

**SEALED DOCUMENT**

**09/01/2013**

Description: This process shows the steps required for an external user to docket a Sealed Document in CM/ECF.

**NOTE:** This process is not to be used for Exhibits at court hearings. If you wish to submit a sealed court exhibit, 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.

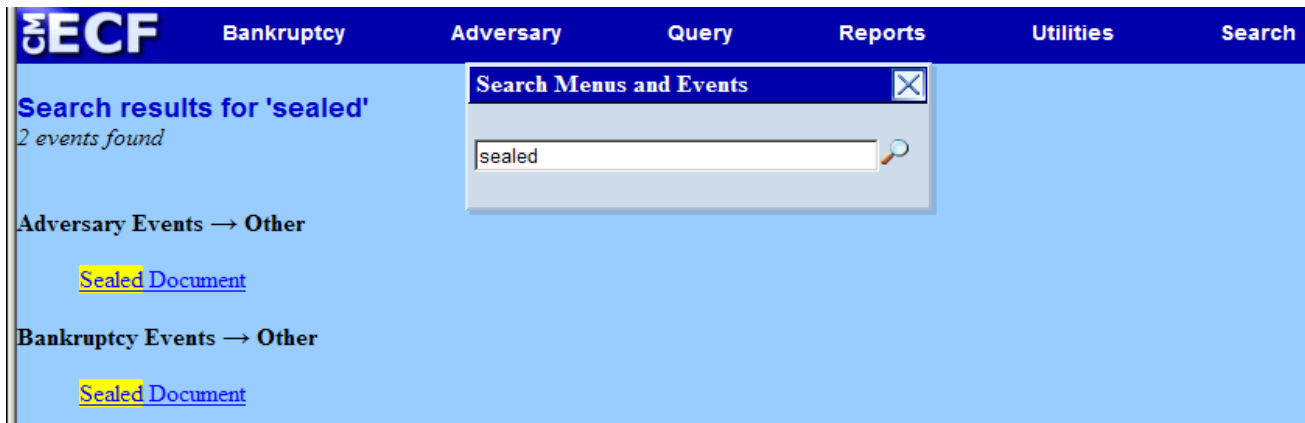
**STEP 2** – The BAKRUPTCY EVENTS screen displays.

- Select the **Other** 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 **Sealed Document** from the events list or start typing “Sealed” 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., Other) and a list of the events with the searched word highlighted (e.i., Sealed Document), along with a hyperlink.



**STEP 4** – The JOINT FILING screen appears.

- Click in the box if the document is being filed with another attorney.
- 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 RELATED EVENT screen appears.

- Choose the appropriate Order Sealing Document, **AND** the category to which the Sealed Document relates.
- Click the **[Next]** button.

**STEP 8** – The SELECT REFERENCED EVENT(S) screen displays.

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

**STEP 9** – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final 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 or 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 correct.

**Sample Docket Text: Final Text**

**Sealed Document Filed by Bill Attorney on behalf of ABC Company. (related document(s) [47]). (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 10** – 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. The document itself will remain sealed, according to the relevant Order to Seal.