



Western Washington District Court Newsletter

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Court News

New District Judge in the Western District of Washington

Jamal N. Whitehead was sworn in as a United States District Judge for the Western District of Washington on April 4, 2023. You can review Judge Whitehead's biography [here](#).

2023 Ninth Circuit Civics Contest

The Ninth Circuit Court of Appeals has posted a news release announcing the civics contest winners for each district within the Ninth Circuit, and finalists for the next round of competition at the circuit level. The press release is available on the [Ninth Circuit website](#), the [civics contest website](#), and [here](#).

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.

- ◆ Kymberly 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](#).

CM/ECF Training Classes Temporarily Suspended

We will not be able to offer CM/ECF training classes between August and November 2023 due to national system maintenance. The training CM/ECF application will also be unavailable for the same period of time. To learn how to e-file while the training classes and application are unavailable, check out the [CM/ECF Training Videos](#) and [other resources](#) on the Court's website, or feel free to contact ECF Support at 206-370-8440, x2 or cmecf@wawd.uscourts.gov with specific e-filing questions.

CM/ECF Filing News

Granting Third-Party Services Access to CM/ECF or PACER Accounts

CM/ECF filers should be aware of the potential to inadvertently share restricted documents when using third-party services or software.

Sharing your PACER account credentials with a third-party service provider or designating that provider as a secondary recipient of a Notice of Electronic Filing (NEF) will give it access to sealed or restricted case information and documents in violation of court order. You are urged to use caution in your computer security practices to ensure that sealed or restricted documents to which you have access are not disclosed.

CM/ECF Enhancement: Disposition Memorandums

The criminal **Memorandum** event located under **Other Filings > Other Documents** has been updated to automatically populate docket text for attorneys filing disposition memorandums for supervised release hearings.

The event now prompts you to indicate whether you are filing a disposition memorandum for a supervised release hearing:

Are you filing a disposition memorandum for a supervised release hearing?

- Yes
 No

Next Clear

Answering Yes here populates the following language in the final docket text:

Docket Text: Modify as Appropriate.
DISPOSITION MEMORANDUM re Supervised Release Violations
by USA as to Test Defendant (Wawdlive, Attorney)

If you are not filing a disposition memorandum, answer No and the docket text will not contain the additional language. This change will simplify the process for attorneys who file disposition memorandums.

New Criminal Protective Order Motion

We have added a **Protective Order** event under **Criminal > Motions > Motions and Related Filings**.

Proceed through the filing as usual and select **Protective Order** from the list of **Available Events**:

Start typing to find an event.

Available Events (click to select an event)

- Order of Competency to Stand Trial
- Proceed IFP on Appeal
- Produce
- Protective Order**
- Quash Arrest Warrant
- Quash-Other

Use this new event going forward to request a protective order in a criminal case; do not continue to use the motion for **Miscellaneous Relief** as there is now a more specific event available.

CM/ECF Filing Tips

Filing a Response to a Motion vs Non-Motion

When filing a Response to a Motion, use the event **Response to Motion** located under **Motions and Related Filings > Responses, Replies and Supporting Documents**. This will allow you to link to the appropriate motion.

When filing a Response to an item that is not a motion, use the event **Response (non motion)** located under **Other Filings > Other Documents**. This will allow you to link your response to a filing that is not a motion.

CM/ECF Filing Tips cont.

3 Attorney Filing Issues from Jan. to Jun. 2023

One of the main purposes of our Court’s data quality program is to identify issue trends for our attorneys. This allows us to target our training and process improvement conversations to the areas in which our attorneys are having the most difficulty. Over the last six months, the following three issues top our attorney issue trends:

1. Parties added incorrectly.
2. Corporate Disclosures not filed or not completely entered in CM/ECF.
3. Attorney contact information on filings do not match the contact information in CM/ECF.

Let’s review each of these and go over some tips to avoid the most common issues.

1. Parties added incorrectly

Why it’s important: Adding all parties correctly ensures that the system can flag any conflicts with Judges and that parties are appropriately linked to all their cases in this District. It also ensures better control over party names and reduces the likelihood of users seeing multiple versions of the same name in the system.

Tips: We have many resources on our website that cover how to properly enter party names, including:

- ◆ [Standards for Entering Party Names in CM/ECF guide](#)
- ◆ [Adding Parties, Party Text, and Aliases guide](#)
- ◆ [Adding Parties, Party Text, and Aliases videos](#)

In general, if you follow these dos and don’ts, you will be able to successfully add parties to CM/ECF.

Do	Don’t
<ul style="list-style-type: none">* Add all parties on the caption of the initiating document, including “Doe” parties.* Add parties in the same order as they are listed on the caption of the initiating document.* Add party information exactly as shown on the caption of the initiating document.<ul style="list-style-type: none">* Exception: For well-known entities like government departments, spell out the department in full even if it is shortened on the caption of the initiating document.* Add all party text and aliases listed on the caption of the initiating document.	<ul style="list-style-type: none">* Do not enter names in ALL CAPS. Sentence case is the appropriate font selection.* Do not use periods or commas in party names. Other special characters such as ‘ or – are acceptable.<ul style="list-style-type: none">* Exception: Use a period if it is integral to the party name (e.g. Amazon.com).* Do not add titles or aliases as part of the party name. These should be added as party text or aliases, respectively.* Do not enter addresses for non-pro se parties. Service addresses are only needed for parties not represented by attorneys.* Do not use the browser back button as the system does not save your work until you “create case.” Any work done prior to that will be lost if you select the browser back button.

CM/ECF Filing Tips cont.

2. Corporate Disclosure Statements

Why it's important: Filing corporate disclosure statements correctly ensures that the system can flag any conflicts with Judges.

Tips: We have resources on our website to help file corporate disclosure statements, including:

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

If you represent a non-governmental company or organization, you must file a separate corporate disclosure statement disclosing corporate parents and affiliates as outlined in LCR 7.1. Some dos to follow when representing non-government companies or organizations:

- * Use the **Corporate/Diversity Disclosure Statement** event under **Other Filings > Other Documents**.
- * If opening a new case or removing a case from state court, file your corporate disclosure statement immediately after filing your case opening documents.
- * If answering a complaint or other initiating document, file your corporate disclosure statement immediately after filing your answer.
- * Enter ALL corporate parents and other affiliates when filing your corporate disclosure statement. If the name is not entered, the system cannot compare it to the Judges' conflict lists.

3. Attorney Contact Information

Why it's important: The attorney's official service address is the address provided on the docket sheet in CM/ECF. It is also the contact information Court staff will use if they need to contact the attorney for case

related communications. If this information is not correct, then it could cause case delays.

Tips: We have resources on our website that cover how to update your address, phone number, and primary email with our Court, including:

- ◆ [CM/ECF FAQ: How do I update my address and/or name?](#)
- ◆ [CM/ECF FAQ: How do I update my phone number and primary email address?](#)

Some dos to ensure your contact information is up to date:

- * Check your account: If you are unsure if the address, phone number, or email in CM/ECF is correct, you can check by:
 1. Logging into [CM/ECF](#).
 2. Going to **Utilities > Maintain Your Address** (for address and phone number) or **Utilities > Maintain Your E-Mail** (for your primary email).
 3. If they are incorrect, following the steps as outlined in the FAQs listed above to update them in this Court.
- * Check before you appear: If you update your contact information before appearing, you do not need to file a **Notice of Change of Address** in the case.
- * File a notice: If you already appeared in a case, don't forget to file a **Notice of Change of Address/Name** in the case. You must file one in every active case to properly notify the other case participants.

Pro Se Corner

Top Filing Issue for Pro Ses from Jan. to Jun. 2023

One of the main purposes of our Court's data quality program is to be able to identify issue trends for our external filers. This allows us to target our training and process improvement conversations to the areas in which filers are having the most difficulty. Over the last six months, the following issue is the top our e-filing pro se issue:

1. Selection of incorrect events.

Let's review each of these and go over some tips to make sure to avoid the most common issues.

Selection of Incorrect events

Why it's important: Selecting the correct event when filing directly in CM/ECF ensures that any appropriate actions behind the scenes are set into motion. Most events do specific things in CM/ECF. For example, filing a motion as opposed to a notice adds your request on the Judge's calendar for review, so they can appropriately address your request. Filing something that you need the Judge to take action on as a notice may delay the action.

Tips: When selecting an event to file a document directly into CM/ECF, ask yourself the following questions to help narrow down your selection options:

1. Is what I'm filing related to the beginning of the case, such as proof of service of summons or an

answer to a complaint? If so, you'll want to review the options under the **Initial Pleadings and Service** category.

2. Is what I'm filing asking the Judge to respond or take action on the case, such as seal a document, extend a deadline, or dismiss the case or a party? Or are you responding to a motion from an opposing party? If so, you'll want to review the options under **Motions and Related Filings**.
3. Is what I'm filing just providing a general notice to parties, such as a change of address? If so, you'll want to review the options under **Other Filings > Notices**.
4. Is what I'm filing related to trial or appeal documents? If so, you'll want to review the options under **Other Filings > Discovery Documents OR Trial Documents OR Appeal Documents**.
5. Does what I'm filing need to be filed under seal, i.e. the document not viewable to the public? If so, you'll want to review the options under **Other Filings > Sealed Documents OR Motions and Related Filings > Sealed Motions**.
6. Does what I'm filing not really fit into any of the previous questions? If so, you'll want to review the options under **Other Filings > Other Documents**.

If you are not sure which is the correct option, you can also reach out to the [ECF help desk](#).

Tools/Resources Spotlight

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

Video Guides

[CM/ECF Training Videos](#)

While our attorney training classes are on hold, you can check out our CM/ECF Training Videos page for various videos on how to file in CM/ECF.