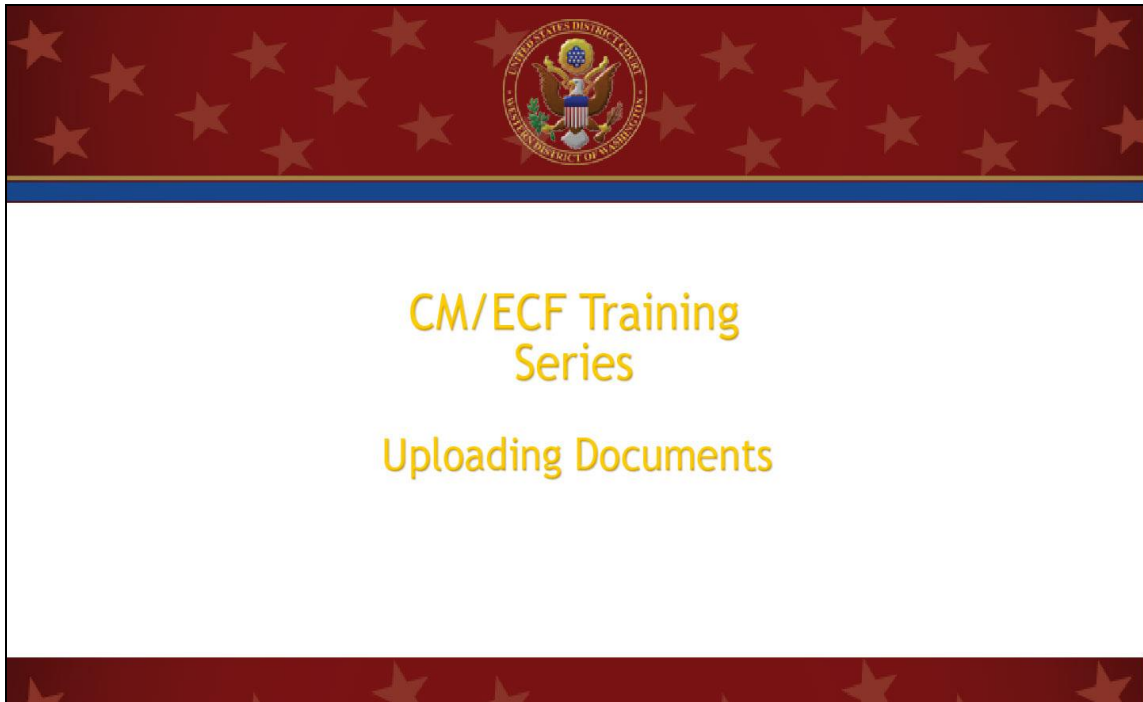


Slide1

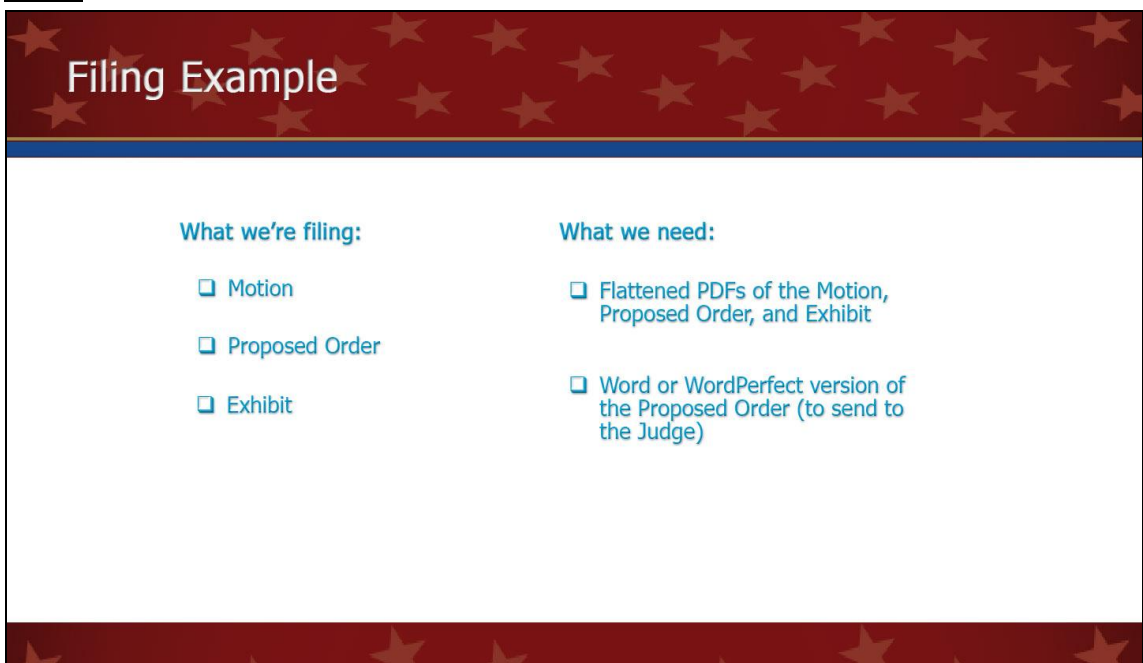


The slide features a dark red background with a pattern of gold stars. At the top center is the official seal of the United States District Court for the Western District of Washington. The text is centered in a gold, sans-serif font.

CM/ECF Training
Series

Uploading Documents

Slide2



The slide features a dark red background with a pattern of gold stars. The title 'Filing Example' is in white. Below the title, two columns of text are presented, each with a blue header and a list of items marked with blue square checkboxes.

Filing Example

<p>What we're filing:</p> <ul style="list-style-type: none"><input type="checkbox"/> Motion<input type="checkbox"/> Proposed Order<input type="checkbox"/> Exhibit	<p>What we need:</p> <ul style="list-style-type: none"><input type="checkbox"/> Flattened PDFs of the Motion, Proposed Order, and Exhibit<input type="checkbox"/> Word or WordPerfect version of the Proposed Order (to send to the Judge)
--	---

Slide3

How to Prepare the PDFs

Fillable forms or PDFs created from other software (e.g. Word or Adobe):

- Flatten the PDF (i.e. Print to PDF)

Scanned documents:

- Optimize the PDF (i.e. Save As> Optimized PDF)

Check out the How to Prepare Your PDF Guide on the How To E-File page for more detailed instructions (<https://www.wawd.uscourts.gov/attorneys/how-to-e-file>).

<https://www.wawd.uscourts.gov/attorneys/how-to-e-file>

Slide4

Start the Filing

How to get to the upload page:

- Select the filing category and event: Motion
- Follow event prompts until you get to the document upload page

Slide5

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
[2:18-cv-00001-JGR Evergreen](#)
[Gardens v. Grass Roots Inc](#)

JURYDEMAND

Please attach the proposed order to the motion.
REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.
If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... No file selected.

Review important procedural information.

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Slide6

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
[2:18-cv-00001-JGR Evergreen](#)
[Gardens v. Grass Roots Inc](#)

JURYDEMAND

Please attach the proposed order to the motion.
REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.
If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

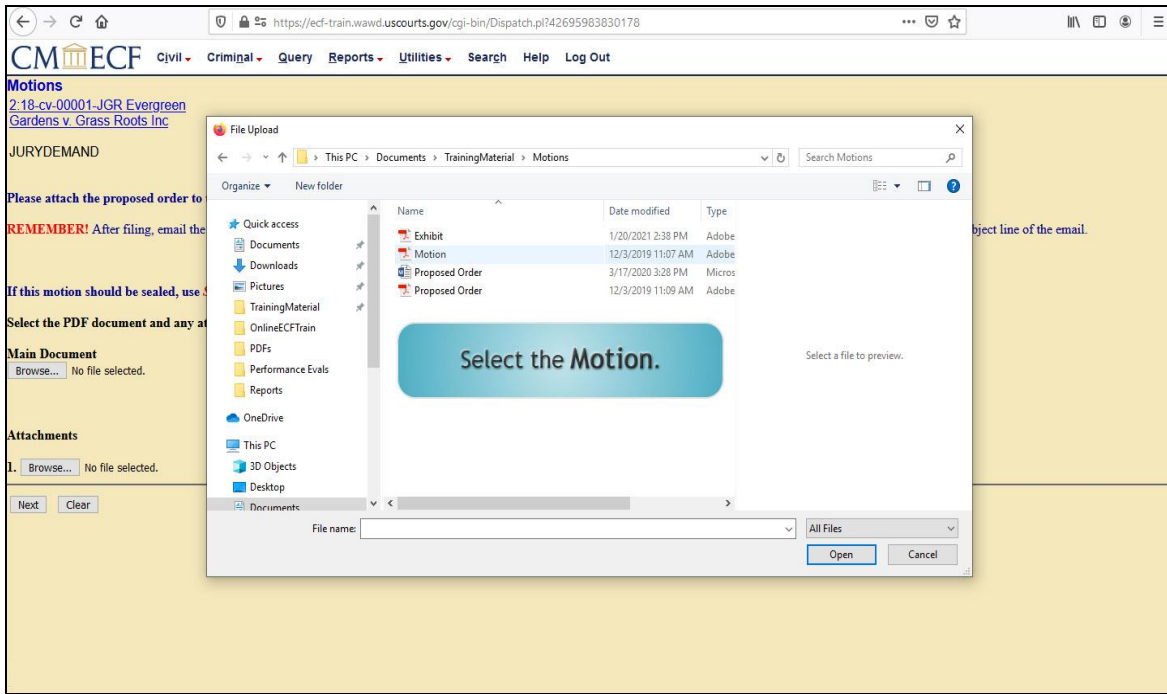
Main Document
Browse... No file selected.

Upload the Main PDF Document (the Motion).

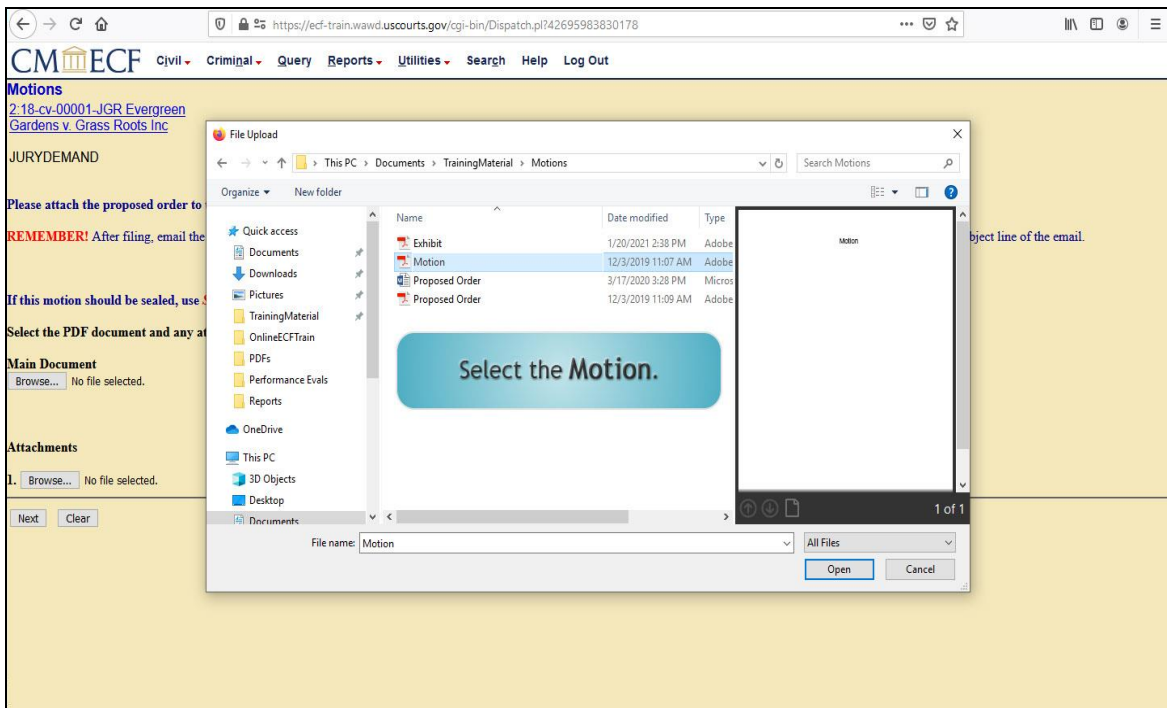
Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Slide7



Slide8



Slide9

The screenshot shows a web browser window displaying the CM/ECF interface. The page title is "Motions" and the URL is "https://ecf-train.wawd.uscourts.gov/cgi-bin/Dispatch.pl?42695983830178". The interface includes a navigation menu with "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The main content area shows "Motions" for case "2:18-cv-00001-JGR Evergreen Gardens v. Grass Roots Inc." and a "JURYDEMAND" section. A "File Upload" dialog box is open, showing a file explorer view of the "Motions" folder. The dialog box contains a table of files:

Name	Date modified	Type
Exhibit	1/20/2021 2:38 PM	Adobe
Motion	12/3/2019 11:07 AM	Adobe
Proposed Order	3/17/2020 2:28 PM	Micros
Proposed Order	12/3/2019 11:09 AM	Adobe

A blue callout box with the text "Then select Open." is overlaid on the dialog box. The "Open" button is visible at the bottom right of the dialog box. The background interface shows a "Main Document" section with a "Browse..." button and an "Attachments" section with a "Browse..." button and a "Next" button.

Slide10

The screenshot shows the same CM/ECF interface as Slide 9. The "Main Document" section is highlighted with a red box, and the "Browse..." button next to it is labeled "Motion.pdf". A blue callout box with the text "The Main Document is now attached." is overlaid on the interface. The "Attachments" section is visible below, with a "Browse..." button and a "Next" button. The "JURYDEMAND" section is also visible, with instructions: "Please attach the proposed order to the motion." and "REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email."

Slide11

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

**Upload Attachments
(the Proposed Order).**

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Slide12

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to

REMEMBER! After filing, email the

If this motion should be sealed, use

Select the PDF document and any a

Main Document
Browse... Motion.pdf

Attachments
1. Browse... No file selected.

Next Clear

**Select the Proposed Order
(PDF version).**

Name	Date modified	Type
Exhibit	1/20/2021 2:38 PM	Adobe
Motion	12/3/2019 11:07 AM	Adobe
Proposed Order	3/17/2020 3:28 PM	Micros
Proposed Order	12/3/2019 11:09 AM	Adobe

Slide13

The screenshot shows a web browser window with the CM/ECF interface. On the left, there are navigation links for 'Motions' and 'JURYDEMAND'. The main content area contains instructions: 'Please attach the proposed order to', 'REMEMBER! After filing, email the', 'If this motion should be sealed, use', and 'Select the PDF document and any a'. Below this is a 'Main Document' section with a 'Browse...' button and a file named 'Motion.pdf'. There is also an 'Attachments' section with a 'Browse...' button and the text 'No file selected.' and 'Next' and 'Clear' buttons.

Overlaid on the browser is a 'File Upload' dialog box. The dialog shows the path 'This PC > Documents > TrainingMaterial > Motions'. It contains a table of files:

Name	Date modified	Type
Exhibit	1/20/2021 2:38 PM	Adobe
Motion	12/3/2019 11:07 AM	Adobe
Proposed Order	3/17/2020 3:28 PM	Micros
Proposed Order	12/3/2019 11:09 AM	Adobe

A blue callout box with white text says 'Select the Proposed Order (PDF version)'. A black box highlights the 'Proposed Order' file in the table. The dialog box has 'File name: Proposed Order' and 'All Files' selected in the file type dropdown. 'Open' and 'Cancel' buttons are at the bottom right.

Slide14

This screenshot is identical to Slide 13, showing the same web browser interface and file upload dialog box. The only difference is the callout box, which now says 'Then select Open.' in white text on a blue background. The 'Proposed Order' file remains highlighted in the table.

Slide15

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

The Proposed Order is now attached.

Attachments	Category	Description
1. Browse... Proposed Order.pdf		
2. Browse... No file selected.		

Next Clear

Slide16

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

Select the Category and/or enter a Description.

Attachments	Category	Description
1. Browse... Proposed Order.pdf		
2. Browse... No file selected.		

Next Clear

Slide17

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

Attachments

1. Browse... Proposed Order.pdf
2. Browse... No file selected.

Next Clear

Slide18

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

Attachments

1. Browse... Proposed Order.pdf
2. Browse... No file selected.

Next Clear

Slide19

CM/ECF Cjvll Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

Upload 2nd Attachment (the Exhibit).

Attachments	Category	Description
1. Browse... Proposed Order.pdf	Proposed Order	<input type="text"/> Remove
2. Browse... No file selected.	<input type="text"/>	<input type="text"/>

Next Clear

Slide20

CM/ECF Cjvll Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

REMEMBER! After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

Attachments

1. Browse... Proposed Order.pdf		
2. Browse... No file selected.		

Next Clear

Select the Exhibit.

File Upload

This PC > Documents > TrainingMaterial > Motions

Name	Date modified	Type
Exhibit	1/20/2021 2:38 PM	Adobe
Motion	12/3/2019 11:07 AM	Adobe
Proposed Order	3/17/2020 3:28 PM	Micros
Proposed Order	12/3/2019 11:09 AM	Adobe

Select a file to preview.

File name: All Files Open Cancel

Slide21

The screenshot shows a web browser window displaying the CM/ECF interface. The page title is "Motions" and the case number is "2:18-cv-00001-JGR Evergreen Gardens v. Grass Roots Inc". The page content includes instructions for attaching documents and a "Main Document" section with a "Browse..." button. A "File Upload" dialog box is open, showing the "Motions" folder selected. The file "Exhibit" is highlighted in the file list. A blue callout box with the text "Then select Open." is overlaid on the dialog box. The "Open" button is visible at the bottom right of the dialog box.

Slide22

The screenshot shows the same CM/ECF interface as Slide 21. A blue callout box with the text "The Exhibit is now attached." is overlaid on the page. The "Attachments" section now displays a table with three rows. The second row, representing the "Exhibit.pdf" attachment, is highlighted with a red box. The "Category" dropdown for this attachment is set to "Proposed Order".

	Category	Description	
1. Browse... Proposed Order.pdf	Proposed Order		Remove
2. Browse... Exhibit.pdf			Remove
3. Browse... No file selected.			

Slide23

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
 2:18-cv-00001-JGR Evergreen
 Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

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If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
 Browse... Motion.pdf

Select the Category: Exhibit

Attachments	Category	Description
1. Browse... Proposed Order.pdf	Proposed Order	<input type="text"/> Remove
2. Browse... Exhibit.pdf		<input type="text"/> Remove
3. Browse... No file selected.		<input type="text"/>

Next Clear

Slide24

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
 2:18-cv-00001-JGR Evergreen
 Gardens v. Grass Roots Inc

JURYDEMAND

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If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
 Browse... Motion.pdf

Select the Category: Exhibit

- Amended Complaint
- Application for Court-Appointed Counsel
- Certificate of Service
- Citation
- Civil Cover Sheet
- Complaint
- Exhibit**
- Jury Demand
- Proposed Acceptance of Plea
- Proposed Order
- Proposed 1983 Prisoner Civil Rights Complaint
- Proposed Petition for Writ Of Habeas Corpus
- Report on Copyrights (AO Form 121)
- Report on Patents and Trademarks (AO Form 120)
- Supplement
- Summons

Attachments	Category	Description
1. Browse... Proposed Order.pdf	Proposed Order	<input type="text"/> Remove
2. Browse... Exhibit.pdf		<input type="text"/> Remove
3. Browse... No file selected.		<input type="text"/>

Next Clear

Slide25

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

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If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

Attachments

	Category	Description	
1. Browse... Proposed Order.pdf	Proposed Order		Remove
2. Browse... Exhibit.pdf	Exhibit	A - Medical Records	Remove
3. Browse... No file selected.			

Next Clear

Slide26

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions
2:18-cv-00001-JGR Evergreen
Gardens v. Grass Roots Inc

JURYDEMAND

Please attach the proposed order to the motion.

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If this motion should be sealed, use *Sealed Motion* event under Sealed Motions.

Select the PDF document and any attachments.

Main Document
Browse... Motion.pdf

Attachments

	Category	Description	
1. Browse... Proposed Order.pdf	Proposed Order		Remove
2. Browse... Exhibit.pdf	Exhibit	A - Medical Records	Remove
3. Browse... No file selected.			

Next Clear

Slide27

Upload Errors

Some errors you may encounter after attempting to upload your documents:

Error: Document is malformed or contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.

Solution: The PDF needs to be flattened or optimized. Follow the instructions on the How to Prepare Your PDF Guide on the Washington Western District Court website.

Slide28

Upload Errors

Error: You select Next on the upload screen and it never goes to the next screen.

Solution: The PDF is too large (over 75MB) or it includes scans/images that are too high of a resolution (over 200dpi). Break down the PDF into multiple sections and file as attachments and/or optimize your PDF by following the How to Prepare Your PDF Guide.


Slide29

Complete the Filing

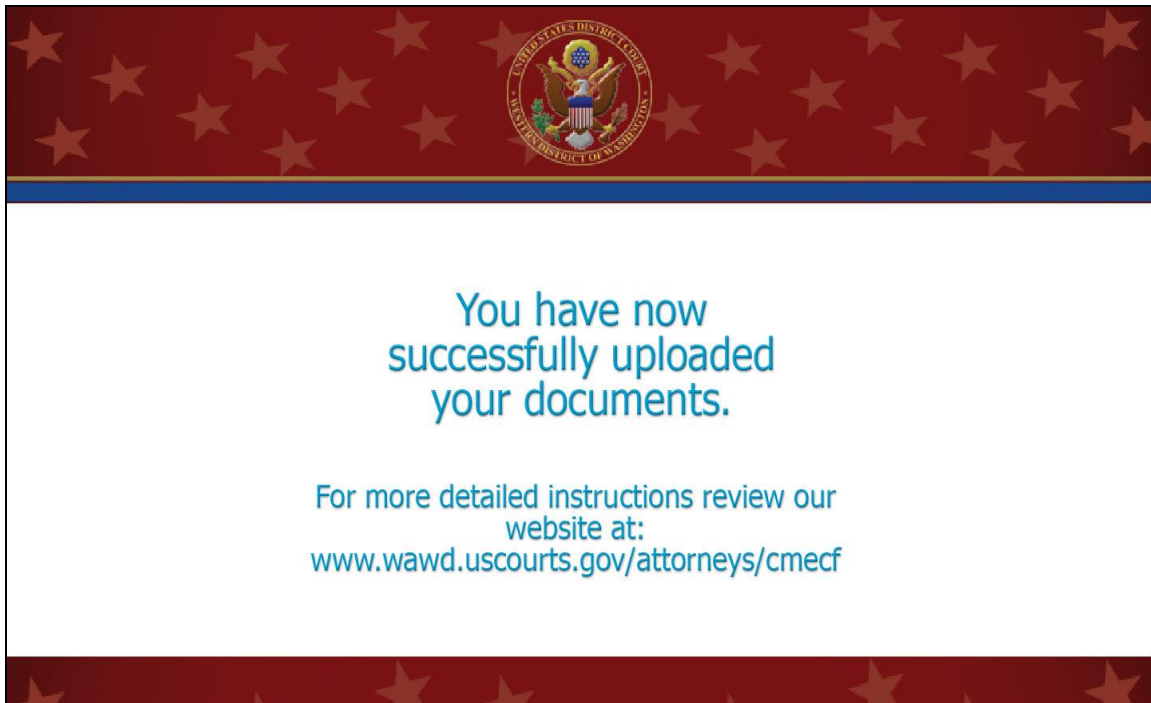
- Follow the remaining prompts to complete your filing.
- Review the Notice of Electronic Filing to ensure the docket entry is correct and check/confirm if you need to serve any parties outside of CM/ECF.
- Send the Word or WordPerfect version of the Proposed Order to the Judge.

Slide30

Final Docket Text

01/26/2021		MOTION to Dismiss, filed by Defendant Grass Roots Inc. (Attachments: # <u>1</u> Proposed Order, # <u>2</u> Exhibit A - Medical Records) Noting Date 2/12/2021. (STP) (Entered: 01/26/2021)
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Slide31



The slide features a dark red background with a pattern of gold stars. At the top center is the official seal of the U.S. District Court for the Western District of Washington, which includes an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is encircled by the text "UNITED STATES DISTRICT COURT" and "WESTERN DISTRICT OF WASHINGTON". Below the seal, the text "You have now successfully uploaded your documents." is displayed in a blue, sans-serif font. Underneath this, in a smaller blue font, it says "For more detailed instructions review our website at:" followed by the URL "www.wawd.uscourts.gov/attorneys/cmecf".

www.wawd.uscourts.gov/attorneys/cmecf