

**United States District Court
Western District of Washington**

**Attorney's Guide:
Opening a Notice of Removal Civil Case**



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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, 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, Monday through Friday.

Phone: 206-370-8787

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III. Getting Started

3.1 Prepare your Documents

Pay close attention when preparing your documents. Ensure all attorneys who plan to appear in the case have properly signed the initiating document 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, per [LCR 101\(b\)\(3\)](#).
- Civil Cover Sheet.
- Verification of State Court Records (must file within 14 days of filing Notice of Removal by using the event Verification of State Court Records).

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. CM/ECF can timeout if you delay too long when entering account information.

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4.2 Requesting a Waiver of Filing Fee (Motion for Leave to Proceed In Forma Pauperis)

If you decide to request a waiver of the filing fee, have your signed [Declaration and Application to Proceed In Forma Pauperis and Written Consent for Payment of Costs](#) prepared to file as your main document. See [Filing a Motion for Leave to Proceed In Forma Pauperis](#) for further instructions.

V. Initiate Your Civil Case

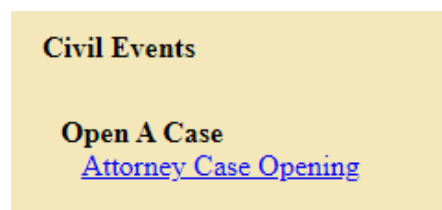
Ensure that your initiating document and attachment(s) are ready to file prior to starting to open your case. See Sections [3.2](#) and [3.3](#). You must convert all documents to PDF and save them on your computer for easy retrieval. See [How to Prepare Your PDF](#).

Have a copy of the Civil Cover Sheet and initiating document available to refer to during the filing process.

5.1 Enter Case Information

The following screen asks for information found on the Civil Cover Sheet and state court documents. Have them 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. To continue, click **Next**.
3. Enter your case-specific information in the numbered fields. Use [Table A](#) as a reference.
 - a. If you need to start over on this page, select **Clear** to erase all of your entries.

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Open a Civil Case

1 Office 2 Case type

Date filed: 5/17/2022

Office selection is determined by the county in which:

- defendants reside, or
- defendants have their principal places of business, or
- the claim arose

Exception: In cases removed from state court, office selection is determined by the county where the action is pending.

Refer to [LCR 3\(e\)](#) for further information and see [map](#) for county divisions.

If this is a Removal Case, enter the name and case number of the originating court below:

3 Other court name
(e.g., King County Superior Court)

4 Other court number
(e.g., 09-2-000-0-SEA)

Next

Clear

TABLE A

	Field	Description
1	Office	Either Seattle or Tacoma . For removal cases, the correct office is determined by where the state court action was pending. See our Local Rules to determine which counties pertain to each office.
2	Case Type	Select cv for civil case.
3	Other court name	Name of the originating court, i.e. the court from where you are removing the case.
4	Other court number	Originating court case number. Note: If a case number has not yet been assigned in the originating court, enter "CASE NUMBER NOT ASSIGNED."

4. When you finish entering your case information, select **Next** to continue.

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5.2 Enter Statistical Case Data

The next screen requires information provided in the Civil Cover Sheet for the case. Have it available to refer to during this process. Use [Table B](#) as a reference. If you need to start over on this page, click **Clear** to erase all of your entries.

Open a Civil Case

1 **Jurisdiction** 3 (Federal Question) ▼

2 **Cause of action** ▼ Filter: Clear filter

3 **Nature of suit** 0 (zero) ▼ Filter: Clear filter

4 **Origin** 1 (Original Proceeding) ▼

Citizenship plaintiff ▼

Citizenship defendant ▼ 5

Jury demand n (None) ▼ 6 **Class action** n (No Class Action Alleged) ▼ 7

County Clallam ▼ 8

County is determined by the residence of the *first listed plaintiff* in all actions except for U.S. plaintiff and land condemnation cases.

- If the U.S. government is the plaintiff, use the county of residence of the *first listed defendant*
- In land condemnation cases, use the location of the tract of land involved

Fee status pd (paid) ▼ 9 **Fee date** 9/9/2019 10

Please leave the fee status PAID unless this case relates to the Jones Act or includes filing an IFP.

If you are from a federal agency, no fee is required.

Next Clear

TABLE B		
	Field	Description
1	Jurisdiction	Select the case jurisdiction. This field defaults to 3 (Federal Question) . 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). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Open a Civil Case</p> <p>Jurisdiction</p> <ul style="list-style-type: none"> 1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant) <li style="background-color: #e0e0e0;">3 (Federal Question) 4 (Diversity) 5 (Local Question) </div>

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TABLE B		
	Field	Description
2	Cause of action	<p>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. If your specific cause of action is not listed, you may use a more generic one (e.g., Notice of Removal).</p> <p>Jurisdiction 3 (Federal Question)</p> <p>Cause of action 28:1441pd (28:1441 Petition for Removal- Property Damage) 28:1441pi (28:1441 Petition for Removal- Personal Injury) 28:1441pl (28:1441 Petition for Removal- Product Liability) 28:1441pr (28:1441 Petition for Removal)</p>
3	Nature of suit	<p>Select the nature of suit.</p> <p>Cause of action</p> <p>Nature of suit 130 (Miller Act) 140 (Negotiable Instrument) 150 (Contract: Recovery/Enforcement) 151 (Contract: Recovery Medicare) 152 (Contract: Recovery Student Loan)</p>
4	Origin	<p>For Notices of Removal, always select Origin 2 (Removal from State Court).</p> <p>Origin 1 (Original Proceeding) 2 (Removal from State Court)</p>
5	Citizenship plaintiff and Citizenship defendant	<p>These fields are only used if you select (4) Diversity as the Jurisdiction.</p> <p>See LCR 8. Otherwise, leave these fields blank.</p> <p>Origin 2 (Removal from State Court)</p> <p>Citizenship plaintiff 1 (Citizen of This State)</p> <p>Citizenship defendant 1 (Citizen of This State) 2 (Citizen of Another State) 3 (Citizen or Subject of a Foreign Country) 4 (Incorporated/Principal Place of Business-This State) 5 (Incorporated/Principal Place of Business-Other State) 6 (Foreign Nation)</p>
6	Jury Demand	<p>Only select an option in this field if either or both parties made a jury demand in the state court and the parties filed the jury demand in this Court per LCR 101(b)(3). Select which party(ies) made the demand.</p> <p>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.</p> <p>Jury demand b (Both) d (Defendant) n (None) p (Plaintiff)</p>
7	Class action	<p>Select whether you allege this is a Class Action.</p> <p>Class action n (No Class Action Alleged) y (Class Action Alleged)</p>
8	County	<p>Select the county wherein the <i>Plaintiff</i> resides, or where <i>Plaintiff's Place of Business</i> is located.</p>

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TABLE B		
	Field	Description
9	Fee status	<p>This field defaults to pd (paid). Leave as paid, unless you are:</p> <ul style="list-style-type: none"> a US Attorney: none (no fee required) filing the case in forma pauperis: pend (IFP pending) filing a Jones Act case: wv (waived)
10	Fee date	This field is populated automatically and should not be altered.

Fee status
none (no fee required)
pd (paid)
pend (IFP pending)
wv (waived)

When you finish entering your case information, 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](#).

- If you answer **Yes**, the next screen provides further instructions.
- Be sure to 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.
 - Seattle cases, call 206-370-8400 option 0.
 - Tacoma cases, call 253-882-3800.
- 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 4:30pm (or as early in the day as possible)**.

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

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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 your initiating document, 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 is the **Party Information Screen** (see image below).

The screenshot shows the 'Open a Civil Case' interface. It is divided into two main sections: 'Participant Tree' on the left and 'Party Information Screen' on the right. The 'Participant Tree' section includes buttons for 'Add New Party' and 'Create Case', and a list of parties with a 'Collapse All' button and an 'Expand All' button. The 'Party Information Screen' section includes a search bar for a party, with fields for 'Last / Business Name', 'First Name', and 'Middle Name', and a 'Search' button.



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 your Notice of Removal with the state court complaint available to ensure you enter the party names in the proper order: in the order they are listed on the state court complaint.
- The operative state court complaint determines the order you should enter the parties in the system when filing a Notice of Removal, not the Notice of Removal caption.
- Review the [Standards for Entering Party Names in CM/ECF](#).

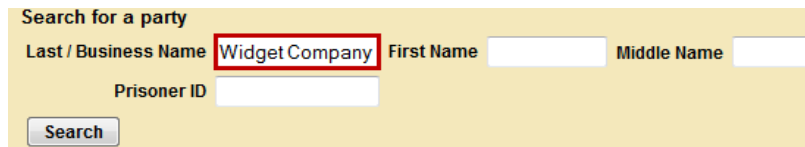
Note:

- 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 Companies 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](#).

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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 select **Search**.



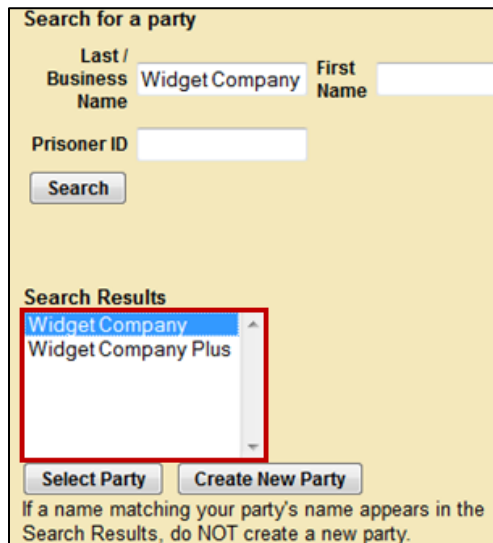
Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Note: You should 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, highlight the name and then click **Select Party**.



Search for a party

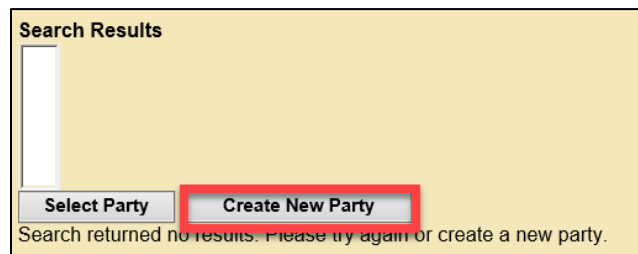
Last / Business Name First Name

Prisoner ID

Search Results

If a name matching your party's name appears in the Search Results, do NOT create a new party.

4. If you *do not* find an exact match, or your search returns no results, click **Create New Party**. See [6.3 Entering Party Information](#) for next steps.



Search Results

Search returned no results. Please try again or create a new party.

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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.

Party Information
Karen R Smith

• Fields with a **✓** are applicable to all parties
• Fields outlined in **RED** should only be completed if the party is Pro Se

1 Title

✓ Role

2 ✓ Pro se

Prisoner Id Unit

Office

3 Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

4 Phone Fax

5 E-mail

Party text

Start date End date

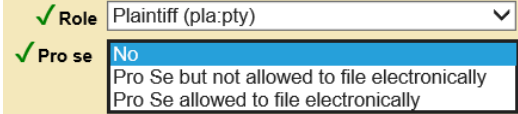
Corporation Notice

[Start a New Search](#)

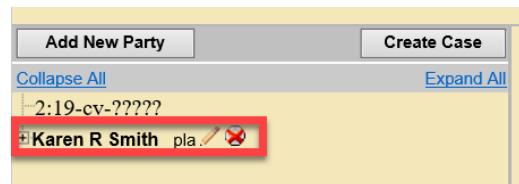
TABLE C

Field	Description																		
1 Role	<p>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).</p> <table border="1"> <tr> <td>✓ Role</td> <td>Intervenor Plaintiff (intvp:pty)</td> </tr> <tr> <td></td> <td>Material Witness (mw:pty)</td> </tr> <tr> <td></td> <td>Mediator (med:pty)</td> </tr> <tr> <td></td> <td>Movant (mov:pty)</td> </tr> <tr> <td></td> <td>Nominal Defendant (nd:pty)</td> </tr> <tr> <td></td> <td>Objector (obj:pty)</td> </tr> <tr> <td></td> <td>Petitioner (pet:pty)</td> </tr> <tr> <td></td> <td>Plaintiff (pla:pty)</td> </tr> <tr> <td></td> <td>Plaintiff/Appellant (pla/a:pty)</td> </tr> </table>	✓ Role	Intervenor Plaintiff (intvp:pty)		Material Witness (mw:pty)		Mediator (med:pty)		Movant (mov:pty)		Nominal Defendant (nd:pty)		Objector (obj:pty)		Petitioner (pet:pty)		Plaintiff (pla:pty)		Plaintiff/Appellant (pla/a:pty)
✓ Role	Intervenor Plaintiff (intvp:pty)																		
	Material Witness (mw:pty)																		
	Mediator (med:pty)																		
	Movant (mov:pty)																		
	Nominal Defendant (nd:pty)																		
	Objector (obj:pty)																		
	Petitioner (pet:pty)																		
	Plaintiff (pla:pty)																		
	Plaintiff/Appellant (pla/a:pty)																		

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TABLE C	
Field	Description
2 Pro Se	<p>Select whether the party is representing themselves (pro se). Only select Pro Se but not allowed to file electronically for parties who previously appeared pro se in the state court case.</p> <p>Never select Pro Se allowed to file electronically.</p> 
3 Address and Phone	<p>Only enter this information if the party is pro se. (See Standards for Entering Party Names in CM/ECF)</p>
4 E-mail	<p>Always leave this field blank.</p>
5 Party text	<p><i>You must enter Party Text exactly as it appears on the operative state court complaint caption.</i></p> <p>Party Text includes:</p> <ul style="list-style-type: none"> • 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). <p>If there is no such information in the caption, <i>leave this field blank</i> (see Standards for Entering Party Names in CM/ECF).</p> <p>Do not use the Last Name or Title fields for this information. Do not enter aliases in the Party text field (see Add Alias section for more information)</p>

1. Review this screen carefully before proceeding. Once you are confident that your party information is correct and complete, click **Add Party**.
2. After clicking on **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. Click **Add New Party** to start adding the next party.
4. Repeat this process until you have add *all* parties and they appear in the **Participant Tree**.







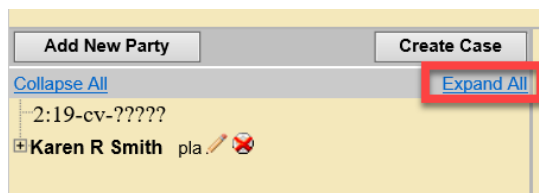
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6.4 Icons in the Participant Tree

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 enter *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 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**.

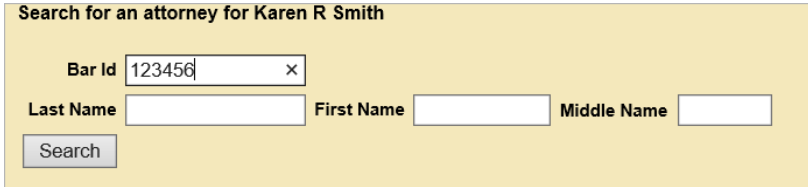
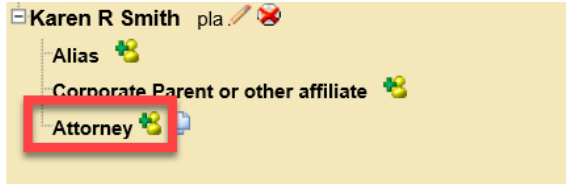
If the last five exceptions apply:

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.

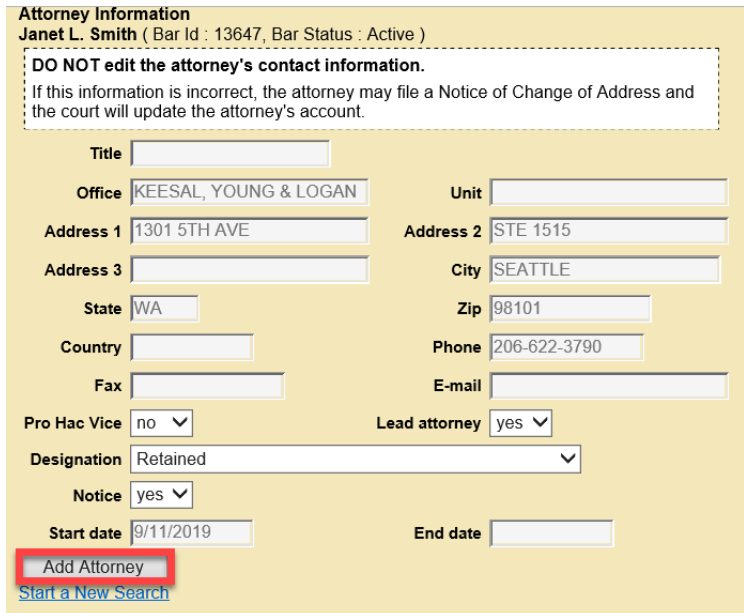
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To add an attorney to a party:

1. Select the  icon next to **Attorney** under the name of the party in the **Participant Tree**.
2. On the next screen, search for the attorney by bar number or name, then click **Search**.

A screenshot of a search form titled 'Search for an attorney for Karen R Smith'. It contains input fields for 'Bar Id' (with '123456' entered), 'Last Name', 'First Name', and 'Middle Name'. A 'Search' button is located at the bottom left of the form.

3. Only attorneys admitted in this district return in the search results.
Note: Be sure to search by both bar number and last name to ensure they are or are not admitted to our court.
4. 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.
5. If results are returned, highlight the name and click **Select Attorney** to display the **Attorney Information** screen.
6. Do not alter any information on this screen; instead compare Bar ID and address to ensure you are selecting the correct attorney's name.
 - a. If the Bar ID and address do not match, go to **Start a New Search**, search again for the attorney's name, and select additional matching names.


A screenshot of the 'Attorney Information' screen for Janet L. Smith. The screen displays various fields for contact and professional information, including Title, Office (KEESAL, YOUNG & LOGAN), Unit, Address 1 (1301 5TH AVE), Address 2 (STE 1515), Address 3, City (SEATTLE), State (WA), Zip (98101), Country, Phone (206-622-3790), Fax, E-mail, Pro Hac Vice (no), Lead attorney (yes), Designation (Retained), Notice (yes), Start date (9/11/2019), and End date. At the bottom, there are two buttons: 'Add Attorney' (highlighted with a red box) and 'Start a New Search'.


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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 added all attorneys.

8. If the same attorney is representing multiple parties, use the copy attorney tool  to add an attorney to the 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**.




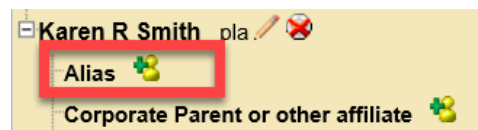
- iii. Select the attorney from the list of attorneys already added to the case then click **Copy Attorneys**.



6.6 Add Aliases

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



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- In both cases, the next screen is the **Alias Information**. If not already entered, enter the alias and select a **Type** from the dropdown menu. Refer to [Table E](#) for a description of alias types.

Alias Information

Last/Business name: First name:

Middle name:

Generation:

Type: (dropdown menu shows: agent, aka, assign, dba, div, est)

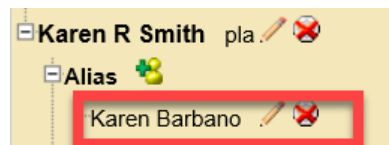
Start date:

[Start a New Search](#)

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

- Once you finish entering the alias information, select **Add Alias**.
- The system adds the alias to the **Participant Tree** under the previously selected party.
- 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 initial case opening. See [Follow-up Filings](#).

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6.8 Create your Civil Case



Before creating your case, be sure that you added all associated party information to the case as you are not able to go back and edit the parties.

1. When you are certain your case 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.

Case Number 19-1 has been opened.

[Docket Lead Event?](#)

VII. Docket the Lead Event

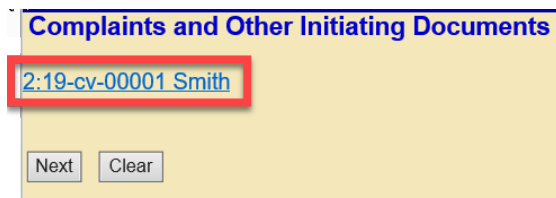
7.1 Select an Initiating Document

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.
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**.

Case Number 19-1 has been opened.

[Docket Lead Event?](#)



Note: Do **not** click on the case number. This will take you out of the case opening process to PACER.

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4. Select **Notice of Removal** from the Available Events menu.

Complaints and Other Initiating Documents
2:19-cv-00001 Smith

Available Events (click to select an event)

- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership
- Notice of Removal**
- Petition (Other)
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Registration of Foreign Judgment
- Request for Determination
- Third Party Complaint

Selected Event
Notice of Removal

Next Clear

5. Your selection displays in the **Selected Event** field, click **Next**.

7.2 Select the Parties

1. Select the party filing the document (the party you represent), then click **Next**.

Pick Filer

Collapse All Expand All

- Karen R Smith pla
- Widget Company dft

Select the filer.

Select the Party:

- Smith, Karen R. [pla]
- Widget Company [dft]**

Next Clear New Filer

2. Leave all fields checked, then click **Next**.

The following attorney/party associations do not exist for the above case(s).
Please check the box on the left of the screen for associations which should be created.
If the association should *not* be created, be sure the box is *unchecked*.

Widget Company (pty:dft) represented by Attorney Wawdone (aty) Notice

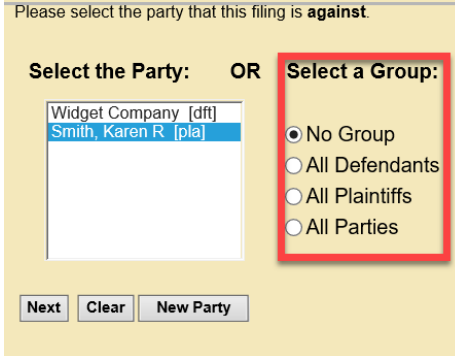
Next Clear

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

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3. Select the party you are filing against (i.e., the opposing party), 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.



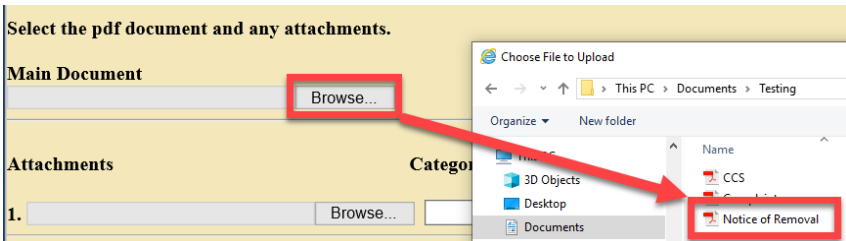
4. CM/ECF asks if you added all parties named in the filing.
 - a. If you did not add *all* parties during the initial case opening process, select **No** and then **Next**.
 - i. This returns you to the **Search for a party** screen. Add any remaining parties using the instructions in [Adding Parties](#).

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 **Next**.
5. The next screen reminds you to file the required certificate of service. After review, click **Next**.

7.3 Upload Documents

When docketing your lead event, you must upload the main document 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. To upload your **Notice of Removal**, click **Browse** next to **Main Document**.



- a. Upload the **Notice of Removal** with **Certificate of Service** listing all counsel with their contact information, including their email addresses, and any pro se parties who have appeared in state court along with their addresses and phone numbers (if known), see [LCR 101\(b\)\(2\)](#).

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- The location and name of your document appears in the **Main Document** field.

Main Document

ocuments\Testing\Notice of Removal.pdf

- To upload all additional attachments, click **Browse** next to **Attachments**, navigate to the appropriate directory on your computer, then select the file you wish to upload.
 - 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).
- Label each attachment by selecting a **Category** and/or by entering text in the **Description** field. Either a **Category** or a **Description** is required.
 - 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.

4. Exhibit.pdf

- 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..

5. Appearance.pdf

6. No file chosen

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

Main Document

NoticeofRemoval.pdf

Attachments

	Attachments	Category	Description	
1.	<input type="button" value="Choose File"/> NewCaseCivilCoverSheet.pdf	<input type="text" value="Civil Cover Sheet"/>	<input type="text"/>	<input type="button" value="Remove"/>
2.	<input type="button" value="Choose File"/> StateComplaint.pdf	<input type="text" value="Complaint"/>	<input type="text"/>	<input type="button" value="Remove"/>
3.	<input type="button" value="Choose File"/> StateJuryDemand.pdf	<input type="text" value="Jury Demand"/>	<input type="text"/>	<input type="button" value="Remove"/>
4.	<input type="button" value="Choose File"/> Exhibit.pdf	<input type="text" value="Exhibit"/>	<input type="text" value="A - Medical Records"/>	<input type="button" value="Remove"/>
5.	<input type="button" value="Choose File"/> Appearance.pdf	<input type="text"/>	<input type="text" value="Appearance for Attorney Smith"/>	<input type="button" value="Remove"/>
6.	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	

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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 the case has not yet been filed in state court, enter “CASE NUMBER NOT ASSIGNED.”

7.5 Pay the Filing Fee

- CM/ECF verifies the amount of the required filing fee (IFP filings will not request payment at time of filing if you selected the correct Fee status).
 - 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.

Pay Filing Fee for Washington Western District Court (test) - NextGen	
* Required Information	
Payment Amount	
Amount Due *	\$
Select a Payment Method	
<input checked="" type="radio"/>	Attorney Wawdone XXXXXXXXXXXX4747 04/2023
<input type="radio"/>	Enter a credit card
<input type="radio"/>	Enter an ACH account

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

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

Payment Summary	
PAYMENT METHOD	PAYMENT DETAILS
	Payment Amount \$
XXXXXXXXXXXX4747	Fee Type Filing Fee
04/2023	
Attorney Wawdone	
700 Stewart St, #2310	
Seattle, WA	
98101	
USA	


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

Email Receipt	
Email	<input type="text" value="userwawdatty01@gmail.com"/>
Confirm Email	<input type="text" value="userwawdatty01@gmail.com"/>
Additional Email Addresses	<input type="text"/>

Authorization		
<input type="checkbox"/>	I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *	
Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.		
<input type="button" value="Submit"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>

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.*

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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. Click **Next** to display the final text as it appears on the docket.

Docket Text: Final Text
NOTICE OF REMOVAL from King County, case number 9888; (Receipt # AWAWXDC-2837744) Attorney Attorney Wawdone added to party Widget Company(pty:dft), filed by Widget Company. (Attachments: # (1) Civil Cover Sheet, # (2) Complaint, # (3) Jury Demand)(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\CCS.pdf pages: 2
C:\fakepath\Complaint.pdf pages: 1
C:\fakepath\Jury Demand.pdf pages: 1

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

2. 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 an did *not* receive electronic notification of your new case. If the system does not send electronic notice you must server these documents served 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 10/18/2019 at 2:44 PM PDT and filed on 10/18/2019

Case Name: Smith v. Widget Company
Case Number: [2:19-cv-00058](#)
Filer: Widget Company
Document Number: [1](#)

Docket Text:
NOTICE OF REMOVAL from King County, case number 9888; (Receipt # AWAWXDC-2837744) Attorney Attorney Wawdone added to party Widget Company(pty:dft), filed by Widget Company. (Attachments: # (1) Civil Cover Sheet, # (2) Complaint, # (3) Jury Demand)(Wawdone, Attorney)

2:19-cv-00058 Notice has been electronically mailed to:
Attorney Wawdone userwawdatty01@gmail.com

2:19-cv-00058 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, follow the [emergency filing steps](#) and contact the Clerk's Office.

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VIII. Follow-up filings:

8.1 Required in all cases:

- Verification of State Court Records (must be filed within 14 days of filing the Notice of Removal).
 - File separately from your initiating documents using the **Verification of State Court Records** event.
 - 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 filed with the Notice of Removal.

8.2 Required if applicable:

- Corporate Disclosure Statement.
 - 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\(h\)](#)).