



# Western Washington District Court Newsletter

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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 November 3rd regarding the reinstatement of mask requirements in the courthouse.

### New Chief Judge in the Western District of Washington

Effective September 3, 2022, the Honorable David G. Estudillo is the Chief District Judge for the Western District of Washington.

### Judicial Nominations for the Western District of Washington

The following United States District Judge nominations are currently working their way through the nomination process:

Tiffany Cartwright, of Washington, to be United States District Judge for the Western District of Washington, vice Benjamin Hale Settle, retired.

Jamal N. Whitehead, of Washington, to be United States District Judge for the Western District of Washington, vice Richard A. Jones, retiring.

Kymerly Kathryn Evanson, of Washington, to be United States District Judge for the Western District of Washington, vice Ricardo S. Martinez, retiring.

For more information on the nominees, please see the 1/19/2022 [White House Announcement](#) and the 7/13/2022 [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](#).

### 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 p.m. PST on Friday, January 27, 2023. You can review [the redlined version of the proposed amendments](#) or review a [comparison chart of all the major suggested changes](#).

### 2023 Ninth Circuit Civics Contest

The 2023 Ninth Circuit Civics Contest opened on January 4, 2023. You can view detailed information about the contest including rules and how to enter 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](#).

For more information on our current CM/ECF training visit our [ECF Training Sessions page](#).

## CM/ECF Filing News

Amended Federal Rules of Civil Procedure (FRCP): Supplemental Rules for Social Security Actions under 42 U.S.C. § 405(g)

New Supplemental Rules for Social Security Actions took effect December 1, 2022. Rule 3, Service impacts service of the Summons and Complaint and requires the Court to provide notice of commencement of social security actions to the Commissioner of Social Security.

Pursuant to Rule 3, the plaintiff in a social security action brought under 42 U.S.C. § 405(g) need not serve a summons and complaint under Civil Rule 4. Filers do not need to submit summonses for issuance in these

actions, and the Court will no longer issue any summonses that are provided in these cases.

Rule 3 also requires the Court to notify the Commissioner of Social Security of the commencement of the action by transmitting a Notice of Electronic Filing (NEF) to the appropriate office within the Social Security Administration's Office of General Counsel and to the United States Attorney for the district where the action is filed. To comply with this rule, Court staff now docket the following notice in all social security actions to which these Supplemental Rules apply following payment of the filing fee or the motion to proceed in forma pauperis being granted:

**Notice:** Pursuant to the Federal Rules of Civil Procedure, Supplemental Rules for Social Security Actions Under 42 U.S.C. § 405(g), Rule 3. Service, the Court hereby notifies the Social Security Administration's Office of General Counsel and the United States Attorney's Office for the Western District of Washington of the commencement of this action by transmitting to them this docket entry via Notice of Electronic Filing. If Plaintiff is proceeding pro se and is not registered to receive electronic notice of filings, this Notice will be delivered to plaintiff via U.S. mail. Per Rule 3, "the plaintiff need not serve a summons and complaint under Civil Rule 4.

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## CM/ECF Filing Tips

### Pro Hac Vice Local Counsel Requirements

Pro Hac Vice applications are filed by local counsel so out-of-state counsel can appear in this district when not admitted here.

#### Pro Hac Vice Counsel must:

- Use the [form](#) for the Western District of Washington.
- Immediately submit their request for Pro Hac Admission via PACER if they have never been admitted to this court or have not already linked their account from a prior Pro Hac Vice admission. See page 3 of the [Instructions](#).

#### Local Counsel must:

- Have a physical office in the Western District of Washington.
- Be admitted to practice and registered to file in this Court.
- Already be an attorney of record on the case (the Pro Hac Vice Application is not an appearance document for local counsel).
- Sign and file the [Application to Leave to Appear Pro Hac Vice](#).

See the [Pro Hac Vice page](#) on the Court's website for additional instructions, forms, and local counsel responsibilities.

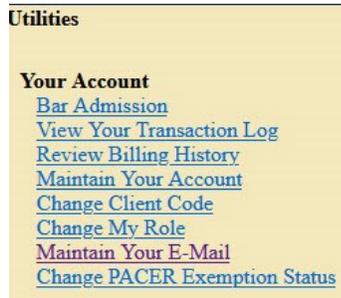
# CM/ECF Filing Tips cont.

## Updating Secondary Email Noticing

Secondary emails can be configured to receive notice on all cases or only on a particular case or set of cases. This option is only available for attorney filers.

To configure a secondary email address to receive notification for specific cases:

1. Login into [CM/ECF](#)
2. Select **Utilities > Your Account > Maintain Your E-Mail.**



3. Select a secondary email address from the left pane.



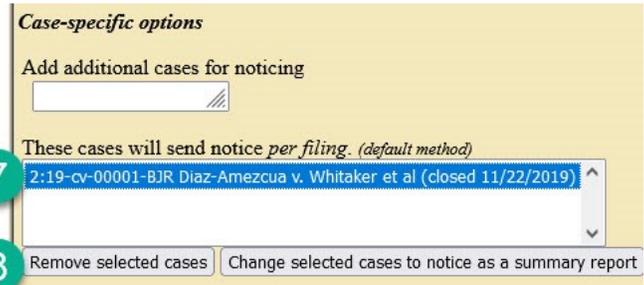
4. Under **Configuration options**, ensure that **Yes** is selected for **Should this e-mail address receive notices?**
5. Select **Yes** for **Should this e-mail address receive notice for all cases in which this individual is a participant?** if you want the secondary email address to receive notice in all the attorney's cases.
  - a. If you want the secondary email to receive notice only in certain cases, select **No** instead.

6. To add any additional cases for noticing, type the case number in the **Add additional cases for noticing** box under **Case-specific options** for noticing, then select **Find This Case**.



- a. Select the correct case number and select **Add case(s)**.
- b. The case will now display in the case list in the **These cases will send notice per filing** box.

7. To remove cases from your notification list, select any cases on the list on which you do not want the secondary email address to receive notice.



8. Select **Remove selected cases** (you are only able to remove cases in which the attorney is a participant if **Should this e-mail address receive notice for all cases in which this individual is a participant?** is set to No).
9. Select **Submit all changes** in the left pane.

You can also view these steps on our [E-Filing Frequently Asked Questions: E-Filing Account page](#) or by following [this link](#).

## 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](#).

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## Pro Se Corner

### E-Filing: Praecipe for a summons

When e-filing in CM/ECF, the **Praecipe for a Summons** is one of the more difficult to find types of filings (events). Let's review where to locate and how to e-file a Praecipe for a Summons.

If you need the Court to issue a summons after your initial case opening, follow the below instructions.

Download the [summons form](#) on the Court's website, complete all required fields, and properly flatten the form (see the [How to Prepare Your PDF Guide](#)). File the completed form in CM/ECF using the **Praecipe for a Summons** event under **Civil > Other Filings > Other Documents**.

A praecipe is not required when using the **Praecipe for a Summons** event. If you are filing one summons, upload it as the **Main Document**. If you have multiple summonses, upload the first one as the **Main Document** and each additional summons as a

separate **Attachment**. When filing summonses as Attachments, enter the party's name in the **Description** field. Summonses should be filed as separate attachments and not combined into one PDF.

Select the PDF document and any attachments.

Main Document	
<input type="button" value="Browse..."/>	Summons.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> Summons2.pdf	<input type="text" value="Summons"/>	<input type="text" value="John Smith"/>

The Court will electronically issue summonses after staff review. You will receive a Notice of Electronic Filing of the issued summons(es) when posted on the docket. To retrieve the summons, use the document hyperlink in the Notice of Electronic Filing. If you need summonses issued immediately, please call (206) 370-8787.

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## Tools/Resources Spotlight

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

### Written Guides

[Notice of Removal Opening Guide](#)

If you find yourself removing a civil case from state court to federal court, make sure you review the Attorney's Guide to Opening a Notice of Removal Civil Case before or during opening the case. This includes detailed instructions on what documents are required, how to add case statistical data, how to add parties, and how to file your case initiating documents.

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