



**Catch the
CM/ECF Wave!**

**U.S. District Court
DISTRICT OF UTAH**

CRIMINAL MOTIONS E-FILED BY ATTORNEYS

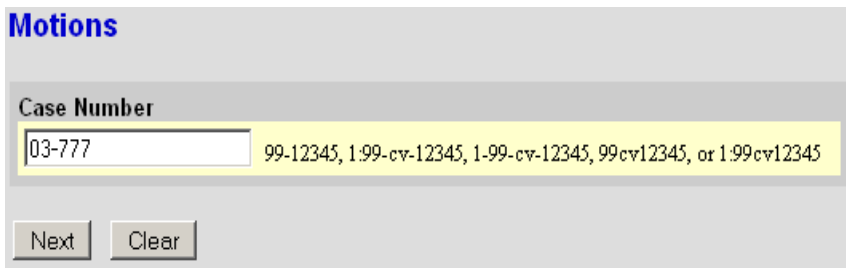


Attorney User Manual

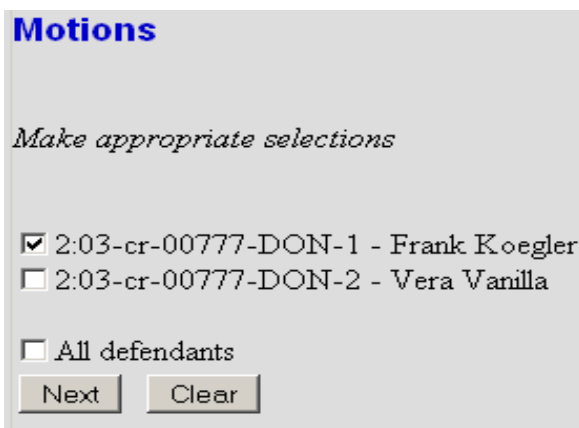
Motions - This guide assumes that you have already saved your motion as a PDF file and you know where you saved that file.



1. Choose CRIMINAL on the blue Main Menu Bar. Under **Motions and Related Filings** click on **Motions**.



2. Type in your case number and click the [Next] button.



NOTE: This **first party screen** in Criminal CM/ECF shows which defendant is involved with the document that is being filed ie: if the USA were filing a document, it could be for all defendants. On this screen, the **All defendants** box would be checked. Or if defendant Koegler were filing a document on his behalf only, his box would be checked on this screen.

3. Choose the defendant(s) that are related to the motion. Click the [Next] button.

Motions

[2:03-cr-00777-DON USA v. Koegler et al](#)

Select the filer.

Select the Party:

USA, [Plaintiff]
Koegler, Frank (1) [Defendant]
Vanilla, Vera (2) [Defendant] (T)

(T) indicates a terminated party

Next Clear

NOTE: This **second filer/party screen** requests selection of the filer/party ie if the USA were filing a document that related to **All defendants** (chosen on the previous screen), the filer/party would be the USA. Or, if defendant Koegler was chosen on the previous screen as the only defendant filing the document, then he would be chosen as the filer/party on this screen.

- Select the filer/party. Click the [Next] button.

Motions

[2:03-cr-00777-DON USA v. Koegler et al](#)

Compel
Continue
Daubert Hearing
Declaration of Mistrial
Departure from Sentencing
Directed Verdict
Disclosure
Discovery

Next Clear

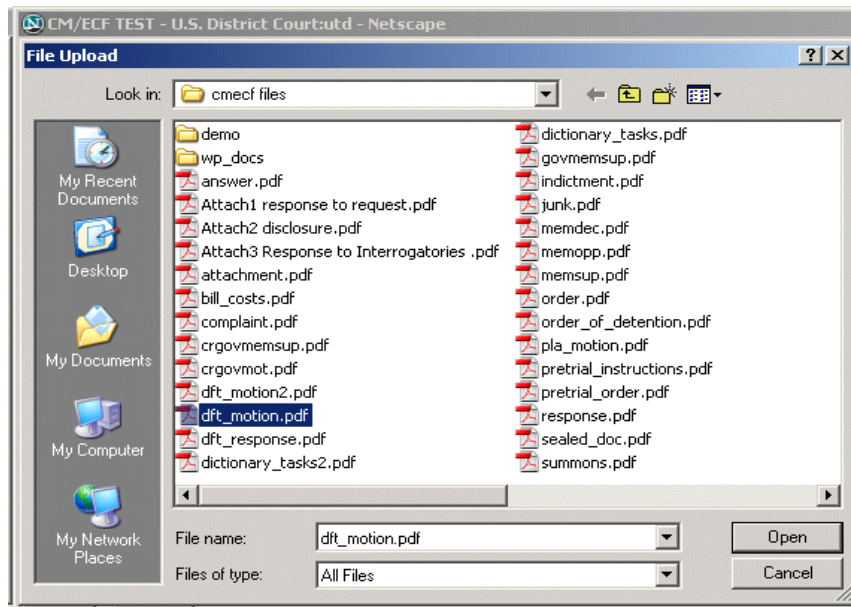
- From the drop-down list, choose the correct motion(s). If you desire to choose more than one type of motion, click on the first motion and then hold the “**Control**” key down and choose the others. Click the [Next] button.

Motions
 2:03-cr-00777-DON USA v. Koepler et al

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes



- Click on the **[Browse]** button to search for the motion in PDF format. Right click on the document and choose **Open** to view document. When you have found the correct PDF, review the document and then close the screen. Click twice on the file name and the system will automatically associate the PDF document to the motion event. If there are no attachments, click the **[Next]** button.

Motions
[2:03-cr-00777-DON USA v. Koegler et al](#)

Docket Text: Modify as Appropriate.

First MOTION to Compel Evidence by Frank Koegler. (Dewsnup, Ralph)

7. This **Docket Text** may be modified. There may be drop-down lists or prompt boxes for additional details. Verify the accuracy of the information for the entire text. If you find you need to make any corrections, click the **[Back]** button on your browser until you reach the screen that contains the error and make the correction. If everything is correct, click the **[Next]** button.

Motions
[2:03-cr-00777-DON USA v. Koegler et al](#)

Docket Text: Final Text

First MOTION to Compel Evidence by Frank Koegler. (Dewsnup, Ralph)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

8.

This is the final screen before you commit the entry to the case docket. If you need to make any corrections, click the **[Back]** button on your browser until you reach the screen that contains the error and make the correction. If everything is correct, click the **[Next]** button to submit the order. NOTE: once you click the **[Next]** button on this screen, there is no going back. The event has been submitted to the case docket so make sure all the information is correct.

Notice of Electronic Filing

The following transaction was received from Dewsnup, Ralph L. entered on 1/24/2005 at 2:40 PM MST and filed on 1/24/2005

Case Name: USA v. Koegler et al
Case Number: [2:03-cr-777](#)
Filer: Dft No. 1 - Frank Koegler
Document Number: [10](#)

Docket Text:

First MOTION to Compel *Evidence* by Frank Koegler. (Dewsnup, Ralph)

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1060034973 [Date=1/24/2005] [FileNumber=56121-0]
[31d9690ba07466efb6d59fc0aea867ad87406ce7285eb6b0b4732faf702c9a6991d31
20aead79c308983f215f71ca54d0f64182ff3b8690c7b1e53dd98f39fe6]]

2:03-cr-777-1 Notice will be electronically mailed to:

Ralph L. Dewsnup ruth_kawashima@utd.uscourts.gov

Samuel S. York cheryl_espinoza@utd.uscourts.gov,

2:03-cr-777-1 Notice will be delivered by other means to:

NOTE - If there are multiple defendants on a criminal action the system sees a master case with each defendant having their own case within the master case (ex. 2:03-cr-777-1, 2:03-cr-777-2). Therefore there will be a separate mailing section on the NEF for each defendant. Each party will still only receive 1 notice per filing even though their name appears under each defendant.

9. This is the **NEF (Notice of Electronic Filing)**. This shows information re: the document and most importantly, information re: service. You will notice there are two categories of service: **1) Notice will be electronically mailed to: and 2) Notice will be delivered by other means to:.** If an attorney has a email address, they will appear in category 1. Please note however - an attorney can have an email address but **not** be an efiler. If this is the case, this notice does not constitute service and you must serve parties either in person or via first class mail. For category 2, you must serve the party either in person or via first class mail. Also, note the Case Number and the Document Number.

Mailing Information for a Case 2:03-cr-00777-DON

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **Ralph L. Dewsnup (E-Filer)**
ruth_kawashima@utd.uscourts.gov
- **Samuel S. York (E-Filer)**
cheryl_espinoza@utd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

- (No manual recipients)

10. To determine if an attorney is an e-filer click on **Utilities** on the Blue Main Menu Bar. Click on **Mailings** which is under the Miscellaneous heading. Click on **Mailing Info for a Case**. After submitting the case number you will get a screen like the image above. The attorneys who are e-filers will have **(E-Filer)** next to their name.