

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 or noted within the state court complaint or answer per [LCR 101\(b\)\(3\)](#).
- Trademark, Patent and/or Copyright Reports if filing this type of case.

Open your case:

- Create civil case via **Civil > Attorney Case Opening**.
- 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** with the exception of cases brought under the Telephone Consumer Protection Act, which must use **47:0227** as the cause of action.
 - Origin should be set to **2 (Removal from State Court)**.
- Enter all parties (see [Attorney's Guide to Opening a Notice of Removal 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.

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- 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, if they represent the non-removing party(ies).
 - Are appearing on the Notice of Removal, if they represent the removing party(ies).
 - Are admitted to practice in the Western District of Washington.
- Document case number generated by system.

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 any issues arise 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: The Notice of Electronic Filing is the confirmation of completion of 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 not previously filed at case opening.
 - Defendant's or defense counsel's verification.
- Corporate Disclosure Statement** (if applicable per [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)