

CM/ECF Q&A with the NDIA Clerk's Office

How to file exhibits pursuant to new Trial Management Order, financial affidavits, and redacted NEFs (Notice of Electronic Filing)

New Criminal Trial Management Order (TMO)

1. Requires parties to file exhibits after the final day of trial
2. Exhibits will be returned to counsel after trial concludes

Requires parties to file exhibits after the final day of trial

- Within 3 days after a hearing or trial, the parties must file electronically in CM/ECF all hearing and trial exhibits admitted into evidence. The parties will file any exhibits that are offered but not admitted as offers of proof. The parties will not file any exhibits not offered into evidence. All filed exhibits are made a part of the public record of the case unless the court specifically orders otherwise. Instructions for electronically filing exhibits in CM/ECF can be found on the court's website.

Exhibits will be returned to counsel after trial concludes

- Counsel must sign an acknowledgement of receipt of the exhibits and maintain the exhibits until judgment becomes final.

New Notice of Filing Exhibits form

- Word document
- Fillable format
- Found on our website

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA

Select Division

Plaintiff(s)

Plaintiff(s),

vs.

Defendant(s)

Defendant(s).

CASE NO. Case Number

NOTICE OF FILING

Choose an item EXHIBITS

The following hearing/trial exhibit(s) are being filed on behalf of Select Party described as: Select Party exhibit(s) Exhibit Numbers/Letters in accordance with LR 83E(d). I certify that the attached exhibit(s) are the originals offered during the hearing/trial*.

Click or tap here to enter text

Attorney Name

Address 1

Address 2

City, State, Zip

Phone Number

Email Address

ATTORNEY FOR Select Party

*Any audio/video or physical exhibits should be listed with a place holder document (e.g., a PDF with entitled: Exhibit B Stored on Clerk's Drive) and the description should indicate that such exhibit is stored on the clerk's drive, in clerk's vault, or returned and maintained by the offering party.

Generally, only one docket entry should be used for filing all exhibits admitted in trial and one docket entry should be used for filing all exhibits offered but not admitted in trial.

In instances where you need to file both sealed and unsealed exhibits, you will create one entry for sealed exhibits and one entry for unsealed exhibits.

1.

Where can I find the Notice of Filing Exhibits Form?

The screenshot shows the website for the United States District Court Northern District of Iowa. The header includes the court's name, the names of the Chief Judge (C.J. Williams) and Clerk of Court (Paul De Young), and a search bar. A navigation menu contains links for Home, Court Info, Judge Info, Jury Info, Attorney Info, E-Filing, Filing Without an Attorney, Programs & Services, and Directory & Related Links. The main content area features a 'News' section with several items. One item is highlighted in yellow: 'Regarding the court's revised Criminal Trial Management Order, instructions for filing exhibits can be found here.' A red arrow points to this link. Below the news items are links for 'Click here to view the new Attorney Wireless Access Policy' and 'Sealed Documents Updated'.

2.



UNITED STATES DISTRICT COURT Northern District of Iowa

Honorable C.J. Williams, Chief Judge | Paul De

- Home
- Court Info
- Judge Info
- Jury Info
- Attorney Info
- E-Filing**
- Filing Without Attorney

News

United States Chief Magistrate Judge Kelly K.E. M...
[Order.](#)

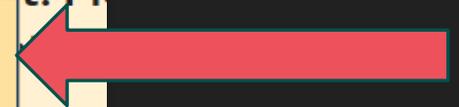
Regarding the court's revised Criminal Trial Mana...

**NOTICE: The court has been made aware that
office phone number or Sioux City office phon
text individuals to demand money or notify in
call the clerk's office in Cedar Rapids or Sioux**

[Click here to view the new Attorney Wireless Acce](#)

[Sealed Documents Updated](#)

- Link to CM/ECF Live
- CM/ECF Online Password Reset Form
- CM/ECF Procedures (pdf)
- Proposed Order Instructions
- Sealed Events
- E-Filing FAQs
- Help Desk/Technical Support
- PACER Service Center Link
- [Exhibit Form and Instructions for E-Filing Exhibits in a Criminal Case](#)
- NextGen Information





UNITED STATES DISTRICT COURT Northern District of Iowa



Search

Honorable C.J. Williams, Chief Judge | Paul De Young, Clerk of Court

- Home
- Court Info
- Judge Info
- Jury Info
- Attorney Info
- E-Filing
- Filing Without an Attorney
- Programs & Services
- Directory & Related Links

[Link to CM/ECF Live](#)

[CM/ECF Online Password Reset Form](#)

[CM/ECF Procedures \(pdf\)](#)

[Proposed Order Instructions](#)

[Sealed Events](#)

[E-Filing FAQs](#)

[Home](#) » [E-Filing](#)

Exhibit Form and Instructions for E-Filing Exhibits in a Criminal Case

If you have any questions regarding the filing of exhibits, please contact the Clerk's office for assistance prior to filing.

[Attorney Notice of Filing Exhibits form](#) (Fillable Word document)

[Attorney Instructions for E-Filing Exhibits in a Criminal Case](#)



STEP BY STEP INSTRUCTIONS!!!

3.



UNITED STATES DISTRICT COURT Northern District of Iowa



Search

Honorable C.J. Williams, Chief Judge | Paul De Young, Clerk of Court

Home	Court Info	Judge Info	Jury Info	Attorney Info	E-Filing	Filing Without an Attorney	Programs & Services	Directory & Related Links
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News

United States Chief Magistrate Judge [Name] reappointed to a new 8-year term pursuant to [Public Administrative Order](#).

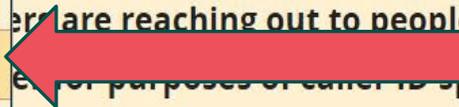
Regarding the court's revised Criminal Justice Act & eVoucher Order, instructions for filing exhibits can be found [here](#).

NOTICE: The court has been made aware of reports that some individuals are reaching out to people and using the court's Cedar Rapids office phone number or Sioux City text individuals to demand money. Please do not call the clerk's office in Cedar Rapids or respond to any text messages for purposes of caller ID spoofing. The court will not call or respond to any text messages or calls of a warrant. Please rely on the phone number listed below to confirm the validity of any contact by the court.

[Click here to view the new Attorney Information](#)

[Sealed Documents Updated](#)

- Attorney Admission Information
- Annual Renewal Fee
- Pro Hac Vice Admission
- CM/ECF User
- Online Request Forms
- Criminal Justice Act & eVoucher
- Forms**
- Attorney FAQs
- Bill of Costs
- Post Judgment Interest Rate
- Practicing in a Pandemic
- Pro Bono Services



Criminal:

Application for a Search Warrant

Application for a Tracking Warrant

CJA 23 Financial Affidavit

Consent to Magistrate Jury Selection

Consent to Plead Guilty

Criminal Complaint

Criminal Rule 32 waiver - plea.docx

Criminal Rule 32 waiver - plea.pdf

Criminal Notice of Appeal

Criminal Notice of Filing Exhibits



**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA
CEDAR RAPIDS DIVISION**

United States of America,

Plaintiff(s),

vs.

Jane Doe,

Defendant(s).

CASE NO. 24-cr-1234

**NOTICE OF FILING
OFFERED BUT NOT ADMITTED
EXHIBITS**

The following trial exhibit(s) are being filed on behalf of Defendant described as:
Defendant's exhibit(s) 1-5 in accordance with LR 83E(d). I certify that the attached
exhibit(s) are the originals offered during the trial*.

/s/ John Smith

John Smith

123 4th St.

Suite 5

Cedar Rapids, IA 52404

123-456-7890

johnsmith@email.com

ATTORNEY FOR DEFENDANT

*Any audio/video or physical exhibits should be listed with a place holder document (e.g., a PDF with entitled: Exhibit B Stored on Clerk's Drive) and the description should indicate that such exhibit is stored on the clerk's drive, in clerk's vault, or returned and maintained by the offering party.

How to file:

Criminal Events

Open a Case

[Criminal Case - Unassigned](#)

[Criminal Case - Unassigned \(Sealed\)](#)

Sealed Document - Docket Text Public

[Sealed Motions - Docket Text Public](#)

[Sealed Other Documents - Docket Text Public](#)

Sealed Document and Entry - Court Only Access

[Sealed Motion - Court Only Access](#)

[Sealed Other Documents - Court Only Access](#)

Charging Instruments and Pleas

[Indictment, Information, Complaint](#)

[Plea-Related Documents](#)

Sealed Document and Entry - No Public Access

[Sealed Motion-No Public Access](#)

[Sealed Other Documents - No Public Access](#)

Motions and Related Filings

[Motions](#)

[Responses and Replies and Joinders](#)

Other Filings

[Discovery Documents](#)

[Waivers](#)

[Service of Process](#)

[Notices](#)

[Trial Documents](#)

[Appeal Documents](#)

[Other Documents](#)

Notices

Available Events (click to select an event)

- NOTICE of Change of Address
- Notice (Other)
- Notice Regarding Revocation Issues (AO22-03)
- Notice of Attorney Appearance - Defendant
- Notice of Attorney Appearance - USA
- Notice of Claim
- Notice of Filing of Exhibits/Letters in Support
- Notice of Intent to Plead Guilty OR Rule 11 Consent to Plead Guilty
- Notice of Judgment Debtor Exam
- Notice of Withdrawal of Attorney

Next

Clear

Selected Event

Notice of Filing of Exhibits/Letters in Support

Notices

Criminal Case Number

Select a case:

- 1:22-cr-00002-LTS-KEM USA v. Doe ▾
- 1:22-cr-00002-LTS-KEM-1 Jane Doe
- 1:22-cr-00002-LTS-KEM-2 James Doe
- 1:22-cr-00002-LTS-KEM-3 John Doe

Notices

1:22-cr-00002-LTS-KEM USA v. Doe

[Collapse All](#)

[Expand All](#)

- USA pla
- Jane Doe dft
- James Doe dft
- John Doe dft

Select the party who is filing the document:

Select the Party:

USA [pla]
Doe, Jane [dft]
Doe, James [dft]
Doe, John [dft]

Next

Clear

Notices

1:22-cr-00002-LTS-KEM USA v. Doe

Choose the appropriate option (Select Other Exhibits for non-trial related filings):

- Plaintiffs Exhibit(s) Admitted in Trial
- Defendants Exhibit(s) Admitted in Trial
- Plaintiffs Exhibit(s) Offered but Not Admitted in Trial
- Defendants Exhibit(s) Offered but Not Admitted in Trial
- Plaintiffs Other Exhibit(s)
- Defendants Other Exhibit(s)
- Letter(s) in Support

Next

Clear

- Select the appropriate option
- Will need to file each type of exhibit as a separate entry
 - Admitted in trial
 - Offered but not admitted
 - Sealed exhibits must be filed separately

Notices

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

See Local Rule 83E(d) regarding exhibits.

The Main Document should be the Criminal Notice of Filing Exhibits form.



Letters of support must be submitted as exhibits.

If the exhibit is audio or video: Category should be Exhibit and Description should be the exhibit number or letter with *audio/video stored on clerks drive*

Example of Description text: B audio stored on clerks drive

Select the PDF document and any attachments.

Main Document

Choose File No file chosen

If you choose from the CATEGORY dropdown list, do NOT duplicate the text in the DESCRIPTION box.

Attachments

Category

Description

1. Choose File No file chosen

Next

Clear

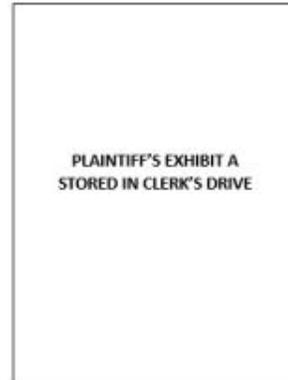
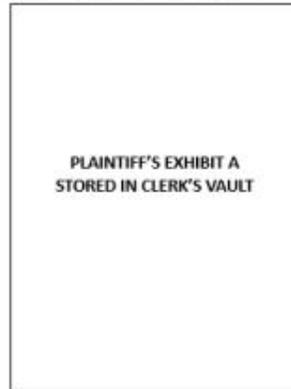
Select Exhibit from the Category Dropdown, type in the description/exhibit number or letter in the Description Box

DO NOT type the word "Exhibit" in the Description box

Attachments	Category	Description
1. <input type="button" value="Choose File"/> TEST Doc.pdf	Exhibit <input type="text" value="v"/>	<input type="text" value="A"/> <input type="button" value="Remove"/>

For Physical Exhibits or thumb drive/CD/DVD delivered to Clerk's Office

- A PDF place marker page should be created and uploaded with a description where the exhibit is located (see examples below)



- From the Category drop down menu select "Exhibit"
- In the Description text box type the letter/number of your exhibit followed by one of the following:
 - "Stored on clerk's drive" (i.e. thumb drives/CDs/DVDs)
 - "Stored in clerk's vault" (i.e. physical exhibits)
 - "Maintain by offering party"

Notices

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

See [Local Rule 83E\(d\)](#) regarding exhibits.

The Main Document should be the Criminal Notice of Filing Exhibits form.

Letters of support must be submitted as exhibits.

If the exhibit is audio or video: Category should be Exhibit and Description should be the exhibit number or letter with *audio/video stored on clerks drive*

Example of Description text: B audio stored on clerks drive

Select the PDF document and any attachments.

Main Document

Attorney Not...bits_0 (1).pdf

If you choose from the CATEGORY dropdown list, do NOT duplicate the text in the DESCRIPTION box.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> Test 3.pdf	<input type="text" value="Exhibit"/>	<input type="text" value="A"/> <input type="button" value="Remove"/>
2. <input type="button" value="Choose File"/> Test 4.pdf	<input type="text" value="Exhibit"/>	<input type="text" value="B audio stored on clerk's dri"/> <input type="button" value="Remove"/>
3. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>

Notices

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

Should the document you are filing link to another document in this case?

Filed to

Documents to

07/15/2024 [155](#) MINUTE Entry for proceedings held before Judge Leonard T Strand: Day 4 Jury Trial as to Defendant Jane Doe held on 7/15/2024. Verdict: Guilty Defendant detained. Official Court Record: Shelly Semmler SSemmlerReporting@gmail.com. (Sanchez, Kristen)

LEAVE BLANK



Notices

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

Docket Text: Modify as Appropriate.

NOTICE of Filing of Plaintiffs Exhibit(s) Admitted in Trial by USA as to Defendant Jane Doe re [155] Jury Trial - Held . (Attachments: # (1) Exhibit A, # (2) Exhibit B audio stored on clerk's drive) (Ngtstatyzeroone, Nextgen)

Next

Clear

Notices

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

Docket Text: Final Text

NOTICE of Filing of Plaintiffs Exhibit(s) Admitted in Trial by USA as to Defendant Jane Doe re [155] Jury Trial - Held. (Attachments: # (1) Exhibit A, # (2) Exhibit B audio stored on clerk's drive) (Ngtstatyzeroone, Nextgen)

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):

C:\fakepath\Attorney Notice of Filing Exhibits_0 (1).pdf pages: 1

C:\fakepath\Test 3.pdf pages: 1

C:\fakepath\Test 4.pdf pages: 1

Next

Clear

Example when you select Letter(s) in Support

LEAVE BLANK



Notices

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

Docket Text: Modify as Appropriate.

NOTICE of Filing of Letter(s) in Support by USA as to Defendant Jane Doe (Ngtstazyeroone, Nextgen)

Filing Sealed Exhibits

Criminal Events

Open a Case

[Criminal Case - Unassigned](#)
[Criminal Case - Unassigned \(Sealed\)](#)

Sealed Document - Docket Text Public

[Sealed Motions - Docket Text Public](#)
[Sealed Other Documents - Docket Text Public](#)

Sealed Document and Entry - Court Only Access

[Sealed Motion - Court Only Access](#)
[Sealed Other Documents - Court Only Access](#)

Charging Instruments and Pleas

[Indictment, Information, Complaint](#)
[Plea-Related Documents](#)

Sealed Document and Entry - No Public Access

[Sealed Motion-No Public Access](#)
[Sealed Other Documents - No Public Access](#)

Motions and Related Filings

[Motions](#)
[Responses and Replies and Joinders](#)

Other Filings

[Discovery Documents](#)
[Waivers](#)
[Service of Process](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

Sealed Other Documents - Docket Text Public

Available Events (click to select an event)

- Document - Generic (SEALED) AP-DTP
- Financial Affidavit CJA23 (SEALED) DTP
- No Objection to PSIR (SEALED) AP- DTP
- Notice Regarding Revocation Issues (SEALED) AP-DTP
- Notice of Filing Sealed Exhibits/Letters in Support (SEALED) AP-
- Objection/No Objection to PSIR (SEALED) AP-DTP
- Offense Conduct Statement (SEALED) AP-DTP
- Response to Motion (SEALED) AP-DTP
- Sentencing Memorandum (SEALED) AP-DTP
- Status Report (SEALED) AP-DTP
- Transcript Redaction Request (SEALED) AP-DTP
- Trial Brief (SEALED) AP-DTP

Selected Event

Notice of Filing Sealed Exhibits/Letters in Support (SEALED) AP-

Next

Clear

Follow the same steps as for filing unsealed exhibits

**Questions regarding filing of
exhibits?**

How to file a Financial Affidavit

STARTING MONDAY, JULY 29th: The CJA 23 (Financial Affidavit) Form is now to be filed by the attorney and should no longer be emailed to the ecmail box

Criminal Events

Open a Case

[Criminal Case - Unassigned](#)

[Criminal Case - Unassigned \(Sealed\)](#)

Sealed Document - Docket Text Public

[Sealed Motions - Docket Text Public](#)

[Sealed Other Documents - Docket Text Public](#)

Sealed Document and Entry - Court Only Access

[Sealed Motion - Court Only Access](#)

[Sealed Other Documents - Court Only Access](#)

Charging Instruments and Pleas

[Indictment, Information, Complaint](#)

[Plea-Related Documents](#)

Sealed Document and Entry - No Public Access

[Sealed Motion-No Public Access](#)

[Sealed Other Documents - No Public Access](#)

Motions and Related Filings

[Motions](#)

[Responses and Replies and Joinders](#)

Other Filings

[Discovery Documents](#)

[Waivers](#)

[Service of Process](#)

[Notices](#)

[Trial Documents](#)

[Appeal Documents](#)

[Other Documents](#)

Sealed Other Documents - Docket Text Public

Available Events (click to select an event)

- Document - Generic (SEALED) AP-DTP
- Financial Affidavit CJA23 (SEALED) DTP
- No Objection to PSIR (SEALED) AP- DTP
- Notice Regarding Revocation Issues (SEALED) AP-DTP
- Notice of Filing Sealed Exhibits/Letters in Support (SEALED) AP-
- Objection/No Objection to PSIR (SEALED) AP-DTP
- Offense Conduct Statement (SEALED) AP-DTP
- Response to Motion (SEALED) AP-DTP
- Sentencing Memorandum (SEALED) AP-DTP
- Status Report (SEALED) AP-DTP
- Transcript Redaction Request (SEALED) AP-DTP
- Trial Brief (SEALED) AP-DTP

Selected Event

Financial Affidavit CJA23 (SEALED) DTP

Next

Clear

Sealed Other Documents - Docket Text Public

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

Docket Text: Modify as Appropriate.

SEALED CJA 23 Financial Affidavit by Defendant Jane Doe. (Ngtstatyzeroone, Nextgen)

Next

Clear



Do not add any additional text in the blank.

Sealed Other Documents - Docket Text Public

[1:22-cr-00002-LTS-KEM USA v. Doe](#)

Docket Text: Final Text

SEALED CJA 23 Financial Affidavit by Defendant Jane Doe. (Ngtstatyzeroone, Nextgen)

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):

C:\fakepath\Test 4.pdf pages: 1

Next

Clear

Questions regarding filing of Financial Affidavits?

Redacted NEFs

Target date 8/1/2024

What it looks like and why it is being activated:

1. Allows parties to receive NEFs in sealed cases without the Clerk's office having to email the documents manually.
2. Keeps sealed information protected.
3. Consistent with SDIA practices.

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

NOTE: This docket entry (or case) is SEALED. Do not allow it to be seen by unauthorized persons.

U.S. District Court

Northern District of Iowa

Notice of Electronic Filing

The following transaction was entered on 6/17/2024 at 4:31 PM CDT and filed on 6/17/2024

Case Name: Sealed v. Sealed

Case Number: [1:23-cr-05555-CLK *SEALED*](#) (Requires CM/ECF login)

Filer: Redacted

Document Number: [Sealed](#) (Requires CM/ECF login)

Docket Text:

Redacted due to sealed restriction. Docket text can be viewed via the unredacted NEF receipt available [here](#).
(Requires CM/ECF login)

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

Document description: Redacted

Original filename: Redacted

Electronic document Stamp:

[STAMP dcecfStamp_ID=1025896836 [Date=6/17/2024] [FileNumber=2804664-0
] [9b8baa8128c571a231cb14f3a7113de2dfb4385501aaf88069ddca0b76ca369fc2e
64f453c8f817d9b236c6cd4a86f1b88abca1559d249a729f56bfbaa345a29]]

Clicking on the Case Number hyperlink:



Case Number: [1:23-cr-05555-CLK *SEALED*](#) (Requires CM/ECF login)

- Requires you to log in to CM/ECF as the attorney of record on the case.
- Takes you to the case in CM/ECF
- If you are granted access to the case, you will be able to open the docket sheet

Clicking on the “Sealed” hyperlink takes you to the document:

Document Number: Sealed (Requires CM/ECF login)

- If there is no hyperlink by the document number, no document is attached.
 - Example: Judges were added in a sealed case
 - Example: Docket annotation made in a sealed case
- If there is a hyperlink, you will be prompted to log in to CM/ECF
- You must log in as the attorney who has access to the document/attorney of record on the case.
- If you are not granted access, you will not be able to open the document.

Clicking on the “here” hyperlink takes you to the Unredacted NEF:



Docket Text:

Redacted due to sealed restriction. Docket text can be viewed via the unredacted NEF receipt available [here](#).

(Requires CM/ECF login)

NOTE: This docket entry (or case) is SEALED. Do not allow it to be seen by unauthorized persons.

U.S. District Court

Northern District of Iowa

Notice of Electronic Filing

The following transaction was entered on 6/17/2024 at 4:31 PM CDT and filed on 6/17/2024

Case Name: USA v. SEALED

Case Number: [1:23-cr-05555-CLK *SEALED*](#)

Filer: Dft No. 1 - Test2 Test2

Document Number: [251](#)

UNREDACTED Docket Text

Docket Text:

[TEST RE REDACTED NEFS] NOTICE by Defendant Test2 Test2. (kms)



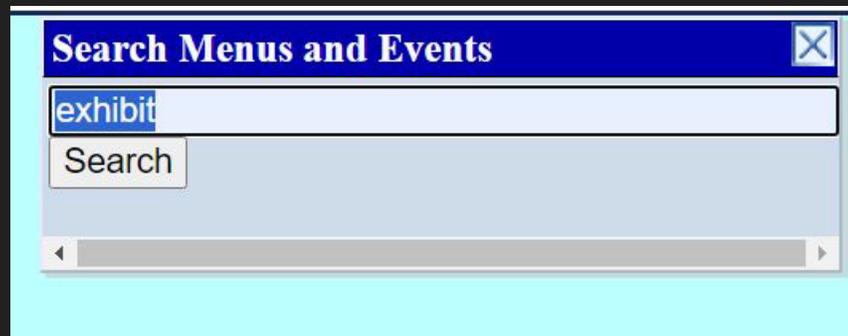
**Questions regarding redacted
NEFs?**

Helpful Tips:

- Can't find the event you need? Use the Search function on the top of the page in CM/ECF



- Type in the word of the event you are looking for:



Search results for 'exhibit'

4 events found

Civil Events → Other Filings → Notices

[Notice of Filing of Exhibit\(s\)](#)

Civil Events → Sealed Document - Docket Text Public → Sealed Other Documents - Docket Text Public

[Notice of Filing Sealed Exhibits \(SEALED\) AP-DTP](#)

Criminal Events → Other Filings → Notices

[Notice of Filing of Exhibits/Letters in Support](#)

Criminal Events → Sealed Document - Docket Text Public → Sealed Other Documents - Docket Text Public

[Notice of Filing Sealed Exhibits/Letters in Support \(SEALED\) AP-DTP](#)

Questions?

If you have any questions about anything discussed today, please feel free to contact the Clerk's office:

Cedar Rapids 319-286-2300

Sioux City 712-233-3900

