

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

**Case Management/Electronic Case Files System
(CM/ECF)
User's Manual**



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CM/ECF USER'S MANUAL

Introduction/Overview

This manual provides instructions for using the U.S. District Court for the Western District of Washington's Case Management/Electronic Case Files system (CM/ECF).

CM/ECF allows users to perform the following functions:

- Electronically file documents and receive electronic notification of filings in cases in the U.S. District Court for the Western District of Washington.
- In conjunction with the Public Access to Court Electronic Records (PACER) service
 - View docket sheets and documents for cases filed in this Court.
 - Run and view various reports and queries for cases filed in this Court.

Technical Requirements

Registered users need the following tools/skills to successfully file, navigate, and receive notifications from CM/ECF:

- ☐ A [PACER](#) account.
- ☐ A laptop or desktop computer.

Note: CM/ECF is not optimized for use on mobile devices such as smartphones and tablets.

- ☐ An Internet connection and access to one of the following browsers: Firefox, Microsoft Edge, Safari, or Chrome.

Although the above listed browsers have been tested, the ECF Team recommends the use of the latest versions of Mozilla Firefox or Microsoft Edge for the best and most consistent results.

Using a browser that is not listed may result in display or functionality issues.

- ☐ Software to convert documents to the required PDF format for upload into CM/ECF.
 - Documents cannot contain the following:
 - JavaScript
 - Encryption or password-protection
 - Links which can launch an external application such as Word or Excel
 - Internal attachments
 - Audio and video content
 - Documents can contain the following:
 - Hyperlinks to external web sites
 - Optical character recognition (OCR) meta-data
 - If using Mac OS X, PDFs will be rejected in the following circumstances:
 - They are created with Mac OS X using a fillable form in the Safari browser

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- They are created with Mac OS X using MS Word and selecting the option, “Best for printing”
- If using Mac OS X, PDFs will be accepted in the following circumstances:
 - They are created with Mac OS X using a fillable form in the Chrome or Firefox browser
 - They are created with Mac OS X using MS Word and selecting the option, “Best for Electronic Distribution”
- If you cannot electronically prepare and convert your documents to PDF, you may use a document scanner.
 - The Court recommends scanning in black and white at 300 DPI (dots per inch), unless color is an integral aspect of the document.
 - The filer is responsible for the legibility of all scanned and filed documents.
- Each individual document cannot exceed 75 MB in size.
 - Filers may split large documents into several attachments to ensure they stay below the maximum document size when needed.
- ☐ The ability to view PDF documents.
 - For example, Adobe Reader or equivalent software.
- ☐ An email account to receive notifications.
- ☐ Some familiarity with web-based applications.
- ☐ Basic computer skills to navigate CM/ECF.

Electronic Filing Support

The U.S. District Court for the Western District of Washington has options to support filers throughout the filing process.

1. Filing Support

- [CM/ECF pages](#) that provide guidance and training materials on electronic filing in CM/ECF.
- A training CM/ECF system. Filers can receive temporary access to this system by contacting [ECF Support](#) for more details.
- Instructor-led two-hour training classes for CM/ECF filing. Information regarding registration and class schedules may be found on the Court’s [ECF Training Sessions](#) page or contact the [ECF Support](#) team to schedule.
- A [CM/ECF Newsletter](#) that includes the latest updates and tips for filing in CM/ECF.

If you still have questions that need an immediate response regarding electronic filing, you can request assistance from the following contacts.

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2. Technical E-Filing Assistance

For assistance with technical issues while e-filing, such as inability to upload files, registration assistance, or assistance with finding the correct event, contact:

ECF Support

Available between the hours of 8:00 AM and 5:00 PM PST, 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

3. Case Opening Assistance

For assistance with specific civil case opening questions, contact:

Attorney Case Opening Help Desk

Available between the hours of 8:00 AM and 5:00 PM PST, Monday through Friday.

Phone: 206-370-8787

4. Case Specific Assistance

For assistance with procedural or case specific clarification, contact:

Case Administrator team

Available between the hours of 8:00 AM and 5:00 PM PST, Monday through Friday.

Seattle Cases:

Phone: 206-370-8440, option 3

Tacoma Cases:

Phone: 253-882-3800

5. Login Assistance

For assistance with forgotten login or password issues, contact:

[PACER Support](#)

Available between the hours of 8:00 AM and 6:00 PM CT, Monday through Friday.

Phone: 800-676-6856

Email: pacerc@psc.uscourts.gov

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Pacer Registration

You must have a **PACER - Case Search Only** account to register to e-file, view documents, and access the **Query** and **Report** features in CM/ECF. If you do not have a **PACER – Case Search Only** account, you must register online using PACER's [Registration Wizard](#) or contact [PACER Support](#).

Your PACER login gives you access to:

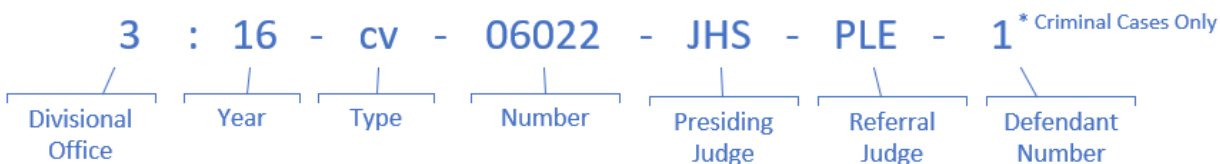
- Your CM/ECF account which allows you to:
 - Open a civil case (attorneys only).
 - File documents.
- Your PACER – Case Search Only account allows you to (usual PACER fees apply):
 - View previously filed documents.
 - Run case related reports.
 - Run case related queries.
 - Pay fees, e.g. attorney admission, case opening.

CM/ECF Registration

You must be admitted to practice and/or approved to file documents in the U.S. District Court for the Western District of Washington's CM/ECF system. If you have not been admitted to practice and/or approved to file in CM/ECF, registration instructions and additional information can be found on the [Your CM/ECF Account](#) page of the Court's website.

Entering Case Numbers

Case numbers allow the Court to track individual cases. All case numbers in this Court follow the same format:



You must enter a case number in CM/ECF in multiple instances, including:

- After you select an initial event category.
- When you run queries.
- When you run reports.
- When you look up Docket Sheets.

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In such cases, CM/ECF lists the acceptable formats in which to enter the case number (see below).

Motions

Civil Case Number or Numbers

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Or you can select **Help** on the top menu for more detailed instructions.

Help

Entering Case Numbers

The number of the last case you requested in this CM/ECF session may appear automatically. Type over this number if you want to view a different case; if the label is "Case Number or Numbers", you can enter multiple case numbers, separated by commas or semicolons. When you click *Find Case*, CM/ECF will check each case number you entered. If there are multiple cases that match any of the cases you typed, they will be displayed with check boxes; after you select one, the others are hidden if you click *Hide Case List*.

Use any of these formats for case number:

- YY-####
- O:YY-TT-####
- O-YY-TT-####
- O:YYTT####
- YYTT####

After you enter your case number, select **Find This Case**.

Motions

Civil Case Number or Numbers

193 Find This Case

Next Clear

CM/ECF locates all cases that correspond to the given case number. If CM/ECF finds multiple cases for the same case number, the system displays all cases, and you must select the correct option.

CM/ECF assigns a separate case number to each defendant in a criminal case. Select the box next to the defendant(s) to whom the filing pertains. If your filing relates to *all* of the defendants in the action, select the top box for the master case.

Note: Pro se parties do not need to manually enter case numbers as CM/ECF only lists cases in which pro se parties are registered to e-file.

Motions

Criminal Case Number

20-1 Hide Case List

Select a case:

☐ 2:20-cr-00001 USA v. Smith et al (All Defendants)

☐ 2:20-cr-00001-1 Jane M Smith

☐ 2:20-cr-00001-2 Jane Johnson

Next Clear

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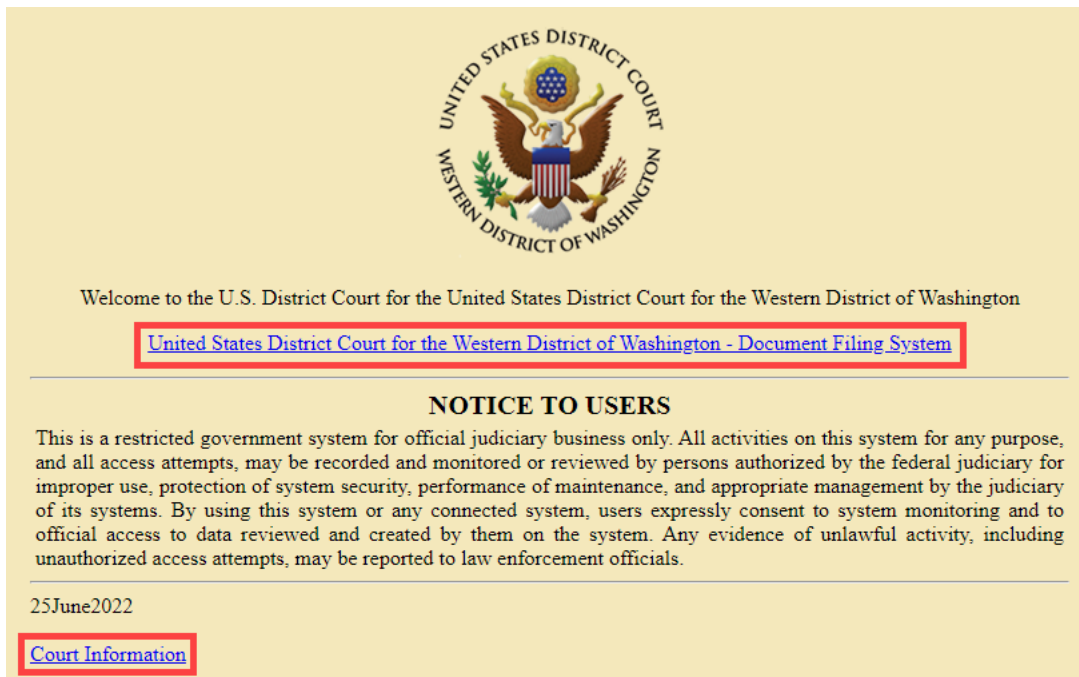
CM/ECF Navigation

1. Accessing CM/ECF

You can access CM/ECF:

- Directly at <https://ecf.wawd.uscourts.gov/>,
- Via the [CM/ECF Court](#) page by selecting **Log into CM/ECF**, or
- Via your [PACER](#) account.

All options bring you to the CM/ECF Landing Page:



- **Court Information** provides general details about the Court (e.g. address, hours, etc.).
- **United States District Court for the Western District of Washington – Document Filing System** provides access to the CM/ECF Login page.

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2. Log into CM/ECF

- a. Enter your individual PACER **Username** and **Password**.

Note: The **Client Code** is not required.

- b. Select **Login** or select **Forgot password?** or **Forgot username?** to retrieve either.

- c. Check the popup box to acknowledge that I **understand that, if I file, I must comply with the redaction rules. I have read this notice**, then select **Continue**.

 **WASHINGTON WESTERN DISTRICT COURT Login**

** Required Information*

Username *	<input type="text"/>
Password *	<input type="password"/>
Client Code	<input type="text"/>

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Note: If you believe that your account has been accessed fraudulently, please contact [PACER Support](#) for assistance.

3. CM/ECF Navigation

- a. Main Page

Once you log into CM/ECF, the system takes you to the main CM/ECF page, which includes a **PDF Settings** link. Clicking on this link provides information regarding Court PDF requirements and how to best configure your system to ensure compliance and filing success.

U.S. District Court
United States District Court for the Western District of Washington
Official Court Electronic Document Filing System

NOTICE TO USERS

This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the United States District Court for the Western District of Washington Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the **PDF Settings** option listed below.

[PDF Settings](#)

Last login: 07-28-2022 09:46
25June2022

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b. Menu Bar

The CM/ECF menu bar located at the top of the page helps you navigate through all the functions available in CM/ECF.



- Filing Menus: [Civil](#), [Criminal](#), and [Search](#): These allow you to open a civil case, find filing events, and file documents in CM/ECF.

Note: If you do not see the **Civil** or **Criminal** menus on your menu bar it means you are accessing CM/ECF with an account that is not registered to file in this Court. If you wish to file a document or open a civil case, follow our [admission and registration procedures](#).

- [Query](#) and [Reports \(PACER menus\)](#): These allow you to view previously filed documents and run case related reports and queries (subject to [PACER fees](#)).
- [Utilities](#): This allows you to manage your email and other account settings.
- **Help**: Provides page specific help and directions. This is a good tool if you find yourself stuck or unsure what to do on a particular page.

c. Civil and Criminal Menus

Select **Civil** or **Criminal** from the menu bar to access all the civil or criminal events you can file in a case, including case opening (attorneys only).

Civil Events	Criminal Events
Open A Case Attorney Case Opening	
Initial Pleadings and Service Complaints and Other Initiating Documents Service of Process Answers to Complaints Other Answers	Other Filings Discovery Documents Notices Trial Documents Appeal Documents Other Documents Sealed Documents
Motions and Related Filings Motions Sealed Motions Responses, Replies and Supporting Documents	Motions and Related Filings Motions Sealed Motions Responses, Replies and Supporting Documents
	Other Filings Discovery Documents Waivers Notices Trial Documents Appeal Documents Other Documents Sealed Documents

- **Open A Case** (Civil cases only):
 - **Attorney Case Opening:** Use this to open a civil case with this Court (attorneys only, pro se filers see the [Pro Se Guide to Filing Your Lawsuit in Federal Court](#) for case opening procedures).
- **Initial Pleadings and Service** (Civil cases only):
 - **Complaints and Other Initiating Documents:** Initial case documents including Complaint, Notice of Removal, and Motion for Leave to Proceed In Forma Pauperis.

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- **Service of Process:** Service of Process documents including Acknowledgment/Acceptance of Service of Summons & Complaint, Affidavit of Service of Summons & Complaint, and Waiver of Service.
- **Answers to Complaints:** Submit an answer to a previously filed complaint.
- **Other Answers:** File other answers including Amended Answer to Complaint, Response to Habeas Petition, and Claim.
- **Motions and Related Filings:**
 - **Motions:** Use this to file any motion except sealed motions.
 - **Sealed Motions:** Use this to file sealed motions.

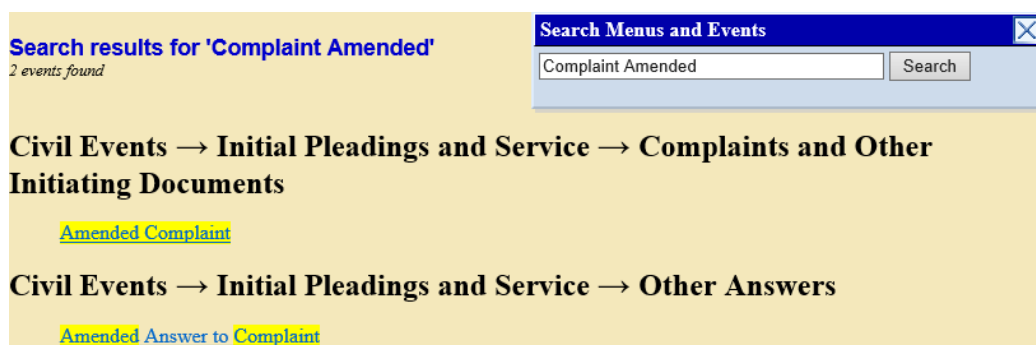
Note: A sealed motion can only be filed after filing a Motion to Seal or if there is a previous order or minute entry on the docket authorizing the filing of the motion under seal. This also includes Ex Parte-Sealed Motions.
 - **Responses, Replies and Supporting Documents:** Use this to respond to or provide supporting documents to previously filed motions. If you wish to respond to non-motion events, go to the **Other Filings** category.
- **Other Filings:** Use this to file documents and notices that are not related to motions or complaints. This includes non-motion related Declarations, Responses, and Replies, Corporate Disclosure Statements, and Praecipes (located under Other Documents); Sealed Documents; Notices (including Notice of Appearance); and Discovery Documents.

Note: If you are unsure of where to find the event you wish to file, use the [Search](#) menu to search through all events in CM/ECF.

d. Search Menu

You can search for available events by selecting **Search** in the CM/ECF menu bar and entering key words in the search box. CM/ECF provides a list of matching events/menus that include all of your search criteria (in any order).

For example, searching for *Complaint Amended* returns the **Amended Complaint** and **Amended Answer to Complaint** events;



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however, searching for *Answer to Complaint Amended* only returns the **Amended Answer to Complaint** event (See examples below).

Search results for 'Answer to Complaint Amended'
1 event found

Search Menu and Events

Answer to Complaint Amended Search

Civil Events → Initial Pleadings and Service → Other Answers

[Amended Answer to Complaint](#)

Note: The more relevant words you use in your criteria, the better the search results. For example, searching for *Motion* returns every Motion event available (upwards of 50 results). Searching for the type of motion you are filing (e.g., *Seal* if filing a Motion to Seal) returns much more specific search results.

e. Query Menu

The **Query** menu provides access to previously filed documents and allows you to create and view reports using case data in CM/ECF.

Note: Using this menu is subject to PACER fees.

i. Using the Query Search screen

The **Query** screen allows you to search for previously filed cases by using any of the following parameters:

Query

Search Clues [Mobile Query](#)

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)
130 (Miller Act)

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

Last/Business Name ☐ Exact matches only

First Name Middle Name

Type Prisoner ID

Run Query Clear

- **Case Number:** If you want to search for a specific case, enter the case number in this field.

Note: Select **Help** from the menu bar to see a list of accepted case number formats.

CM/ECF Civil Criminal Query Reports Utilities Search **Help** What's New Log Out

- **Case Status:** Search for cases that are **Open**, **Closed**, or **All** cases.

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- **Filed Date:** Search for cases that were filed between two dates.
- **Last Entry Date:** Search for cases that had their last entry docketed between two dates.
- **Nature of Suit:** Search by Nature of Suit by selecting the appropriate option(s) from the list.

Note: You must enter a range for *either* the **Filed Date** or the **Last Entry Date** to run a **Nature of Suit** query.

- **Cause of Action:** Search by Cause of Action by selecting the appropriate cause(s) from the list.
- **Last/Business Name, First Name and Middle Name:** Search by the name of a party or attorney by entering their last name or the name of a business or corporation, first name, and/or middle name in these fields.

Search tips: Use an asterisk (*) as a wildcard symbol to represent one or more characters in the **Last/Business, First, and Middle Name** fields. For example, searching for *sm*th* returns Smith, Smyth, etc.

- You must enter at least two characters before using an asterisk in the Last/Business Name field.
- Unless **Exact matches only** is selected, an implied asterisk is added to the end of your search criteria. For example, searching for *John* returns John, Johns, Johnson, etc.

A screenshot of the search form. The 'Last/Business Name' field is highlighted with a red box. To its right is a checkbox labeled 'Exact matches only'. Below it are the 'First Name' and 'Middle Name' fields.

- **Exact matches only:** When selected, the query results only return parties/attorneys that exactly match the search criteria entered in the **Last/Business Name** field. You cannot use the asterisk with this search option.
- **Type:** Narrow your search by party type. You can choose “Party” or “Attorney” in this field.

ii. Query Results

Depending on how you search on the Query screen, the following results are displayed:

*Search by **Party Name***

- (a) Enter the party's name in **Last Name** and **First Name**, then select **Run Query**.

A screenshot of the search form. The 'Last/Business Name' and 'First Name' fields are highlighted with a red box. The 'Run Query' button is highlighted with a purple box. The 'Exact matches only' checkbox is also visible.

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- (b) If the search returns multiple matching people, CM/ECF displays a screen from which to select the desired party name (and role, for non-attorneys).

Select A Person

There were 5 matching people.

[Johnson, Albert B](#) (pty) [defendant]

[Johnson, Daniel L](#) (pty) [plaintiff]

[Johnson, Donald](#) (pty) [plaintiff]

- (c) Once you narrow down your query to one party name/role, if the individual or attorney is a party in more than one case, CM/ECF displays a list of all relevant cases.

- (d) Select the hyperlinked case number to view the Query result screen for that case:

Select A Case

Albert B Johnson is a defendant in 2 cases.

[2:20-cv-01234-ABC](#) Smith v. Johnson filed 01/28/20

[3:20-cr-05678-XYZ-1](#) Albert B Johnson filed 01/28/20

Search by **Case Number**

Enter or select the case number you wish to query. The following options are displayed:

- **Alias:** Displays parties with additional names or qualifiers (e.g., “also known as” or “doing business as”).
- **Associated Cases:** Displays any cases associated with the given action.
- **Attorney:** Displays the name, address, and contact information for attorneys who represent each of the parties to the case.
- **Case Summary:** Displays a summary of current case-specific information. This includes parties to the case, related cases, and other relevant details.
- **Deadlines/Hearings:** Displays Court hearing information and other scheduled deadlines. This can be sorted by **Due/Set**, **Document Number**, **Deadline/Hearing**, **Filed**, **Satisfied**, **Terminated**, and **Party**.

Query

[Alias](#)

[Associated Cases](#)

[Attorney](#)

[Case File Location...](#)

[Case Summary](#)

[Deadlines/Hearings...](#)

[Docket Report ...](#)

[Filers](#)

[History/Documents...](#)

[Party](#)

[Related Transactions...](#)

[Status](#)

[View a Document](#)

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- **Docket Report:** This selection opens the **Docket Sheet** criteria screen, which provides multiple options for configuring your view of the Court docket for this case.

Docket Sheet

Case Number
2:20-cv-01234-ABC Smith v. Johnson

☒ **Filed** to
☐ **Entered** to

Documents to

Include:
☒ Parties and counsel
☒ Terminated parties
☐ List of member cases
☐ Links to Notices of Electronic Filing

Document options:
☒ Include headers when displaying PDF documents
☐ View multiple documents
☐ Create Appendix

Format:
☒ HTML (unpaginated)
☐ PDF (paginated)

Sort by: Oldest date first ▼
Run Report Clear

- You can select a date range for your docket report (**Filed/Entered**) as well as a specific range of docket numbers (**Documents**). If you leave the date range blank, CM/ECF defaults to showing the entire docket sheet.
- Place a checkmark in the following boxes to refine your desired view of the docket sheet:
 - ☒ **Terminated parties.**
 - ☒ **Parties and counsel.**
 - ☒ **View multiple documents** (allows ‘ala carte’ document selection from docket).
 - ☒ **Create Appendix** (allows ‘ala carte’ document selection from docket and creates aggregated PDF file)
 - ☒ **List of member cases** (for consolidated or Multi-District Litigation cases).
 - ☒ **Links to Notices of Electronic Filing** (NEFs) (shows the “silver ball” icon which allows users to view NEF receipts)
- You can also select the **Format** in which to view the **Docket Sheet** (see above screenshot):
 - **HTML:** Opens the **Docket Sheet** in your Internet browser.
 - **PDF:** Opens a PDF version of the **Docket Sheet** which you can save to your computer and/or printed.
- Once you have selected the desired filters and format, click **Run Report**.
- **Filers:** Sorted by filer’s name, role, date added to the case, and date terminated from the case.

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- **History/Documents:** Displays case filing event history and documents associated with the case.

- Choose to display *all* events or only those with documents attached.
- Select **Display docket text** to display the docket text for each document or event.
- Select **Run Query** to view the results.
- The results list all of the events and documents in the order specified in the **Sort by** menu. This query also displays the docket text for all events (if selected). You can view each document by clicking the corresponding hyperlinked number.





History/Documents

☒ **All events (history)**
☐ **Only events with documents**

☐ **Display docket text**

Sort by

- **Party:** Displays all parties to the case as they appear on the docket.
- **Related Transactions:** Displays a list of all docket entries matching your search criteria along with any related entries (e.g., **Motion** and **Response to Motion**).

Related Transactions			
Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.			
Doc. No.	Event Name	Event Filed	Event Terminated
1	 Petition (Other)	06/03/2017	
2	 Motion to Remand	08/10/2017	
3	 Praeipce for a Summons	08/28/2017	
4	Notice to Filer	08/28/2017	
4	 Notice to Filer	08/28/2017	
3	Praeipce for a Summons	08/28/2017	

- **Status:** This Court does not use this function.

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- **View a Document:** This allows you to access documents in a case without first having to run a Docket Report. Enter the docket number of the document you wish to view and select **Run Report**. If there are no additional attachments, the PACER fee notification screen displays informing you of the cost of the document you selected to view. If there are attachments, you must first select either a specific document number or **View/Download All**.

Document Selection Menu			
Select the document you wish to view.			
Document Number: 1		10 pages	231 kb
Attachment	Description		
1	Exhibit	1 page	6.3 mb
2	Civil Cover Sheet	2 pages	1.2 mb
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		13 pages	7.8 mb

f. Reports Menu

Select **Reports** from the menu bar to access the reports available in CM/ECF.

Note: With the exception of **Calendar Events** and **Written Opinions**, all CM/ECF reports are subject to PACER fees.

Reports	
Docket Sheet	Criminal Reports Criminal Cases
Civil Reports Civil Cases Judgment Index	Civil and Criminal Reports Calendar Events Docket Activity Written Opinions

- **Docket Sheet:** See the [Query: Docket Sheet](#) section of this manual for a description of this report.
- **Civil and Criminal Case Reports:** Case reports provide you with the flexibility to query CM/ECF to locate cases filed within selected parameters, including:
- **Office:** Search by office (Seattle or Tacoma).
 - **Case Type:** Search by the type of civil or criminal case.
 - **Nature of suit, Cause, Jurisdiction:** Filter your search for civil cases by these statistical parameters.
 - **Case flags:** Filter your search by these statistical parameters.
 - **Open and Closed cases:** Filter by the case status.

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- **Filed:** Search for cases that were filed between two dates.
- **Citation** and **Count Status:** Filter your search for criminal cases by criminal citation code and whether the counts are **Pending** or **Disposed**.

Example of a **Civil Case** report:

Civil Cases Report			
U.S. District Court Western District of Washington Filed Report Period: 2/3/2018 - 3/3/2018			
Case Number/ Title	Case Dates	Days Pending	Notes
2:12-cv-00549-MAT Smith v. Astrue	Case filed: 05/18/2012 Case closed: 04/05/2016 Case reopened: 02/21/2018	1192	Cause: 42:405 Review of HHS Decision (DIWC) NOS: 863 Social Security: DIWC/DIWW Office: Seattle Jurisdiction: U.S. Government Defendant

Note: You can select and view the *Docket Sheet* for any case by clicking on the hyperlinked case number.

- **Judgment Index:** You can search by a specific case number and/or name. You must always enter a **Judgment date range**. The report provides a description of any judgments that match your search criteria and the status of the judgment(s): Partially **Satisfied/Fully Satisfied/No Payment** etc.
- **Docket Activity Report:** Allows you to create a report that returns a list of docketed events matching the specified criteria.

Docket Activity Report PUBLIC ACCESS

Case number

☒ Only cases to which I am linked ☐ Open cases
☐ Closed cases

Office
Seattle

Case type
Criminal

Event category
adr
answer

Case flags
9RVR

Filed between and ☒ Summary text
☐ Full docket text


Sort by

- You can limit your search results to only include cases to which you are linked.
- You can filter by **Office**, **Case type**, **Event category**, **Case flags**, or **Filed between** dates.


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- You can choose the display setting: **Summary text** or **Full docket text**.
- You can sort by **Case Number** or **Date Entered**.
- Example of a **Docket Activity Report**, which shows a (a) [Summary text](#) and (b) [Full docket text](#) of all filing events between the specified dates in the case, displayed chronologically:

(a)

Docket Activity Report				
U.S. District Court -- Western District of Washington				
Report Entered Period: 7/13/2021 - 7/14/2021				
Case Number/Title	Dates	Category/Event	Docketed by	Notes
2:19-cv-00012-MJP Jones et al	Entered: 07/14/2021 15:32:46 Filed: 07/14/2021	Category: notice Event: Notice-Other 	S. Potter Type: crt	Cause: 30:181 Environment: Review of Agency Action NOS: Contract: Marine Office: Seattle Presider: Marsha J. Pechman Jury demand: None

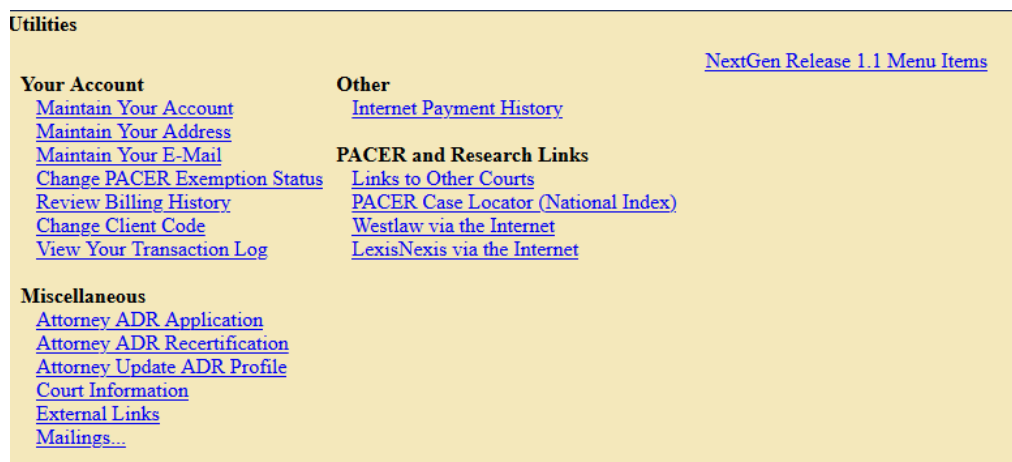
(b)

Docket Activity Report				
U.S. District Court -- Western District of Washington				
Report Entered Period: 7/13/2021 - 7/14/2021				
Case Number/Title	Dates	Category/Event	Docketed by	Notes
2:19-cv-00012-MJP Jones et al	Entered: 07/14/2021 15:32:46 Filed: 07/14/2021	Category: notice Event: Notice-Other 	S. Potter Type: crt	Cause: 30:181 Environment: Review of Agency Action NOS: Contract: Marine Office: Seattle Presider: Marsha J. Pechman Jury demand: None
NOTICE ; filed by Defendant A Leonard Smith. (STP)				

CM/ECF USER'S MANUAL

➤ Utilities Menu

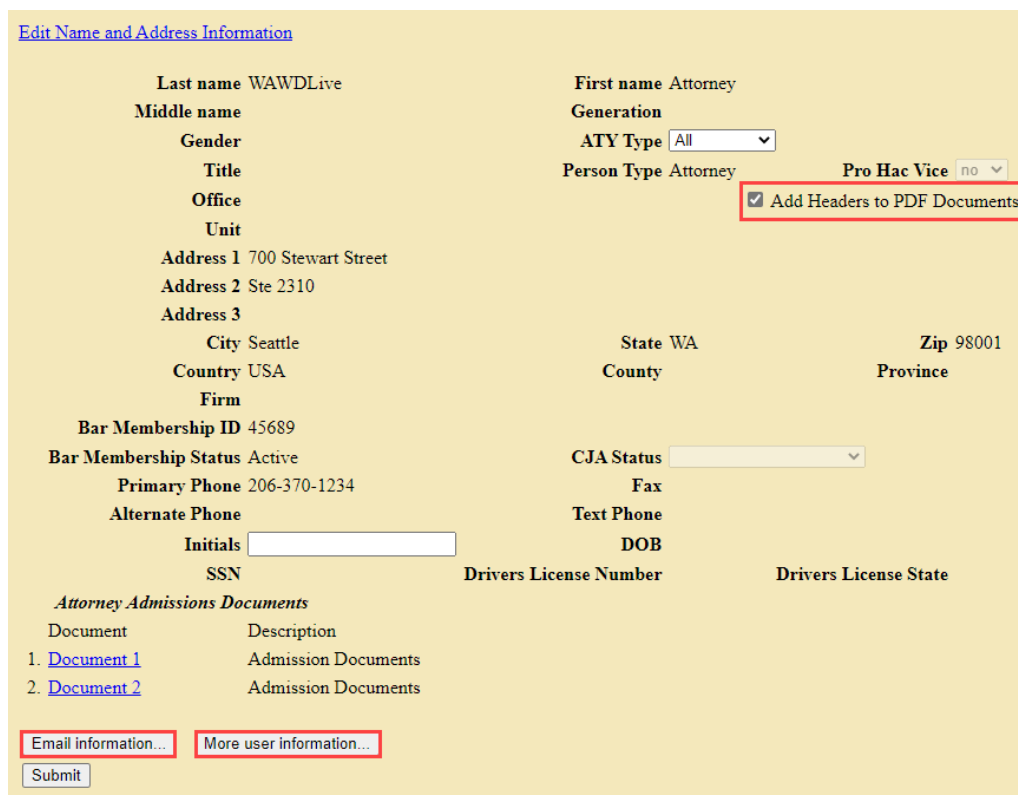
The **Utilities** menu allows you to manage some of your account settings and provides you with additional resources and external links.



Note: Most of account management is now accessed via pacer.uscourts.gov.

➤ Your Account:

- **Maintain Your Account (attorneys only):** Displays the current registration information associated with your CM/ECF account. CM/ECF does not allow you to edit your name or contact information, as updates must be submitted from the linked PACER account. You can also access **Email Information** and **More User Information** from this screen.



CM/ECF USER'S MANUAL

Note: Add Headers to PDF Documents must be checked to ensure that the Court's digital filing stamp displays when viewing Court documents.

- **Email Information (attorneys only):** CM/ECF emails the Notice of Electronic Filing (NEF) to attorneys based upon the information on this screen. You can also define how you wish to be notified when documents are filed in your cases, both for the primary email address and any secondary email addresses. You are unable to edit your primary email address here, as updates must be submitted from the linked PACER account.

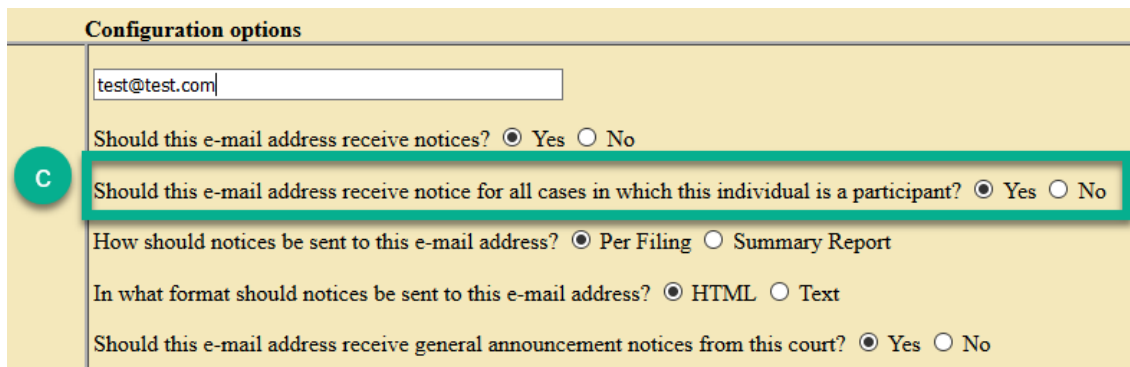
Registered e-mail addresses	Configuration options
<p>Primary e-mail address: dcwawdsea+ecfrainer@gmail.com</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p>dcwawdsea+ecfrainer@gmail.com Update My Primary Email</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Case-specific options</p> <p>Add additional cases for noticing</p> <div><input type="text"/></div> <p>These cases will send notice <i>per filing</i>. (default method)</p> <div>2:19-cv-00054 Moore et al v. Doctors Clinic Inc - Representing Dorothy Moore, Andre L Young</div> <p>Remove selected cases Change selected cases to notice as a summary report</p> <hr/> <p>These cases will send notice <i>as a summary report</i>. (alternate method)</p> <div><input type="text"/></div> <p>Remove selected cases Change selected cases to notice per filing</p> <hr/> <p>Show all cases for this e-mail address (Copy case lists from here)</p>

- **Add Secondary Email Addresses:** Perform the following steps to enter secondary email addresses to receive NEFs in your cases. You can enter multiple secondary addresses for your account and configure them to send notification on all cases in which you are a participant or to only send notification in specific cases.
 - (a) Select **add new e-mail address**
 - (b) Type desired address in the text box.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: dcwawdsea+ecfrainer@gmail.com</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p>b <input type="text"/></p>

CM/ECF USER'S MANUAL

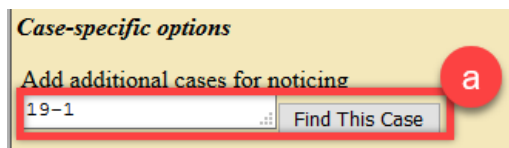
- (c) For each address entered, the default setting is for notices to be sent for all cases in which you are a participant. Adjust the settings for the desired level of notification for each address added, including the frequency at which to receive notifications.



The screenshot shows a form titled "Configuration options" with a yellow background. It contains several fields and radio button options. A green circle with the letter "C" is next to the second question. The questions are:

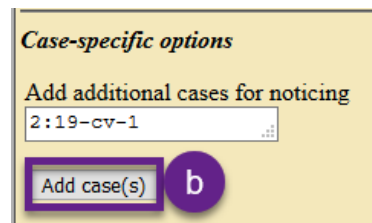
- test@test.com
- Should this e-mail address receive notices? ☒ Yes ☐ No
- Should this e-mail address receive notice for all cases in which this individual is a participant? ☒ Yes ☐ No
- How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report
- In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text
- Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

- i. **Per filing:** an email is sent for each individual NEF.
 - ii. **Summary report:** one daily email is sent that lists all filings for the day.
- (d) If you select **No** stating you do not want to receive notice for all cases at this address, you must remove all cases from the list under **These cases will send notice per filing** you do not want the address to receive notice.
- (e) If you do not need to make further updates, select **Return to Person Information Screen** and click to **Submit** to save changes.
 - i. You may receive the following message: **Case specific fields were not altered. Click submit to continue with update of person.** If so, click **Submit**.
- **Case-specific options (Add additional cases for noticing):** Use this section to define case-specific delivery options or to add additional cases in which you may not be a participant, but still wish to monitor.
 - (a) You can add cases by entering the case number you wish to add under **Add additional cases for noticing**, then click **Find This Case**.



The screenshot shows a form titled "Case-specific options" with a yellow background. It contains a text input field with the value "19-1" and a button labeled "Find This Case". A red circle with the letter "a" is next to the button.

- (b) Once you select the correct case, click **Add case(s)**. The case number will then be added to the **These cases will send notice per filing** list.



The screenshot shows a form titled "Case-specific options" with a yellow background. It contains a text input field with the value "2:19-cv-1" and a button labeled "Add case(s)". A purple circle with the letter "b" is next to the button.

CM/ECF USER'S MANUAL

These cases will send notice *per filing*. (default method)

2:19-cv-00054 Moore et al v. Doctors Clinic Inc - Representing Dorothy Moore, Andre L Young

2:19-cv-00001-JGR Evergreen Gardens v. Grass Roots Inc

Remove selected cases Change selected cases to notice as a summary report

- (c) Remove cases by selecting the case(s) you wish to remove, then selecting **Remove selected cases**.

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

2:19-cv-00054 Moore et al v. Doctors Clinic Inc - Representing Dorothy Moore, Andre L Young

2:19-cv-00001-JGR Evergreen Gardens v. Grass Roots Inc

c Remove selected cases d Change selected cases to notice as a summary report

Note: You are only able to remove cases in which you are a participant if question 2: **Should this e-mail address receive notice for all cases in which this individual is a participant?** is set to **No**.

- (d) If you wish to receive your notifications as a Summary Report instead of a per-filing basis, you can tailor the settings accordingly.
- (e) You can also change notification on cases back to per filing by selecting the case number under **These cases will send notice as a summary report** and then clicking **Change selected cases to notice per filing**.

These cases will send notice *as a summary report*. (alternate method)

2:14-cr-00001-7 USA v. Gee - Representing USA

Remove selected cases e Change selected cases to notice per filing

CM/ECF USER'S MANUAL

- (f) You can view all cases for the selected email address by clicking **Show all cases for this e-mail address**.

These cases will send notice as a summary report. (alternate method)

2:14-cr-00001-7 USA v. Gee - Representing USA

Remove selected cases Change selected cases to notice per filing

f Show all cases for this e-mail address (Copy case lists from here)

- (g) Once you make all of your selections, select **Return to Person Information Screen**, then **Submit** to save your information.

Note: if you accessed this section via **Maintain Your E-Mail**, you will only need to select **Submit all changes** below the **Secondary e-mail addresses**.

- **Delete a Secondary Email Address:** Perform the following steps to delete a secondary email address:
 - (a) Select the email address listed under **Secondary e-mail addresses**.
 - (b) Select the address under **Configuration options**.

Registered e-mail addresses

Configuration options

Primary e-mail address:
userwawdatty01@gmail.com

Secondary e-mail addresses:
test@test.com
add new e-mail address

Submit all changes Clear

b test@test.com

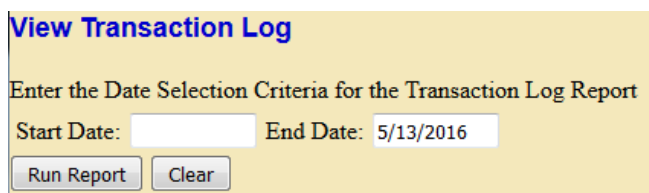
- (c) Delete selected address.
 - (d) Click anywhere on the screen.
 - i. The address is removed from the **Secondary e-mail addresses** list.
- (e) Once you remove the secondary addresses, click **Return to Person Information Screen**.

Note: if you accessed this section via **Maintain Your E-Mail**, you will only need to select **Submit all changes** below the **Secondary e-mail addresses**.

- (f) Click **Submit**.
 - i. You may receive a message: **Case specific fields were not altered. Click submit to continue with update of person.** If so, click **Submit**.

CM/ECF USER'S MANUAL

- **More User Information:** Displays user login information which cannot be changed in CM/ECF. Login and password changes are now performed via pacer.uscourts.gov.
- **Maintain Your Address (attorneys only):** This utility only allows you to **review** your physical address information. You **cannot** alter these fields. If you need to make changes to these fields, Review the **How do I update my address and/or name?** FAQ on the [Frequently Asked Question: E-Filing Account](#) page.
- **Maintain Your E-Mail (attorneys only):** See the [Email Information](#) section above.
- **View Your Transaction Log:** Use this to review your CM/ECF transactions by specified date range.



The screenshot shows a web form titled "View Transaction Log" in blue text. Below the title, it says "Enter the Date Selection Criteria for the Transaction Log Report". There are two input fields: "Start Date:" followed by an empty text box, and "End Date:" followed by a text box containing "5/13/2016". At the bottom of the form are two buttons: "Run Report" and "Clear".

➤ Miscellaneous:

- **Attorney ADR Application:** As part of the Alternative Dispute Resolution certification process, attorneys can now apply through this link for certification as an [LCR 39.1 Attorney Neutral](#). This form is completed and submitted through CM/ECF to the Court and the Western District Federal Bar Association for review. For more details, please visit the Court's [Alternative Dispute Resolution certification](#) page online.
- **Attorney Update ADR Profile:** Allows current LCR 39.1 attorney neutrals to view and update their online ADR profile.
- **Attorney ADR Recertification:** Current LCR 39.1 attorney neutrals are notified when it is time to renew their certification. The recertification form is submitted through CM/ECF to the Court and the Western District Federal Bar Association for review.
- **External Links:** Provides a link to the Court's website for both the CM/ECF Support Page and the most current version of the Local Rules for the Western District of Washington.
- **Mailings:**
 - **Mailing Info for a Case:** Lists parties that are to receive email notification of documents filed in a specific case. This also provides a list of parties and attorneys that will **not** receive electronic notification and will need to be served by conventional means.
 - **Mailing Labels by Case:** Allows you to create mailing labels for any or all parties in your case. CM/ECF provides a menu of party roles and gives formatting options for your label output.

CM/ECF USER'S MANUAL

4. Exiting CM/ECF

After you have completed all of your transactions for your session in CM/ECF, it is strongly recommended that you exit from CM/ECF and log out of PACER. You must also follow these instructions to switch accounts when filing for multiple attorneys.

To exit from CM/ECF:

- (a) Close out of the window you were using to access CM/ECF.
- (b) Navigate to pacer.uscourts.gov.
 - i. If you are not automatically signed into PACER, then you are completely logged out of the system.
 - ii. If you are still signed into PACER, select **Logout** under **Manage My Account**.



CM/ECF USER'S MANUAL

Attach and upload PDF document(s)

Review the [Technical Requirements](#) section to ensure you comply with all document requirements prior to filing documents in CM/ECF. Once you are ready to file your documents, follow the below steps:

1. Select **Browse** under **Main Document**.

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

Date document filed (mandatory)

2/10/2020

Calendar

Select the PDF document and any attachments.

Main Document

Browse...

No file selected.

2. Find the desired file on your computer and attach as indicated. CM/ECF inserts the PDF file name and location. *You cannot proceed past this page without attaching a **Main Document**.*

Note: You do not have to name the **Main Document**, CM/ECF names it according to the category selection you made (e.g., Motion for Judgment).

3. If you need to file additional documents, add them under **Attachments**. Review the [Local Rules](#) and [Filing Procedures](#) to ensure you are including all required attachments.
4. Select **Browse** under **Attachments**.

Attachments

Category

Description

1. Browse... No file selected.

Next

Clear

5. Choose the file you wish to attach.
6. Choose one of the pre-selected **Category** options and/or describe your document in the **Description** field. You can attach multiple attachments to each filing in this manner. Additional attachment fields display when you complete the previous field.

Select the pdf document and any attachments.

Main Document

SamuelPotter\Documents\Testing\CCS.pdf Browse...

Type a description of each exhibit under Description

Attachments

Category

Description

1. C:\Users\SamuelPotter\Documents\Testi Browse...

Exhibit

A - Medical Records

Remove

2. Browse...

Select "Exhibit" under Category

Next

Clear

CM/ECF USER'S MANUAL

Note: CM/ECF does not automatically name your attachment(s). You must either choose from a pre-determined list under **Category**, or use the free text box under **Description**, or both. If you choose both **Category** and **Description**, CM/ECF displays the **Category** name first in the docket text, followed by the **Description**. Do not duplicate words from the **Category** in the **Description**. For example, when filing exhibits, you do not need to repeat the word "exhibit" in the Description box (see example below).

if the system gives you an error after clicking **Next**, review [CM/ECF requirements](#) to ensure that your document is compliant.

The final docket entry looks like this:

Docket Text: Final Text
DECLARATION of John Doe by Plaintiff Wichita Sherwood
(Attachments: # (1) Exhibit A - Medical Records)(Wawdone, Attorney)

Review the Notice of Electronic Filing (NEF)

After committing your filing, CM/ECF displays the **Notice of Electronic Filing (NEF)**. This provides confirmation that CM/ECF has registered your transaction, and that the document you filed is now an official Court document. It also displays the date and time of your transaction and the docket number that was assigned to your document.

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 2/18/2020 at 2:54 PM PST and filed on 2/18/2020

Case Name: Claypool v. LaLonde

Case Number: [2:19-cv-00003-JLR-MLP](#)

Link to PACER to view previously filed documents.

Filer: Ler LaLonde

Document Number: [5](#)

Link to view the document you just filed.

Docket Text:

MOTION for Judgment filed by Defendant Ler LaLonde. (Attachments: # (1) Proposed Order, # (2) Exhibit A-Medical Records) Noting Date 2/28/2020, (Wawdone, Attorney)

Docket text as it appears in the court record.

2:19-cv-00003-JLR-MLP Notice has been electronically mailed to:

Patrick Sherwood wpsherwoodtest@gmail.com

Attorney and party names that will receive electronic notification of this filing.

2:19-cv-00003-JLR-MLP Notice will not be electronically mailed to:

The following document(s) are associated with this transaction:

Parties that must be served by conventional means will be listed here.

- The NEF is sent to the designated attorneys and to parties who have registered with the Court to receive electronic service. Any parties who are not registered to receive electronic service must be served by conventional means.
- All sealed documents/filings must be served by conventional means as electronic access to sealed documents is not permitted outside of Court staff. It is the responsibility of the filer to serve physical copies of any filings **and** the accompanying **NEF** to attorneys and/or pro se parties who have NOT indicated agreement to receive electronic service or if the docket entry and/or document is sealed.

CM/ECF USER'S MANUAL

- The filer and individuals who are parties to the case are permitted one “free look” at the document(s) for up to 15 days after the date of filing.
 - You can access this “free look” by selecting the document number in the NEF (single click only).
 - The Court strongly urges you to print and/or save the NEF and associated documents for your records.
 - Any subsequent viewing or retrieval of filed documents must be completed via PACER and will be subject to regular PACER fees.

Viewing Restricted Documents

This section describes the process by which attorneys or parties can view restricted documents in their cases. Restricted documents are documents that are not remotely viewable by the general public, but which can be viewed by case participants (including attorneys). Examples of restricted documents include:

- Social Security case documents (except orders and written opinions)
- Civil Immigration case documents (except orders and written opinions)

The general public can only view these documents at the Clerk’s Office public terminals, but case participants can view them remotely.

Note: *Restricted* documents are different from *Sealed* documents: *Sealed* documents cannot be remotely viewed by anyone. Access is limited to Court personnel only.

- Restricted documents must be accessed via an account of a case participant. The combination of the filing user’s login and password verifies that the person is authorized to view the restricted document.

Note: These documents cannot be viewed with a PACER – Case Search Only account. Access will only be granted if you have e-filing and/or e-service privileges in this Court.

- **To securely access your restricted document(s):**

1. Select the hyperlinked document number in the NEF.

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on

Case Name: Claypool v. LaLonde

Case Number: [2:19-cv-00003-JLR-MLP](#)

Filer: Ler LaLonde

Document Number: [5](#)

Docket Text:

Link to view the document you just filed.

2. Enter your login and password if you are not already logged into the system.
3. A warning screen displays indicating that the document is restricted to specific users.
4. Click the **View Document** button on the warning screen.
5. Print the document, or save to your computer

CM/ECF USER'S MANUAL

Court Information

Court Locations	
Court's Name	United States District Court for the Western District of Washington
Court's Address	700 Stewart Street, Suite 2310, Seattle, WA 98101
Court's Phone Number	206-370-8400
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9AM - 4:30PM, M-F
Court's Name	United States District Court for the Western District of Washington - Divisional Office
Court's Address	1717 Pacific Avenue, Room 3100, Tacoma, WA 98402
Court's Phone Number	253-882-3790
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9:00 AM - 4:30 PM, Monday-Friday