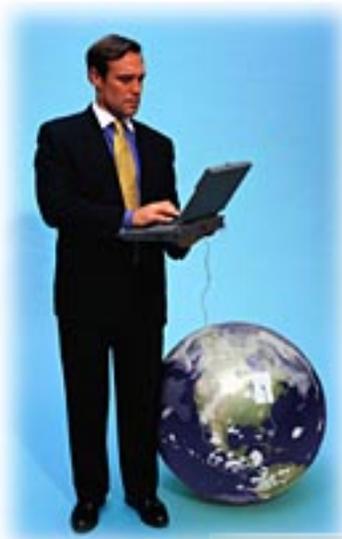


U.S. District Court - District of Arizona

Electronic Case Filing

CM/ECF



Version 3.1 Release Notes

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Criminal Sealed Events in Non-Sealed Cases

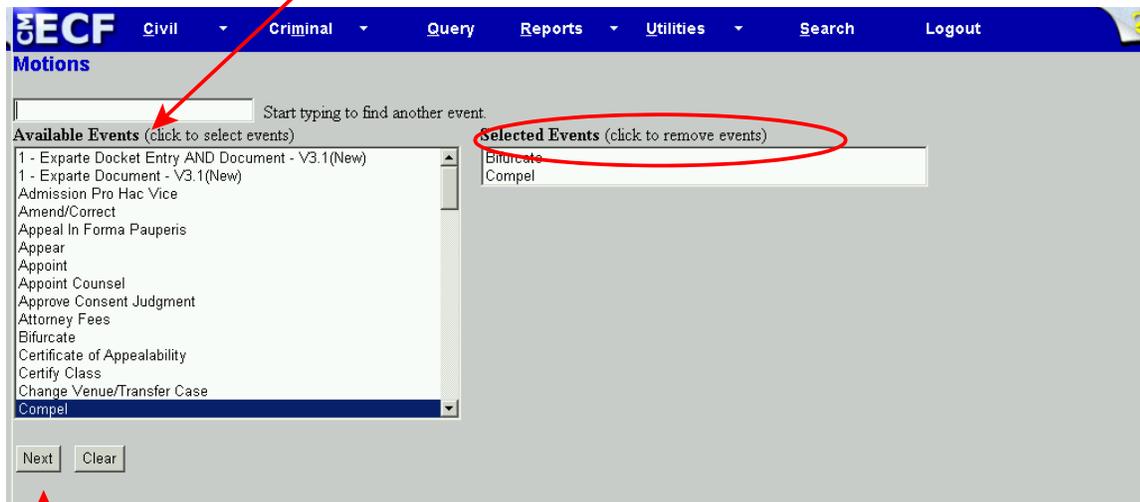
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General Information on ECF Version 3.1 Changes

Available Events

It is no longer necessary to hold down the <CTRL> key when making multiple selections from **any** "Available Events" drop down menu. Simply click on an event and it will automatically be added. Once it moves to the **Selected Events** box, you can simply click to remove, if necessary.



Note that once you have selected one (or more) event(s), you need to click <Next> to continue.

Selecting Defendant in Criminal Event

The selection of the defendant now appears when you select the case number. Therefore, please ensure you have selected the correct defendant before proceeding.



Help Desk Phone Numbers and E-Mail Addresses

Contact the court's Help Desk for assistance using ECF between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday:

Phoenix (602) 322-7688 ecfhelpphx@azd.uscourts.gov

Tucson (520) 205-4687 ecfhelptuc@azd.uscourts.gov

Toll Free (866) 587-7644

Internet Browsers

ECF Version 3.1 has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 7.0 and 6.0 and Netscape 7.2.

Cascading Menus

A cascading menu system has been added. You have the option of using the new cascading menus or continuing to use the existing static menus.



Note:

The Civil, Criminal, Reports, and Utilities selections have a down arrow next to them, which indicates the presence of a sub-menu.

The new cascading menu system allows you to navigate from one ECF menu item to another by hovering your cursor over the main blue menu bar and selecting specific menu items from the cascading menus.



A sub-menu may have its “own” sub-menu, as indicated by the arrow to the right of the menu name.



Placing the mouse pointer over a first sub-menu option displays the next level sub-menu. Click the desired menu category to display the events on that menu.

The **static** menu is still available, and can be accessed with a click on the *blue* menu bar item.



Search Features

From Main Menu

A Search option has been added to the CM/ECF main menu.

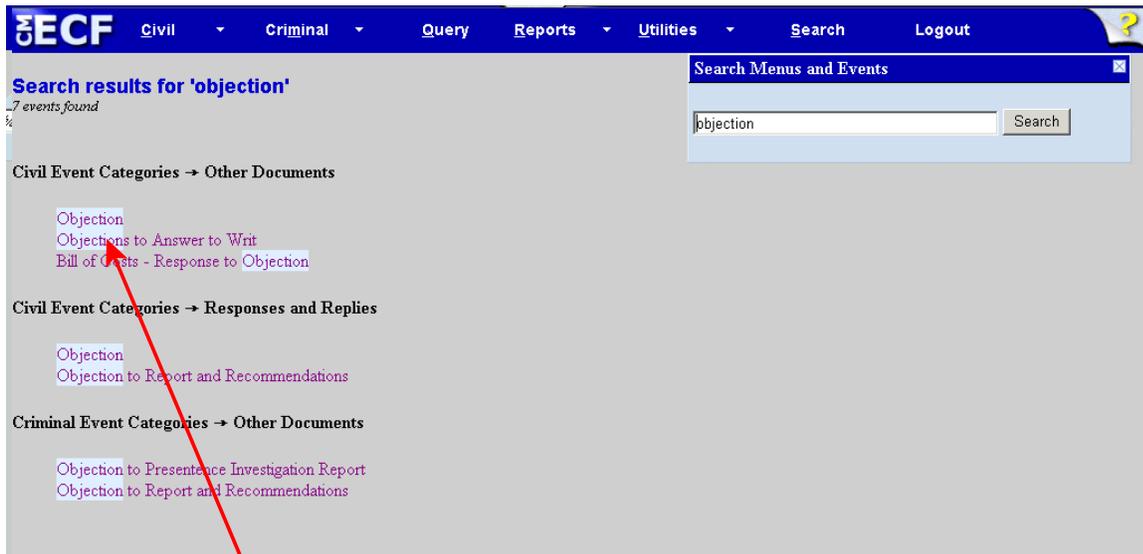


Clicking on <Search> displays the Search Menus and Events window.

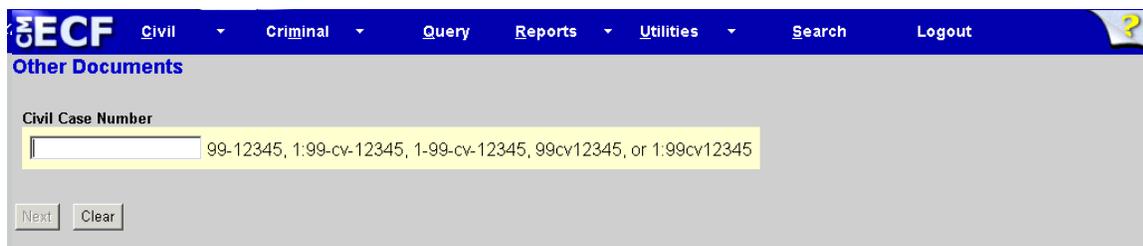


In the text box, type all or part of the name of the event you wish to locate. For example, to find an Objection to Report and Recommendations event, type "objection" in the text box and then click <Search>.

ECF will display a list of events which contain the entered word or string of words and the menu on which the event can be found.



By clicking on the appropriate hyperlink, you will be taken to that event. For example, by clicking on "Objection" under **Civil Event Categories -> Other Documents**, you will be directed here:



Note: When searching for an event, consider the intent of the document. For example, for a document *titled* "Notice of Withdrawal of Document," searching for "Withdrawal" instead of "Notice" would identify the event "Withdrawal of Document," which is more appropriate than the generic "Notice."



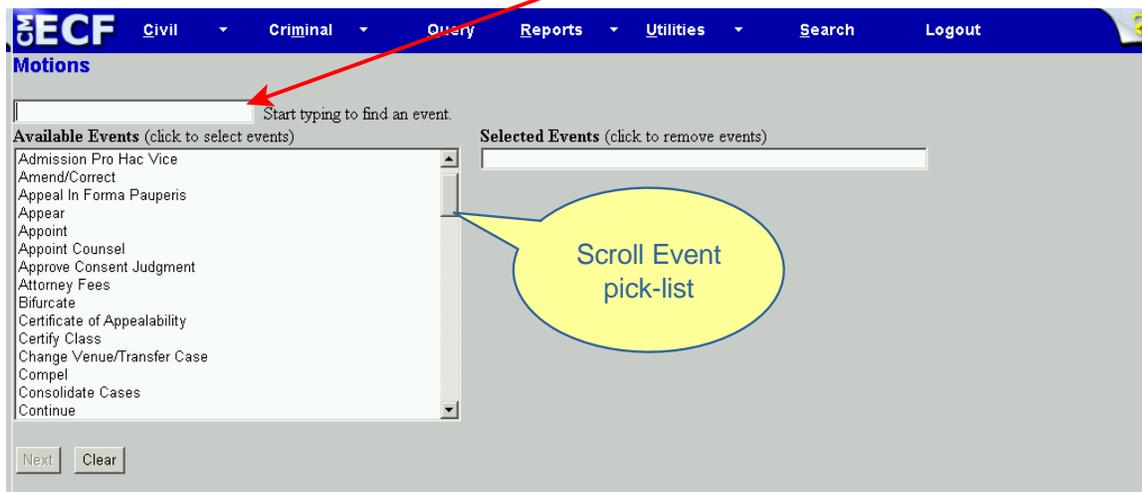
From Within a Category

After selecting an event category, CM/ECF will display a list of events within the category and an event search box.

Example: Click on <Civil> from the main tool bar.

Click on <[Motions](#)> under **Motions and Related Filings**.

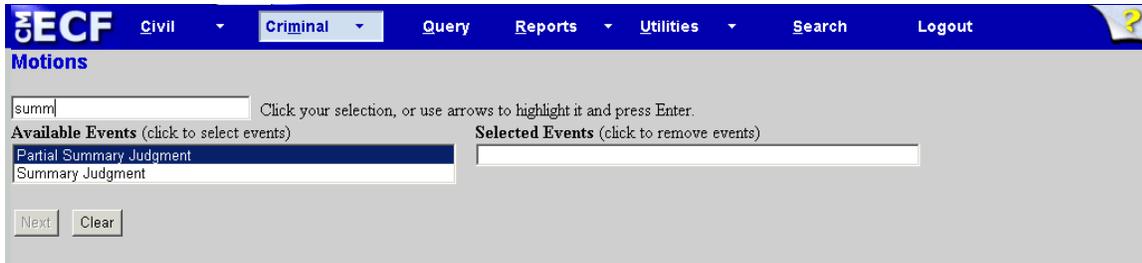
To find an event within the category, type (in the search box) all or part of a word from the name of the event, or scroll down the list.



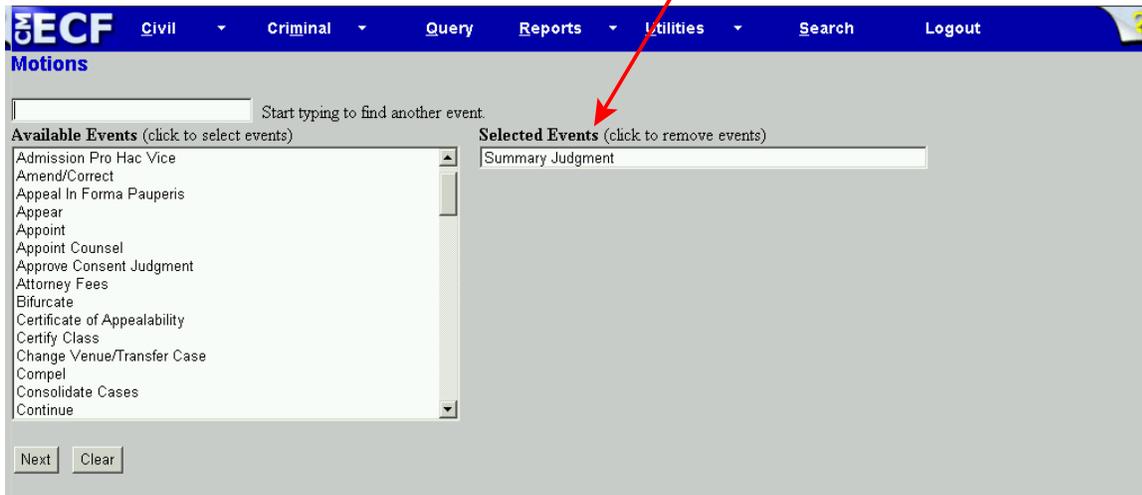
Note:

The search will begin with the first letter typed; therefore, the search function does not accommodate the use of "wildcard" characters.

To continue our example, to file a motion for summary judgment, type “summ” in the search box. CM/ECF will display a list of events which have a word containing the letters entered. Click on the desired event to select it from the list.



The selected event will be added to the **Selected Events** box, and the list of available events will again be displayed.



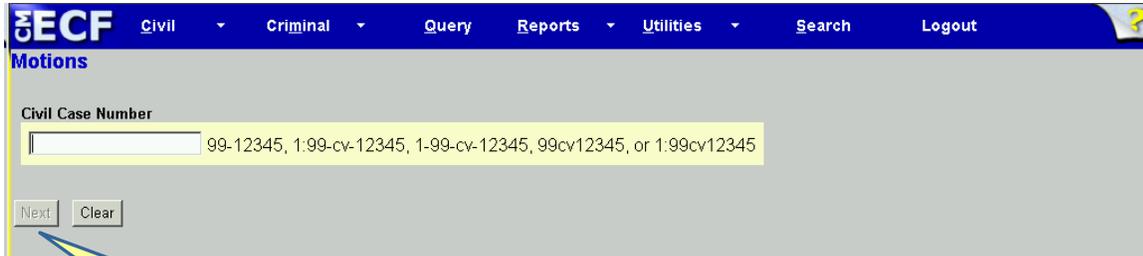
Continue your event selection until all necessary events have been added to the **Selected Events** box. If an incorrect event is selected, click on the event to remove it from the list.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions". There is a search box with the placeholder text "Start typing to find another event." Below the search box, there are two columns of event lists. The left column is titled "Available Events (click to select events)" and contains a list of events: Dismiss Case/Lack of Prosecution, Dismiss Counts/Claims, Dismiss Party, Disqualify Counsel, Enforce, Entry of Default, Exonerate, Expedite, Extension of Time (highlighted), Extension of Time to File Answer, File Amicus Curiae, File Excess Pages, Hearing on Motion, Hearing or Conference, and In Limine. The right column is titled "Selected Events (click to remove events)" and contains a list of events: Summary Judgment, Compel, and Extension of Time. A red circle highlights the text "(click to remove events)" in the Selected Events header. At the bottom of the interface, there are two buttons: "Next" and "Clear".

Once all of the necessary events have been selected, click <Next> to continue.

Via Case Number

The Case Number look-up screen has been modified to reduce the number of screens you must navigate through to find a full case number.



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions". Underneath, there is a section labeled "Civil Case Number" with a text input field. The input field contains the placeholder text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is grayed out.

Notice the grayed out Next button.

After a case number is entered, this screen will automatically display. Once the case number is entered, click the < Find This Case > button to begin the case number look-up process.



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions". Underneath, there is a section labeled "Civil Case Number" with a text input field. The input field contains the case number "07-2040". To the right of the input field, there is a button labeled "Find This Case" which is highlighted with a red circle. Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is grayed out.

The Next button remains grayed out until a full case number is selected.

After clicking <Find This Case>, ECF displays a list of cases containing the case number you entered. After you place a check mark in the box next to your case number, the Next button becomes available. Click <Next> to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions".

The main content area is titled "Civil Case Number" and contains a search input field with the text "2:07-cv-2040" and a "Hide Case List" button. Below the search field, there is a section labeled "Select a case:" with two checkboxes:

- 2:07-cv-02040 Duck v. Goofy
- 4:07-cv-02040-RCC--TPS Ledesma-Estrada v. White, et. al

At the bottom of the search results, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red circle in the original image.

New Features in the Docket Sheet Report

Step 1: From the *blue* main menu tool bar, click <Reports>, then click <[Docket Sheet](#)>.



After you have entered your PACER account information (if you have not already done so previously during your session), ECF will display the **Docket Sheet** screen.



Note:

The number of the last case accessed in this session, if any, will be displayed in the Case number field. If the correct case number is displayed, go to Step 3. Otherwise, continue to Step 2 below.

Step 2: Place your cursor inside the **Case number** text box and begin entering the case number. While entering the case number, the <Find This Case> button displays. Click <Find This Case> to locate the case.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Docket Sheet'. The main content area contains a 'Case number' input field with '07-400' entered. To the right of this field is a 'Find This Case' button, which is circled in red. Below the case number field, there are radio buttons for 'Filed' and 'Entered', and 'Documents' input fields. There are also sections for 'Include:' (with checkboxes for Parties and counsel, Terminated parties, List of member cases, and Links to Notices of Electronic Filing), 'Document options:' (with checkboxes for Include footers when displaying PDF documents and View multiple documents), and 'Format:' (with radio buttons for HTML (unpaginated) and PDF (paginated)). At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first', a 'Run Report' button, a 'Clear' button, and a checkbox for 'Make these options my default'.

Notice the grayed out "Run Report" button.

Step 3: After you have selected the correct case number (and/or defendant, in a criminal case), the <Run Report> button becomes available.

The screenshot shows the ECF Docket Sheet interface after a case has been selected. The 'Case number' input field now contains '2:07-cr-400-2' and has a 'Hide Case List' button to its right. Below the case number field, there is a section titled 'Select a case:' with a list of cases. The first case is '2:07-cr-00400-LOA USA v. White et al', which is highlighted in yellow. Underneath it, there are three sub-cases: '2:07-cr-00400-1 Snow White', '2:07-cr-00400-LOA-2 Bashful' (which is checked), and '2:07-cr-00400-3 Doc'. Below the case list, there are radio buttons for 'Filed' and 'Entered', and 'Documents' input fields. There are also sections for 'Include:', 'Document options:', and 'Format:'. At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first', a 'Run Report' button (circled in red), a 'Clear' button, and a checkbox for 'Make these options my default'.

Prior to running the report, the various fields listed below are possible search criteria:

- **Filed or Entered.** It is required to select either the Filed (date filed with the court) or Entered radio button (date entries were made in CM/ECF). Entering start and end dates is optional. Notice that **Filed** is the default.
- **Documents.** Enter one document number in both text boxes or a from/to range of document numbers. If a document number range is specified, docket entries that do not have numbers are not listed. If no document number range is entered, all events are listed whether or not they have numbers.
- **Include.** Click to place a checkmark by any of the items to be included in the docket sheet report.
 - Parties and counsel
 - Terminated parties.
 - List of member cases. (If unchecked, the *Lead Docket* label and case number hyperlink appear on the docket sheet, along with a second View Member Cases hyperlink, providing links to the member cases. If *checked*, the lead case number hyperlink appears with a list of member cases under a *Member Cases* label on the docket sheet. Each member case would be listed as a hyperlink to its docket sheet.)
 - Links to Notices of Electronic Filing. These NEF links appear as silver balls adjacent to each docket entry.
- **Document options.** Click to place a checkmark by any of the following options:
 - Include footers when displaying PDF documents. When checked, a PDF footer will be added to the report (if you also select the PDF paginated in the **Format** section) and to the documents that display.
 - View multiple documents. Check to select multiple documents to display as one document. After the docket report displays, you may check any or all documents to either view or download. Refer to section titled “Viewing Multiple Documents and Docket Sheets” starting on page 18.
- **Format.** You now have the option of running the Docket Report in either HTML (unpaginated) or PDF (paginated) format.
- **Sort by.** You can select to sort the events displayed by oldest or most recent date first.

- **Make these options my default.** Click this check box to save the current settings, which then will be used for future docket reports.

Note

“Make these options my default” does not apply to the "Include footers when displaying PDF documents" option. It will always be enabled during subsequent sessions even though you uncheck this box and then click on the "Make these options my default" box. Therefore, in order to disable footers during the retrieval of a docket report, you must manually disable this feature via the docket report preferences screen (regardless of whether you had attempted to save this setting as a default during previous sessions.)

Step 4: Based on your settings on the Docket Sheet screen, create the docket report by clicking the <Run Report> button.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet".

The main content area includes a "Case number" field with the value "2:07-cr-400-2" and a "Hide Case List" button. Below this, there is a "Select a case:" section with a list of cases:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Below the case list, there are radio buttons for "Filed" and "Entered", and a "Documents" section with a date range selector. The "Include:" section has checkboxes for "Parties and counsel", "Terminated parties", "List of member cases", and "Links to Notices of Electronic Filing". The "Document options:" section has checkboxes for "Include footers when displaying PDF documents" and "View multiple documents". The "Format:" section has radio buttons for "HTML (unpaginated)" and "PDF (paginated)".

At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first". Below the dropdown, there is a "Run Report" button circled in red, a "Clear" button, and a checkbox for "Make these options my default".

The Docket Sheet Report screen displays.

ECF Civil Criminal Query Reports Utilities Search Logout

U.S. District Court
U.S. DISTRICT COURT OF ARIZONA - Phoenix (Phoenix Division)
CRIMINAL DOCKET FOR CASE #: 2:07-cr-00400-LOA-2

Case title: USA v. White et al Date Filed: 01/31/2007

Assigned to: Magistrate Judge Lawrence O Anderson

Defendant (2)

Bashful
also known as
 one of 7 dwarfs

represented by **atty3**
 Email: deadmail@aotx.uscourts.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

James Ramirez
 (See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

atty1
 Email: azddb_nefs@azdlei.azd.circ9.dcn
ATTORNEY TO BE NOTICED

atty2
 Email: azddb_nefs@azdlei.azd.circ9.dcn

Pending Counts

DISSEMINATION OF FALSE ADVERTISEMENTS - 1ST OFFENSE
 (1)

Disposition

Highest Offense Level (Opening)
 Petty Offense

Terminated Counts

None

Disposition

Highest Offense Level (Terminated)
 None

Complaints

15:1 F Antitrust Violations, 15:2 F Monopolizing Trade in Diamond Mines

Disposition

Plaintiff

USA

represented by **James Ramirez**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
01/31/2007	1	COMPLAINT as to Snow White (1), Bashful (2), Doc (3). (MKB) (Entered: 01/31/2007)
01/31/2007	2	Summons Returned Executed on 01/13/07. as to Snow White, Bashful, Doc (MKB) (Entered: 01/31/2007)
01/31/2007	3	Arrest of Snow White, Bashful, Doc (MKB) (Entered: 01/31/2007)
01/31/2007	3	MOTION for Acquittal by Snow White, Bashful, Doc. (atty2,) (Entered: 01/31/2007)
02/22/2007	4	MOTION to Continue Sentencing by Snow White, Bashful, Doc. (FMP,) (Entered: 02/22/2007)

Viewing Multiple Docket Sheets

The new “Multiple Docket Sheets” option allows you to enter several case numbers and then view all of the docket sheets at once. The docket sheets appear one after another. The only selection criteria for the Multiple Docket Sheets option is the case number field, in which multiple case numbers can be entered (separated by commas, spaces, or semicolons). The utility uses any default selection criteria from the Docket Report screen.

Step 1: From the *blue* main menu tool bar, click <Reports>, then click <[Multiple Docket Sheets](#)>.



The **Multiple Docket Sheets** screen displays.



Step 2: Enter the first case number, press the spacebar to create a space (or separate the case numbers by either a comma or a semi-colon), and enter the second case number. Note that a button titled <Find This Case> appears as you begin typing the first case number.



Step 3: Click <Find This Case>. After locating the cases, the **Multiple Docket Sheets** screen now displays each case number in a separate text box.



Step 4: Using the check boxes to the left of the case number and/or defendant, select the correct cases you wish to view.

ECF Civil Criminal Query Reports Utilities Search Logout

Multiple Docket Sheets

Please enter the case number or numbers.

2:07-cr-400-2 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

2:07-cv-2040 Hide Case List

Select a case:

- 2:07-cv-02040 Duck v. Goofy
- 4:07-cv-02040-RCC--TFS Ledesma-Estrada v. White, et. al

Note: this program uses saved default values from the [Docket Report](#)

Submit Clear

Step 5: When all of the desired case numbers have been selected, click <Submit>.

The docket sheets for all selected cases will be displayed, separated by a dark blue line:

07/10/2007	21	SENTENCING MEMORANDUM by Bashful (atty2,) (Entered: 07/10/2007)
10/10/2007	25	ORDER adopting the 20 REPORT AND RECOMMENDATIONS as to Snow White, Bashful, Doc. Signed by Magistrate Judge Lawrence O Anderson on 10/10/07 (ESL) (Entered: 10/24/2007)
10/12/2007	26	Minute Order setting a hearing associated with CR07-012-PHX- (ESL) (Entered: 10/24/2007)
10/23/2007	27	MINUTE ORDER vacating hearing due to Judgment in USDC, District of Oregon. Signed by Magistrate Judge Lawrence O Anderson on 10/23/07 (ESL) (Entered: 10/24/2007)
10/24/2007	28	NOTICE of non compliance (ESL) (Entered: 10/24/2007)
10/29/2007	29	RESPONSE to Motion by Snow White as to Snow White, Bashful, Doc re 4 MOTION to Continue Sentencing (atty4,) (Entered: 10/29/2007)
10/29/2007	30	MOTION to Appoint Counsel by Snow White as to Snow White, Bashful, Doc. (atty4,) (Entered: 10/29/2007)
10/29/2007	31	First MOTION for Reconsideration re 3 MOTION for Acquittal filed by Bashful, Doc, Snow White by Snow White as to Snow White, Bashful, Doc. (atty4,) (Entered: 10/29/2007)
10/29/2007	32	SENTENCING MEMORANDUM by Snow White as to Snow White, Bashful, Doc (atty4,) (Entered: 10/29/2007)
11/16/2007	47	TRANSCRIPT DESIGNATION AND ORDER FORM by Bashful for proceedings held on 03/23/07 before Judge hhh. (Attachments: # 1 Form CJA 24)(atty3,) (Entered: 11/16/2007)

**U.S. District Court
U.S. DISTRICT COURT OF ARIZONA (Phoenix Division)
CIVIL DOCKET FOR CASE #: 2:07-cv-02040**

Duck v. Goofy
Assigned to:
Demand: \$100,000
Cause: 28:1345 Property Damage

Date Filed: 03/14/2007
Jury Demand: Plaintiff
Nature of Suit: 380 Personal Property: Other
Jurisdiction: Federal Question

Plaintiff

Uncle Duck

represented by **atty3**
Email: mary_benchimol@azd.uscourts.gov
ATTORNEY TO BE NOTICED

V.

Defendant

Goofy

represented by **atty2**
Email: azddb_nefs@azdlet.azd.circ9.dcn
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

atty3
(See above for address)

Cross - Document Hyperlinks

Introduction

You can now file PDF documents that include hyperlinks to:

- previously filed documents in the same case.
- previously filed documents in other cases that reside in the District of Arizona's ECF database.
- previously filed documents in cases that reside in another court's ECF databases.

Details about the new functionality

- The hyperlink, as set by you as the filer, may link to the start of the document or to a specific page in the document.
- You can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g., a Memo in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction). (For example, a main document can contain a hyperlink to an attachment/exhibit which is e-filed in the same transaction.)
- Immediately after a document is filed in ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- A hyperlink to an ECF document will be retained even if the case or document is moved to a different server.
- If you can access an ECF server, but the document cannot be found (e.g., the case or document has been deleted), a message will be displayed to that effect. If you click on a hyperlink to an ECF document stored on a server that cannot be accessed (e.g., the system is down, network issues), a standard error message will be displayed.
- You cannot access a hyperlink to a restricted document (e.g., a private entry, sealed document) unless you have appropriate permissions.

Information about cross-document hyperlink usage

- Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- The changes for ECF Version 3.1 only pertain to hyperlinks to ECF documents; the ability to file documents with hyperlinks to any external URL (e.g., Westlaw, Lexis) are not affected by the new cross-document hyperlink functionality.
- Editing a docket entry will not affect the unique location of the document.
- The ECF application will not verify the validity of URLs included as hyperlinks within documents filed in ECF.
- This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.

Creating Hyperlinks to Documents Already in the Electronic Case File

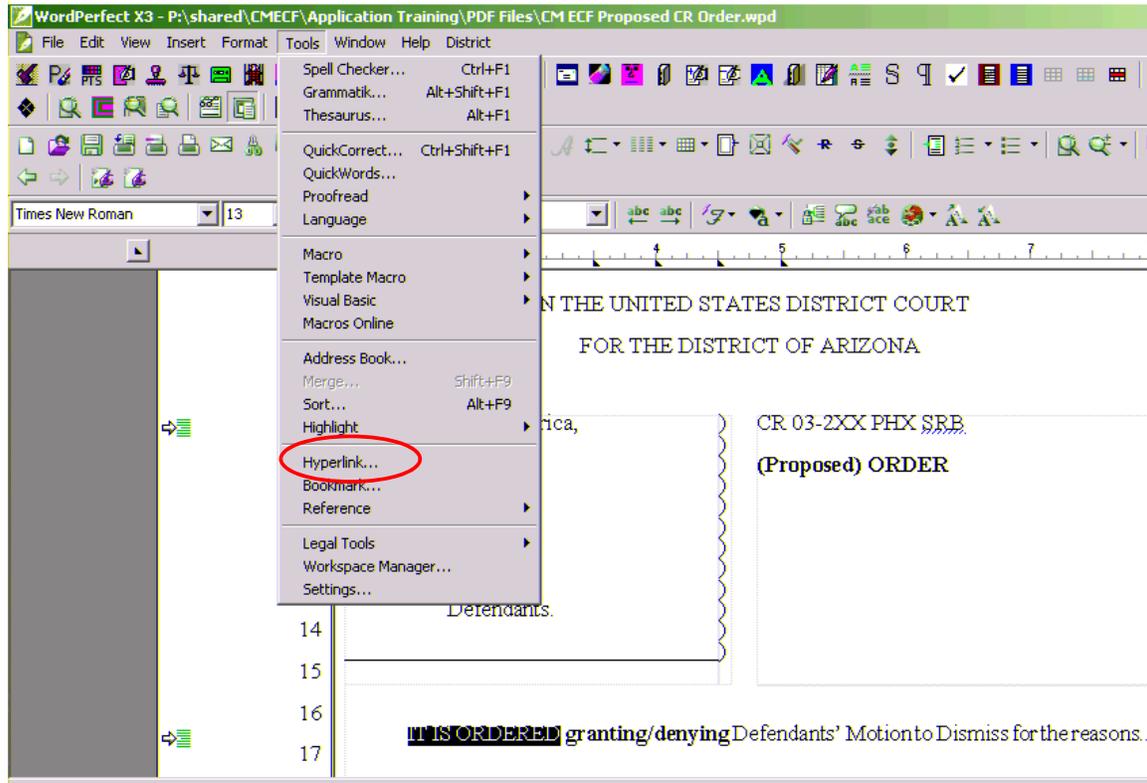
A file can be linked to another document in any database in the federal courts: District (Version 3.1), Bankruptcy (Version 3.2) and/or Appellate (functionality available as of July 2006). To create a link between a document being filed in ECF and a document that already exists in ECF, follow the steps starting on page 23 for Corel WordPerfect or starting on page 30 for Microsoft Word.

Note

You should not copy hyperlinks from NEFs. The document hyperlinks in NEFs contain special information that allows them to provide one "free look" to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, you should run a report in ECF, such as the Docket Report, and copy the document number hyperlink from the report.

Step 4: Open WordPerfect and locate the document to which the hyperlink should be added.

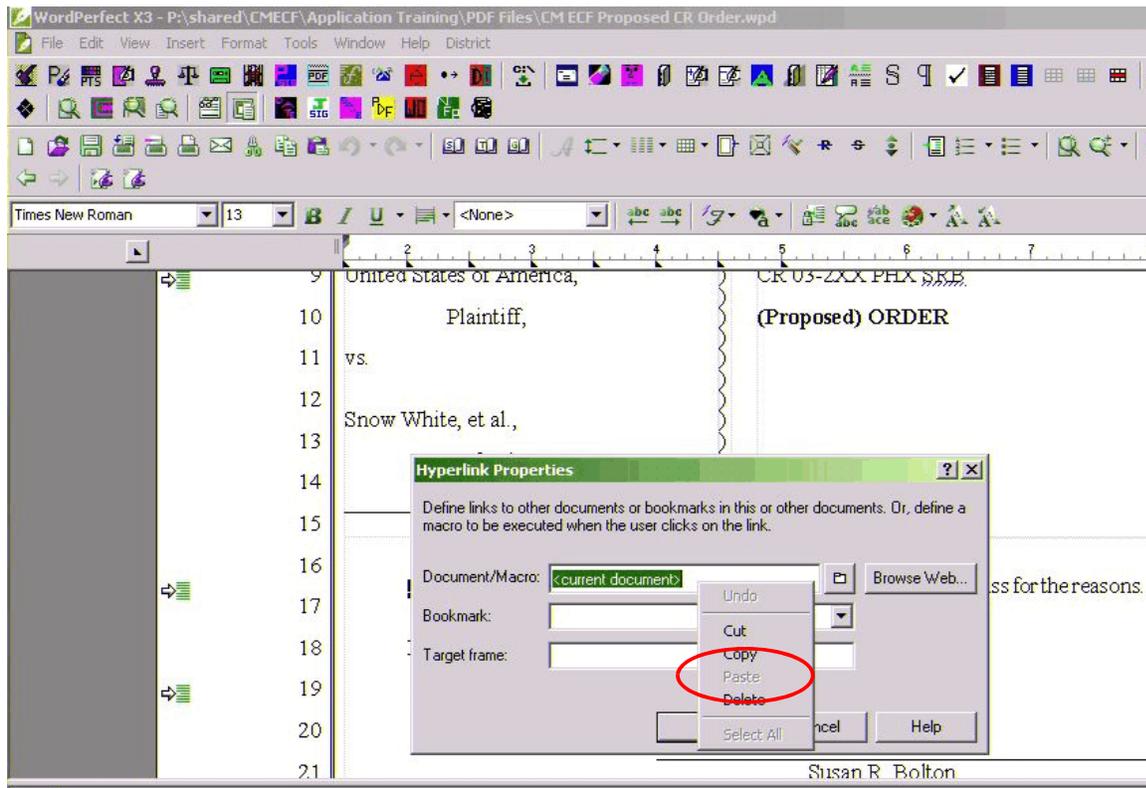
- Select and **highlight the appropriate text** to be hyperlinked, such as “IT IS ORDERED” shown in the example below.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.



Note

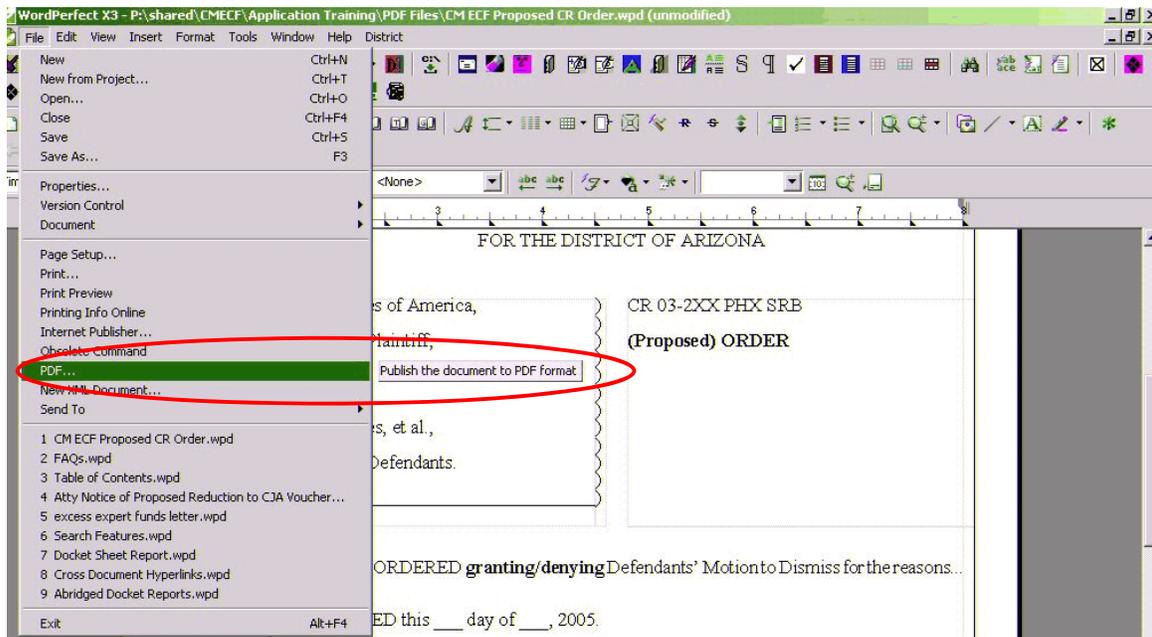
You should NOT copy hyperlinks from Notices of Electronic Filing. NEFs contain special information associated with the “free look” to qualified recipients and should not be used for Cross-Document Hyperlinks.

Step 5: The Hyperlink Properties dialog box appears:



- **Paste** the URL of the document copied in Step 1 into the **Document/Macro** field.
- Click the **OK** button.

- Step 6:** Convert the WordPerfect document to PDF format.
- Click **File** on the menu toolbar.
 - Select **PDF**.



Note:

- Do not print a WordPerfect document to Adobe PDF Writer for Cross - Document Hyperlinks functionality.
- Publish to PDF must be used if a document contains a hyperlink.

Step 7: Save the document.

Step 8: E-file the appropriate ECF event and upload the PDF document as usual.

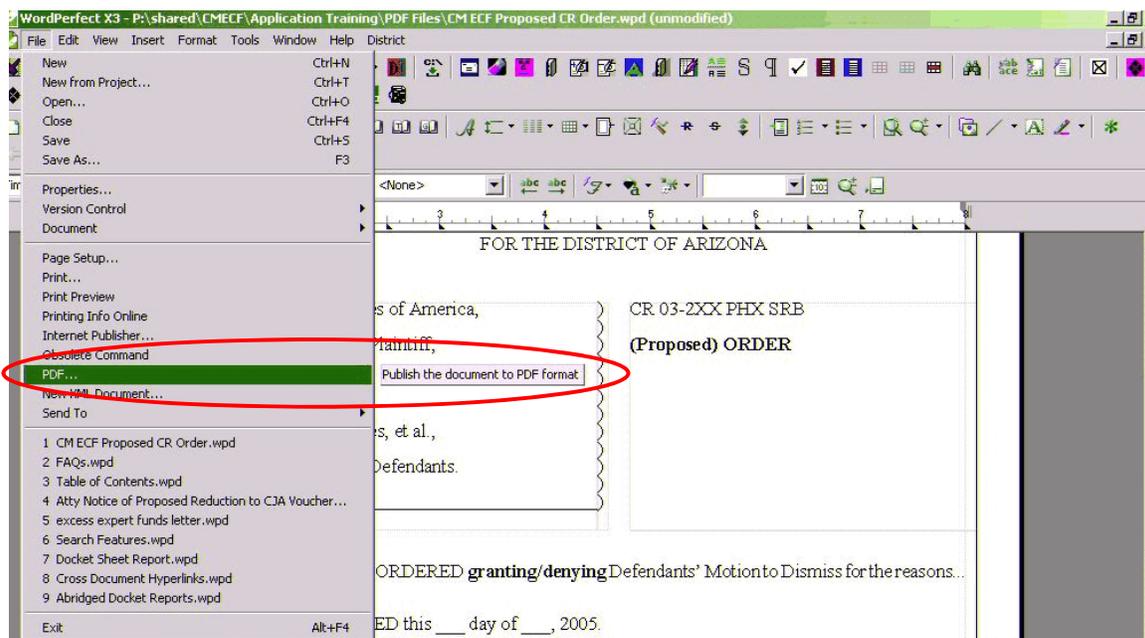
Using WordPerfect to Create Hyperlinks Between Documents Filed in the Same Event

Step 1: Using WordPerfect, create the attachment document (secondary document) to which the main document will be linked.

Step 2: Save the document.

Step 3: Publish the attachment document to PDF format.

- Click **File** on the menu toolbar.
- Select **PDF**.

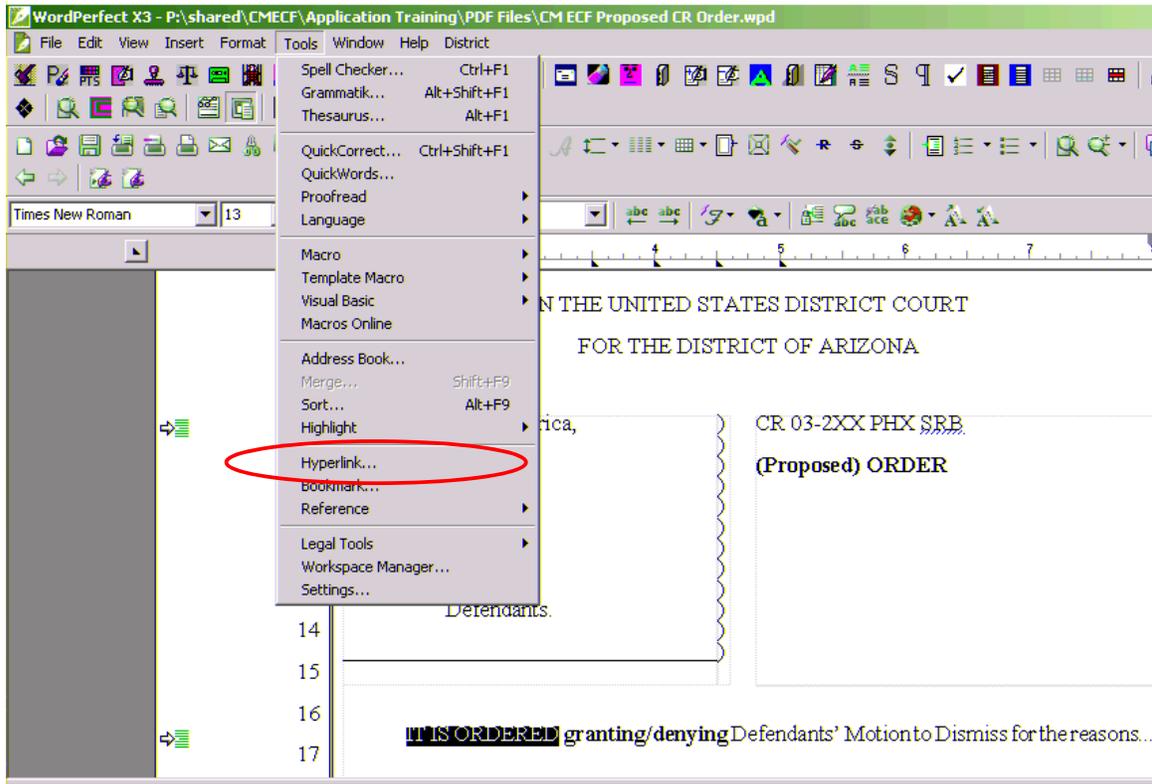


Step 4: Create and save the main WordPerfect document. (The document that will have the hyperlink to the attachment document.)

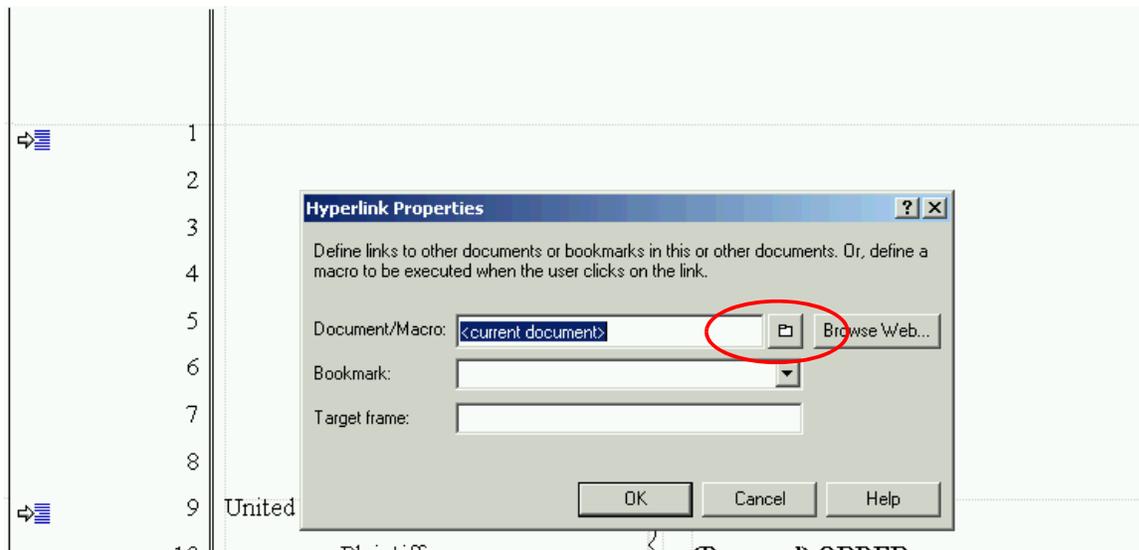
Step 5:

Open the main WordPerfect document.

- **Select the text** to be displayed as a hyperlink.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down selection.

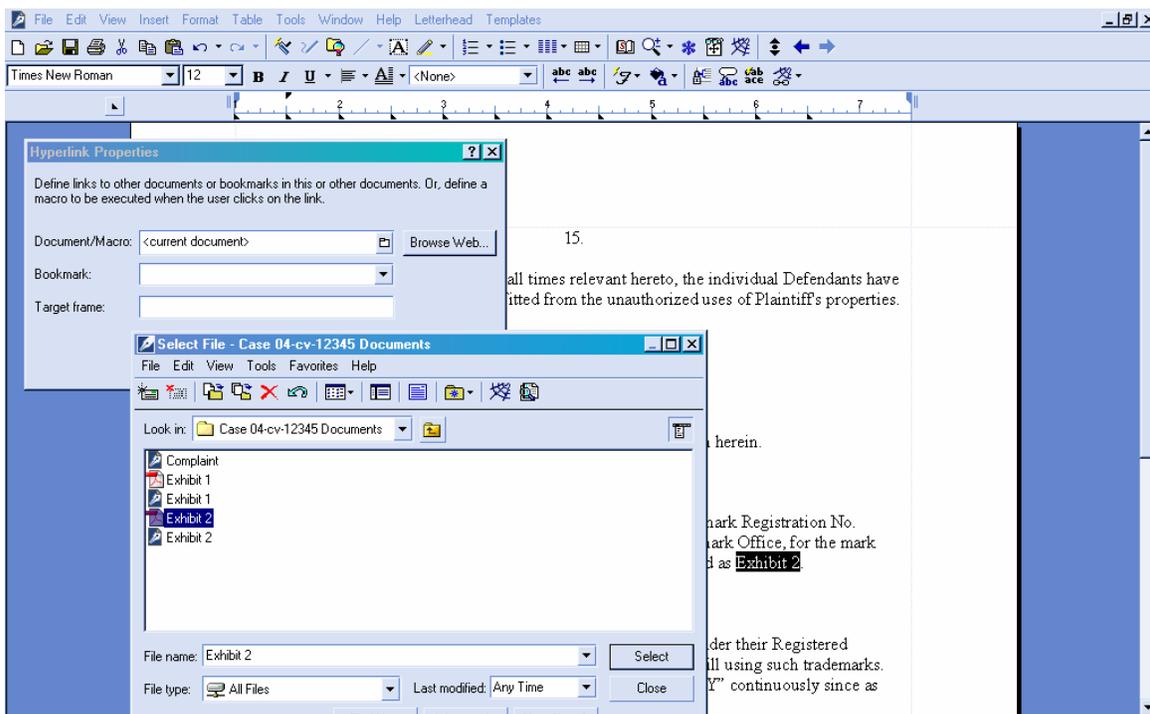


Step 6: Displayed next is the Hyperlink Properties dialog box. Click the **Folder icon** located to the right of the Document/Macro field.



Step 7: Navigate to the folder that contains the secondary document (attachment document) to be linked.

- Highlight the **file name**.
- Click the **Select** button.
- Click **OK** on the **Hyperlink Properties** dialog box.



Note

The file selected to be linked must be in PDF format.

Step 8: Save the main WordPerfect document.

Step 9: Publish the document to **PDF**. (See Step 3 on page 27.)

Step 10: E-file the appropriate ECF event and upload the main document and attachment document as usual.

Using Microsoft WORD to Create Hyperlinks to Existing ECF Documents

Step 1: Access ECF and run the docket report for the case that contains the document you want to link to.

Step 2: Locate the document among the docket entries.

Step 3: Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, e.g. :2).

Step 4: In Microsoft WORD, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.

Step 5: Click **Insert** on the toolbar and select **Hyperlink** from the drop down selection list.

Step 6: The **Insert Hyperlink** window opens. Paste the URL into the *Address* field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command). The URL of the ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example, <https://ap10-dev-dcn.td.ocads.ao.dcn/doc1/00103032?incHeader=y?page=23>. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.

Step 7: Save and close the word processing document.

Step 8: To convert the WORD document to PDF format, the Adobe Acrobat application must be used. There are a number of ways to convert a WORD document; the following illustrates conversion from within Adobe Acrobat. (**Note:** If the document is open when the next step is executed an error message is returned. The WORD file must be closed before converting it to PDF.)

Step 9: Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File...**

Step 10: A navigation window opens. Navigate, if necessary, to the directory/folder where the WORD document is stored. Select the document and click the **Open** button.

Step 11: A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically.)

Step 12: Close the Adobe file. Respond **Yes** to the save changes message and store the PDF document in the appropriate directory/file.

Step 13: E-file an event in ECF and upload the PDF file to the docket entry as usual.

Using Microsoft WORD to Create Hyperlinks between Documents Filed in the Same Event

- Step 1:** Create the secondary WORD document(s) (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Steps 8-12 starting on page 29.
- Step 2:** Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).
- Step 3:** Select the text in the main document that will be displayed as the hyperlink. Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.
- Step 4:** Navigate to the folder in which the secondary document you wish to link to is located. Highlight the file and click the **OK** button. (**Note:** The file selected as the link must be in PDF format.)
- Step 5:** The name of the selected file displays in the *Address* field. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter ?page=<page number>, e.g., Exhibit 2.pdf?page=23.
- Step 6:** Click the **OK** button and the dialog box will close. The hyperlink text will be underlined.
- Step 7:** Save the WORD document. Publish the document to PDF using Adobe Acrobat.
- Step 8:** E-file an event in ECF and upload the main document and attachments as usual.

Accessing Documents via Hyperlinks in Other Documents

Accessing documents via a cross-document hyperlink works the same as when documents are accessed via a document number hyperlink in a report or query. If you click on a hyperlink to a ECF document but have not logged in to a ECF server, a PACER log in screen is presented before the document can be displayed. Once you have logged in to a ECF server as a PACER user, this login ID will provide access to documents on other ECF servers for the duration of the browser session or until you log out of the ECF application. The billing receipt and confirmation will be displayed before the document is displayed. The PACER login ID will provide access to documents on the other court's server for the duration of the browser session or until you log out of the application.

If a document is restricted for any reason, you must log in to the server on which the document resides with your attorney login ID and have the appropriate access rights to the document. If a hyperlink to a restricted document is created in a document stored on another server, the hyperlink will not access the document from the other server.

If you do not have access rights to a document, or a document cannot be found, an applicable message will be displayed.

PACER Billing

When you access a document for the first time via the Notice of Electronic Filing, you will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.

When you access a document after the first look, or access it from a docket sheet, you will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note was added to the document submenu screen: **"To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view ECF documents from hyperlinks within the documents."**

If you do not have your PACER login already linked to your ECF login, you will be prompted for the PACER login for the first document you try to view.

Things to Remember

- Cross - Document Hyperlink functionality applies only to documents associated with ECF docket entries.
- Hyperlinks may link to the start of a document or to a specific page in the document.
- You can file main documents that include hyperlinks to attachment documents that are part of the same docketing transaction.
- Hyperlinks to ECF documents are retained as long as the case remains in the primary ECF database.
- Hyperlinks to restricted (ex: sealed) documents are not accessible unless you have appropriate permissions.
- Any documents that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- ECF does not verify URL addresses included as hyperlinks within documents.
- Cross - Document Hyperlink functionality works with WORDPerfect 11 or higher and Microsoft WORD 2002 or higher.

Non-Sealed Ex Parte Motion - Civil

WARNING

This will allow you to file ex parte motions that are NOT intended to be sealed. Only court staff will receive the Notice of Electronic Filing (NEF) via e-mail. The entries will be made public the next business day.

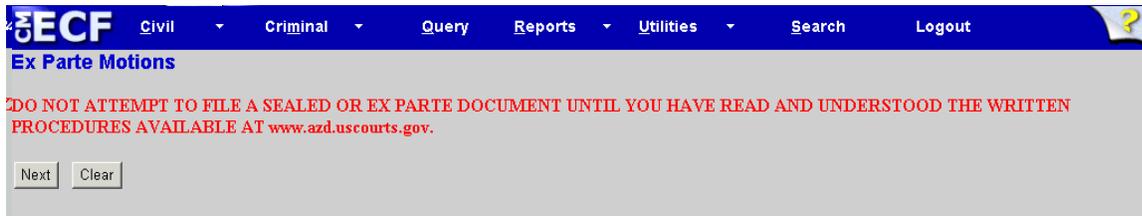
E-mail Notice Results and Restrictions Applied - There is no e-mail notice to any counsel. E-mail notice is only to the presider judge and any referral judge for the case. On the day docketed, the entry and document will not be viewable by the public. On the following day, both the entry and document will be viewable by the public.

Description and Purpose - There is only one event selection for Ex Parte Motion. It is intended for any type of ex parte motion.

Step 1: From the Civil Events Categories screen, click on [Ex Parte Motion](#).

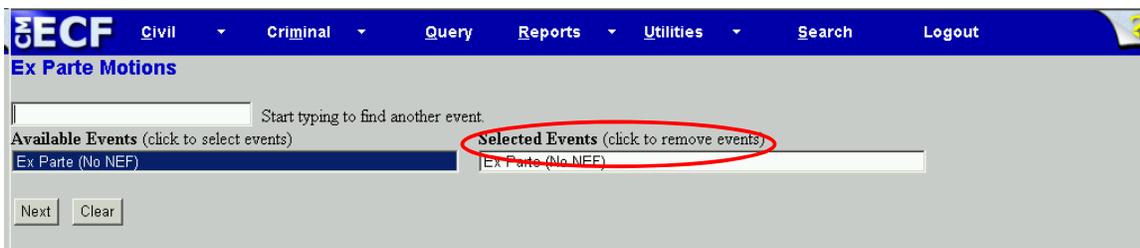


The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document.



Step 2: Click <Next> to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Events box.



Click <Next> to continue.

Step 4: Enter the civil case number. When done, click <Find This Case>.



Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

Step 7: Select your party, then click <Next>.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
2:07-cv-02040 Duck v. Goofy

Select the filer.

Select the Party:

Duck, Uncle [Plaintiff]
Goofy [Defendant]

[Add/Create New Party](#)

Next Clear

Step 8: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
2:07-cv-02040 Duck v. Goofy

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

If you have an attachment to your main document (ex: the Proposed Order) and have changed your radio button from “no” to “yes” during Step 8, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 9.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Ex Parte Motions (Test Modified)" and the case number is "2:07-cv-02040 Duck v. Goofy".

The main content area contains the following instructions and form fields:

- Select one or more attachments.**
- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- Filename**
A text input field with a "Browse..." button next to it.
- 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
- Category**
A drop-down menu.
- Description**
A text input field.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
- A list box (empty) with "Add to List" and "Remove from List" buttons next to it.
- A "Next" button at the bottom left.

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 9: If you wish to link this filing to another document in this case, place a check mark in the box to the left of the question, then click <Next> to continue. Otherwise, just click <Next> to continue and continue to Step 11 in this document.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
2:07-cv-02040 Duck v. Goofy

Should the document you are filing link to another document in this case?

Filed to

Documents to

Next Clear

Step 10: Place a check mark in the box to the left of the document you are linking to, then click <Next>.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
2:07-cv-02040 Duck v. Goofy

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

- 05/31/2007 [1](#) Final CJA 21 Appointment and Authority to Pay Investigator Tinkerbell by atty2 with claim in the amount of \$123. (Attachments: # [1](#) Invoice# 667 (2) Authorizing Orders# [3](#) Receipts)(MKB,) (Terminated)
- 06/05/2007 [2](#) Final CJA 20 Appointment and Authority to Pay Court Appointed Counsel by atty2 with claim in the amount of \$123. (Attachments: # [1](#) Services)(atty2,) (Terminated)
- 11/02/2007 [3](#) Minute Entry. Proceedings held before Magistrate Judge Mark E. Aspey. Bench Trial held on 11/2/2007. (Court Reporter COURTSMART.)(MKB)
- 11/02/2007 [4](#) Interim CJA 30 Appointment and Authority to Pay Court Appointed Counsel by atty3 with claim in the amount of \$123. (Attachments: # [1](#) Authorizing Order, # [2](#) Receipts)(atty3,)
- 11/02/2007 [5](#) Interim CJA 31 Appointment and Authority to Pay Accountant Mickey Mouse by atty3 with claim in amount of \$222. (Attachments: # [1](#) Interim Authorizing Order)(atty3,)
- 11/02/2007 CJA Voucher Rejected re [1](#) CJA 21 Voucher as to atty3. Your voucher has been rejected for the following reason(s): Does not comply with General Order 07-16, Form CJA 26 required when voucher exceeds statutory maximum., The corrected voucher must be e-filed in its entirety. (MKB)
- 11/05/2007 [8](#) TRANSCRIPT DESIGNATION AND ORDER FORM by Goofy for proceedings held on 03-29-07 before Judge Anderson. (atty3,)
- 11/14/2007 [9](#) SEALED MOTION to Seal Case by Uncle Duck. (Attachments: # Text of Proposed Order)(atty3,)
- 11/16/2007 [11](#) TRANSCRIPT DESIGNATION AND ORDER FORM by Goofy for proceedings held on 03/23/07 before Judge hhh. (Attachments: # [1](#) Authorizing Orders)(atty3,)
- 11/19/2007 [12](#) EX PARTE MOTION re [9](#) SEALED MOTION to Seal Case by Goofy. (Attachments: # [1](#) Text of Proposed Order)(atty3,)
- 11/19/2007 [13](#) SEALED MOTION to Seal Case by Goofy. (Attachments: # Text of Proposed Order)(atty3,)

Next Clear

Step 11: Modify docket text, if appropriate. Click <Next> to continue.

The screenshot shows the ECF system interface for 'Ex Parte Motions' in case 2:07-cv-02040. The 'Docket Text: Modify as Appropriate.' section is highlighted with a red circle. It contains a dropdown menu with 'EX PARTE MOTION' selected and a text field containing 'by Goofy. (atty3,)'. Below this are 'Next' and 'Clear' buttons.

At this screen, you will have no further opportunity to modify your docket text.

The screenshot shows the ECF system interface for 'Ex Parte Motions' in case 2:07-cv-02040. The 'Docket Text: Final Text' section displays 'EX PARTE MOTION by Goofy. (atty3,)'. Below this is a warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Below the warning is the source document path: 'P:\share\d\CMECF\Application Training\PDF Files\Motion.pdf pages: 1'. At the bottom are 'Next' and 'Clear' buttons.

Step 12: Click <Next> to receive your Notice of Electronic Filing (NEF)

Notice of Electronic Filing

The screenshot shows the ECF system interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Ex Parte Motions" and "2:07-cv-02040 Duck v. Goofy". It identifies the court as the U.S. District Court of Arizona. A "Notice of Electronic Filing" section states that a transaction was entered by attorney3 on 11/23/2007 at 8:10 AM MST and filed on 11/23/2007. Case details include Case Name: Duck v. Goofy, Case Number: 2:07-cv-2040, Filer: Goofy, and Document Number: 16. The "Docket Text" shows "EX PARTE MOTION by Goofy. (atty3,)" which is circled in red. Below this, a red oval highlights the text: "No public notice (electronic or otherwise) sent because the entry is private". This is followed by the text: "The following document(s) are associated with this transaction:". A document description is provided: "Main Document", "Original filename: n/a", and an "Electronic document Stamp" with a long alphanumeric hash.

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF. The entries will be made public the next business day.

Non-Sealed Ex Parte Documents - Civil

WARNING

This will allow you to file ex parte documents that are NOT intended to be sealed. Only court staff will receive the Notice of Electronic Filing (NEF) via e-mail. The entries will be made public the next business day.

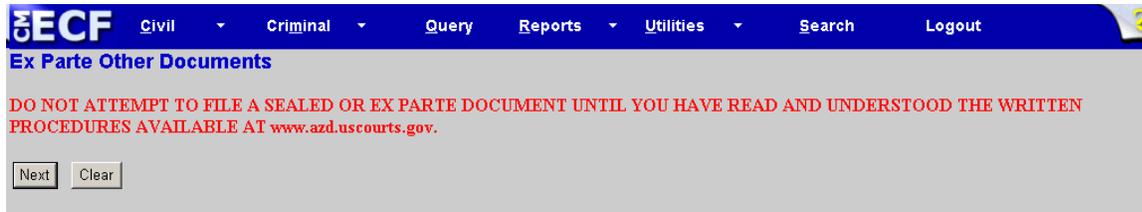
E-mail Notice Results and Restrictions Applied - There is no e-mail notice to any counsel. E-mail notice is only to the presider judge and any referral judge for the case. On the day docketed, the entry and document will not be viewable by the public. On the following day, both the entry and document will be viewable by the public.

Description & Purpose - There is only one event selection for Ex Parte Documents. It is intended for any type of ex parte document.

Step 1: From the Civil Events Categories screen, click on [<Ex Parte Documents>](#).

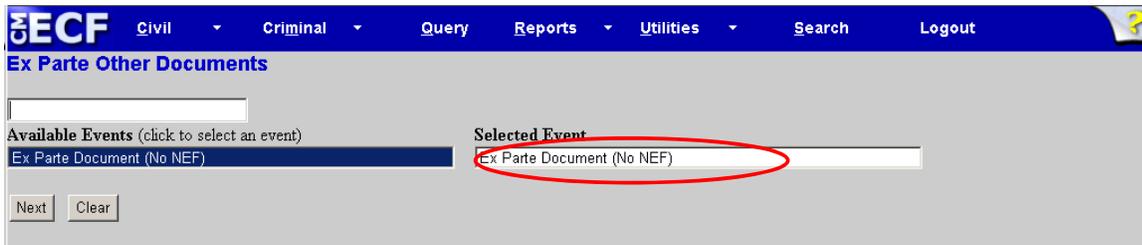


The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document.



Step 2: Click <Next> to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Events box.



Click <Next> to continue.

Step 4: Enter the civil case number. When done, click <Find This Case>.



Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

Step 7: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

MECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Other Documents
[2:07-cv-02040 Duck v. Goofy](#)

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

If you have an attachment to your main document and have changed your radio button from “no” to “yes” during Step 7, the following screen will appear. (Follow the instructions below.) Otherwise, continue to Step 8.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Other Documents
2:07-cv-02040 Duck v. Goofy

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename
 Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
 Remove from List
 Next

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

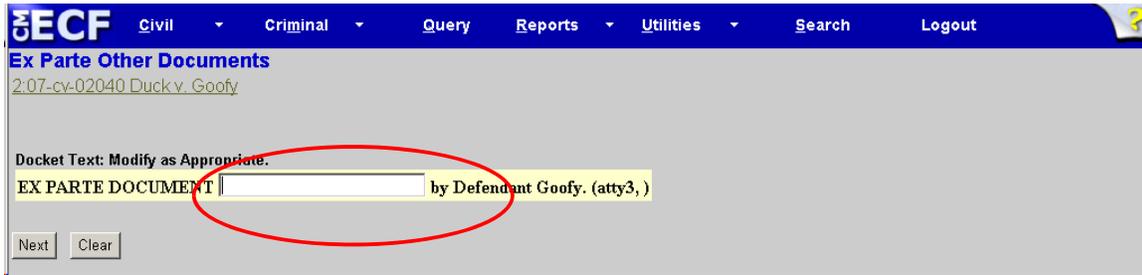
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

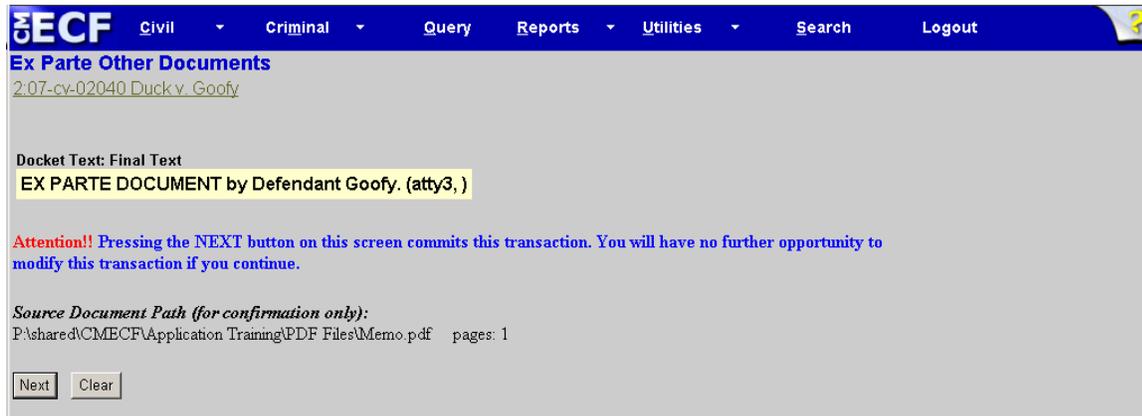
Step 8: Select your party, then click <Next>.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Ex Parte Other Documents" and the case number is "2:07-cv-02040 Duck v. Goofy". The main content area is light gray and contains the instruction "Select the filer." followed by "Select the Party:". There is a text input field containing "Duck, Uncle [Plaintiff]" and "Goofy [Defendant]". To the right of the input field is a blue link labeled "Add/Create New Party". At the bottom of the form area, there are two buttons: "Next" and "Clear".

Step 9: Modify docket text, if appropriate. Click <Next> to continue.



At this screen, you will have no further opportunity to modify your docket text.



**Step 10:** Click <Next> to receive your Notice of Electronic Filing (NEF)

Notice of Electronic Filing

The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Ex Parte Other Documents" with a link to "2:07-cv-02040 Duck v. Goofy". The main content area is titled "U.S. District Court" and "U.S. DISTRICT COURT OF ARIZONA". The section is titled "Notice of Electronic Filing". The text states: "The following transaction was entered by atty3, on 11/28/2007 at 9:45 AM MST and filed on 11/28/2007". It lists the following details: "Case Name: Duck v. Goofy", "Case Number: 2:07-cv-2040", "Filer: Goofy", and "Document Number: 22". The "Docket Text:" section contains the entry "EX PARTE DOCUMENT by Defardant Goofy. (atty3,)" which is circled in red. Below this, a message states: "No public notice (electronic or otherwise) sent because the entry is private". This message is also circled in red. The text continues: "The following document(s) are associated with this transaction:". The "Document description:" is "Main Document", and the "Original filename:" is "n/a". The "Electronic document Stamp:" includes a long alphanumeric string: "[STAMP dcecfStamp_ID=1096393563 [Date=11/28/2007] [FileNumber=98464-0] [38aa27168c6b1836c5255e93929ba8af157d8c5bcb1f97df772eec30787aac53ff53275f941acec39aa9e0dff5f3f3c7ff8974e397e8b5fecb9dbbf3c3ee9341]]".

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF. The entries will be made public the next business day.

Non-Sealed Ex Parte Motion - Criminal

WARNING

This will allow you to file ex parte motions that are NOT intended to be sealed. Only court staff will receive the Notice of Electronic Filing (NEF) via e-mail. The entries will be made public the next business day.

E-mail Notice Results and Restrictions Applied - There is no e-mail notice to any counsel. E-notice is only to the presider judge and any referral judge for the case. On the day docketed, the entry and document will not be viewable by the public. On the following day, both the entry and document will be viewable by the public.

Description and Purpose - There are two event selections under Ex Parte Motion:

1. Ex Parte Motion is intended for any type of ex parte motion.
2. Investigative/Expert/Other Services.

Step 1: From the Criminal Events Categories screen, click on [Ex Parte Motion](#).

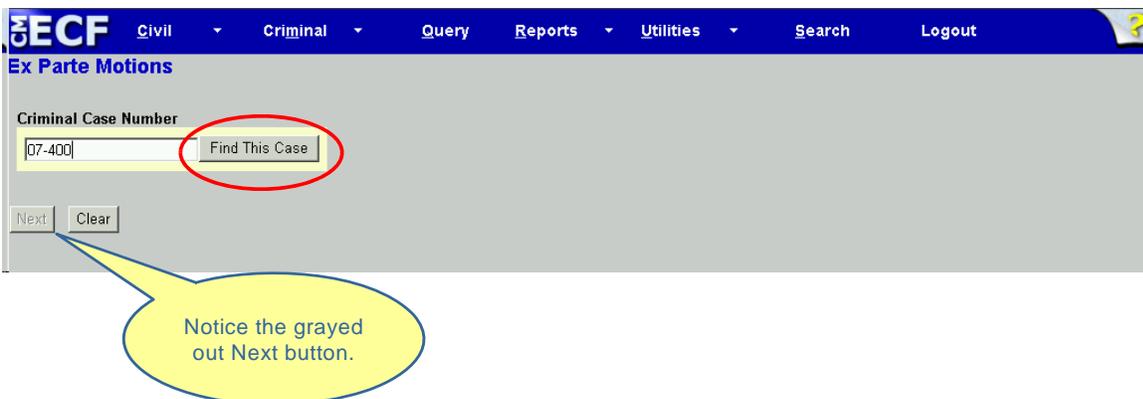


The next screen is a reminder to **not** file an ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document.



Step 2: Click [Next](#) to continue.

Step 3: Enter the criminal case number. When done, click [Find This Case](#).



Step 4: Select the correct case and defendant from the options. (If there is only one case number in ECF, only that case number will display.)

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions

Criminal Case Number

07-400 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

Notice the grayed out Next button.

Step 5: Once you have selected the correct case number and defendant, the <Next> button becomes available for your use. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions

Criminal Case Number

2:07-cr-400-2 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

This is a reminder screen to select only the defendant you are filing the motion for. If you have done so, click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions

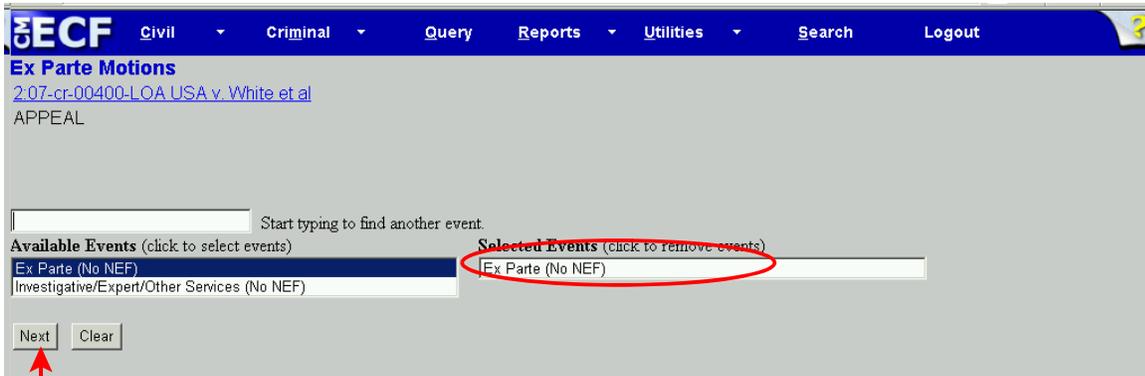
IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT(S) FILING THE MOTION (FOR APPLICATION OF EXCLUDABLE TIME) ON THE PREVIOUS SCREEN.

Next Clear

Step 6: Select your party, then click <Next>.



Step 7: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Events box.



Click <Next> to continue.

Step 8: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

If you have an attachment to your main document (ex: the Proposed Order) and have changed your radio button from “no” to “yes” during Step 8, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 9.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename
 Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
Remove from List
Next

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 9: If you wish to link this filing to another document in this case, place a check mark in the box to the left of the question, then click <Next> to continue. Otherwise, just click <Next> to continue and continue to Step 11 in this document.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions

2:07-cr-00400-LOA USA v. White et al

APPEAL, R&R

Should the document you are filing link to another document in this case?

Filed to

Documents to

Next Clear

Step 10: Place a check mark in the box to the left of the document you are linking to, then click <Next>.

04/04/2007 [7](#) MOTION to Change Venue/Transfer Case by Bashful. (FMP)

04/04/2007 [8](#) MOTION to Remand to State Court by Bashful. (FMP,)

04/04/2007 [9](#) MOTION to dismiss Complaint by Bashful. (FMP,)

05/07/2007 [10](#) MOTION to Alter Judgment by Bashful. (atty2,)

05/08/2007 [12](#) JUDGMENT as to Snow White, Bashful, Doc. Signed by Judge Lawrence O Anderson on 05/08/07. (MKB,)

05/08/2007 [13](#) NOTICE OF APPEAL by Bashful (atty2,)

05/08/2007 [14](#) NOTICE OF APPEAL by Bashful (atty2,)

05/08/2007 [15](#) ACKNOWLEDGMENT OF RECEIPT OF RECORD ON APPEAL FROM 9th CIRCUIT re [13](#) Notice of Appeal (atty2,)

05/08/2007 [16](#) APPEAL OF MAGISTRATE JUDGE DECISION to District Court by Bashful Appeal taken from case 04-1234. (atty2,)

05/08/2007 [17](#) Government's BRIEF as to Bashful re [13](#) Notice of Appeal 0 (atty2,)

05/08/2007 [18](#) Government's REPLY BRIEF as to Bashful re [13](#) Notice of Appeal (atty2,)

05/31/2007 [19](#) Final CJA 31 Appointment and Authority to Pay Investigator by atty2 with claim in the amount of \$555. (MKB,)

07/10/2007 [20](#) REPORT AND RECOMMENDATIONS as to Snow White, Bashful, Doc. Signed by Judge Lawrence O Anderson on 07/06/07. (MKB,)

07/10/2007 [21](#) SENTENCING MEMORANDUM by Bashful (atty2,)

10/10/2007 [25](#) ORDER adopting the [20](#) REPORT AND RECOMMENDATIONS as to Snow White, Bashful, Doc. Signed by Magistrate Judge Lawrence O Anderson on 10/10/07.(ESL) (Entered: 10/24/2007)

10/12/2007 [26](#) Minute Order setting a hearing associated with CR07-012-PHX- (ESL) (Entered: 10/24/2007)

10/23/2007 [27](#) MINUTE ORDER vacating hearing due to Judgment in USDC, District of Oregon Signed by Magistrate Judge Lawrence O Anderson on 10/23/07.(ESL) (Entered: 10/24/2007)

10/24/2007 [28](#) NOTICE of non compliance (ESL)

10/29/2007 [29](#) RESPONSE to Motion by Snow White as to Snow White, Bashful, Doc re 4 MOTION to Continue Sentencing (atty4,)

10/29/2007 [30](#) MOTION to Appoint Counsel by Snow White as to Snow White, Bashful, Doc. (atty4,)

10/29/2007 [31](#) First MOTION for Reconsideration re [3](#) MOTION for Acquittal filed by Bashful, Doc, Snow White by Snow White as to Snow White, Bashful, Doc. (atty4,)

10/29/2007 [32](#) SENTENCING MEMORANDUM by Snow White as to Snow White, Bashful, Doc (atty4,)

11/16/2007 [47](#) TRANSCRIPT DESIGNATION AND ORDER FORM by Bashful for proceedings held on 03/23/07 before Judge hhh. (Attachments: # [1](#) Form CJA 24) (atty3,)

11/19/2007 [49](#) EX PARTE MOTION re [29](#) Response to Motion by Bashful. (Attachments: # [1](#) Text of Proposed Order)(atty3,)

Next Clear

Step 11: Modify docket text, if appropriate. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Docket Text: Modify as Appropriate.
EX PARTE MOTION by Bashful. (atty3,)

Next Clear

At this screen, you will have no further opportunity to modify your docket text.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Docket Text: Final Text
EX PARTE MOTION by Bashful. (atty3,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
P:\shared\CMECF\Application Training\PDF Files\Motion.pdf pages: 1

Next Clear

Step 12: Click <Next> to receive your Notice of Electronic Filing (NEF)

Notice of Electronic Filing

The screenshot shows the ECF system interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Ex Parte Motions" and includes the case name "2:07-cr-00400-LOA, USA v. White et al" and "APPEAL, R&R". The court is identified as "U.S. District Court" and "U.S. DISTRICT COURT OF ARIZONA".

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/23/2007 at 8:34 AM MST and filed on 11/23/2007

Case Name: USA v. White et al
Case Number: [2:07-cr-400](#)
Filer: Dft No. 2 - Bashful
Document Number: [54](#)

Docket Text:
[EX PARTE MOTION by Bashful \(atty3,\)](#)

No public notice (electronic or otherwise) sent because the entry is private
The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98351-0]
[68b634417a464126cd78cfff48ce064ec4d1feaae465d911a102e6a64b2d6f51564
a144c2d95e65bc4c40770986954eba116166715e9f341b4e9e4ed5598f4a]]

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF. The entries will be made public the next business day.

E-Filing Sealed and Sealed Ex Parte Events in Non-Sealed Cases

Introduction

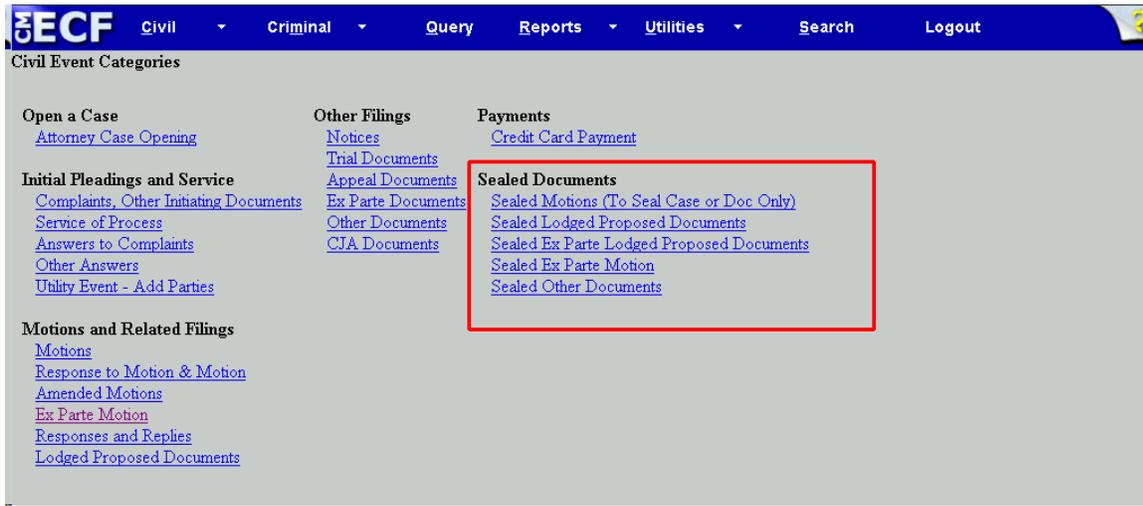
Effective December 1, 2007, you may now file sealed and sealed ex parte events in non-sealed cases in ECF in the District of Arizona. However, there will be a grace period where you can file through ECF or continue to submit the paper documents according to the Administrative Policies and Procedures Manual. **Effective January 1, 2008, e-filing of sealed documents in non-sealed cases will be mandatory.**

Please read the information in the Administrative Policies and Procedures Manual and this document (found on our web site at www.azd.uscourts.gov) before you begin filing sealed documents in non-sealed cases.

E-mail notice results and restrictions applied to the docket text entry and/or document vary depending on events selected and whether docketed in a civil or criminal case. This document provides this information for each event. It is advised you read and understand the e-mail notice Results and Restrictions Applied for the category/event you are selecting before you begin filing sealed, sealed ex parte, and ex parte documents.

Also, sealed and sealed ex parte events available for attorney users are limited. Use these events only for documents which match the description and purpose of the event.

Below is a screen shot of the events you may file in the **Civil Event Categories**



Below is a screen shot of the events you may file in the **Criminal Event Categories**



REMINDER

E-filing of sealed documents is for non-sealed cases only.

Sealed Motions (To Seal Case or Doc. Only) - Civil

REMINDER

E-filing of sealed documents is for non-sealed cases only.

E-mail Notice Results and Restrictions Applied - E-mail notice is to all counsel. The document only is sealed and will not be viewable by the public. The docket text entry will be viewable by the public.

Description and Purpose - Select **Seal Case (NEF)** when motioning to seal the entire case and the motion to seal case itself should be sealed. If the motion to seal case does not need to be sealed, use the [Motions](#) category.

Description and Purpose - Select **Seal Document (NEF)** when motioning to seal a proposed document, i.e, a document that is not yet on the docket. If motioning to seal a document that was previously entered on the docket, use the [Motions](#) category.

Step 1: From the Civil Event Categories screen, click on <[Sealed Motions \(To Seal Case or Doc. Only\)](#)>.

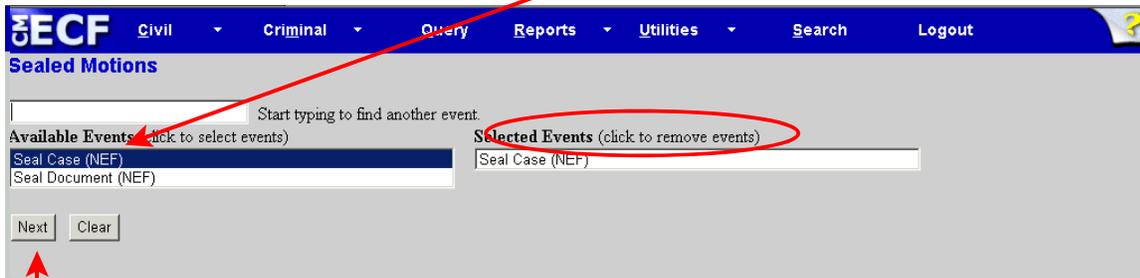


The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



Step 2: Click <Next> to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Events box. If you select the incorrect event, simply click to remove.



Click <Next> to continue.

Step 4: Enter the civil case number. When done, click <Find This Case>.



Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

Step 7: Select your party, then click <Next>.

The screenshot shows the ECF interface for "Sealed Motions" in case "2:07-cv-02040 Duck v. Goofy". The page has a blue header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the text "Select the filer." is followed by "Select the Party:". A list box contains "Duck, Uncle [Plaintiff]" and "Goofy [Defendant]". To the right of the list box is a link "Add/Create New Party". At the bottom of the form are "Next" and "Clear" buttons.

Step 8: Enter your .pdf document. A proposed form of order will always be an attachment to a motion entry. To attach the proposed form of order and any other attachments, change the radio button from the default of "no" to "yes." Click <Next> to continue.

Note: Do not use the Sealed Lodged Proposed Documents event to docket a proposed form of order to a motion.

The screenshot shows the ECF interface for "Sealed Motions" in case "2:07-cv-02040 Duck v. Goofy". The page has a blue header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the text "Select the pdf document (for example: CA199cv501:21.pdf)" is followed by "Filename". A text input field is present with a "Browse..." button to its right. Below the input field is the text "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons. A red arrow points from the "Browse..." button in this screenshot to the "Note" box above.

The following screen will appear. Follow the instructions on this page to attach your proposed order.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Motions
2:07-cv-02040 Duck v. Goofy

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
 Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
 Remove from List
Next

First: Click on **[Browse]** to search for and attach the document.

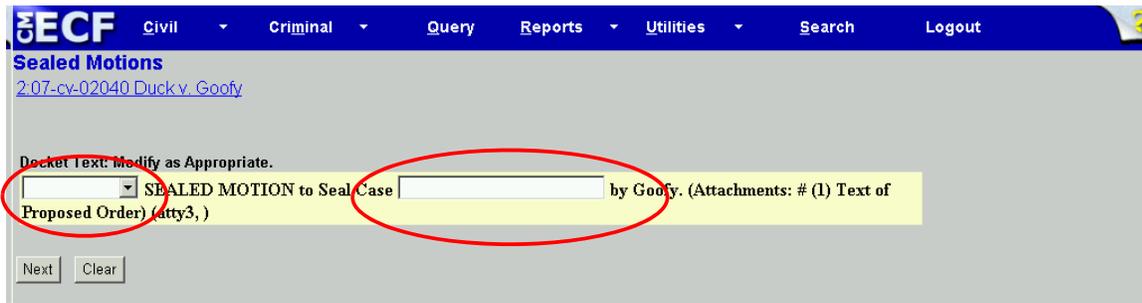
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

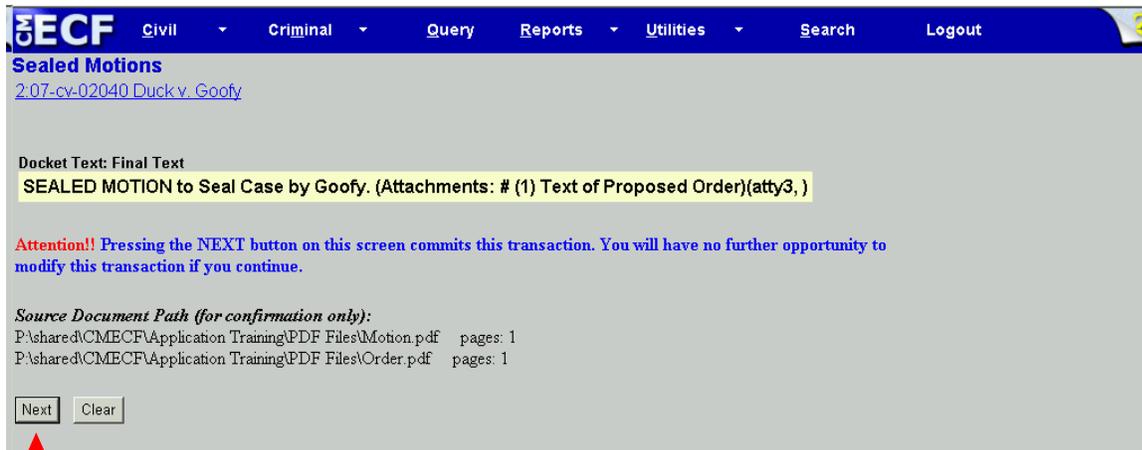
When you are finished adding all your attachments, click <Next>.

Step 9: Modify docket text, if appropriate. Click <Next> to continue.



The screenshot shows the ECF interface for Sealed Motions. The page title is "Sealed Motions" with a sub-link "2:07-cv-02040 Duck v. Goofy". Below the title, the text "Docket Text: Modify as Appropriate." is displayed. A yellow highlighted area contains a dropdown menu with a downward arrow, followed by the text "SEALED MOTION to Seal Case", a text input field, and the text "by Goofy. (Attachments: # (1) Text of Proposed Order)(atty3,)". Below this area are two buttons: "Next" and "Clear".

At this screen, you will have no further opportunity to modify your docket text.



The screenshot shows the ECF interface for Sealed Motions. The page title is "Sealed Motions" with a sub-link "2:07-cv-02040 Duck v. Goofy". Below the title, the text "Docket Text: Final Text" is displayed. A yellow highlighted area contains the text "SEALED MOTION to Seal Case by Goofy. (Attachments: # (1) Text of Proposed Order)(atty3,)". Below this area, a red warning message reads: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning, the text "Source Document Path (for confirmation only):" is displayed, followed by two lines of file paths: "P:\shared\CMECF\Application Training\PDF Files\Motion.pdf pages: 1" and "P:\shared\CMECF\Application Training\PDF Files\Order.pdf pages: 1". Below this area are two buttons: "Next" and "Clear". A red arrow points to the "Next" button.

Step 10: Click <Next> to receive your Notice of Electronic Filing (NEF)

Sealed Lodged Proposed Documents - Civil

REMINDER

E-filing of sealed documents is for non-sealed cases only.

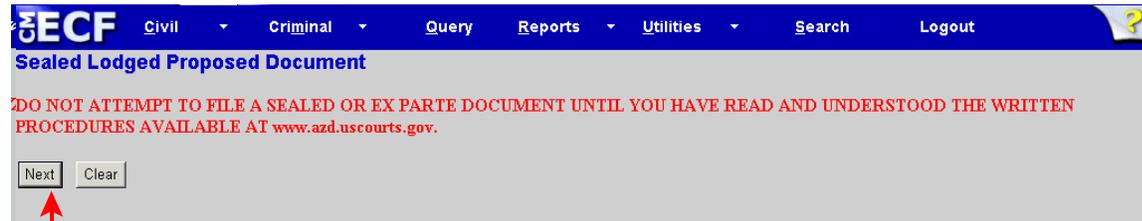
E-mail Notice Results and Restrictions Applied - E-mail notice is to all counsel. The document only is sealed and will not be viewable by the public. The docket text entry will be viewable by the public.

Description and Purpose - There is only one event selection. It is intended to be used to lodge a proposed sealed document in conjunction with a motion to seal. Do not use to docket a proposed form of order to a motion.

Step 1: From the Civil Event Categories screen, click on <[Sealed Lodged Proposed Documents](#)>.



The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



Step 2: Click <Next> to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Event box.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document

Available Events (click to select an event)
Sealed Lodged Proposed Document (NEF)

Selected Event
Sealed Lodged Proposed Document (NEF)

Next Clear

Click <Next> to continue.

Step 4: Enter the civil case number. When done, click <Find This Case>.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document

Civil Case Number
07-2040 Find This Case

Next Clear

Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

Step 7: Select your party, then click <Next>.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
2:07-cv-02040 Duck v. Goofy

Select the filer.

Select the Party:

Duck, Uncle [Plaintiff] Add/Create New Party
Goofy [Defendant]

Next Clear

This screen is a reminder screen; please read carefully. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
2:07-cv-02040 Duck v. Goofy

DO NOT USE THIS EVENT FOR PROPOSED FORMS OF ORDERS!
ELECTRONICALLY SUBMITTED PROPOSED ORDERS MUST BE INCLUDED AS AN ATTACHMENT TO THE MOTION OR STIPULATION.
THIS EVENT IS TO BE USED ONLY FOR PROPOSED SEALED DOCUMENTS IN CONJUNCTION WITH A MOTION TO SEAL.

Next Clear

Step 8: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
2:07-cv-02040 Duck v. Goofy

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
Browse...

Attachments to Document: No Yes

Next Clear

If you have an attachment to your main document and have changed your radio button from “no” to “yes” during Step 8, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 9.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
[2:07-cv-02040 Ducky, Goofy](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename
 Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
 Remove from List
Next

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 9: In the text box, type in a description of the Proposed Document, then click <Next> to continue.

The screenshot shows the ECF interface with a 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 Lodged Proposed Document' for case '2:07-cv-02040 Duck v. Goofy'. A text box labeled 'Description of Proposed Document:' is highlighted with a red circle. Below the text box are 'Next' and 'Clear' buttons.

Step 10: To link to the motion, place a check mark in the box to the left of the question **Should the document you are filing link to another document in this case?** Then click <Next> to continue.

The screenshot shows the ECF interface with the same header and case information. Below the header, the text reads 'LINK TO THE MOTION WHICH REQUESTS LEAVE OF COURT TO FILE THIS PROPOSED DOCUMENT.' Below this, a question is displayed: 'Should the document you are filing link to another document in this case?' The checkmark box to the left of the question is highlighted with a red circle. Below the question are two rows of text boxes: 'Filed [] to []' and 'Documents [] to []'. At the bottom are 'Next' and 'Clear' buttons.

Step 11: Place a check mark in the box to the left of the motion which requested leave of court to file this proposed document, then click <Next> to continue.

The screenshot shows the ECF interface with the same header and case information. Below the header, the text reads 'Select the appropriate event(s) to which your event relates:'. Below this, a list of motions is displayed. The first motion is '11/14/007 9 SEALED MOTION to Seal Case by Uncle Duck. (Attachments: # Text of Proposed Order)(atty3,)' and its checkmark box is highlighted with a red circle. Below the list are 'Next' and 'Clear' buttons.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

At this screen, you will have no further opportunity to modify your docket text.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Lodged Proposed Document" with a link to "2:07-cv-02040 Duck v. Goofy". The main content area displays the docket text: "Docket Text: Final Text" followed by "SEALED LODGED Proposed re: [9] SEALED MOTION to Seal Case. Document to be filed by Clerk if Motion to Seal is granted. Filed by Uncle Duck. (Attachments: # (1) Text of Proposed Order)(atty3,)". A yellow highlight is under the docket text. Below this, a red warning message 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." Underneath the warning, the source document paths are listed: "Source Document Path (for confirmation only): P:\shared\CMECF\Application Training\PDF Files\Motion.pdf pages: 1" and "P:\shared\CMECF\Application Training\PDF Files\Objection.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear". A red arrow points to the "Next" button.

Step 12: Click <Next> to receive your Notice of Electronic Filing (NEF).

Sealed Ex Parte Lodged Proposed Documents - Civil

REMINDER

E-filing of sealed documents is for non-sealed cases only.

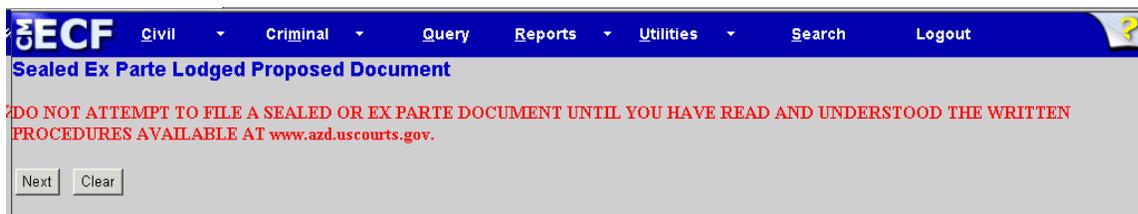
E-mail Notice Results and Restrictions Applied - There is no e-mail notice in any respect. The entry and document is sealed and neither will be viewable by the public.

Description and Purpose - There is only one event selection. It is intended to be used to lodge a proposed sealed ex parte document in conjunction with a sealed ex parte motion to seal. Do not use to docket a proposed form of order to a motion.

Step 1: From the Civil Event Categories screen, click on [Sealed Ex Parte Lodged Proposed Documents](#).

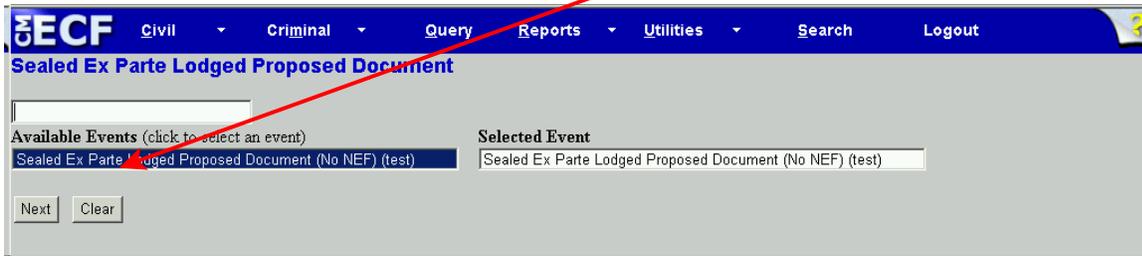


The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



Step 2: Click [Next](#) to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Event box.



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 Ex Parte Lodged Proposed Document". The main content area is divided into two sections: "Available Events (click to select an event)" and "Selected Event". In the "Available Events" section, a list box contains the text "Sealed Ex Parte Lodged Proposed Document (No NEF) (test)", which is highlighted in blue. Below this list box are two buttons: "Next" and "Clear". In the "Selected Event" section, a text box contains the same text: "Sealed Ex Parte Lodged Proposed Document (No NEF) (test)". A red arrow points from the "Next" button in the "Available Events" section to the "Selected Event" section.

↑
Click <Next> to continue.

Step 4: Enter the civil case number. When done, click <Find This Case>.



The screenshot shows the ECF interface with the same blue header and page title as in Step 3. The main content area has a "Civil Case Number" label above a text input field containing "07-2040". To the right of the input field is a button labeled "Find This Case", which is circled in red. Below the input field and button are two buttons: "Next" and "Clear". The "Next" button is grayed out. A yellow speech bubble points to the "Next" button.

Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

The screenshot shows the ECF interface with a 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 Ex Parte Lodged Proposed Document". The main content area is titled "Civil Case Number" and contains a text input field with "07-2040" and a "Hide Case List" button. Below the input field, it says "Select a case:" followed by two radio button options: "2:07-cv-02040 Duck v. Goofy" and "4:07-cv-02040-RCC--TPS Ledesma-Estrada v. White, et. al". At the bottom of the form are "Next" and "Clear" buttons. The "Next" button is grayed out.

Notice the grayed out Next button.

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

This screenshot is identical to the one in Step 5, but the "Next" button is now active and highlighted with a red circle. The radio button for "2:07-cv-02040 Duck v. Goofy" is now checked.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

Step 7: Select your party, then click <Next>.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Lodged Proposed Document
[2:07-cv-02040 Duck v. Goofy](#)

Select the filer.

Select the Party:

Duck, Uncle [Plaintiff]
Goofy [Defendant]

[Add/Create New Party](#)

Next Clear

This is a reminder screen; please read carefully. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Lodged Proposed Document
[2:07-cv-02040 Duck v. Goofy](#)

DO NOT USE THIS EVENT FOR PROPOSED FORMS OF ORDERS!

ELECTRONICALLY SUBMITTED PROPOSED ORDERS MUST BE INCLUDED AS AN ATTACHMENT TO THE MOTION OR STIPULATION.

THIS EVENT IS TO BE USED ONLY FOR PROPOSED SEALED DOCUMENTS IN CONJUNCTION WITH A MOTION TO SEAL.

Next Clear

Step 8: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Lodged Proposed Document
[2:07-cv-02040 Duck v. Goofy](#)

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

If you have an attachment to your main document and have changed your radio button from “no” to “yes” during Step 8, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 9.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Ex Parte Lodged Proposed Document" with a link to "2:07-cv-02040 Duck v. Goofy". The main content area contains instructions for adding attachments:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category

Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 9: In the text box, type in a description of the proposed document, plus the document number (you received in ECF) and description of the related motion. Click <Next> to continue.

The screenshot shows the ECF interface for filing a document. The title is "Sealed Ex Parte Lodged Proposed Document" for case "2:07-cv-02040 Duck v. Goofy". There are two text input fields: "Description of Proposed Document:" and "Doc # and description of related motion requesting leave to file this proposed document:". Both fields are currently empty and are circled in red. Below the fields are "Next" and "Clear" buttons.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

At this screen, you will have no further opportunity to modify your docket text.

The screenshot shows the validation screen. The docket text is: "Docket Text: Final Text" followed by "EX PARTE LODGED Proposed. Document to be filed by Clerk if Motion to Seal is granted. Filed by Goofy. (Attachments: # (1) Affidavit)(atty3,)". A red arrow points to the "Next" button. Below the docket text, there is a warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." and a section for "Source Document Path (for confirmation only):" with two entries: "P:\shared\CMECF\Application Training\PDF Files\Memo.pdf pages: 1".

Step 10: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Lodged Proposed Document
[2:07-cv-02040 Duck v. Goofy](#)

U.S. District Court
U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/29/2007 at 2:15 PM MST and filed on 11/29/2007

Case Name: Duck v. Goofy
Case Number: [2:07-cv-2040](#)
Filer: Goofy
Document Number: [26](#)

Docket Text:
[EX PARTE LODGED Proposed. Document to be filed by Clerk if Motion to Seal is granted. Filed by Goofy. \(atty3,\)](#)

[2:07-cv-2040 No electronic notice will be sent because the case/entry is sealed.](#)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/29/2007] [FileNumber=98515-0]
[1a07cf9d0a513c9cff00ad9ca20e1bba3bc75f2b3293c54b31bd37b5452ca114fc80
53e65a8d6fd531f80426f53516520810bf04a586f747f4b74c09b084c626]]

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Sealed Ex Parte Motion - Civil

REMINDER

E-filing of sealed documents is for non-sealed cases only.

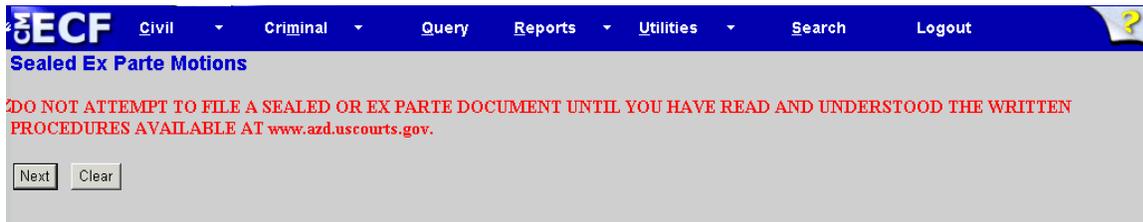
E-mail Notice Results and Restrictions Applied - There is no e-mail notice in any respect. The entry and document is sealed and neither will be viewable by the public.

Description and Purpose - There is only one event selection. It is intended for any type of sealed ex parte motion.

Step 1: From the Civil Event Categories screen, click on <[Sealed Ex Parte Motion](#)>.

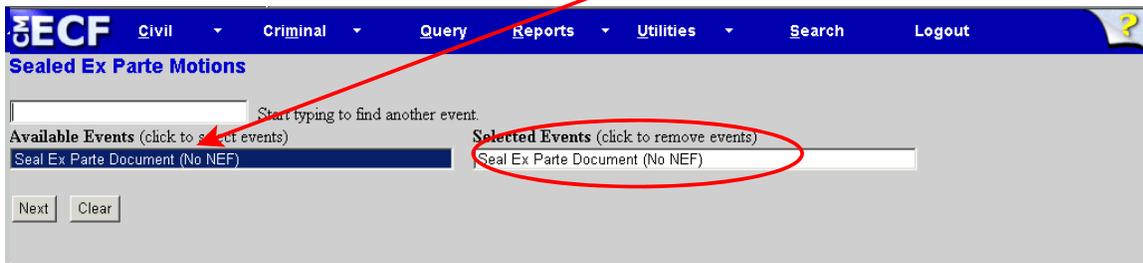


The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



Step 2: Click <Next> to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Events box.



↑
Click <Next> to continue.

Step 4: Enter the civil case number. When done, click <Find This Case>.



Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)



Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.



The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

Step 7: Select your party, then click <Next>.

The screenshot shows the ECF interface for 'Sealed Ex Parte Motions' in case 2:07-cv-02040 Duck v. Goofy. The page has a blue header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled 'Select the filer.' and contains a section 'Select the Party:'. Below this is a list box with two entries: 'Duck, Uncle [Plaintiff]' and 'Goofy [Defendant]'. To the right of the list box is a link 'Add/Create New Party'. At the bottom of the section are two buttons: 'Next' and 'Clear'.

Step 8: Enter your .pdf document. A proposed form of order will always be an attachment to a motion entry. To attach the proposed form of order and any other attachments, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

Note: Do not use the Sealed Ex Parte Lodged Proposed Documents event to docket a proposed form of order to a motion.

The screenshot shows the ECF interface for 'Sealed Ex Parte Motions' in case 2:07-cv-02040 Duck v. Goofy. The page has a blue header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label and an empty text input field. To the right of the input field is a 'Browse...' button. Below the input field is the label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the section are two buttons: 'Next' and 'Clear'. A red arrow points from the 'Browse...' button in this screenshot to the 'Note' box above.

The following screen will appear. Follow the instructions on this page to attach your proposed order.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Motions
[2:07-cv-02040 Duck v. Goofy](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. (If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.)

Third: Click on the **[Add to List]** button.

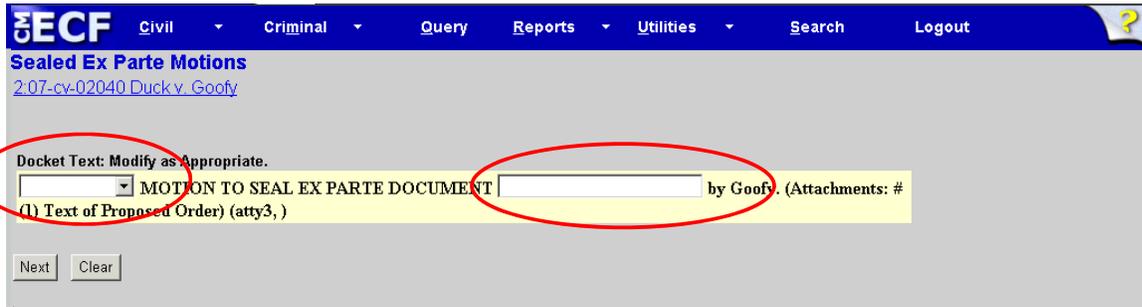
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

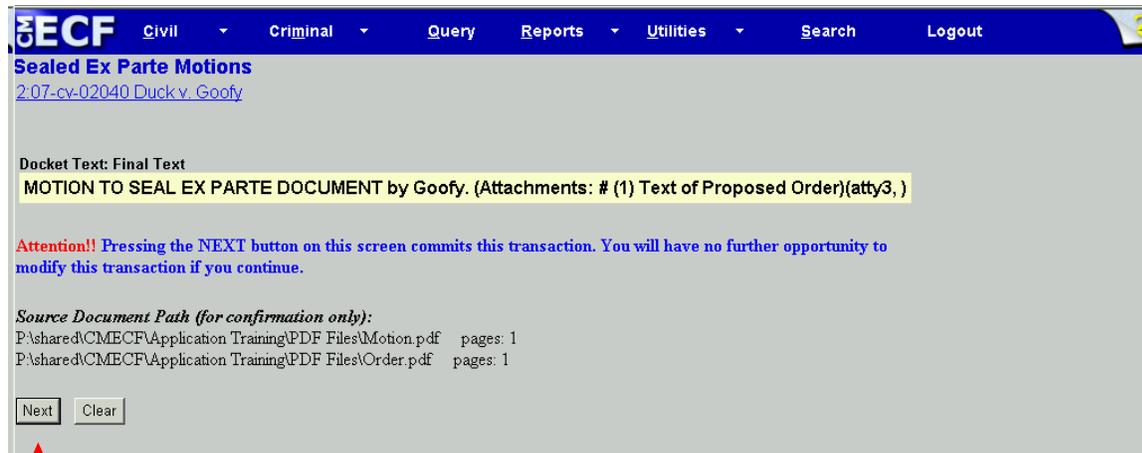
Step 9: If this Sealed Ex Parte Motion should be linked to another document in this case, place a check mark in the box to the left of the question, then click <Next> to continue. If it should not, click <Next> to continue and proceed to Step 11 in this document. **Note:** If an entry on the docket is sealed in its entirety (both entry and document are sealed), it will not display for linking.

Step 10: If you placed a check mark in the box during Step 9, this screen appears. Place a check mark in the box to the left of the document that this filing relates to, then click <Next> to continue.

Step 11: Modify docket text, if applicable. Click <Next > to continue.



At this screen, you will have no further opportunity to modify your docket text.



Step 12: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing

The screenshot shows the ECF system interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Sealed Ex Parte Motions" and "2:07-cv-02040 Duck v. Goofy". It identifies the court as the U.S. District Court of Arizona. The "Notice of Electronic Filing" section states that a transaction was entered by attorney3 on 11/23/2007 at 9:19 AM MST. Case details include Case Name: Duck v. Goofy, Case Number: 2:07-cv-2040, Filer: Goofy, and Document Number: 13. The docket text reads "MOTION TO SEAL EX PARTE DOCUMENT by Goofy (Attachments: # (1) Text of Proposed Order)(atty3,)". A red oval highlights the text "No public notice (electronic or otherwise) sent because the entry is private". Below this, it lists the associated document with its description, original filename (n/a), and electronic document stamp (including STAMP ID, date, and file number).

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Sealed Other Documents - Civil

REMINDER

E-filing of sealed documents is for non-sealed cases only.

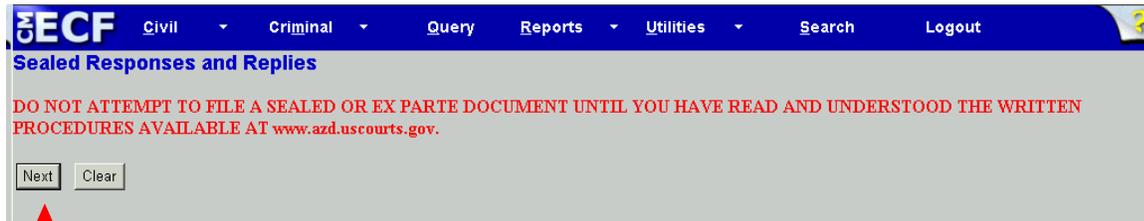
E-mail Notice Results and Restrictions Applied - E-mail notice is to all counsel. The document only is sealed and will not be viewable by the public. The docket text entry will be viewable by the public.

Description and Purpose - The two events in this category, **Reply to Response to Motion (NEF)** and **Response to Motion (NEF)**, are intended for sealed responses and replies to motions and all sealed supporting documents as attachments.

Step 1: From the Civil Event Categories screen, click on <[Sealed Other Documents](#)>.



The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



Step 2: Click <Next> to continue.

The next screen is a reminder that this document must relate to a sealed motion. Click <Next> to continue.



Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Event box. If you select the incorrect event, simply click to remove.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Responses and Replies

Available Events (click to select an event)
Reply to Response to Motion (NEF)
Response to Motion (NEF)

Selected Event
Reply to Response to Motion (NEF)

Next Clear

Click <Next> to continue.

Step 4: Enter the civil case number. When done, click <Find This Case>.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Responses and Replies

Civil Case Number
07-2040 Find This Case

Next Clear

Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

Step 7: Select your party, then click <Next>.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Responses and Replies
[2:07-cv-02040 Duck v. Goofy](#)

Select the filer.

Select the Party:

Duck, Uncle [Plaintiff]
Goofy [Defendant]

[Add/Create New Party](#)

Next Clear

Step 8: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Responses and Replies
[2:07-cv-02040 Duck v. Goofy](#)

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

If you have an attachment to your main document and have changed your radio button from “no” to “yes” during Step 8, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 9.

The screenshot shows the ECF (Electronic Case Filing) interface for "Sealed Responses and Replies" in case 2:07-cv-02040 Duck v. Goofy. The page has a blue header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Sealed Responses and Replies" and the case name is "2:07-cv-02040 Duck v. Goofy".

The main content area contains the following instructions and form elements:

- Select one or more attachments.**
- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename:
- 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category: Description:
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

At the bottom of the form, there is a list box (currently empty) with two buttons: "Add to List" and "Remove from List". Below the list box is a "Next" button.

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 9: Place a check mark in the box to the left of the document that this filing relates to, then click <Next> to continue.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Sealed Responses and Replies" with a sub-link "2:07-cv-02040 Duck v. Goofy". The main content area contains the instruction "Select the appropriate event(s) to which your event relates:" followed by a list of four events, each with a checkbox and a description:

- 11/14/2007 9 SEALED MOTION to Seal Case by Uncle Duck. (Attachments: # Text of Proposed Order)(atty3,)
- 11/19/2007 12 EX PARTE MOTION re 9 SEALED MOTION to Seal Case by Goofy. (Attachments: # 1 Text of Proposed Order)(atty3,)
- 11/19/2007 13 SEALED MOTION to Seal Case by Goofy. (Attachments: # Text of Proposed Order)(atty3,)
- 11/23/2007 17 SEALED MOTION to Seal Case by Goofy. (Attachments: # Text of Proposed Order)(atty3,)

At the bottom of the list are two buttons: "Next" and "Clear". The "Next" button is circled in red.

Step 10: Modify docket text, if applicable. Click <Next > to continue.

The screenshot shows the ECF interface with the same header as the previous screenshot. The page title is "Sealed Responses and Replies" with a sub-link "2:07-cv-02040 Duck v. Goofy". The main content area contains the instruction "Docket Text: Modify as Appropriate." followed by a highlighted yellow box containing the text:

REPLY to Response to Motion re [13] SEALED MOTION to Seal Case [] filed by Goofy.
(atty3,)

The text input field [] is circled in red. Below the highlighted box are two buttons: "Next" and "Clear".

At this screen, you will have no further opportunity to modify your docket text.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Responses and Replies
[2:07-cv-02040 Duck v. Goofy](#)

Docket Text: Final Text
REPLY to Response to Motion re [13] SEALED MOTION to Seal Case filed by Goofy. (atty3,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
P:\shared\CMECF\Application Training\PDF Files\Motion.pdf pages: 1

Next Clear

Step 11: Click <Next> to receive your Notice of Electronic Filing (NEF).

Sealed Motions (To Seal Case or Doc. Only) - Criminal

REMINDER

E-filing of sealed documents is for non-sealed cases only.

E-mail Notice Results and Restrictions Applied - These events will not be e-noticed in any respect. The entry and document is sealed and neither will be viewable by the public.

Description and Purpose - Select **Seal Case (NEF)** when motioning to seal the entire case.

Description and Purpose - Select **Seal Document (NEF)** when motioning to seal a proposed sealed document, i.e, a document that is not yet on the docket. If motioning to seal a document that was previously entered on the docket, use the [Motions](#) category.

Step 1: From the Criminal Event Categories screen, click on <[Sealed Motions \(To Seal Case or Doc. Only\)](#)>.



Step 2: Enter the criminal case number. When done, click <Find This Case>.



Step 3: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Motions

Criminal Case Number

07-400 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

Notice the grayed out Next button.

Step 4: Once you have selected the correct case number and defendant, the <Next> button becomes available for your use. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Motions

Criminal Case Number

2:07-cr-400-2 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures manual and this Release Notes document. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Motions

DO NOT ATTEMPT TO FILE A SEALED OR EX PARTE DOCUMENT UNTIL YOU HAVE READ AND UNDERSTOOD THE WRITTEN PROCEDURES AVAILABLE AT www.azd.uscourts.gov.

Next Clear

The next screen is a reminder to only select the defendant this filing applies to. Click <Next> to continue.



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, the page title is "Sealed Motions". A red message reads: "IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT(S) FILING THE MOTION (FOR APPLICATION OF EXCLUDABLE TIME) ON THE PREVIOUS SCREEN." At the bottom of the screen are two buttons: "Next" and "Clear".

Step 5: Select your party, then click <Next>.



The screenshot shows the same ECF interface as the previous one. Below the "Sealed Motions" title, there is a case reference: "2:07-cr-00400-LOA USA v. White et al" and "APPEAL, R&R". The instruction "Select the filer." is followed by a "Select the Party:" label and a dropdown menu. The dropdown menu is open, showing the following options: "USA [Plaintiff]", "White, Snow (1) [Defendant]", "Bashful (2) [Defendant]", and "Doc (3) [Defendant]". At the bottom of the screen are two buttons: "Next" and "Clear".

Step 6: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Events box. If you select the incorrect event, simply click to remove.

The screenshot shows the ECF interface for Sealed Motions. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Sealed Motions' with a link to '2:07-cr-00400-LOA USA v. White et al' and the text 'APPEAL, R&R'. A search box contains the text 'Start typing to find another event.' Below this, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' column contains two items: 'Seal Case (No NEF)' and 'Seal Document (No NEF)'. The 'Selected Events' column contains one item: 'Seal Case (No NEF)'. At the bottom of the interface, there are two buttons: 'Next' and 'Clear'. A red arrow points from the 'Next' button to the 'Available Events' section.

Click <Next> to continue.

Step 7: Enter your .pdf document. A proposed form of order will always be an attachment to a motion entry. To attach the proposed form of order and any other attachments, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

Note: Do not use the Sealed Ex Parte Lodged Proposed Documents event to docket a proposed form of order to a motion.

The screenshot shows the ECF interface for Sealed Motions. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Sealed Motions' with a link to '2:07-cr-00400-LOA USA v. White et al' and the text 'APPEAL, R&R'. Below this, there is a text prompt: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below the prompt, there is a 'Filename' label and a text input field. To the right of the input field is a 'Browse...' button. Below the input field, there is a label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the interface, there are two buttons: 'Next' and 'Clear'. A red arrow points from the 'Browse...' button to the 'Attachments to Document:' section.

The following screen will appear. Follow the instructions on this page to attach your proposed order.

The screenshot shows the ECF (Electronic Case Filing) interface for "Sealed Motions". The top navigation bar includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The page title is "Sealed Motions" with a link to "2:07-cr-00400-LOA USA v. White et al" and the text "APPEAL, R&R".

Instructions for attaching a document:

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. (If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.)

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 8: Modify docket text, if appropriate. Click <Next> to continue.

The screenshot shows the ECF interface for 'Sealed Motions' in the case '2:07-cr-00400-LOA USA v. White et al'. The docket text is 'MOTION to Seal Case' followed by a blank field and 'by Bashful. (Attachments: # (1) Text of Proposed Order) (atty3,)'. The text 'MOTION to Seal Case' and the blank field are circled in red. Below the text are 'Next' and 'Clear' buttons.

At this screen, you will have no further opportunity to modify your docket text.

The screenshot shows the ECF interface for 'Sealed Motions' in the case '2:07-cr-00400-LOA USA v. White et al'. The docket text is 'MOTION to Seal Case by Bashful. (Attachments: # (1) Text of Proposed Order)(atty3,)'. Below the text is an 'Attention!!' warning: 'Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Below the warning are source document paths: 'P:\shared\CMECF\Application Training\PDF Files\Motion.pdf pages: 1' and 'P:\shared\CMECF\Application Training\PDF Files\Order.pdf pages: 1'. At the bottom are 'Next' and 'Clear' buttons, with a red arrow pointing to the 'Next' button.

Step 9: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Motions" with a link to "2:07-cr-00400-LOA USA v. White et al" and the text "APPEAL, R&R". The main content area is titled "U.S. District Court" and "U.S. DISTRICT COURT OF ARIZONA". Below this, the heading "Notice of Electronic Filing" is followed by a paragraph stating: "The following transaction was entered by atty3, on 11/23/2007 at 10:00 AM MST and filed on 11/23/2007". Key information is listed: "Case Name: USA v. White et al", "Case Number: 2:07-cr-400", "Filer: Dff No. 2 - Bashful", and "Document Number: 55". A "Docket Text:" section contains the entry: "MOTION to Seal Case by Bashful. (Attachments: # (1) Text of Proposed Order)(atty3,)". A red oval highlights the following text: "2:07-cr-400-2 No electronic notice will be sent because the case/entry is sealed." Below this, it states: "The following document(s) are associated with this transaction:". Two document entries are listed, each with a "Document description", "Original filename", and "Electronic document Stamp" containing a long alphanumeric string.

Sealed Motions
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

U.S. District Court
U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/23/2007 at 10:00 AM MST and filed on 11/23/2007

Case Name: USA v. White et al
Case Number: [2:07-cr-400](#)
Filer: Dff No. 2 - Bashful
Document Number: [55](#)

Docket Text:
[MOTION to Seal Case by Bashful. \(Attachments: # \(1\) Text of Proposed Order\)\(atty3, \)](#)

2:07-cr-400-2 No electronic notice will be sent because the case/entry is sealed.

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98363-0]
[44f62255f8513ba2d378724fefc:daffb7f1c395a9e401802964cce2475d1d65858ab
f7e434bb0dd3d5a74b7b46c025fabbb2cb32592d1dbc89709e3a0953ff70a]]

Document description:Text of Proposed Order
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98363-1]
[8970ce14456ad46351ebdfdecd1d42ac28c3e44b329ce4674bba2b90936d6a4fc60
4e54de4b4efb2ae7a6c0097f9c29a040f1d45c667304edff9d0128aa36c6]]

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Sealed Lodged Proposed Documents - Criminal

REMINDER

E-filing of sealed documents is for non-sealed cases only.

E-mail Notice Results and Restrictions Applied - This event will not be e-mail noticed in any respect. The entry and document is sealed and neither will be viewable by the public.

Description and Purpose - There is only one event selection. It is intended to be used to lodge a proposed sealed document in conjunction with a sealed motion to seal. Do not use to docket a proposed form of order to a motion.

Step 1: From the Criminal Event Categories screen, click on [Sealed Lodged Proposed Documents](#).

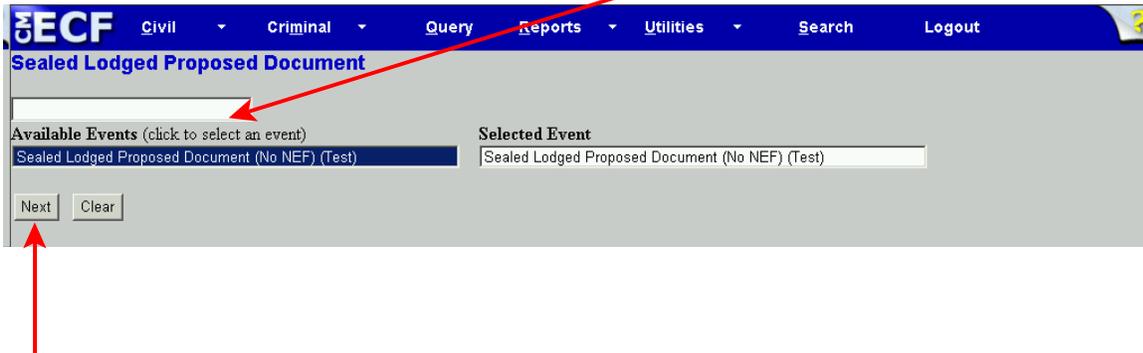


The next screen is a reminder to **not** file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



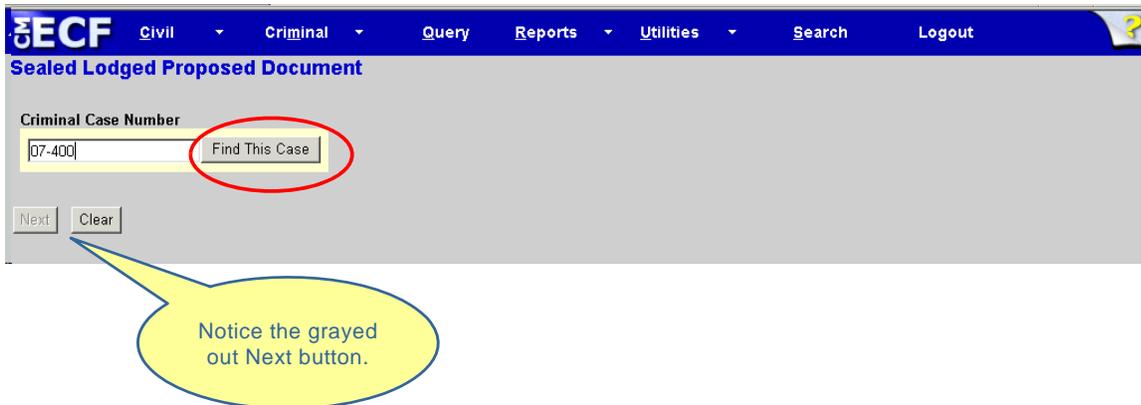
Step 2: Click [Next](#) to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Event box.



Click <Next> to continue.

Step 4: Enter the criminal case number. When done, click <Find This Case>.



Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document

Criminal Case Number

2:07-cr-400 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

Notice the grayed out Next button.

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document

Criminal Case Number

2:07-cr-400-1 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

This screen is a reminder screen; please read carefully. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
[2:07-cr-00400-LOA USA v. White et al](#)
R&R

DO NOT USE THIS EVENT FOR PROPOSED FORMS OF ORDERS!

ELECTRONICALLY SUBMITTED PROPOSED ORDERS MUST BE INCLUDED AS AN ATTACHMENT TO THE MOTION OR STIPULATION.

THIS EVENT IS TO BE USED ONLY FOR PROPOSED SEALED DOCUMENTS IN CONJUNCTION WITH A MOTION TO SEAL.

Next Clear

Step 7: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
[2:07-cr-00400-LOA USA v. White et al](#)
R&R

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: No Yes

Next Clear

If you have an attachment to your main document and have changed your radio button from “no” to “yes” during Step 7, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 8.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Lodged Proposed Document" with a link to "2:07-cr-00400-LOA USA v. White et al" and "R&R". The main content area contains the following instructions and form fields:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category

Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 8: In the text box, type in a description of the Proposed Document and the document number (your received in ECF) and description of the related motion, then click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
[2:07-cr-00400-LOA USA v. White et al](#)
R&R

Description of Proposed Document:

Doc # and description of related motion requesting leave to file this proposed document:

Next Clear

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

At this screen, you will have no further opportunity to modify your docket text.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Docket Text: Final Text
LODGED Proposed re 43. Document to be filed by Clerk if Motion to Seal is granted. Filed by Bashful. (atty3,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
P:\shared\CMECF\Application Training\PDF Files\Motion.pdf pages: 1

Next Clear

Step 9: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

U.S. District Court
U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/23/2007 at 10:06 AM MST and filed on 11/23/2007

Case Name: USA v. White et al
Case Number: [2:07-cr-400](#)
Filer:
Document Number: [56](#)

Docket Text:
LODGED Proposed re 43. Document to be filed by Clerk if Motion to Seal is granted. Filed by Bashful. (att3,)

2:07-cr-400-2 No electronic notice will be sent because the case/entry is sealed.

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP doccfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98366-0]
54a69432792c7fdd4b0b1990f4dba545ea8fd551c83fcae974c147b96230dca8907a
5a7848a2006167fafa75deb7e38f3cca54af809c3780b384f4d230f3e330]]

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Sealed Ex Parte Motion - Criminal

REMINDER

E-filing of sealed documents is for non-sealed cases only.

E-mail Notice Results and Restrictions Applied - This event will not be e-mail noticed in any respect. The entry and document is sealed and neither will be viewable by the public.

Description and Purpose - There is only one event selection. It is intended for any type of sealed ex parte motion.

Step 1: From the Criminal Event Categories screen, click on [Sealed Ex Parte Motions](#).



Step 2: Enter the criminal case number. When done, click [Find This Case](#).



Notice the grayed out Next button.

Step 3: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Motions

Criminal Case Number

07-400 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

Notice the grayed out Next button.

Step 4: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Motions

Criminal Case Number

2:07-cr-400-2 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

This next screen is a reminder to not file a sealed or ex parte document until you have finished reading both the Administrative Policies and Procedures Manual and this Release Noted document. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Motions

DO NOT ATTEMPT TO FILE A SEALED OR EX PARTE DOCUMENT UNTIL YOU HAVE READ AND UNDERSTOOD THE WRITTEN PROCEDURES AVAILABLE AT www.azd.uscourts.gov.

Next Clear

The next screen is a reminder to only select the defendant this filing applies to. Click <Next> to continue.



The screenshot shows the ECF interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Sealed Ex Parte Motions" and features a red warning message: "IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT(S) FILING THE MOTION (FOR APPLICATION OF EXCLUDABLE TIME) ON THE PREVIOUS SCREEN." Below the message are "Next" and "Clear" buttons.

Step 5: Select your party, then click <Next>.



The screenshot shows the ECF interface with the same blue header. The main content area is titled "Sealed Ex Parte Motions" and displays the case name "2:07-cr-00400-LOA USA v. White et al" and "APPEAL, R&R". Below this, it says "Select the filer." and "Select the Party:". A dropdown menu is open, showing the following options: "USA [Plaintiff]", "White, Snow (1) [Defendant]", "Bashful (2) [Defendant]", and "Doc (3) [Defendant]". "Next" and "Clear" buttons are visible at the bottom.

Step 6: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Events box.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Sealed Ex Parte Motions' with a link to '2:07-cr-00400-LOA USA v. White et al' and the text 'APPEAL'. There is a search input field with the placeholder text 'Start typing to find another event.'. Below the search field, there are two boxes: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' box contains one item: 'Sealed Ex Parte Motion to Seal Ex Parte Document (No NEF)'. The 'Selected Events' box also contains one item: 'Sealed Ex Parte Motion to Seal Ex Parte Document (No NEF)'. At the bottom of the interface, there are 'Next' and 'Clear' buttons. A red arrow points from the 'Next' button to the text 'Click <Next> to continue.' below the screenshot.

Click <Next> to continue.

Step 7: Enter your .pdf document. A proposed form of order will always be an attachment to a motion entry. To attach the proposed form of order and any other attachments, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

Note: Do not use the Sealed Ex Parte Lodged Proposed Documents event to docket a proposed form of order to a motion.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Sealed Ex Parte Motions' with a link to '2:07-cr-00400-LOA USA v. White et al' and the text 'APPEAL, R&R'. Below the page title, there is a text prompt: 'Select the pdf document (for example: CA199cv501-21.pdf)'. Below the prompt, there is a 'Filename' label and an input field with a 'Browse...' button. Below the input field, there is a label 'Attachments to Document:' followed by two radio buttons: 'No' (selected) and 'Yes'. At the bottom of the interface, there are 'Next' and 'Clear' buttons. A red arrow points from the 'Browse...' button to the text 'Effective December 1, 2007' at the bottom of the page.

The following screen will appear. Follow the instructions on this page to attach your proposed order.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Motions
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

First: Click on **[Browse]** to search for and attach the document.

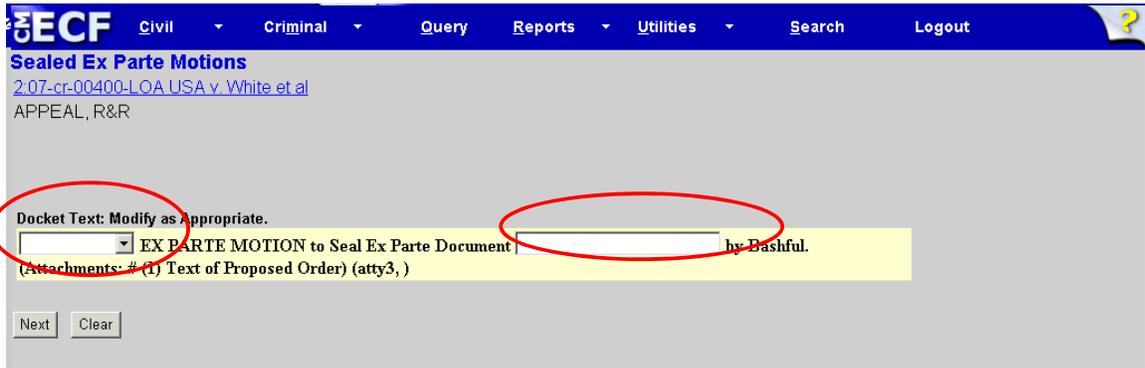
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

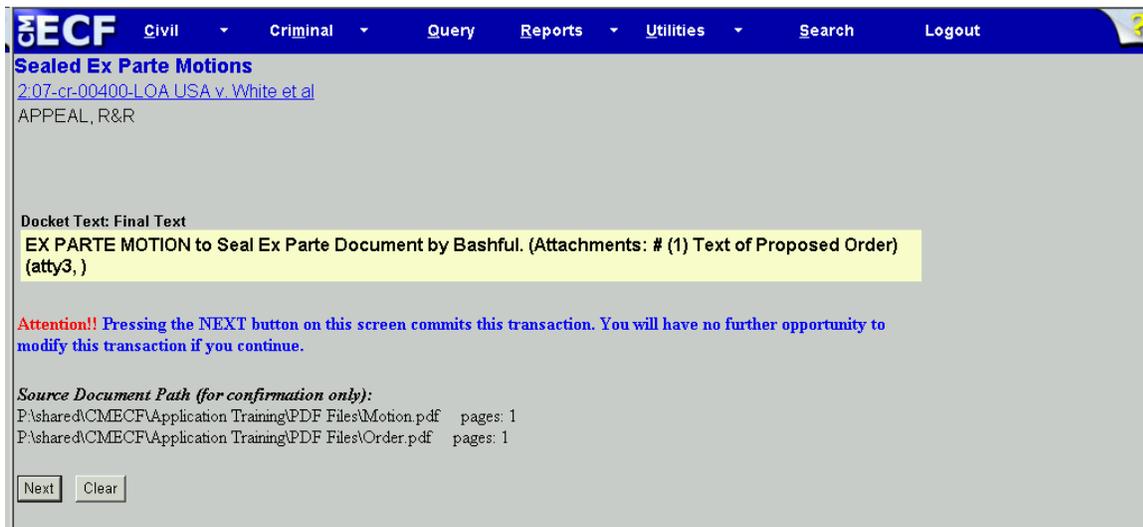
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 8: Modify docket text, if applicable. Click <Next > to continue.



At this screen, you will have no further opportunity to modify your docket text.



Step 9: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing

The screenshot shows the ECF system interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area displays the following information:

Sealed Ex Parte Motions
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

U.S. District Court
U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/23/2007 at 10:24 AM MST and filed on 11/23/2007

Case Name: USA v. White et al
Case Number: [2:07-cr-400](#)
Filer: Dft No. 2 - Bashful
Document Number: [57](#)

Docket Text:
[EX PARTE MOTION to Seal Ex Parte Document by Bashful. \(Attachments: # \(1\) Text of Proposed Order\)\(atty3, \)](#)

2:07-cr-400-2 No electronic notice will be sent because the case/entry is sealed.

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98369-0]
[8b2a22c12fc951d87c8c5445d28097ab96d394a85c0fbdd63abb5ace80e7758c9e87
a836aa0d4b5a3a216b82ffa8ba70a785b9a9202e8b06ac44d296c6e80b3d]]

Document description:Text of Proposed Order
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98369-1]
[3399082c103ec4b5a7228ad1cd1ec2e0c65b8d80a1bb54050f558ccb6eb57873efa6
451cc778571f0a8bfd8cac06f58ac38c8152c80bb521860c93f02914cdd]]

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Sealed Ex Parte Lodged Proposed Documents - Criminal

REMINDER

E-filing of sealed documents is for non-sealed cases only.

E-mail Notice Results and Restrictions Applied - This event will not be e-mail noticed in any respect. The entry and document is sealed and neither will be viewable by the public.

Description and Purpose - There is only one event selection. It is intended to be used to lodge a proposed sealed ex parte document in conjunction with a sealed ex parte motion to seal. Do not use to docket a proposed form of order to a motion.

Step 1: From the Criminal Event Categories screen, click on [Sealed Ex Parte Lodged Proposed Documents](#).



The next screen is a reminder to **not** file a sealed or ex parte document unless you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



Step 2: Click <Next> to continue.

Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Event box.

The screenshot shows the ECF interface with a blue header containing 'ECF', 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header is the title 'Sealed Ex Parte Lodged Proposed Document'. There are two input fields for event selection. The first is labeled 'Available Events (click to select an event)' and contains the text 'Sealed Ex Parte Lodged Proposed Document (No NEF) (Test)'. The second is labeled 'Selected Event' and also contains the same text. A red circle highlights the 'Selected Event' box. Below these fields are 'Next' and 'Clear' buttons. A red arrow points to the 'Next' button.

Click <Next> to continue.

Step 4: Enter the criminal case number. When done, click <Find This Case>.

The screenshot shows the ECF interface with a blue header containing 'ECF', 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header is the title 'Sealed Ex Parte Lodged Proposed Document'. There is a 'Criminal Case Number' field containing '07-400' and a 'Find This Case' button. A red circle highlights the 'Find This Case' button. Below these fields are 'Next' and 'Clear' buttons. A yellow callout bubble points to the 'Next' button with the text 'Notice the grayed out Next button.'

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

The screenshot shows the ECF interface with the following elements:

- Navigation bar: ECF, Civil, Criminal, Query, Reports, Utilities, Search, Logout.
- Page title: Sealed Ex Parte Lodged Proposed Document.
- Form section: Criminal Case Number.
- Input field: 07-400.
- Button: Hide Case List.
- Text: Select a case:
- List of cases with checkboxes:
 - 2:07-cr-00400-LOA USA v. White et al
 - 2:07-cr-00400-1 Snow White
 - 2:07-cr-00400-LOA-2 Bashful
 - 2:07-cr-00400-3 Doc
- Buttons: Next (grayed out), Clear.

Notice the grayed out Next button.

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

The screenshot shows the ECF interface with the following elements:

- Navigation bar: ECF, Civil, Criminal, Query, Reports, Utilities, Search, Logout.
- Page title: Sealed Ex Parte Lodged Proposed Document.
- Form section: Criminal Case Number.
- Input field: 2:07-cr-400-1.
- Button: Hide Case List.
- Text: Select a case:
- List of cases with checkboxes:
 - 2:07-cr-00400-LOA USA v. White et al
 - 2:07-cr-00400-1 Snow White
 - 2:07-cr-00400-LOA-2 Bashful
 - 2:07-cr-00400-3 Doc
- Buttons: Next (active), Clear.

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

The next screen is a reminder screen, please read carefully. Click <Next> to continue.

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, the page title is "Sealed Ex Parte Lodged Proposed Document" with a link to "2:07-cr-00400-LOA USA v. White et al" and "R&R". The main content area contains the following text: "DO NOT USE THIS EVENT FOR PROPOSED FORMS OF ORDERS!" in red, "ELECTRONICALLY SUBMITTED PROPOSED ORDERS MUST BE INCLUDED AS AN ATTACHMENT TO THE MOTION OR STIPULATION." in green, and "THIS EVENT IS TO BE USED ONLY FOR PROPOSED SEALED DOCUMENTS IN CONJUNCTION WITH A MOTION TO SEAL." in blue. At the bottom left, there are "Next" and "Clear" buttons.

Step 7: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

The screenshot shows the ECF system interface for document upload. It features the same blue navigation bar as the previous screen. The page title is "Sealed Ex Parte Lodged Proposed Document" with a link to "2:07-cr-00400-LOA USA v. White et al" and "R&R". The main content area contains the text: "Select the pdf document (for example: C:\199cv501-21.pdf).", a "Filename" label, an empty text input field, and a "Browse..." button. Below this, there is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom left, there are "Next" and "Clear" buttons.

If you have an attachment to your main document and have changed your radio button from “no” to “yes” during Step 7, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 8.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Lodged Proposed Document
2:07-cr-00400-LOA USA v. White et al
R&R

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename
 Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
Remove from List

Next

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

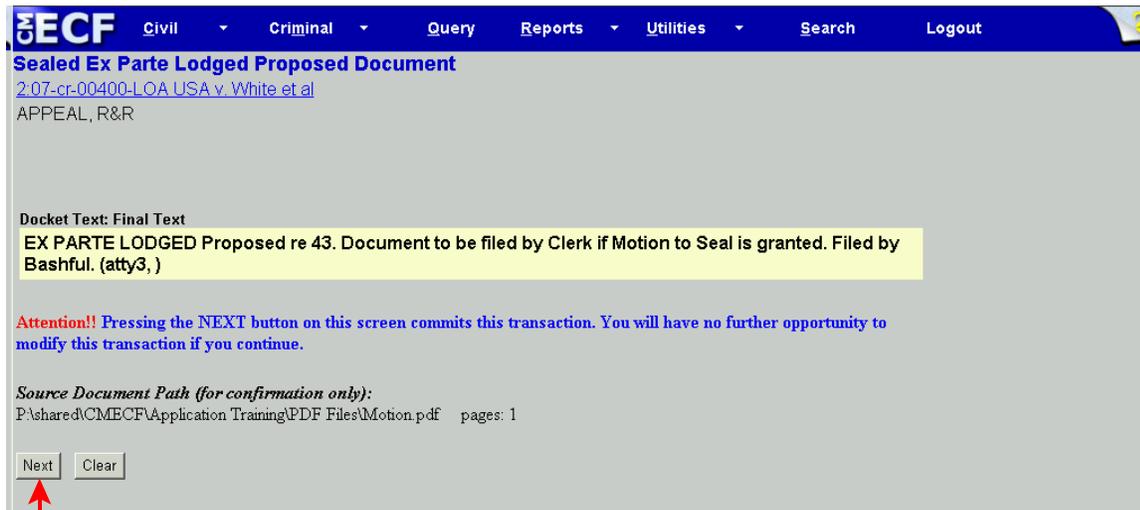
Step 8: In the text box, enter a description of the proposed document and the document number (you received from ECF) and description of the related motion. Click <Next> to continue.



The screenshot shows the ECF (Electronic Case Filing) web interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Ex Parte Lodged Proposed Document". Underneath the title, there is a link to the case: "2:07-cr-00400-LOA USA v. White et al". The main content area is divided into sections. The first section is labeled "R&R". The second section is titled "Description of Proposed Document:" and contains a text input field. The third section is titled "Doc # and description of related motion requesting leave to file this proposed document:" and also contains a text input field. At the bottom of the form, there are two buttons: "Next" and "Clear".

The next screen is a validation screen with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

At this screen, you will have no further opportunity to modify your docket text.



Step 9: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Ex Parte Lodged Proposed Document
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

U.S. District Court
U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/23/2007 at 10:31 AM MST and filed on 11/23/2007
Case Name: USA v. White et al
Case Number: [2:07-cr-400](#)
Filer:
Document Number: [58](#)

Docket Text:
EX PARTE LODGED Proposed re 43. Document to be filed by Clerk if Motion to Seal is granted. Filed by Bashful. (atty3,)

2:07-cr-400-2 No electronic notice will be sent because the case/entry is sealed.

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98372-0]
[122c5b5485c146b1cc8d49624d66c517de5da4dee106bf4c5422ddd7e64b48856e96
c11170b92665d181aacb09805c5e8c71d47d16591E847db8f2d4a1320881]]

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Sealed Other Documents - Criminal

REMINDER

E-filing of sealed documents is for non-sealed cases only.

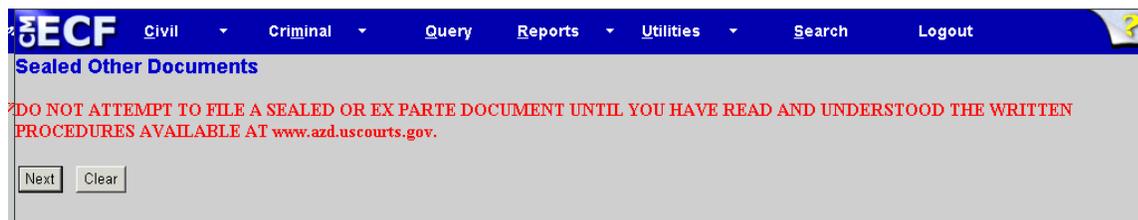
E-mail Notice Results and Restrictions Applied - There is no e-mail notice in any respect. The entry and document is sealed and neither will be viewable by the public.

Description and Purpose - The two events in this category, **Reply to Response to Motion (No NEF)** and **Response to Motion (No NEF)**, are intended for sealed responses and replies to motions and all sealed supporting documents as attachments.

Step 1: From the Criminal Event Categories screen, click on [Sealed Other Documents](#).



The next screen is a reminder to **not** file a sealed or ex parte document unless you have finished reading both the Administrative Policies and Procedures Manual and this Release Notes document:



Step 2: Click [Next](#) to continue.

This screen is a reminder that this document must relate to a sealed motion. Click [Next](#) to continue.



Step 3: Select the event by clicking on it in the **Available Events** box. Once you have clicked on the event, it will be placed in the Selected Event box. If you select the incorrect event, simply click to remove.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents

Available Events (click to select an event)

Reply to Response to Motion (No NEF)

Response to Motion (No NEF)

Selected Event

Response to Motion (No NEF)

Next Clear

Click <Next> to continue.

Step 4: Enter the criminal case number. When done, click <Find This Case>.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents

Criminal Case Number

07-400 Find This Case

Next Clear

Notice the grayed out Next button.

Step 5: Select the correct case from the options. (If there is only one case number in ECF, only that case number will display.)

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents

Criminal Case Number

07-400 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

Notice the grayed out Next button.

Step 6: Once you have selected the correct case number, the <Next> button becomes available for your use. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents

Criminal Case Number

2:07-cr-400-2 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Next Clear

Step 7: Select your party, then click <Next>

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents

[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Select the filer.

Select the Party:

- USA [Plaintiff]
- White, Snow (1) [Defendant]
- Bashful (2) [Defendant]
- Doc (3) [Defendant]

Next Clear

Step 8: Enter your .pdf document. If you have attachments to your main document, change the radio button from the default of “no” to “yes.” Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents

[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

If you have an attachment to your main document and have changed your radio button from “no” to “yes” during Step 8, the following screen will appear. (Follow the instructions on this page.) Otherwise, continue to Step 9.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. If you do not find a listing of your attachment in the drop down menu, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 9: In the text box, enter the document number (you received from ECF) and description of the related motion. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Type doc # and description of related motion:

Next Clear

Step 10: Modify docket text, if appropriate, then click <Next>

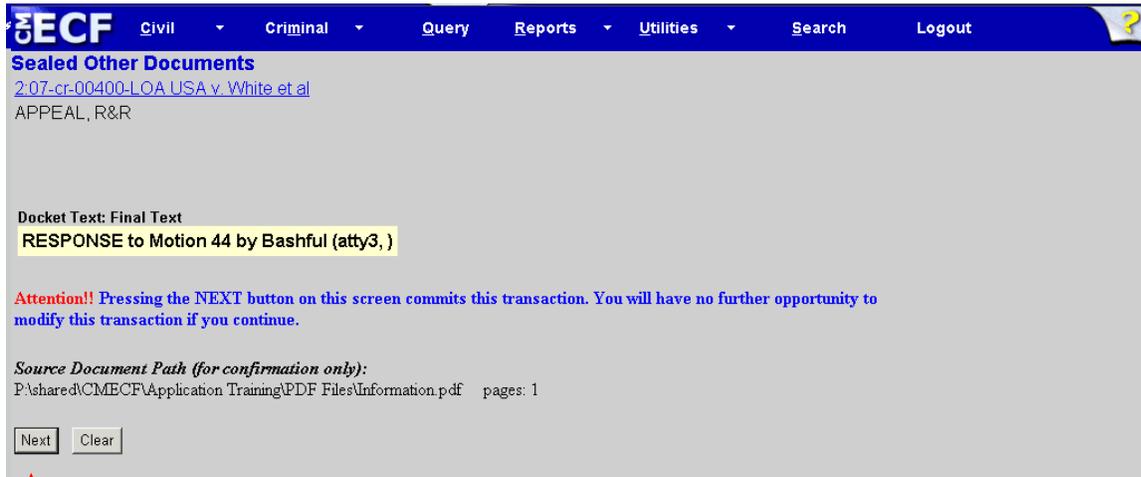
ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Docket Text: Modify as Appropriate
RESPONSE to Motion 44 by Bashful (atty3)

Next Clear

At this screen, you will have no further opportunity to modify your docket text.



Step 11: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing

The screenshot shows the ECF system interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Sealed Other Documents" and includes a link to "2:07-cr-00400-LOA USA v. White et al" and the text "APPEAL, R&R". The court name is "U.S. District Court" and "U.S. DISTRICT COURT OF ARIZONA". The section is titled "Notice of Electronic Filing" and contains the following text:

The following transaction was entered by atty3, on 11/23/2007 at 10:43 AM MST and filed on 11/23/2007
Case Name: USA v. White et al
Case Number: [2:07-cr-400](#)
Filer: Dft No. 2 - Bashful
Document Number: [59](#)

Docket Text:
[RESPONSE to Motion 44 by Bashful \(atty3, \)](#)

2:07-cr-400-2 No electronic notice will be sent because the case/entry is sealed.

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/23/2007] [FileNumber=98375-0]
[1db72b97a0b0078a65e04116919c7b80a6f3f322862b87db2f32aa4daf9162c8f51c
a8b40d28a1c65c8231ce9b38414833a53c0c47e700ac954882932adf3c8c]]

Note

Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Paying via Debit Card

You may now pay your filing fees with a debit card.

After you have been directed to PAY.GOV, the following screen appears:

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number: Account Number: Check Number:

Payment Date: 11/30/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Notice your first option on the screen is to pay via debit card. All fields marked with a red asterisk MUST be completed. When done, click on "Continue with ACH Payment" to continue.

Option 2: The procedure for paying with a credit card remains the same.