



Welcome to the Filing Civil Sealed Documents Electronic Learning Module presented by the U. S. District Court, Southern District of California

Slide notes: Welcome to the Filing Civil Sealed Documents Electronic Learning Module presented by the U. S. District Court, Southern District of California.

New Policy for Electronically Filing Proposed Sealed Documents in CM/ECF

- Proposed sealed documents in civil cases must be electronically lodged in CM/ECF and preceded by a Motion to File Documents Under Seal.
- The Motion to File Documents Under Seal is a public entry on the docket and the document will be available to the public.
- Only Court Staff will have access to view the proposed sealed documents, however the docket text will be available for viewing by attorneys and the public. The docket text will not contain specific information identifying the nature of the proposed sealed document.
- Counsel must E-mail a proposed sealing order to the assigned judicial officer.
- The proposed sealed documents will be filed by the Clerk's Office when ordered by the Court.

New Policy for Electronically Filing Proposed Sealed Documents in CM/ECF

Slide notes: New Policy for Electronically Filing Proposed Sealed Documents in CM/ECF.

Proposed sealed documents in civil cases must be electronically lodged in CM/ECF and preceded by a Motion to File Documents Under Seal.

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Only Court Staff will have access to view the proposed sealed documents, however the docket text will be available for viewing by attorneys and the public. The docket text will not contain specific information identifying the nature of the proposed sealed document.

Counsel must E-mail a proposed sealing order to the assigned judicial officer.

The proposed sealed documents will be filed by the Clerk's Office when ordered by the Court.

New Policy for Electronically Filing Proposed Sealed Documents in CM/ECF

- *Ex Parte* documents, in civil and criminal cases, for which no notice is to be provided to opposing parties should be filed in paper format under seal.
- Proposed sealed documents in **criminal cases** must be submitted in paper format.
- Documents in **sealed cases** must be submitted in paper format.

New Policy for Electronically Filing Proposed Sealed Documents in CM/ECF

Slide notes: Ex Parte documents, in civil and criminal cases, for which no notice is to be provided to opposing parties should be filed in paper format under seal.

Proposed sealed documents in criminal cases must be submitted in paper format.

Documents in sealed cases must be submitted in paper format.

Instructions for the Electronic Learning Module

- You may fast forward or rewind by clicking on the Icons on the playback control bar.
- You may turn on or off the Closed Captioning by clicking on the CC icon at the end of the playback control bar.
- You may turn on or off the Audio by clicking on the Audio button on the playback control bar.

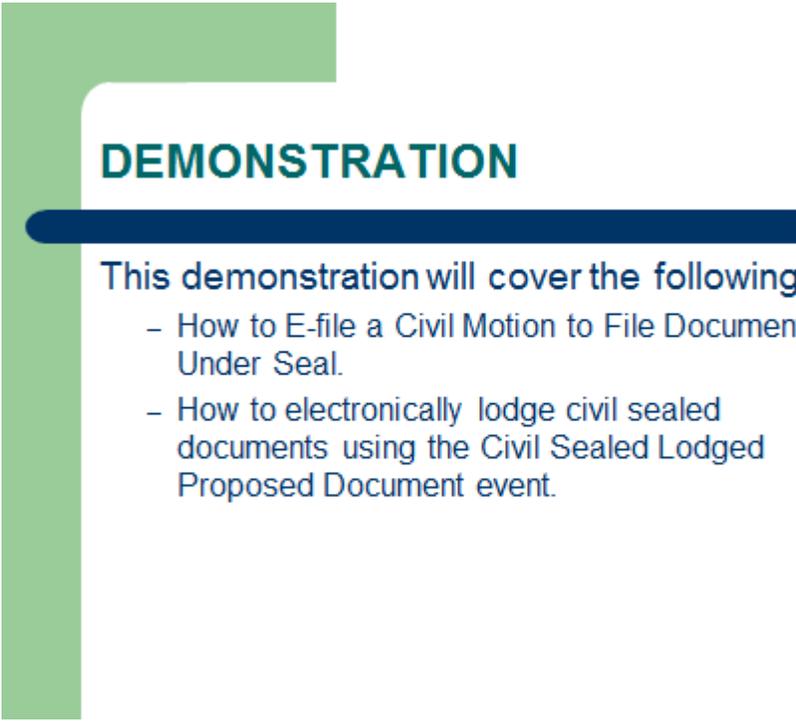
Instructions for the Electronic Learning Module

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You may turn on or off the Closed Captioning by clicking on the CC icon at the end of the playback control bar.

You may turn on or off the Audio by clicking on the Audio button on the playback control bar.



DEMONSTRATION

This demonstration will cover the following:

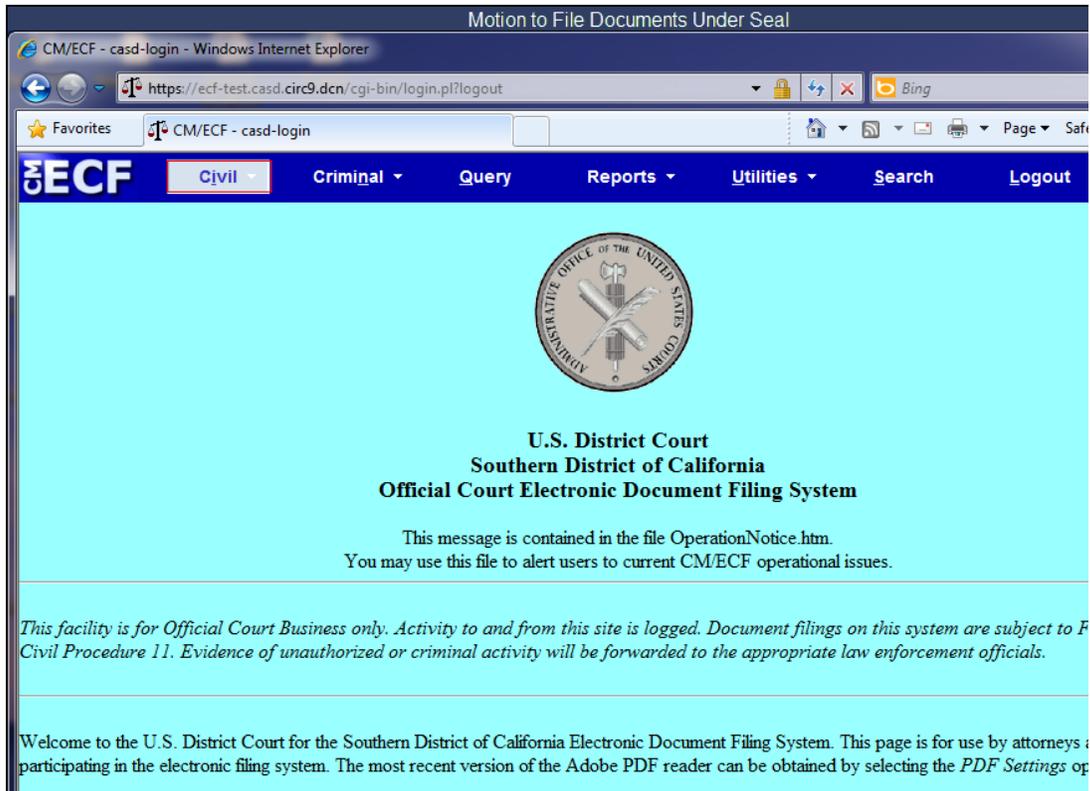
- How to E-file a Civil Motion to File Documents Under Seal.
- How to electronically lodge civil sealed documents using the Civil Sealed Lodged Proposed Document event.

DEMONSTRATION

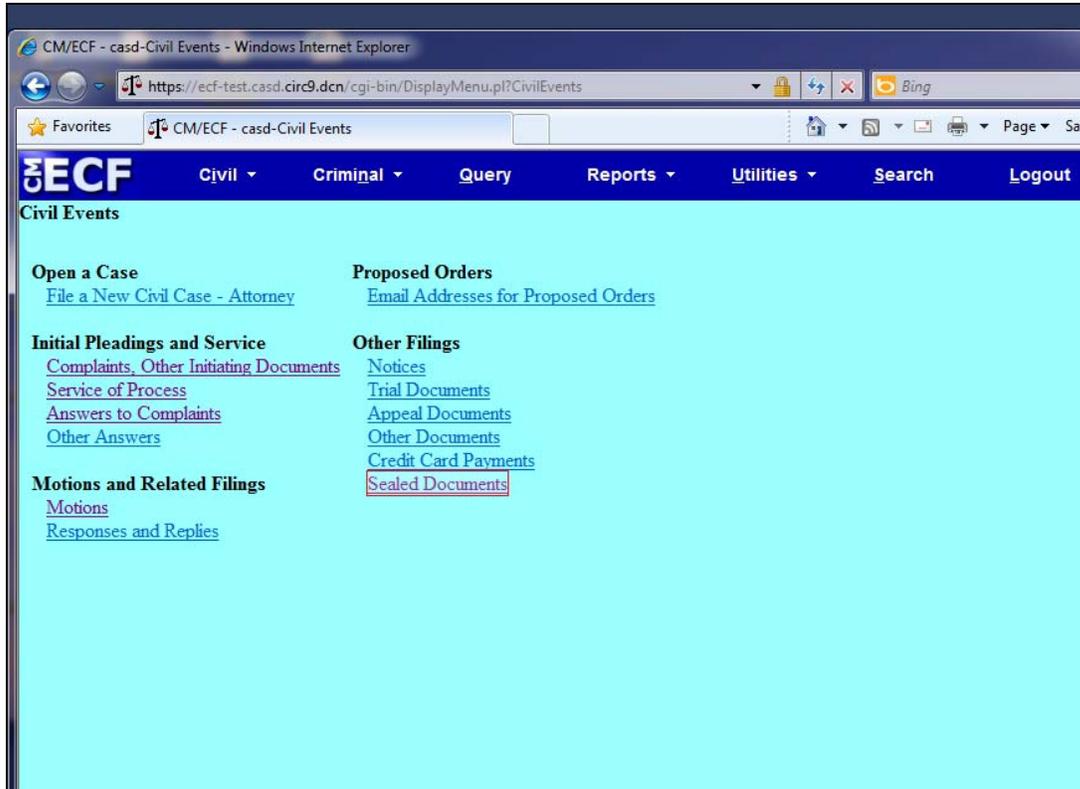
Slide notes: Demonstration. This demonstration will cover the following:

How to E-file a Civil Motion to File Documents Under Seal.

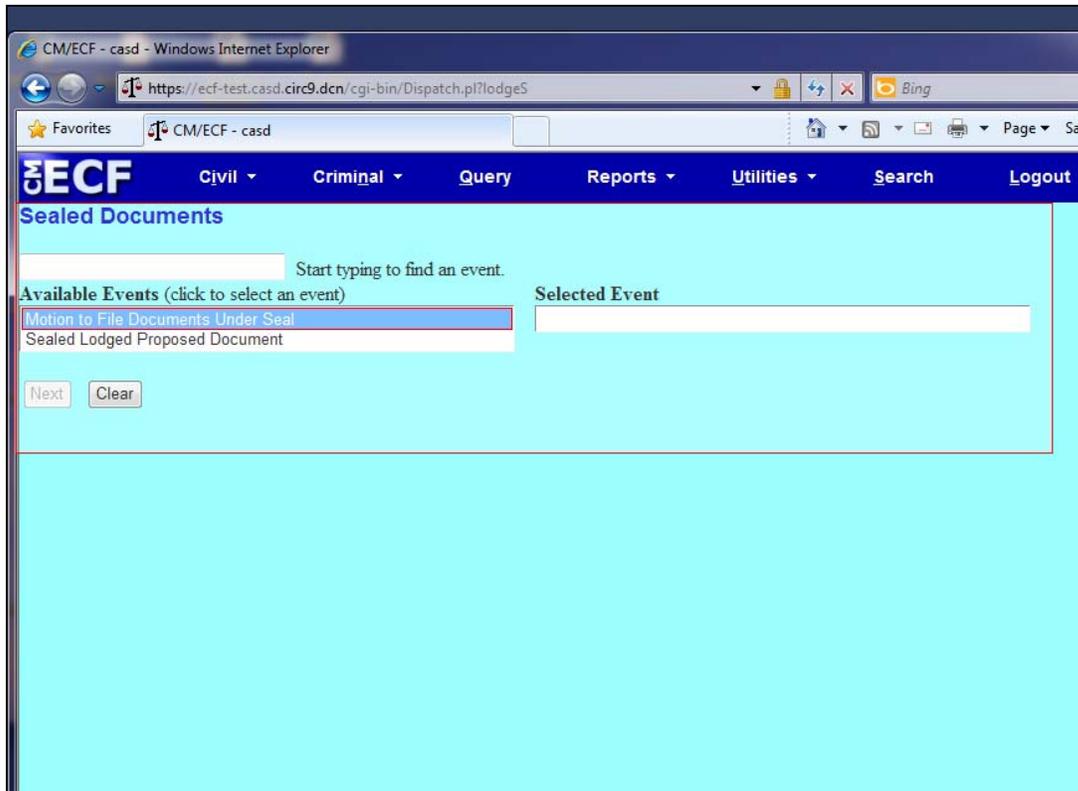
How to electronically lodge civil sealed documents using the Civil Sealed Lodged Proposed Document event.



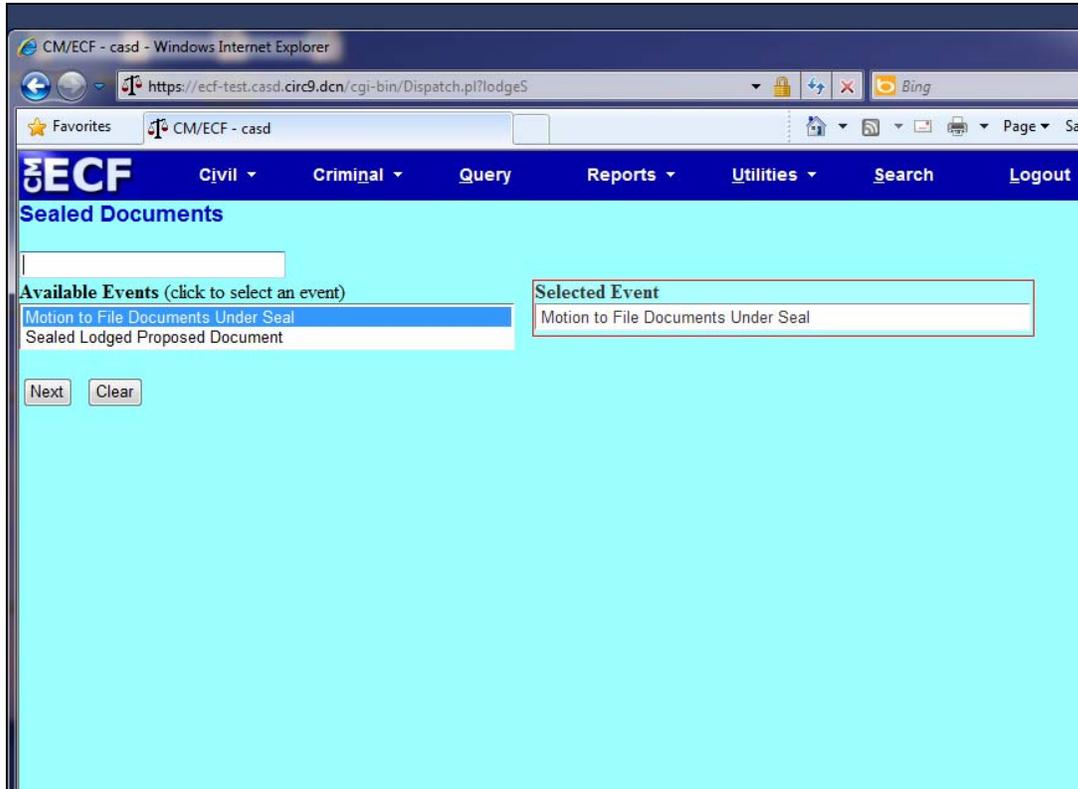
Slide notes: To E-file the Motion to File Documents Under Seal, click on Civil.



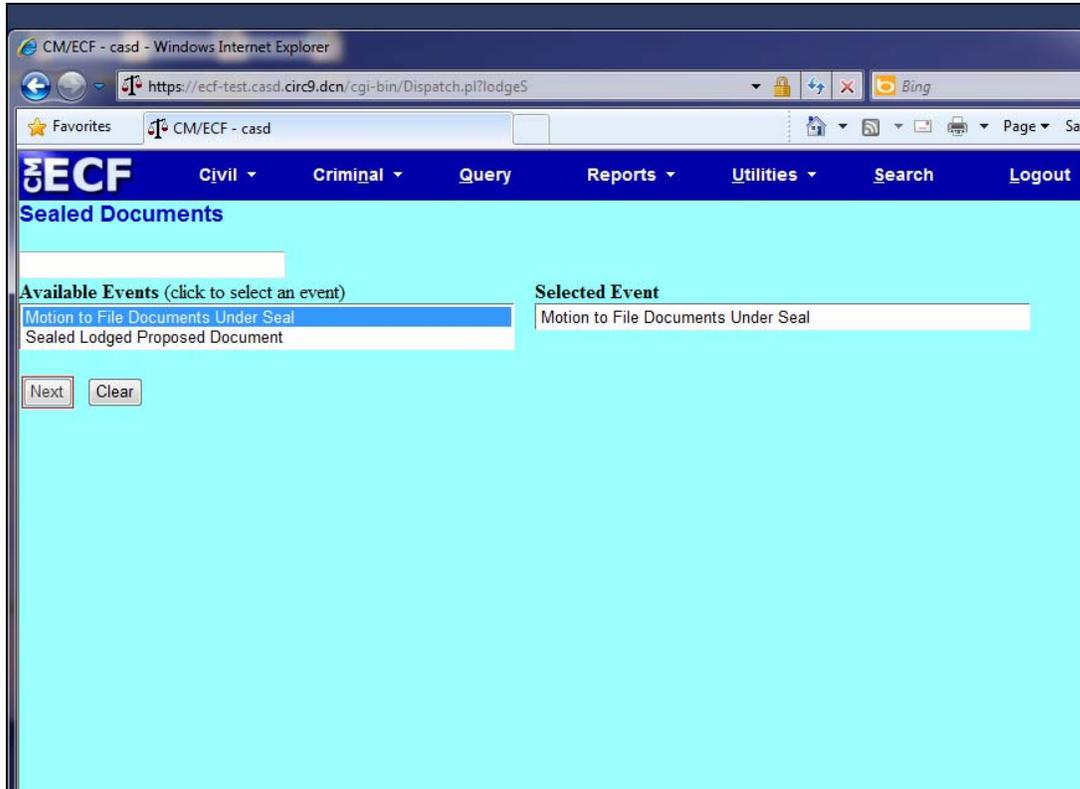
Slide notes: Click on the Sealed Documents hyperlink.



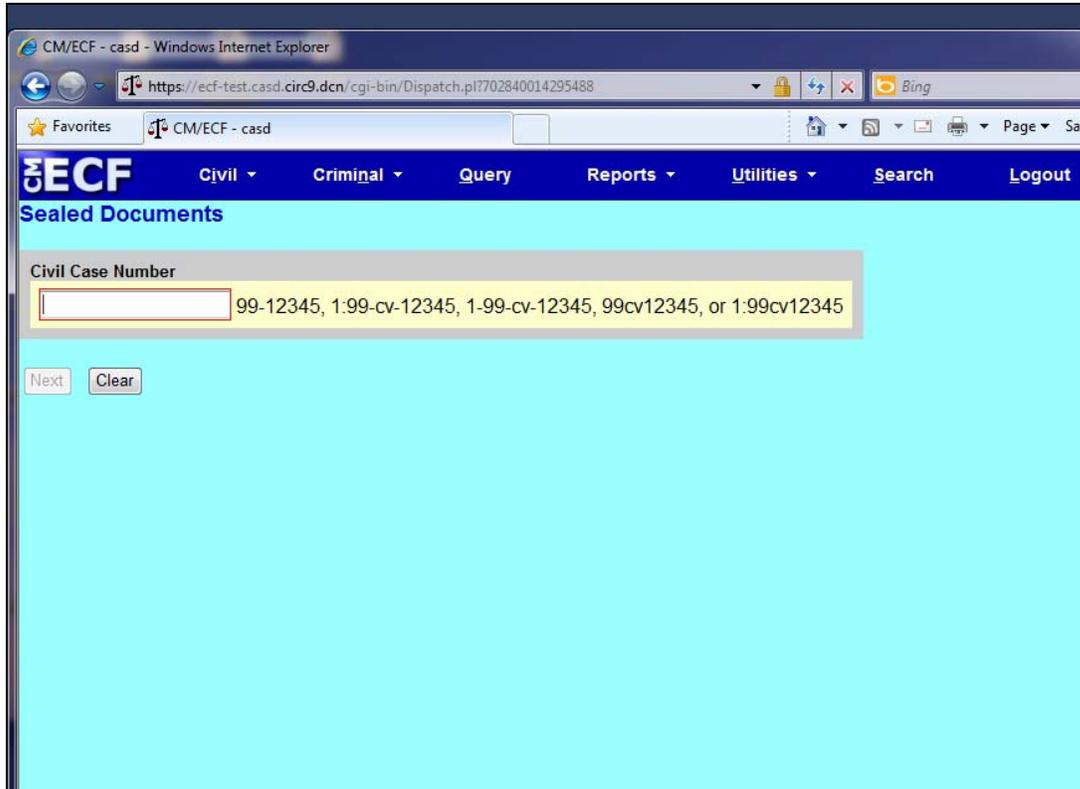
Slide notes: On the Sealed Document screen, select the Motion to File Documents Under Seal event.



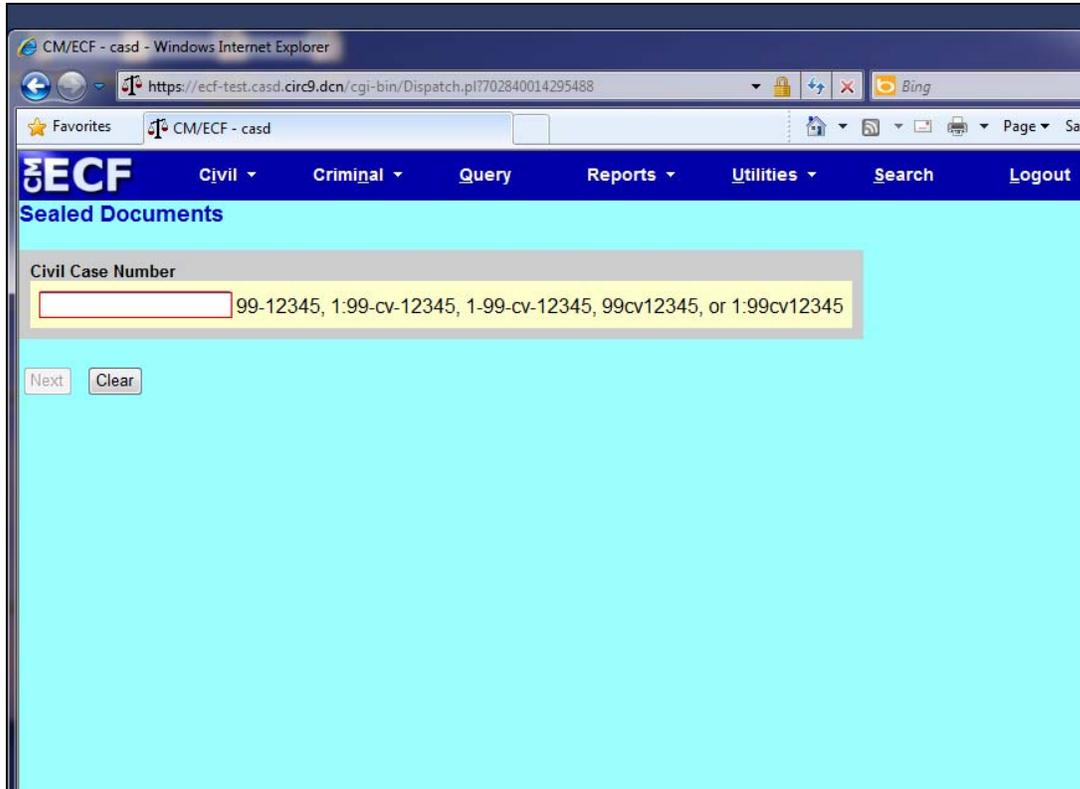
Slide notes: The selected event will appear in the Selected Event field.



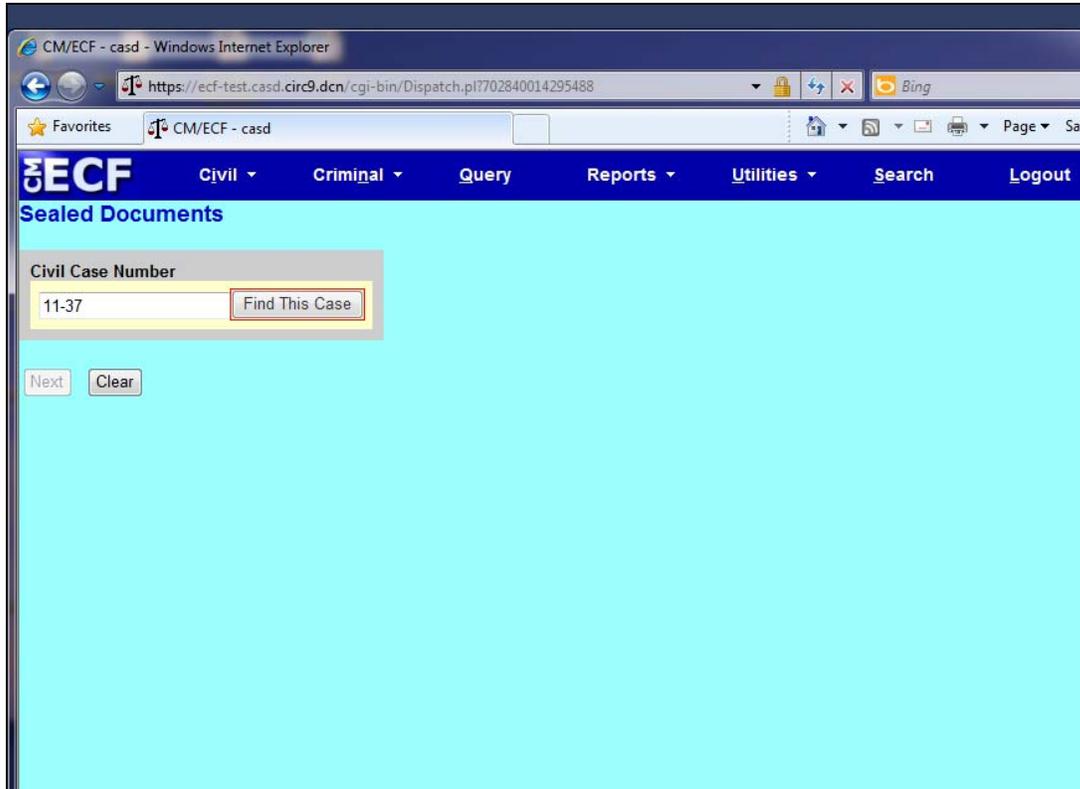
Slide notes: Click Next to continue.



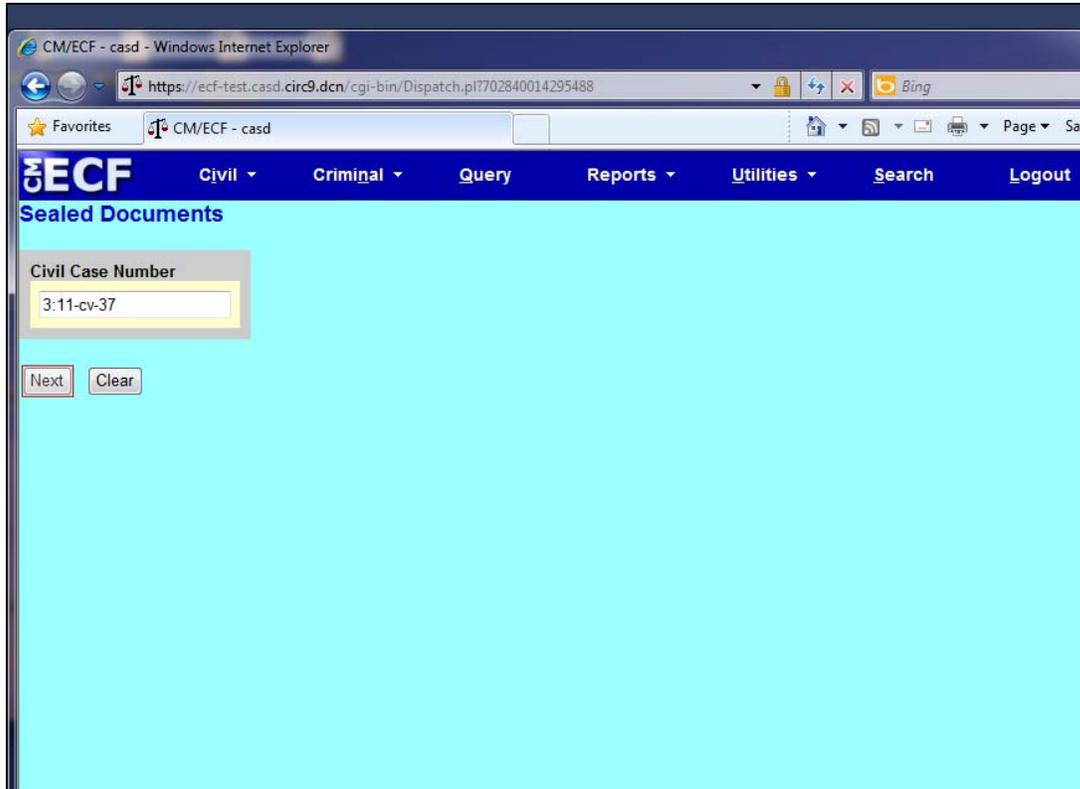
Slide notes: Enter the case number.



Slide notes: Click to add notes for the selected slide



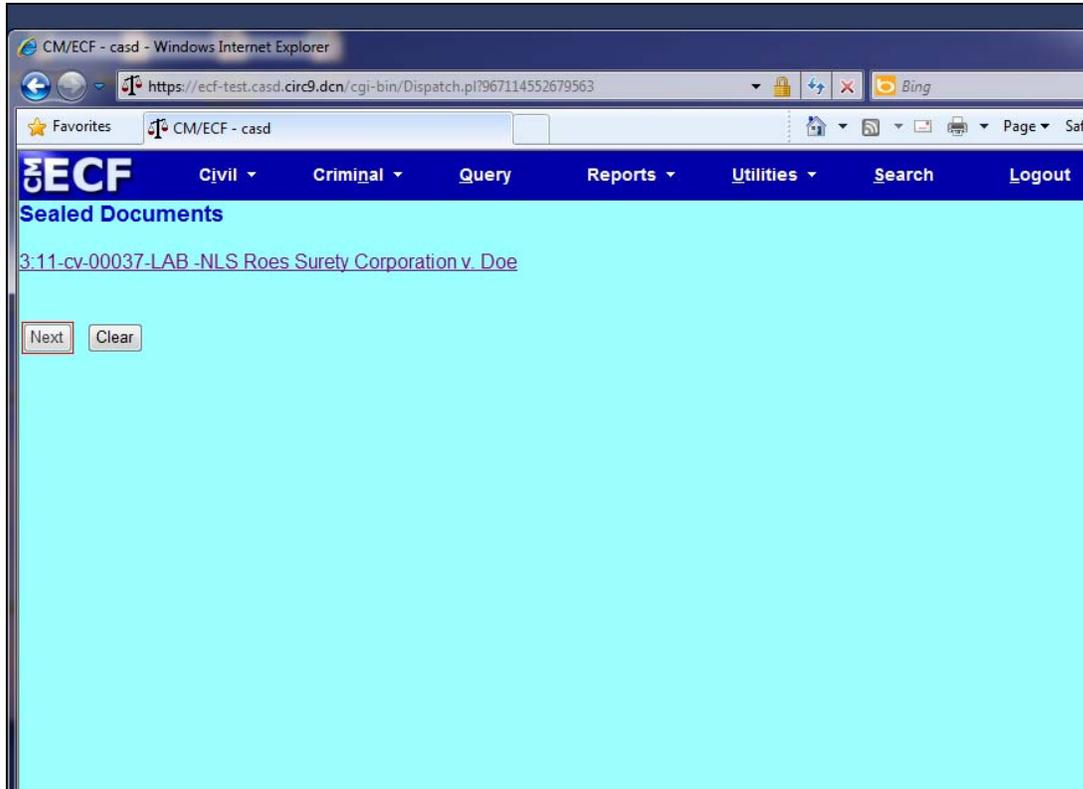
Slide notes: Click on the Find This Case button.



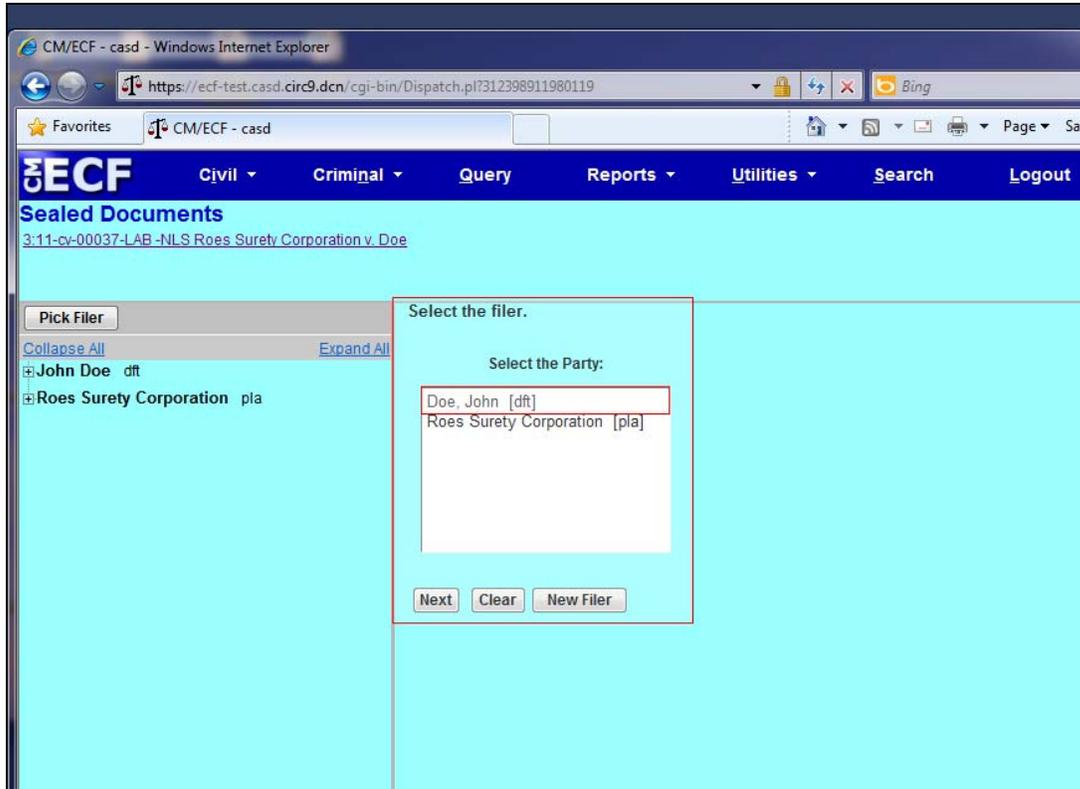
Slide notes: Click Next to continue.



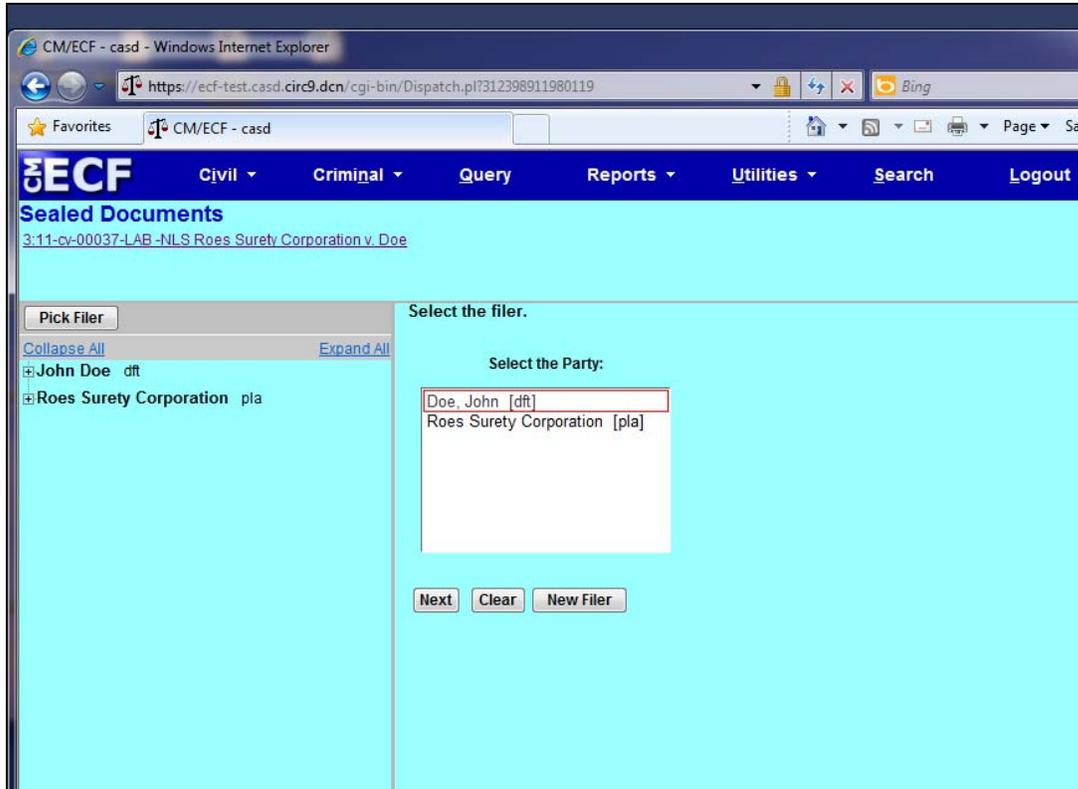
Slide notes: The Case Confirmation screen will be displayed.



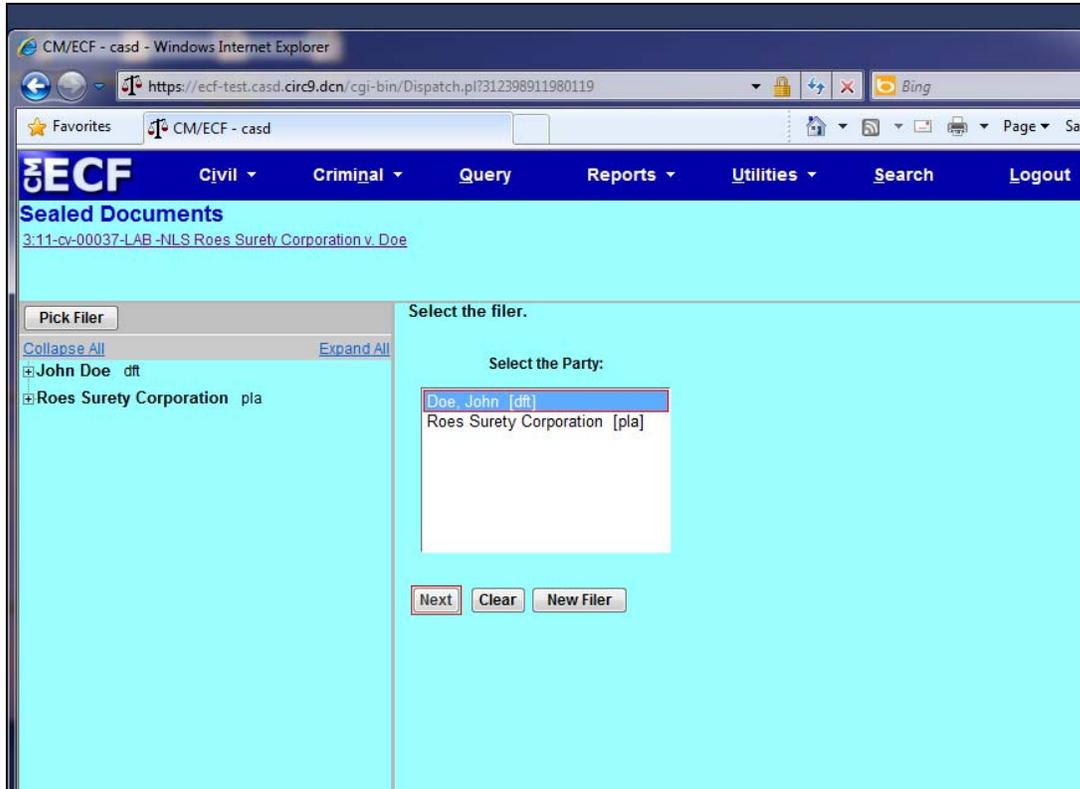
Slide notes: Click Next to continue.



Slide notes: On this screen, you will select the filer of the motion. For purposes of this demonstration, the defendant is filing the motion.



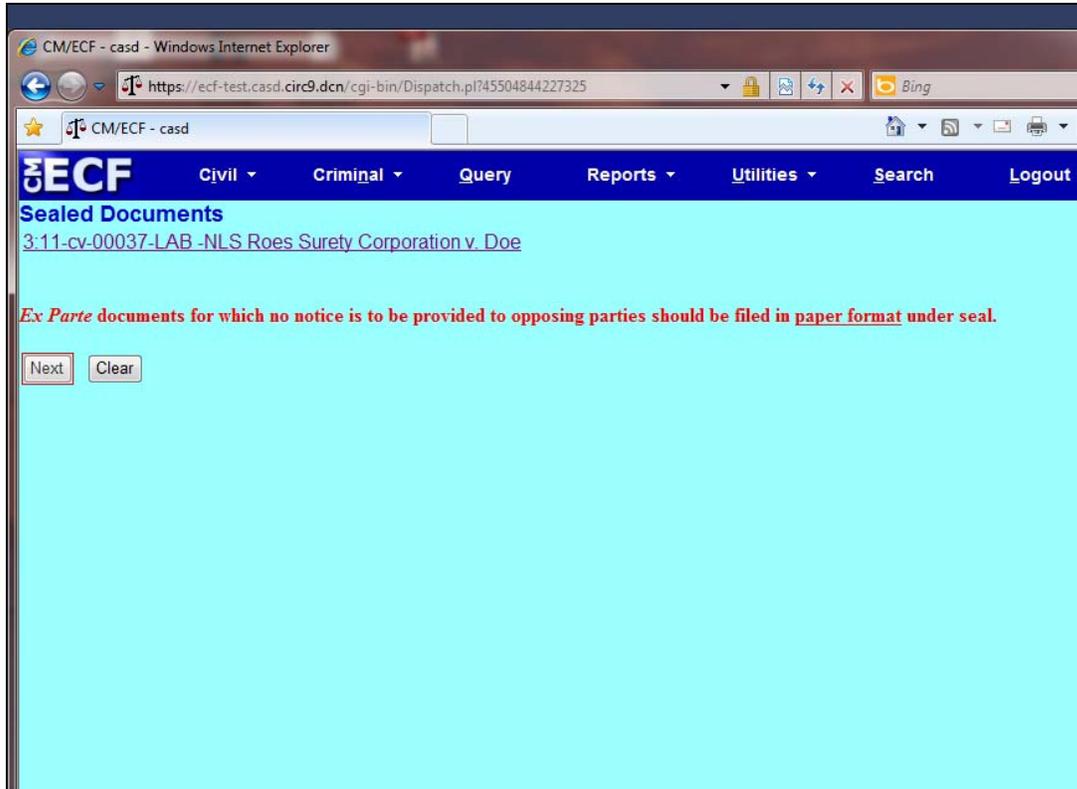
Slide notes: Select the Filer.



Slide notes: The name of the defendant is highlighted. Click Next to continue.



Slide notes: Read the user message carefully. Ex Parte documents for which no notice is to be provided to opposing parties should be filed in paper format under seal.



Slide notes: Click Next to continue.

CM/ECF - casd - Windows Internet Explorer
https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?107179026309748

CM/ECF - casd

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents
3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe

Upload your Motion to File Documents Under Seal on this screen.
This is a public event. Do NOT attach documents you want filed under seal!
Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this mo

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Slide notes: This screen is used to upload the PDF document of the Motion to File Documents Under Seal. Read the user messages carefully.

CM/ECF - casd - Windows Internet Explorer
https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?107179026309748

CM/ECF - casd

ECF Civil Criminal Query Reports Utilities Search Logout

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Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this mo

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input data-bbox="586 842 683 863" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Slide notes: Upload your Motion to File Documents Under Seal on this screen.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?107179026309748`. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Sealed Documents" and shows the case name "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe". A red-bordered box contains the text: "Upload your Motion to File Documents Under Seal on this screen. This is a public event. Do NOT attach documents you want filed under seal!". Below this, it says "Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this mo". The form includes a "Main Document" section with a "Browse..." button. Below that is a table with columns "Attachments", "Category", and "Description". The first row has a "1." in the "Attachments" column, a "Browse..." button, a dropdown menu in the "Category" column, and an empty text box in the "Description" column. At the bottom of the form are "Next" and "Clear" buttons.

Slide notes: This is a public event. Do not attach documents you want filed under seal!

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?107179026309748`. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Sealed Documents" and shows the case name "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe".

Upload your Motion to File Documents Under Seal on this screen.

This is a public event. Do NOT attach documents you want filed under seal!

Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this mo

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Slide notes: Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this motion.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?107179026309748`. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area has a light blue background and contains the following text:

Sealed Documents
[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

Upload your Motion to File Documents Under Seal on this screen.

This is a public event. Do NOT attach documents you want filed under seal!

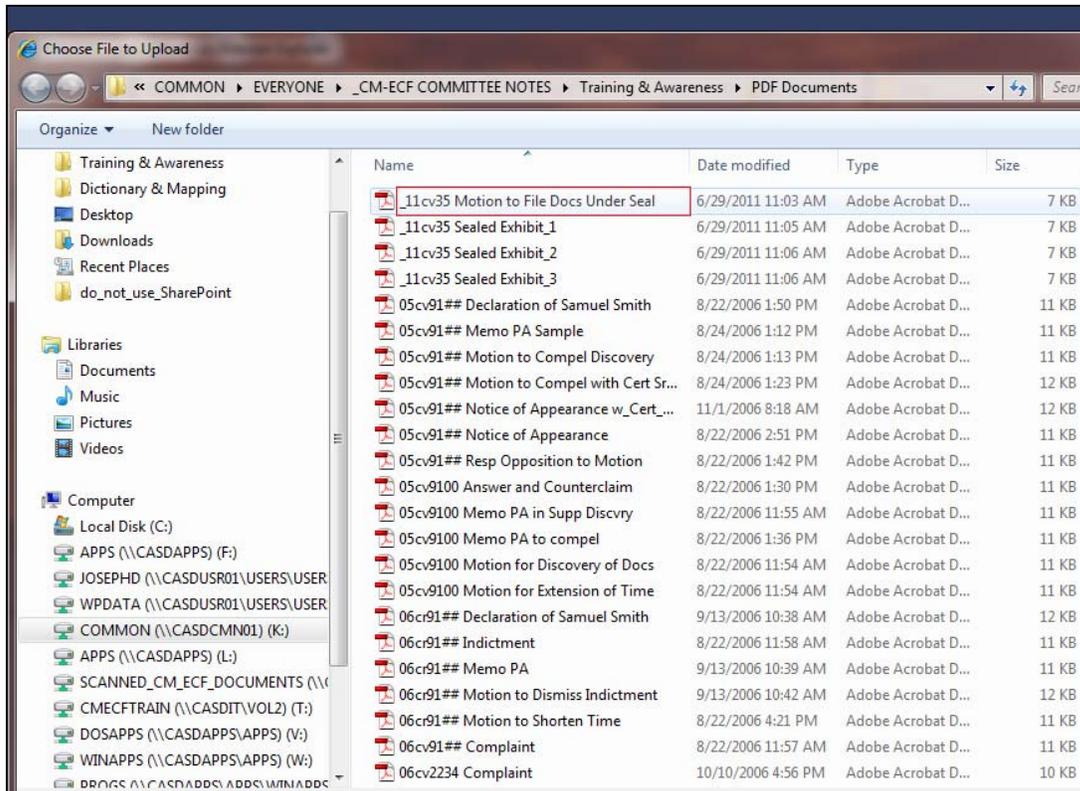
Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this mo

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Slide notes: This is how to upload the Motion to File Documents Under Seal. Click on Browse.



Slide notes: Double click on the PDF of the Motion to File Documents Under Seal.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?107179026309748`. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area has a light blue background and contains the following text:

Sealed Documents
3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe

Upload your Motion to File Documents Under Seal on this screen.

This is a public event. Do NOT attach documents you want filed under seal!

Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this mo

Select the pdf document and any attachments.

Main Document
K:\COMMON\EVERYONE\CM-ECF COI

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Slide notes: The PDF document of the Motion to File Documents Under Seal appears in the Main Document field.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?107179026309748`. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Sealed Documents" and shows the case name "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe".

Upload your Motion to File Documents Under Seal on this screen.

This is a public event. Do NOT attach documents you want filed under seal!

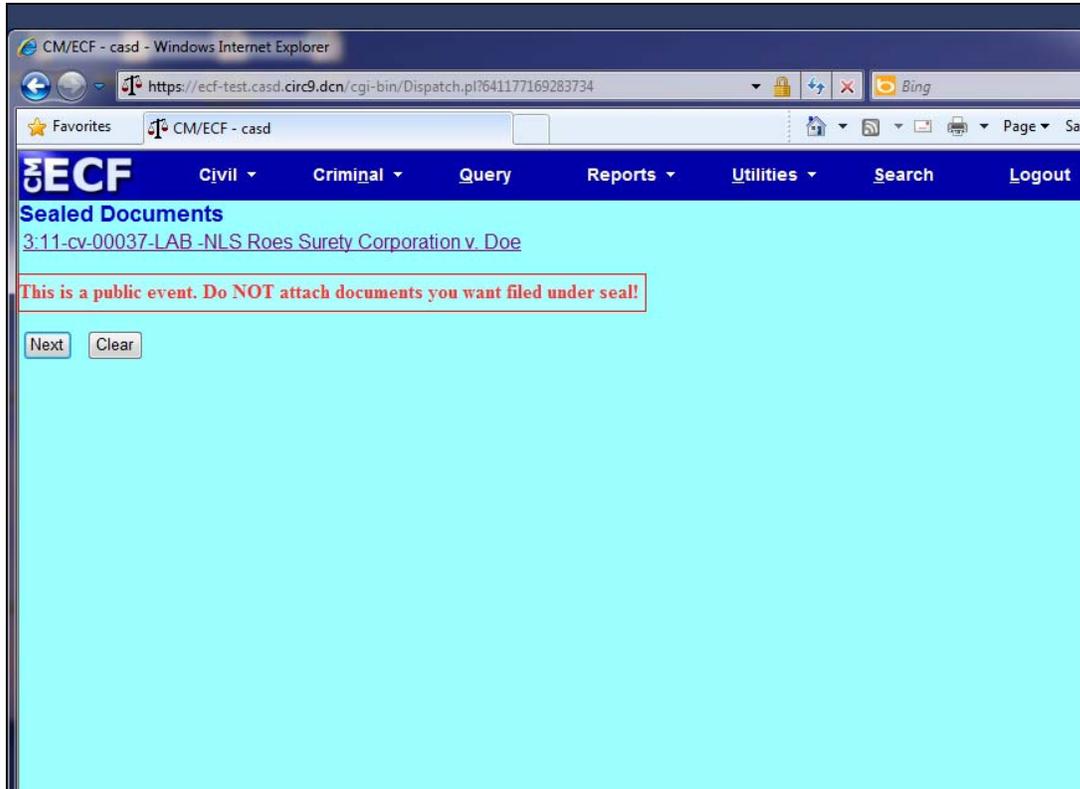
Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this mo

Select the pdf document and any attachments.

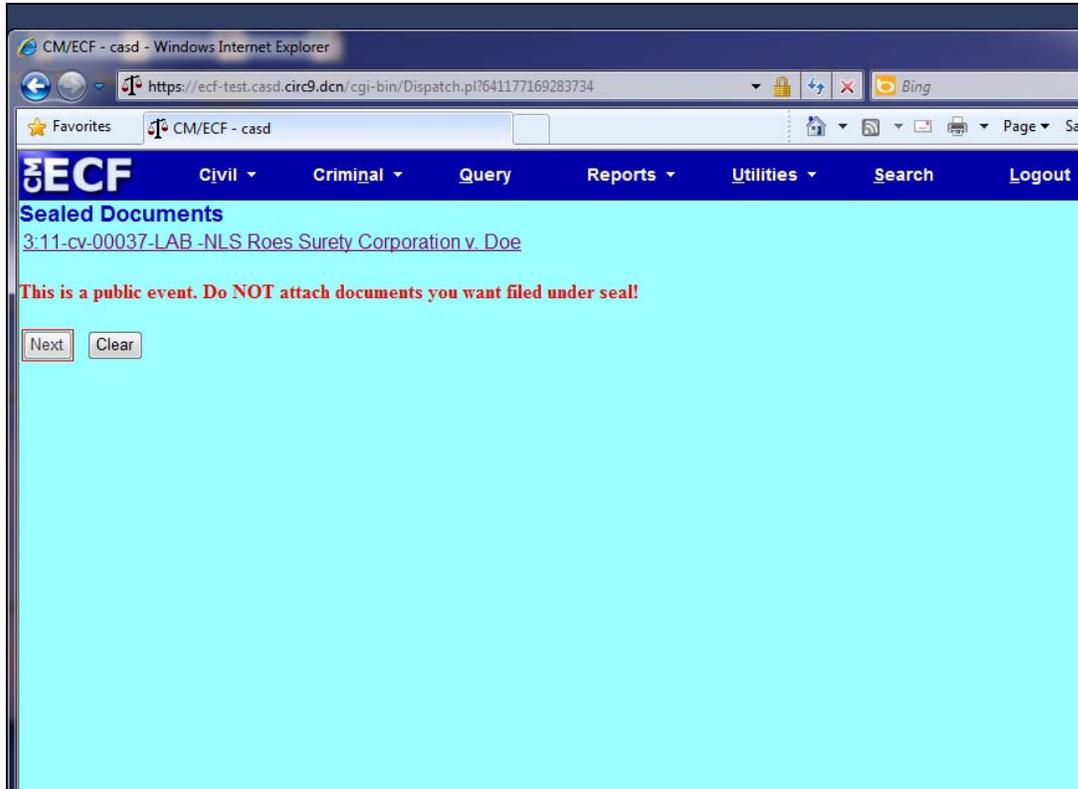
Main Document
K:\COMMON\EVERYONE\CM-ECF COI

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Slide notes: Click Next to continue.



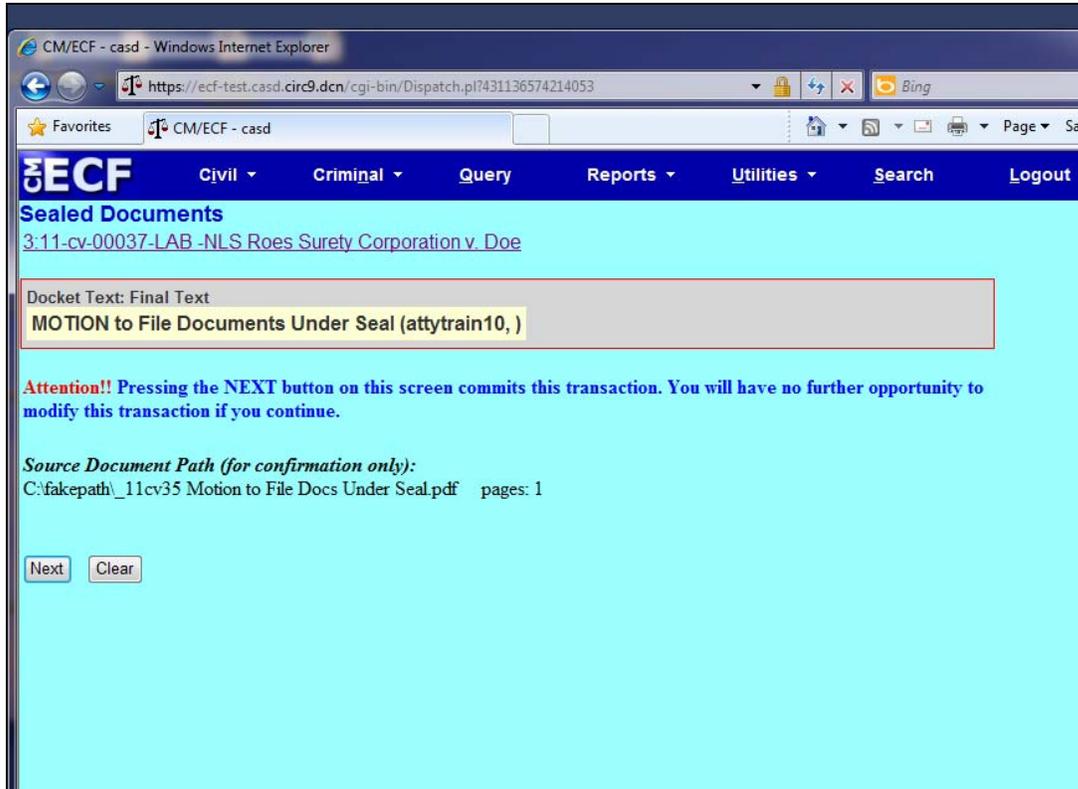
Slide notes: Read the user message carefully. This is a public event. Do not attach documents you want filed under seal!



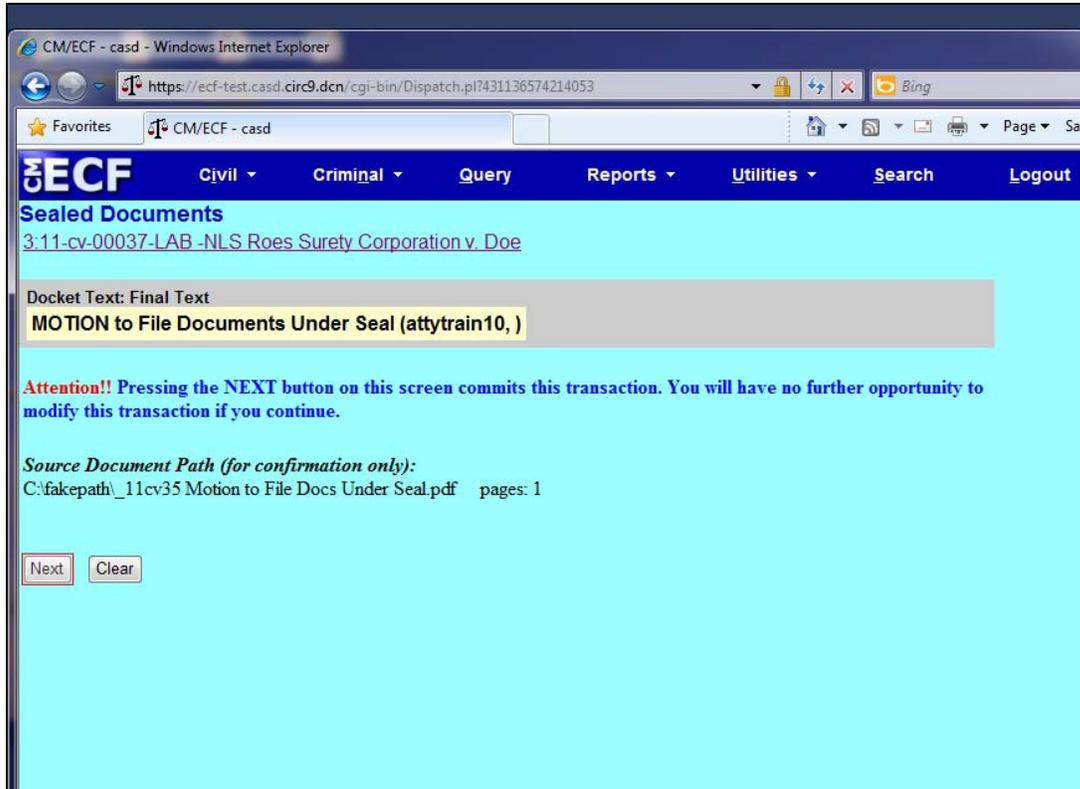
Slide notes: Click Next to continue.



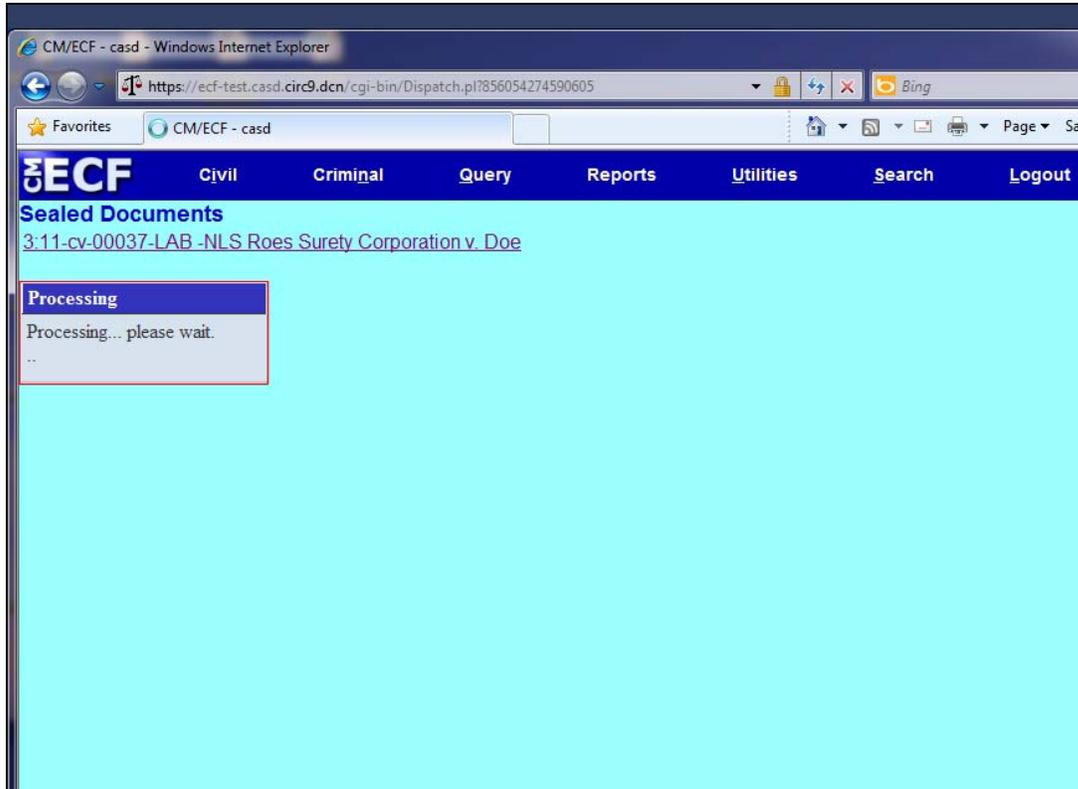
Slide notes: Click Next to continue one more time.



Slide notes: This is your Final Text window.



Slide notes: Click Next to continue.



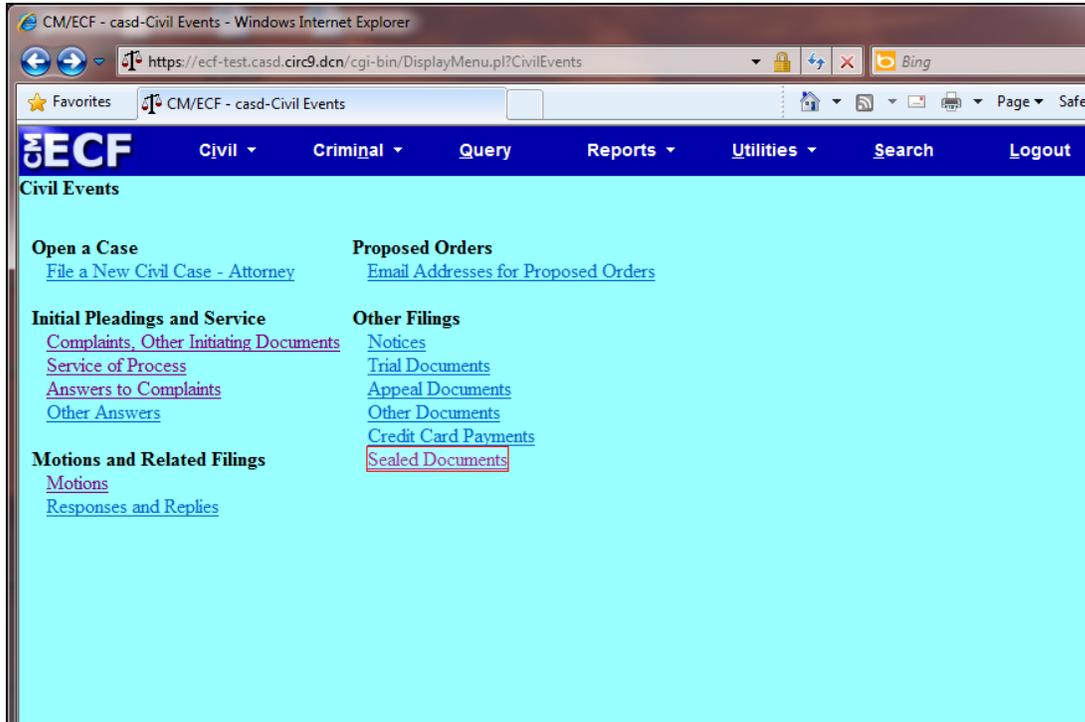
Slide notes: Wait while the event is processed.



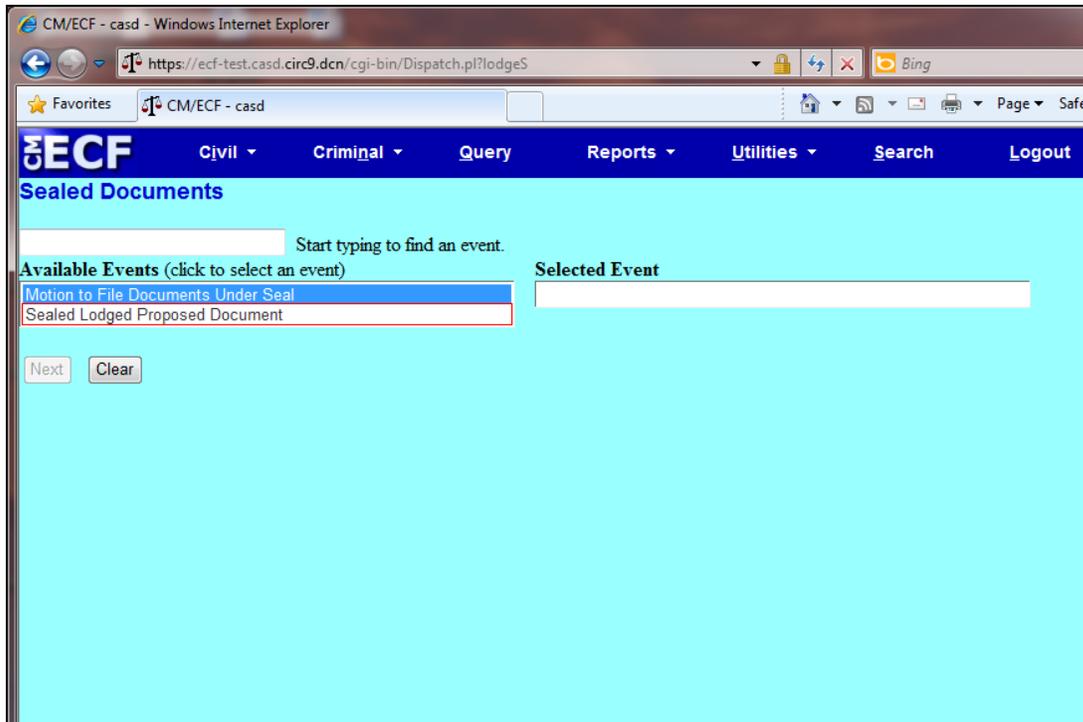
Slide notes: The Notice of Electronic Filing is generated and sent to all registered users in the case. Now you are ready to docket the Sealed Lodged Proposed Document event.



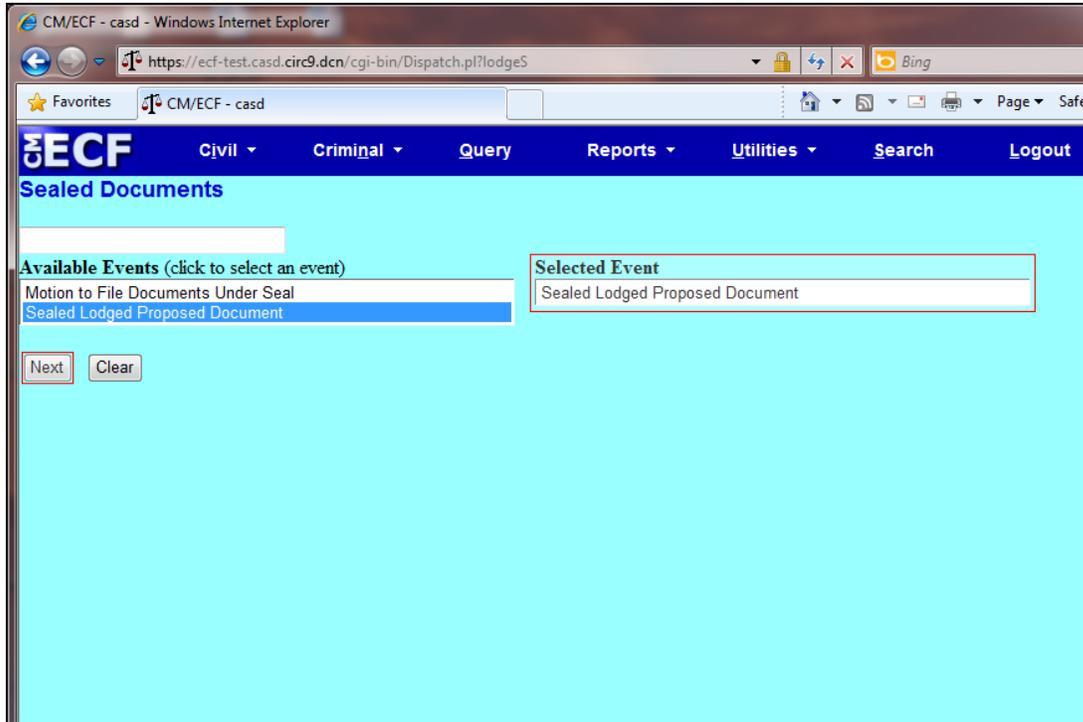
Slide notes: To E-file the Sealed Lodged Proposed Document event, Click on Civil.



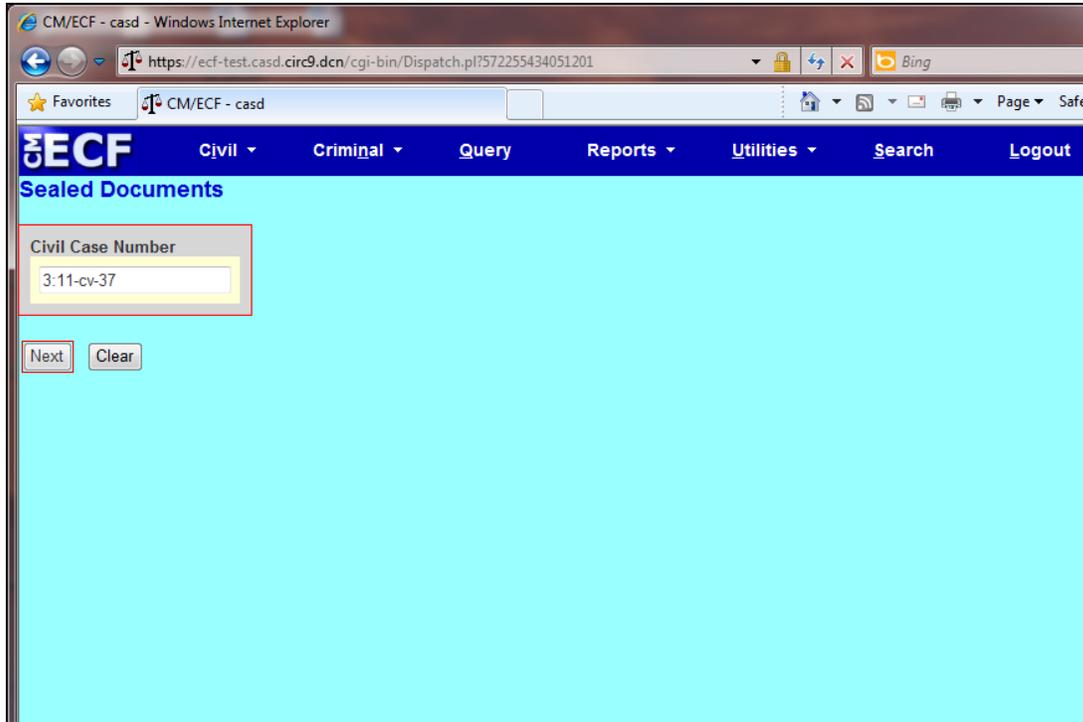
Slide notes: Click on the Sealed Documents hyperlink.



Slide notes: Select the Sealed Lodged Proposed Document event.



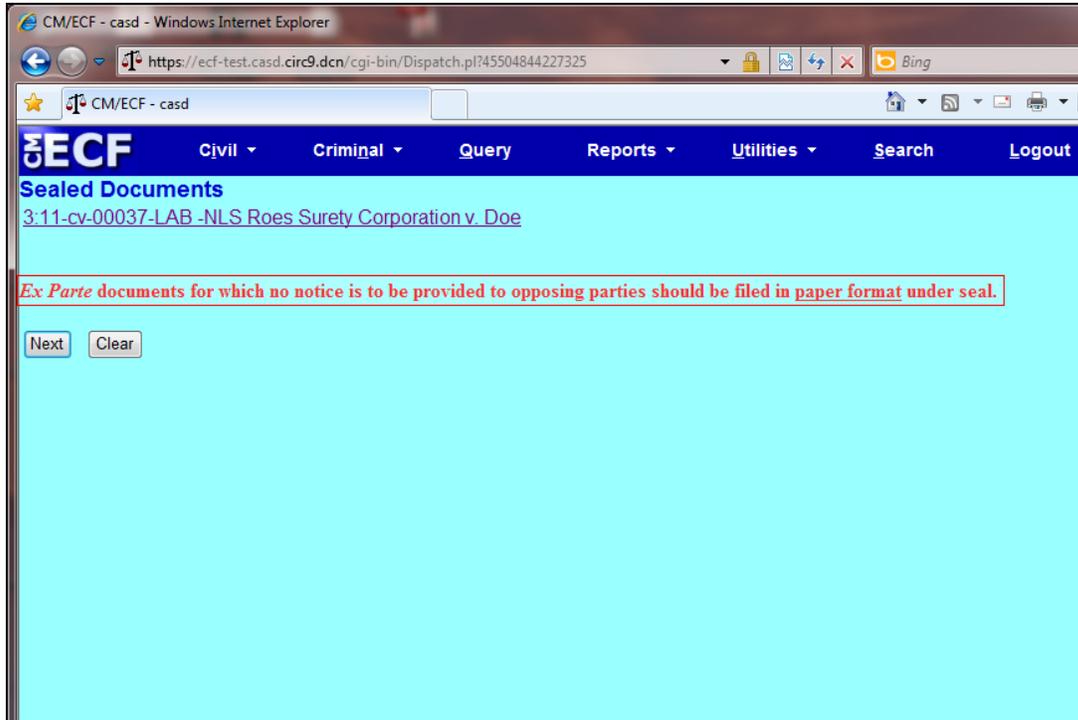
Slide notes: The selected event will appear in the Selected Event field. Click Next to continue.



Slide notes: Since you are still in the same case, that case number will be displayed in the case number field. Click Next to continue.



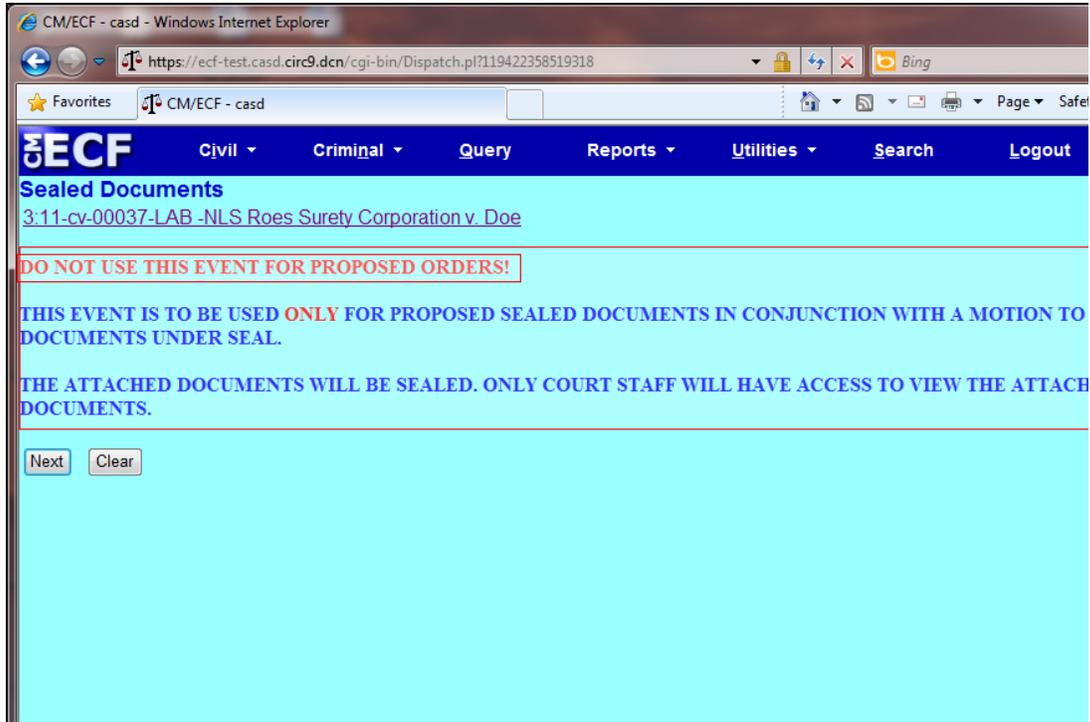
Slide notes: Click Next to continue



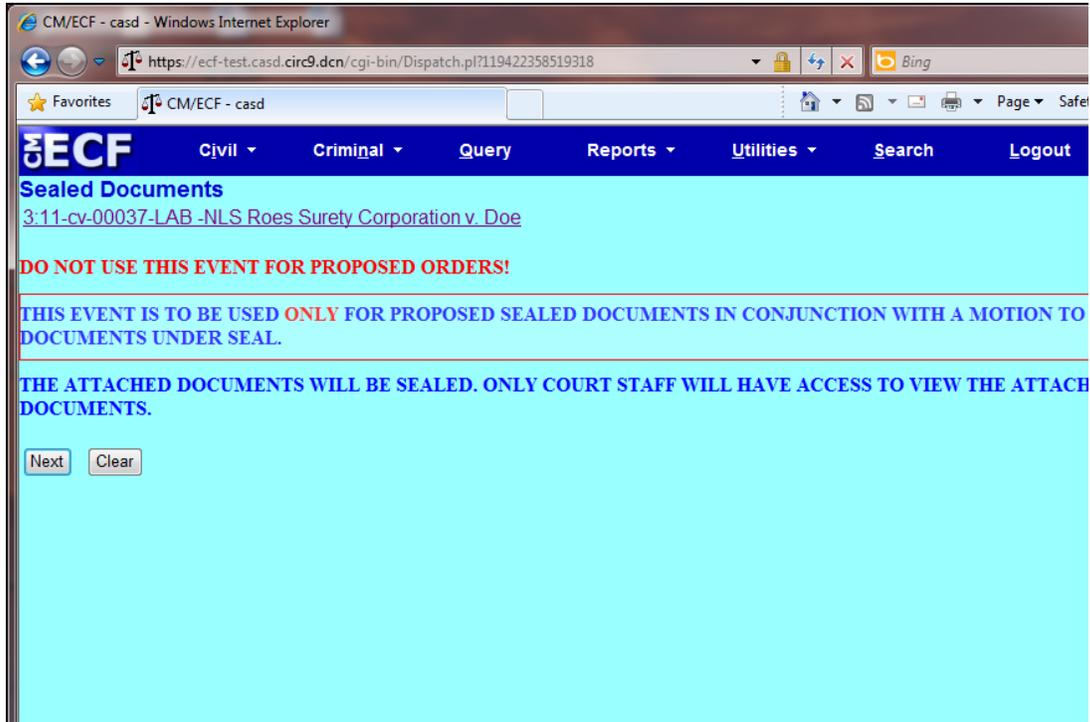
Slide notes: Read the user message carefully. Ex Parte documents for which no notice is to be provided to opposing parties should be filed in paper format under seal.



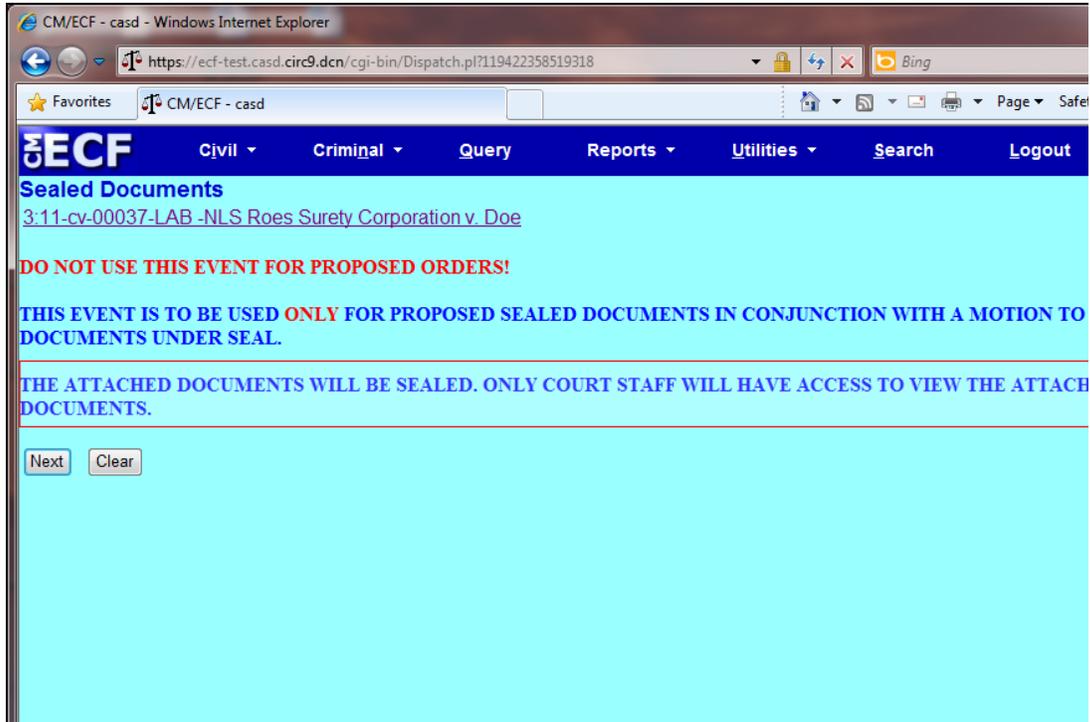
Slide notes: Click Next to continue.



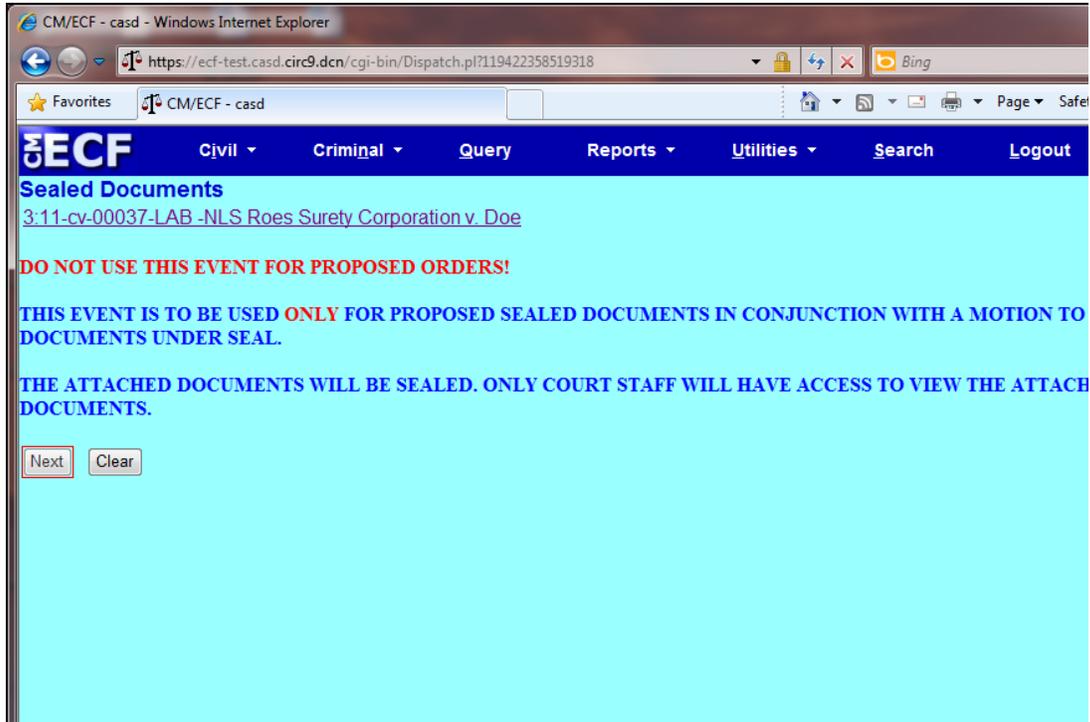
Slide notes: Read the user messages carefully. Do Not Use this Event for Proposed Orders!



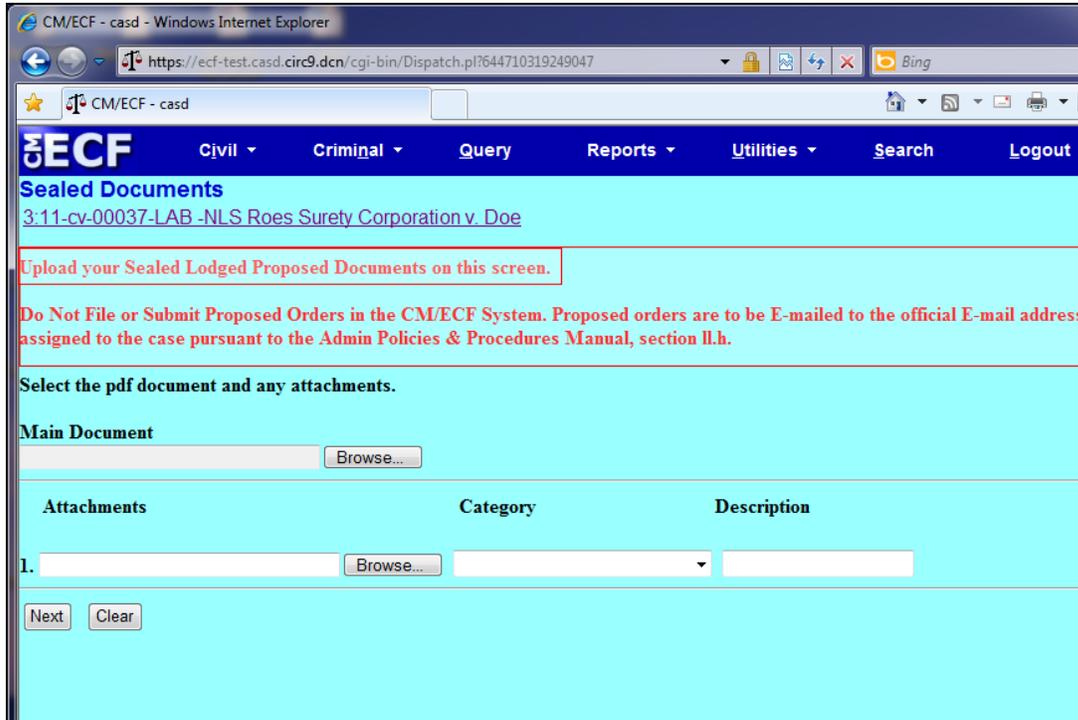
Slide notes: This Event Is to Be Used Only for Proposed Sealed Documents in Conjunction with a Motion to File Documents under Seal.



Slide notes: The Attached Documents Will Be Sealed. Only Court Staff Will Have Access to View the Attached Documents.



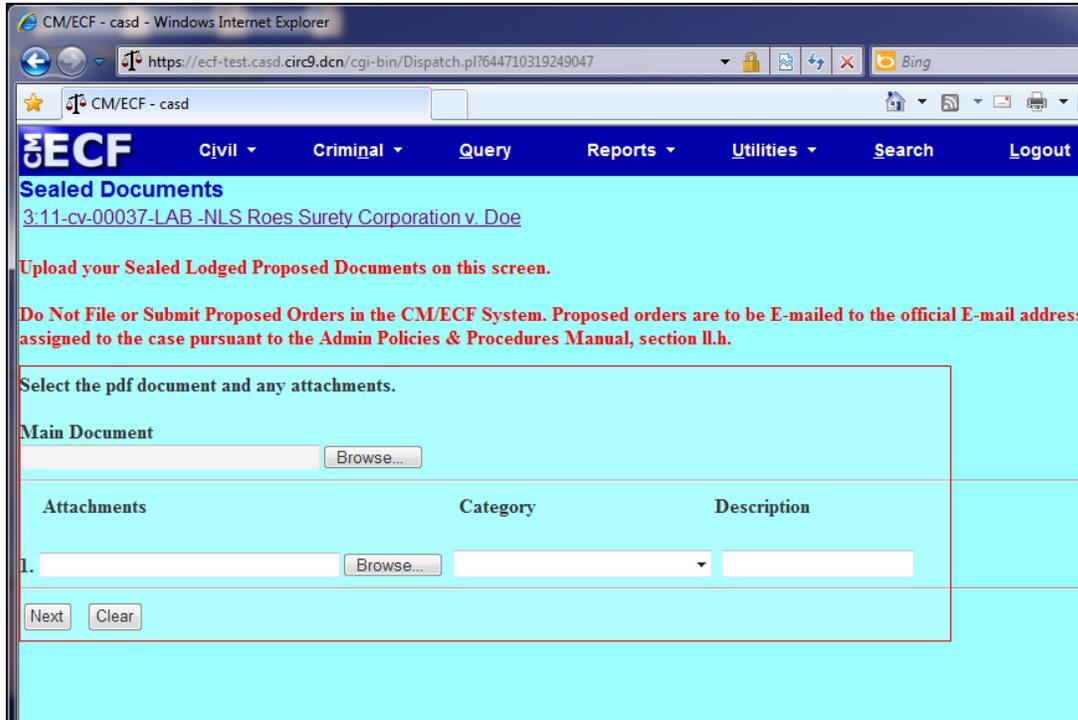
Slide notes: Click Next to continue.



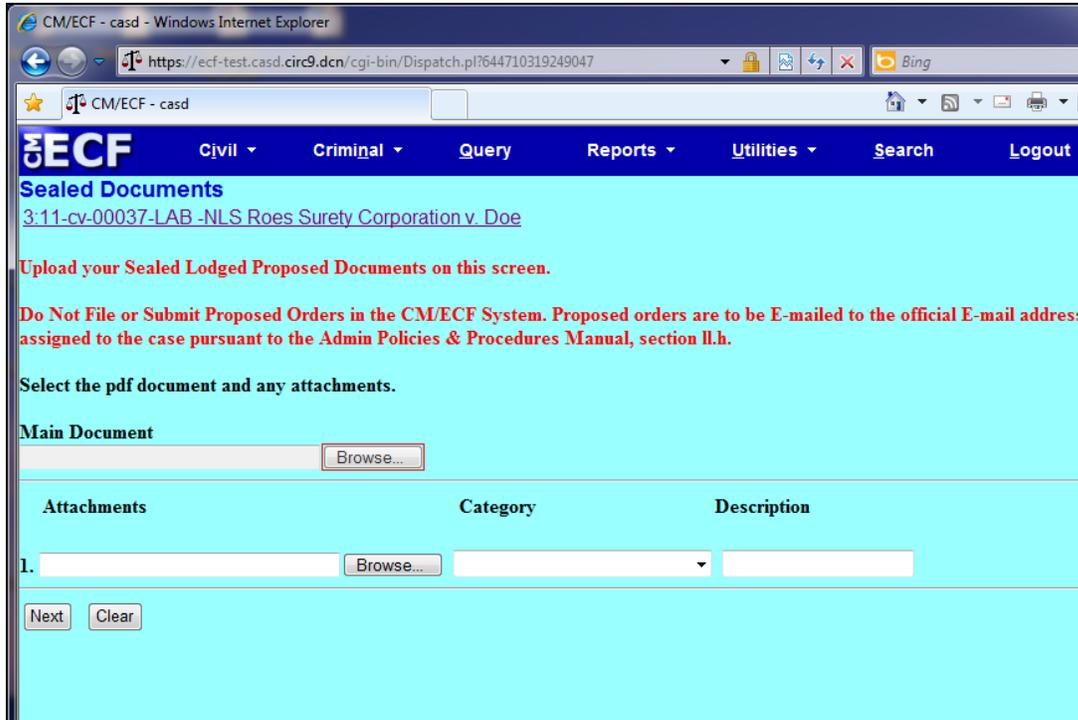
Slide notes: Read the user messages carefully. Upload your Sealed Lodged Proposed Documents on this screen.



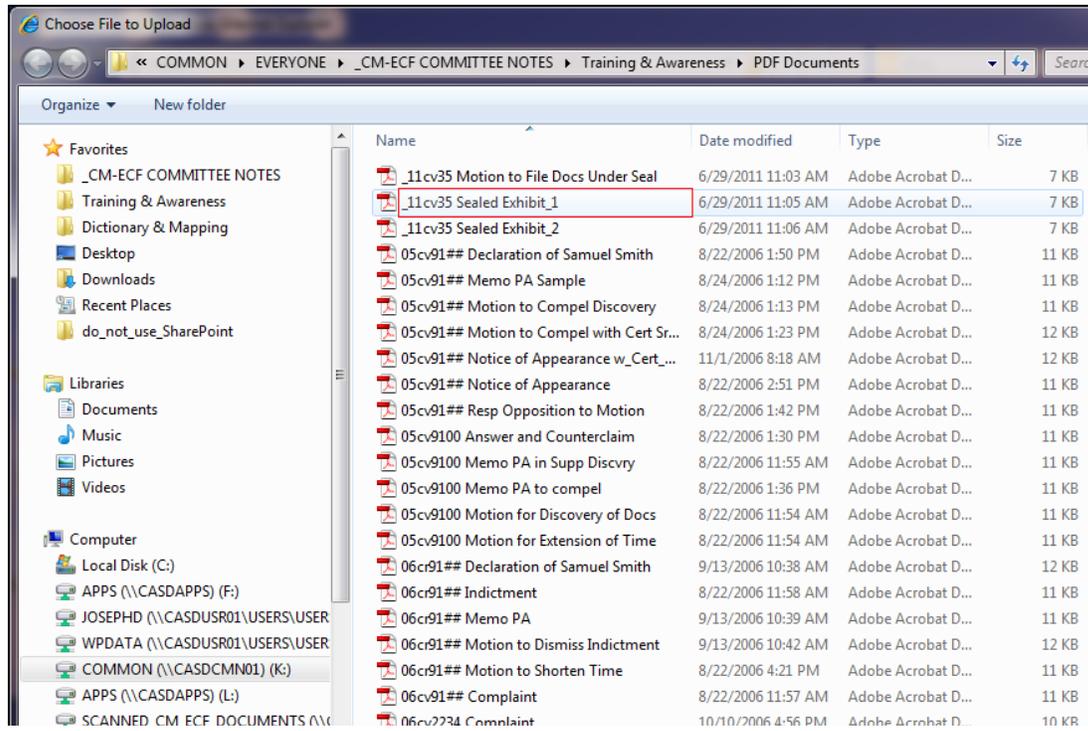
Slide notes: Do not file or submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address of the Judge assigned to the case pursuant to the Administrative Policies & Procedures Manual, section II.h.



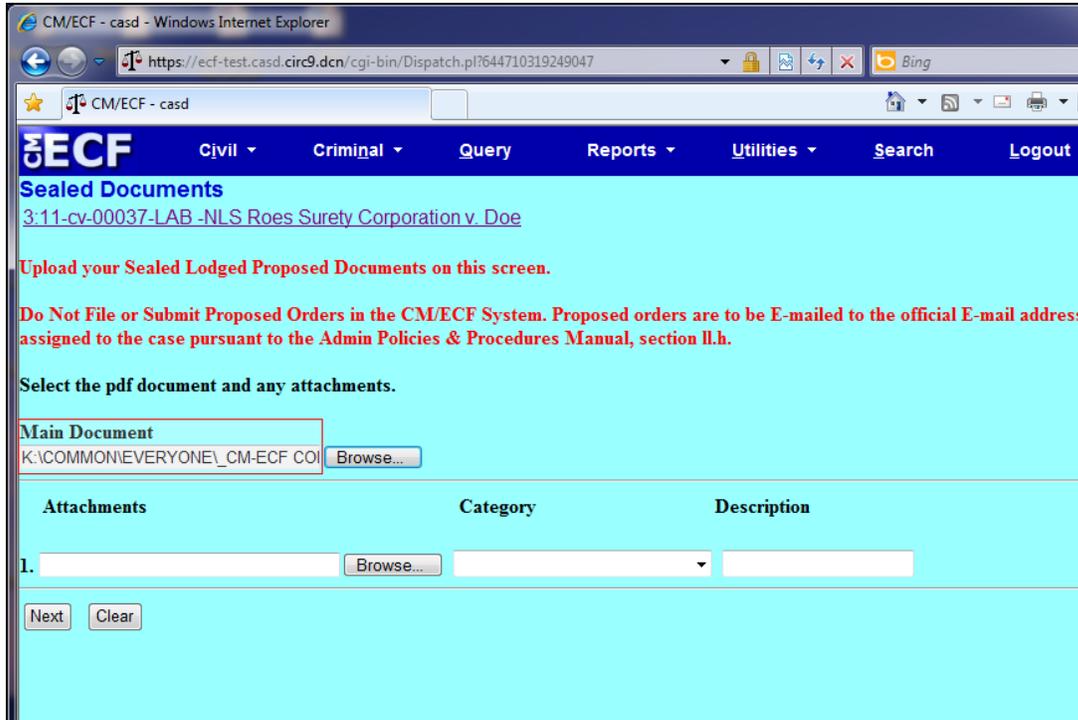
Slide notes: For purposes of this demonstration, Sealed Exhibits 1 and 2 will be uploaded.



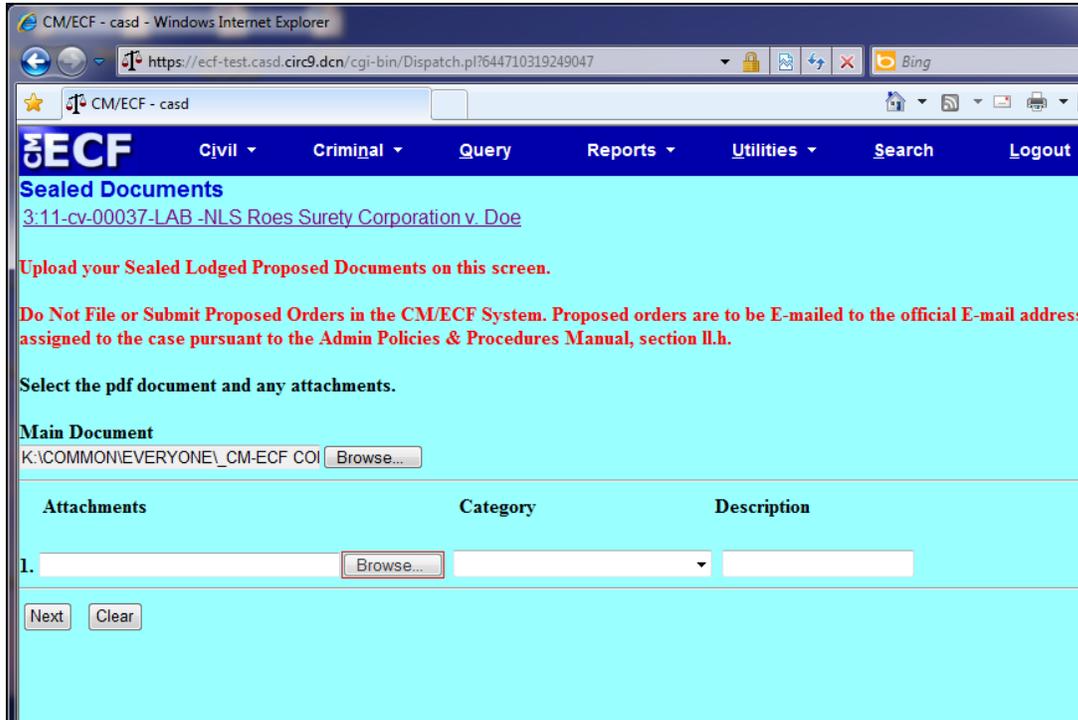
Slide notes: Click on Browse.



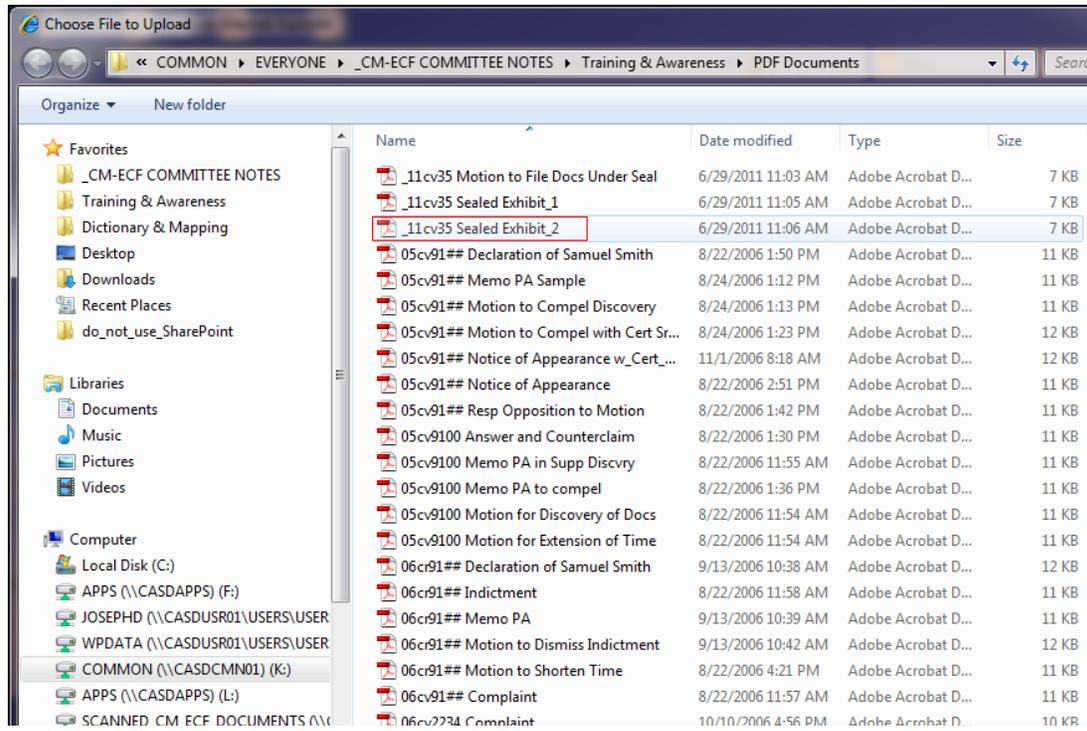
Slide notes: Double click on the first sealed proposed document, which is Sealed Exhibit 1.



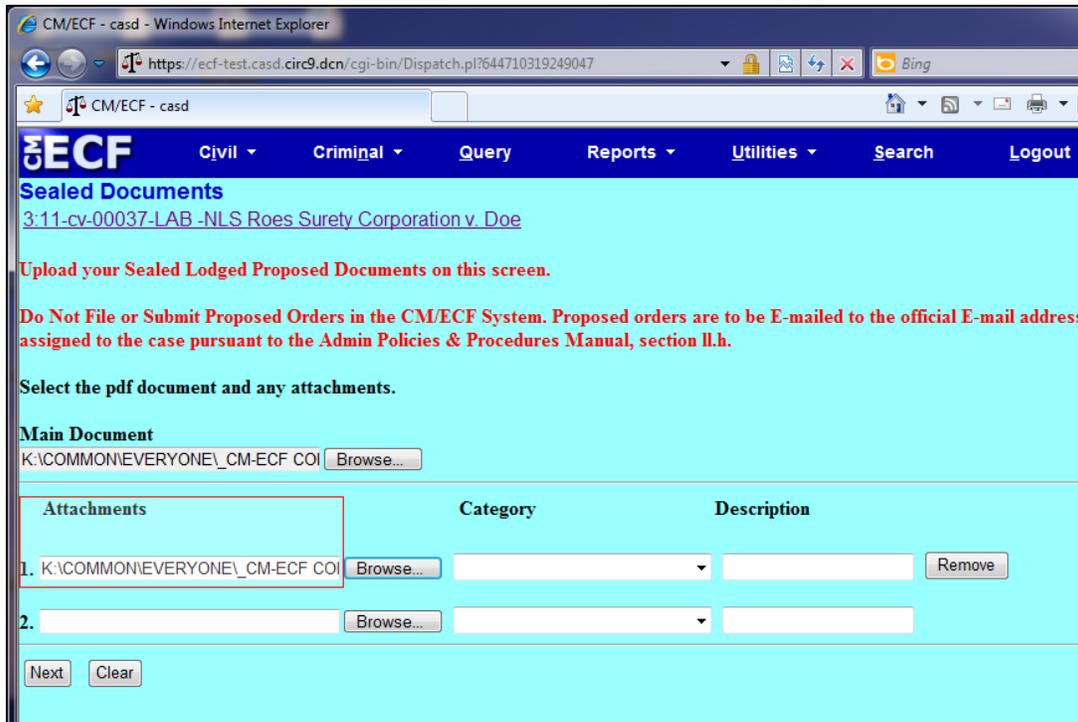
Slide notes: The PDF of Sealed Exhibit 1 appears in the Main Document field.



Slide notes: To upload the second sealed lodged proposed document, click on Browse.



Slide notes: Double click on the PDF document of Sealed Exhibit 2.



Slide notes: The first attachment appears in the Attachments line 1 field.

CM/ECF - casd - Windows Internet Explorer

https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?644710319249047

CM/ECF - casd

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents

[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

Upload your Sealed Lodged Proposed Documents on this screen.

Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address assigned to the case pursuant to the Admin Policies & Procedures Manual, section II.h.

Select the pdf document and any attachments.

Main Document

K:\COMMON\EVERYONE_CM-ECF COI

Attachments	Category	Description
1. K:\COMMON\EVERYONE_CM-ECF COI <input type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>
2. <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Slide notes: The appropriate category will be selected and the description will be entered.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?644710319249047`. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Sealed Documents" and shows the case name "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe". A red instruction reads: "Upload your Sealed Lodged Proposed Documents on this screen." Below this, another red instruction states: "Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address assigned to the case pursuant to the Admin Policies & Procedures Manual, section ll.h."

The user is prompted to "Select the pdf document and any attachments." Under "Main Document", there is a text input field containing "K:\COMMON\EVERYONE_CM-ECF COI" and a "Browse..." button.

Attachments	Category	Description
1. K:\COMMON\EVERYONE_CM-ECF COI <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	Affidavit Appendix Declaration Exhibit Memo of Points and Authorities Notice	<input type="text"/>

At the bottom of the attachment list, there are "Next" and "Clear" buttons.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?644710319249047`. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout".

Sealed Documents
[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

Upload your Sealed Lodged Proposed Documents on this screen.

Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address assigned to the case pursuant to the Admin Policies & Procedures Manual, section II.h.

Select the pdf document and any attachments.

Main Document
K:\COMMON\EVERYONE_CM-ECF COI

Attachments	Category	Description
1. K:\COMMON\EVERYONE_CM-ECF COI <input type="button" value="Browse..."/>	Exhibit	<input type="text"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

The screenshot shows a web browser window with the URL <https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?644710319249047>. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Sealed Documents" and contains the following text:

Sealed Documents
[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

Upload your Sealed Lodged Proposed Documents on this screen.

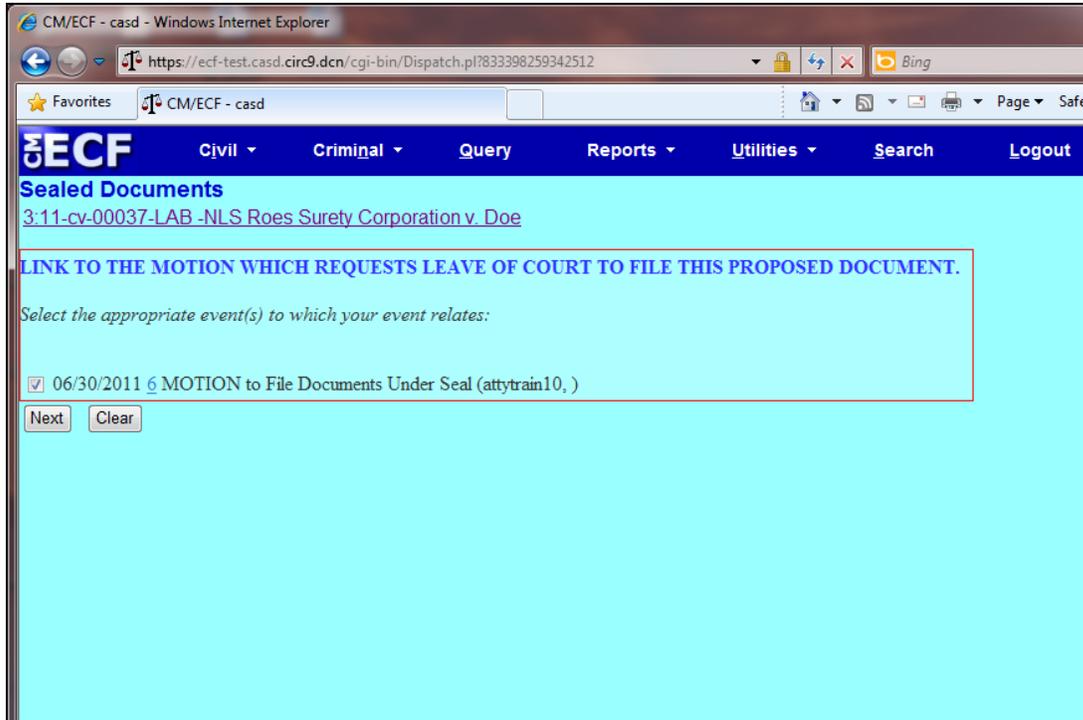
Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address assigned to the case pursuant to the Admin Policies & Procedures Manual, section ll.h.

Select the pdf document and any attachments.

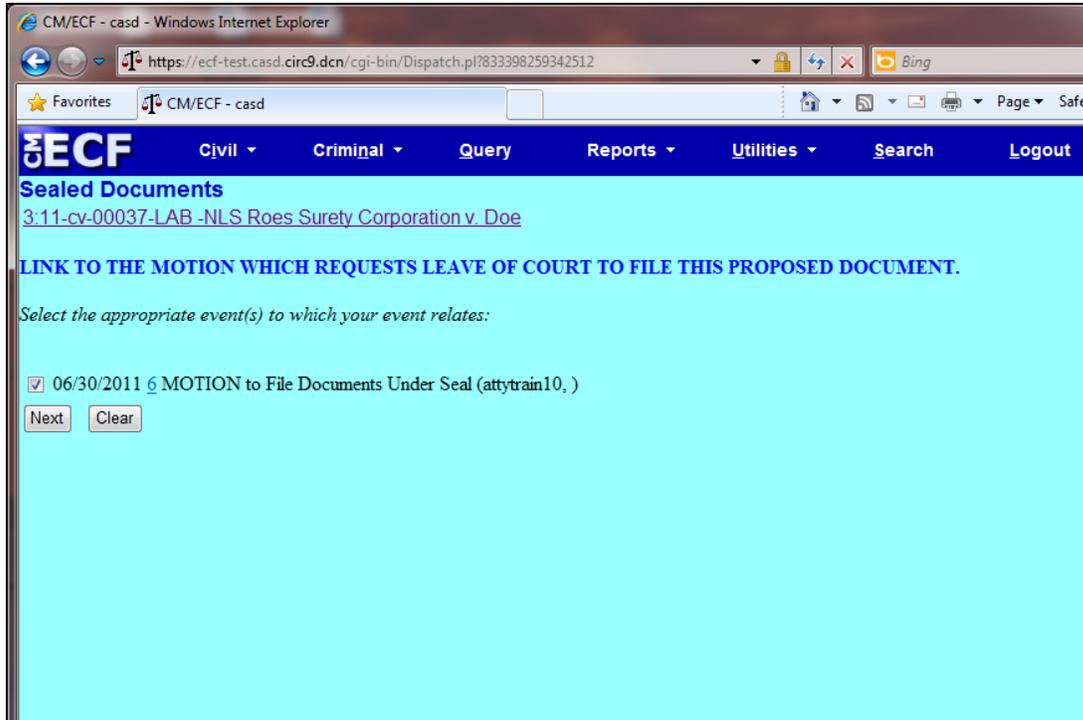
Main Document
K:\COMMON\EVERYONE_CM-ECF COI

Attachments	Category	Description
1. K:\COMMON\EVERYONE_CM-ECF COI <input type="button" value="Browse..."/>	Exhibit	2 <input type="button" value="Remove"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>

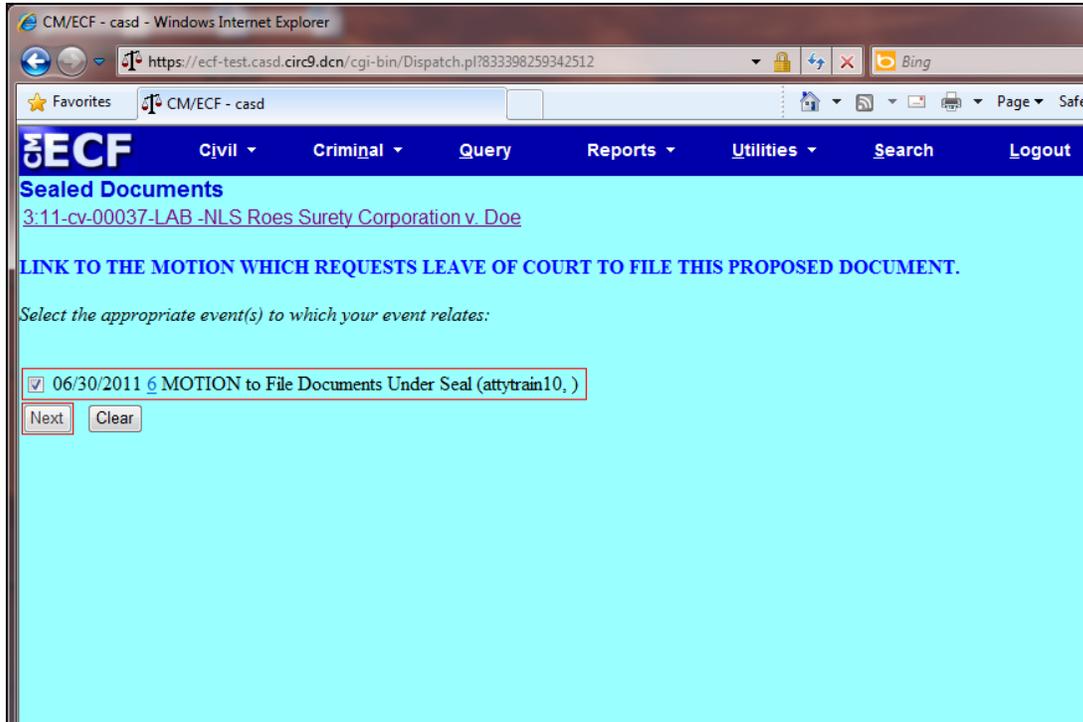
Slide notes: All of the sealed lodged proposed documents have been uploaded. Click Next to continue.



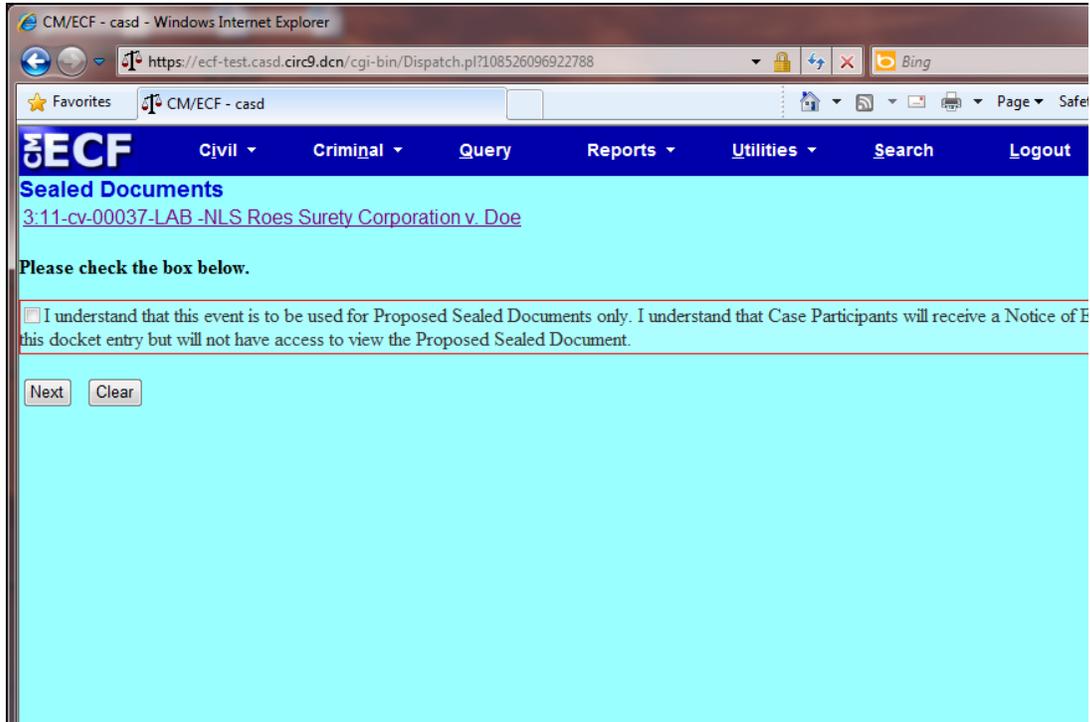
Slide notes: On this screen you must link to the Motion to File Documents Under Seal, which is the motion you just E-filed.



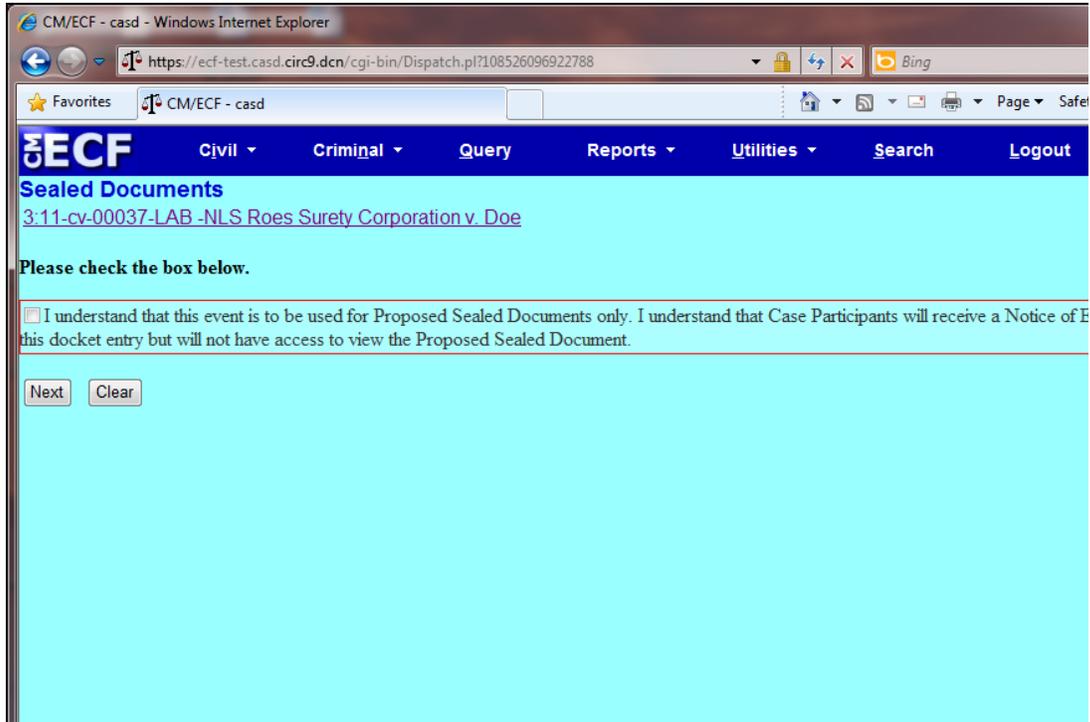
Slide notes: If you have not E-filed the Motion to File Documents Under Seal, you will not be able to proceed any further to lodge your proposed sealed documents.



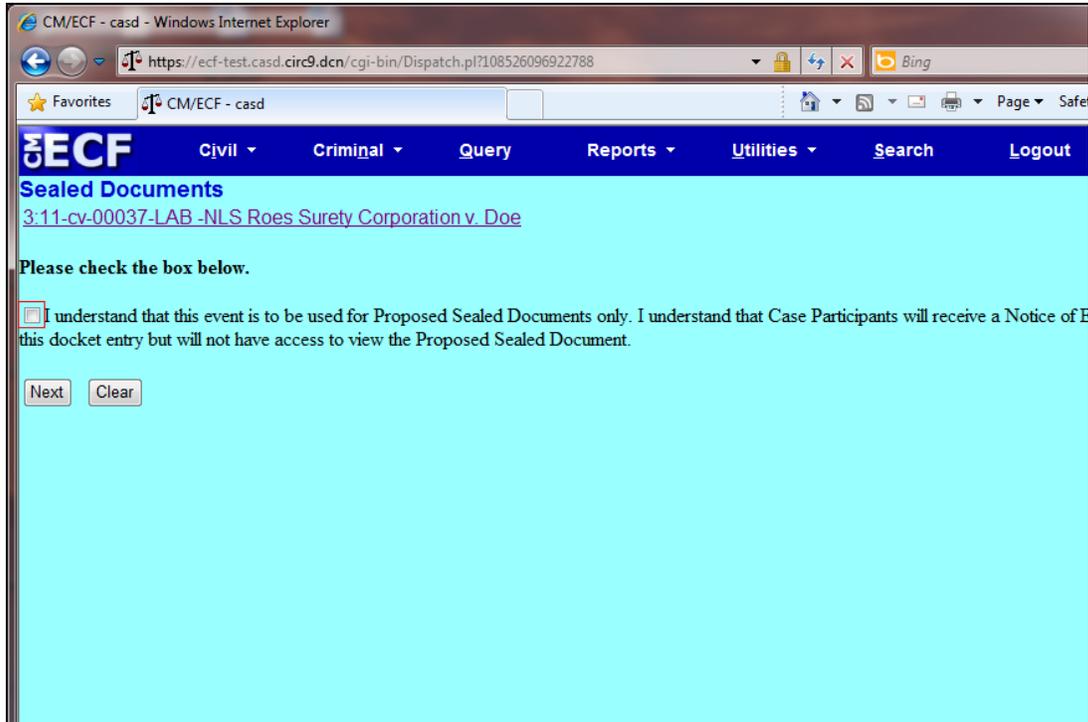
Slide notes: The system automatically made the selection for you. Click Next to continue.



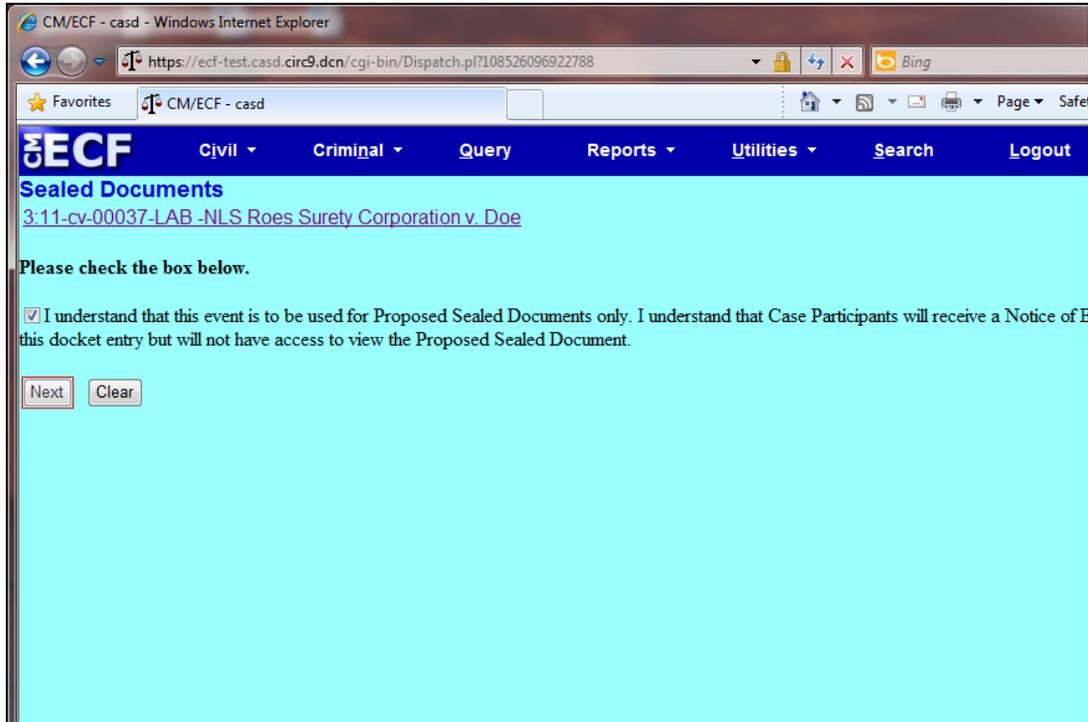
Slide notes: Read the Statement: I understand that this event is to be used for Proposed Sealed Documents only.



Slide notes: I understand that Case Participants will receive a Notice of Electronic Filing of this docket entry but will not have access to view the Proposed Sealed Document.



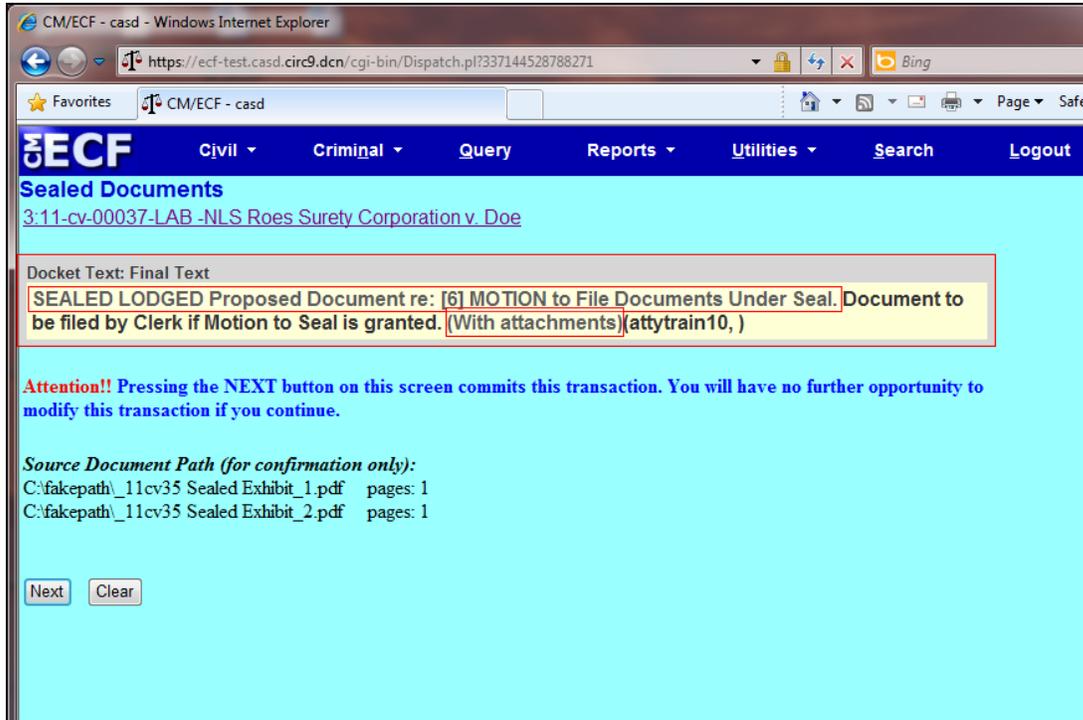
Slide notes: To proceed further, you must click the check box.



Slide notes: Click Next to continue.



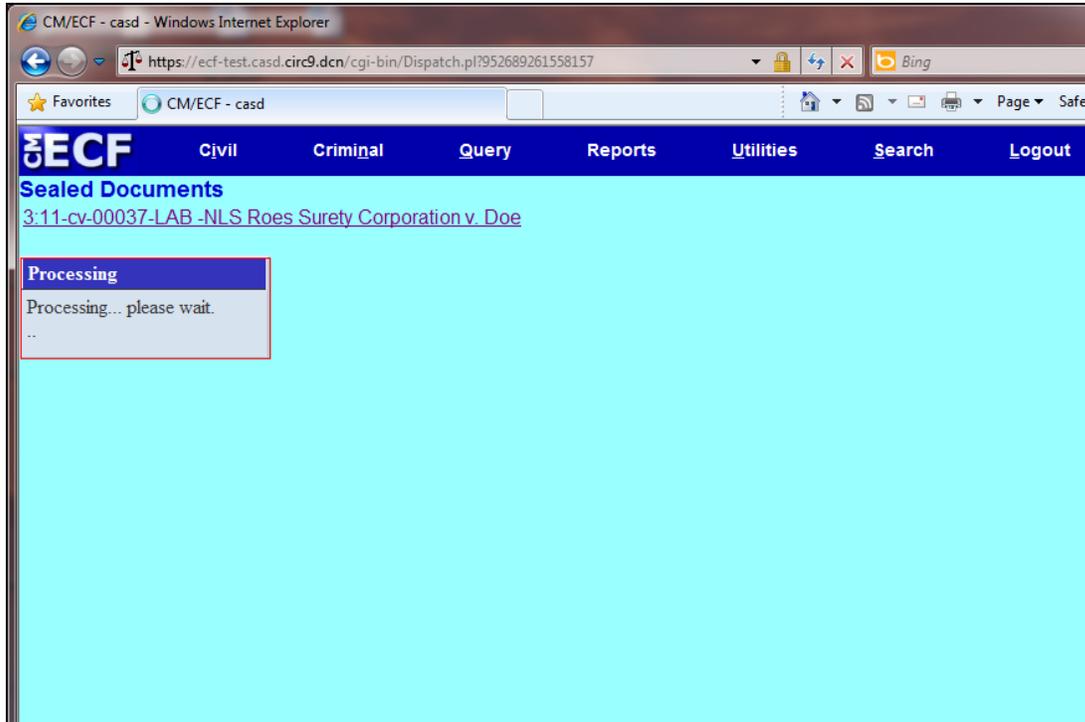
Slide notes: Click Next to continue one more time.



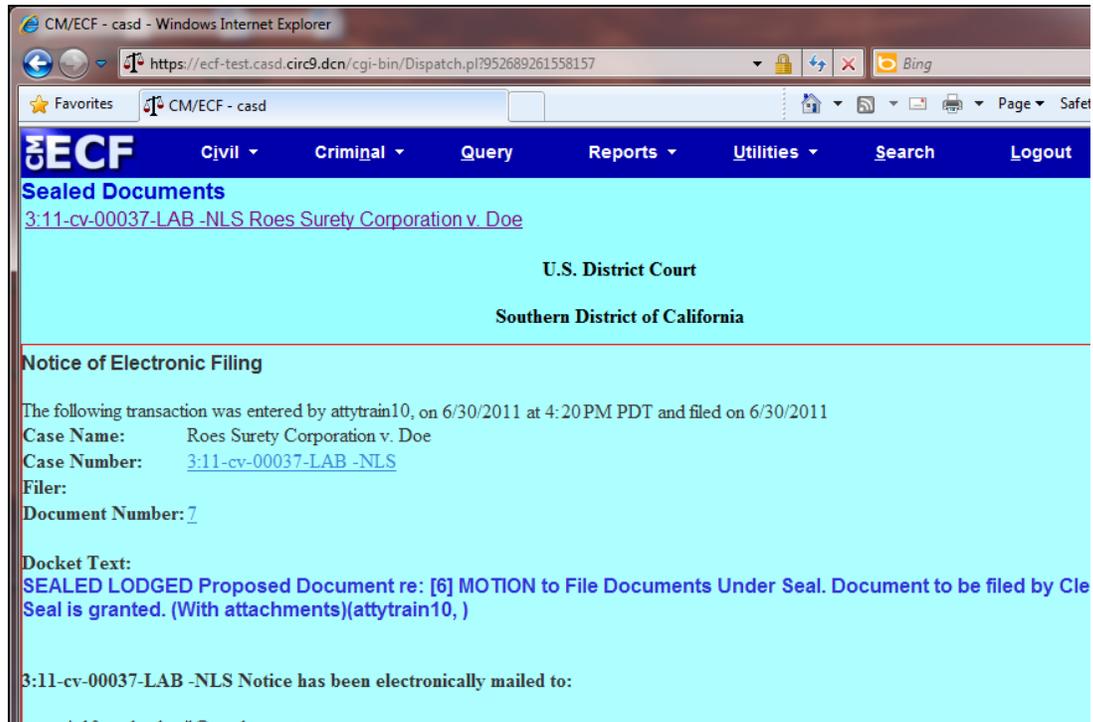
Slide notes: This is the Final Docket Text window. Note: The Sealed Lodged Proposed Documents are linked to the Motion to File Documents Under Seal. 'With attachments' appears in the docket text.



Slide notes: Click Next to continue.



Slide notes: Wait while the event is being processed.



The screenshot shows a Windows Internet Explorer browser window displaying the CM/ECF website. The address bar shows the URL: <https://ecf-test.casd.circ9.dcn/cgi-bin/Dispatch.pl?952689261558157>. The page title is "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Sealed Documents" and lists a case: [3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#). Below this, it identifies the court as "U.S. District Court Southern District of California". A section titled "Notice of Electronic Filing" provides the following details: "The following transaction was entered by attytrain10, on 6/30/2011 at 4:20 PM PDT and filed on 6/30/2011". The case name is "Roes Surety Corporation v. Doe", the case number is [3:11-cv-00037-LAB -NLS](#), and the filer is "attytrain10". The document number is [7](#). The docket text reads: "SEALED LODGED Proposed Document re: [6] MOTION to File Documents Under Seal. Document to be filed by Cle Seal is granted. (With attachments)(attytrain10,)". At the bottom, it states: "3:11-cv-00037-LAB -NLS Notice has been electronically mailed to:".

Slide notes: The Notice of Electronic Filing is now generated and sent to all registered users in the case.

Conclusion of Filing Civil Sealed Documents in CM/ECF

- If you need additional assistance relative to E-filing your civil proposed sealed documents, you can contact the CM/ECF Help Desk at 866-233-7983.
- Unless otherwise ordered by the court, parties must deliver to the Clerk's Office or mail directly to the judge's chambers, within 24 hours after filing, any criminal or civil case filing which exceeds 20 pages in length including attachments and exhibits.
- Counsel must serve copies of sealed lodged proposed documents upon opposing counsel in a conventional manner.

Conclusion of Filing Civil Sealed Documents in CM/ECF

Slide notes: Conclusion of Filing Civil Sealed Documents in CM/ECF

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Conclusion of Filing Civil Sealed Documents in CM/ECF

- This completes the electronic learning module on how to E-file civil sealed lodged proposed documents in CM/ECF in the Southern District of California.

Conclusion of Filing Civil Sealed Documents in CM/ECF

Slide notes: This completes the electronic learning module on how to E-file civil sealed lodged proposed documents in CM/ECF in the Southern District of California.