



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### MOTION TO RESTRICT AND REDACT

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This is a motion filed by a party to restrict public access or redact personal identification information contained in a document filed in a case. Such information may include an individual's social security number, taxpayer-identification number, or birth date, the names of minor children, or a financial-account number. In addition, information regarded as confidential, a trade secret, or to protect the estate or any entity against scandalous or defamatory matter contained in any paper filed in a case. This motion may be filed in a close case. A motion to reopen is not required. The motion and all attachments are restricted from public view and will remain restricted unless the motion is denied.

**Filing Fee: \$26.00**

#### FILING STEPS:

1. Click on the Bankruptcy tab
2. Select Motions/Applications
3. Insert case number and click 'Next'
4. Select event Redact and Restrict Public Access and click 'Next'
5. Select the filing party or Add/Create New Party if your party is not listed and click 'Next'
6. Click 'Choose File', select the PDF of the motion, and click 'Open'
7. Before continuing, select the 'Yes' radio button to upload additional attachments and click 'Next'
8. Upload a redacted version of the document(s) for which you are requesting restriction as well as any other attachments you wish to include such as a proposed order or certificate of service and click 'Next'
9. Enter requested payment receipt information and then check the box 'Refer to existing event(s)?'
10. Select the related document if the requested restriction is for a document found on the case docket. Leave the box unchecked if requested restriction is related to a proof of claim. Click 'Next'



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11. Enhance the docket text with the claim number, if appropriate. Otherwise, accept final docket text and click 'Next'
12. The final approval screen appears: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue. If something is not correct, click the back arrow. If the text, reads correctly, click 'Next'
13. The Internet Credit Card Program Window displays. (Refer to Internet Credit Card Payments for complete instructions)