

THE HONORABLE R. STAN BAKER
UNITED STATES DISTRICT JUDGE
SOUTHERN DISTRICT OF GEORGIA

PROCEDURES FOR THE ELECTRONIC FILING OF
PRESENTENCE INVESTIGATION REPORTS
IN JUDGE BAKER'S CRIMINAL CASES



December 1, 2018

Presentence Investigation Reports and any Response, Objections, Addendums and Recommendations must be submitted to the Court using the Court's Case Management and Electronic Case Filing system ("CM/ECF"). Due to the nature of the information contained in these filings and their purpose to the Court, Presentence Investigation Reports and any related filings are CONFIDENTIAL and should only be made accessible to the Court, the United States Attorney's Office and the Defendant who is the subject of the Presentence Investigation Report. No person shall otherwise disclose, copy, reproduce, deface, delete from or add to any Presentence Investigation Report.

The United States Probation Office will maintain the responsibility of timely filing the Initial and Final Presentence Investigation Reports, along with any addendums or recommendations. It will be the responsibility of the Attorney for the United States Attorney's Office and the Attorney for the Defendant to timely file any Response to the Presentence Investigation Report. Instructions for filing responses using the Court's CM/ECF are listed below. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY. Improper filings will be stricken from the record.

Please note that the submission of presentence documents using the Court's CM/ECF is ONLY approved for Judge Baker. DO NOT electronically file presentence documents in any other criminal cases. For information regarding the procedure for submission of presentence documents in cases other than Judge Baker's criminal cases, please contact the United States Probation Office.

Please contact Judge Baker's courtroom deputy clerk, Pam Hammock, pam_hammock@gas.uscourts.gov, (912) 650-4081, with any questions regarding these instructions. For questions regarding filing in CM/ECF, please contact the Help Desk at (912) 650-4010.



1. A response to the Initial Presentence Investigation Report should be filed in CM/ECF using the Criminal Event, "Response to Presentence Investigation Report. This event is located under Criminal → Other Filings → Other Documents → Response to Presentence Investigation Report.

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Other Documents". There is a search box with the placeholder text "Start typing to find another event." Below the search box, there are two columns of event types. The left column is titled "Available Events (click to select events)" and contains a list of event types: Forfeiture Agreement, No Objection to Presentence Investigation Report, Notice of Intent to Request Redaction, Objection, Objection to Presentence Investigation Report, Objection to Report and Recommendations, Objection to Trial Exhibits, Pretrial Memorandum, Redaction Request - Transcript, Remark, Response to Order to Show Cause, Response to Presentence Investigation Report (highlighted in blue), Sentencing Memorandum, Status Report, and Transcript Request. The right column is titled "Selected Events (click to remove events)" and contains a single event type: Response to Presentence Investigation Report. At the bottom of the interface, there are two buttons: "Next" and "Clear".

2. When filing a Response in CM/ECF, you will have the option to file either: Objections to the Presentence Investigation Report; No Objections to the Presentence Investigation Report; or Comments (no objection) to the Presentence Investigation Report.

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil and Criminal. Below the navigation bar, the page title is "Other Documents". Below the page title, there is a link to the case: [4:18-cr-00111-RSB-GRS USA v. Smith](#). Below the link, there is a section titled "Response Type:" with three radio button options: Objection, No Objection, and Comments (no objection). At the bottom of the interface, there are two buttons: "Next" and "Clear".



3. After selecting your response type, you will be prompted to enter who the response is being filed by. As the filer, you should enter either "USA" or "Defendant" in the text box provided.



ECF Civil Criminal

Other Documents

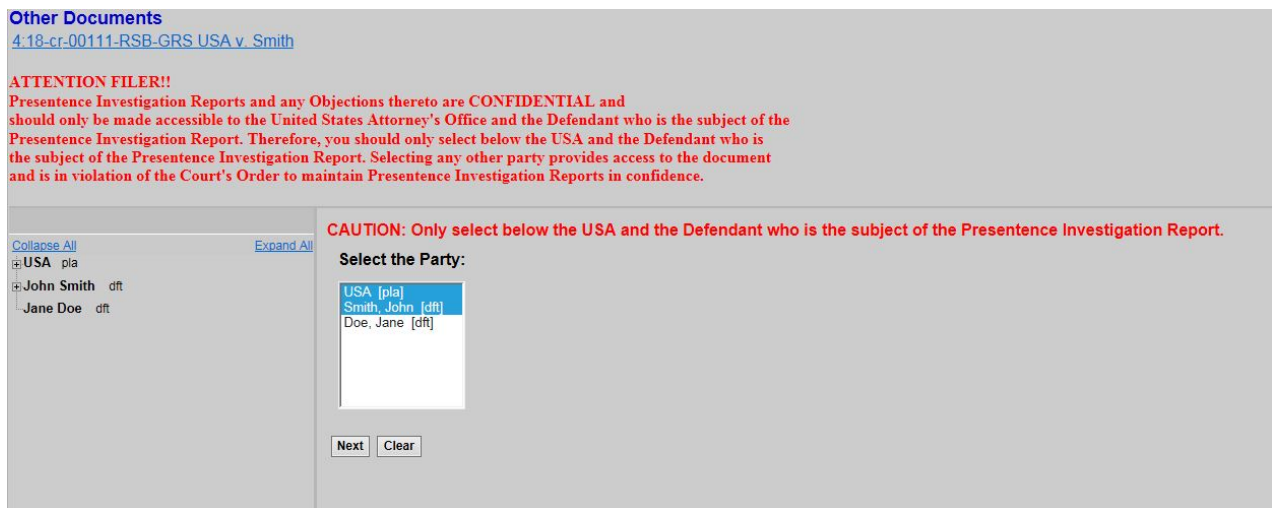
4:18-cr-00111-RSB-GRS USA v. Smith

Filed by: USA

Next Clear

4. When prompted, please make sure to **ONLY** select the applicable parties who should have access to the filed document. To select both the USA and the Defendant, press the Ctrl key while selecting (“left-clicking on”) each party.

(REMEMBER: Presentence Investigation Reports and any related documents are CONFIDENTIAL and should only be made accessible to the United States Attorney’s Office and the Defendant who is the subject of the Presentence Investigation Report. Therefore, you should only select the USA and the Defendant who is the subject of the Presentence Investigation Report. Selecting any other party provides access to the document and is in violation of the Court’s Order to maintain Presentence Investigation Reports in confidence.)



Other Documents

4:18-cr-00111-RSB-GRS USA v. Smith

ATTENTION FILER!!
Presentence Investigation Reports and any Objections thereto are CONFIDENTIAL and should only be made accessible to the United States Attorney’s Office and the Defendant who is the subject of the Presentence Investigation Report. Therefore, you should only select below the USA and the Defendant who is the subject of the Presentence Investigation Report. Selecting any other party provides access to the document and is in violation of the Court’s Order to maintain Presentence Investigation Reports in confidence.

CAUTION: Only select below the USA and the Defendant who is the subject of the Presentence Investigation Report.

Collapse All Expand All

USA pla

John Smith dft

Jane Doe dft

Select the Party:

USA [pla]

Smith, John [dft]

Doe, Jane [dft]

Next Clear



5. Confirm that the Docket Text: Final Text is correct. If it is not correct, go back through the event using your browser's back arrow to ensure you have properly selected the correct information on each screen.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents
[4:18-cr-00111-RSB-GRS USA v. Smith](#)

Docket Text: Final Text
NO OBJECTION TO PRESENTENCE INVESTIGATION REPORT by USA as to John Smith (test, Wills)

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

Source Document Path (for confirmation only):
C:\fakepath\Test Document - Copy (3).pdf pages: 1

Next Clear

