

## Filing a Motion to Impound or Seal

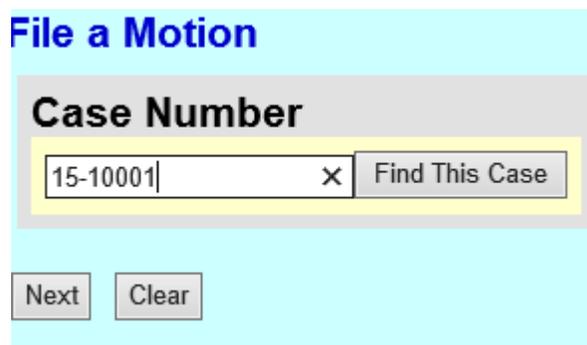
**Step 1** Click **Bankruptcy** or **Adversary** on the Main Menu Bar.



**Step 2** Select the **Motions/Applications** Category



**Step 3** Enter your case number and click **Next**.

A light blue rectangular box titled "File a Motion". Inside, there is a grey header "Case Number" above a search input field. The input field contains "15-10001" and has a clear button (X) to its right. To the right of the input field is a button labeled "Find This Case". Below the input field are two buttons: "Next" and "Clear".

## Step 4 Select Impound or Seal and click Next

**File a Motion**

[15-10001 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: n Case Flag: Repeat-MAB, DebtEd, DEFER

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

Available Events (click to select events)	Selected Events (click to remove events)
Impose Automatic Stay	Impound or Seal
<b>Impound or Seal</b>	
Impoundment	
In Limine	
Interim/Supplemental Distribution	
Intervene	
Join	
Joint Administration	
Judgment	
Leave To File	
Leave to Appeal	
Limit/Shorten Notice	
Lie Pendens	

## Step 5 Unless you are filing this with another attorney, click Next to continue.

### File a Motion:

[15-10001 Robert System](#)

Type: bk

Chapter: 7 v

Office: 1 (Boston)

Assets: n

Case Flag: Repeat-MAB,  
DebtEd, DEFER

Joint filing with other attorney(s).

**Step 6** Select the Party from the box if there. If not, click Add Party.

**File a Motion:**

[15-10001 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: n Case Flag: Repeat-MAB, DebtEd, DEFER

**Select the Party:**

Fitzgerald, John [U.S. Trustee]  
System, Robert [Debtor]

[Add/Create New Party](#)

Next Clear

**Step 7** Browse and attach your pdf file and click **Next**.

**File a Motion:**

[15-10001 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: n Case Flag: Repeat-MAB, DebtEd, DEFER

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**Filename**

Browse...

**Attachments to Document:**  No  Yes

Next Clear

**Step 8** The following screen with messages will appear. **PLEASE MAKE SURE TO READ THIS SCREEN CAREFULLY** and click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 6/20/2016

Associated Cases

**File a Motion:**

[12-10008 Wilma Flintstone](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: y Judge: JNF  
Case Flag: DebtEd, CounDue, CredAdd, 707(b), 727OBJ, DEFER, NODISCH, FUNDS

**WARNING!** If you are seeking TO IMPOUND OR SEAL DOCUMENTS use this event. Should you have difficulty call the Court for assistance.

**IMPORTANT!** Only the Motion to Impound or Seal may be filed electronically. Do not attach any documents you wish impounded to this event. Papers to be impounded or sealed must be placed in a sealed envelope or container marked FILED SUBJECT TO PENDING IMPOUNDMENT MOTION and then delivered to the Clerks office as soon as possible. See MLBR 9018-1 for instructions.

Next Clear

**Step 9** Then the following screen will appear. **PLEASE READ THE MESSAGES.** Please answer the question according to the messages displayed and click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 6/20/2016

Associated Cases

**File a Motion:**

[12-10008 Wilma Flintstone](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: y Judge: JNF  
Case Flag: DebtEd, CounDue, CredAdd, 707(b), 727OBJ, DEFER, NODISCH, FUNDS

**IMPORTANT NOTICE!** If you select YES to question below, this event will become a PRIVATE EVENT. No electronic notice will be generated, you must serve the appropriate parties by first class mail and file a certificate of service with the Court.

**IMPORTANT:** If you select NO to the question below the court will designate the Motion to Impound a RESTRICTED EVENT. Electronic notice that a Motion to Impound was filed will be generated, however access to view the motion is restricted to the filer and the Court. Unless your motion also requests Approval to Limit Notice, you must serve the Motion to Impound, but not the documents sought to be impounded, on all parties entitled to notice by first class mail and file a certificate of service with the Court.

In addition to Impoundment are you seeking Limited Notice or Ex Parte Relief with this Motion [y or n]?

Next Clear

**Step 10** If you answer No to this question you will go straight to the docket text screen. (See below) and click **Next**.

**File a Motion:**

[15-10001 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: n Case Flag: Repeat-MAB, DebtEd, DEFER

Docket Text: Modify as Appropriate.

Motion filed by Debtor Robert System to Impound/Seal  . (Garrity, Eileen)

**Step 11** If you answer Yes to this question you will see the following screen. Please fill in the prompt and click **Next**.

**File a Motion:**

[15-10001 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: n Case Flag: Repeat-MAB, DebtEd, DEFER

Please enter Limited or Ex Parte?

**Step 12** Modify the text as appropriate and click **Next**.

**File a Motion:**

[15-10001 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: n Case Flag: Repeat-MAB, DebtEd, DEFER

Docket Text: Modify as Appropriate.

Ex Parte Motion filed by Debtor Robert System to Impound/Seal  . (Garrity, Eileen)

Step 13      **Final Text.** Proofread this screen carefully and click **Next**.

**File a Motion:**

[15-10001 Robert System](#)

Type: bk

Chapter: 7 v

Office: 1 (Boston)

Assets: n

Case Flag: Repeat-MAB,  
DebtEd, DEFER

Docket Text: Final Text

**Ex Parte Motion filed by Debtor Robert System to Impound/Seal. (Garrity, Eileen)**

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

**Have you redacted?**