

Effective August 1, 2012

The Clerk's Office has made several modifications to the way in which we process ex parte documents. We hope that these changes help simplify the process of e-filing and expedite your filings. Below please find a brief description of the changes we have implemented. You can find detailed information in the Electronic Case Filing Administrative Policies and Procedures Manual at our web page <http://www.azd.uscourts.gov>.

Civil and Criminal Cases (Excluding Juvenile)

Civil and Criminal Ex Parte Motions:

Previous Process: Selected from the category "Ex Parte Motion." The docket entry was temporarily restricted from viewing for the day of filing and did not issue a Notice of Electronic Filing (NEF) to any parties.

***New Process:* Select from the category "Motions." The docket entry will be public immediately upon entry and will NEF to all case participants.* All motion event selections have a new prompt of "Is this Motion Ex Parte?" An answer of yes generates text of EX PARTE in the docket entry.**

**As always, if you need your document sealed, follow the procedures for filing a motion to seal and lodging your document.*

Civil (Habeas) and Criminal Ex Parte Motions for Investigative/Expert Services (CJA Attorney):

Previous Process: Selected from the category "Ex Parte Motion." The docket entry was restricted and viewable only to court staff and did not NEF to any parties.

***New Process:* Select from the category "Ex Parte Motion for Investigative/Expert Services (CJA Attorney)." The docket entry will be sealed, viewable only to court staff and will not NEF to any parties.**

Juvenile Cases (NOTE: No NEFs to counsel are issued in juvenile cases)

Ex Parte Motions in Juvenile Cases:

Previous Process: Selected from the categories "Sealed Ex Parte Motion (To Seal Doc Only)" and "Sealed Ex Parte Lodged Proposed Documents", you first filed a Sealed Ex Parte Motion to Seal and lodged your Sealed Ex Parte Document. The docket entry was viewable only to court staff.

***New Process:* Select from the category "Ex Parte Motion" with appears under the header "Juvenile Ex Parte Documents (Restricted to Filer Only)." The docket entry will be viewable only to active counsel for the selected filer and to court staff.**

Ex Parte Motions for Investigative/Expert Services in Juvenile Cases:

Previous Process: Selected from the category "Ex Parte Motion" The docket entry was restricted and was viewable only to court staff.

***New Process:* Select from the header "Juvenile Ex Parte Documents (Restricted for All Filers)." The docket entry will be viewable only to court staff.**