Slide 1 - Welcome

Slide notes

Welcome to the lesson on Filing a Motion to Seal.

Slide 2 - Navigation

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

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

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

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

Slide notes

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

Slide 7 - Slide 7

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

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

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
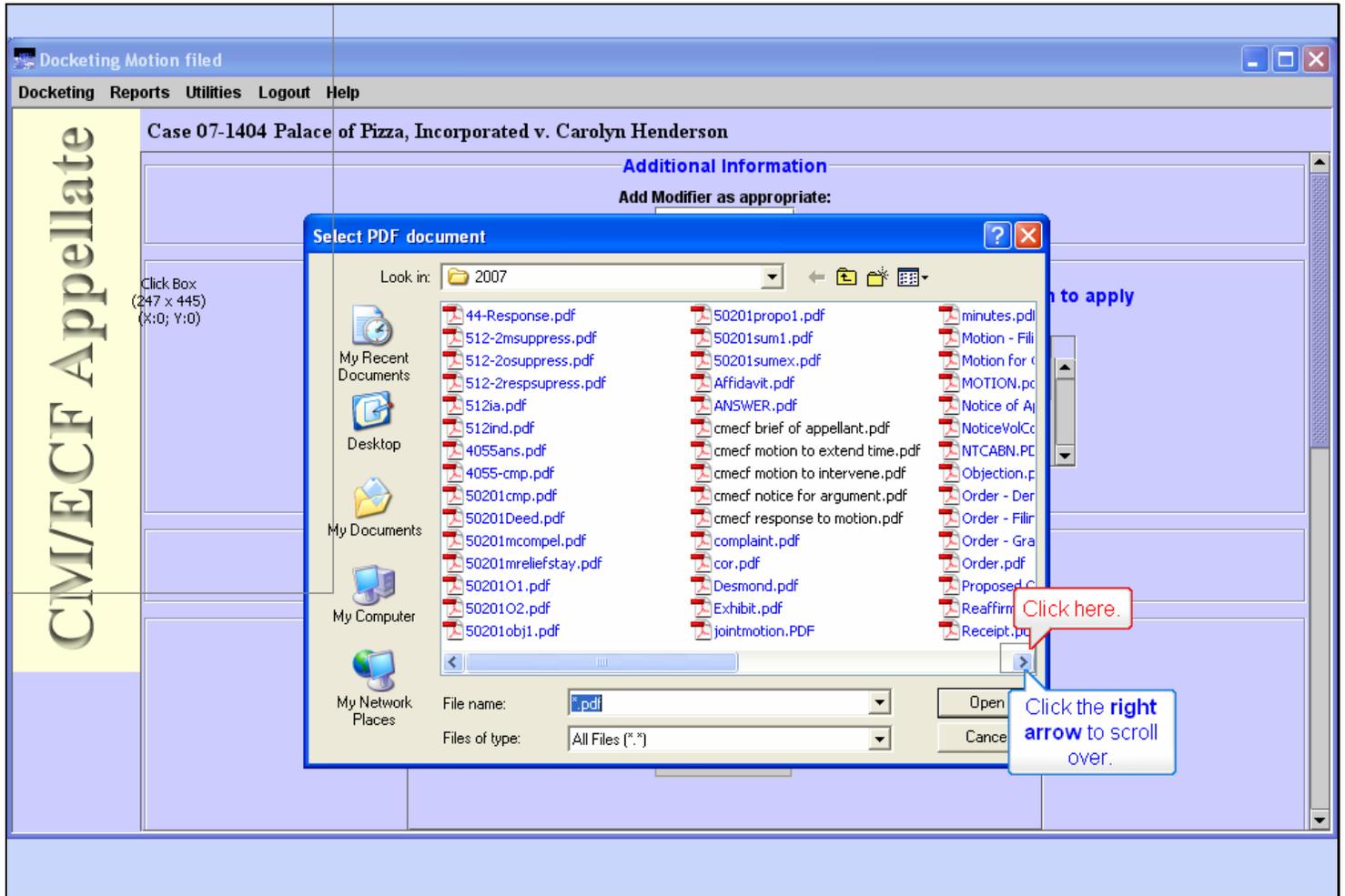
Slide notes

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
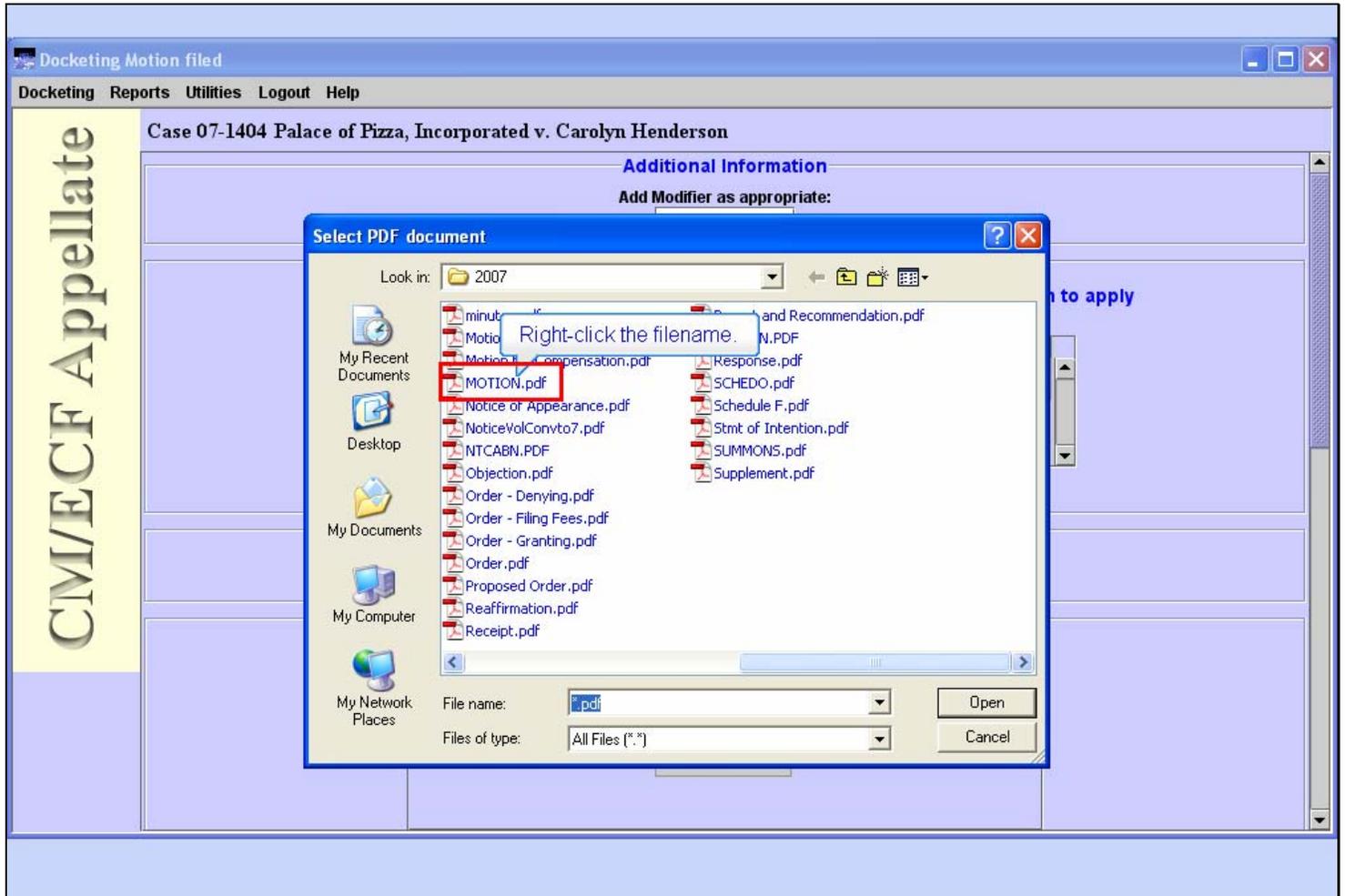
Slide notes

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
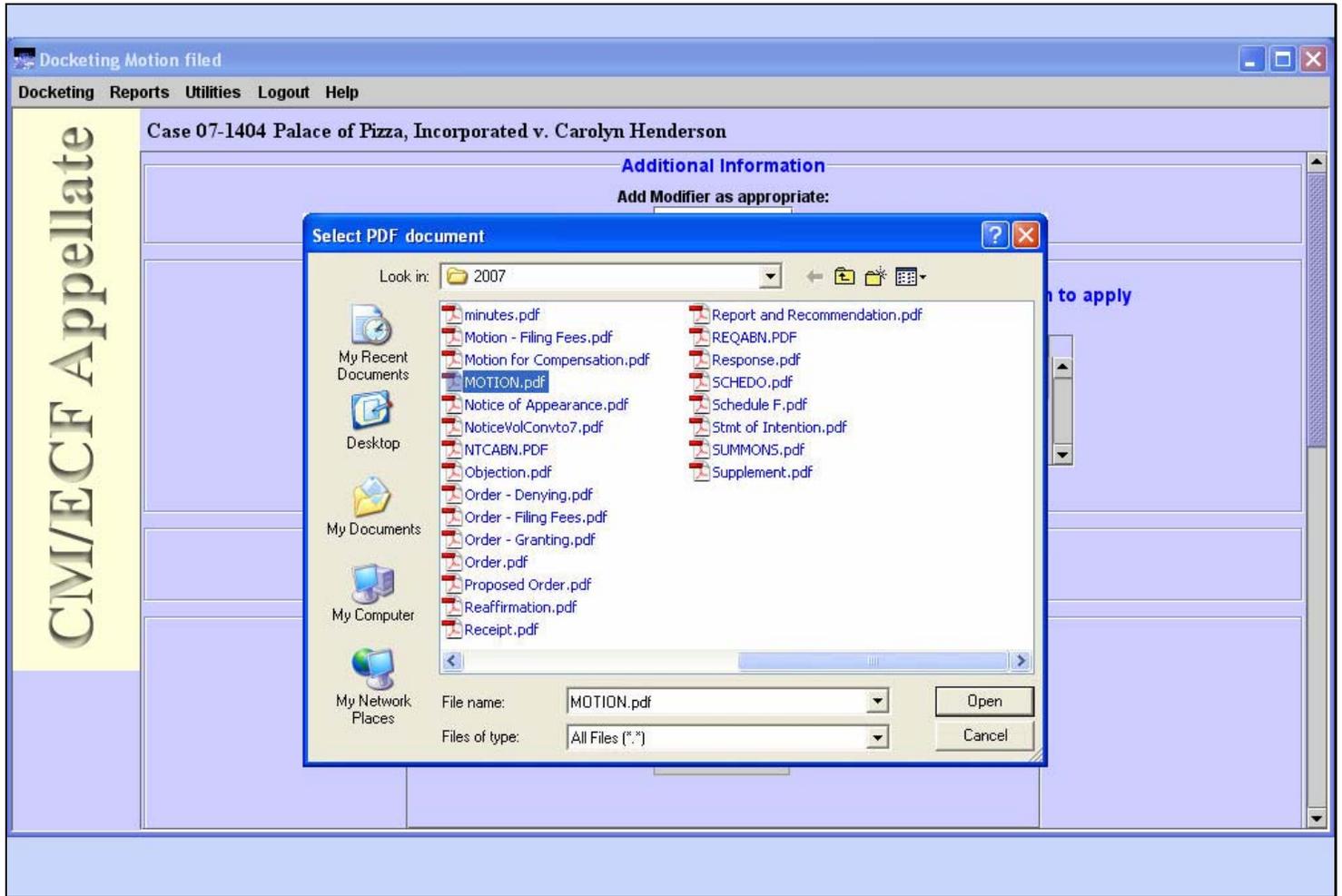
Slide notes

(Note: This is a transition slide.)

Slide 14 - Slide 14
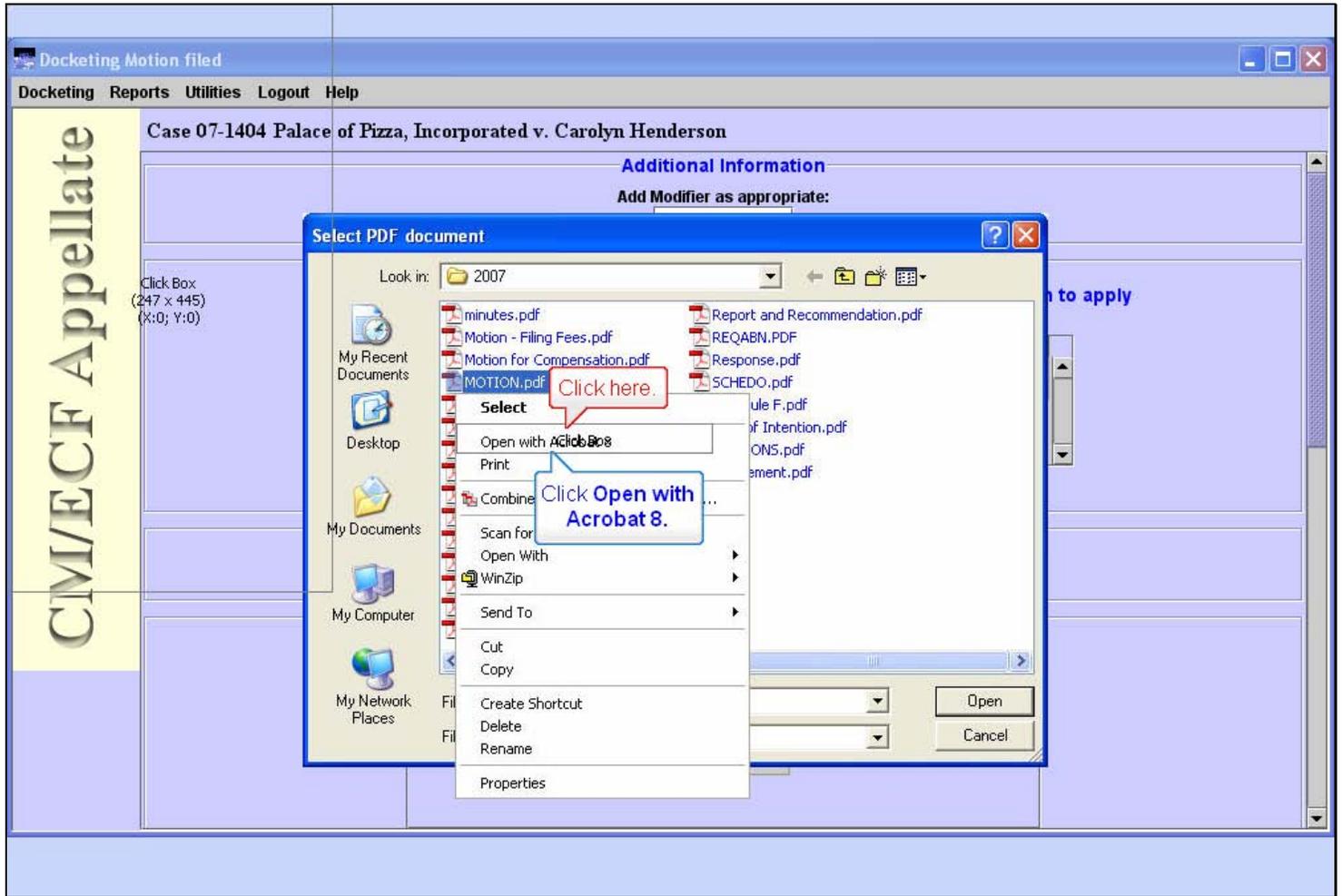
Slide notes

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

Slide 15 - Slide 15
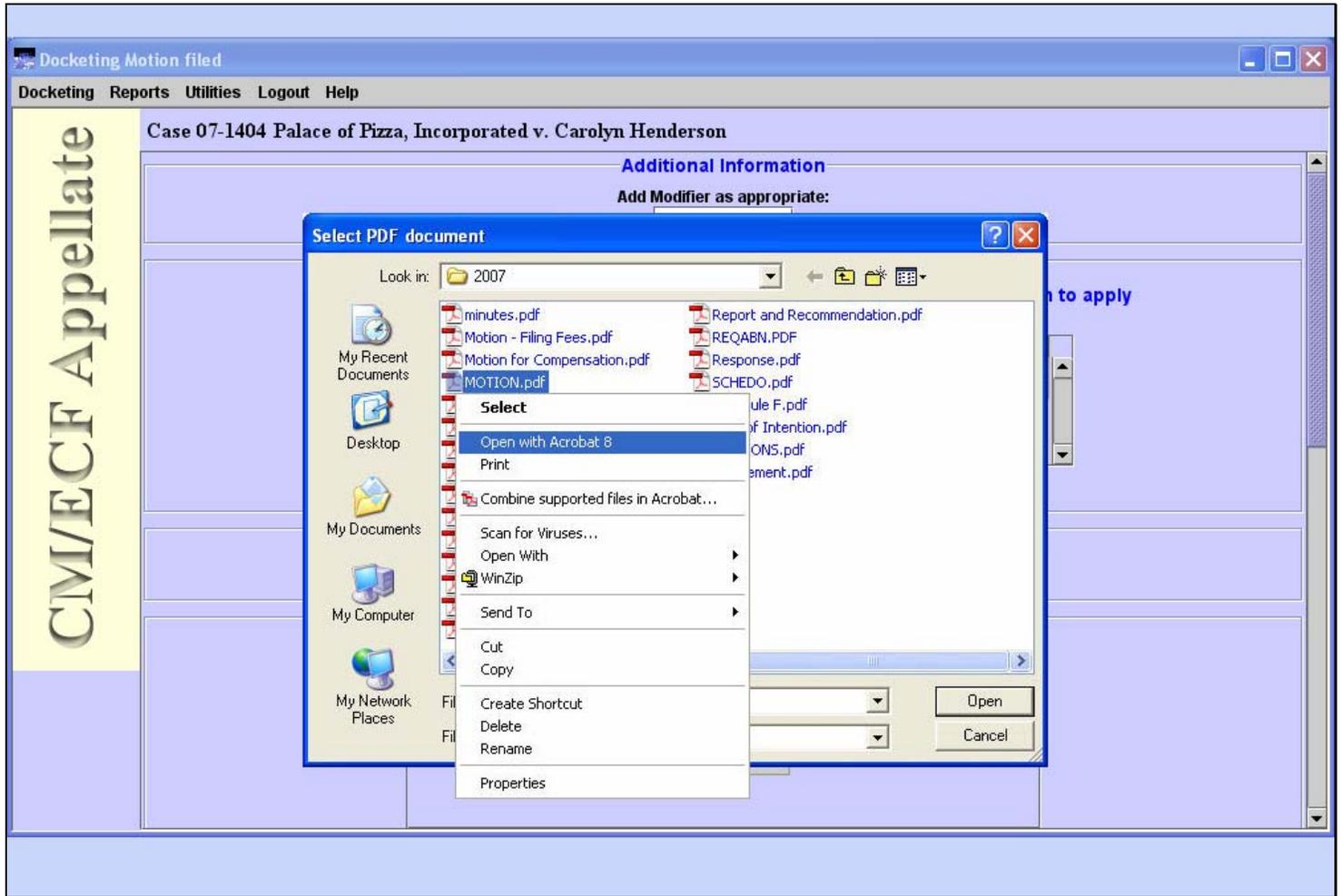
Slide notes

(Note: This is a transition slide.)

Slide 16 - Slide 16
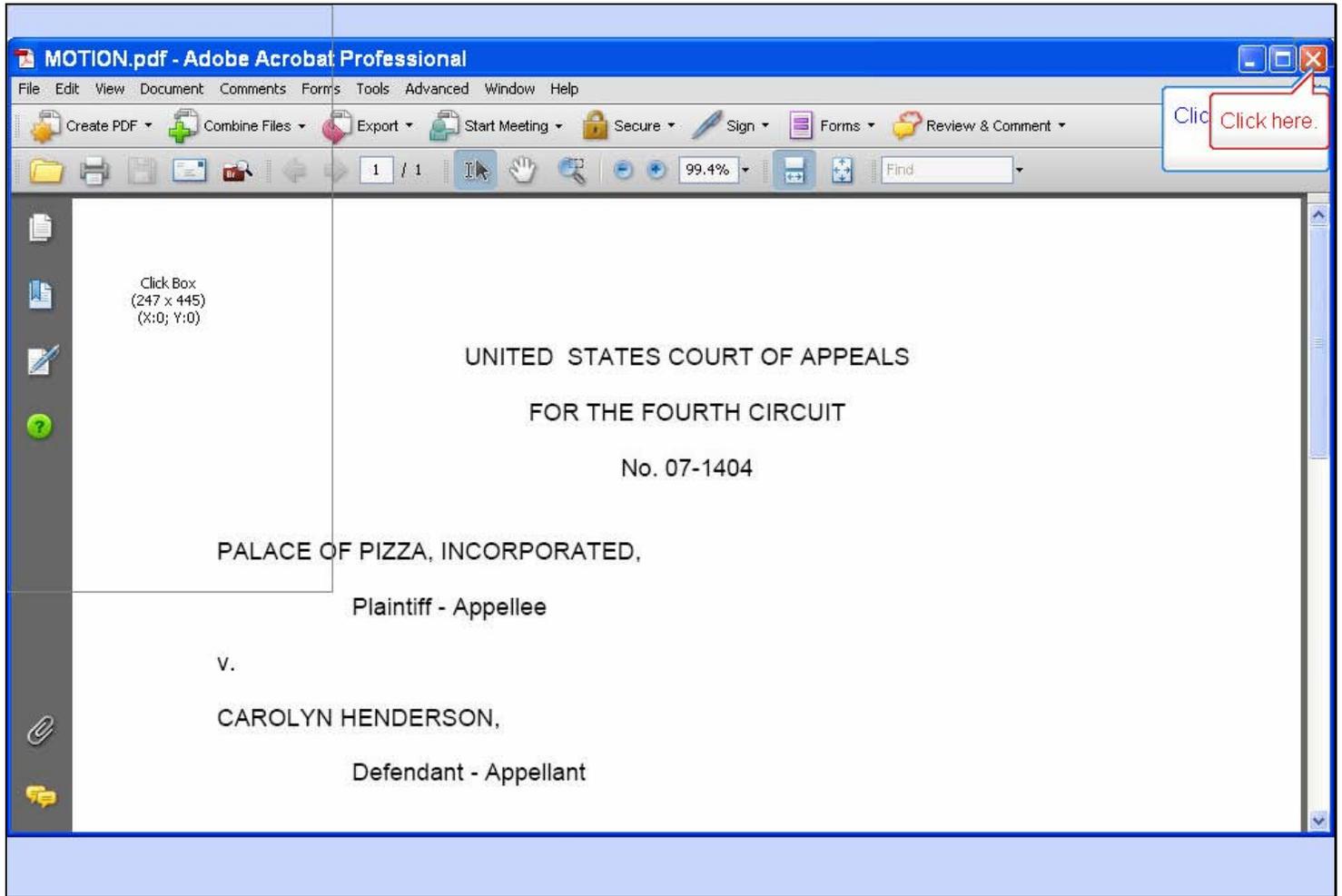
Slide notes

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
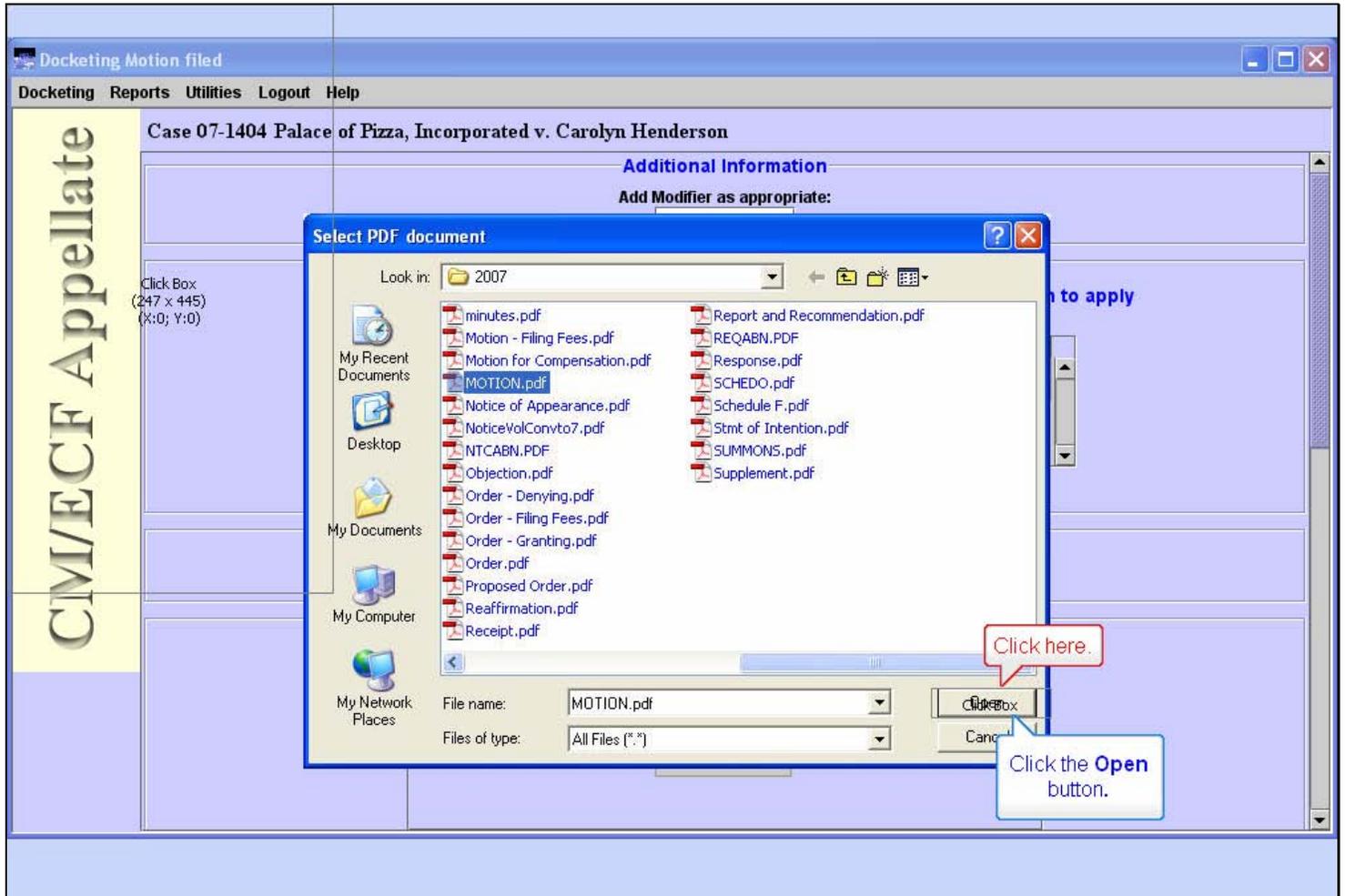
Slide notes

Now click the Open button.

Slide 18 - Slide 18

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

Slide notes

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

Slide 21 - Relief
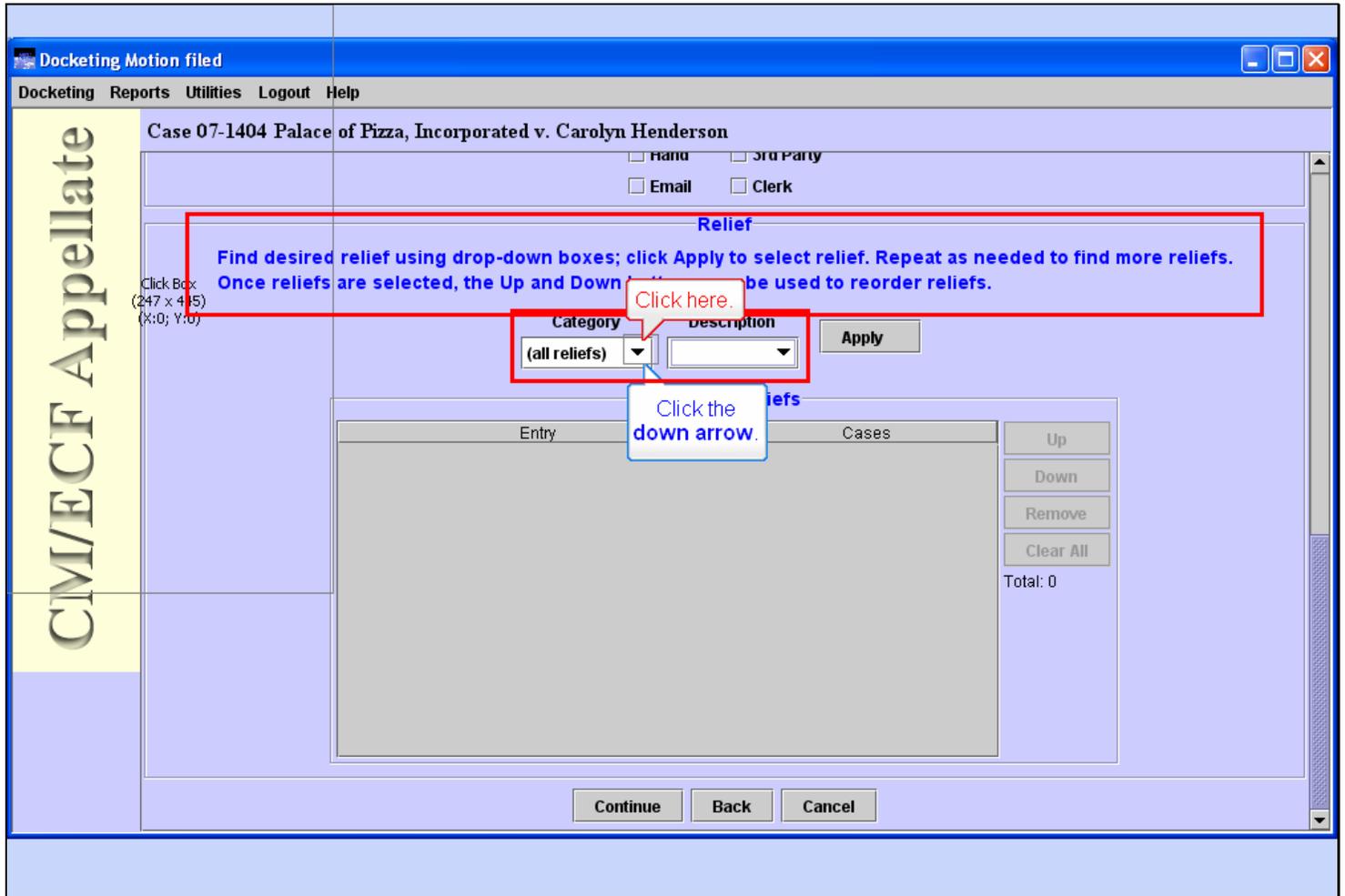
Slide notes

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.

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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

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
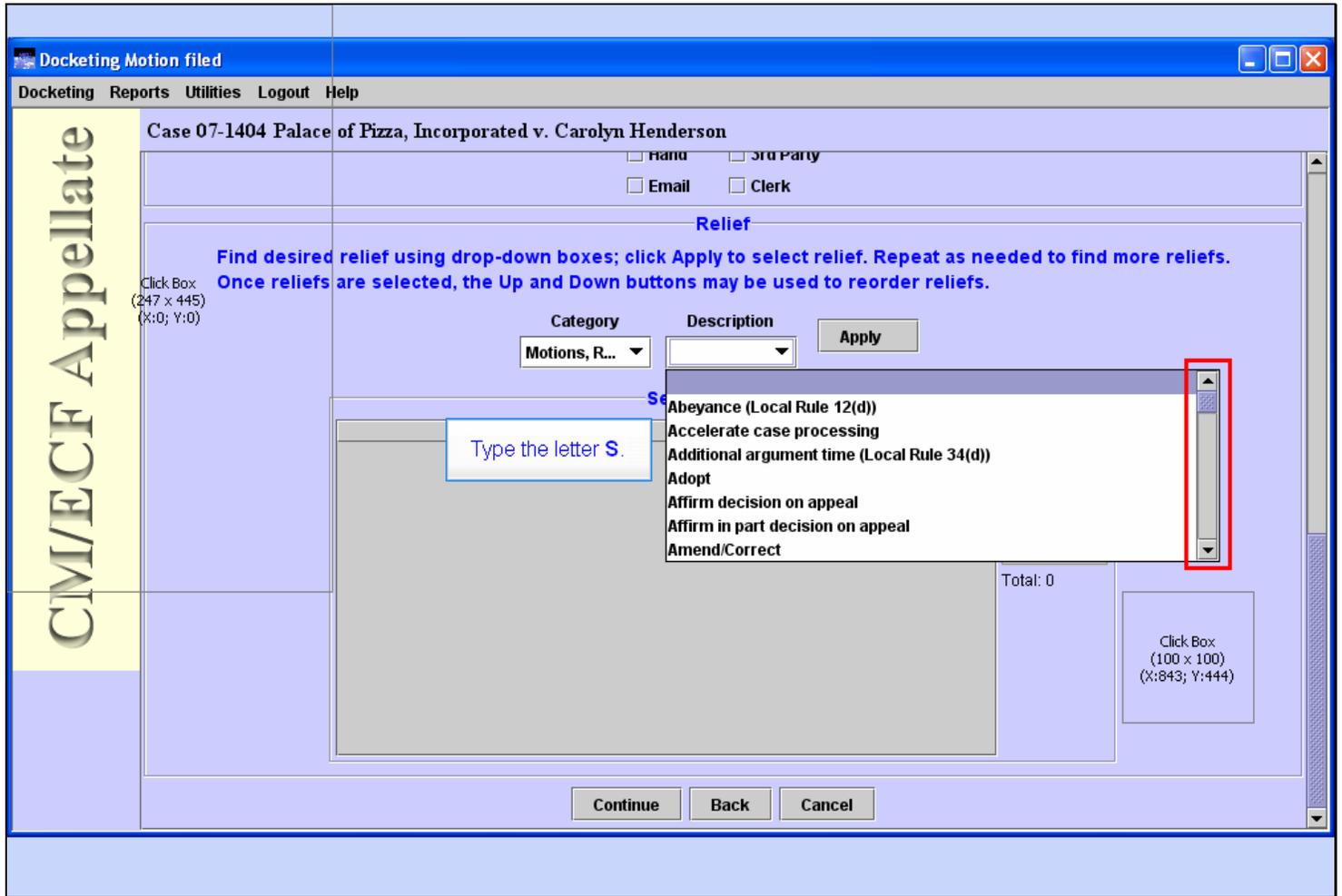
Slide notes

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

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

Slide notes

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

Slide 27 - Slide 27

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
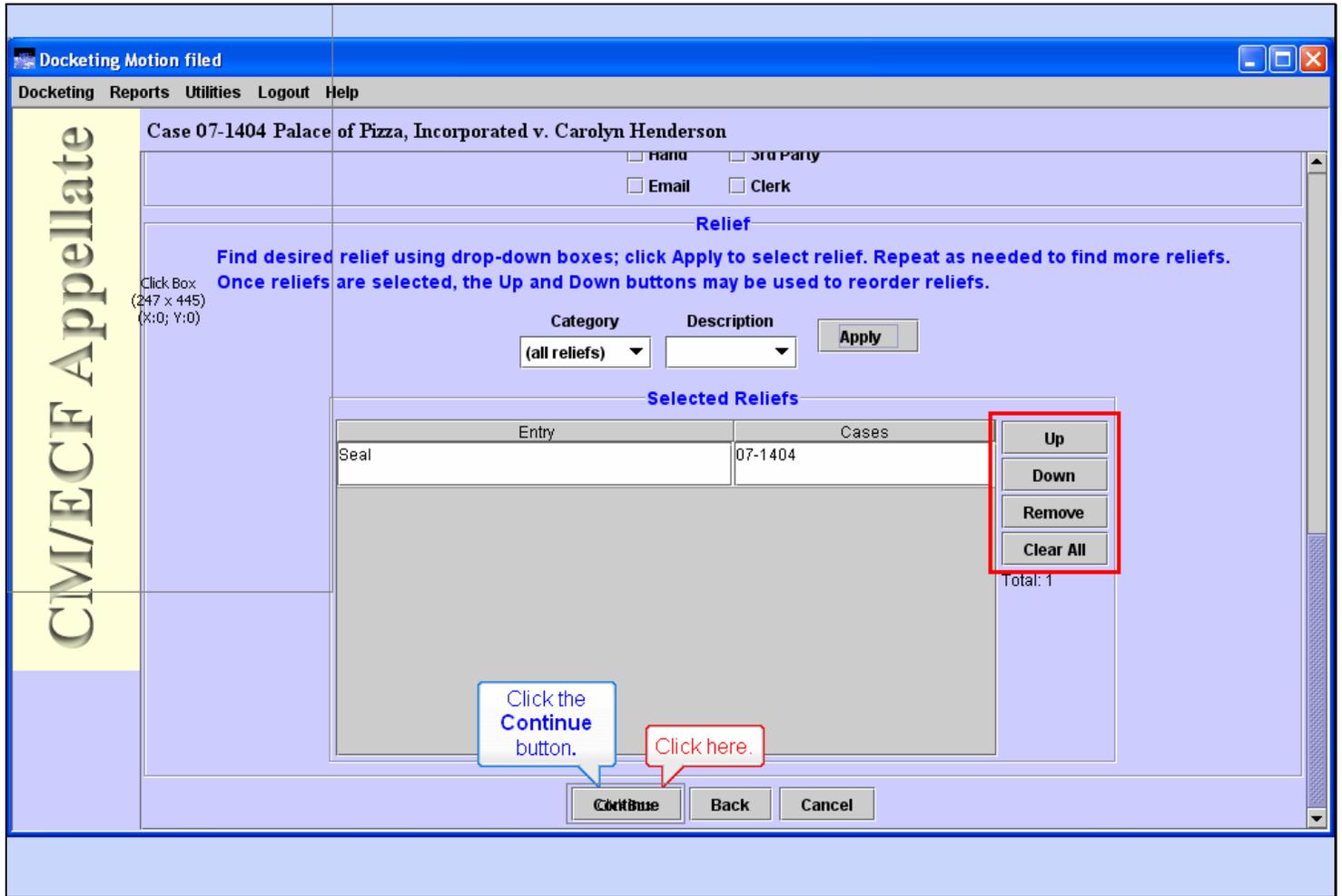
Slide notes

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

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

Slide notes

Click the Y for yes.

Slide 32 - Slide 32

Slide notes

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

Slide 33 - Slide 33

Slide notes

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

Slide 34 - Slide 34

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

Slide notes

(Note: This is a transition slide.)

Slide 37 - Docket Text
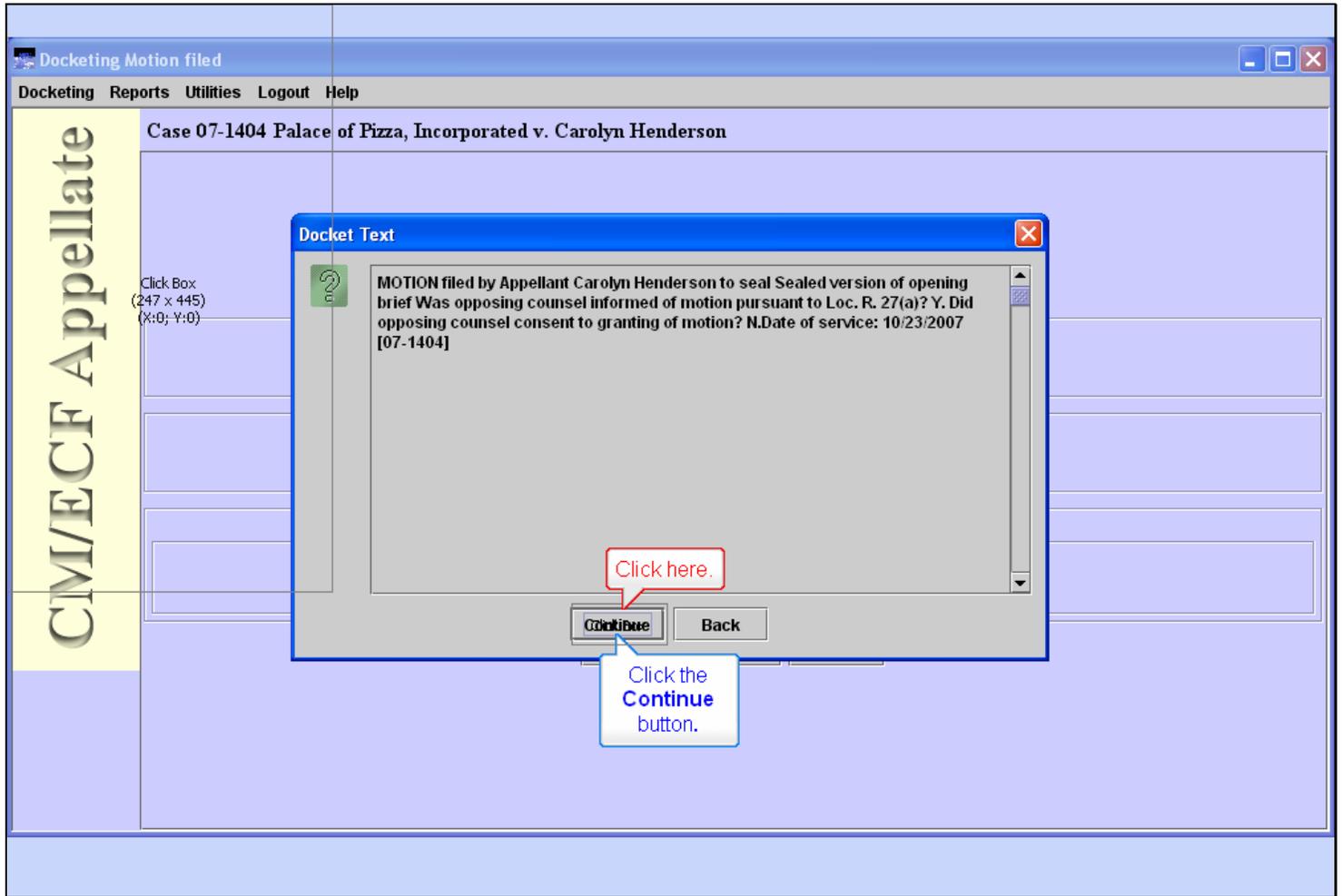
Slide notes

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
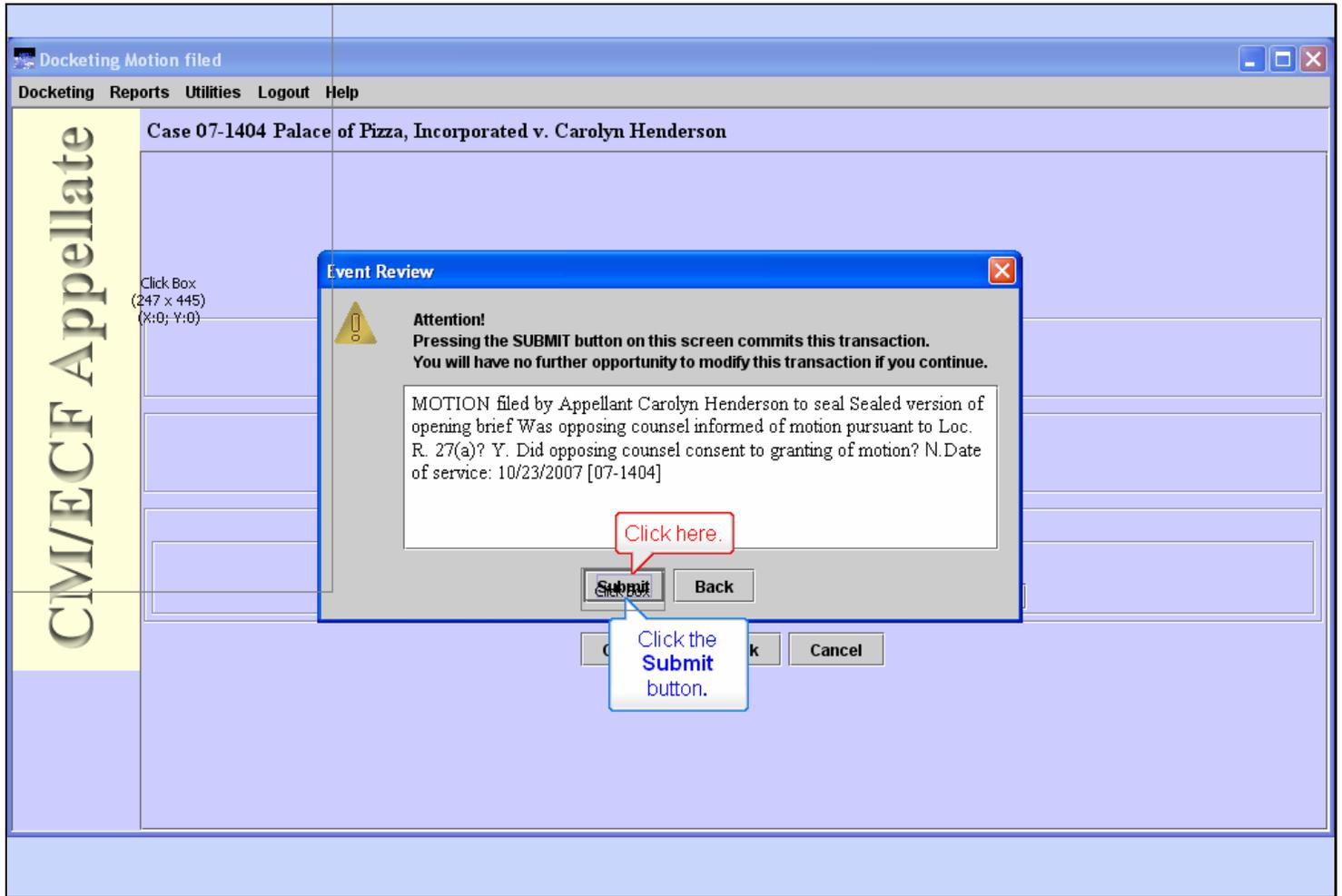
Slide notes

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

Slide notes

(Note: This is a transition slide.)

Slide 40 - Slide 40
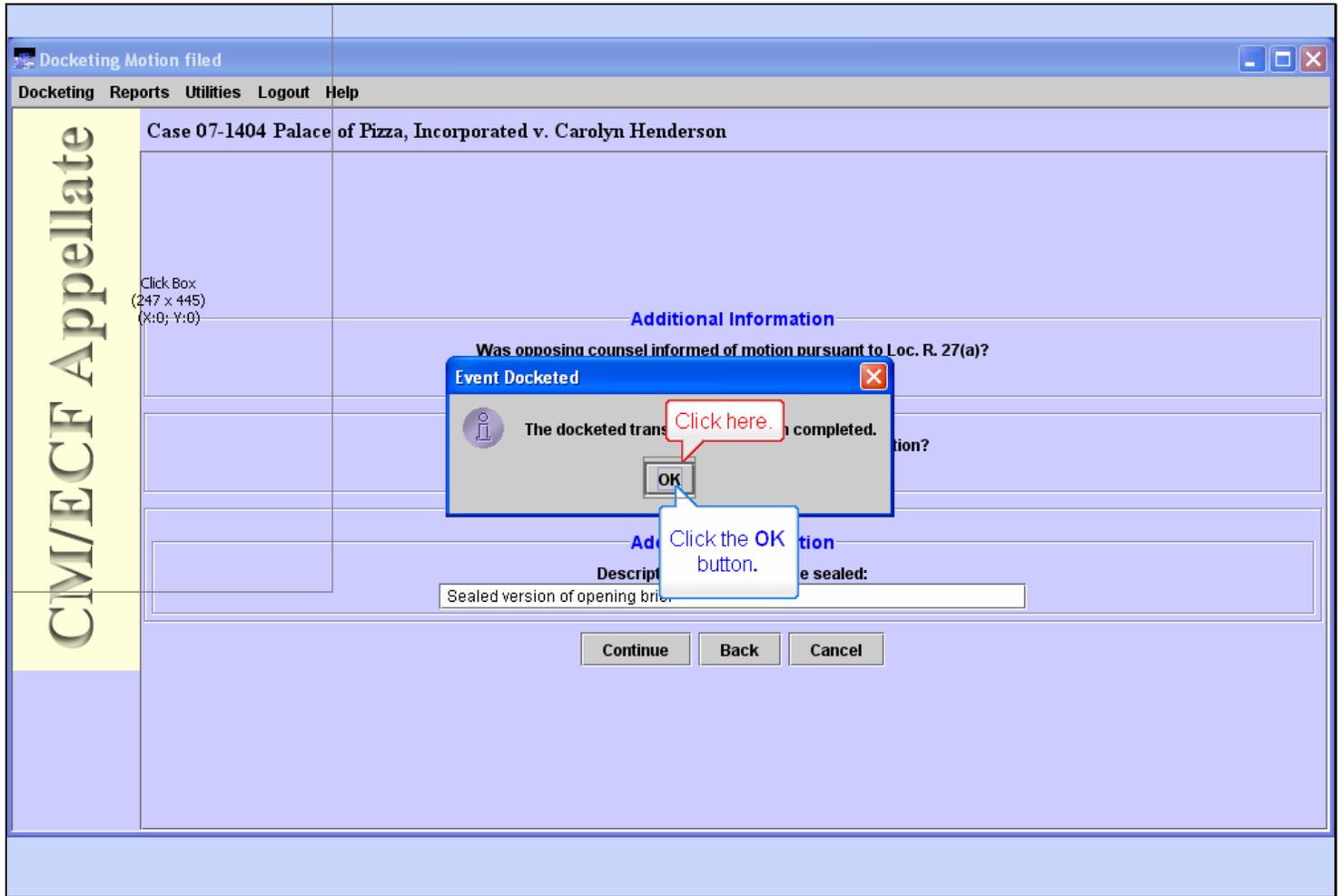
Slide notes

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

Slide 41 - Slide 41

Slide notes

(Note: This is a transition slide.)

Slide 42 - Slide 42

Slide notes

(Note: This is a transition slide.)

Slide 43 - NDA

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

Slide notes

(Note: This is a transition slide.)

Slide 45 - Slide 45
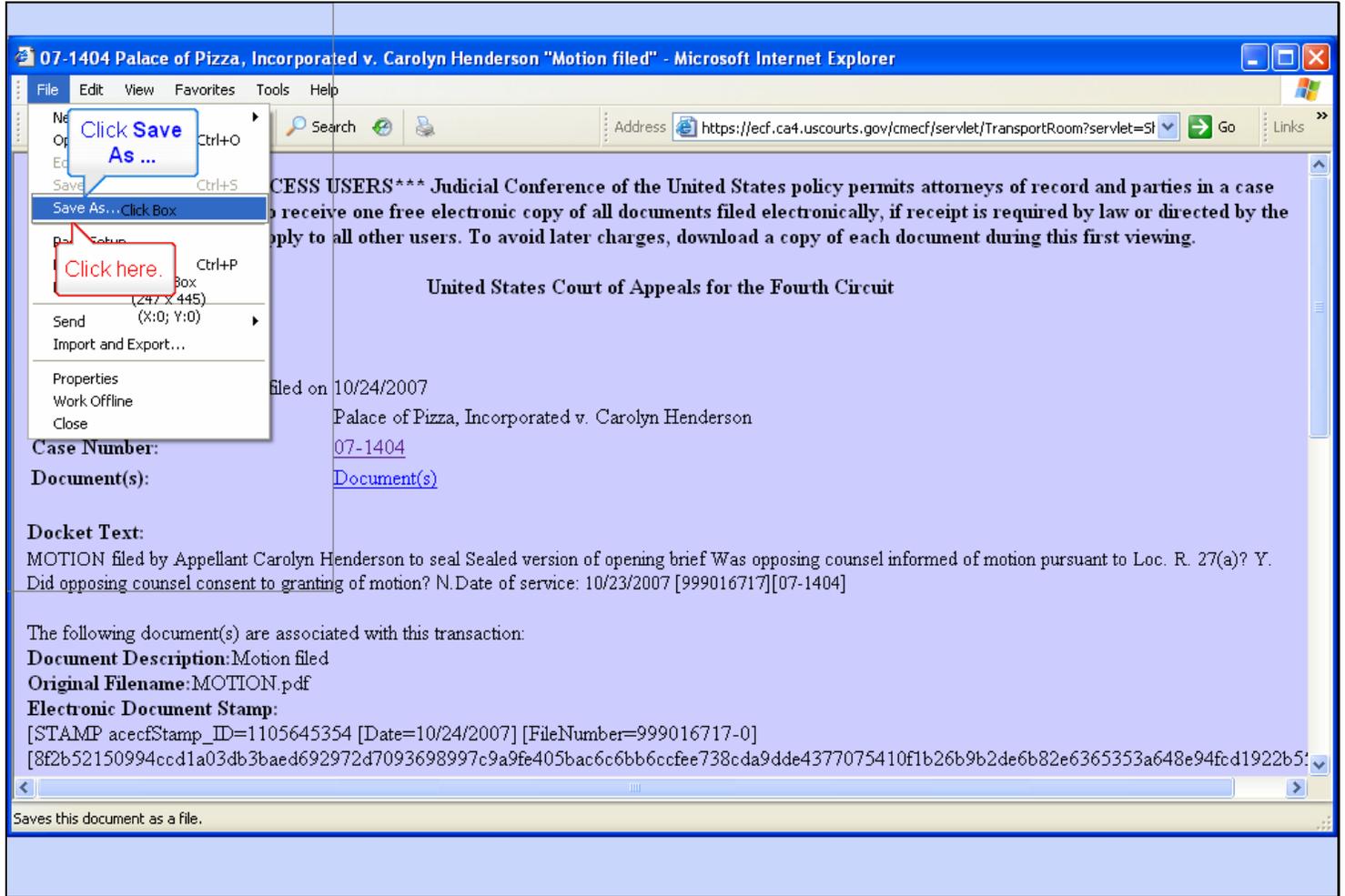
Slide notes

Now click Save As ... .

Slide 46 - Slide 46
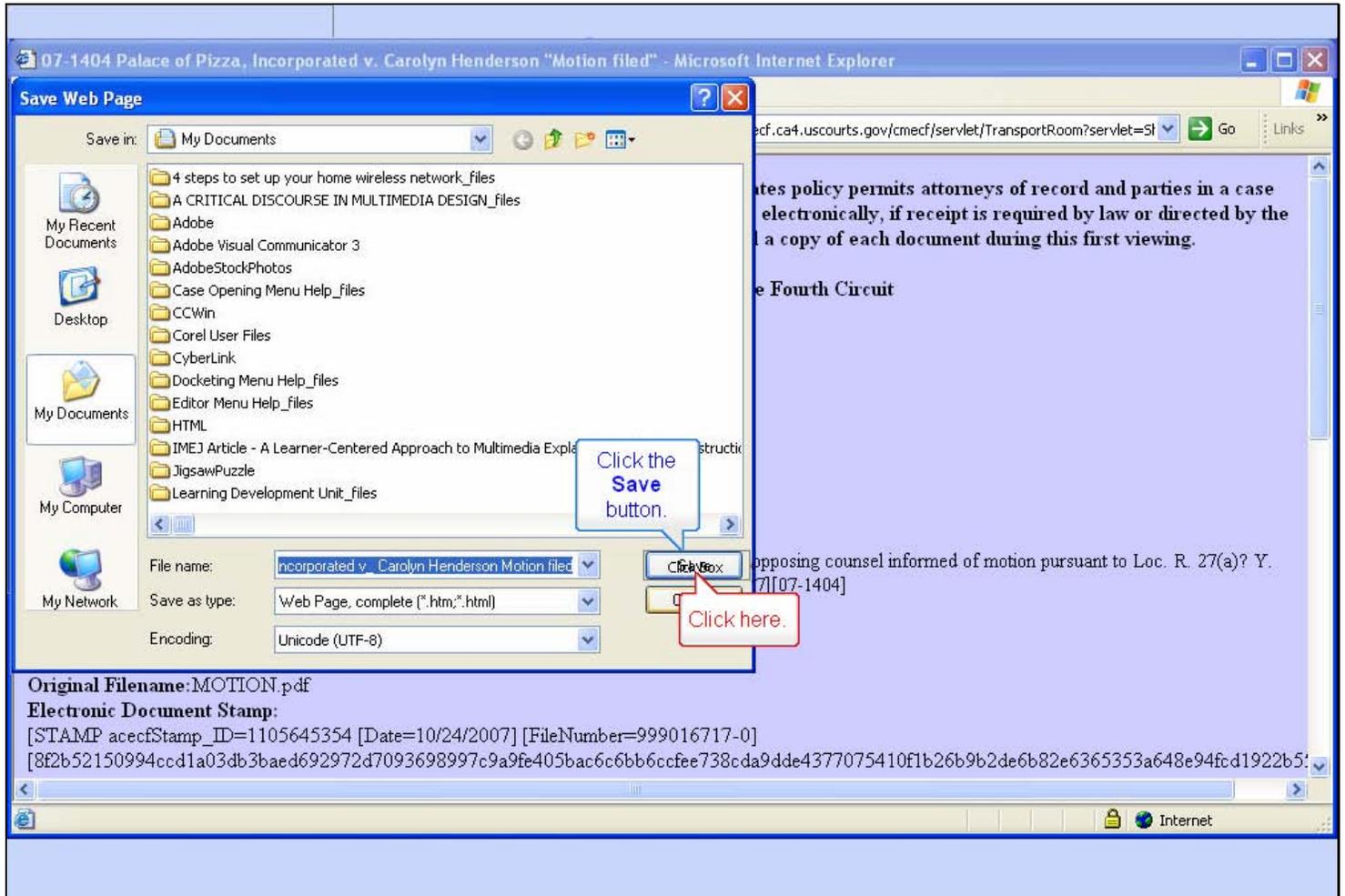
Slide notes

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
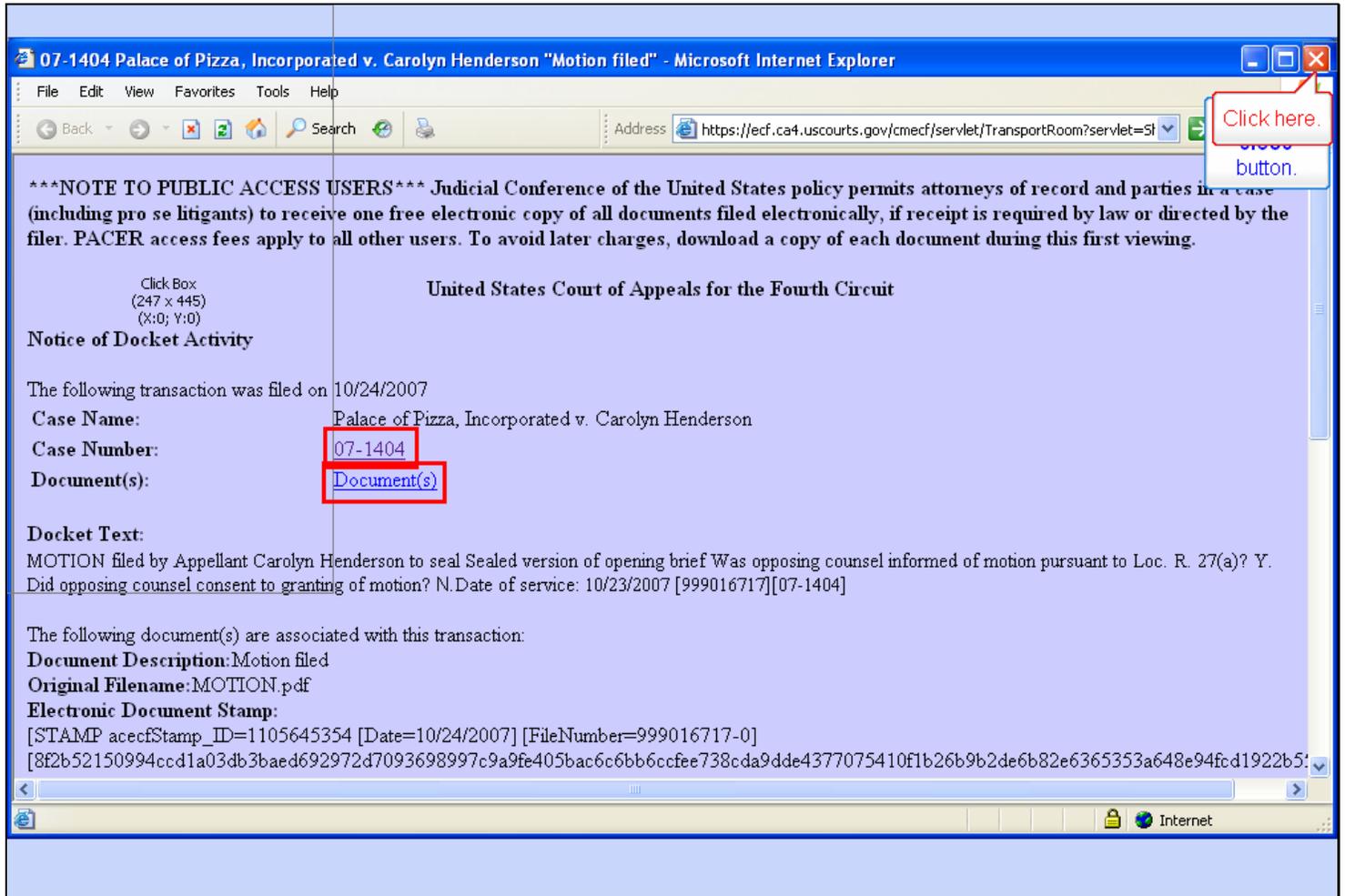
Slide notes

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

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
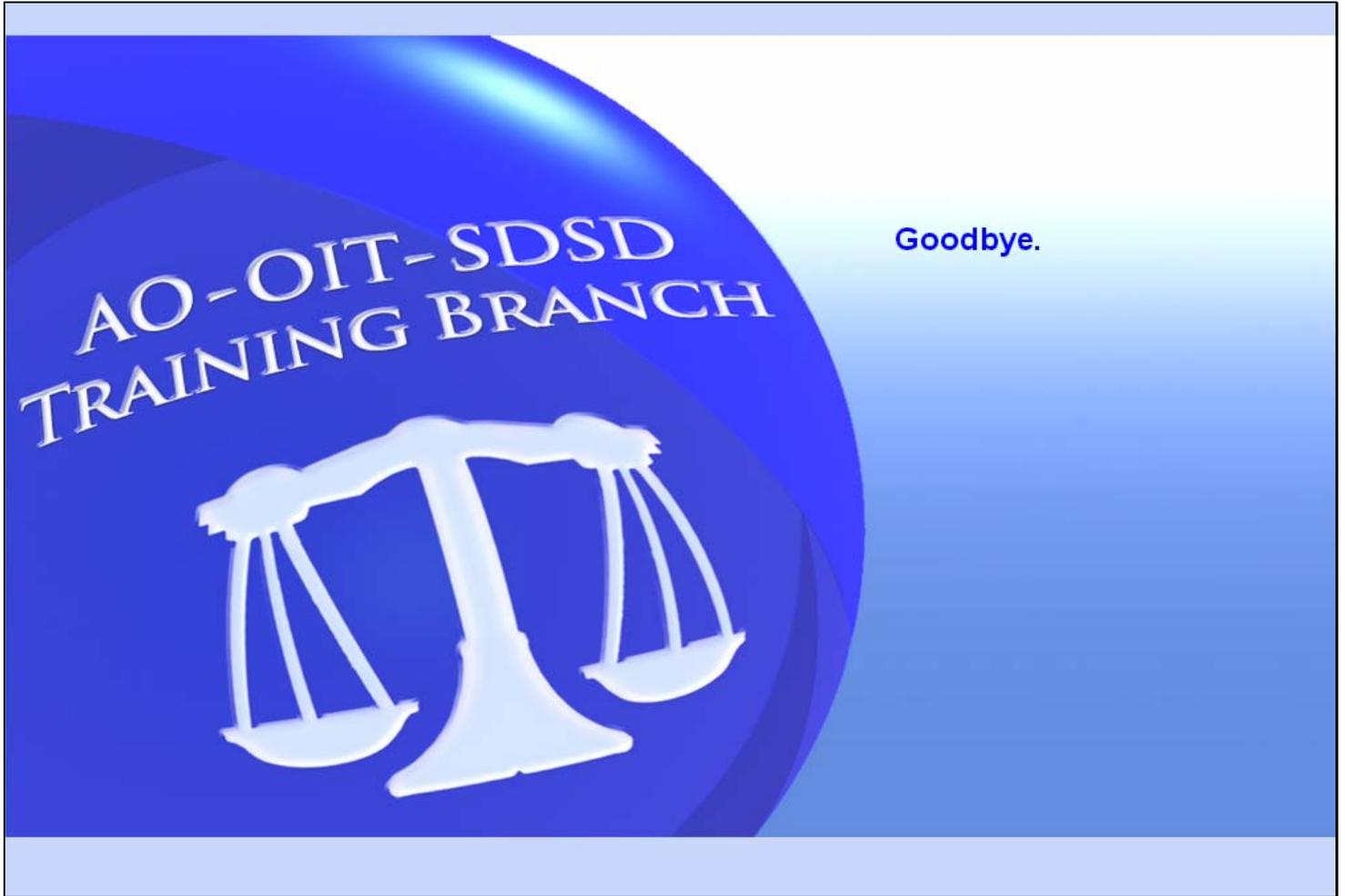
Slide notes

Thanks for taking the lesson. Goodbye.