

Criminal Sealed Menu Instructions

Three new menus have been added to the Northern District of Iowa CM/ECF Criminal section for sealed events: Sealed Document – Docket Text Public; Sealed Document and Entry – No Public Access; and Sealed Document and Entry – Court Only Access.

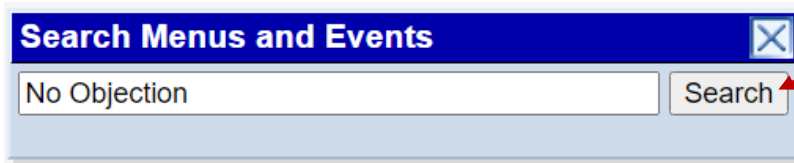
For a complete list of criminal sealed events under each menu, please refer to the List of Documents Automatically Sealed by the ECF System and the List of Documents Automatically Sealed after an Order Grants a Party’s Motion for Leave to File a Document under Seal, which can be found here: www.iand.uscourts.gov/sealed-events. Please also refer to Administrative Order No. 23-AO-0002-P, which can be found here: www.iand.uscourts.gov/local-rules-federal-rules-administrative-orders.

The new menus consist of three levels of criminal sealed events. The criminal sealed events included in specific menus will not appear in any other menu.

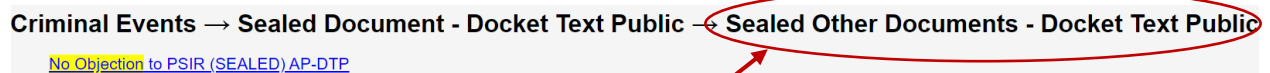
The Search tab at the top of the screen is available if you are not sure where an event is located.



Enter a word from the name of the event you are searching for and click the Search button.



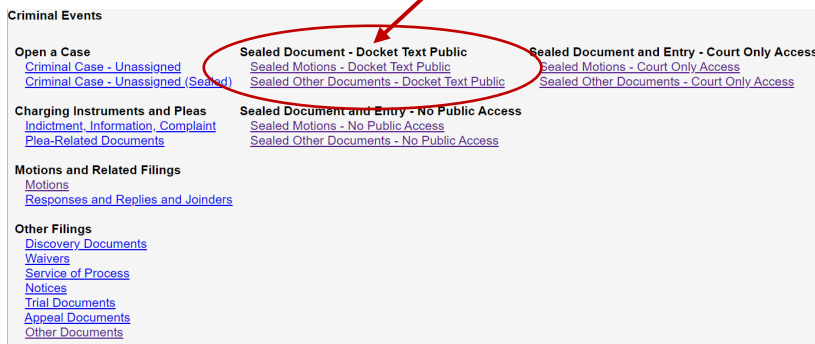
A list of events will appear that contain the word you searched for.



The list will also give you the location/menu where that event is located. Be aware of the security levels of each menu and document you are filing. A short description of the security levels is below.

If you are unsure or unable to find a specific event, contact the clerk’s office for assistance before filing.

1. Sealed Document – Docket Text Public



REMINDER - Items on the “Sealed Document – Docket Text Public” menus:

- **Text appears** on the public docket
- Document is accessible to court and case participants when applicable
- Generates a Notice of Electronic Filing (NEF) to the case participants

Event names have been modified from the previous version. Below is a description of abbreviations you may see in the “Sealed Document – Docket Text Public” menus:

AP = Applicable Party

DTP = Docket Text Public

Attorney Events for Sealed Motions – Docket Text Public

MOTIONS – System-Sealed

Motion in Limine (SEALED) AP-DTP

Motion to Discharge Counsel (SEALED) AP-DTP

Motion to Modify Restitution (SEALED) AP-DTP

MOTIONS – Permission-Sealed

Motion – Generic (SEALED) AP-DTP

Reduce Sentence CARES Act (SEALED) AP-DTP

Reduce Sentence Compassionate Release (SEALED) AP-DTP

Reduce Sentence First Step Act (SEALED) AP-DTP

Reduce Sentence Second Chance Act (SEALED) AP-DTP

Reduce Sentence USSC Amendment (SEALED) AP-DTP

Attorney Events for Sealed Other Documents – Docket Text Public

OTHER DOCUMENTS – System-Sealed

No Objection to PSIR (SEALED) AP-DTP

Objection to PSIR (SEALED) AP-DTP

Offense Conduct Statement (SEALED) AP-DTP

Transcript Redaction Request (SEALED) AP-DTP

Trial/Brief Memorandum (SEALED) AP-DTP

Violation Worksheet (SEALED) AP-DTP

Attorney Events for Sealed Other Documents – Docket Text Public

OTHER DOCUMENTS – Permission-Sealed

Document – Generic (SEALED) AP-DTP

Notice Regarding Revocation Issue (SEALED) AP-DTP

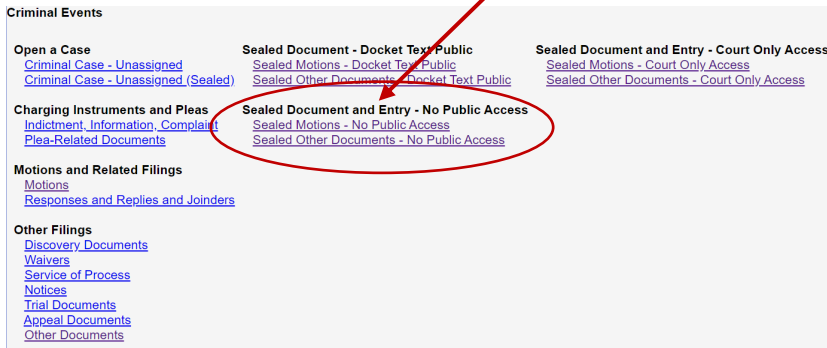
Notice of Filing Sealed Exhibits (SEALED) AP-DTP

Response to Motion (SEALED) AP-DTP

Sentencing Memorandum (SEALED) AP-DTP

Status Report (SEALED) AP-DTP

2. Sealed Document and Entry – No Public Access



Criminal Events		
Open a Case	Sealed Document - Docket Text Public	Sealed Document and Entry - Court Only Access
Criminal Case - Unassigned	Sealed Motions - Docket Text Public	Sealed Motions - Court Only Access
Criminal Case - Unassigned (Sealed)	Sealed Other Documents - Docket Text Public	Sealed Other Documents - Court Only Access
Charging Instruments and Pleas	Sealed Document and Entry - No Public Access	
Indictment, Information, Complaint	Sealed Motions - No Public Access	
Plea-Related Documents	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		

REMINDER - Items on the “Sealed Document and Entry – No Public Access” menus:

- **Text does not appear** on the public docket
- Documents are only accessible to court and case participants when applicable
- Generates a Notice of Electronic Filing (NEF) to case participants

Event names have been modified from the previous version. Below is a description of abbreviations you may see in the “Sealed Document and Entry – No Public Access” menus:

AP = Applicable Party

NPA = No Public Access

Attorney Events for Sealed Document and Entry – No Public Access

MOTIONS – System-Sealed

Motion to Determine Competency (SEALED) AP-NPA

Motion to Extend Time for Psychiatric Report (SEALED) AP-NPA

Rule 35(b) Motion (SEALED) AP-NPA

Rule 35(b) Motion to Continue Hearing (SEALED) AP-NPA

MOTIONS – Permission-Sealed

Motion - Generic (SEALED) AP-NPA

Motion to Continue Hearing (SEALED) AP-NPA

Attorney Events for Sealed Document and Entry – No Public Access

OTHER DOCUMENTS – System-Sealed

Notice Regarding Psychiatric Evaluation (SEALED) AP-NPA

Notice Regarding Psychiatric Restoration (SEALED) AP-NPA

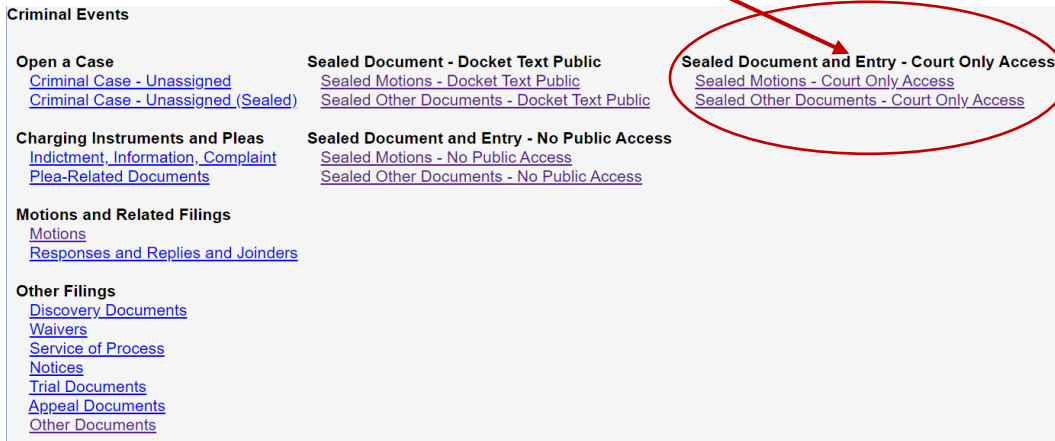
Rule 35(b) Memorandum (SEALED) AP-NPA

OTHER DOCUMENTS – Permission-Sealed

Document – Generic (SEALED) AP-NPA

Response to Motion (SEALED) AP-NPA

3. Sealed Document and Entry – Court Only Access



Criminal Events		
Open a Case	Sealed Document - Docket Text Public	Sealed Document and Entry - Court Only Access
Criminal Case - Unassigned	Sealed Motions - Docket Text Public	Sealed Motions - Court Only Access
Criminal Case - Unassigned (Sealed)	Sealed Other Documents - Docket Text Public	Sealed Other Documents - Court Only Access
Charging Instruments and Pleas	Sealed Document and Entry - No Public Access	
Indictment, Information, Complaint	Sealed Motions - No Public Access	
Plea-Related Documents	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		

REMINDER - Items on the “Sealed Document and Entry – Court Only Access” menus:

- Text only appears to the court
- Documents are only accessible by the court
- No Notice Electronic Filing (NEF) is sent

Event names have been modified from the previous version. Below is a description of abbreviations you may see in the “Sealed Document and Entry – Court Only Access” menus:

AP = Applicable Party

COA= Docket Text Public

Attorney Events for Private Document and Docket Entry - Court Only Access

[MOTIONS – System-Sealed](#)

Ex Parte Motion - Generic (SEALED) COA

Ex Parte Motion to Issue Subpoena (SEALED) COA

Motion for Search Warrant – Delayed Notice (SEALED) COA

Motion for Warrant (SEALED) COA

Attorney Events for Private Document and Docket Entry - Court Only Access

[OTHER DOCUMENTS – System-Sealed](#)

Search Warrant Returned Unexecuted (SEALED) COA

Application for Writ of Garnishment (SEALED) COA

[OTHER DOCUMENTS – Permission-Sealed](#)

Document – Generic (SEALED) COA