

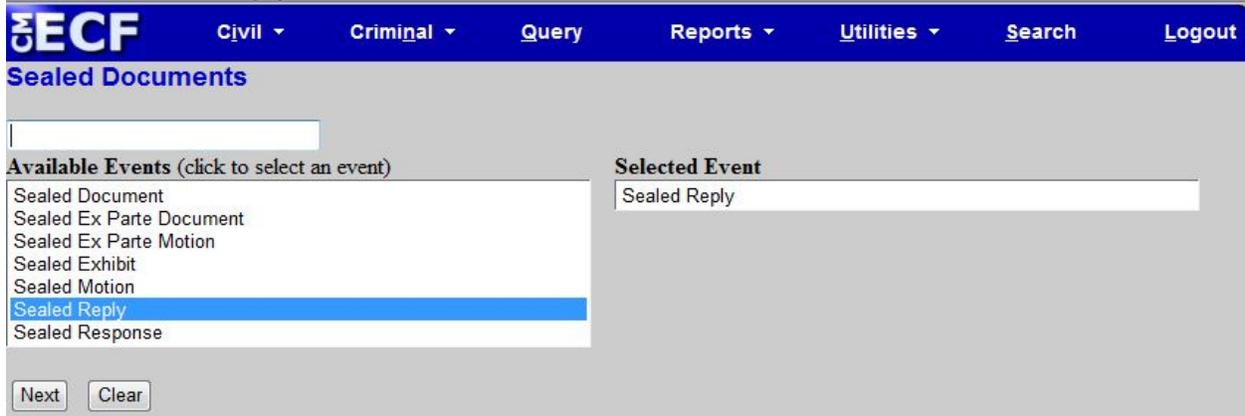
CIVIL SEALED REPLY FILING INSTRUCTIONS

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 the 'Civil Events' section. It is divided into three columns of links. The first column is 'Initial Pleadings and Service' with links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'. The second column is 'Sealed and Ex Parte Filings' with links for 'Sealed Documents', 'Ex Parte Documents', and 'Sealed Proposed Orders'. A red arrow points to the 'Sealed Documents' link. The third column is 'Motions and Related Filings' with links for 'Motions' and 'Responses and Replies'. Below that is 'Other Filings' with links for 'ADR Documents', 'Notices', 'Trial Documents', 'Appeal Documents', 'Bankruptcy Documents', 'Other Documents', and 'Social Security / ERISA Filings'.

Select Sealed Reply. Select Next.



The screenshot shows the 'Sealed Documents' page on the ECF website. It features a search bar at the top. Below it, there are two main sections: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' section contains a list of document types: Sealed Document, Sealed Ex Parte Document, Sealed Ex Parte Motion, Sealed Exhibit, Sealed Motion, Sealed Reply (highlighted in blue), and Sealed Response. The 'Selected Event' section has a dropdown menu with 'Sealed Reply' selected. At the bottom of the page, there are 'Next' and 'Clear' buttons.

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

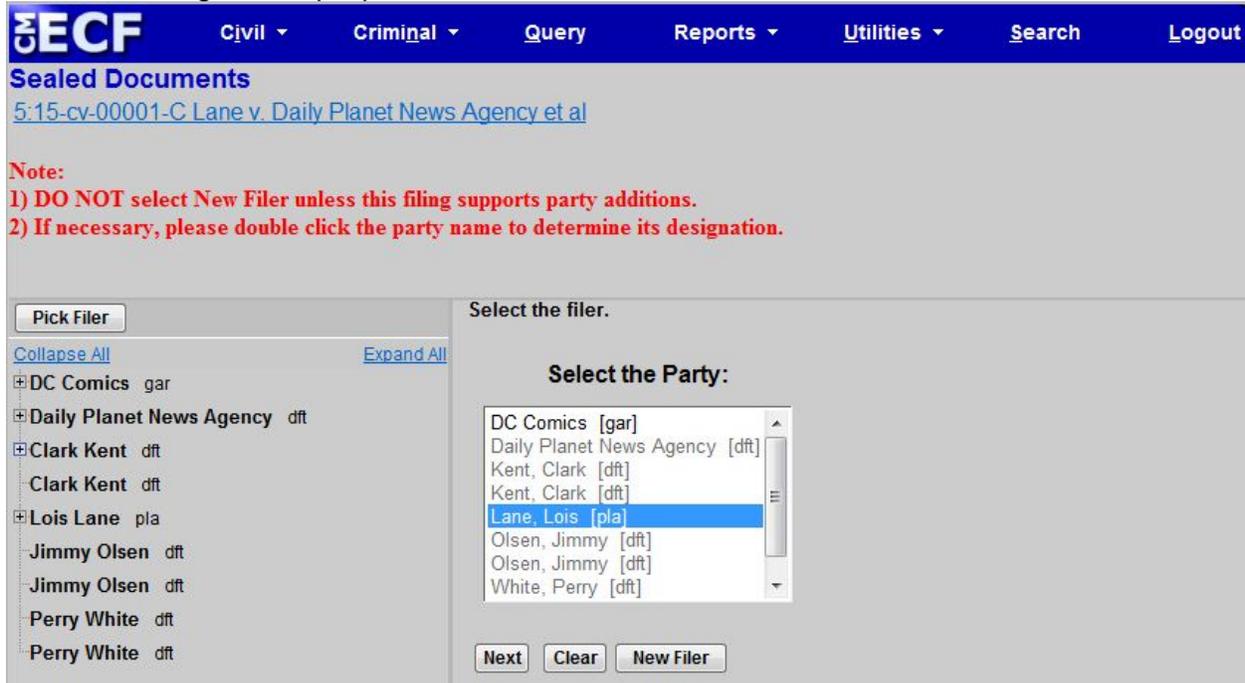


The screenshot shows the 'Sealed Documents' page on the ECF website. It features a search bar at the top. Below it, there is a section for 'Civil Case Number' with a text input field containing '15-1' and a 'Find This Case' button. At the bottom of the page, there are 'Next' and 'Clear' buttons.

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

The screenshot shows the ECF Sealed Documents page for case 5:15-cv-00001-C Lane v. Daily Planet News Agency et al. The page has a blue header with 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".

The main content area is titled "Select the pdf document and any attachments." and contains the following sections:

- Main Document:** A text field containing "H:\Fake Filing Documents\Lane v. Daily F" and a "Browse..." button.
- Attach your main document:** A section with instructions: "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 Table:** A table with three columns: Attachments, Category, and Description. It contains three rows of attachment information, each with a "Browse..." button and a "Remove" button.
- Buttons:** "Next" and "Clear" buttons at the bottom of the form.

Attachments	Category	Description
1. H:\Fake Filing Documents\Exhibit1.pdf	Exhibit	1 - Letter from Clark Kent
2. H:\Fake Filing Documents\Exhibit2.pdf	Exhibit	2 - Photo of Superman
3.		

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

The screenshot shows the ECF Sealed Documents page for case 5:15-cv-00001-C Lane v. Daily Planet News Agency et al. The page has a blue header with 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".

The main content area contains a checkbox labeled "Should the document you are filing link to another document in this case?". The checkbox is checked, and the "Next" button is circled in red. There is also a "Clear" button.

or

The screenshot shows the ECF Sealed Documents page for case 5:15-cv-00001-C Lane v. Daily Planet News Agency et al. The page has a blue header with 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".

The main content area contains a checkbox labeled "Should the document you are filing link to another document in this case?". The checkbox is unchecked, and the "Next" button is circled in red. There is also a "Clear" button.

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

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

ECF Civil Criminal Query Reports Utilities Search Logout

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,)
- 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 *2yttqoufyvoqewufbq 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,)

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.

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 REPLY by Lois Lane Re: [8] MOTION for Summary Judgment (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\reply.pdf pages: 1

Next Clear

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 5:20 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: [52](#)

Docket Text:
[SEALED REPLY by Lois Lane Re: \[8\] MOTION for Summary Judgment \(attorney1, \)](#)

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

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