

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:

- A Motion for Bond should be filed first and the Bond should not be directly attached, but instead filed 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
- The bond filing should include the following:
 - A bond document including:
 - A Surety Company/Corporation authorized by the Department of Treasury.
 - The seal and signature of a Notary.
 - Proof demonstrating that the surety meets one of the previously listed requirements:
 - Registered Agent documentation
 - Proof of Incorporation in Washington State
 - Power of Attorney

How to E-File a Surety Bond

Filing instructions:

I. Motion for Bond

1. Go to **Civil > Motions**



Civil Events

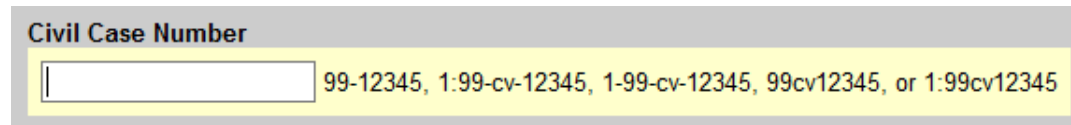
Open A Case
[Attorney Case Opening](#)

Initial Pleadings and Service
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
Motions
[Sealed Motions](#)
[Responses, Replies and Supporting Documents](#)

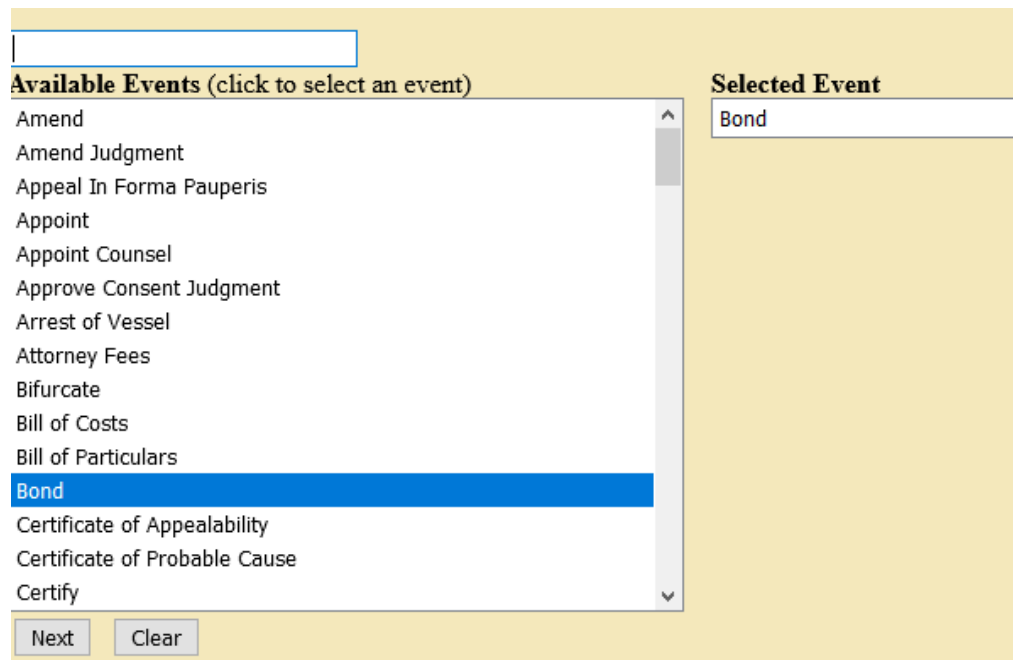
Other Filings
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[Sealed Documents](#)

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



Civil Case Number

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



Available Events (click to select an event)

- Amend
- Amend Judgment
- Appeal In Forma Pauperis
- Appoint
- Appoint Counsel
- Approve Consent Judgment
- Arrest of Vessel
- Attorney Fees
- Bifurcate
- Bill of Costs
- Bill of Particulars
- Bond**
- Certificate of Appealability
- Certificate of Probable Cause
- Certify

Selected Event

Bond

4. Answer if the caption of the motion includes a request for oral argument, then select **Next**.

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5. Upload the following documents:
 - a. **Main Document:** Motion for Bond
 - b. **Attachments:** Proposed Order
 - c. Select **Next**.

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.

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.

Select the PDF document and any attachments.

Main Document

Motion.pdf

Attachments

	Category	Description	
1. <input type="button" value="Browse..."/> Proposed Order.pdf	Proposed Order		<input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> No file selected.			

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

Select the Party:

Jones, Bones [pla]

Smith, A Leonard [dft]

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

PROPERLY NOTE MOTIONS IN COMPLIANCE WITH LCR 7

If the assigned judge has a standing order or [chambers procedure](#) that requires you not to use a noting date, please **DO NOT** enter a noting date on the next screen, and select **Next** to proceed.

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

Noting Date

Date

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

Docket Text: Modify as Appropriate.

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

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

Docket Text: Final Text

MOTION for Bond filed by Defendant A Leonard Smith. (Attachments: # (1) Proposed Order) Noting Date 6/11/2021, (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\Motion.pdf pages: 1
C:\fakepath\Proposed Order.pdf pages: 1

- Correct Event: **Motion to Seal** or **Motion to Seal Document**.
- Correct Party: Party for whom you are filing.
- Correct Attachments: **Proposed Order**.
- Correct Noting Date: Review [LCR 7](#), [LCrR 12](#), or the assigned Judge's Chambers Procedures.
- Correct Attorney Name: Must match one signature on the Motion.
- If the docket text is correct, select **Next**.
- If the docket text is not correct, select **Civil** or **Criminal** 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.

How to E-File a Surety Bond

11. The **Notice of Electronic Filing** is sent 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:

II. Bond

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

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

Civil Events

Open A Case
[Attorney Case Opening](#)

Initial Pleadings and Service
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
[Motions](#)
[Sealed Motions](#)
[Responses, Replies and Supporting Documents](#)

Other Filings
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[Sealed Documents](#)

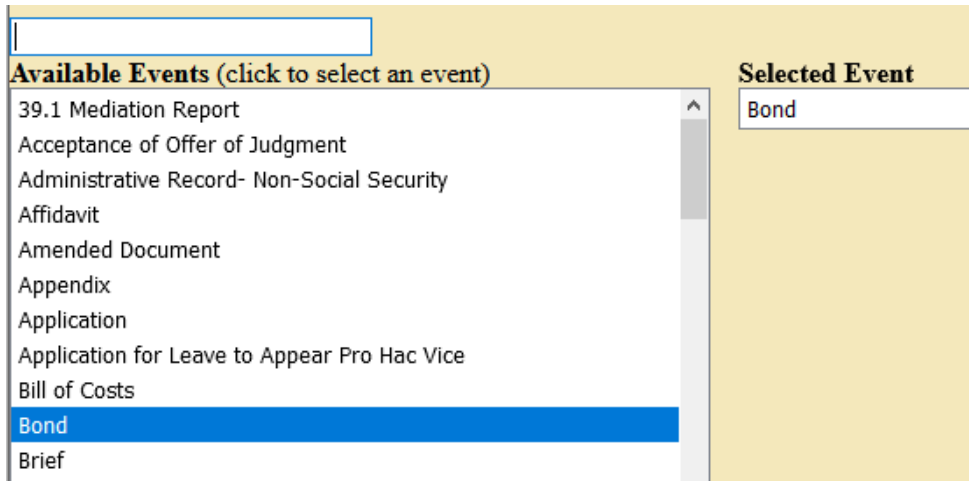
2. Enter your **Case Number**.

Civil Case Number

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

How to E-File a Surety Bond

3. Select the **Bond** under **Available Events**, then select **Next**.



The screenshot shows a web interface with a dropdown menu titled "Available Events (click to select an event)". The menu is open, displaying a list of event types. The "Bond" option is highlighted in blue. To the right of the dropdown, there is a "Selected Event" field containing the text "Bond".

Available Events (click to select an event)	Selected Event
39.1 Mediation Report	Bond
Acceptance of Offer of Judgment	
Administrative Record- Non-Social Security	
Affidavit	
Amended Document	
Appendix	
Application	
Application for Leave to Appear Pro Hac Vice	
Bill of Costs	
Bond	
Brief	

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.

You must select the order requiring bond.

Select the appropriate event(s) to which your event relates:

- 05/20/2021 [39](#) CIVIL TRIAL SCHEDULING ORDER: Pursuant to the parties' joint status report, the Court issues the following scheduling order. All discovery - including expert disclosures and all fact and expert depositions - must be completed by the discovery cutoff date.
- Case management dates are established as follows: 5 Day Estimate **Jury Trial set for 5/28/2021** before Judge J. Kelley Arnold. Pretrial Order due by 5/18/2021, Pleading amendment/3rd party action due by 5/28/2021, 39.1 mediation to be completed by 2/11/2021, Trial briefs to be submitted by 5/24/2021, Proposed voir dire/jury instructions due by 5/24/2021, Discovery completed by 1/28/2021, Dispositive motions due by 3/1/2021,
- Counsel must attend Courtroom Technology Training at least one month in advance of the trial to become familiar with the new A/V equipment now available in the courtroom. Training is held at 3:00 PM on the 1st and 3rd Wednesday of each month. (KB)
- 05/27/2021 [41](#) ORDER granting [40](#) Motion for Bond re [40](#) MOTION for Bond by Judge Robert J. Bryan.(STP)

Next

Clear

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6. Select the supporting document you are filing with your bond:

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

- a. Proof of Registered Agent.
 - i. If you select this option, skip to step 9.
 - b. Proof of Incorporation in Washington.
 - i. If you select this option, skip to step 9.
 - c. Power of Attorney documents.
 - i. If you select this option, go to step 7.
 - d. Then select **Next**.
7. Select whether this Court already has the power of attorney on file or if you are mailing 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 the Power of Attorney was mailed 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"/>	<input type="text" value="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:

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

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

Note: These are optional fields and can be left blank if no additional description is required.

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)

Next

Clear

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

- a. Correct event
- b. Correct bond information
- c. Correct party: Party for whom you are filing
- d. Correct Attachments
 - If the docket text is correct, select **Next**.
 - 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.

How to E-File a Surety Bond

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 dcvawdsea+atty35@gmail.com

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 will docket a **Notice to Filer** which will include the items needing correction.
19. Once corrected and all requirements are met, Court Staff will docket the **Bond Reviewed** event stating the bond meets all requirements.