



Western District of Washington Newsletter

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2016 Judicial Institutes

The Western District of Washington was host to another successful duo of judicial institutes for high school and middle school teachers this summer, with kudos due especially to the staff and judges who generously shared their time and wisdom with the 60 teachers participating in the two institutes. For the fifth consecutive year, teachers from Western Washington gained valuable insight into the functioning of the justice system, and a greater ability to help their students gain a deeper understanding of the U.S. Constitution, judiciary and important legal issues. Participants shared resource information, developed lesson plans, observed legal proceedings and participated in hands-on exercises in order to make them more effective teachers of this important subject matter.



Presentations included discussions of federal and state jurisdiction, the role of grand and petit juries, the Fourth Amendment and search warrants, cases involving free speech in schools, community supervision of ex-offenders, federal sentencing, and a review of recent U.S. Supreme Court cases.

Perhaps the best measure of the success of the institute comes from the comments of the teachers. “My deepest gratitude for being included with such an awesome set of professional people”. “The information was so thorough that not only did it reignite my passion for civics, but it gave me the knowledge and tools I could use to pass this passion on to my students.” “As a professional development training, this is by far one of the best I have ever been to.” “I wish every teacher in my district could be here. I will go back and share with them.” “Not being on the varsity squad of the ‘common core’, social studies has gotten pretty easy to put on the bench. The iCivics program reignited my passion for the importance of civics education. I will no longer be tempted to set it aside to make room for curricula I may have once considered more crucial.”

The 2017 teachers institute will be held in the Seattle courthouse on July 10-12.

New Magistrate Judge Selected

The United States District Court for the Western District of Washington is pleased to announce that Theresa Fricke has been selected as the new full-time magistrate judge in Tacoma. Ms. Fricke has begun the background investigation process, and is anticipated to start on May 1, 2017, at the Tacoma Union Station and U.S. Courthouse.



Ms. Fricke is currently an Assistant Attorney General with the Transportation and Public Construction Division (TPC) of the Washington State Attorney General's Office (AGO) in Olympia.

She started her legal career with the AGO after graduating from the University of Puget Sound School of Law (now Seattle University School of Law) in 1986. In 1990, she was appointed by Norm Maleng as a Senior Deputy Prosecuting Attorney with the King County Prosecuting Attorney's Office, and served as co-chair of the Criminal Division Executive Committee and Appellate Unit. Ms. Fricke was a staff attorney with Division II of the Washington Court of Appeals in 1998-99. She worked in private practice between 1999-2012, was a pro tem judge in Pierce County District Court, and also served as a part-time staff attorney for the Washington Pattern Jury Instruction Committee during that time. In 2012, she returned to the AGO.

Ms. Fricke is a member of the American Bar Association Construction Law Forum, Federal Bar Association for the Western District of Washington, Washington Appellate Lawyers Association, and the Thurston County Bar Association. She has presented oral argument in the United States Court of Appeals for the Ninth Circuit, the Washington Supreme Court, and Divisions I and II of the Washington State Court of Appeals.

Ms. Fricke enjoys running, skiing, horseback riding, mountain biking, and spending time with her family and friends.

Here is the current list of the courts on NextGen

U.S. Courts of Appeals	U.S. District Courts	U.S. Bankruptcy Courts
<i>Second Circuit</i>	<i>Kansas District Court</i>	<i>Alaska Bankruptcy Court</i>
<i>Ninth Circuit</i>	<i>Minnesota District Court</i>	<i>California Southern Bankruptcy Court</i>
<i>Ninth Circuit BAP</i>	<i>Northern District of Florida</i>	<i>New Jersey Bankruptcy Court</i>
		<i>Oregon Bankruptcy Court</i>

Just a friendly reminder:

In order to view the PDF documents in these NextGen courts', you may need to adjust the settings in your Adobe Reader.

- Make sure the PDF is not being displayed in your web browser by:
- Disabling the web browser integration or

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- Allow Fast Web View options.
- Then open a new browser to view the document.

Check the version of Adobe Reader you are using, and then try the following in the Settings for Reader 6.0-9.0:

- On the toolbar, Select Edit->Preference->Internet.
- On the right side of the screen, un-check Display PDF in Browser and Allow Fast Web View.

Upcoming Training

You must register for the ECF training sessions. To register, please send an e-mail to: cmecf@wawd.uscourts.gov

Please include the following information in your e-mail:

- Name(s) of attendees
- Firm Name
- Phone number(s)
- Date and time of the training session you wish to attend
- Bar number if you are an attorney*

**The two hour ECF Training Session has been approved by the WSBA for 2 CLE credits.*

Courtroom Technology training

Seattle

When: Training will occur on the 1st and 3rd Wednesday of the month at 3:00 p.m. No reservations are necessary.

Where: Courtroom 18A (room 18106)

Tacoma

When: Training will occur on the 2nd Thursday of the month at 3:00 p.m. No reservations are necessary.

Where: Please check in at the Clerk's Office on the day of training and you will be directed to the training location

CM/ECF Training

Seattle

Thursday, November 10th - 10:00 - Noon

Tuesday, November 22nd - 1:00 - 3:00 pm

Thursday, December 1st - 1:00 - 3:00 pm

Tuesday, December 13th - 10:00 - Noon

Tacoma

Thursday, November 3rd - 10:00 - Noon

Tuesday, November 15th - 1:00 - 3:00 pm

Thursday, December 8th - 1:00 - 3:00 pm

Tuesday, December 20th - 10:00 - Noon

Important Reminders When Opening A Notice Of Removal Case

BEFORE YOU GET STARTED

- ☑ Have your Notice of Removal with the State Court’s Complaint available. These will help you enter the party names correctly and in the proper order (ordered exactly as listed on the Complaint caption).
- ☑ When filing a Notice of Removal, you will use the original caption from the State Court’s Complaint, or the most current Amended Complaint.
- ☑ All documents must be converted to PDF and saved somewhere on your computer for easy retrieval.
- ☑ Login to ECF and under Civil select Attorney Case Opening.

ENTERING CASE INFORMATION

When opening a Notice of Removal, you will enter the Other court name and Other court case number.

The screenshot shows the 'Open a Civil Case' form. The 'Other court name' field is populated with 'King County Superior Court' and the 'Other court number' field is populated with '15-2-100-7-SEA'. A red box highlights these two fields. Below the fields, there is a note: 'Note: if this is a removal case, enter the name and case number of the originating court, otherwise, leave these fields blank. Example Other court name: King County Superior Court Other court number: 09-2-000-0-SEA'. There are 'Next' and 'Clear' buttons at the bottom.

ENTERING STATISTICAL CASE DATA

- ☑ The Origin selection is 2 (Removal from State Court).
- ☑ If you are requesting Jury Demand and it has been requested in the State Court, The words “Jury Demand” must appear on the caption page of the Notice of Removal.
- ☑ If you are requesting Jury Demand and it has not been requested in the State Court, then you are required to file a separate Demand for Jury.

The screenshot shows the 'Open a Civil Case' form with various fields. The 'Origin' dropdown menu is set to '2 (Removal from State Court)' and the 'Jury demand' dropdown menu is set to 'n (None)'. Both of these dropdowns are highlighted with red boxes. Other fields include 'Jurisdiction' (3 (Federal Question)), 'Cause of action' (28 0451 (28 451 Employment Discrimination)), 'Nature of suit' (750 Labor Other), 'Citizenship plaintiff', 'Citizenship defendant', 'Class action' (n (No Class Action Alleged)), 'Demand (\$000)', 'Arbitration code', 'County' (Clallam), 'Fee status' (pd (paid)), 'Fee date' (10/3/2016), and 'Date transfer'. There are 'Next' and 'Clear' buttons at the bottom. A red note at the bottom states: 'Please leave the fee status PAID unless this case relates to the Jones Act or includes filing as IFP. If you are from a federal agency, no fee is required.'

ADDING PARTIES

- The Plaintiff(s) remains the Plaintiff(s) and the Defendant(s) remains the Defendant(s).
- Enter all of the parties in your case.
- Do not enter addresses for any party unless the party is Pro Se.
- The parties must be entered in the order they are captioned on the Complaint (Federal or State Court).
- NEVER USE ALL CAPS when entering party names
- DO NOT USE THE BROWSER BACK BUTTON AT ANY TIME during this process. You will lose your entire work product.

INITIATING DOCUMENTS

Notice of Removal and its attachments:

- The Notice of Removal must contain:
 - a Certificate of Service which lists all counsel with their contact information including their email addresses and any pro se parties who have appeared in state court along with their addresses and phone numbers (if known).

Possible attachments:

- Civil Cover Sheet (required)
- Trademark, Patent and/or Copyright forms if filing this type of case (required)
- Copy of the operative complaint described as “Complaint” or “Amended Complaint”
- Only attach the complaint or amended complaint
- Copy of any Jury Demand filed by Plaintiff(s) in the State Court described as “Jury Demand”
- Use the event - Verification of State Court Records to attach any additional documents not listed above

If you have questions or need assistance with opening your case, please call the ECF Helpdesk @ (206) 370-8440 option 1

The Attorney’s Guide to Opening a Civil Case is available on the Courts’ website at http://www.wawd.uscourts.gov/sites/wawd/files/AttorneysGuideHowtoOpenACivilCase_0.pdf

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Receive the newsletter already and want to unsubscribe? Send an email to cmecf@wawd.uscourts.gov*