

Motion to Redact a Previously Filed Document (Restrict Public Access) in a Single Case

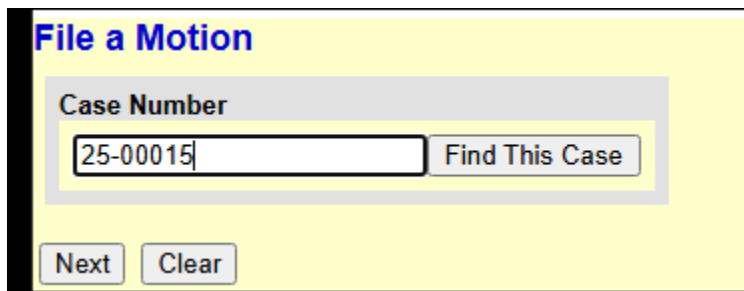
This event is available for use in Bankruptcies as well as Adversary Proceedings. The following instructions will use a BK as the example. If you are seeking to ask the Court to restrict access to multiple affected cases, you may want to open Miscellaneous Proceeding. It is recommended that the filer familiarize themselves with The Federal Rules of Bankruptcy Procedure Rule 9037 in the drafting and filing of their motion.

1. Select “Other Motions/Applications” from the Motions section. You can also use the Search feature at the top of the page to search for “redact” or “restrict.”



2. Select the event by clicking it, and select “Next.”

3. Enter the case number for the affected single case, and select “Next.”



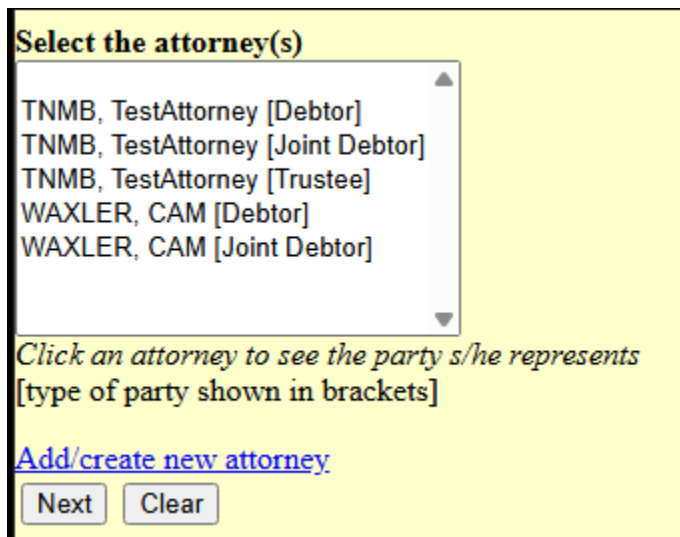
File a Motion

Case Number

25-00015 Find This Case

Next Clear

4. If you are acting without an attorney, then no selection is needed in the attorney selection screen. After selecting, adding, or doing nothing, click “Next.” If you did not make a selection, you will get a warning box that you did not make a selection. This is OK.



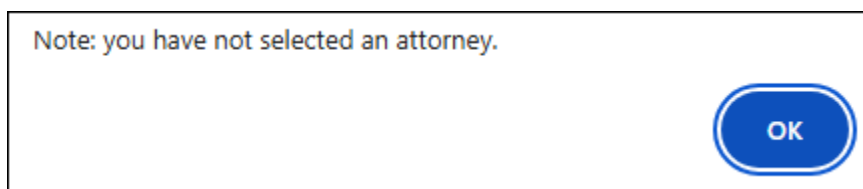
Select the attorney(s)

TNMB, TestAttorney [Debtor]
TNMB, TestAttorney [Joint Debtor]
TNMB, TestAttorney [Trustee]
WAXLER, CAM [Debtor]
WAXLER, CAM [Joint Debtor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

[Add/create new attorney](#)

Next Clear



Note: you have not selected an attorney.

OK

5. Select the Party who is making the request for redaction/restriction. This will be yourself or your client if you are an attorney. If you are not already associated with the case, you may add yourself by selecting Add/Create New Party.

Select the Party:

BEAN, LAWRENCE MARLON [Debtor] ▲

BEAN, MARY JANE [Joint Debtor]

CREDIT ACCEPTANCE CORP, [Creditor]

Hildebrand, Henry Edward III [Trustee]

US TRUSTEE, [U.S. Trustee] ▼

[Add/Create New Party](#)

Next Clear

6. You will now be able to file your motion. Make sure the date reflected is today's date and click "Choose File" to select your motion (in PDF format) from the files on your computer. Your file name should display next to the "Choose File" button to show it is ready to be filed. If you have attachments to your Motion, select "Yes." You should attach a copy of the redacted replacement document to the Motion you are filing.

*Please note that if the Court grants your request to restrict access, you will then need to file a redacted copy of the document you are seeking to be restricted on the docket.

You are filing a Motion to Redact under 11 USC 9037h. The Clerk will not redact any information from a document on behalf of a filer. In accordance with the rule, the Clerk will restrict access to the unredacted documents indicated in the motion pending an order from the Court. The filer is responsible for refileing the documents using properly redacted copies. The proposed, redacted, replacement documents should be attached to this motion and must be filed using the proper CM/ECF events when being refiled on the docket.

Date filed

Filename
Choose File TEST MOTION.pdf

Attachments to Document: ☐ No ☒ Yes

Next Clear

Attachment Screen: Choose your replacement document to show the Court what your replacement will look like. Either choose a category for your attachment or type a description for it. Select "Add to List" to add your attachment. If you have another attachment, repeat these steps. Once all attachments are listed, select "Next."

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
Choose File replacement.pdf **1**

2) Fill in the fields below.

Category and/or Description
 2

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

▲ Add to List **3**

▼ Remove from List

Next **4**

7. Select if your motion is an amended motion or not. It will normally be “No.”

Is this an Amended Motion to Redact or Restrict Access? Select **[Yes or No] .**



No ▼

8. Verify the fee of \$28.00 is correctly displayed. **DO NOT CHANGE THIS AMOUNT.** If you increase the amount, you will be overcharged. If you decrease the amount, your Motion may be denied for failure to pay the appropriate fee.

Fee Amount is Fee: \$

9. Check the box next to Refer to existing events. You can sort what events you want the system to show you by date or docket number, but it is not required.

☒ **Refer to existing event(s)?**

Filed  **to** 

Documents **to**

10. Check the box next to the Docket entry that contains the entry that you are requesting to be restricted from public viewing.

<input type="checkbox"/>	01/16/2025	5	H
<input type="checkbox"/>	01/17/2025	6	O
<input type="checkbox"/>	01/17/2025	7	A
<input type="checkbox"/>	01/21/2025	8	w
<input checked="" type="checkbox"/>	04/21/2025	9	o
<input type="checkbox"/>	05/29/2025	10	C
<input type="checkbox"/>	05/29/2025	11	L
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11. Enter the date on which you have served the appropriate parties per Federal Bankruptcy Rule 9037(h) for your certificate of service for your motion. Then select “Next.”

If a Certificate of Service was mailed - PLEASE enter the date the Certificate of Service was mailed in the box:

12. Verify your docket entry looks correct. You may add text to the text box if appropriate.

Docket Text: Modify as Appropriate.

Motion to Redact a Previously Filed Document (Restrict Public Access). Fee Amount is \$28.00. (Attachments: # (1) Redacted Copy) Certificate of Service mailed on 6/16/2025. Filed on the behalf of: Trustee Henry Edward Hildebrand III (RE: related document(s)[8]). (kdc)

13. Review what the final docket entry will look like and select “Next” to file your motion.

Docket Text: Final Text

Motion to Redact a Previously Filed Document (Restrict Public Access). Fee Amount is \$28.00. (Attachments: # (1) Redacted Copy) Certificate of Service mailed on 6/16/2025. Filed on the behalf of: Trustee Henry Edward Hildebrand III (RE: related document(s)[8]). (kdc)

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

14. The Motion will be a restricted filing on the docket so that only the appropriate parties will be able to see it. While the Court considers whether to grant your request, the Court will restrict access to the Docket Entry in question. Upon a decision from the Judge, the Clerk will either permanently restrict access or allow access as appropriate.

15. If the Court grants your restriction request, you may now file your redacted/corrected PDF. This corrected filing should be filed using the appropriate ECF event.

Questions? Call the Clerk's Office at 615-736-5584.