



## ATTORNEY REGISTRATION FORM for the ELECTRONIC CASE FILING SYSTEM (CM/ECF)

**Last Name:**

**First Name:**

**Middle Name:**

**Attorney Bar # and State:**

**Email Address:**

**Phone:**

**Address:**

By submitting this registration form, the undersigned understands and agrees to the following:

1. The CM/ECF system is to be used for filing and reviewing electronic documents, docket sheets, and notices.
2. The PACER password, combined with your login, serves as your signature under Federal Rules of Civil Procedure 5(d)(3)(C) and 11. Therefore, you are responsible for protecting and securing this password against unauthorized use.
3. If you have any reason to suspect that your password has been compromised in any way, you are responsible for immediately notifying the court. Court staff will assess the risk and advise accordingly.
4. By signing this registration form, **you consent to receive notice electronically and waive your right to receive notice by personal service or first-class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(C), except with regard to service of a complaint and summons or sealed documents.** This provision does include electronic notice of the entry of an order or judgment.
5. You will continue to access court information via the Western District of Washington's website or through the Public Access to Court Electronic Records (PACER) system. A PACER login and password is required to electronically file. You can register for PACER access at their website: [pacer.uscourts.gov](http://pacer.uscourts.gov).
6. By completion of this registration form, the undersigned agrees to abide by the rules and regulations in the most recent General Order, the Electronic Filing Procedures developed by the Clerk's Office, and any changes or additions that may be made to such administrative procedures in the future.

**Signature (type "s/" and your name)**

**Date Signed**

**E-MAIL SUBMISSION:**

Print and scan this form, then send it as an attachment to an email to: [cmecfreq@wawd.uscourts.gov](mailto:cmecfreq@wawd.uscourts.gov).

For assistance with this form, call ECF Support at 206-370-8440, option 2 or 866-323-9293, option 2.