

# CIVIL EX PARTE DOCUMENT FILING INSTRUCTIONS

Select Ex Parte Documents.

The screenshot shows the ECF website's 'Civil Events' page. The navigation bar at the top includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Under 'Civil Events', there are three main sections: 'Initial Pleadings and Service', 'Motions and Related Filings', and 'Other Filings'. The 'Sealed and Ex Parte Filings' section is highlighted, and a red arrow points to the 'Ex Parte Documents' link within it.

Select Sealed Ex Parte Document. Select Next.

The screenshot shows the 'Ex Parte Documents' selection screen. It features a search bar with the placeholder text 'Start typing to find another event.' Below the search bar, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' column lists 'Ex Parte Document' and 'Ex Parte Motion', with 'Ex Parte Document' selected. The 'Selected Events' column lists 'Ex Parte Document'. At the bottom, there are 'Next' and 'Clear' buttons.

Add your case number and select Find This Case. Select Next.

The screenshot shows the 'Find This Case' screen. It features a search bar with the placeholder text 'Start typing to find another event.' Below the search bar, there is a 'Civil Case Number' field with the text '15-1' entered. To the right of the field is a 'Find This Case' button. At the bottom, there are 'Next' and 'Clear' buttons.

The parties that you represent are available for selection. All others are greyed out. Select the filing party. If you need to select multiple names, hold down the CTRL key while selecting. After proper selection, select Next.

Add the pdf file of the document for the main document. Add the pdf files and properly describe each attachment. When finished uploading, select Next.

If your document links to another document in the case, check the box and select Next. If your document does not link to another document in the case, select Next to bypass this screen.

or

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Ex Parte Documents**

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

If you are not linking to another document in the case, skip this step.

Select the document to which your document relates and select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Ex Parte Documents**

Select the appropriate event(s) to which your event relates:

01/07/2015 [1](#) COMPLAINT against Daily Planet News Agency, Clark Kent(individually), Clark Kent(in his official capacity), Jimmy Olsen(individually), Jimmy Olsen(in his official capacity as photographer), Perry White(in his official capacity as editor-in-chief), Perry White(individually) filed by Lois Lane.(kw)

01/08/2015 [2](#) ENTRY of Appearance by attorney1 on behalf of Lois Lane (attorney1, )

01/08/2015 [3](#) MOTION for Summary Judgment by Lois Lane (Attachments: # [1](#) Exhibit 1 - Photo of Plaintiff, # [2](#) Exhibit 2 - Contract)(attorney1, )

02/10/2015 [4](#) ENTRY of Appearance by attorney1 on behalf of Lois Lane (attorney1, )

02/10/2015 [5](#) ENTRY of Appearance by attorney2 on behalf of Clark Kent(individually) (attorney2, )

02/10/2015 [6](#) UNOPPOSED MOTION for Extension of Time to File Response/Reply as to [3](#) MOTION for Summary Judgment 2iyttqoufyogewufbq oiuefoqiuf by Clark Kent (individually) (Attachments: # [1](#) Exhibit 1-Affidavit of Kellie)(attorney2, )

Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Ex Parte Documents**

You will not be able to modify any text. Your attachment descriptions will not show on the docket sheet. Select Next to file the document.

**EECF** Civil Criminal Query Reports Utilities Search Logout

**Ex Parte Documents**

Docket Text: Final Text  
**EX PARTE DOCUMENT by Lois Lane (attorney1, )**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

Source Document Path (for confirmation only):  
C:\fakepath\ex parte document.pdf pages: 1

Next Clear

Notice will not be sent to any case participant, including the filer.

**EECF** Civil Criminal Query Reports Utilities Search Logout

**Ex Parte Documents**

**U.S. District Court**  
**Western District of Oklahoma[TEST]**

**Notice of Electronic Filing**

The following transaction was entered by attorney1, on 4/14/2015 at 9:18 AM CDT and filed on 4/14/2015

Case Name: Lane v. Daily Planet News Agency et al  
Case Number: [5:15-cv-00001-C](#)  
Filer: Lois Lane  
Document Number: [48](#)

Docket Text:  
**EX PARTE DOCUMENT by Lois Lane (attorney1, )**

**5:15-cv-00001-C No electronic notice will be sent.**

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP dcecfStamp\_ID=1041971380 [Date=4/14/2015] [FileNumber=78915-0]  
[95cd705022bf32806fd24f39622dab4aed3d74fb27e8013e47d8f65670969e5dd3b8  
c3f86b6488e2ac6326b984edfea7f6eb42594fa3015b41e87775b58634c]]