

CIVIL EX PARTE MOTION 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 the 'Civil Events' heading, there are three main categories: 'Initial Pleadings and Service', 'Motions and Related Filings', and 'Other Filings'. The 'Sealed and Ex Parte Filings' category is expanded, showing links for 'Sealed Documents', 'Ex Parte Documents' (which is highlighted with a red arrow), and 'Sealed Proposed Orders'. Other links include 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', 'Other Answers', 'Motions', 'Responses and Replies', 'ADR Documents', 'Notices', 'Trial Documents', 'Appeal Documents', 'Bankruptcy Documents', 'Other Documents', and 'Social Security / ERISA Filings'.

Select Ex Parte Motion. Select Next.

The screenshot shows the 'Ex Parte Documents' selection screen. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is 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 contains 'Ex Parte Document' and 'Ex Parte Motion' (which is highlighted in blue). The 'Selected Events' column contains 'Ex Parte Motion'. At the bottom of the screen, 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. The navigation bar is the same as in the previous screenshots. Below the navigation bar, there is a section titled 'Civil Case Number'. It contains a text input field with the value '15-1' and a 'Find This Case' button. At the bottom of the screen, 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 motion for the main document. Add the pdf files and properly describe each attachment. When finished uploading, select Next.

Select Next.

The screenshot shows the top navigation bar of the ECF system with tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text 'Ex Parte Documents' is displayed. At the bottom of the interface, there are two buttons: 'Next' and 'Clear'.

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.

This screenshot shows the document entry screen. The top navigation bar is identical to the previous screenshot. The main content area displays 'Docket Text: Final Text' followed by the document title 'Ex Parte Motion by Lois Lane (Attachments: # (1) Exhibit 1 - Letters)(attorney1,)'. A red warning message states: '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?'. Below the warning, the 'Source Document Path (for confirmation only):' is listed with two entries: 'C:\fakepath\Ex Parte Motion.pdf pages: 1' and 'C:\fakepath\Exhibit1.pdf pages: 1'. At the bottom, the 'Next' and 'Clear' buttons are visible.

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

This screenshot displays a 'Notice of Electronic Filing' within the ECF system. The top navigation bar remains the same. The main content area is titled 'U.S. District Court Western District of Oklahoma[TEST]'. The notice text reads: 'The following transaction was entered by attorney1, on 4/14/2015 at 9:31 AM CDT and filed on 4/14/2015'. It lists the following details: 'Case Name: Lane v. Daily Planet News Agency et al', 'Case Number: 5:15-cv-00001-C', 'Filer: Lois Lane', and 'Document Number: 49'. The 'Docket Text:' section shows 'Ex Parte Motion by Lois Lane (Attachments: # (1) Exhibit 1 - Letters)(attorney1,)'. A red message states: '5:15-cv-00001-C No electronic notice will be sent.'. Below this, it says 'The following document(s) are associated with this transaction:'. Two document entries are listed: 'Document description: Main Document' and 'Document description: Exhibit 1 - Letters', each with its original filename and a detailed electronic document stamp including STAMP ID, date, and file number.