



**Catch the
CM/ECF Wave!**

U.S. District Court
DISTRICT OF UTAH

CERTIFICATE OF COMPLIANCE E-FILED BY ATTORNEYS



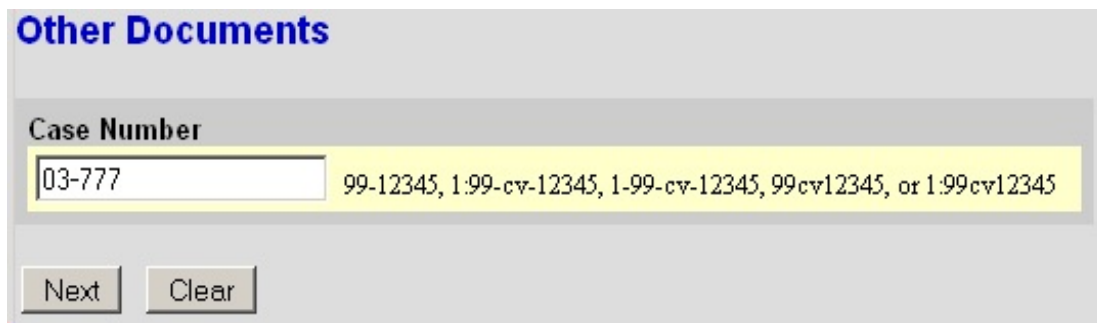
Attorney User Manual



1. Choose CRIMINAL on the blue Main Menu Bar. Under **Other Filings** click on **Other Documents**.



2. Choose the **Certificate of Compliance** from the drop-down list. Click the [Next] button.



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

Other Documents

Make appropriate selections

2:03-cr-00777-DON-1 - Frank Koegler

2:03-cr-00777-DON-2 - Vera Vanilla

All defendants

Next

Clear

4. Choose which defendant the Certificate of Compliance relates to. If the Certificate is for all defendants, click on the box to check **All defendants**. Click the [Next] button.

Other Documents

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

Next

Clear

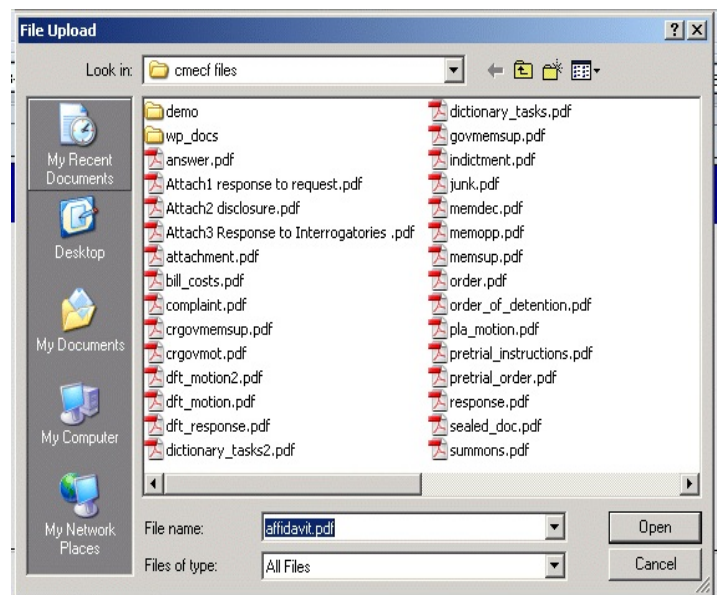
5. Verify the case number, judge and case title. Click the [Next] button.

Other Documents
[2:03-cr-00777-DON USA v. Koegler 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.

Other Documents
[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

7. Select the filer/party, click the **[Next]** button.

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

If request for reciprocal discovery - add to text.

8. If the Certificate of Compliance also requests reciprocal discovery, this is a reminder to add that information to docket text within the prompt box. Click the **[Next]** button.

Other Documents

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

Docket Text: Modify as Appropriate.

CERTIFICATE OF COMPLIANCE Request for Reciprocal Disc by USA as to Frank Koegler . (Dewsnup, Ralph)

Next

Clear

9. 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.

Other Documents

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

Docket Text: Final Text

CERTIFICATE OF COMPLIANCE *Request for Reciprocal Disc* by USA as to 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.

Next

Clear

10. 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 entered on 1/26/2005 at 3:00 PM MST and filed on 1/26/2005

Case Name: USA v. Koegler et al

Case Number: [2:03-cr-777](#)

Filer: USA

Document Number: [12](#)

Docket Text:

CERTIFICATE OF COMPLIANCE *Request for Reciprocal Disc* by USA as to 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=1/26/2005] [FileNumber=56149-0]
[c2d135cb9f01e3fdb71f93f35056c067f9a09e44deb6eda27d6be62bec3dd16a51adb
dfbce25dcdbc2d0f0271fa174a9a75535c585c51c61612f404ed656b583]]

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.

11. 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)

12. 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.