

HOW TO FILE CROSS MOTIONS

Filing Preparation

Review the following procedures before you file:

- [Local Civil Rule 7: Form and Scheduling of Motions](#)
 - (d): Noting Dates for Motions and Briefing Schedules.
 - (k): Cross Motions.

Filing Instructions

Cross motions need to be filed under the **Cross Motion** event.

All cross motions must include a:

- Noting date (unless otherwise stated by the [Judge's Chamber Orders](#)).
- Proposed order.

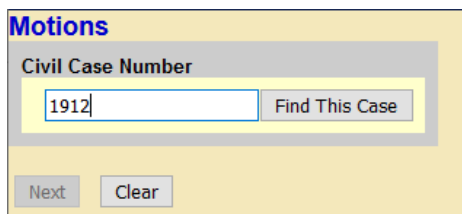
Cross motions can also include a response to the original motion.

How to File Cross Motions

1. Go to **Civil>Motions and Related Filings > Motions**.



2. Enter your case number, then select **Find This Case**.



HOW TO FILE CROSS MOTIONS

3. Type **cross** in the search bar to filter **Available Events**, select **Cross Motion**, then select **Next**.

**THE LIST BELOW INCLUDES ALL AVAILABLE MOTIONS.
IF YOUR MOTION IS NOT LISTED BELOW, USE MISCELLANEOUS RELIEF.**

cross Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select an event)	Selected Event
Cross Motion	

Next Clear

4. Select whether an oral argument is requested, then select **Next**.

Does the CAPTION of this motion include a request for ORAL ARGUMENT?

Yes
 No

Next Clear

5. Upload the motion under **Main Document** and the proposed order under **Attachments**.

6. Select **Proposed Order** under **Category**, then select **Next**.

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
Browse... Motion.pdf

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

Next Clear

7. Select the party(ies) who are filing of the cross motion, then select **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

- Bones Jones pla
- A Leonard Smith dft

Select the filer.

Select the Party:

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

Next Clear New Filer

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8. Review [Local Civil Rule 7](#) to determine the required noting date for the motion, then 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.

9. Enter the **Noting Date**, then select **Next**.

Noting Date

Date

10. Select the motion to which this cross motion is related, then select **Next**.

Choose the motion to which this Cross-Motion relates.

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

- 11/17/2020 [2](#) REPORT AND RECOMMENDATIONS re [1](#) Complaint filed by A Leonard Smith, Bones Jones. Objections to R&R due by 11/20/2020, Noting Date 11/27/2020, by Judge Robert J. Bryan. (STP) (*Terminated*)
- 11/17/2020 [3](#) OBJECTIONS by Plaintiff Bones Jones to [2](#) Report and Recommendations. Noting Date 12/4/2020, (WawdoneO, Attorney)
- 11/17/2020 [4](#) OBJECTIONS by Plaintiff Bones Jones to [2](#) Report and Recommendations. Noting Date 12/4/2020, (WawdoneO, Attorney)
- 12/01/2020 [6](#) REPORT AND RECOMMENDATIONS Objections to R&R due by 12/11/2020, Noting Date 12/18/2020, by Judge David W. Christel. (STP) (*Terminated*)
- 03/10/2021 [22](#) MOTION to Dismiss filed by Plaintiff Bones Jones. Noting Date 3/19/2021, (STP) (Additional attachment(s) added on 3/10/2021: # [1](#) Proposed Order) (STP). (Main Document 22 replaced on 3/15/2021) (STP).

11. Select whether the cross motion includes a response, then select **Next**.

Does this Cross-Motion include a Response?

- Yes
 No

Note: If the cross motion does include a response, include the response in the cross motion document rather than attaching a separate response document.

12. Select **Next** to continue.

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13. Review the docket text. If it's correct, select **Next**.

Note: If the text is not correct, do not use the browser back button, instead restart the filing.

Docket Text: Final Text

CROSS-MOTION re [22] MOTION to Dismiss. filed by Defendant A Leonard Smith. (Attachments: # (1) Proposed Order) Noting Date 5/14/2021, (WawdoneO, 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

14. The Notice of Electronic Filing (NEF) is displayed. All parties receiving electronic notice will receive this notice.

U.S. District Court

[Test Application] Western District of Washington

Notice of Electronic Filing

The following transaction was entered by WawdoneO, Attorney on 4/28/2021 at 4:55 PM PDT and filed on 4/28/2021

Case Name: Jones et al
Case Number: [2:19-cv-00012](#)
Filer: A Leonard Smith
Document Number: [28](#)

Docket Text:
CROSS-MOTION re [22] MOTION to Dismiss. filed by Defendant A Leonard Smith. (Attachments: # (1) Proposed Order) Noting Date 5/14/2021, (WawdoneO, 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:

15. Submit a Word or WordPerfect version of the proposed order to the Judge's orders inbox (see the [Judge's page](#)).