

# FILING SEALED DOCUMENTS

A party seeking to file documents under seal must file a motion in accordance with Local Rule 9013-1. Local Rule 9013-1(e).

## Contents

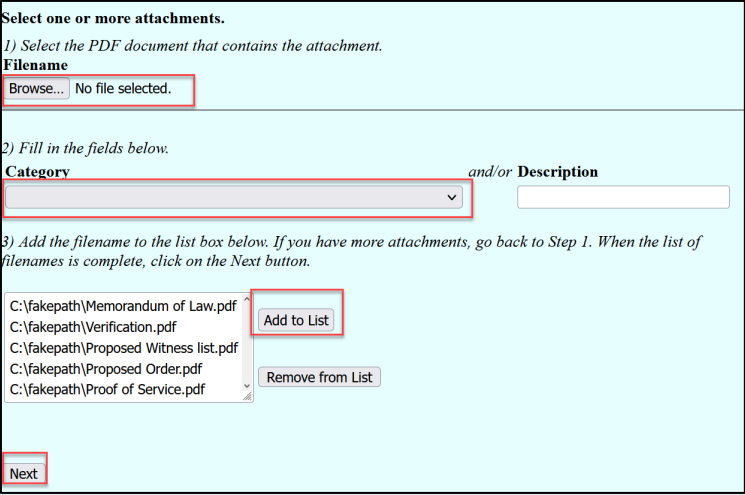
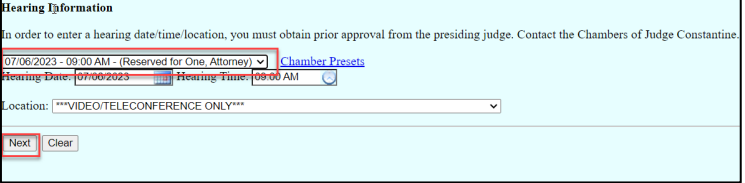
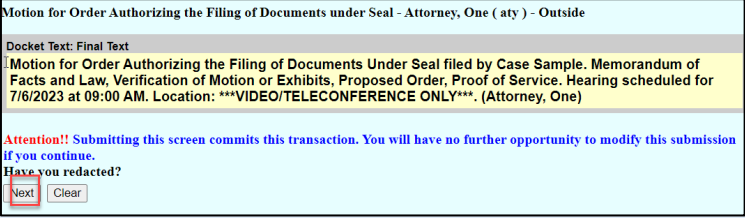
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## Motion for Order Authorizing the Filing of Documents Under Seal

If an attorney would like to request authorization to file documents under seal, and the documents have not yet been filed, the Motion for Order Authorizing the Filing of Documents Under Seal should be utilized. Please note that the Motion for Order Authorizing the Filing of Documents Under Seal and any corresponding attachments will be available to the public. The documents you are seeking authorization to be filed under seal should be filed not as attachments to the motion but filed using the Proposed Documents to be Filed Under Seal event.

<p>1. CM/ECF &gt; Bankruptcy &gt; Post-Petition Events &gt; Motions</p>	<p><b>Post-Petition Events</b></p> <ul style="list-style-type: none"> <li><a href="#">Add creditor to matrix</a></li> <li><a href="#">Appeals (bankruptcy)</a></li> <li><a href="#">Applications (bankruptcy)</a></li> <li><a href="#">Conversions</a></li> <li><a href="#">Debtor Certifications</a></li> <li><a href="#">Motions (bankruptcy)</a></li> <li><a href="#">Motions (Chapter 11 First Day Only)</a></li> <li><a href="#">Notices (bankruptcy)</a></li> <li><a href="#">Other Case Events</a></li> <li><a href="#">Plan/Disclosure Statement</a></li> <li><a href="#">Response/Objection</a></li> <li><a href="#">InBox (new) Call Before Use</a></li> </ul>
<p>2. Select 'Motion for Order Authorizing the Filing of Documents Under Seal'.</p> <p>Click Next.</p>	<div style="border: 1px solid black; padding: 5px;"> <input type="text" value=""/> Start typing to find another event. Hold         </div> <p><b>Available Events</b> (click to select events)</p> <ul style="list-style-type: none"> <li>Motion for Intra-District Transfer</li> <li>Motion for Joint Administration</li> <li>Motion for Leave to Amend a Pleading</li> <li>Motion for Leave to Withdraw as Attorney</li> <li><b>Motion for Order Authorizing the Filing of Documents under Seal</b></li> <li>Motion for Order Confirming Termination of the Automatic Stay</li> <li>Motion for Order Declaring Lien(s) Satisfied</li> <li>Motion for Order That Asset Not Be Abandoned Upon Case Closing</li> <li>Motion for Provisional Relief After Filing Petition for Recognition of Foreign Proceeding</li> <li>Motion for Relief After Recognition of Foreign Proceeding</li> <li>Motion for Relief from a Judgment or Order</li> <li>Motion for Relief from the Automatic Stay</li> <li>Motion for Relief from the Automatic Stay by Child Support Creditor</li> <li>Motion for Relief from the Codebtor Stay</li> <li>Motion for Removal of Trustee or Examiner</li> <li>Motion for Sanctions</li> </ul> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

<p>3. Make appropriate selection.</p> <p>Click Next.</p>	<p><b>Is this a first day motion?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>4. Make appropriate selection.</p> <p>Click Next.</p>	<p><b>Please indicate the type of motion you are filing:</b></p> <p><input checked="" type="radio"/> Initial</p> <p><input type="radio"/> Amended</p> <p><input type="radio"/> Expedited</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>5. Select the items being filed with the motion.</p> <p>Click Next.</p>	<p><b>The moving party must file and serve the following items. Checking the boxes indicates the items to be filed.</b></p> <ul style="list-style-type: none"> <li>• Notice of Hearing and Motion</li> <li>• <input checked="" type="checkbox"/> Memorandum of Facts and Law</li> <li>• <input checked="" type="checkbox"/> Verification of Motion or Exhibits (if facts are at issue)</li> <li>• <input type="checkbox"/> Proposed Witness List (if applicable)</li> <li>• <input checked="" type="checkbox"/> Proposed Order</li> <li>• <input checked="" type="checkbox"/> Proof of Service (if required by Local Rule 9036-1(a) for non-filing users)</li> </ul> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>6. Add the main document to be uploaded and select attachments to document if attaching additional information.</p> <p>Click Next.</p>	<p><b>Filename</b></p> <p><input type="button" value="Choose File"/> file.pdf</p> <p><b>Attachments to Document:</b> <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

<p>7. Add additional documents to the attachment list.</p> <p>1. Locate the file 2. Add a description 3. Add that attachment to the list.</p> <p>Repeat steps 1-3 until all attachments have been added.</p> <p>Click Next to move forward in docketing.</p>	 <p>Select one or more attachments.</p> <p>1) Select the PDF document that contains the attachment.</p> <p><b>Filename</b> Browse... No file selected.</p> <p>2) Fill in the fields below: <b>Category</b> and/or <b>Description</b></p> <p>3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.</p> <p>C:\fakepath\Memorandum of Law.pdf C:\fakepath\Verification.pdf C:\fakepath\Proposed Witness list.pdf C:\fakepath\Proposed Order.pdf C:\fakepath\Proof of Service.pdf</p> <p>Next</p>
<p>8. Select the hearing pre-set from the drop down.</p> <p>Click Next.</p>	 <p><b>Hearing Information</b></p> <p>In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chambers of Judge Constantine.</p> <p>07/08/2023 - 09:00 AM - (Reserved for One, Attorney) Chamber Presets Hearing Date: 07/08/2023 Hearing Time: 09:00 AM Location: ***VIDEO/TELECONFERENCE ONLY***</p> <p>Next Clear</p>
<p>9. Verify docket text.</p> <p>Click Next.</p>	 <p><b>Motion for Order Authorizing the Filing of Documents under Seal - Attorney, One ( aty ) - Outside</b></p> <p>Docket Text: Final Text</p> <p>Motion for Order Authorizing the Filing of Documents Under Seal filed by Case Sample. Memorandum of Facts and Law, Verification of Motion or Exhibits, Proposed Order, Proof of Service, Hearing scheduled for 7/6/2023 at 09:00 AM. Location: ***VIDEO/TELECONFERENCE ONLY***. (Attorney, One)</p> <p><b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b></p> <p>Have you redacted?</p> <p>Next Clear</p>

Proposed Documents to be Filed Under Seal

The Proposed Documents to be Filed Under Seal event should only be used in conjunction with a Motion for Order Authorizing Documents to be Filed Under Seal. Once filed, these documents will be restricted to court and filing party access only.

<p>1. CM/ECF &gt; Bankruptcy &gt; Post-Petition Events &gt; Other Case Events</p>	 <p><b>Post-Petition Events</b></p> <p><a href="#">Add creditor to matrix</a> <a href="#">Appeals (bankruptcy)</a> <a href="#">Applications (bankruptcy)</a> <a href="#">Conversions</a> <a href="#">Debtor Certifications</a> <a href="#">Motions (bankruptcy)</a> <a href="#">Motions (Chapter 11 First Day Only)</a> <a href="#">Notices (bankruptcy)</a> <b><a href="#">Other Case Events</a></b> <a href="#">Plan/Disclosure Statement</a> <a href="#">Response/Objection</a> <a href="#">InBox (new) Call Before Use</a></p>
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<p>2. Select 'Proposed Documents to be Filed Under Seal'.</p> <p>Click Next.</p>	<div data-bbox="565 191 1304 667"> <p><b>Available Events</b> (click to select an event)</p> <ul style="list-style-type: none"> <li>Notice of final report (chapter 15)</li> <li>Notice of intent to request transcript redaction (Restricted Document)</li> <li>Notice of withdrawal and substitution of counsel</li> <li>Ombudsman report</li> <li>Operating report</li> <li>Payment of Chapter 7 Filing Fee - IFP Denied</li> <li>Payment of Chapter 7 Filing Fee in Installments - IFP Denied</li> <li>Pre-Status Conference Report</li> <li>Presumption of undue hardship</li> <li><b>Proposed Documents to be Filed Under Seal</b></li> <li>Proposed Exhibit List or Proposed Exhibits for Trials and Evidentiary Hearings</li> <li>Proposed findings of fact and conclusions of law</li> <li>Proposed witness list</li> <li>Reaffirmation agreement</li> <li>Reclamation Demand</li> <li>Redemption Agreement</li> </ul> <p>Next Clear</p> </div>
<p>3. Add the main document to be uploaded and select attachments to document if attaching additional information.</p> <p>The documents will be restricted.</p> <p>Click Next.</p>	<div data-bbox="565 714 1304 934"> <p><b>Proposed Documents to be Filed Under Seal - Attorney, One ( aty ) - Outside</b></p> <p>The document(s) you are submitting will be confidential and can only be viewed by you or court staff.</p> <p><b>Filename</b></p> <p>Choose File file.pdf</p> <p><b>Attachments to Document:</b> <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Next Clear</p> </div>
<p>4. Add additional documents to the attachment list.</p> <ol style="list-style-type: none"> <li>1. Locate the file</li> <li>2. Add a description</li> <li>3. Add that attachment to the list.</li> </ol> <p>Repeat steps 1-3 until all attachments have been added.</p> <p>Click Next to move forward in docketing.</p>	<div data-bbox="565 1108 1304 1598"> <p><b>Select one or more attachments.</b></p> <p>1) Select the PDF document that contains the attachment.</p> <p><b>Filename</b></p> <p>Browse... No file selected.</p> <p>2) Fill in the fields below.</p> <p><b>Category</b> and/or <b>Description</b></p> <p>[Dropdown] [Text Box]</p> <p>3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.</p> <ul style="list-style-type: none"> <li>C:\fakepath\Memorandum of Law.pdf</li> <li>C:\fakepath\Verification.pdf</li> <li>C:\fakepath\Proposed Witness list.pdf</li> <li>C:\fakepath\Proposed Order.pdf</li> <li>C:\fakepath\Proof of Service.pdf</li> </ul> <p>Add to List Remove from List</p> <p>Next</p> </div>
<p>5. Relate to the previously filed Motion for Order Authorizing the Filing of Documents Under Seal.</p> <p>Click Next.</p>	<div data-bbox="565 1640 1304 1808"> <p><input checked="" type="checkbox"/> 07/05/2023 <a href="#">25</a> Motion for Order Authorizing the Filing of Documents Under Seal filed by Case Sample. Memorandum of Facts and Law, Verification of Motion or Exhibits, Proposed Order, Proof of Service. Hearing scheduled for 7/6/2023 at 09:00 AM. Location: ***VIDEO/TELECONFERENCE ONLY***. (Attorney, One)</p> <p>Next Clear</p> </div>

6. Verify docket text.

Click Next.

Docket Text: Final Text  
**Proposed Documents to be Filed Under Seal filed by Case Sample. (Attorney, One)**

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

Have you redacted?

Motion to Seal

If an attorney requires a previously filed public document to be sealed, the Motion to Seal event should be utilized. Once the motion is filed, court employees will restrict access to the document until an order signed by judge is filed granting or denying the motion. If the motion is denied, the restricted documents will be unrestricted.

1. CM/ECF > Bankruptcy > Post-Petition Events > Motions

**Post-Petition Events**

- [Add creditor to matrix](#)
- [Appeals \(bankruptcy\)](#)
- [Applications \(bankruptcy\)](#)
- [Conversions](#)
- [Debtor Certifications](#)
- 
- [Motions \(Chapter 11 First Day Only\)](#)
- [Notices \(bankruptcy\)](#)
- [Other Case Events](#)
- [Plan/Disclosure Statement](#)
- [Response/Objection](#)
- [InBox \(new\) Call Before Use](#)

2. Select 'Motion to Seal'.

Click Next.

**Available Events** (click to select an event)

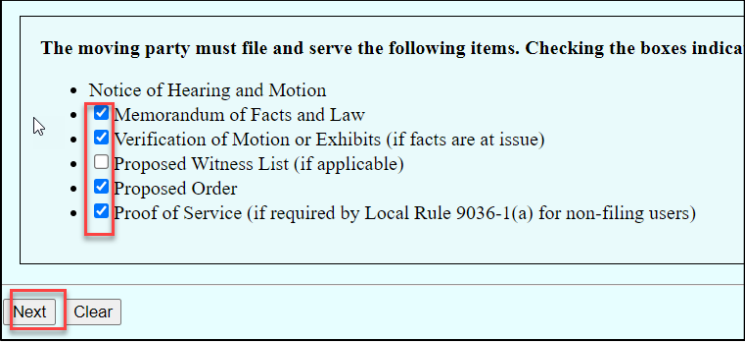
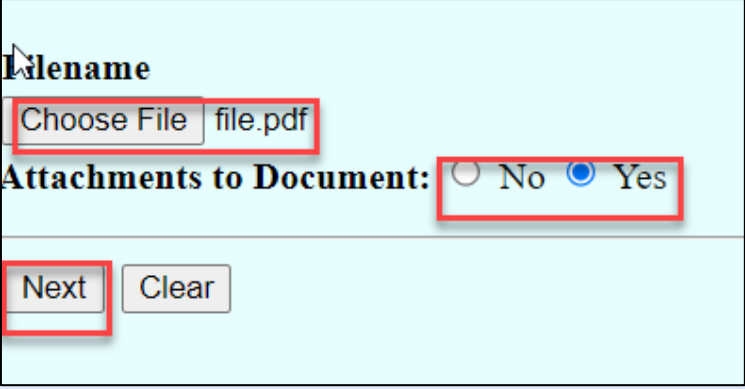
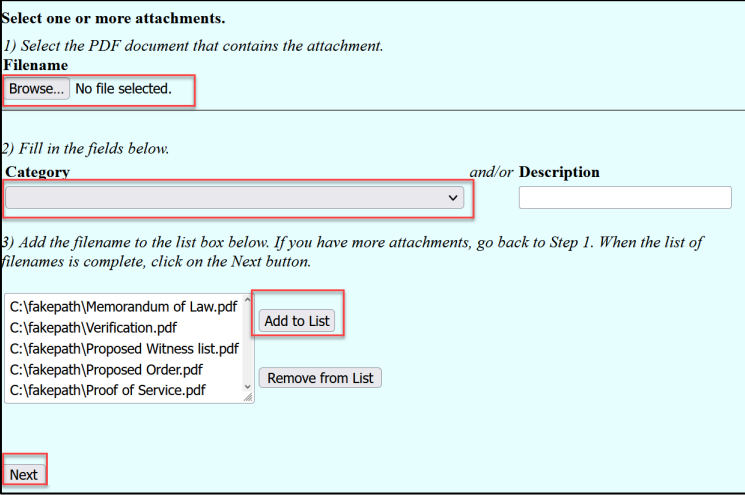
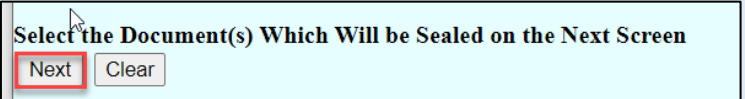
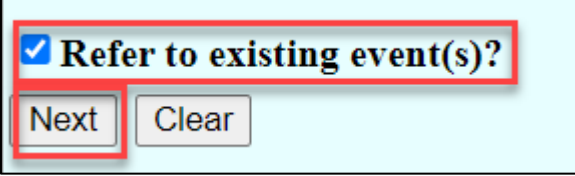
- Motion to Prohibit Use of Cash Collateral
- Motion to Quash or Modify a Subpoena
- Motion to Reconsider Order Allowing or Disallowing Claim(s)
- Motion to Redact a Previously Filed Document
- Motion to Redeem
- Motion to Remand
- Motion to Require the Trustee or Debtor to Abandon Property of the Estate
- 
- Motion to Sever or Deconsolidate Chapter 11 Case
- Motion to Sever or Deconsolidate Chapter 12 Case
- Motion to Sever or Deconsolidate Chapter 13 Case
- Motion to Sever or Deconsolidate Chapter 7 Case
- Motion to Suspend All Proceedings
- Motion to Transfer Case to Another District
- Motion to Waive Discharge
- Motion to Withdraw Reference

3. Select appropriate button.

Click Next.

**Please indicate the type of motion you are filing:**

- 
- Amended
- Expedited

<p>4. Select the items being filed with the motion.</p> <p>Click Next.</p>	
<p>5. Add the main document to be uploaded and select attachments to document if attaching additional information.</p> <p>Click Next.</p>	
<p>6. Add additional documents to the attachment list.</p> <ol style="list-style-type: none"> <li>1. Locate the file</li> <li>2. Add a description</li> <li>3. Add that attachment to the list.</li> </ol> <p>Repeat steps 1-3 until all attachments have been added.</p> <p>Click Next to move forward in docketing.</p>	
<p>7. Click Next.</p>	
<p>8. Select 'Refer to existing event(s)' to relate to an already filed document.</p> <p>Click Next.</p>	

9. Select the category of the related event. If unknown, highlight all options.

Click Next.

Select the category to which your event relates.

- court
- creditor
- misc
- motion
- notice
- order
- plan
- return
- trustee
- utility

Next Clear

10. Select the appropriate event to relate to.

Click Next.

Select the appropriate event(s) to which your event relates:

- 06/26/2023 1 Chapter 13 voluntary petition for individual to liquidate your assets and liabilities and certain state and federal tax returns (Summary), Schedules A/B - J (Forms 1066-1066-2) (if applicable), Declaration about assets and liabilities (Form 106 - Declaration), Statement of financial affairs for bankruptcy (Form 107) Chapter 13 plan (Form 109) income and calculation of commitment for all debtors). Government Proofs of claim
- 06/26/2023 2 Application for Individuals to Pay the Filing Fee. Sample. Form B103A. (KRG) (Terminated)
- 06/26/2023 3 Order Approving Application to Pay Filing Fee in installment payment due by 10/24/2023.
- 06/26/2023 Installment Payment. Fee Amount \$100.00
- 06/26/2023 Filing fee paid for Record Installment Payment
- 06/26/2023 Installment Payment. Receipt Number XXXXX
- 06/27/2023 Receipt of Final Installment Payment. Receipt amount \$13 (KRG)
- 06/27/2023 Final Installment Payment of \$13.00 has been received. \$0.00. (KRG)
- 06/27/2023 4 Order Regarding Failure to Pay Filing Fee. Hearing must be scheduled by noon on 7/5/2023.
- 06/27/2023 5 Order Dismissing Case as to Case Sample

11. Select the hearing pre-set from the drop down.

Click Next.

Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chambers of Judge Constantine

07/06/2023 - 09:00 AM - (Reserved for One, Attorney) Chamber Presets

Hearing Date: 07/06/2023 Hearing Time: 09:00 AM

Location: \*\*\*VIDEO/TELECONFERENCE ONLY\*\*\*

Next Clear

12. Verify docket text.

Click Next.

Motion to Seal - Attorney, One (aty) - Outside

Docket Text: Final Text

Motion to Seal filed by Case Sample. (re: [18] Notice of Withdrawal of Attorney). Memorandum of Facts and Law, Verification of Motion or Exhibits, Proposed Order, Proof of Service. Hearing scheduled for 7/6/2023 at 09:00 AM. Location: \*\*\*VIDEO/TELECONFERENCE ONLY\*\*\*. (Attorney, One)

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Have you redacted?

Next Clear