## HOW TO ELECTRONICALLY FILE OBJECTIONS TO PRESENTENCE INVESTIGATION REPORTS IN CM/ECF

Beginning on May 11, 2020, Objections to Presentence Investigation Reports must be filed in the Court's Electronic Case Filing System (CM/ECF) to comply with the Pilot Plan on Filing Presentence Reports and Revocation Reports approved by the Court on April 30, 2020. Follow the below steps to properly file an Objection to Presentence Investigation Report:

Step	Action
1	In CM/ECF, click on Criminal/Other Documents/Objections to
	Presentence Investigation Report.
2	Select the defendant the filing is applicable to:
	Other Documents
	Criminal Case Number
	1:20-cr-100-2 Hide Case List Select a case:
	☐ 1:20-cr-00100-LEW USA v. DEFENDANT 1 et al ☐
	☐ 1:20-cr-00100-LEW-1 DEFENDANT 1
	☑ 1:20-cr-00100-LEW-2 DEFENDANT 2
	☐ 1:20-cr-00100-LEW-3 DEFENDANT 3
3	Attach the document in PDF format.
4	On the below screen, it is <b>VERY IMPORTANT</b> to select USA and the
	applicable defendant. The parties selected will have rights to view the
	attached document(s).
	IT IS VERY IMPORTANT to SLOW DOWN and select BOTH
	parties: USA plus the ONE defendant this filing is
	applicable to by holding down the CONTROL key on your
	keyboard.
	Select the Party:
	USA [pla] DEFENDANT 1 [dft]
	DEFENDANT 2 (dft) DEFENDANT 3 (dft)
5	In the white box, enter the name of the filer in ALL CAPS:
9	Other Documents
	1:20-cr-00100-LEW USA v. DEFENDANT 1 et al
	Enter name of filer - either USA or FULL NAME OF DEFENDANT in ALL CAPS: DEFENDANT 2
6	In the white box either enter 1) full name of defendant if USA is filer OR 2)
	leave blank if DEFENDANT is filer:
	Other Documents
	1:20-cr-00100-LEW USA v. DEFENDANT 1 et al
	If USA is the filer of this document, enter the full name of the applicable defendant. If DEFENDANT is the filer of this
	document, leave the box blank:
7	Submit the filing. A Notice of Electronic Filing (NEF) of the docket entry will
	go out to all counsel of record. Only the parties selected (government and
	applicable defendant as shown in Step 4 above)