



# ELECTRONIC CASE FILING ELECTRONICALLY FILING IN JUVENILE 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

December, 2013

# Electronically Filing in Juvenile Cases

- All juvenile cases are sealed. All documents e-filed are sealed. Motions to seal are not required.
- Attorneys are permitted to e-file and view documents in juvenile cases filed after June 1, 2011.
- E-filing by attorneys is required in juvenile cases filed after June 1, 2011.
- E-filing by attorneys is not permitted in juvenile cases filed prior to June 1, 2011.
- The Clerk's Office will grant access to assigned and active counsel to view and file in juvenile cases. Access will be granted at case opening (for assigned counsel), or based on a notice of appearance/substitution, or by order of the Court.
- Any notice of appearance/substitution of counsel should be filed in paper. Subsequent filings in the case should be done electronically.

**NOTE:** There is no Notice of Electronic Filing (NEF) issued to counsel in any juvenile case.

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



Generally, the same categories and events used in public criminal cases are appropriate for juvenile cases. The exception is Ex Parte documents.

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# Ex Parte Motion for Investigative/Expert Services (Juv Case CJA Atty)

This event is intended for use by counsel appointed under the Criminal Justice Act.

**Step 1:** In the Criminal Event Categories window, click on Ex Parte Motion for Investigative/Expert Services (Juv Case CJA Atty).



**Step 2:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



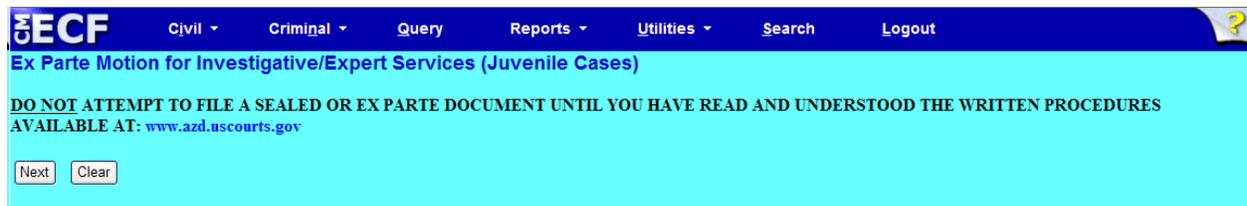
Notice the grayed out Next button.

**Step 3:** 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.



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 Motion for Investigative/Expert Services (Juvenile Cases)". The main content area is light blue and contains a form titled "Criminal Case Number". The form has a text input field containing "4:11-cr-800" and a label "\*SEALED\*". Below the input field are two buttons: "Next" and "Clear".

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

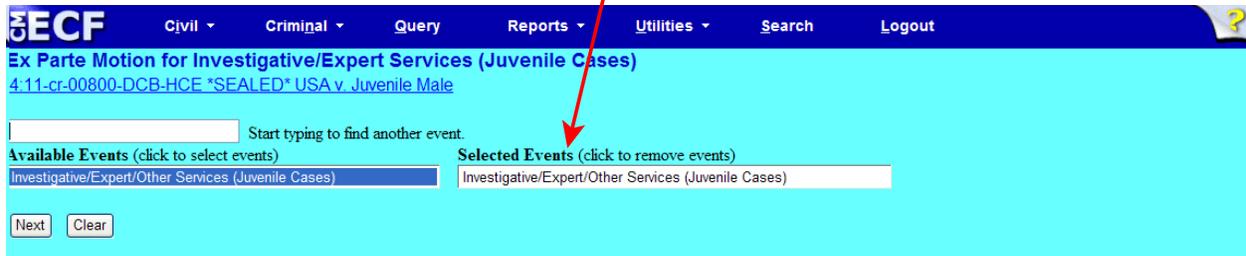


The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Ex Parte Motion for Investigative/Expert Services (Juvenile Cases)". The main content area is light blue and contains a warning message: "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](http://www.azd.uscourts.gov)". Below the warning message are two buttons: "Next" and "Clear".

**Step 4:** From the pick list, select your party, then click <Next>.



**Step 5:** Although there is only one event selection – Investigative/Expert/Other Services (Juvenile Cases) – 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 6:** Attach the Ex Parte motion and any attachments in .pdf format. When you are finished, click <Next> to continue.

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

**Ex Parte Motion for Investigative/Expert Services (Juvenile Cases)**  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

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

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

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

**Ex Parte Motion for Investigative/Expert Services (Juvenile Cases)**  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Docket Text: Modify as Appropriate.

EX PARTE MOTION for Investigative/Expert/Other Services  by Juvenile Male.  
(Attachments: # (1) Text of Proposed Order) (Attorney1, )

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

The screenshot shows the CMECF (Case Management and Electronic Case Filing) interface. At the top, there is a navigation bar with the CMECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Ex Parte Motion for Investigative/Expert Services (Juvenile Cases)" with a case number "4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male".

The main content area displays a docket entry: "Docket Text: Final Text" followed by "EX PARTE MOTION for Investigative/Expert/Other Services by Juvenile Male. (Attachments: # (1) Text of Proposed Order)(Attorney1, )".

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."

Below the warning, the "Source Document Path (for confirmation only):" is listed as:  
P:\shared\CMECF\Application Training\PDF Files\Motion.pdf pages: 1  
P:\shared\CMECF\Application Training\PDF Files\Proposed Order.pdf pages: 1

At the bottom of the page, there are two buttons: "Next" and "Clear".

A callout box with a black border and white background contains the following text: "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 displays the ECF system 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 "Ex Parte Motion for Investigative/Expert Services (Juvenile Cases)" followed by the case number "4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male". The court name "U.S. District Court" and "DISTRICT OF ARIZONA" are centered on the page. The main heading is "Notice of Electronic Filing". The text below states: "The following transaction was entered by Attorney1, on 11/25/2013 at 11:54 AM MST and filed on 11/25/2013". It then lists the case details: "Case Name: USA v. Juvenile Male", "Case Number: [4:11-cr-00800-DCB-HCE \\*SEALED\\*](#)", "Filer: Dft No. 1 - Juvenile Male", and "Document Number: [2](#)". Under "Docket Text:", it reads "EX PARTE MOTION for Investigative/Expert/Other Services by Juvenile Male. (Attachments: # (1) Text of Proposed Order)(Attorney1, )". At the bottom, a note states "No public notice (electronic or otherwise) sent because the entry is private".

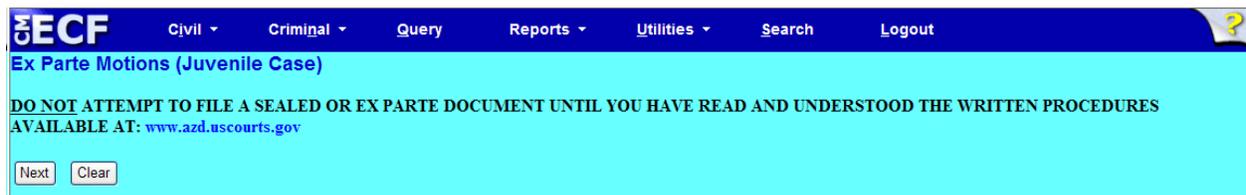
- The entry and .pdf document is available for viewing only by court users. No counsel in the case will have viewing access.

# Ex Parte Motions

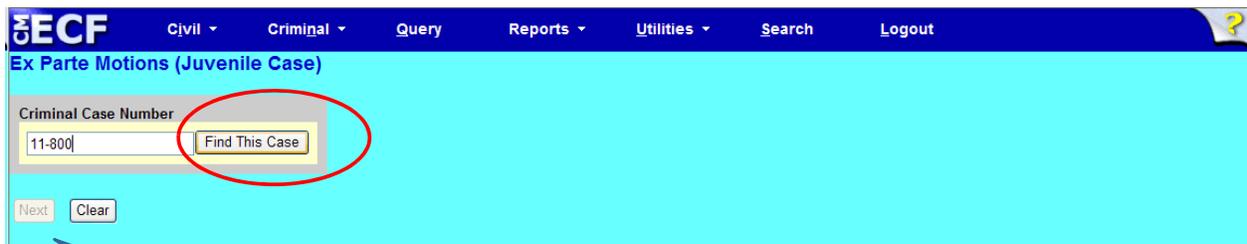
**Step 1:** In the Criminal Event Categories window, click on Ex Parte Motions.



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

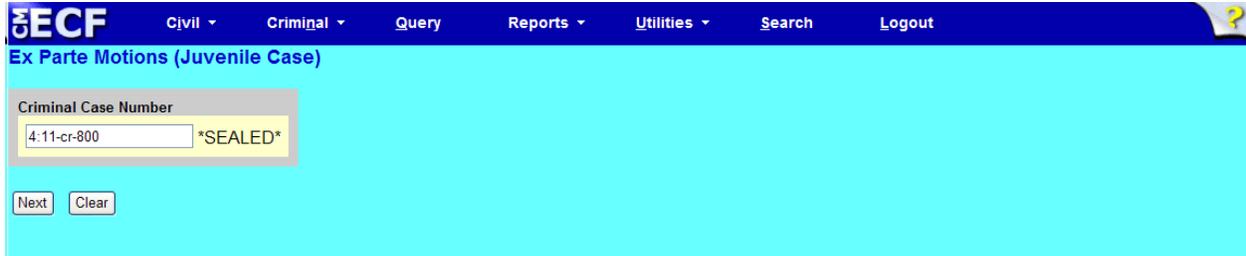


**Step 2:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



Notice the grayed out Next button.

**Step 3:** 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 4:** From the pick list, select your party, then click <Next>.



**Step 5:** 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.

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

Attachments	Category	Description
1. P:\shared\CMECF\Application Training\PT [Browse...]	Text of Proposed Order	[Remove]
2. [Browse...]		

**Step 7:** At this screen you may modify the docket text, if necessary. Click <Next> to continue.

MECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions (Juvenile Case)  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Docket Text: Modify as Appropriate.

MOTION to Disqualify Juror by Juvenile Male. (Attachments: # (1) Text of Proposed Order) (Attorney1, )

Next Clear

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

MECF Civil Criminal Query Reports Utilities Search Logout

Ex Parte Motions (Juvenile Case)  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Docket Text: Final Text  
MOTION to Disqualify Juror by Juvenile Male. (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. 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 (Juvenile Case)" with a link to "4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male". The court information is "U.S. District Court DISTRICT OF ARIZONA". The main heading is "Notice of Electronic Filing". The text states: "The following transaction was entered by Attorney1, on 11/25/2013 at 12:08 PM MST and filed on 11/25/2013". The case details are: Case Name: USA v. Juvenile Male; Case Number: 4:11-cr-00800-DCB-HCE \*SEALED\*; Filer: Dft No. 1 - Juvenile Male; Document Number: 3. The docket text is: "MOTION to Disqualify Juror by Juvenile Male. (Attachments: # (1) Text of Proposed Order)(Attorney1, )". At the bottom, a red notice reads: "4:11-cr-00800-DCB-HCE \*SEALED\*-1 No electronic public notice will be sent because the case/entry is sealed."

- The entry and .pdf document is available for viewing by active counsel for the party selected at the "Select Filer" prompt. No other counsel in the case will have viewing access.

- ECF auto-generates (Ex Parte) at the beginning of docket text. It appears in docket text via docket query after the entry has been committed.

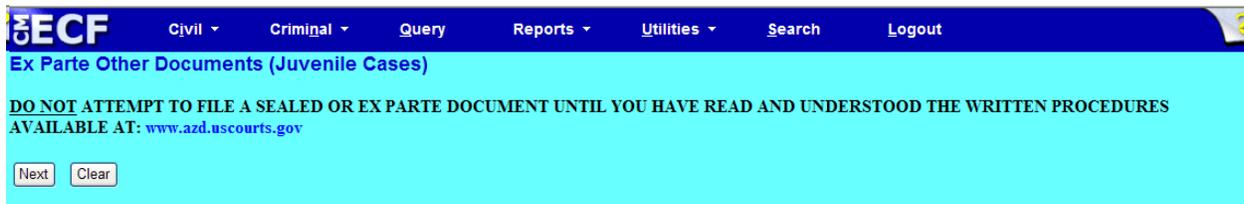
11/25/2013	3	(Ex Parte) MOTION to Disqualify Juror by Juvenile Male. (Attachments: # 1 Text of Proposed Order)(Attorney1, ) (Entered: 11/25/2013)
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# Ex Parte Other Documents

**Step 1:** In the Criminal Event Categories window, click on Ex Parte Other Documents.



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



There are two event selections:

- Ex Parte Document (see page 13)
- Rule 17(b) Affidavit and Application - Juvenile Cases (see page 18)

## Ex Parte Document

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

Available Events (click to select an event)

Ex Parte Document
Rule 17(b) Affidavit and Application - Juvenile Cases

Selected Event

Ex Parte Document
-------------------

Next Clear

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

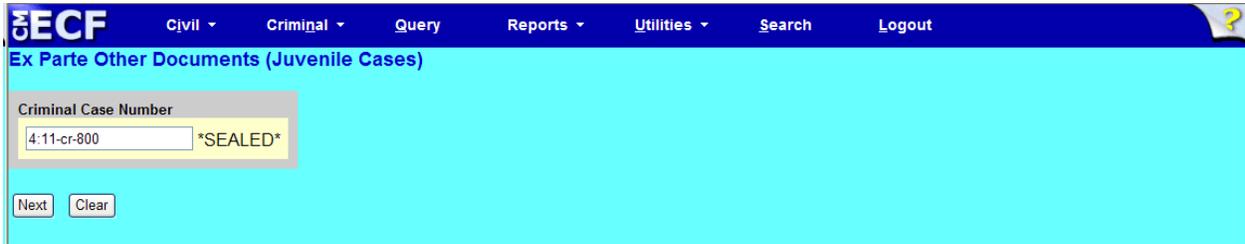
Criminal Case Number

11-800	Find This Case
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Next Clear

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>.



**Step 6:** Attach the document 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

Ex Parte Other Documents (Juvenile Cases)  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Select the pdf document and any attachments.

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

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

[Next] [Clear]

**Step 7:** In the text box, type in a description of the Ex Parte document, then Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

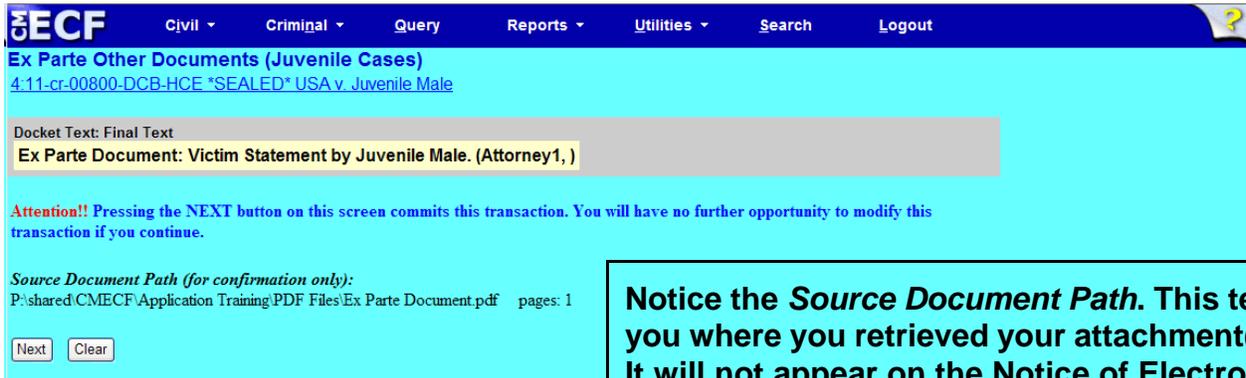
Ex Parte Other Documents (Juvenile Cases)  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Description: Victim Statement

[Next] [Clear]

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

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



**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 - Ex Parte Document



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

**Ex Parte Other Documents (Juvenile Cases)**  
[4:11-cr-00800-DCB-HCE \\*SEALED\\* USA v. Juvenile Male](#)

U.S. District Court  
DISTRICT OF ARIZONA

**Notice of Electronic Filing**

The following transaction was entered by Attorney1, on 11/25/2013 at 1:28 PM MST and filed on 11/25/2013

Case Name: USA v. Juvenile Male  
Case Number: [4:11-cr-00800-DCB-HCE \\*SEALED\\*](#)  
Filer: Dft No. 1 - Juvenile Male  
Document Number: [4](#)

Docket Text:  
Ex Parte Document: Victim Statement by Juvenile Male. (Attorney1, )

4:11-cr-00800-DCB-HCE \*SEALED\*-1 No electronic public notice will be sent because the case/entry is sealed.

- The entry and .pdf document is available for viewing by active counsel for the party selected at the select filer prompt. No other counsel in the case will have viewing access.

- ECF auto-generates (Ex Parte) at the beginning of the docket text. It appears in docket text via docket query after the entry has been committed.

11/25/2013	<a href="#">4</a>	(Ex Parte) Ex Parte Document: Victim Statement by Juvenile Male. (Attorney1, ) (Entered: 11/25/2013)
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## Rule 17(b) Affidavit and Application - Juvenile Cases

**Step 2:** From the pick list menu, select Rule 17(b) Affidavit and Application - Juvenile Cases. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click <Next> to continue.

Available Events (click to select an event)

Selected Event

Next Clear

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

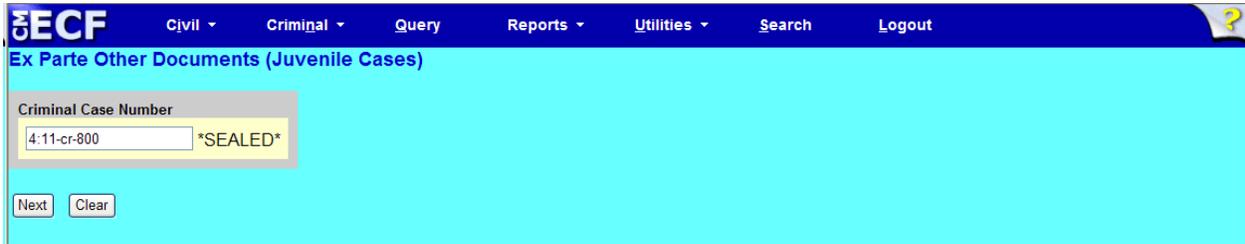
Criminal Case Number

Find This Case

Next Clear

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>.



**Step 6:** Attach the document 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

**Ex Parte Other Documents (Juvenile Cases)**  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Select the pdf document and any attachments.

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

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

[Next] [Clear]

**Step 7:** At this screen you may modify the docket text, if necessary. Click <Next> to continue.

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

**Ex Parte Other Documents (Juvenile Cases)**  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Docket Text: Modify as Appropriate.

Rule 17(b) Affidavit and Application by Juvenile Male [Text] (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 Other Documents (Juvenile Cases)**  
4:11-cr-00800-DCB-HCE \*SEALED\* USA v. Juvenile Male

Docket Text: Final Text

Rule 17(b) Affidavit and Application by Juvenile Male (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\Ex Parte Document.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 - Rule 17(b) Affidavit and Application - Juvenile Cases



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

**Ex Parte Other Documents (Juvenile Cases)**  
[4:11-cr-00800-DCB-HCE \\*SEALED\\* USA v. Juvenile Male](#)

U.S. District Court  
DISTRICT OF ARIZONA

**Notice of Electronic Filing**

The following transaction was entered by Attorney1, on 11/25/2013 at 2:40 PM MST and filed on 11/25/2013

Case Name: USA v. Juvenile Male  
Case Number: [4:11-cr-00800-DCB-HCE \\*SEALED\\*](#)  
Filer: Dft No. 1 - Juvenile Male  
Document Number: [5](#)

Docket Text:  
**Rule 17(b) Affidavit and Application by Juvenile Male (Attorney1, )**

4:11-cr-00800-DCB-HCE \*SEALED\*-1 No electronic public notice will be sent because the case/entry is sealed.

- The entry and .pdf document is available for viewing by active counsel for the party selected at the select filer prompt. No other counsel in the case will have viewing access.

- ECF auto-generates (Ex Parte) at the beginning of the docket text. It appears in docket text via docket query after the entry has been committed.

11/25/2013	<a href="#">5</a>	(Ex Parte) Rule 17(b) Affidavit and Application by Juvenile Male (Attorney1, ) (Entered: 11/25/2013)
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