



Western Washington District Court Newsletter

July 2022

www.wawd.uscourts.gov

Volume 16, Issue 3

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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 reinstatement of mask requirements in the courthouse.

2022 Ninth Circuit Civics Contest Winners

The 2022 Ninth Circuit Civics Contest winners were announced, and third place for the essay competition went to Sophia

Rey, a student in the Western District of Washington. The other placing winners were from California, Alaska, and Montana. You can view the full list of winners and runners up along with their essays and videos on the [Ninth Circuit's Civics Contest page](#).

CM/ECF Training Survey

Tell us what topics and formats you would like to see in future CM/ECF trainings! Help us develop future CM/ECF trainings by sharing your thoughts in our [CM/ECF Training Survey](#).

E-Filing News

Criminal motion event names updated

As of June 27, 2022, the names of some of the criminal motion events in CM/ECF were updated to remove the "Motion for/ Motion to" language that was previously part of the event names. The name of each event now contains only the type of motion.

Available Events (click to select an event)

- Miscellaneous Relief
- Modify Conditions of Release
- Motion for Acquittal
- Motion for Attorney Appearance
- Motion for Bill of Particulars
- Motion for Certificate of Appealability
- Motion for Deferred Prosecution
- Motion for Detention
- Motion for Disclosure
- Motion for Discovery
- Motion for Early Termination of Probation or Supp
- Motion for Mistrial

Available Events (click

- Acquittal
- Amend
- Amend Judgment
- Amend/Correct Document
- Appoint Counsel
- Attorney Appearance
- Bifurcate
- Bill of Particulars
- Certificate of Appealability
- Clarify
- Compel
- Continue Sentencing



This standardizes the names of the motions within the list of **Available**

Events. To find a particular motion, scroll through the list (events listed in alphabetical order) or type in the filter box to search for the type of motion or "action" word (e.g., search for "Acquittal," not "Motion for Acquittal").

Check PDF Document Utility

CM/ECF has a new utility that allows you to test your PDFs to ensure they meet the technical requirements prior to filing them in your case. Go to **Utilities > Miscellaneous > Check PDF Document** and upload your PDF.

The system will notify you if the PDF meets or does not meet the technical requirements. If your PDF fails, follow one of the steps listed in the [How to Prepare PDF Documents to File in CM/ECF guide](#).

CM/ECF Filing Tips

Motion for Order vs. Proposed Order

We recently updated the **Motion for Order** event to include a screen clarifying when this event should be used as opposed to the **Proposed Order (unsigned)** event. These two events often get confused by filers who are attempting to file a proposed order for a previously filed motion. As explained by the new messaging:

Note: If you are filing only a proposed order, use the [Proposed Order \(Unsigned\)](#) event located under [Motions and Related Filings - Responses, Replies and Supporting Documents](#) instead. Only proceed with filing the Motion for Order if you are initiating a new motion.

Motion for Order: Filers should only use this event if they are filing a brand-new motion.

Proposed Order (unsigned): Filers should use this event if they are filing a proposed order that relates to a previously filed motion.

Multi-Plaintiff Motion to Proceed In Forma Pauperis

Although rare, if you find yourself in a multi-plaintiff case where all plaintiffs wish to proceed in forma pauperis (waive the filing fee), each plaintiff must submit their own **Motion for Leave to Proceed In Forma Pauperis** and all motions must be granted for the case to proceed without paying the filing fee. File each motion as a separate docket entry.

Filing a Cross Motion and Response

If you wish to file a combined response to a motion and cross motion, you should file it as one document and use the Cross Motion event. Using this event allows you to link the response and cross motion to the original motion and properly note the cross motion, which adds the motion to the judge's calendar for review.

If you use the Response to Motion event, CM/ECF does not give you the option to set a noting date for your cross motion.

Follow the below instructions to file a combined cross motion and response:

1. Go to **Civil > Motions and Related Filings > Motions**.

2. Enter your case number, then select **Find This Case**.
3. Type **cross** in the search bar to filter **Available Events**, select **Cross Motion**, then click **Next**.
4. Select whether an oral argument is requested, then click **Next**.
5. Upload the motion and response under **Main Document** and the proposed order under **Attachments**.
6. Select **Proposed Order** under **Category**, then click **Next**.
7. Select the filer(s) of the cross motion, then click **Next**.
8. Review [Local Civil Rule 7](#) to determine the required noting date for the motion, then click **Next**.
9. Enter the **Noting Date**, then click **Next**.
10. Select the motion to which this cross motion is related, then click **Next**.

Choose the motion to which this Cross Motion relates.

Select the appropriate event(s) to which your event relates:

- 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)*
- 03/10/2021 [22](#) MOTION to Dismiss filed by Plaintiff Bones Jones. Noting Date 3/19/2021, (STP) (Additional attachment(s) added on 3/10/2021: # [1](#) Proposed Order) (STP). (Main Document 22 replaced on 3/15/2021) (STP).

1. Select **Yes** for the question: **Does this Cross Motion include a Response?** Then click **Next**.
2. Click **Next** to continue.
3. Review the docket text. If it's correct, click **Next**.
4. The final docket text should look like the below:

Docket Text: Final Text

CROSS MOTION re [22] MOTION to Dismiss filed by Defendant A Leonard Smith. (Attachments: # (1) Proposed Order) Noting Date 5/14/2021, (WawdoneO, Attorney)

CM/ECF Training Sessions

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 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](#).

Pro Se Corner

Summonses for unnamed parties

If defendants in your case are unnamed (e.g., "John Doe" or "Unnamed Corporations 1-3"), any summonses addressed to them must contain enough information to identify the person or business. Identifying information includes last name, title and organization, and/or address. If you do not include identifying information for unnamed parties on the summonses directed to them, the Court will not issue them.

Tools/Resources Spotlight

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

Written Guides

[ECF Filing Procedures](#)

Along with the Federal and Local Rules, filers should also be familiar with and abide by the ECF Filing Procedures. This includes detailed instructions on proper signatures, issuance of summons, proposed orders, and miscellaneous filings.

[CM/ECF User Manual](#)

This manual is great for learning the basics of CM/ECF including technical requirements, how to attach and upload documents, and viewing restricted documents.

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