



## **CM/ECF Docketing Change: Modification of an Imposed Term of Imprisonment 18 U.S.C. § 3582(c) Motions**

By memorandum, the Administrative Office (AO) has updated District Courts regarding efforts to collect data for motions to modify a defendant's term of imprisonment under 18 U.S.C. § 3582(c). In accordance with this update, new docketing events have been created to comply with reporting requirements.

**Note:** As always, please refer to the Federal Rules of Criminal Procedure, local rules, and relevant statutes when preparing to file motions.

**Change:** The current MOTION to Reduce Sentence filing event has been divided into two new motion reliefs.

- Motion to Reduce (Compassionate Release/First Step Act)
- Motion to Reduce (USSC Amendments)

### **Updated Steps for E-Filing:**

1. Select Criminal Events > Motions and Related Filings > Motions and choose either: **Reduce Sentence-Compassionate Release/First Step** or **Reduce Sentence-USSC Amendment** as appropriate.
2. Select filing attorney and filer (party you are representing).
3. Confirm Motion Relief Selection: **Reduce Sentence-Compassionate Release/First Step** or **Reduce Sentence-USSC Amendment**.
4. Browse and Upload PDF document.
5. Select type of Motion to Reduce Sentence to populate proper docket text: Pursuant to Compassionate Release or Pursuant to First Step Act, or pursuant to a specific amendment.
6. Review docket text and finalize entry.

When motions necessitate **filing under seal**, you will instead select:

Criminal Events > Other Filings > Sealed Documents and choose either **Sealed Motion to Reduce Sentence-Compassionate Release/First Step** or **Sealed Motion to Reduce Sentence-USSC Amendment**.

- Please remember to select parties who should have electronic access to the motion.

**Notes:**

- An NEF will be sent to all case participants; however, only the parties selected in step above will have electronic access to view the document(s).
- Immediately follow the Sealed Motion with a **Motion to Seal** using Civil Events > Motions and Related Filings > Motions > Seal Document. Remember to select the Motion for which sealing is being requested and complete e-filing of the document. **Important!** The Motion to Seal IS NOT SEALED. Please do not include confidential information in your motion, as it will be available to the public.