



# ELECTRONIC CASE FILING ELECTRONICALLY FILING SEALED AND EX PARTE DOCUMENTS IN CIVIL CASES

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

Sandra Day O'Connor United States Courthouse  
401 West Washington Street, Suite 130  
Phoenix, Arizona 85003  
(602) 322-7200

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405 West Congress Street  
Tucson, Arizona 85701  
(520) 205-4200

February, 2014

# Electronically Filing Sealed and Ex Parte Documents in Civil Cases

**Please Note:** Documents intended for a sealed civil case must be submitted in paper form. Attorneys are not authorized to electronically file in sealed civil cases.

- Click <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing.



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# General Information Regarding Sealed Lodged Proposed Documents

Pursuant to LRCiv 5.6, a filer generally may not file anything under seal without leave of court. Below outlines the steps for obtaining an order to file a document under seal and which encompasses use of the category Sealed Lodged Proposed Documents.

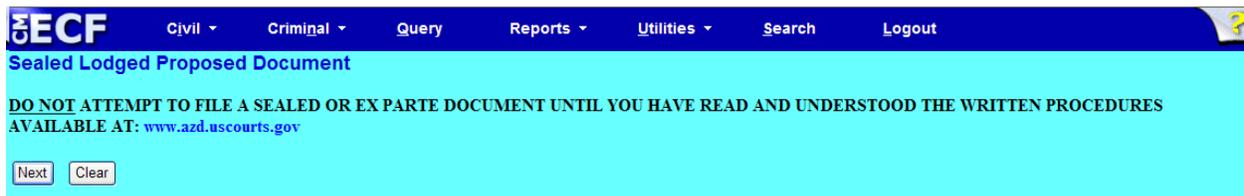
- Use public event Seal Document from the Motions or Amended Motions category or event Stipulation from the Other Documents category when motioning to seal a proposed document. DO NOT ATTACH THE PROPOSED SEALED DOCUMENT TO THIS PUBLIC ENTRY.
- Use sealed event Sealed Lodged Proposed Document (NEF) from the category Sealed Lodged Proposed Documents to lodge the sealed document which is the subject of the motion or stipulation to seal document. The event prompts you with “Description of Proposed Document” and then prompts you to link to the motion or stipulation which requests leave of court to file the proposed document. This information is inserted into the docket text of the entry. Step-by step instructions for using this event start on the following page.
- If the motion or stipulation is granted, the Clerk will e-file the lodged document under seal. If denied, the lodged proposed document remains sealed and will not be considered. You have the option of resubmitting the document in the public record.

# Sealed Lodged Proposed Documents

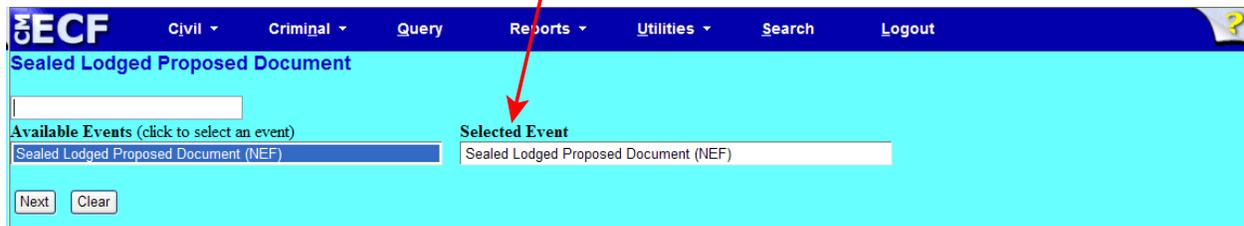
**Step 1:** After docketing the public motion or stipulation to seal document, in the Civil Event Categories window, click on <Sealed Lodged Proposed Documents>.



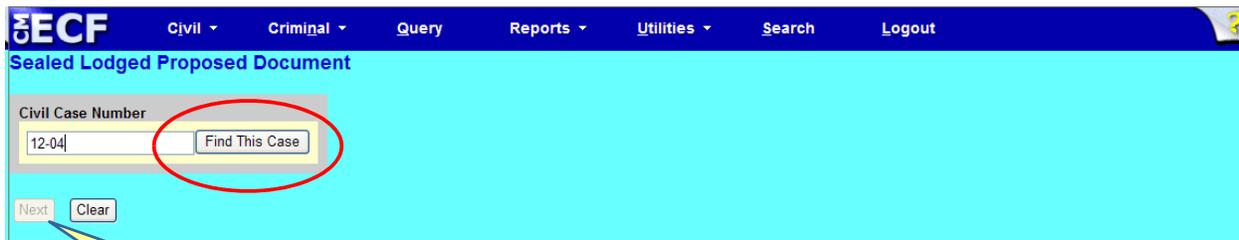
**NOTE:** Please read this screen carefully and then click <Next> to continue.



**Step 2:** Although there is only one event selection – Sealed Lodged Proposed Document (NEF) – you must click on the event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click <Next> to continue.

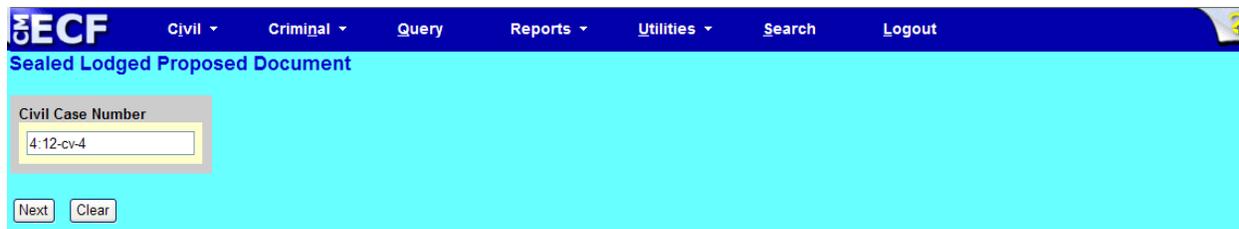


**Step 3:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



Notice the grayed out Next button.

**Step 4:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



**Note:** The next screen is a validation screen with the full case banner; click <Next> to continue.

**Step 5:** From the pick list, select your party, then click <Next>.

Select the filer.

**Select the Party:**

Dean, James [cd]	▲
Dean, James [cd]	
Dean, James [3pd]	
Dean, James [cd]	
Dean, James [cd]	
Dean, James [cd]	
Taylor, Elizabeth [cc]	
Taylor, Elizabeth [dft]	▼

**Step 6:** Attach the document you are proposing to be sealed in .pdf format. When you are finished, click <Next> to continue.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed Lodged Proposed Document**  
[4:12-cv-00004-BPV Dean v. Taylor](#)  
STD

Select the pdf document and any attachments.

**Main Document**  
Application Training\PDF Files\Affidavit.pdf

Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

**Step 7:** In the box, type in a description of the document you are proposing to be sealed, then click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document

[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

Description of Proposed Document:

Next Clear

**Step 8:** Place a check mark in the box next to “Should the document your are filling link to another document in this case?” so that you can link this proposed document to the motion or stipulation asking leave of the Court to file under seal. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document

[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

[LINK TO THE MOTION OR STIPULATION WHICH REQUESTS LEAVE OF COURT TO FILE THIS PROPOSED DOCUMENT.](#)

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

Filed  to

Documents  to

Next Clear

**Step 9:** Place a check mark in the box next to your Motion or Stipulation to Seal Document, then click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Lodged Proposed Document

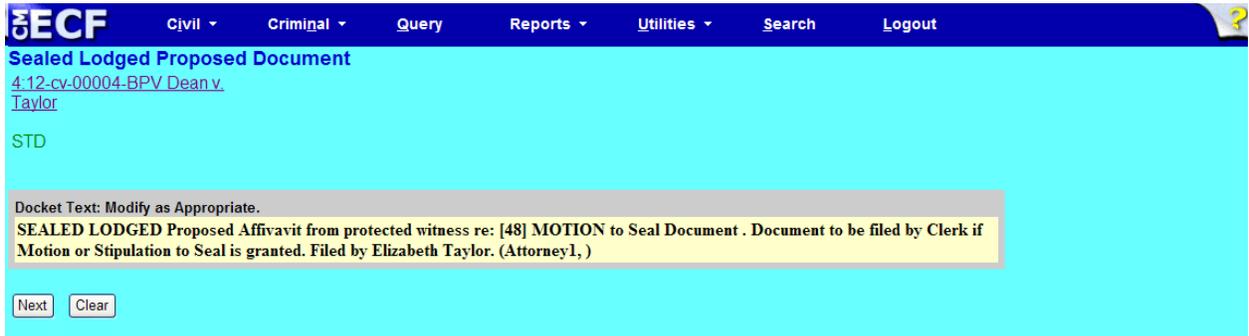
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

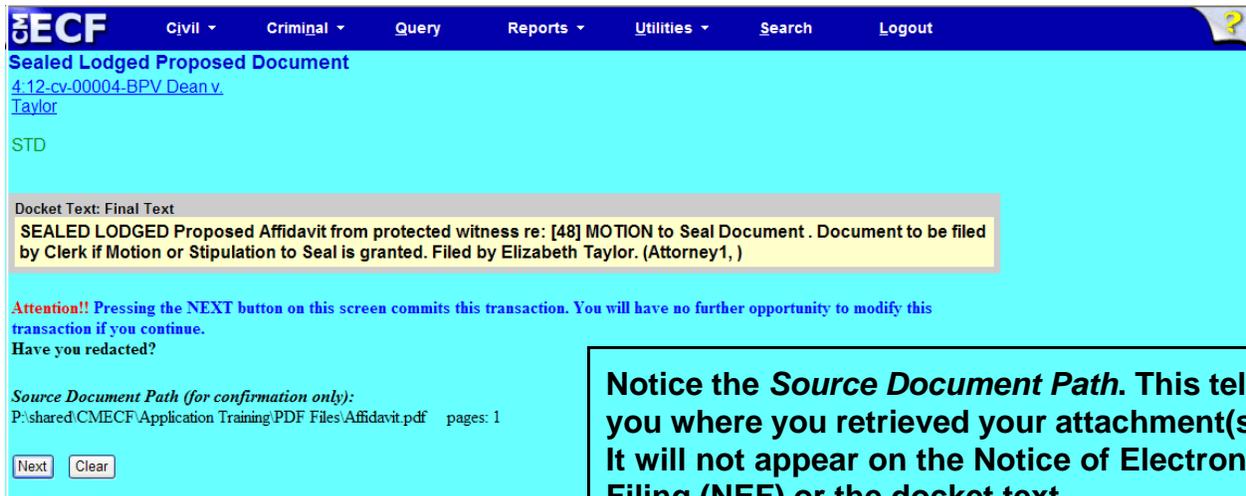
11/22/2013 48 MOTION to Seal Document by Elizabeth Taylor. (Attachments: # 1 Text of Proposed Order)(Attorney1, )

Next Clear

**Step 10:** Review your docket text. Click <Next> to continue.



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



## Notice of Electronic Filing (NEF)

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed Lodged Proposed Document**  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

U.S. District Court  
DISTRICT OF ARIZONA

**Notice of Electronic Filing**

The following transaction was entered by Attorney1, on 2/5/2014 at 10:21 AM MST and filed on 2/5/2014

Case Name: Dean v. Taylor  
Case Number: [4:12-cv-00004-BPV](#)  
Filer: Elizabeth Taylor  
Document Number: [80](#)

**Docket Text:**  
**SEALED LODGED Proposed Affidavit from protected witness re: [48] MOTION to Seal Document . Document to be filed by Clerk if Motion or Stipulation to Seal is granted Filed by Elizabeth Taylor. (Attorney1, )**

4:12-cv-00004-BPV Notice has been electronically mailed to:

Attorney1 deadmail@ao.tx.uscourts.gov, Attorney1@hotmail.com, Attorney2@hotmail.com

4:12-cv-00004-BPV Notice will be sent by other means to those listed below who are affected by this filing:

- The docket text associated with the entry is available for viewing via PACER.
- The .pdf document is sealed and it is not available for viewing via PACER or at the courthouse.
- Notice of Electronic Filing (NEF) issues to all counsel in the case.

## Sealed Other Documents

The events in this category are intended to be used to file under seal a response or reply to a previously sealed motion. **IMPORTANT!** Use only if the court had previously and specifically granted leave for the response and/or reply to be filed under seal.

There are five event selections:

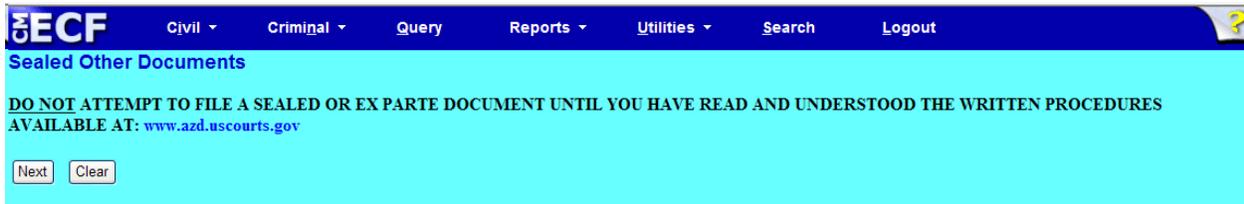
- Reply to Response to Motion (NEF) – [page 9](#)
- Response to Motion (NEF) - [page 15](#)
- Response to Motion for Partial Summary Judgment (NEF) - refer to page 15
- Response to Motion for Summary Judgment (NEF) - refer to page 15
- Response to Motion to Dismiss for Lack of Jurisdiction (NEF) - refer to page 15

# Reply to Response to Motion (NEF)

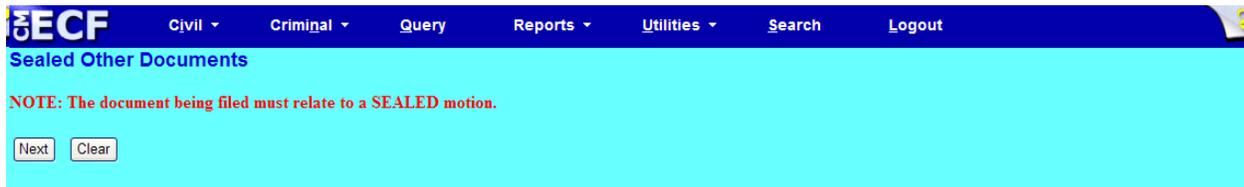
**Step 1:** In the Civil Event Categories window, click on <Sealed Other Documents>.



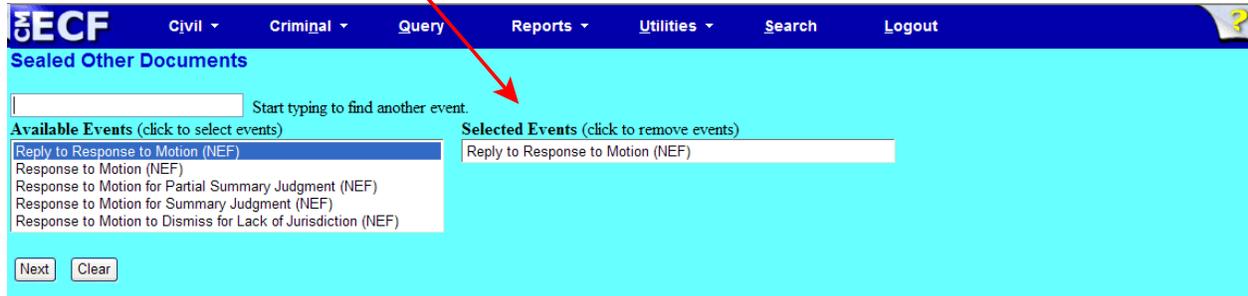
**NOTE:** *Please read this screen carefully* and then click <Next> to continue.



**NOTE:** *Please read this screen carefully* and then click <Next> to continue.

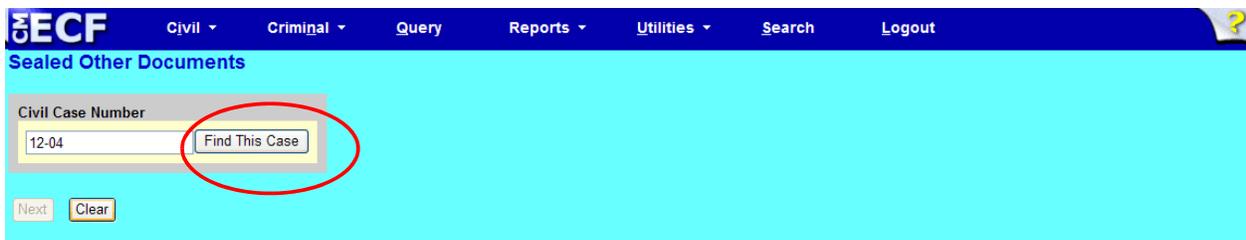


**Step 2:** Click on the event you are filing. **NOTE:** the event must appear in the **Selected Events** box for you to proceed. Click <Next> to continue.



The screenshot shows the ECF interface with a navigation bar containing 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar is a search bar with the text 'Start typing to find another event.' To the left is the 'Available Events' section with a list: 'Reply to Response to Motion (NEF)', 'Response to Motion (NEF)', 'Response to Motion for Partial Summary Judgment (NEF)', 'Response to Motion for Summary Judgment (NEF)', and 'Response to Motion to Dismiss for Lack of Jurisdiction (NEF)'. To the right is the 'Selected Events' section with a list containing 'Reply to Response to Motion (NEF)'. At the bottom are 'Next' and 'Clear' buttons. A red arrow points from the text in Step 2 to the 'Selected Events' box.

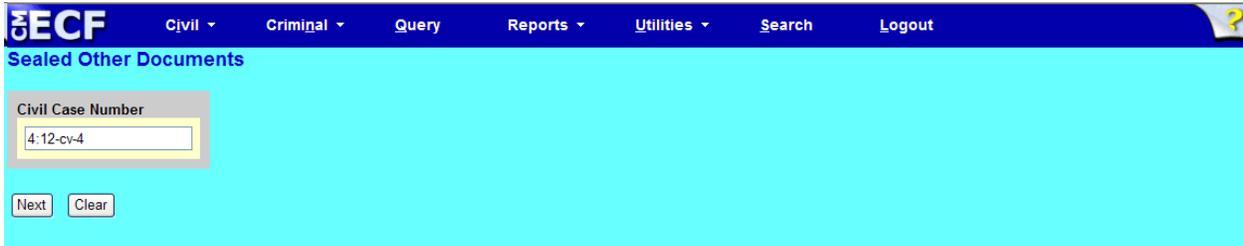
**Step 3:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



The screenshot shows the ECF interface with a navigation bar containing 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar is a search bar with the text 'Start typing to find another event.' To the left is the 'Available Events' section with a list: 'Reply to Response to Motion (NEF)', 'Response to Motion (NEF)', 'Response to Motion for Partial Summary Judgment (NEF)', 'Response to Motion for Summary Judgment (NEF)', and 'Response to Motion to Dismiss for Lack of Jurisdiction (NEF)'. To the right is the 'Selected Events' section with a list containing 'Reply to Response to Motion (NEF)'. At the bottom are 'Next' and 'Clear' buttons. A red circle highlights the 'Find This Case' button.

Notice the grayed out Next button.

**Step 4:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



**Note:** The next screen is a validation screen with the full case banner; click <Next> to continue.

**Step 5:** Attach your reply in .pdf format. When you are finished, click <Next> to continue.



**Step 6:** From the pick list, select your party, then click <Next>.

Select the filer.

**Select the Party:**

- Dean, James [cd]
- Dean, James [cd]
- Dean, James [3pd]
- Dean, James [cd]
- Dean, James [cd]
- Dean, James [cd]
- Taylor, Elizabeth [cc]
- Taylor, Elizabeth [dft]

Next Clear New Filer

**Step 7:** PLEASE notice that you will NOT see the Response to Motion you are replying to. Instead, motions are displayed. This is necessary for court case management and motions report updating. You will have to select a motion in order to continue. In this example, the Response #71 was to the SEALED MOTION for Summary Judgment (#69). Therefore, the Reply is considered to be in support of SEALED MOTION for Summary Judgment (#69). Place a check mark in the box next to the underlying sealed Motion or Amended Motion (in this example, #69), then click <Next> to continue.

- 12/12/2013 [57](#) MOTION for Summary Judgment by James Dean. (Attorney1, )
- 12/12/2013 [58](#) MOTION to Dismiss for Lack of Jurisdiction by Elizabeth Taylor. (Attorney1, )
- 12/13/2013 [61](#) MOTION for Partial Summary Judgment by Elizabeth Taylor. (Attorney1, )
- 12/16/2013 [67](#) SEALED MOTION to Dismiss for Lack of Jurisdiction by James Dean. (APJ, )
- 12/16/2013 [68](#) SEALED MOTION for Partial Summary Judgment by James Dean. (APJ, )
- 12/16/2013 [69](#) SEALED MOTION for Summary Judgment by James Dean. (APJ, )

Next Clear

**Step 8:** Modify your docket text, if necessary. Click <Next> to continue.

CMECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

Docket Text: Modify as Appropriate.  
SEALD REPLY to Response to Motion re [69] SEALD MOTION for Summary Judgment  filed by Elizabeth Taylor. (Attorney1, )

Next Clear

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

CMECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

Docket Text: Final Text  
SEALD REPLY to Response to Motion re [69] SEALD MOTION for Summary Judgment filed by Elizabeth Taylor. (Attorney1, )

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

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

Next Clear

**Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text.**

## Notice of Electronic Filing (NEF)

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed Other Documents**  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

U.S. District Court  
DISTRICT OF ARIZONA

**Notice of Electronic Filing**

The following transaction was entered by Attorney1, on 2/5/2014 at 10:16 AM MST and filed on 2/5/2014

Case Name: Dean v. Taylor  
Case Number: [4:12-cv-00004-BPV](#)  
Filer: Elizabeth Taylor  
Document Number: [79](#)

Docket Text:  
[SEALED REPLY to Response to Motion re: \[69\] SEALED MOTION for Summary Judgment filed by Elizabeth Taylor. \(Attorney1, \)](#)

4:12-cv-00004-BPV Notice has been electronically mailed to:  
Attorney1 deadmail@ao.tx.uscourts.gov, Attorney1@hotmail.com, Attorney2@hotmail.com

4:12-cv-00004-BPV Notice will be sent by other means to those listed below who are affected by this filing:

- The docket text associated with the entry is available for viewing via PACER.
- The .pdf document is sealed and it is not available for viewing via PACER or at the courthouse.
- The Notice of Electronic Filing (NEF) issues to all counsel in the case.

## Response to Motion (NEF)

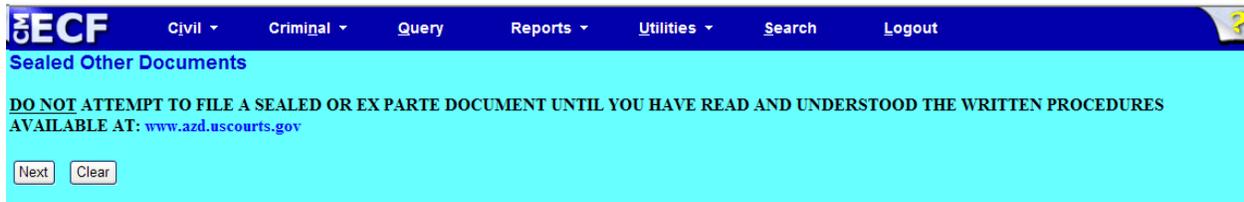
*And:* Response to Motion for Partial Summary Judgment (NEF);  
Response to Motion for Summary Judgment (NEF); Response to Motion  
to Dismiss for Lack of Jurisdiction (NEF)

The below steps and screen shots (pages 15 - 21) are for the event *Response to Motion (NEF)*. It is representative of the other three response to motion events: *Response to Motion for Partial Summary Judgment (NEF)*; *Response to Motion for Summary Judgment (NEF)*; and *Response to Motion to Dismiss for Lack of Jurisdiction (NEF)*, which have similar messages and prompts. **Note:** The more specific response to motion event should be selected from Sealed Other Documents where applicable.

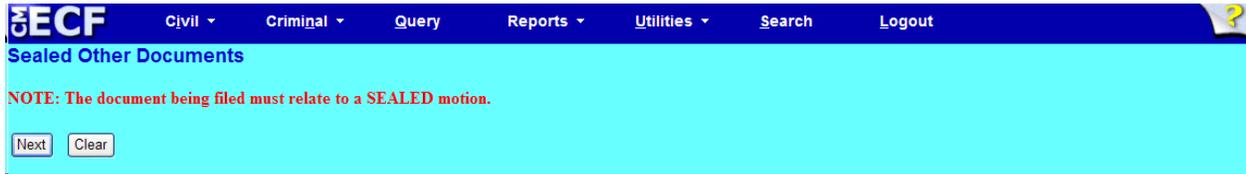
**Step 1:** In the Civil Event Categories window, click on <Sealed Other Documents>.



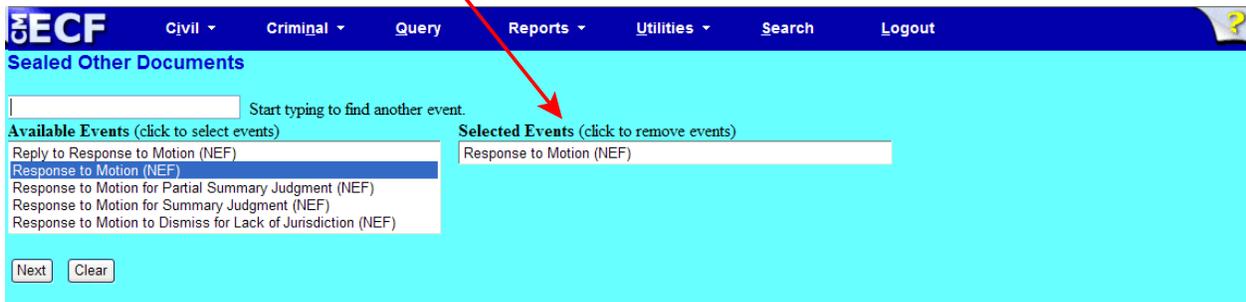
**NOTE:** *Please read this screen carefully* and then click <Next> to continue.



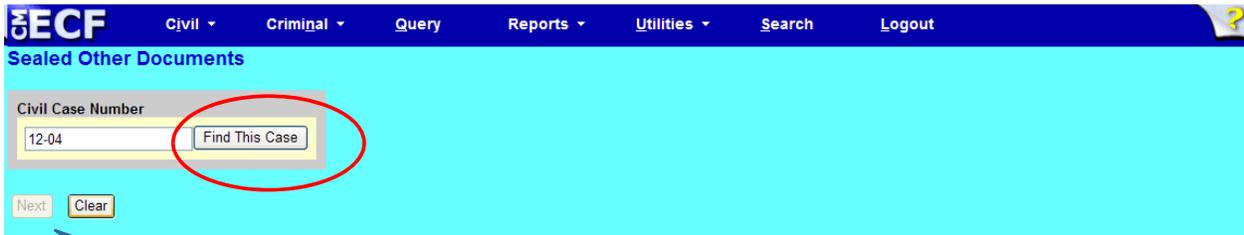
**NOTE:** Please read this screen carefully and then click <Next> to continue.



**Step 2:** Click on the event you are filing. **NOTE:** the event must appear in the **Selected Events** box for you to proceed. Click <Next> to continue.

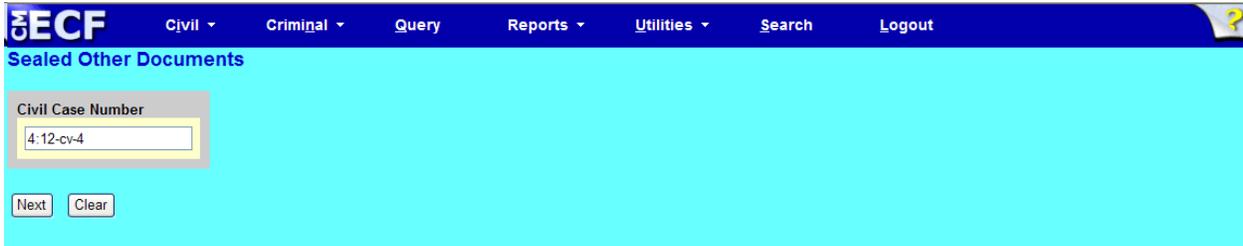


**Step 3:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



Notice the grayed out Next button.

**Step 4:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



**Note:** The next screen is a validation screen with the full case banner; click <Next> to continue.

**NOTE:** *Please read this screen carefully* and then click <Next> to continue (if applicable).



**Step 5:** Attach your response in .pdf format. When you are finished, click <Next> to continue.

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 Other Documents". The main content area is light blue and contains the following text: "4:12-cv-00004-BPV Dean v. Taylor", "STD", and "Select the pdf document and any attachments." Below this, there is a section for "Main Document" with a file path "P:\shared\CMECF\Application Training\PI" and a "Browse..." button. Underneath is a table with columns "Attachments", "Category", and "Description". The table has one row with a "Browse..." button, a dropdown menu, and a text input field. At the bottom of the form, there are "Next" and "Clear" buttons.

**Step 6:** From the pick list, select your party, then click <Next>.

The screenshot shows the ECF system interface for Step 6. The page title is "Select the filer." Below the title, there is a section for "Select the Party:" which contains a list of party names and their roles in a scrollable list box. The list includes: "Dean, James [cd]", "Dean, James [cd]", "Dean, James [3pd]", "Dean, James [cd]", "Dean, James [cd]", "Dean, James [cd]", "Taylor, Elizabeth [cc]", and "Taylor, Elizabeth [dft]". Below the list box, there are three buttons: "Next", "Clear", and "New Filer".

**NOTE:** Please read this screen carefully and then click <Next> to continue.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Sealed Other Documents**  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

**REQUIRED!**  
Carefully select motion(s) being responded to at the next screen  
(with the exception of summary judgment or dismiss for lack of jurisdiction motions).

Next Clear

**Step 7:** Place a check mark in the box next to the Motion or Amended Motion you are responding to, then click <Next> to continue.

12/31/2013	73	SEALED MOTION to Stay by James Dean. (APJ, )	<input checked="" type="checkbox"/>
01/06/2014	75	AMENDED MOTION to Seal Document by Elizabeth Taylor. (Attorney1, )	<input type="checkbox"/>
01/07/2014	76	MOTION to Seal Document by Elizabeth Taylor. (Attorney1, )	<input type="checkbox"/>

Next Clear

**Step 8:** Confirm the motion or amended motion your response relates to by placing a check mark in the box, then click <Next> to continue.

<input checked="" type="checkbox"/>	12/31/2013	73	SEALED MOTION to Stay by James Dean. (APJ, )
<input type="checkbox"/>	01/06/2014	75	AMENDED MOTION to Seal Document by Elizabeth Taylor. (Attorney1, )
<input type="checkbox"/>	01/07/2014	76	MOTION to Seal Document by Elizabeth Taylor. (Attorney1, )

Next Clear

**Step 9:** Modify your docket text, if necessary. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents  
4:12-cv-00004-BPV Dean v. Taylor

STD

Docket Text: Modify as Appropriate.  
SEALED RESPONSE to Motion re: [73] SEALED MOTION to Stay  filed by Elizabeth Taylor. (Attorney1,)

Next Clear

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

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Other Documents  
4:12-cv-00004-BPV Dean v. Taylor

STD

Docket Text: Final Text  
SEALED RESPONSE to Motion re: [73] SEALED MOTION to Stay filed by Elizabeth Taylor. (Attorney1,)

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

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

Next Clear

**Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text.**

## Notice of Electronic Filing (NEF)

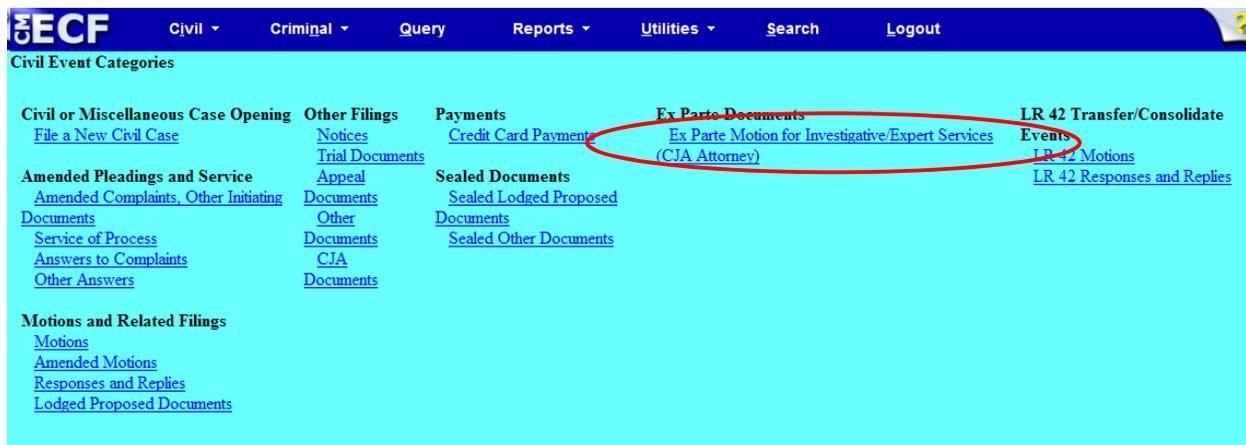
The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Other Documents" with a link to "4:12-cv-00004-BPV Dean v. Taylor". The document type is listed as "STD". The court information is "U.S. District Court DISTRICT OF ARIZONA". The section is titled "Notice of Electronic Filing". The text states: "The following transaction was entered by Attorney1, on 2/5/2014 at 8:06 AM MST and filed on 2/5/2014". Case details include: Case Name: Dean v. Taylor, Case Number: 4:12-cv-00004-BPV, Filer: Elizabeth Taylor, and Document Number: 78. The Docket Text is: "SEALED RESPONSE to Motion re: [73] SEALED MOTION to Stay filed by Elizabeth Taylor. (Attorney1, )". It also states: "4:12-cv-00004-BPV Notice has been electronically mailed to: Attorney1 deadmail@ao.tx.uscourts.gov, Attorney1@hotmail.com, Attorney2@hotmail.com" and "4:12-cv-00004-BPV Notice will be sent by other means to those listed below who are affected by this filing:".

- The docket text associated with the entry is available for viewing via PACER.
- The .pdf document is sealed and it is not available for viewing via PACER or at the courthouse.
- The Notice of Electronic Filing (NEF) issues to all counsel in the case.

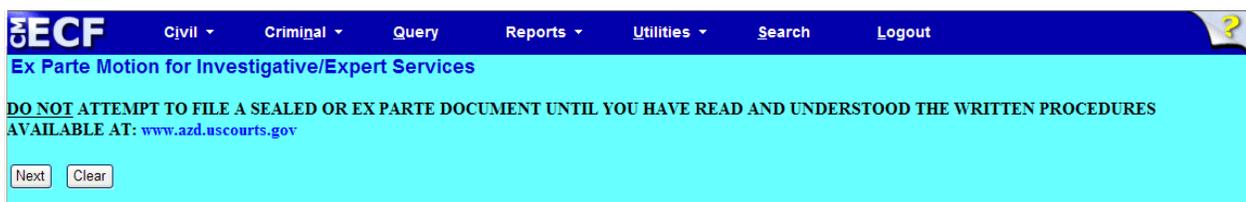
# Ex Parte Motion for Investigative/Expert Services (CJA Attorney)

This event is intended for CJA appointed attorneys in Petition for Writ of Habeas Corpus cases. Even though the event is labeled Ex Parte, a sealed restriction will be applied to the entire entry. Leave of court is not required to e-file under seal.

**Step 1:** In the Civil Event Categories window, click on <Ex Parte Motion for Investigative / Expert Services (CJA Attorney)>.



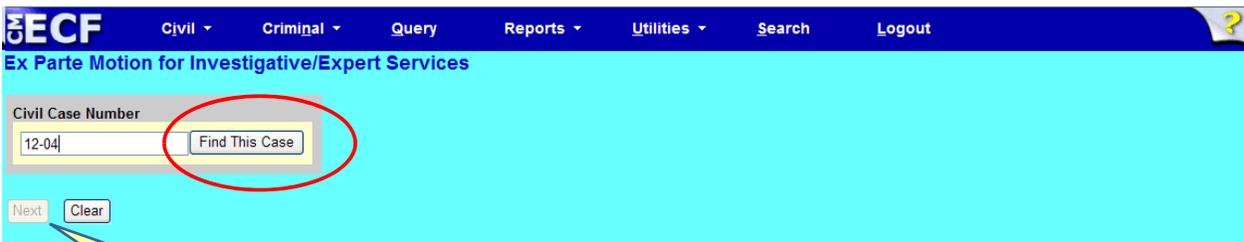
**NOTE:** *Please read this screen* carefully and then click <Next> to continue.



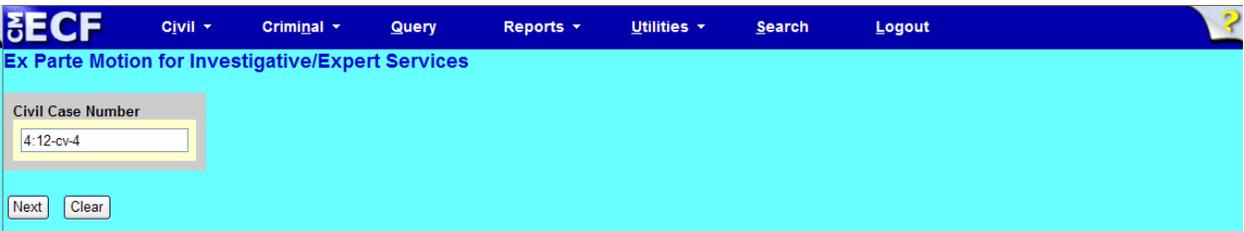
**Step 2:** Although there is only one event selection – Investigative/Expert/Other Services (No NEF) – you must click on the event. NOTE: the event must appear in the **Selected Events** box for you to proceed. Click <Next> to continue.



**Step 3:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



**Step 4:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



**Note:** The next screen is a validation screen with the full case banner; click <Next> to continue.

**Step 5:** From the pick list, select your party, then click <Next>.

Select the filer.

Select the Party:

Dean, James [cd]  
Dean, James [cd]  
Dean, James [3pd]  
Dean, James [cd]  
Dean, James [cd]  
Dean, James [cd]  
Taylor, Elizabeth [cc]  
Taylor, Elizabeth [dft]

Next Clear New Filer

**Step 6:** Attach the Ex Parte motion and any attachments in .pdf format. When you are finished, click <Next> to continue.

CECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motion for Investigative/Expert Services  
4-12-cv-00004-BPV Dean v.  
Taylor  
STD

Select the pdf document and any attachments.

Main Document  
P:\shared\CMECF\Application Training\PT [Browse...]

Attachments	Category	Description
1. [Browse...]	[Dropdown]	[Text Field]

Next Clear

**Step 7:** Modify your docket text, if necessary. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motion for Investigative/Expert Services  
4:12-cv-00004-BPV Dean v. Taylor

STD

Docket Text: Modify as Appropriate.

EX PARTE MOTION for Investigative/Expert/Other Services by Elizabeth Taylor. (Attorney1, )

Next Clear

**Step 8:** Click <Next> to view your Notice of Electronic Filing (NEF).

ECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motion for Investigative/Expert Services  
4:12-cv-00004-BPV Dean v. Taylor

STD

Docket Text: Final Text  
EX PARTE MOTION for Investigative/Expert/Other Services by Elizabeth Taylor. (Attorney1, )

**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

**Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text.**

## Notice of Electronic Filing (NEF)



**ECF** Civil Criminal Query Reports Utilities Search Logout

**Ex Parte Motion for Investigative/Expert Services**  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

U.S. District Court  
DISTRICT OF ARIZONA

**Notice of Electronic Filing**

The following transaction was entered by Attorney1, on 11/22/2013 at 12:18 PM MST and filed on 11/22/2013

Case Name: Dean v. Taylor  
Case Number: [4:12-cv-00004-BPV](#)  
Filer: Elizabeth Taylor  
Document Number: [52](#)

Docket Text:  
~~EX PARTE MOTION for Investigative/Expert/Other Services by Elizabeth Taylor. (Attorney1, )~~

**4:12-cv-00004-BPV No electronic public notice will be sent because the case/entry is sealed.**

- The entire entry is sealed and is not available for viewing via PACER or at the courthouse.
- The Notice of Electronic Filing (NEF) does not issue to any counsel in the case.

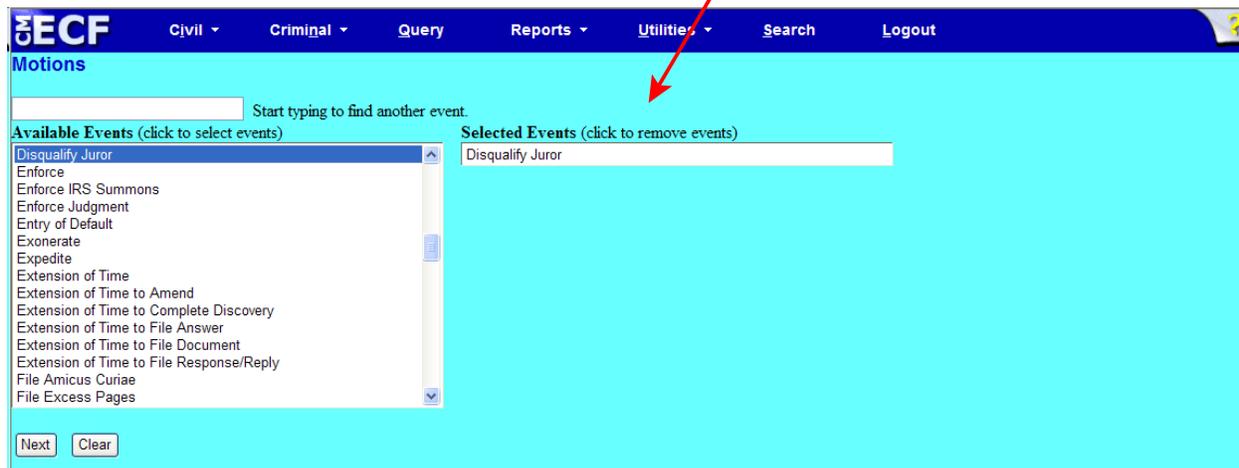
# Ex Parte Motions

For Ex Parte motions in general, the public Motions or Amended Motions category is used. The Motions category is used generally for most motion entries. When these categories are used a prompt appears “Is this motion Ex Parte?” with Yes/No radio buttons. The default is to No. If “Yes” radio button is selected, two things happen: 1) At the next screen a message displays advising the event is public and if the event is to be sealed to use motion to seal and separately lodge the document, and 2) EX PARTE is auto-generated in the docket text entry. The docket text entry and .pdf document is available for viewing by all users via PACER and at the courthouse. NEF issues to all counsel in the case.

**Step 1:** In the Civil Event Categories window, click on <Motions>.

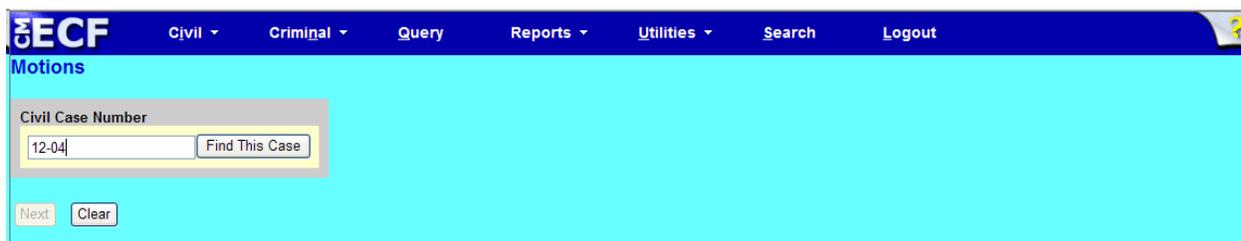


**Step 2:** From the pick list, select the motion you wish to file Ex Parte. NOTE: the event must appear in the **Selected Events** box for you to proceed. Click <Next> to continue.



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 bar with the placeholder text "Start typing to find another event." Below the search bar, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Disqualify Juror, Enforce, Enforce IRS Summons, Enforce Judgment, Entry of Default, Exonerate, Expedite, Extension of Time, Extension of Time to Amend, Extension of Time to Complete Discovery, Extension of Time to File Answer, Extension of Time to File Document, Extension of Time to File Response/Reply, File Amicus Curiae, and File Excess Pages. The "Selected Events" box contains "Disqualify Juror". At the bottom left, there are "Next" and "Clear" buttons. A red arrow points from the text in Step 2 to the "Selected Events" box.

**Step 3:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



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 "Civil Case Number" field with the value "12-04" and a "Find This Case" button. Below the field, there are "Next" and "Clear" buttons. The "Next" button is grayed out.

Notice the grayed out Next button.

**Step 4:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.

**Note:** The next screen is a validation screen with the full case banner; click <Next> to continue.

**Step 5:** From the pick list, select your party, then click <Next>.

Select the filer.

**Select the Party:**

Dean, James [cd]	▲
Dean, James [cd]	
Dean, James [3pd]	
Dean, James [cd]	
Dean, James [cd]	
Dean, James [cd]	
Taylor, Elizabeth [cc]	
Taylor, Elizabeth [dft]	▼

**NOTE:** *Please read this screen carefully* before clicking <Next> to continue.

**ECF** [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#) 

**Motions**  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

**NOTICE:** Pursuant to LRCiv 7.1(b)(2), a party must attach to the motion or stipulation a separate proposed order (except for motions to dismiss or summary judgment motions pursuant to Fed.R.Civ.P. 12(b) or 56).

Following the filing of the motion or stipulation, a proposed order in WordPerfect or MSWord format and a .pdf version of the motion or stipulation must be sent to the court in a separate, non-ECF generated e-mail message sent to the chambers e-mail address of the assigned judge. See the Electronic Case Filing Administrative Policies and Procedures Manual, Section II, G.

**Step 6:** At this screen a prompt appears: “Is this motion Ex Parte?” Notice the default is to “no.” Change the default to “yes” and 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 menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case information is "4:12-cv-00004-BPV Dean v. Taylor". The document type is "STD". The main prompt is "Is this motion Ex Parte?" with two radio button options: "Yes" (which is unselected) and "No" (which is selected by default). A red arrow points from the text above to the "Yes" radio button. At the bottom of the form, there are two buttons: "Next" and "Clear".

**NOTE:** *Please read this screen carefully* and ensure you wish to continue with this event before clicking <Next> to continue.



The screenshot shows the ECF interface after the user has selected "Yes" to the "Is this motion Ex Parte?" prompt. The page title is "Motions" and the case information is "4:12-cv-00004-BPV Dean v. Taylor". The document type is "STD". A warning message is displayed in blue text: "YOU INDICATED THIS IS AN EXPARTE MOTION ON THE PREVIOUS SCREEN. NOTE: THIS IS A PUBLIC EVENT. IF YOU WANT THIS EVENT SEALED, USE MOTION TO SEAL AND SEPARATELY LODGE YOUR DOCUMENT IN ACCORDANCE WITH LOCAL PROCEDURES." At the bottom of the form, there are two buttons: "Next" and "Clear".

**Step 7:** Attach the motion in .pdf format, and any additional attachments. When you are finished attaching all, click <Next> to continue.

**ECF** Civil Criminal Query Reports Utilities Search Logout

Motions  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

Select the pdf document and any attachments.

**Main Document**  
P:\shared\CMECF\Application Training\PT

Attachments	Category	Description
1. P:\shared\CMECF\Application Training\PT <input type="button" value="Browse..."/>	Text of Proposed Order	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

**Step 8:** At this screen you may modify the docket text, if necessary. Click <Next> to continue.

**ECF** Civil Criminal Query Reports Utilities Search Logout

Motions  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

Docket Text: Modify as Appropriate.

EX PARTE  MOTION to Disqualify Juror  by Elizabeth Taylor. (Attachments: # (1) Text of Proposed Order) (Attorney1,)

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

**ECF** Civil Criminal Query Reports Utilities Search Logout

Motions  
[4:12-cv-00004-BPV Dean v. Taylor](#)

STD

Docket Text: Final Text  
EX PARTE MOTION to Disqualify Juror by Elizabeth Taylor. (Attachments: # (1) Text of Proposed Order)(Attorney1, )

**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  
P:\shared\CMECF\Application Training\PDF Files\Proposed Order.pdf pages: 1

Next Clear

**Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text.**

## Notice of Electronic Filing (NEF)



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 white and displays the following information:

**Motions**  
[4:12-cv-00004-BPV Dean v. Taylor](#)  
STD

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

**Notice of Electronic Filing**

The following transaction was entered by Attorney1, on 2/5/2014 at 10:28 AM MST and filed on 2/5/2014

**Case Name:** Dean v. Taylor  
**Case Number:** [4:12-cv-00004-BPV](#)  
**Filer:** Elizabeth Taylor  
**Document Number:** [82](#)

**Docket Text:**  
[EX PARTE MOTION to Disqualify Juror by Elizabeth Taylor. \(Attorney1, \)](#)

4:12-cv-00004-BPV Notice has been electronically mailed to:  
Attorney1 deadmail@ao.tx.uscourts.gov, Attorney1@hotmail.com, Attorney2@hotmail.com

4:12-cv-00004-BPV Notice will be sent by other means to those listed below who are affected by this filing:

- The docket text entry and .pdf document is available for viewing by all users via PACER and at the courthouse.
- The Notice of Electronic Filing (NEF) issues to all counsel in the case.