

Civil Case Opening Checklist

Before you file:

- ☐ If Emergency case opening, review the instructions on the [Emergency Filings](#) page.
- ☐ Review the [Attorney's Guide to Opening a Civil Case](#).
- ☐ Assemble and prepare your documents:
 - ☐ All documents are [properly signed](#) (section III.L) by all required parties.
 - ☐ All documents are converted to PDF and compliant with [technical requirements \(section II\)](#).
- ☐ Assemble your [payment method](#).

Documents required to file:

- ☐ Initiating Document
- ☐ Civil Cover Sheet

Documents needed if applicable:

- ☐ Motion to Proceed In Forma Pauperis with Written Consent (IFP)
- ☐ Summons
- ☐ 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 statistical data from the Civil Cover Sheet.
- ☐ Enter all parties (see [Attorney's Guide to Opening a Civil Case](#): Section VI).
 - ☐ Select correct party roles.
 - ☐ Enter all party text.
 - ☐ Enter all party aliases.
 - ☐ Enter all co-attorneys (filing attorney does not need to be added at this time).
- ☐ Document case number generated by system.

File your documents:

- ☐ Ensure correct case number is entered.
- ☐ Upload initiating document 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 filing.
- ☐ Submit Final Docket Text.

Note: Your filing is only complete when you see the Notice of Electronic Filing as the final screen.

Follow-up filings:

- ☐ Corporate Disclosure Statement
 - ☐ Must be filed by any nongovernmental party, other than an individual or sole proprietorship ([see LCR 7.1](#)).

Contacts:

Attorney Case Opening
8:00 AM to 5:00 PM Monday-Friday:
(206) 370-8787

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)