



TIPS FOR FILING DOCUMENTS IN MULTI-DEFENDANT CRIMINAL CASES

- In a multi-defendant case, CM/ECF associates all defendants under a main case number and individual subcase numbers, indicated on the docket by the defendant's number at the end of the main case number.
- A filing should not be made in CM/ECF using the main case number unless it applies to all defendants.
- Selecting the applicable defendant is critical to controlling whether other parties to the case receive access and notice to restricted documents or docket entries.
- Please contact the Clerk's Office at 801-524-6100 with any questions.

INSTRUCTIONS

<p>Enter the case number. Click Find this case.</p> <p>If filing in a multi-defendant case, select only the defendant the filing directly relates to.</p>	<p>Criminal Case Number</p> <p>2:24-cr-4 Find This Case</p> <p>Criminal Case Number</p> <p>2:24-cr-4-1 Hide Case List</p> <p>Select a case:</p> <p><input type="checkbox"/> 2:24-cr-00004-RJS USA v. Pack et al</p> <p><input checked="" type="checkbox"/> 2:24-cr-00004-RJS-1 Snack Pack</p> <p><input type="checkbox"/> 2:24-cr-00004-RJS-2 Pudding Pop</p>
<p>If you select the main case number in a multi-defendant case, the filing will be applied to ALL defendants so it will appear on each of their individual dockets.</p> <p>This should only be done if the filing is actually applicable to every defendant in the case.</p>	<p>Criminal Case Number</p> <p>2:24-cr-4 Hide Case List</p> <p>Select a case:</p> <p><input checked="" type="checkbox"/> 2:24-cr-00004-RJS-DBP USA v. Pack et al</p> <p><input type="checkbox"/> 2:24-cr-00004-RJS-DBP-1 Snack Pack</p> <p><input type="checkbox"/> 2:24-cr-00004-RJS-DBP-2 Pudding Pop</p>

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 only the parties the document relates to are named in the entry.

Warning: After clicking Next, court assistance will be required to make corrections to a Restricted filing, including control of access.

Docket Text: Final Text

**** RESTRICTED LEVEL 3** MOTION to Re-Appoint Counsel (Magistrate Judge Dustin B. Pead originally appointed counsel.) by Snack Pack as to Snack Pack. (Attachments: # (1) Text of Proposed Order)(Addams, Gome**

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

Source Document Path (for confirmation only):

C:\fakepath\test.pdf pages: 109

C:\fakepath\Test Order.pdf pages: 1

Next

Clear