

**UNITED STATES BANKRUPTCY COURT FOR THE
EASTERN DISTRICT OF WASHINGTON**

**ADMINISTRATIVE PROCEDURES FOR FILING AND VERIFYING
DOCUMENTS BY ELECTRONIC MEANS**

I. REGISTRATION FOR THE ELECTRONIC CASE FILING (ECF) SYSTEM

A. PARTICIPANTS

Following training and registration, members of law firms, each standing and panel trustee, creditors and other parties shall be eligible to receive one or more passwords for the ECF System to permit participation in the electronic filing of pleadings and other documents in accordance with these administrative procedures.

B. REGISTRATION

1. Upon successful completion of training by the court or by possessing an ECF login and password with another federal court, a registration form shall be submitted by a party wishing to access the ECF system.
2. Completed registration forms shall be mailed or e-mailed to the court as designated on the registration form.
3. Each participant registering for the ECF system will receive e-mail notification with an assigned password.
4. Once registered, a participant may withdraw from participation in the ECF system by providing the clerk of court with written notice of such withdrawal. Upon receipt, the clerk of court will immediately cancel the participant's password and will delete the participant from any applicable electronic notification list.
5. The court reserves the right to revoke user identifications and passwords.

C. USER ACCOUNTS

1. Attorneys are responsible for updating their accounts to reflect current addresses, phone numbers, and e-mail addresses. Court notification is not required.
2. Users with limited filing privileges shall notify the court via e-mail of any changes to their contact information, including the e-mail address(es). The courts' e-mail address is ECFRegistration@waeb.uscourts.gov.
3. Upon notification that an attorney has been suspended from the practice of law, the ECF attorney account(s) will be disabled.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. DOCUMENT FORMAT

1. Documents must be in PDF (Portable Document Format).
2. Documents must be of 8.5" x 11.0" size whether scanned or converted from another format.
3. Scanned documents must be scanned at 300 ppi black and white and appear easily readable.
4. Font size should be kept reasonable with a maximum of 14 point.
5. All documents filed should be oriented right-side up so that they can be viewed without rotation.
6. The first page of each document should contain a proper caption that includes the case name and case number. A cover sheet should be added if necessary to achieve the proper caption and title of a document.
7. A corrected, amended or supplemental document should be filed as a complete document with proper caption and title.

B. TITLES

E-filing parties shall be responsible for designating the titles of documents using one of the options provided in the ECF system, i.e. motion, notice, etc.

C. LARGE DOCUMENTS

1. Documents filed electronically should not be more than 3.0 megabytes in size or 60 pages in length.
2. For security reasons, filings that take more than five minutes to transmit are prohibited.

D. FEES PAYABLE TO THE CLERK OF THE COURT

1. Bankruptcy filing fees are to be paid through the payment process within the CM/ECF system using a debit or credit card and are due on filing.
2. The payment process within the CM/ECF system permits payment of fees to be paid at time of actual filing or batch paid at the end of the day of filing; however, fees not paid by the end of the day of filing are delinquent.
3. A filing party who has delinquent fees may be "locked out" from further electronic filing, except for access to pay the delinquent fees.

E. NOTIFICATION OF CRITICAL FILING ERROR

A notice will be transmitted by the Notice of Electronic Filing (NEF) to the filing party indicating that a document electronically filed does not comply with the court's administrative and/or technical procedures. The notice will indicate what corrective actions may be taken by the filing party, however the court takes no further action on such items.

F. REDACTED DOCUMENTS

Electronically filed, un-redacted documents containing secret, confidential, scandalous or defamatory matter inadvertently or mistakenly filed not under seal should be brought to the attention of the Clerk.

G. NOTIFICATION OF ELECTRONIC FILING

Whenever a pleading or other document is filed electronically in accordance with these administrative procedures, the ECF system will automatically provide a Notice of Electronic Filing to the filing party. All other parties in the case who are ECF participants will receive a notification of electronic filing by electronic means either at the time of filing or on a daily basis, if requested.