

# CRIMINAL EX PARTE REPLY/SUR-REPLY FILING INSTRUCTIONS

Select Sealed and Ex Parte Documents.

The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is 'Criminal Events'. The main content area is divided into sections: 'Motions and Related Filings' with links for Motions, Responses and Replies, and Proposed Orders; 'Sealed and Ex Parte Filings' with links for Sealed and Ex Parte Documents (highlighted with a red arrow) and Sealed Proposed Orders; and 'Other Filings' with links for Discovery Documents, Waivers, Service of Process, Notices, Trial Documents, Appeal Documents, and Other Documents.

After reading the screen, select Next.

The screenshot shows the ECF interface with the same dark blue header. The page title is 'Sealed and Ex Parte Documents'. A warning message states: 'Events from this category restrict the filing from public view. If you do not have the authority to restrict the document from public view, do not use an event from the Sealed and Ex Parte Documents category.' Below the warning, there are 'Next' and 'Clear' buttons.

Select Sealed and/or Ex Parte Reply/Sur-reply. Select Next.

The screenshot shows the ECF interface with the same dark blue header. The page title is 'Sealed and Ex Parte Documents'. There is a search input field at the top. Below it, the 'Available Events' section is active, showing a list of options: 'Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support', 'Sealed and/or Ex Parte Document', 'Sealed and/or Ex Parte Motion', 'Sealed and/or Ex Parte Reply/Sur-reply' (highlighted in blue), and 'Sealed and/or Ex Parte Response/Objection'. To the right, the 'Selected Event' field contains the text 'Sealed and/or Ex Parte Reply/Sur-reply'. At the bottom, there are 'Next' and 'Clear' buttons.

After reading the warning, 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 is the page title "Sealed and Ex Parte Documents". A red warning message reads: "WARNING: If this is a multi-defendant case, be careful to select ONLY the defendant(s) to which this filing relates!". 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 same ECF interface. The "Criminal Case Number" field now contains the text "15-10". The "Find This Case" button is highlighted with a yellow background. The "Next" and "Clear" buttons are still present at the bottom.

Carefully select the defendant, if this is a multi-defendant case. Select Next.

The screenshot shows the ECF interface with the "Criminal Case Number" field containing "5:15-cr-10-3" and a "Hide Case List" button. Below this is a "Select a case:" section with a list of three defendants, each with a checkbox. The third option, "5:15-cr-00010-D-3 Third Defendant3", is selected with a checked checkbox. The "Next" and "Clear" buttons are at the bottom.

Select Next.

The screenshot shows the ECF interface with the case name "5:15-cr-00010-D United States of America v. Defendant1 et al" displayed in blue text. The "Next" and "Clear" buttons are at the bottom.

Confirm which defendant you have chosen by selecting "Yes." If you must select "No," you will be asked to go back until you can confirm this information. Select Next.

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 and Ex Parte Documents" and the case name is "5:15-cr-00010-D United States of America v. Defendant1 et al". The main heading is "CASE Selection Confirmation (In a multi-defendant case, apply this event ONLY to the applicable defendant(s)!)". A message states: "You selected the case for Defendant(s): **Third Defendant3.**". A question asks: "Do you see the **applicable** defendant(s) name, and no others, displayed in **red** above?". There are two radio buttons: "Yes" (which is selected) and "No". At the bottom are "Next" and "Clear" buttons.

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.

The screenshot shows the ECF interface with the same blue header. The page title is "Sealed and Ex Parte Documents" and the case name is "5:15-cr-00010-D United States of America v. Defendant1 et al". The main heading is "Select the pdf document and any attachments.". Below this is the "Main Document" section with a text input field containing "H:\Fake Filing Documents\reply.pdf" and a "Browse..." button. The "Attach your main document" section contains 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". Below this is a table with three columns: "Attachments", "Category", and "Description". The first row has "1." in the Attachments column, a "Browse..." button in the Category column, and an empty text field in the Description column. At the bottom are "Next" and "Clear" buttons.

Carefully read the screen. Select if this filing is sealed or ex parte. Select Next.

The screenshot shows the ECF interface with the same blue header. The page title is "Sealed and Ex Parte Documents" and the case name is "5:15-cr-00010-D United States of America v. Defendant1 et al". The main heading is "You are encouraged to include the word *SEALED* or *EX PARTE* in the title or caption of your document, which will aid the Clerk in proper handling." Below this is a paragraph: "ECF will serve this document on ALL APPLICABLE PARTIES (sealed) or on the FILER ONLY (ex parte). Regardless of your selection below, neither the entry nor the document will be accessible to the public." A section titled "This document:" contains two radio buttons. The first is "is to be served on BOTH the Applicable Defendant and the USA - Sealed (You will indicate your authority to file under seal on a subsequent screen.)". The second is "to be served on THE FILING PARTY only - Ex Parte", which is selected and circled in red. At the bottom are "Next" and "Clear" buttons.

Indicate who is filing the document. If you select "Other," you will be required to enter the name of the party in the text box. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**For text purposes, indicate who is filing the document:**

USA  
 Defendant  
 Other (enter the party name in the box below)

Next Clear

Select if this is a reply or a sur-reply. Select if your filing is in response to a motion, order or other document. Leave the box checked if the document you are filing links to another document in this case. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**What are you filing?**

Reply  
 Sur-reply

**What are you replying to?**

Response to Motion  
 Response to Order  
 Other

**Click next to link to the document that your filing is related to.**

Link to a document in this case

Next Clear

Select the document to which your document relates. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**Any reply to response to motion should link to the underlying motion.**  
**If the item to which your filing relates is not on the list below, browser back to the previous page, de-select the check box, and click next.**

Select the appropriate event(s) to which your event relates:

**5:15-cr-00010-D Third Defendant3**

04/14/2015 [4](#) MOTION to Suppress by Third Defendant3 as to Defendant(s)Third Defendant3. (attorney3, )

04/14/2015 [9](#) Sealed Motion to Dismiss (Sealed pursuant to order dated 4/1/2015) as to Third Defendant3 filed by Defendant. (Attachments: # [1](#) Exhibit 1 - Agreement) (attorney3, )

04/14/2015 [10](#) Ex Parte Motion for Subpoenas as to Third Defendant3 filed by Defendant. (attorney3, )

Next Clear

This screen determines who will receive notice and be able to view the ex parte document. Carefully read the screen and make a selection. Use the CTRL key to select multiple parties. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**IMPORTANT!**  
**Carefully select the party or parties THAT SHOULD RECEIVE NOTICE of this event.**

**Your prior selections indicate this filing is related to or should be served upon:**  
**Third Defendant3. If this is not correct, ABORT and begin again!**

[Collapse All](#) [Expand All](#)

**Select the Party:**

United States of America [pla]  
 Defendant1, First [dft]  
 Defendant2, Second [dft]  
 Defendant3, Third [dft]

Next Clear

Confirm that the parties chosen should receive notice. Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

**NOTICE Selection Confirmation:**  
name returned is United States of America

**The parties listed below will receive notice of and have access to this document:**

**United States of America**

I have reviewed my NOTICE selections displayed in **RED** above, and I CONFIRM THAT:

The party or parties above SHOULD receive notice of this filing  
 The party or parties above SHOULD NOT receive notice of this filing

Next Clear

Select Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

Next Clear

Confirm the docket text and the file names of the documents you attached. If this is correct, select Next. If this is not correct, ABORT by selecting "Criminal" on the blue bar and starting again.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

Docket Text: Final Text  
Ex Parte Sur-reply re: [6] Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support as to Third Defendant3 filed by Defendant. (Attorney, United 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?

Source Document Path (for confirmation only):  
C:\fakepath\Response.pdf pages: 1

Next Clear

The Notice of Electronic Filing should indicate that your document was sent via email to the attorneys you chose during docketing. Only these attorneys will have access. If other counsel/parties in the case are supposed to receive this document, you will need to mail it to them.

**ECF**    Civil ▾    Criminal ▾    Query    Reports ▾    Utilities ▾    Search    Logout

**Sealed and Ex Parte Documents**  
[5:15-cr-00010-D United States of America v. Defendant1 et al](#)

U.S. District Court  
Western District of Oklahoma[TEST]

**Notice of Electronic Filing**

The following transaction was entered by Attorney, United States on 4/14/2015 at 3:46 PM CDT and filed on 4/14/2015  
**Case Name:** United States of America v. Defendant1 et al  
**Case Number:** [5:15-cr-00010-D](#)  
**Filer:**  
**Document Number:** [12](#)

**Docket Text:**  
[Ex Parte Sur-reply re: \[6\] Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support as to Third Defendant3 filed by Defendant. \(Attorney, United States\)](#)

5:15-cr-00010-D-3 Notice has been electronically mailed to:  
United States Attorney    [aczanj-gamer@yahoo.com](mailto:aczanj-gamer@yahoo.com)