

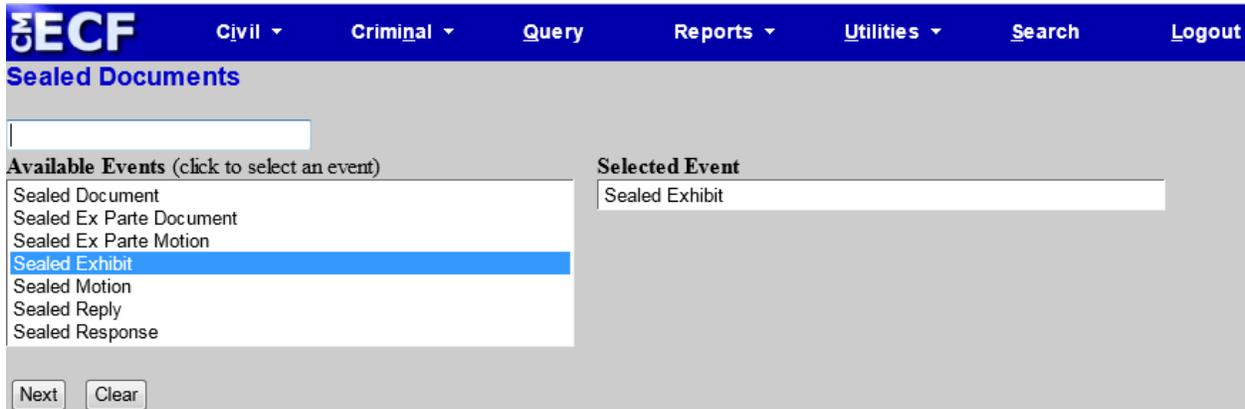
CIVIL SEALED EXHIBIT FILING INSTRUCTIONS

Select Sealed Documents.



The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a grey header area with the text 'Civil Events'. The main content area is divided into several sections: 'Initial Pleadings and Service' with links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'; 'Motions and Related Filings' with links for 'Motions', 'Responses and Replies', and 'Proposed Orders'; 'Other Filings' with a link for 'ADR Documents'; and another 'Other Filings' section with links for 'Notices', 'Trial Documents', 'Bankruptcy Documents', 'Other Documents', 'Appeal Documents', and 'Social Security / ERISA Filings'. To the right of these sections is a 'Sealed and Ex Parte Filings' section with links for 'Sealed Documents', 'Ex Parte Documents', and 'Sealed Proposed Orders'. A red arrow points to the 'Sealed Documents' link.

Select Sealed Exhibit. Select Next.



The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a grey header area with the text 'Sealed Documents'. The main content area has a search bar at the top. Below the search bar is a section titled 'Available Events (click to select an event)' with a list of options: 'Sealed Document', 'Sealed Ex Parte Document', 'Sealed Ex Parte Motion', 'Sealed Exhibit' (highlighted in blue), 'Sealed Motion', 'Sealed Reply', and 'Sealed Response'. To the right of this list is a 'Selected Event' section with a text box containing 'Sealed Exhibit'. At the bottom of the page are two buttons: 'Next' and 'Clear'.

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



The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a grey header area with the text 'Sealed Documents'. The main content area has a section titled 'Civil Case Number' with a text box containing '15-1' and a button labeled 'Find This Case'. At the bottom of the page are two buttons: 'Next' and 'Clear'.

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



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 exhibit 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 docum€

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\Exhibit3.pdf <input type="button" value="Browse..."/> | Exhibit | 3 - Sealed School Record: <input type="button" value="Remove"/> |
| 2. <input type="text"/> | <input type="text"/> | <input type="text"/> |

If your exhibit links to another document in the case, check the box and select Next.
If your exhibit 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?

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?

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.

ECF Civil Criminal Query Reports Utilities Search Logout

- 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 *2iyttqoufyoqewufbq oiuefoqiuf* by Clark Kent (individually) (Attachments: # [1](#) Exhibit 1-Affidavit of Kellie)(attorney2,)
- 02/10/2015 [7](#) UNOPPOSED MOTION for Extension of Time to Complete Discovery by Lois Lane (Attachments: # [1](#) Exhibit 1 - Affidavit of Smith)(attorney1,)
- 02/10/2015 [8](#) MOTION for Summary Judgment by Lois Lane (Attachments: # [1](#) Exhibit 1- Original Contract, # [2](#) Exhibit 2-Affidavit of Jones, # [3](#) Exhibit 3-Photo of Scene) (attorney1,)
- 02/10/2015 [9](#) MOTION for Summary Judgment by Clark Kent(individually) (Attachments: # [1](#) Exhibit 1-Kellie Affidavit, # [2](#) Exhibit 2-Cameron affidavit, # [3](#) Exhibit 3-Cali Affidavit)(attorney2,)
- 02/10/2015 [10](#) RESPONSE to Motion re [9](#) MOTION for Summary Judgment filed by Lois Lane. (attorney1,)

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](#)

You will not be able to modify any text. Your attachment descriptions will not show in the docket text. 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](#)

Docket Text: Final Text
SEALED EXHIBIT by Plaintiff Lois Lane Re: [10] Response to Motion (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\Exhibit3.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 4/16/2015 at 5:40 PM CDT and filed on 4/16/2015

Case Name: Lane v. Daily Planet News Agency et al
Case Number: [5:15-cv-00001-C](#)
File: Lois Lane
Document Number: [53](#)

Docket Text:
[SEALED EXHIBIT by Plaintiff Lois Lane Re: \[10\] Response to Motion \(attorney1, \)](#)

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