

United States District Court
Northern District of Texas



Filing an Ex Parte Document

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Filing an Ex Parte Document

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A. Introduction

Questions concerning how to electronically file an *ex parte* motion or an *ex parte* document should be directed to your [local clerk's office](#). Alternatively, you may contact the Dallas ECF Help Desk at 1-866-243-2866 or the Fort Worth ECF Help Desk at 1-800-240-7240.

You should have the following available to complete the filing process:

1. The motion or other document which you wish to file *ex parte*, saved in Portable Document Format (PDF).
2. Any accompanying documents, including exhibits, should be saved as separate documents, also in PDF. A 5 MB size limit applies to each PDF file.

If you file a motion or other document *ex parte*:

1. a Notice of Electronic Filing will be emailed to you and the court, but not to any other party;
2. only you, as the person who submitted the *ex parte* motion or *ex parte* document, will be able to view the docket text; and
3. only you, as the person who submitted the *ex parte* motion or *ex parte* document, will be able to select and view the motion or document or any attached exhibit(s).

B. Finding the Sealed and *Ex Parte* Category

After logging into the ECF system, select the Civil or Criminal events menu as appropriate. The procedures for filing in either menu are essentially the same. See Figure 1.

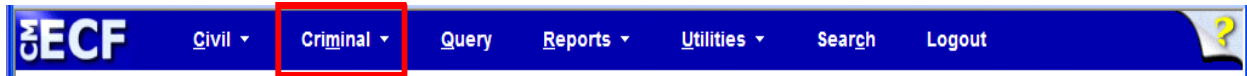


Figure 1

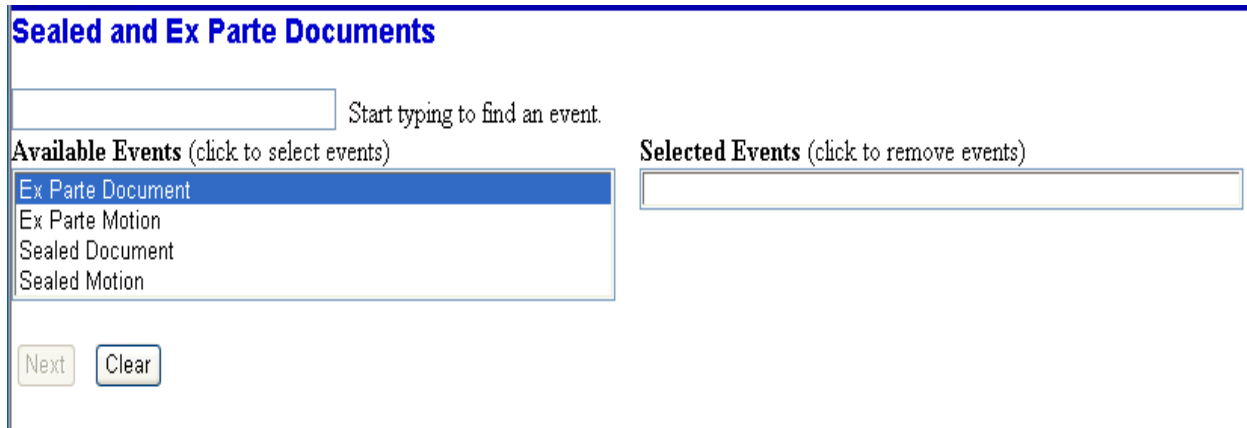
Click on the Sealed and Ex Parte Documents link under the **Sealed and Ex Parte Filings** category. See Figure 2.



Figure 2

C. Selecting the Correct *Ex Parte* Available Event

The Available Events screen for Sealed and *Ex Parte* Documents appears. See Figure 3.

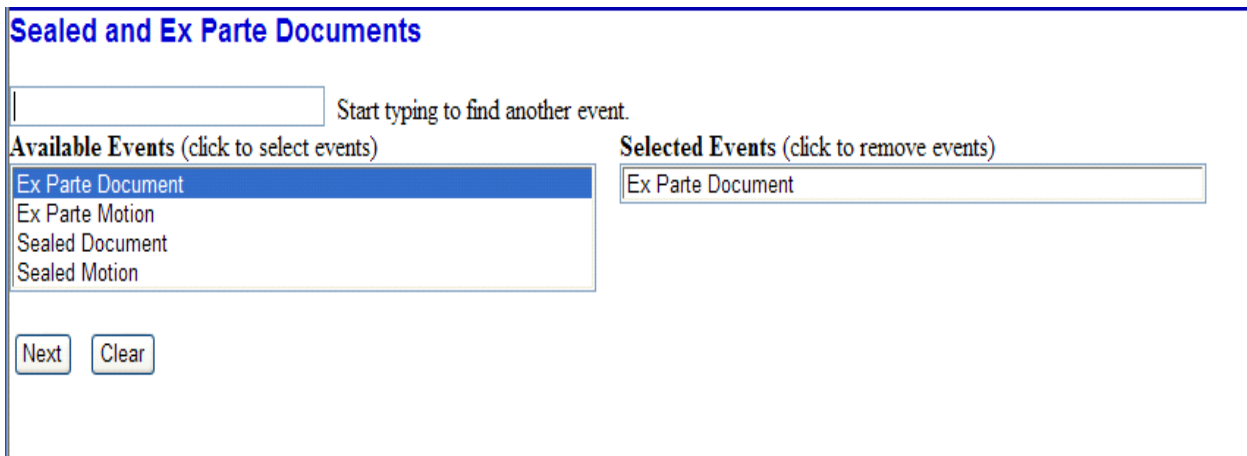


The screenshot shows a web interface titled "Sealed and Ex Parte Documents". At the top, there is a search bar with the placeholder text "Start typing to find an event." Below the search bar, there are two main sections: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list contains four items: "Ex Parte Document" (highlighted in blue), "Ex Parte Motion", "Sealed Document", and "Sealed Motion". The "Selected Events" field is currently empty. At the bottom left, there are two buttons: "Next" and "Clear".

Figure 3

WARNING: Be careful to select the correct ex parte event. Ex parte events are forwarded only to the filer and to the court, however, if you incorrectly select a sealed event, it's possible that both the docket text and the ex parte document will be forwarded to all counsel of record.

Select the appropriate event from the **Available Events** list. After selecting the appropriate event, it will appear in the **Selected Events** text field. Click [**Next**] to continue. See Figure 4.



The screenshot shows the same web interface as Figure 3. The search bar now contains the text "Start typing to find another event." The "Available Events" list remains the same, with "Ex Parte Document" highlighted. The "Selected Events" field now contains the text "Ex Parte Document". The "Next" and "Clear" buttons are still present at the bottom left.

Figure 4

A warning screen appears. Read the warning message and click [Next]. See Figure 5.

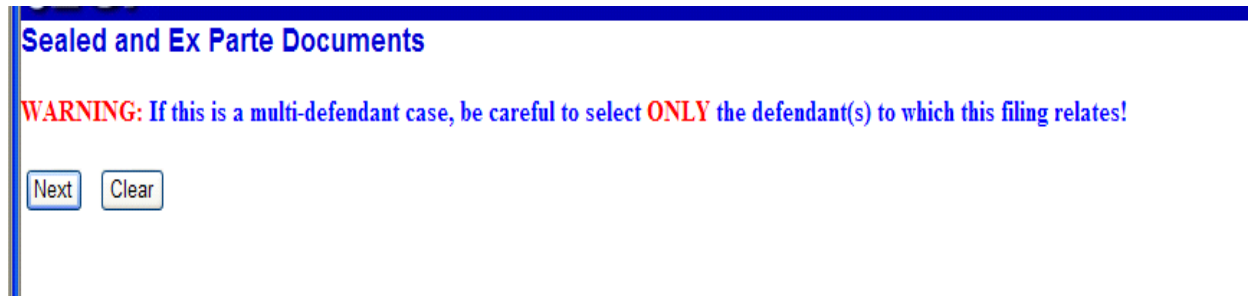


Figure 5

D. Entering the Criminal Case Number

The Civil Case Number or Criminal Case Number screen appears. In this example, the Criminal Case Number screen appears. See Figure 6.

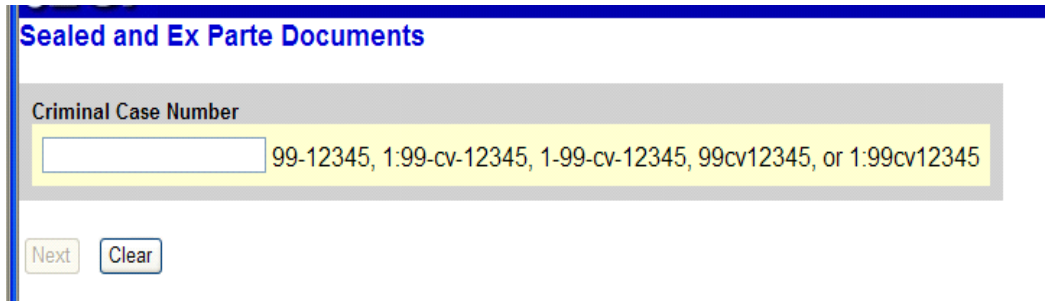


Figure 6

Enter the correct **Case Number** using one of the available formats shown on the Civil Case Number or Criminal Case Number screens. After entering the case number, click the [Find This Case] button. See Figure 7.

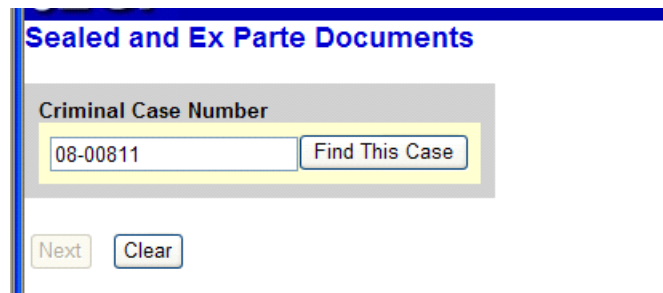


Figure 7

If the system indicates you entered an invalid case number, re-enter the case number and click the **[Find This Case]** button until you locate the correct case. If more than one case number is found that matches your search criteria, click the box next to your case number. After selecting your case number, click **[Next]**. See Figure 8.

Sealed and Ex Parte Documents

Criminal Case Number

3:08-cr-811

Select a case:

2:08-cr-00811 USA v. Templeton

3:08-cr-00811 USA v. American

4:08-cr-00811 USA v. Nuggets

Figure 8

The next screen displays the case number and the style of the case. Verify this information is correct before continuing. If incorrect, use your back button to return to the previous screen and enter the correct case number. Click **[Next]** to continue. See Figure 9.

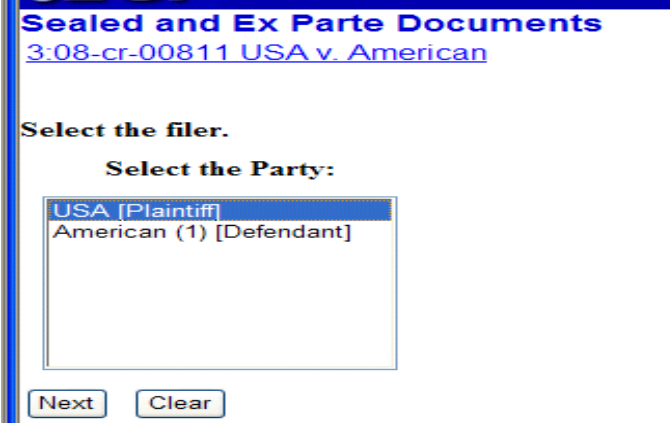
Sealed and Ex Parte Documents

[3:08-cr-00811 USA v. American](#)

Figure 9

E. Linking to the Filing Party

Select the party or parties for whom you are filing the *ex parte* motion or other *ex parte* document. Select multiple parties by holding the “Ctrl” key down on the keyboard and using the mouse to highlight more than one name. Click [Next] to continue. See Figure 10.



Sealed and Ex Parte Documents
[3:08-cr-00811 USA v. American](#)

Select the filer.

Select the Party:

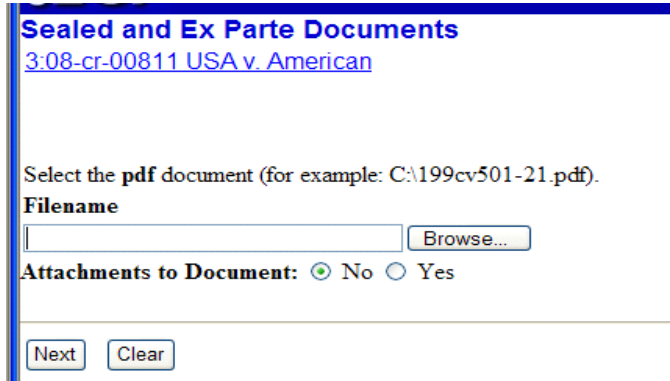
USA [Plaintiff]
American (1) [Defendant]

Next Clear

Figure 10

F. Attaching Your Document

The next step is to identify the directory path and file name for your document. Click [**Browse**]. See Figure 11.



The screenshot shows a web form titled "Sealed and Ex Parte Documents" with the URL "3:08-cr-00811 USA v. American". Below the title, there is a text prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)". A "Filename" label is followed by an empty text input field and a "Browse..." button. Below this, there is a section for "Attachments to Document:" with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 11

A pop-up box will appear. Navigate to the appropriate folder containing the PDF document(s) you wish to file. Right-click on the document and select the option to open the document in Adobe Acrobat. This allows you to preview the document to ensure you have selected the correct file. (Remember, once submitted, a document cannot be edited.) See Figure 12.

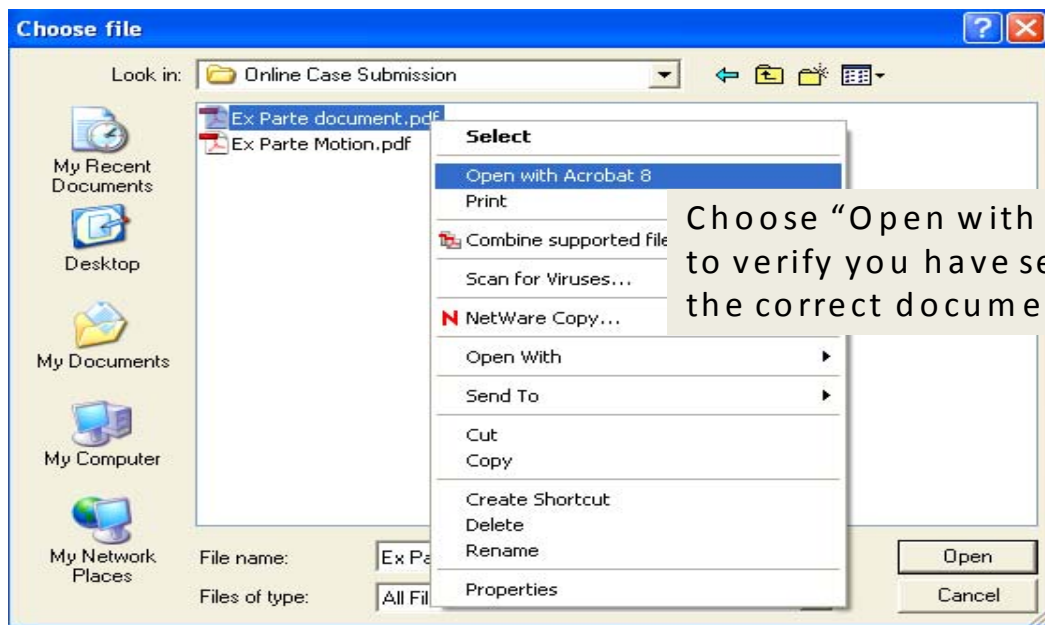


Figure 12

After verifying you have selected the correct PDF document, click **[Open]** to accept the PDF for filing. See Figure 13.

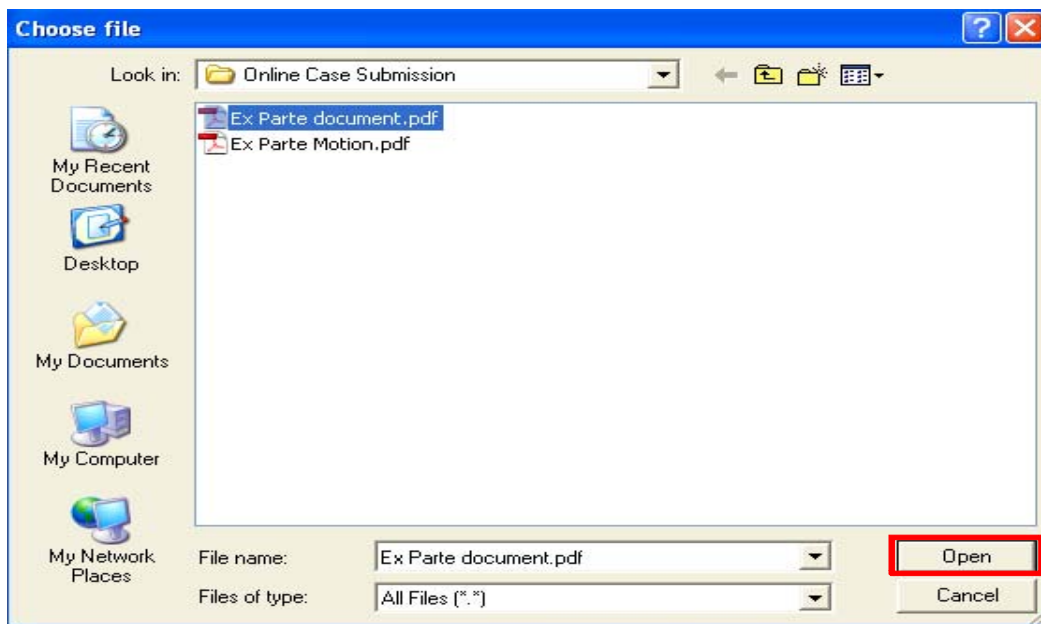


Figure 13

The pop-up box will disappear and the path to the **Filename** will appear in the text field box. If you are attaching a document to the *ex parte* motion or other *ex parte* document you are filing, click the **Yes** radio button next to **Attachments to Document**. Otherwise, leave the radio button set to its default of **No**. Click **[Next]** to continue. See Figure 14.

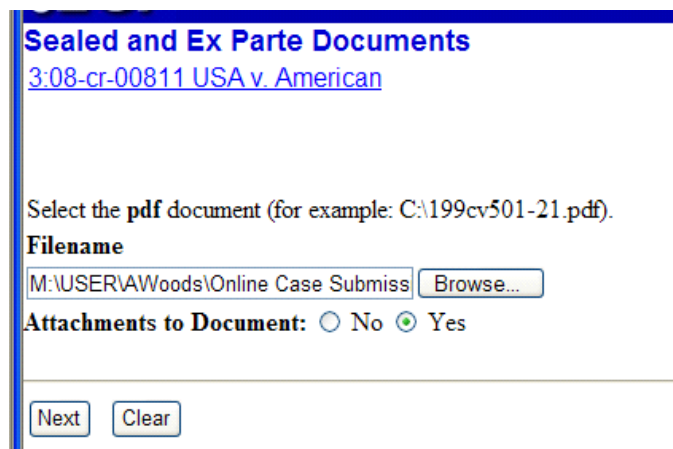
A screenshot of a web form titled 'Sealed and Ex Parte Documents'. Below the title is a blue link: '3:08-cr-00811 USA v. American'. The instruction reads: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' label followed by a text input field containing 'M:\USER\AWoods\Online Case Submiss' and a 'Browse...' button. Below that is the 'Attachments to Document:' label with two radio buttons: 'No' and 'Yes', where 'Yes' is selected. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 14

G. Adding Attachments

If you have selected “Yes” at the Attachments to Document prompt, click [**Browse**] to navigate to the appropriate folder. Preview the document as described before. Describe the attachment using the Category list and/or the Description field and click [**Add to list**]. Click [**Browse**] to repeat the process until all attachments have been added. See Figure 15.

Select one or more attachments.

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

Filename
M:\USER\AWoods\Online Case Submiss

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

Category Description
Supplement Ex Parte Document Supplement

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.

Figure 15

When you have added all attachments to the list, click [**Next**] to continue. See Figure 16.

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.

M:\USER\AWoods\Online Case Submission\Ex Parte document Supplement.pdf

Figure 16

Review the statement that advises that notice will be sent to the filer only. Click **[Next]** to continue. See Figure 17.

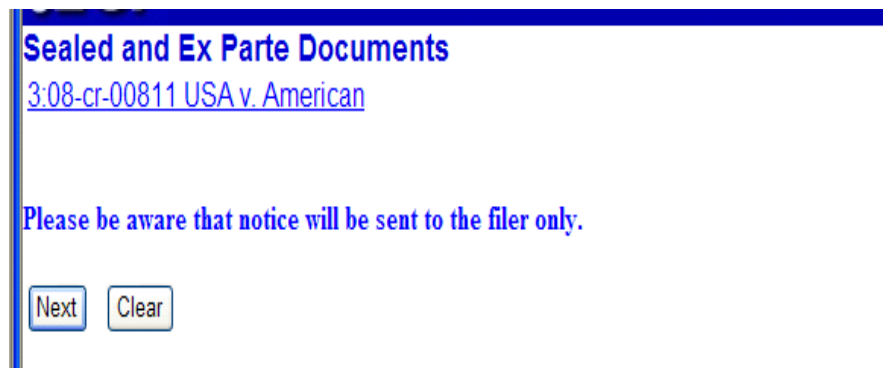


Figure 17

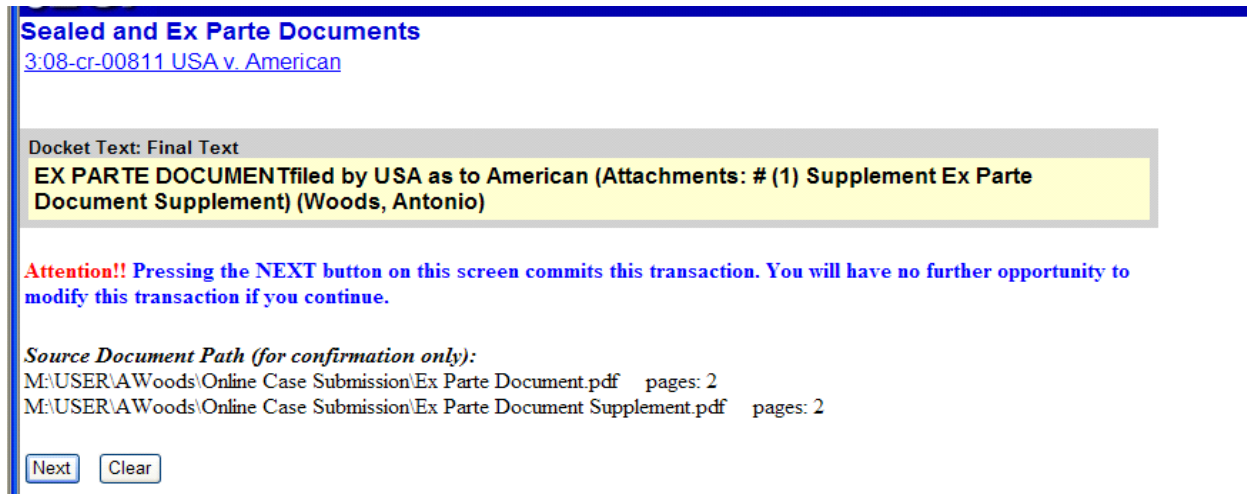
A new screen appears, requiring you to again click **[Next]** to continue. See Figure 18.



Figure 18

H. Completing the Filing

The final docket text will be displayed. Carefully verify that both the docket text and the docket event are correct. If you need to make modifications, click the **[Back]** button and make the necessary corrections. Once you are satisfied, complete the transaction by clicking the **[Next]** button. See Figure 19.



Sealed and Ex Parte Documents
[3:08-cr-00811 USA v. American](#)

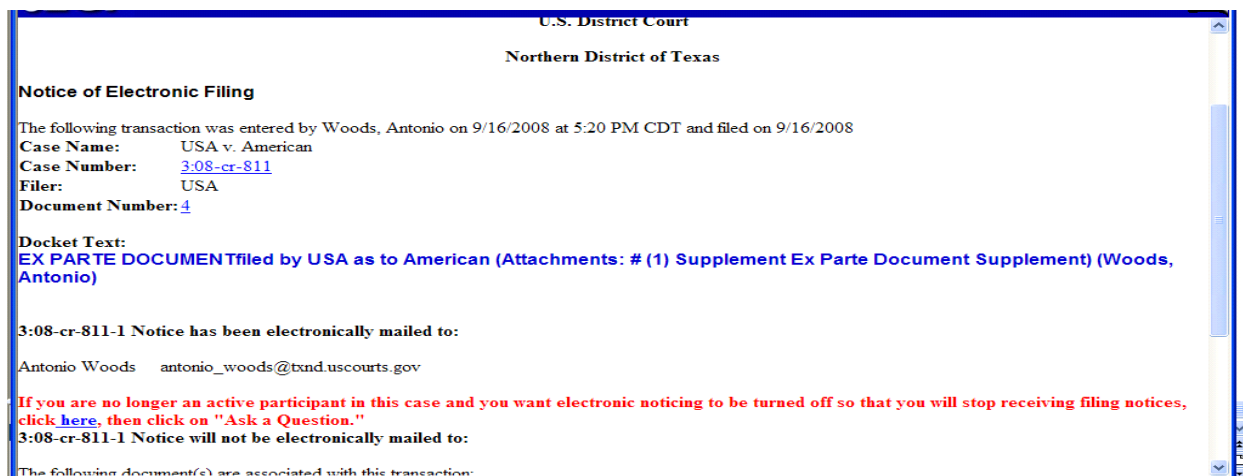
Docket Text: Final Text
EX PARTE DOCUMENT filed by USA as to American (Attachments: # (1) Supplement Ex Parte Document Supplement) (Woods, Antonio)

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):
M:\USER\AWoods\Online Case Submission\Ex Parte Document.pdf pages: 2
M:\USER\AWoods\Online Case Submission\Ex Parte Document Supplement.pdf pages: 2

Figure 19

Review the Notice of Electronic Filing (NEF). In addition to serving as notification that the event was accepted by the court's database and providing document filing information and relevant hyperlinks, the NEF indicates who will and will not receive a "Notice of Electronic Filing" via email. When you file an *ex parte* motion or an *ex parte* document using the correct *ex parte* event, only the filing party receives an electronic notice. See Figure 20.



U.S. District Court
Northern District of Texas

Notice of Electronic Filing

The following transaction was entered by Woods, Antonio on 9/16/2008 at 5:20 PM CDT and filed on 9/16/2008

Case Name: USA v. American
Case Number: [3:08-cr-811](#)
Filer: USA
Document Number: [4](#)

Docket Text:
EX PARTE DOCUMENT filed by USA as to American (Attachments: # (1) Supplement Ex Parte Document Supplement) (Woods, Antonio)

3:08-cr-811-1 Notice has been electronically mailed to:
Antonio Woods antonio_woods@txnd.uscourts.gov

If you are no longer an active participant in this case and you want electronic noticing to be turned off so that you will stop receiving filing notices, click [here](#), then click on "Ask a Question."

3:08-cr-811-1 Notice will not be electronically mailed to:

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

Figure 20