

**CM/ECF Filing Procedures  
Comparison Chart of Changes  
April 2023**

Section I.A: Introduction	Receipt of Notice of Electronic Filings (NEFs)
Section I.B: Definitions and Standards	Scanning Standards
Section III.B: Civil Complaints	Pro se filer case initiation; Pro se filing options post initiation
Section III.D: Issuance of Summons	By email
Section III.E: Service	Service of complaint and summons
Section III.G: Voluminous Documents	Courtesy/Chambers copies
Section III.I: Administrative and State Court Records	Courtesy/Chambers copies
Section III.J: Exhibits	Notice of Filing Paper or Physical Materials
Section III.L: Signatures and Attorney Appearances	Appearance of multiple attorneys
Section III.M: Orders and Proposed Orders	Labeling proposed orders
Section III.O: Fees Payable to the Clerk	Receipt of payment
Section IV.A: Sealed Cases	Filing in

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<b>Section I. The Electronic Record A. Introduction</b>	
<b>Previous</b>	<b>Revision</b>
<p>As a courtesy, the Court monitors email bounce-backs of NEFs and will notify an attorney or pro se party when email delivery fails to their primary email address. However, not all email failures cause a bounce-back to the Court. Thus, it remains the e-filers' and e-service recipients' responsibility to keep email addresses up to date on their CM/ECF and PACER accounts and ensure that they are receiving all NEFs. This may require reviewing the docket periodically to confirm that all NEFs were received.</p>	<p><del>As a courtesy, the Court monitors email bounce-backs of NEFs and will notify an attorney or pro se party when email delivery fails to their primary email address. However, not all email failures cause a bounce-back to the Court. Thus, it remains</del> It is the e-filers' and e-service recipients' responsibility to keep email addresses up to date on their CM/ECF and PACER accounts and ensure that they are receiving all NEFs. This may require reviewing the docket periodically to confirm that all NEFs were received.</p>
<b>Section I. The Electronic Record B. Definitions and Standards</b>	
<b>Previous</b>	<b>Revision</b>
<p><b>Scanning standards</b> When scanning documents to be subsequently filed electronically, e-filers are encouraged to configure their scanners for black and white at 200 dpi, rather than color scanning, unless color is an important aspect of the document. The e-filer is responsible for the legibility of the scanned image.</p>	<p><b>Scanning standards</b> When scanning documents <del>containing text</del> to be subsequently filed electronically, e-filers are encouraged to configure their scanners for black and white at <del>200</del> 300 dpi, (dots per inch) rather than color scanning, unless color is an important aspect of the document. <del>E-filers are also encouraged to scan with optical character recognition (OCR) to allow for searchable text in the documents (see Judges' Chamber Procedures for judges who require this setting). E-filers scanning documents containing non-text images are encouraged to scan images at a lower dpi, not lower than 150 dpi.</del> The e-filer is responsible for the legibility of the scanned image.</p>

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<b>Section III. Filing Documents Electronically B. Civil Complaints</b>	
<b>Previous</b>	<b>Revision</b>
<p>If using the U.S. mail or personal delivery, the Clerk’s Office will scan the civil complaint and cover sheet, upload to CM/ECF, then discard the paper documents after a holding period established by the Court.</p> <p>If using email, the filing party must submit the civil complaint and cover sheet as separate files in PDF format, each file being under the 75 MB size restriction. After emailing the complaint and cover sheet, the filer should call the Clerk’s Office to make arrangements for paying any required filing fees.</p>	<p><b>Pro se filers, including prisoners not participating in the Prisoner E-Filing Initiative, may submit their complaints and other case initiating documents via U.S. mail, email, or delivery to the Clerk’s Office.</b> If using the mail or personal delivery, the Clerk’s Office will scan the civil complaint and cover sheet, upload to CM/ECF, then discard the paper documents after a holding period established by the Court.</p> <p>If using email, the filing party must submit the civil complaint and cover sheet as separate files in PDF format, each file being under the 75 MB size restriction and if scanned, they must be compliant with the scanning standards. After emailing the complaint and cover sheet, the filer should call the Clerk’s Office to make arrangements for paying any required filing fees. <b>Once the Clerk’s Office has opened the case, no further filings will be accepted via email, with the exception of the CM/ECF Registration Form for Pro Se Filers.</b></p>
<b>Section III. Filing Documents Electronically D. Issuance of Summons</b>	
<b>Previous</b>	<b>Revision</b>
<p>Summons to be issued may be presented to the Court through CM/ECF, by email, by U.S. mail, or delivered in person to the Clerk’s Office. The party requesting the issuance of summons must complete all required fields of the summons form.</p>	<p>Summons to be issued may be presented to the Court through CM/ECF, by email <b>with initiating documents (Pro Se Filers only)</b>, by U.S. mail, or delivered in person to the Clerk’s Office. The party requesting the issuance of summons must complete all required fields of the summons form.</p>

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<b>Section III. Filing Documents Electronically E. Service</b>	
<b>Previous</b>	<b>Revision</b>
<p>A party may not electronically serve a summons or original complaint. Other documents filed with the Court may be served electronically pursuant to Federal Rule of Civil Procedure (FRCP) 5 and Local Civil Rule (LCR) 5. Affidavits of service, which may include executed summons, are to be filed with the Court, either electronically or via U.S. mail or personal delivery.</p> <p>Whenever a pleading or other paper is filed and served electronically in accordance with these procedures, CM/ECF will generate an email Notice of Electronic Filing (NEF) to any case participant who is an e-filer or e-service recipient.</p> <p>If any case participant is not an e-filer or e-service recipient, or if the documents are not filed publicly with the Court (such as discovery or documents filed under seal), service must be made in another manner authorized by the Federal Rules.</p>	<p style="color: red;">Filing an original complaint or summons in CM/ECF does not constitute service. It is the responsibility of the filing party to serve these documents outside of CM/ECF. <del>A party may not electronically serve a summons or original complaint.</del> Other documents filed with the Court may be served electronically pursuant to Federal Rule of Civil Procedure (FRCP) 5 and Local Civil Rule (LCR) 5. Affidavits of service, which may include executed summons, are to be filed with the Court, either <del>electronically</del> <b>directly in CM/ECF (registered e-filers)</b> or via U.S. mail or personal delivery <b>(non-e-filers only)</b>.</p> <p>Whenever a pleading or other paper is filed and served electronically in accordance with these procedures, CM/ECF will generate an email NEF to any case participant who is an e-service recipient.</p> <p>If any case participant is not an e-service recipient, or if the documents are not filed publicly with the Court (such as discovery or documents filed under seal), service must be made in another manner authorized by the Federal Rules. <b>When documents are filed under seal, e-service recipients will still receive the CM/ECF-generated NEF, but the document link will be inaccessible.</b></p>

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<b>Section III. Filing Documents Electronically G. Voluminous Documents</b>	
<b>Previous</b>	<b>Revision</b>
<p>When documents that exceed 50 pages in length are filed electronically, a paper copy of the document shall be delivered to the Clerk’s Office for Chambers in accordance with LCR 10(e)(9).</p> <p>The copy for Chambers shall be clearly marked with the words “Courtesy Copy of Electronic Filing for Chambers.” If any Chambers has a different requirement for courtesy copies, an order will be posted in the case to advise all parties, and/or additional information may be included on the assigned judge’s web page.</p>	<p><del>When</del> Electronically filed documents that exceed 50 pages are considered voluminous filings. When indicated in a judge’s chambers procedures or standing order, in length are filed electronically, e-filers may be required to deliver a paper copy of the document <del>shall be delivered</del> to the Clerk’s Office for Chambers <del>in accordance with LCR 10(e)(9)</del> a Judge’s chambers procedures/standing order.</p> <p>The copy for Chambers shall be clearly marked with the words “Courtesy Copy of Electronic Filing for Chambers.” If any Chambers has a different requirement for courtesy copies, details will be provided in an order <del>will be</del> posted in the case to advise all parties, and/or additional information may be included on the assigned judge’s web page.</p>
<b>Section III. Filing Documents Electronically I. Administrative and State Court Records</b>	
<b>Previous</b>	<b>Revision</b>
<p>For documents, including exhibits, over 50 pages in length, a courtesy paper copy for the Judge must be filed with the Clerk in accordance with LCR 10(e)(9). If any Chambers has a different requirement for courtesy copies, an order will be posted in the case to advise all parties, and/or additional information may be included on the assigned judge’s web page.</p>	<p>For documents, including exhibits, over 50 pages in length, a courtesy paper copy for the judge <del>must</del> may be required to be filed with the Clerk in accordance with <del>LCR 10(e)(9)</del> the judge’s chambers procedures/standing order. If any Chambers has a different requirement for courtesy copies, details will be posted in an order <del>will be posted</del> in the case to advise all parties, and/or additional information may be included on the assigned judge’s web page.</p>

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<b>Section III. Filing Documents Electronically J. Exhibits</b>	
<b>Previous</b>	<b>Revision</b>
<p>Non-paper and/or oversized exhibits (papers larger than 8-1/2" x 14") shall be submitted in paper, CD, or other format along with a Notice of Filing Paper or Physical Materials with the Clerk. The Notice shall be in the form provided by the Court, available on the Court's Forms page under Civil (<a href="https://www.wawd.uscourts.gov/court-forms#Civil">https://www.wawd.uscourts.gov/court-forms#Civil</a>). All non-paper and/or oversized exhibits will be returned at the conclusion of the case. It is the responsibility of the filer to serve all other parties by the conventional means for such materials.</p>	<p>Non-paper and/or oversized exhibits (papers larger than 8-1/2" x 14") shall be submitted in paper, CD, or other format along with a Notice of Filing Paper or Physical Materials with the Clerk. The Notice shall be <b>concurrently filed in CM/ECF and</b> in the form provided by the Court, available on the <a href="#">Court's Forms page</a> under Civil. All non-paper and/or oversized exhibits will be returned at the conclusion of the case. It is the filer's responsibility to serve all other parties by the conventional means for such materials.</p>
<b>Section III. Filing Documents Electronically L. Signatures and Attorney Appearances</b>	
<b>Previous</b>	<b>Revision</b>
<p><i>Attorney appearances:</i> As set forth in LCR 83.2, an attorney eligible to appear may enter an appearance in a civil case by signing a notice of appearance, complaint, amended complaint, answer, amended answer, notice of removal, motion to intervene, or motion for joinder. The Clerk's Office will not add an attorney to the docket as an attorney of record unless the document that purports to enter the appearance includes the attorney's signature in the format set forth above.</p>	<p><i>Attorney appearances:</i> As set forth in LCR 83.2, an attorney eligible to appear may enter an appearance in a civil case by signing a notice of appearance, complaint, amended complaint, answer, amended answer, notice of removal, motion to intervene, or motion for joinder. The Clerk's Office will not add an attorney to the docket as an attorney of record unless the document that purports to enter the appearance includes the attorney's signature in the format set forth above. <b>If multiple attorneys are appearing in one document, each appearing attorney must include their own signature in the format set forth above.</b></p>

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<b>Section III. Filing Documents Electronically M. Orders and Proposed Orders</b>	
<b>Previous</b>	<b>Revision</b>
All proposed orders must be clearly labeled “Proposed.” If the judge decides to use the proposed order, they will remove the “Proposed” language.	All proposed orders must be clearly labeled “Proposed,” <del>on the document</del> <b>both on the document itself and on the docket entry in CM/ECF</b> . If the judge decides to use the proposed order, they will remove the “Proposed” language <b>from the document</b> .
<b>Section III. Filing Documents Electronically O. Fees Payable to the Clerk</b>	
<b>Previous</b>	<b>Revision</b>
<p>Any fee required for filing is payable to the Clerk of Court. Fees for electronically filing a new civil case, a notice of appeal, or a pro hac vice application must be paid online through pay.gov (via PACER) through the regular electronic filing process in CM/ECF. For fees that cannot be paid via CM/ECF and PACER, filers may pay by credit card, check, or money order. The Clerk’s Office will document the receipt of these non-pay.gov fees on the docket with a text-only entry. The Court will not maintain billing or debit accounts for attorneys or law firms.</p> <p>Any changes to these procedures will be announced on the Court’s website and in the CM/ECF newsletter.</p>	<p>Any fee required for filing is payable to the Clerk of Court. Fees for electronically filing a new civil case, a notice of appeal, or a pro hac vice application must be paid online through Pay.gov (via PACER) through the regular electronic filing process in CM/ECF. For fees that cannot be paid via CM/ECF and PACER, filers may pay by credit card, check, or money order. The Clerk’s Office will document the receipt of fees not paid via Pay.gov on the docket with a text-only entry. The Court will not maintain billing or debit accounts for attorneys or law firms.</p> <p><b>The Clerk’s Office is unable to provide receipt of payment for fees paid through Pay.gov/PACER. Receipts are sent directly from those systems.</b></p> <p>Any changes to these procedures will be announced on the Court’s website and in the CM/ECF newsletter.</p>

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<b>Section IV. Privacy and Confidentiality A. Sealed Cases</b>	
<b>Previous</b>	<b>Revision</b>
Sealed cases must be filed in paper. There is no electronic access to sealed cases other than by Court staff.	Sealed cases must be filed in <b>paper and all subsequent filings must be made in paper while the case is maintained under seal. Documents filed in paper must be signed as provided by LCR 10(e)(4).</b> There is no electronic access to sealed cases other than by Court staff.