



DISTRICT COURT OF THE
VIRGIN ISLANDS

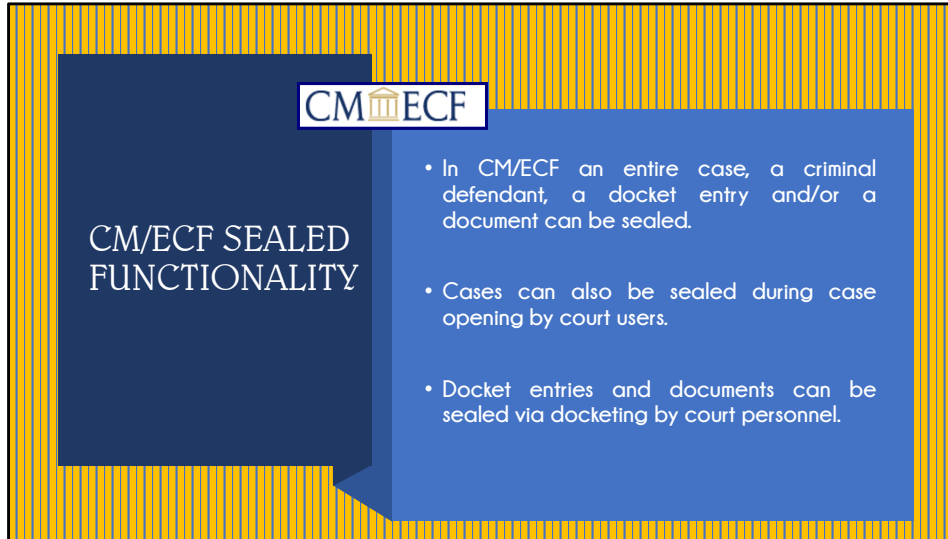
CM/ECF Attorney Training
Enhanced Functionality
Case Management/Electronic Case Files
System

Glenda L. Lake, Esquire
Clerk of Court

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



This training session focuses on the Sealed Functionality in Criminal Cases, the Filing of Sealed Motions and Proposed Sealed Documents, Filing Ex Parte Motions, and Filing a Counterclaim. Towards the end of the presentation, I'll provide a few helpful tips on the use of the Search Button. At the conclusion of this training, attendees will have a better understanding of the sealed functionality in the CM/ECF system. I'll explain how seal access is given to filers and how the items are displayed on the docket. Using a step-by-step approach, attendees will learn how to file motions to request permission to file a sealed motion or document; how to file sealed pleadings and how to file an answer with another claim, such as Counterclaims, Cross-Claims or Third-Party Complaints.

A graphic with a yellow and black striped background. On the left, a dark blue speech bubble contains the text "CM/ECF SEALED FUNCTIONALITY". Above it is a small white box with the "CM/ECF" logo, which includes a stylized building icon. To the right, a larger blue speech bubble contains a bulleted list of three points.

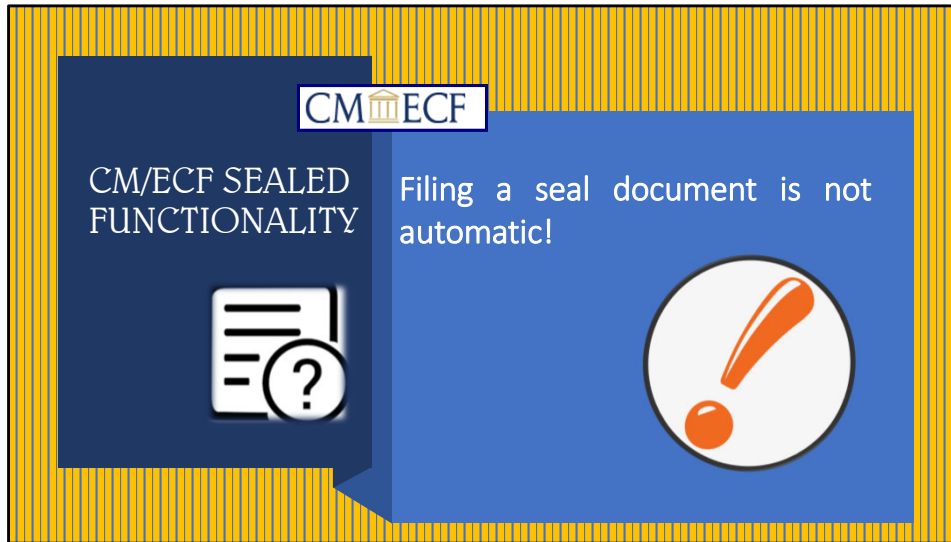
CM/ECF

CM/ECF SEALED
FUNCTIONALITY


- In CM/ECF an entire case, a criminal defendant, a docket entry and/or a document can be sealed.
- 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, an entire case, a criminal defendant, a docket entry or a document can be sealed.


A case can also be sealed at the time of opening by court users. For example, when a sealed criminal case is opened, all the defendants are sealed. Any filed document deemed sealed will remain sealed until the Court enters an order to unseal the case.




The Electronic Filing System allows attorneys to file their own sealed documents once leave has been granted to file from the Court.



CM/ECF SEALED
FUNCTIONALITY



Proposed Sealed Documents
and Ex Parte Filings



However,

CM/ECF

Service of any sealed document filed with the CM/ECF System 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 case, service of documents on all parties must be accomplished by an alternate method consistent with Local Rules of Procedure.

The graphic is a rectangular box with a dark blue gradient on the left and a yellow background with vertical lines on the right. At the top center is the CM/ECF logo, which consists of the letters 'CM' and 'ECF' in a serif font, with a stylized building icon between them. Below the logo, the text 'CM/ECF SEALED FUNCTIONALITY' is written in a white, serif font. On the right side, there are three sections of text, each preceded by a blue heading: 'Permissions', 'Accessibility', and 'Restrictions'. The 'Special Permissions' section is the last one and is preceded by a blue heading.

CM/ECF

**CM/ECF SEALED
FUNCTIONALITY**

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 view sealed docket entries, that entry is prominently marked on the screen displayed for docket reports as shown in the yellow text box. Notice that the word “SEALED” is incorporated into the case number for a sealed case or defendant(s). Sealed docket entries and schedules are also labeled “SEALED”.

CM/ECF

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



CM/ECF SEALED FUNCTIONALITY:

How Sealed Data is Presented

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

- If the user queries 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 returns matches only for cases the user is authorized to see.

If a filing user conducts a query in CM/ECF 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 be 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)

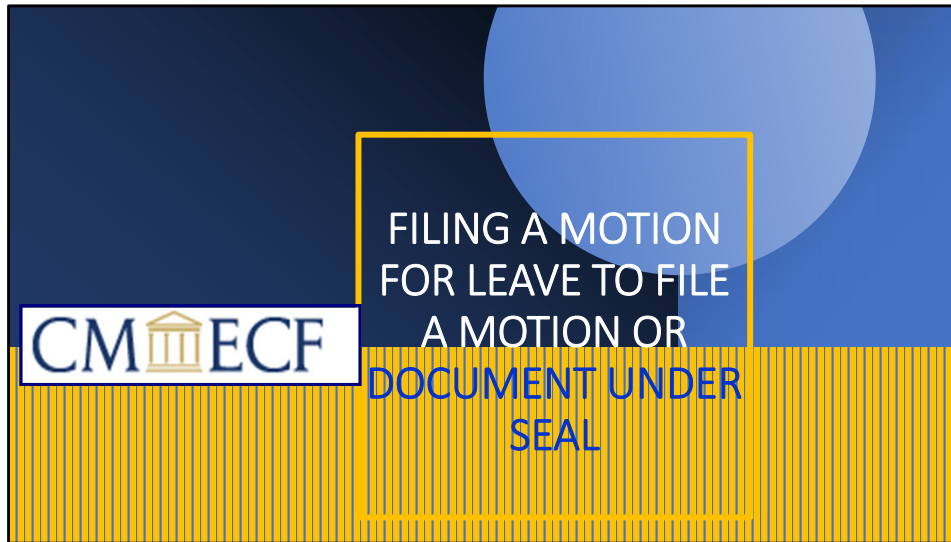
Last/Business Name: [] Exact matches only

First Name: [] Middle Name: []

Type: [] Prisoner ID: []

Run Query Clear

The user will receive the following system generated message, if they do not have sealed rights to a queried case. The message “This case is SEALED” highlighted in red, will be displayed and the filer will be unable to continue the search. If you have any questions regarding the access to sealed information in a case, 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 or Document and your Proposed Order. **Do not attach the PDF of the pleading or document you are requesting to be sealed.**
- The proposed seal document must be submitted separately by selecting the event "Seal Document-Proposed".

If a filer is seeking permission from the court to file a sealed motion, the filer must select the Motion event **Seal**. If the filer is asking for leave to file a document under seal, select the Motion event: **Seal Document-(Motion for Leave to File Document Under Seal)**. The motion events are not sealed from the public. The PDF motion or document 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.**

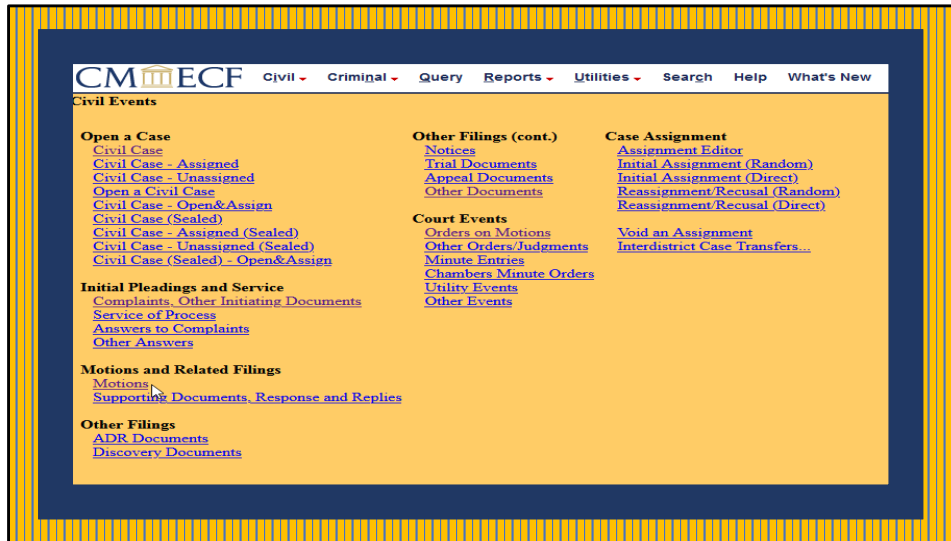
FILING A MOTION FOR LEAVE TO FILE A MOTION OR
DOCUMENT UNDER SEAL



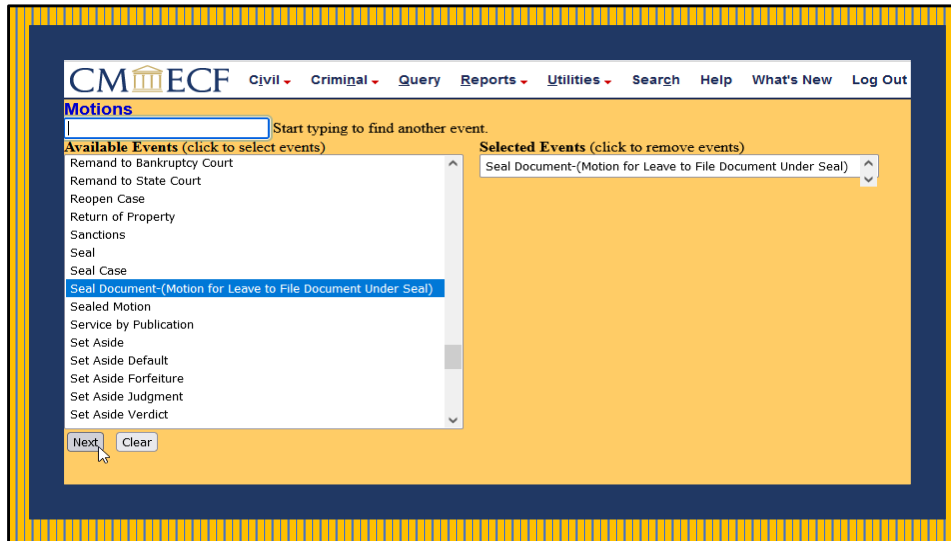
You do not need prior approval from the Court to file a Proposed Sealed Document.

Contact the Clerk's office to obtain sealed access to file this document.

You must file the **Proposed Seal Document** separately under the **Sealed Document-Proposed Event**.



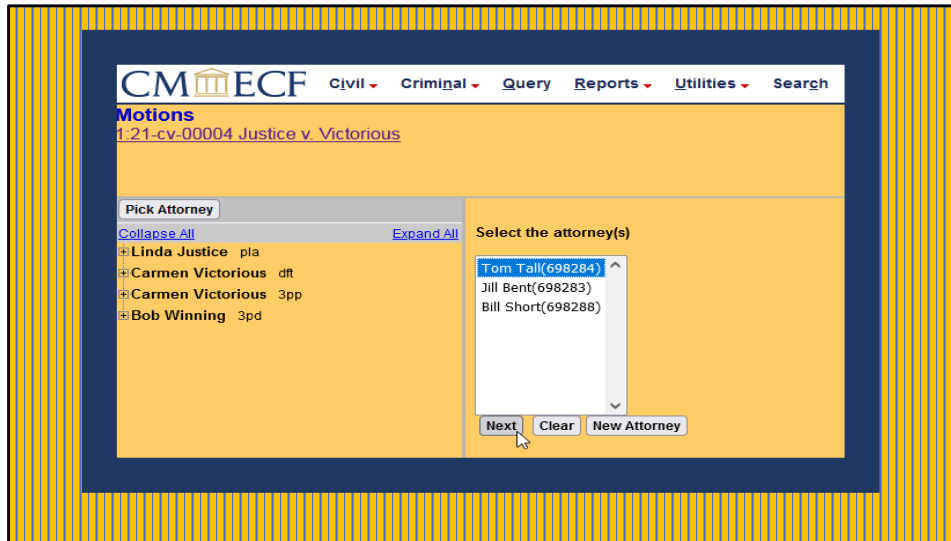
To file a motion, go to the main Civil Events Menu Screen, and under the Motions and Related Filings, click on Motions.



This screen displays the available events list for 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 header with the logo 'CM/ECF' and three dropdown menus labeled 'Civil', 'Criminal', and 'Query'. Below the header, the word 'Motions' is displayed in blue. A form area with a light orange background contains a label 'Civil Case Number' above a text input field. The input field contains the text '1:21-cv-4'. Below the input field 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 party from the drop-down list and Click NEXT.



Select the party 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](#)

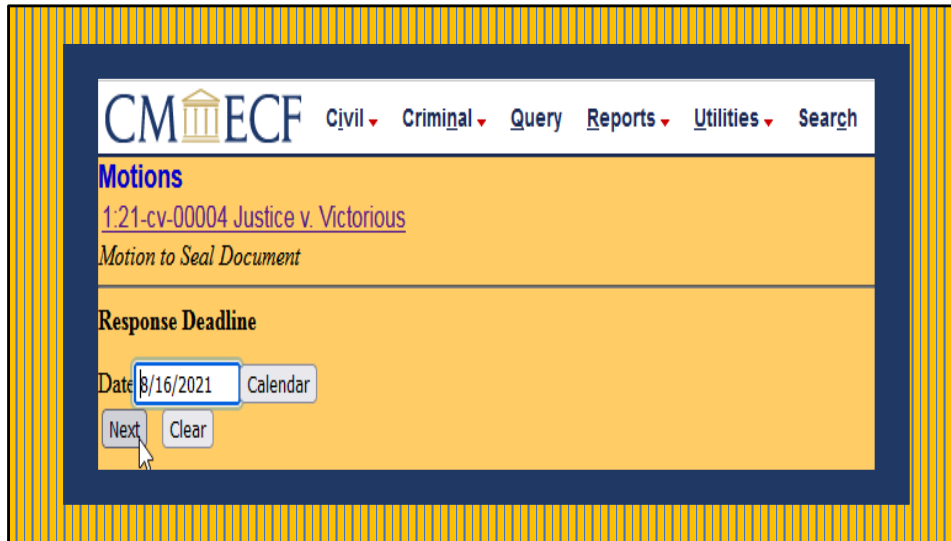
Date document filed (mandatory)
8/3/2021

Select the PDF document and any attachments.

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

Attachments	Category	Description
1. <input type="button" value="Browse..."/>	Text of Proposed Order	<input type="text"/> Remove
2. <input type="button" value="Browse..."/>		No file selected. <input type="text"/>

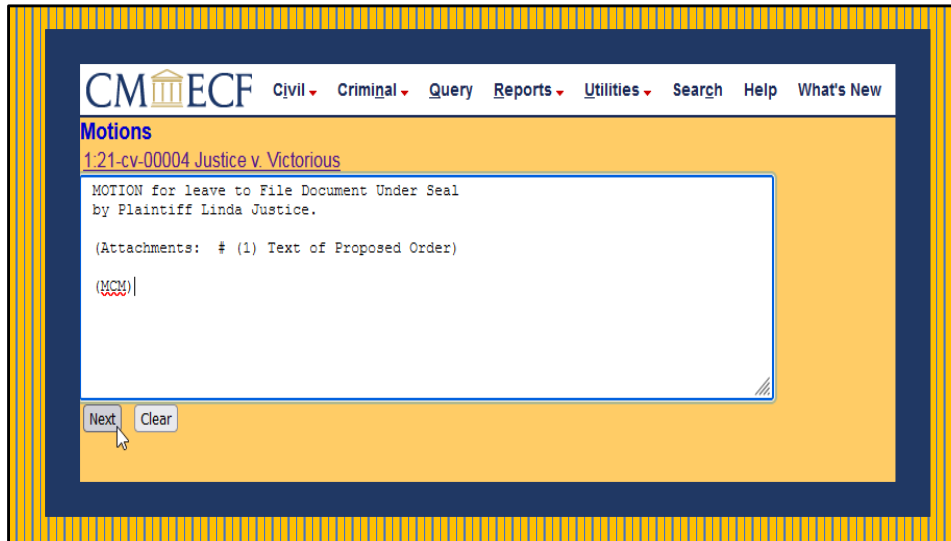
The screen prompts you to upload the Motion as the main document, and the Text of Proposed Order as an attachment under “Category”, and any additional documents as attachments. This can be done by clicking on the browse button under “Attachments” and uploading the PDF documents. All documents must be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



This screen displays the Response Deadline for the motion filed. The Response Deadline is the date that the defendant must file an answer.



This screen depicts a warning screen 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 as required. If no changes are to be made, continue by clicking 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 final docket entry will appear on docket. If an error is noted here, click the back button to return to the previous screen and edit the docket 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 the recipients who will be notified with the Notice of Electronic Filing. This is also your last opportunity to correct information. Clicking NEXT 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: 19

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
Phil Bent
Tom Tall

The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP docStamp_ID=1181334639 [Date=8/3/2021] [FileNumber=842812-0]
62c981c44fc14d7d9205433e4b10eb8ea16e10ed99a61dfb9e447970d7f528336bd8
a81bc3f6e66b51a0bead3988ee66d4fcc30d41d76ee696356f772d53a]]
Document description: Text of Proposed Order
Original filename: n/a
Electronic document Stamp:
[STAMP docStamp_ID=1181334639 [Date=8/3/2021] [FileNumber=842812-1]
b901f5ae11747cb9eecc4ef663362a98487d36a97dd7812290d74e7118e56cc36847c
s4525196824c5e7e3cc1a144ee3e9592e6100ce3353b3365f2e901e9a]]

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

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: Oldest date first

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

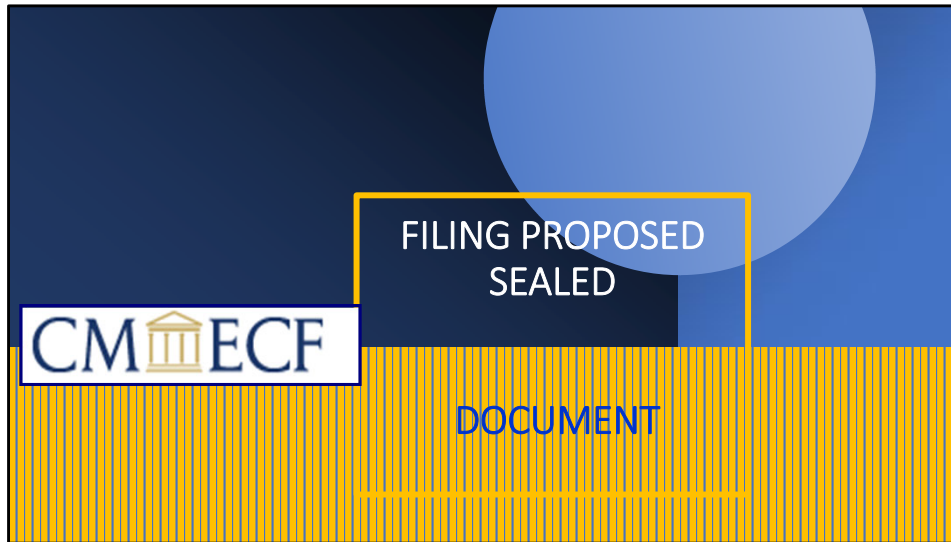
Click run report to view the docket sheet.

DISTRICT OF THE VIRGIN ISLANDS (ST. CROIX 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
Plaintiff Linda Justice	represented by Tom Tall LEAD ATTORNEY ATTORNEY TO BE NOTICED
V.	
Defendant Carmen Victorious	represented by Jill Bent LEAD ATTORNEY ATTORNEY TO BE NOTICED
ThirdParty Plaintiff Carmen Victorious	represented by Jill Bent (See above for address) LEAD ATTORNEY ATTORNEY TO BE NOTICED
V.	
ThirdParty Defendant Bob Winning	represented by Bill Short LEAD ATTORNEY ATTORNEY TO BE NOTICED

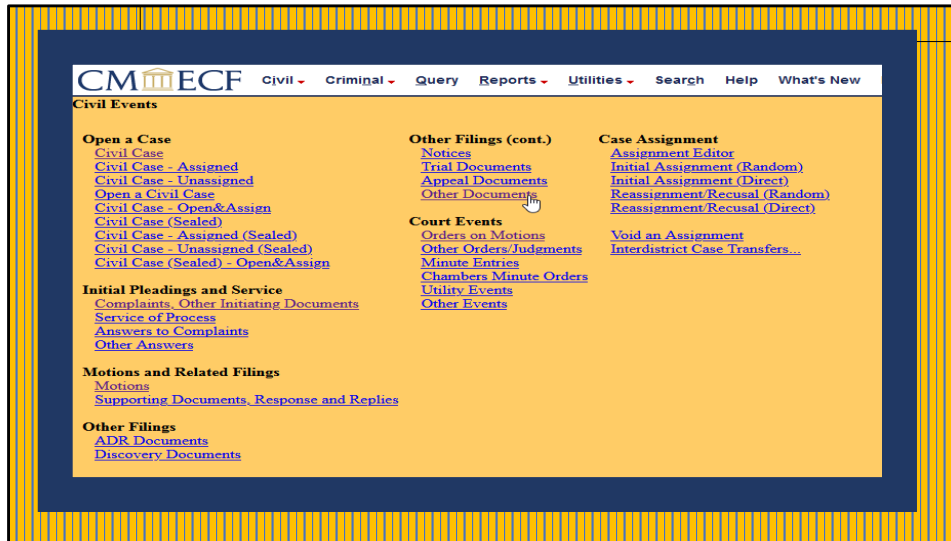
This screen displays the party roles and attorneys to a case.

Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVIDC-94000) 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 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)

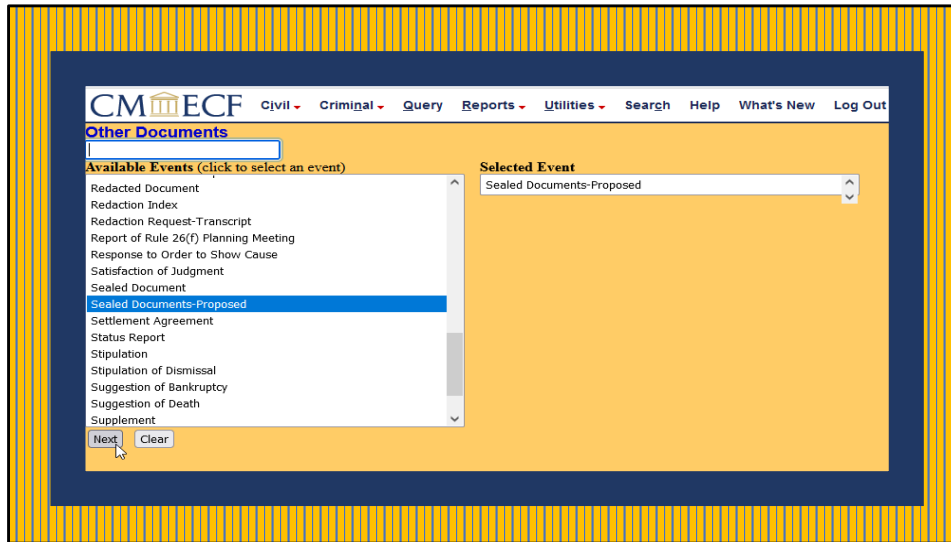
This is a close-up view of the docket sheet displaying how docket entries appear on the docket.



Filing the Proposed Sealed Document. This is sealed event viewable only by court personnel and users with sealed access in the case.



To file a Proposed Sealed Document, go to Main Menu, Under Civil Events >Other Filings>Other Documents.



Select Sealed Documents-Proposed from the drop-down list and click NEXT.

CM/ECF Civil Criminal Query

Other Documents

Civil Case Number or Numbers

1:21-cv-4

Next Clear

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

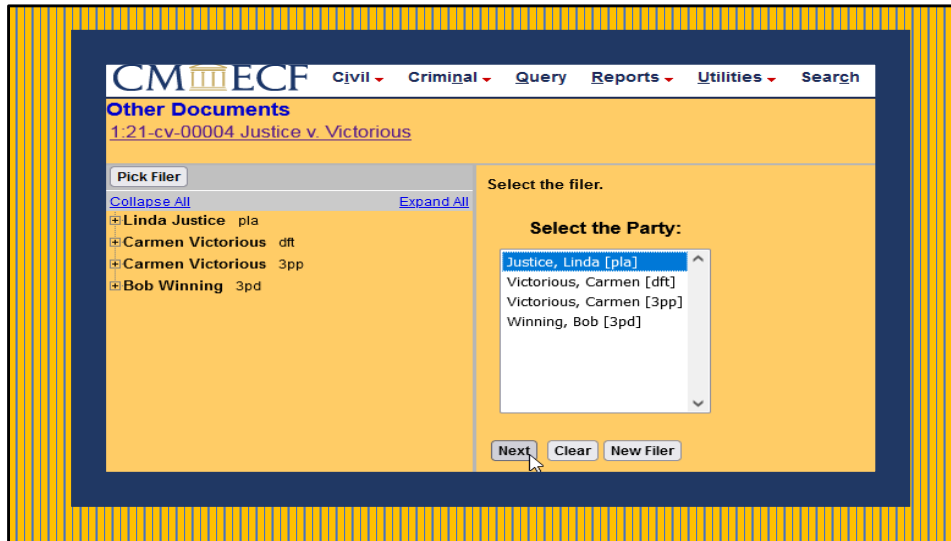
Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Click on the Browse button under Main Document to upload the Sealed Document Proposed. If additional documents are to be made a part of the filing, click on the browse button under “Attachments” and upload the pdf documents. If no additional attachments are required, click NEXT.



Filer will be shown warning message “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, the filer must e-file the document under the Sealed Document Event. ealed filings must be served on all parties by an alternate method, consistent with Local Rules of Procedure.



Select filer and click NEXT.



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



This is the final screen before committing the transaction. If edits need to be made to the docket text box, click the back button and make edits. If no edits are required, click NEXT.

The screenshot displays the CM/ECF Case Management System interface. At the top, there is a navigation menu with links for Civil, Criminal, Query, Reports, Utilities, Search, and Help. Below the menu, the page title is "Other Documents" and the case name is "1:21-cv-00004 Justice v. Victorious". A mouse cursor is hovering over the case name. The main content area contains a "Notice of Electronic Filing" section. It states that a transaction was entered on 8/3/2021 at 10:15 AM AST and filed on 8/3/2021. The case name is "Justice v. Victorious", the case number is "1:21-cv-00004", the filer is "Linda Justice", and the document number is "11". The docket text is "PROPOSED Sealed Documents. (MCM)". A red notice states: "1:21-cv-00004 No electronic public notice will be sent because the case/entry is sealed." Below this, it says "The following document(s) are associated with this transaction:". The document description is "Main Document" and the original filename is "n/a". An electronic document stamp is provided with the following text: "Electronic document Stamp: [STAMP deecfStamp_ID=1181334639 [Date=8/3/2021] [FileNumber=842815-0] [39e096773640dfd365a974c8f1fd7ef3d83cfaa50979379ab6de74d269edeca89e912475f2be76991e2554dc46cda6415e1f3a2ae0e1643f784f5d03a55d40]]".

Click on hyperlink to view the docket sheet report.

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

Internal Use Only

Justice v. Victorious
Assigned to:
Demand: \$75,000,000
Cause: 28:1310 Breach of Contract

Date Filed:
Due Date:
Venue:
Jurisdiction:

Plaintiff
Linda Justice represented by Tom Tall
LEAD ATTORNEY

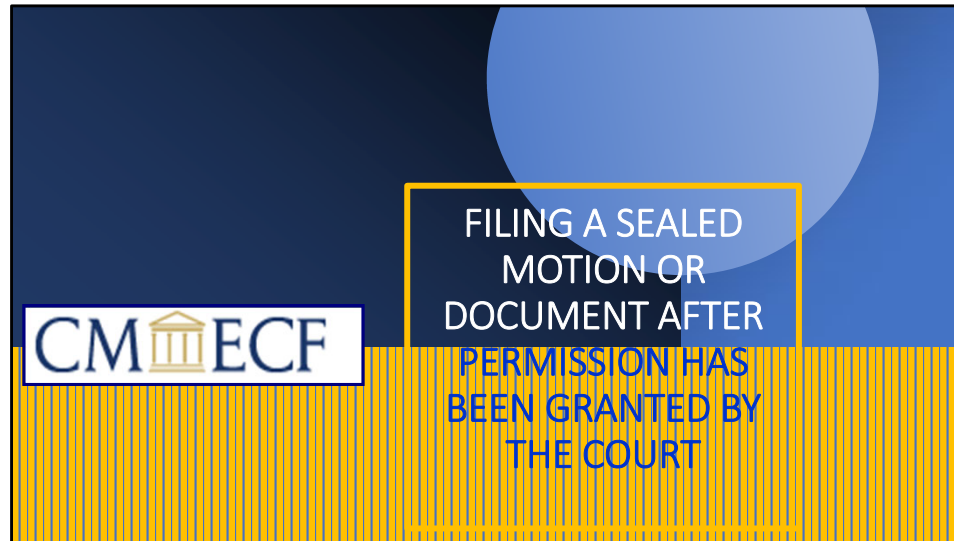
Defendant
Carmen Victorious represented by Jill Beut
LEAD ATTORNEY

Third Party Plaintiff
Carmen Victorious represented by Jill Beut
LEAD ATTORNEY

Third Party Defendant
Bob Winning represented by Bill Short
LEAD ATTORNEY

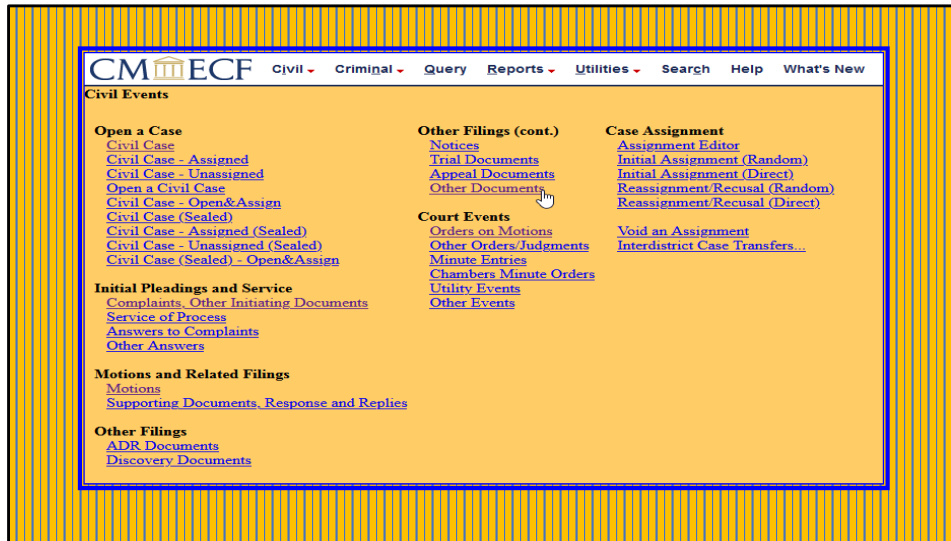
Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVIDC-940000) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet) (Entered: 08/01/2021)
08/01/2021	2	Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	3	SUMMONS Returned Executed by Linda Justice. Carmen Victorious served on 8/1/2021, answer due 8/22/2021. (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) (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)
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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.

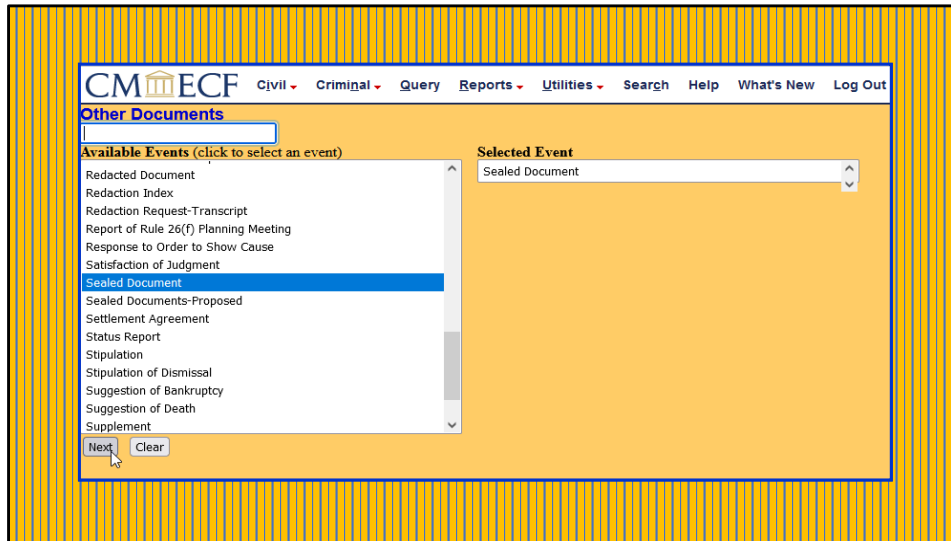


FILING A SEALED DOCUMENT AFTER PERMISSION HAS BEEN GRANTED BY THE COURT.

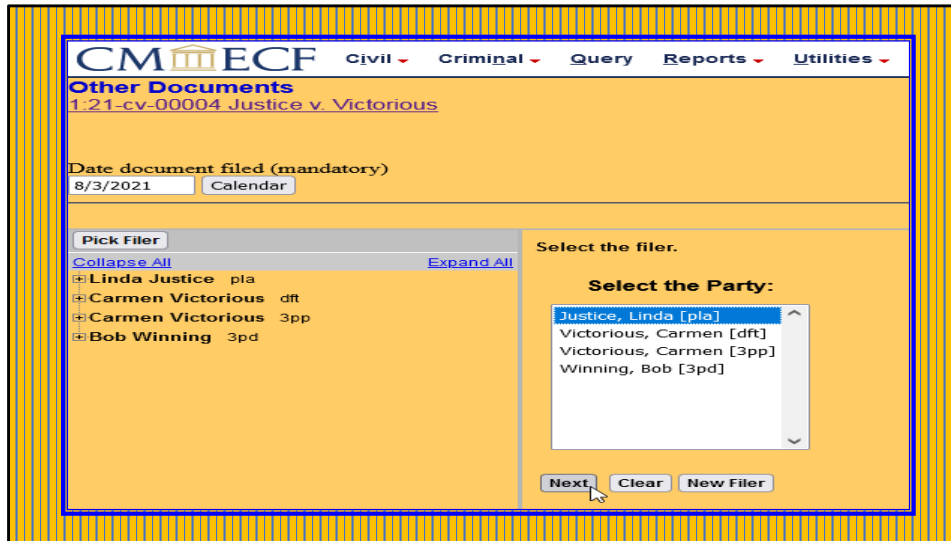
After permission has been granted by the court, the filer should contact the Clerk's office to obtain access to file the sealed document.



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



Select Sealed Document from the drop-down box and Click 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

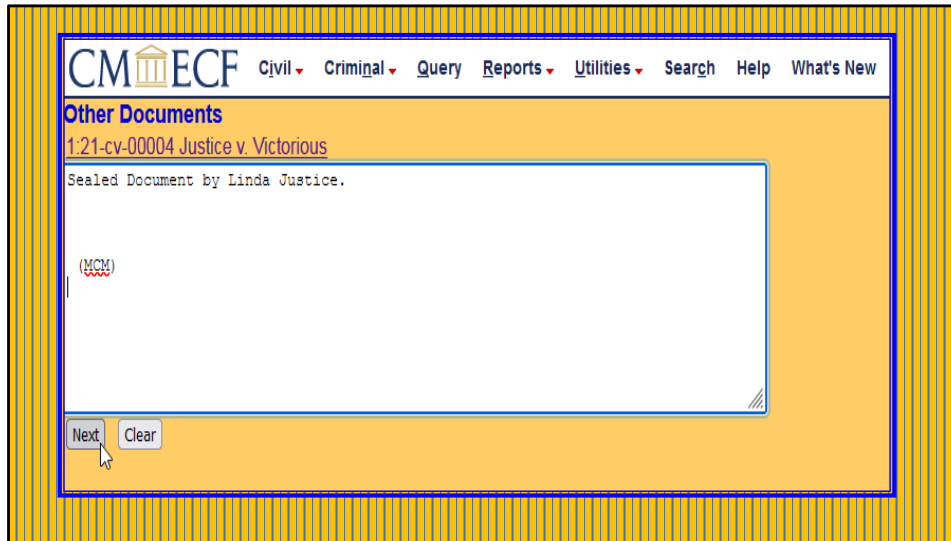
Select the PDF document and any attachments.

Main Document
Browse... SEALED DOCUMENT .pdf

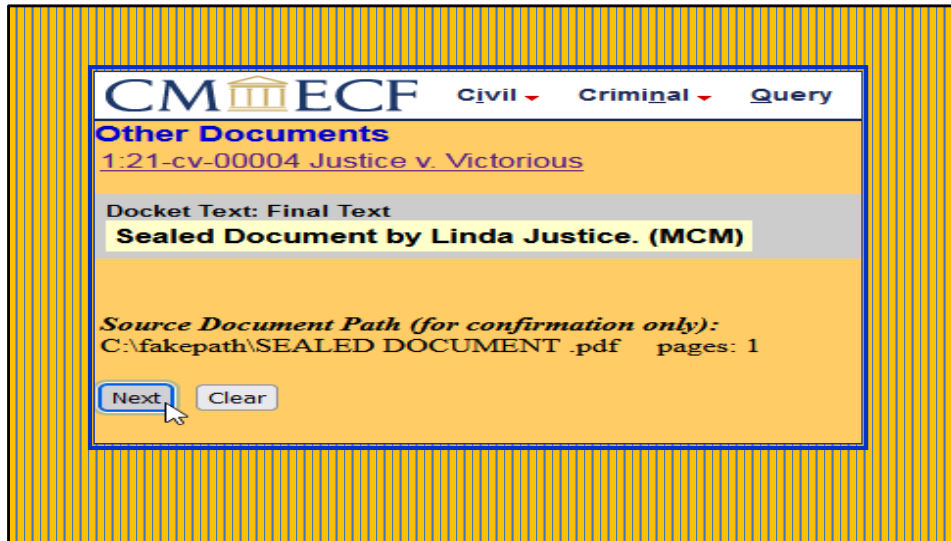
Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Upload pdf Sealed Document and any attachments. Click NEXT.



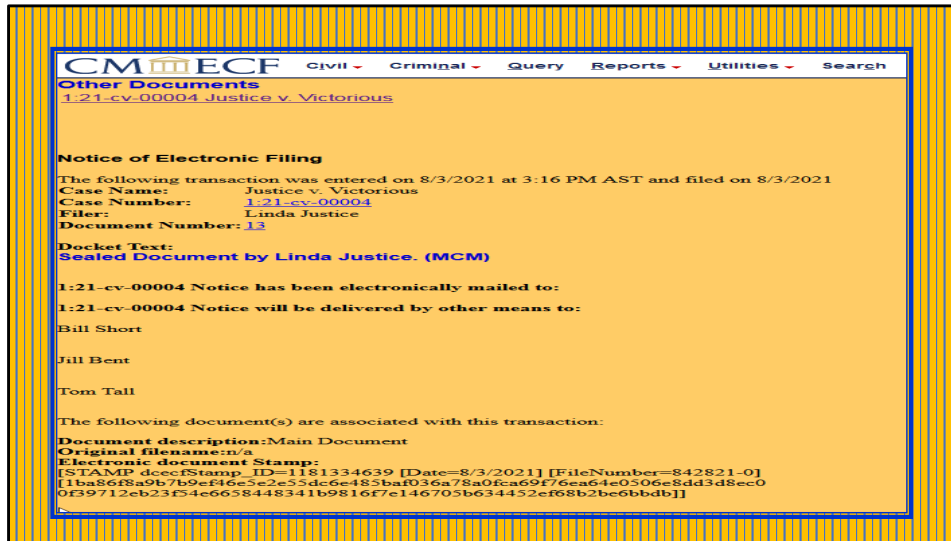
Verify docket text and click NEXT.



If the docket text is correct, Click NEXT.



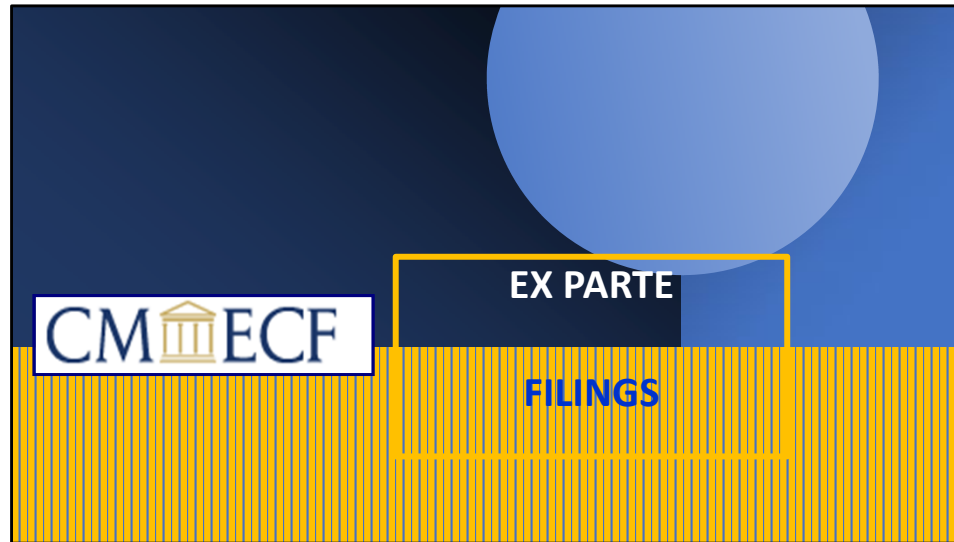
Clicking NEXT will commit the transaction.



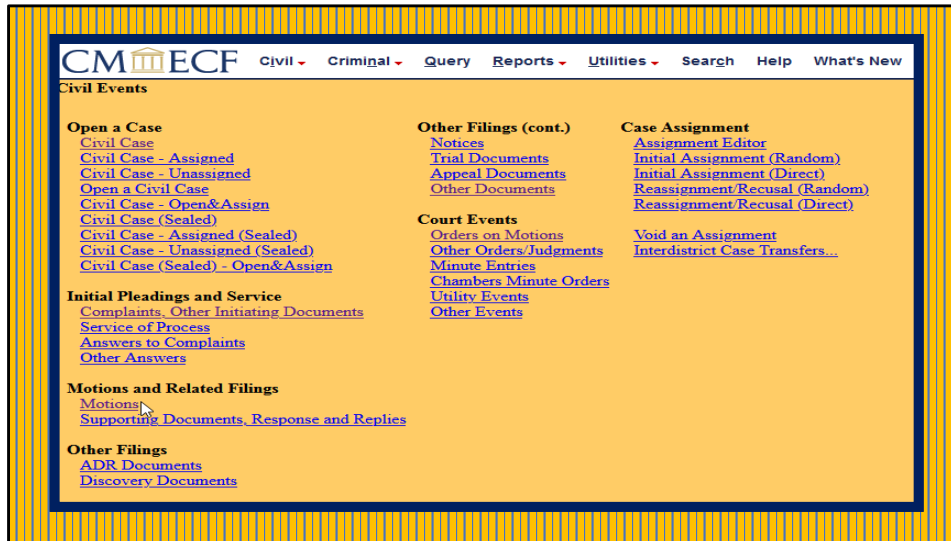
Your document has been filed. A Notice of Electronic Filing is obtained with pertinent case information.

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: 0 Jury Demand: Nature of Sec. Jurisdiction:
Plaintiff Linda Justice		represented by Tom Tall LEAD ATTORNEY
Defendant Carmen Victorious		represented by Jill Bent LEAD ATTORNEY
Third Party Plaintiff Carmen Victorious		represented by Jill Bent (See above R) LEAD ATTORNEY
Third Party Defendant Bob Winning		represented by Bill Short LEAD 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, 2 Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	2	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	3	NOTICE of Appearance by Jill Bent on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)
08/01/2021	4	ANSWER to 1 Complaint with Jury Demand, THIRD PARTY COMPLAINT against Bob Winning by Carmen Victorious. (Attachments: # 1 Attachment, 2 Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	5	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	6	NOTICE of Appearance by Bill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)
08/01/2021	7	ANSWER to 5 Answer to Complaint, Third Party Complaint by Bob Winning. (MCM) (Entered: 08/01/2021)
08/03/2021	8	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	9	*SEALED* PROPOSED Sealed Documents. (MCM) (Entered: 08/03/2021)
08/03/2021	10	ORDER dated 8/03/2021 granting 10 Motion to Seal Document. (MCM) (Entered: 08/03/2021)
08/03/2021	11	Sealed Document by Linda Justice. (MCM) (Entered: 08/03/2021)

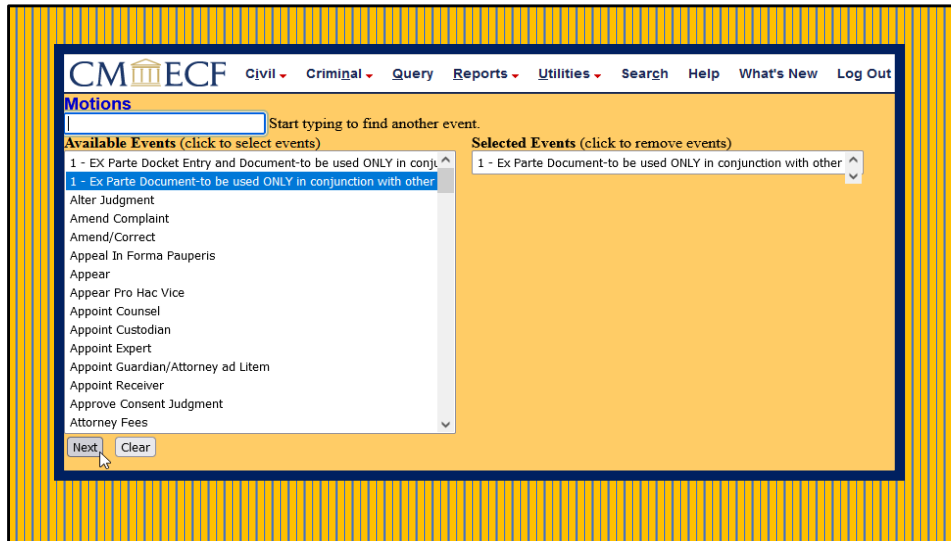
Screen shot of docket sheet report depicting sealed docket entries.



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 docket entries 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. Always ensure that the correct event is used to restrict access to the document.



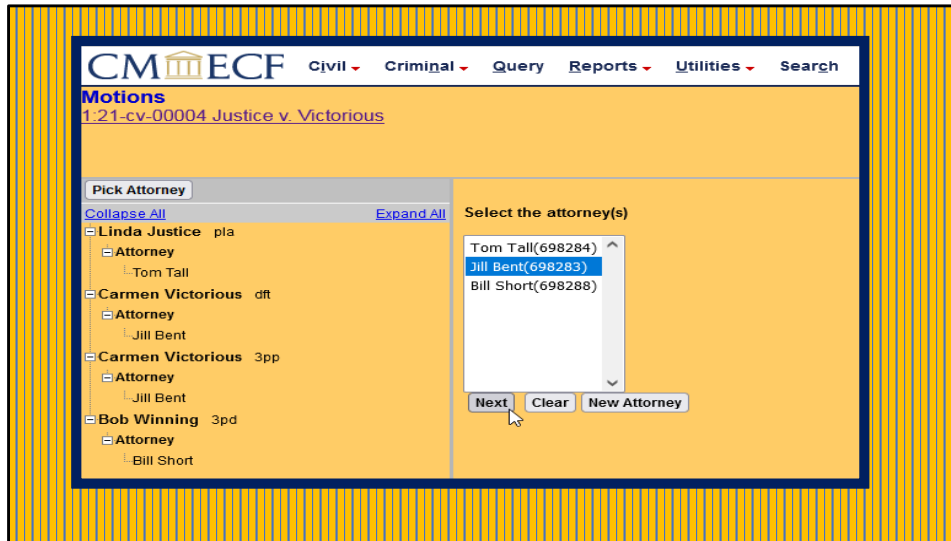
Go to the Main Menu and under the Motions and Related Filing, Click on the Motions event.



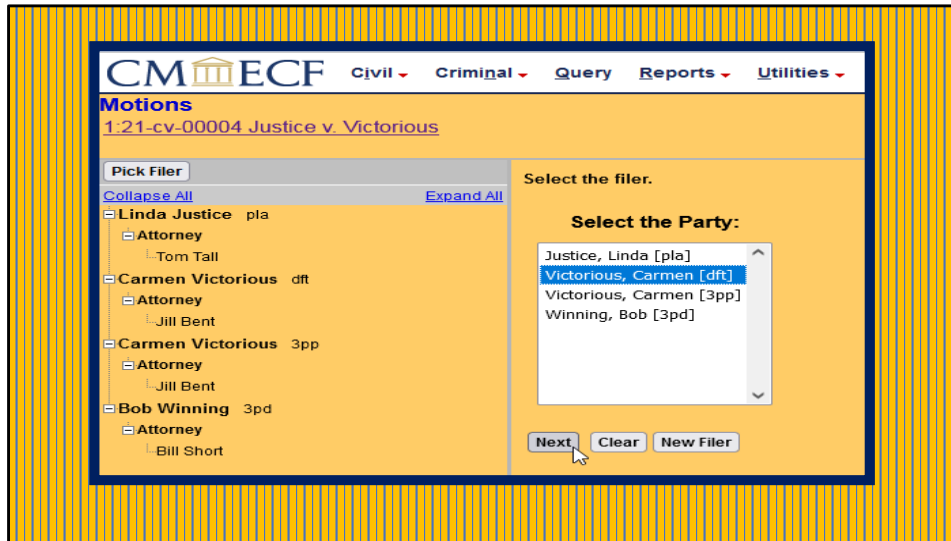
Select the appropriate event and click NEXT.

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 section is titled 'Motions'. A form field labeled 'Civil Case Number' contains the text '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.

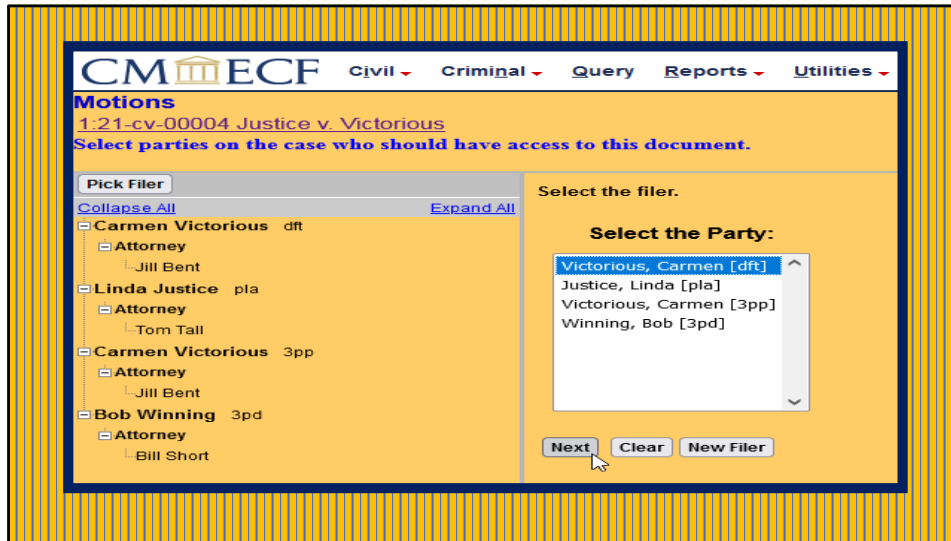
Verify case number and click NEXT.



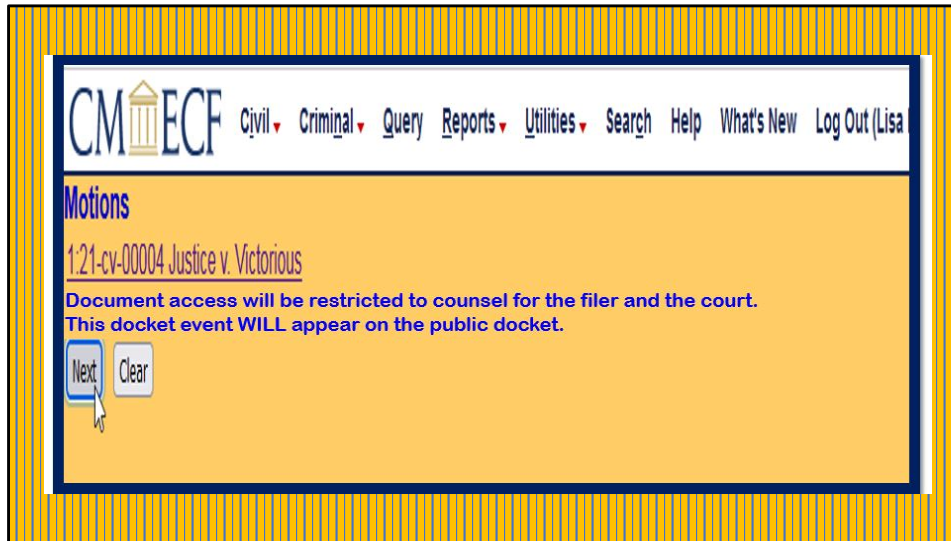
Select the attorney.



This screen prompts you to select the filer. Select the filer and click NEXT.



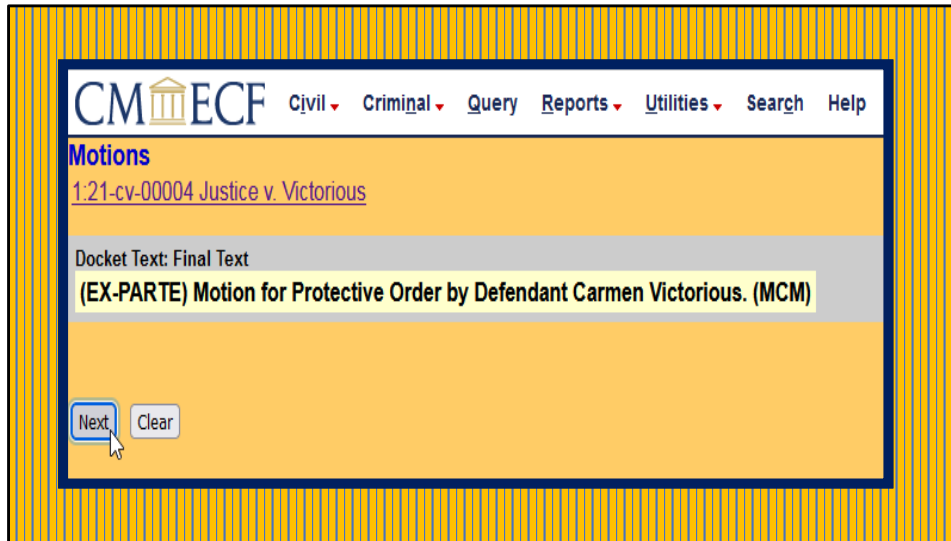
Select parties who should have access to the document and click NEXT.



This screen displays warning message that “Document access will be restricted to counsel for the filer and the court, and that the docket event will appear on the public docket”.



Verify docket text and click NEXT.



Review the 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

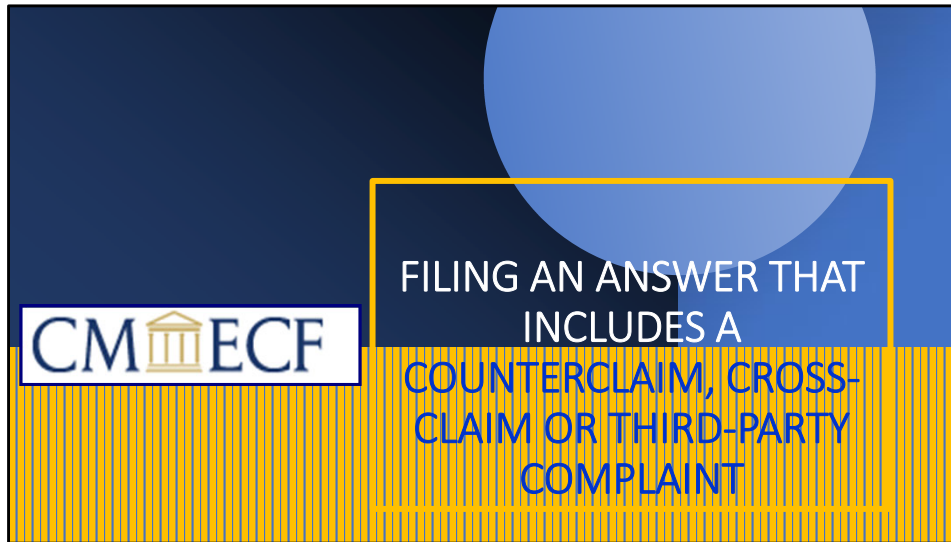
[Ad Hoc \(+/-\)](#)

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

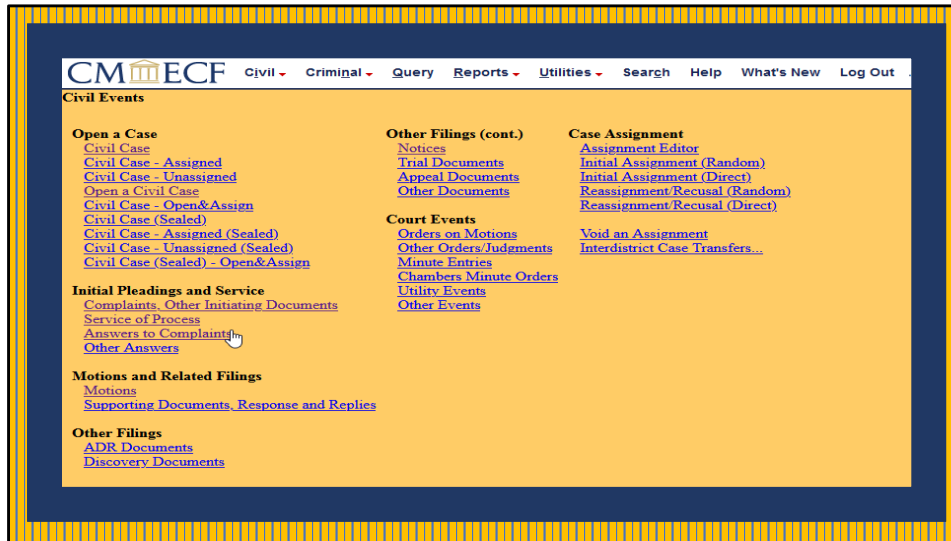
Review recipients in respective categories to ensure that unintended parties in case will not receive notice. Clicking NEXT will commit the transaction.

Date Filed	#	Docket Text
08-01-2021		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		Summons Issued as to Carmen Victorious. (MCM) (Entered: 08/01/2021)
08-01-2021		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		NOTICE of Appearance by Jill Beut on behalf of Defendant Carmen Victorious. (MCM) (Entered: 08/01/2021)
08-01-2021		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		Summons Issued as to Bob Winning. (MCM) (Entered: 08/01/2021)
08-01-2021		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		NOTICE of Appearance by Bill Short on behalf of THIRD PARTY DEFENDANT Bob Winning. (MCM) (Entered: 08/01/2021)
08-01-2021		ANSWER to 2 Answer to Complaint, Third Party Complaint by Bob Winning. (MCM) (Entered: 08/01/2021)
08-03-2021		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		*SEALED* PROPOSED Sealed Documents. (MCM) (Entered: 08/03/2021)
08-03-2021		ORDER dated 8/03/2021 granting 10 Motion to Seal Document. (MCM) (Entered: 08/03/2021)
08-03-2021		Sealed Document by Linda Justice. (MCM) (Entered: 08/03/2021)
08-03-2021		(Ex Parte) Motion for Protective Order by Defendant Carmen Victorious. (MCM) (Entered: 08/03/2021)

Motion for Ex Parte filed successfully. The RED PADLOCK depicts a sealed entry.



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



To file an answer to a Third-Party Complaint, go to the Civil Main Menu. Under Initial Pleadings and Service, click on Answers to Complaints.

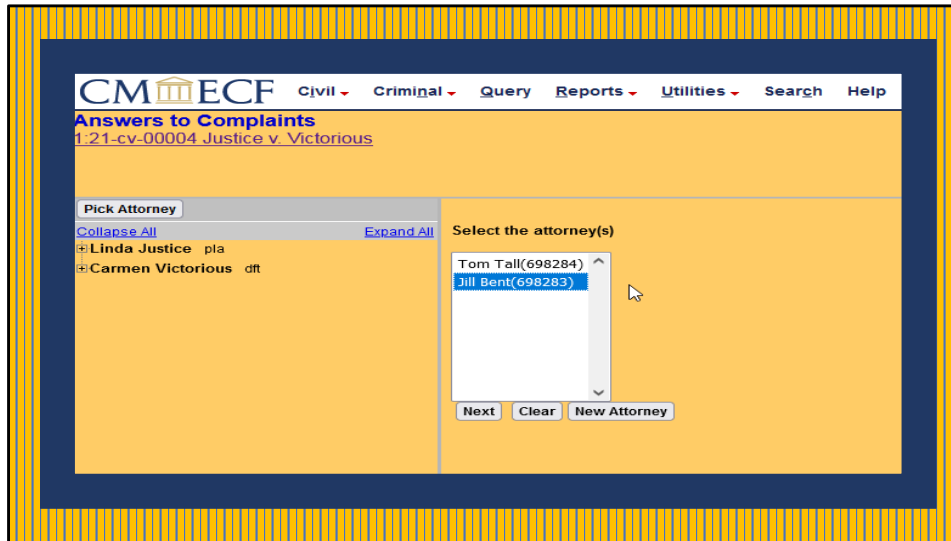
CM/ECF Civil Criminal Query

Answers to Complaints

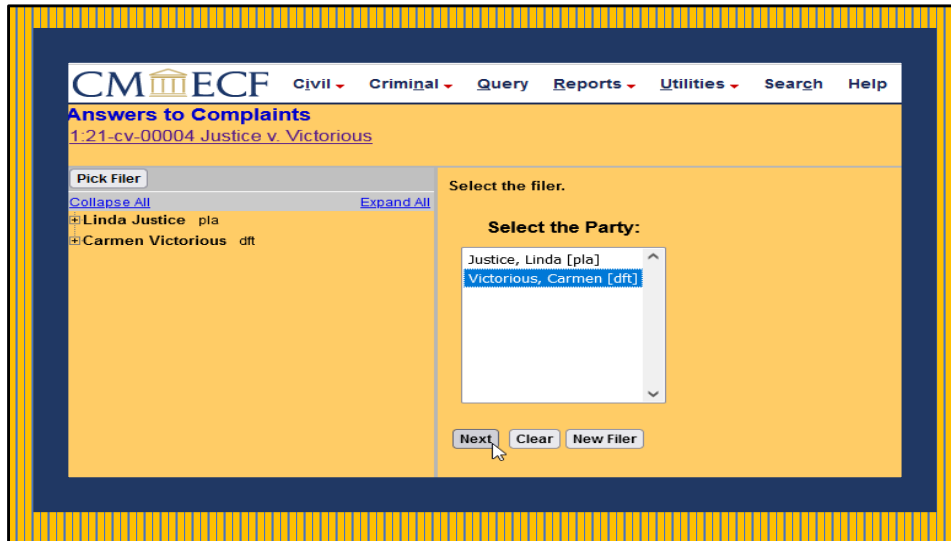
Civil Case Number

Next Clear

Verify your case number and click NEXT.



Select the attorney from the pick list box 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))

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

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

Answers to Complaints

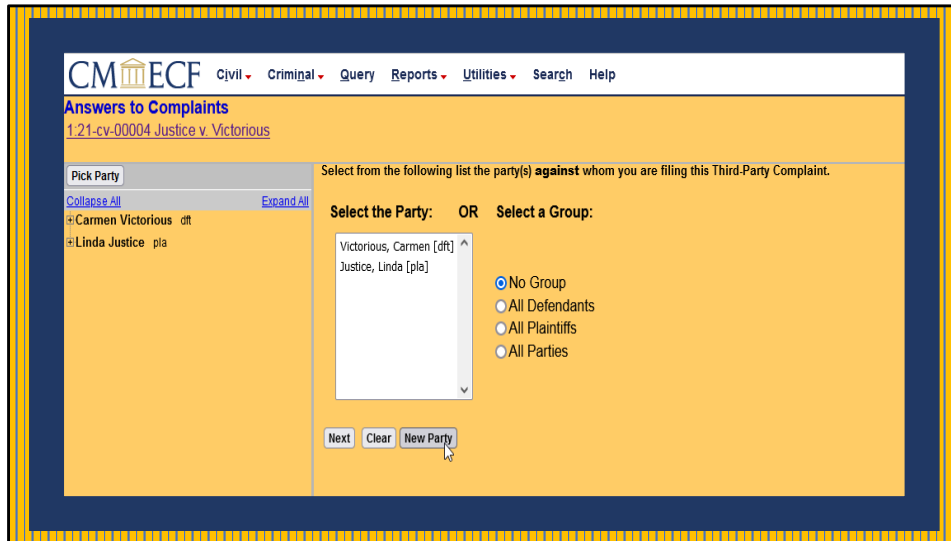
[1:21-cv-00004 Justice v. Victorious](#)

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)

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.

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

Answers to Complaints

1:21-cv-00004 Justice v. Victorious

Pick Party

Search for a party

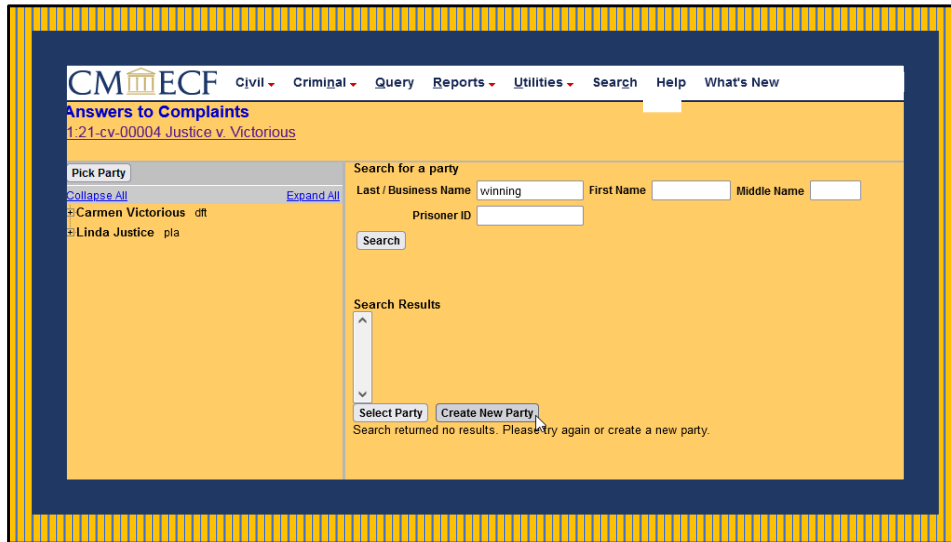
Last / Business Name First Name Middle Name

Prisoner ID

[Collapse All](#) [Expand All](#)

- Carmen Victorious dt
- Linda Justice pla

Type in the name of the 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 Expand All
Carmen Victorious dft
Linda Justice pla

Party Information

Last name Winning First name Bob
Middle name Generation
Title
Role Defendant (dft:pty)
Pro se
Prisoner Id
Office
Address 1
Address 2
Address 3
State
Prison
Phone
E-mail
Party text
Start date
Corporation
Add Party

Guard (gar:pty)
In Re (inr:pty)
Interested Party (ip:pty)
Interpleader (intpl:pty)
Intervenor (intvc:pty)
Intervenor Defendant (intvd:pty)
Intervenor Plaintiff (intvp:pty)
Material Witness (mw:pty)
Mediator (med:pty)
Movant (mov:pty)
Objector (obj:pty)
Petitioner (pet:pty)
Plaintiff (pla:pty)
Receiver (rc:pty)
Respondent (res:pty)
Special Master (sm:pty)
Taxpayer (tax:pty)
ThirdParty Defendant (3pd:pty)
ThirdParty Plaintiff (3pp:pty)
Trustee (trust:pty)

Unit
Show this address on the docket sheet
City
Country
Fax
End date
Notice yes

This is the party information screen. The “Role” field (highlighted in gray) defaults to Defendant (dft:pty). Select the correct role from the drop-down list.

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

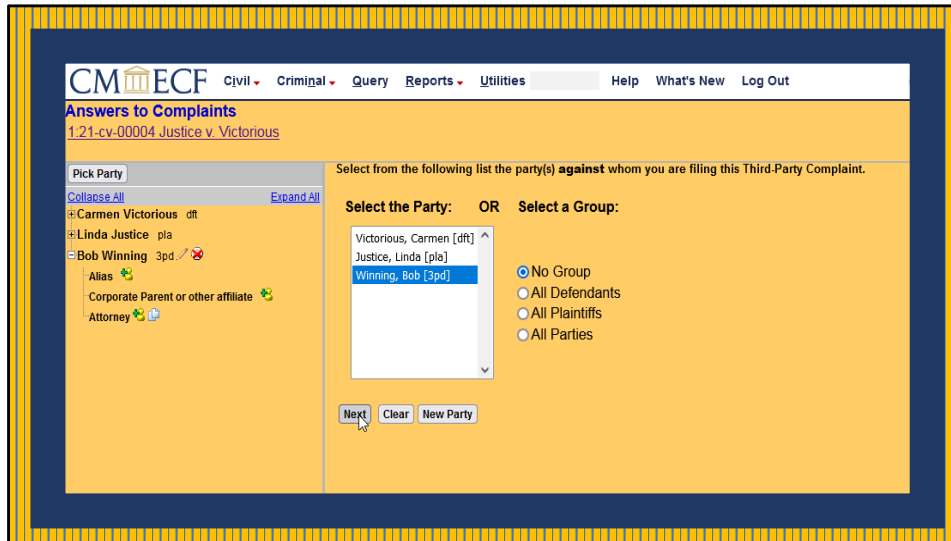
Answers to Complaints
1:21-cv-00004 Justice v. Victorious

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:
Address1:
Address2: Show this address on the docket sheet
Address3: City:
State: Zip: Country:
Prison:
Phone: Fax:
E-mail:
Party text:
Start date: 8/1/2021 End date:
Corporation: no Notice: yes
Add Party

Enter party information in all applicable fields and click “Add Party”.



The third-party defendant has been successfully added. Highlight the party and click NEXT.

CM ECF Civil Criminal Query Reports Utilities

Answers to Complaints

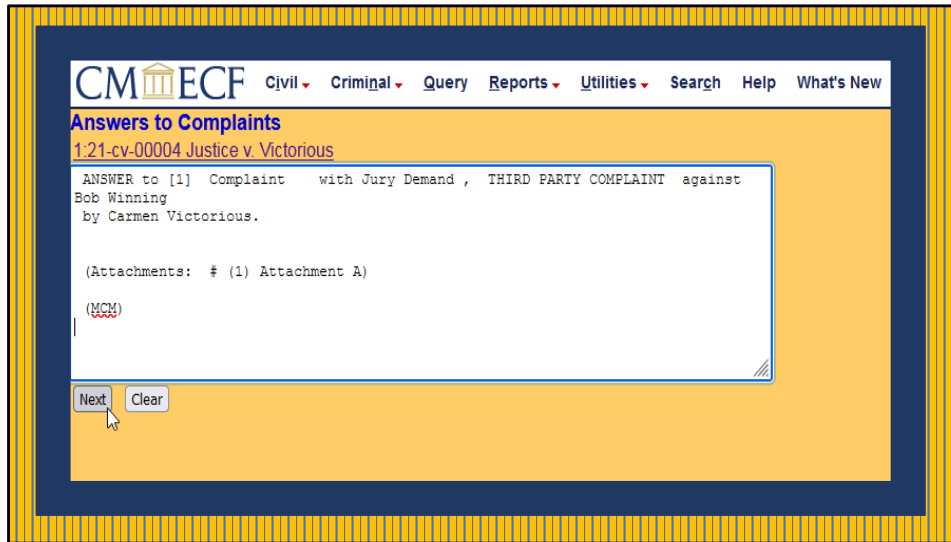
[1:21-cv-00004 Justice v. Victorious](#)

Does this Answer include a jury demand?

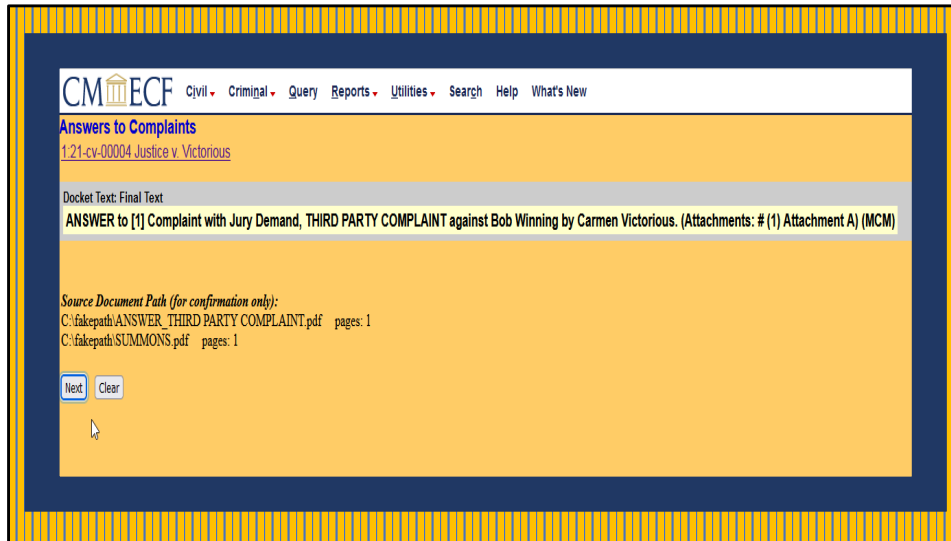
Yes
 No

Next Clear

Check appropriate response and click NEXT.



Edit docket text for accuracy and click NEXT.



This screen displays how the final text will appear on the docket. If the docket text is accurate click NEXT.



Clicking the “NEXT” button on this screen will commit the transaction.



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 on the hyperlink in the upper left-hand corner.

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 Make these options my default. Schedule this to run

Click Run Report to view entries on the docket.

CM³ECF 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
Case: 28.120 Breach of Contract

Plaintiff
Linda Justice

Defendant
Carmen Victorious

ThirdParty-Plaintiff
Carmen Victorious

ThirdParty-Defendant
Bob Winning

Date Filed: 08/01/2021
Jury Demand: Both
Nature of Suit: 190 Contract: Other
Jurisdiction: Diversity

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

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

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

Date Filed	#	Docket Text
08/01/2021	1	COMPLAINT against Carmen Victorious (Filing fee \$ 402 receipt number AVDC-94000) filed by Linda Justice. (Attachments: # 1 Civil Cover Sheet, # 2 SUMMONS OCMC) (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 Beas 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.



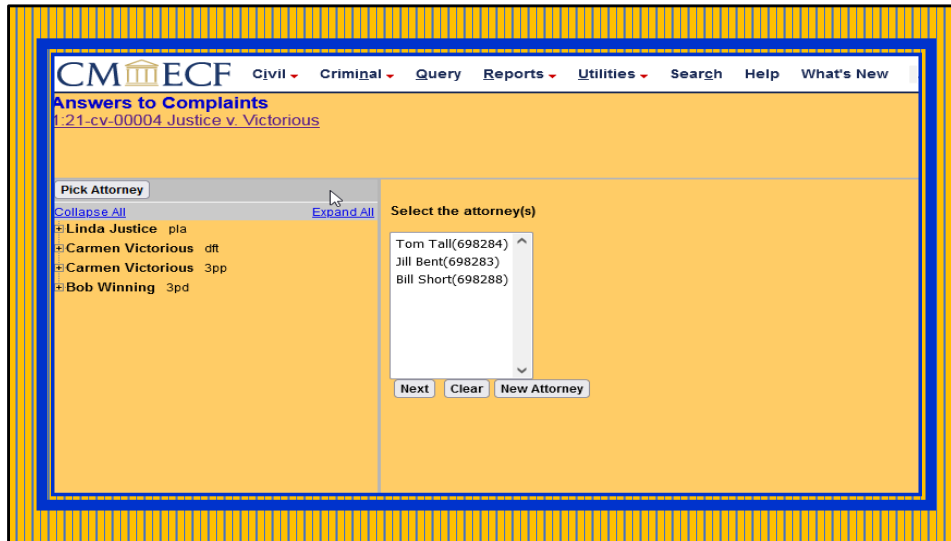
FILING AN ANSWER TO A COUNTERCLAIM, CROSS-CLAIM OR THIRD-PARTY COMPLAINT.



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.

The image shows a screenshot of a web application interface. At the top, there is a header with the logo "CM ECF" (where "M" has a building icon) and three navigation links: "Civil", "Criminal", and "Query", each with a small downward arrow. Below the header, the main heading is "Answers to Complaints". Underneath this heading is a search form. The form has a label "Civil Case Number" above a text input field. The input field contains the text "1:21-cv-4". Below the input field are two buttons: "Next" and "Clear". The entire form area has a light orange background.

Verify the case number.



Select the attorney representing the party 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](#)

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)

Next Clear

This screen prompts you to link the answer to the complaint. 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

Select the PDF document and any attachments.

Main Document
 ANSWER TO THIRD PARTY COMPLAINT.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value=""/>	<input type="text" value=""/>

Click on the Browse button to upload your pdf document and attachment, then click 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 select from the questions. Check appropriate box and click NEXT.

The screenshot shows a web interface for CM ECF. At the top, there is a navigation bar with the logo 'CM ECF' and several menu items: 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities', each with a small downward arrow. Below the navigation bar, the main content area has a yellow background and is titled 'Answers to Complaints'. Underneath the title, there is a link for '1:21-cv-00004 Justice v. Victorious'. The main question is 'Does this Answer include a jury demand?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected, indicated by a blue dot. At the bottom left of the form, there are two buttons: 'Next' and 'Clear'. 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 there are no edits, click NEXT.



This screen displays the final text. Click NEXT.

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

Answers to Complaints
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 commits your transaction. Verify information for accuracy, then click NEXT.

CM ECF 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
Filer: Bob Winning
Document Number: 9

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:n/a
Electronic document Stamp:
[STAMP dcccStamp_ID=1181334639 [Date=8/1/2021] [FileNumber=842800-0]
[72e15b7877a08951399d21cde308f37282ede946252c570a41e07e9f02f25d7a49c9e
42f8c3b42e0f91a18c5db66e41c061a3580135aa4062eb9c83b88a08349]]

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

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: Oldest date first

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

Click run report to display the docket sheet.

CM ECF Civil • Criminal • Query Reports • Litigation • 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's Victorious
Assigned to:
Demand: \$75,000,000
Case: 21-130-Bonds of Contract

Plaintiff
Linda Justice

Date Filed: 08/01/2021
Jury Demand: Both
Name of Suit: 190 Contract: Other
Jurisdiction: Diversity

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

V.

Defendant
Carmen Victorious

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

Third Party Plaintiff
Carmen Victorious

represented by **Jill Beut**
(Use phone for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

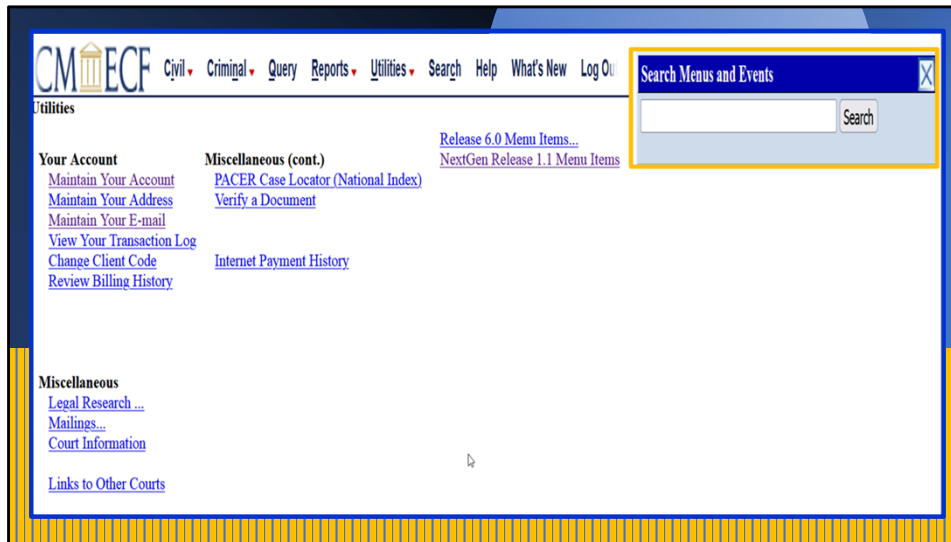
V.

Third Party Defendant
Bob Winning

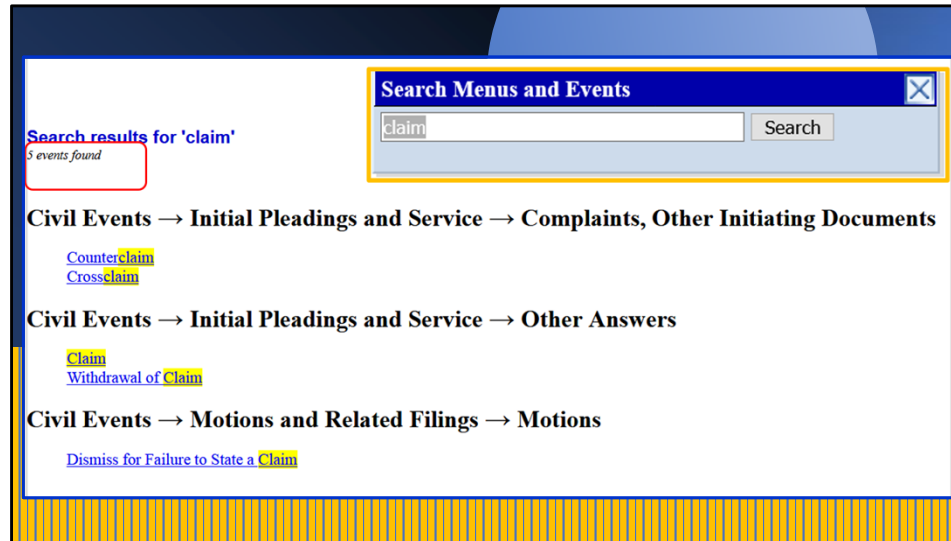
represented by **Bill Short**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
08/01/2021	-1	COMPLAINT against Carmen Victorious (Filing fee \$ 403 except number AVIDC-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 Return Entered 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 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 Return Entered 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 1 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 functionality permits users to execute more precise searches when selecting menu items in civil and criminal events for electronic filing. The Search option queries the CM/ECF system by accessing the most current menu item and event information available.



When the user enters one or more characters or a keyword in the Search Menus and Events pop-up box text field and clicks the Search button, the system returns a corresponding list displaying those menu items and events which match the character pattern or key word entered. In this example, the word “claim” was entered. 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.



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