

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

**Attorney's Guide:
Opening a Civil Case**



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I. Introduction

This guide will assist you in electronically opening a civil case 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:

- ☐ [CM/ECF Filing Procedures](#)
- ☐ [Chambers Procedures](#)
- ☐ [Local Civil and Criminal Rules and General Orders](#)
- ☐ [Federal Rules of Civil Procedure](#)
- ☐ [ECF User Manual](#)

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

III. Getting Started

3.1 Preparing your Documents

Pay close attention in preparing your documents, making certain that all attorneys who will be appearing in the case have each properly signed the appearance document and you are following 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 \(PDF\)](#) for further guidance.

3.2 Types of Main Documents

- ☐ Complaint
- ☐ Notice of Removal (see [Attorney's Guide to Opening a Notice of Removal Civil Case](#))
- ☐ Motion to Proceed In Forma Pauperis with Written Consent (IFP)
- ☐ Petition for Writ of Habeas Corpus
- ☐ Petition (Other)

3.3 Other Possible Attachments

Other possible attachments to your main document are:

- ☐ [Civil Cover Sheet](#) (required for all cases except Petition for Writ of Habeas Corpus)
- ☐ [Summons](#)
- ☐ [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: Most of these forms can be found 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](#) webpage.

You must pay the filing fee through Pay.gov 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 during the case opening process.

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

If you are requesting a waiver of the filing fee, have your Application to Proceed In Forma Pauperis with Written Consent prepared to file as your main document. See [Motion for Leave to Proceed In Forma Pauperis](#) for further instructions.

V. Initiating Your Civil Case

Do not start opening your case unless you are prepared to file your initiating document and its attachment(s). See sections [3.2](#) and [3.3](#).

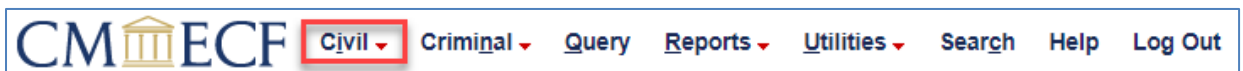
REMEMBER

- ☐ All documents must be converted to PDF and saved on your computer for easy retrieval. See [How to Prepare Your PDF](#).
- ☐ Have a copy of the Civil Cover Sheet and initiating document available as you will need to refer to these during the process.

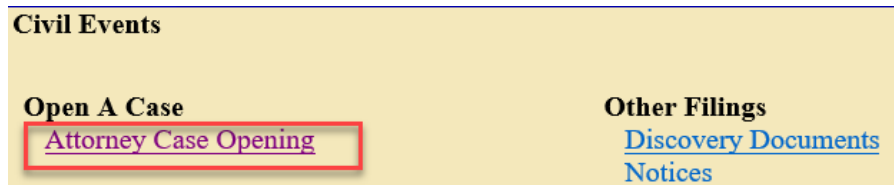
5.1 Entering Case Information

The following screens will ask for information that can be found on the civil cover sheet and initiating document. Have them available so you can refer to them during this process.

1. After logging into CM/ECF, select **Civil** on the CM/ECF menu.



2. To begin the case opening process, select **Attorney Case Opening**.



3. The next screen gives you information on how to find help throughout the filing process. To continue, select **Next**.
4. 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.

Open a Civil Case

1 Office 2 Case type

Date filed: 8/29/2019

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)

TABLE A		
	Field	Description
1	Office	<p>Either Seattle or Tacoma. The correct office is determined by:</p> <ul style="list-style-type: none"> • where the claim arose, or • where the <i>defendant(s)</i> reside or have their principal places of business. <p>Exceptions:</p> <ul style="list-style-type: none"> • Social Security and Nature of Suit 462 (Naturalization Application) cases should be filed based on where the plaintiff(s) resides • Habeas cases with the Nature of Suit 463 (Alien Detainee) should be filed in Seattle even if petitioner is detained at the Tacoma Northwest Detention Center • Notice of Removal cases: see the Attorney's Guide: Opening a Notice of Removal Civil Case for more details. <p>See our Local Rules to determine which counties pertain to each office.</p>
2	Case Type	Select cv for civil case.
3 and 4	Other court name and number	These fields are only used for removal cases. (See Attorney's Guide: Opening a Notice of Removal Civil Case)

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

5.3 Entering Statistical Case Data

The next screen asks for information that is found on the case's civil cover sheet. Have it available so you can refer to it during this process. Use [Table B](#) as a reference. If you need to start over on this page, select **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	<p>Select the case jurisdiction. This field defaults to 3 (Federal Question). For those civil actions where more than one jurisdiction code can be applied, the preference should be in the numerical order listed (i.e., U.S. Government Plaintiff as highest priority and Local Question as lowest).</p> <div> <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) 3 (Federal Question) 4 (Diversity) 5 (Local Question) </div>
2	Cause of action	<p>Select the cause of action. If your specific cause of action is not listed, you may use a more generic one (e.g., Fed. Question).</p> <div> <p>Jurisdiction 3 (Federal Question) ▼</p> <p>Cause of action 08:0287 (08:0287 Petition to Enforce INS Subpoena) ▼</p> <ul style="list-style-type: none"> 28:1331 (28:1331 Fed. Question) 28:1331al (28:1331 Fed. Question: Airline Crash) 28:1331at (28:1331 Fed. Question: Anti-trust) 28:1331au (28:1331 Fed. Question: Auto Negligence) 28:1331b (28:1331 Federal Question: Bivens Act) </div>

TABLE B		
	Field	Description
3	Nature of suit	<p>Select the nature of suit.</p> <div> <div>Cause of action</div> <div>Nature of suit</div> <div> 130 (Miller Act) 140 (Negotiable Instrument) 150 (Contract: Recovery/Enforcement) 151 (Contract: Recovery Medicare) 152 (Contract: Recovery Student Loan) </div> </div> <p>See the Nature of Suit Code Descriptors for more details on each code.</p>
4	Origin	<p>For all cases except Notice of Removals select 1 (Original Proceeding).</p> <div> <div>Nature of suit</div> <div>Origin</div> <div> 315 (Airplane Product Liability) 1 (Original Proceeding) 2 (Removal from State Court) </div> </div>
5	Citizenship plaintiff and Citizenship defendant	<p>These fields are only used if you have selected (4) Diversity as your Jurisdiction. See LCR 8.</p> <div> <div>Origin</div> <div>Citizenship plaintiff</div> <div>Citizenship defendant</div> <div> 2 (Removal from State Court) 1 (Citizen of This State) 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) </div> </div>
6	Jury Demand	<p>Select the party demanding the jury if the words "Jury Demand" are on the Complaint caption. See LCR 38.</p> <div> <div>Jury demand</div> <div> b (Both) d (Defendant) n (None) p (Plaintiff) </div> </div>
7	Class action	<p>Select whether Class Action is alleged.</p> <div> <div>Class action</div> <div> n (No Class Action Alleged) y (Class Action Alleged) </div> </div>
8	County	<p>Select the county wherein the <i>Plaintiff</i> resides, or where <i>Plaintiff's Place of Business</i> is located.</p>
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) <div> <div>Fee status</div> <div> none (no fee required) pd (paid) pend (IFP pending) wv (waived) </div> </div>
10	Fee date	<p>This field is populated automatically and should not be altered.</p>

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

5.4 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**, you will receive further instructions on the next screen.
2. 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.
 - a. Seattle cases, call 206-370-8400 option 0.
 - b. Tacoma cases, call 253-882-3800.
3. The Clerk's Office will QC 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)**.

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

VI. Adding Parties

This screen allows you to enter all of the parties in your case. All parties listed on the caption of your initiating document must be entered at this time, even parties whose names are unknown.

The screen is divided into two sections. We refer to the left section as the **Participant Tree** and the right as the **Party Information** screen.

The screenshot shows the 'Open a Civil Case' interface. On the left, the 'Participant Tree' section contains buttons for 'Add New Party', 'Create Case', 'Collapse All', and 'Expand All', along with a case identifier '2:19-cv-????'. On the right, the 'Party Information Screen' section has a 'Search for a party' header and input fields for 'Last / Business Name', 'First Name', and 'Middle Name', with a 'Search' button below them.



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 initiating document available.
 - This will help you enter the party names correctly and in the proper order (ordered exactly as listed on the complaint/petition caption).
- ☐ Review the [Standards for Entering Party Names in CM/ECF](#).

Note: 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](#).

6.2 Searching for a Party

1. Enter the first party's surname or the company name in the **Last/Business Name** and first name in the **First Name** field and select **Search**.

The screenshot shows the 'Search for a party' form. The 'Last / Business Name' field contains 'Smith' and the 'First Name' field contains 'Karen'. The 'Middle Name' field is empty. There is also a 'Prisoner ID' field which is empty. A 'Search' button is located at the bottom left of the form.

Note: You should never add a party description, text, or alias here. This should be added in the **Party Text** or **Party Alias** fields later. See [Table C](#) (5).

2. If there are names in ECF matching your party's name, they will be displayed in the **Search Results** box.

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.

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

4. If you *do not* find an exact match, or your search returns no results, select **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.

REMEMBER

- ☐ Parties must be entered in the order they are listed on the initiating document.

6.3 Entering Party Information

After selecting **Select Party/Create New Party**, you will enter your party's information on the **Party Information** screen. Parties must be entered in compliance with the [Standards for Entering Party Names in CM/ECF](#).

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

✓ 2 Role

✓ 2 Pro se

Prisoner Id Unit

Office

3 Address 1

3 Address 2

3 Address 3

☐ Show this address on the docket sheet

City

State Zip Country

Prison

Phone Fax

4 E-mail

5 Party text

Start date End date

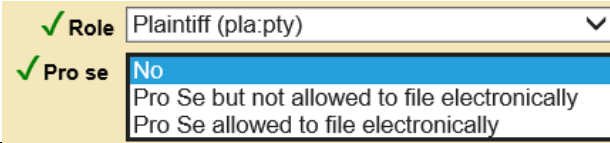
Corporation Notice

[Start a New Search](#)

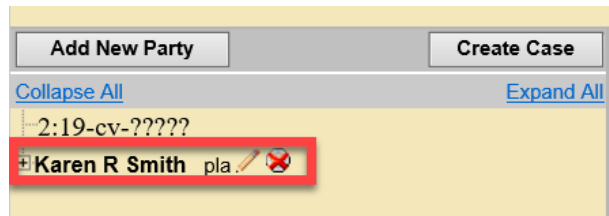
TABLE C

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> <p>✓ Role</p> <ul style="list-style-type: none"> 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)

TABLE C





Field	Description
2 Pro Se	<p>Select whether the party is representing themselves (Pro Se). The majority of time, this should be set to No.</p> <p><i>Never select Pro Se allowed to file electronically.</i></p> 
3 Address and Phone	Only enter this information if the party is pro se. (See Standards for Entering Party Names in CM/ECF)
4 E-mail	Always leave this field blank.
<p><i>You must enter Party Text exactly as it appears on the caption.</i></p> <p>Party Text includes:</p> <ul style="list-style-type: none"> Descriptive information about the parties. For example, a company might be described as “a Washington corporation.” Ranks or Titles such as military ranks (exclude generic Mr. or Mrs./Ms. Titles). 	
5 Party text	<p>Do not use the Last Name or Title fields for this information. And, 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 enter aliases in the Party text field. (see Add Alias section for more information)</p>

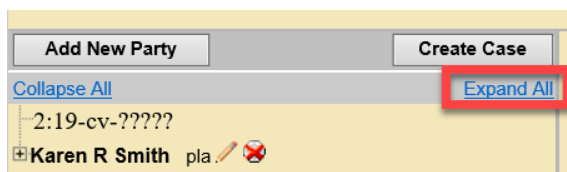
- Review this screen carefully before proceeding. Once you are confident that your party information is correct and complete, select **Add Party**.
- After selecting **Add Party**, you will see your party’s name in the **Participant Tree**.
 - You may make changes/additions here. See [Icons in the Participant Tree](#).
- Select **Add New Party** to start adding the next party.
- Repeat this process until *all* parties have been added and are listed 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 Adding an Attorney

You must enter *all* attorneys for the filing party who are appearing in this case, with the following exceptions:


- ☐ Yourself: The attorney whose CM/ECF account is used to file the case.
 - CM/ECF allows you to create this association when you file the initiating document.
- ☐ Pro Hac Vice attorneys
 - Pro Hac Vice attorneys can only be admitted by order of the court (see [Pro Hac Vice Admissions](#) webpage).
- ☐ If they return no results after searching by bar number *and* name under **Search for an attorney**

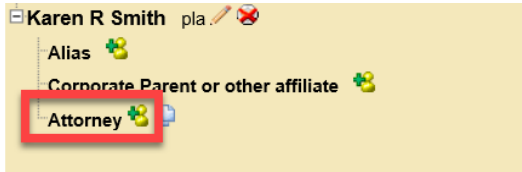
Note: Do not add attorneys for the non-filing party. Non-filing party attorneys must appear in the case prior to being added to the docket.

If the last three exceptions apply:

1. Do not add the attorney.
2. Set the **Pro Se** status for any represented party to **No**.
 - a. Pro se status **Pro Se but not allowed to file electronically** should only be used in removal cases.

To add an attorney to a party:

1. Select the  icon next to **Attorney** under the party's name in the **Participant Tree**.
2. The **Search for an attorney** screen is displayed. Enter the attorney's bar number or name and select **Search**.
3. Only attorneys admitted in this district return in the search results.




A screenshot of the 'Search for an attorney for Karen R Smith' screen. It features a 'Bar Id' field with the value '13647'. Below it are three input fields for 'Last Name', 'First Name', and 'Middle Name', all of which are currently empty. A 'Search' button is located at the bottom left of the form.


- i. **Note:** If the name does not return any results, be sure to search by both bar number and last name to ensure they are not admitted to our court.
4. If no results are returned, do not add the attorney.
5. If results are returned, select **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** and search again for the attorney's name and select additional matching names.

A screenshot of the 'Attorney Information' screen for Janet L. Smith (Bar Id: 13647, Bar Status: Active). The screen contains a warning box at the top stating 'DO NOT edit the attorney's contact information.' Below this, there are several input fields for contact information: 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, and E-mail. There are also dropdown menus for 'Pro Hac Vice' (set to 'no'), 'Lead attorney' (set to 'yes'), and 'Designation' (set to 'Retained'). A 'Notice' dropdown is set to 'yes'. At the bottom, there are fields for 'Start date' (9/11/2019) and 'End date'. A red box highlights the 'Add Attorney' button at the bottom left, with a link for 'Start a New Search' below it.

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

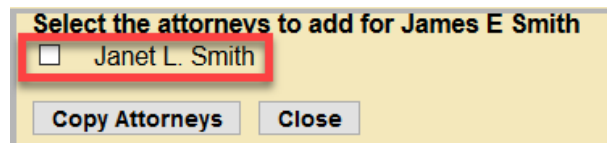


7. Repeat this process until all attorneys are added.
8. If the same attorney is representing multiple parties, use the copy attorney tool  to add an attorney to multiple parties.

- 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. Select the copy attorney tool  next to **Attorney**.




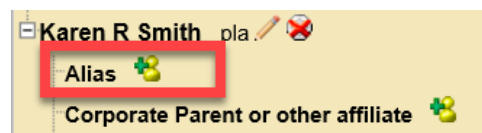
- iii. Select the attorney from the list of attorneys already added to the case then select **Copy Attorneys**.



6.6 Adding an Alias

If the caption on your initiating document indicates an alias, i.e. another name that a person or business is also known by:

1. Select 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 select **Search**.
 - a. If a match is found, highlight the name and select **Select Alias**.
 - b. If a match is not found, select **Create New Alias**.



3. In both cases, the **Alias Information** screen is displayed. 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: Barbano

Middle name:

Type: agent

Buttons: Add Alias, 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

4. Once you finish entering your alias information, select **Add Alias**.
5. The alias is added to the Participant Tree under the party you selected.
6. Repeat this process until all aliases are entered.



6.7 Adding a Corporate Parent/Other Affiliate



Do not add a corporate parent at this stage. You are required to add corporate parents/other affiliates when filing a Corporate Disclosure Statement which should be filed after initial case opening. See [Follow-up Filings](#).

6.8 Creating your Civil Case



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

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

2. CM/ECF asks you to confirm that your new case should be created.
 - a. If you have not finished adding all parties, select **No** to resume entering parties; otherwise, select **Yes** to create the case.
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?](#)

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

VII. Docketing the Lead Event

7.1 Selecting Initiating Document

Once the case is created, the Lead Event needs to be filed in the case.

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

Case Number 19-1 has been opened.

[Docket Lead Event?](#)

2. CM/ECF populates your case number automatically. Select **Next** to continue.
3. On the next screen, the case number and case short title are shown, select **Next** to continue.

Complaints and Other Initiating Documents

2:19-cv-00001 Smith

Next

Clear

4. Select the event you wish to file from the Available Events menu (see [section 3.2](#) for selection options).
5. Once your selection is displayed in the **Selected Event** field, select **Next**.

Complaints and Other Initiating Documents
[2:19-cv-00001 Smith](#)

Start typing to find an event.

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

Next Clear

7.2 Selecting the Parties

1. Select the party filing the document (the party represented by you) then select **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 select **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*.

☒ Karen R Smith (pty:pla) represented by Attorney Wawdone (aty) ☒ Notice

Next Clear

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

3. Select the party you are filing against (i.e. the opposing party) then select **Next**.

Please select the party that this filing is **against**.

Select the Party: **OR** **Select a Group:**

Smith, Karen R [pla]
Widget Company [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Party**

Note: If there are multiple parties, you may use **Select a Group** options to select an entire group (e.g., All Defendants), 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 have added all parties named in this filing.
 - a. If you did not add *all* parties during the initial case opening process, select **No** and select **Next**.
 - i. This returns you to the **Search for a party** screen. Add any remaining parties using the instructions covered in [Adding Parties](#).

Note: You are not able to edit parties already entered here. If you need to edit any parties, call [ECF Support](#) for assistance.
 - b. If you are confident that you have added all parties named in this filing, select **Yes** and then select **Next**.

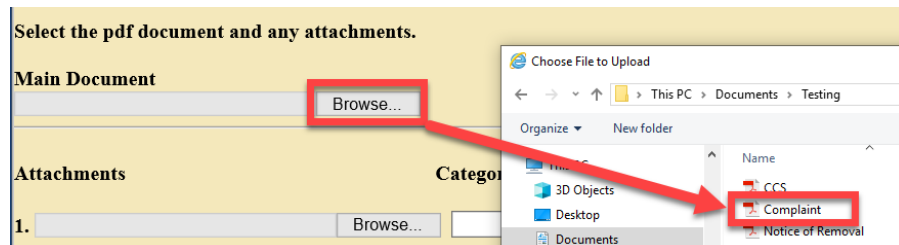
7.3 Uploading Documents

When docketing your lead event, you are asked to upload the main document and all attachments.

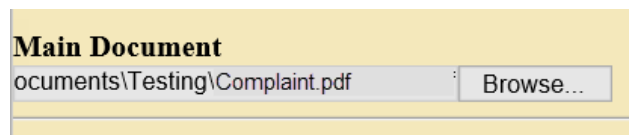
REMEMBER

- ☐ All documents must conform to the requirements laid out in the [CM/ECF Filing Procedures](#) and the [CM/ECF FAQs: Technical](#) page.

1. To upload your main document select **Browse** next to **Main Document**.



- a. Upload the Complaint/Petition or, if applicable, the Motion for Leave to Proceed In Forma Pauperis as the main document.
2. CM/ECF displays the file upload window, which allows you to locate the file on your computer.
3. Navigate to the appropriate directory on your computer and select the file you wish to upload.
4. The location and name of your document appears in the **Main Document** field.
5. To upload all additional attachments, select **Browse** next to **Attachments** and navigate to the appropriate directory on your computer and select the file you wish to upload.



- b. Possible attachments include:

- ☐ Civil Cover Sheet (required for all cases except Petition for Writ of Habeas Corpus)
- ☐ Complaint (if your main document is a Motion for Leave to Proceed In Forma Pauperis)
- ☐ Summons (optional, see [Filing a Summons](#) for more detailed information)
- ☐ 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)

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

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<ul style="list-style-type: none"> Amended Complaint Application for Court-Appointed Counsel Certificate of Service Citation Civil Cover Sheet Complaint Exhibit Jury Demand Proposed Acceptance of Plea Proposed Order Proposed 1983 Prisoner Civil Rights Complaint Proposed Petition for Writ Of Habeas Corpus Report on Copyrights (AO Form 121) Report on Patents and Trademarks (AO Form 120) Supplement Summons 	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

- c. When filing Exhibits, it is strongly recommended to choose **Exhibit** from the **Category** menu *and* to enter a **Description** of each exhibit (e.g. **Category: Exhibit; Description: A – Medical Records**). You do not need to repeat the word “exhibit” in the **Description** text.
7. Once you upload all documents, select **Next**.

7.4 Filing a Summons

If you are requesting a summons to be issued by the Court, use the fillable form found on the [Court's website](#).

REMEMBER

- ☐ Each summons must be filed as a *separate attachment*.
- ☐ Summons(es) are usually issued electronically by the Court.
- ☐ You will receive a Notice of Electronic Filing (NEF) of the issued summons when the Clerk's Office enters it on the docket.
- ☐ Use the NEF hyperlink to retrieve the issued summons to effect service of process.

To file a summons with the court:

1. Locate and attach each summons in the same manner as all other attachments.
2. Select **Summons** from the **Category** field.
3. If desired, you may also add a description in the **Description** field.

7.5 Paying the Filing Fee

☐ CM/ECF verifies the amount of the 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, select **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 Pay.gov. This may result in duplicate billing of the filing fee as well as an incomplete transaction. Use the navigation hyperlinks on the Pay.gov screens whenever possible.

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

2. Select your payment method.

Pay Filing Fee for Washington Western District Court (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * \$400.00

Select a Payment Method

☒ Attorney Wawdone
XXXXXXXXXXXX4747
04/2023

☐ Enter a credit card

☐ Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

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 including all fields with * denoting a required field.

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

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

Pay Filing Fee for Washington Western District Court (test) - NextGen	
Payment Summary	
PAYMENT METHOD	PAYMENT DETAILS
 XXXXXXXXXXXXXXX4747 04/2023 Attorney Wawdone 700 Stewart St, #2310 Seattle, WA 98101 USA	Payment Amount \$400.00 Fee Type Filing Fee

5. Enter your email address in 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 in the **CC** field).

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 select **Submit**.
7. PACER will automatically redirect you back to CM/ECF to finish opening your case.



Even though the filing fee has been paid, **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 Completing the Case Opening Process

After completing the payment process at Pay.gov, you are redirected back to CM/ECF to finish opening your case.

1. If asked if the complaint includes a Jury Demand, respond **Yes** or **No** dependent on whether the complaint caption meets the requirements laid out in [LCR 38](#), then select **Next**.
2. You are now given the opportunity to add additional details to your docket text if desired. This is not a requirement.

Docket Text: Modify as Appropriate.

COMPLAINT against defendant(s) Widget Company (Receipt # AWAWXDC-2840763) Attorney Attorney Wawdone added to party Karen R Smith(pty:pla) , filed by Karen R Smith. (Attachments: # (1) Civil Cover Sheet, # (2) Summons) (Wawdone, Attorney)

3. Select **Next** to display the final text as it will appear on the docket.

Docket Text: Final Text

COMPLAINT against defendant(s) Widget Company (Receipt # AWAWXDC-2840763) Attorney Attorney Wawdone added to party Karen R Smith(pty:pla), filed by Karen R Smith. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Wawdone, Attorney)

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

Have you redacted?

Source Document Path (for confirmation only):

C:\fakepath\Complaint.pdf pages: 1
C:\fakepath\CCS.pdf pages: 2
C:\fakepath\Summons.pdf pages: 1

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

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

7.7 Notice of Electronic Filing

The **Notice of Electronic Filing** screen is displayed once you have completed the case opening. This screen confirms:

- who has been electronically notified of your new case,
- who was *not* electronically notified of your new case and should be served by traditional means, and;
- that your documents have been filed.

U.S. District Court
Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 1/10/2020 at 4:28 PM PST and filed on 1/10/2020

Case Name: Smith v. Widget Company
Case Number: [2:19-cv-00001](#)
Filer: Karen R Smith
Document Number: [1](#)

Docket Text:
COMPLAINT against defendant(s) Widget Company (Receipt # AWAWXDC-2840763) Attorney Attorney Wawdone added to party Karen R Smith(pty:pla), filed by Karen R Smith. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Wawdone, Attorney)

2:19-cv-00059 Notice has been electronically mailed to:

Attorney Wawdone userwawdatty01@gmail.com

2:19-cv-00059 Notice will not be electronically mailed to:

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



If this is an emergency matter, follow [emergency filing steps](#) and contact the Clerk's Office.

VIII. Follow-up filings:

☐ 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 disclosure statement
- Related Case(s)
 - List the case(s) on the Civil Cover Sheet *and*
 - File a **Notice of Related Case(s)** ([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\(h\)](#))