

Electronic Case Filing (ECF) 101


File Your Cases Like a Pro

Class Prep:

- Have you downloaded and unzipped the **ClassDocs** folder?
- Can you open all the class documents in the **ClassDocs** folder?
- Can you log into the Train System (<https://ecf-train.wawd.uscourts.gov>)

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Introductions



Presenter: Sam Potter
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Microsoft Teams Quick Review



1. Comment
2. Raise and lower your hand
3. Mute and unmute

How to use split screen

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Learning Objectives

By the end of this class participants will be able to:

- Understand what are CM/ECF and PACER
- Locate CM/ECF filing resources and instructions
- Navigate CM/ECF
- Demonstrate how to file a motion and other document
- Complete a civil case opening



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Section I:

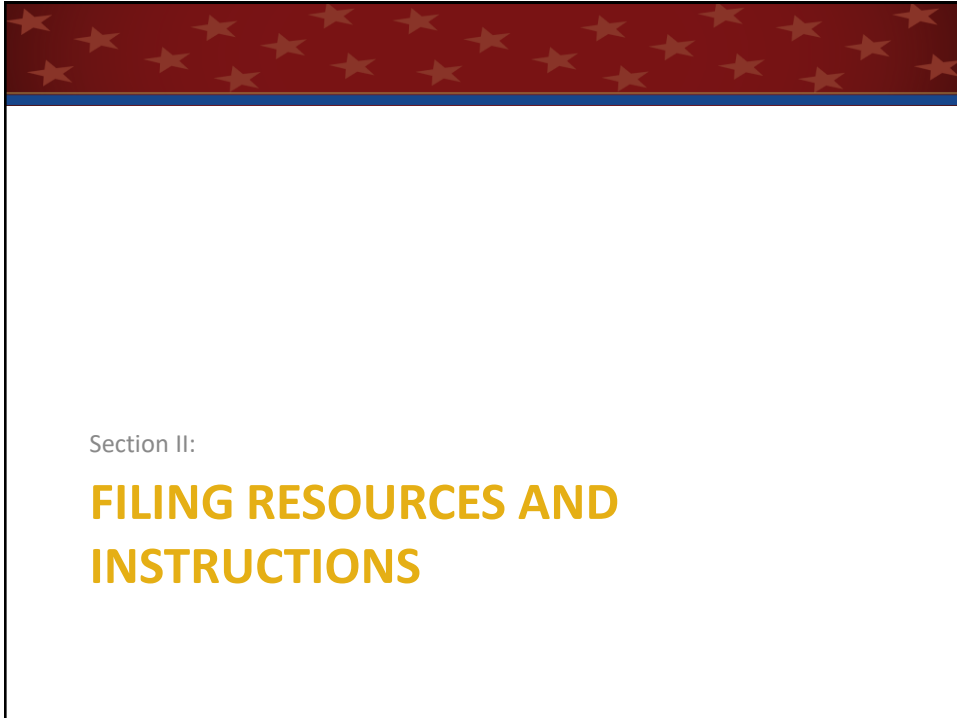
CM/ECF VS. PACER

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What is CM/ECF and PACER

<p>CM/ECF: Case Management and Electronic Court Filing system</p>  <p>Filing documents</p>	<p>vs.</p>	<p>PACER: Public Access to Court Electronic Records</p>  <p>Viewing documents</p>
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Section II:

FILING RESOURCES AND INSTRUCTIONS

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Website Highlights

- Home
 - [E-Filing \(CM/ECF\)](#)
 - [Local Rules and General Orders](#)
 - [Judge's pages](#)
 - [Court Forms](#)
 - Court News
- Attorney Menu
 - [Attorney Admissions](#)
 - [Civil Case Opening](#)
- E-Filing (CM/ECF)
 - [NextGen Transition](#)
 - [Getting Started](#)
 - [How-To E-File](#)
 - [Training Videos](#)
 - [Frequently Asked Questions](#)

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E-Filing Support

CM/ECF Train System

Do you want to practice before you file?



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E-filing Support

Note: The Clerk's Office staff and other Court employees are prohibited by law from giving legal advice or performing any legal services on your behalf

Technical Support ECF Helpdesk 8:00 AM to 5:00 PM Monday through Friday: cmecf@wawd.uscourts.gov (206) 370-8440 (choose option 2)	Procedural/Case Specific Support Case Administrator: See individual Judge's page
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Section IV:

NAVIGATING CM/ECF

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ADDING PARTIES

✓ Add all parties on Complaint

✓ Add parties in the same order on Complaint

✓ Add party info exactly as shown

✓ Add party text and aliases

✗ Enter names in ALL CAPS

✗ Use periods or commas in party names

✗ Enter addresses for non-pro se parties

✗ Use the browser back button

See [Standards for Entering Party Names into CM/ECF](#) or [Adding Parties video\(s\)/Guides](#) for more detailed information and examples.

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Adding Parties

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
AT SEATTLE

SERGEANT ANDRE L. YOUNG JR.

Plaintiff,

v.

DOCTORS CLINIC INC d/b/a DOCTORS COMPANY a Washington company and JOHN DOES 1-3.

Defendant.

CASE NO.
(JURY DEMAND)

Party Name: First, Middle, Last Name, and Generation as listed on the Initiating Document.

Party Alias: Another name that a person or business is also known by as listed on the Initiating Document. Often it is preceded by phrases such as “also known as (aka)” or “doing business as (d/b/a).”

Party Text: Any text describing an individual or business as listed on the Initiating Document. This includes ranks and/or titles.

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Section VI:

DATA QUALITY (DQ)

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Data Quality (DQ) Initiative

The DQ Initiative began in January 2018.

Goals

- Improve training curriculum.
- Improve CM/ECF functionality.
- Provide real-time filing feedback and education.

How it Affects You

- Occasional educational emails.
(No action required)
- Docketed **Notice to Filers** in case. **(Action required)**
- New events added.

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What's New

- New District Judge: Judge Jamal N. Whitehead
- [New Magistrate Judge: Judge Grady Leupold](#)
- [Amendments to Federal Rules](#)
 - Social Security Service
 - Diversity Disclosures
- [Amendments to Local Federal Rules](#)
- [Amendments to E-Filing Procedures](#)
- Test your PDFs under **Utilities > Miscellaneous > Check PDF Document** (see [How to Prep Your PDFs Guide](#))
- [CM/ECF Newsletter](#) (Quarterly)

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CONTACT US

We're here to help!



wawd.uscourts.gov



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(206) 370-8440 (x2)

Please complete our survey!

<https://forms.office.com/g/2FDfvSFV52>

Or scan the QR code below



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