

Instructions: Criminal Docketing of Sealed Pleadings

Listed below are the docketing categories used to locate the following sealed docketing events attorneys can access through CM/ECF Criminal:

Location:

Motions and Related Filings

[Motions](#)

[Responses and Replies](#)

Other Filings

[Discovery Documents](#)

[Waivers](#)

[Service of Process](#)

[Notices](#)

[Trial Documents](#)

[Appeal Documents](#)

[Other Documents](#)

Sealed docket events are listed under the following categories:

Motions and Related Filings

[Motions](#)

Sealed Motion - Attorney's

[Responses and Replies](#)

Sealed Response to Motion

Sealed Response to Non-Motion

Other Filings

[Discovery Documents](#)

[Waivers](#)

[Service of Process](#)

[Notices](#)

[Trial Documents](#)

[Appeal Documents](#)

[Other Documents](#)

Ex parte Document

Objection to Presentence Investigation Report

Sealed Document

Before getting started, make sure the first page of your sealed document is stamped **Sealed**. This will not only aid in the docketing process, but will also be of help in the Clerk's Office QC process.

1. To get started log into CM/ECF and select the sealed event from Motion, Responses and Replies, or Other Documents

Motions
6:13-cr-00001 USA v. DOE

Start typing to find another event.

Available Events (click to select events)

- Remand
- Remand to State Court
- Return of Property/PostTrial
- Return of Property/PreTrial
- Return of Surety
- Revoke
- Sanctions
- Seal
- Seal Case
- Seal Document
- Sealed Motion - Attorney's**
- Separate Trial on Counts
- Service by Publication
- Set Aside Forfeiture
- Set Aside Judgment

Selected Events (click to remove events)

- Sealed Motion - Attorney's

Next Clear

2. After clicking **Next**, type in Criminal Case Number and click **Next** again

Other Documents

Criminal Case Number

6:13-cr-1

Next Clear

3. Select the Party and click **Next**.

Select the Party:

Collapse All Expand All

- USA pla
- JOHN DOE DOE dft

Select the Party:

- USA [pla]
- DOE, JOHN DOE [dft]**

Next Clear

4. Select Main Document and add any attachments, click **Next**.

Motions
[6:13-cr-00001 USA v. DOE](#)

Select the pdf document and any attachments.

Main Document

I:\Test Doc.pdf

Attachments	Category	Description
1. I:\Test Order.pdf <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"/>

5. Docket text appears. Modify as appropriate and click **Next**.

Text on "Sealed Motion" does not show up on the docket sheet so you can type in what kind of motion you are filing.

Motions
[6:13-cr-00001 USA v. DOE](#)

Docket Text: Modify as Appropriate.

SEALED MOTION by JOHN DOE DOE. (Attachments: # (1) Text of Proposed Order) (train1,)

6. Final Text screen appears. Pressing **Next** on this screen commits this transaction and you will not have an opportunity to modify this transaction.

Motions
[6:13-cr-00001 USA v. DOE](#)

Docket Text: Final Text

SEALED MOTION by JOHN DOE DOE. (Attachments: # (1) Text of Proposed Order) (train1,)

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):
I:\Test Doc.pdf pages: 1
I:\Test Order.pdf pages: 1

7. The next screen is the “**Notice of Electronic Filing**”. Print this page or take a screen shot to add to your email when you notice applicable parties. You will **not** be able to access this entry or document from the docket sheet and **no NEF goes out**. (See next page for example)

Motions
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U.S. District Court [TRAIN]
Eastern District of Texas - TRAIN

Notice of Electronic Filing

The following transaction was entered by train1, on 6/12/2014 at 2:26 PM CDT and filed on 6/12/2014

Case Name: USA v. DOE
Case Number: [6:13-cr-00001](#)
Filer: Dft No. 1 - JOHN DOE DOE
Document Number: [35](#)

Docket Text:
SEALED MOTION by JOHN DOE DOE. (Attachments: # (1) Text of Proposed Order)(train1,)

6:13-cr-00001-1 No electronic public notice will be sent because the case/entry is sealed.

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1041545818 [Date=6/12/2014] [FileNumber=6132394-0
] [64f8322696a32cd1a893f660ca81877cdaf36c1320d46cc643397eb3c97b8e30c64
3300b8665f671061d22b73ee1bb138404e1b0452d6a1f718d01bd6af551e]]

If the entire criminal case is sealed, email your pdf document to the appropriate office below:

Beaumont	bmtcrimdocs@txed.uscourts.gov
Lufkin	lufcrimdocs@txed.uscourts.gov
Marshall	marcrimdocs@txed.uscourts.gov
Sherman	shrcrimdocs@txed.uscourts.gov
Texarkana	texcrimdocs@txed.uscourts.gov
Tyler	tylcrimdocs@txed.uscourts.gov