

CIVIL SEALED EX PARTE MOTION 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 three 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' and 'Responses and Replies'; and 'Other Filings' with links for 'ADR Documents', 'Notices', 'Trial Documents', 'Appeal Documents', 'Bankruptcy Documents', 'Other Documents', and 'Social Security / ERISA Filings'. A fourth section, 'Sealed and Ex Parte Filings', is highlighted and contains three links: 'Sealed Documents', 'Ex Parte Documents', and 'Sealed Proposed Orders'. A red arrow points to the 'Sealed Documents' link.

Select Sealed Ex Parte Motion. Select Next.

The screenshot shows the 'Sealed Documents' page on the ECF website. It features the same blue navigation bar as the previous screenshot. Below the navigation bar is a grey header area with the text 'Sealed Documents'. There is a search input field at the top. The main content area is divided into two columns. The left column is titled 'Available Events (click to select an event)' and contains a list of event types: Sealed Document, Sealed Ex Parte Document, Sealed Ex Parte Motion (highlighted in blue), Sealed Exhibit, Sealed Motion, Sealed Reply, and Sealed Response. The right column is titled 'Selected Event' and contains a text input field with the value 'Sealed Ex Parte Motion'. At the bottom of the page are two buttons: 'Next' and 'Clear'.

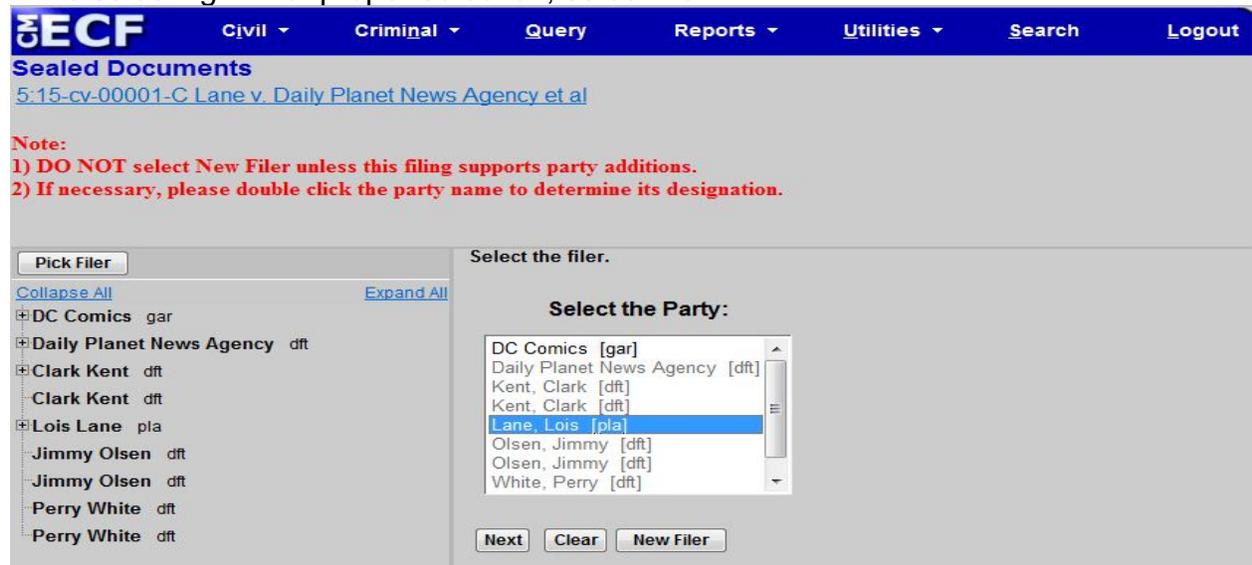
Add your case number and select Find This Case. Select Next.

The screenshot shows the 'Find This Case' search page on the ECF website. It features the same blue navigation bar. Below the navigation bar is a grey header area with the text 'Sealed Documents'. The main content area contains a search form with the label 'Civil Case Number'. The input field contains the text '15-1' and is highlighted with a yellow border. To the right of the input field is 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.



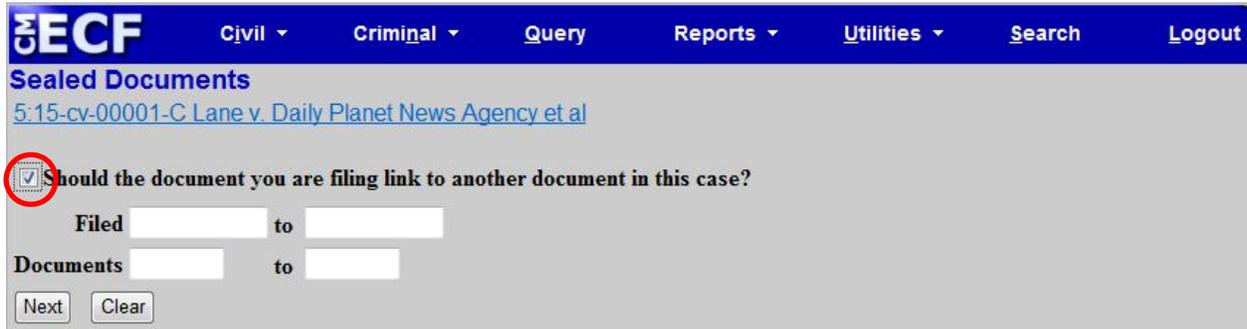
The parties that you represent are available for selection. All others are greyed out. Select the filing party. If you need to select multiple names, hold down the CTRL key while selecting. After proper selection, select Next.



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



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



The screenshot shows the ECF interface for case 5:15-cv-00001-C Lane v. Daily Planet News Agency et al. The page title is "Sealed Documents". Below the title is a question: "Should the document you are filing link to another document in this case?". The checkbox next to this question is checked and circled in red. Below the question are two input fields: "Filed" and "Documents", each followed by a text box and the word "to" and another text box. At the bottom are two buttons: "Next" and "Clear".

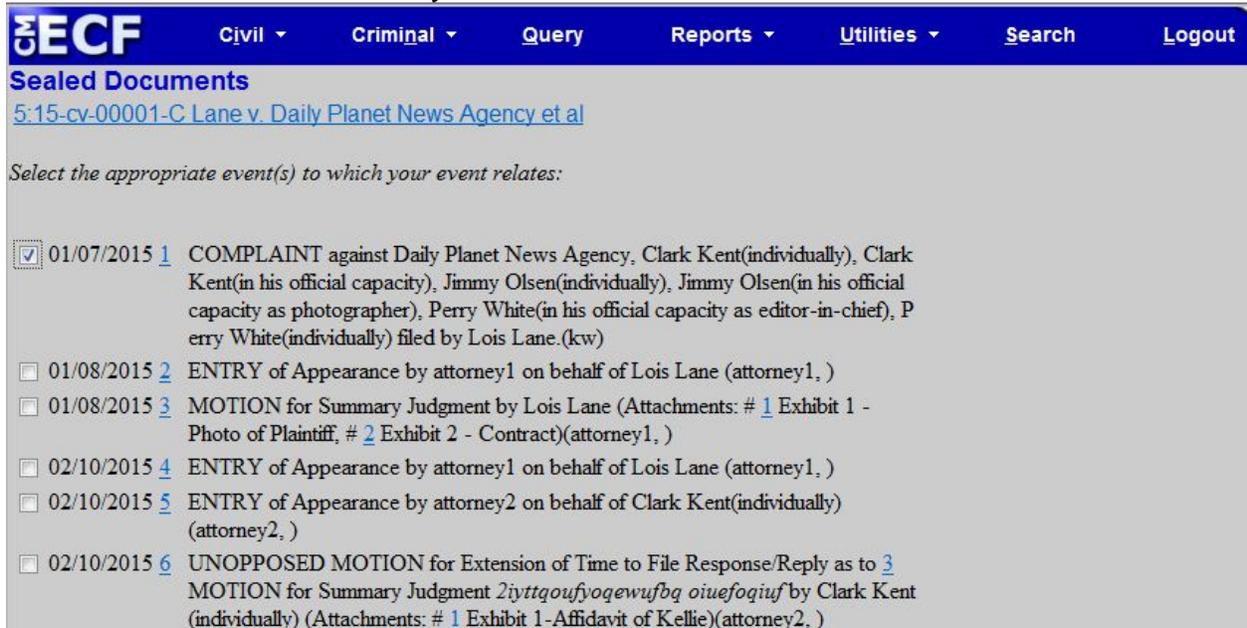
OR



The screenshot shows the same ECF interface as above, but the checkbox next to the question "Should the document you are filing link to another document in this case?" is unchecked and circled in red. The "Next" button is also circled in red.

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

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



The screenshot shows the ECF interface for case 5:15-cv-00001-C Lane v. Daily Planet News Agency et al. The page title is "Sealed Documents". Below the title is a question: "Should the document you are filing link to another document in this case?". The checkbox next to this question is unchecked. Below the question is a list of events with checkboxes and links. The first event is selected and circled in red. The events are:

- 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

Sealed Documents
5:15-cv-00001-C Lane v. Daily Planet News Agency et al

Next Clear

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.



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 EX PARTE MOTION 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 Motion.pdf pages: 1

Next Clear

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



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 4/14/2015 at 9:00 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: [47](#)

Docket Text:
SEALED EX PARTE MOTION by Lois Lane Re: [1] Complaint, (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=78909-0]
[4dbc7a3f9f8d947893940807b218daf6160c182413ad6d53836891d173a60ec58f953507edff1772f5236e800286621c4a9396b9e5570ff8504dc4f4901ac1e2]]