

**United States District Court
WESTERN DISTRICT OF WASHINGTON
Office of the Clerk**

WILLIAM M. McCOOL
DISTRICT COURT EXECUTIVE

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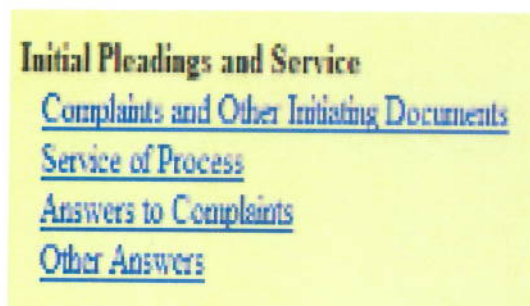
June 29, 2011

NOTICE RE: FILING OF DECLARATIONS/AFFIDAVITS OF SERVICE IN PAPER FORM

As of August 1, 2011, the Clerk's Office will no longer accept declarations/affidavits of service for filing in paper form unless they are filed by a pro se litigant who is not registered for electronic filing.

This means that attorneys and registered pro se filers must file declarations/affidavits of service electronically rather than having a messenger or process server paper file the proof of service for them.

The proof of service filing events in CM/ECF are found in the **Service of Process** category under **Initial Pleadings and Service**.



If you have any questions regarding the electronic filing of proofs of service, please contact the ECF Support Team at 206.370.8440 or 866.323.9293.