

CRIMINAL SEALED RESPONSE 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 Response. 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 Response/Objection

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" with a text input field containing "15-10" and a "Find This Case" button. 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" with a text input field containing "5:15-cr-10-3" and a "Hide Case List" button. Below this, there is a "Select a case:" section with a list of cases, each with a checkbox: "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 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.

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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\Response.pdf

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. <input type="text"/> | <input type="button" value="Browse..."/> | <input type="text"/> |

Next Clear

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

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.

is 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

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.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title "Sealed and Ex Parte Documents" and a breadcrumb trail "5:15-cr-00010-D United States of America v. Defendant1 et al". The main content area contains two sections of radio button options. The first section, "Indicate the authority to file this document under seal:", has two options: "Statute or Rule" (unselected) and "Prior order entered in this case" (selected). The second section, "For text purposes, indicate who is filing the document:", has four options: "USA" (selected), "Defendant" (unselected), "Both" (unselected), and "Other (selecting Other requires you to enter the party name in the box below)" (unselected). Below these options is a white text input box. At the bottom of the form are two buttons: "Next" and "Clear".

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

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title "Sealed and Ex Parte Documents" and a breadcrumb trail "5:15-cr-00010-D United States of America v. Defendant1 et al". The main content area contains a text input field with the value "4/1/15" and a "Calendar" button to its right. Below the input field are two buttons: "Next" and "Clear".

Select the type of filing. 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.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title "Sealed and Ex Parte Documents" and a breadcrumb trail "5:15-cr-00010-D United States of America v. Defendant1 et al". The main content area contains two sections of radio button options. The first section, "What are you filing?", has three options: "Response" (selected), "Objection" (unselected), and "Both" (unselected). The second section, "What are you responding/objecting to?", has three options: "Motion" (selected), "Order" (unselected), and "Other" (unselected). Below these options is a text input field. At the bottom of the form is a checked checkbox labeled "Link to a document in this case" and two buttons: "Next" and "Clear".

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

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

Any 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,)

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.

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](#)

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

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.

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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.

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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 Response re: [4] Motion to Suppress (Sealed pursuant to order dated 4/1/2015) as to Third Defendant3 filed by USA. (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 3:54 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: [13](#)

Docket Text:
[Sealed Response re: \[4\] Motion to Suppress \(Sealed pursuant to order dated 4/1/2015\) as to Third Defendant3 filed by USA. \(Attorney, United States\)](#)

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

attorney13 kathy_rose@okwd.uscourts.gov
attorney3 ehteshamul_haque@okwd.uscourts.gov