

Sealed Documents

Table of Contents

Introduction	2
Sealed documents basics	2
Local rules	2
Privacy restrictions.....	2
Motions and proposed orders	2
Filing documents under seal	3
Viewing sealed documents	3
Seal vs. redact	3
Sealed proposed orders	3
Documents submitted for review in chambers	3
Sealing an entire case	4
Filing Procedures	4
Motions to file document under seal	4
Filing documents under seal	5
Motions to seal an entire case.....	5
Table 1: Motions to file document under seal	7
Table 2: Filing documents under seal	11
Table 3: Motions to seal an entire case	15

Sealed Documents

Introduction

This document provides information and procedures for e-filers regarding motions and proposed orders to seal documents, filing documents under seal, viewing sealed documents, and the submission of documents for review in chambers.

Sealed documents basics

Local rules

Documents filed under seal and documents submitted for review in chambers are covered by LBR 9018-1.

Privacy restrictions

Documents filed under seal will appear as docket entries, but unauthorized parties will be unable to open and view the sealed documents.

Motions and proposed orders

Per LBR 9018-1(b), orders must be entered allowing documents to be filed under seal before the documents are sealed. This means that a motion to seal must be filed and granted before a document is filed under seal. However, motions may also be filed with that event regarding unsealed documents already on the docket.¹

Motions to file a document under seal or to seal an unsealed document already on the docket are filed with the *Seal Document or All Records* event (see the [Motions file document under seal](#) section below for filing instructions).

LBR 9018-1(b) requires that the names of all individuals authorized to view a sealed document without prior written approval be included in a proposed order submitted in conjunction with a motion to seal.²

¹ Access will be restricted to the document while the motion is pending.

² See separate [Order & Judgment Submission](#) procedures for more information about the submission of proposed orders.

Filing documents under seal

Once a motion to seal has been granted, the document in question may be filed under seal. See the [Filing documents under seal](#) section below for filing instructions.

Viewing sealed documents

When the documents are filed, the court will modify security restrictions to allow access through PACER to all ECF participants named as authorized parties in the order allowing the filing of the document under seal.

If you are named in the order but cannot access the sealed document through PACER, contact the case administrator assigned to the case in which the sealed document is filed ([click here](#) for contact information).

If you are not named as an authorized party in the order and you wish to view a sealed document, you must first file a motion to view the document using the applicable of the following events:

- Bankruptcy > Motions/Applications > Miscellaneous Motion
- Adversary > Motions > Miscellaneous Motion

Seal vs. redact

For motions to protect discrete bits of information in a document per FRBP 9037 (for example, social security numbers) as opposed to filing an entire document under seal, see separate [Redactions](#) procedures.

Sealed proposed orders

If you wish to submit a proposed order that is not viewable by the public, file the proposed order as a sealed document per the [Filing documents under seal](#) section below rather than uploading it as you would with a standard proposed order.

As with standard sealed documents, an order allowing the filing must be entered before the proposed order may be filed under seal.

Documents submitted for review in chambers

Documents submitted for review in chambers should be submitted directly to chambers rather than being filed with the clerk.

An authorization must be obtained from the judge before the document is submitted. Contact chambers staff if you would like to arrange for the submission of a document of review in chambers ([click here](#) for contact information).

Sealing an entire case

Per 11 U.S.C. § 303(k), the court may seal “all records of the court relating to” fraudulently filed involuntary petitions upon motion by an individual debtor. That is, the court may seal an entire case. See the [Motions to seal an entire case](#) section below for filing instructions.

Filing Procedures

Motions to file document under seal

Use the following steps to file a motion filed a document under seal:³

Steps	Action						
1	Click on Bankruptcy or Adversary on the CM/ECF main menu bar						
2	Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)						
3	Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)						
4	Select Seal Document or All Records						
5	Select or add represented party ⁴						
6	Use the radio button to select Document						
7	Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to No)						
8	<ul style="list-style-type: none"> Click “Browse...” to attach in PDF format Check the “Refer to existing event(s)” box only if the document to be sealed has already been filed <table border="1" data-bbox="311 1444 1414 1747"> <thead> <tr> <th>Document to be sealed not on docket</th> <th>Document to be sealed already on docket</th> </tr> </thead> <tbody> <tr> <td>Proceed to Step 7</td> <td>Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents</td> </tr> <tr> <td></td> <td>Check box for document to be sealed</td> </tr> </tbody> </table>	Document to be sealed not on docket	Document to be sealed already on docket	Proceed to Step 7	Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents		Check box for document to be sealed
Document to be sealed not on docket	Document to be sealed already on docket						
Proceed to Step 7	Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents						
	Check box for document to be sealed						

³ See [Table 1](#) below for screenshots.

⁴ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.

9	Use dropdown and empty field to edit docket text as needed
10	Review docket text and submit

Filing documents under seal

After your motion has been granted, use the following steps to file a document under seal:⁵

Steps	Action						
1	Click on Bankruptcy or Adversary on the CM/ECF main menu bar						
2	Select <u>Miscellaneous</u> (or <u>Notices/Miscellaneous</u> for adversary proceedings)						
3	Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)						
4	Select Sealed Document						
5	Select or add represented party ⁶						
6	Review instructional message and proceed						
7	<ul style="list-style-type: none"> • Enter document type or tile in field provided (this will populate docket text) • Link to another document if necessary (it is not necessary to link to order granting the motion to file under seal) • Click Browse... to attach document in PDF format 						
8	<table border="1"> <thead> <tr> <th>“Refer to existing event(s)” not checked</th> <th>“Refer to existing event(s)” checked</th> </tr> </thead> <tbody> <tr> <td>Proceed to Step 7</td> <td>Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents</td> </tr> <tr> <td></td> <td>Check box of relevant document</td> </tr> </tbody> </table>	“Refer to existing event(s)” not checked	“Refer to existing event(s)” checked	Proceed to Step 7	Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents		Check box of relevant document
“Refer to existing event(s)” not checked	“Refer to existing event(s)” checked						
Proceed to Step 7	Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents						
	Check box of relevant document						
9	Review docket text and submit						

Motions to seal an entire case

Use the following steps to file a motion to seal an entire case:⁷

Steps	Action
1	Click on Bankruptcy or Adversary on the CM/ECF main menu bar

⁵ See [Table 2](#) below for screenshots.



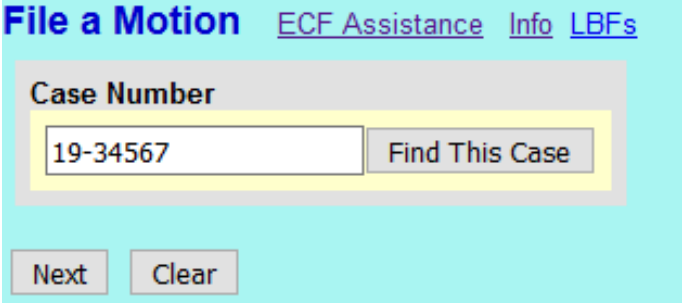
⁶ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.

⁷ See [Table 3](#) below for screenshots.

2	Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)
3	Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)
4	Select Seal Document or All Records
5	Select or add represented party ⁸
6	Use the radio button to select All Records
7	Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to No)
8	Click Browse... to attach the motion in PDF format
9	Use dropdown and empty field to edit docket text as needed
10	Confirm docket text and submit

⁸ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.

Table 1: Motions to file document under seal

Steps	Action
1	<p>Click on Bankruptcy or Adversary on the CM/ECF main menu bar</p>  <p>The screenshot shows the top navigation bar of the CM/ECF system. On the left is the 'CM/ECF' logo. To its right are several menu items: 'Bankruptcy' with a dropdown arrow, 'Adversary' with a dropdown arrow, 'Query', 'Reports' with a dropdown arrow, 'Utilities' with a dropdown arrow, 'Search Events', 'Help', and 'Log Out'. Below the navigation bar is a large circular seal of the U.S. Bankruptcy Court District of Oregon, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is surrounded by the text 'UNITED STATES BANKRUPTCY COURT' and 'DISTRICT OF OREGON'. Below the seal, the text reads 'U.S. Bankruptcy Court District of Oregon Official Court Electronic Document Filing System'. Two black arrows point from the 'Bankruptcy' and 'Adversary' menu items down towards the seal.</p>
2	<p>Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)</p>  <p>The screenshot shows a list of menu items under the heading 'Bankruptcy Events'. The items are: 'ECF Assistance', 'Info', and 'LBFs'. Below these are several links: 'Answer/Response...', 'Appeals', 'CaseUpload', 'Claim Actions', 'Creditor Maintenance...', 'File Claims', 'Judge/Trustee Assignment', 'Miscellaneous', 'Motions/Applications', 'Notices', 'Open Bankruptcy Case Using XML Forms Data', 'Open a BK Case', 'Open Involuntary Case', 'Open Related BK Case', 'Plan', and 'Order Upload'. A black arrow points from the right side of the list towards the 'Motions/Applications' link.</p>
3	<p>Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)</p>  <p>The screenshot shows a search form titled 'File a Motion'. It includes links for 'ECF Assistance', 'Info', and 'LBFs'. Below the links is a section labeled 'Case Number' containing a text input field with the value '19-34567' and a 'Find This Case' button. At the bottom of the form are two buttons: 'Next' and 'Clear'.</p>

<p>4</p>	<p>Select Seal Document or All Records</p> <p>Start typing to find another event. Hold down Ctrl to add additional items.</p> <table border="1"> <thead> <tr> <th>Available Events (click to select events)</th> <th>Selected Events (click to remove events)</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Rule 2004 Examination Sanctions Seal Document or All Records Sell Sever Case (Chapter 07) Sever Case (Chapter 11) Sever Case (Chapter 12) Sever Case (Chapter 13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 07 to 12/13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 13 to 07) Stay Stay Pending Appeal Stipulated Motion Modifying Chapter 13 Plan </td> <td> <ul style="list-style-type: none"> Seal Document or All Records </td> </tr> </tbody> </table> <p>Next Clear</p>	Available Events (click to select events)	Selected Events (click to remove events)	<ul style="list-style-type: none"> Rule 2004 Examination Sanctions Seal Document or All Records Sell Sever Case (Chapter 07) Sever Case (Chapter 11) Sever Case (Chapter 12) Sever Case (Chapter 13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 07 to 12/13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 13 to 07) Stay Stay Pending Appeal Stipulated Motion Modifying Chapter 13 Plan 	<ul style="list-style-type: none"> Seal Document or All Records
Available Events (click to select events)	Selected Events (click to remove events)				
<ul style="list-style-type: none"> Rule 2004 Examination Sanctions Seal Document or All Records Sell Sever Case (Chapter 07) Sever Case (Chapter 11) Sever Case (Chapter 12) Sever Case (Chapter 13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 07 to 12/13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 13 to 07) Stay Stay Pending Appeal Stipulated Motion Modifying Chapter 13 Plan 	<ul style="list-style-type: none"> Seal Document or All Records 				
<p>5</p>	<p>Select or add represented party⁹</p> <p>Select the Party:</p> <table border="1"> <tbody> <tr> <td> <ul style="list-style-type: none"> Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee] </td> <td style="text-align: right;"> Add/Create New Party </td> </tr> </tbody> </table> <p>Next Clear</p>	<ul style="list-style-type: none"> Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee] 	Add/Create New Party		
<ul style="list-style-type: none"> Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee] 	Add/Create New Party				
<p>6</p>	<p>Use the radio button to select Document</p> <p>Is this Filing related to a document or all records:</p> <p> <input checked="" type="radio"/> Document <input type="radio"/> All Records </p> <p>Next Clear</p>				
<p>7</p>	<p>Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to No)</p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>Next Clear</p>				

⁹ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.

[ECF Assistance](#)
[Info](#)
[LBFs](#)

Next Clear

8

- Click “Browse...” to attach in PDF format
- Check the “Refer to existing event(s)” box only if the document to be sealed has already been filed

Document to be sealed not on docket

Proceed to Step 7

Document to be sealed already on docket

Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents



Check box for document to be sealed

9

Use dropdown and empty field to edit docket text as needed

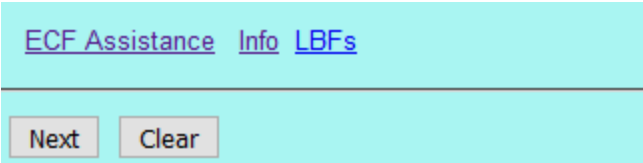
	<p>Docket Text: Modify as Appropriate.</p> <p><input type="text"/> Motion to Seal Document <input type="text"/> . Filed by Debtor Callie Fleur (Attorney, Jeff)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
10	<p>Review docket text and submit</p> <p>Docket Text: Final Text</p> <p>Motion to Seal Document. Filed by Debtor Callie Fleur (Attorney, Jeff)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p>Have you redacted?</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

Table 2: Filing documents under seal

Steps	Action
1	<p>Click on Bankruptcy or Adversary on the CM/ECF main menu bar</p>  <p>The screenshot shows the CM/ECF main menu bar with the following items: CM/ECF, Bankruptcy (with a dropdown arrow), Adversary (with a dropdown arrow), Query, Reports (with a dropdown arrow), Utilities (with a dropdown arrow), Search Events, Help, and Log Out. Below the menu bar is the U.S. Bankruptcy Court District of Oregon seal and the text: U.S. Bankruptcy Court, District of Oregon, Official Court Electronic Document Filing System.</p>
2	<p>Select <u>Miscellaneous</u> (or <u>Notices/Miscellaneous</u> for adversary proceedings)</p>  <p>The screenshot shows the Bankruptcy Events dropdown menu with the following items: Bankruptcy Events, ECF Assistance, Info, LBFs, Answer/Response..., Appeals, CaseUpload, Claim Actions, Creditor Maintenance..., File Claims, Judge/Trustee Assignment, Miscellaneous (with an arrow pointing to it), Motions/Applications, Notices, Open Bankruptcy Case Using XML Forms Data, Open a BK Case, Open Involuntary Case, Open Related BK Case, Plan, and Order Upload.</p>
3	<p>Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)</p>

	<p>File a Motion ECF Assistance Info LBFs</p> <p>Case Number</p> <p>19-34567 <input type="button" value="Find This Case"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
4	<p>Select Sealed Document</p> <p><input type="text"/></p> <p>Available Events (click to select an event)</p> <ul style="list-style-type: none"> Rule 2015.3 Periodic Report re Value, Operations, & Profitability [see OBF B26] Rule 2019 Verified Statement Sealed Document Statement No Documents Re 1116 Filed or Prepared Statement of Chapter 13 Debtor's Income/Expenditures Statement of Military Service (OF 2020) Statement of Operations Statement of Social Security Number (OF 121 - 12/15) Statement of Social Security Number AMENDED (OF 121 - 12/15) and Certificate of Service Statement that Debtor is a Small Business Stipulated /Agreed Facts Stipulated Continuance of Non-Evidentiary Relief from <p>Selected Event</p> <p>Sealed Document</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
5	<p>Select or add represented party¹⁰</p> <p>Select the Party:</p> <p>Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee]</p> <p>Add/Create New Party</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
6	<p>Review instructional message and proceed</p>

¹⁰ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.



You may not file a document under seal unless you have a court order authorizing you to do so. If you have not already done so, then before filing the document you must first file a motion using Motions/Applications - Seal Document or All Records and then submit a proposed order using Order Upload - Upload Order on Previously Filed Motion.

WARNING: A document filed under seal without the necessary order may be unsealed by the court.

7

- Enter document type or title in field provided (this will populate docket text)
- Link to another document if necessary (it is not necessary to link to order granting the motion to file under seal)
- Click **Browse...** to attach document in PDF format

Enter the type of document you are filing in the prompt below, e.g. Affidavit, Response, Memorandum

Document Type:

Refer to existing event(s)?

File all documents (LBF's, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

No file selected.

Attachments to Document:

If the document(s) must be broken into multiple pdfs because a single pdf will exceed 50MB, click Yes and attach the remaining pdf(s).

No Yes

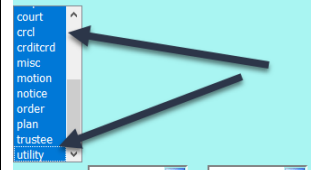
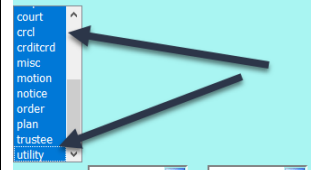
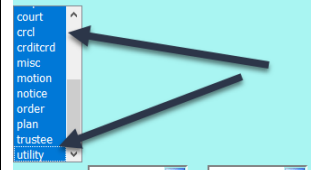


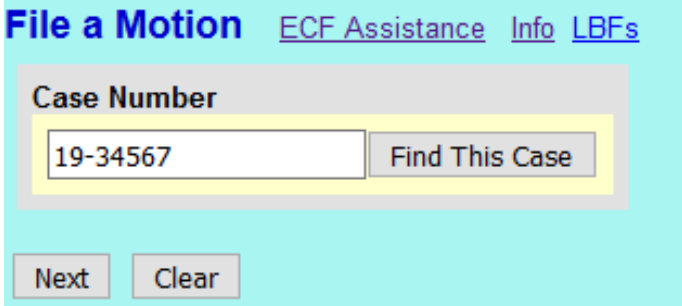
8	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">“Refer to existing event(s)” not checked</td> <td style="padding: 5px;">“Refer to existing event(s)” checked</td> </tr> <tr> <td style="padding: 5px;">Proceed to Step 7</td> <td style="padding: 5px;"> <p>Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents</p> <p style="color: blue; font-size: small;">Choose the document which requires redaction.</p> <p style="color: blue; font-size: x-small;">Select the category to which your event relates. If the related document does not appear after selecting the most logical category, please use the following steps to view all docket entries in the case: Click the first item on the list below. Press and hold the Shift key, and click the last item. Searching all categories in a large case may be slow to return the list of entries.</p>  <p>Filed: <input type="text"/> to <input type="text"/></p> <p>Documents: <input type="text"/> to <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> <p>Check box of relevant document</p> <p style="font-size: x-small; color: blue;">12 (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12) (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)))(ThompsonTest, Jeff)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 07/01/2019 11 Motion For Contempt as to Re-Leaf Landscaping Filed by Debtor Brock Ohlee (Attorney, Jeff) <input type="checkbox"/> 07/01/2019 12 Order Re: Dismissal or Other Final Disposition 11 Motion For Contempt as to Re-Leaf Landscaping Filed by Debtor Brock Ohlee (Attorney, Jeff) Last Date to Comply 7/22/2019, (ThompsonTest, Jeff) <input type="checkbox"/> 07/02/2019 13 Motion to Seal Document. Filed by Debtor Brock Ohlee (ThompsonTest, Jeff) (Terminated) <input type="checkbox"/> 07/02/2019 14 Order Granting 13 Motion to Seal Document. filed by Debtor Brock Ohlee (ThompsonTest, Jeff) <input type="checkbox"/> 07/24/2019 15 Notice of Requirement to File Financial Management Certificate. <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </td> </tr> </table>	“Refer to existing event(s)” not checked	“Refer to existing event(s)” checked	Proceed to Step 7	<p>Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents</p> <p style="color: blue; font-size: small;">Choose the document which requires redaction.</p> <p style="color: blue; font-size: x-small;">Select the category to which your event relates. If the related document does not appear after selecting the most logical category, please use the following steps to view all docket entries in the case: Click the first item on the list below. Press and hold the Shift key, and click the last item. Searching all categories in a large case may be slow to return the list of entries.</p>  <p>Filed: <input type="text"/> to <input type="text"/></p> <p>Documents: <input type="text"/> to <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>		<p>Check box of relevant document</p> <p style="font-size: x-small; color: blue;">12 (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12) (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)))(ThompsonTest, Jeff)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 07/01/2019 11 Motion For Contempt as to Re-Leaf Landscaping Filed by Debtor Brock Ohlee (Attorney, Jeff) <input type="checkbox"/> 07/01/2019 12 Order Re: Dismissal or Other Final Disposition 11 Motion For Contempt as to Re-Leaf Landscaping Filed by Debtor Brock Ohlee (Attorney, Jeff) Last Date to Comply 7/22/2019, (ThompsonTest, Jeff) <input type="checkbox"/> 07/02/2019 13 Motion to Seal Document. Filed by Debtor Brock Ohlee (ThompsonTest, Jeff) (Terminated) <input type="checkbox"/> 07/02/2019 14 Order Granting 13 Motion to Seal Document. filed by Debtor Brock Ohlee (ThompsonTest, Jeff) <input type="checkbox"/> 07/24/2019 15 Notice of Requirement to File Financial Management Certificate. <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
“Refer to existing event(s)” not checked	“Refer to existing event(s)” checked						
Proceed to Step 7	<p>Search docket entries: enter date or document range, or click the first item on the list below, press and hold the Shift key, and click the last item, then let go of Shift and click “Next” to search all documents</p> <p style="color: blue; font-size: small;">Choose the document which requires redaction.</p> <p style="color: blue; font-size: x-small;">Select the category to which your event relates. If the related document does not appear after selecting the most logical category, please use the following steps to view all docket entries in the case: Click the first item on the list below. Press and hold the Shift key, and click the last item. Searching all categories in a large case may be slow to return the list of entries.</p>  <p>Filed: <input type="text"/> to <input type="text"/></p> <p>Documents: <input type="text"/> to <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>						
	<p>Check box of relevant document</p> <p style="font-size: x-small; color: blue;">12 (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12) (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)))(ThompsonTest, Jeff)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 07/01/2019 11 Motion For Contempt as to Re-Leaf Landscaping Filed by Debtor Brock Ohlee (Attorney, Jeff) <input type="checkbox"/> 07/01/2019 12 Order Re: Dismissal or Other Final Disposition 11 Motion For Contempt as to Re-Leaf Landscaping Filed by Debtor Brock Ohlee (Attorney, Jeff) Last Date to Comply 7/22/2019, (ThompsonTest, Jeff) <input type="checkbox"/> 07/02/2019 13 Motion to Seal Document. Filed by Debtor Brock Ohlee (ThompsonTest, Jeff) (Terminated) <input type="checkbox"/> 07/02/2019 14 Order Granting 13 Motion to Seal Document. filed by Debtor Brock Ohlee (ThompsonTest, Jeff) <input type="checkbox"/> 07/24/2019 15 Notice of Requirement to File Financial Management Certificate. <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>						
9	<p>Review docket text and submit</p> <p>Docket Text: Final Text</p> <p>**SEALED** Mystery Motion Filed Under Seal Filed By Debtor Callie Fleur (Attorney</p> <p style="color: red; font-weight: bold;">Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p>Have you redacted?</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>						

Table 3: Motions to seal an entire case

Steps	Action
1	<p>Click on Bankruptcy or Adversary on the CM/ECF main menu bar</p>  <p>The screenshot shows the top navigation bar of the CM/ECF system. On the left is the logo 'CM ECF'. To its right are several menu items: 'Bankruptcy' with a dropdown arrow, 'Adversary' with a dropdown arrow, 'Query', 'Reports' with a dropdown arrow, 'Utilities' with a dropdown arrow, 'Search Events', 'Help', and 'Log Out'. Below the navigation bar is a large circular seal of the United States Bankruptcy Court, District of Oregon, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The text around the seal reads 'UNITED STATES BANKRUPTCY COURT' at the top and 'DISTRICT OF OREGON' at the bottom. Below the seal, the text reads 'U.S. Bankruptcy Court District of Oregon Official Court Electronic Document Filing System'. Two black arrows point from the 'Bankruptcy' and 'Adversary' menu items down towards the seal.</p>
2	<p>Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)</p>  <p>The screenshot shows a list of links under the heading 'Bankruptcy Events'. The links are: 'ECF Assistance', 'Info', and 'LBFs'. Below these are several underlined links: 'Answer/Response...', 'Appeals', 'CaseUpload', 'Claim Actions', 'Creditor Maintenance...', 'File Claims', 'Judge/Trustee Assignment', 'Miscellaneous', 'Motions/Applications', 'Notices', 'Open Bankruptcy Case Using XML Forms Data', 'Open a BK Case', 'Open Involuntary Case', 'Open Related BK Case', 'Plan', and 'Order Upload'. A black arrow points from the right side of the list towards the 'Motions/Applications' link.</p>
3	<p>Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)</p>  <p>The screenshot shows the 'File a Motion' search interface. At the top, there are links for 'ECF Assistance', 'Info', and 'LBFs'. Below is a section titled 'Case Number' with a text input field containing '19-34567' and a 'Find This Case' button. At the bottom of the section are two buttons: 'Next' and 'Clear'.</p>

4	<p>Select Seal Document or All Records</p> <p>Start typing to find another event. Hold down Ctrl to add additional items.</p> <table border="0"> <tr> <td>Available Events (click to select events)</td> <td>Selected Events (click to remove events)</td> </tr> <tr> <td> <ul style="list-style-type: none"> Requesting Debtor to File Chapter 13 Plan of Income Rule 2004 Examination Sanctions Seal Document or All Records Sell Sever Case (Chapter 07) Sever Case (Chapter 11) Sever Case (Chapter 12) Sever Case (Chapter 13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 07 to 12/13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 13 to 07) Stay Stay Pending Appeal Stipulated Motion Modifying Chapter 13 Plan </td> <td> <ul style="list-style-type: none"> Seal Document or All Records </td> </tr> </table> <p>Next Clear</p>	Available Events (click to select events)	Selected Events (click to remove events)	<ul style="list-style-type: none"> Requesting Debtor to File Chapter 13 Plan of Income Rule 2004 Examination Sanctions Seal Document or All Records Sell Sever Case (Chapter 07) Sever Case (Chapter 11) Sever Case (Chapter 12) Sever Case (Chapter 13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 07 to 12/13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 13 to 07) Stay Stay Pending Appeal Stipulated Motion Modifying Chapter 13 Plan 	<ul style="list-style-type: none"> Seal Document or All Records
Available Events (click to select events)	Selected Events (click to remove events)				
<ul style="list-style-type: none"> Requesting Debtor to File Chapter 13 Plan of Income Rule 2004 Examination Sanctions Seal Document or All Records Sell Sever Case (Chapter 07) Sever Case (Chapter 11) Sever Case (Chapter 12) Sever Case (Chapter 13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 07 to 12/13) Sever/Convert Filed by One Debtor in a Joint Case (Chpt 13 to 07) Stay Stay Pending Appeal Stipulated Motion Modifying Chapter 13 Plan 	<ul style="list-style-type: none"> Seal Document or All Records 				
5	<p>Select or add represented party¹¹</p> <p>Select the Party:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee] </td> <td>Add/Create New Party</td> </tr> </table> <p>Next Clear</p>	<ul style="list-style-type: none"> Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee] 	Add/Create New Party		
<ul style="list-style-type: none"> Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee] 	Add/Create New Party				
6	<p>Use the radio button to select All Records</p> <p>Is this Filing related to a document or all records:</p> <p><input type="radio"/> Document</p> <p><input checked="" type="radio"/> All Records</p> <p>Next Clear</p>				
7	<p>Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to No)</p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Next Clear</p>				

¹¹ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.

[ECF Assistance](#) [Info](#) [LBFs](#)

Next Clear

<p>8</p>	<p>Click Browse... to attach the motion in PDF format</p> <p>File all documents (LBF's, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed.</p> <p>Select the pdf document (for example: C:\199cv501-21.pdf).</p> <p>Filename</p> <p><input type="button" value="Browse..."/> No file selected.</p> <p>Attachments to Document:</p> <p>If the document(s) must be broken into multiple pdfs because a single pdf will exceed 50MB, click Yes and attach the remaining pdf(s).</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>9</p>	<p>Use dropdown and empty field to edit docket text as needed</p> <p>Docket Text: Modify as Appropriate.</p> <p><input type="text" value=""/> <input type="text" value="Motion to Seal All Records"/> <input type="text" value=""/> . Filed by Debtor Callie Fleur (Attorney, Jeff)</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>10</p>	<p>Confirm docket text and submit</p> <p>Docket Text: Final Text</p> <p>Motion to Seal All Records. Filed by Debtor Callie Fleur (Attorney, Jeff)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p>Have you redacted?</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>