

Effective immediately Civil & Criminal Ex Parte Motions may be filed electronically with the court via CM/ECF.

Here's an example of filing an Ex Parte Motion for Bond in a Civil Case

1. **Click on Motions**

Note: There are two NEW events listed at the top of the pick list entitled:

1 - Exparte Docket Entry & Document - use with another selection

1 - Exparte Document - use with another selection

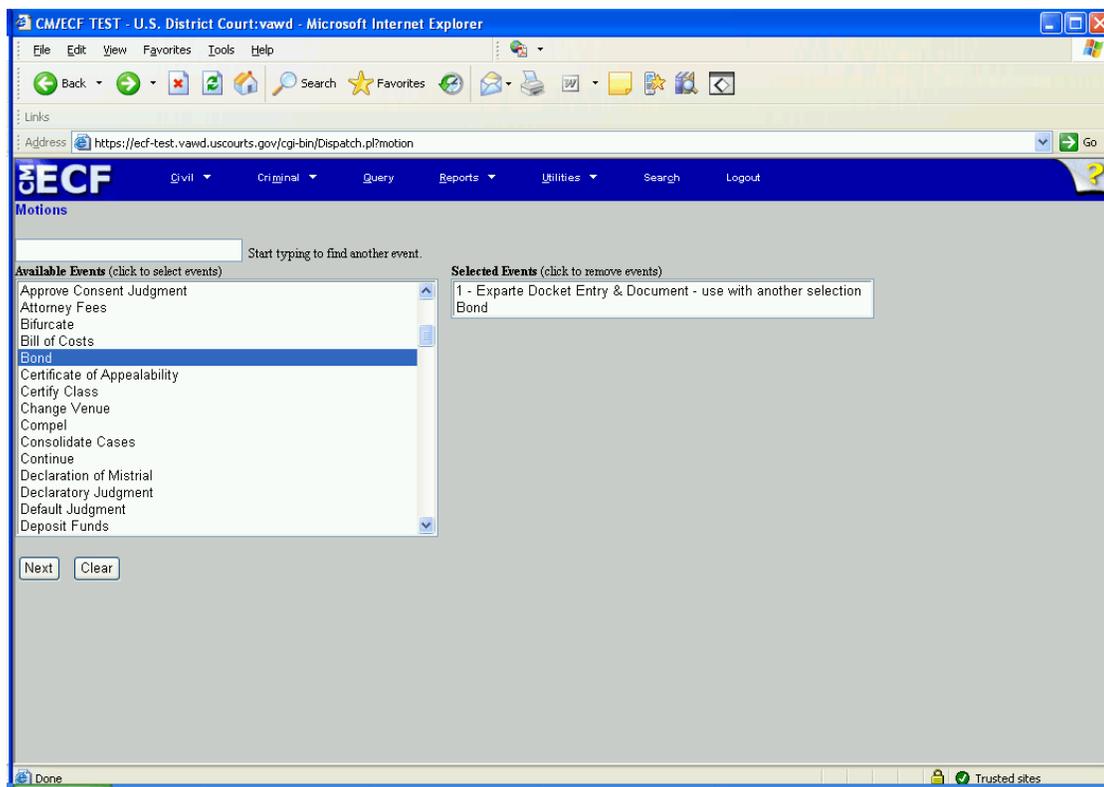
(One of the above events must be selected in order to apply the special ex parte restriction to the document and/or docket entry you are filing)

2. For purposes of this example let's say you want the *docket entry* and *document* of the Bond you are filing to be restricted to specific parties in the case:

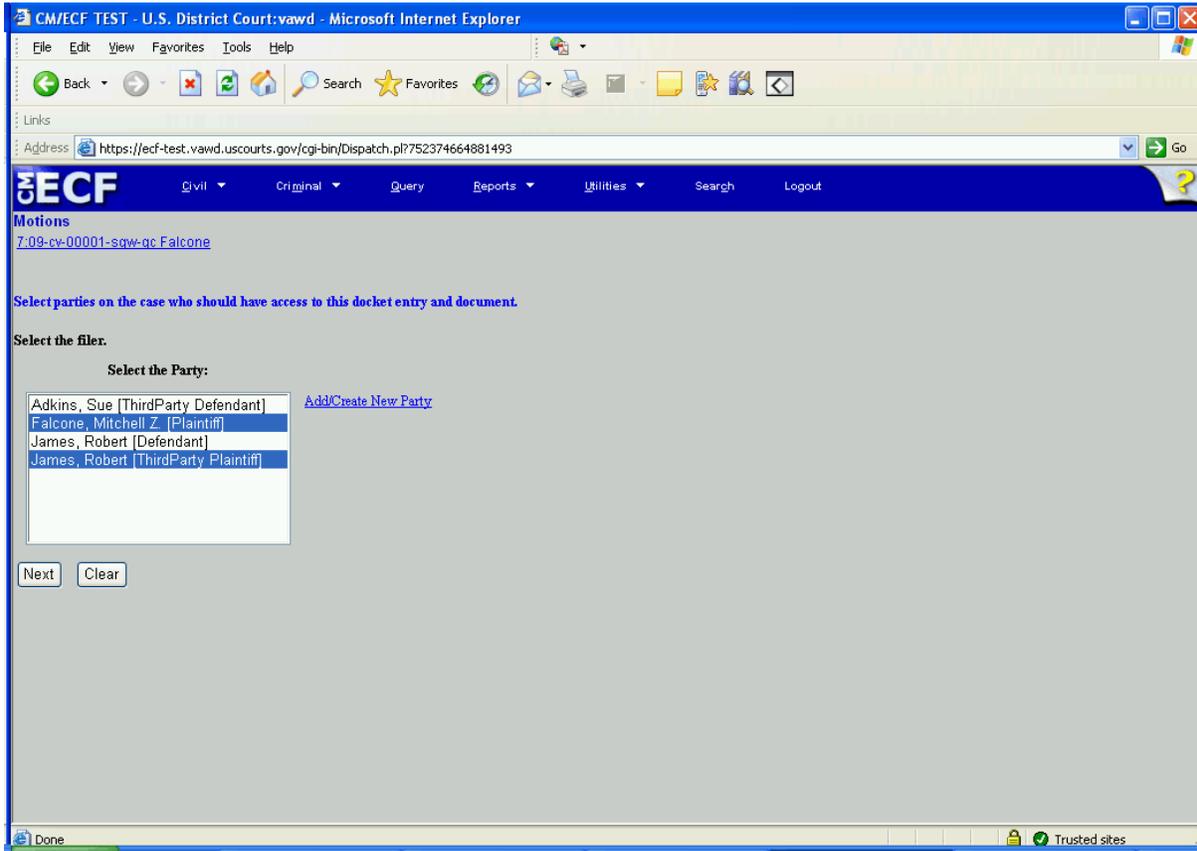
Click on 1 - Exparte Docket Entry & Document - use with another selection

3. In addition to the above, **Click on "Bond"** in the Available Events list. Your selection screen will look like the following: (Note: both events will be listed in the Selected Events box.)

ATTENTION! If you only choose the BOND event it will not be filed Ex parte.

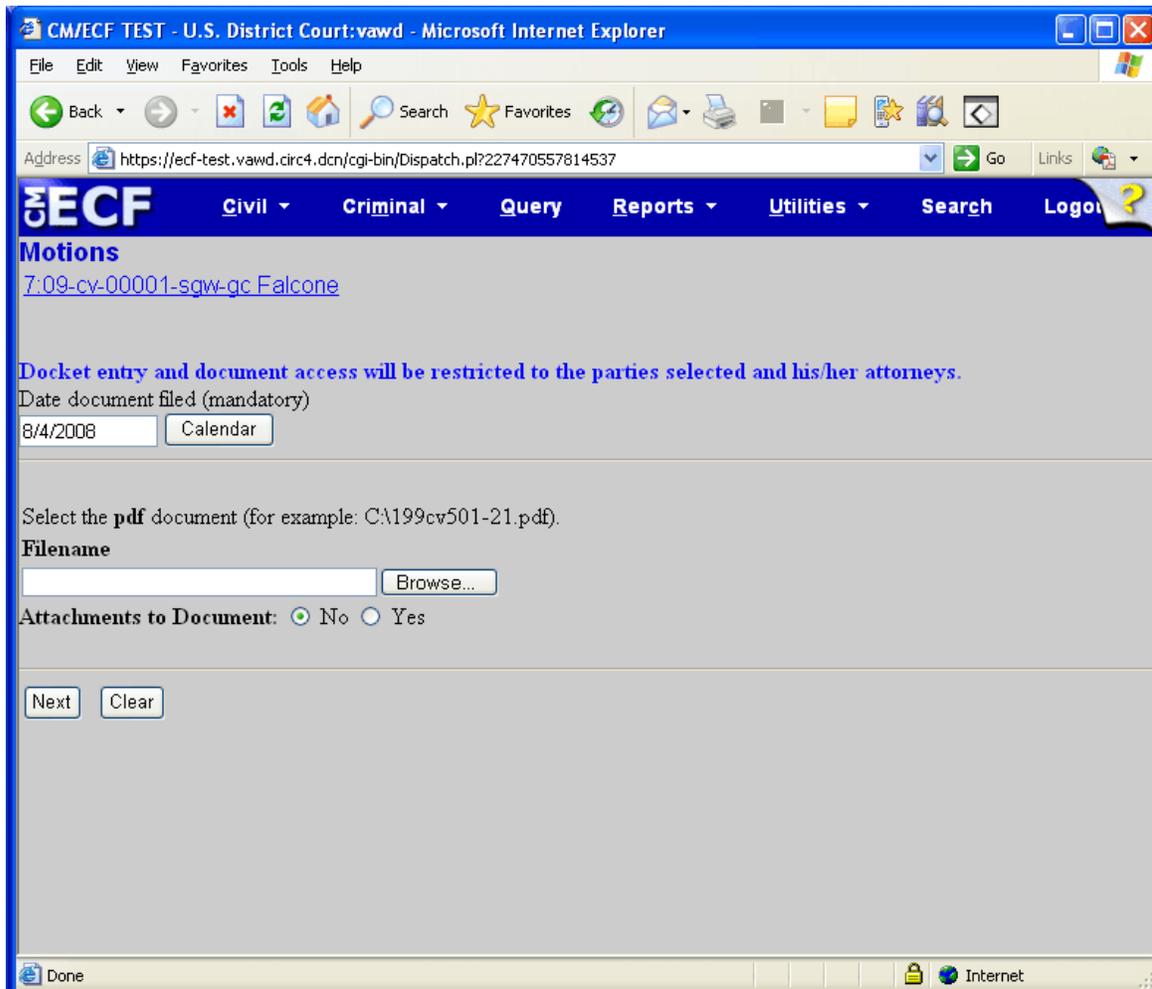


4. **Click NEXT**
5. You will be prompted to “Select parties on the case who should have access to this docket entry and document”. **If you have multiple parties hold down the CTRL key when clicking on each party who you wish to provide access to this filing.**



6. **Click NEXT**

The Next screen will confirm that the docket entry and the document will be restricted to those parties selected on the previous screen: (See below)



7. Attach the PDF of your bond document and click NEXT.
8. Continue to the end as usual and Submit.

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NOTE: We did not use this in the example above, but if you wish to file an exparte motion with the docket text viewable to all parties and the public, but the document viewable to the selected parties only, you would follow the same steps as above, but instead choose the event **1 - Exparte Document - use with another selection** with the pleading you are filing.