


Slide1



The slide features a dark red background with a pattern of lighter red stars. At the top center is the official seal of the United States District Court for the Western District of Washington. The main content is centered in a white rectangular area, displaying the text "CM/ECF Training Series" in a large, bold, yellow font, and "Navigating CM/ECF" in a slightly smaller, bold, yellow font below it.

Slide2




This slide shows a screenshot of the CM/ECF system's user interface. At the top, there is a navigation bar with the "CM/ECF" logo and several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". Below the navigation bar is a large yellow area containing a green button labeled "Menus to file documents" on the left and the court's seal on the right. Centered below the seal is the text: "U.S. District Court", "United States District Court for the Western District of Washington", and "Official Court Electronic Document Filing System". A thin horizontal line separates this from a disclaimer: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials." Below the disclaimer is a welcome message: "Welcome to the U.S. District Court for the United States District Court for the Western District of Washington Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the PDF Settings option listed below." A blue link labeled "PDF Settings" is positioned below the welcome message. At the bottom left, it shows "Last login: -" and "24April2020".

Slide3



The screenshot shows the CM/ECF website interface. At the top left is the logo "CM/ECF" with a dropdown menu containing "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The "Query" menu is highlighted. In the center, there is a purple box with the text "Menus to view and/or find filed documents via PACER". To the right of this box is the official seal of the United States District Court for the Western District of Washington. Below the seal, the text reads "U.S. District Court United States District Court for the Western District of Washington Official Court Electronic Document Filing System". A disclaimer states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials." A welcome message follows: "Welcome to the U.S. District Court for the United States District Court for the Western District of Washington Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the PDF Settings option listed below." A link for "PDF Settings" is provided. The "Last login:" field shows "- 24April2020".

Slide4



The screenshot shows the CM/ECF website interface. At the top left is the logo "CM/ECF" with a dropdown menu containing "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The "Utilities" menu is highlighted. In the center, there is a blue box with the text "Utilities Menus to manage account, find help, or log out.". To the right of this box is the official seal of the United States District Court for the Western District of Washington. Below the seal, the text reads "U.S. District Court United States District Court for the Western District of Washington Official Court Electronic Document Filing System". A disclaimer states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials." A welcome message follows: "Welcome to the U.S. District Court for the United States District Court for the Western District of Washington Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the PDF Settings option listed below." A link for "PDF Settings" is provided. The "Last login:" field shows "- 24April2020".

Slide5

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

- Open A Case
- Initial Pleadings and Service
- Motions and Related Filings
- Other Filings

Select Civil to see all civil case filing options.

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

U.S. District Court
United States District Court for the Western District of Washington
Official Court Electronic Document Filing System

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the United States District Court for the Western District of Washington Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option listed below.

[PDF Settings](#)

Last login: -
24April2020

<https://ecf-train.wawd.uscourts.gov/cgi-bin/DisplayMenu.pl?CivilEvents>

Slide6

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

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](#)

Select the category that best matches your filing.

Slide7

The screenshot shows the CM/ECF Civil Events page. The navigation bar at the top includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. The main content area is divided into three sections: 'Open A Case', 'Initial Pleadings and Service', and 'Motions and Related Filings'. The 'Open A Case' section contains a link for 'Attorney Case Opening', which is highlighted with a green box. The 'Initial Pleadings and Service' section includes links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'. The 'Motions and Related Filings' section includes links for 'Motions', 'Sealed Motions', and 'Responses, Replies and Supporting Documents'. A green callout box with the text 'Open a new Civil Case.' is positioned in the center of the page.

Slide8

The screenshot shows the CM/ECF Civil Events page. The navigation bar at the top includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. The main content area is divided into three sections: 'Open A Case', 'Initial Pleadings and Service', and 'Motions and Related Filings'. The 'Initial Pleadings and Service' section contains links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers', which are highlighted with a green box. The 'Open A Case' section contains a link for 'Attorney Case Opening'. The 'Motions and Related Filings' section includes links for 'Motions', 'Sealed Motions', and 'Responses, Replies and Supporting Documents'. A green callout box with the text 'File Initial Pleadings, Service Documents, or Initial Answers' is positioned in the center of the page.

Slide9

The screenshot shows the CM/ECF Civil Events page. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is divided into several sections: '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), and 'Other Filings' (Discovery Documents, Notices, Trial Documents, Appeal Documents, Other Documents, Sealed Documents). A green callout box highlights the 'Motions and Related Filings' section with the text: 'File Motions and Responses, Replies, and Supporting Documents related to Motions.'

Slide10

The screenshot shows the CM/ECF Civil Events page. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is divided into several sections: '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), and 'Other Filings' (Discovery Documents, Notices, Trial Documents, Appeal Documents, Other Documents, Sealed Documents). A green callout box highlights the 'Other Filings' section with the text: 'File any other document including Notices, Trial Documents, and Sealed Documents.'

Slide11

The screenshot shows the CM/ECF interface with the 'Criminal' menu open. The 'Motions and Related Filings' option is highlighted, and a dropdown menu is visible with 'Other Filings' selected. A green callout box points to the 'Criminal' menu item with the text: 'Select Criminal to see all criminal case filing options.' The page content includes sections for 'Open A Case', 'Initial Pleadings and Service', 'Motions and Related Filings', and 'Other Filings'.

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](#)

[Motions and Related Filings](#)
[Other Filings](#)

<https://ecf.wawd.uscourts.gov/cgi-bin/DisplayMenu.pl?CriminalEvents>

Slide12

The screenshot shows the CM/ECF interface with the 'Criminal' menu open. The 'Motions and Related Filings' section is highlighted with a green box, and a callout box points to it with the text: 'File Motions and Responses, Replies, and Supporting Documents related to Motions.' The page content includes sections for 'Motions and Related Filings' and 'Other Filings'.

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

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

Slide13

The screenshot shows the CM/ECF Criminal Events page. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled "Criminal Events" and contains two sections: "Motions and Related Filings" and "Other Filings". The "Other Filings" section is highlighted with a green box and contains links for Discovery Documents, Waivers, Notices, Trial Documents, Appeal Documents, Other Documents, and Sealed Documents. A green callout box with white text is positioned to the right of the "Other Filings" section, stating: "File any other document including Notices, Trial Documents, and Sealed Documents."

Slide14

The screenshot shows the CM/ECF Criminal Events page. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled "Criminal Events" and contains two sections: "Motions and Related Filings" and "Other Filings". A green callout box with white text is positioned in the center of the page, stating: "If you are unsure of what category or event to use, select Search." At the bottom left of the page, there is a small text element: `javascript:CMCF.MainMenu.searchPrompt();`

Slide15

The screenshot shows the CM/ECF Criminal Events page. At the top, there is a navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Criminal Events". On the left side, there are two main sections: "Motions and Related Filings" and "Other Filings". Under "Motions and Related Filings", there are links for Motions, Sealed Motions, and Responses, Replies and Supporting Documents. Under "Other Filings", there are links for Discovery Documents, Waivers, Notices, Trial Documents, Appeal Documents, Other Documents, and Sealed Documents. In the top right corner, there is a "Search Menus and Events" search box with the text "Praeipce" entered and a "Search" button. A green instruction box in the center of the page reads: "Enter what you are filing in the search box, then select Search."

Slide16

This screenshot is identical to Slide 15, showing the CM/ECF Criminal Events page with the same navigation bar, menu items, and search box. The green instruction box in the center of the page reads: "Enter what you are filing in the search box, then select Search."

Slide17

The screenshot shows the CM/ECF search results page for the query 'Praecipe'. The search results are categorized into Civil and Criminal events, each with sub-links for 'Other Filings' and 'Other Documents'. A search box in the top right corner contains the text 'Praecipe'. A green callout box points to the search results, stating: 'The results will include the path to find the documents'. The page header includes navigation links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The search results section shows '9 events found' and lists links for 'Praecipe for a Summons', 'Praecipe to Attach Document', and 'Praecipe-Other' under Civil Events, and 'Praecipe for a Subpoena', 'Praecipe to Attach Document', and 'Praecipe-Misc' under Criminal Events.

Slide18

The screenshot shows the CM/ECF search results page for the query 'praecipe'. The search results are categorized into Civil and Criminal events, each with sub-links for 'Other Filings' and 'Other Documents'. A search box in the top right corner contains the text 'praecipe'. A green callout box points to the search results, stating: 'and direct links to start filing the selected document'. The page header includes navigation links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The search results section shows '9 events found' and lists links for 'Praecipe for a Summons', 'Praecipe to Attach Document', and 'Praecipe-Other' under Civil Events, and 'Praecipe for a Subpoena', 'Praecipe to Attach Document', and 'Praecipe-Misc' under Criminal Events.

Slide19

The screenshot shows the CM/ECF search results page for the query 'praecipe'. The search results indicate that 9 events were found. The page is organized into two main sections: Civil Events and Criminal Events, each with sub-sections for Other Filings and Other Documents. Under Civil Events, there are links for 'Praecipe for a Summons', 'Praecipe to Attach Document', and 'Praecipe-Other'. Under Criminal Events, there are links for 'Praecipe for a Subpoena', 'Praecipe to Attach Document', and 'Praecipe-Misc'. A search box in the top right corner contains the text 'praecipe'. A callout box on the right side of the page reads: 'Select Query to view or print already filed documents'.

Slide20

The screenshot shows the CM/ECF Query page. At the top, there is a navigation menu with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu, there is a warning box that reads: 'WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.' The main content area is titled 'Query' and contains a 'Search Clues' form. The form includes fields for Case Number, Case Status (Open, Closed, All), Filed Date, Last Entry Date, Nature of Suit, Cause of Action, Last/Business Name, First Name, Middle Name, and Type. There are also buttons for 'Run Query' and 'Clear'. A callout box on the right side of the form reads: 'Reminder: The Query menu and results are subject to PACER fees.' At the bottom of the page, there is a link for 'PACER fee: Not Exempt Change'.

Slide21

The screenshot shows the CM/ECF Query interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this is a 'Query' section with a warning: 'WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.' The main search area is titled 'Search Clues' and includes a 'Mobile Query' link. The search criteria are organized into several sections: 'Case Number' (text input), 'or search by' (radio buttons for Case Status: Open, Closed, All), 'Filed Date' (text input with 'to' separator), 'Last Entry Date' (text input with 'to' separator), 'Nature of Suit' (dropdown menu with options: 0 (zero), 110 (Insurance), 120 (Contract: Marine)), 'Cause of Action' (dropdown menu with options: 0 (No cause code entered), 00:0000 (00:0000 Cause Code Unknown), 02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)), 'Last/Business Name' (text input with 'Exact matches only' checkbox), 'First Name' and 'Middle Name' (text inputs), and 'Type' (dropdown menu). At the bottom of the search area are 'Run Query' and 'Clear' buttons. Below the search area, there is a link: 'PACER fee: Not Exempt Change'. A callout box with a blue background and white text says 'Enter parameters to query for cases or case participants.' and points to the search criteria fields.

Slide22

This screenshot is identical to Slide 21, showing the CM/ECF Query interface. The main difference is that the 'Case Number' text input field is highlighted with a blue border. A callout box with a blue background and white text says 'Including Case Number' and points to the highlighted 'Case Number' field.

Slide23

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Query

WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action
0 (No cause code entered)
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)

Last Business Name Exact matches only

First Name Middle Name

Type

Run Query Clear

Slide24

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Query

WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action
0 (No cause code entered)
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)

Last Business Name Exact matches only

First Name Middle Name

Type

Run Query Clear

Slide25

The screenshot shows the CM/ECF Query page. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. Below the navigation bar is a 'Query' section with a warning: 'WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.' The main area contains a 'Search Clues' form with fields for Case Number, Case Status (Open, Closed, All), Filed Date, Last Entry Date, Nature of Suit, Cause of Action, Last Business Name, First Name, Middle Name, and Type. A callout box with the text 'Then select Run Query' points to the 'Run Query' button at the bottom of the form.

Slide26

The screenshot shows the CM/ECF Query page with the 'Reports' menu open. The menu items are 'Docket Sheet', 'Civil Reports', 'Criminal Reports', and 'Civil and Criminal Reports'. A callout box with the text 'Select Reports to run reports on cases or previously filed documents' points to the menu items. The 'Run Query' button is visible at the bottom of the form.

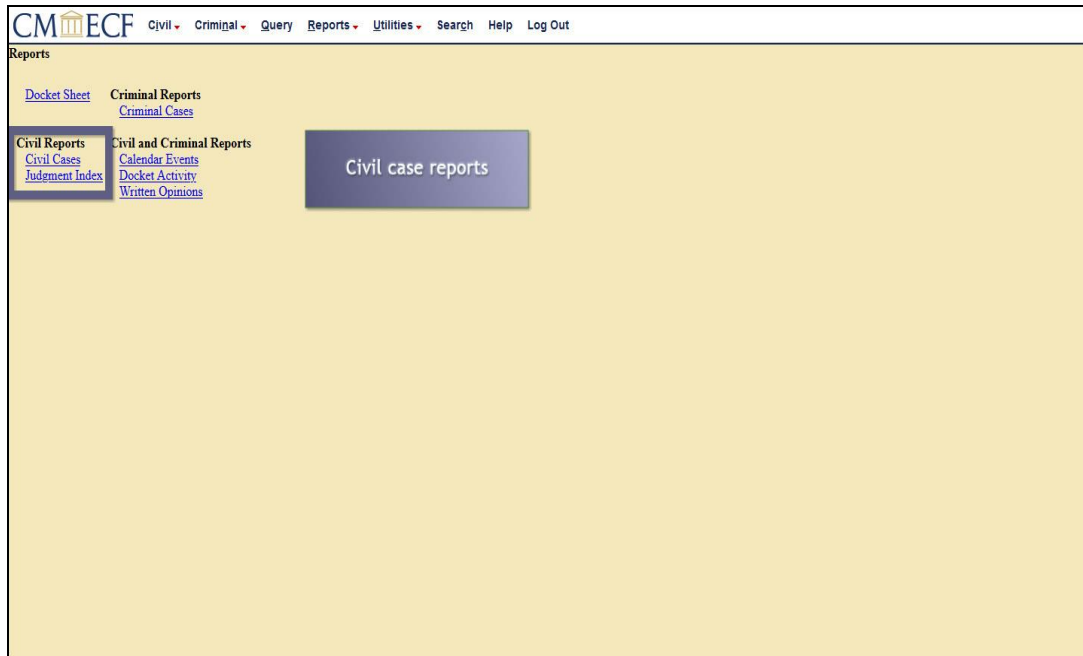
Slide27

The screenshot shows the CM/ECF Reports page. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The Reports section is expanded, showing sub-menus for Docket Sheet, Criminal Reports, Civil Reports, and Civil and Criminal Reports. A callout box points to the sub-menus with the text: "Select the report which you want to run." Another callout box at the bottom right says: "Reminder: The Reports menu and results are subject to PACER fees." The URL at the bottom is https://ecf.wawd.uscourts.gov/cgi-bin/DktRpt.pl

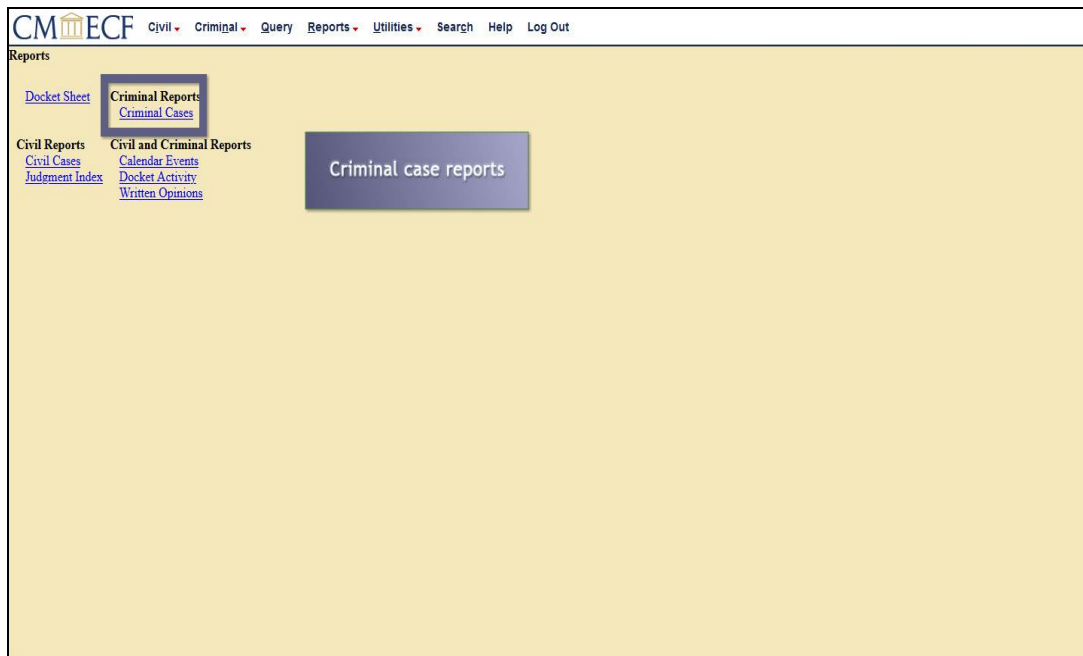
Slide28

This screenshot is similar to Slide 27, but the "Docket Sheet" link in the Reports menu is highlighted with a blue box. A callout box points to this link with the text: "Including Docket Sheet report".

Slide29



Slide30



Slide31

The screenshot shows the CM/ECF Reports page. At the top, there is a navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page is titled "Reports". There are two main columns of links. The left column includes "Docket Sheet", "Civil Reports", "Civil Cases", and "Judgment Index". The right column includes "Criminal Reports", "Criminal Cases", "Civil and Criminal Reports", "Calendar Events", "Docket Activity", and "Written Opinions". A blue box highlights the "Civil and Criminal Reports" link in the right column. Another blue box highlights the text "and Civil and Criminal reports" in the center of the page.

Slide32

The screenshot shows the same CM/ECF Reports page as Slide 31. The navigation bar and link structure are identical. A blue box in the center of the page contains the text: "Select Help to find helpful explanations on any CM/ECF page."

Slide33

The screenshot shows the CM/ECF Reports page. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The Reports section is active, displaying a list of report categories: Docket Sheet, Criminal Reports (with sub-link Criminal Cases), Civil Reports (with sub-links Civil Cases and Judgment Index), and Civil and Criminal Reports (with sub-links Calendar Events, Docket Activity, and Written Opinions). A blue help popup window titled "Help" and "Reports Menu" is overlaid on the page. The popup text reads: "The Reports Menu lists the reports which you may run. To select a report, click on its name." Below this text is a blue callout box with white text that says "Select Help to find helpful explanations on any CM/ECF page."

Slide34

The screenshot shows the CM/ECF Utilities page. The navigation bar is the same as in Slide 33, but the Utilities menu is expanded, showing options: Your Account, Miscellaneous, Other, PACER and Research Links, and NextGen Release 1.1 Menu Items. The Reports section is still visible on the left. A blue help popup window titled "Help" and "Reports Menu" is overlaid on the page. The popup text reads: "The Reports Menu lists the reports which you may run. To select a report, click on its name." Below this text is a blue callout box with white text that says "Select Utilities to update/manage your secondary emails". At the bottom of the popup, it says "Updated 08/30/00 (Reports.htm)". At the bottom of the slide, the URL "https://ecf.wawd.uscourts.gov/cgi-bin/DisplayMenu.pl?Utilities" is visible.

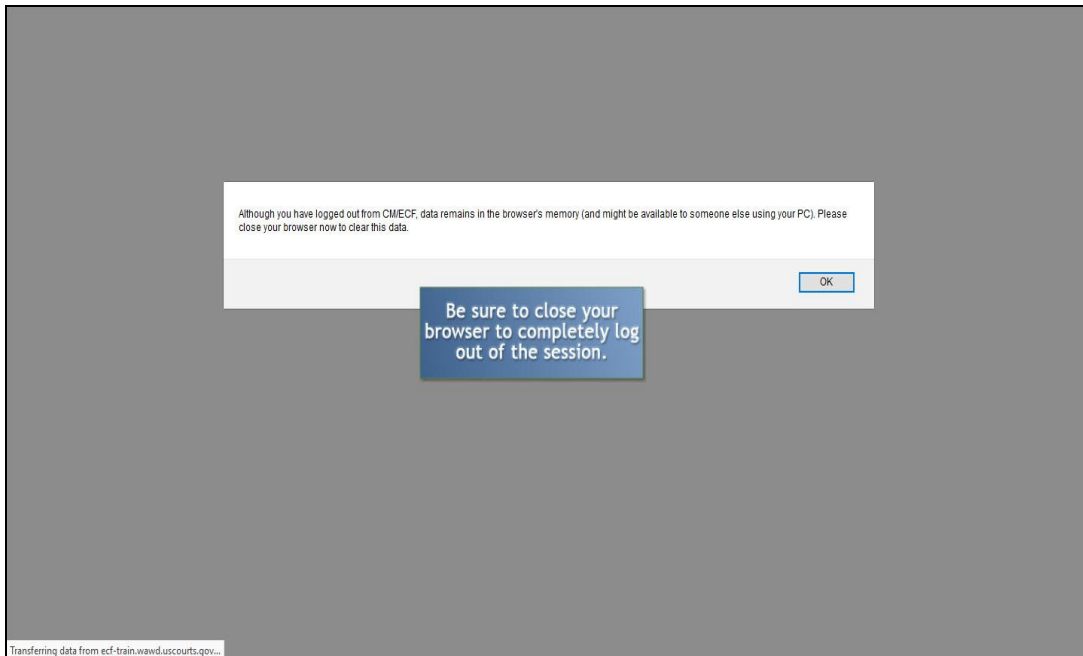
Slide35

The screenshot shows the CM/ECF Utilities page. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled 'Utilities' and contains several sections: 'Your Account' with links like 'Maintain Your Account', 'Maintain Your Address', 'Maintain Your E-Mail' (highlighted with a blue box), 'Review Billing History', 'Change Client Code', and 'View Your Transaction Log'; 'Other' with 'Internet Payment History'; 'PACER and Research Links' with 'Links to Other Courts', 'PACER Case Locator (National Index)', 'Westlaw via the Internet', and 'LexisNexis via the Internet'; and 'Miscellaneous' with 'Attorney ADR Application', 'Attorney ADR Recertification', 'Attorney Update ADR Profile', 'Court Information', 'External Links', and 'Mailings...'. A blue callout box in the center reads 'Select Utilities to update/manage your secondary emails'. The URL at the bottom is 'https://efw.wed.uscourts.gov/cal-bin/my_email.pl'.

Slide36

This screenshot is identical to Slide 35, showing the CM/ECF Utilities page. In this slide, a blue callout box in the center reads 'Select Log Out to log out of this session of CM/ECF'. The 'Log Out' link is visible in the top navigation bar.

Slide37



Although you have logged out from CM/ECF, data remains in the browser's memory (and might be available to someone else using your PC). Please close your browser now to clear this data.

OK

Be sure to close your browser to completely log out of the session.

Transferring data from ecf-train.wawd.uscourts.gov...

Slide38





For more detailed instructions review our website at:
www.wawd.uscourts.gov/attorneys/cmecf

Or

Contact the ECF Support Desk at:
cmecf@wawd.uscourts.gov
(206) 370-8440 (choose option 2) or
(866) 323-9293 (toll free) (choose option 2)