

CIVIL SEALED RESPONSE FILING INSTRUCTIONS

Select Sealed Documents.

The screenshot shows the ECF website interface. At the top is a dark 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 three links: 'Sealed Documents' (which has a red arrow pointing to it), 'Ex Parte Documents', and 'Sealed Proposed Orders'.

Select Sealed Response. Select Next.

The screenshot shows the 'Sealed Documents' selection screen on the ECF website. The navigation bar is the same as in the previous screenshot. Below the navigation bar is a grey header area with the text 'Sealed Documents'. 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 document types: Sealed Document, Sealed Ex Parte Document, Sealed Ex Parte Motion, Sealed Exhibit, Sealed Motion, Sealed Reply, and Sealed Response. The 'Sealed Response' item is highlighted with a blue background. The right column is titled 'Selected Event' and contains a text box with the value 'Sealed Response'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

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

The screenshot shows the 'Sealed Documents' search screen on the ECF website. The navigation bar is the same as in the previous screenshots. Below the navigation bar is a grey header area with the text 'Sealed Documents'. The main content area is divided into two columns. The left column is titled 'Civil Case Number' and contains a text box with the value '15-1' and a 'Find This Case' button. The right column is empty. At the bottom of the screen 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 screenshot shows the ECF interface with a blue header containing 'ECF' 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, there are 'Next' and 'Clear' buttons.

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 'Pick Filer' section with a dropdown menu listing various parties: 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]. To the right, a 'Select the Party:' list shows the same parties, with 'Lane, Lois [pla]' selected. Below the lists are 'Next', 'Clear', and 'New Filer' buttons. A red note is visible above the lists: 'Note: 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 response for the main document. Add the pdf files and properly describe each attachment. When finished uploading, select Next.

The screenshot shows the 'Main Document' section with a file path 'H:\Fake Filing Documents\Response.pdf' and a 'Browse...' button. Below it is the 'Attachments' section with a table for adding attachments. The table has columns for 'Attachments', 'Category', and 'Description'. Two attachments are listed: '1. H:\Fake Filing Documents\Exhibit1.pdf' with 'Exhibit' as the category and '1 - Email dated 1/5/15' as the description, and '2. H:\Fake Filing Documents\Exhibit2.pdf' with 'Exhibit' as the category and '2 - Medical Records' as the description. A 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 1/5/15
2. H:\Fake Filing Documents\Exhibit2.pdf	Exhibit	2 - Medical Records
3.		

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

Filed to

Documents to

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?

Filed to

Documents to

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

Select the document to which your response relates and 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 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 *2iyttqoufyogewufbq 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,)

Select Next.

The screenshot shows the top navigation bar of the ECF system with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, 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 cannot modify the text. Your attachment descriptions will not show on the docket sheet. Select Next.

This screenshot shows the same ECF interface as the previous one, but with additional content. The docket text is "Docket Text: Final Text" followed by "SEALED RESPONSE by Lois Lane Re: [9] MOTION for Summary Judgment (attorney1,)". Below this, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." followed by the question "Have you redacted?". Underneath, there is a section for "Source Document Path (for confirmation only):" listing three files: "C:\fakepath\Response.pdf pages: 1", "C:\fakepath\Exhibit1.pdf pages: 1", and "C:\fakepath\Exhibit2.pdf pages: 1". At the bottom, the "Next" and "Clear" buttons are visible.

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 "Notice of Electronic Filing" section. The case name is "5:15-cv-00001-C Lane v. Daily Planet News Agency et al". The notice is from the "U.S. District Court Western District of Oklahoma [TEST]". The text of the notice states: "The following transaction was entered by attorney1, on 4/16/2015 at 4:56 PM CDT and filed on 4/16/2015". It lists the case name, case number, filer, and document number. The docket text is "SEALED RESPONSE by Lois Lane Re: [9] MOTION for Summary Judgment (attorney1,)". Finally, it lists the recipients of the notice: attorney1 (karen_worth@okwd.uscourts.gov), attorney2 (carrie_sims@okwd.uscourts.gov), and attorney3 (ehteshamil_haque@okwd.uscourts.gov).