

CM/ECF eFiling Attorney Tutorial:

FILING A RESPONSE OR REPLY TO THE DRAFT PRESENTENCE INVESTIGATION REPORT

By Traci Abrams, RDIC
United States District Court
Northern District of Florida

Introduction

- The judges of the Northern District of Florida approved the eFiling of the following documents using CM/ECF beginning August 2, 2010:
 - Draft Presentence Investigation Report
 - Response/Reply re Draft Presentence Investigation Report
 - Final Presentence Investigation Report
 - Revised Final Presentence Investigation Report

Introduction

- As of **August 2, 2010**, Assistant U.S. Attorneys and criminal defense attorneys will be responsible for:
 - Viewing Presentence Investigation Report Documents eFiled by U.S. Probation Officers via CM/ECF Notice of Electronic Filing emails or Docket Sheets; and
 - eFiling a Response to the Draft Presentence Investigation Report through CM/ECF within 14 days of its entry on the docket.

Lesson Objectives

- To provide eFiling instructions to attorneys regarding the Response/Reply re Draft Presentence Investigation Report event; and
- To facilitate through training adherence to the implementation deadline of Monday, August 2, 2010.

Glossary of Terms

- ⦿ The following terms have been utilized during this presentation:
- ⦿ PSR:
 - Presentence Investigation Report
- ⦿ USPO:
 - United States Probation Office

Glossary of Terms

⦿ Docketing:

- To add information to an electronic case file or “docket” using CM/ECF.

⦿ Event:

- A menu option programmed to allow information to be added in a specific way to an electronic case file or “docket” stored in the CM/ECF database.

⦿ eFile:

- A term used to describe the act of filing a document electronically.

Glossary of Terms

● NEF

- Stands for **N**otice of **E**lectronic **F**iling; an emailed filing receipt sent to case participants by CM/ECF for docket entries having public docket text.
 - NEFs **are not** sent out to all parties if the **docket text** is restricted; the restriction value dictates to whom NEFs will be emailed.
 - NEFs **are** sent out if the **docket text is public** and the PDF files are restricted. PDF file access is dictated by their restriction value.
 - NEFs **are never** sent out in **sealed cases** or for **sealed defendants**.

Docketing Overview: Events

- Probation Officers can file three different types of Presentence Investigation Report (PSR) documents using one event as shown below:



Docketing Overview: Events

- Attorneys have only one PSR-related filing option called [Response/Reply re Draft Presentence Investigation Report – Applicable Party](#).
- This event is located in the Criminal → Other Documents menu in CM/ECF or can be found via the “Search” option located in the CM/ECF blue menu bar.



Accessing CM/ECF

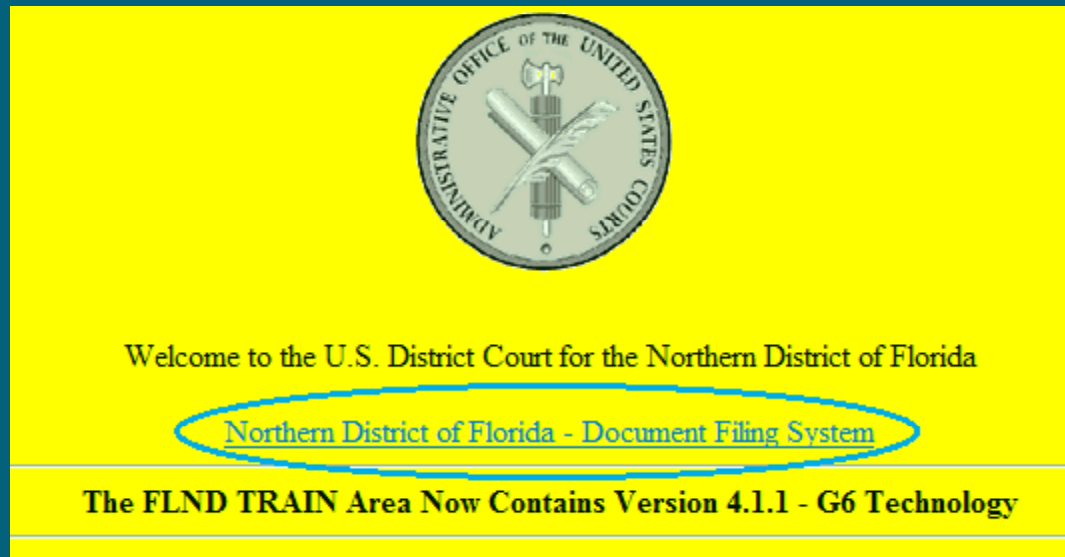
- Open Microsoft Internet Explorer (v6 or v7) or Mozilla FireFox (v3.0).
- Access the Northern District of Florida CM/ECF database using the following URL:

<https://ecf.flnd.uscourts.gov>

- Note that all graphics appearing within this presentation were taken from the CM/ECF “Train” database which has a yellow background instead of the white background found in the “Live” database.

Accessing CM/ECF

- Click the hyperlink located in the middle of the screen to access to login prompt.



Logging In

- Click your mouse into the *Login* field, and type your CM/ECF login name.

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client

code:

Login

Reset

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice

An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

Logging In

- Click your mouse into the *Password* field, and type your CM/ECF password.

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Authentication	
Login:	<input type="text" value="uspotrain1"/>
Password:	<input type="password" value="*****"/>
client code:	<input type="text"/>
<input type="button" value="Login"/> <input type="button" value="Reset"/>	

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

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Logging In

- Read and click the privacy policy checkbox.

CM/ECF Filer or PACER Login

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Authentication

Login:

Password:

client
code:

Login

Reset

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Presentence Investigation Reports

Draft Presentence Investigation Report

- U.S. Probation officers will eFile a **Draft Presentence Investigation Report** in CM/ECF.
- The filing of the draft automatically starts a 14-day deadline within which time attorneys are expected to eFile a **Response to the Draft Presentence Investigation Report**.

Draft Presentence Investigation Report

- The event created to allow the eFiling of the Draft PSR (as well as the Final & Revised Final PSRs) is special in that it allows the Probation officer to **tell CM/ECF who should have access to the associated PDF file(s)**.
- Officers will select the applicable defendant and the USA to allow the attorney for the applicable defendant and the Assistant U.S. Attorney assigned to the case the ability to click on the PDF hyperlink found within the body of the resulting NEF and view the document.

Draft Presentence Investigation Report

- Note that all counsel of record will receive a copy of the NEF email. However, **only counsel for the parties selected during the docketing of the PSR** will be able to access associated PDF files.

Draft Presentence Investigation Report – Example Case

- The graphic below is a docket text example of a Draft PSR filed by a U.S. Probation officer as to defendant Tom Sawyer.

Docket Text: Final Text

DRAFT PRESENTENCE INVESTIGATION REPORT as to TOM SAWYER. E-copies made available to selected parties. Responses to the Draft Report are due by 8/11/2010. (Attachments: # (1) Continuation of Main Document) (USPO, Train)

PSR Docketing Instructions

- An NEF from such an entry would appear similar to the following graphic:

Notice of Electronic Filing

The following transaction was entered on 7/28/2010 at 1:05 PM CDT and filed on 7/28/2010

Case Name: USA v. SAWYER et al

Case Number: [1:10-cr-00004-MP-AK](#)

Filer:

Document Number: [8](#)

Docket Text:

DRAFT PRESENTENCE INVESTIGATION REPORT as to TOM SAWYER. E-copies made available to selected parties. Responses to the Draft Report are due by 8/11/2010. (Attachments: # (1) Continuation of Main Document) (USPO, Train)

1:10-cr-00004-MP-AK-1 Notice has been electronically mailed to:

Traci Hitchcock Traci_Abrams@find.uscourts.gov

Traci Mason tabrams352@live.com

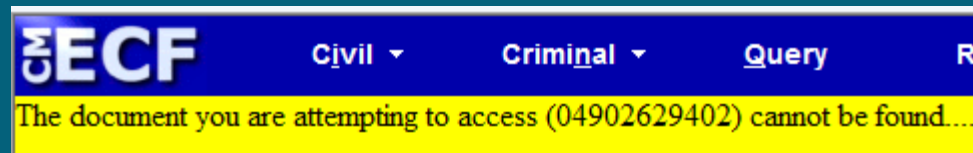
Jane NoPDF tabrams352@live.com

1:10-cr-00004-MP-AK-1 Notice will be mailed via USPS and will NOT be electronically mailed to:

The following document(s) are associated with this transaction:

PSR Docketing Instructions

- Do not be alarmed by the appearance of counsel for co-defendants on the NEF such as attorney “Jane NoPDF” in the previous example graphic.
- While “Jane” will be able to see the docket text, she will be unable to view the associated PDF files. Instead, she will see a message similar to the following:



PSR Docketing Instructions

- The PSR docket text is public as long as the case is not sealed. All attorneys of record and the USPO filer will receive the NEF and will be able to read the docket text.
- PACER users will also be able to see PSR docket text unless the case as a whole or the applicable defendant's case is sealed.

Responses/Replies re Draft Presentence Investigation Reports

Response/Reply re Draft PSR

- ⦿ Attorneys are responsible for eFiling a Response to the Draft Presentence Investigation Report within 14 days of the date the draft was filed in CM/ECF.
- ⦿ The **Response/Reply re Draft Presentence Investigation Report** was created in CM/ECF for this purpose.
- ⦿ **Response/Reply re Draft Presentence Investigation Report** may also be used to file a reply to an existing response.
- ⦿ Failure to post a response or a reply re a PSR using the **Response/Reply re Draft Presentence Investigation Report** event may cause the associated PDF file(s) to be made public.

Response/Reply re Draft PSR Instructions

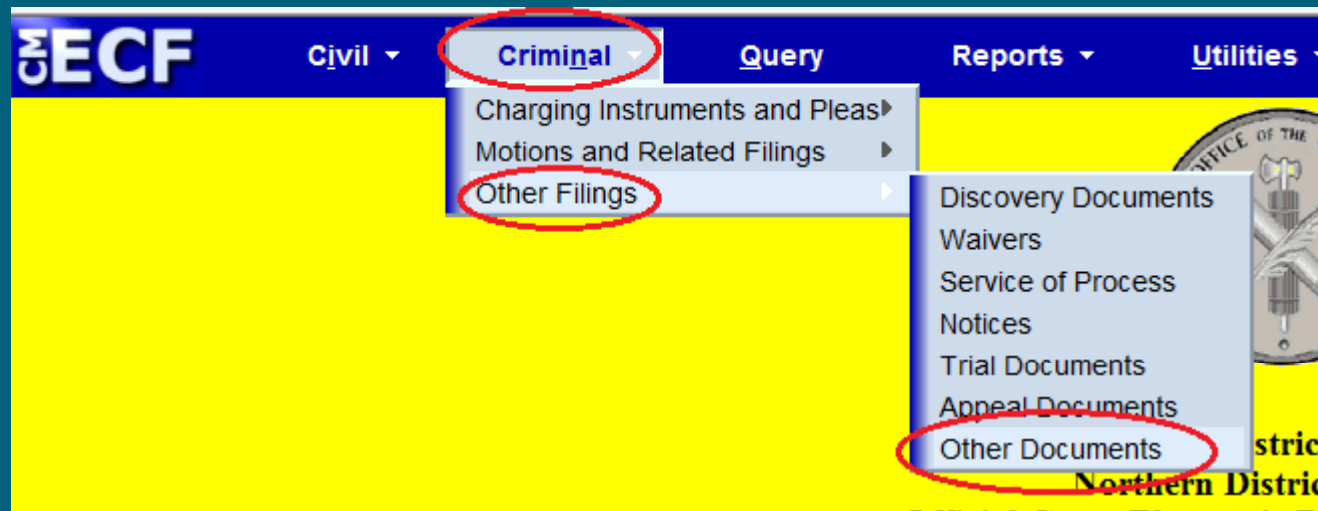
- ⦿ There are two ways to access the **Response/Reply re Draft Presentence Investigation Report** event...
 - Through the Criminal menu; or
 - Through the Search Menu.

Response/Reply Docketing Instructions via the Criminal Menu

- ◉ CM/ECF utilizes mouse-over menu functionality that allows users to hold the mouse pointer over a menu option located within the blue menu bar and then choose other menu options via pop-up windows by holding the mouse pointer over those options.
- ◉ To activate a menu option, click it with your mouse.

Response/Reply Docketing Instructions via the Criminal Menu

- If using the mouse-over method, click “Other Documents”.



Response/Reply Docketing Instructions via the Criminal Menu

- In the alternative...
 - Click “Criminal” in the blue menu bar.
 - Click Other Documents located within the “Other Filings” menu.
 - Begin typing “response” to find the event or use the scroll bar to move down through the event list.

Other Documents

response Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select an event)

Response to Order to Show Cause

Response/Reply re Draft Presentence Investigation Report - Ap

Selected Event

Next Clear

Response/Reply Docketing Instructions via the Criminal Menu

- Click “Response/Reply re Draft Presentence Investigation Report – Applicable Party” so that the event name appears in the “Selected Event” field to the right.
- Click the **Next** button.

Other Documents

Available Events (click to select an event)

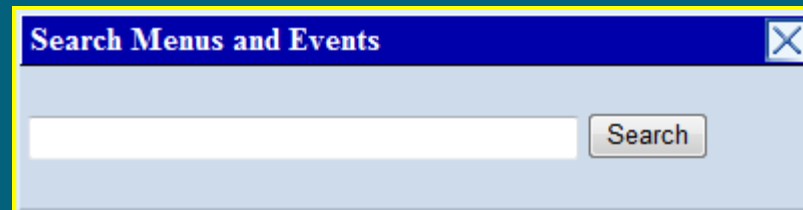
Letter
Lis Pendens
NEF Failure Notice
Notice of Intent to Request Redaction re Transcript
Objection to Report and Recommendations
Presentence Investigation Report - Applicable Party

Selected Event

Response/Reply re Draft Presentence Investigation Report - Applicable Party

Response/Reply Docketing Instructions via the Search Menu

- To access the event via the “Search” menu option, click “Search” in the blue menu bar.
- The keyword search box will appear and can be moved anywhere on the screen by clicking and dragging the box’s title bar.



Response/Reply Docketing Instructions via the Search Menu

- Begin typing keyword text into the search field such as “response draft”.
- Press the <Enter> key on your keyboard or click the **Search** button.
- Click the event hyperlink for Response to Draft Presentence Investigation Report – Applicable Party.



Response/Reply Docketing Instructions

- As with every criminal event in CM/ECF, the user must input the case number **and select the defendant case applicable to the filing.**

The image displays three overlapping screenshots of the 'Other Documents' screen in the CM/ECF system, illustrating the steps to select a criminal case for docketing. Each screenshot shows a 'Criminal Case Number' input field and a 'Find This Case' button.

- Top Screenshot:** The 'Criminal Case Number' field contains '1:10cr4'. The 'Find This Case' button is visible.
- Middle Screenshot:** The 'Criminal Case Number' field contains '1:10-cr-4'. The 'Hide Case List' button is visible. Below the input field, the 'Select a case:' section lists three options:
 - ☐ 1:10-cr-00004-MP-AK USA v. SAWYER et al
 - ☐ :10-cr-00004-MP-AK-1 TOM SAWYER
 - ☐ :10-cr-00004-MP-AK-2 PECOS BILL
- Bottom Screenshot:** The 'Criminal Case Number' field contains '1:10-cr-4-1'. The 'Hide Case List' button is visible. Below the input field, the 'Select a case:' section lists three options:
 - ☐ 1:10-cr-00004-MP-AK USA v. SAWYER et al
 - ☒ 1:10-cr-00004-MP-AK-1 TOM SAWYER
 - ☐ 1:10-cr-00004-MP-AK-2 PECOS BILL

Red circles and arrows highlight the progression: the case number is refined from '1:10cr4' to '1:10-cr-4' and then to '1:10-cr-4-1', and the specific defendant case '1:10-cr-00004-MP-AK-1 TOM SAWYER' is selected in the final step.

Response/Reply Docketing Instructions

- Review the case information screen. If correct, click **Next**.

Other Documents

1:10-cr-00004-MP-AK USA v. SAWYER et al

Next

Clear

Response/Reply Docketing Instructions

- Select the name of the party filing the response and click the **Next** button.
- In this example, Defendant Tom Sawyer was selected. However, responses can be filed by the government or by counsel for the defense.

The screenshot displays a web interface for filing documents. The main heading is "Other Documents" in blue, with a sub-link "1:10-cr-00004-MP-AK USA v. SAWYER et al" below it. On the left, a "Pick Filer" button is visible above a tree view. The tree view has "Collapse All" and "Expand All" links. Under the heading "1:10-cr-4-1", there are three entries: "USA pla", "TOM SAWYER dft", and "PECOS BILL dft". On the right, the "Select the filer." section contains a "Select the Party:" label and a list box. The list box contains three options: "USA [pla]", "SAWYER, TOM [dft]", and "BILL, PECOS [dft]". The "SAWYER, TOM [dft]" option is highlighted with a red rectangular box. At the bottom right, there are "Next" and "Clear" buttons. The "Next" button is highlighted with a red rectangular box.

Response/Reply Docketing Instructions

- A reminder message appears to help you understand how your docket entry will be treated by CM/ECF.

This event should only be used to file a Response or a Reply to a Response re a Draft Presentence Investigation Report.

The docket *text* will appear on the public docket.

However, access to the PDF file will be limited to:

1. The document filer selected on the previous screen, e.g., the defendant or USA
2. The court
3. FLND U.S. Probation staff
4. Counsel for the opposing party, e.g. deft or USA, selected by the filer on the screen directly following the PDF upload page.

Next Clear

Response/Reply Docketing Instructions

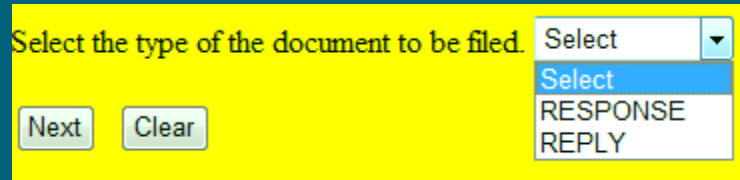
- Note that there are a total of two docketing screens having to do with providing access to the PDF file(s) to applicable parties.

1. The document filer selected on the previous screen, e.g., the defendant or USA

4. Counsel for the opposing party, e.g. deft or USA, selected by the filer on the screen directly following the PDF upload page.

Response/Reply Docketing Instructions

- This event is designed to allow an attorney to file a Response to a PSR or a Reply to a previously filed Response to a PSR. Be sure to select the appropriate option using the drop-down menu. Your selection will impact the display of sequent screens.
- Click the **Next** button.



A screenshot of a web form with a yellow background. The text "Select the type of the document to be filed." is on the left. To its right is a dropdown menu with "Select" in the box and a downward arrow. The dropdown is open, showing three options: "Select" (highlighted in blue), "RESPONSE", and "REPLY". Below the dropdown are two buttons: "Next" and "Clear".

Select the type of the document to be filed.

Select

Select

RESPONSE

REPLY

Next Clear

Response/Reply Docketing Instructions

- Selecting REPLY will give the user an opportunity to link to a previously filed Response to the Draft Presentence Investigation Report *in addition to* creating a link to the applicable Draft PSR entry.

Other Documents
[1:10-cr-00004-MP -AK USA v. FINN et al](#)

Select the appropriate event(s) to which your event relates:

1:10-cr-00004-MP -AK HUCKLEBERRY FINNY

- ☐ 06/29/2010 [5](#) RESPONSE TO [4](#) DRAFT PRESENTENCE INVESTIGATION REPORT by TOM SAWYER. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (Attachments: # [1](#) My Attachment) (Mason, Traci)
- ☐ 07/26/2010 [6](#) RESPONSE TO [4](#) DRAFT PRESENTENCE INVESTIGATION REPORT by TOM SAWYER. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (Mason, Traci)
- ☐ 11/02/2010 [10](#) SECOND RESPONSE to [9](#) Presentence Investigation Report as to HUCKLEBERRY FINNY. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (tea)
- ☐ 11/02/2010 [11](#) SECOND REPLY to [10](#) Response to Draft Presentence Investigation Report, [9](#) Presentence Investigation Report as to HUCKLEBERRY FINNY. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (tea)
- ☐ 11/02/2010 [13](#) RESPONSE to [12](#) Presentence Investigation Report as to HUCKLEBERRY FINNY. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (Hitchcock, Traci)
- ☐ 11/02/2010 [14](#) REPLY to [13](#) Response to Draft Presentence Investigation Report, [12](#) Presentence Investigation Report as to HUCKLEBERRY FINNY. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (Mason, Traci)

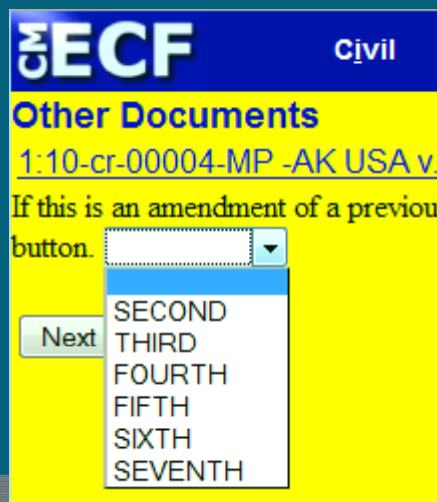
Response/Reply Docketing Instructions

- Selecting RESPONSE will allow the user to link to the applicable Draft PSR entry only and will not produce the screen shown above.

Response/Reply Docketing Instructions

- Attorneys now have the option of further describing the filing using the drop-down menu shown below which is prefaced with the following message:

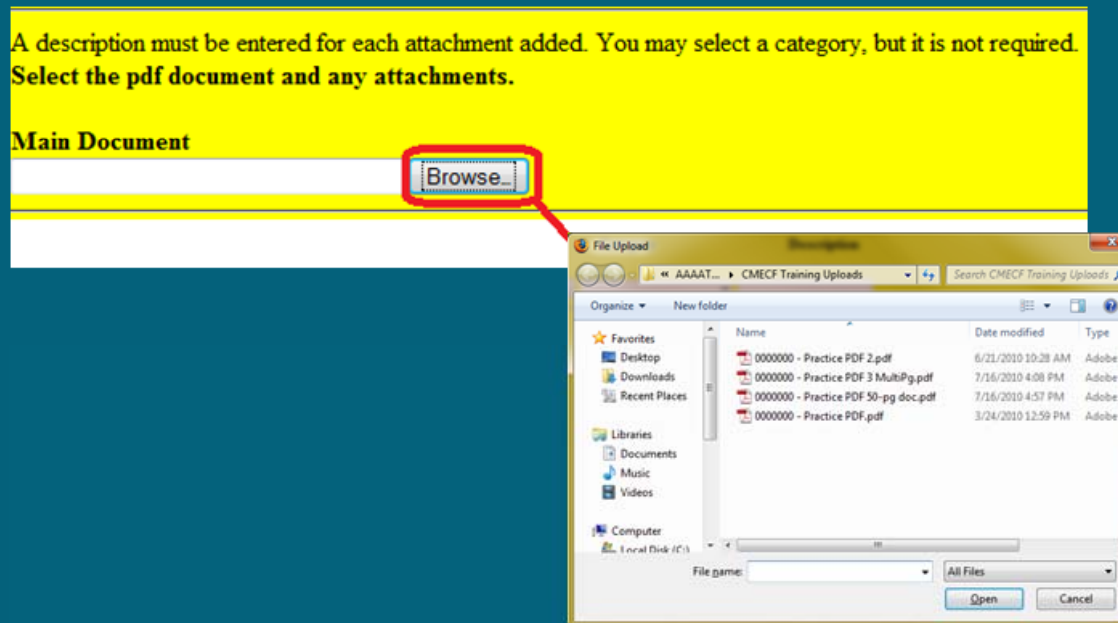
If this is an amendment of a previously filed Response or Reply to the Draft Presentence Investigation Report, select the amendment number using the drop-down menu to the right. Otherwise, click the Next button.



The screenshot shows a web interface for filing documents. At the top, there is a blue header with the ECF logo and the word "Civil". Below this is a yellow banner with the text "Other Documents". Underneath the banner, the case number "1:10-cr-00004-MP -AK USA v." is displayed. A message reads: "If this is an amendment of a previous button." followed by a dropdown menu. The dropdown menu is open, showing a list of amendment numbers: "SECOND", "THIRD", "FOURTH", "FIFTH", "SIXTH", and "SEVENTH". To the left of the dropdown menu is a "Next" button.

Response/Reply Docketing Instructions

- Click **Next** to reveal the PDF upload screen which works in the same manner for every event that requires a document to be attached.



Response/Reply Docketing Instructions

⦿ PDF File Size Limitations:

- Individual files can be no larger than 5MB in size.
- Multiple 5MB files may be uploaded during the docketing of a single event by using the “Attachment” option.

Response/Reply Docketing Instructions

- Upload document attachments or files representing the continuation of the “Main Document” (optional). Remember to select an attachment category or supply a description for all attachment files.

Date document filed (mandatory)
6/21/2010

A description must be entered for each attachment added. You may select a category, but it is not required.
Select the pdf document and any attachments.

Main Document
F:\AAAATemp-Holding Folder\00000000

Attachments	Category	Description
1. <input data-bbox="472 1177 871 1209" type="text"/> <input data-bbox="892 1177 1018 1209" type="button" value="Browse..."/>	<input data-bbox="1039 1177 1312 1209" type="text"/>	<input data-bbox="1333 1177 1575 1209" type="text"/>

Attachments	Category	Description
1. F:\AAAATemp-Holding Folder\00000000 <input data-bbox="819 1429 913 1453" type="button" value="Browse..."/>	<input data-bbox="934 1429 1165 1453" type="text"/>	Continuation of Main Do <input data-bbox="1396 1429 1501 1453" type="button" value="Remove"/>

Response/Reply Docketing Instructions

- Click **Next** to arrive at the screen shown below and read the important message in blue at the top.

Other Documents
[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

If the defendant is filing the Response, select USA on this screen.

If the USA is filing the Response, select the applicable defendant on this screen.

[Collapse All](#) [Expand All](#)

<ul style="list-style-type: none">USA plaTOM SAWYER dftPECOS BILL dft	<p>Select the Party:</p> <ul style="list-style-type: none">USA [pla]SAWYER, TOM [dft]SAWYER, TOM [dft]BILL, PECOS [dft] <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
---	--

Response/Reply Docketing Instructions

- This screen allows the filer to **select the party represented by opposing counsel** in order to provide the associated attorney(s) with PDF access to the Response.

Other Documents
1:10-cr-00004-MP-AK USA v. SAWYER et al

If the defendant is filing the Response, select USA on this screen.

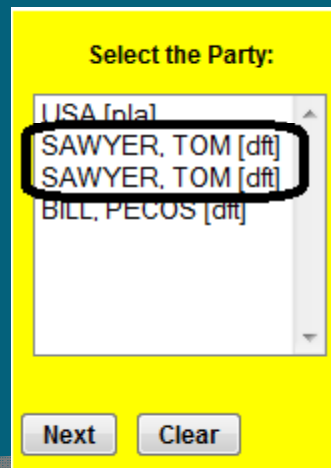
If the USA is filing the Response, select the applicable defendant on this screen.

[Collapse All](#) [Expand All](#)

<p>USA pla</p> <p>TOM SAWYER dft</p> <p>PECOS BILL dft</p>	<p>Select the Party:</p> <p>USA [pla]</p> <p>SAWYER, TOM [dft]</p> <p>SAWYER, TOM [dft]</p> <p>BILL, PECOS [dft]</p>
--	--

Response/Reply Docketing Instructions

- You will notice that the filing defendant's name appears twice within the party pick list which is normal for this event.
- If the Response is being filed by the government, then the all defendant names will appear only once.



Select the Party:

USA [pla]
SAWYER, TOM [dft]
SAWYER, TOM [dft]
BILL, PECOS [dft]

Next Clear

Response/Reply Docketing Instructions

- Click the name of the opposing party to provide counsel with PDF access and then click the **Next** button.
- DO NOT** select the name of a co-defendant in the case. Otherwise, you will be granting counsel for the co-defendant access to all PDFs uploaded during the docketing of this event.
- In the example below, defendant Tom Sawyer is filing the Response to Draft PSR. Therefore, party USA has been highlighted in order to allow the Assistant U.S. Attorney access to the associated PDF(s).

Select the Party:

USA [pla]

SAWYER, TOM [dft]

SAWYER, TOM [dft]

BILL, PECOS [dft]

Next

Clear

Response/Reply Docketing Instructions

- If you receive the following error message, then you are:
 - Docketing in the wrong case or as to the wrong defendant;
 - Not docketing a Response to a Draft Presentence Investigation Report; or
 - Docketing a Response to a Draft Presentence Investigation Report that has not yet been filed in CM/ECF by a U.S. Probation Officer.

Other Documents

[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

There are no applicable events to relate to the current event. Docketing of this event cannot continue.

Response/Reply Docketing Instructions

- If this error is received, it is recommended that the docketing process be aborted by clicking on any menu item located in the blue menu bar and the problem investigated by the filer with the assistance of U.S. Probation and Clerk's Office staff.

Other Documents

[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

There are no applicable events to relate to the current event. Docketing of this event cannot continue.

Back

Response/Reply Docketing Instructions

- If the Response is being filed in the correct case as to the correct defendant, the system will display the docket text for the Draft PSR.

Other Documents

[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

Select the appropriate event(s) to which your event relates:

1:10-cr-00004-MP-AK TOM SAWYER

☒ 06/29/2010 [4](#) DRAFT PRESENTENCE INVESTIGATION REPORT as to TOM SAWYER.
E-copies made available to selected parties. Responses to the Draft Report are due by 7/13/2010. (tea)

Next

Clear

Response/Reply Docketing Instructions

- The correct Draft report should appear 'checked' automatically unless a USPO Officer has filed more than one draft for the subject defendant. In that case, check the box for the *Draft Presentence Investigation Report* to which your response refers and click the **Next** button.

Other Documents

[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

Select the appropriate event(s) to which your event relates:

1:10-cr-00004-MP-AK TOM SAWYER

☒ 06/29/2010 [4](#) DRAFT PRESENTENCE INVESTIGATION REPORT as to TOM SAWYER.
E-copies made available to selected parties. Responses to the Draft Report are due by 7/13/2010. (tea)

Next

Clear

Response/Reply Docketing Instructions

- Review the case number for accuracy, and click the **Next** button to proceed.



A screenshot of a web form titled "Other Documents" in blue text. Below the title, the case number "1:10-cr-00004-MP-AK USA v. SAWYER et al" is displayed in blue text. At the bottom of the form, there are two buttons: "Next" and "Clear".

Other Documents
1:10-cr-00004-MP-AK USA v. SAWYER et al

Next Clear

Response/Reply Docketing Instructions

- Review the docket text for accuracy.
- Make sure the correct defendant's name appears and that **only one** defendant's name appears within the docket text.

The screenshot shows a web-based interface for docketing documents. It features a yellow header, a white docket text area, a yellow warning box, and a yellow source document path section. Annotations with colored boxes and arrows highlight specific elements: a pink box points to the defendant's name in the docket text, and a blue box points to the same name in the source document path.

Other Documents
[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

Docket Text: Final Text
RESPONSE TO [4] DRAFT PRESENTENCE INVESTIGATION REPORT by TOM SAWYER. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (Attachments: # (1) My Attachment) (Mason, Traci)

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):
F:\AAAAATemp-Holding Folder\0000000 - Practice PDF.pdf pages: 1
F:\AAAAATemp-Holding Folder\0000000 - Practice PDF 2.pdf pages: 1

Next Clear

Text indicates that the attorney for Deft Tom Sawyer selected the correct party name on the first party selection screen.

Canned docket text; does not verify the selection of the correct party on the second party selection screen.

Response/Reply Docketing Instructions

- Note that the automated text “PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America” will appear whether or not you made the correct party selections on the two previous ‘pick party’ screens.

Response/Reply Docketing Instructions

- Click the **Next** button to commit the transaction to the docket after verifying the associated PDF file name listed under the heading “Source Document Path *(for confirmation only)*”.

Other Documents

[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

Docket Text: Final Text

RESPONSE TO [4] DRAFT PRESENTENCE INVESTIGATION REPORT by TOM SAWYER. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (Mason, Traci)

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):

0000000 - Practice PDF 2.pdf pages: 1

Next

Clear

Response/Reply Docketing Instructions

- Review the NEF receipt for accuracy and contact the Clerk's Office if you detect an error.

Other Documents

[1:10-cr-00004-MP-AK USA v. SAWYER et al](#)

U.S. District Court

Northern District of Florida

Notice of Electronic Filing

The following transaction was entered by Mason, Traci on 7/26/2010 at 4:40 PM CDT and filed on 7/26/2010

Case Name: USA v. SAWYER et al

Case Number: [1:10-cr-00004-MP-AK](#)

Filer: Dft No. 1 - TOM SAWYER

Document Number: [6](#)

Docket Text:

RESPONSE TO [4] DRAFT PRESENTENCE INVESTIGATION REPORT by TOM SAWYER. PDF access restricted to the court, U.S. Probation, counsel for the defendant, and counsel for the United States of America. (Mason, Traci)

1:10-cr-00004-MP-AK-1 Notice has been electronically mailed to:

Jane NoPDF tabrams352@live.com

Traci Hitchcock Kelli_Mahu@fnd.uscourts.gov

Traci Mason tabrams352@live.com

1:10-cr-00004-MP-AK-1 Notice will be mailed via USPS and will NOT be electronically mailed to:

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1047052653 [Date=7/26/2010] [FileNumber=2604198-0]
][1958f38ce60df2678308ed94703d1b56936faed50b1b92bf4d5d7b435c6b6b37e1b
712d369c35f551743bc917055972e01c302030e6a44b999b4fb2fbd52d8d]]

Final/Revised Final Presentence Investigation Reports

Final/Revised Final PSRs

- U.S. Probation staff will file a Final PSR after reviewing your Response to Draft PSR.
- At their option, an officer may file a Revised Final PSR as well.
- Both the Final and Revised Final PSRs will have public docket text and will produce NEF emails for all attorneys of record unless the entire case or the applicable defendant's case is sealed. However, only counsel for those parties selected during the docketing of these items will have access to the PDFs.

Review

- In addition to learning how to file a Response/Reply re a Draft Presentence Investigation Report, you learned that...
 - All of the PSR-related events discussed during this presentation produce completely public docket text unless the master case or the applicable defendant case is sealed.
 - The PSR and the Response to Draft PSR events create associated PDF files that are characterized by limited party access as determined by the filer during the docketing process.

Questions

- Please contact any member of Clerk's Office staff for administrative or general user support.
- Technical questions about a user's computer or Internet browser software functionality should be directed to that user's local IT support team. Clerk's Office staff will be happy to share our own experiences with you to assist you in these areas.

Contact Information

◉ Divisional Office Phone Numbers

- Tallahassee (Main Office)
850/521-3501
- Gainesville
352/380-2400
- Pensacola
850/435-8440
- Panama City
850/769-4556

Internet Resources

- FLND Internet Website URL

www.flnd.uscourts.gov

- CM/ECF Live URL:

<https://ecf.flnd.uscourts.gov>

Additional Training

- Please do not hesitate to contact the Clerk's Office if you require training in addition to this Power Point tutorial.
- Tallahassee (Attn: Kimberly Curles, Division Manager)
850/521-3501
- Gainesville (Attn: Traci Abrams, Resident Deputy In Charge)
352/380-2400
- Pensacola (Attn: Travis Green, Resident Deputy In Charge)
850/435-8440
- Panama City (Attn: Susan Anderson, Resident Deputy In Charge)
850/769-4556

The background of the slide is composed of two main colors: a teal color on the left and a grey color on the right. A curved line separates the two colors, starting from the top right and curving towards the bottom left. The text "Thank you for your participation!" is centered in the teal area.

Thank you for your participation!