

## Notice of Removal (NOR) Checklist

### Before you file:

- Review the [Attorney's Guide to Opening a Notice of Removal Case](#).
- Assemble and prepare your documents:
  - All documents are [properly signed](#) (section III.L) by all required parties.  
**Note:** The Notice of Removal must be signed by *all* attorneys representing the removing party(ies) even if said attorneys already appeared in state court.
  - All documents are converted to PDF and compliant with [technical requirements](#) (section II).
- Assemble your [payment method](#).

### Documents required to file:

- Notice of Removal including:
  - Certificate of service per [LCR 101\(b\)\(2\)](#).
- Civil Cover Sheet.
- Operative state court complaint filed as separate attachment to Notice of Removal per [LCR 101\(b\)\(1\)](#).

### Documents needed if applicable:

- State court Jury Demand (if filed in state court) filed as separate attachment to Notice of Removal per [LCR 101\(b\)\(3\)](#).
- Trademark, Patent and/or Copyright Reports if filing this type of case.

### Open your case:

- Create civil case via **Attorney Case Opening** under the **Civil** menu.
- Enter state court information.
  - State court name.
  - State court case number.
- Enter statistical data from the Civil Cover Sheet.
  - Cause of action should reflect Notice of Removal: e.g. **28:1441, 1442, 1444, or 1446**.
  - Origin should be set to **2 (Removal from State Court)**.
- Enter all parties (see [Attorney's Guide to Opening a Civil Case](#): Section VI).  
**Note:** Parties should be listed in order shown on the operative state complaint.
  - Select correct party roles (roles remain the same as in state court).
  - Enter all party text.
  - Enter all party aliases.
  - Enter all attorneys who meet the following criteria (filing attorney does not need to be added at this time):
    - Appeared in state court.
    - Are appearing on the Notice of Removal.
    - Are admitted to practice in the Western District of Washington.
  - Document case number generated by system.

## Notice of Removal (NOR) Checklist

### File your documents:

- Ensure correct case number is entered.
- Upload Notice of Removal and corresponding attachments.
- Pay filing fee.

**Note:** Do not use the browser back button at this point. If you have any issues with your filing after this point, contact the Clerk's Office via the below contact.

- Return to CM/ECF to complete case opening.
- Submit Final Docket Text.

**Note:** If you do not see a copy of the Notice of Electronic Filing for the docket entry as the final screen, you have not completed your filing.

### Follow-up filings:

- Verification of State Record** (within 14 days of filing the Notice of Removal per [LCR 101\(c\)](#)) including:
  - All additional records and proceedings from state court.
  - Defendant's or defense counsel's verification.
- Note:** Previously filed state records do not need to be refiled at this stage.
- Corporate Disclosure Statement** (if applicable per [LCR 7.1](#))

### Contacts:

Attorney Case Opening  
8:00 AM to 5:00 PM Monday-Friday:  
(206) 370-8440 (choose option 1) or  
(206) 370-8400 (choose option 2)

ECF Helpdesk  
8:00 AM to 5:00 PM Monday-Friday:  
cmecf@wawd.uscourts.gov  
(206) 370-8440 (choose option 2) or  
(866) 323-9293 (toll free) (choose option 2)