

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA



Procedures for Filing Documents Under SEAL

Pursuant to Local Rule 5005-1(A) (4), requests seeking authorization by the court for filing documents under seal shall be filed electronically by registered CM/ECF users with full filing privileges and conventionally by all other filers, including registered CM/ECF users with limited electronic filing privileges. Records or other court documents shall be sealed only upon order of the court directing the clerk as to the length of time during which the records shall remain sealed.

A document that is filed under seal is restricted and will not be accessible for public viewing. However, the corresponding docket text entry will be viewable. Only the judge, designated court staff, filer of the document, and any other party as ordered by the court will have access to view a document under seal.

Orders denying requests to seal documents will set forth the manner in which the filed documents will be disposed.

CONVENTIONAL FILING PROCEDURES

Submit the following:

- Local Form “[Cover Sheet to Accompany Item Conventionally Submitted for Sealing or In Camera Review](#)” shall accompany any document submitted for sealing.
- **Motion** for leave to file a document under seal.
[If the motion itself must be sealed, the requested relief must be included in the motion and indicated on the local form cover sheet.]
- **Sealed document** must be placed in a securely sealed envelope/box clearly marked with the warning **DOCUMENT UNDER SEAL**. Compliance with this provision is required.

NOTE: Sealed documents being filed pursuant to a previously entered court order, must be accompanied by Local Form “[Cover Sheet to Accompany Item Conventionally Submitted for Sealing or In Camera Review](#)” along with a copy of the order directing sealing (unless order itself is sealed).

ELECTRONIC FILING PROCEDURES

Submit the Following:

- **Motion** for leave to file a document under seal must be filed by selecting the CM/ECF event: **Seal**, which can be located under *Bankruptcy or Adversary >Motions/Applications* menu. Display prompts that are selected during the filing of the motion will determine whether the motion itself will also be sealed.
- **Proposed Order** - After filing the motion, a proposed order must be uploaded in electronic format (PDF) using the E-orders program in CM/ECF.
- **Sealed document** shall be filed by selecting the CM/ECF event: **Sealed Document**, which can be located under *Bankruptcy or Adversary >Other menu*. A notice of electronic filing (NEF) containing the **docket text entry** will be sent to all registered CM/ECF case specific participants. However, only the filer of the document will be able to view the sealed document image via the link.
- **Sealed Document Event** requires the linking of the sealed document to a previously filed motion for leave to file a document under seal or a prior order.
- **Sealed Document Event** must also be selected when filing a sealed document pursuant to a prior court order authorizing the document to be filed under seal.

**** IMPORTANT ** FAILURE TO FILE A SEALED DOCUMENT USING THE CM/ECF EVENT CODES SPECIFICALLY DEDICATED FOR FILING SUCH DOCUMENTS WILL RESULT IN THE DOCUMENT BEING PLACED ON THE COURT DOCKET AND VIEWABLE TO THE PUBLIC.**

Dedicated CM/ECF Events:

- **Seal** (located under - *Bankruptcy/Adversary>Motions/Applications*)
Purpose: For filing a Motion to File Document Under Seal [prompts will allow motion to be filed Sealed or Unsealed]
- **Unseal** (located under - *Bankruptcy/Adversary>Motions/Applications*)
Purpose: For filing a Motion to Unseal a Sealed Document
- **Sealed Document** (located under *Bankruptcy/Adversary>Other*)
Purpose: For filing a Sealed Document [Not Available for Public Viewing].

RED SCREENS:

To ensure that the correct CM/ECF event code is selected when filing a **SEALED** document, the docket entry screen will turn **RED** during the filing process prior to the final submit screen being selected. If the screen **DOES NOT** turn red, immediately **STOP** and begin the filing process over.

Can You See
This Color?



Means What?



SUMMARY

E-FILED SEALED DOCUMENTS IN PUBLIC/NON-SEALED CASES

- *Use only the dedicated CM/ECF events as indicated on page three of these procedures. Usage of any other CM/ECF event will result in the document being placed on the court docket and available for public viewing.*
- *Only the judge, designated court staff, the party filer, and any other party as ordered by the court will have access to view Sealed Document(s).*
- *Although case-specific CM/ECF registered users will receive a Notice of Electronic Filing (NEF) of the filing of a Sealed Document(s), other than the party filer, no party will be able to access the actual PDF image of the sealed document through the Notice of Electronic Filing (NEF) or via ECF/PACER.*
- *A document filed under seal will remain sealed by order of the court.*
- *When selecting the correct CM/ECF event code for filing sealed document(s), the docket entry screen will turn **RED** during the filing process. If the screen **DOES NOT** turn **RED**, immediately **STOP** and begin the filing process over.*
- *The Sealed Document event requires the linking of the sealed document to a previous entry on the court docket. **USE CAUTION** when creating a link/relationship to a docket entry and in naming a PDF document, as this could reveal sealed information in the new public docket entry.*

MOTION TO SEAL

1. Under Bankruptcy Events select the menu: Motions/Applications



2. Enter the case number. Click **[Next]**.



3. Select the appropriate event. Click **[Next]**.

File a Motion:

[16-10051-RAM Jack Daniels and Jill Daniels](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
 Assets: n Judge: RAM Case Flag: IFP, SEALEDDOC

Note: For Multi-Part Motions, Ctrl-Click on the Relief Types in the Order that they Appear in the Pleading.

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Reopen Ch 11 Case
- Reopen Ch 12 Case
- Reopen Ch 13 Case
- Reopen Ch 7 Case
- Request by Lender for Referral of Debtor to Loss Mitigation Mediation
- Revoke Order Waiving Chapter 7 Filing Fee
- Sanctions
- Seal**
- Sell
- Set Hearing
- Set Plan and Disclosure Statement Deadline
- Set Status Conference
- Setting Property Value
- Shorten Prejudice Period
- Shorten Time

Next Clear

4. Select the filer(s). Click **[Next]**.

ECF Bankruptcy Adversary Query Reports

File a Motion:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
 Assets: y Case Flag: CounDue

Select the Party:

Lane, Linda [Debtor]
 Office of the US Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

5. Attach your PDF document(s). Click **[Next]**

ECF Bankruptcy Adversary Query Reports Utilities Search i Proce

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events

File a Motion:

[19-10002-AJC Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Judge: AJC Case Flag: CounDue, SEALEDDOC

***WARNING* Do Not Attach the Document to be Sealed as an Exhibit/Attachment to the Motion.**

***NOTE* The File Name(s) of the Uploaded PDF(s) will Appear on the NEF and Court Docket.**

You Must Attach Local Form Cover Sheet LF-72.

Date filed

Document number assignment:

Automatically assign number
 Enter other document number

Filename

Attachments to Document: No Yes

6. Select the applicable radio button. Click **[Next]**

ECF Bankruptcy Adversary Query Reports Utilities

File a Motion:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue

IMPORTANT: Are you Requesting the Contents of This Motion to be SEALED From Public Viewing?

Yes
 No

7. If No; Proceed to final docket text entry, absent the red screens. Click [Next]

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Motion:". The main content area has a light orange background. It displays the case information: "19-10002 Linda Lane". Below this, there are two rows of details: "Type: bk" and "Assets: y" on the left, and "Chapter: 7 v" and "Case Flag: CounDue" on the right. Further right, "Office: 1 (Miami)" is displayed. A bold message states: "This Motion will **NOT** be **SEALED** and **WILL** be Available for Public Viewing." Below this, a paragraph reads: "If This Motion should be filed under seal, immediately abort the transaction by selecting the *Bankruptcy* menu option and begin the filing process over." At the bottom left, there are two buttons: "Next" and "Clear".

8. If Yes; the following message is displayed. Click [Next]

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout, and a question mark icon. Below the navigation bar, the page title is "File a Motion:". The main content area has a light orange background. It displays the case information: "19-10002 Linda Lane". Below this, there are two rows of details: "Type: bk" and "Assets: y" on the left, and "Chapter: 7 v" and "Case Flag: CounDue" on the right. Further right, "Office: 1 (Miami)" is displayed. A bold message states: "This Motion will be **SEALED** and will **NOT** be Available for Public Viewing. Only the Judge, designated Court Staff, the Party Filer, and any other Party as Ordered by the Court will have access to view this document." Below this, a blue heading reads: "IMMEDIATELY AFTER FILING THIS MOTION:". This is followed by a numbered list of two instructions: "1. File the **SEALED** document separately selecting the SEALED DOCUMENT event located under the menu option - *Bankruptcy*>*Other*, and" and "2. Upload a Proposed Order (via E-Orders) in accordance with Local Rule 5005-1(G)." At the bottom left, there are two buttons: "Next" and "Clear".

9. Initial Red Display Message Screen. Click [**Next**].

The screenshot shows the ECF system interface with a red background. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the navigation bar, there are links for 'Logout' and 'File a Motion:'. The case information is displayed as follows:

19-10002 Linda Lane		
Type: bk	Chapter: 7 v	Office: 1 (Miami)
Assets: y	Case Flag: CounDue	

Below the case information, a red message reads: **CASE PARTICIPANTS WILL NOT HAVE ACCESS TO THIS SEALED DOCUMENT.** At the bottom of the red area, there are two buttons: 'Next' and 'Clear'.

10. Docket Text: Modify as Appropriate. Click [**Next**].

The screenshot shows the ECF system interface with a red background. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the navigation bar, there are links for 'Search' and 'Logout'. The case information is displayed as follows:

19-10002 Linda Lane		
Type: bk	Chapter: 7 v	Office: 1 (Miami)
Assets: y	Case Flag: CounDue, SEALEDDOC	

Below the case information, a grey box contains the text: 'Docket Text: Modify as Appropriate.' Below this, a yellow box contains the text: 'Motion to File Document UNDER SEAL. This Document is **NOT** Available for Public Viewing . [input field] Filed by Debtor Linda Lane . (Cervino-Garcia, Maria)'. At the bottom of the red area, there are two buttons: 'Next' and 'Clear'.

11. Final Docket Text. Click **[Next]**.

ECF Bankruptcy Adversary Query Reports Utilities
Logout

File a Motion:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue

Docket Text: Final Text
Motion to File Document UNDER SEAL. This Document is NOT Available for Public Viewing. Filed by Debtor Linda Lane. (Cervino-Garcia, Maria)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

12. Notice of Electronic Filing **[NEF]**.

ECF Bankruptcy Adversary Query Reports Utilities Search
Logout

File a Motion:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue

**U.S. Bankruptcy Court
Southern District of Florida**

Notice of Electronic Filing

The following transaction was received from Maria Cervino-Garcia entered on 3/26/2019 at 9:04 AM EDT and filed on 3/26/2019

Case Name: Linda Lane
Case Number: [19-10002](#)
Document Number: [4](#)

Docket Text:
Motion to File Document UNDER SEAL. This Document is **NOT** Available for Public Viewing. Filed by Debtor Linda Lane. (Cervino-Garcia, Maria)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: G:\CM-ECF Implementation\CM-ECF Common Docs\CM-ECF TEST DOCS\1\Test Document.pdf

Electronic document Stamp:
[STAMP bkeefStamp_ID=1068065210 [Date=3/26/2019] [FileNumber=148754-0]
[3c5e704bba187f1d4dd1b38d2d14b008573be4fa563a6fccc6ca5ca805c32289b54
57e40bbfb6905180634f1f5a6da5339b5866ba858bd9949913749e7d0d39]]

19-10002 Notice will be electronically mailed to:
Maria Cervino-Garcia on behalf of Debtor Linda Lane
maria_cervino@flsb.uscourts.gov

19-10002 Notice will not be electronically mailed to:
Office of the US Trustee
51 SW 1 Ave No. 1204
Miami, FL 33130

SEALED DOCUMENT [NOT AVAILABLE FOR PUBLIC VIEWING]

The *Sealed Document* event will require linkage to a Motion to Seal or to a previously entered order.

1. Under Bankruptcy Events select the menu: **Other**

The screenshot shows the 'Bankruptcy Events' menu with the following options:

- [Open Voluntary BK Case](#)
- [Open Involuntary BK Case](#)
- [Creditor Maintenance...](#)
- [Judge/Trustee Assignment](#)
- [Appeal](#)
- [Other](#)** (indicated by a red arrow)
- [Plan](#)
- [Motions/Applications](#)
- [Answer/Response...](#)
- [Attorney-Filed Documents](#)
- [Notices](#)
- [Order Upload](#)
- [Batch Filings](#)
- [Claim Actions](#)
- [File Claims](#)
- [Notice of Deposit of Unclaimed Funds](#)

2. Select the appropriate event. Click **[Next]**

The screenshot shows the 'Miscellaneous' page for case 19-10002 Linda Lane. The 'Available Events' dropdown menu is open, and 'Sealed Document [Not Available for Public Viewing]' is selected, indicated by a red arrow.

Case Information:

- Type: bk
- Assets: y
- Chapter: 7 v
- Case Flag: CounDue, SEALEDDOC
- Office: 1 (Miami)

Search: Start typing to find an event.

Available Events (click to select an event)

- Satisfaction of Judgment
- Schedules/Statements or Amended Schedules/Statements
- Sealed Document [Not Available for Public Viewing]** (indicated by a red arrow)
- Statement About Payment Eviction
- Statement Re: Pending Proceedings Re: Section 522(q)(1)
- Statement in Support of Reaffirmation Agreement
- Statement of Anticipated Increase in Income/Expenses
- Statement of Assistance
- Statement of Exemption from Presumption of Abuse Under Sec 707(b)(2)Form 122A-1Supp
- Statement of Good Faith Filing
- Statement of Initial Eviction Judgment
- Statement of Intention
- Statement of Operations
- Statement of Personal Data Identifier Redaction Request
- Statement of Social Security Number(s)
- Status Report
- Subpoena
- Summons Service Executed
- Summons Service Unexecuted

Buttons:

3. Select the filer(s). Click **[Next]**.

MECF
Bankruptcy
Adversary
Query

Miscellaneous:

[19-10002 Linda Lane](#)

Type: bk	Chapter: 7 v	Office:
Assets: y	Case Flag: CounDue, SEALEDDOC	

Select the Party:

Lane, Linda [Debtor]
 Office of the US Trustee, [U.S. Trustee]

[Add/Create New Party](#)

4. Attach your PDF document(s). Click **[Next]**

MECF
Bankruptcy
Adversary
Query
Reports
Utilities
Se

Miscellaneous:

[19-10002 Linda Lane](#)

Type: bk	Chapter: 7 v	Office: 1 (Miami)
Assets: y	Case Flag: CounDue, SEALEDDOC	

WARNING! The File Name(s) of the Uploaded PDF(s) will Appear on the NEF and Court Docket.

Filename

Attachments to Document: No Yes

5. The following display message will appear:

ECF Bankruptcy Adversary Query Reports Utilities
Search Logout

Miscellaneous:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue, SEALEDDOC

This Document will be **SEALED** and will **NOT** be Available for Public Viewing. Only the Judge, and designated Court Staff, the Party Filer, and any other Party as Ordered by the Court will have access to view this document.

Next Clear

NOTE: Initial **RED** Display Message Screen will appear.

6. Select the appropriate docket entry(s) (e.g., motion to seal, prior order) to which your sealed document relates. Click **[Next]**

ECF Bankruptcy Adversary Query Reports Utilities
Search Logout

Miscellaneous:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue, SEALEDDOC

Select the appropriate event(s) to which your event relates:

03/26/2019 3 Motion to File Document UNDER SEAL. This Document is **NOT** Available for Public Viewing. Filed by Debtor Linda Lane. (Cervino-Garcia, Maria)

Next Clear

7. Click [Next]

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue, SEALEDDOC

Docket Text: Modify as Appropriate.

Sealed Document. This Document is Sealed and will **NOT** be Available for Public Viewing Filed by Debtor Linda Lane (Re: [7] Motion to File Document UNDER SEAL. This Document **WILL** be Available for Public Viewing. filed by Debtor Linda Lane). (Cervino-Garcia, Maria)

Next Clear

8. Final Docket Text. Click [Next]

ECF Bankruptcy Adversary Query Reports Utilities
Search Logout

Miscellaneous:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue, SEALEDDOC

Docket Text: Final Text

Sealed Document. This Document is Sealed and will **NOT** be Available for Public Viewing Filed by Debtor Linda Lane (Re: [3] Motion to File Document UNDER SEAL. This Document is **NOT** Available for Public Viewing. filed by Debtor Linda Lane). (Cervino-Garcia, Maria)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

9. Notice of Electronic Filing [NEF]

ECF Bankruptcy Adversary Query Reports Utilities
Search Logout

Miscellaneous:

[19-10002 Linda Lane](#)

Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: y Case Flag: CounDue, SEALEDDOC

U.S. Bankruptcy Court
Southern District of Florida

Notice of Electronic Filing

The following transaction was received from Maria Cervino-Garcia entered on 3/26/2019 at 9:26 AM EDT and filed on 3/26/2019

Case Name: Linda Lane
Case Number: 19-10002
Document Number: 4

Docket Text:
Sealed Document. This Document is Sealed and will **NOT** be Available for Public Viewing Filed by Debtor Linda Lane (Re: [3] Motion to File Document UNDER SEAL. This Document is **NOT** Available for Public Viewing. filed by Debtor Linda Lane). (Cervino-Garcia, Maria)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: G:\CM-ECF Implementation\CMECF Common Docs\CM-ECF TEST DOCS\Test Document.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=1068065210 [Date=3/26/2019] [FileNumber=148757-0] [86f8522bc84f8d8e59af976b9b4bc67383fde070e22b63049f7e613c8ba0f769390025d493006e9bd6d84899d22f351b426537b9dbf3fb3be637868de78b3ecb]]

19-10002 Notice will be electronically mailed to:
Maria Cervino-Garcia on behalf of Debtor Linda Lane
maria_cervino@flsb.uscourts.gov

19-10002 Notice will not be electronically mailed to:
Office of the US Trustee
51 SW 1 Ave No. 1204
Miami, FL 33130