

Instructions for Attorneys: Case Query Methods

Here are two methods you can use to determine what cases you are participating in as counsel.

#1: Query

After logging into **PACER** with your PACER login and password, select **Query** from the blue menu bar, and enter your name with the Type **'Attorney'** under **Search Clues**. Select **'Run Query'**.

Query

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action
0 (No cause code entered)
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type Prisoner ID

Search results will appear listing all cases in which you are participating as an attorney.

Select A Case

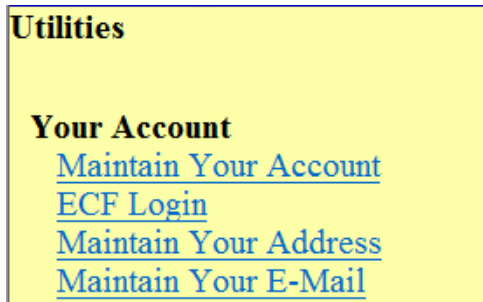
Newell David Smith is an attorney in 2 cases.

[2:11-cv-01010-BAT](#) Lee v. McCullough et al filed 06/16/11 closed 02/09/12

[2:11-cv-01042-RAJ](#) Dale v. Washington State Department of Corrections et al filed 06/22/11

#2: Your ECF Account

Login to ECF with your **filing** login and password and select **Utilities** on the blue menu bar. Then choose **Maintain Your E-mail** under the **Your Account** heading.



Under **E-mail Information**, view your case list by selecting your primary e-mail and looking under **Case Specific Options**.

| Email Information for Newell David Smith | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registered e-mail addresses | Configuration options |
| Primary e-mail address: newells_atg.wa.gov@example.com | <input type="text" value="newells_atg.wa.gov@example.com"/> |
| Secondary e-mail addresses: beckyf_atg.wa.gov@example.com michelleS_atg.wa.gov@example.com torseacf_atg.wa.gov@example.com add new e-mail address | Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Return to Person Information Screen | How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report |
| <input type="button" value="Clear"/> | In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text |
| | Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | Case-specific options |
| | Add additional cases for noticing <input type="text"/> |
| | These cases will send notice <i>per filing</i> . (default method) 2-11-cv-01010-BAT Lee v. McCullough et al (Closed on 02/09/2012) - Representing Rob McKenna, Department of Social and Healthcare Services, Kathey Le 2-11-cv-01042-RAJ Dale v. Washington State Department of Corrections et al - Representing Washington State Department of Corrections, Monroe Correctio |

For assistance, contact ECF Support 206-370-8440 or 866-323-9293