

Filing a Motion in a Criminal Case

Access the Case Management and Electronic Case Filing system through the US District Court website at ksd.uscourts.gov



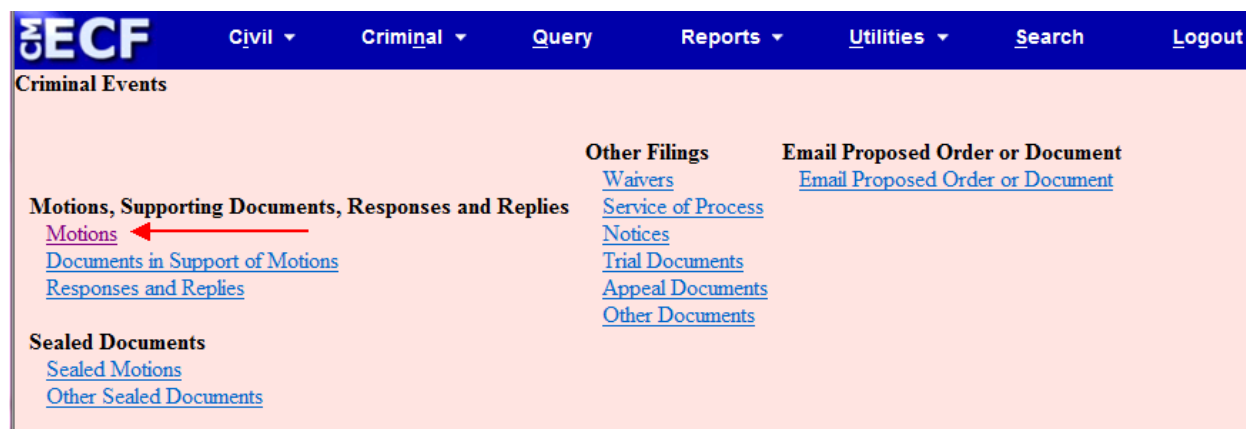
When prompted, enter your login and password. Please review the Notice of Redaction Responsibility to the right of the login box, and click in the check box to acknowledge your redaction responsibilities. Click Login.

The login screen has a light pink background. On the left is a grey box titled "Authentication" containing three input fields: "Login:", "Password:", and "client code:". Below these is a link "Lost CM/ECF password click here". At the bottom of the box are "Login" and "Reset" buttons. To the right is a text area titled "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:" followed by a paragraph of text. At the bottom of this text area is a checkbox and the text "I understand that, if I file, I must comply with the redaction rules. I have read this notice." Red arrows point to the "Login" and "Password" fields, the checkbox, and the "Login" button.

On the next screen, click Criminal on the blue menu bar.



Please select Motions from the *Motions, Supporting Documents, Responses and Replies* category.



Enter the appropriate case number. Please include only the numerical case number, and NOT the judge's initials. Click Find This Case, then click Next.

ECF Civil Criminal

Motions

Criminal Case Number

11-90005 Find This Case

Next Clear

Verify that the case caption matches the case that you intend to file in, and click Next.

ECF Civil Criminal

Motions

[B:11-mj-90005-KGG USA v. Jones](#)

Next Clear

Review the notice on the screen regarding the filing of joint motions. Click Next.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

[B:11-mj-90005-KGG USA v. Jones](#)

IMPORTANT! If this is a JOINT motion SELECT ONLY THE PARTY YOU REPRESENT, not all parties to the joint motion. Selecting a party or parties you do not represent as the filer of this motion will cause you to be listed as an attorney of record for such party or parties.

Next Clear

On the right side of the screen, select the party that you represent, then click Next.

ECF Civil Criminal Query Reports

Motions
B:11-mj-90005-KGG USA v. Jones

Collapse All Expand All

- USA pla
- Bobbie Jean Jones df

Select the filer.

Select the Party:

USA [pla]
Jones, Bobbie Jean [df]

Next Clear

This screen contains a list of the motions that may be filed. Review the list and select the appropriate motion, in this case, a motion to continue. If you don't see the motion that you are filing, please call the clerk's office for direction.

The selected motion type should appear on the right side of the screen in the *Selected Events* box. If there is more than one type of relief requested in your motion, select all that apply. If you select an incorrect relief, simply click on the incorrect selection, and it will be removed from the *Selected Events* box. When you have selected all necessary options, click Next.

ECF Civil Criminal Query Reports Utilities

Motions
B:11-mj-90005-KGG USA v. Jones

Start typing to find another event.

Available Events (click to select events)

- Attorney Fees
- Bifurcate
- Bill of Particulars
- Bond
- Brady Materials
- Certificate of Appealability
- Change Venue
- Compel
- Consolidate Cases
- Contact Visit
- Continue
- Declaration of Mistrial
- Deferral of Prosecution
- Delayed Service of Notice of Execution of Warrant
- Designate as Complex Case

Selected Events (click to remove events)

Continue

Next Clear

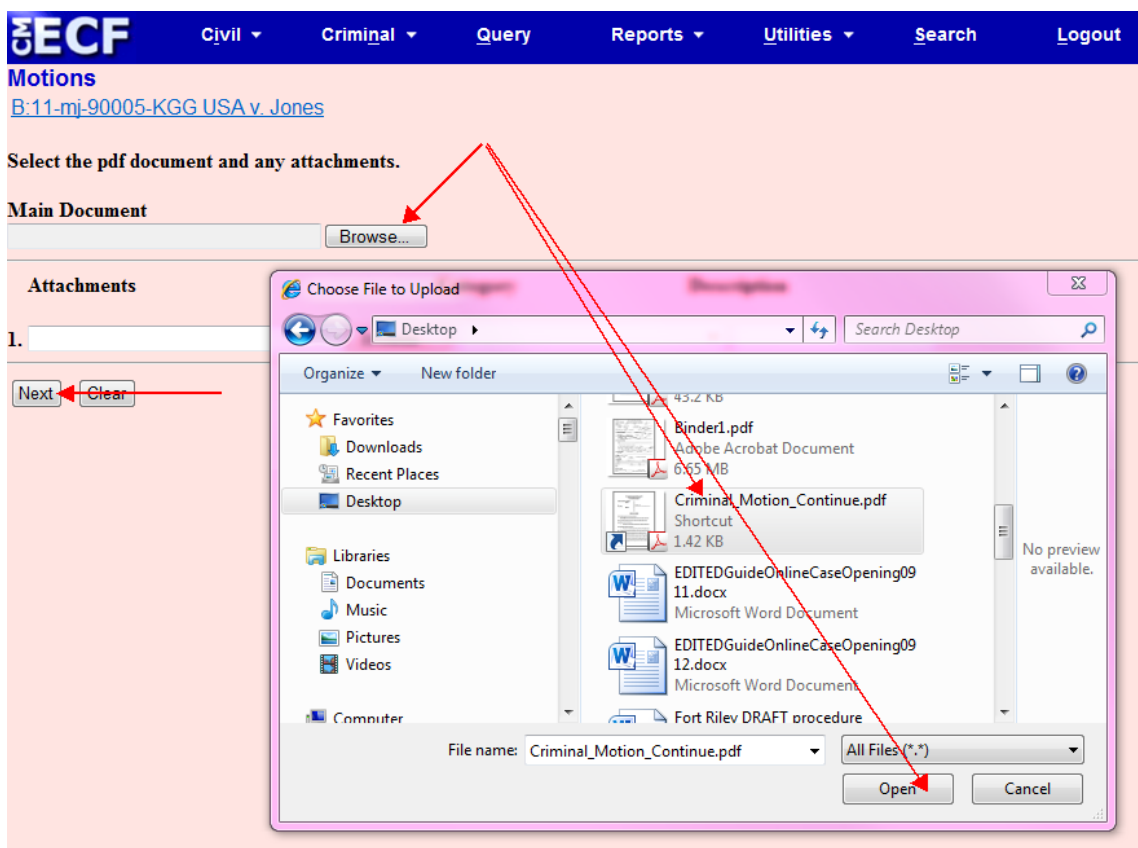
Review the notice regarding proposed orders, and note that proposed orders should never be attached to motion events. Please email the proposed order directly to the judge's chambers. Click next.



Click on Browse and attach the PDF file containing the motion that you are filing. This may require navigating to a specific folder on your computer. Once you have selected the appropriate file, click Open.

If you have attachments to the motion, repeat the process in the *Attachments* portion of the screen.

Once your document is complete, click Next.



You will be prompted for additional information, depending on what type of motion you are filing. In this case, we are prompted to indicate which deadline or hearing we would like to continue. Enter the appropriate text and click Next.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar, the page is titled 'Motions' and shows the case name 'B:11-mj-90005-KGG USA v. Jones'. A text input field is labeled 'Continue What? - e.g. Motions Hearing, Sentencing Hearing, Jury Trial, etc.' with a dropdown arrow. Below the input field are 'Next' and 'Clear' buttons.

If the text of the entry should be modified to more closely reflect the title of your document, you may modify it here. This event includes both a drop-down menu and a free-text box. If no modification is necessary, simply leave both boxes blank. Click Next.

This screenshot shows the 'Docket Text' field on the ECF Motions screen. The text in the field is: 'Docket Text: Modify as Appropriate. THIS IS FOR TEST PURPOSES ONLY. IF YOU INADVERTENTLY RECEIVE THIS NOTICE PLEASE DISREGARD MOTION to Continue jury trial by Bobbie Jean Jones. (Attorney, The)'. The text is highlighted in yellow. Below the text field are 'Next' and 'Clear' buttons.

Please note that these instructions were produced in the court's test database. The warning at the beginning of this docket entry will NOT appear on standard docket entries.

Review the text of your entry a final time and click Next.

This screenshot shows the 'Docket Text: Final Text' field on the ECF Motions screen. The text in the field is: 'Docket Text: Final Text THIS IS FOR TEST PURPOSES ONLY. IF YOU INADVERTENTLY RECEIVE THIS NOTICE PLEASE DISREGARD MOTION to Continue jury trial by Bobbie Jean Jones. (Attorney, The)'. The text is highlighted in yellow. Below the text field, there is a red warning message: '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?'. Below the warning, there is a section for 'Source Document Path (for confirmation only):' with the text 'C:\fakepath\Criminal_Motion_Compel.pdf pages: 2'. At the bottom are 'Next' and 'Clear' buttons.

The Notice of Electronic Filing, commonly called an NEF, lists the text of the docket entry, the document number that it was assigned and the attorneys to whom it was electronically mailed. Any attorneys or parties requiring paper service via US Mail will be listed at the bottom of the NEF, along with their mailing addresses.

eECF		Civil ▾	Criminal ▾	Query	Reports ▾	Utilities ▾	Search	Logout	?
Motions									
B:11-mj-90005-KGG USA v. Jones									
U.S. District Court									
DISTRICT OF KANSAS									
Notice of Electronic Filing									
The following transaction was entered by Attorney, The on 9/16/2013 at 3:49 PM CDT and filed on 9/16/2013									
Case Name:	USA v. Jones								
Case Number:	B:11-mj-90005-KGG								
Filer:	Dft No. 1 - Bobbie Jean Jones								
Document Number:	9								
Docket Text:									
THIS IS FOR TEST PURPOSES ONLY. IF YOU INADVERTENTLY RECEIVE THIS NOTICE PLEASE DISREGARD MOTION to Continue jury trial by Bobbie Jean Jones. (Attorney, The)									
B:11-mj-90005-KGG-1 Notice has been electronically mailed to:									
B:11-mj-90005-KGG-1 Notice has been delivered by other means to:									
The Best Attorney Abella Law Firm, LLC 1700 Eleven Oak Tower 324 E. 11th St. Kansas City, MO 64106-2444									
The following document(s) are associated with this transaction:									
Document description: Main Document									
Original filename: n/a									
Electronic document Stamp:									
[STAMP dcecfStamp_ID=1028492125 [Date=9/16/2013] [FileNumber=1851491-0] [85e33b47e1f349d3a8e34b81b84a88814471809a2e01ec426c18dfd6d8c34ad423c 7fdd230b4478e30f6e847cfa0f28f03d85ee6e4deac411ac81294e61e8417]]									