

NEXTGEN CM/ECF
HOW TO FILE A MOTION/DOCUMENT
UNDER TEMPORARY SEAL



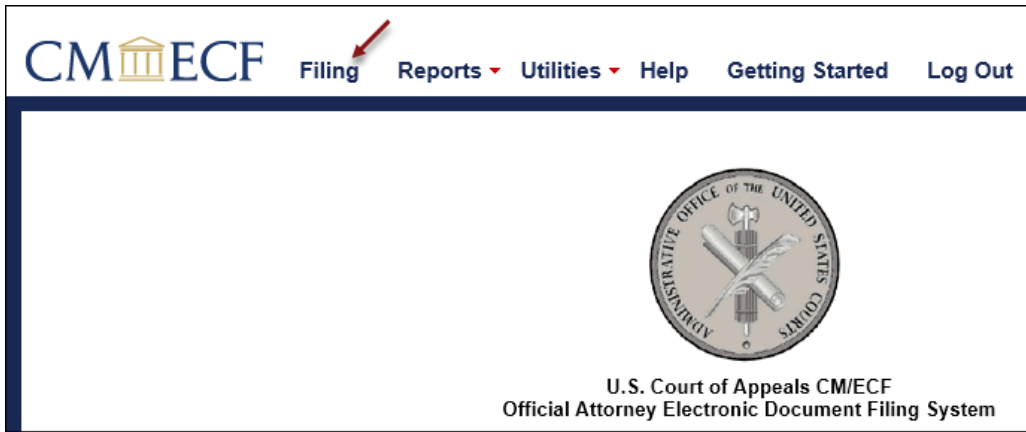
Table of Contents

Filing a Motion and/or Document Under Temporary Seal.....	3
Selecting the Document Type.....	3
Uploading the Motion and/or Document	4
Selecting the Filer	5
Selecting the Service Date	5
Final Review	5

Filing a Motion and/or Document Under Temporary Seal

Selecting the Document Type

1. From the CM/ECF menu, select 'Filing'.

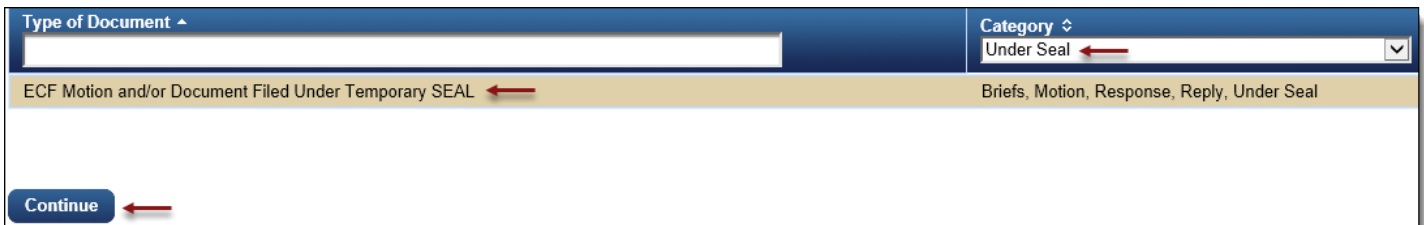


2. Enter a case number and hit the [Tab] key, or mouse click off the field to search for the case.



3. Select 'ECF Motion and/or Document Filed Under Temporary SEAL' by scrolling through the list. To narrow the list, select the category 'Under Seal'. Click [Continue].

All documents uploaded to this event will be restricted from public viewing pending court review.



4. Please review additional filing information. Select the 'Continue' check box and click [OK] to proceed.

Attention

Attention Attorney Filers:

- If you have filed a Form for Appearance of Counsel, but are not yet listed as counsel of record, you must contact the Clerk's office and request to be added to the case before you will be allowed to file.
- If you have not yet filed a Form for Appearance of Counsel, you may not docket in this case. The Form for Appearance of Counsel is available at www.ca5.uscourts.gov.
- If you have filed a Form for Appearance of Counsel and you are currently listed as counsel of record in this case, click Continue. You may proceed to file.

Please upload all document(s) to be sealed, including a 'Motion to Seal' if you have not previously been granted leave to file the document(s) under seal.

Sealing documents on appeal. Our court has a strong presumption of public access to our court's records and scrutinizes any request to seal documents on our court docket. Counsel moving to seal matters must explain in particularity the necessity for sealing in our court. Counsel do not satisfy this burden by simply stating that the originating court sealed the matter, as the circumstances that justified sealing in the originating court may have changed or may not apply in an appellate proceeding. It is the obligation of counsel to justify a request to file under seal, just as it is their obligation to notify the court whenever sealing is no longer necessary. An unopposed motion to seal does not obviate a counsel's obligation to justify the motion to seal.

(Attorneys appointed under the Criminal Justice Act are exempt from the requirement to file a Form for Appearance of Counsel.)

Continue

Uploading the Motion and/or Document

5. Upload the motion/document by clicking the [Browse] button.

Attention

- Click the 'Browse' button to locate and upload the PDF file.
- To be sure you are selecting the intended document, view the file by selecting it under the document column.
- If applicable, click 'Browse' again to attach additional documents and enter a description.

ALL ATTACHED DOCUMENTS WILL BE RESTRICTED FROM PUBLIC VIEW PENDING A RULING BY THE COURT.
If the motion to seal does not contain a request to seal the motion itself, restrictions will be removed from the motion only upon review by Clerk's Office staff.

Upload Documents

Description

ECF Motion and/or Document Filed Under T

- The selected document will now display in the document column. Select the link to open and verify the correct document has been uploaded. To remove the document, click the red 'X'.
- To include additional documents, edit the 'Describe Attachment' field to name the document and click [Browse] to upload.

Document	Description	Size	Sequence	Remove All
Appellant's Motion to Seal.pdf	ECF Motion and/or Document Filed Under Temporary SEAL	34 KB		<input type="button" value="X"/>

Selecting the Filer

- To select, click the row of the filing party. If the motion is filed on behalf of multiple parties, continue to select each row for each filer.

Party Filer

Select the party you represent by hovering over and clicking the row.

Filer	Type	Case
Doe, Janie	Appellant-Defendant	60-55555 USA v. Janie Doe
Doe, Johnnie	Appellant-Defendant	60-55555 USA v. Janie Doe

Select All

- Selected filers will appear in the 'Selected' section. To remove a filer, click the red 'X'.

Selected

Filer	Type	Case	Remove All
Doe, Janie	Appellant-Defendant	60-55555 USA v. Janie Doe	X
Doe, Johnnie	Appellant-Defendant	60-55555 USA v. Janie Doe	X

Selecting the Service Date

- From the Service section, enter a date or click the calendar icon to select a service date. Click [Continue].

Attention

Please indicate below the date of service for the following parties/counsel in this case. The recipients' preferred method of service is pre-selected.

Changing the recipient automatically receives notice to Email will NOT automatically generate a notice to the selected recipient. Only counsel approved for ECF filing by this court, and whose preference is pre-set to Email will

Service

07/30/2018

Name	Originating Party Type	Not Served	3rd ply	Clerk	Email	Fax	Hand	US mail	Edits
TestAlex, AttorneyOne, atty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear

Continue Cancel

Final Review

- The Docket Text will now display for review. Click [Continue].

Docket Text

MOTION AND/OR DOCUMENT UNDER TEMPORARY SEAL pending a ruling by the court filed by Appellant Ms. Janie Doe This document is Unopposed. Date of service: 08/06/2018 via email - Attorney for Appellant: TestAlex [18-55555]

Continue Cancel

10. The Final Review screen will display all the information entered in the transaction. Please review before submitting the motion/document. If corrections are required, click 'Edit' and select the appropriate section to make changes. To complete the filing, click [Submit].

Final Review

File to Case
18-55555

Type of Document
ECF Motion and/or Document Filed Under Temporary SEAL

Upload Documents
[Appellant's Motion to Seal.pdf](#) (1 page)


Is this filing OPPOSED or UNOPPOSED? Select "blank space" if unknown.
Unopposed

Party Filer
Doe, Janie (Appellant-Defendant) 18-55555

Service
08/06/2018
TestAlex, AttorneyOne, aty - email

Docket Text
MOTION AND/OR DOCUMENT UNDER TEMPORARY SEAL pending a ruling by the court filed by Appellant Ms. Janie Doe
This document is Unopposed. Date of service: 08/06/2018 via email - Attorney for Appellant: TestAlex [18-55555]

After you click the **Submit** button, you cannot change this filing.

 Have you redacted personal identifiers from the document you filed?

Submit [Edit](#) [Cancel](#)

11. A message will display to confirm the motion/documents were filed successfully. Click [OK].

