

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

Table of Contents

I.	THE ELECTRONIC RECORD	2
A.	Introduction	2
B.	Definitions and Standards.....	2
II.	ELECTRONIC FILING REGISTRATION EXCEPTIONS/ FILING IN PAPER.....	4
III.	ENROLLING IN THE CM/ECF SYSTEM.....	4
A.	Registration	4
B.	CM/ECF Access.....	5
C.	Account Maintenance and Updates	5
IV.	FILING DOCUMENTS ELECTRONICALLY	6
A.	General Provisions.....	6
B.	Civil Complaints	6
C.	Miscellaneous Cases	7
D.	Issuance of Summons	7
E.	Service	7
F.	Motions and Related Paperwork	8
G.	Voluminous Documents	8
H.	Pagination	9
I.	Administrative and State Court Records.....	9
J.	Exhibits.....	9
K.	Transcripts	10
L.	Signatures and Attorney Appearances	10
M.	Orders and Proposed Orders	11
N.	Corrections	12
O.	Fees Payable to the Clerk	13
P.	Emergency Filings.....	13
V.	PRIVACY AND CONFIDENTIALITY.....	14
A.	Sealed Cases.....	14
B.	Sealed Documents	14
C.	Privacy Concerns	14
VI.	TECHNICAL FAILURES.....	15
A.	On the Part of the Court.....	15
B.	On the Part of the Filer.....	15
VII.	PUBLIC ACCESS TO DOCKET INFORMATION	16
A.	At the Court.....	16
B.	Through the Internet.....	16
C.	Social Security and Immigration Cases	16
D.	Conventional and Certified Copies	16

I. THE ELECTRONIC RECORD

A. Introduction

The official record of the Court is the electronic file maintained on the Court's servers. The Clerk's Office does not maintain a paper court file in any case begun on or after June 23, 2003, except as otherwise provided in these procedures.

All counsel are required to electronically file documents and receive electronic service of pleadings and other filings through CM/ECF, which requires registration in this Court's CM/ECF system and in the national [PACER system](#).

Pro se (self-represented) filers may, but are not required to, register in this Court's CM/ECF system and in PACER to either:

1. receive service of documents and notice of electronic filings via email or
2. receive service of documents and notice of electronic filings via email and to file documents directly in CM/ECF.

Pro se registration for electronic service and filing must be done on a per-case basis.

A judge of this Court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate for the just, speedy, and inexpensive determination of matters pending before the Court.

The Court may also amend these procedures at any time without prior notice.

B. Definitions and Standards

CM/ECF

Case Management/Electronic Case Files, which is the filing system used by the Western District of Washington.

PACER

Public Access to Court Electronic Records, which is the national electronic repository of case filings and the access point to CM/ECF.

Electronic document

An electronic version of information otherwise filed in paper form. An electronic document has the same legal effect as a paper document.

File date

The date an electronic document is deemed filed when it is received by CM/ECF. Unless otherwise ordered by the Court, filing deadlines shall be 11:59 PM Pacific Time on the day the pleadings are required to be filed.

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

A document filed with the Court in paper form is deemed filed when it is date-stamped by the Clerk's Office upon receipt.

Electronic filing

Uploading a PDF document, including PDF versions of scanned images, directly from the user's computer to the Court's CM/ECF system.

Electronic filing account

An electronic filer's means of CM/ECF access, consisting of a CM/ECF account that is linked to a PACER account and is accessible by entering their PACER credentials.

Electronic filer (E-filer)

An individual who has been granted permission to file documents directly into CM/ECF. All e-filers are required to receive service of Court filings by email instead of regular mail.

Electronic service recipient (E-service recipient)

An individual who receives service of Court filings by email instead of regular mail.

Electronic signature

Specific to e-filers, an electronic document is deemed signed when filed using a valid electronic filing account that matches a signature on the document; the signature(s) on the document must conform to the signature format as outlined in [Section IV \(L\)](#).

Notice of Electronic Filing (NEF)

An email verification of the Court's receipt of the electronic pleading and official service of the filing to all electronic service recipients for the case. The notice includes the text of the docket entry and, when documents are attached to the docket entry, a link to the filed document(s).

PDF (portable document format)

A file format that captures all elements of a document as an electronic image so it can be viewed and printed consistently across multiple devices and platforms. Documents created using most word processing programs can be converted to PDF.

Flattened PDF

A PDF file that does not have fillable fields and is stripped of any behind the scenes data or functions. PDF files can be flattened by printing to PDF using the **File > Print** option in Word or in a PDF reader. All PDFs filed in CM/ECF should be flattened prior to being uploaded.

Scanning standards

When scanning documents containing text to be subsequently filed electronically, e-filers are encouraged to configure their scanners for black and white at 300 dpi (dots per inch) rather than color scanning, unless color is an important aspect of the document. E-filers are also encouraged to scan with optical character recognition (OCR) to allow for searchable text in the documents (see [Judges' Chamber Procedures](#) for judges who require this setting). E-filers scanning documents containing non-text images are encouraged to scan images at a lower dpi, not lower than 150 dpi. The e-filer is responsible for the legibility of the scanned image.

II. ELECTRONIC FILING REGISTRATION EXCEPTIONS/ FILING IN PAPER

If an attorney is not able to file electronically, counsel must show good cause in each case to file and serve pleadings in a traditional manner. Counsel who successfully show adequate cause will be required to include a CD or USB flash drive containing a PDF document of all papers when filing paper pleadings with the Court. Each individual PDF file must be under 75 megabytes (MB) in size. The Court will destroy the paper version after a holding period established by the Court and maintain the electronic version in CM/ECF as the Court's official record.

For pro se filers who do not file electronically, if pleadings are filed in paper form, the Court will convert the documents to an electronic format, destroy the paper version after a holding period established by the Court, and maintain the electronic version in CM/ECF as the Court's official record.

If pleadings are filed in paper form, it is the filer's responsibility to ensure that the paper document can be scanned with a legible image. The Court encourages such documents to be black ink on white paper for maximum contrast. The Court may return or reject filings that are not legible.

If an original pleading has some intrinsic value, the filing party is encouraged to retain the original and submit a copy to the Clerk's Office for scanning and uploading.

III. ENROLLING IN THE CM/ECF SYSTEM

A. Registration

Each person participating in the electronic filing system must first register to file and/or receive service in CM/ECF. Forms and instructions are available on the [Court's website](#). All attorney admission petitions, including pro hac vice admissions, contain a CM/ECF registration form that must be submitted along with the petition.

If registering for the first time, e-filers must first register for an individual PACER account and submit an e-filing registration request to this Court via said account. See the [Court's website](#) for more details and instructions.

CM/ECF registration constitutes consent to receive electronic service of documents, as provided in [Section IV \(E\)](#) of these procedures.

Pro se registration forms may be mailed or delivered to:

Clerk's Office
US Courthouse
700 Stewart St, Suite 2310
Seattle WA 98101

Clerk's Office
U.S. Courthouse
1717 Pacific Avenue, Room 3100
Tacoma, WA 98402-3200

or emailed to the Clerk's Office at cmecfreq@wawd.uscourts.gov.

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

Registration requests will not be processed until all requirements have been met (see [attorney admissions](#) and [pro se registration instructions](#) for requirements).

B. CM/ECF Access

Each e-filer is granted approval to access this Court's CM/ECF system using their PACER credentials, allowing them to participate in the electronic filing and retrieval of case documents.

Each e-filer is responsible for all documents filed with their electronic filing account. No one shall knowingly permit, or cause to permit, a login and password to be used by unauthorized persons. Additionally, no one shall use the login and password of another without explicit authorization.

If a participant believes that the security of an existing electronic filing account has been compromised and/or that a threat to the CM/ECF system exists, they must [notify the Clerk's Office](#) and [PACER](#) immediately (by telephone if possible). Court technical staff will assess the threat and advise appropriately.

C. Account Maintenance and Updates

Attorneys and any pro se parties registered for electronic service are responsible for maintaining a regularly accessible email inbox sufficient to receive orders and pleadings transmitted electronically by the Court via CM/ECF. Be aware that spam filter settings and a full inbox can cause Court-generated notices to fail. It is the electronic service recipients' responsibility to ensure their email inboxes are functional and are properly receiving Court-generated NEFs. This may require reviewing the docket periodically to confirm that all NEFs were received.

It is also the e-filers' and e-service recipients' responsibility to keep all contact information up to date on their CM/ECF and PACER accounts. Those whose names, mailing addresses, primary email addresses, or telephone numbers have changed from that on the original registration form must file a **Notice of Change of Address/Change of Name** with the Court. See [Local Civil Rule](#) 10(f).

E-filers and e-service recipients may change their PACER passwords and secondary emails at their discretion without prior Court approval.

IV. FILING DOCUMENTS ELECTRONICALLY

A. General Provisions

Effective June 1, 2004, counsel are required to file documents electronically through CM/ECF. The limited number of exceptions, or those which require special handling, are described below.

B. Civil Complaints

Attorneys:

Effective March 1, 2010, attorneys are required to electronically initiate new civil cases via CM/ECF, including filing the complaint and paying the filing fee online through their pacer.uscourts.gov accounts.

Pro Se Filers:

Pro se filers (including prisoners) are not permitted to initiate new cases directly in CM/ECF. Options for pro se filers filing a new case are described below. For information regarding filing your lawsuit, please visit the [Representing Yourself](#) page on the Court's website. Incarcerated individuals housed at facilities participating in the Court's Prisoner E-Filing Initiative must submit their complaints and other case initiating documents via email in accordance with the [Administrative Procedures for the Prisoner E-Filing Program](#), which is available on the under Prisoners.

Pro se filers, including prisoners not participating in the Prisoner E-Filing Initiative, may submit their complaints and other case initiating documents via U.S. mail, email, or delivery to the Clerk's Office. If using the mail or personal delivery, the Clerk's Office will scan the civil complaint and cover sheet, upload to CM/ECF, then discard the paper documents after a holding period established by the Court.

If using email, the filing party must submit the civil complaint, cover sheet, and, if applicable, the motion to waive the filing fee as separate files in PDF format, each file being under the 75 MB size restriction. If scanned, the documents must be compliant with the [scanning standards](#). After emailing the complaint and cover sheet, the filer should [call the Clerk's Office](#) to make arrangements for paying any required filing fees, unless they submitted a motion to waive the filing fee. Once the Clerk's Office has opened the case, no further filings will be accepted via email, with the exception of the CM/ECF Registration Form for Pro Se Filers.

The addresses for submitting civil complaints by email are:

Seattle filing: newcases.seattle@wawd.uscourts.gov

Tacoma filing: newcases.tacoma@wawd.uscourts.gov

New civil cases received by mail, in person, or by email are deemed filed on the date the Clerk's Office receives the initiating document(s).

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

C. Miscellaneous Cases

Miscellaneous cases are excluded from the electronic filing requirement for new civil cases. New miscellaneous cases may be emailed to one of the [newcases email addresses](#) listed in [Section IV \(B\)](#) or may be delivered to the courthouse in person or via mail.

D. Issuance of Summons

Summons to be issued by the Clerk may be presented to the Court through CM/ECF, by email with initiating documents ([Pro Se Filers](#) only), by U.S. mail, or may be delivered in person to the Clerk's Office. The party requesting the issuance of summons must complete all required fields of the summons form.

If the party requesting the issuance of summons presents the form to the Clerk's Office through CM/ECF, by email, or by U.S. mail, the issued summons form will be returned to the requesting party via CM/ECF or U.S. mail. If the party hand delivers the summons form to the Clerk's Office, the party can request to have the issued summons form returned at the Clerk's Office counter.

Registered E-Filers:

It is strongly recommended to download and complete the fillable summons form found on the [Court's Forms page](#). Use this fillable form each time you electronically file a summons and file each summons as a separate [flattened PDF](#) document in CM/ECF.

Non-E-Filers:

It is strongly recommended that filers use the fillable form on the [Court's Forms page](#) when filing summons to be issued by the Court. If sending the summons(es) by email with your initiating case documents, send them along with the complaint to the appropriate [newcases email addresses](#) listed in [Section IV \(B\)](#).

If sending the summons(es) after the case has been opened, you must submit them by mail, in person, or via the drop box in the lobby of the courthouse (If you are an e-filer in the case, see the Registered E-Filers instructions above).

Once issued, the summons(es) are returned to you by:

- mail if you are not an e-service recipient or
- email NEF if you are an e-service recipient.

E. Service

Filing an original complaint or summons in CM/ECF does not constitute service. It is the responsibility of the filing party to serve these documents outside of CM/ECF. Other documents filed with the Court may be served electronically pursuant to [Federal Rule of Civil Procedure](#) (FRCP) 5 and [Local Civil Rule](#) (LCR) 5. Affidavits of service, which may include executed summons, are to be filed with the Court, either directly in CM/ECF (registered e-filers) or via U.S. mail or personal delivery (non-e-filers only).

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

Whenever a pleading or other paper is filed and served electronically in accordance with these procedures, CM/ECF will generate an email NEF to any case participant who is an e-service recipient.

If any case participant is not an e-service recipient, or if the documents are not filed publicly with the Court (such as discovery or documents filed under seal), service must be made in another manner authorized by the [Federal Rules](#). When documents are filed under seal, e-service recipients will still receive the CM/ECF-generated NEF, but the document link will be inaccessible.

F. Motions and Related Paperwork

Captions on documents:

PDF documents submitted for filing must be free of all watermarks and advertisements. Documents submitted in response to, in support of, or in opposition to other documents shall be clearly labeled with the reference to the other document included in the caption.

Hyperlinks:

PDFs should not include hyperlinks that directly open other software. Hyperlinks to websites are acceptable.

In order to preserve the integrity of the Court record, attorneys wishing to insert acceptable hyperlinks in Court filings shall continue to use the traditional citation method for the cited authority, in addition to the hyperlink. The judiciary's policy on hyperlinks is that a hyperlink contained in a filing is no more than a convenient mechanism for accessing material cited in the document. A hyperlink reference is extraneous to any filed document and is not part of the Court's record.

G. Voluminous Documents

Electronically filed documents that exceed 50 pages are considered voluminous filings. When indicated in a judge's chambers procedures or standing order, e-filers may be required to deliver a paper copy of the document to the Clerk's Office for Chambers.

The copy for Chambers shall be clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers." If any Chambers has a different requirement for courtesy copies, details will be provided in an order posted in the case to advise all parties and/or additional information may be included on the assigned [judge's web page](#).

All exhibits submitted to Chambers in support of or in opposition to a motion must be clearly marked with divider pages.

All exhibits must be marked to designate testimony or evidence referred to in the parties' filing (see [LCR](#) 10(e) and Local Criminal Rule ([LCrR](#)) 12(e)).

A "document" in the context of this section refers to the aggregate submittal to the Court, not to each individual paper within it. For example, if a motion is filed with related paperwork, exhibits,

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

etc., and if all of these papers counted together total more than 50 pages, the filing should be considered a “voluminous document.”

H. Pagination

Documents, including exhibits, shall be sequentially paginated in accordance with [LCR 10\(e\)\(3\)](#) and [LCrR 12\(e\)\(3\)](#).

I. Administrative and State Court Records

For documents, including exhibits, over 50 pages in length, a courtesy paper copy for the judge may be required to be filed with the Clerk in accordance with the judge’s chambers procedures/standing order. If any Chambers has a different requirement for courtesy copies, details will be posted in an order in the case to advise all parties and/or additional information may be included on the assigned [judge’s web page](#).

Administrative Records:

Administrative records shall be filed electronically. If a record contains sensitive material, the sensitive portions of the record may be filed under seal in accordance with [LCR 5\(g\)\(2\)](#). In Social Security Appeal cases, the filing party shall also provide an electronic copy of the administrative record for Chambers on CD or USB flash drive.

State Court Records:

If the record of state court proceedings is required (e.g., in habeas corpus cases filed under 28 U.S.C. 2254), attorneys must file it electronically. If a record contains sensitive material, the sensitive portions of the record may be filed under seal in accordance with [LCR 5\(g\)\(2\)](#).

J. Exhibits

Special provisions for exhibits:

Filing parties shall submit only those excerpts of the referenced exhibits that are directly germane to the matter under consideration. Excerpted material must be clearly and prominently identified as such. Parties who file excerpts do so without prejudice to their right to timely file additional excerpts of the exhibit with responsive briefs if otherwise appropriate. Responding parties may also timely file additional excerpts of the exhibit that they believe are directly germane.

Paper exhibits must be scanned, must conform to previously stated requirements outlined in the [scanning standards](#), and must be saved in [flattened PDF](#) files that are less than 75 MB in size. Large documents may need to be broken into chunks so that each PDF is under the 75 MB size limit.

Non-paper and/or oversized exhibits (papers larger than 8-1/2” x 14”) shall be submitted in paper, CD, or other format along with a **Notice of Filing Paper or Physical Materials with the Clerk**. The Notice shall be concurrently filed in CM/ECF and in the form provided by the Court, available on the [Court’s Forms page](#) under Civil. All non-paper and/or oversized exhibits will be

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

returned at the conclusion of the case. It is the filer's responsibility to serve all other parties by the conventional means for such materials.

K. Transcripts

Transcripts prepared by Court reporters are electronically filed by the Court as a **Notice of Filing of Official Transcript**. Procedures are set out in the [General Order 15-15](#) and can be reviewed on the [Court's Transcript Orders and Fee Rates page](#).

L. Signatures and Attorney Appearances

All pleadings, written motions, and other filings shall be dated and signed as provided by [FRCP](#) 11, [LCRs](#) 10 and 11, and [LCrR](#) 62.5.

"s/ [Name]" signature convention:

Electronically filed pleadings or other documents that are signed in accordance with LCR 10(e)(4) or [LCrR](#) 62.5(a) and require all e-filers' signatures must have the signers' names printed or typed on the line following "s/" and their names printed under all signature lines. Documents not signed in accordance with these requirements may not be considered by the Court. Examples below:

Attorney example:

By: s/John Attorney
John Attorney #12345

By: s/ Mary Attorney
Mary Attorney #67890

ABC Law Firm
123 South Fifth Street Seattle, WA 98104
Telephone: (206) 123-4567
Fax: (206) 123-4567
Email: John_Attorney@lawfirm.com
Mary_Attorney@lawfirm.com
Attorneys for Defendant Acme Industries

Pro se litigant example:

By: s/John Smith
John Smith
123 Main St., Seattle, WA 98115
Telephone: 206-555-1234
Email: john_smith@exampleemail.com

Non-party signatures

Non-parties (individuals who are not identified as valid signers in LCR 11(a)(6)(A)) may not use the "s/ [Name]" signature convention. If the original document requires the signature of a non-party, the filing party may (a) scan the entire document, including the signature page, (b) attach the scanned signature page to an electronic version of the filing, and/or (c) utilize an electronic signature that is recognized as valid under federal law.

The filing party is responsible for maintaining the record of the signature (whether the paper

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

document with original signatures or the electronic signature in accordance with the requirements of federal law) for the duration of the case, including any period of appeal. If ordered by the Court, the filing party must demonstrate that it has so maintained the record.

Attorney appearances:

As set forth in [LCR](#) 83.2, an attorney eligible to appear may enter an appearance in a civil case by signing one of the following: a notice of appearance, complaint, amended complaint, answer, amended answer, notice of removal, motion to intervene, or motion for joinder. As set forth in [LCrR](#) 62.2, an attorney eligible to appear may enter an appearance in a criminal case by signing a Notice of Appearance. The Clerk's Office will not add an attorney to the docket as an attorney of record unless the document that purports to enter the appearance includes the attorney's signature in one of the formats defined in [LCR](#) 11(a). If multiple attorneys are appearing in one document, each appearing attorney must include their own signature in a valid format.

Multiple signatures:

The following procedure applies when a document requires two or more signatures (e.g., stipulated or joint motion):

The filing party shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain either physical signatures or written permission to type the additional "s/ [Name]" signatures of all parties on the document. Physical, facsimile, or electronic signatures, consistent with the formats for attorney signatures allowed in [LCR](#) 11(a), are permitted.

The filing party may then file the document electronically.

If any of the signatures are of non-parties, then the provisions described in the previous section for [Non-party signatures](#) apply, including retention of the paper copy.

M. Orders and Proposed Orders

Orders of the Court:

The assigned judge or the Clerk's Office shall electronically file all signed orders. An order signed electronically (by either a digital signature or by using the "s/ Judge's Name" convention) has the same force and effect as if the judge had affixed a signature to a paper copy of the order.

The assigned judge or the Clerk's Office staff, if appropriate, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will be issued, and the text-only entry shall constitute the Court's only order on the matter. CM/ECF will generate a NEF as described previously in these procedures.

When mailing paper copies of an electronically filed order to a party who is not an electronic service recipient, the Clerk's Office will include the NEF to provide the party with proof of the filing.

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

Proposed orders:

Electronically filed proposed orders shall be uploaded under the Attachments section on the document upload screen when filing the accompanying motion in CM/ECF. Filers shall select “Proposed Order” as the Category. This will provide service of the proposed order to all electronic service recipients.

All proposed orders must be clearly labeled “Proposed,” both on the document itself and on the docket entry in CM/ECF. If the judge decides to use the proposed order, they will remove the “Proposed” language from the document.

If a proposed order is submitted separately, or without a motion, the event Proposed Order (Unsigned) may be used. If appropriate, it can be linked to a previously filed motion.

A proposed order must also be attached as a Word or Word-compatible file to an email sent to the email address of the assigned judge. The subject line of the email shall include the case number, case short title, and title of the order. The judges’ email addresses for proposed orders follow this pattern: JudgeLastNameOrders@wawd.uscourts.gov.

For example: LasnikOrders@wawd.uscourts.gov

This email address is also provided on each individual [judge’s page](#) on the Court’s website and should only be used for proposed orders and for no other correspondence.

Proposed orders on motions for bills of costs:

Proposed orders on motions for bills of costs for Seattle and Tacoma cases should be prepared in a Word or Word-compatible format (as described previously) and then attached to an email sent to the Clerk’s Office at the following email address: WAWDClerk@wawd.uscourts.gov

No other documents or pleadings may be sent to the Clerk’s Office at this email address.

N. Corrections

It is highly recommended that e-filers should be familiar with the instructional guides provided on the Court’s website under [CM/ECF: How to E-File](#).

The party electronically filing a document is responsible for selecting a docket entry title (an event), uploading and labeling all required documents, adding parties, paying fees, and answering any questions presented while filing in CM/ECF.

Once a document is submitted and becomes part of the electronic case file, corrections to the docket can only be made by the Clerk’s Office. CM/ECF will not permit the filing party to make changes once the transaction is accepted by the system.

As soon as possible after an error is discovered and before attempting to refile any documents, the filer should contact the Clerk’s Office’s CM/ECF Help Desk (1-866-323-9293 or 206-370-8440, option 2; cmecf@wawd.uscourts.gov) with the case and document number for the requested correction. The Clerk’s Office will provide directions to correct the error including

U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON
ELECTRONIC FILING PROCEDURES FOR CIVIL AND CRIMINAL CASES
AMENDED 4/30/2024

whether the document needs to be re-filed, and, if appropriate, will make an entry indicating that the document was filed in error.

O. Fees Payable to the Clerk

Any fee required for filing is payable to the Clerk of Court. Fees for electronically filing a new civil case, a notice of appeal, or a pro hac vice application must be paid online through Pay.gov (via PACER) through the regular electronic filing process in CM/ECF. For fees that cannot be paid via CM/ECF and PACER, filers may pay by credit card, check, or money order. The Clerk's Office will document the receipt of fees not paid via Pay.gov on the docket with a text-only entry. The Court will not maintain billing or debit accounts for attorneys or law firms.

The Clerk's Office is unable to provide receipt of payment for fees paid through Pay.gov/PACER. Receipts are sent directly from those systems.

Any changes to these procedures will be announced on the Court's website and in the CM/ECF newsletter.

P. Emergency Filings

E-filers must file emergency pleadings directly in CM/ECF. The e-filer must also call the Clerk's Office at 206-370-8400 (Seattle) or 253-882-3800 (Tacoma) to advise the Court of the emergency nature of the filing. For more details on how to file emergency pleadings, review this [Court's Emergency Filings page](#), including the after-hours procedures.

V. PRIVACY AND CONFIDENTIALITY

A. Sealed Cases

Sealed cases must be filed in paper and all subsequent filings must be made in paper while the case is maintained under seal. Documents filed in paper must be signed as provided by [LCR 10\(e\)\(4\)](#) and [LCrR 62.5\(a\)](#). There is no electronic access to sealed cases other than by Court staff.

B. Sealed Documents

All parties seeking to file documents under seal must comply with the requirements in [LCR 5\(g\)](#) and [LCrR 49.1\(e\)](#).

Electronic access to sealed documents is restricted. If the filer adds docket text when filing a sealed document, that added text will become part of the public docket except when filed using the Ex Parte-Sealed Document or Ex Parte-Sealed Motion CM/ECF events.

Pro Se Filers:

For technical reasons, pro se filers cannot electronically file documents under seal.

If a pro se filer seeks to file documents under seal, they must comply with the provisions for filing sealed documents in paper form in [LCR 5\(g\)\(9\)](#).

C. Privacy Concerns

See [FRCP 5.2](#), [LCR 5.2\(a\)](#), and [LCrR 49.1](#). To address privacy concerns created by internet access to Court documents, filers should redact certain personal information appearing in pleadings and other papers, pursuant to the E-Government Act of 2002, Judicial Conference Privacy Policy, and [LCR 5.2\(a\)](#) and [LCrR 49.1](#).

VI. TECHNICAL FAILURES

A. On the Part of the Court

A party whose filing is untimely as the result of a technical failure of the Court's CM/ECF system may seek appropriate relief from the Court. See [LCRs](#) 6(a), 7, and [LCrR](#) 12.

If CM/ECF is unable to accept filings due to an unscheduled outage that lasts for more than two hours, the Court will make this determination and announce as to whether the outage will constitute a technical failure on the part of the Court. Notice of regularly scheduled system outages will be posted on the Court's website. Users are responsible for monitoring the website to ensure awareness of regularly scheduled weekend downtime for maintenance and other scheduled outages.

Emergency Filing Procedures (Failure on the Part of the Court)

The email address referenced below may only be used by registered e-filers during the period in which CM/ECF has been declared by the Court as unavailable due to technical failure. Any documents sent to this email address outside of the expressly identified period will not be considered filed or received by the Court, and the Court has no obligation to retain such documents.

In the event of a declared CM/ECF technical failure, pleadings to be filed may be sent to filing@wawd.uscourts.gov. During the period of outage, any documents submitted to this email address will be docketed into the appropriate cases by Court staff when CM/ECF functionality has been restored. Documents will be docketed exactly as indicated on the document. NEFs will be sent out to parties upon docketing by Court staff.

Documents must meet all standard requirements for filing, including but not limited to:

- Documents to be filed with the Clerk must be in flattened PDF or PDF/a format.
- Documents must be clearly titled, with appropriate case number.
- Documents must clearly indicate all parties as appropriate.
- Proposed orders may be sent to the judge as outlined previously in [Proposed Orders](#).
- All pleadings, written motions, and other filings shall be dated and signed as provided by [FRCP](#) 11, [LCRs](#) 10 and 11, and [LCrR](#) 62.5.

B. On the Part of the Filer

Problems on the part of the filer (such as telephone line problems, problems with the filer's Internet Service Provider, or hardware or software problems) will not constitute a technical failure under these procedures, nor do they excuse an untimely filing.

A filer who cannot file a document electronically because of a problem on the part of the filer should explore other ways of accessing and filing in CM/ECF. The filer's login and password will work on any computer that has internet access, e.g., at the library, home computer, or in commercial business service centers. Outside of the emergency filing procedures (failure on the part of the Court), non-case opening filings will not be accepted via email.

VII. PUBLIC ACCESS TO DOCKET INFORMATION

A. At the Court

Electronic access to the civil and criminal electronic dockets and documents not restricted for public viewing is available at no charge at the public access terminals in the Clerk's Office during regular business hours. A copy fee for an electronic or paper copy is authorized by 28 USC § 1914 and the Judicial Conference of the United States.

B. Through the Internet

Remote electronic access to civil and criminal dockets and documents not restricted for public viewing in CM/ECF is provided through the PACER system. Registration for PACER can be done through the [PACER website](#).

The U.S. Judicial Conference has determined that PACER user fees will be charged for remotely accessing documents and docket sheets. Non-judiciary CM/ECF users are charged a per-page fee to access electronic data through the PACER system. Review the [PACER website](#) for further details, including fee amounts.

See the PACER [Pricing page](#) for information on access and exemptions to fees.

Electronic service recipients who are participants in the case will receive a onetime free view and/or downloadable electronic copy of the document. If recipients remotely access the document again after using the onetime free view, they will be charged a fee as authorized by 28 USC § 1914 and the Judicial Conference of the United States.

There is an exception for transcripts, which have no free view and no maximum charge.

C. Social Security and Immigration Cases

Opinions, orders, judgments, and other dispositions issued by the Court in social security and immigration cases may be viewed remotely by anyone with a PACER account. All other documents are only accessible remotely by the parties and their attorneys, who are verified as case participants by the use of their electronic filing account.

However, all non-sealed documents in social security and immigration cases may be viewed on the public access terminals in the Clerk's Office.

D. Conventional and Certified Copies

Both conventional and certified copies of electronically filed documents may be obtained by contacting the Clerk's Office in person, via email, or via telephone. The fee for copying and certifying will be in accordance with 28 USC § 1914.