

**MOTION TO SEAL
09/01/2013**

Description: This process shows the steps required for an external user to complete a Motion to Seal on CM/ECF. If the motion is granted, an order will be entered on the docket. Once the order is entered, a sealed record may be filed.

NOTE: This process **is not** to be used for Motions to Seal *Ex Parte*. If you wish to file a Motion to Seal *Ex Parte*, please contact a Courtroom Deputy.

STEP 1 – Click on the **Bankruptcy** hyperlink (or **Adversary** if an Adversary Proceeding) on the CM/ECF Main Menu Bar.

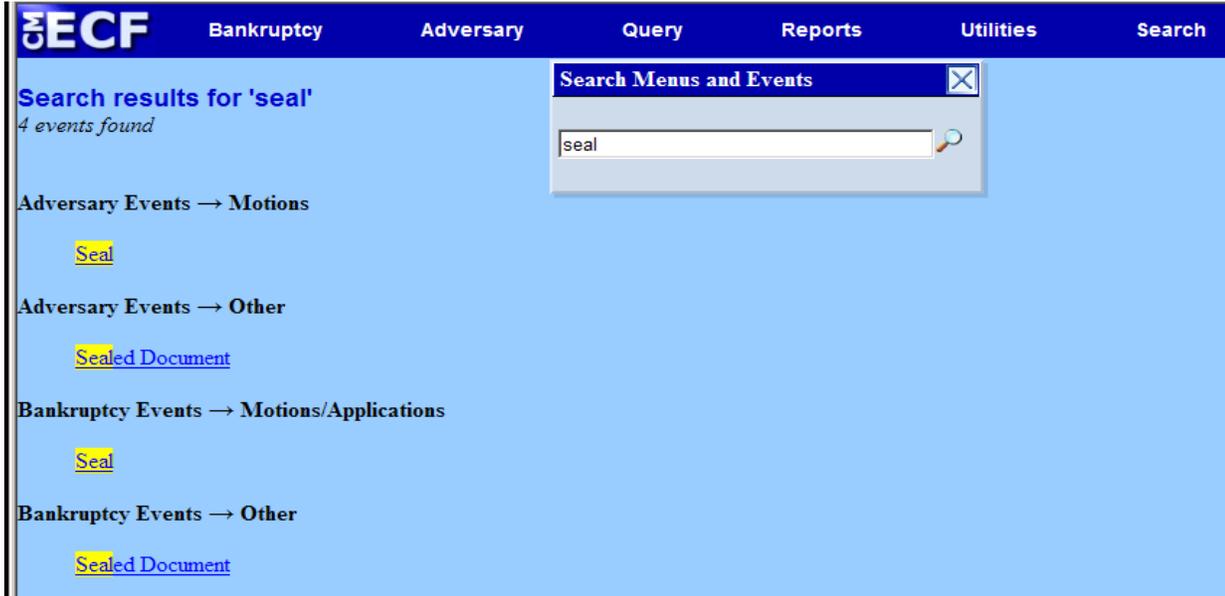
STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Motions/Applications** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Seal** from the events list or start typing “Seal” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.
- Once the event is selected, click the **[Next]** button.

NOTE: By using the Search feature, CM/ECF will indicate where the Bankruptcy Event can be found (e.i., Motions/Application) and a list of the events with the searched word highlighted (e.i., Seal), along with a hyperlink.



STEP 4 – The JOINT FILING screen appears.

- Click in the box if the document is being filed with another attorney. This will create an association between the filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 5 – The SELECT PARTY screen appears.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and Complete the information.
- Click the **[Next]** button.

STEP 6 – The SELECT PDF screen appears.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 7 – The SELECT ITEM TO BE SEALED screen displays.

- Select one of the following items to be sealed.
 - Document
 - Docket Entry
 - Exhibit – something to be offered at Court during a hearing.
 - Transcript
- Select the **[Next]** button.

STEP 8 – The REFERENCE AN EXISTING EVENT screen displays.

- Click inside the box to **Refer to an Existing Event(s)**.
- Click the **[Next]** button.
- Select the category to which your event relates.
- Click the **[Next]** button.

STEP 9 – The SELECT REFERENCED EVENT(S) screen displays.

- Click to select the related document or event for which this is associated.
- Click the **[Next]** button.

STEP 10 – The MODIFY DOCKET TEXT screen appears.

- Modify docket text as appropriate using the drop down text box.
- Click the **[Next]** button.

STEP 11 – The FINAL DOCKET TEXT screen appears.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen for the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if docket text is correct.

Sample Docket Text: Final Text

Motion to Seal Document filed by Bill Attorney on behalf of Joe Debtor (related document(s) [35]). (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

STEP 12 – The NOTICE OF ELECTRONIC FILING screen appears.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.