



ECF Star



Volume 1

Breaking News Right On Your Desktop!

August 2002



To the inaugural issue of the monthly [ECF Star](#). Each two-page newsletter will include breaking ECF news, and will feature several regular columns like "Did you Know?" and "Star Filers". In addition, we hope to serve as a host for useful tips or practices that some of you might be willing to share with your colleagues. After one full year on the ECF system, we are encouraged by the amount of participation, and we hope this newsletter will serve as a mechanism to make electronic filing an even better tool for everyone.

Mark Hatcher, Clerk of the Court

Are You Being Served?

When Do I Agree to E-Service?

As an ECF user, you agree to electronic service when you receive your password. You'll only receive service in cases to which you're a party. You won't receive notice in all cases in the ECF database.

Who Receives Notice?

BEFORE preparing and docketing your motion:

- Click on 'Query' in the blue ECF Main Menu Bar
- Enter Case number, RUN QUERY, and Click on 'Parties' hyperlink.

Any party with an e-mail address under their name will receive electronic notice.

Any party without an e-mail address under their name will not receive electronic notice.

How Do I Verify Notice Was Sent?

AFTER preparing and docketing your motion:
Click on 'Query' in the blue ECF Main Menu Bar
Enter Case number, RUN QUERY, and click on 'Docket Report' link
(continued on Page 2 under 'You Being Served?')

E-Signed Orders

Since going live on ECF the court has allowed attorneys to submit certain orders (Ex Parte and approved orders submitted after the response date or hearing date) as Received UNSIGNED Orders. Over the past few months several judges have begun signing these types of orders electronically by affixing their signature via software. Electronic signatures eliminate printing and scanning, resulting in more efficient docketing. As a result, signed orders get on the docket quicker. The process is quite simple but works only if orders are submitted properly via ECF. Please review the guidelines below to ensure that your orders are properly filed with the court.

Steps for Submitting Orders

1. Prepare order with word processing software (Word, WordPerfect, etc.)
2. Convert order to PDF format using printer options
3. Submit order via ECF as Received UNSIGNED Order

Please note: Orders cannot be electronically signed if they have been scanned.

1. Prepare order with word processing software

- Make sure to "type" your signature on the signature line of the order; example: /s/ John Smith)
- Do not sign the order with a pen and/or scan the order

(continued on Page 2 under E-signed Orders)

Stellar Performer!



Star Filers Marci Wilenzick, Kelley Johnson, Jennifer Aspaas and Brian Lynch

Stellar performance by the Bishop, Lynch & White firm for electronically filing over 700 transactions with the court for the month of July. How do they do it? Three trained support staff have permission to submit all pleadings for their attorneys. The good quality of their work has the court's heartfelt thanks!

Filing that Shines!

Getting a few too many calls from the ECF quality control people? Well, here's a couple ways to help silence that phone.

A few tips from our petition proofers:

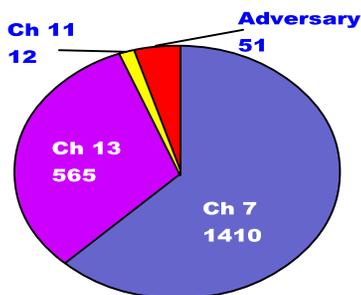
- DON'T USE ALL CAPS when typing your debtor's info into your petition software.
- DON'T use any punctuation (ie: commas or periods) when opening a case in ECF. These two items will greatly speed the case filing along
- Add "Jr" or "Sr" to the space provided on the party info screen, and any alias' or dba's by clicking the 'alias' button. Don't put this information on the same line as the Debtor's name

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Did You Know?



Step-by-Step guides for filing all types of documents are available online. From our home page www.wawb.uscourts.gov go to the red button marked 'Electronic Case Files' under the flying flag, choose 'training' on the green tool bar, then choose 'Electronic Case Filing Participants Guide'. An Adobe document will load which you may navigate with the scroll bar on the right, or you may use the subject index. Why not open two web browser windows and have the guide open while you file in ECF? Call the Help Desk between 7:30 a.m. and 5:00 p.m. M-F for assistance. Seattle (206)-553-7545 x696, Tacoma (253)-370-8937



July Electronic Filings

Nearly 2000 motions were filed electronically in the Month of July. 1,996 to be exact!

You Being Served? cont..

How Do I Verify Notice Was Sent? (cont...)

Click box beside "Include links to Notice of Electronic Filing and RUN REPORT

Click on the silver ball next to the desired entry

Click the circle beside "HTML Version" Receipt Type, and DISPLAY RECEIPT Notice of Electronic Filing will appear. This will indicate who received electronic notice, and who did not receive electronic notice.

Does ECF Guarantee Service?

"Undeliverable" e-mail messages bounce back to the court. Systems staff investigate the problem and call the recipient. **Remember to contact the court when your email address changes.**

Was the US Trustee Served?

The US Trustee receives e-notice of every document that's filed in ECF. But, a quirk in the system hides their name from view. It's a national problem.

Does ECF Serve a Panel Trustee?

The ch 7 or ch 13 trustee assigned to a case receives e-notice of every document filed electronically or docketed by court staff.

Who Receives Special Notice?

A list of parties who filed a Notice of Appearance or Request for Special Notice can be produced and printed. For instructions: <http://www2.wawb.uscourts.gov/ecfhome/index.html>

What if I No Longer Require Service?

When you no longer need to receive e-notice in a case, do one of the following:

1. Send e-mail to either:
ECFHelp_Seattle@wawb.uscourts.gov - Seattle Cases
ECFHelp_Tacoma@wawb.uscourts.gov - Tacoma Cases
State the case name, number, whom you represent, and request removal from the e-mail notification list.
2. Docket the event Request for No Future Notice found under Bankruptcy/Other.

Please do not hesitate to contact our ECF help line if we can "Serve" you!

Tacoma: 253-370-8937 - Seattle: 206-553-7545 Ext 696

E-Signed Orders, cont...

2. Convert order to PDF format using printer options

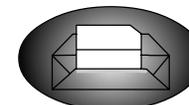
- Select the printer icon located on your word or wordPerfect toolbar
- Click the down arrow at the far right end of the "Current printer" field
- Select "Acrobat PDFWriter" from the drop down menu
- Click the "Print" button
- Select the appropriate folder where the PDF file will be saved (example: f:\docs\ECF\orders)
- Click the "Save" button – the document is now saved as a PDF file

3. Submit order via ECF as Received UNSIGNED Order

- Log on to ECF
- Select the "Bankruptcy" menu
- Select "Other"
- Enter the correct case number
- Scroll to the "Received Unsigned Order" event and select
- Select the party you're representing from the pick list (add the party if not listed) and remember to indicate role: "creditor" or "interested party"
- Select the "Browse" button, locate and attach your PDF order
- Link the order to the appropriate motion/application
- Modify the free text box to provide appropriate information
- Verify the final docket text prior to submitting entry

Coming Next Month!

- Managing Email
- Monthly Poll...



Email Your Comments