

Request for Courtesy Notification of Electronic Filing (NEF)

Complete the Court's **mandatory form** titled **Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)** and select the first check box.

1. In CM/ECF select **Bankruptcy > Other > Request for Courtesy Notice of Electronic Filing (NEF)**
2. Once at the **Select the Party** screen, select "**Courtesy NEF**" from the list.
If "**Courtesy NEF**" is not listed as a party in the Select the Party box:
 - a. Click on **Add/Create New Party** to create a "**Courtesy NEF**" party. **DO NOT ADD YOUR NAME OR A CLIENT NAME AS A PARTY.** Courtesy NEF must be the interested party.
 - b. Enter **Courtesy NEF** in the **Last/Business Name** field and click **Search**.
 - c. Click on a **Courtesy NEF** party from the list of party search results and click on the **Select name from list** button. DO NOT create a new party.
 - d. At the **Party Information** screen, under **Role**, select **Interested Party**.
 - e. Do not enter any other information on the Party Information screen. Click **Submit**.
 - f. Once back at the **Select the Party** screen, select "**Courtesy NEF**" from the list and **Submit**.
3. Create the attorney/party association by clicking in the box next to the **Courtesy NEF** party to ensure you receive electronic notification of case activity.
4. Browse and upload the PDF document Request for Courtesy NEF form.
5. Review docket text for accuracy. Text should read as shown in Sample Text below. If the docket text does not include *...on behalf of Courtesy NEF ...* you will need to start over.
Sample Text: Request for Courtesy Notice of Electronic Filing. Filed by Iam Attorney **on behalf of Courtesy NEF**.
6. If docket text is correct, click **Submit** to continue.
7. Click **Submit** to complete the docketing transaction – this concludes your filing.

Note: If Courtesy NEF was not selected as the interested party, your docket entry will be stricken and you will not receive electronic notices.

Request to be Removed from Courtesy Notification of Electronic Filing (NEF)

Complete the Court's **mandatory form** titled **Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)** and select the appropriate check box (Request Removal).

1. IN CM/ECF select **Bankruptcy > Other > Request for Removal from Courtesy Notice of Electronic Filing (NEF)**
2. Once at the **Select the Party** screen, select "**Courtesy NEF**" from the list and **Submit**.
3. Browse and upload the PDF document.
4. Review docket text for accuracy and **Submit** to continue.
5. Click **Submit** to complete the docketing transaction – this concludes your filing.

If after filing a document, you realize that an error has been made, please immediately contact the ECF Help Desk.

For Seattle cases: ECFHelp_Seattle@wawb.uscourts.gov

For Tacoma cases: ECFHelp_Tacoma@wawb.uscourts.gov