

CIVIL SEALED DOCUMENT FILING INSTRUCTIONS

Select Sealed Documents.

The screenshot shows the ECF system home page with a blue navigation bar containing the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page is titled "Civil Events" and lists several categories of filings:

- Initial Pleadings and Service**
 - [Complaints and Other Initiating Documents](#)
 - [Service of Process](#)
 - [Answers to Complaints](#)
 - [Other Answers](#)
- Sealed and Ex Parte Filings**
 - [Sealed Documents](#) ← (indicated by a red arrow)
 - [Ex Parte Documents](#)
 - [Sealed Proposed Orders](#)
- Motions and Related Filings**
 - [Motions](#)
 - [Responses and Replies](#)
 - [Proposed Orders](#)
- Other Filings**
 - [ADR Documents](#)
- Other Filings**
 - [Notices](#)
 - [Trial Documents](#)
 - [Bankruptcy Documents](#)
 - [Other Documents](#)
 - [Appeal Documents](#)
 - [Social Security / ERISA Filings](#)

Select Sealed Document. Select Next.

The screenshot shows the "Sealed Documents" selection screen. It features a search bar at the top and two main sections:

- Available Events (click to select an event)**: A list of document types including "Sealed Document", "Sealed Ex Parte Document", "Sealed Ex Parte Motion", "Sealed Exhibit", "Sealed Motion", "Sealed Reply", and "Sealed Response". The "Sealed Document" option is highlighted in blue.
- Selected Event**: A text box containing the text "Sealed Document".

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 "Sealed Documents" search screen. It features a search bar at the top and a main section for searching by case number:

- Civil Case Number**: A text box containing the text "15-1" and a "Find This Case" button.

At the bottom of the screen, there are "Next" and "Clear" buttons.

Is this the correct case name? If so, select Next. If not, stop your filing and determine the correct case number.



ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents

[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

Next Clear

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.



ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents

[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

Note:

1) **DO NOT** select New Filer unless this filing supports party additions.

2) If necessary, please double click the party name to determine its designation.

Pick Filer

[Collapse All](#) [Expand All](#)

- DC Comics gar
- Daily Planet News Agency dft
- Clark Kent dft
- Clark Kent dft
- Lois Lane pla
- Jimmy Olsen dft
- Jimmy Olsen dft
- Perry White dft
- Perry White dft

Select the filer.

Select the Party:

- DC Comics [gar]
- Daily Planet News Agency [dft]
- Kent, Clark [dft]
- Kent, Clark [dft]
- Lane, Lois [pla]
- Olsen, Jimmy [dft]
- Olsen, Jimmy [dft]
- White, Perry [dft]

Next Clear New Filer

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.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents
[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

Select the pdf document and any attachments.

Main Document
H:\Fake Filing Documents\sealed docume

Attach your main document

You must enter an exhibit number and description for all attachments.
If you select "Exhibit" from the Category, do not retype the word "Exhibit" in the Description field.
Example: Category = Exhibit Description = 1 - Photo of scene

Attachments	Category	Description
1. H:\Fake Filing Documents\Exhibit1.pdf <input type="button" value="Browse..."/>	Exhibit	1 - Employment Agreeeme <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

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.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents
[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

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

Filed to

Documents to

OR

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents
[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

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 exhibit relates and select Next.

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Sealed Documents
[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

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,)

Select Next.

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Attorney Sealed Documents (in public cases)
[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

You will not be able to modify any text. Your attachment descriptions will not show in the docket text. Select Next.

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Sealed Documents
[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

Docket Text: Final Text
SEALED DOCUMENT by Lois Lane Re: [1] Complaint, (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\sealed document.pdf pages: 1
C:\fakepath\Exhibit1.pdf pages: 1

The Notice of Electronic Filing will be sent to each active participant. Each will be able to open the document from the email link.

ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)

Sealed Documents
[5:15-cv-00001-C Lane v. Daily Planet News Agency et al](#)

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

Notice of Electronic Filing

The following transaction was entered by attorney1, on 4/17/2015 at 1:35 PM CDT and filed on 4/17/2015

Case Name: Lane v. Daily Planet News Agency et al
Case Number: [5:15-cv-00001-C](#)
File: Lois Lane
Document Number: [55](#)

Docket Text:
[SEALED DOCUMENT by Lois Lane Re: \[1\] Complaint, \(attorney1, \)](#)

5:15-cv-00001-C Notice has been electronically mailed to:

attorney1 karen_worth@okwd.uscourts.gov
attorney2 carrie_sims@okwd.uscourts.gov
attorney3 ehteshamul_haque@okwd.uscourts.gov