



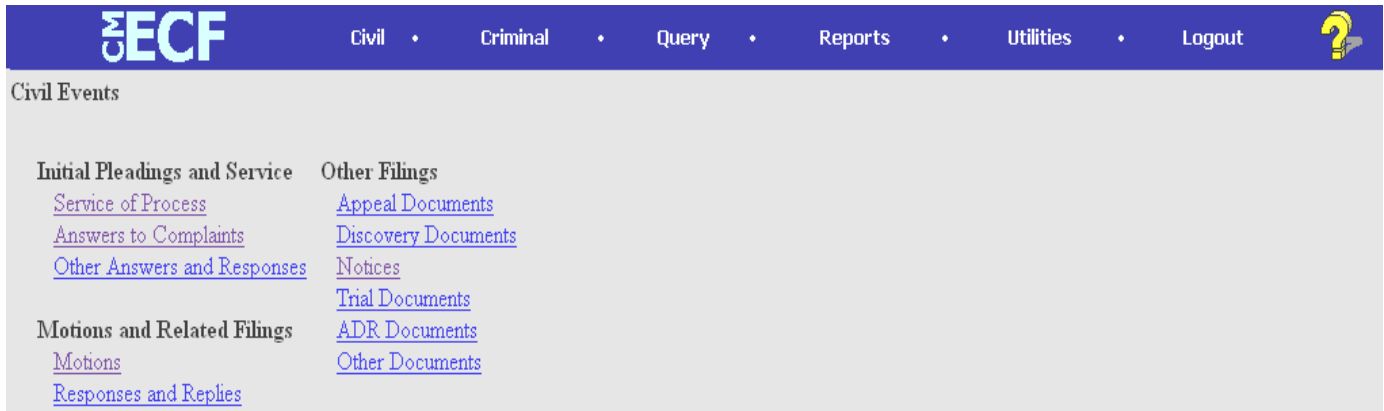
U.S. District Court
DISTRICT OF UTAH

CIVIL MOTIONS E-FILED BY ATTORNEYS

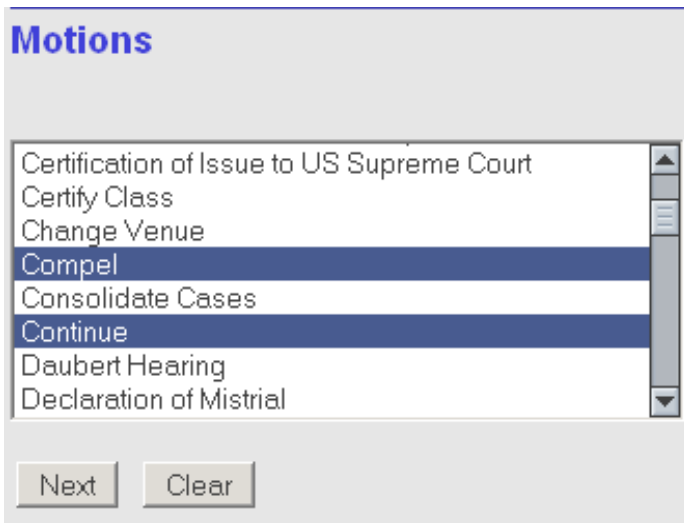


Attorney Training

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 CIVIL on the blue Main Menu Bar. Under **Motions and Related Filings** click on **Motions**.



2. 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

Case Number

2-04-cv-530 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

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

Motions

[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Select the filer.

Select the Party:

Chocolate, Charles [Plaintiff]
Chocolate, Charles [Consol Defendant]
Koegler, Frank [Consol Plaintiff]
Vanilla, Vera [Defendant]

[Add/Create New Party](#)

Next Clear

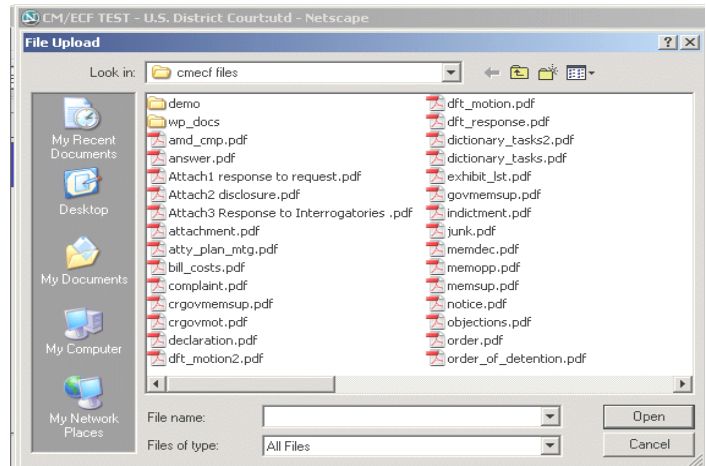
4. Select the filer. (Note: notice the **Add/Create New Party**. This function should **NOT** be used by attorneys). Click the **[Next]** button.

Motions
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

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
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

To compel what:

(TWO PART MOTION)

Motions
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

To Continue what:

- For many motions, you will see this type of prompt box. Text in the appropriate information and then click the **[Next]** button.

Motions

[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Docket Text: Modify as Appropriate.

First MOTION to Compel documents , First MOTION to Continue time for dft to reply filed by Plaintiff Charles Chocolate. (Dewsnup, Ralph)

Next

Clear

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

[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Docket Text: Final Text

First MOTION to Compel documents *from dft re: discovery*, First MOTION to Continue time for dft to reply *to plaintiff's discovery* filed by Plaintiff Charles Chocolate. (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.

Next

Clear

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 motion. 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 1/20/2005 at 12:27 PM MST and filed on 1/20/2005

Case Name: Chocolate v. Vanilla

Case Number: [2:04-cv-530](#)

Filer: Charles Chocolate

Document Number: [15](#)

Docket Text:

First MOTION to Compel documents *from dft re: discovery*, First MOTION to Continue time for dft to reply *to plaintiff's discovery* filed by Plaintiff Charles Chocolate. (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=1/20/2005] [FileNumber=56089-0]
[715ebaad5dd6be37ed1321abaf78e40b2fe1a901aacdd125018880b8c3bbbf9bf277
c7f8f0f67590ac6d5ae661a73432be3a6e5494bdcb5c1022d3151f62877]]

2:04-cv-530 Notice will be electronically mailed to:

Ralph L. Dewsnup ruth_kawashima@utd.uscourts.gov

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

2:04-cv-530 Notice will be delivered by other means to:

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 2:04-cv-00530-DB-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_kawashama@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.