



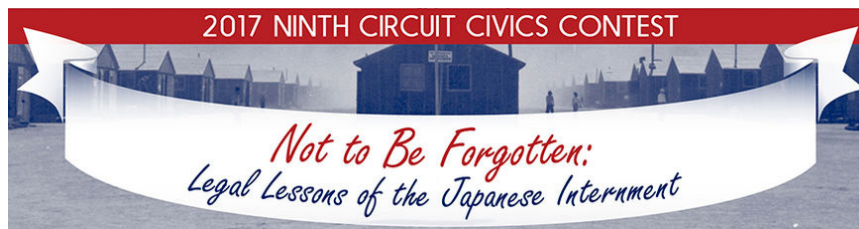
Western District of Washington Newsletter

www.wawd.uscourts.gov

February 2017 v.11 issue 1

Inside This Issue

- 1—Ninth Circuit Civics Contest
- 1—Proposed Amendments to Local Civil Rules
- 2—ECF Filing Reminders:
- 2—New Acting Commissioner of Social Security
- 3—Upcoming Training:
- 3—Maximum Allowable PDF File Size Raised
- 4—Filing a Civil Summons
- 4—Judicial Institute for High School Teachers



Ninth Circuit Civics Contest

Submissions are now open for the 2017 Ninth Circuit Civics Contest, Not to Be Forgotten: Legal Lessons of the Japanese Internment!

The 2017 Ninth Circuit Civics Contest is an essay and video competition open to young people in Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon and Washington, along with the U.S. Territory of Guam and the Commonwealth of the Northern Mariana Islands. Students in grades 9-12 in public, private and parochial schools or home-schooled students of equivalent grade status may enter. Individual students can compete in the essay contest, while individuals and teams of up to three students can enter the video contest.

Prizes of \$2,000, \$1,000 and \$500 will be awarded to the first-, second- and third-place winners in both the writing and video competitions. The deadline for submissions is April 17, 2017. Winners will be announced in June.

Complete information is available at <http://www.ca9.uscourts.gov/civicscontest>.

Proposed Amendments to Local Civil Rules

The Court invites you to review and comment on proposed amendments to the Local Civil Rules, available on the Court's Local Rules web page at <http://www.wawd.uscourts.gov/local-rules-and-orders>. Comments may be sent via email to localrules@wawd.uscourts.gov. Comments must be received by 5:00 p.m. on April 7th, 2017.

New Acting Commissioner of Social Security

A reminder to filers that Carolyn Colvin is no longer the designee for the Social Security Administration as of 1/20/17. The new acting Commissioner is Nancy A. Berryhill.

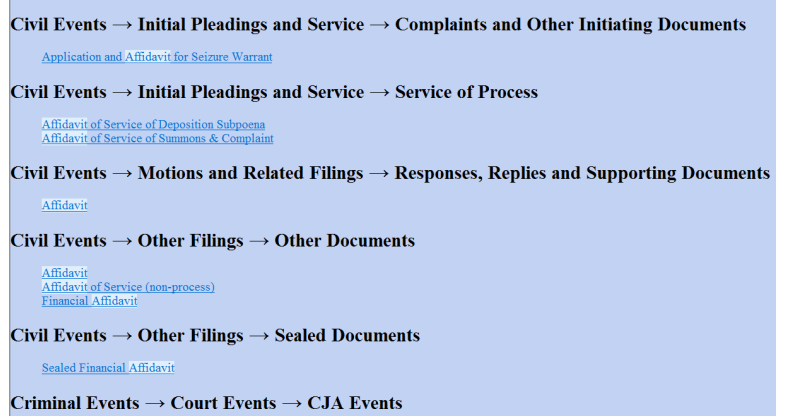
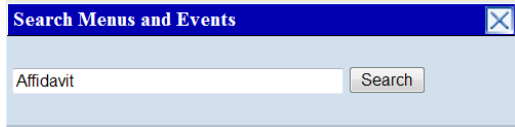
ECF Filing Reminders

Search Feature

The search option on the tool bar allows users to locate a menu or event item.

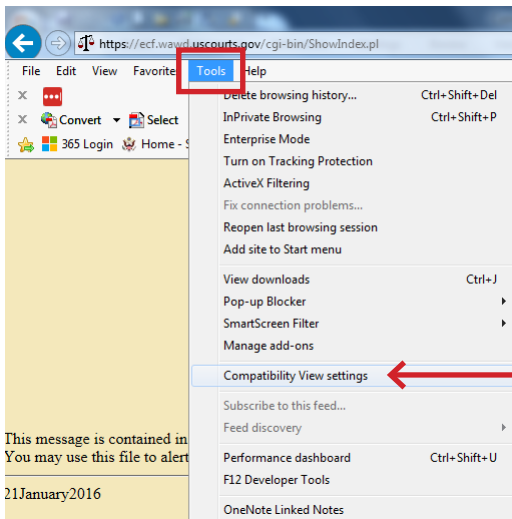


Type in short document title/word. Search feature will display all events with the word. Select the appropriate event and proceed with filing of your document.

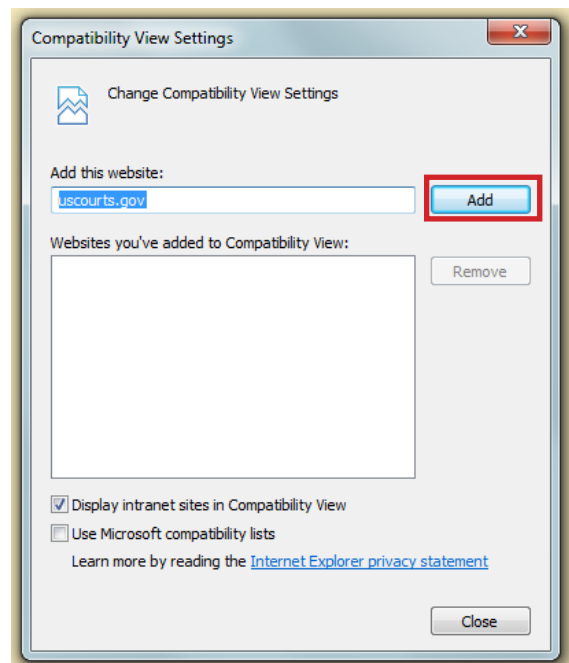


If you are experiencing issues with the search feature in ECF, check your view settings in Microsoft Internet Explorer (IE) and add the Court's website.

On the menu bar select Tools and then select Compatibility View settings.



If the uscourts.gov website appears in the box, select add.



Close the compatibility view setting box. You should now have access to the search feature.

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, February 23; 1:00 pm - 3:00 pm

Tuesday, March 14; 1:00 pm - 3:00 pm

Thursday, March 30; 10:00 am - Noon

Tuesday, April 18; 10:00 am - Noon

Thursday, April 27; 1:00 pm - 3:00 pm

Tacoma

Tuesday, February 21; 1:00 pm - 3:00 pm

Thursday, March 9; 1:00 pm - 3:00 pm

Tuesday, March 21; 10:00 am - Noon

Thursday, April 6; 10:00 am - Noon

Tuesday, April 25; 1:00 pm - 3:00 pm

Maximum Allowable PDF File Size Raised

The Court has raised the limit on PDF file size from 10 megabytes (MB) to 35 MB when filing documents in CM/ECF. For more information on PDF document requirements please visit our CM/ECF Requirements and Technical Tips page at <http://www.wawd.uscourts.gov/attorneys/cmecf-reqs-and-tech>. Please contact the ECF Support desk at (206) 370-8440 option 2 or (866) 323-9293 option 2 if you have any questions

Want to receive this newsletter by email? Subscribe by emailing cmecf@wawd.uscourts.gov
Receive the newsletter already and want to unsubscribe? Send an email to cmecf@wawd.uscourts.gov

Filing a Civil Summons

We strongly suggest you use the fill-able summons form found on the Court's website. Download and save the summons form before filing in your case. If you choose to use your own summons, it must comply with LCR 4 and Fed. R. Civ. P. 4 Summons.

REMEMBER

- Each summons must be filed as a separate attachment
- Summons(es) will be issued electronically by the court the following day
- You will receive a Notice of Electronic Filing (NEF) of the issued summons when the Clerk's Office enters it on the docket

Use the NEF hyperlink to retrieve the issued summons to effect service of process

Locate and add each summons in the same manner as all other attachments. Select Summons from the Category dropdown menu. If desired, you may also add a description in the text box.

Attachments	Category	Description
1. \\Filings\WidgetCase\Civil Cover Sheet.pdf <input type="button" value="Browse..."/>	Civil Cover Sheet	
2. ents\Filings\WidgetCase\Summons_1.pdf <input type="button" value="Browse..."/>	Summons	Smith
3. ents\Filings\WidgetCase\Summons_2.pdf <input type="button" value="Browse..."/>	Summons	Jones

Judicial Institute for High School Teachers

The Court, in collaboration with Seattle University, has developed a 3 day workshop for high school teachers. The program includes presentations by federal judges, attorneys, and law enforcement officers on topics such as First Amendment rights, civil rights, search and seizure law, and the role of the grand jury. Teachers will also observe actual court proceedings, followed by a question and answer session with the presiding judge.



This 3 day program is offered to high school teachers who teach in western Washington, within the Court's geographic boundaries. There is no cost for the program, and clock hours are offered. Overnight accommodations are also included.

Applications for the 2017 program are now available (PDF) at <http://www.wawd.uscourts.gov/sites/wawd/files/JudicialInstituteFlyer2017.pdf>. Don't miss out on this fantastic opportunity! Space is limited to 40 teachers, so submit your application early.