

## Adding Parties: Party Text and Alias

*You must enter all party text and aliases exactly as they appear on the caption.*

**Party Text:** Any text describing an individual or business in the caption of the initiating document. This includes ranks and/or titles.

You can find this information (if applicable) directly under each party's name or directly before each party's name (see below example). *Do not use the Last Name or Title field for this information.* You must enter party text under **Party text** on the **Party information** screen. If there is no such information in the caption, *leave this field blank.*

DOROTHY MOORE and Sergeant ANDRE L. YOUNG	Case No.:
Plaintiffs,	
vs.	COMPLAINT (JURY DEMAND)
DOCTORS CLINIC INC d/b/a DOCTORS COMPANY, a Washington company	
Defendant	

**Aliases:** Another name that a person or business is also known by. It is often preceded by phrases such as “also known as (aka)” or “doing business as (d/b/a).”


You can find this information (if applicable) directly after each party's name (see below example). You must add aliases under **Alias** on the **Party Information** screen. If there is no such information in the caption, *leave this field blank.*


DOROTHY MOORE and Sergeant ANDRE L. YOUNG	Case No.:
Plaintiffs,	
vs.	COMPLAINT (JURY DEMAND)
DOCTORS CLINIC INC d/b/a DOCTORS COMPANY, a Washington company	
Defendant	

For additional details on adding parties, party text, and party aliases, checkout our [Attorney Case Opening Guide](#) or [Notice of Removal Guide](#) on our website at [www.wawd.uscourts.gov](http://www.wawd.uscourts.gov).

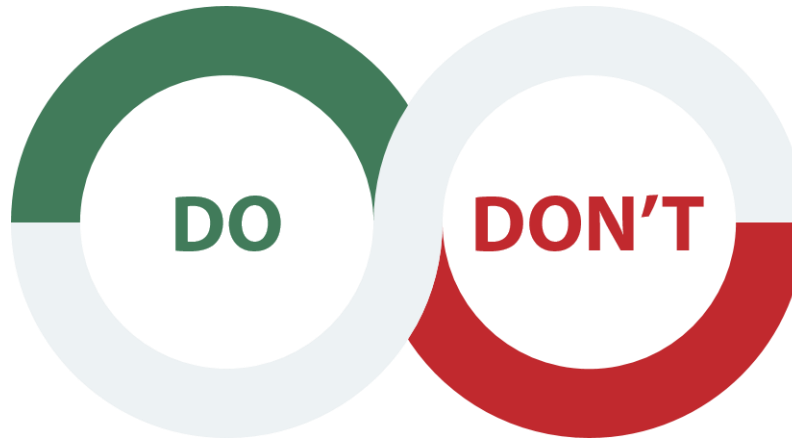
# ADDING PARTIES

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.

# WASHINGTON WESTERN DISTRICT COURT CM/ECF TIP SHEET

## Resources

### Online

Many resources are available on [www.wawd.uscourts.gov](http://www.wawd.uscourts.gov)

#### Home Page

- Form Templates
- Local Rules and General Orders
- Judge Pages
- E-Filing (CM/ECF)

#### E-Filing (CM/ECF)

- Filing Procedures
- Registration and Admission info
- Civil Case Opening Guides and Tools
- How-To E-File Guides
- Training Videos
- FAQs

#### Representing Yourself Menu

- Pro Se Guide to Filing Your Lawsuit in Federal Court
- Pro Se Instruction Sheet in Civil Cases
- Federal Bar Association's Legal Clinic information
- How to register to file in CM/ECF

### Help Desk

CM/ECF support is available Monday through Friday, 8am to 5pm.

#### CM/ECF Support

[cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)

(206) 370-8440 (option 2)

(866) 323-9293 (option 2)

#### Attorney Case Opening Help Desk

(206) 370-8787

## CM/ECF Basics

CM/ECF vs. PACER



VS.



# WASHINGTON WESTERN DISTRICT COURT

## CM/ECF TIP SHEET

### CM/ECF Availability

CM/ECF is available 24/7 except during the maintenance window from 6:00 AM to 10:00 AM PST on Saturdays. Filings entered into CM/ECF by 11:59 PM are considered filed that day.

### PDF Requirements

To ensure your PDFs are accepted when filing in CM/ECF, follow the steps in the [How to Prepare Your PDF Guide](#) before you begin your filing.

Documents that contain the following **will be rejected** in CM/ECF:

- JavaScript
- Encryption or password-protection
- Links which can launch an external application such as Word, Excel, or Adobe
- Internal attachments
- Audio and video content

Documents that contain the following **will be allowed** in CM/ECF:

- Hyperlinks to external web sites
- PDF or PDF/A format standards
- Optical character recognition (OCR) meta-data
- Comprised of scanned documents with a resolution of 200dpi or lower

If you are using a Mac be sure to:

- Use Chrome or Firefox as a browser and not Safari.
- Use “Best for Electronic Distribution” option when converting Word document to PDF.

## Frequently Asked Questions

How do I find the correct event?

Use the Search feature in the CM/ECF menu bar to locate events by keyword. See the [How to Navigate CM/ECF video](#) for details on how to use this feature.



# WASHINGTON WESTERN DISTRICT COURT

## CM/ECF TIP SHEET

### How do I update my address?

CM/ECF allows you to update your secondary email addresses and configure notifications with your primary email address.

All other account updates can be updated via [pacer.uscourts.gov](https://pacer.uscourts.gov). These include:

- Login/password
- Primary email address
- Phone number/Address/firm changes.

When updating your address or name, you must also file a **Notice of Change of Address/Change of Name** in all your active cases.

### How do I correct a filing error?

If you make a mistake during the case opening process, don't abandon the case or attempt to start over. Call the [Attorney Case Opening Help Desk](#).

If you filed something that should have been redacted, call the CM/ECF Support.

For other filing errors, you may file a **Praecipe (Other Filings > Other Documents)** and link to the document you wish to correct. Per LCR 7(m), when filing a **Praecipe**:

- Include the corrections by page and line number.
- If a document is being added to a previous filing, include the reason why the document wasn't included in the original filing.

## Filing a Notice of Removal Tip Sheet

There are five critical differences between filing an original proceeding and filing a case removed from state court via a **Notice of Removal**.

For removal cases, be sure to check the following:

1. **Party Roles:** All parties retain the roles they had in the state court case.

If you are the attorney filing a **Notice of Removal** on *behalf of the defendant* in the state court case, you will also be filing on *behalf of the defendant* in the federal court case.

2. **Origin Code:** is set to **2 (Removed from State Court)**.

<b>Origin</b>	1 (Original Proceeding)
	2 (Removal from State Court)

3. **Jury Demand:** You must file the state court Jury Demand as a *separate* document attached to the **Notice of Removal**, per LCR 101(b)(3). See screenshot under 4 for an example.

You must notify the Federal Court if either party filed a Jury Demand in state court to ensure the preservation of their right to a jury trial.

4. **State Court Complaint:** You must file the operative state court complaint as a *separate* document attached to the **Notice of Removal**. See screenshot below for an example.

**NOTE:** Any Jury Demand filed in state court must be filed as a separate attachment and labeled as Jury Demand. Per LCR 101(b)(1), the operative state court complaint must be filed as a separate attachment and labeled as complaint or amended complaint.

Date document filed (mandatory)  
5/6/2022

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Select the PDF document and any attachments.

**Main Document**  
 NOR.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> NewCaseCivilCoverSheet.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> NewCaseComplaint.pdf	Complaint	<input type="text"/> <input type="button" value="Remove"/>
3. <input type="button" value="Browse..."/> JuryDemand.pdf	Jury Demand	<input type="text"/> <input type="button" value="Remove"/>
4. <input type="button" value="Browse..."/> No file selected.		<input type="text"/>

5. **Certificate of Service:** In accordance with LCR 101(b)(2), the removing attorney must contemporaneously file a certificate of service.

The certificate must list all counsel and pro se parties who have appeared in the action, along with their full contact information including email address(es).

The rest of the filing process for the Notice of Removal is similar to filing an original proceeding. Review the [Attorney's Guide to Opening a Notice of Removal Civil Case](#) and the [Notice of Removal Checklist](#) for more details and instructions.

# How to Prepare PDF Documents to File in CM/ECF

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II. Scanned PDFs (Created via scanner/copier) .....	4
III. Scanned PDFs: Further Troubleshooting .....	5

## Filing Preparation

Review the following technical requirements before you begin to file:

- [ECF User Manual](#) Section II: Technical Requirements
- [CM/ECF FAQs: Technical](#)

## Instructions

All PDFs that need to be uploaded to CM/ECF when filing should undergo one of the two below preparation processes, including fillable forms provided on the Court’s website. Following these processes will ensure:

- CM/ECF successfully uploads your document(s).
- All parties can successfully download and view the document(s) from CM/ECF.
- Your document(s) are more secure.

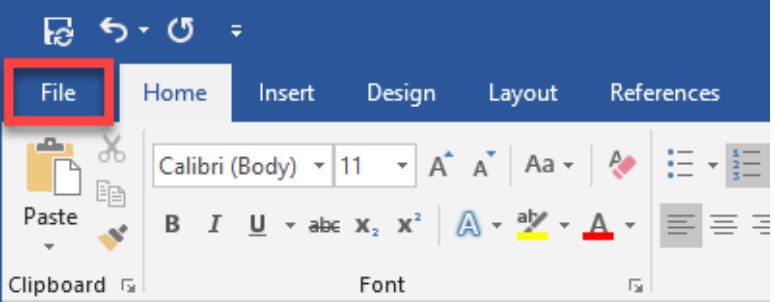
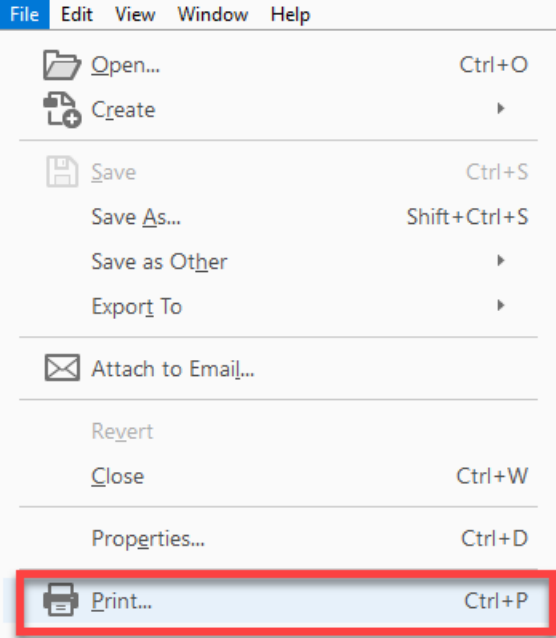
# How to Prepare PDF Documents to File in CM/ECF

## How to Prepare Your PDFs

### I. Fillable Forms and Non-Scanned PDFs

This process is for forms and documents in both Word and in PDF that were not uploaded by scanning.

1. Create or open your form or document.
2. Fill in your form or document with all the required information.
3. Once your form or document is complete, select **File**.

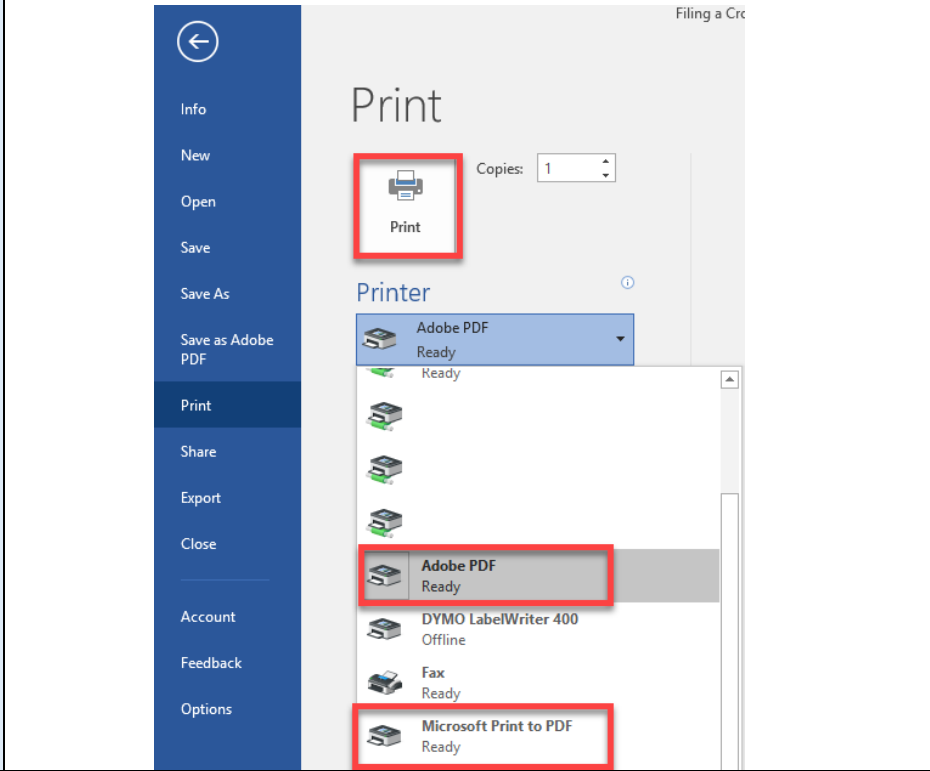
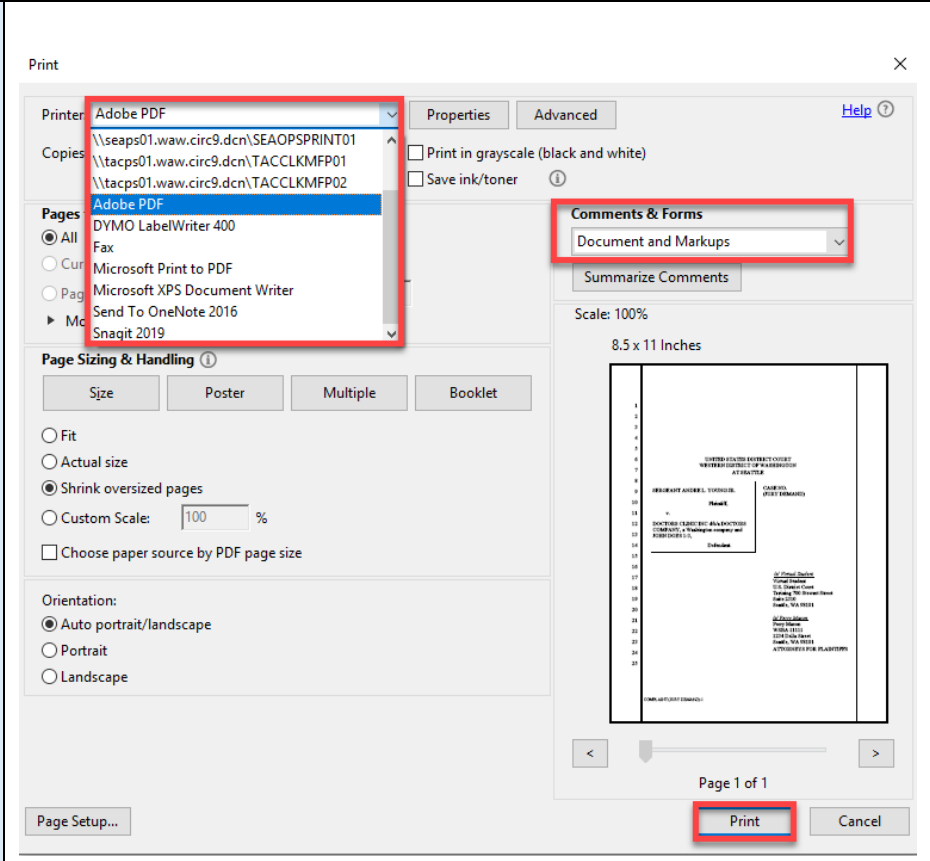
<b>Word to PDF</b>	
<b>PDF to PDF</b>	

4. Select **Print>Printer>Print to PDF** or **Adobe PDF**, then select **Print**.

**Note:** If you have highlights or other markups in your PDF, be sure to select **Document and Markups** under **Comments & Forms**.

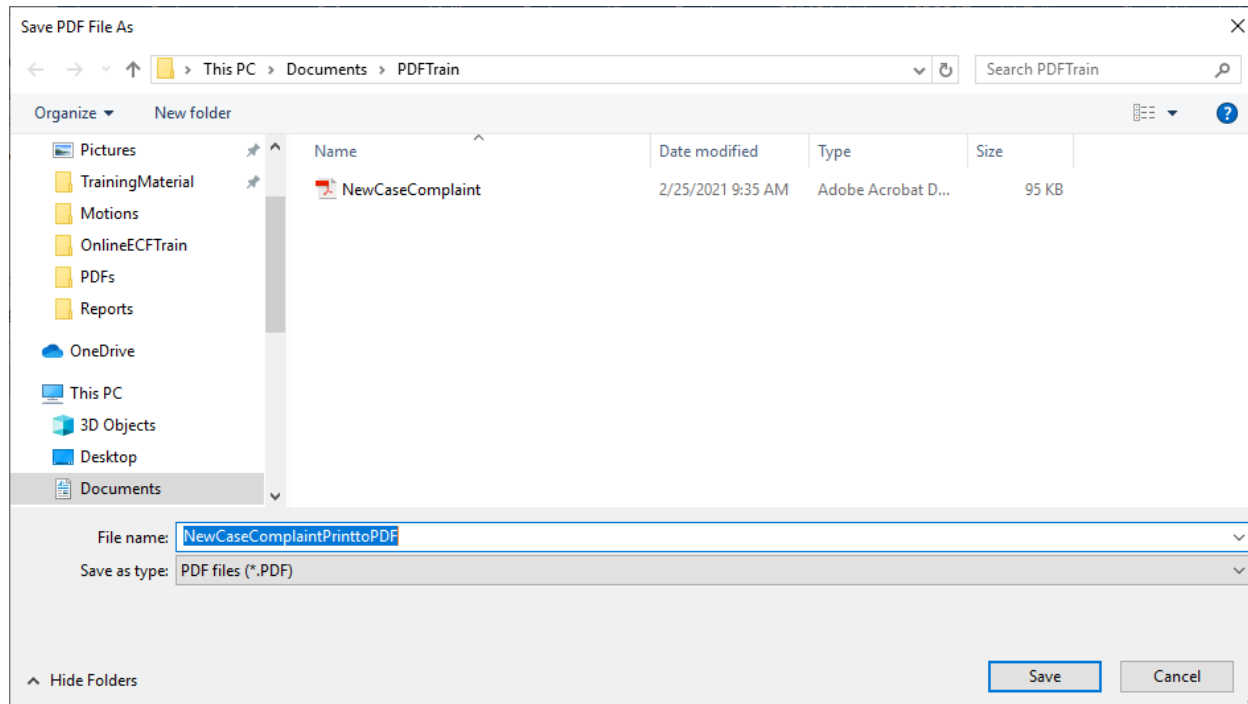


# How to Prepare PDF Documents to File in CM/ECF

<p><b>Word to PDF</b></p>	
<p><b>PDF to PDF</b></p>	

## How to Prepare PDF Documents to File in CM/ECF

5. Select where you want to save the new PDF to your computer, then select **Save**.



6. You have now created a more secure PDF you can successfully upload to CM/ECF.

**Note:** Be sure to select the correct version of the PDF when uploading in CM/ECF. It may be helpful to save the new PDF as **PrinttoPDFComplaint** to differentiate the versions.

### II. Scanned PDFs (Created via scanner/copier)

If your document was uploaded to your desktop by a scanner (or you received a document that was scanned from a scanner/copier rather than created from Word or from PDF creation software) and it was not scanned at our recommended settings, you will need to follow the below procedure to ensure the document conforms to our resolution requirements (see [ECF User Manual](#) Section II: Technical Requirements).

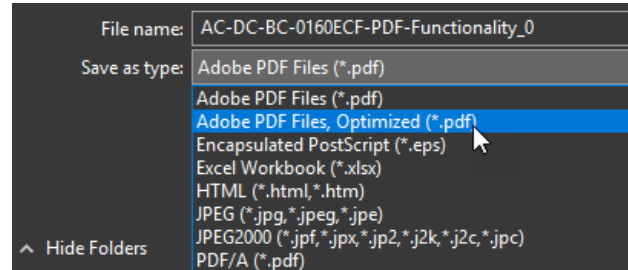
1. Open the PDF from your desktop in Adobe Reader or some other PDF reader, not in your browser.

**Note:** Many computers will auto default to opening PDFs and other documents in your browser if you open them from your desktop/File Explorer. If you are unsure, open the software you would like it to open in, i.e. Adobe Reader, then go to **File > Open** and navigate to where you have the document saved. This will ensure it opens in the correct software.

2. Select **File > Save As**.

## How to Prepare PDF Documents to File in CM/ECF

3. Name the new version of your PDF under **File name:**
4. Select **Adobe PDF Files, Optimized (\*.pdf)** under **Save as type:**
5. Select **Save**.
6. Your document has been optimized and you can now upload that version into CM/ECF.



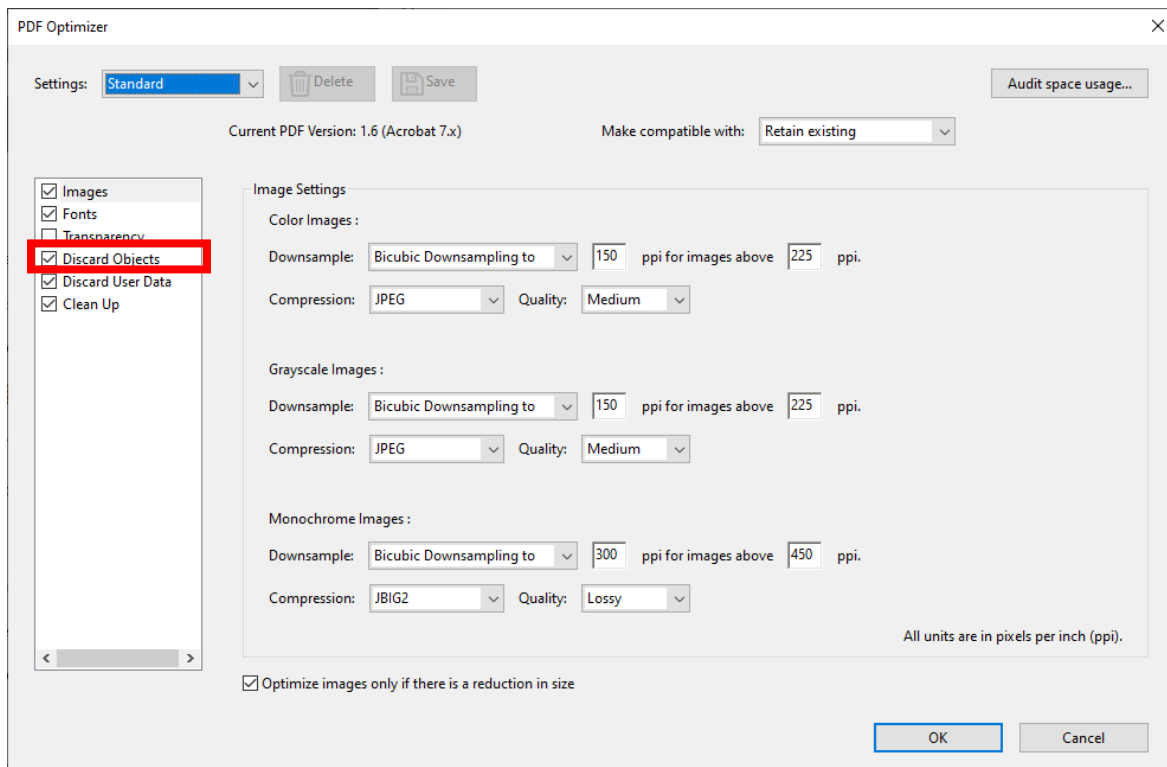
### III. Scanned PDFs: Further Troubleshooting

If you performed the process in [Section II](#) and you still are having issues uploading, you can do further PDF optimizing by performing the following:

1. Open the PDF from your desktop in Adobe Reader or some other PDF reader, not in your browser.

**Note:** Many computers will auto default to opening PDFs and other documents in your browser if you open them from your desktop/File Explorer. If you are unsure, open the software you would like it to open in, i.e. Adobe Reader, then go to **File > Open** and navigate to where you have the document saved. This will ensure it opens in the correct software.

2. Select **File > Save As Other > Optimized PDF**.
3. When you get the popup screen (**PDF Optimizer**), select **Discard Objects** in the selection box on the left side of the screen.

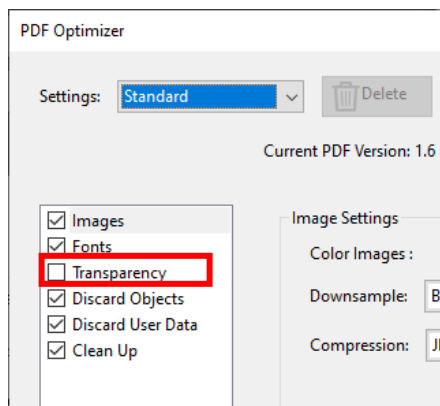


## How to Prepare PDF Documents to File in CM/ECF

4. Then select the following boxes that appear on the right side of the screen under **Discard Objects Settings**:

### Discard Objects Settings

- Discard all form submission, import and reset actions
- Flatten form fields
- Discard all JavaScript actions
- Discard all alternate images
- Discard embedded page thumbnails
- Discard document tags
- Convert smooth lines to curves
- Detect and merge image fragments
- Discard embedded print settings
- Discard embedded search index
- Discard bookmarks



5. Select **Discard User Data** in the selection box on the left side of the screen.

6. Then select the following boxes that appear on the right side of the screen under **Discard user related information**:
7. Select **OK** to return to the main **PDF Optimizer** screen.
8. Then select **OK** to optimize your PDF.
9. Once complete, you can now upload to CM/ECF.

### Discard user related information

- Discard all comments, forms and multimedia
- Discard document information and metadata
- Discard all object data
- Discard file attachments
- Discard external cross references
- Discard private data of other applications
- Discard hidden layer content and flatten visible layers