

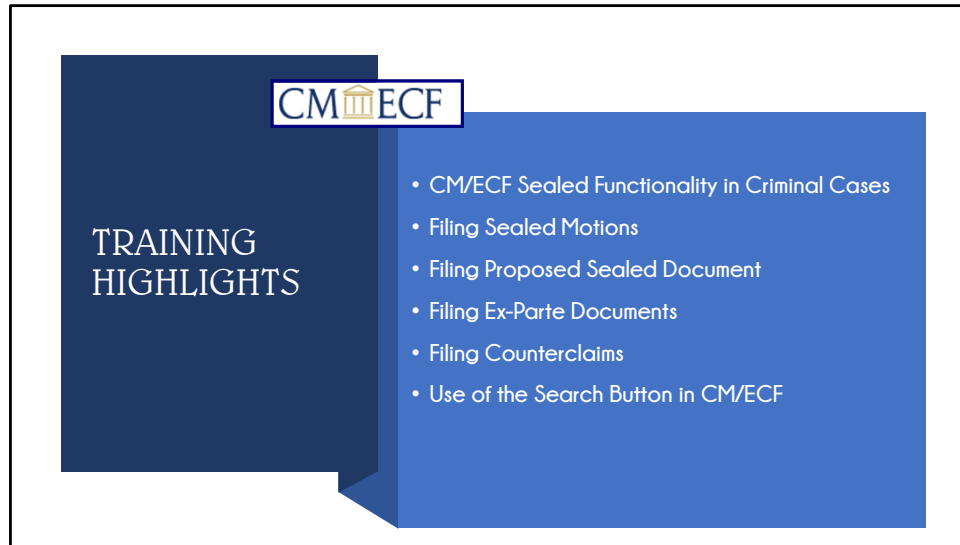


Glenda L. Lake, Esq.
Clerk of Court

DISTRICT COURT OF THE VIRGIN ISLANDS

CM/ECF Attorney Training
Enhanced Functionality
Case Management/Electronic Case Files
System

Welcome to the CM/ECF Enhanced Functionality Session of the Training.



This training session will focus on the Sealed Functionality in Criminal Cases, Filing Sealed Motions and Proposed Sealed Documents, Filing Ex-Parte Motions, Filing Counter-Claims and use of the Search Button. At the conclusion of this training, attendees will garner a better understanding of the sealed functionality in the CM/ECF system. I'll explain how seal access is given to filers and how items are displayed. Using a step-by-step approach, attendees will learn how to file a motion to request permission to file sealed motions or documents, how to file sealed pleadings and how to file an answer that involves another claim, such as counterclaims, cross-claims or third-party complaints.


The graphic features a dark blue rectangular area on the left containing the text "CM/ECF SEALED FUNCTIONALITY" in white, serif, all-caps font. To the right of this area is a light blue rectangular area containing a bulleted list of three items. At the top center of the light blue area is a logo consisting of the letters "CM" in a white box, a small icon of a classical building with columns, and the letters "ECF" in a white box.

CM/ECF SEALED FUNCTIONALITY


- In CM/ECF courts can seal cases, a criminal defendant, a docket entry and/or a document.
- Cases can also be sealed during case opening by court users.
- Docket entries and documents can be sealed via docketing by court personnel.

In CM/ECF, Courts can seal an entire case, a specific criminal defendant, single or multiple docket entries or documents.


A case can also be sealed at the time of opening by the court. For example, when a criminal case is opened where all the defendants are sealed, the entire case remains sealed until the Court orders the matter unsealed.



CM/ECF SEALED
FUNCTIONALITY



Permission to file a seal
document is not automatic!



Attorneys are allowed to file sealed entries only after leave has been granted.



Motions are not required for filing Proposed Sealed Documents and Ex-Parte Filings.

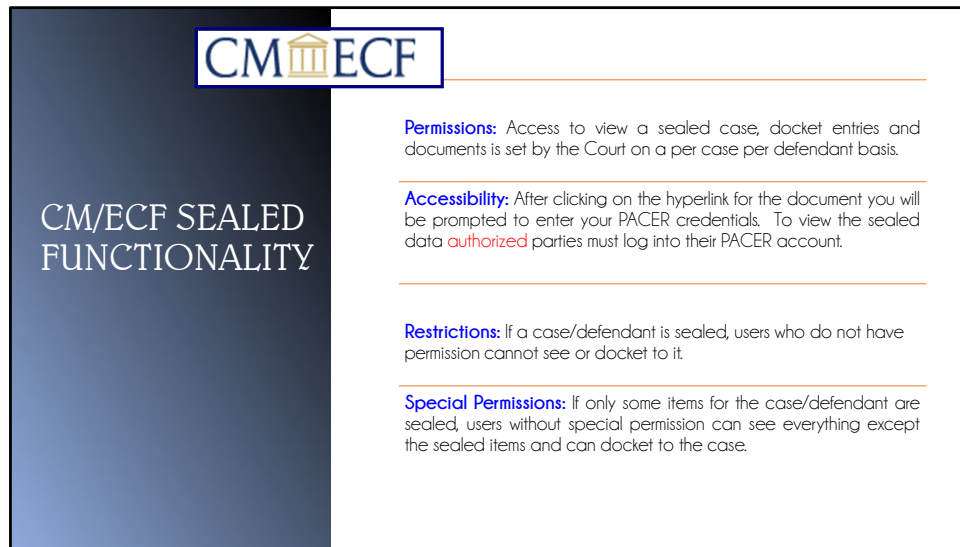
CM/ECF

Service of any sealed document filed with the CM/ECF must be accomplished by an alternate method on all parties in accordance with Local Rules 5.4(i)(2).

CM/ECF SEALED
FUNCTIONALITY

Don't
Forget!

When filing sealed motions or documents in a criminal, remember that service of the sealed document must be accomplished by an alternate method consistent with Local Rules.

A graphic with a dark blue gradient background on the left and a white background on the right. The left side contains the text "CM/ECF SEALED FUNCTIONALITY" in white. The right side features the "CM ECF" logo at the top, followed by four sections of text separated by horizontal lines: "Permissions", "Accessibility", "Restrictions", and "Special Permissions".

CM ECF

Permissions: Access to view a sealed case, docket entries and documents is set by the Court on a per case per defendant basis.

Accessibility: After clicking on the hyperlink for the document you will be prompted to enter your PACER credentials. To view the sealed data **authorized** parties must log into their PACER account.

Restrictions: If a case/defendant is sealed, users who do not have permission cannot see or docket to it.

Special Permissions: If only some items for the case/defendant are sealed, users without special permission can see everything except the sealed items and can docket to the case.

Only filing users authorized by the court can view sealed items. Access is granted on a per case per defendant basis. To view the sealed docket entries, the user must be logged into the CM/ECF.

If a case or defendant is sealed, users who do not have permission cannot view or docket to the case. If only some items for the case or defendant is sealed, users without special permission can see everything, **except the sealed items**, and can also docket to the case.



CM/ECF SEALED FUNCTIONALITY:

How Sealed Data is Presented

If a user **IS AUTHORIZED** to view sealed data:

- “SEALED” is incorporated into the case number that is displayed for a sealed case/defendant.
- Sealed docket entries and schedules are labeled “SEALED”.

3:18-cr-00001-RLF-GWB *SEALED* All Defendants USA v. Test Defendant

Date filed: 03/20/2018

Date of last filing: 03/20/2018

- If the user clicks a link for a sealed document, a warning is displayed.

If a user is authorized to see sealed docket entries, that entry is prominently marked on the screen displayed for docket reports as shown in yellow. Note that the word “SEALED” is incorporated into the case number for a sealed case or defendant. Sealed docket entries and schedules are also labeled “SEALED”.



CM/ECF SEALED FUNCTIONALITY:

How Sealed Data is Presented

If a user **IS AUTHORIZED** to view sealed data:

- If the user clicks a link for a sealed document, a warning is displayed.

Warning!

The document you are about to view is SEALED; do not allow it to be seen by unauthorized persons.

If the user clicks a link for a sealed document, a RED warning message is displayed.



CM/ECF SEALED FUNCTIONALITY:

How Sealed Data is Presented

If a user **IS UNAUTHORIZED** to view sealed entries

- If the user query a case number of a sealed case, the following message is displayed: "This case is sealed."
- If the user clicks on a link for a sealed document the user gets this message: "This document is not available."
- If the user searches for a party by name, the query programs returns matches only for cases the user is authorized to see.

If a filing user conducts a query in CMECF or requests to view the docket report in a particular case and the filing user is not authorized to view sealed cases, the sealed results will not viewable.

Query [Mobile Query](#)

Search Clues

Case Number: 18-cr-01 This case is SEALED
or search by

Case Status: Open Closed All

Filed Date: to

Last Entry Date: to

Nature of Suit: 0 (zero), 110 (Insurance), 120 (Contract: Marine)

Cause of Action: 0 (No cause code entered), 02:0431 (02:431 Fed. Election Commission: Failure Enforce C), 02:0437 (02:437 Federal Election Commission)

Last/Business Name: Exact matches only

First Name: Middle Name:

Type: Prisoner ID:

Run Query

As a result, the filer’s request made in the CMECF, the filer will receive a system generated message. “This case is SEALED” will be displayed and the filer will be unable to continue the search. If you have any questions regarding the access to sealed information, please contact the Clerk’s office.



FILING A MOTION FOR LEAVE TO FILE A MOTION OR DOCUMENT UNDER SEAL.

FILING A MOTION FOR LEAVE TO FILE A MOTION OR
DOCUMENT UNDER SEAL



- Select the **Motion** event: **Seal** or **Seal Document (Motion for Leave to File Document Under Seal)**
- These motions events are not sealed from public.
- Attach the PDF Motion and your Proposed Order. **Do not attach the PDF of the pleading or document you are requesting to be sealed.**
- The proposed seal document can be submitted separately by selecting the event “Seal Document-Proposed”.

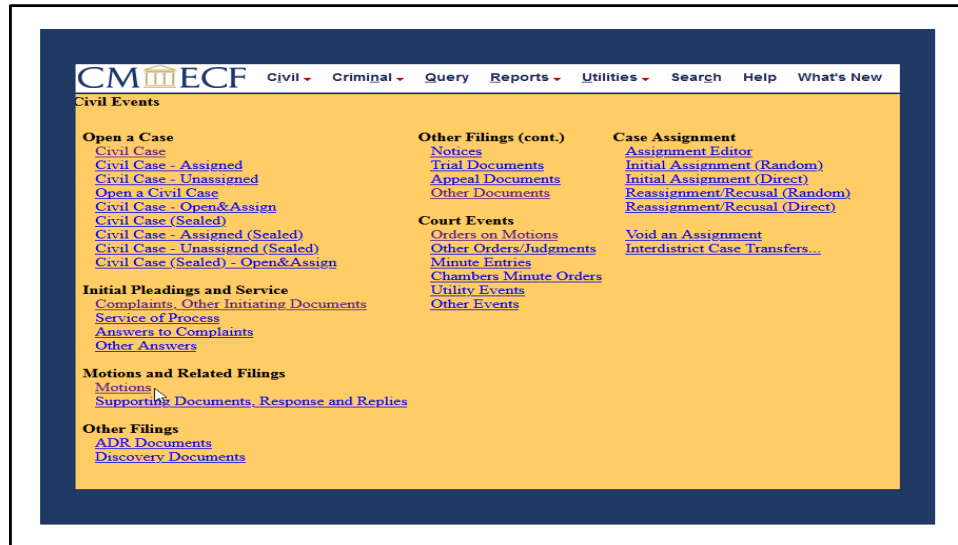
If a filer is seeking permission from the court to file a seal motion, the filer must Select the Motion event **Seal**. If the filer is asking for leave to file a document under seal, the Motion event **Seal Document** should be used. The motion events are not sealed from the public. The pdf motion should be attached (as the main document) and the proposed order (as the attachment). **Do not attach the pleading or document you are requesting to be sealed.**

FILING A MOTION FOR LEAVE TO FILE A MOTION OR
DOCUMENT UNDER SEAL

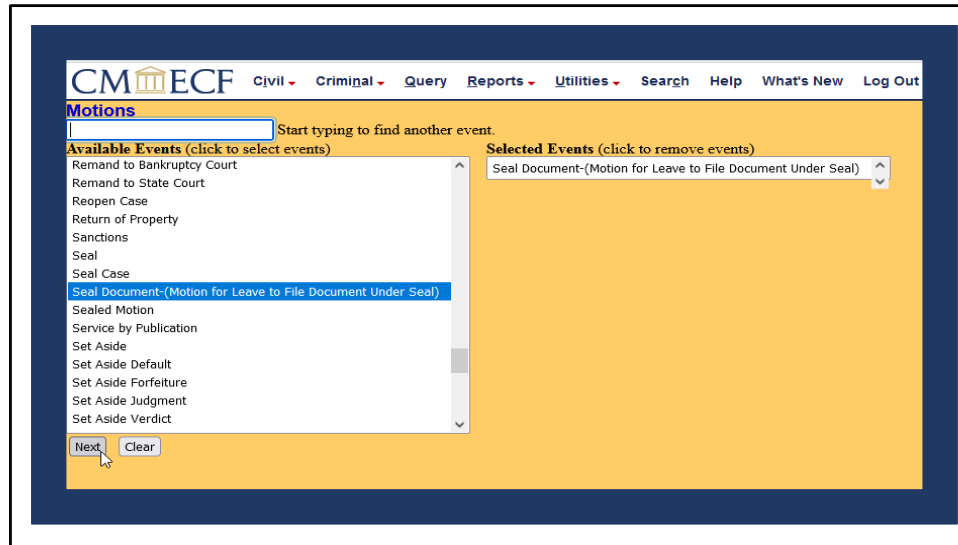


You do not need prior approval from the Court to file a Proposed Sealed Document. Contact the Clerk's office to obtain sealed access to file this document.

Proposed Sealed Document may be filed separately under the **Sealed Document-Proposed Event**.



To file a motion, go to the Civil Event Menu Screen, and under the Motions and Related Filings, click on Motions.



The screen displays the available events list for the selection. Select “Seal Document-(Motion for Leave to File Document Under Seal) event and click NEXT.

The image shows a screenshot of a web application interface for CM/ECF. At the top, there is a navigation bar with the logo 'CM/ECF' and three menu items: 'Civil', 'Criminal', and 'Query'. Below the navigation bar, the word 'Motions' is displayed in a large blue font. The main content area has a yellow background. A grey box contains the text 'Civil Case Number' above a text input field. The input field contains the text '1:21-cv-4'. Below the input field, there are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

Verify case number to ensure filing occurs in the correct case and click NEXT.



Select the attorney representing the filer from the pick list, then click NEXT.



Select the filer from the pick list and click NEXT.

CM/ECF CIVIL Criminal Query Reports Utilities Search Help What's New

Motions
1:21-cv-00004 Justice v. Victorious

Date document filed (mandatory)
8/3/2021 Calendar

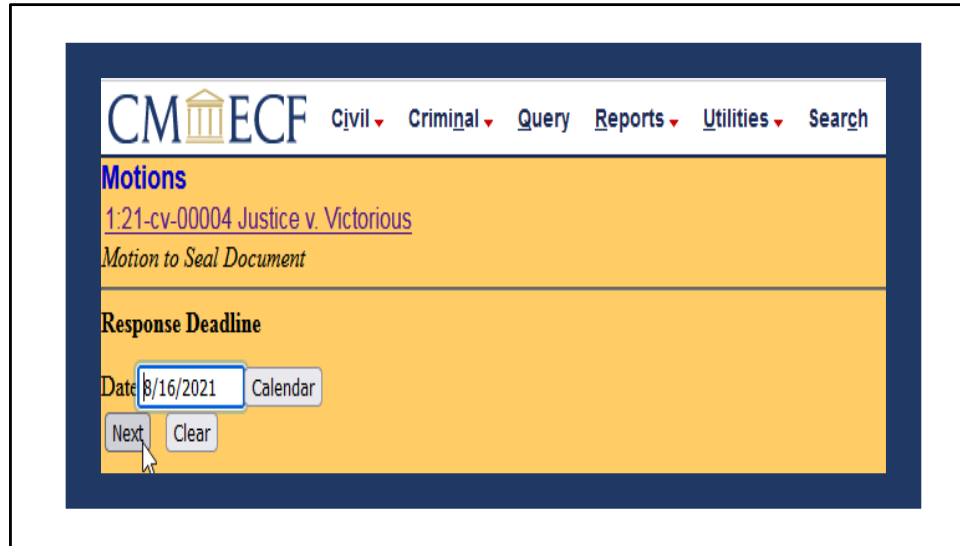
Select the PDF document and any attachments.

Main Document
Browse... MOTION FOR LEAVE TO FILE UNDER SEAL [2].pdf

Attachments	Category	Description
1. Browse... PROPOSED ORDER TO [1].pdf	Text of Proposed Order	Remove
2. Browse... No file selected.		

Next Clear

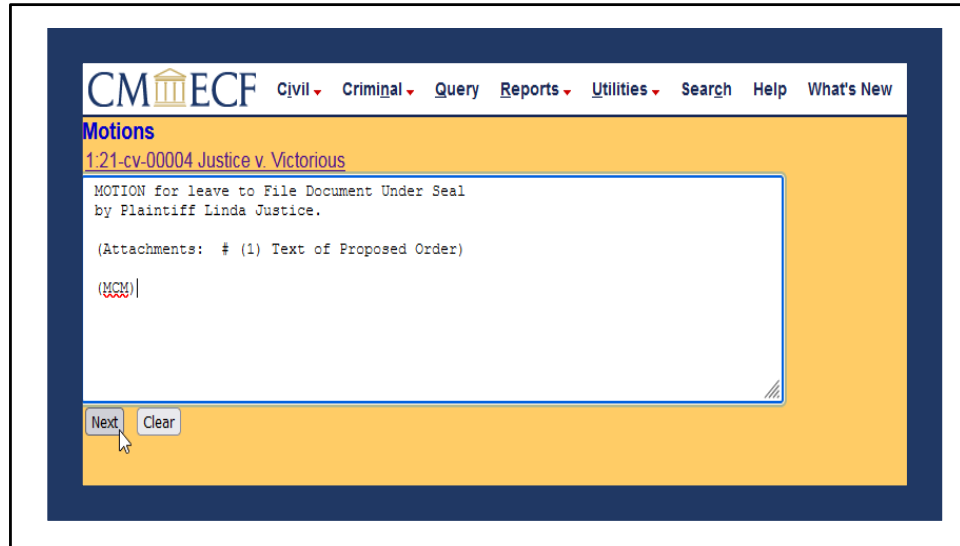
The screen prompts you to upload the Motion as the main document, and the Text of Proposed Order as an attachment under “Category”. Any additional documents may be uploaded as attachments. This can be done, by clicking on the browse button under attachments and upload the PDF documents. All documents must be in PDF format.



This screen displays the response deadline that defendant must file answer to complaint.



This screen depicts warning to attorneys advising not to attach the document to be sealed. This is not a sealed event and is viewable by the public.



This screen displays the docket text box. A filer can edit the text. If there are no edits, click NEXT.

Docket Text: Final Text

MOTION for leave to File Document Under Seal by Plaintiff Linda Justice. (Attachments: # (1) Text of Proposed Order) (MCM)

Source Document Path (for confirmation only):

C:\fakepath\MOTION FOR LEAVE TO FILE UNDER SEAL [2].pdf pages: 1

C:\fakepath\PROPOSED ORDER TO [1].pdf pages: 1

Next Clear

This screen shot depicts how the docket entry will appear on docket. If an error is noted, hit the back arrow to edit text box.

Motions
1:21-cv-00004 Justice v. Victorious

Select/review recipients who are to be notified with NEF

[Attorneys \(+/-\)](#)
 There are none in this category

[Pro Se Parties \(+/-\)](#)
 There are none in this category

[Judges \(+/-\)](#)
 There are none in this category

[Miscellaneous \(+/-\)](#)
 There are none in this category

[Parties Not Associated with Case \(+/-\)](#)
 There are none in this category

[Ad Hoc \(+/-\)](#)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

This screen depicts recipients who will be notified with the Notice of Electronic Filing. This is also your last opportunity to correct information. Clicking the NEXT button will commit the transaction.

[Motions](#)
[1:21-cv-00004 Justice v. Victorious](#)

District Court of the Virgin Islands
District of the Virgin Islands

Notice of Electronic Filing

The following transaction was entered on 8/3/2021 at 9:15 AM AST and filed on 8/3/2021
Case Name: Justice v. Victorious
Case Number: 1:21-cv-00004
Filer: Linda Justice
Document Number: 10

Docket Text:
MOTION for leave to File Document Under Seal by Plaintiff Linda Justice. (Attachments: # (1) Text of Proposed Order) (MCM)

1:21-cv-00004 Notice has been electronically mailed to:
1:21-cv-00004 Notice will be delivered by other means to:

Bill Short
Bill Bent
Tom Tall

The following document(s) are associated with this transaction:
Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP doccPStamp_ID=1181334639 [Date=8/3/2021] [FileNumber=842812-0]
[62c981c44fc14d7d9205433e4b10e88ca16e10ad99a61d89e447970d7528336bd8
ba81bc5f9ce6fb51a2bcad5988ee66d47cc50d41d76ee696356f772d33a]]

Document description:Text of Proposed Order
Original filename:n/a
Electronic document Stamp:
[STAMP doccPStamp_ID=1181334639 [Date=8/3/2021] [FileNumber=842812-1]
[b001c5ac11747e3bec4cf63362a98487d36a97d7812290d74e7118e56cc36847e
cd525196824c5c7e3cc1a1444ee3e9592c6100ce3353b33f65f2e901e9a]]

You have successfully filed your motion. Click the hyperlink in the upper left-hand corner to run docket sheet report.

Docket Sheet

Case Number
1:21-cv-00004 Justice v. Victorious

Filed to
 Entered

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Restricted entries
- Sealed entries
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal
- Create Appendix

Abridged docket report:

- Create abridged docket report

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by

Run Report Make these options my default. Schedule this to run

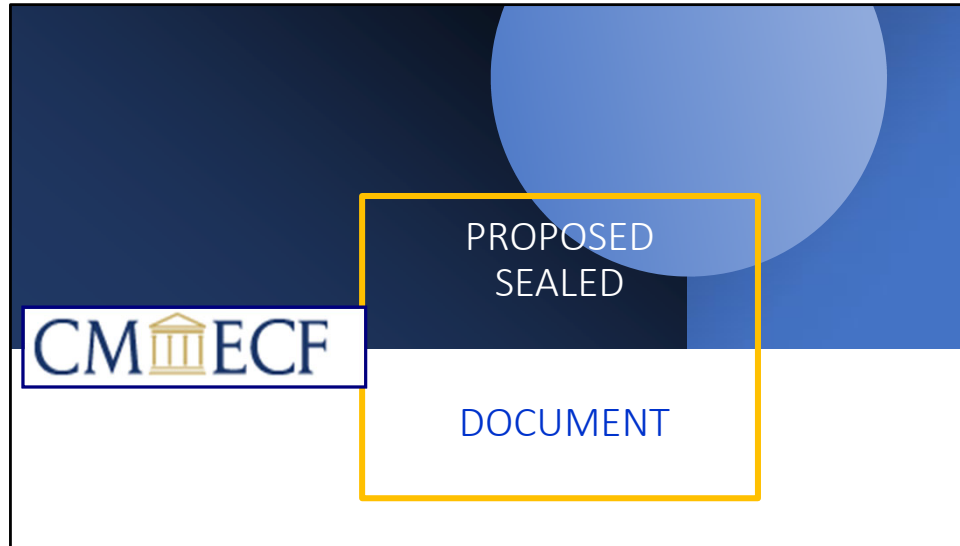
Click to run report to view docket sheet.

DISTRICT OF THE VIRGIN ISLANDS (St. JOHN DIVISION) CIVIL DOCKET FOR CASE #: 1:21-cv-00004	
Justice v. Victorious Assigned to: Demand: \$75,000,000 Cause: 28:1330 Breach of Contract	Date Filed: 08/01/2021 Jury Demand: Both Nature of Suit: 190 Contract: Other Jurisdiction: Diversity
<u>Plaintiff</u> Linda Justice	represented by Tom Tall <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
V. <u>Defendant</u> Carmen Victorious	represented by Jill Bent <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
<u>ThirdParty Plaintiff</u> Carmen Victorious	represented by Jill Bent (See above for address) <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
V. <u>ThirdParty Defendant</u> Bob Winning	represented by Bill Short <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>

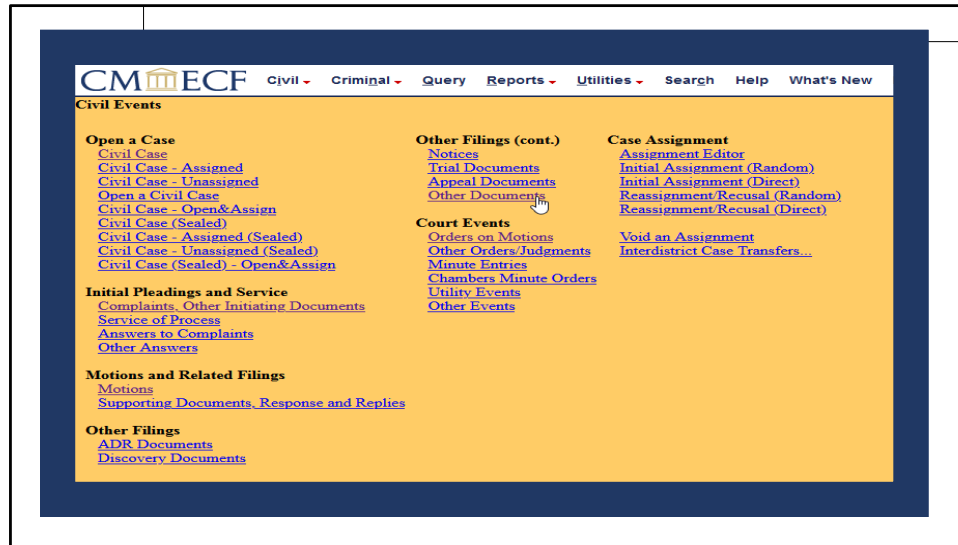
This screen of the docket sheet displays the party roles and attorneys to a case.

Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVTDC-940000) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet, # 2 SUMMONS (MCM) (Entered: 08/01/2021)
08/01/2021	2	Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorious served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	4	NOTICE of Appearance by Jill Bent on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	5	ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious (Attachments: # 1 Attachment A) (MCM) (Entered: 08/01/2021)
08/01/2021	6	Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	7	SUMMONS Returned Executed by Carmen Victorious. Bob Winning served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	8	NOTICE of Appearance by Bill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	9	ANSWER to 5 Answer to Complaint, Third Party Complaint by Bob Winning. (MCM) (Entered: 08/01/2021)
08/03/2021	10	MOTION for leave to File Document Under Seal by Plaintiff Linda Justice. (Attachments: # 1 Text of Proposed Order) (MCM) (Entered: 08/03/2021)

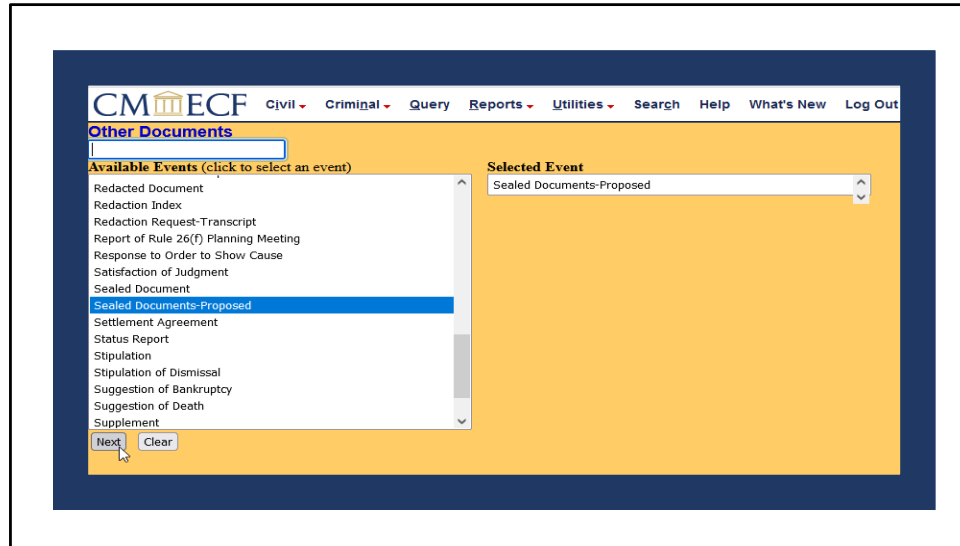
This is a close-up view of the docket report displaying how docket entries appear on the docket.



The **Proposed Sealed Document** event is a seal event viewable only by court personnel and users with seal access in the case. Filers are not required to file a proposed sealed document. However, the court may request a party to file a Proposed Document. In those instances, the filer must obtain access from the court to file the Proposed Sealed Document.



Main Menu. Under the Civil Event >Other Filings>Other Documents



Click on Sealed Documents-Proposed for the drop-down event list.



Verify case number to ensure filing occurs in the correct case.

CM ECF CIVIL Criminal Query Reports Utilities Search Help

Other Documents
1:21-cv-00004 Justice v. Victorious

Date document filed (mandatory)
8/3/2021 Calendar

Select the PDF document and any attachments.

Main Document
Browse... SEAL DOCUMENT PROPOSED [2].pdf

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Click on Browse button to upload the Seal Document Proposed. If additional attachments will be a part of this filing, click on the browse button under attachments and upload the pdf documents. Click NEXT.



Filer will be shown this warning. IMPORTANT! This event is ONLY to be used for submitting proposed sealed materials for review by the court in conjunction with a Motion to Seal. This entry does not constitute a filing and does not appear on the public docket. If the Motion is granted, filer must –eFile- document under the Sealed Document Event. Sealed filings must be served on all parties by an alternate method, consistent with Local Rules.



Select filer and click NEXT.



Docket text box displays how text will appear on docket. You can edit this box is needed.



Final screen before committing the transaction. Click NEXT

The screenshot displays the CM/ECF Case Management System interface. At the top, there is a navigation bar with the following menu items: **CM/ECF**, **Civil**, **Criminal**, **Query**, **Reports**, **Utilities**, **Search**, and **Help**. Below the navigation bar, the page title is **Other Documents**, and the case identifier is **1:21-cv-00004 Justice v. Victorious**. A mouse cursor is positioned over the case identifier. The main content area contains the following information:

Notice of Electronic Filing

The following transaction was entered on 8/3/2021 at 10:15 AM AST and filed on 8/3/2021

Case Name: Justice v. Victorious
Case Number: [1:21-cv-00004](#)
Filed: Linda Justice
Document Number: [11](#)

Docket Text:
PROPOSED Sealed Documents. (MCM)

1:21-cv-00004 No electronic public notice will be sent because the case/entry is sealed.

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP deccfStamp_ID=1181334639 [Date=8/3/2021] [FileNumber=842815-0]
[39e096773640df8365a974c811f1df7ef3d83cfaa50979379ab6de74d269-edeca89e9
12475f2be76991e2554dc46cda6415e1f3a2ae0e1643f784f5d03a55d40]]

Click on hyperlink to view docket sheet report.

CM ECF Civil - Criminal - Query - Reports - Utilities - Search - Help - What's New - Log Out (Lisa Davis McGregor)

Internal Use Only

Justice v. Victorious
Assigned to:
Demand: \$75,000,000
Cause: 28:1330 Breach of Contract

Date Filed:
Jury Demand:
Nature of Se:
Jurisdiction:

Plaintiff
Linda Justice
represented by Tom Tall
LEAD ATT
ATTORNEY

V.

Defendant
Carmen Victorious
represented by Jill Beut
LEAD ATT
ATTORNEY

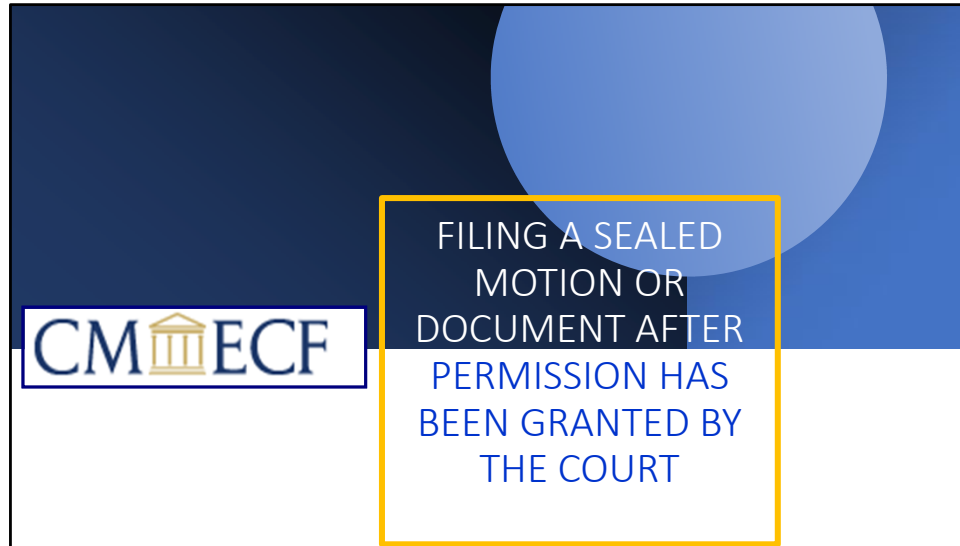
ThirdParty, Plaintiff
Carmen Victorious
represented by Jill Beut
Use above
LEAD ATT
ATTORNEY

V.

ThirdParty, Defendant
Bob Winning
represented by Bill Short
LEAD ATT
ATTORNEY

Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVIDC-940000) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet) (Entered: 08/01/2021)
08/01/2021	2	Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorious served on 8/1/2021, answer due 8/23/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	4	NOTICE of Appearance by Jill Beut on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	5	ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment) (Entered: 08/01/2021)
08/01/2021	6	Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	7	SUMMONS Returned Executed by Carmen Victorious. Bob Winning served on 8/1/2021, answer due 8/23/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	8	NOTICE of Appearance by Bill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	9	ANSWER to 2 Answer to Complaint, Third Party Complaint by Bob Winning. (MCM) (Entered: 08/01/2021)
08/03/2021	10	MOTION for leave to File Document Under Seal by Plaintiff Linda Justice. (Attachments: # 1 Text of Proposed Order) (MCM) (Entered: 08/03/2021)
08/03/2021	11	*SEALED* PROPOSED Sealed Documents. (MCM) (Entered: 08/03/2021)

Screen depicting how docket sheet will be displayed. Red Padlocks shows docket entry is sealed.

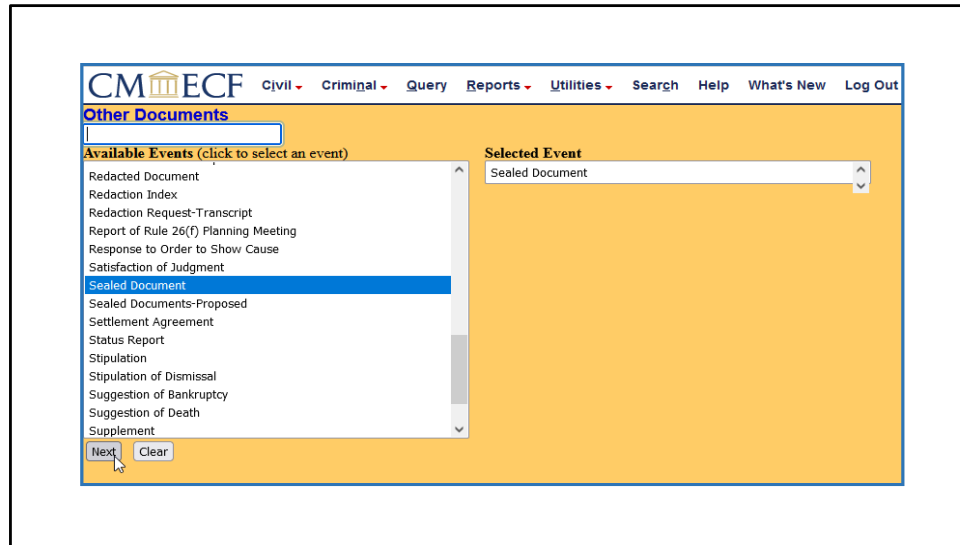


FILING A SEALED DOCUMENT AFTER PERMISSION HAS BEEN GRANTED BY THE COURT.

After permission has been granted by the court, a court staff will give the filer access to file the sealed document.



Under the Civil Events>Other Filings, click on Other Documents.



Click on Sealed Document under the Other Documents Event and NEXT.



Select Party Filer and click NEXT. You will be prompted to select your pdf main document and attachments.

CM/ECF Civil Criminal Query Reports Utilities Search Help

Other Documents
1:21-cv-00004 Justice v. Victorious

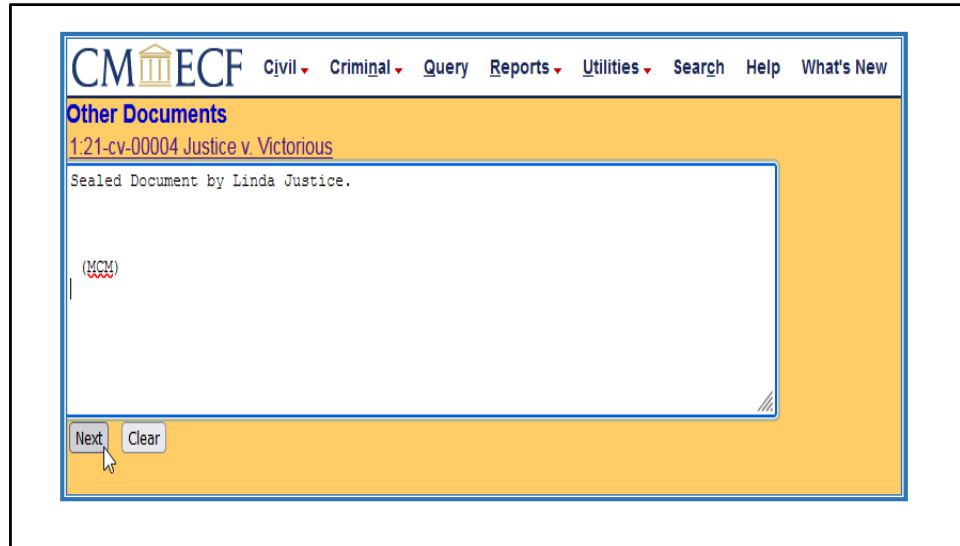
Select the PDF document and any attachments.

Main Document
Browse... SEALED DOCUMENT .pdf

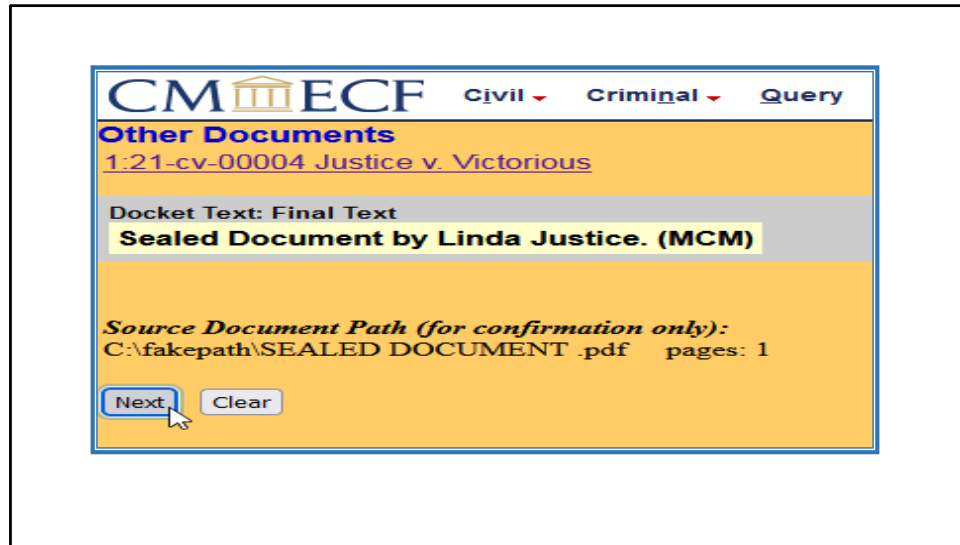
Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

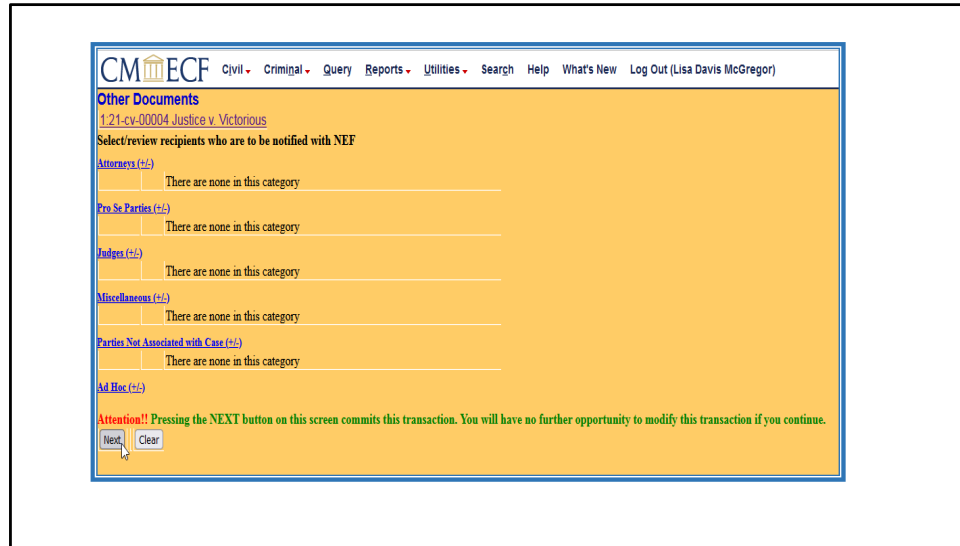
Upload pdf Sealed Document and any attachments. Click NEXT.



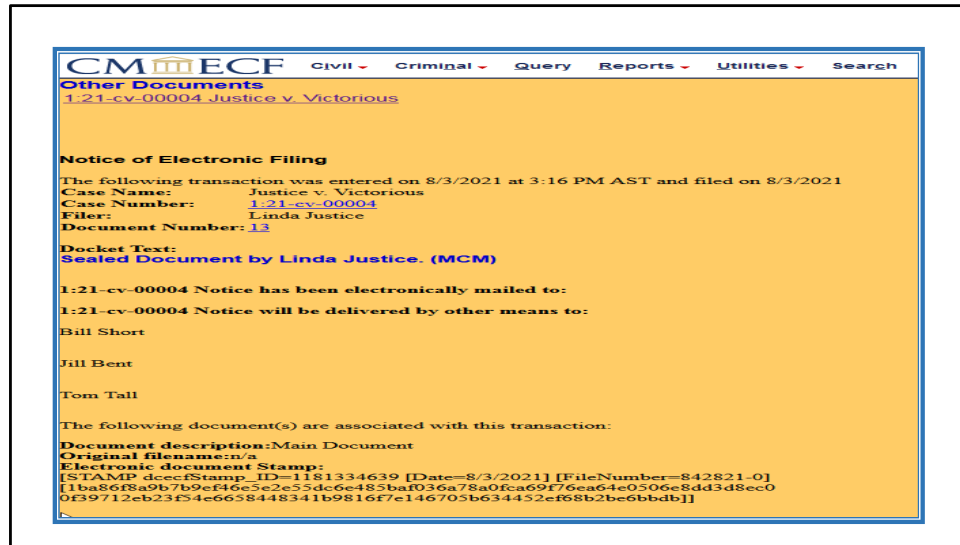
Verify docket text and click NEXT.



Click NEXT.



Clicking NEXT commits the transaction.



Your document has been filed. **A Notice of Electronic Filing** is obtained with pertinent case information.

CM ECF			Civil - Criminal - Query Reports - Utilities - Search Help What's New Log Out (Lisa Davis McGregor)
Justice v. Victorious Assigned to: Demand: \$75,000,000 Cause: 28:1330 Breach of Contract		Date Filed: 08/03/2021	Jury Demand: Nature of Suit: Jurisdiction:
Plaintiff Linda Justice		represented by Tom Tall LEAD ATTORNEY	
Defendant Carmen Victorious		represented by Jill Beut LEAD ATTORNEY	
ThirdParty Plaintiff Carmen Victorious		represented by Jill Beut (See above for LEAD ATTORNEY)	
ThirdParty Defendant Bob Winning		represented by Jill Short LEAD ATTORNEY	
Date Filed	#	Docket Text	
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVIDC-940090) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet.	
08/01/2021	2	Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)	
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorious served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)	
08/01/2021	4	NOTICE of Appearance by Jill Beut on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)	
08/01/2021	5	ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment	
08/01/2021	6	Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)	
08/01/2021	7	SUMMONS Returned Executed by Carmen Victorious. Bob Winning served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)	
08/01/2021	8	NOTICE of Appearance by Jill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)	
08/01/2021	9	ANSWER to 2 Answer to Complaint, Third Party Complaint by Bob Winning. (MCM) (Entered: 08/01/2021)	
08/03/2021	10	MOTION for leave to File Document Under Seal by Plaintiff Linda Justice. (Attachments: # 1 Text of Proposed Order) (MCM) (Entered: 08/03/2021)	
08/03/2021	11	*SEALED* PROPOSED Sealed Documents. (MCM) (Entered: 08/03/2021)	
08/03/2021	12	ORDER dated 8/03/2021 granting 10 Motion to Seal Document. (MCM) (Entered: 08/03/2021)	
08/03/2021	13	Sealed Document by Linda Justice. (MCM) (Entered: 08/03/2021)	

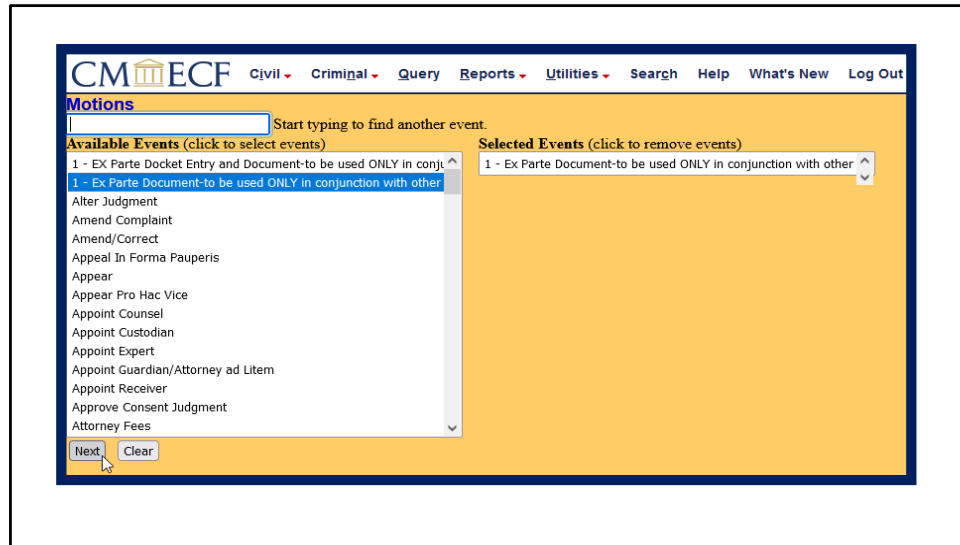
Screen shot of docket sheet report depicting sealed docket entries.



In CM/ECF Motions, Supporting Documents , Responses, Replies and Orders can be filed Ex-Parte. Ex-Parte restrictions can be applied to the document only or to the docket entry and documents. An Ex-Parte Motion is a motion filed by one party without notice to any other party to the action. When filing an Ex-Parte Motion, always include “Ex Parte” in the caption of the document. You should also be sure that the correct event is used to restrict access to the document.



Main Menu----Under the Motions and related Filing, click on Motions.



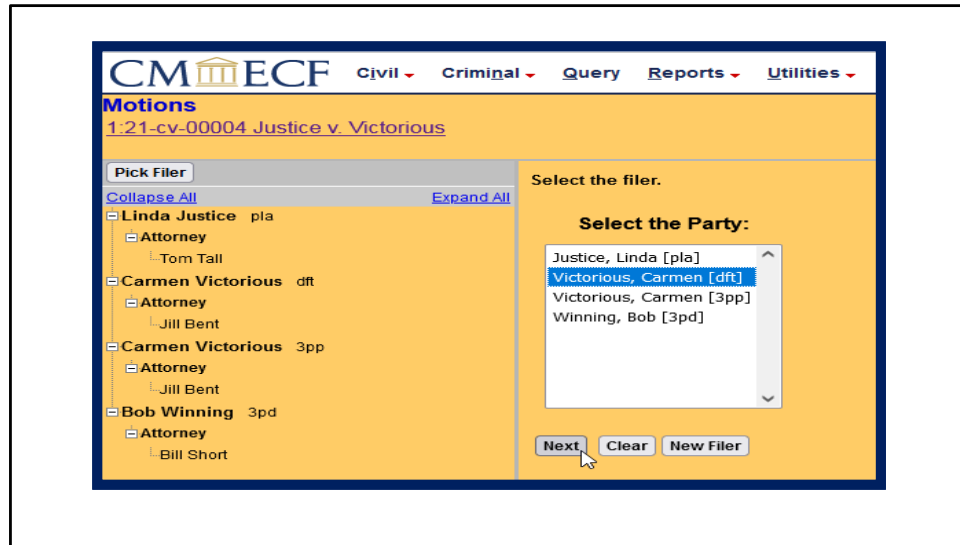
Select the appropriate event, then click NEXT.

The image shows a screenshot of a web application interface for the CM ECF (Court Management/Enterprise Case Filing) system. At the top, the logo "CM ECF" is displayed with a building icon, followed by navigation links for "Civil", "Criminal", and "Query". Below this, the word "Motions" is written in a large, bold, blue font. A form section titled "Civil Case Number" contains a text input field with the value "1:21-cv-4". Below the input field are two buttons: "Next" and "Clear". A mouse cursor is positioned over the "Next" button, indicating it is about to be clicked.

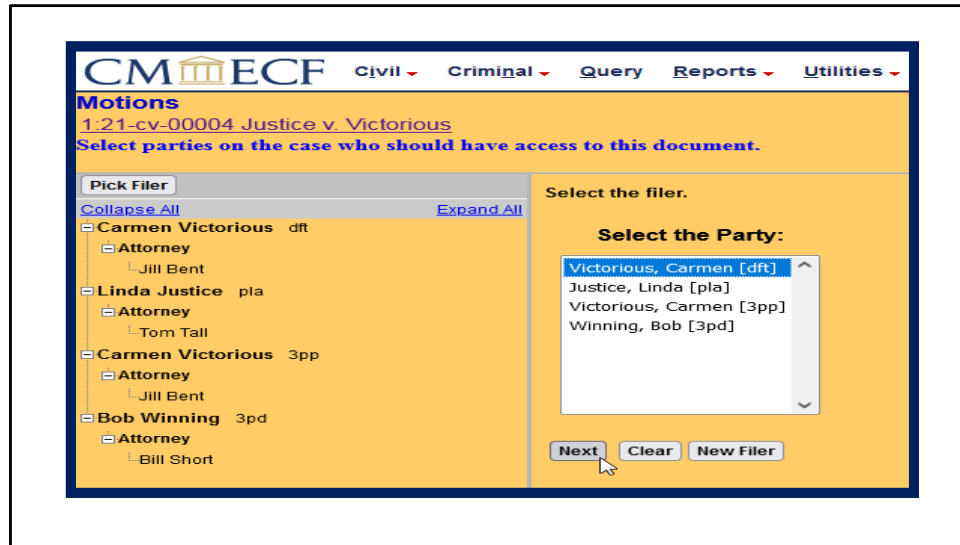
Verify case number and NEXT.



Select the attorney(s).



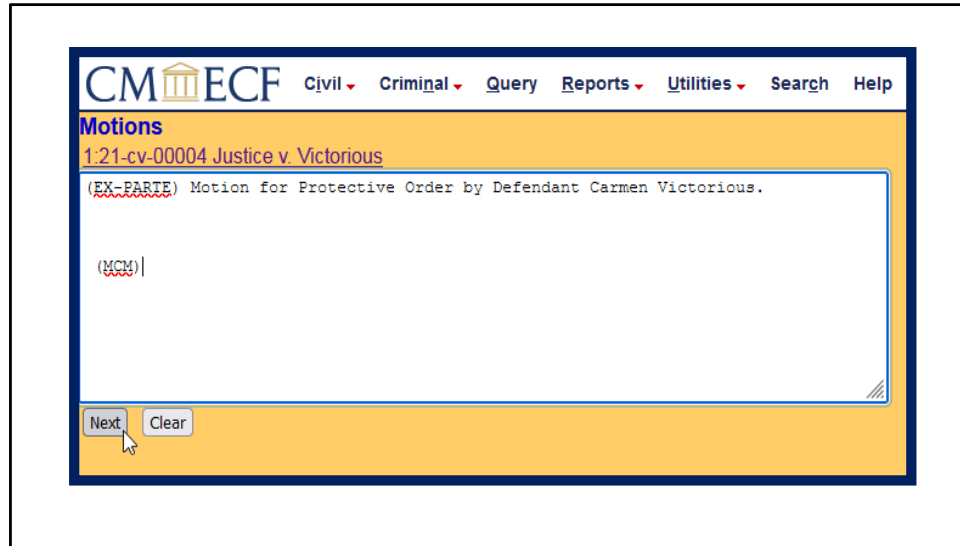
This screen prompts you to select the filer and NEXT.



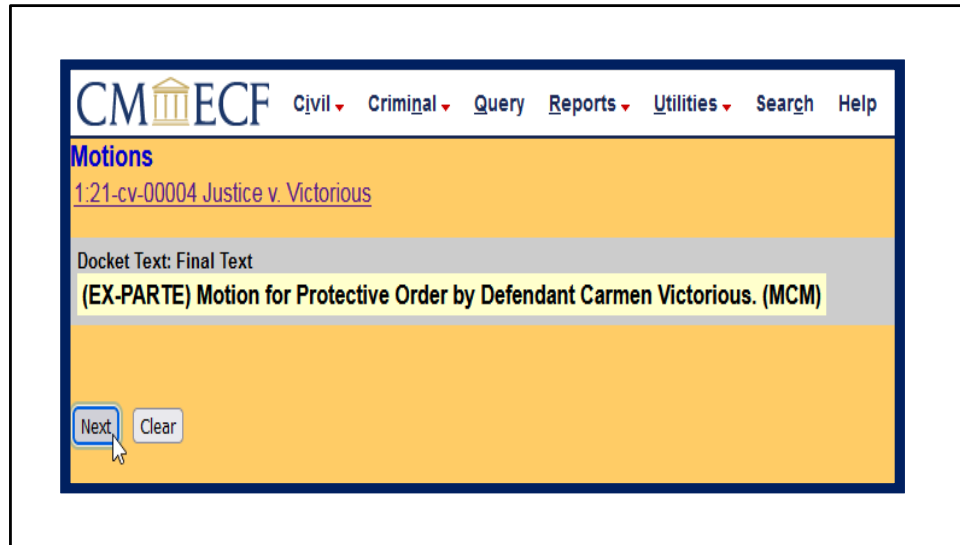
Select the parties who should have access to the document.



Warning message: Document access will be restricted to counsel for the filer and the court. This docket event will appear on the public docket.



Verify docket text and click NEXT.



View docket text before committing transaction.

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (Lisa Davis McGregor)

Motions
1:21-cv-00004 Justice v. Victorious

Select/review recipients who are to be notified with NEF

[Attorneys \(+/-\)](#)
There are none in this category

[Pro Se Parties \(+/-\)](#)
There are none in this category

[Judges \(+/-\)](#)
There are none in this category

[Miscellaneous \(+/-\)](#)
There are none in this category

[Parties Not Associated with Case \(+/-\)](#)
There are none in this category

[Ad Hoc \(+/-\)](#)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

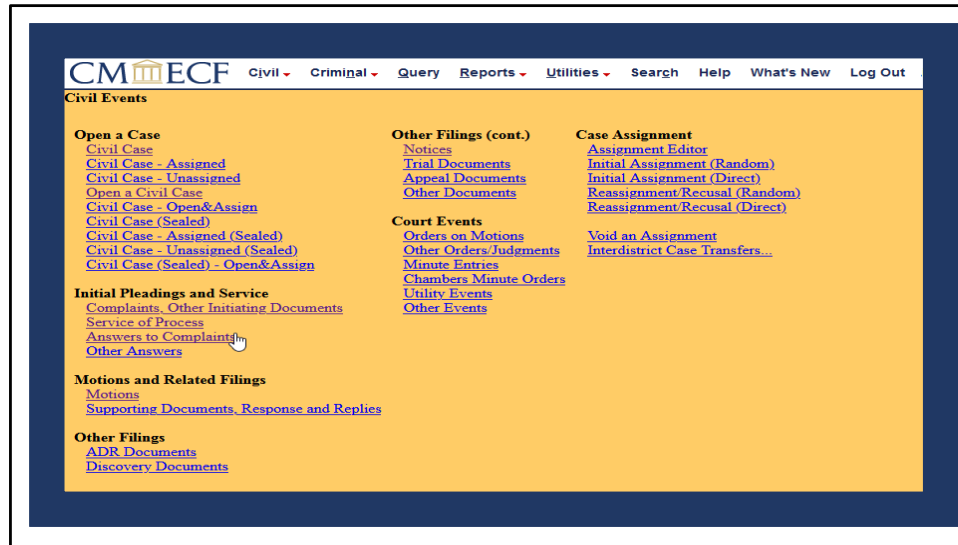
Review to ensure that unintended parties in case will not receive notice. Clicking NEXT will commit the transaction.

Plaintiff			
Linda Justice			represented by Tom Tall LEAD ATT ATTORNEY
v.			
Defendant			
Carmen Victorious			represented by Jill Best LEAD ATT ATTORNEY
ThirdParty Plaintiff			
Carmen Victorious			represented by Jill Best (See above) LEAD ATT ATTORNEY
v.			
ThirdParty Defendant			
Bob Winning			represented by Bill Short LEAD ATT ATTORNEY
Date Filed	#	Docket Text	
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee 5.402 receipt number AVIDC-940000) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet)	
08/01/2021	2	Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)	
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorious served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)	
08/01/2021	4	NOTICE of Appearance by Jill Best on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)	
08/01/2021	5	ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment)	
08/01/2021	6	Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)	
08/01/2021	7	SUMMONS Returned Executed by Carmen Victorious. Bob Winning served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)	
08/01/2021	8	NOTICE of Appearance by Bill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)	
08/01/2021	9	ANSWER to 5 Answer to Complaint, Third Party Complaint by Bob Winning. (MCM) (Entered: 08/01/2021)	
08/03/2021	10	MOTION for leave to File Document Under Seal by Plaintiff Linda Justice. (Attachments: # 1 Text of Proposed Order) (MCM) (Entered: 08/03/2021)	
08/03/2021	11	*SEALED* PROPOSED Sealed Documents. (MCM) (Entered: 08/03/2021)	
08/03/2021	12	ORDER dated 8/03/2021 granting 10 Motion to Seal Document. (MCM) (Entered: 08/03/2021)	
08/03/2021	13	Sealed Document by Linda Justice. (MCM) (Entered: 08/03/2021)	
08/03/2021	14	(Ex Parte) Motion for Protective Order by Defendant Carmen Victorious. (MCM) (Entered: 08/03/2021)	

Motion for Ex-Parte was successfully filed. Red Padlock depicts a sealed entry.



FILING AN ANSWER THAT INCLUDES A COUNTERCLAIM, CROSS-CLAIM OR THIRD-PARTY COMPLAINT



Click on Answers to Complaints under Initial Pleadings and Service.

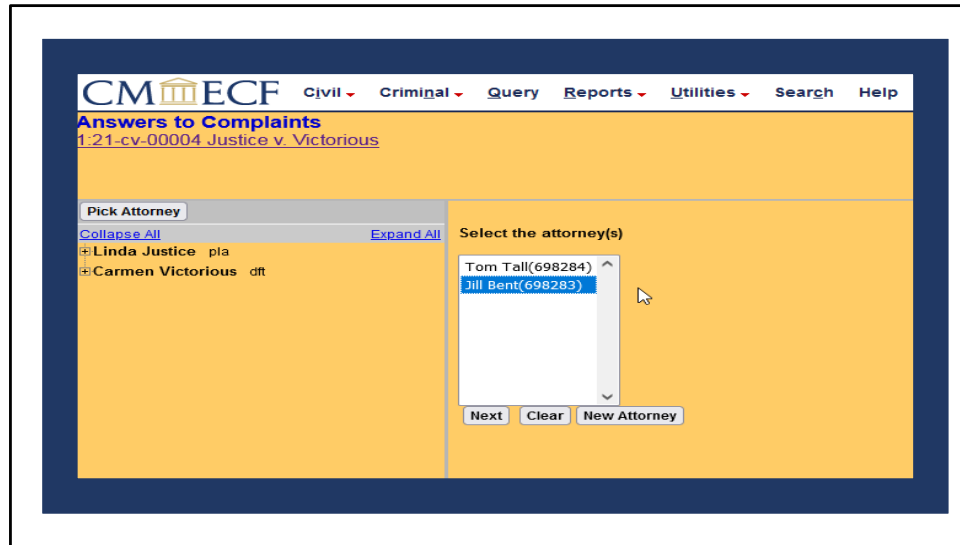
CM ECF Civil Criminal Query

Answers to Complaints

Civil Case Number

Next Clear

Verify your case number and click NEXT.



Select the attorney from the pick list and click NEXT.



Next, select the party filing the Answer.

CM/ECF Civil Criminal Query Reports Utilities Search Help

Answers to Complaints

1:21-cv-00004 Justice v. Victorious

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVIDC-940000) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet, # 2 SUMMONS (MCM))

Next Clear

This screen allows you to link the Answer to Complaint, check box and click NEXT.

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New

Answers to Complaints

[1:21-cv-00004 Justice v. Victorious](#)

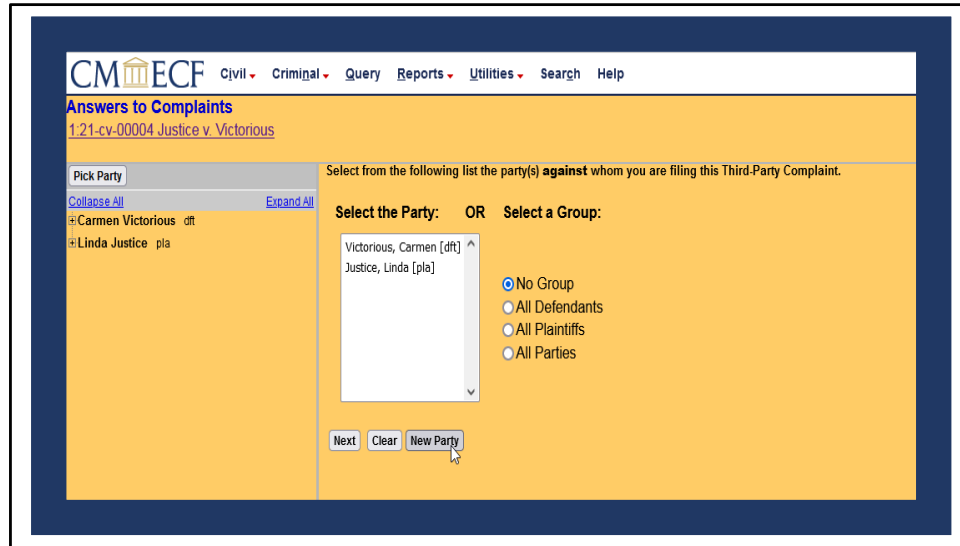
Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

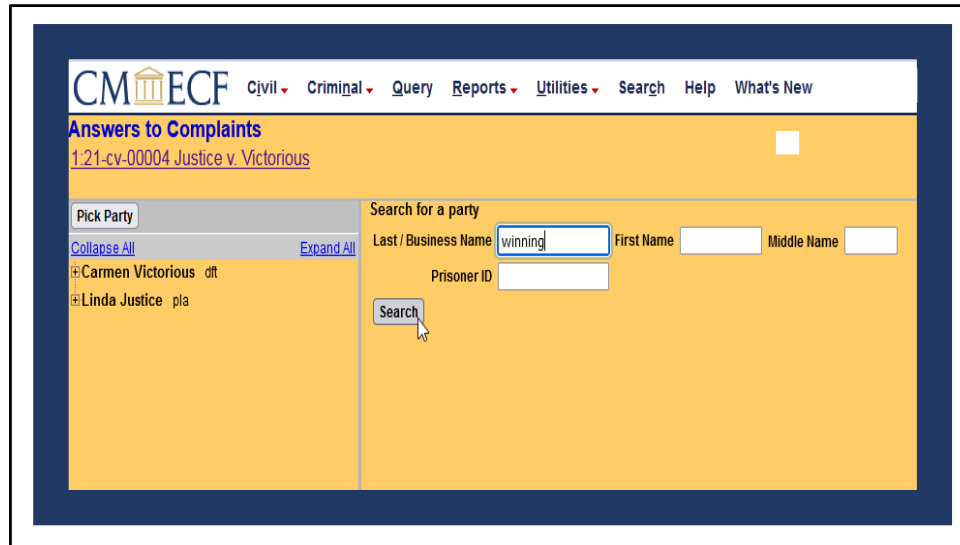
Does this filing include a **third-party** complaint? (If yes, click on the box)

Next Clear

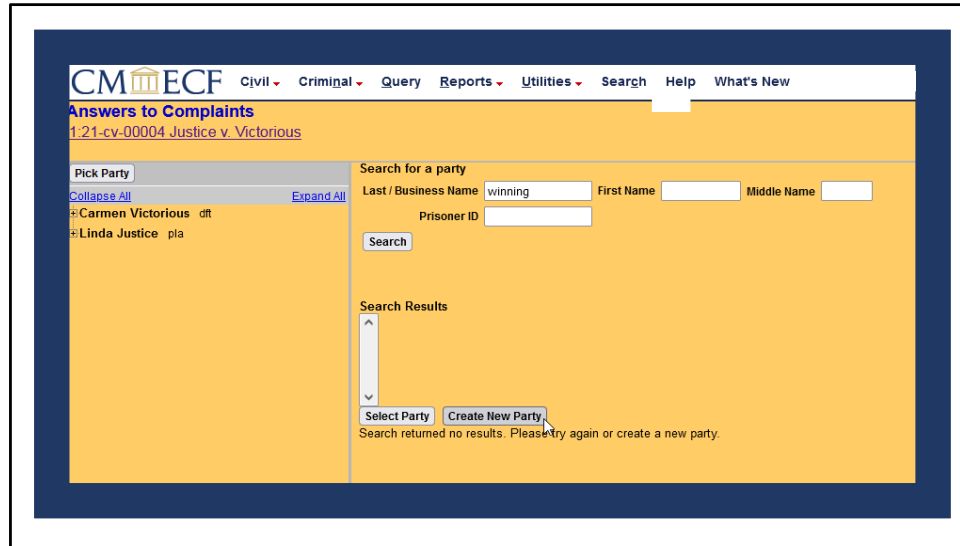
If your Answer includes a counterclaim, cross-claim or a third-party complaint, select the appropriate box and click NEXT.



If a party does not appear on the pick list, click on Create New Party button and NEXT. Clicking the Create New Party button creates a new party record. |



Type in name of party and click the search button.



The search returned no results. Click on Create New Party.

CM/ECF civil - Criminal - Query Reports - Utilities - Search Help

Answers to Complaints
1:21-cv-00004 Justice v. Victorious

Pick Party
Collapse All
Carmen Victorious dft
Linda Justice pla

Party Information

Last name: Winning First name: Bob
Middle name: Generation:
Title:
Role: Defendant (dft:pty)
Leinsmes (lgr:pty)
Pro se: In Re (inre:pty) Unit:
Prisoner Id: Interested Party (ip:pty)
Office: Interpleader (intpl:pty)
Address 1: Intervenor (intv:pty)
Address 2: Intervenor Defendant (intvd:pty) Show this address on the docket sheet
Address 3: Intervenor Plaintiff (intvp:pty) City:
State: Material Witness (mw:pty) Country:
Prison: Mediator (med:pty) Fax:
Phone: Movant (mov:pty)
E-mail: Objector (obj:pty)
Party text: Petitioner (pet:pty)
Start date: Plaintiff (pla:pty) End date:
Corporation: Receiver (rc:pty) Notice: yes
Add Party: Respondent (res:pty)
Special Master (sm:pty)
Taxpayer (tax:pty)
ThirdParty Defendant (3pd:pty)
ThirdParty Plaintiff (3pp:pty)
Trustee (trust:pty)

This is the party information screen. The role type defaults to defendant. Select the correct party role from the drop-down list.

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out

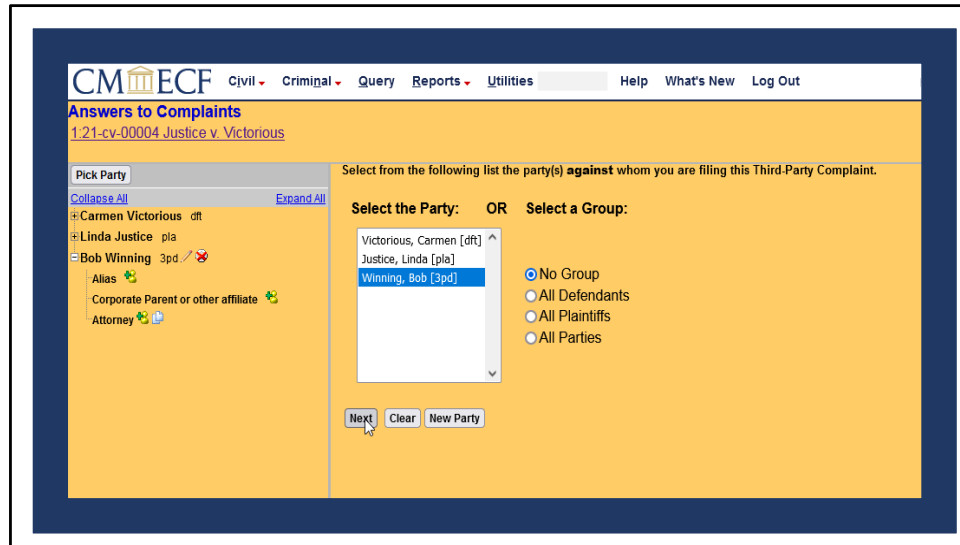
Answers to Complaints
1:21-cv-00004 Justice v. Victorious

Pick Party
Collapse All Expand All
+ Carmen Victorious dtf
+ Linda Justice pla

Party Information

Last name Winning First name Bob
Middle name Generation
Title
Role ThirdParty Defendant (3pd:pty)
Pro se No
Prisoner id Unit
Office
Address 1
Address 2 Show this address on the docket sheet
Address 3 City
State Zip Country
Prison Phone Fax
E-mail
Party text
Start date 8/1/2021 End date
Corporation no Notice yes
Add Party

Complete all applicable fields and click “Add Party”.



You have successfully added a third-party defendant. Highlight the party and click NEXT.

CM ECF Civil Criminal Query Reports Utilities

Answers to Complaints

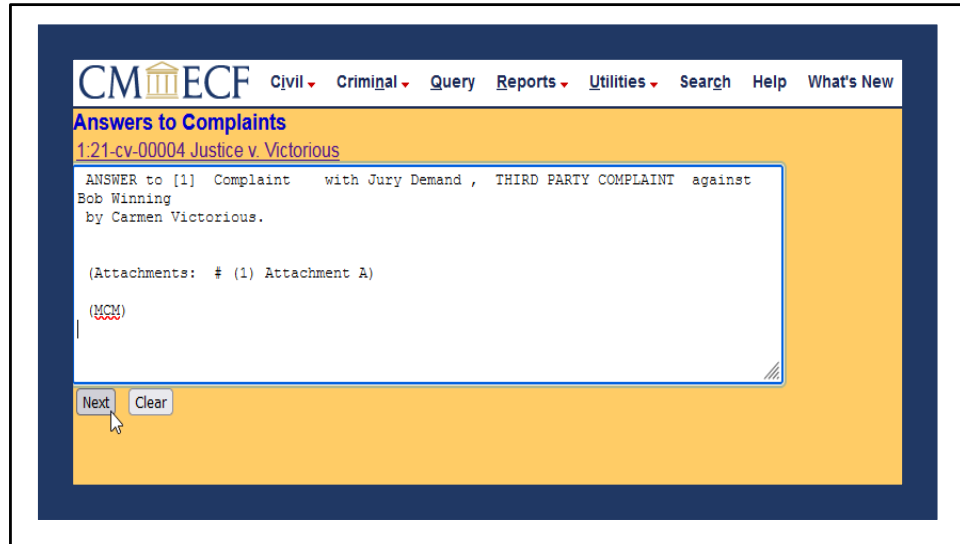
[1:21-cv-00004 Justice v. Victorious](#)

Does this Answer include a jury demand?

Yes
 No

Next Clear

Check appropriate response and NEXT.



Edit docket text for accuracy and click NEXT.



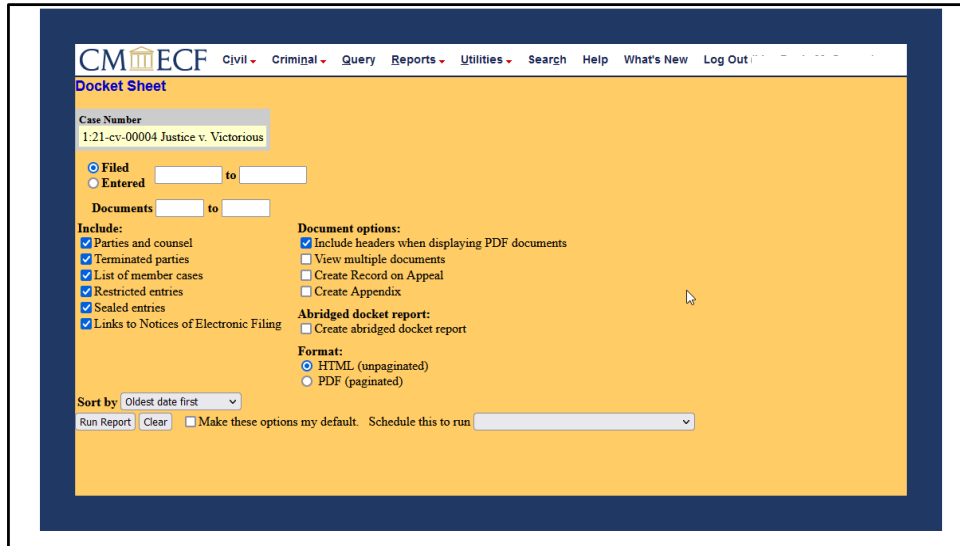
This screen displays how the final text will appear on the docket. Click NEXT.



Click the “NEXT” button on this screen will commit the transaction. The docket entry and pdf documents are submitted to CM/ECF.



The Notice of Electronic Filing is displayed. This is verification that your filing has been sent to the court's database. The Answer and Third-Party Complaint was filed successfully. This notice will be emailed to persons who have indicated a desire to receive notices in this case. To view the docket sheet, click the hyperlink in the upper left-hand corner.



Click on run report to view entries on docket.

CM ECF Civil - Criminal - Query Reports - Utilities - Search Help What's New

District Court of the Virgin Islands
 District of the Virgin Islands (St. Croix Division)
CIVIL DOCKET FOR CASE #: 1:21-cv-00004
 Internal Use Only

Justice v. Victorious
 Assigned to:
 Demand: \$75,000.000
 Cause: 28-1330 Breach of Contract

Date Filed: 08/01/2021
 Jury Demand: Both
 Nature of Suit: 130 Contract; Other
 Jurisdiction: Diversity

Plaintiff
 Linda Justice

represented by **Tom Tall**
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

V.
Defendant
 Carmen Victorious

represented by **Jill Best**
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

ThirdParty Plaintiff
 Carmen Victorious

represented by **Jill Best**
 (See above for address)
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

V.
ThirdParty Defendant
 Bob Winning

Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVDC-840000) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet, # 2 SUMMONS (MCM)) (Entered: 08/01/2021)
08/01/2021	2	Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorious served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	4	NOTICE of Appearance by Jill Best on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	5	ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment A) (MCM) (Entered: 08/01/2021)

This docket sheet screen depicts entries to the case.

CM ECF Civil - Criminal - Query Reports - Utilities - Search Help What's New LI

**District Court of the Virgin Islands
District of the Virgin Islands (St. Croix Division)
CIVIL DOCKET FOR CASE #: 1:21-cv-00004
Internal Use Only**

Justice v. Victorious
Assigned to:
Demand: \$75,000,000
Case: 21-1234 Branch of Contract

Plaintiff
Linda Justice

Defendant
Carmen Victorious

ThirdParty Plaintiff
Carmen Victorious

ThirdParty Defendant
Bob Winning

Date Filed: 08/01/2021
Fee Demanded: Both
Name of Suit: 100 Contract: Other
Jurisdiction: Diversity

represented by **Tom Tai**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

represented by **Jill Best**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

represented by **Jill Best**
(Not shown for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

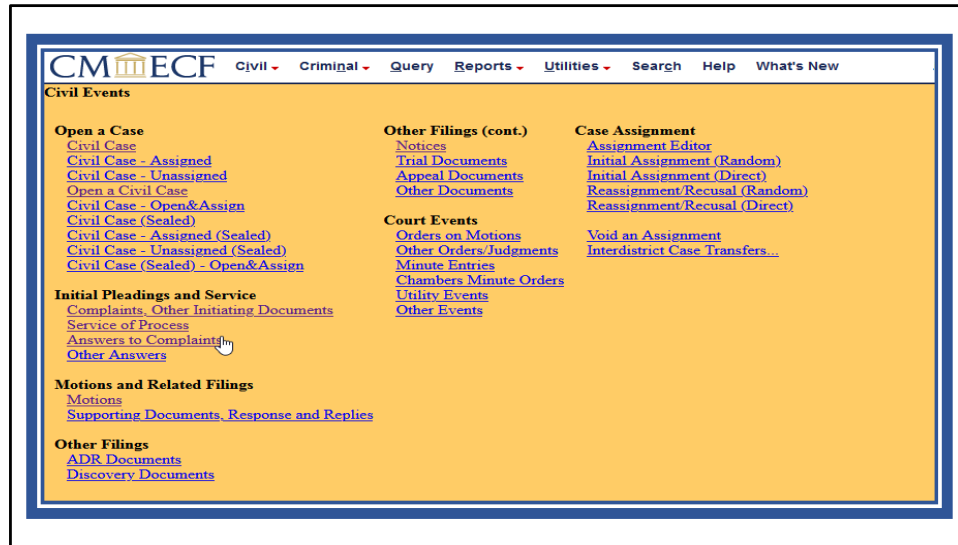
represented by **Bill Short**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVDC-840000) Filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet, # 2 SUMMONS (MCM) (Entered: 08/01/2021))
08/01/2021	2	Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorious served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	4	NOTICE of Appearance by Jill Best on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	5	ANSWER to 1 Complaint with Fee Demanded, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment A) (MCM) (Entered: 08/01/2021)
08/01/2021	6	Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	7	SUMMONS Returned Executed by Carmen Victorious. Bob Winning served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	8	NOTICE of Appearance by Bill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)

Depiction of Summons Issued, Summons Executed and Notice of Appearance filed in the case.



The Third-Party Defendant, Cross Claimant and Counter Defendant can file an answer to the added claim.



Under the Civil Events Menu, click on Answers to Complaints.

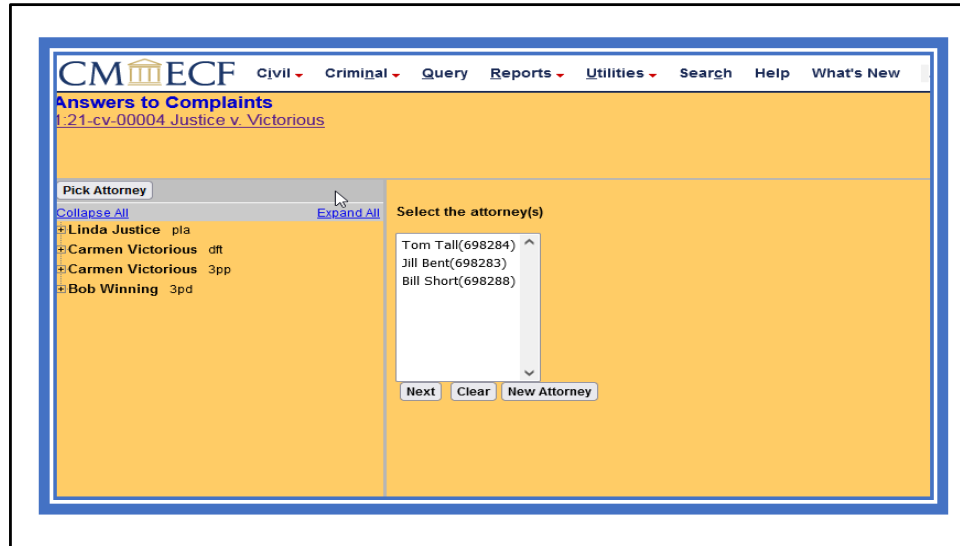
CM  ECF [Civil](#) [Criminal](#) [Query](#)

Answers to Complaints

Civil Case Number

[Next](#) [Clear](#)

Verify case number.



Select the attorney representing the party.

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and What's New. Below the navigation bar, the page title is "Answers to Complaints" and the case number is "1:21-cv-00004 Justice v. Victorious". The main content area displays a table with the following columns: "Include", "Date", "#", and "Docket Text". A single row is visible with a checked checkbox in the "Include" column, the date "08/01/2021", the number "5", and the docket text "ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment A) (MCM)". Below the table, there are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	08/01/2021	5	ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment A) (MCM)

Link the answer to the complaint and click NEXT.

CM ECF Civil Criminal Query Reports Utilities Search Help What's New

Answers to Complaints
1:21-cv-00004 Justice v. Victorious

Date document filed (mandatory)
8/1/2021 Calendar

Select the PDF document and any attachments.

Main Document
Browse... ANSWER TO THIRD PARTY COMPLAINT.pdf

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Click on Browse button to upload your pdf document and attachments, then NEXT.

CM/ECF Civil Criminal Query Reports Utilities Search Help

Answers to Complaints
1:21-cv-00004 Justice v. Victorious

Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

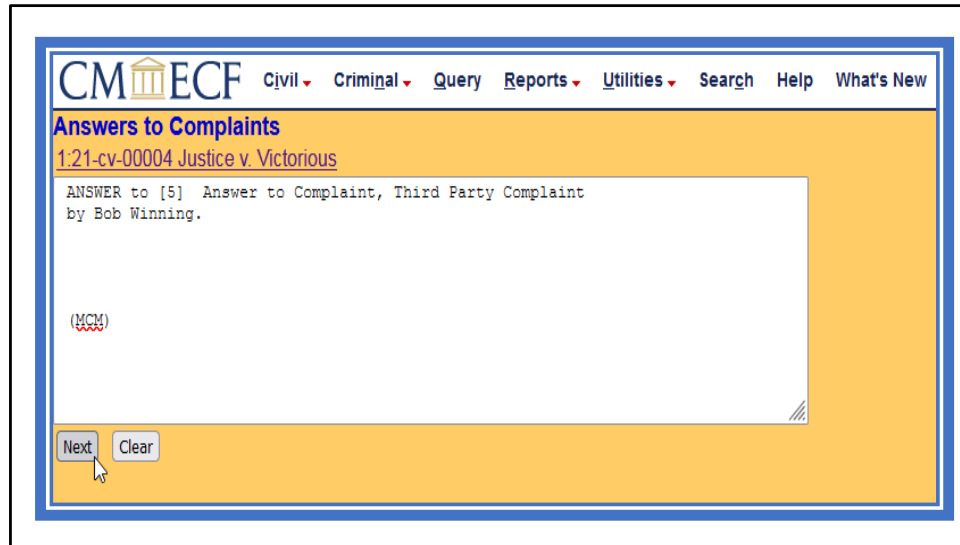
Does this filing include a **third-party** complaint? (If yes, click on the box)

Next Clear

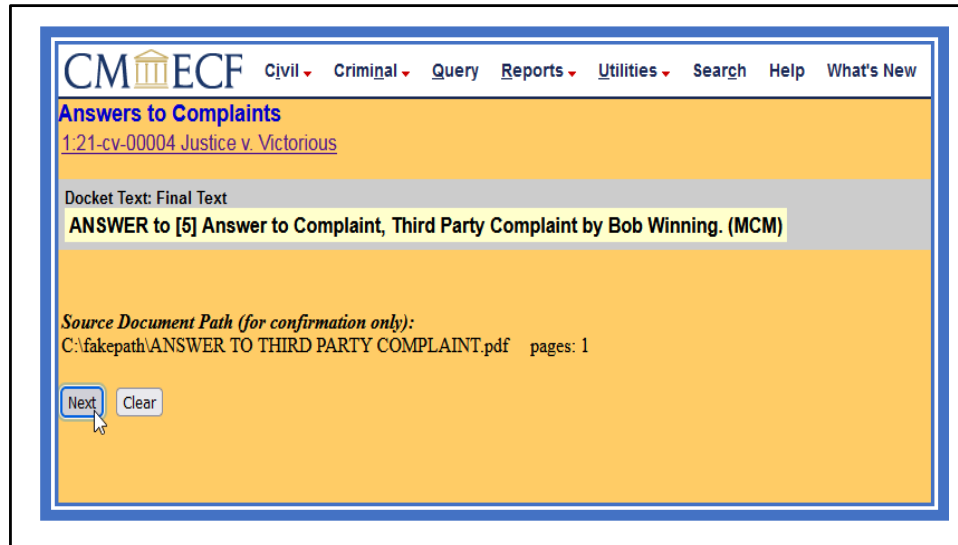
This screen prompts you to make a select from the questions. Check appropriate box and click NEXT.

The screenshot shows a web browser window with the CM ECF logo and navigation menu (Civil, Criminal, Query, Reports, Utilities). The main content area is titled 'Answers to Complaints' and displays the case '1:21-cv-00004 Justice v. Victorious'. A question asks 'Does this Answer include a jury demand?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below the question are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Next' button.

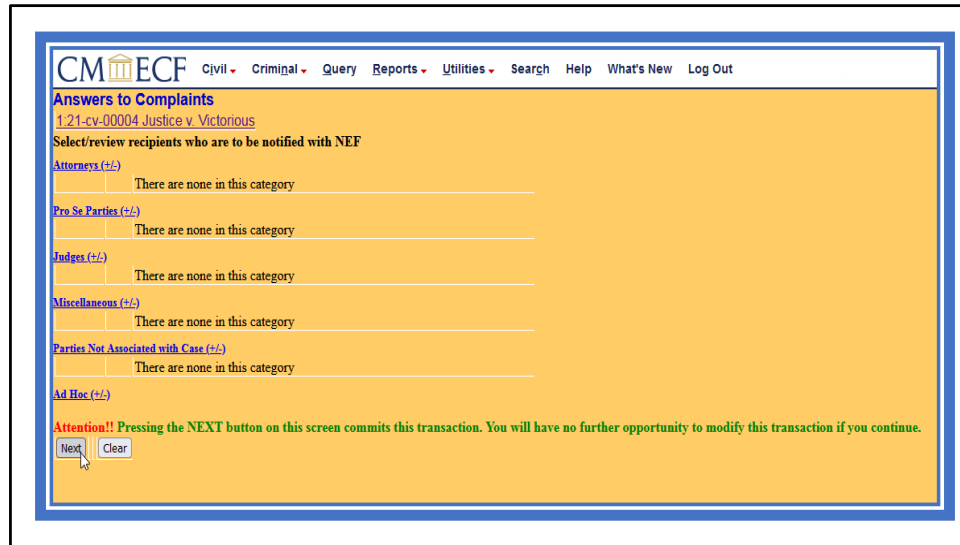
Check the appropriate field if jury demand is included in Answer and click NEXT.




This is the docket text box that displays how the text will appear on the docket. If no edits, click NEXT.



This screen displays the final text. Click NEXT.



You are now about to commit your transaction. Verify information for accuracy, then click NEXT.


 Civil - Criminal - Query Reports - Utilities - Search Help What's New Log Out

Answers to Complaints
[1:21-cv-00004 Justice v. Victorious](#)

District Court of the Virgin Islands
 District of the Virgin Islands

Notice of Electronic Filing
 The following transaction was entered on 8/1/2021 at 5:52 PM AST and filed on 8/1/2021
Case Name: Justice v. Victorious
Case Number: 1:21-cv-00004
Filed: Bob Winning
Document Number: 2

Docket Text:
ANSWER to [5] Answer to Complaint, Third Party Complaint by Bob Winning. (MCM)

1:21-cv-00004 Notice has been electronically mailed to:
 1:21-cv-00004 Notice will be delivered by other means to:
 Bill Short
 Jill Bent
 Tom Tall

The following document(s) are associated with this transaction:
Document description:Main Document
Original filename/s
Electronic document Stamp:
 [STAMP doccStamp_ID=1181334639 [Date=8/1/2021] [FileNumber=842800-0]
 [72e15b787a08951399d21ede308f37282ede946252c570a41e07e9f02f25d7a49c9e
 42f8c3b42e0d91a18c3db66e41c061a5580135aa1062eb9c83b8e08349]]

The Answer to the Third-Party Complaint was successfully filed. The Notice of Electronic Filing will be sent to all parties to the case.

CM/ECF CIVIL Criminal Query Reports Utilities Search Help What's New Log Out

Docket Sheet

Case Number
1:21-cv-00004 Justice v. Victorious

Filed to
 Entered to

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Restricted entries
- Sealed entries
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal
- Create Appendix

Abridged docket report:

- Create abridged docket report

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by

Run Report Clear Make these options my default Schedule this to run

Click run report to display docket sheet.

CM³ECF Civil - Criminal - Query Reports - Utilities - Search Help What's New Log Out (Lisa Davis McGregor)

District Court of the Virgin Islands
District of the Virgin Islands (St. Croix Division)
CIVIL DOCKET FOR CASE #: 1:21-cv-00004
Internal Use Only

Justice v. Victorios
Assigned to:
Demand: \$75,000.000
Cause: 28.135 Breach of Contract

Date Filed: 08/01/2021
Jury Demand: Both
Value of Suit: 199 Contract: Other
Jurisdiction: Diversity

Plaintiff
Linda Justice

represented by: **Tom Tall**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

V

Defendant
Carmen Victorios

represented by: **Jill Best**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Third Party Plaintiff
Carmen Victorios

represented by: **Jill Best**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

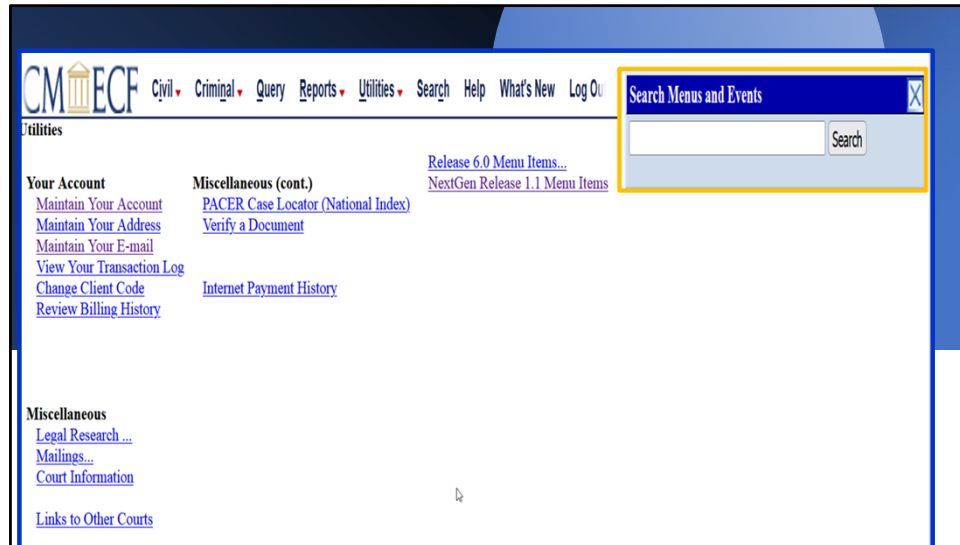
V

Third Party Defendant
Bob Winning

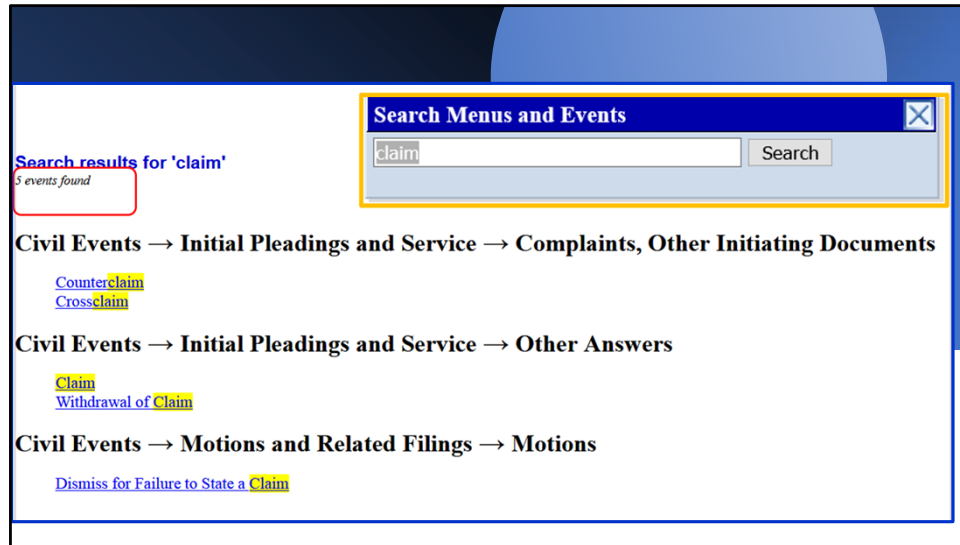
represented by: **Bill Short**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorios (Filing fee \$ 402 receipt number AVDC-04000) filed by Linda Justice. (Attachments: # Civil Cover Sheet, # SUMMONS (MCM) (Entered: 08/01/2021))
08/01/2021	2	Summons Issued as to Carmen Victorios. (MCM) (Entered: 08/01/2021)
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorios served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	4	NOTICE of Appearance by Jill Best on behalf of Defendant Carmen Victorios. (MCM) (Entered: 08/01/2021)
08/01/2021	5	ANSWER to Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorios. (Attachments: # Attachment A) (MCM) (Entered: 08/01/2021)
08/01/2021	6	Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	7	SUMMONS Returned Executed by Carmen Victorios. Bob Winning served on 8/1/2021, answer due 8/22/2021. (MCM) (Entered: 08/01/2021)
08/01/2021	8	NOTICE of Appearance by Bill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	9	ANSWER to Answer to Complaint, Third Party Complaint by Bob Winning. (MCM) (Entered: 08/01/2021)

Screen depicting docket entries in case.



In CM/ECF, the search button function allows you to quickly search for transaction in the application.



Enter a word in the Search Menus and Events Box and click search. The search will generate all results found under the specific event menu. In this example, we entered the word “claim”. The search results indicate 5 events found. Clicking on the hyperlink will display all the available events to help you narrow down your search. You can review the event list for the specific event related to your filing.



This screen displays the search results for the search word “release”. Nine (9) events were found between the Civil and Criminal events.



CONTACT INFORMATION

CLERK'S OFFICE
ST. CROIX DIVISION: (340) 713-1130

CLERK'S OFFICE
ST. THOMAS/ST. JOHN DIVISION: (340) 774-0640