

FILING A RESTRICTED DOCUMENT

Please note:

There is now a new CRIMINAL event category:

RESTRICTED -> Restricted Criminal Events

IMPORTANT: ONLY DOCUMENTS FILED USING AN EVENT OPTION FROM **THIS** LIST WILL HAVE RESTRICTED ACCESS.

USE OF ANY **OTHER** EVENT WILL RESULT IN THE PLEADING BEING AVAILABLE TO ALL COURT/PUBLIC TERMINAL AND PACER USERS.

Currently **Response/Objection to Presentence Investigation Report** is the only available restricted event that can be filed by an attorney.

NOTE: Please check the list often, as it is anticipated that more events will be added.

All documents must be in PDF format. The maximum file size for any single document is 10 MBs. The maximum file size for any combination of documents for a single entry is 30 MBs.

If the document is created from Word or WordPerfect and published/printed to PDF, the document file size will be relatively small.

If the document is scanned, the recommended scanner settings are 300 dpi and black and white text. If color is **necessary**, the document can be created using that option but the file size will be extremely large.

Once the document is saved to a folder, or the desktop, in PDF format, access the CM/ECF LIVE system.

Enter your login and password.

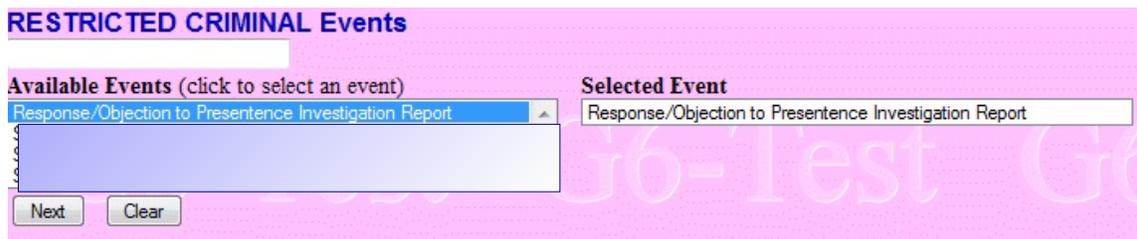
Click **Criminal** from the blue menu bar.



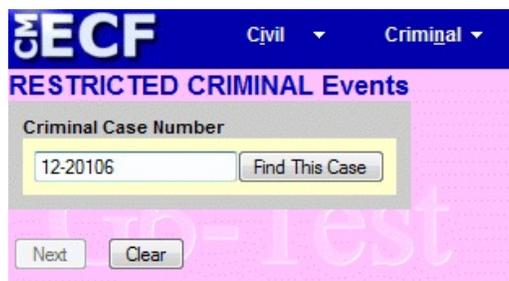
Click **Restricted Criminal Events** from the **RESTRICTED** menu.



Click the appropriate event from the Available Events list. It will then display in the Selected Event box. Click **Next**.



Enter the case number using the yy-nnnnn format. Click **Find This Case**.



NOTE: If this is a multi-defendant case, select **ONLY** the defendant case to which this pleading pertains.

ECF Civil Criminal

RESTRICTED CRIMINAL Events

Criminal Case Number

2:12-cr-20106-2 Hide Case List

Select a case:

- 2:12-cr-20106-PKH USA v. Smith et al
- 2:12-cr-20106-PKH-1 James Smith
- 2:12-cr-20106-PKH-2 Lois Tuesday
- 2:12-cr-20106-PKH-3 Jake Jones
- 2:12-cr-20106-PKH-4 Scott Montgomery
- 2:12-cr-20106-PKH-5 Clark Garland

Next Clear

Click **Next**.

Confirm the case short title and click **Next**.

ECF Civil Criminal

RESTRICTED CRIMINAL Events

[2:12-cr-20106-PKH USA v. Smith et al](#)

Next Clear

A system message displays regarding service of this document. **Please read carefully.** Click **Next**.

ECF Civil Criminal Query Reports Utilities

RESTRICTED CRIMINAL Events

[2:12-cr-20106-PKH USA v. Smith et al](#)

This document will not be available electronically to any attorney.

You must provide paper copies of this document to all appropriate parties.

IMPORTANT!!!

Confirm that the Certificate of Service states this pleading is being served conventionally

NOT VIA CM/ECF!

Next Clear

Upload the **restricted** document. Click **Browse** to navigate to the appropriate folder, or desktop location, to access the document.

ECF Civil Criminal Query Reports Utilities Search

RESTRICTED CRIMINAL Events
2:12-cr-20106-PKH USA v. Smith et al

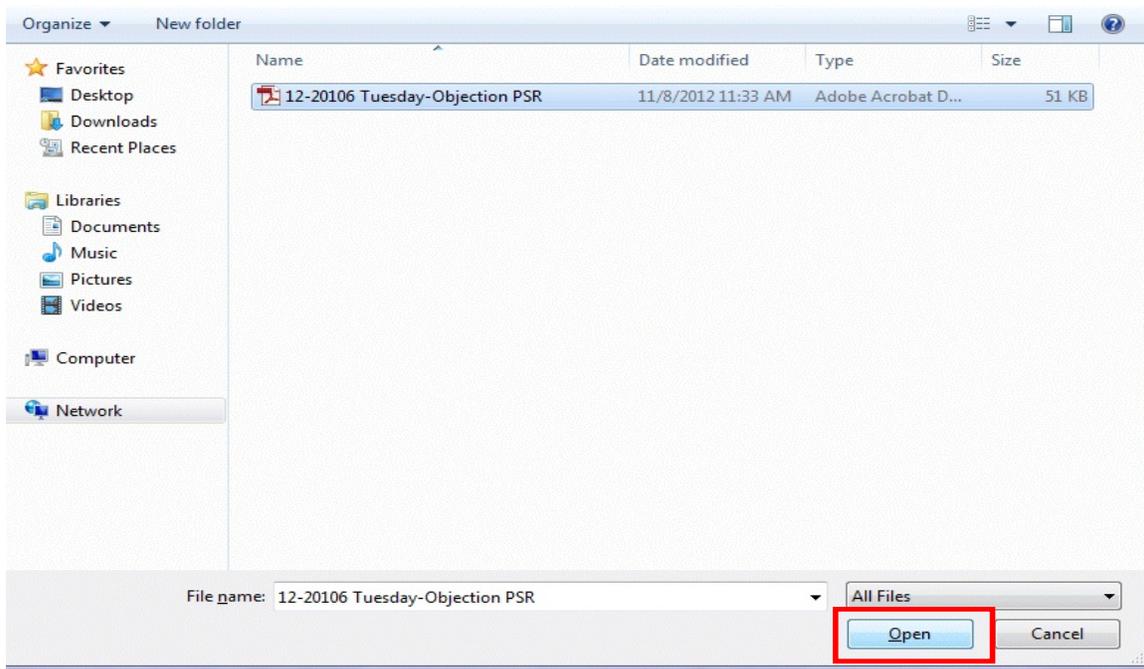
Select the pdf document and any attachments.

Main Document **Browse...**

A DESCRIPTION MUST BE ENTERED FOR EACH ATTACHMENT ADDED. (Contract, Return Receipt, etc.)
You may select a category, but it is not required.
DO NOT ATTACH PROPOSED ORDERS - SEND TO CHAMBERS BY EMAIL!

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

Once located, right click to open the PDF to ensure that you will be attaching the appropriate document. Once confirmed, click the **Open** button.



The entire document path will display in the Main Document box.

The screenshot shows the ECF web interface. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, and Utilities. Below this is a header for 'RESTRICTED CRIMINAL Events' with a link to '2:12-cr-20106-PKH USA v. Smith et al'. The main instruction is 'Select the pdf document and any attachments.' Underneath, the 'Main Document' field is highlighted with a red box. It contains the file path '6\12-20106 Tuesday-Objection PSR.pdf' and a 'Browse...' button. Below this, there are instructions: 'A DESCRIPTION MUST BE ENTERED FOR EACH ATTACHMENT ADDED. (Contract, Return Receipt, etc)', 'You may select a category, but it is not required.', and 'DO NOT ATTACH PROPOSED ORDERS - SEND TO CHAMBERS BY EMAIL!'. At the bottom, there is a table with columns 'Attachments', 'Category', and 'Description'. The first row is numbered '1.' and has a 'Browse...' button in the 'Attachments' column. At the very bottom, there are 'Next' and 'Clear' buttons.

Continue adding any attachments. Include a brief description of the exhibit in the appropriate field.

If the wrong PDF is selected, click the Browse button to replace the document.

If a document was improperly associated with the entry, click Remove.

Once all appropriate documents have been attached/uploaded, click Next.

This screenshot shows the ECF web interface after several attachments have been added. The 'Main Document' field still shows the same file path. The 'Attachments' table now has two rows. The first row, numbered '1.', shows the file path 'documents\12-20106 Tuesday PSR.pdf' in the 'Attachments' column, a dropdown menu in the 'Category' column, and a 'Remove' button in the 'Description' column. The second row, numbered '2.', has a 'Browse...' button in the 'Attachments' column and a dropdown menu in the 'Category' column. The 'Remove' button in the first row is highlighted with a red box. At the bottom, there are 'Next' and 'Clear' buttons.

Select the filer. Click **Next**.

The screenshot shows the ECF interface for 'RESTRICTED CRIMINAL Events' in case '2:12-cr-20106-PKH USA v. Smith et al'. On the left, a tree view lists parties: USA pla, James Smith dft, Lois Tuesday dft, Jake Jones dft, Scott Montgomery dft, and Clark Garland dft. On the right, a 'Select the Party:' dropdown menu is open, showing a list of parties with 'Tuesday, Lois [dft]' selected. Below the dropdown are 'Next' and 'Clear' buttons.

Link the Response/Objection to the most recent Initial/Revised Initial PSR filed as to the Defendant.

The screenshot shows the ECF interface for 'RESTRICTED CRIMINAL Events' in case '2:12-cr-20106-PKH USA v. Smith et al'. It displays a list of events for 'Lois Tuesday' under case '2:12-cr-20106-PKH'. The first event is dated 11/27/2012 and is unchecked. The second event is dated 12/03/2012, is checked, and is highlighted in blue. Below the list are 'Next' and 'Clear' buttons.

NOTE: If you receive this error message, contact any divisional office or the CM/ECF helpdesk for assistance. (The phone numbers are located at the end of this document.)



Otherwise, review the docket text. If the information is correct, click **Next**. If the filer, or referenced document is incorrect, restart the transaction.



This will be the final opportunity to review the docket text and document selection before completing the transaction. If all of the information is correct, click **Next** and complete the transaction. Otherwise, restart the transaction.



Print the Notice of Electronic Filing (NEF) and attach to any original or copy of the Response/Objection that is being maintained by you or provided to opposing counsel.

If there is an attorney associated with the case and he/she is not a registered CM/ECF user, the mailing address will be printed on the lower portion of the NEF. Print the NEF and mail to the attorney's address listed, with a copy of the document **only** when appropriate.

ECF Civil Crimigal Query Reports Utilities Search Logout

RESTRICTED CRIMINAL Events
[2:12-cr-20106-PKH USA v. Smith et al](#)

U. S. District Court
Western District of Arkansas

Notice of Electronic Filing

The following transaction was entered by Atty15, Training-15 on 12/4/2012 at 2:02 PM CST and filed on 12/4/2012

Case Name: USA v. Smith et al
Case Number: [2:12-cr-20106-PKH](#)
Filer: Dft No. 2 - Lois Tuesday
Document Number: [18](#)

Docket Text:

THE DOCUMENT IS FILED UNDER SEAL WITH THE COURT.

RESPONSE/OBJECTION(S) TO [17] PRESENTENCE INVESTIGATION REPORT (Sealed) by Lois Tuesday. (Atty15, Training-15)

2:12-cr-20106-PKH-2 Notice has been electronically mailed to:

Training-12 Atty12
Training-17 Atty17
Training-20 Atty20

2:12-cr-20106-PKH-2 Notice has been delivered by other means to:

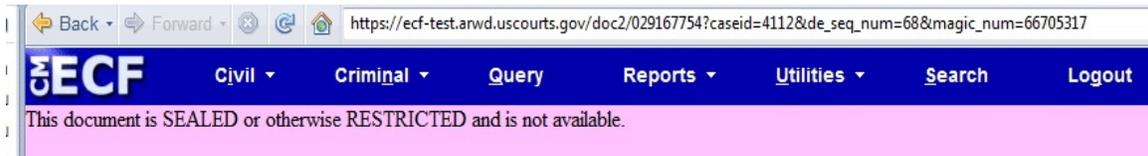
Training-15 Atty15
Law Office of Atty 15
123 Main Street
Suite 105
Any Town, AR 72222

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:

When you receive email notification that the document has been filed, you must wait until the next business day to view the document electronically.

If you try to open the document immediately, after logging into the CM/ECF system with your filer and PACER access information, the following message will be displayed:



Once court personnel have modified the document access, after logging into the CM/ECF system with your filer access information, the following message will be displayed:



Click **View Document** and proceed to viewing the document.

NOTE: If there is any error with the event entry (document, party selection, document access, etc.) please contact the appropriate divisional office for assistance.

El Dorado	870-862-1202
Fayetteville	479-521-6980
Fort Smith	479-783-6833
Harrison	Contact Fort Smith
Hot Springs	Contact Fayetteville
Texarkana	870-773-3381

For any filing questions or other CM/ECF assistance, please contact the CM/ECF help desk at 866-540-5066.