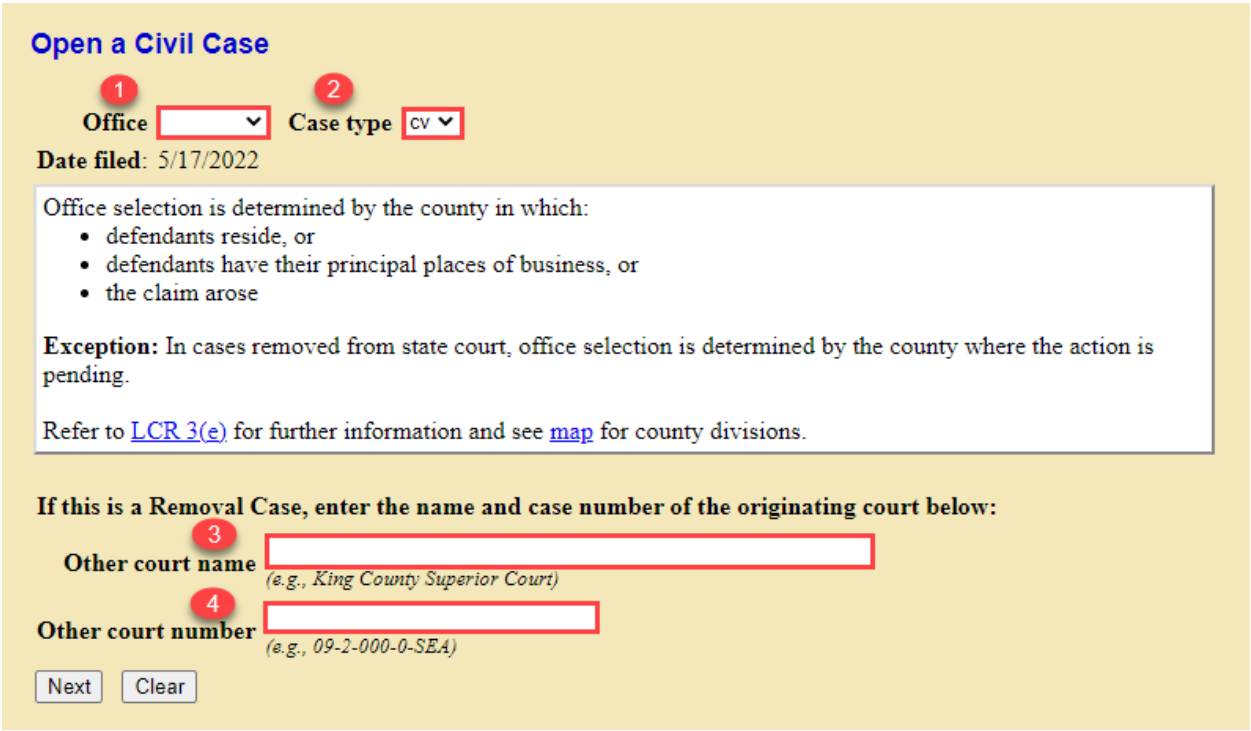


TABLE A		
	Field	**Description**
❶	**Office**	Select either **Seattle** or **Tacoma**. For removal cases, the correct office is determined by the county in which the state court action is pending. See our Local Civil Rules for specifics.
❷	**Case type**	Do not change this field (leave set to **cv** for civil case).
❸	**Other court name**	Name of the state court, e.g., King County Superior Court.
❹	**Other court number**	State court case number. **Note:** If a case number has not yet been assigned in the state court, enter "CASE NUMBER NOT ASSIGNED."

4. Once you've selected/entered all information, click **Next**.

5.2 Enter Statistical Case Data

1. Select the statistical case data (refer to the Civil Cover Sheet if necessary). Use Table B as a reference. If you need to start over on this page, click **Clear** to erase all of your entries.

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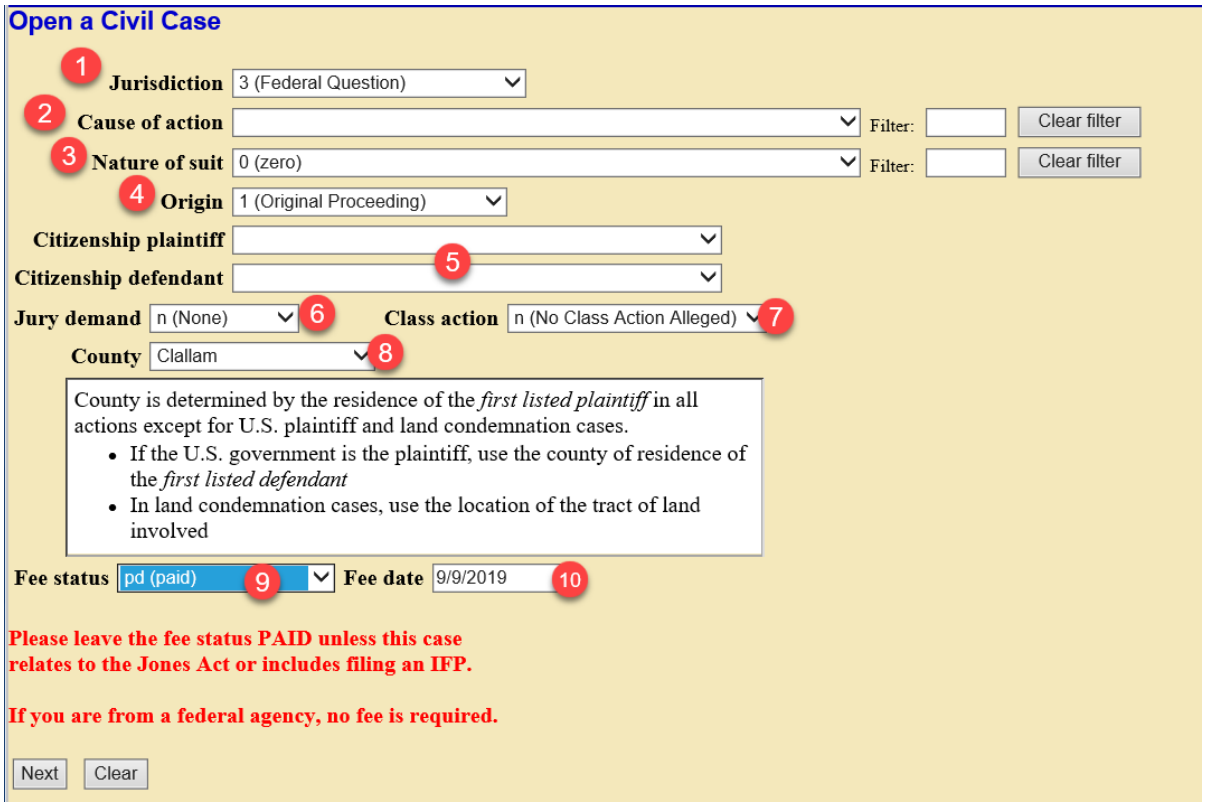


TABLE B

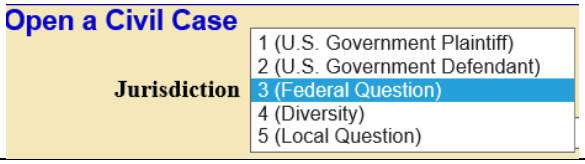
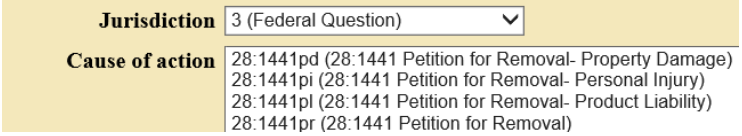
	Field	Description
1	**Jurisdiction**	Select the case jurisdiction. If more than one jurisdiction code applies, the preference should be in the numerical order listed (i.e., U.S. Government Plaintiff as highest priority and Local Question as lowest). 
2	**Cause of action**	Select the cause of action. For Notices of Removal, the cause of action should include "Notice of Removal" or "Petition for Removal" in the description text: e.g. **28:1441, 1442, 1444**, or **1446** with the exception of cases brought under the Telephone Consumer Protection Act, which must use 47:227 as the cause of action**.** If your specific cause of action is not listed, you may use a more generic one (e.g., Notice of Removal). 

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TABLE B

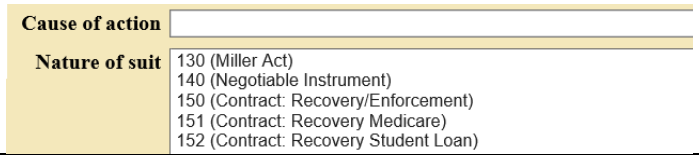
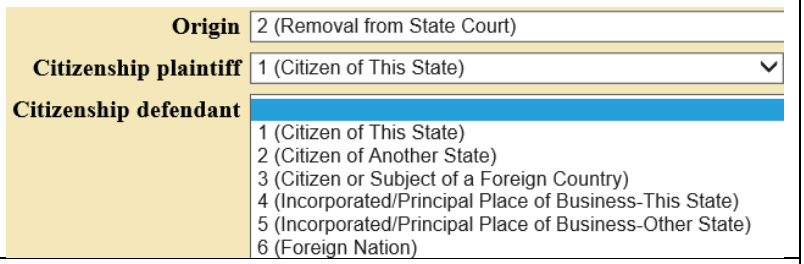
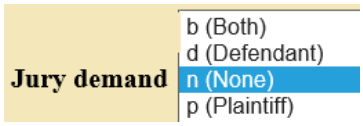
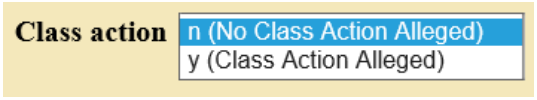
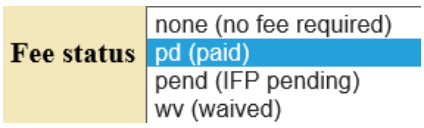
	Field	Description
❸	**Nature of suit**	Select the nature of suit. 
❹	**Origin**	For Notices of Removal, always select Origin **2 (Removal from State Court)**.
❺	**Citizenship plaintiff and Citizenship defendant**	These fields are only used if you selected **(4) Diversity** as the Jurisdiction. See LCR 8. Otherwise, leave these fields blank. 
❻	**Jury Demand**	Only select an option in this field if any party made a jury demand in the state court. Select which party(ies) made the demand. If there is no state court jury demand and you wish to request a jury trial in this Court, you are required to file a jury demand that is compliant with LCR 38 or file a separate, standalone jury demand. 
❼	**Class action**	Select whether class action is alleged. 
❽	**County**	Select the county wherein the *Plaintiff* resides, or where *Plaintiff's place of business* is located.
❾	**Fee status**	This field defaults to **pd (paid)**. Leave as paid, unless you are: • a US Attorney: **none (no fee required)** • filing the case in forma pauperis: **pend (IFP pending)** • filing a Jones Act case: **wv (waived)** 

TABLE B		
	Field	**Description**
⑩	**Fee date**	This field populates automatically and should not be altered.

2. When you finish entering your case information, click **Next**.
3. On the following screen, click **Next** to continue.

5.3 Emergency Matters

CM/ECF asks if your initial filing includes a Temporary Restraining Order, Motion for Vessel Arrest, or any other emergency motion requiring immediate action by the court. For questions and instructions on how to file emergency matters, see the Emergency Filings page.

1. If you answer **Yes**, the next screen provides further instructions.
2. You must contact the appropriate Clerk's Office (during regular business hours) *after* posting the **Motion for Temporary Restraining Order** and have your case number ready to provide to the Clerk.
    a. Seattle cases, call 206-370-8400, option 0.
    b. Tacoma cases, call 253-882-3800.
3. The Clerk's Office will perform a quality control review of the case, assign a judge, and notify Chambers of the emergency matter.

> ⚠ To ensure that your case receives the immediate attention requested, please file your case and its emergency motion **prior to 4:30 pm (or as early in the day as possible).**

4. If your initial filing does not include an emergency motion requiring immediate action by the Court, select **No**.
5. Click **Next** to continue.

VI. Add Parties

This screen allows you to enter all of the parties in your case. You must enter all parties listed on the caption of the operative state court complaint, even parties whose names are unknown (e.g., John/Jane Doe parties).

The screen is divided into two sections. The left section is the **Participant Tree** and the right section is the **Party Information Screen** (see image below).

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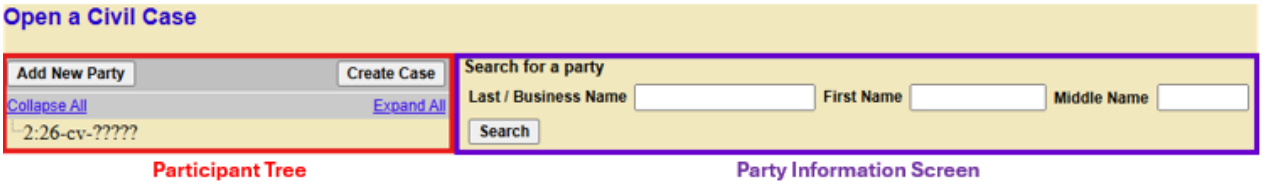


Do not use the browser's Back button while adding parties to your case. You will lose all parties and party information. If you need to make changes or corrections to your party, see Icons in the Participant Tree for instructions.

6.1 Before You Get Started

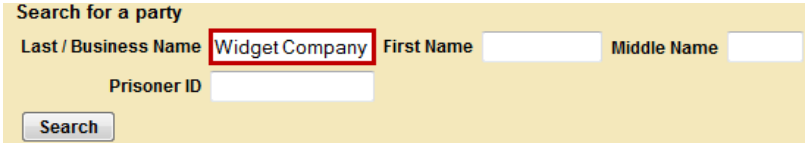
- ❒ Have the operative state court complaint available to ensure you enter the party names in the proper order: in the order they are listed in the caption of the state court complaint.
- ❒ Review the Standards for Entering Party Names in CM/ECF.

Note:

- ❒ The Plaintiff(s) remains the Plaintiff(s) and the Defendant(s) remains the Defendant(s).
- ❒ Parties or companies with unknown names must also be added to the case. These are often listed as "John Doe," "Jane Doe," or "Unknown Corporations XYZ." For more information on how to add unknown parties, refer to the "Unknown/Doe Parties" section of the Standards for Entering Party Names in CM/ECF.

6.2 Search for a Party

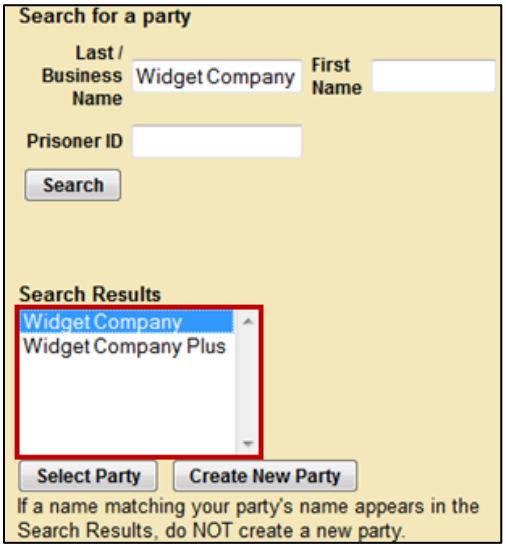
1. Enter the last name of the first party or the company name in the **Last/Business Name** field and click **Search.**



Note: Never add a party description, text, or alias here. These should be added in the **Party Text** or **Party Alias** fields later. See Table C (5).

2. The system displays any matching names in the **Search Results** box.

3. If you find an exact match in the **Search Results** box, click on the name and then click **Select Party**.



4. If you *do not* find an exact match, or your search returns no results, click **Create New Party**.

6.3 Enter Party Information

After selecting **Select Party/Create New Party**, you must enter the information for the party on the **Party Information Screen**. Enter parties in compliance with the Standards for Entering Party Names in CM/ECF.

Note: Enter information as instructed in the fields indicated below

- Fields with a **green** checkmark are applicable to all parties.
- Fields outlined in **red** should *only* be completed if the party is pro se.

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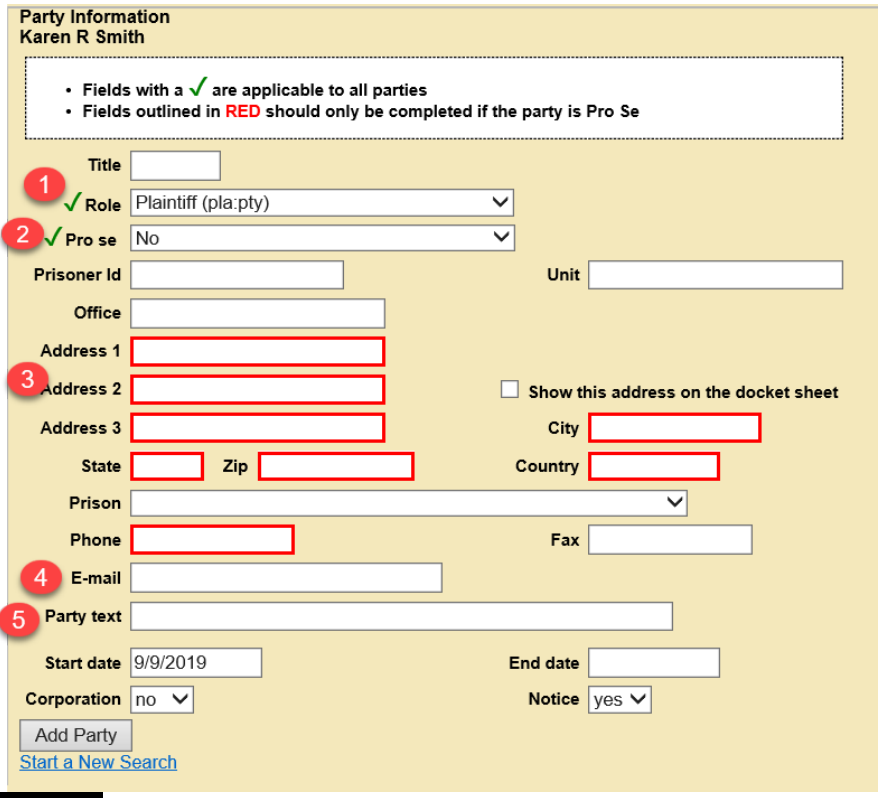


TABLE C

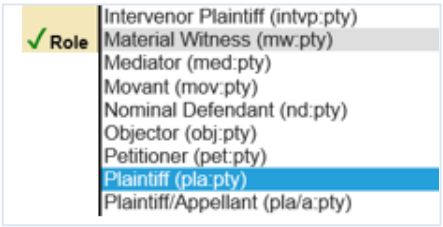
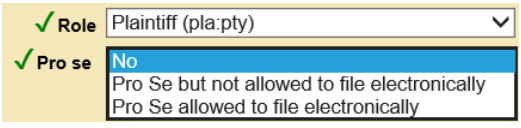
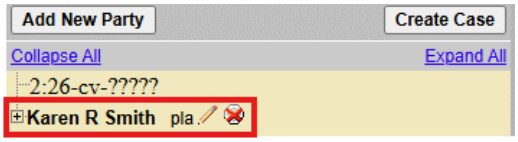
	Field	Description
❶	**Role**	This field lists the available party roles. The system automatically defaults to **Plaintiff** for all parties; remember to change the role when entering parties with different roles (e.g., Defendant or Petitioner). 
❷	**Pro Se**	Select whether the party is representing themselves (pro se). Select **Pro Se but not allowed to file electronically** for parties who previously appeared pro se in the state court case. *Never* select **Pro Se allowed to file** electronically (this option is for the Court's use only). 
❸	**Address and Phone**	Only enter this information if the party is pro se. See Standards for Entering Party Names in CM/ECF.

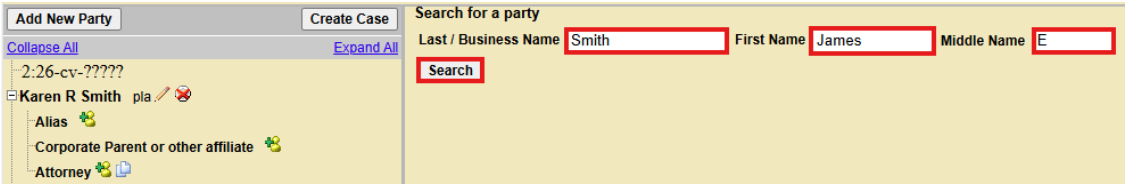
TABLE C

	Field	Description
❹	**E-mail**	Always leave this field blank.
❺	**Party text**	*You must enter party text exactly as it appears on the operative state court complaint caption.* Party text includes: • Descriptive information about the parties. For example, a company described as "a Washington corporation." • Ranks or Titles such as military ranks (exclude generic Mr. or Mrs./Ms. Titles). If there is no such information in the caption, *leave this field blank* (see Standards for Entering Party Names in CM/ECF). Do not enter this information in the **Last Name** or **Title**. Do not enter aliases in the **Party text** field (see Add Alias section for more information)

1. Review this screen carefully before proceeding. Once you are confident that the party information is correct and complete, click **Add Party**.
2. After clicking **Add Party**, the newly added party name appears in the **Participant Tree**.
   a. You may make changes/additions here. See Icons in the Participant Tree.



3. Search for the next party by adding the name and clicking **Search.**



4. Repeat this process until you have add *all* parties and they appear in the **Participant Tree**.

6.4 Icons in the Participant Tree

You may use the icons located next to the party names in the **Participant Tree** to make modifications to your entries. Refer to Table D for a description of each icon.

TABLE D

Icon	Description
	Remove this party from the case.
	Edit the party, alias, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Add new alias, corporate parent, or attorney.

If you do not see these icons, use the **Expand All** link to expand the **Participant Tree**.

6.5 Add Attorneys

You must add *all* attorneys who have appeared or are appearing in this case, with the following exceptions:

- ❒ Yourself: The attorney whose CM/ECF account you use to file the case. CM/ECF allows you to create this association when you file the Notice of Removal.
- ❒ Any attorney(s) for the removing party or parties who have *not* properly signed the Notice of Removal (see ECF Filing Procedures II(L)).
- ❒ Any attorney(s) for the non-removing party or parties who have not appeared in the state court case.
- ❒ Pro Hac Vice attorneys.

  Note: Pro Hac Vice attorneys can only be admitted by order of the Court (see Pro Hac Vice Admissions webpage).
- ❒ If no results return after searching by bar number *and* name under **Search for an attorney** this indicates the attorney is not admitted to the Western District of Washington.

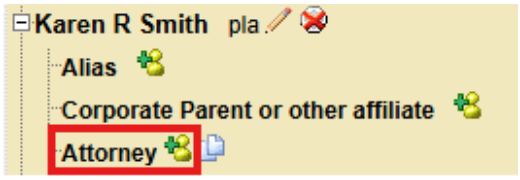
If these exceptions apply:

1. Do not add the attorney.

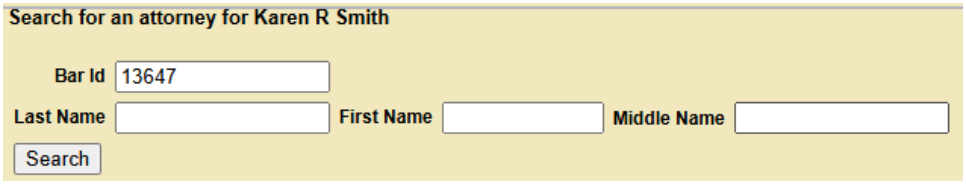
2. Set the Pro Se status for any represented party to **No**.
    a. You should only use the pro se status **Pro Se but not allowed to file electronically** if the party appeared pro se in state court.

To add an attorney to a party:

1. Click on the icon next to **Attorney** under the name of the party in the **Participant Tree**.

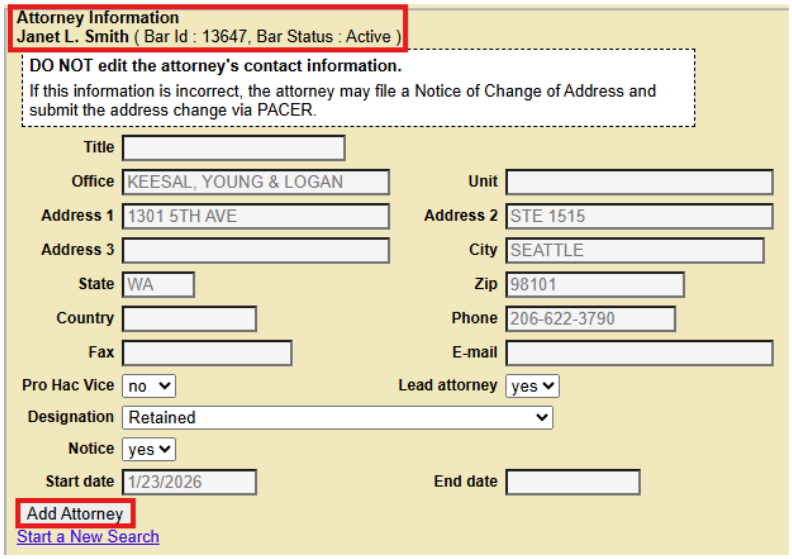


2. On the next screen, enter the attorney's bar number or name, then click **Search**.

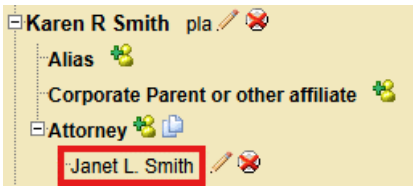


Note: If you can't find an attorney by name, try searching by Bar ID (or vice versa).

3. If the system returns no results, the attorney is not admitted to this Court and will need to complete the admission process to be added to the case.
4. If **Search Results** are returned, click on the name and click **Select Attorney** to display the **Attorney Information** screen.
5. Do not alter any information on this screen. Compare Bar ID and name to ensure you are selecting the correct attorney's name.
    a. If the Bar ID and name do not match, go to **Start a New Search,** search again for the attorney's name, and select additional matching names.

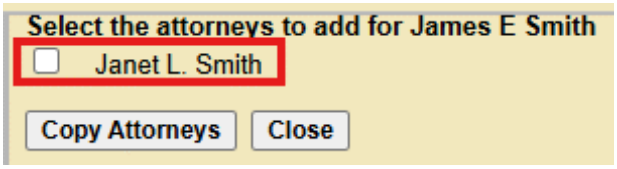


6. Click **Add Attorney** to add them to the case.
    a. The attorney's name is added to the **Participant Tree** under the party you selected.



7. Repeat this process until you have added all attorneys.
8. If the same attorney is representing multiple parties, use the copy attorney tool to copy an attorney you've added to additional parties.
    a. To use the copy attorney tool:
        i. Go to the party in the **Participant Tree** to whom you need to add the attorney.
        ii. Click on the copy attorney tool next to **Attorney**.

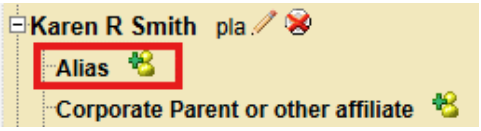
        iii. Select the attorney from the list of attorneys already added to the case then click **Copy Attorneys**.



6.6 Add Aliases

If the state court complaint caption indicates an alias, i.e. another name that a person or business is also known by:

1. Click on the icon next to **Alias** for the appropriate party in the **ParticipantTree**.



2. On the **Search for an alias** screen, enter the alias in **Last/Business Name** (if applicable – see Standards for Entering Party Names in CM/ECF), then click **Search**.
    a. If a match is found, click on the name in the **Search Results** and click **Select Alias**.
    b. If a match is not found, click **Create New Alias**.

3. On the **Alias Information** screen, enter the **First name**, **Middle name**, and **Generation** (if applicable) and select an alias **Type** from the dropdown menu. Refer to Table E for a description of alias types.

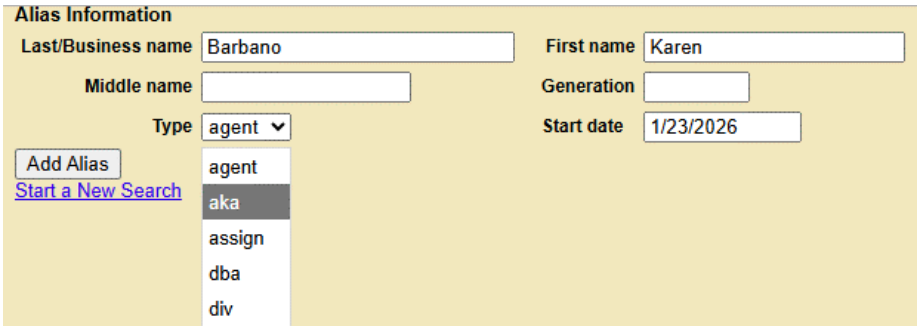
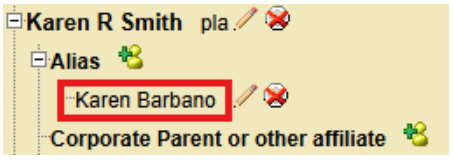


TABLE E

Type	Description	Type	Description
agent	Agent of	mnr	Minor
aka	Also known as	nee	Born (usually refers to maiden name)
assign	As assignee of	nka	Now known as
dba	Doing business as	obo	On behalf of
div	A division of	other	Other
est	Estate of	pro	Personal representative of
exrel	Ex Rel	rpi	Real party interest
fdba	Formally doing business as	suc	Successor in interest
fka	Formally known as	ta	Trading as

4. Once you finish entering the alias information, click **Add Alias**.
5. The newly added alias name appears in the **Participant Tree**..
6. Repeat this process until you have entered all aliases.



6.7 Add Corporate Parents/Other Affiliates

Do not add corporate parents at this stage. You should add corporate parents/other affiliates when filing a Corporate Disclosure Statement, which you must file after you open the case. See Follow-up Filings.

6.8 Create your Civil Case

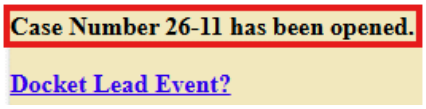
> Before creating your case, be sure that all party information is correct. You *will not* be able to edit the parties after creating the case.

1. When you are certain your party information is accurate and complete, click **Create Case** at the top of the **Participant Tree**.

2. Next, you must confirm that you wish to create a new case.
    a. If you did not finish adding all parties, select **No** to resume entering parties; otherwise, select **Yes** to create the case.

    Note: Although the case is created, it will *not* proceed until you file the initiating document and pay the filing fee (if required).

3. The next screen lists your case number and instructs you to select **Docket Lead Event** to file your initiating document and attachments and to pay the filing fee (if required).
    a. Before proceeding, take note of your case number, should you need assistance with this case.

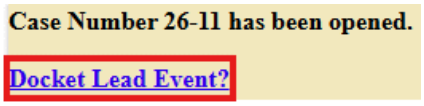


VII. Docket the Lead Event

7.1 Select the Filing Event

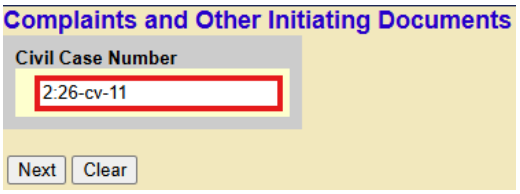
Once the system creates the case, you must file the Lead Event in the case.

1. Click on **Docket Lead Event?** to proceed to the **Complaints and Other Initiating Documents** civil event category.



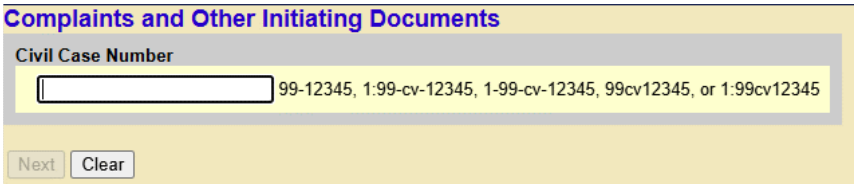
Note: You can also access this event category by selecting **Civil** > **Initial Pleadings and Service** > **Complaints and Other Initiating Documents**.

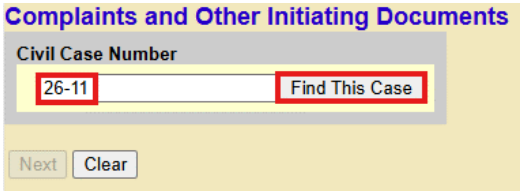
2. Take note of the items required to complete this filing, then click **Next**.
3. If a **Civil Case Number** populates automatically, confirm that it's the correct case number (the number you noted in Step 3 of section 6.8).



a. If necessary, enter the correct case number and click **Find This Case**.

(CM/ECF displays the supported case number formats)

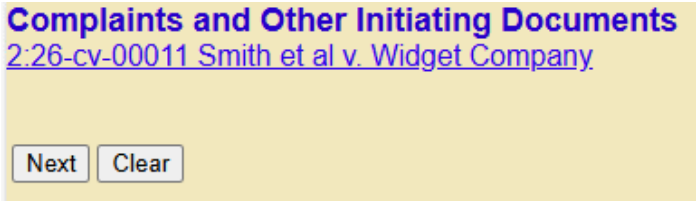




b. If more than one case appears, select the correct case number.

c. When the correct case number is selected, click **Next.**

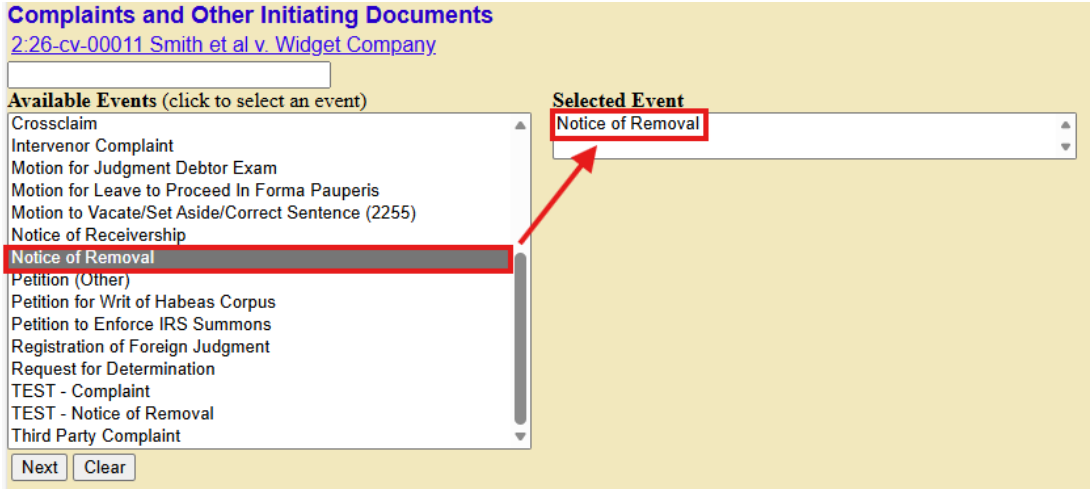
4. On the next screen, CM/ECF generates the full case number and case short title, click **Next**.



Note: Do *not* click on the case number. This takes you to the Docket Sheet report for the case.

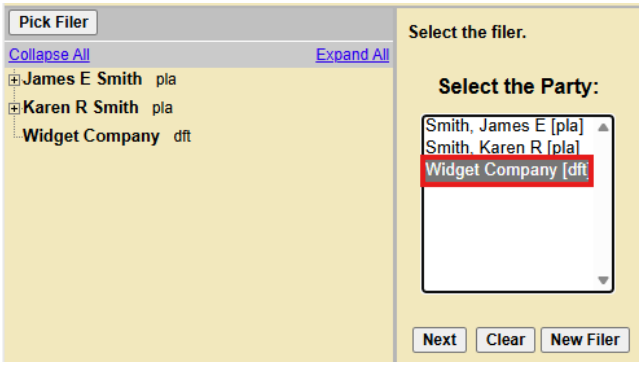
5. Select **Notice of Removal** from the **Available Events** menu. Click **Next**.

WESTERN DISTRICT OF WASHINGTON: ATTORNEY NOTICE OF REMOVAL GUIDE

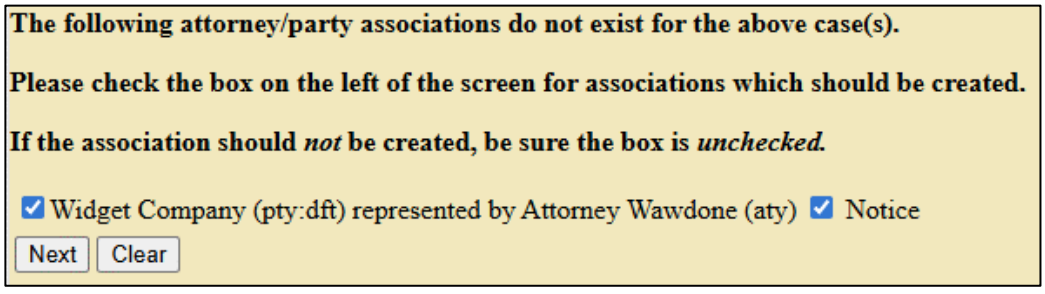


7.2 Select the Parties

1. Select the party or parties filing the Notice of Removal (the party or parties you represent), then click **Next**.



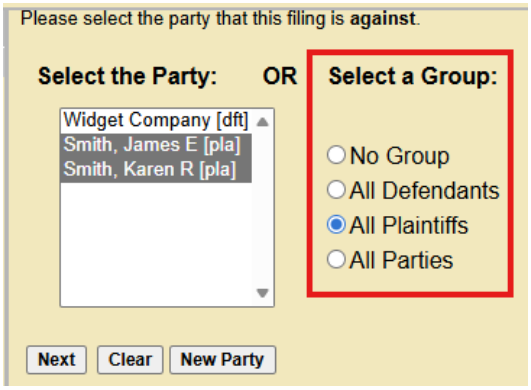
2. CM/ECF reminds you that the account you are using to file must match at least one signature on the document(s) that you are filing or the attorney who is appearing. Click **Next**.
3. *Leave all fields selected*, then click **Next**.



   a. CM/ECF links your name to the name of the party or parties you represent (that you selected on the previous page) and activates electronic notice for this case.

4. Select the party or parties you are filing against (i.e., the opposing party or parties), then click **Next**.

   Note: If there are multiple parties, you may use the **Select a Group** radio buttons to select an entire group (e.g., **All Plaintiffs**), or select each party individually by holding down Ctrl (Windows) or Command/⌘ (Mac) then selecting each party in the **Select the Party** box.



5. CM/ECF asks if you added all parties named in the filing.
   a. If you did not add *all* parties during the initial case opening process, select **No** and then click **Next**.
      i. This takes you to the **Search for a party** screen. Add any remaining parties using the instructions in Adding Parties.

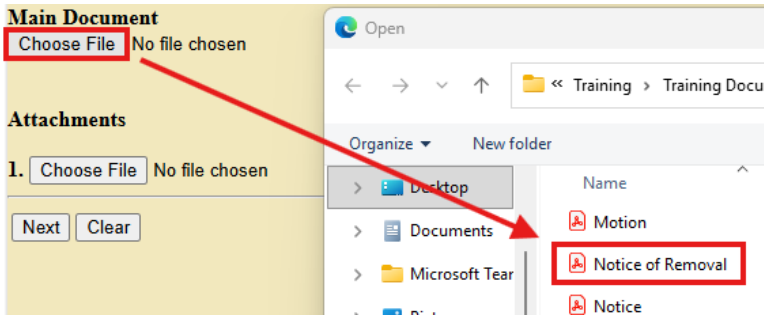
         Note: You are not able to edit any parties already added to the case. If you need to edit any parties, contact ECF Support for assistance.
   b. If you are confident that you added all parties named in the filing, select **Yes** and then click **Next**.

7.3 Upload Documents

When docketing your lead event, you must upload a main document (the Notice of Removal) and all attachments. All documents must conform to the requirements as stated in the CM/ECF Filing Procedures and the CM/ECF FAQS: Technical page.

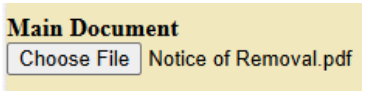
1. CM/ECF provides information about filing the required certificate of service, the jury demand (if applicable), and the operative state court complaint.

2. To upload your **Notice of Removal,** click **Browse/Choose File** next to **Main Document**.



   a. Upload the **Notice of Removal** with **Certificate of Service** (see LCR 101(b)(2)).

3. Verify that the correct file name displays in the **Main Document** field.



4. To upload all additional attachments, click **Browse/Choose File** next to **Attachments**, navigate to the appropriate directory on your computer, then select the file you wish to upload.

    b. Possible attachments include:

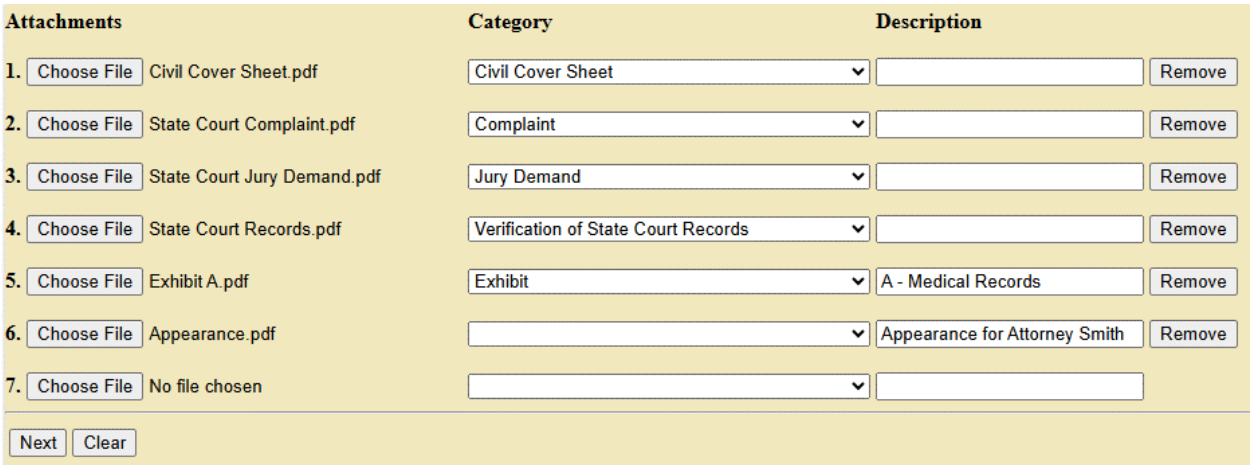
    - ❒ Civil Cover Sheet (required).
    - ❒ Operative state court complaint described as **Complaint** or **Amended Complaint** (required).
    - ❒ Jury demand filed in state court described as **Jury Demand** (if applicable).
    - ❒ Trademark, Patent and/or Copyright Report (if applicable).
    - ❒ Verification of State Court Records.

5. Label each attachment by selecting a **Category** and/or by entering text in the **Description** field. Either a **Category** or a **Description** is required.

    a. When filing Exhibits, we strongly recommend choosing **Exhibit** from the **Category** menu *and* entering a **Description** of each exhibit (e.g., **Category**: **Exhibit; Description**: **A – Medical Records**). Do not repeat the word "exhibit" in the **Description** field.

    b. When filing state court documents related to the Appearance or Withdrawal of attorneys, it is helpful to attach them as separate documents and add the title to the **Description** field.

6. Once you have uploaded all documents, click **Next**.



7. The next screen reminds you to file the federal court jury demand, if applicable. After review, click **Next**.
8. If applicable, select **Yes** when asked **Was a jury demand requested in state court by any party?**, then click **Next.**
    a. Select which party(ies) requested the jury demand in state court, then click **Next**.
    b. Indicate how the jury demand is filed in this court, then click **Next**..

    If no jury demand was request in state court, select **No**, then click **Next**.

7.4 Enter State Court Information

1. **Name of other court:** enter the name of state court from which you are removing the case (e.g., "King County Superior Court").
2. **Case number in other court:** enter the state court case number, then click **Next.**

    Note: If a case number has not yet been assigned in the state court, enter "CASE NUMBER NOT ASSIGNED."

7.5 Pay the Filing Fee

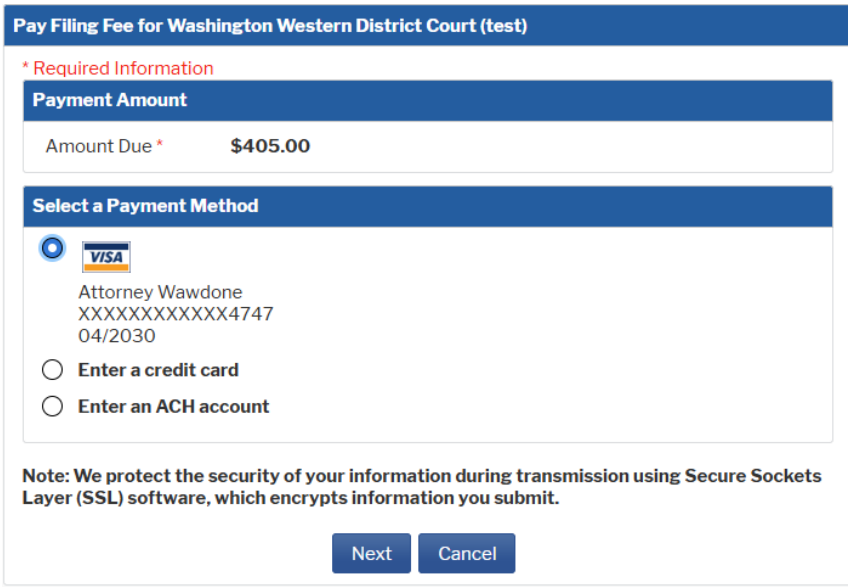
- ❒ CM/ECF verifies the amount of the required filing fee, if applicable (i.e., pd (paid) **Fee status** selected at case opening).
- ❒ Review the Filing Fee Requirements for more details.

1. To accept the filing fee amount, click **Next**.
    a. CM/ECF redirects you to your PACER account to pay the filing fee.

> **Do not use the browser's back button** while navigating PACER. This may result in duplicate billing of the filing fee as well as an incomplete transaction. Use the navigation hyperlinks on the PACER screens whenever possible.

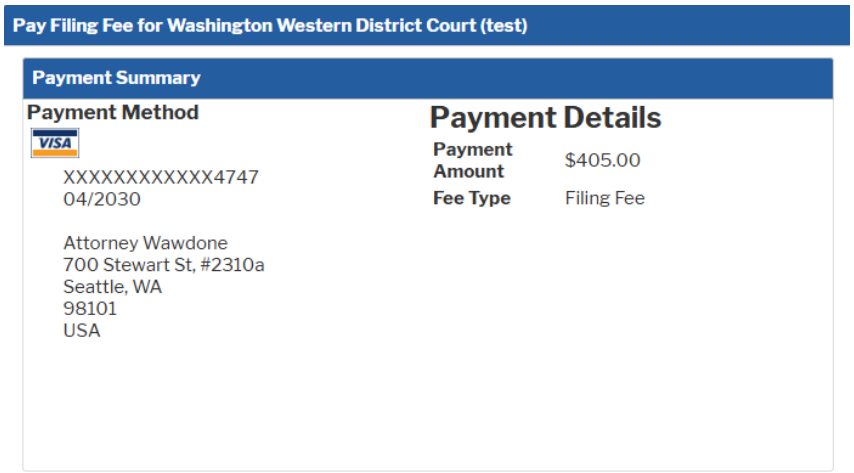
    b. If prompted, enter your PACER **Password**, then click **Login** to continue.

2. Select your payment method.
    a. You can select the payment method already linked to your account by PACER, or
    b. You can add an additional payment method (ACH or credit/debit card).
        i. Enter your ACH or credit/debit card information, completing all fields with * denoting a required field.



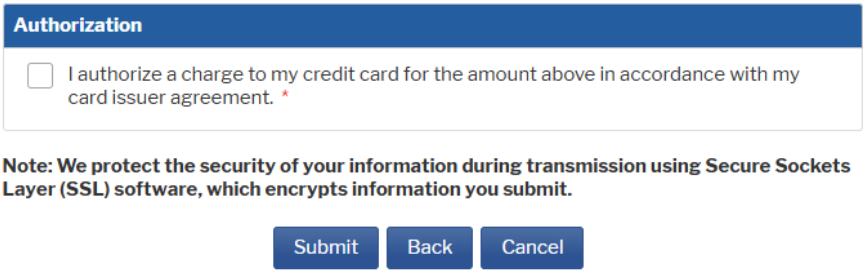
3. When you finish selecting/entering your payment information, click **Next**.

4. Review the **Payment Summary** information for accuracy.



5. PACER automatically adds the filer's primary email address to the **Email Address** and **Confirm Email Address** fields to send a confirmation upon completion of this transaction (if desired, you may enter **Additional Email Addresses**).

6. Check the **Authorization** Agreement and click **Submit**.



7. PACER automatically redirects you back to CM/ECF to finish opening your case.

> Your case is not considered opened until you return to CM/ECF and complete the case opening process.

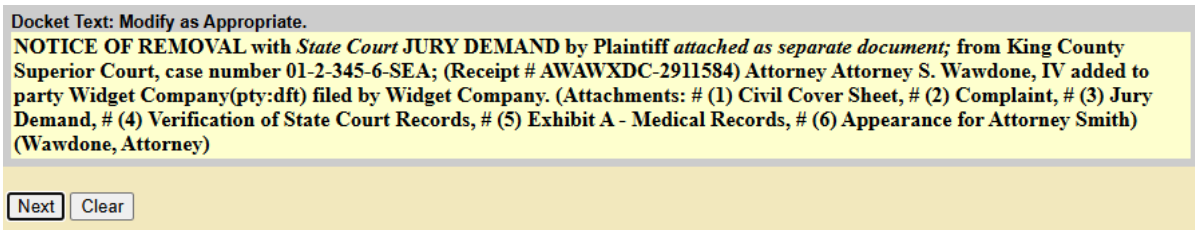
8. If you run into issues in PACER:
   a. Charged in error: call the Clerk's Office Financial Department at (206) 370-8415, or send an email to SeaFin@wawd.uscourts.gov.
   b. Payment not accepted: contact your financial institution. *Do not contact the Court.*

7.6 Complete the Case Opening Process

After completing the payment process in PACER, the system redirects you back to CM/ECF to finish opening your case.

1. CM/ECF displays a reminder regarding Corporate Disclosure and Diversity Disclosure Statements. Click **Next**.

2. Review the generated docket text, then click **Next**.

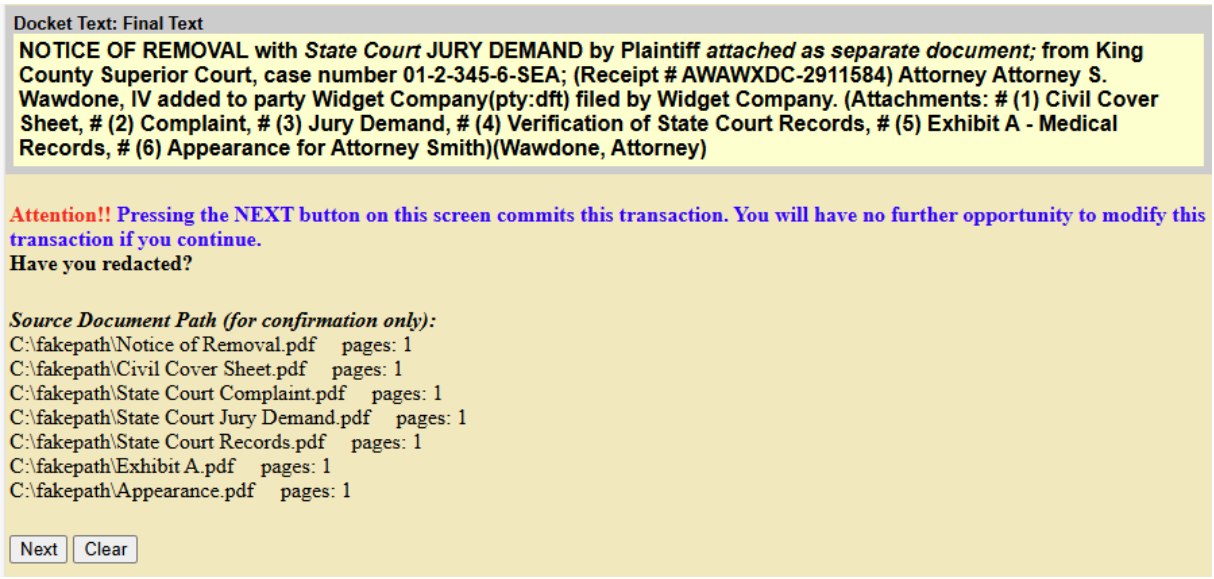

Docket Text: Modify as Appropriate.

NOTICE OF REMOVAL with *State Court* JURY DEMAND by Plaintiff *attached as separate document;* from King County Superior Court, case number 01-2-345-6-SEA; (Receipt # AWAWXDC-2911584) Attorney Attorney S. Wawdone, IV added to party Widget Company(pty:dft) filed by Widget Company. (Attachments: # (1) Civil Cover Sheet, # (2) Complaint, # (3) Jury Demand, # (4) Verification of State Court Records, # (5) Exhibit A - Medical Records, # (6) Appearance for Attorney Smith) (Wawdone, Attorney)

Next Clear

Note: If the docket text is incorrect, *do not use the browser back button*. Instead, click **Next** and then call ECF Support to correct after filing is complete.

3. Review the final text as it will appear on the docket, then click **Next**.


Docket Text: Final Text

NOTICE OF REMOVAL with *State Court* JURY DEMAND by Plaintiff *attached as separate document;* from King County Superior Court, case number 01-2-345-6-SEA; (Receipt # AWAWXDC-2911584) Attorney Attorney S. Wawdone, IV added to party Widget Company(pty:dft) filed by Widget Company. (Attachments: # (1) Civil Cover Sheet, # (2) Complaint, # (3) Jury Demand, # (4) Verification of State Court Records, # (5) Exhibit A - Medical Records, # (6) Appearance for Attorney Smith)(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\Notice of Removal.pdf pages: 1
C:\fakepath\Civil Cover Sheet.pdf pages: 1
C:\fakepath\State Court Complaint.pdf pages: 1
C:\fakepath\State Court Jury Demand.pdf pages: 1
C:\fakepath\State Court Records.pdf pages: 1
C:\fakepath\Exhibit A.pdf pages: 1
C:\fakepath\Appearance.pdf pages: 1

Next Clear

Note: If the docket text is incorrect, *do not use the browser back button*. Instead, click **Next** and then call ECF Support to correct after filing is complete.

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

7.7 Notice of Electronic Filing

CM/ECF displays the **Notice of Electronic Filing** screen once you have completed the case opening. This screen confirms:

- who did and did *not* receive electronic notification of your new case. If the system does not send electronic notice, you must serve these documents by traditional means; and
- that your documents were filed and posted on the docket.

U.S. District Court

[Test Application] Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 1/23/2026 at 2:51 PM PST and filed on 1/23/2026
Case Name: Smith et al v. Widget Company
Case Number: 2:26-cv-00011
Filer: Widget Company
Document Number: 1

Docket Text:
NOTICE OF REMOVAL with *State Court* JURY DEMAND by Plaintiff *attached as separate document;* from King County Superior Court, case number 01-2-345-6-SEA; (Receipt # AWAWXDC-2911585) Attorney Attorney S. Wawdone, IV added to party Widget Company(pty:dft) filed by Widget Company. (Attachments: # (1) Civil Cover Sheet, # (2) Complaint, # (3) Jury Demand, # (4) Verification of State Court Records, # (5) Exhibit A - Medical Records, # (6) Appearance for Attorney Smith)(Wawdone, Attorney)

2:26-cv-00011 Notice has been electronically mailed to:

Attorney S. Wawdone , IV cmecfreg@wawd.uscourts.gov

2:26-cv-00011 Notice will not be electronically mailed to:

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

Note: If this is an emergency matter, contact the Clerk's Office at the phone number listed in the emergency filing steps.

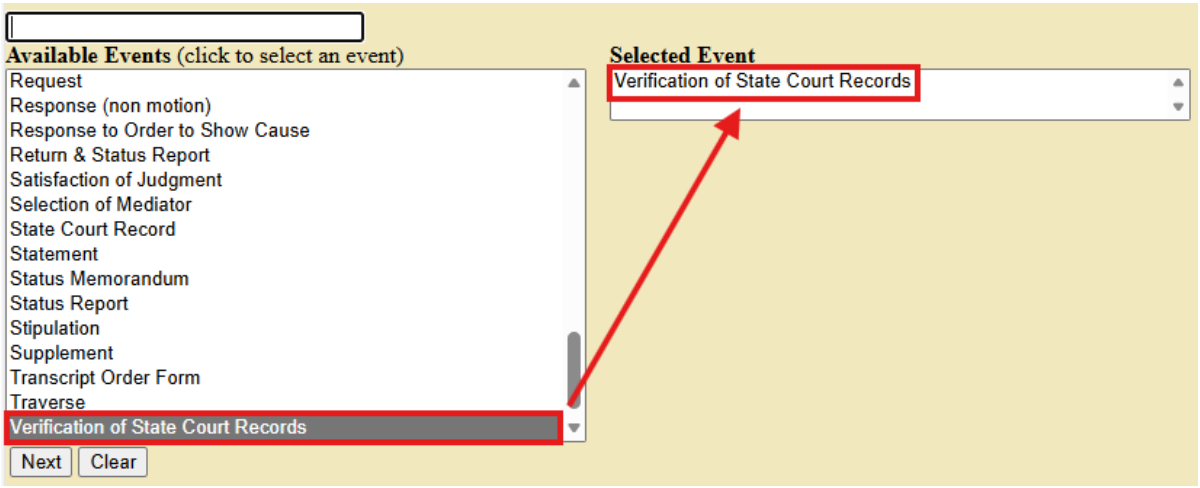
7.8 File the Verification of State Court Records

LCR 101(b)(5) requires the Verification of State Court Records to be filed contemporaneously with the Notice of Removal. The Verification must include all additional records and proceedings in the state court, together with defendant's or defense counsel's verification that they are true and complete copies. Only file state court records that were *not* previously attached to the Notice of Removal. File separately from your initiating documents using the **Verification of State Court Records** filing event.

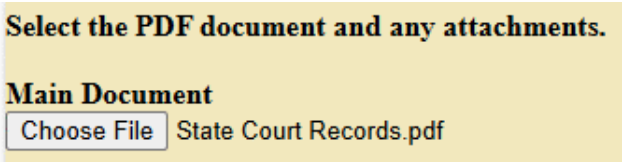
1. Select **Civil** > **Other Filings** > **Other Documents**.
2. CM/ECF populates your case number automatically. Click **Next** to continue.
3. On the next screen, CM/ECF generates the full case number and case short title. Click **Next**.

Note: Do *not* click on the case number. This takes you to the Docket Sheet report for the case.

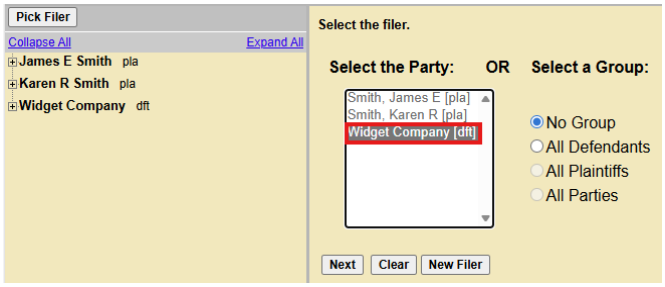
4. Select **Verification of State Court Records** from the **Available Events** menu. Click **Next**.



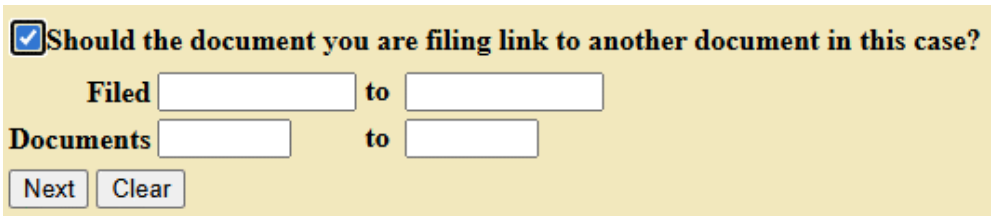
5. Click **Browse/Choose File** next to **Main Document**. Select the document you wish to upload, then verify that the correct file name displays in the **Main Document** field.



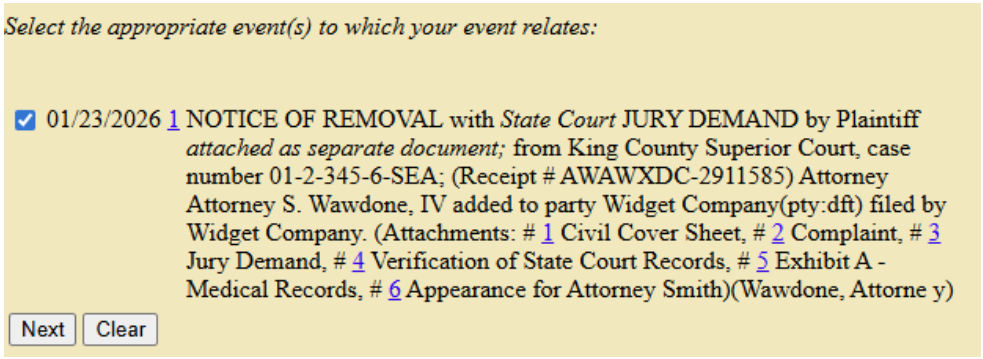
6. If you are attaching more than one document for the Verification, click **Browse** next to **Attachments**. Select the document you wish to upload.
7. Label the attachment by selecting a **Category** and/or entering text in the **Description** field. Either a **Category** or a **Description** is required.
8. Repeat Steps 6-7 for any additional documents you wish to attach. Once all documents are attached, click **Next**.
9. Select the party or parties filing the document (the party or parties you represent), then click **Next**.



10. CM/ECF asks if this document should be linked to another document in the case.
    a. If you choose to link this document to the Notice of Removal, select the box for **Should the document you are filing link to another document in this case?**, then click Next.

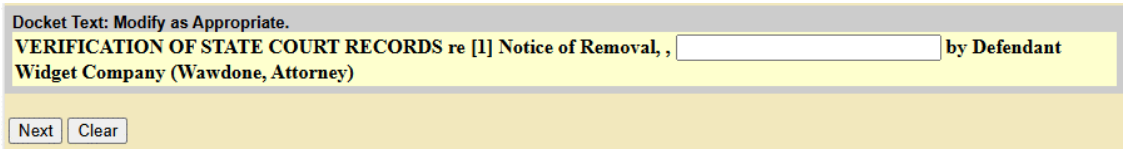


    b. Select the Notice of Removal docket entry, then click **Next**.

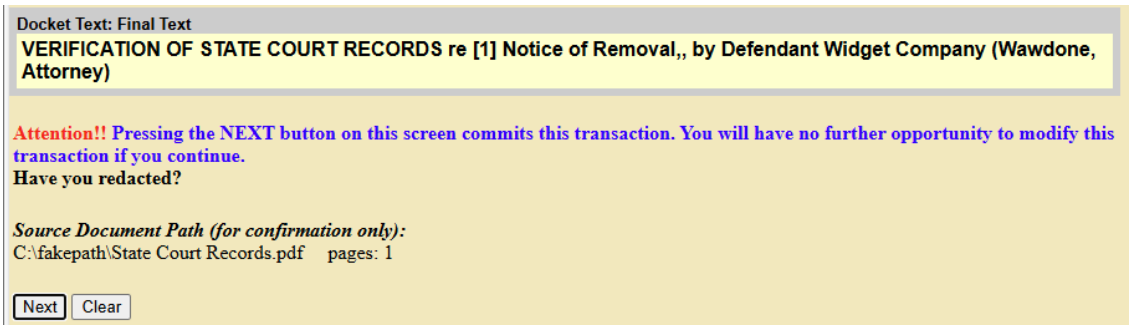


    c. If you do not choose to link this document to the Notice of Removal, click **Next** to continue.

11. Modify the docket text if necessary (this is optional), then click **Next**.



12. Review the final text as it will appear on the docket. If it is not correct, return to Step 1 to restart filing the Verification. If the docket text is correct, click **Next** to complete the filing.



13. Review the Notice of Electronic Filing screen to confirm if any parties did not receive electronic notice and need to be served by traditional means.

VIII. Follow-up filings (if applicable):

- ❒ Corporate Disclosure Statement.
  - Refer to How to File a Corporate Disclosure Statement on the Court's website for more information.
  - Must be filed by any nongovernmental party, other than an individual or sole proprietorship (see LCR 7.1).
  - File separately from your initiating documents using the **Corporate Disclosure Statement** event.
    - Add all corporate parents/affiliates identified in the disclosure statement.
- ❒ Related Case(s).
  - List the case(s) on the Civil Cover Sheet, *and*
  - File a **Notice of Related Case** (see LCR 3(g)).
- ❒ Pendency of Other Action(s) in Another Jurisdiction or Forum.
  - List the case(s) on the Civil Cover Sheet, *and*
  - File a **Notice of Pendency of Other Action** (see LCR 3(h)).