

HOW TO FILE A DECLARATION

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Important Notes:

- Filing a declaration in a civil or criminal case involves the same process.
- You should never file a declaration as an Attachment to a Main Document such as a motion or notice.
- You should always file a declaration 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.

File a Declaration in Support or as Part of a Document:

If you wish to file a declaration in support of or as a part of another document such as a motion, then you must follow a two-step process:

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

File the Initial Document:

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



HOW TO FILE A DECLARATION

2. Enter your **Case Number**.

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

Available Events (click to select an event)

Available Events	Selected Event
Consolidate Cases	Dismiss
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	

Next Clear

4. If filing a Motion, select whether you wish to request an oral argument and you included this request 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

Select the filer.

Attachments	Category	Select the Party:	Description
1. Browse... Proposed Order.pdf	Propos	Biomet Inc [dft] Biomet Manufacturing, LLC [dft] Biomet Orthopedics, LLC [dft] Cutter, Abigail [pla]	

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 actually represent.

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**.

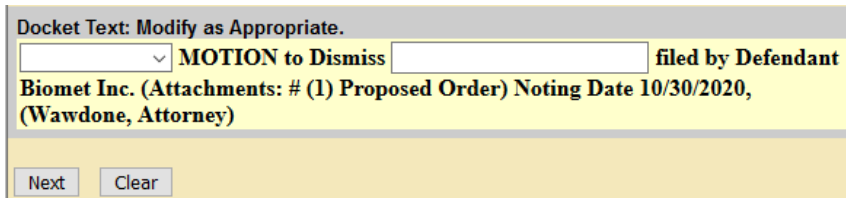
Noting Date

Date 10/30/2020 Calendar

Next Clear

HOW TO FILE A DECLARATION

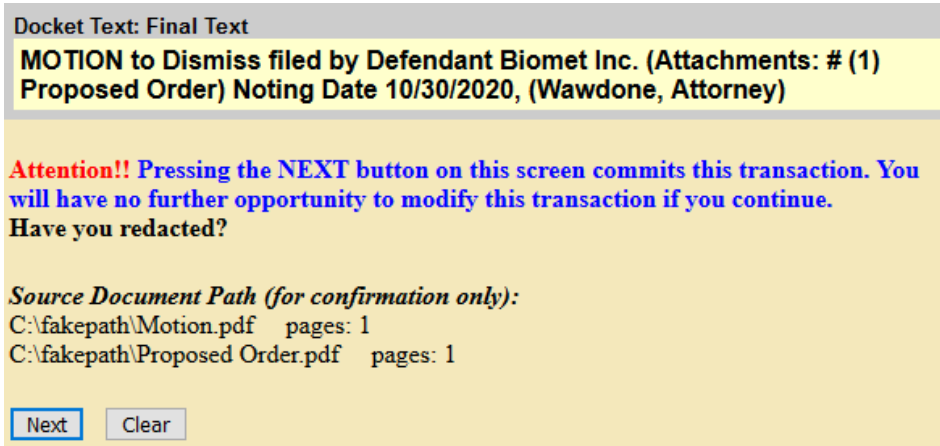
10. If needed, enter additional descriptions for your initial document, then select **Next**. These are optional fields, and you can leave them blank if you do not require additional descriptions.



Docket Text: Modify as Appropriate.

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

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

- a. Correct event
 - b. Correct party: Party for whom you represent
 - 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
Alexander C Davis PHV alex_jonesward@example.com

File 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	Other Filings Discovery Documents Notices Trial Documents Appeal Documents Other Documents Sealed Documents
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	

Open A Case Attorney Case Opening	Other Filings Discovery Documents Notices Trial Documents Appeal Documents Other Documents Sealed Documents
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	

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

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

HOW TO FILE A DECLARATION

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

Available Events (click to select an event)

- Affidavit
- 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

Selected Event: Declaration

Next Clear

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

Select the filer.

Select the Party:

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

Next Clear

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

Select the PDF document and any attachments.

Main Document

Browse... Declaration.pdf

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

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

Declaration of John Smith

Next Clear

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

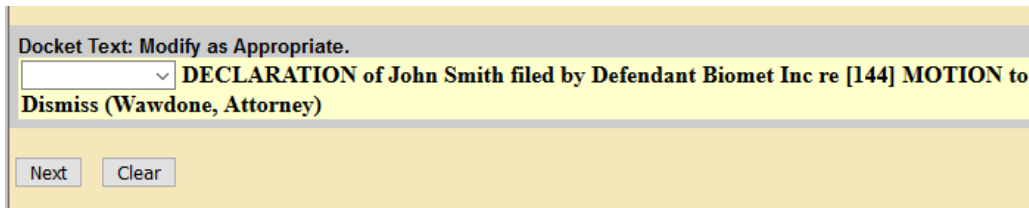
Select the appropriate event(s) to which your event relates:

- 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 by Defendant Biomet Inc. (Attachments: # 1 Proposed Order) Noting Date 10/30/2020, (Wawdone, Attorney)

Next Clear

HOW TO FILE A DECLARATION

8. If needed, enter additional descriptions for your **Declaration**, then select **Next**. These are optional fields, and you can leave them blank if you do not require additional descriptions.

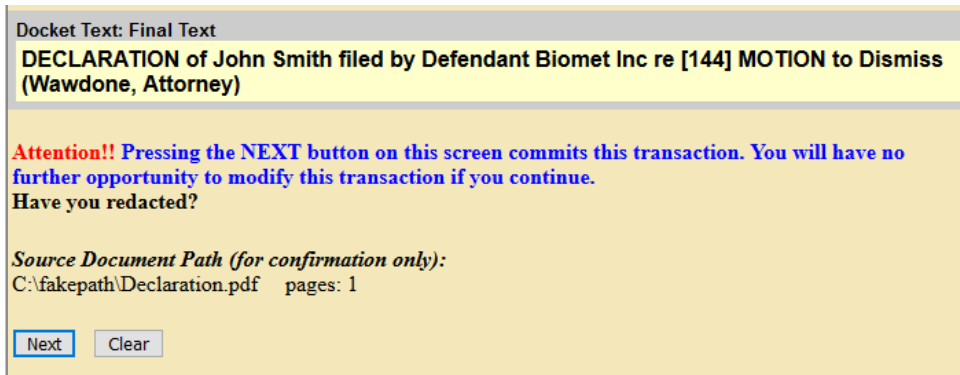


Docket Text: Modify as Appropriate.

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

Next Clear

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

Next Clear

- a. Correct event
 - b. Correct party: Party for whom you represent
 - 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. CM/ECF sends a **Notice of Electronic Filing** to you and 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
 Alexander C Davis PHV alex_jonesward@example.com
 Andrew L Campbell Andrew.Campbell_FaegreBD@example.com
 Erin Linder Hanig ehanig_lck-law@example.com
 J Joseph Tanner joe.tanner_faegrebd@example.com

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

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

File a Stand-Alone Declaration

To file a stand-alone declaration, follow the steps as outlined under [File the Declaration](#) using the **Declaration (non motion)** event (**Civil or Criminal > Other Filings > Other Documents**) except skip Step 7 if you do not need to link 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](#)