

CIVIL SEALED EX PARTE DOCUMENT FILING INSTRUCTIONS

Select Sealed Documents.

The screenshot shows the ECF system 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 the 'Civil Events' section. It contains several categories of filings: 'Initial Pleadings and Service' (with links for Complaints, 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). The 'Sealed and Ex Parte Filings' category is highlighted, and a red arrow points to the 'Sealed Documents' link within it.

Select Sealed Ex Parte Document. Select Next.

The screenshot shows the 'Sealed Documents' selection screen. It features a search input field at the top. Below it are two columns: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' list includes: Sealed Document, Sealed Ex Parte Document (highlighted in blue), Sealed Ex Parte Motion, Sealed Exhibit, Sealed Motion, Sealed Reply, and Sealed Response. The 'Selected Event' field contains 'Sealed 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 'Sealed Documents' search screen. It features a search input field labeled 'Civil Case Number' containing the text '15-1'. To the right of the input field is a button labeled 'Find This Case'. Below the search area, 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.



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.

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 Ex Par

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. <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.

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

Filed to

Documents to

OR

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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.

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

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Docket Text: Final Text
SEALED Ex Parte 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 Ex Parte Document.pdf pages: 1

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

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[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 1:56 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: [57](#)

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

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