

CIVIL SEALED MOTION FILING INSTRUCTIONS

Select Sealed Documents.

The screenshot shows the ECF website interface. At the top is a 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 links: 'Initial Pleadings and Service' (Complaints and Other Initiating Documents, Service of Process, Answers to Complaints, Other Answers), 'Motions and Related Filings' (Motions, Responses and Replies, Proposed Orders), 'Other Filings' (ADR Documents), and another 'Other Filings' section (Notices, Trial Documents, Bankruptcy Documents, Other Documents, Appeal Documents, 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 Motion.

The screenshot shows the 'Sealed Documents' page on the ECF website. It features a search bar at the top and a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the 'Sealed Documents' section. It contains a search bar and two columns: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' column lists: Sealed Document, Sealed Ex Parte Document, Sealed Ex Parte Motion, Sealed Exhibit, Sealed Motion (highlighted in blue), Sealed Reply, and Sealed Response. The 'Selected Event' column shows 'Sealed Motion'. At the bottom of the page are 'Next' and 'Clear' buttons.

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

The screenshot shows the 'Sealed Documents' page on the ECF website. It features a search bar at the top and a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the 'Sealed Documents' section. It contains a search bar and a 'Civil Case Number' field. The 'Civil Case Number' field has '15-1' entered, and the 'Find This Case' button is highlighted. At the bottom of the page 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 screenshot shows the ECF interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is 'Sealed Documents' and the case name is '5:15-cv-00001-C Lane v. Daily Planet News Agency et al'. At the bottom of the page, there are two buttons: 'Next' and '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.

This screenshot shows the 'Select the filer.' section of the ECF interface. On the left, there is a list of parties with expand/collapse icons and their designations: 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], and Perry White [dft]. On the right, there is a 'Select the Party:' dropdown menu with 'Lane, Lois [pla]' selected. Below the dropdown are 'Next', 'Clear', and 'New Filer' buttons. A note in red text reads: '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.'

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.

This screenshot shows the 'Select the pdf document and any attachments.' section. Under 'Main Document', there is a text field containing 'H:\Fake Filing Documents\Motion.pdf' and a 'Browse...' button. Below this is the 'Attach your main document' section, which includes a blue instruction: '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'. There is a table with three columns: 'Attachments', 'Category', and 'Description'. The first row shows '1. H:\Fake Filing Documents\Exhibit1.pdf', 'Exhibit', and '1 - Email Dated 1/3/15'. The second row shows '2. H:\Fake Filing Documents\Exhibit2.pdf', 'Exhibit', and '2 - Ingredients List'. The third row is empty. At the bottom are 'Next' and 'Clear' buttons.

Attachments	Category	Description
1. H:\Fake Filing Documents\Exhibit1.pdf	Exhibit	1 - Email Dated 1/3/15
2. H:\Fake Filing Documents\Exhibit2.pdf	Exhibit	2 - Ingredients List
3.		

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". A question is displayed: "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 rows of input fields: "Filed" and "Documents", each followed by a text box and the word "to" and another text box. At the bottom of this section are two buttons: "Next" and "Clear".

OR

This screenshot is identical to the one above, showing the same ECF interface. However, the checkbox for the question "Should the document you are filing link to another document in this case?" is unchecked. The "Next" button at the bottom left is 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 the same case. The page title is "Sealed Documents". Below the case name, there is a prompt: "Select the appropriate event(s) to which your event relates:". A list of events is displayed, each with a checkbox, a date, a link number, and a description. The first event is selected, with its checkbox 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.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is 'Sealed Documents' and the case name is '5:15-cv-00001-C Lane v. Daily Planet News Agency et al'. At the bottom of the page, there are two buttons: 'Next' and '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.

This screenshot shows the ECF interface with the same header as the previous one. The page title is 'Sealed Documents' and the case name is '5:15-cv-00001-C Lane v. Daily Planet News Agency et al'. Below the case name, the docket text is 'Final Text' and 'SEALED MOTION by Lois Lane Re: [1] Complaint, (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 is listed: 'Source Document Path (for confirmation only): C:\fakepath\Motion.pdf pages: 1, C:\fakepath\Exhibit1.pdf pages: 1, C:\fakepath\Exhibit2.pdf pages: 1'. At the bottom, there are 'Next' and 'Clear' buttons.

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

This screenshot shows the ECF interface with the same header. The page title is 'Sealed Documents' and the case name is '5:15-cv-00001-C Lane v. Daily Planet News Agency et al'. Below the case name, the court is identified as 'U.S. District Court Western District of Oklahoma[TEST]'. The section is titled 'Notice of Electronic Filing' and contains the following text: 'The following transaction was entered by attorney1, on 4/15/2015 at 11:41 AM CDT and filed on 4/15/2015'. Below this, the case details are listed: 'Case Name: Lane v. Daily Planet News Agency et al', 'Case Number: 5:15-cv-00001-C', 'Filer: Lois Lane', and 'Document Number: 50'. The docket text is 'SEALED MOTION by Lois Lane Re: [1] Complaint, (attorney1,)'. At the bottom, it states '5:15-cv-00001-C Notice has been electronically mailed to:' followed by a list of email addresses: 'attorney1 karen_worth@okwd.uscourts.gov', 'attorney2 carrie_sims@okwd.uscourts.gov', and 'attorney3 ehteshamul_haque@okwd.uscourts.gov'.