

United States District Court
Northern District of Texas



Using ECF to Electronically Submit Documents
Related to the Presentence Report

(updated 11/2016)

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A. Introduction

The United States Probation Office will electronically disclose the Presentence Report using the Electronic Case Filing (ECF) system. This document will guide you through the process of electronically submitting Objections to or a Statement of Acceptance of the Presentence Report or an Addendum. You may also use ECF to electronically submit a Response to an Objection or Sentencing Memorandum.

IMPORTANT: The original of each document related to the Presentence Report must be received in the judge's chambers **on or before** the date the document is submitted using ECF.

The Presentence Report, and its related filings, are confidential documents and must be restricted from public access (see [Special Order 19-1](#)). Each docket event located under the Presentence Report Related Documents category:

- maintains the document under seal;
- sends electronic notice (providing access to the document) to:
 - the Assistant United States Attorney(s);
 - the attorney(s) for the applicable defendant;
 - the United States Probation Office; and
 - the presiding judge; and
- provides remote electronic access only to the Assistant United States Attorney(s) and the attorney(s) for the applicable defendant.

Questions concerning electronic submission of presentence report related documents should be directed to the [ECF Help Desk](#).

(Note: If your document references a document that was previously filed in ECF, you may create a hyperlink in the current document to the previously filed document. Additionally, you may create a hyperlink in your current document to any attachment you intend to upload at the same time you docket the current document. For instructions on creating these hyperlinks, please see the [Cross-Document Hyperlinks](#) manual.)

B. Finding the Presentence Report Related Documents Category

After logging into ECF, select **Criminal** from the main menu bar. See Figure 1.



Figure 1

On the **Criminal Events** screen, click on the [Presentence Report Related Documents](#) link under **Sealed and Ex Parte Filings**. See Figure 2.



Figure 2

Read the message and click [Next]. See Figure 3.



Figure 3

C. Selecting the Presentence Report Related Documents Event

The Presentence Report Related Documents Available Events screen appears. Click on the appropriate event from the list. It will become highlighted, and the event will be added to the Selected Event list. Click [Next] to continue. See Figure 4.

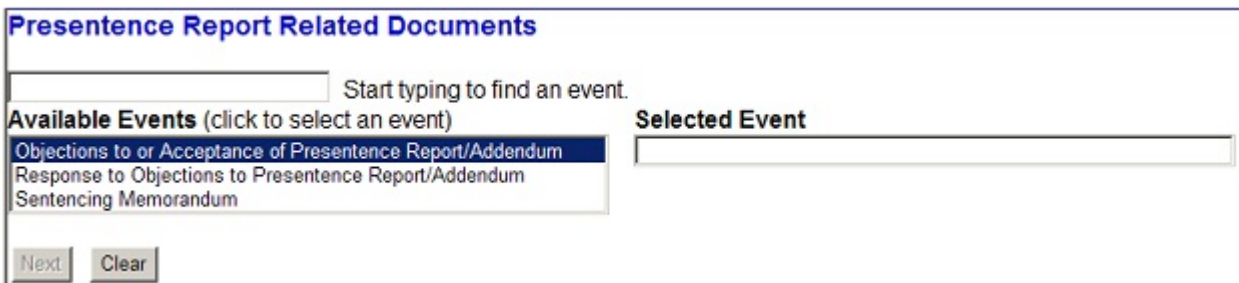


Figure 4

D. Entering the Case Number

The Criminal Case Number screen will appear. Enter your case number using the YY- NNNNN format (where YY is the last two digits of the year in which the case was filed, and NNNNN is the five-digit case sequence number). Click the [Find This Case] button. See Figure 5.

Presentence Report Related Documents

Criminal Case Number

Figure 5

When you click [**Find This Case**], either your case will appear, a list of matching cases will appear, or the system will state that it cannot find the case number you entered. If your case appears, click the check box next to your case number. **If this is a multi-defendant case, be careful to select only the individual defendant case to which this filing relates.** See Figure 6.

Presentence Report Related Documents

Criminal Case Number

Select a case:

- 1:08-cr-00604-C-BI USA v. Duck
- 1:08-mj-00604-BI USA v. Jones (merged)
- 2:08-cr-00604-J-BB USA v. Smith
- 2:08-mj-00604-BB USA v. Smith *SEALED* (merged)
- 3:08-cr-00604-D-AH USA v. Duck et al
- 3:08-cr-00604-B-AH-1 Daffy Duck
- 3:08-cr-00604-D-AH-2 Daisy Duck
- 3:08-cr-00604-AH-3 Donald Duck
- 5:08-cr-00604-C-BG USA v. Duck
- 5:08-mj-00604-BG USA v. Smith (merged)
- 6:08-cr-00604-C USA v. Dog
- 6:08-mj-00604-BI USA v. Duck (merged)

Figure 6

If the system indicates that it cannot find the criminal case number you entered, re-enter the case number and click the [**Find This Case**] button until you locate your case. When you have located your case and, if necessary, selected your defendant, click [**Next**] to continue.

A new screen appears and displays the case number, click [**Next**] to continue. See Figure 7.

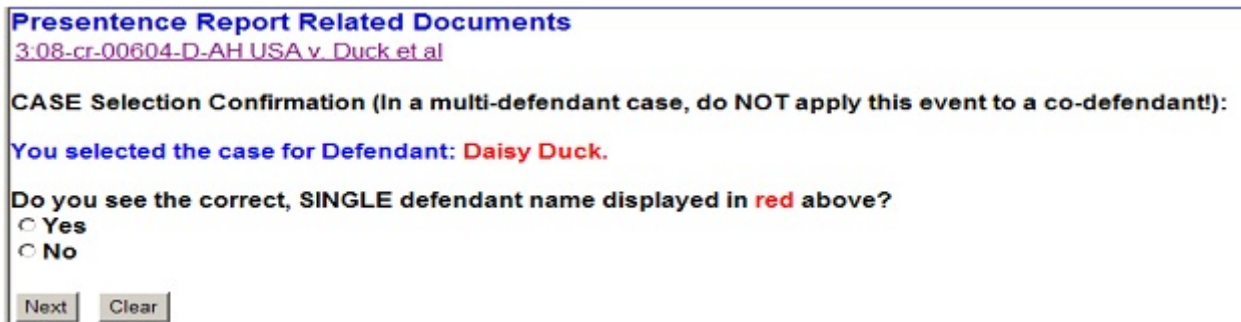
Presentence Report Related Documents

3:08-cr-00604-D-AH USA v. Duck et al

Figure 7

E. Selecting the Correct, Single Defendant's Name

The Case Selection Confirmation screen appears next. See Figure 8. Select the **Yes** radio button to confirm that you see the correct, single defendant's name displayed in **red**, and click **[Next]**. Select **No** if you do not see the correct defendant's name. If you select **No**, you will be asked to browser back to the case selection screen and choose the correct defendant.



Presentence Report Related Documents
[3:08-cr-00604-D-AH USA v. Duck et al](#)

CASE Selection Confirmation (In a multi-defendant case, do NOT apply this event to a co-defendant!):

You selected the case for Defendant: Daisy Duck.

Do you see the correct, SINGLE defendant name displayed in red above?

Yes
 No

Figure 8

After selecting **Yes**, you will be asked on whose behalf are you filing this document. See Figure 9. Make your selection and click **[Next]**.



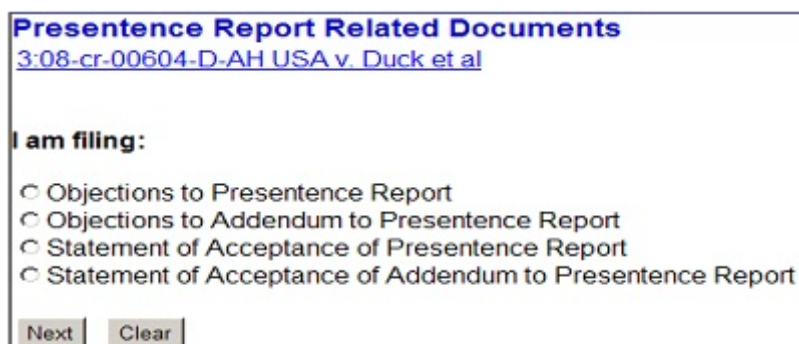
Presentence Report Related Documents
[3:08-cr-00604-D-AH USA v. Duck et al](#)

For text purposes, I am filing this document on behalf of:

Defendant
 USA

Figure 9

You will be asked what you are filing. See Figure 10. Make your selection and click **[Next]**.



Presentence Report Related Documents
[3:08-cr-00604-D-AH USA v. Duck et al](#)

I am filing:

Objections to Presentence Report
 Objections to Addendum to Presentence Report
 Statement of Acceptance of Presentence Report
 Statement of Acceptance of Addendum to Presentence Report

Figure 10

F. Linking to the Appropriate Event

You will be prompted to link your document to the presentence report or addendum. See Figure 11. Make your selection and click [Next].

Presentence Report Related Documents
[3:08-cr-00604-D-AH USA v. Duck et al](#)

[Link to the presentence report or the addendum to the presentence report.](#)

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

3:08-cr-00604-D-AH Daisy Duck

03/31/2010 3 *SEALED* Presentence Report as to Daisy Duck filed by U.S. Probation Office with document access authorized to counsel of record for named Defendant and USA. (axw)

Next Clear

Figure 11

G. Attaching Your Document

The next step is to attach your main document. Click [**Browse...**]. See Figure 12.

Presentence Report Related Documents
[3:08-cr-00604-D-AH USA v. Duck et al](#)

ATTACH YOUR MAIN DOCUMENT BELOW. IF YOU ADD ATTACHMENTS, SELECT A CATEGORY (IF ONE IS APPROPRIATE) AND/OR ENTER A DESCRIPTION. BOTH WILL APPEAR IN THE DOCKET TEXT, SO DO NOT REPEAT WORDS IN THE DESCRIPTION THAT ARE IN THE CATEGORY YOU SELECT.
Select the pdf document and any attachments.

Main Document

Browse...

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

Figure 12

A pop-up box will appear. Navigate to the appropriate folder containing the PDF document(s) you wish to file. Right-click on the document and select the option to open the document in Adobe Acrobat. This allows you to preview the document to ensure you have selected the correct file. (Remember, once submitted, a document cannot be edited.) See Figure 13.

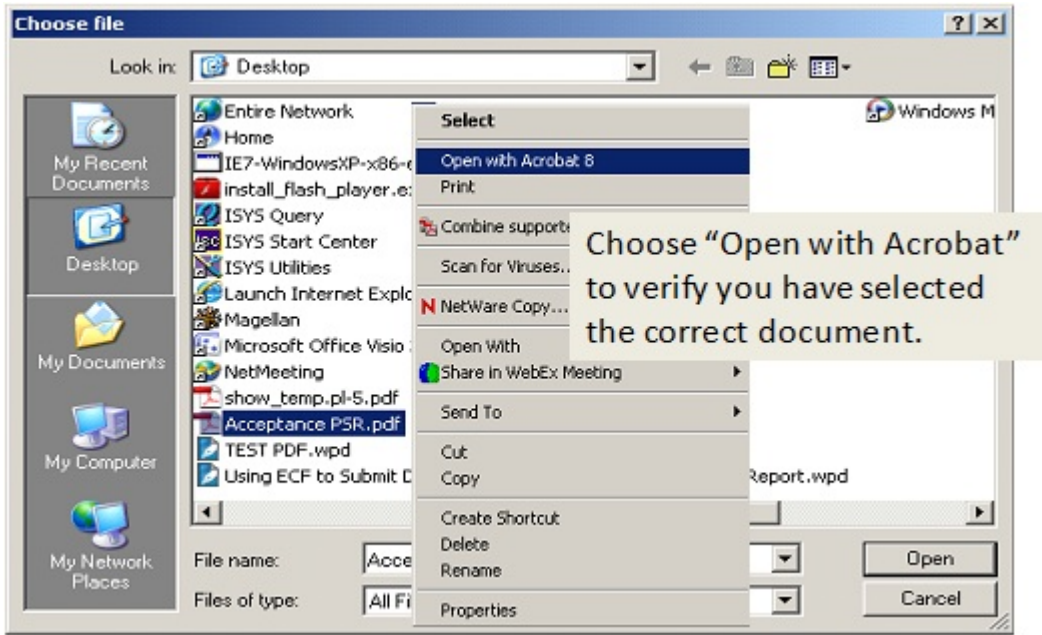


Figure 13

After verifying you have selected the correct PDF document, click **[Open]** to accept the PDF for filing. See Figure 14.

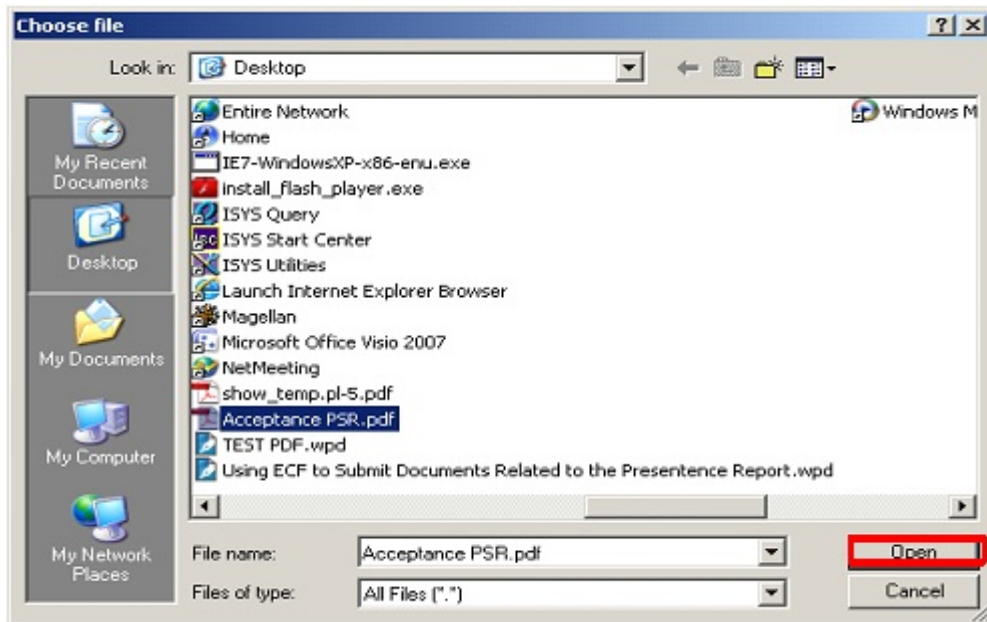


Figure 14

The path to the **Filename** will appear in the **Main Document** text field box. See Figure 15.

Presentence Report Related Documents
 3:08-cr-00604-D-AH USA v. Duck et al

ATTACH YOUR MAIN DOCUMENT BELOW. IF YOU ADD ATTACHMENTS, SELECT A CATEGORY (IF ONE IS APPROPRIATE) AND/OR ENTER A DESCRIPTION. BOTH WILL APPEAR IN THE DOCKET TEXT, SO DO NOT REPEAT WORDS IN THE DESCRIPTION THAT ARE IN THE CATEGORY YOU SELECT.
Select the pdf document and any attachments.

Main Document
 C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

Figure 15

If you have other documents (e.g., exhibits) to attach, click [**Browse...**] under the **Attachments** section of the screen to add the first attachment. Navigate to the document and preview it before attaching it. After attaching your document, enter a **Category** and/or a **Description** for the attachment. See Figure 15 above. Additional rows will be added as needed to attach additional PDF documents. Click [**Browse**] to repeat the process until all attachments have been added. When all of the documents are attached, click the [**Next**] button.

H. Linking to the Appropriate Parties for Noticing

After attaching your document, you will be asked to select the appropriate SINGLE defendant you represent AND the USA to receive notice of and to have access to your document(s). Select them by holding down the “Ctrl” key on the keyboard and using the mouse to highlight both names. Click [**Clear**] to deselect the party or parties. See Figure 16. Click [**Next**] to continue.

Next, you will be asked to confirm the parties you selected on the previous screen. Review your **NOTICE** selections displayed in **RED** and choose the applicable statement.

If you select “I see no parties, or more or fewer names than the statement above” and click [**Next**], docketing cannot continue. You will be asked to browse back to the notice selection screen and use the CTRL key to select the correct, SINGLE defendant AND the USA.

Presentence Report Related Documents
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IMPORTANT: Use the CTRL key to select the appropriate SINGLE defendant AND the USA to receive notice of and to have access to this document!

Select the Party:

- USA [pla]
- Duck, Daffy [dft]
- Duck, Daisy [dft]
- Duck, Donald [dft]

Next Clear

Figure 16

If you see the USA AND the correct, SINGLE defendant's name displayed in **RED**, select the appropriate statement and click **[Next]**. See Figure 17.

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NOTICE Selection Confirmation (probation will automatically receive notice):

You selected to send notice to parties:
USA, Daisy Duck.

Review your NOTICE selections displayed in **RED** above and choose the applicable statement below:

I see the USA AND the correct, SINGLE defendant name in red above
 I see no parties, or more or fewer names than the statement above

Figure 17

A new screen will appear. See Figure 18. Click **[Next]** to continue.

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[3:08-cr-00604-D-AH USA v. Duck et al](#)

Figure 18

I. Completing the Filing

The final docket text will be displayed. Complete the transaction by clicking [Next]. See Figure 19.

Presentence Report Related Documents
[3:08-cr-00604-D-AH USA v. Duck et al](#)

Docket Text: Final Text
***SEALED* Statement of Acceptance of Presentence Report filed by defendant as to Daisy Duck with document access authorized to counsel of record for named Defendant and USA. (Woods, Antonio)**

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

Source Document Path (for confirmation only):
Acceptance PSR.pdf pages: 1

Figure 19

Review the Notice of Electronic Filing (NEF). In addition to serving as notification that the event was accepted by the court's database, and providing document filing information and relevant hyperlinks, the NEF indicates who was sent and who was not sent a "Notice of Electronic Filing" via email. Review the NEF to determine who was sent notice by electronic mail, and who you must serve in another manner. See Figure 20.

Northern District of Texas

Notice of Electronic Filing

The following transaction was entered by Woods, Antonio on 3/31/2010 at 9:29 AM CDT and filed on 3/31/2010
Case Name: USA v. Duck et al
Case Number: [3:08-cr-00604-D-AH](#)
Filer:
Document Number: [4](#)

Docket Text:
***SEALED* Statement of Acceptance of Presentence Report filed by defendant as to Daisy Duck with document access authorized to counsel of record for named Defendant and USA. (Woods, Antonio)**

3:08-cr-00604-D-AH-2 Notice has been electronically mailed to:
Antonio Woods antonio_woods@txnd.uscourts.gov,

3:08-cr-00604-D-AH-2 Notice will be delivered by other means to:
USA

Duck Duck

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1004035775 [Date=3/31/2010] [FileNumber=93426-0] [7df6d3aec38945145b0bc2790e47b2380921a69d4109897bb956eef40529587cca3acef4f2d2a0bf11068b3eab5ea2817e52858344aff4eb1080f3c38dda4dd]]

Figure 20

J. Accessing Restricted Documents

If you are a secondary e-mail recipient on an attorney's primary account and you received a NEF for a sealed or ex parte document, please be advised that only the attorney's Northern District of Texas ECF Filer login will gain access to the document. See the procedures for [Accessing Restricted Documents](#).