

CRIMINAL SEALED 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](#)
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[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 system 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 with the text "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 grey area are two buttons: "Next" and "Clear".

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

The screenshot shows the ECF system 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 with the text "Sealed and Ex Parte Documents". A label "Criminal Case Number" is positioned above a text input field containing "15-10". To the right of the input field is a button labeled "Find This Case". At the bottom of the grey area are two buttons: "Next" and "Clear".

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

The screenshot shows the ECF system 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 with the text "Sealed and Ex Parte Documents". A label "Criminal Case Number" is positioned above a text input field containing "5:15-cr-10-3". To the right of the input field is a button labeled "Hide Case List". Below the input field is the text "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", and "5:15-cr-00010-D-3 Third Defendant3". The checkbox for "5:15-cr-00010-D-3 Third Defendant3" is checked. At the bottom of the grey area are two buttons: "Next" and "Clear".

Select Next.

The screenshot shows the ECF system 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 with the text "Sealed and Ex Parte Documents". Below the header is a blue hyperlink: "5:15-cr-00010-D United States of America v. Defendant1 et al". At the bottom of the grey area 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..

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:
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

is to be served on BOTH the Applicable Defendant and the USA - Sealed

Next Clear

Indicate which authority allows you to file the document under seal. 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

Indicate the authority to file this document under seal:

Statue or Rule

Prior order entered in this case

For text purposes, indicate who is filing the document:

USA

Defendant

Both

Other (selecting Other requires you to enter the party name in the box below)

Next Clear

If you selected "Prior Order entered in this case" on the prior screen, you must enter the date of the order. 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

Enter the filed date of the order granting permission to file under seal 4/1/15 Calendar

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,)

Next Clear

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

The screenshot shows the ECF interface for "Sealed and Ex Parte Documents" for case 5:15-cr-00010-D United States of America v. Defendant1 et al. It features a navigation bar with "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area includes an "IMPORTANT!" warning to carefully select parties for notice. It notes that previous selections indicate the filing is related to or should be served upon "Third Defendant3, and the USA. If this is not correct, ABORT and begin again!". A "Select the Party:" dropdown menu is open, showing options: "United States of America [pla]", "Defendant1, First [dft]", "Defendant2, Second [dft]", and "Defendant3, Third [dft]". On the left, a tree view shows "United States of America pla", "First Defendant1 dft", "Second Defendant2 dft", and "Third Defendant3 dft". "Next" and "Clear" buttons are at the bottom.

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

The screenshot shows the "NOTICE Selection Confirmation" screen. It displays the name returned as "United States of America, Third Defendant3". It states "The parties listed below will receive notice of and have access to this document:" followed by "United States of America, Third Defendant3" in red text. Below this, it asks the user to confirm: "I have reviewed my NOTICE selections displayed in RED above, and I CONFIRM THAT:". Two radio button options are provided: "The party or parties above SHOULD receive notice of this filing" (selected) and "The party or parties above SHOULD NOT receive notice of this filing". "Next" and "Clear" buttons are at the bottom.

Select Next.

The screenshot shows the bottom portion of the ECF interface, including the "Next" and "Clear" buttons. The "Next" button is highlighted with a dashed border, indicating it is the intended action.

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
Sealed Brief/Memorandum in Support re: [4] Motion to Suppress (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 - 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

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 9:28 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: [6](#)

Docket Text:
Sealed Brief/Memorandum in Support re: [4] Motion to Suppress (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 - Police Report) (attorney3,)

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

attorney13 kathy_rose@okwd.uscourts.gov
attorney3 ehteshamul_haque@okwd.uscourts.gov
United States Attorney aczanj-gamer@yahoo.com