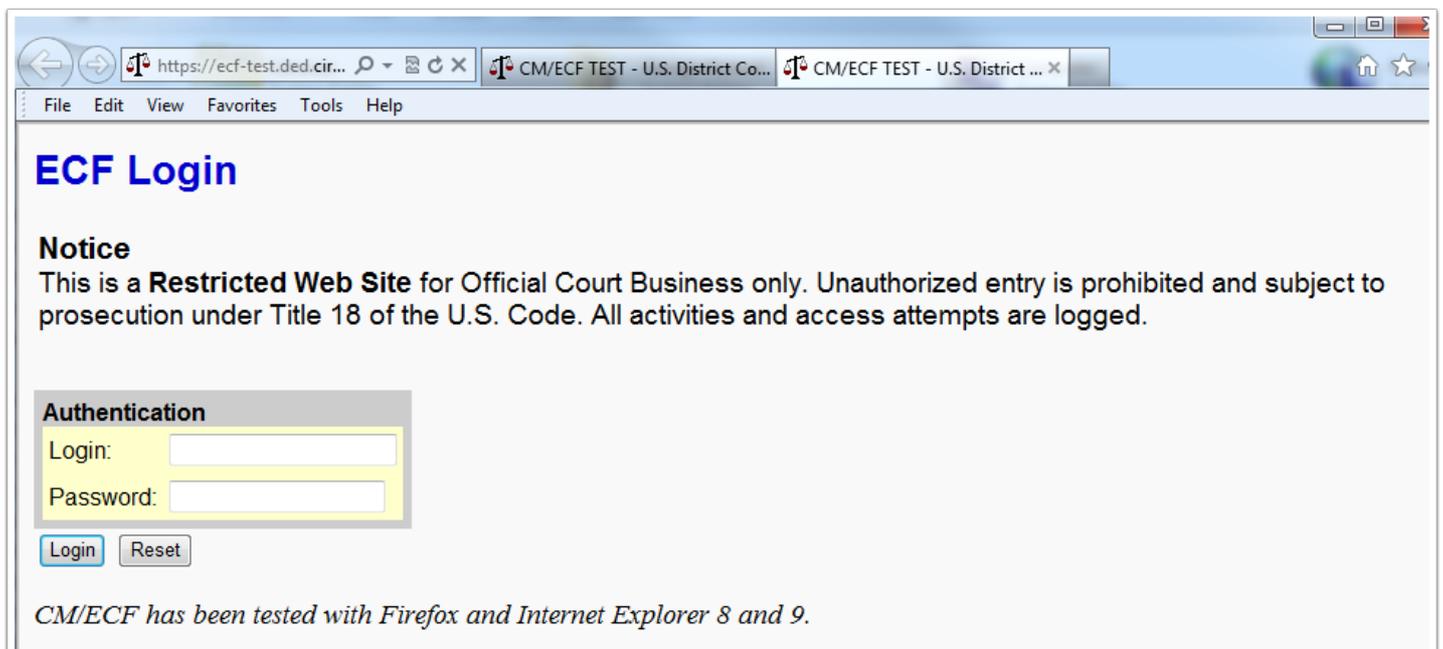


## I. Introduction - Electronic Filing of an Objection to a Presentence Investigation Report

Effective January 6, 2014, the U.S. Probation Office will electronically file the Presentence Investigation Report (PSI) using the Case Management/Electronic Case Filing (CM/ECF) system. The assigned Judge, prosecutor, and defense attorney will receive the report electronically. Attorneys will have the opportunity to electronically file their objections to the PSI. Instructions for doing so are listed below. For the PSI and any objection, a docket entry will appear but all documents will be restricted from public viewing. Only the assigned Judge, counsel, and probation staff will have access to the documents. Objections to a PSI will be filed through a CM/ECF event entitled "Objection to Presentence Investigation Report".

## II. Instructions for Electronic Filing of an Objection to a Presentence Report

1. Access CM/ECF from the Court's website at <https://ecf.ded.uscourts.gov>. Use the login/password provided by the Court.



**ECF Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

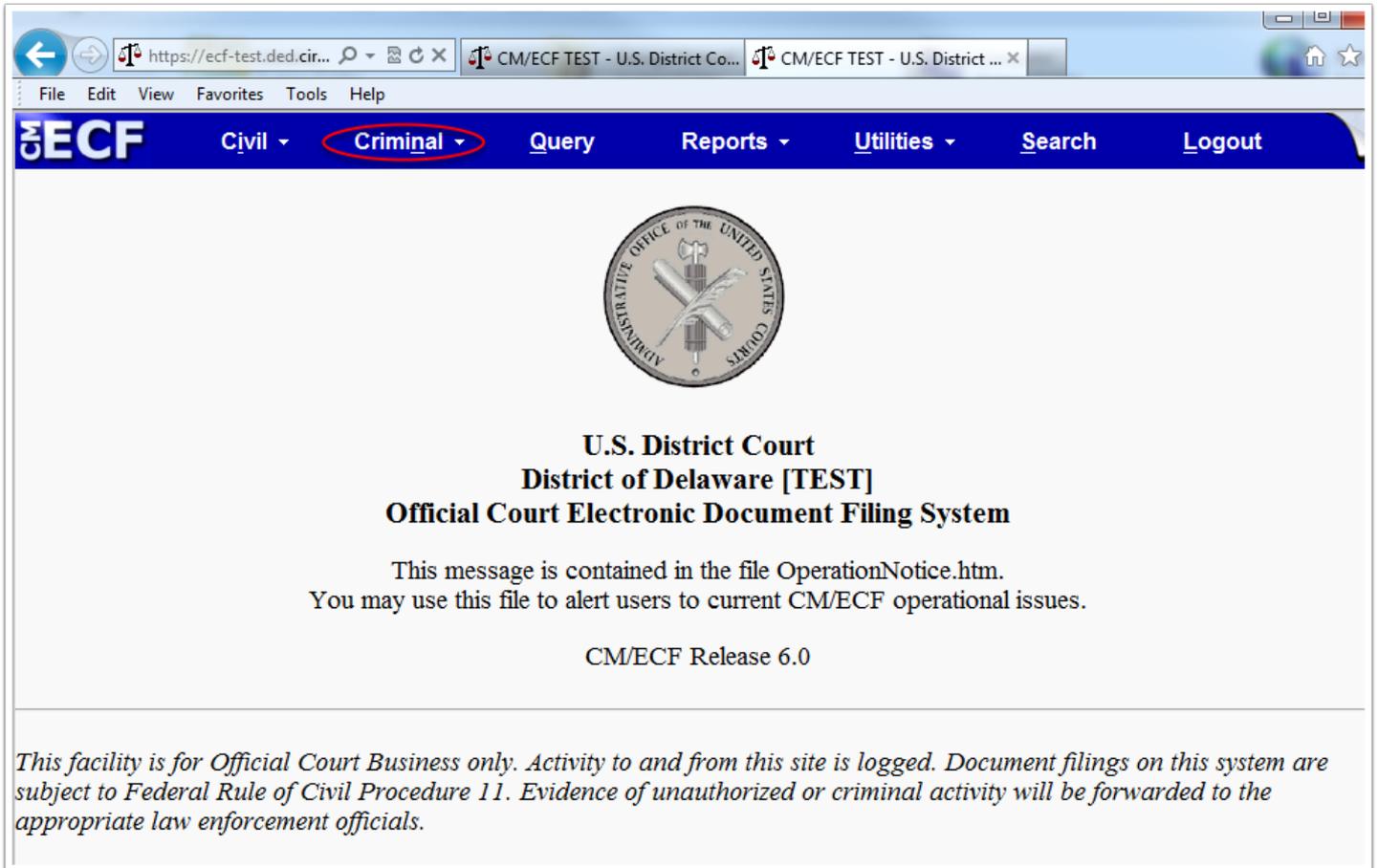
**Authentication**

Login:

Password:

*CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.*

2. After logging in, you will be directed to the main menu page of CM/ECF. Select "Criminal" on the blue menu bar at the top of the screen.



U.S. District Court  
District of Delaware [TEST]  
Official Court Electronic Document Filing System

This message is contained in the file OperationNotice.htm.  
You may use this file to alert users to current CM/ECF operational issues.

CM/ECF Release 6.0

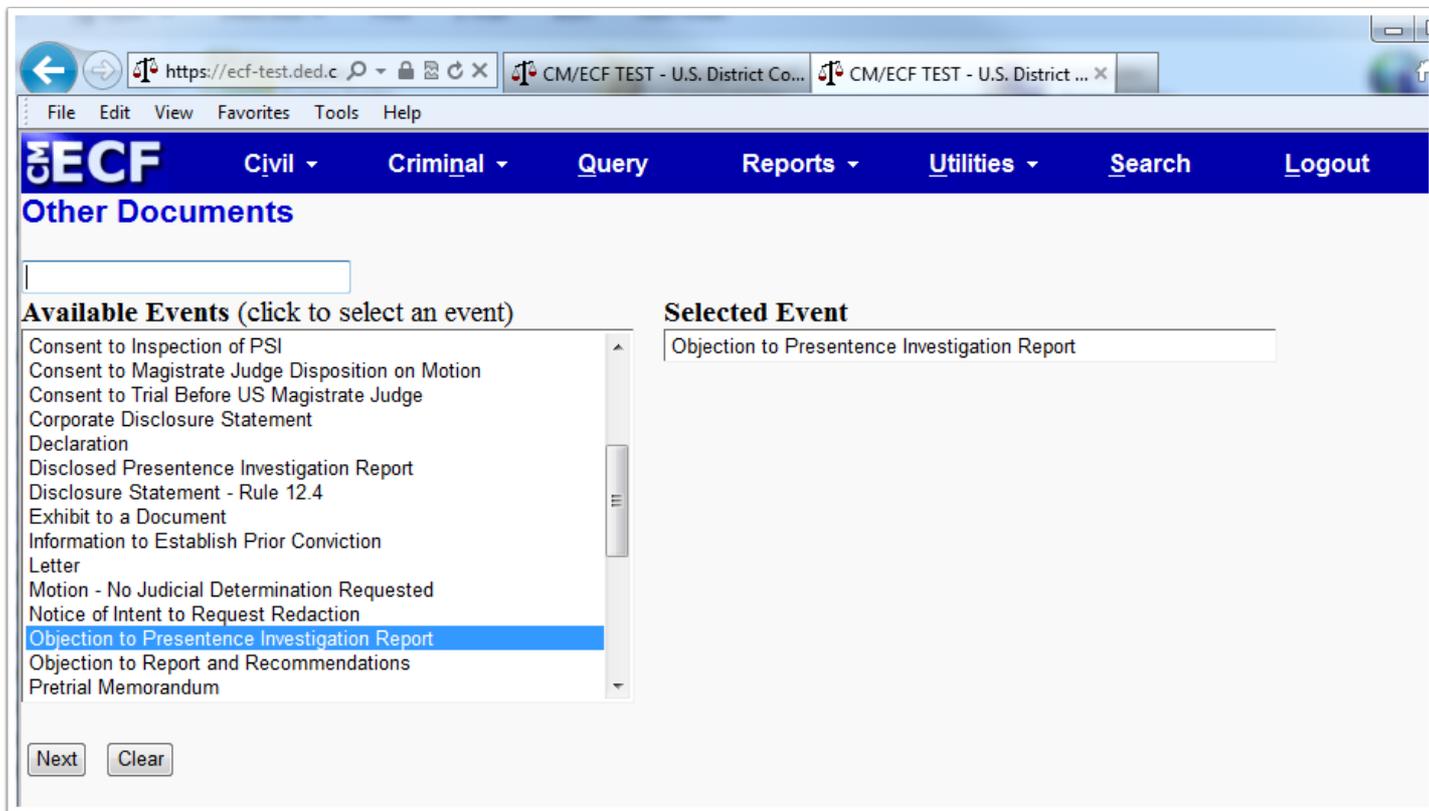
*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

### 3. Select "Other Documents".

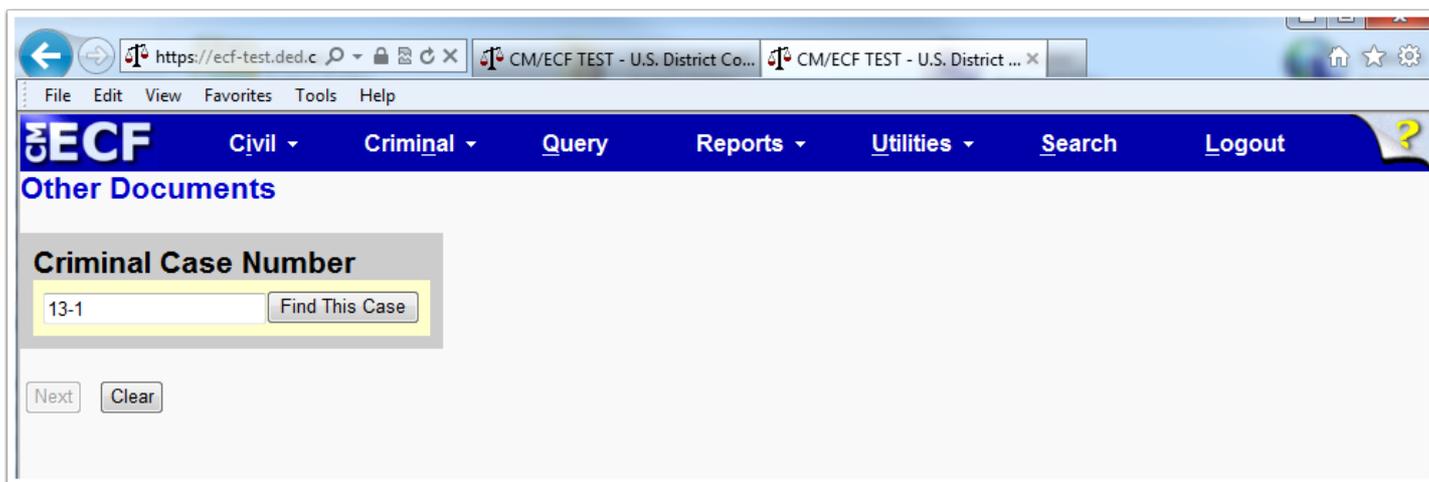
The screenshot shows a web browser window with the URL <https://ecf-test.ded.c>. The browser tabs are labeled "CM/ECF TEST - U.S. District Co...". The application header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Criminal Events" and contains several sections of links:

- Open a Case**
  - [Criminal Case](#)
  - [Criminal Case - Assigned](#)
  - [Criminal Case \(Sealed\)](#)
  - [Criminal Case - Assigned \(Sealed\)](#)
- Charging Instruments and Pleas**
  - [Indictment, Information, Complaint](#)
  - [Plea-Related Documents](#)
- Motions and Related Filings**
  - [Motions](#)
  - [Responses and Replies](#)
- Other Filings**
  - [Transfer Documents](#)
  - [Detention](#)
  - [Discovery Documents](#)
  - [Waivers](#)
  - [Service of Process](#)
  - [Notices](#)
  - [Trial Documents](#)
- Other Filings (cont.)**
  - [Appeal Documents](#)
  - [Other Documents](#) (highlighted with a red circle)
- Probation**
  - [Presentence Investigation Report](#)
- Court Events**
  - [Orders on Motions](#)
  - [Other Orders/Judgments](#)
  - [Minute Entries](#)
  - [Utility Events](#)
  - [Other Events](#)
  - [Minutes and Orders - Criminal](#)
- Case Assignment**
  - [Assignment Editor](#) (with user [testrulingCR](#))
  - [Initial Assignment \(Random\)](#)
  - [Initial Assignment \(Direct\)](#)
  - [Reassignment/Recusal \(Random\)](#)
  - [Reassignment/Recusal \(Direct\)](#)
  - [Void an Assignment](#)

#### 4. Select "Objection to Presentence Investigation Report".



#### 5. Enter case number and hit "Find this Case". Case number and caption will appear.



## 6. Select correct defendant.

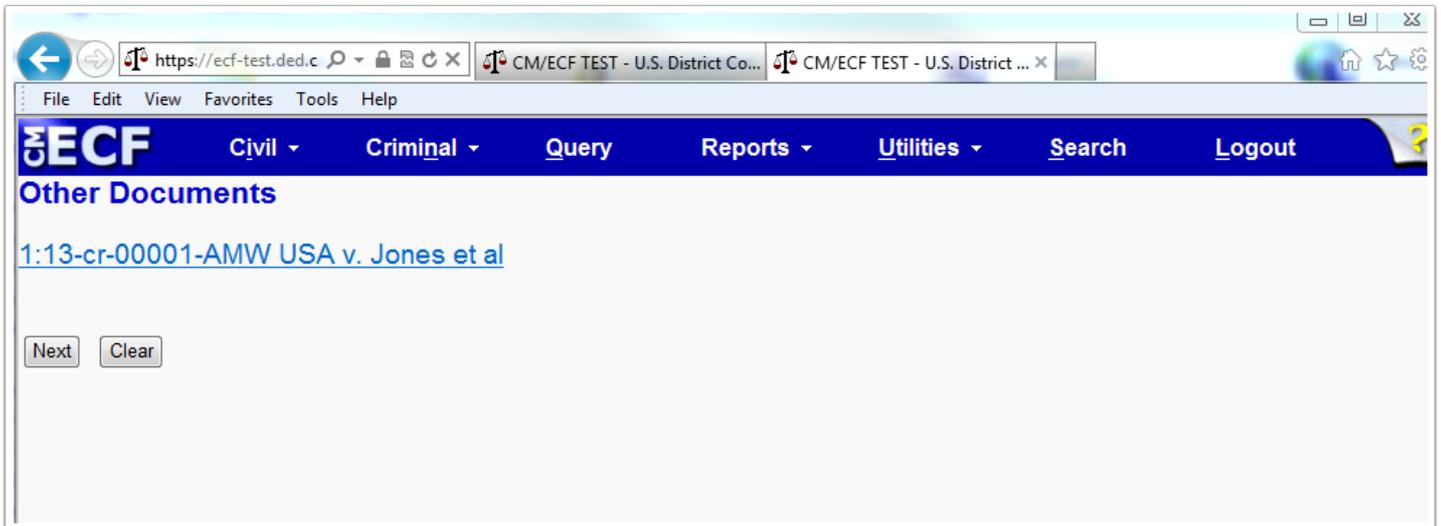


The screenshot shows a web browser window with the URL <https://ecf-test.ded.c>. The page title is "Other Documents". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The "Criminal Case Number" section contains a text input field with "1:13-cr-1-1" and a "Hide Case List" button. Below this, the "Select a case:" section lists three cases with checkboxes:

- 1:13-cr-00001-AMW USA v. Jones et al
- 1:13-cr-00001-AMW-1 Tom Jones
- 1:13-cr-00001-AMW-2 Jenny Jones

At the bottom of the section are "Next" and "Clear" buttons.

## 7. Hit "Next".



The screenshot shows the same web browser window. The "Other Documents" section now displays a single link: [1:13-cr-00001-AMW USA v. Jones et al](#). The "Next" and "Clear" buttons are still present at the bottom of the section.

## 8. Hit "Browse" and select the document to be filed. Hit "Next".

The screenshot shows a web browser window with the URL <https://ecf-test.ded.c>. The page header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Other Documents" and shows the case name "1:13-cr-00001-AMW USA v. Jones et al". Below this, there is a field for "Date document filed (mandatory)" with the value "10/11/2013" and a "Calendar" button. A section titled "Select the pdf document and any attachments." contains a "Main Document" field with a "Browse..." button. Below that is a table with columns "Attachments", "Category", and "Description". The first row in the table has a "1." in the "Attachments" column, a "Browse..." button, a dropdown menu in the "Category" column, and an empty text field in the "Description" column. At the bottom of the form are "Next" and "Clear" buttons.

## 9. The following message will appear. Hit "Next".

The screenshot shows the same ECF filing interface as above. The main content area now displays a message: "This is a restricted event and will not show on the public docket sheet. The attached document and the docket entry will be viewable by the court and the party you select on the next screen." Below the message are "Next" and "Clear" buttons.

## 10. Select the filing party. Hit "Next".

The screenshot shows a web browser window with the URL <https://ecf-test.ded.c>. The page title is "Other Documents" and the case name is "1:13-cr-00001-AMW USA v. Jones et al". The interface includes a navigation menu with "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". On the left, there is a tree view with "Collapse All" and "Expand All" buttons. The tree view shows a hierarchy: "USA pla" (expanded), "Tom Jones dft" (expanded), and "Jenny Jones dft" (expanded). The main content area is titled "Select the filer." and "Select the Party:". Below this, there is a list box containing three options: "USA [pla]", "Jones, Tom [dft]" (which is selected and highlighted in blue), and "Jones, Jenny [dft]". At the bottom of the list box, there are two buttons: "Next" and "Clear".

## 11. Check the box marked "Should the document you are filing link to another document in the case?". Hit "Next".

The screenshot shows the same web browser window as in step 10. The page title is "Other Documents" and the case name is "1:13-cr-00001-AMW USA v. Jones et al". The interface includes the same navigation menu. Below the navigation menu, there is a checkbox labeled "Should the document you are filing link to another document in this case?". The checkbox is checked. Below the checkbox, there are two rows of input fields. The first row is labeled "Filed" and has two input fields separated by the word "to". The second row is labeled "Documents" and has two input fields separated by the word "to". At the bottom of the form, there are two buttons: "Next" and "Clear".

## 12. Check the box next to the Presentence Report to which your document relates. Hit "Next".

The screenshot shows a web browser window with the URL <https://ecf-test.ded.c...>. The page title is "Other Documents" for case "1:13-cr-00001-AMW USA v. Jones et al". A navigation bar includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". Below the navigation bar, the text "Select the appropriate event(s) to which your event relates:" is displayed. A list of events is shown, with the following details:

- 10/02/2013 [1](#) INDICTMENT - as to Tom Jones (1) count(s) 1. (Cruikshank, Bob)
- 10/02/2013 [3](#) (DRAFT DISCLOSURE) PRESENTENCE INVESTIGATION REPORT [SEALED]as to Tom Jones (Johnson, Terri)
- 10/02/2013 [5](#) (DRAFT DISCLOSURE) PRESENTENCE INVESTIGATION REPORT [SEALED]as to Tom Jones (Orndorf, Jaime)
- 10/03/2013 [7](#) (AMENDED) PRESENTENCE INVESTIGATION REPORT [SEALED]as to Tom Jones (Garden, Lisa)
- 10/03/2013 [8](#) [SEALED] OBJECTION TO PRESENTENCE INVESTIGATION REPORT by Tom Jones - re [7](#) Presentence Investigation Report (rhe )

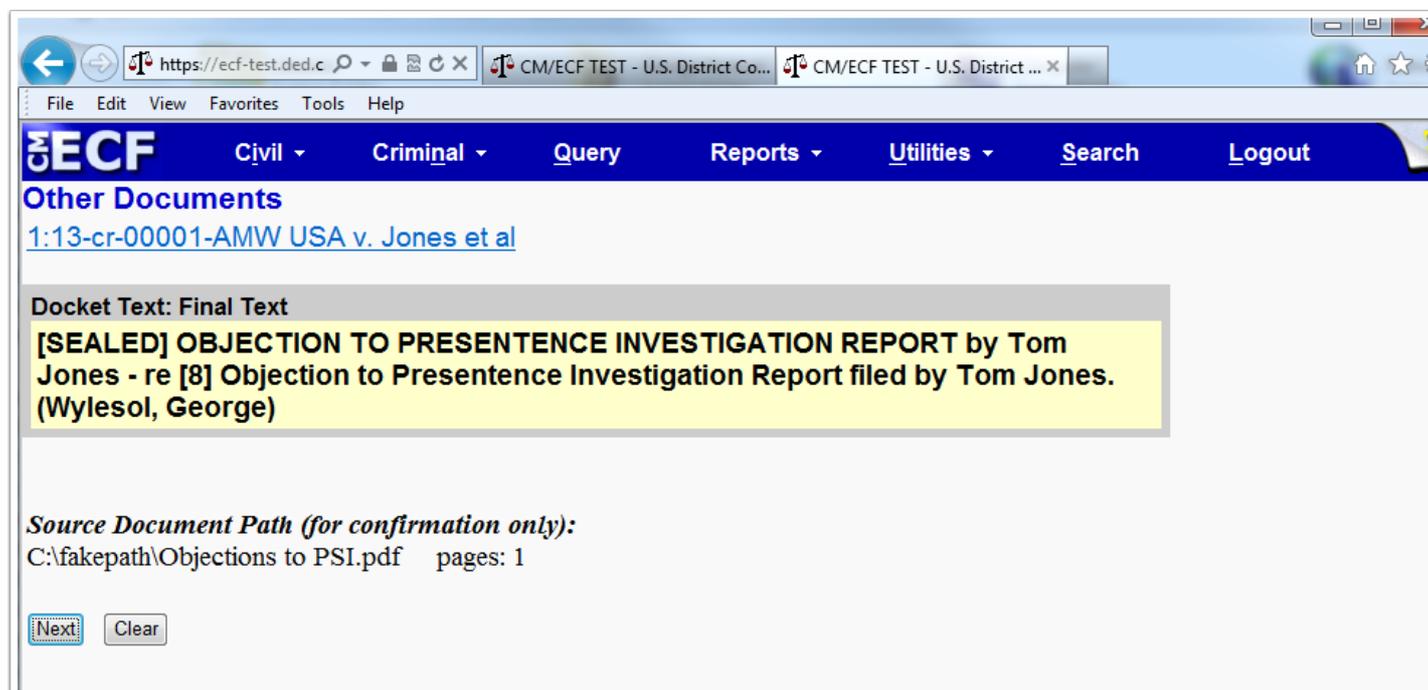
## 13. Review proposed docket text for accuracy. Hit "Next".

The screenshot shows the same ECF system interface. The text box for reviewing docket text contains the following content:

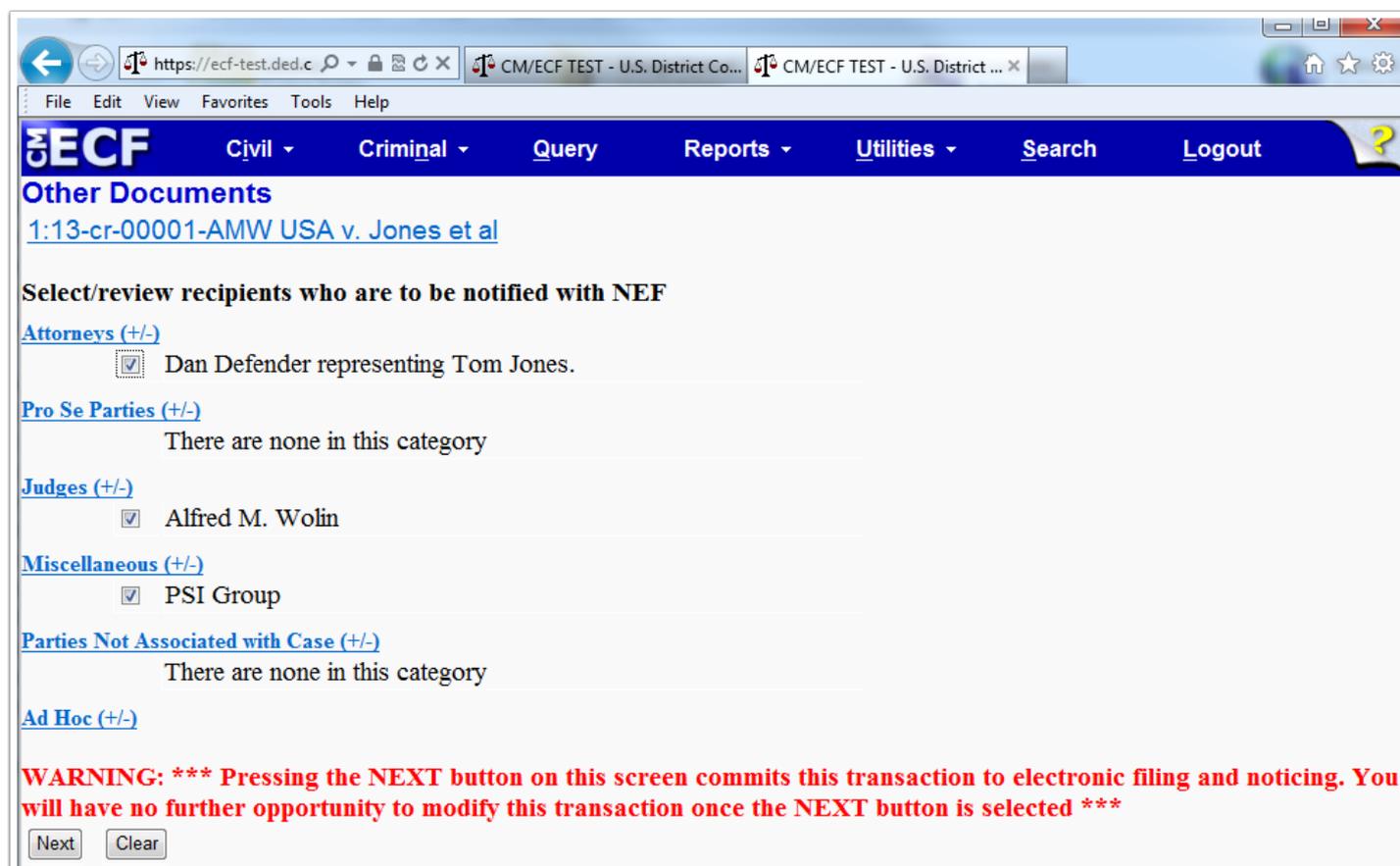
[SEALED] OBJECTION TO PRESENTENCE INVESTIGATION REPORT by Tom Jones - re [8] Objection to Presentence Investigation Report filed by Tom Jones .  
  
(Wylesol, George)

At the bottom of the text box, there are two buttons: "Next" and "Clear".

## 14. Hit "Next".



## 15. Select/review recipients who are to be notified with a NEF. Hit "Next".



## 16. Final page. Check that correct parties are listed to receive the response to the PSI.

https://ecf-test.ded.c

CM/ECF TEST - U.S. District Co... CM/ECF TEST - U.S. District ...

File Edit View Favorites Tools Help

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Other Documents**  
[1:13-cr-00001-AMW USA v. Jones et al](#)

**U.S. District Court**  
**District of Delaware [TEST]**

**Notice of Electronic Filing**

The following transaction was entered on 10/11/2013 at 3:35 PM CDT and filed on 10/11/2013

**Case Name:** USA v. Jones et al  
**Case Number:** [1:13-cr-00001-AMW](#)  
**Filer:** Dft No. 1 - Tom Jones  
**Document Number:** [50](#)

**Docket Text:**  
[\[SEALED\] OBJECTION TO PRESENTENCE INVESTIGATION REPORT by Tom Jones - re \[8\] Objection to Presentence Investigation Report filed by Tom Jones. \(Wylesol, George\)](#)

**1:13-cr-00001-AMW-1 Notice has been electronically mailed to:**

Dan Defender ronald\_eberhard@ded.uscourts.gov

**1:13-cr-00001-AMW-1 Filer will deliver document by other means to:**

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1079733196 [Date=10/11/2013] [FileNumber=59333-0]  
[278d2c9d4eb4fe2f4fa849b04151821a5cb585de4363d30bcdaa5b59c1e94abedf42  
9bd6b5b82f2f0fde0b4cf067bbdc8b5c954cbe9dbaa2b095347ca463f846]]