



# Western District of Washington Newsletter

## Inside This Issue

- 1—Filing Exhibits
- 1—Local Rules
- 2—NextGen is Coming!
- 2—Redaction
- 3—Upcoming Training
- 3—Amendments to the Local Rules

## Filing Exhibits

Pursuant to LCR 10(e)(10), exhibits must be clearly marked with divider pages. When filing exhibits as attachments in the Electronic Case Filing system (ECF), it is strongly recommended to choose the category Exhibit from the drop-down Category menu **and** include a description of each exhibit in the Description field (e.g., Exhibit A – Declaration of Attorney). Please note that you should not repeat the word exhibit in the Description text box; if you choose Exhibit from the drop-down menu, then you may simply type “A” in the Description text box and “Exhibit A” will appear on the docket. Labeling exhibits correctly helps maintain clarity of the docket and enables Chambers to easily access the referenced exhibits.

The screenshot shows the ECF filing interface. At the top, there is a 'Main Document' section with a file path and a 'Browse...' button. To the right, a red box with a white border contains the text: 'Type a description of each exhibit in the Description text box'. Below this is a table with columns for 'Attachments', 'Category', and 'Description'. The first row shows a file path, the category 'Exhibit' selected in a dropdown menu, and the description 'A - Medical Records' in a text box, with a 'Remove' button to the right. A red arrow points from the 'Type a description...' box to the description text box. The second row is partially filled. Below the table, there is a 'Next' button and a 'Clear' button. A red box with a white border contains the text: 'Select "Exhibit" from the drop-down menu', with a red arrow pointing to the 'Exhibit' dropdown menu.

Docket Text: Final Text  
DECLARATION by Defendant McDonald Import Autos Inc (Attachments: # (1) Exhibit A - Medical Records)(KB)

For information on procedures for handling exhibits during trial, please refer to the appropriate Judge’s [page](#) on the Western District of Washington’s website.

## Next Issue

Civics Essay Contest

## Local Rules

The court is currently soliciting suggestions for changes to our Local Civil and Criminal Rules. Suggestions can be sent to [localrules@wawd.uscourts.gov](mailto:localrules@wawd.uscourts.gov).

## Redaction

**Reminder:** Filers are required to be familiar with FRCP and LCR 5.2 regarding redaction. The following personal identifiers must be fully or partially redacted (please refer to the federal and local rules for specifics):

- dates of birth
- names of minor children
- social security numbers
- financial accounting information (except for financial account numbers that identify the property allegedly subject to forfeiture in forfeiture proceedings)
- passport numbers
- driver's license numbers
- juror or potential juror identifying information.

The Court does not proactively review or search filed documents for unredacted identifiers. The court will administratively seal the documents and send notice to the filing party only if the information is discovered during cursory inspection.

## NextGen is Coming!

WAWD is in the process of migration to the Next Generation CM/ ECF application (NextGen), with a targeted live implementation of early 2020.

Even if you are currently registered to E-file in the Western District of Washington, it will still be mandatory to have an upgraded PACER account in order to file once we have migrated to the NextGen version of CM/ECF. Information regarding the NextGen project will be available on the Court's website, notifications regarding significant project milestones will also be sent well in advance of any procedural changes. You can upgrade at any time prior to migration to NextGen, and several courts in the Ninth Circuit may already be live on the NextGen software.

Go to [www.pacer.gov](http://www.pacer.gov) to upgrade your account, instructions are provided for your use on their website.

### MANAGE MY ACCOUNT

Welcome, John Public

Account Number	1111111
Username	mypacer
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account <a href="#">Upgrade</a>

## Upcoming Training

You must register for the ECF training sessions. To register, please send an email to: [cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)

Please include the following information in your email:

- 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*

Wednesday, July 3: 1:00 - 3:00\*

Thursday, August 1: 1:00 - 3:00

Thursday, September 5: 1:00 - 3:00

#### *Tacoma*

Thursday, July 11: 1:00 - 3:00

Thursday, August 8: 1:00 - 3:00

Thursday, September 12: 1:00 - 3:00

\*Moved due to July 4th holiday closure

## Amendments to the Local Rules

The Court, after public review, has updated our Local Civil Rules and Local Magistrate Rules (as of 12/4/2018). Please visit our Local Rules page at <http://www.wawd.uscourts.gov/local-rules-and-orders> on our public website for more information and to access PDF versions of these rules.

*Want to receive this newsletter by email? Subscribe by emailing [cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)  
Receive the newsletter already and want to unsubscribe? Send an email to [cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)*