

# CRIMINAL EX PARTE APPENDIX/BRIEF/MEMORANDUM FILING INSTRUCTIONS

Select Sealed and Ex Parte Documents.

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

**Criminal Events**

**Sealed and Ex Parte Filings**  
[Sealed and Ex Parte Documents](#) ←  
[Sealed Proposed Orders](#)

**Motions and Related Filings**  
[Motions](#)  
[Responses and Replies](#)  
[Proposed Orders](#)

**Other Filings**  
[Discovery Documents](#)  
[Waivers](#)  
[Service of Process](#)  
[Notices](#)  
[Trial Documents](#)  
[Appeal Documents](#)  
[Other Documents](#)

After reading the screen, select Next.

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**Sealed and Ex Parte Documents**

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.

Next Clear

Select Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support. Select Next.

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**Sealed and Ex Parte Documents**

Available Events (click to select an event)

- 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
- Sealed and/or Ex Parte Response/Objection

Selected Event

Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support

Next Clear

After reading the warning, select Next.

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 "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, there are two buttons: "Next" and "Clear".

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

The screenshot shows the ECF interface with the same header as the previous screenshot. The page title is "Sealed and Ex Parte Documents". Below the header, there is a section titled "Criminal Case Number". A text input field contains "15-10" and a "Find This Case" button is to its right. At the bottom of the page, there are two buttons: "Next" and "Clear".

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

The screenshot shows the ECF interface with the same header. The page title is "Sealed and Ex Parte Documents". Below the header, there is a section titled "Criminal Case Number". A text input field contains "5:15-cr-10-3" and a "Hide Case List" button is to its right. Below this, it says "Select a case:" followed by a list of cases with checkboxes:

- 5:15-cr-00010-D United States of America v. Defendant1 et al
- 5:15-cr-00010-D-1 First Defendant1
- 5:15-cr-00010-D-2 Second Defendant2
- 5:15-cr-00010-D-3 Third Defendant3

At the bottom of the page, there are two buttons: "Next" and "Clear".

Select Next.

The screenshot shows the ECF interface with the same header. The page title is "Sealed and Ex Parte Documents". Below the header, there is a blue hyperlink: "5:15-cr-00010-D United States of America v. Defendant1 et al". At the bottom of the page, there are two buttons: "Next" and "Clear".

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.

**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](#)

CASE Selection Confirmation (In a multi-defendant case, apply this event ONLY to the applicable defendant(s)!)  
You selected the case for Defendant(s): **Third Defendant3.**

Do you see the **applicable** defendant(s) name, and no others, displayed in **red** above?  
 Yes  
 No

Next Clear

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.

**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](#)

Select the pdf document and any attachments.

**Main Document**  
H:\Fake Filing Documents\brief.pdf Browse...

**Attach your main document**

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	Category	Description
1. H:\Fake Filing Documents\Exhibit1.pdf Browse...	Exhibit	1 - Photo of scene Remove
2. H:\Fake Filing Documents\Exhibit2.pdf Browse...	Exhibit	2 - Police Report Remove
3. Browse...		

Next Clear

Carefully read the screen. Select if this filing is sealed or ex parte. 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](#)

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.

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.

**This document:**

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.)

is to be served on THE FILING PARTY only - Ex Parte

Next Clear

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 an appendix or a brief/memorandum in support. 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 document are you filing?**

Appendix in Support

Brief/Memorandum in Support

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

Link to another 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](#)

**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**

- 04/09/2015 [1](#) INDICTMENT as to First Defendant1 (1) count(s) 1, Second Defendant2 (2) count(s) 1, Third Defendant3 (3) count(s) 1. (cla)
- 04/13/2015 [3](#) Sealed Brief/Memorandum in Support re: [1](#) Indictment (Sealed pursuant to order dated 4/1/2015) as to Third Defendant3 filed by Defendant. (Attachments: # [1](#) Exhibit 1 - Photo of scene, # [2](#) Exhibit 2 - Contract) (attorney3, )
- 04/14/2015 [4](#) MOTION to Suppress by Third Defendant3 as to Defendant(s)Third Defendant3. (attorney3, )

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]**

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 Third Defendant3

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

**Third Defendant3**

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 Brief/Memorandum in Support re: [4] Motion to Suppress as to Third Defendant3 filed by Defendant. (Attachments: # (1) Exhibit 1 - Photo of scene, # (2) Exhibit 2 - Police Report) (attorney3,)**

**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\brief.pdf pages: 1  
C:\fakepath\Exhibit1.pdf pages: 1  
C:\fakepath\Exhibit2.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 attorney3, on 4/14/2015 at 9:18 AM 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: [5](#)

**Docket Text:**  
**Ex Parte Brief/Memorandum in Support re: [4] Motion to Suppress as to Third Defendant3 filed by Defendant. (Attachments: # (1) Exhibit 1 - Photo of scene, # (2) Exhibit 2 - Police Report) (attorney3, )**

5:15-cr-00010-D-3 Notice has been electronically mailed to:

attorney13    kathy\_rose@okwd.uscourts.gov  
attorney3    ehteshaml\_haque@okwd.uscourts.gov