



# Western District of Washington Newsletter

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January 2022 v.16 issue 1

## Inside This Issue

### 1—Court News

- 1 General Orders re Court Operations and COVID-19
- 1 New District Judges Sworn in
- 1 Proposed Amendments to Local Civil Rules
- 1 2022 Ninth Circuit Civics Contest

### 2—E-Filing News

- 2 Special Cases Notices Page
- 2 Updated Corporate Disclosure Statement Events

### 3—CM/ECF Filing Tips

- 3 Chrome and CM/ECF
- 3 How to File a Motion for Leave to Proceed In Forma Pauperis (IFP)

### 5—ECF Training Sessions

### 6—Pro Se Corner

- 6 How to File Sealed Documents

### 7—Tools/Resources Spotlight

## Next Issue

Local Civil Rules updates

## 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 December 30th regarding temporary modifications of court procedures and continued encouraged precautions when visiting the courthouses.

### New District Judges Sworn in

Three new District Judges were sworn in for the Western District of Washington in the last few months of 2021. You can read their biographies on our website.

[Judge David G. Estudillo](#): Sworn in on October 15, 2021

[Judge Tana Lin](#): Sworn in on December 8, 2021

[Judge Lauren King](#): Sworn in on December 15, 2021

A fourth nomination is also in the works. Check out the [Judicial Nomination Page](#) for status updates on John H. Chun's nomination process.

### Proposed Amendments to Local Civil Rules

The Court posted the proposed amendments to the Local Civil Rules on the [Local Rules and General Orders page](#). The amendments are open for public comment until 5:00 PM PST on Tuesday, January 25, 2022. You can review the [redlined version of the proposed amendments](#) or review [a comparison chart of all the major suggested changes](#).

### 2022 Ninth Circuit Civics Contest

The 2022 Ninth Circuit Civics Contest will open on January 25, 2022. You can view detailed information about the contest including rules and how to enter on the [Ninth Circuit's Civics Contest page](#).

## E-Filing News

### Special Cases Notices Page

The [Special Case Notices page](#) has information on special cases in this Court including:

- Black Lives Matter Seattle-King County, et al. v. City of Seattle, case number 20-cv-887-RAJ
- Josue Castaneda Juarez, et al. v. Nathalie Asher, et al., case number 20-cv-700-JLR-MLP
- United States of America v. City of Seattle, case number 12-cv-1282-JLR
- United States of America vs. Ahmed Ressam, et al, case number 99-cr-666-JCC
- United States of America, et al vs. State of Washington, et al, case number C70-9213-RSM aka the “Boldt Fishing Case”.

This page provides access to specific filings related to the previously listed cases and special filing instructions related to the “Boldt Fishing case”. If you need to file in the “Boldt Fishing case”, review this page first to ensure you are following all special case instructions and orders.

### Updated Corporate Disclosure Statement Events

Pursuant to [Local Civil Rule 7.1](#), any nongovernmental party or any nongovernmental corporation that seeks to intervene, other than an individual or sole proprietorship, must file a corporate disclosure statement.

This document must be filed separately – as its own docket entry – using the **Corporate Disclosure Statement** event located under **Other Filings > Other Documents**.

If any entities, including but not limited to:

- corporate parents
- stockholders
- affiliates
- or owners (corporations or individuals),

are named in the disclosure statement, they **must** be added in CM/ECF so that their names can be run against a conflict check for the assigned judge(s). Adding all entities named in your disclosure statement helps prevent avoidable case delays.

To add the names of corporate parents or affiliates in CM/ECF, you must answer **YES** to this question:

**Add ALL Corporate Parents and/or Affiliates pursuant to Fed.R.Civ.P 7.1. ALL entities named in the Corporate Disclosure Statement MUST be added by the filer.**

**Are any Corporate Parents and/or Affiliates named in the Corporate Disclosure Statement?**

YES  
 NO

**Note:** Only answer **NO** if there are no corporate parents, affiliates, stockholders, owners, or other entities named in your disclosure statement.

If you select **YES** and then select **End corporate parent or other affiliate selection** without entering any parents, affiliates, stockholders, or owners, the updated **Corporate Disclosure Statement** events will stop you with the following message:

This is to ensure all entities listed in the filed disclosure statement are added into the system.

**You indicated that corporate parents and/or affiliates were named in the Corporate Disclosure Statement but you did not add any corporate parents and/or affiliates. Go back to the previous screen and add all corporate parents and/or affiliates as listed in your Corporate Disclosure Statement. ALL entities named in the Corporate Disclosure Statement must be added. For instructions, please see [Filing a Corporate Disclosure Statement](#) on the Court's website.**

If you receive this message:

1. Go back to the previous page.
2. Search for the first entity listed in the disclosure statement.
3. Select the matching name then **Select name from list** or if there is no matching name, select **Create new corporate parent or other affiliate**.
4. Repeat steps 2-3 until all entities listed in the disclosure statement are added in the system.

The screenshot shows a web interface for searching corporate parents or other affiliates. At the top, it says "Search for a corporate parent or other affiliate". Below this is a text input field labeled "Last/Business name" with a search button and a clear button. Underneath is a section titled "Corporate parent or other affiliate search results" which contains a scrollable list of names: "Smith", "Smith", "Smith, Sgt", "Smith", "Smith, 'Jane Doe'", and "Smith, 'John Doe'". At the bottom of the search results are two buttons: "Select name from list" and "Create new corporate parent or other affiliate".

5. Only select **End corporate parent or other affiliate selection** when all entities are added to the system.

For more detailed instructions on filing a Corporate Disclosure Statement and adding entities to CM/ECF, check out the [Filing a Corporate Disclosure Statement](#) guide.

## CM/ECF Filing Tips

### Chrome and CM/ECF

Many of us use Google Chrome to browse the internet. It helps us remember our passwords and quickly loads frequently visited pages. Unfortunately, a lot of the bells and whistles that make using Chrome in our everyday lives so easy are what cause issues when filers attempt to use Chrome when e-filing in CM/ECF.

One of these bells and whistles is Chrome remembering the last time you visited a particular page. This makes it easy (and faster) to open that page again, but this can often confuse CM/ECF. Whether you use multiple attorney accounts or file in multiple cases, Chrome will often save old information, such as the last login or case number that was used. This can often cause errors and stop you from continuing to e-file. Because of this, the CM/ECF team highly recommends e-filers avoid using Chrome when filing in CM/ECF.

**The recommended browsers for e-filing in our system are Mozilla Firefox and Microsoft Edge.**

If you have no other options besides Chrome, there are some tricks that may resolve common Chrome-related issues in CM/ECF.

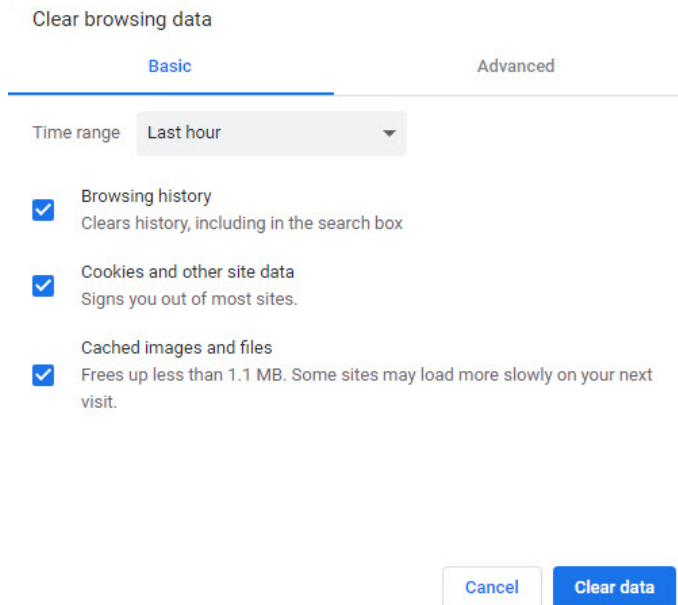
- Always fully log out of CM/ECF when you switch between attorney accounts. Although you may have only logged into the CM/ECF website, due to the new NextGen version of CM/ECF, you are actually logging into both CM/ECF and PACER. Be sure to log out of both by selecting Log Out in CM/ECF



and also logging out of [pacer.gov](http://pacer.gov).



- Clear your cache. To force Chrome to forget all the previous data it saved when you were on the page (or in CM/ECF):
  1. Close out of all active sessions of Google Chrome.
  2. Re-open Google Chrome.
  3. Select **Ctrl+Shift+Delete** on your keyboard.
  4. This will bring up a popup window.



5. Leave all options selected and then select **Clear data**.
6. You should now be able to navigate back to CM/ECF, log in, and file as normal.

## How to File a Motion for Leave to Proceed In Forma Pauperis (IFP)

A Motion for IFP should be filed at case opening in place of paying the filing fee. Follow the proceeding steps to correctly open a new case and file the motion (Note: if filing pro se, you need to submit the Motion for IFP with your case opening documents via email, post, or in-person):

1. Create a new case as normal using the **Attorney Case Opening** event and following sections I-VI in the [Attorney's Guide to Opening a Civil Case](#).
2. Either select **Docket Lead Event?** on case opening confirmation page or go to **Civil > Initial Pleadings and Service > Complaints and Other Initiating Documents**.
3. Enter your case number (the number you were given after creating your case).
4. Select **Motion for Leave to Proceed In Forma Pauperis** under **Available Events**.
5. Select the party you are representing.
6. Leave all fields checked to link you to the selected filer(s).
7. Select the party you are filing against.

8. Select whether you added all the parties for the case.
9. Upload your documents in the following order with the indicated Category/Description:
  - a. **Main Document** = Motion for IFP.
  - b. Attachment 1 = Proposed Complaint.
  - c. Attachment 2 = Civil Cover Sheet.
  - d. Additional attachments if filing summons at case opening.

Select the PDF document and any attachments.

**Main Document**  
 Browse... Motion.pdf

Attachments	Category	Description
1. Browse... NewCaseComplaint.pdf	<input type="text" value=""/>	<input type="text" value="Proposed Complaint"/> Remove
2. Browse... NewCaseCivilCoverSheet.pdf	Civil Cover Sheet	<input type="text" value=""/> Remove
3. Browse... Summons.pdf	Summons	<input type="text" value="David Kendall"/> Remove
4. Browse... No file selected.	<input type="text" value=""/>	<input type="text" value=""/>

Next Clear

10. Complete your docket text, then submit.

11. The final docket text should look like the following:

02/24/2021	<a href="#">1</a>	MOTION for Leave to Proceed In Forma Pauperis , filed by Sally Jo Johnson. (Attachments: # <a href="#">1</a> Proposed Complaint, # <a href="#">2</a> Civil Cover Sheet, # <a href="#">3</a> Summons David Kendall)(WawdoneO, Attorney) (Entered: 02/24/2021)
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## ECF Training Sessions

The Western District of Washington Clerk's Office trainers have regularly scheduled Introduction to Electronic Case Filing Training Sessions. These sessions cover basic CM/ECF navigation, CM/ECF resources, and hands on filing of documents and civil case openings. For more information on class requirements, topics, and registrations, visit our [ECF Training Sessions page](#).

*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)*

## Pro Se Corner

### How to File Sealed Documents

For pro se filers (those filing on behalf of themselves), sealed documents (not viewable by the public) cannot be electronically filed and must be submitted in person or through the mail, as established by Local Civil Rule 5(g)(9).

Once a document is filed under seal, no one, including the party who filed the document(s), can access, retrieve, review, or print the document unless a motion to unseal is granted by the judge, as established by Local Civil Rule 5(g)(8).

If you wish to file a document that is sealed, you must do the following:

1. Seek permission from the judge to file a document(s) under seal. To request permission, you must submit a:
  - a. “Motion to Seal”
  - b. proposed order, and
  - c. declaration or affidavit supporting your motion. Submit your documents you wish to file under seal (see Local Civil Rule 5(g)(3). The document(s) must be presented:
  - d. In a sealed envelope
  - e. With the case number and phrase, “FILED UNDER SEAL” on the front of the envelope.
2. Deliver the envelope in person to the Clerk’s Office.

Check out the [Pro Se Guide to Filing Your Lawsuit in Federal Court, Part Six: Filing Your Documents After Your Case is Open: Sealed documents](#) for more details.

### Tools/Resources Spotlight

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

Written Guide:

- [Filing a Cross Motion:](#)

If you need to file a cross motion along with your response or reply, review our [How to File a Cross Motion guide](#) to ensure you are filing it correctly.

Video:

- [Uploading Documents:](#)

Make sure you are uploading your documents correctly by reviewing this quick video that walks you through the steps of uploading your documents in CM/ECF.