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Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.

The Proposed Document Filed under Seal Event Code is used to submit the sealed document(s). The Proposed Documents under Seal must be docketed after the Motion to File Document under Seal is docketed.

NOTE: The docket entry only is viewable to the public. The PDF(s) are restricted from public view. The judge and designated staff will have access to the sealed document(s).

Docketing Procedure:

Click on Bankruptcy or Adversary (depending upon the type of case you are filing) on the CM/ECF Main Menu Bar.

Click on Sealed Events Category hyperlink.

Enter the [Adversary Proceeding](#) ⓘ or Bankruptcy Case Number. Click Next.

Select the Motion to File a Document under Seal Event Code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If not listed, click Add/Create New Party and follow the prompts to add a new party.

Click on browse button to attach PDF document. Click Next.

A message will appear: **The docket entry will appear on the Docket Report. The PDF attached is SEALED.**

Place a check mark in the box “Refer to Existing Event.” Click Next.

Select the motion category. Click Next.

Place a check mark in the box next to Motion to File Document Under Seal. Click Next.

The Docket Text Screen: Modify as Appropriate will appear with two blank text boxes that may be used to include additional information. The first text box is a drop down menu (e.g., Amended, First Amended, etc.). The second text box may be used for more descriptive information of the document being sealed (e.g. Financial Statement). Insert additional information or leave blank. Click Next.

Review Final Docket Text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete.

Manual Chapter:

Sealed Events

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<http://www.canb.uscourts.gov/ecf/efiling-manual/proposed-document-filed-under-seal>