INSTRUCTIONS FOR FILING DOCUMENTS IN CRIMINAL CASES WITH RESTRICTED ACCESS LEVELS 2 & 3

- Please refer to General Order 24-004 to verify the CM/ECF restriction level for docket entries and documents.
- Attorneys may file a document under seal in CM/ECF in unsealed cases.
- Attorneys are unable to file any document in a sealed case. These documents must be emailed to the clerk's office at utdecf_clerk@utd.uscourts.gov to be filed in a case.
- Restriction levels are predetermined by specific entry settings and will not be changed unless 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

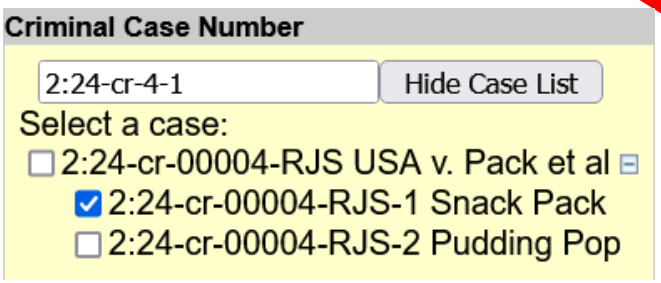
The following are instructions for filing a restricted Motion to Re-Appoint Counsel. Other documents with Level 2 or 3 access restrictions will include many of the same steps as listed below.

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.

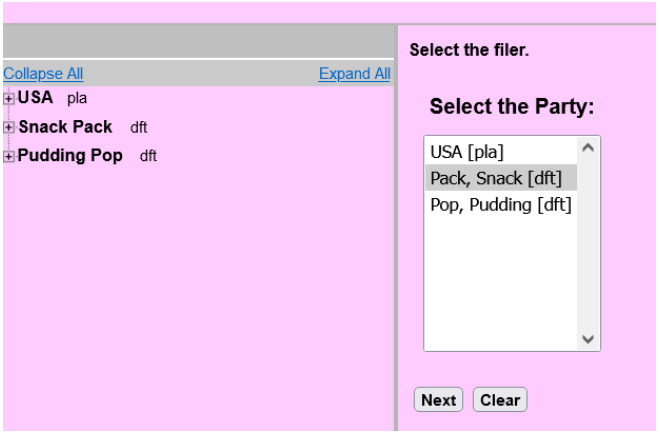
***WARNING**: In multi-defendant cases, **DO NOT** select the main case number unless you want all defendants to receive electronic notice of and access to the document being filed.*



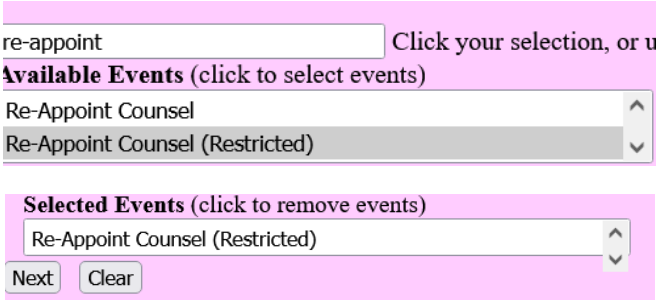
Step 4 DO NOT click the case number. Click Next.

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.



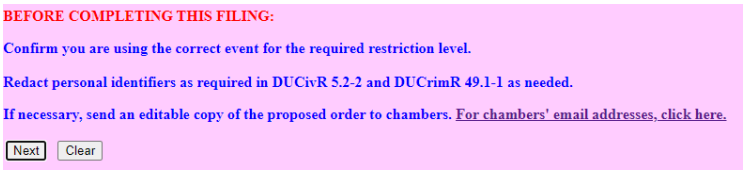
Step 6 On this screen you will select the type of motion to file. The first text box will allow you to narrow your search options by typing a few letters of the motion type. As the search narrows, the options will change under the Available Events list. Search for and click the appropriate motion event. After clicking the event name, it will populate in the



Selected Events text box. Click Next.

Note: CM/ECF may have multiple Available Events for the same type of filing. Verify you select the event that will restrict the access, as shown in the example on the right.

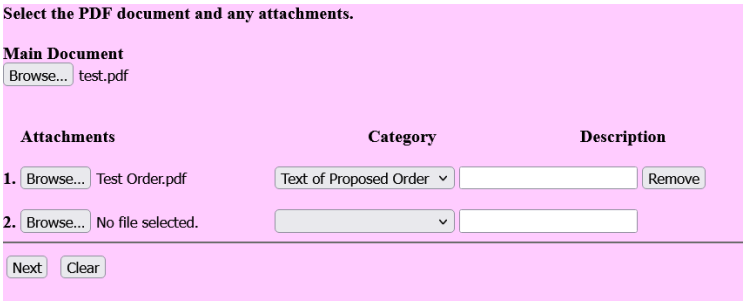
Step 7 Follow the instructions on this screen regarding proposed orders and click Next.



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

Under Attachments, click 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.

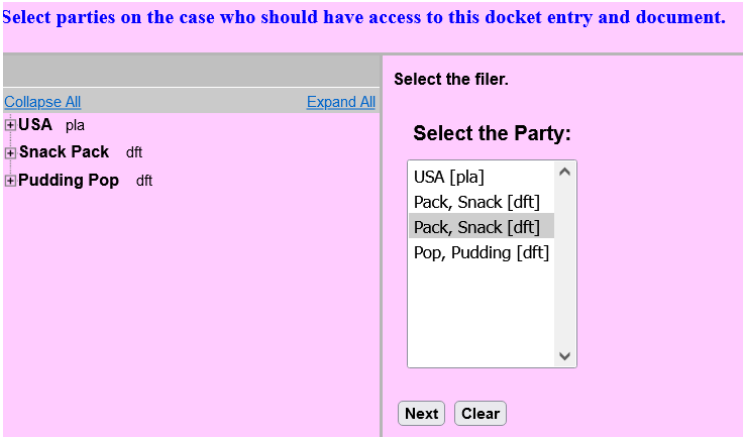
Note: Documents are not uploaded until filing is complete.



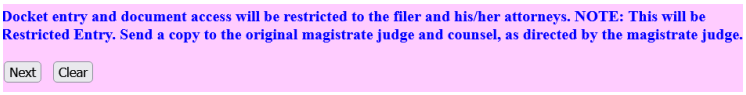
Step 9 Select the party or parties who should have access to this entry and document. Hold the CTRL key to select multiple defendants, if applicable. Click Next.

Note: DO NOT select a party that should not have electronic access to the document.

If a party is listed twice, only select it once.

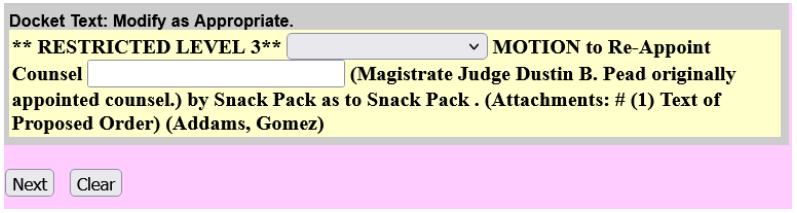


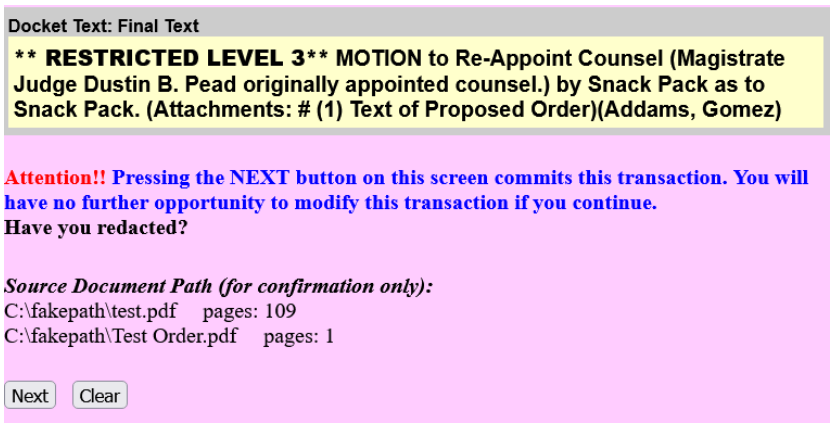
Step 10 Note that the entry and document access will be restricted and follow any other instructions listed. Click Next.



Step 11 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. Click Next.

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



Step 12 **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.