

HOW TO E-FILE A SURETY BOND

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Filing Preparation:

Before you begin to file, be sure to review the following procedures:

- [Local Civil Rule 65.1: Bonds](#)
- [Surety Bond](#) and [Power of Attorney Procedures](#) for Civil Cases pages

Important Notes:

- E-filers must file a **Motion for Bond** first and should NOT attach the Bond. Instead, e-filers should file the Bond as a separate docket entry.
- An Order granting bond must be filed before filing a bond.
- The bond amount should match or exceed the amount specified in the Order granting bond.
- The Surety Company/Corporation must have/be ONE of the following:
 - Incorporated in Washington State.
 - Registered Agent residing/practicing in the Western District of Washington.
 - Power of Attorney (see the [Power of Attorney page](#)).
- The bond filing should include the following:
 - A bond document including:
 - A Surety Company/Corporation authorized by the Department of Treasury.
 - Proof demonstrating that the surety meets one of the previously listed requirements:
 - Registered Agent documentation.
 - Proof of Incorporation in Washington State.
 - Power of Attorney (see the [Power of Attorney page](#)).

HOW TO E-FILE A SURETY BOND

Filing instructions:

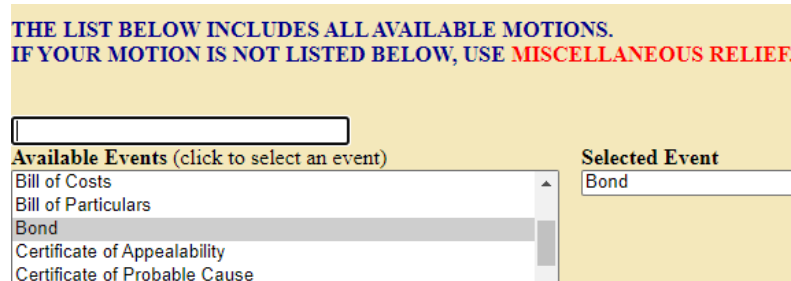
I. Motion for Bond

1. Go to **Civil > Motions**



2. Enter your **Case Number**, then select **Next**.

3. Select **Bond**, then select **Next**.



4. Answer if the caption of the motion includes a request for oral argument, then select **Next**.
5. Upload the following documents:

Note: Do not attach the Bond documents here, these should be filed as separate docket entries using the [Bond event](#) under **Civil > Other Filings > Other Documents** after the **Order for Bond** is filed by the Judge.

Date document filed (mandatory)
2/25/2022

Select the PDF document and any attachments.

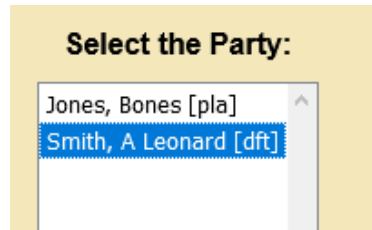
Main Document
 Motion.pdf

Attachments	Category	Description
1. <input type="button" value="Choose File"/> Proposed Order.pdf	<input type="text" value="Proposed Order"/>	<input type="text"/>
2. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>

- **Main Document:** Motion for Bond.
- **Attachments:** Proposed Order.
- Select **Next**.

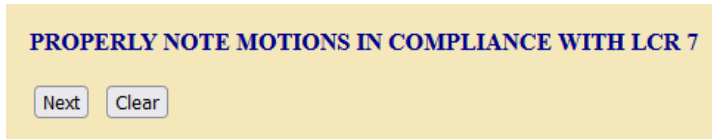
HOW TO E-FILE A SURETY BOND

6. Select the filer(s) (the party you represent), then select **Next**.



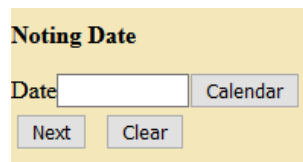
The screenshot shows a dropdown menu titled "Select the Party:". Two options are visible: "Jones, Bones [pla]" and "Smith, A Leonard [dft]". The second option is highlighted with a blue selection bar.

7. Review the information regarding noting a motion, then select **Next**.



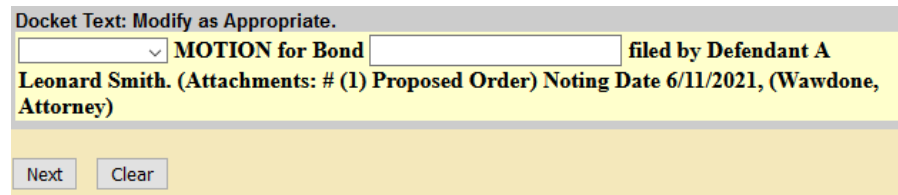
The screenshot shows a yellow box with the heading "PROPERLY NOTE MOTIONS IN COMPLIANCE WITH LCR 7". Below the heading are two buttons: "Next" and "Clear".

8. Enter the **Noting Date** as instructed by the previous page.



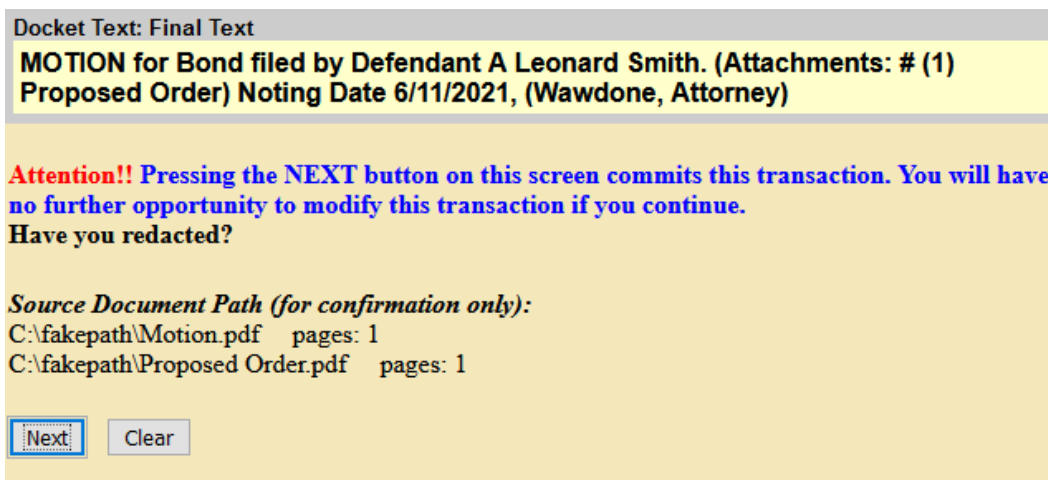
The screenshot shows a form titled "Noting Date". It includes a "Date" input field, a "Calendar" button, and "Next" and "Clear" buttons.

9. Enter any additional descriptions, if needed, to the docket text, then select **Next**.



The screenshot shows a docket text entry field. The text entered is: "MOTION for Bond filed by Defendant A Leonard Smith. (Attachments: # (1) Proposed Order) Noting Date 6/11/2021, (Wawdone, Attorney)". Below the text are "Next" and "Clear" buttons.

10. Review the docket text to ensure the entry is correct and includes all required elements:



The screenshot shows a final review screen for the docket text. The text displayed is: "MOTION for Bond filed by Defendant A Leonard Smith. (Attachments: # (1) Proposed Order) Noting Date 6/11/2021, (Wawdone, Attorney)". Below this is a red warning: "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?". Underneath, it lists "Source Document Path (for confirmation only):" with two entries: "C:\fakepath\Motion.pdf pages: 1" and "C:\fakepath\Proposed Order.pdf pages: 1". At the bottom are "Next" and "Clear" buttons.

- Correct Event: **Motion for Bond**.
- Correct Party: The party you represent.
- Correct Attachments: **Proposed Order**.
- Correct Noting Date: Review [LCR 7](#), [LCrR 12](#), or the assigned Judge's Chambers Procedures.

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- Correct Attorney Name: Must match one signature on the Motion.
 - a. If the docket text is correct, select **Next**.
 - b. If the docket text is not correct, select **Civil** from the main menu and start over.

Note: Do not use the browser back button; this can cause duplicate submissions and may cause an error with your filing.

11. Review the **Notice of Electronic Filing (NEF)**. CM/ECF sends the NEF to all parties on the case who are currently registered for electronic notice.

U.S. District Court

[Test Application] Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 5/27/2021 at 2:09 PM PDT and filed on 5/27/2021

Case Name: Jones et al

Case Number: [2:19-cv-00012](#)

Filer: A Leonard Smith

Document Number: [40](#)

Docket Text:

MOTION for Bond filed by Defendant A Leonard Smith. (Attachments: # (1) Proposed Order) Noting Date 6/11/2021, (Wawdone, Attorney)

2:19-cv-00012 Notice has been electronically mailed to:

Attorney Wawdthirtyfive dcwawdsea+atty35@gmail.com

Katy L Boring katy_boring@wawd.uscourts.gov

2:19-cv-00012 Notice will not be electronically mailed to:

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

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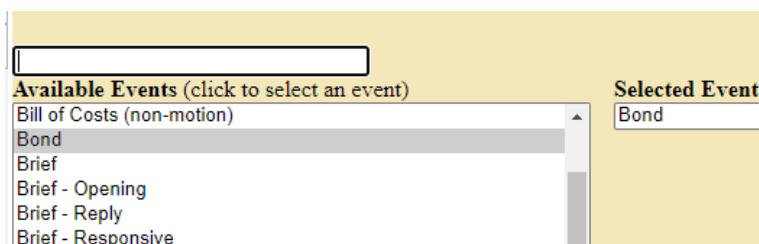
II. Bond

Once the Judge files the Order granting bond, follow the below steps to file the bond and any supporting documents.

1. Go to **Civil > Other Filings > Other Documents**.

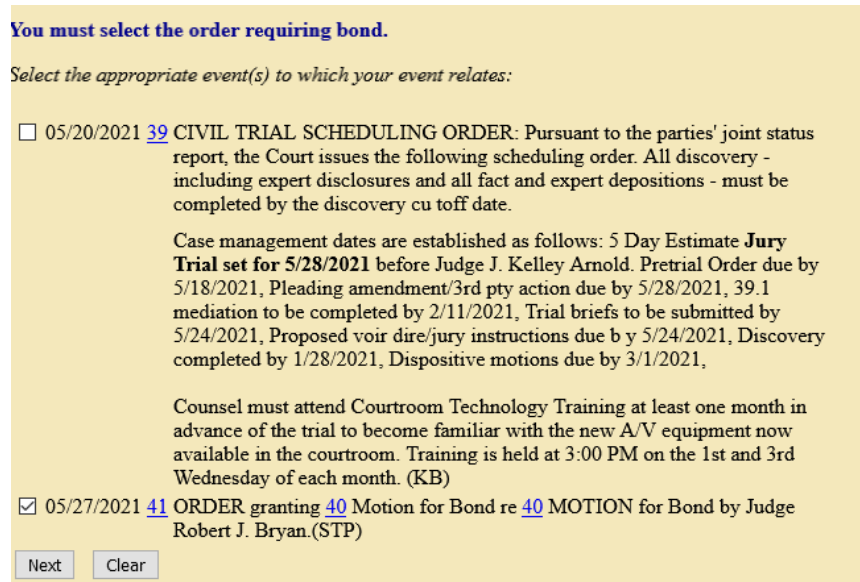


2. Enter your **Case Number**.
3. Select the **Bond** under **Available Events**, then select **Next**.



4. Select **Next** on the following page to continue.
5. Select the **Order** granting the bond.

Note: This is a requirement. Do not file your bond until the Order is filed.



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6. Select the supporting document you plan to file with your bond, then select **Next**:

Pursuant to LCR 65.1, please indicate which type of supporting documentation you are providing:

- Proof of Registered Agent
- Proof of Incorporation in Washington
- Power of Attorney documents
- None of the above

Next Clear

- Proof of Registered Agent.
 - If you select this option, [skip to step 9](#).
 - Proof of Incorporation in Washington.
 - If you select this option, [skip to step 9](#).
 - Power of Attorney documents.
 - If you select this option, go to step 7.
7. Select whether you previously filed a power of attorney with this Court or if you plan to mail in the power of attorney registration at the same time, then select **Next**.

Is the power of attorney already on file or will you be registering it with the Court contemporaneously?

- Already on file
- Registering with the Court contemporaneously

Next Clear

- a. If you select **Already on file**, [skip to step 9](#).
 - b. If you select **Registering with the Court contemporaneously**, go to step 8.
8. Enter the date you mailed the Power of Attorney to the Court, then select **Next**.
9. Upload the bond as the **Main Document**.

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10. Upload the registered agent documentation, proof of incorporation, or Power of Attorney under **Attachments**, and select an appropriate **Category** and/or **Description** for all attachments, then select **Next**.

Other Documents
[2:19-cv-00012 Jones et al](#)

Select the PDF document and any attachments.

Main Document
Browse... Bond.pdf

Attachments	Category	Description
1. Browse... PowerofAttorney.pdf	<input type="text"/>	Power of Attorney <input type="button" value="Remove"/>
2. Browse... No file selected.	<input type="text"/>	<input type="text"/>

11. Select the filer(s) (the party or parties you represent), then select **Next**.

Select the Party:

Jones, Bones [pla]
Smith, A Leonard [dft]

12. Enter the **Type of Bond**, **Bond Amount** (this should match the amount in the Order), **Bond Number**, and **Insurance Company**, then select **Next**.

Type of Bond

Bond Amount

Bond Number

Insurance Company

13. If needed, enter any additional descriptions for your main document, then select **Next**.

Docket Text: Modify as Appropriate.

Surety BOND in the amount of \$200, Bond No. 12345, from Life LTD posted by A Leonard Smith re [41] Order on Motion for Bond . (Power of Attorney was mailed for registry with the Court on 5/27/2021.) (Attachments: # (1) Power of Attorney) (Wawdone, Attorney)

Note: This is an optional field which you can leave blank if you do not require any additional description.

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14. Review the docket text to ensure the entry is correct and includes all required elements:

Docket Text: Final Text

Surety BOND in the amount of \$200, Bond No. 12345, from Life LTD posted by A Leonard Smith re [41] Order on Motion for Bond. (Power of Attorney was mailed for registry with the Court on 5/27/2021.) (Attachments: # (1) Power of Attorney)(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\Declaration.pdf pages: 1

C:\fakepath\Exhibit.pdf pages: 1

Next

Clear

- Correct Event: Bond.
- Correct bond information.
- Correct Party: The party you represent.
- Correct Attachments: registered agent documentation, proof of incorporation, or Power of Attorney
 - a. If the docket text is correct, select **Next**.
 - b. If the docket text is not correct, select **Civil** in the main menu and start over.

Note: Do not use the browser back button; this can cause duplicate submissions and may create unintended consequences.

15. CM/ECF sends the **Notice of Electronic Filing** to all parties on the case who are currently registered for electronic notice.

U.S. District Court

[Test Application] Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Wawdone, Attorney on 5/27/2021 at 3:31 PM PDT and filed on 5/27/2021

Case Name: Jones et al

Case Number: [2:19-cv-00012](#)

Filer: A Leonard Smith

Document Number: [42](#)

Docket Text:

Surety BOND in the amount of \$200, Bond No. 12345, from Life LTD posted by A Leonard Smith re [41] Order on Motion for Bond. (Power of Attorney was mailed for registry with the Court on 5/27/2021.) (Attachments: # (1) Power of Attorney) (Wawdone, Attorney)

2:19-cv-00012 Notice has been electronically mailed to:

Attorney Wawdthirtyfive dcwawdsea+atty35@gmail.com

HOW TO E-FILE A SURETY BOND

16. Send the notarized originals of the Power of Attorney to:
 - U.S. District Court Clerk's Office
 - 700 Stewart Street, Suite 2310
 - Seattle, WA 98101
17. Docketing the bond with the correct event also triggers CM/ECF to send an email to Court staff to begin the review process.
18. If there are any deficiencies, court staff docket a **Notice to Filer** which includes the items you need to correct.
19. Once corrected and all requirements are met, Court Staff docket the **Bond Reviewed** event stating the bond meets all requirements.