

MOTION TO RESTRICT PUBLIC ACCESS

- STEP 1** Select **Bankruptcy** from main menu
- STEP 2** Select **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Restrict Public Access** from drop down menu; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6** **Select the Party** or click **Add/Create New Party**; click [NEXT]
- ☛ *TIP - If this is the first time you are appearing on behalf of this party you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*
- STEP 7** Enter the hearing date, time and location in the appropriate fields; click [NEXT]
- STEP 8** Upload the PDF document and any attachments (ie: Certificate of Service, Proposed Order); click [NEXT]
- ☛ *TIP - Be sure to upload the correct .pdf. After Browsing your files, right click on your file name and select open from the pop up menu. If you upload the wrong .pdf and notice the error while you are still on this screen, highlight the file name and click REMOVE from the list.*
- STEP 9** Screen displays, *Select the document which will be restricted from public access on the next screen.* Place a check in the box, *Refer to existing event*; click [NEXT]
- STEP 10** Select the category to which this event relates; click [NEXT]
- STEP 11** Place a check in the box next to the appropriate event; click [NEXT]

STEP 12 Confirm case information; click [NEXT]

STEP 13 Docket text displays. The entry cannot be modified on this screen. If modification is necessary, use the [BACK] button on your browser.

SAMPLE DOCKET ENTRY

Motion to Restrict Public Access (related document # and title) Filed by Test Attorney on behalf of Test Client.

STEP 14 *Notice of Electronic Filing* displays.