



## INSTRUCTIONS FOR FILING EX PARTE DEFENSE AUTHORIZATION MOTIONS

- ✓ Please refer to General Order 24-004 to verify the CM/ECF restriction level for docket entries and documents.
- ✓ Non-court users may file a document under seal in CM/ECF in unsealed cases, except for sealed ex parte motions.
- ✓ Non-court users are unable to file ex parte sealed motions or any document in a sealed case. These documents must be emailed to the clerk's office at [utdecf\\_clerk@utd.uscourts.gov](mailto:utdecf_clerk@utd.uscourts.gov) to be filed in the case.
- ✓ Restriction levels will not be changed until the court rules on a motion to change the restriction level.
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions.

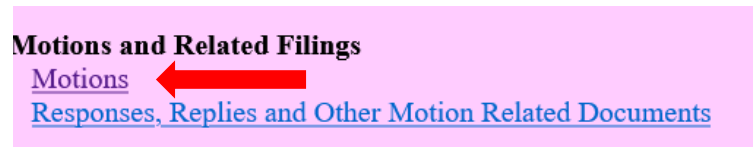
## INSTRUCTIONS FOR FILING EX PARTE DEFENSE AUTHORIZATION

**(These are instructions for requestion a motion to issue a subpoena. Other motion relief types are similar and will include many of the same steps below...)**

Step 1 After logging into to CM/ECF, click *Criminal* in the menu bar.



Step 2 Under Motions and Related Filings, select *Motions*.



Step 3 Enter the case number. Click Find this case. If a multi-defendant case, select **only** the applicable defendant.

**WARNING:** In multi-defendant cases, **DO NOT** select the main case number unless you want all defendants to receive electronic notice of and access to the document being filed.

**Criminal Case Number**

2:24cr13 Find This Case

**Criminal Case Number**

2:24-cr-13-1 Hide Case List

Select a case:

2:24-cr-00013-RJS USA v. Mind

2:24-cr-00013-RJS-1 Mega Mind

2:24-cr-00013-RJS-2 Min Ion

Next Clear

Step 4 DO NOT click the case number. Click next.

**Motions**

[2:24-cr-00013-RJS USA v. Mind](#)

FPD

Next Clear

Step 5 Select the name of the party filing the document. Click Next.

*Note: If filing for multiple defendants, hold the Control key (CTRL) and select each defendant.*

Collapse All Expand All

USA pla

Mega Mind dft

Min Ion dft

Select the filer.

Select the Party:

USA [pla]

Mind, Mega [dft]

Ion, Min [dft]

Next Clear

Step 6 Select the type of motion from the dropdown list. To narrow the search for the motion, type the motion relief in the text box. As the search

ex parte Click your selection, or us

**Available Events** (click to select events)

Ex Parte Defense Authorization (Restricted)

Next Clear

narrows, the options will change under the Available Events list. For this motion, search for and click Ex Parte Defense Authorization. After clicking the event name, it will populate in the Selected Events text box. Click Next.

Step 7 Follow the instructions on this screen regarding proposed orders and click Next.

**BEFORE COMPLETING THIS FILING:**

Confirm you are using the correct event for the required restriction level.

Redact personal identifiers as required in DUCivR 5.2-2 and DUCrimR 49.1-1 as needed.

If necessary, send an editable copy of the proposed order to chambers. [For chambers' email addresses, click here.](#)

Step 8 Click Choose File or Browse under Main Document to locate and attach the PDF copy of the motion.

**Motions**  
[2:24-cr-00013-RJS USA v. Mind](#)

FPD

Select the PDF document and any attachments.

**Main Document**  
 Ex Parte Motion Example.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value=""/>	<input type="text" value=""/>

Under Attachments, click Choose File or Browse to locate and attach PDFs of any attachments or proposed orders. Click the dropdown list under Category and select the appropriate option. Add a Description in the appropriate text box, if necessary (see the court’s ECF Procedure Manual for additional instructions). Click Next.

*Note: Documents are not uploaded until filing is complete.*

Step 9 Select the motion relief requested. For this example, we will be selecting Issue Subpoena. Click Next.

**Choose type of motion**

Excess Compensation

Issue Subpoena

Jail Visit

Appoint Expert

Miscellaneous

Next Clear

Step 10 Select the party making the filing.

Note: Sometimes a defendant's name will appear twice. It does not matter which one you select. Click Next.

**Select the party.**

Collapse All Expand All

- USA pla
- Mega Mind dft
- Min Ion dft

**Select the Party:**

- USA [pla]
- Mind, Mega [dft]
- Mind, Mega [dft]
- Ion, Min [dft]

Next Clear

Step 11 Note the warning that this will be a restricted entry. Click Next.

Docket entry and document access will be restricted to the filer and his/her attorneys. NOTE: This will be Restricted Entry.

NOTE: If necessary, choose the magistrate judge to receive a NEF

Next Clear

Step 12 Select the names of anyone who should receive a Notice of Electronic Filing for this event (e.g.: the magistrate judge's chambers, etc.). Click Next.

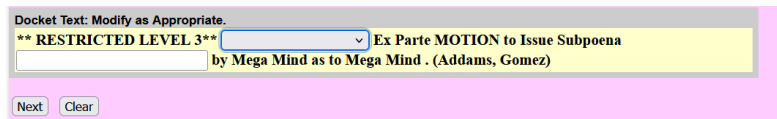
Select the names to whom a Notice of Electronic Filing for this case).

- US Marshals Office - Criminal Desk
- US Marshals Office - Brandon Holt
- US Marshals Office - Greg Hoff
- US Marshals Office - RISE
- Justice\_for\_All\_Notice
- Judge Warner's Chambers
- Judge Wells Chambers
- Alabama Middle
- Alabama Northern
- Utah

Next Clear

Step 13 Review the text in the yellow box. If appropriate, select the descriptor for the motion from the dropdown menu and/or add additional information in the available text box, if needed. Usually, you can leave both blank. Click Next.

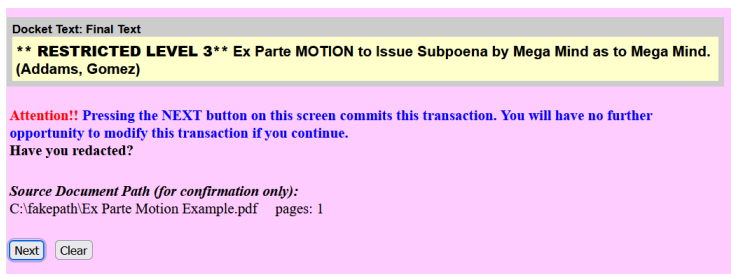
*Note: Selecting a descriptor and adding additional text is not required.*



Docket Text: Modify as Appropriate.  
\*\* RESTRICTED LEVEL 3\*\* Ex Parte MOTION to Issue Subpoena  
by Mega Mind as to Mega Mind . (Addams, Gomez)  
Next Clear

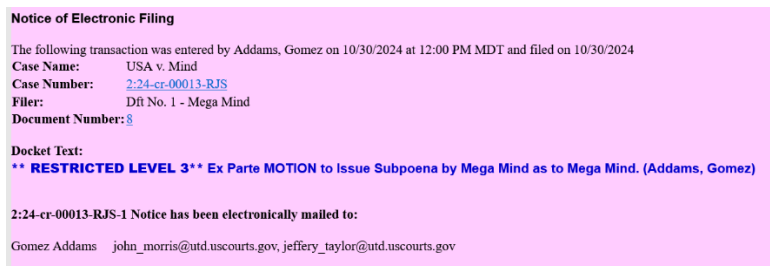
Step 14 **This is the final screen before CM/ECF creates the docket entry and uploads the document to the case.** Review the text in the yellow box to verify that a restriction level is noted. Under Source Document Path, verify you have selected the correct document to be uploaded to the case. If the proper document has been attached and the information in the yellow box is correct, click Next.

*Note: After clicking Next, court assistance will be required to make corrections to the filing.*



Docket Text: Final Text  
\*\* RESTRICTED LEVEL 3\*\* Ex Parte MOTION to Issue Subpoena by Mega Mind as to Mega Mind. (Addams, Gomez)  
**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**  
Have you redacted?  
Source Document Path (for confirmation only):  
C:\fakepath\Ex Parte Motion Example.pdf pages: 1  
Next Clear

Step 15 Now that your motion has been filed, this is the page you will see letting you know who has received notice of electronic filing. Notice that you as the defense attorney are the only party who has been sent an email of electronic filing.



Notice of Electronic Filing  
The following transaction was entered by Addams, Gomez on 10/30/2024 at 12:00 PM MDT and filed on 10/30/2024  
Case Name: USA v. Mind  
Case Number: 2:24-cr-00013-RJS  
Filer: Dft No. 1 - Mega Mind  
Document Number: 8  
Docket Text:  
\*\* RESTRICTED LEVEL 3\*\* Ex Parte MOTION to Issue Subpoena by Mega Mind as to Mega Mind. (Addams, Gomez)  
2:24-cr-00013-RJS-1 Notice has been electronically mailed to:  
Gomez Addams john\_morris@utd.uscourts.gov, jeffery\_taylor@utd.uscourts.gov

Step 16 When the judge enters an order on your motion you will receive a NEF. In this example, the order was granted.

**Notice of Electronic Filing**  
The following transaction was entered on 10/30/2024 at 11:10 AM MDT and filed on 10/30/2024  
Case Name: USA v. Mind  
Case Number: [2:24-cr-00013-RJS](#)  
Filer:  
Document Number: [5](#)  
**Docket Text:**  
**ORDER \*\* RESTRICTED LEVEL 3\*\* granting [3] Ex Parte MOTION to Issue Subpoena as to Mega Mind (1). Signed by Judge Robert J. Shelby on 10/30/24. (jw)**  
**2:24-cr-00013-RJS-1 Notice has been electronically mailed to:**  
Gomez Addams john\_morris@utd.uscourts.gov, jeffery\_taylor@utd.uscourts.gov  
**2:24-cr-00013-RJS-1 Notice has been delivered by other means to:**  
The following document(s) are associated with this transaction:

**Note** Subpoena Process  
- You will receive notice when the clerk's office issues the subpoena. Here you can see the NEF of that filing. The subpoena can be downloaded from this NEF and served.  
- After the subpoena is served, docket the return using the Return of Service – Defense Subpoena (Restricted) event found under Service of Process.

**Notice of Electronic Filing**  
The following transaction was entered on 10/30/2024 at 11:11 AM MDT and filed on 10/30/2024  
Case Name: USA v. Mind  
Case Number: [2:24-cr-00013-RJS](#)  
Filer:  
Document Number: [6](#)  
**Docket Text:**  
**\*\*RESTRICTED - Level 3\*\* Subpoena Issued Under DUCrimR 17-2 in case as to Mega Mind. (jw)**  
**2:24-cr-00013-RJS-1 Notice has been electronically mailed to:**  
Gomez Addams john\_morris@utd.uscourts.gov, jeffery\_taylor@utd.uscourts.gov  
**2:24-cr-00013-RJS-1 Notice has been delivered by other means to:**  
The following document(s) are associated with this transaction: