

CRIMINAL SEALED REPLY/SUR-REPLY FILING INSTRUCTIONS

Select Sealed and Ex Parte Documents.

The screenshot shows the ECF Criminal Events page. The navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Under 'Criminal Events', there are three main sections: 'Motions and Related Filings', 'Sealed and Ex Parte Filings', and 'Other Filings'. The 'Sealed and Ex Parte Filings' section contains two links: 'Sealed and Ex Parte Documents' (highlighted with a red arrow) and 'Sealed Proposed Orders'. The 'Motions and Related Filings' section contains three links: 'Motions', 'Responses and Replies', and 'Proposed Orders'. The 'Other Filings' section contains six links: '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 Sealed and Ex Parte Documents page. The navigation bar is the same as the previous screenshot. Below the navigation bar, there is a warning message: '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 message, there are two buttons: 'Next' (highlighted) and 'Clear'.

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

The screenshot shows the ECF Sealed and Ex Parte Documents page with a selection interface. The navigation bar is the same as the previous screenshots. Below the navigation bar, there is a search bar. Below the search bar, there are two columns: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' list includes: '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), and 'Sealed and/or Ex Parte Response/Objection'. The 'Selected Event' field contains 'Sealed and/or Ex Parte Reply/Sur-reply'. Below the selection interface, there are two buttons: 'Next' (highlighted) and '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 the input field, there is a "Select a case:" label and 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.

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 number is "5:15-cr-00010-D United States of America v. Defendant1 et al". The main content area is titled "CASE Selection Confirmation (In a multi-defendant case, apply this event ONLY to the applicable defendant(s)!)" and 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?" with radio buttons for "Yes" (selected) and "No". "Next" and "Clear" buttons are at the bottom.

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 header as the previous page. The page title is "Sealed and Ex Parte Documents" and the case number is "5:15-cr-00010-D United States of America v. Defendant1 et al". The main content area is titled "Select the pdf document and any attachments." and has a sub-section "Main Document" with a text input field containing "H:\Fake Filing Documents\reply.pdf" and a "Browse..." button. Below this is the "Attach your main document" section, which includes 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". A table with columns "Attachments", "Category", and "Description" is shown, with the first row containing "1.", a "Browse..." button, a dropdown menu, and an empty text field. "Next" and "Clear" buttons are at the bottom.

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

The screenshot shows the ECF interface with the same header. The page title is "Sealed and Ex Parte Documents" and the case number is "5:15-cr-00010-D United States of America v. Defendant1 et al". The main content area contains instructions: "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." and "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 question asks "This document:" with two radio button options: "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.)" (selected) and "is to be served on THE FILING PARTY only - Ex Parte". "Next" and "Clear" buttons are at the bottom.

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:

Statute 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

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,)

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.

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, and the USA. 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 United States of America, Third Defendant3

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

United States of America, 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
Sealed Reply re: [4] Motion to Suppress (Sealed pursuant to order dated 4/1/2015) as to Third Defendant3 filed by Defendant. (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\reply.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 3:22 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: [11](#)

Docket Text:
[Sealed Reply re: \[4\] Motion to Suppress \(Sealed pursuant to order dated 4/1/2015\) as to Third Defendant3 filed by Defendant. \(attorney3, \)](#)

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