



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

MOTION TO SEAL

A Motion to Seal is filed when a filer does not want information available on the public docket and therefore will file a Motion to Seal. **NOTE:** The Motion to Seal event is not restricted. The document that needs to be sealed is filed separately under Miscellaneous/Restricted Document for Motion to Seal.

FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events screen displays. Click Motions/Applications
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Seal' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The case number screen displays. Verify case name and case number and click 'Next'
7. A Display Message will appear. **IMPORTANT:** The Motion that is being uploaded will NOT be restricted from public viewing. **DO NOT USE THIS EVENT** if the documents requested to be filed under seal are Highly Sensitive Documents in that they involve matters of national security, foreign sovereign interests, criminal activity related to cybersecurity, intellectual property, trade secrets, or sensitive commercial information likely to be of interest to foreign powers, terrorism, investigation of public officials, or the reputational interests of the United States. Call the Office of the Clerk at 410-962-2688 or 301-344-8018 for further direction. Click 'Next'
8. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Click 'Next'



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9. A Display Message will appear. An unredacted version of the proposed sealed document(s) is required to be filed immediately as a separate restricted document(s) rather than being attached to this motion. DO NOT attach any redacted or unredacted version of any document(s) to this motion. Click 'Next'
10. The confirmation screen appears. Select the appropriate radio button regarding highly sensitive documents. Click 'Next' (Note: If the radio button for Highly Sensitive Documents are related to this filing is selected, you will get a Display Message on the following screen that this event may not be used to file these documents. You will be directed to call the Office of the Clerk for further direction)
11. The Modify Docket Text screen displays. Modify the docket text as appropriate. 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 Notice of Electronic Filing screen displays