Slide 1 - Welcome



Slide notes

Welcome to the lesson on Filing a Motion to Seal.

Slide 2 - Navigation

	Electronic Learning Module Versi	ion 1.0
In order to closely simulate the you to follow that mimic the actu You may also use the playback you may rewind to the beginning back through the lesson. The p the button again to resume.	controls a production Information: Produced by: AO-OIT-SDSD-Training Contact Information: bttp://www.ca4.uscourts.gov/	or forward or back and tor back forward or
menu will drop down. You can These CM/ECF lesson module playback controls to toggle clos audio on or off.	in the upper left corner. If you move your mo click on the desired topic to jump to that part as also have a Closed Captioning feature. Cli sed captioning on or off. You may also click t etter i near the upper right corner for lesson m	of the lesson. ick the CC button in the the speaker icon to toggle the
and the second	n the upper right corner of the lesson window,	
	rire ready.	

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

	Objectives	
	When you complete this lesson module, you will be able to:	
Click Box (247 x 445) (X:0; Y:0)	 Select a Docket Event Category Select a Docket Event Select a Party Filer Locate and Submit a PDF File Select a Motion Relief Submit a Docket Transaction View and Save a Notice of Docket Activity 	
	Circk the Continue button.	

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Docketing Please Select Docketing Reports Utilities Logout Help Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson Event Selection
Click the radio buton for Motions, Responses & bate: 10242007 Replies First select category of event Votions, Responses & Replie Votions, Responses & Replie Votions & Answe Bills of Cost & Objections Other, Sealed & Paper Filings Votions Votions & Answe Determine Votion Votions & Answe Votion Votions & Answe Votion Votion Vot

Slide notes

We will assume you are going to file a motion to seal your brief. You've already logged in to CM/ECF, selected Docketing, and entered your case number. For details on how to do those steps, see the lesson module on Filing an Appearance of Counsel.

You're now ready to select the appropriate event for the motion. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the category in the left pane is Motions, Responses & Replies. Click the radio button for that category.

Slide 5 - Slide 5

Docketing P	lease Select	
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Slide notes

Now the right pane shows all the events in that selected category. Click the radio button for the Motion filed event.

Slide 6 - Slide 6

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Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

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Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

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Docketing M	otion filed
Docketing Rep	orts Utilities Logout Help
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CIM/ECF Appellate	Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson First select category of event: Next select an event: Forms, Notices & Filing Fees Please Select Motions, Responses & Replies CJA 23 application (SEALED) to proceed under CJA filed Briefing Documents Consent/stipulation filed Judgments IFP application to proceed in forma pauperis filed Bills of Cost & Objections PLRA application to proceed under Prison Litigation Reform Act filed Other, Sealed & Paper Filings Response/answer filed
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Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

Docketing M	otion filed		
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Slide notes

Now we need to select the party filer. If the party you are representing is not listed, you could type their name in the field under Additional Information. Since you're representing the Appellant in this case, click the check box for Carolyn Henderson.

Slide 10 - Browse for PDF

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Slide notes

We are now ready to find the PDF file that is our motion. To find it, click the Browse button.

Slide 11 - Slide 11

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Slide notes

A Select PDF document dialog box pops up. By the way, for information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our motion is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 12 - Slide 12

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Slide notes

And now we can see our file, named Motion.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

Slide 13 - Slide 13

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Slide notes

(Note: This is a transition slide.)

Slide 14 - Slide 14

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Slide notes

Now from the pop-up menu, click on Open with Acrobat 8.

Slide 15 - Slide 15

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Slide notes

(Note: This is a transition slide.)

Slide 16 - Slide 16

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			No. 07-1404	
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			Plaintiff - Appellee	
		٧.		
Ø		CAROLYN	I HENDERSON,	
-			Defendant - Appellant	a

Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 17 - Slide 17

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Slide notes

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Slide 18 - Slide 18

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Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the motion, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 19 - Service

Slide notes

Next we need to enter the service date and method of service. Type 10/23/2007 in the Service Date field, then click the US Mail check box.

Slide 20 - Slide 20

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Slide notes

To continue, click the down arrow on the scroll bar.

Slide 21 - Relief

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Slide notes

We now need to select the desired relief or reliefs in the motion we are filing. To do that, we will use the two drop-down lists to select the category and description of each relief.

Remember to read the instructional text in blue on each screen to help you understand what to do.

Click the down arrow in the Category drop-down list.

Slide 22 - Slide 22

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Slide notes

The two choices in this list are all reliefs and Motions, Responses & Replies. Click the second choice.

Slide 23 - Slide 23

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Slide notes

Selecting a category in the left-hand drop-down list limits the choices in the Description drop-down list to only those descriptions in that category. Now click the down arrow in the Description drop-down list.

Slide 24 - Slide 24

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Slide notes

There are several specific motion reliefs listed here in alphabetical order. We are filing a motion to seal, so we are looking for the relief "Seal". You could use the scroll bar at the right of the list to move down to the S's, but a quicker way is to type the first letter of the relief you're looking for. For this example, type the letter "S".

Slide 25 - Slide 25

Docketing M	otion filed	
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CIVI/ECF Appellate	(X:0; Y:0) [°]	Category Description Apply
		Motions, R V
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<u> </u>		Entry Accelerate case processing
\cup		Additional argument time (Local Rule 34(d))
51		Adopt Affirm decision on appeal Click here.
		Affirm in part decision on appeal
I		Amend/Correct
		Total: 0
\cup		down arrow.
		Continue Back Cancel

Slide notes

We have now jumped down the list to the first relief that starts with an S. But we need to scroll down some more to find Seal. Click the down arrow in the scroll bar.

Slide 26 - Slide 26

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Slide notes

And now we can see the Seal relief. Click Seal to select it.

Slide 27 - Slide 27

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Slide notes

Once the correct Category and Description are selected, click the Apply button to add that relief to the list of Selected Reliefs.

Slide 28 - Slide 28

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Slide notes

CM/ECF adds Seal to our list of Selected Reliefs. If your motion asked for additional relief, you could repeat the process of selecting the Category and Description, then clicking the Apply button. The Up, Down, Remove, and Clear All buttons are for rearranging or removing selected reliefs.

Since Seal is the only relief we need in this motion, click the Continue button.

Slide 29 - Slide 29

Slide notes

(Note: This is a transition slide.)

Slide 30 - Additional Information

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Slide notes

Now for some additional information about our motion to seal. First, we need to indicate whether or not opposing counsel was informed about your motion. Click the down arrow in the first drop-down list.

Slide 31 - Slide 31

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Slide notes

Click the Y for yes.

Slide 32 - Slide 32

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Slide notes

Now click the down arrow for the second drop-down list.

Slide 33 - Slide 33

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Slide notes

Since opposing counsel has not consented to granting this motion, click N for no.

Slide 34 - Slide 34

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Slide notes

(Note: This is a transition slide.)

Slide 35 - Slide 35

Slide notes

Now we need to describe what material we want sealed. In the text field, type Sealed version of opening brief, then click the Continue button.

Slide 36 - Slide 36

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Slide notes

(Note: This is a transition slide.)

Slide 37 - Docket Text

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Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 38 - Submit Transaction

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Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 39 - Slide 39

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Slide notes

Slide 40 - Slide 40

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When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 41 - Slide 41

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Slide notes

Slide 42 - Slide 42

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Slide 43 - NDA

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NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in				
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Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 44 - Slide 44

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Slide 45 - Slide 45

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Slide 46 - Slide 46

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Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 47 - Slide 47

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Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 48 - Slide 48

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Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 49 - Summary



Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 50 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.