

INSTRUCTIONS FOR FILING EX PARTE SETTLEMENT POSITIONS

Settlement position statements/letters must be filed ex parte **ONLY via ECF** by counsel. The Court directs counsel to do so at the time the settlement conference is set, therefore a motion to file ex parte is **NOT** to be filed. The position statement must not exceed **5 pages INCLUSIVE** of any necessary exhibits/attachments.

To file a letter ex parte via ECF, the following steps must be taken:

1. Go to **CIVIL EVENTS**
2. Go to **OTHER FILINGS**
3. Click on **Other Documents**. A menu of document types will come up
4. Select "1 - Exparte Docket Entry AND document" **AND** "Letter". **Both** events should appear in the "Selected Events" box
5. Click on **Next**
6. In the box under "**Civil Case Number**", enter the case number
7. Click on **Next**
8. This screen will show a box titled "**Select the Party**". Select **ONLY** the party or parties you represent.
9. Click on **Next**
10. This screen will show the message "**Docket entry and document access will be restricted to the filer and his/her attorneys.**" This is for informational purposes only.
11. Click on **Next**
12. This screen will show a lengthy message in **RED** letters. The message is informing you that at the next screen you will be prompted to attach a .pdf document. It is also a warning to make sure that you are using the correct event. It is for reference and informational purposes.
13. Click on **Next**.
14. **You will select your pdf document and any attachments at this screen.**
15. Click on **Next**
16. This screen will ask if a document number should be assigned. Click "**Yes**"
17. Click on **Next**
18. The screen will be prefilled with a description of your filing. **Example "Letter by Jane Doe"**. At this point you may add any additional description such as "**Ex Parte Settlement Position Letter by Jane Doe**" if you wish
19. Click on **Next**
20. This screen will give you an informational summary only of what the final docket entry will say and what documents are attached
21. Click on **Next**
22. This screen will show you a list of all parties who will receive the electronic notification of this entry. The Judges on the case will be automatically checked off and **ONLY you** (as the filer and attorney for the party you represent) should be checked off. **If other opposing counsel appears on this screen and is checked off, you will have to go back to Step 8 and select the correct filing party.**
23. Clicking **Next** on this screen will post the docket entry.

If you find that you incorrectly filed this document, you will have to contact the docketing section at the Clerk's Office to seek further guidance.