



Western District of Washington Newsletter

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Inside This Issue

1—Court News

1 - General Orders re
Court Operations and
COVID-19

1 - Judicial Nominations for
the Western District of
Washington

2—E-Filing News

2 - Updated Service of
Summons and Complaint
Events

2 - New Surety Bond and
Power of Attorney
Procedure

2—Pro Se Corner

3—CM/ECF Filing Tips

3 - Attorney Logins:
Withdrawals and
Appearances

4 - Flattening and
Troubleshooting PDFs

5 - Did you know – Making
the Correct County
Selection

5—Tools/Resources
Spotlight

6—ECF Training Sessions

Next Issue

Civics Essay Contest
Winners

Search Feature in CM/ECF

Did You Know? Correct
Office Selection

Court News

General Orders re Court Operations and COVID-19

You can review the latest General Orders relating to Court Operations during COVID-19 [here](#). New General Orders were recently released on June 30th regarding the resumption of court proceedings and continued encouraged precautions when visiting the courthouses.

Judicial Nominations for the Western District of Washington

The following United States District Judge nominations have been received in the Senate and referred to the Committee on the Judiciary:

- 4/29/21: David G. Estudillo, of Washington, to be United States District Judge for the Western District of Washington, vice Ronald B. Leighton, retired.
- 4/29/21: Tana Lin, of Washington, to be United States District Judge for the Western District of Washington, vice Marsha J. Pechman, senior status.
- 5/12/21: Lauren J. King, of Washington, to be United States District Judge for the Western District of Washington, vice Robert S. Lasnik, senior status.

For more information on the nominees, please see the 4/29/21 [White House Announcement](#), 5/12/21 [White House Announcement](#).

To track the status of the confirmation process for each nominee please visit the Senate Committee on the Judiciary's [Judicial Nomination Status Page](#).

E-Filing News

Updated Service of Summons and Complaint Events

The Court recently updated its Service of Summons and Complaint events. We combined the multiple events that previously existed in the system into two main events:

- Acknowledgment/Acceptance of Service of Summons & Complaint, and
- Affidavit of Service of Summons & Complaint.

Acknowledgment/Acceptance of Service of Summons & Complaint: This event should be used if you received a summons, either as the party listed on the summons and complaint or as a representative of a party listed on the summons and complaint.

Affidavit of Service of Summons & Complaint: This event should be used if you are the party serving the summons and complaint on the parties listed on the summons and complaint (or serving on behalf of a party).

New Surety Bond and Power of Attorney Procedure

The Clerk's Office updated our surety bond and power of attorney procedures to clarify federal and local requirements. You can read more about these procedures on their new pages on our website ([Surety Bond Procedures for Civil Cases](#) and [Power of Attorney](#)).

The Surety Bond Procedures for Civil Cases include a step-by-step guide on how to file surety bonds in this Court. These pages also include all requirements for filing a surety bond and registering a power of attorney. Be sure to review these pages and guide before filing your next surety bond or registering as a power of attorney as there are significant changes from the previous procedures.

Pro Se Corner

Pro Se Forms

If you are representing yourself in this Court and you are not sure of how to format your documents, check out the [Forms](#) page on our website. There is a [dedicated section](#) for pro se related forms and filing templates including a number of Complaints and Summons.

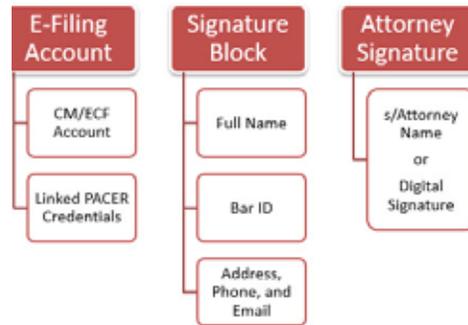
You can also find links to additional forms on this page, including:

- Civil Cover Sheets
- Praecipe (what you would file to correct a previously filed document)
- Motion for Leave to File In Forma Pauperis (request to waive the filing fee)
- Pro Se E-Filing Registration Form
- Pro Se Request to Cancel Email Service or E-filing Form

CM/ECF Filing Tips

Attorney Logins: Withdrawals and Appearances

There are three parts to a proper electronic signature in CM/ECF. Per [LCR 11\(a\): Signatures and Electronic Filing Procedures](#): Section I.B: Definitions and Standards, and Section III.L: Signatures and Attorney Appearances



Attorney Signature and Signature Block:

By: s/John Attorney
By: s/ Mary Attorney

John Attorney #12345
Mary Attorney #67890
ABC Law Firm
123 South Fifth Street
Seattle, WA 98104
Telephone: (206) 123-4567
Fax: (206) 123-4567
E-mail: John_Attorney@lawfirm.com
Mary_Attorney @lawfirm.com
Attorneys for Derendant Acme Industries

Attorney E-Filing Account:

COMPLAINT against defendant(s) Doctors Clinic Inc, John Does 1-3 with JURY DEMAND (Receipt # AWAWTDC-3861746) Attorney Mary Attorney added to party Andre L Young, Jr.(ntv:pla) filed by Andre L Young, Jr. (Attachments: # 1 Civil Cover Sheet, # 2 Summons Doctors Clinic Inc)(Attorney, Mary)

If an attorney is appearing in a case, all three parts of the electronic signature requirement must be met when filing any of the following appearance documents (per LCR 83.2(a)):

- Notice of Appearance
- Complaint
- Amended Complaint
- Answer
- Amended Answer
- Notice of Removal
- Motion to Intervene or for Joinder

If an attorney is withdrawing from a case, per LCR 83.2(b) they must file a Motion ((b) (1)) or Notice ((b)(2) and (3)) of Withdrawal and all three parts of the electronic signature requirement must be met.

Note: Per LCR 83.2(b)(7), attorneys will not be removed from a case when the case or the party is terminated. Attorneys will only be removed from a case if a proper Motion or Notice of Withdrawal is filed in the case.

Flattening and Troubleshooting PDFs

All PDFs that need to be uploaded to CM/ECF when filing should undergo one of the two below preparation processes, including fillable forms provided on the Court's website. Following these processes will ensure:

- CM/ECF successfully uploads your document(s).
- All parties can successfully download and view the document(s) from CM/ECF.
- Your document(s) are more secure.

1. Flatten Your PDF (from Word or PDF)

- a. Once your form or document is complete, select **File>Print>Printer>Print to PDF** or **Adobe PDF**, then select **Print**.

Note: If you have highlights or other markups in your PDF, be sure to select **Document and Markups** under **Comments & Forms**.

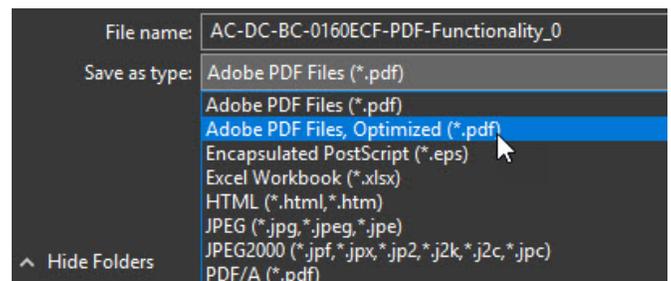
- b. Select where you want to save the new PDF to your computer, then select **Save**.
- c. You have now created a more secure PDF you can successfully upload to CM/ECF.

2. Optimize Your PDF (Best for Scanned Documents)

- a. Open the PDF from your desktop in Adobe Reader or some other PDF reader, not in your browser.

Note: Many computers will auto default to opening PDFs and other documents in your browser if you open them from your desktop/File Explorer. If you are unsure, open the software you would like it to open in, e.g. Adobe Reader, then go to **File > Open** and navigate to where you have the document saved. This will ensure it opens in the correct software.

- b. Select **File > Save As**.
- c. Name the new version of your PDF under **File name:**
- d. Select **Adobe PDF Files, Optimized (*.pdf)** under **Save as type:**
- e. Select **Save**.
- f. Your document has been optimized and you can now upload that version into CM/ECF.



For more detailed instructions and further PDF troubleshooting, see our [How to Prepare PDF Documents to File in CM/ECF instructions](#).

Did you know – Making the Correct County Selection

During Attorney Case Opening, filers are prompted to select a county as part of the case statistical data.

Open a Civil Case

Jurisdiction: 3 (Federal Question) ▼

Cause of action: ▼

Nature of suit: 0 (zero) ▼

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: ▼

Citizenship defendant: ▼

Jury demand: n (None) ▼ Class action: n (No Class Action Alleged) ▼

County: Clallam ▼

The county selection is not related to the office in which the case is being opened. County is a statistical code for the county of residence of the first listed plaintiff in all actions except U.S. government plaintiff and land condemnation actions. If the U.S. government is the plaintiff, select the county of residence of the first listed defendant. In land condemnation actions, use the location of the tract of land involved. To locate the county of residence of the plaintiff (or the defendant, in U.S. government plaintiff actions), look at section I. of the Civil Cover Sheet.

I. (a) PLAINTIFFS

Test Plaintiff

(b) County of Residence of First Listed Plaintiff: King
(EXCEPT IN U.S. PLAINTIFF CASES)

(c) Attorneys (Firm Name, Address, and Telephone Number)

Test Attorney, 1234 Main St, Seattle, WA 98101

DEFENDANTS

ABC Corporation

County of Residence of First Listed Defendant: Milwaukee, WI
(IN U.S. PLAINTIFF CASES ONLY)

NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED.

Attorneys (If Known)

If the county is not listed on the Civil Cover Sheet, it may be listed in the body of the Complaint.

If the county of residence is not located within the Western District of Washington, use XX US, Outside District or XX Outside US, as appropriate.

Thurston

Wahkiakum

Whatcom

XX US, Outside District

XX Outside US

Tools/Resources Spotlight

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

Written Guides:

- [Filing a Corporate Disclosure Statement:](#)

Use this guide to learn how to file a corporate disclosure statement (CDS) in this Court, including when a CDS is required.

- [Civil Case Opening Checklist:](#)

When you don't have time to read through the Attorney Civil Case Opening Guide, use the Civil Case Opening Checklist to ensure you don't forget any required steps when you are opening a case in this Court.

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(es) (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.