

# How to File a Declaration

---

## Contents

---

Important Notes: .....	1
Filing instructions:.....	1
Filing a Declaration in Support or as Part of a Document: .....	1
Filing the Motion or Other Document: .....	1
Filing the Declaration .....	4
Filing a Stand-Alone Declaration.....	7

### Important Notes:

- Filing a declaration in a civil or criminal case involves the same process.
- A declaration should never be filed as an Attachment to a Main Document such as a motion or notice.
- A declaration should always be filed as a separate docket entry using the specific **Declaration or Declaration (non motion)** event, even if the declaration is in support of, or a part of, a motion or other document (the “initial document”)

### Filing instructions:

For consistency, all screenshots are for filing in a civil case in support of a motion, but the same process applies to filing in a criminal case.

#### *Filing a Declaration in Support or as Part of a Document:*

If you are filing a declaration in support of or as a part of another document such as a motion, then your filing will be a two-step process:

1. [File the initial document.](#)
2. [File the declaration.](#)

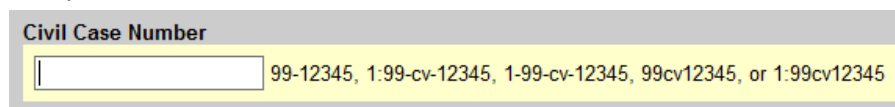
### Filing the Initial Document:

1. Go to **Civil** or **Criminal** and select the appropriate category for your initial document. For example, if you are filing a **Motion**, select **Motions and Related Filings > Motions**.



## How to File a Declaration

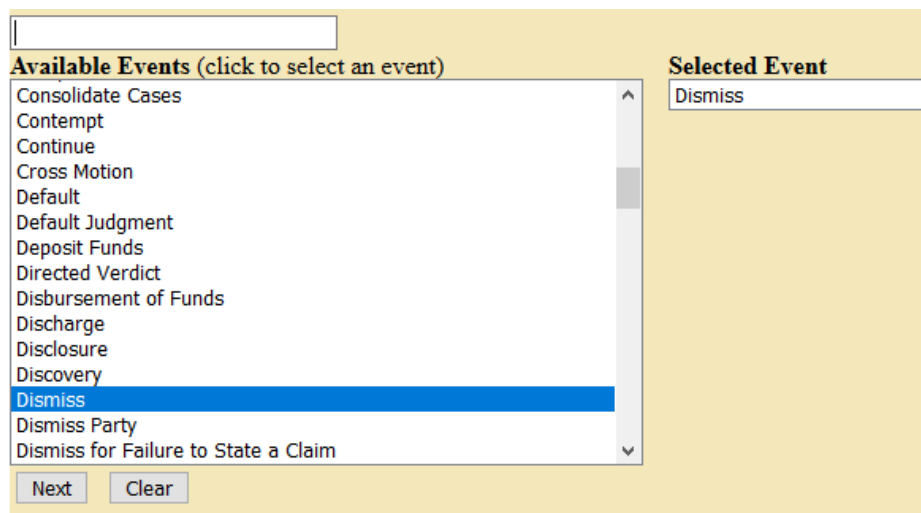
2. Enter your **Case Number**.



Civil Case Number

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

3. Select the appropriate document type under **Available Events**, then select **Next**.



Available Events (click to select an event)

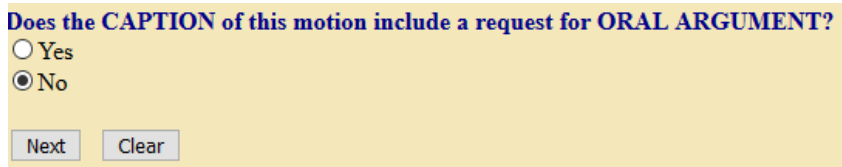
- Consolidate Cases
- Contempt
- Continue
- Cross Motion
- Default
- Default Judgment
- Deposit Funds
- Directed Verdict
- Disbursement of Funds
- Discharge
- Disclosure
- Discovery
- Dismiss**
- Dismiss Party
- Dismiss for Failure to State a Claim

Selected Event

Dismiss

Next Clear

4. If filing a Motion, select whether you are requesting an oral argument in the caption of your motion.



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

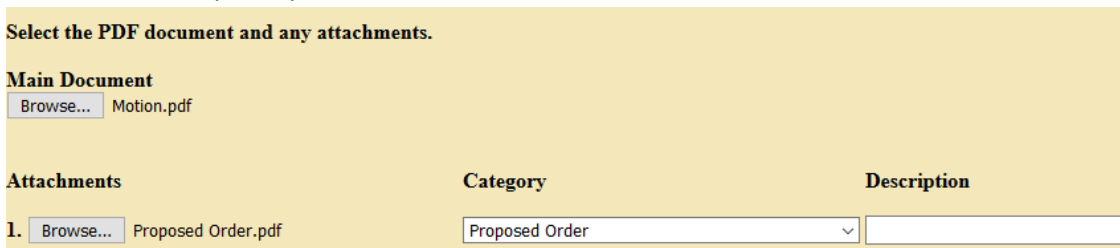
Yes

No

Next Clear

5. Upload the initial document as the **Main Document**.
6. Upload any additional attachments under **Attachments** and select an appropriate **Category** and/or **Description** for all attachments, then select **Next**.

**Note:** Do not upload your declaration here.



Select the PDF document and any attachments.

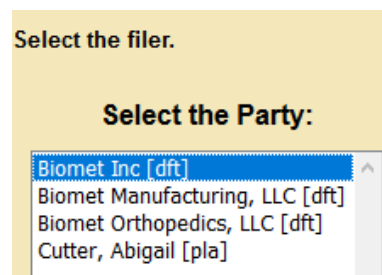
**Main Document**

Browse... Motion.pdf

Attachments	Category	Description
1. Browse... Proposed Order.pdf	Proposed Order	

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

**Note:** In criminal cases with multiple defendants, be sure to only select the party you are actually representing.



Select the filer.

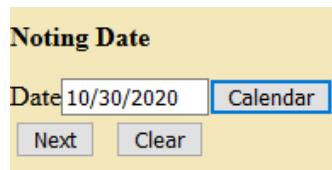
Select the Party:

- Biomet Inc [dft]**
- Biomet Manufacturing, LLC [dft]
- Biomet Orthopedics, LLC [dft]
- Cutter, Abigail [pla]

## How to File a Declaration

8. For Motions, review [Local Civil Rule \(LCR\) 7](#) or [Local Criminal Rule \(LCrR\) 12\(b\)\(6\)](#) to determine the appropriate noting date to use for your motion, then select **Next**.

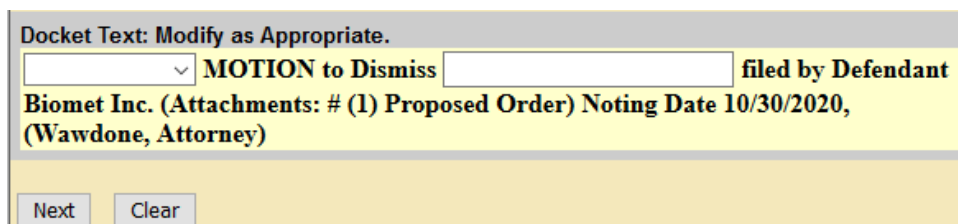
9. Enter the correct **Noting Date** in **Date**, then select **Next**.



**Noting Date**  
Date 10/30/2020 Calendar  
Next Clear

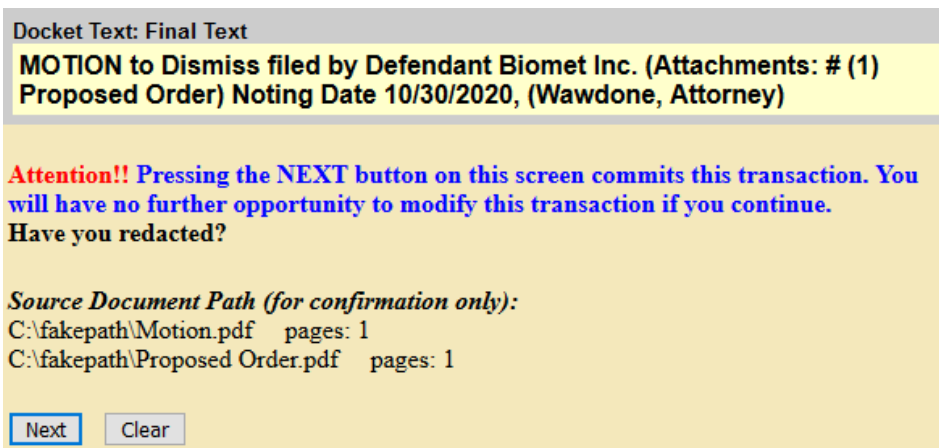
10. If needed, enter additional descriptions for your initial document, then select **Next**.

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



**Docket Text: Modify as Appropriate.**  
MOTION to Dismiss filed by Defendant  
Biomet Inc. (Attachments: # (1) Proposed Order) Noting Date 10/30/2020,  
(Wawdone, Attorney)  
Next Clear

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



**Docket Text: Final Text**  
MOTION to Dismiss filed by Defendant Biomet Inc. (Attachments: # (1)  
Proposed Order) Noting Date 10/30/2020, (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  
Next Clear

- a. Correct event
- b. Correct party: Party for whom you are filing
- c. Correct Attachments (if applicable)
- d. For Motions: Correct Noting Date: Review [LCR 7](#)
- e. Correct Attorney Name: Must match at least one signature on the document
  - If the docket text is correct, select **Next**.
  - If the docket text is not correct, select **Civil** or **Criminal** 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 File a Declaration

12. 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 10/21/2020 at 3:55 PM PDT and filed on 10/21/2020

Case Name: Cutter v. Biomet, Inc. et al  
Case Number: [2:19-cv-00030](#)  
Filer: Biomet Inc  
Document Number: [144](#)

Docket Text:  
**MOTION to Dismiss filed by Defendant Biomet Inc. (Attachments: # (1) Proposed Order) Noting Date 10/30/2020, (Wawdone, Attorney)**

2:19-cv-00030 Notice has been electronically mailed to:

Adrienne Franco Busby [adrienne.busby\\_faegrebd@example.com](mailto:adrienne.busby_faegrebd@example.com)  
Alexander C Davis PHV [alex\\_jonesward@example.com](mailto:alex_jonesward@example.com)

### Filing the Declaration

1. For a motion related declaration, go to **Civil or Criminal > Motions and Related Filings > Responses, Replies, and Supporting Documents**.

**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](#)

**Open A Case**  
[Attorney Case Opening](#)

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

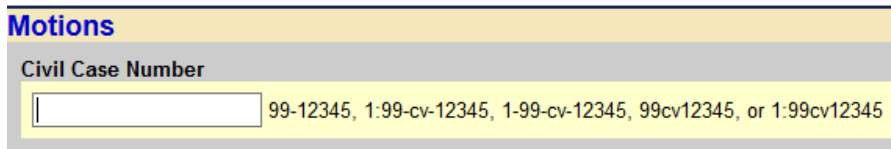
**Motions and Related Filings**  
[Motions](#)  
[Sealed Motions](#)  
[Responses, Replies and Supporting Documents](#)

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

or for a non-motion related declaration, go to **Civil or Criminal > Other Filings > Other Documents**.

## How to File a Declaration

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

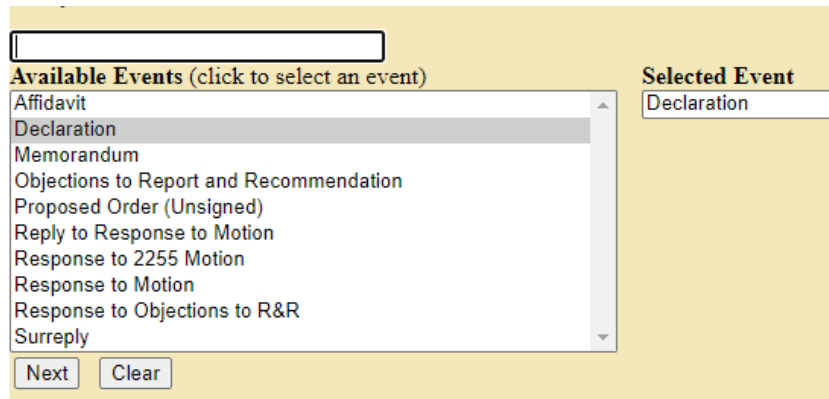


**Motions**

Civil Case Number

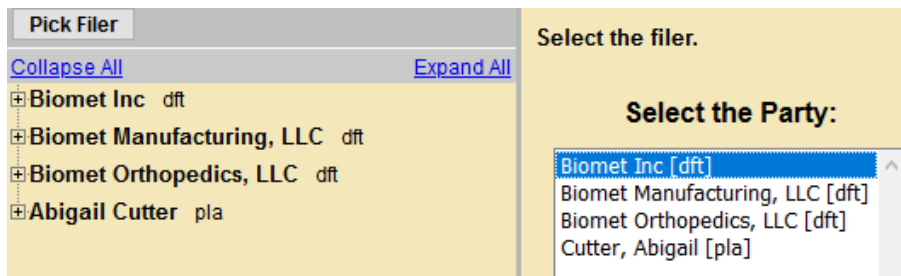
99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

3. Select **Declaration (or Declaration (non motion), as applicable)** under **Available Events**, then select **Next**.



Available Events (click to select an event)	Selected Event
Affidavit	Declaration
Declaration	
Memorandum	
Objections to Report and Recommendation	
Proposed Order (Unsigned)	
Reply to Response to Motion	
Response to 2255 Motion	
Response to Motion	
Response to Objections to R&R	
Surreply	

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



**Pick Filer**

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

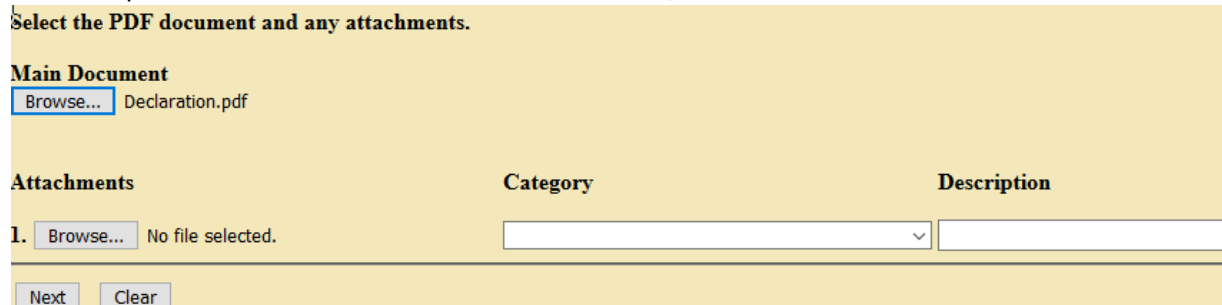
- + Biomet Inc dft
- + Biomet Manufacturing, LLC dft
- + Biomet Orthopedics, LLC dft
- + Abigail Cutter pla

**Select the filer.**

**Select the Party:**

- Biomet Inc [dft]
- Biomet Manufacturing, LLC [dft]
- Biomet Orthopedics, LLC [dft]
- Cutter, Abigail [pla]

5. Upload the **Declaration** as the **Main Document**, then select **Next**.



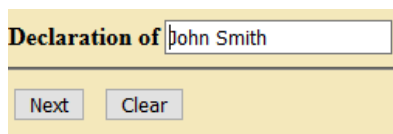
Select the PDF document and any attachments.

**Main Document**

Declaration.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>

6. Enter the name of the person who is making the Declaration, then select **Next**.



**Declaration of**

## How to File a Declaration

7. Link the **Declaration** to the **initial document**.

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

10/15/2015 [9](#) MOTION for Payment of Compensation from the Biomet Common Benefit MDL Assessment Fund. (Attachments: # [1](#) Exhibit Invoice)Associated Cases: 3:12-md-02391-RLM-CAN et al.(jld) (\*NOTE: This is re-filing of DE 2990 to spread it to all cases.) [Transferred from innd on 5/8/2019.] (Entered: 10/16/2015) *(Terminated)*

10/21/2020 [144](#) MOTION to Dismiss filed by Defendant Biomet Inc. (Attachments: # [1](#) Proposed Order) Noting Date 10/30/2020, (Wawdone, Attorney)

8. If needed, enter additional descriptions for your **Declaration**, then select **Next**.

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

Docket Text: Modify as Appropriate.

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

Docket Text: Final Text

**DECLARATION of John Smith filed by Defendant Biomet Inc re [144] MOTION to Dismiss (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

- a. Correct event
  - b. Correct party: Party for whom you are filing
  - c. Correct Attorney Name
- If the docket text is correct, select **Next**.
  - If the docket text is not correct, select **Civil or Criminal** 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 File a Declaration

10. You will receive the **Notice of Electronic Filing** which 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 10/21/2020 at 4:05 PM PDT and filed on 10/21/2020

**Case Name:** Cutter v. Biomet, Inc. et al  
**Case Number:** [2:19-cv-00030](#)  
**Filer:** Biomet Inc  
**Document Number:** [145](#)

**Docket Text:**  
**DECLARATION of John Smith filed by Defendant Biomet Inc re [144](#) MOTION to Dismiss (Wawdone, Attorney)**

**2:19-cv-00030 Notice has been electronically mailed to:**

Adrienne Franco Busby [adrienne.busby\\_faegrebd@example.com](mailto:adrienne.busby_faegrebd@example.com)  
Alexander C Davis PHV [alex\\_jonesward@example.com](mailto:alex_jonesward@example.com)  
Andrew L Campbell [Andrew.Campbell\\_FaegreBD@example.com](mailto:Andrew.Campbell_FaegreBD@example.com)  
Erin Linder Hanig [ehanig\\_lck-law@example.com](mailto:ehanig_lck-law@example.com)  
J Joseph Tanner [joe.tanner\\_faegrebd@example.com](mailto:joe.tanner_faegrebd@example.com)

11. If filed correctly, the docket sheet should look like this:

10/21/2020	<a href="#">144</a>	MOTION to Dismiss filed by Defendant Biomet Inc. (Attachments: # <a href="#">1</a> Proposed Order) Noting Date 10/30/2020, (Wawdone, Attorney) (Entered: 10/21/2020)
10/21/2020	<a href="#">145</a>	DECLARATION of John Smith filed by Defendant Biomet Inc re <a href="#">144</a> MOTION to Dismiss (Wawdone, Attorney) (Entered: 10/21/2020)

### *Filing a Stand-Alone Declaration*

To file a stand-alone declaration, follow the steps as outlined under [Filing the Declaration](#) using the **Declaration (non motion)** event (**Civil** or **Criminal**> **Other Filings** > **Other Documents**) except skip Step 7 if you are not linking to another previously filed document.

**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](#)