

Important Reminders Regarding CM/ECF

Last Updated: March 21, 2024

1. Always read directive notes in red or blue when filing documents.
2. Always double check the case name and number to be certain you are filing the documents in the correct case.
3. Remember to date and type name /s/ name (i.e., John Doe/s/) on the signature line of all pleadings. Do not leave a blank line.
4. Always file the main pleading first (e.g., Motion).
5. When filing a document that refers to a previously filed document, the reference docket number must be selected so documents link properly, such as:
 - o Proposed Order (refer/link to Motion or main document only)
 - o Proof of Service (refer/link to everything that was sent to parties)
 - o Objection (refer/link to Motion only)
 - o Notice of Hearing (refer/link to Motion only)
 - o Statement of Case (refer/link to Motion only)
 - o Amended Schedules (refer/link to first schedules filed)
 - o See Linking Reference Guide for further guidance
6. Corrective Entry (refer/link to incorrect entry only)
7. When browsing for a document, always right click and open the document to verify that:
 - you are attaching the correct document to the entry
 - the pdf image contains the complete document
 - none of the pages are distorted or missing
 - the signature line includes the name/s/ and is dated
8. When filing attachments, remember to name the attachment. This is done in the Description field (i.e. Exhibit A, Memorandum of Law, Brief). Also remember to right click and open the document (see #7 above).
9. When amending documents, always include the reason for amending in the docket text.
10. Do not file adversary documents in bankruptcy cases. All adversary filings should include the adversary caption and adversary case number. When filing electronically, select the Adversary heading from the ECF menu.
11. The top 4" of the first page of the order should be left completely blank. An ///End of Order/// designation should be placed after the final line of text on the order. No date or signature line should be provided for the judge. Orders should be created with standard 11 or 12 pt font, double spaced, and contain line numbers in the left margin. [A sample order can be viewed here.](#)
12. The Statement of Social Security Number (Form 121) must accompany every petition. The statement must be filed separately using the Statement of Social Security Number event in the Other category, **Bankruptcy>Other>Social Security Number Statement – PDF viewable by court only**

13. If a document is filed electronically, do not mail the original document or a copy of the document to the court. Pursuant to [LBR 9013-1\(d\)\(4\)](#), you are no longer required to provide Chambers with copies of pleadings that are filed electronically, except when the pleading and supporting documents exceed 25 pages in length. In the event a Chambers copy is required, one copy is sufficient. Please refer to individual Judge's [Procedures page](#) for additional direction.
14. Judge/Trustee Assignment under Bankruptcy Events pertains to Chapter 7, 12 and 13 cases and must be done the same day as the case is entered. Go to **Bankruptcy>Judge/Trustee Assignment** – the Judge, Trustee and 341 meeting date and time will be automatically assigned to the case that was just opened
15. If unsure of a procedure, please contact the Clerk's office for assistance 206-370-5200 or 253-882-3900, email ECFHelp@wawb.uscourts.gov, or via live Chat on the court's website www.wawb.uscourts.gov