

General Information Regarding Criminal Sealed Filings

Beginning March 1, 2010 you will e-file sealed/restricted documents in criminal cases.

You will not have the ability to view a sealed document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who will not be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

Sealed cases must be filed traditionally in paper format.

Ex Parte Motions/Documents

At the time of filing, please call the Clerk’s Office at 312-435-5698 and inform the docket clerk that you need access to file an ex parte document. A Notice of Electronic Filings **will not** be sent to opposing counsel. You **will not** have the ability to view the document after it is filed; only chambers will be able to view the document.

For instructions on filing a	Refer to page
Sealed motion	2
Sealed reply to motion	5
Sealed response	9
Sealed exhibit	13
Sealed Document	17

The prompt below will appear for all of the Sealed events.
You must enter Y or N to continue

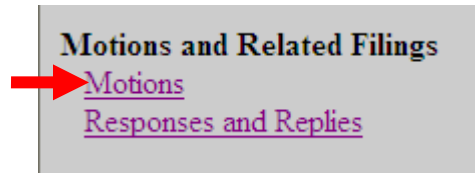
[1:09-cr-00003 USA v. Doe](#)
 Enter Y or N in the box below to determine whether this entry is visible to persons viewing the docket.
 If you enter Y, the text of this entry will be visible on the docket, but the document itself will be restricted and will not be viewable.
 If you enter N, neither the text of the entry nor the restricted document will appear on the docket.
 Would you like this docket entry to be visible? Enter Y or N

File a Sealed Motion

1. Click **Criminal** on the menu bar.



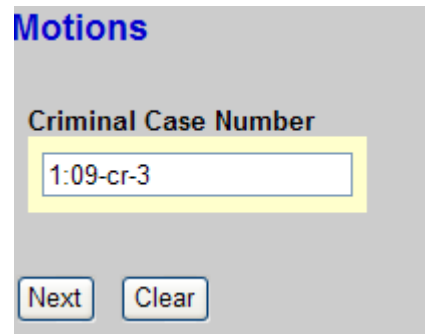
2. Click **Motions**.



3. Enter the case number.

4. Click **Find This Case**.

5. Click **Next**.



6. Verify that the case title and case number are correct.

A. If correct, proceed to Step 7.

B. Click **Back** and re-enter if incorrect.



7. Select the filer

Click next

Make sure you select only the defendant to which this document pertains.

Select the filer.

Select the Party:

- USA [pla]
- Doe, John [dft]
- Doe, Jane [dft]
- Mouse, Minnie [dft]

Next Clear

8. Select **Sealed Motion**.

9. Click **Next**.

Start typing to find another event.

Available Events (click to select events)

- Reopen Case
- Reset
- Return of Property
- Rule to Show Cause
- Sanctions
- Seal
- Seal Case
- Seal Document
- Sealed Motion**
- Service by Publication
- Set Aside
- Set Aside Default
- Set Aside Forfeiture
- Set Aside Judgment
- Set Aside Verdict

Selected Events: Sealed Motion

Next Clear

10. **READ** this notice and then click **Next** and continue filing the document.

IMPORTANT: This event is for SEALED motions ONLY.

Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You **WILL NOT** have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who **WILL NOT** be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

Next Clear

11. Browse and select appropriate documents and exhibits

Click Next

Motions

1:09-cr-00003 USA v. Doe

Select the pdf document and any attachments.

Main Document

Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

12. Enter the appropriate response
 y = docket entry can be viewed – document is sealed
 n = docket entry and document are sealed.

[1:09-cr-00003 USA v. Doe](#)
 Enter Y or N in the box below to determine whether this entry is visible to persons viewing the docket.
 If you enter Y, the text of this entry will be visible on the docket, but the document itself will be restricted and will not be viewable.
 If you enter N, neither the text of the entry nor the restricted document will appear on the docket.
 Would you like this docket entry to be visible? Enter Y or N

Click Next.

13. Enter type of relief in text box

Motions
[1:09-cr-00003 USA v. Doe](#)
 Enter relief requested in motion:

14. Docket Text:
 At this screen you can modify as appropriate

Motions
[1:09-cr-00003 USA v. Doe](#)
Docket Text: Modify as Appropriate.
SEALED MOTION by USA as to John Doe
(Crowe, Ryan)

15. Final Text Screen

Click Next

Motions
[1:09-cr-00003 USA v. Doe](#)
Docket Text: Final Text
SEALED MOTION by USA as to John Doe (Crowe, Ryan)
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):
 X:\ECF0119814738BB.PDF pages: 1

16. Notice of Electronic Filing

Reminder: You will not have the ability to view the document after it is filed

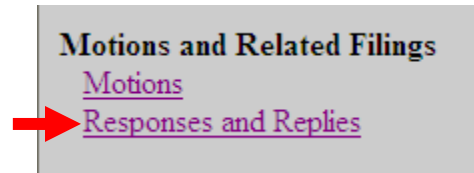
Motions
[1:09-cr-00003 USA v. Doe](#)
 United States District Court
 Northern District of Illinois - CM/ECF TEST, Ver 4.0.3
Notice of Electronic Filing
 The following transaction was entered by Crowe, Ryan on 2/19/2010 at 1:21 PM CST and filed on 2/19/2010
Case Name: USA v. Doe
Case Number: [1:09-cr-00003](#)
Filed: USA
Document Number: [1](#)

File a Sealed Reply to Motion

1. Click **Criminal** on the main menu.



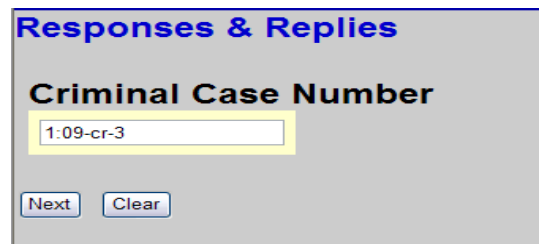
2. Click **Responses and Replies**.



3. Enter the case number.

4. Click **Find This Case**.

5. Click **Next**.



6. Verify that the case title and case number are correct.

A. Click **Next** if correct.

B. Click **Back** and re-enter if incorrect.



File a Sealed Reply Motion (continued)

7. Click **Sealed Reply**, then click **Next**.

Available Events (click to select an event)

- Memorandum in Opposition
- Memorandum in Support
- Reply
- Reply to Motion
- Response
- Response to Motion
- Sealed Reply**
- Sealed Response
- Sur-Reply

Selected Event: Sealed Reply

Next Clear

8. Select the party.

9. Click **Next**.

Make sure you select only the defendant to which this document pertains.

Select the filer.

Select the Party:

- USA [pla]
- Doe, John [dft]
- Doe, Jane [dft]
- Mouse, Minnie [dft]

Next Clear

10. **READ** this notice and then click **Next** and continue filing the document.

IMPORTANT: This event is for SEALED REPLY ONLY.

Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You **WILL NOT** have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who **WILL NOT** be able to view the document you have filed. **Therefore, service to opposing counsel must be made using non-electronic means.**

Next Clear

11. Browse and select appropriate documents and exhibits

Click Next

Responses & Replies

1:09-cr-00003 USA v. Doe

Date document filed (mandatory)
2/18/2010 Calendar

Select the pdf document and any attachments.

Main Document
Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

12. Enter the appropriate response

y = docket entry can be viewed – document is sealed

n = docket entry and document are sealed.

Click Next.

[1:09-cr-00003 USA v. Doe](#)

Enter Y or N in the box below to determine whether this entry is visible to persons viewing the docket.

If you enter Y, the text of this entry will be visible on the docket, but the document itself will be restricted and will not be viewable.

If you enter N, neither the text of the entry nor the restricted document will appear on the docket.

Would you like this docket entry to be visible? Enter Y or N

13. Select the appropriate event(s) to which you are replying to.

Responses & Replies

[1:09-cr-00003 USA v. Doe](#)

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

1:09-cr-00003 John Doe

02/19/2010 [1](#) SEALED MOTION by USA as to John Doe (Crowe, Ryan)

14. Docket Text:

At this screen you can modify as appropriate

Responses & Replies

[1:09-cr-00003 USA v. Doe](#)

Docket Text: Modify as Appropriate.

SEALED REPLY by USA to SEALED MOTION by USA as to John Doe[1] (Crowe, Ryan)

15. Final Text Screen

Click Next

Docket Text: Final Text

SEALED REPLY by USA to SEALED MOTION by USA as to John Doe[1] (Crowe, Ryan)

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):
X:\ECF0115814452BE.PDF pages: 56

16. Notice of Electronic Filing

Reminder: You will not have the ability to view the document after it is filed

Responses & Replies

[1:09-cr-00003 USA v. Doe](#)

United States District Court

Northern District of Illinois - **CM/ECF TEST, Ver 4.0.3**

Notice of Electronic Filing

The following transaction was entered by Crowe, Ryan on 2/19/2010 at 1:41 PM CST and filed on 2/19/2010

Case Name: USA v. Doe

Case Number: [1:09-cr-00003](#)

Filer: USA

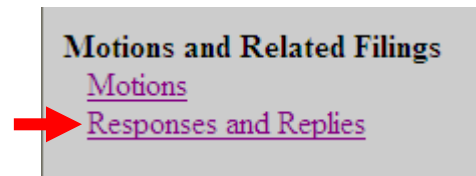
Document Number: [2](#)

File a Sealed Response

1. Click **Criminal** on the main menu.



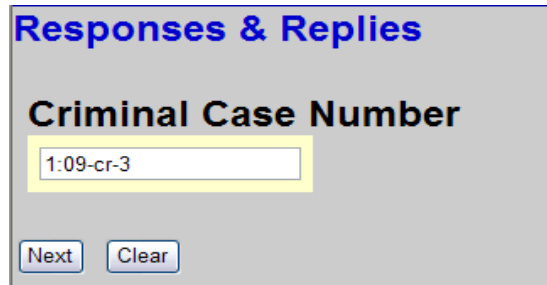
2. Click **Responses and Replies**.



3. Enter the case number.

4. Click **Find This Case**.

5. Click **Next**.



6. Verify that the case title and case number are correct.

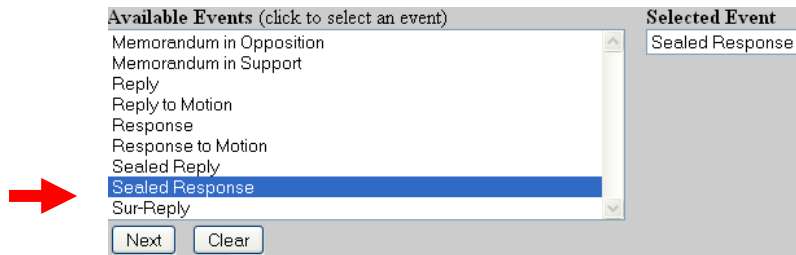
A. Click **Next** if correct.

B. Click **Back** and re-enter if incorrect.



File a Sealed Response (continued)

7. Select **Sealed Response** and click **Next**.



Available Events (click to select an event)

- Memorandum in Opposition
- Memorandum in Support
- Reply
- Reply to Motion
- Response
- Response to Motion
- Sealed Reply
- Sealed Response**
- Sur-Reply

Selected Event: Sealed Response

Next Clear

8. Select the party.

9. Click **Next**.

Make sure you select only the defendant to which this document pertains.



Select the filer.

Select the Party:

- USA [pla]
- Doe, John [dft]**

Next Clear


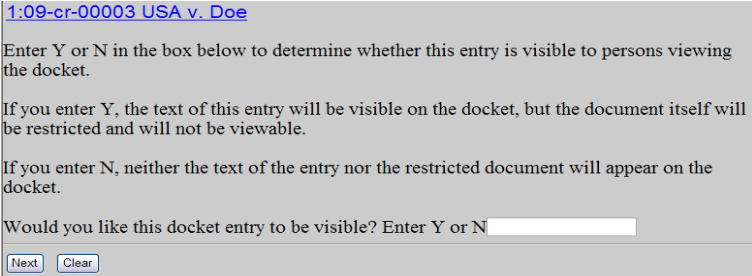
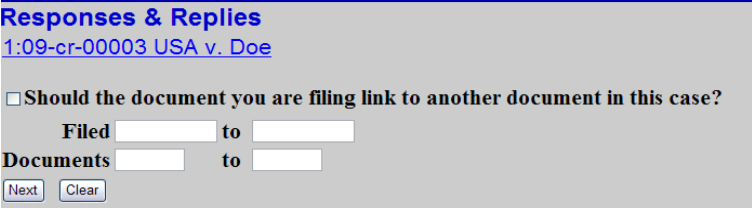
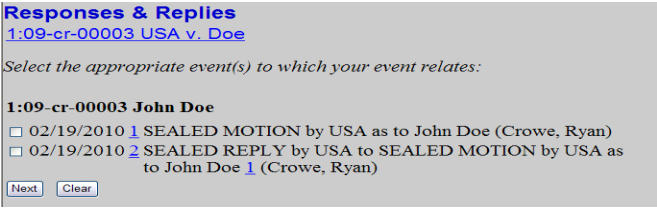
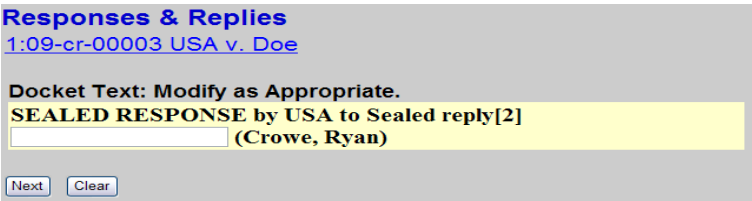
10. **READ** this notice and then click **Next** and continue filing the document.

IMPORTANT: This event is for SEALED RESPONSE ONLY.

Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You **WILL NOT** have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who **WILL NOT** be able to view the document you have filed. **Therefore, service to opposing counsel must be made using non-electronic means.**

Next Clear

File a Sealed Response (continued)

<p>11. Browse and select appropriate documents and exhibits</p>	
<p>Click Next</p>	
<p>12. Enter the appropriate response</p> <p>y = docket entry can be viewed – document is sealed</p> <p>n = docket entry and document are sealed.</p> <p>Click Next.</p>	
<p>13. If your document should link to another document check the box and click next, otherwise just click next</p>	
<p>14. Select the appropriate event(s) to which you are responding to.</p>	
<p>15. Docket Text:</p> <p>At this screen you can modify as appropriate</p>	

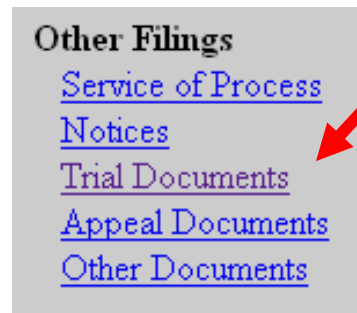
<p>16. Final Text Screen Click Next</p>	<p>Docket Text: Final Text SEALED RESPONSE by USA to Sealed reply[2] (Crowe, Ryan)</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p><i>Source Document Path (for confirmation only):</i> X:\ECF0115814383E8.PDF pages: 7</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>17. Notice of Electronic Filing</p> <p>Reminder: You <u>will not</u> have the ability to view the document after it is filed</p>	<p>Responses & Replies 1:09-cr-00003 USA v. Doe</p> <p>United States District Court Northern District of Illinois - CM/ECF TEST, Ver 4.0.3</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered by Crowe, Ryan on 2/19/2010 at 2:02 PM CST and filed on 2/19/2010</p> <p>Case Name: USA v. Doe Case Number: 1:09-cr-00003 Filer: USA Document Number: 3</p>

File a Sealed Exhibit

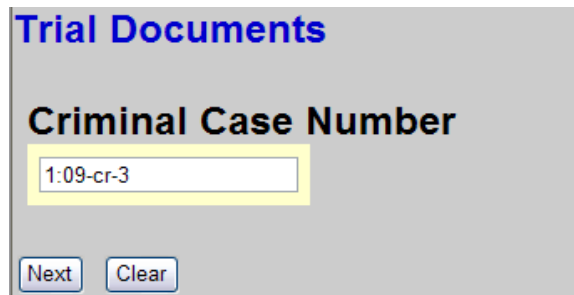
1. Click **Criminal** on the main menu.



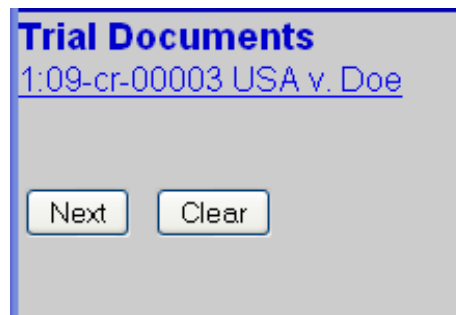
2. Click **Trial Documents**.



3. Enter the case number.
4. Click **Find This Case**.
5. Click **Next**.



6. Verify that the case title and case number are correct.
 - A. Click **Next** if correct.
 - B. Click **Back** and re-enter if incorrect.



File a Sealed Exhibit (continued)

7. Select **Sealed Exhibit**.

8. Click **Next**.

9. **READ** this notice and then click **Next** and continue filing the document.

IMPORTANT: This event is for SEALED EXHIBIT ONLY.

Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You **WILL NOT** have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who **WILL NOT** be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

10. Browse and select appropriate documents and exhibits

Click Next


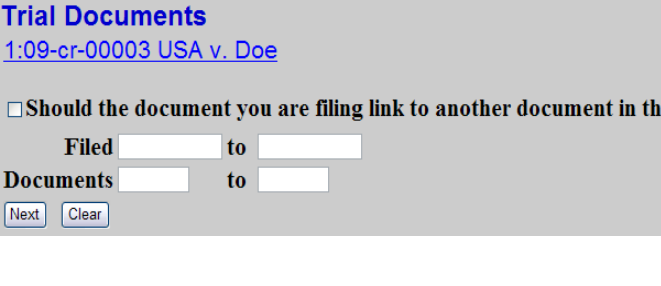
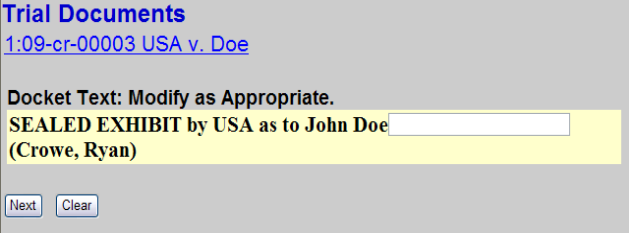
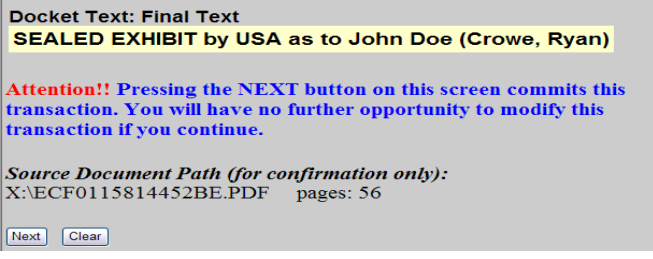
11. Enter the appropriate response

y = docket entry can be viewed – document is sealed

n = docket entry and document are sealed.

Click Next.

File a Sealed Exhibit (continued)

<p>12. Select the party.</p> <p>13. Click Next.</p> <p>Make sure you select only the defendant to which this document pertains.</p>	
<p>14. If your document should link to another document check the box and click next, otherwise just click next</p>	
<p>15. Docket Text:</p> <p>At this screen you can modify as appropriate</p>	
<p>16. Final Text Screen</p> <p>Click Next</p>	

File a Sealed Exhibit (continued)

<p>17. Notice of Electronic Filing</p> <p>Reminder: You <u>will not</u> have the ability to view the document after it is filed</p>	<p>Trial Documents 1:09-cr-00003 USA v. Doe</p> <p style="text-align: center;">United States District Court Northern District of Illinois - CM/ECF TEST, Ver 4.0.3</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered by Crowe, Ryan on 2/19/2010 at 2:20 PM CST and filed on 2/19/2010</p> <p>Case Name: USA v. Doe Case Number: 1:09-cr-00003 Filer: USA Document Number: 4</p>
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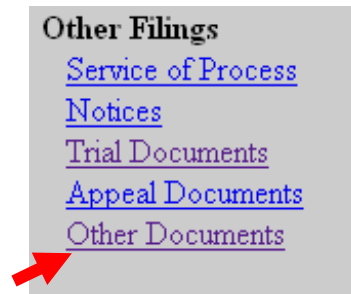
File a Sealed Document

A Notice of Electronic Filing will be sent to opposing counsel.

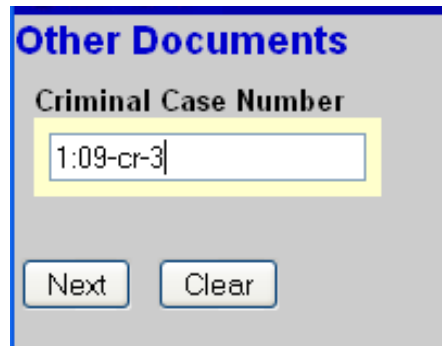
1. Click **Criminal** on the main menu.



2. Click **Other Documents**.



3. Enter the case number.
4. Click **Find This Case**.
5. Click **Next**.



6. Verify that the case title and case number are correct.
 - A. Click **Next** if correct.
 - B. Click **Back** and re-enter if incorrect.

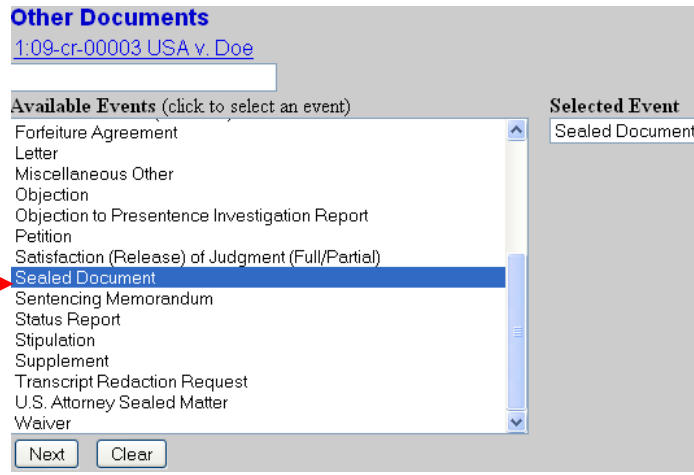


File a Sealed Document (continued)

7. Select **Sealed Document**.

8. Click **Next**.

9. Continue filing the document.

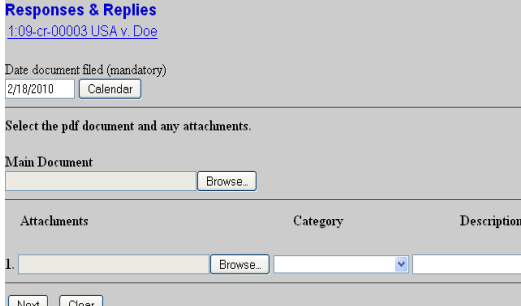


10. **READ** this notice and then click **Next** and continue filing the document.

IMPORTANT: This event is for SEALED documents ONLY.

Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You **WILL NOT** have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who **WILL NOT** be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

11. Browse and select appropriate documents and exhibits



Click Next

File a Sealed Document (continued)

<p>12. Enter the appropriate response</p> <p>y = docket entry can be viewed – document is sealed</p> <p>n = docket entry and document are sealed.</p> <p>Click Next.</p>	<p>1:09-cr-00003 USA v. Doe</p> <p>Enter Y or N in the box below to determine whether this entry is visible to persons viewing the docket.</p> <p>If you enter Y, the text of this entry will be visible on the docket, but the document itself will be restricted and will not be viewable.</p> <p>If you enter N, neither the text of the entry nor the restricted document will appear on the docket.</p> <p>Would you like this docket entry to be visible? Enter Y or N <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>13. Click Next</p>	<p>Other Documents</p> <p>1:09-cr-00003 USA v. Doe</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>14. Final Text Screen</p> <p>Click Next</p>	<p>Docket Text: Final Text</p> <p>SEALED Document (Crowe, Ryan)</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p>Source Document Path (for confirmation only): X:\ECF0115814538B6.PDF pages: 1</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>15. Notice of Electronic Filing</p> <p>Reminder: You <u>will not</u> have the ability to view the document after it is filed</p>	<p>Other Documents</p> <p>1:09-cr-00003 USA v. Doe</p> <p>United States District Court</p> <p>Northern District of Illinois - CM/ECF TEST, Ver 4.0.3</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered by Crowe, Ryan on 2/19/2010 at 2:38 PM CST and filed on 2/19/2010</p> <p>Case Name: USA v. Doe Case Number: 1:09-cr-00003 Filer: Document Number: 5</p>