



United States District Court Eastern District of Washington

ATTORNEY NEWSLETTER

Tips for effective practice in the Eastern District

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YOUR DAY IN COURT - *Strengthening Courtroom Decorum and Practices*

Loud and Clear

Courtroom audio systems throughout the Eastern District are dependent upon proper use of microphones to capture an accurate record of court proceedings. To ensure that your day in court is properly recorded, we offer the following tips for proper microphone use:

- ***Position Yourself*** - You should stand or sit before the microphone so that the screen/grill covering the microphone element is 1.5 - 2 feet in front of your mouth. The audio controls for the recording systems in each of our courtrooms are at a slightly different setting to accommodate the unique acoustics of the room. Take some time prior to your hearing to test the audio of the microphones to be used to determine your best possible positioning.
- ***Position the Microphone*** - Each of the "goose neck" microphones in our courtrooms are adjustable. Prior to your court hearing, and prior to each time you speak, adjust the microphone so that the screen/grill covering the microphone element is pointing directly at your mouth.
- ***Speak Clearly*** - Given you are 1.5 - 2 feet away from the microphone, adjust the volume of your voice to ensure that all that is spoken is picked up by the microphone. Also remember, when you turn your head or move your body, the projection of your voice is no longer aligned with recording direction of the microphone. The greatest number of dropped recordings is attributable to the simple turn of the head.

Lasting Courtrooms

Furniture, carpeting and wall covering installations are intended to last a minimum of 10 years. We would greatly appreciate everyone's assistance in ensuring that lifespan by taking care of the courtrooms. If we all do our best to prevent scratching of wood, spills, etc. we can continue to enjoy our courtrooms for years to come.

Left Behind

Please be conscious of any items (such as paperclips, pens, etc.) left on council tables. These items have the potential of becoming a safety concern in the courtrooms. As out in nature...pack out what you pack in.

FREQUENT FILER - *Tips for Success with Electronic Filing*

Privacy

Most documents filed are now available online. To address privacy concerns created by Internet access to court documents, filers should redact certain personal information from electronic filings, pursuant to the E-Government Act of 2002 and Judicial Conference Privacy Policy. It is important to remember that it is the filer's responsibility to redact personal identifiers from documents prior to filing. Please review Fed. R. Civ. P. 5.2 and Fed. R.Crim.P. 49.1

ECF Login and Password

When filing a document, you must use the ECF login and password for the attorney who signs the document. Even if attorneys are in the same law firm and/or attorneys of record in the case, the attorney whose login and password are used must sign the document.

DID YOU KNOW?

Number of Naturalizations in the Eastern District

So far in 2018, 880 new citizens have been naturalized in the Eastern District of Washington. In calendar year 2017, the Court naturalized 1,292 new citizens.

Questions: Contact the ECF Help Desk at 1-866-236-5100

