

JUVENILE CASE E-FILING GUIDELINES

- All juvenile cases are sealed. All documents e-filed are sealed. Motions to seal are not required.
- Attorneys are permitted to e-file and view documents in juvenile cases filed after June 1, 2011.
- E-filing by attorneys is required in juvenile cases filed after June 1, 2011.
- E-filing by attorneys is not permitted in juvenile cases filed prior to June 1, 2011.
- The Clerk's Office will grant access to assigned and active counsel to view and file in juvenile cases. Access will be granted either at case opening (for assigned counsel), or based on a notice of appearance/substitution, or by order of the Court.
- Any notice of appearance/substitution of counsel should be filed in paper. Subsequent filings in the cases should be done electronically.

E-filing CJA Vouchers in Juvenile Cases: For instructions please go to E-Filing → Training & User Manual → Specific ECF Training Modules → E-Filing CJA Vouchers.

E-filing: Generally, the same categories and events used in public criminal cases are appropriate for juvenile cases. The exception is ex parte documents. Below identifies three categories which must be used for e-filing ex parte documents in juvenile cases. For each category there is a description of the events available to select, the viewing restriction applied, and other information applicable to the category.

NEF: There is no NEF issued to counsel in any juvenile case.

Juvenile Ex Parte Documents

Category: Ex Parte Motion for Investigative/Expert Services (Juv Case CJA Atty)

- There is one event selection: Investigative/Expert/Other Services (Juvenile Cases)
- The entry and pdf document is available for viewing only by court users. No counsel in the case will have viewing access.
- The event is intended for use by counsel appointed under the Criminal Justice Act.

Category: Ex Parte Motions

- There are 111 event selections. The event selection list is the same as found in the Motions category.

- The entry and pdf document is available for viewing by active counsel for the party selected at the select filer prompt. No other counsel in the case will have viewing access.
- ECF auto-generates (Ex Parte) at the beginning of docket text. It appears in docket text via docket query after the entry has been committed.

Category: Ex Parte Other Documents

- There are two event selections: Ex Parte Document
Rule 17(b) Affidavit and Application - Juvenile Cases
- The entry and pdf document is available for viewing by active counsel for the party selected at the select filer prompt. No other counsel in the case will have viewing access.
- ECF auto-generates (Ex Parte) at the beginning of docket text. It appears in docket text via docket query after the entry has been committed.