



Western District of Washington Newsletter

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Court News

Filing Fee Changes

The [Fee Schedule](#) for the Western District of Washington has been updated effective 12/1/2020.

These changes include:

- Civil filing fee increased to \$402
- Miscellaneous filing fee increased to \$49
- Attorney admission and pro hac vice admission fee increased to \$238
- Attorney duplicate certificate of admission or certificate of good standing increased to \$20
- Search fee increased to \$32
- Exemplification fee increased to \$23
- Reproduction of audio recording increased to \$32
- Misdemeanor appeal fee increased to \$39
- Cuban Liberation Civil filing fee increased to \$6,800

E-Filing News

New Transcript Order Form

The Western District of Washington has created its own Transcript Order Form! The form can be found on the new [Transcript Orders and Fee Rates page](#) on the Court's website. Additional information regarding the transcript ordering process and contact information for the court reporters can be found on the website as well.

The ECF events for ordering or designating transcripts have also been modified to collect additional information from the filer to ensure that the order can be fulfilled accurately. A new **Transcript Order Form** event was created for use in criminal cases. To order transcripts (not related to an appeal) in a civil or criminal case, use one of the following events (depending on the case type):

Civil Events → Other Filings → Other Documents

[Transcript Order Form](#)

Criminal Events → Other Filings → Other Documents

[Transcript Order Form](#)

To order transcripts or to file a designation of transcripts for appeal, use one of the below events (depending on the case type). Please **do not** use these events unless you are designating or ordering transcripts for appeal. If there is no appeal in your case, or your order does not relate to an appeal, you **must** use one of the events above.

Civil Events → Other Filings → Appeal Documents

[Transcript Designation/Order Form - Appeal](#)

Criminal Events → Other Filings → Appeal Documents

[Transcript Designation/Order Form - Appeal](#)

Please note that if you are a CJA Attorney requesting a transcript, you must still place your order through eVoucher. If you require assistance, please contact the CJA Panel Administrator.

Legal Advice

Although Clerk's Office staff can answer most questions, we are not lawyers and are legally prohibited from providing legal advice to any party including pro se filers, attorneys, or legal assistants (Title 28 U.S.C. § 955).

What is legal advice?

Legal advice is a written or oral statement that:

- Interprets some aspect of the law, court rules, or court procedures;
- Recommends a specific course of conduct a person should take in an actual or potential legal proceeding; or
- Applies the law to the individual person's specific factual circumstances.

Some examples of what we can provide:

- Answer general questions about how the court works.
- Point you to court forms available on our website.
- Provide general information about court policies and procedures.
- Provide technical support for CM/ECF.

Some examples of what we cannot provide:

- Interpret court rules.
- Interpret court orders.
- Determine when a decision will be made by the court on pending motions.
- Tell you whether you should file a case or what information to include in your court pleadings.

CM/ECF Filing Tips

Selecting a Filer in a Criminal Case

When filing documents in a criminal case with multiple defendants, it is important to ensure you are only selecting the names of those defendants on whose behalf you are filing (i.e. the defendants you are representing in the case). Selecting all defendants or defendants that you do not represent could disrupt or incorrectly update those defendants' speedy trial information.

If you need to select more than one defendant, hold Ctrl (or ⌘ on a Mac) while selecting each defendant.

If you discover you accidentally selected defendants that you do not represent after you filed the documents, contact ECF Support or your Case Administrator so the Clerk's office can immediately correct the error.

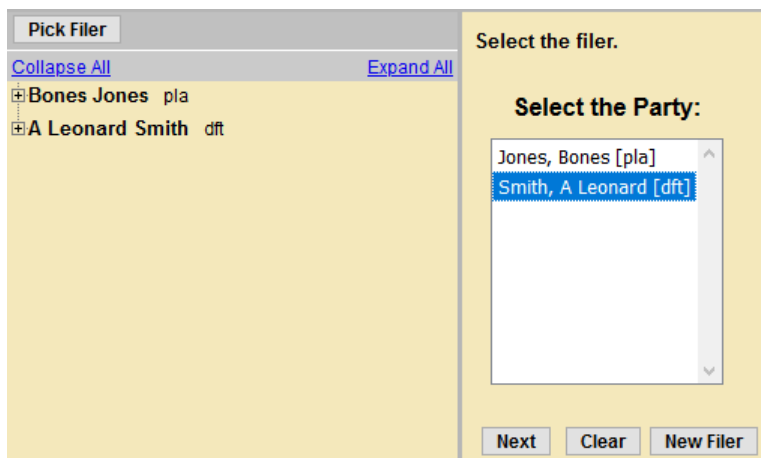
Filing Objections to Report & Recommendation

There are two options to choose from to file Objections to a Report and Recommendation. They are:

- **Objections to Report and Recommendation (Civil > Motions and Related Filings > Responses, Replies, and Supporting Documents):** This event should be used when filing the first set of Objections to a Report and Recommendation (i.e. you or other parties have not already objected to the report and recommendation).
- **Objections (non motion/R&R) (Civil > Other Filings > Other Documents):** This event should be used for a second (or additional) set of Objections to a Report and Recommendation (i.e. you or another party has already filed an initial set of objections to the report and recommendation) and for all other non-motion/report and recommendation objections.

Both events guide you through the process including:

1. Selecting the party for whom you are filing.



2. Uploading your documents.

Select the PDF document and any attachments.

Main Document
 Objections.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>

3. Linking your filing to the Report and Recommendation.

11/17/2020 [2](#) REPORT AND RECOMMENDATIONS re [1](#) Complaint filed by A Leonard Smith, Bones Jones. Objections to R&R due by 11/20/2020, Noting Date 11/27/2020, by Judge Robert J. Bryan. (STP) *(Terminated)*

12/01/2020 [6](#) REPORT AND RECOMMENDATIONS Objections to R&R due by 12/11/2020, Noting Date 12/18/2020, by Judge David W. Christel. (STP) *(Terminated)*

01/11/2021 [9](#) REPORT AND RECOMMENDATIONS re [1](#) Complaint filed by A Leonard Smith, Bones Jones. Objections to R&R due by 1/29/2021, Noting Date 2/19/2021, by Judge David W. Christel. (STP) *(Terminated)*

For more details on how to file Objections to Report and Recommendation, check out our [How to E-File](#) page.

Pro Se Corner

Pro Se Guide to Filing Your Lawsuit in Federal Court

Are you a pro se (someone representing themselves) filer and need help getting started with your case? Check out our [Pro Se Guide to Filing Your Lawsuit in Federal Court](#) to find information on:

- How to prepare to file a case in this Court.
- How to file a new case in this Court.
- Required documents to file in this Court.
- What it means to electronically file and/or receive e-service in this Court.
- How to register to electronically and/or receive e-service in this Court.
- How to serve a summons and complaint.
- General case related procedures after a case is opened.
- How to file documents after a case is opened.
- Useful resources to help you through the process.

ECF Training Sessions

Due to concerns related to the Coronavirus, training classes will be offered online only for the foreseeable future. Classes will be recorded and may be posted to the Court's public website.

The Western District of Washington Clerk's Office trainers have regularly scheduled Introduction to Electronic Case Filing Training Sessions. These sessions will cover the following information:

- Changes to CM/ECF after the NextGen CM/ECF upgrade
- CM/ECF filing resources and instructions
- Navigating CM/ECF
- Filing a motion and other document
- Completing a civil case opening

Classes are held the **first** Thursday of each month from 1:00 PM - 3:00 PM.

Classes will be offered online during the Coronavirus pandemic. During this time, participants must meet the following technical requirements to attend (trainers cannot provide in-depth technical support):

- Access to a laptop/desktop computer
- Access to a microphone and headphones/speakers that can connect to your computer/laptop
- Access to the internet & email
- Access to an internet browser such as: Internet Explorer, Mozilla Firefox, or Apple Safari

Please note that if you have a group of 5 or larger, special accommodations may be made for alternate training dates. Submit your request by email to cmecf@wawd.uscourts.gov.

There is no cost to attend these classes, but registration is required for attendance. To register, please send an email to: cmecf@wawd.uscourts.gov.

Please include the following information in your email:

- Name(s) of attendees
- Bar number if you are an attorney*
- Firm Name
- Phone number(s)
- Attendee(s) email address (if different from sender)
- Date of the training session you wish to attend
- Any specific topics of interest you would like to discuss

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

Have a CM/ECF training topic suggestion?

Send topic suggestions to cmecf@wawd.uscourts.gov.

Tools/Resources Spotlight

If you haven't already, check out these helpful e-filing tools/resources:

Written Guides

- [Adding Party Text How-To Guide](#):

Use this guide to learn how to properly add party text when opening a civil case with step-by-step instructions, screenshots, and several dos and don'ts examples.

Training Videos

- [How to File a Motion](#) (or [PDF handout](#)):

Watch the How to File a Motion video to walk through the process of how to properly file a motion in this District.

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