



NEWS FROM U.S. DISTRICT COURT

August 11, 2023

Plea & Sentencing Documents. Most plea and sentencing related documents are automatically sealed to protect the safety of federal inmates. The following events are automatically sealed upon filing but counsel for the applicable party has access and can view these documents via the NEF when they are filed correctly:

- Sealed Statement of Factual Basis
- Sealed Plea Agreement Supplement
- Sealed Allocution Statement
- Sealed Letter(s) of Support
- Sealed Supporting Document(s) Related to Sentencing
- Sealed Victim Impact Statement(s)

The following events, which are also automatically sealed upon filing, do not have applicable party access:

- Sealed Evaluation
- Sealed Objections to Presentence Report (PSR)
- Sealed Response to Sealed Objections to Presentence Report

How to File an Applicable Party Document. The screen below will determine who has permission to retrieve the document. All parties in the case will receive electronic notice of the document but ONLY the attorneys for the parties you select on this screen will have access to retrieve the document. It is very important that you choose the correct people on this screen.

Pay close attention to the prompts within the event. They will help guide you to choose the correct options.

Choose the applicable parties who should have access to this document:

Hold down the Ctrl key and **CAREFULLY** select USA and ONLY the ONE Defendant for whom this document(s) relates!

Select the Party: OR Select a Group:

USA [pla]
Wayne, John (T) [dft]
Ranger, Lone [dft]
Rogers, Roy [dft]

- No Group
- All Defendants
- All Plaintiffs
- All Parties

Next Clear

Click Next after making your selections above.

You will receive the warning notice below. This is a reminder to ensure you have chosen the appropriate people on the screen above.

WARNING! Attorneys for all parties will receive electronic notice of this document. ATTORNEYS FOR THOSE PARTIES SELECTED ON THE PREVIOUS SCREEN WILL BE ABLE TO ACCESS IT!

Unlike most other types of documents, multiple support letters should ALL be scanned together as one document and filed as the Main Document.

If you have any questions, please contact the Clerks Office before filing.

Next Clear

Click next and finish the filing if you are certain that you chose the appropriate parties. If not click the back arrow and reselect the appropriate parties.

Upload your document(s) and click Next

CONFIRM DOCUMENTS ARE LEGIBLE!

Date document filed (mandatory)
7/26/2023 Calendar

A description is required for each attachment. You may also select a category, but it is not required.

"Exhibit A" is an insufficient description. "Exhibit A - Receipt" is a sufficient description.

Select the PDF document and any attachments.

Main Document

Choose File No file chosen

Attachments	Category	Description
1. Choose File No file chosen		

Next Clear

On this screen you are choosing who is filing the document. Pick only the ONE party who is filing the document.

Select the filer.

Select the Party:

Ranger, Lone [dft]
Rogers, Roy [dft]
USA [pla]
Wayne, John (T) [dft]

Next Clear

On the final docketing screen, the “as to” should be the filer you picked on the screen above.

[3:23-cr-30001-RAL USA v. Wayne](#)

SEALED LETTER of Support **as to Lone Ranger.**

(SAC)

Next Clear

Click next to complete your filing.

These directions can also be found in the CM/ECF Manual located on the Court’s public website.

Reminder. The Court will be closed on Monday, September 4th in observance of Labor Day.