

Procedures for filing Response to Objections to PSR in CM/ECF Eastern District of Louisiana

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|--|---|
|  | <p>Please make sure you have logged in with your CM/ECF e-file account.</p> <p>Additionally, the objections document should be prepared and saved in PDF format on your computer.</p> |
|  | <p>Click on Criminal on the menu bar.</p> <p>Click on Probation Reports</p> |
|  | <p>Select Response to Objection to Presentence Investigation Report.</p> <p>Click Next.</p> |

ECF Civil Criminal Query Reports

Other Documents

Criminal Case Number

16cr3 x Find This Case

Next Clear

Enter the **case number** where you will be filing the objections and click **Find This Case**.

In this example, we are using case number **16cr3**.

ECF Civil Criminal Query Reports

Other Documents

Criminal Case Number

2:16-cr-3-1 Hide Case List

Select a case:

2:16-cr-00003-ILRL-JVM USA v. Barrow et al

2:16-cr-00003-ILRL-JVM-1 Clyde Barrow

2:16-cr-00003-ILRL-JVM-2 Bonnie Parker

Next Clear

Click on the **Check Box** that matches the defendant for which you are filing.

Click **Next**.

ECF Civil Criminal Query Reports Utilities Search

Other Documents

[2:16-cr-00003-ILRL-JVM USA v. Barrow et al](#)

LEAP, MULTI

If you are docketing in a multi defendants case and not filing for all defendants, go back to pick the applicable defendant's name(s) from list. You may need to click on the + sign to see the defendants list.

Next Clear

This example is a multi defendant case.

This screen reminds you that if you are not filing for all defendants, go back to pick the applicable defendant's name.

Click **Next** if you are satisfied that you have selected the proper defendant.

ECF Civil Criminal Query Reports Utilities

Probation Events

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LEAP, MULTI

Is this document responding to Objection to a Presentence Investigation Report Y/N?

Next Clear

This screen verifies that you are filing a Response to Objection to the Presentence Investigation Report.

Set field to **Y** in dropdown box.

Click **Next**.

ECF Civil Criminal Query Reports Utili

Other Documents
[2:16-cr-00003-ILRL-JVM USA v. Barrow et al](#)

LEAP, MULTI

WARNING! You have selected defendant(s) Clyde Barrow.

For different defendant(s), click on **Criminal** on the blue bar to start over.

If you are not filing for the above defendant(s), you need to start over and pick the applicable defendant(s) from list. **If all defendants are not listed, click on the + sign to the right of the case title to see the list.**

Next Clear

In this example, we chose defendant Clyde Barrow. If you have selected the wrong defendant, click on **Criminal** on the blue bar to start over.

If the correct defendant is displayed, click **Next**.

ECF Civil Criminal Query Reports Utilities Search

Other Documents
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LEAP, MULTI

Select the pdf document and any attachments.

Main Document
 \Documents\Alpha\Objection to PSR.pdf Browse...

For attachments, describe the document using the Category list, the Description box, or both.

| Attachments | Category | Description |
|--------------|----------|-------------|
| 1. Browse... | | |

Next Clear

Click on **Browse** and locate the previously prepared objections PDF document.

The file name should be located in the Main Document Display.

If this is the correct document click **Next** or click on the **Browse** button to start over.

ECF Civil Criminal Query Reports

Other Documents
[2:16-cr-00003-ILRL-JVM USA v. Barrow et al](#)

LEAP, MULTI

[Guidelines for Adding Parties](#)

Select the filer.

Select the Party:

- USA [pla]
- Barrow, Clyde [dft]
- Parker, Bonnie [dft]

Next Clear

In this example, we are logged in as the attorney representing the USA.

Select the Party in the box shown.

Click **Next**.

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LEAP,MULTI

Check the box below to link to a specific OBJECTION.

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

Filed to

Documents to

Entering information on this screen is **not** required.
 If you would like the docket text to display the document number of the Objections, check the box.

Click **Next**.

ECF Civil Criminal Query

Other Documents
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LEAP,MULTI

Select the judge to give access to this document:

District Judge
 Magistrate Judge

Select the District Judge radio button.

Click **Next**.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents
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LEAP,MULTI

By filing electronically, I certify that service was accomplished through the Notice of Electronic Filing for parties and counsel who are Filing Users and that service was accomplished on any party or counsel who is not a Filing User in accordance with the **Federal Rules** and the **Local Rules** of this Court.

Click **Next**.

ECF Civil Criminal Query Reports Utilities Search Logout

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LEAP,MULTI

Docket Text: Modify as Appropriate.
 RESPONSE by USA as to Clyde Barrow . NOTE: This document will only be accessible to the District Judge. After Quality Control by Probation, the document will be accessible to the government attorney and the attorney for the applicable defendant. Other defendants in the case and the general public will NOT be able to view this document. (Attorney1, Joe)

This screen allows you to customize the Docket Text.

Enter any modification or leave the box empty.

Click **Next**.

CECF Civil Criminal Query Reports Utilities Search Logout

Probation Events
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LEAP, MULTI

Docket Text: Final Text
RESPONSE by USA as to Clyde Barrow . NOTE: This document will only be accessible to the District Judge. After Quality Control by Probation, the document will be accessible to the government attorney and the attorney for the applicable defendant. Other defendants in the case and the general public will NOT be able to view this document. (Attorney1, Joe)

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):
 C:\Users\Fourniers\Documents\Alpha\O\Procedures for filing Objections to PSR in CMECF.pdf pages: 5

Next Clear

This screen displays the docket text that will be created, and will be your last chance to cancel the filing.

If you are ready to proceed, click **Next**.

CECF Civil Criminal Query Reports Utilities Search Logout

Probation Events
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LEAP, MULTI

U.S. District Court
 Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered by Attorney1, Joe on 9/20/2017 at 5:32 PM CDT and filed on 9/20/2017

Case Name: USA v. Barrow et al
 Case Number: [2:16-cr-00003-ILRL-JVM](#)
 Filer: USA
 Document Number: 62

Docket Text:
RESPONSE by USA as to Clyde Barrow . NOTE: This document will only be accessible to the District Judge. After Quality Control by Probation, the document will be accessible to the government attorney and the attorney for the applicable defendant in the case and the general public will NOT be able to view this document. (Attorney1, Joe)

2:16-cr-00003-ILRL-JVM-1 Notice has been electronically mailed to:

Congratulations, you have completed the filing of the Response to Objections to the Presentence Report Document.