

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA



Clerk's Instructions 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.



## 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. **USECAUTION** 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]**.

The screenshot shows the ECF File a Motion form. The Case Number field is highlighted in yellow and contains the text "1:19-bk-10002". Below the field are two buttons: "Next" and "Clear".

Bankruptcy	Adversary	Query	Reports
<b>File a Motion</b>			
Case Number			
<input type="text" value="1:19-bk-10002"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

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 

   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, and Search. Below the navigation bar is a "Logout" link. The main content area has a light orange background. It starts with the heading "File a Motion:". Below this, there is a link for "19-10002 Linda Lane". The case details are displayed in a table-like format: Type: bk, Chapter: 7 v, Office: 1 (Miami), Assets: y, and Case Flag: CounDue. A bolded message states: "This Motion will **NOT** be **SEALED** and **WILL** be Available for Public Viewing." Below this, a paragraph explains: "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 of the form, 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, and Logout. Below the navigation bar is a "Logout" link. The main content area has a light orange background. It starts with the heading "File a Motion:". Below this, there is a link for "19-10002 Linda Lane". The case details are displayed in a table-like format: Type: bk, Chapter: 7 v, Office: 1 (Miami), Assets: y, and Case Flag: CounDue. A bolded 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 bolded 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 of the form, there are two buttons: "Next" and "Clear".

9. Initial Red Display Message Screen. 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

**CASE PARTICIPANTS WILL NOT HAVE ACCESS TO THIS SEALED DOCUMENT.**

Next Clear

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

**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, SEALEDDOC

Docket Text: Modify as Appropriate.

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

Next Clear

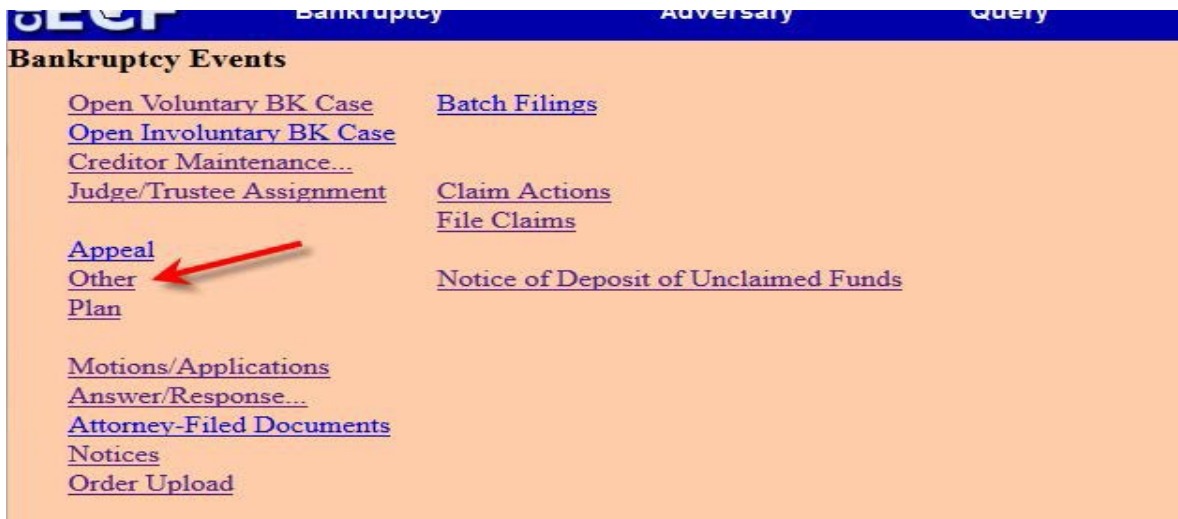
11. Final Docket Text. Click [Next].

12. Notice of Electronic Filing [NEF].

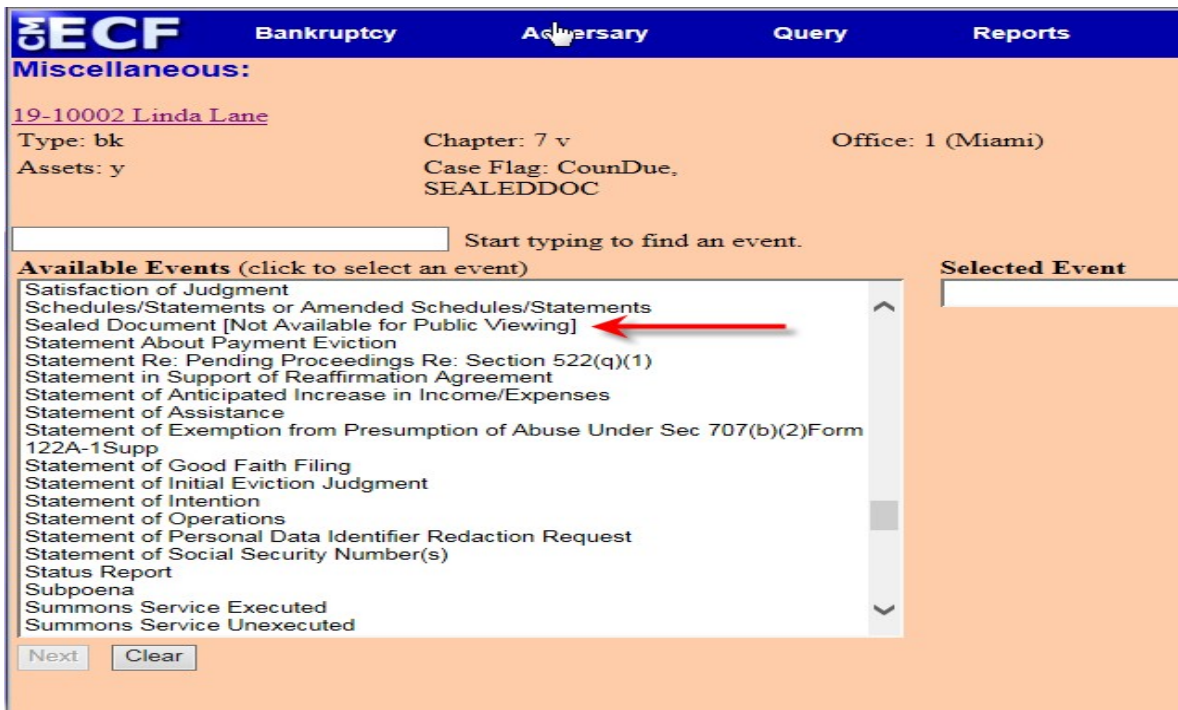
**SEALED DOCUMENT [NOT AVAILABLE FOR PUBLIC VIEWING]**

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**



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



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

**ECF** 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] [Add/Create New Party](#)  
Office of the US Trustee, [U.S. Trustee]

Next Clear

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

**ECF** 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  
Browse...

Attachments to Document:  No  Yes

Next Clear

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\1\Test Document.pdf  
 Electronic document Stamp:  
 [STAMP bkecfStamp\_ID=1068065210 [Date=3/26/2019] [FileNumber=148757-0]  
 186f85f2bc84fd8bc59a5976b9b4bc67383fde070e22b63049f7e613c8ba0f7693900  
 25d493006e9bd6d84899d22f351b426537b9dbf3fb3bc637868dc78b3ecb]]

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