# How to file Motions to Restrict Access to Documents

Local Bankruptcy Rule 9037-1 controls restrictions for this Court. All motions to restrict, redact or remediate personally identifiable information (also known as PII), whether for a claim or document, must be accomplished by outside filers.

A new MP case must be opened and the Motion to Restrict Access to Document event must be used within the MP. If the motion is filed correctly, this should always be docket entry #1.

## Adv>Miscellaneous Proceeding

₹ECF	Ba <u>n</u> krupto	y <b>-</b> A	dvers	ary 🝷
	Logout			
Adversary Event	s			
Open NEW Proce	eding	Miscellane	ous	Motions
Miscellaneous Pr	oceeding	Notices		Motions /
Answers		<u>Other</u> Pretrial	:	LBR 9013
Answers(DO N FOR 9013 Motion	<u>NOT USE</u> s)	Statements		<u>Motions</u>

File a Miscellaneous Proceeding under the Adversary category, using the Miscellaneous Proceeding event.

Open Miscellaneous Case				
Office	Nashville 😽			
Case type :	mp			
Date filed	5/3/2013			
Complaint	n 🕶			
Counsel for	plaintiff 🗠			
Next Clear				

Choose the correct information in the dropdown as it applies. Be sure you answer "n" if it is *not* an Adversary Proceeding.

Open Miscellaneous Case				
Add Associated Cases Member case number				
Lead case number	08-37		Find This Case	
Association type	Related	*		
Next Clear				

Provide "Lead case number" if applicable.

Choose appropriate "Association type".

If complaint selection is yes (on the first screen), then you must select both a plaintiff(s) AND a defendant(s); or a Miscellaneous Proc. Respondent/Defendant party type on the following screens.

If complaint is no (on the first screen), then you must select at least one Miscellaneous Proc. Movant/Plaintiff party type on the following screens.

Otherwise, an error message will appear.

Next	C	lear

Open Miscellane	ous Case				
Search for a miscellaneous proc. movant/plaintiff					
SSN / ITIN		Tax ID / EIN			
Last/Business name	Jones				
First Name					
Middle Name		N			
Search Clear		rij			

Ι

Search for the attorney for the party.

<b>∃ECF</b>	Ba <u>n</u> kruptcy <b>-</b>	Adı	🖉 CM/ECF - U.S. Bankruptcy Court - Windows Inte 🔳 🗖 🔀
	Logout		🕂 https://ecf-train.tnmb.circ6.dcn/cgi-bin/PerAddress.pl?9118024803386 🔒
Search for a miscel	laneous proc. movant/p	plai	AARON JONES SSN / ITIN: xxx-xx-4316
SSN / ITI	N	Ta	2190 MEMORIAL DRIVE APT A-17
Last/Business nan	ie		County: MONTGOMERY-TN
First Name			I
Middle Name			
Search Clear			
Party search result	S		😜 Internet 🦓 👻 🔍 100% 👻 🦼
JONES, AARON, 219 JONES, ABE, 156 B JONES, ABRAHAM, JONES, ADA B., 101 JONES, ADA MAE, JONES, ADA MAE, JONES, ADDIE IREN	00 MEMORIAL DRIVE AP UFFALO HOLLOW RD, G JOSEPH, 156 BUFFALO I 10A OZARK, NASHVILLE, 1911 14TH AVE N, NASH IE, 1016 MITCHELL ST, G	T A- Aini Hol TN Vill Rei	17, CLARKSVILLE, TN ESBORO, TN LOW RD, GAINESBORO, TN E, TN ENBRIER, TN
Select name from	m list Create ne	ew p	arty

Select name from list if available. If not, the click on "Create new party".

Check for the correct address.

Miscellaneous Proc. Movant/Plaintiff Information				
AARON JON	NES SSN / ITIN:xxx-4316			
Office				
Address 2				
City	CLARKSVILLE			
County	MONTGOMERY-TN (47125)			
Phone				
E-mail				
Party text				
Attorney	Alias Corporate parent / affiliate			
Submit Ca	ancel Clear			

Add the attorney for the party.

Search for a miscellaneous proc. movant/plaintiff				
SSN / ITIN	Tax ID			
Last/Business name	Bubba's			
First Name				
Middle Name				
Search Clear				

SECF B	a <u>n</u> kruptcy	🖉 CM/ECF - U.S. Bankruptcy Court - Wir
L	ogout	f https://ecf-train.tnmb.circ6.dcn/cgi-bin/PerAdd
Search for a miscella	neous proc.	BUBBA'S CARS
SSN / ITIN		NASHVILLE,
Last/Business name		County: DAVIDSON-TN
First Name		
Middle Name		I
Search Clear		
Party search results		😜 Internet
BUBBA'S BBQ, 2174 A	MADEUS DR	IVE, CLARKSVILLE, TN
BUBBA'S CARS, NASI	HVILLE	
Select name from	list	Create new party

Search and select correct party. Click on "Select name from list".

Miscella	neous Proc. Movant/Plaintiff Information
BUBBA'S CA	ARS SSN / ITIN:Unknown
Office	Addres
Address 2	123 MAIN STREET Addres
City	NASHVILLE St
County	DAVIDSON-TN (47037) Coun
Phone	I
E-mail	
Party text	
Attorney	Aliae Corrorate parent / affiliate Review Ad
Allomey	Corporate parent / annuate be
Submit C:	ancel

# Make sure all information is filled in correctly.



Click "End miscellaneous proc, movant/plaintiff selection" when party information is completed.

### **Open Miscellaneous Case** Search for a party SSN / ITIN Tax Last/Business name First Name Middle Name Search Clear End party selection

Click "End Party Selection" if there are no other parties to add.

Registration of Foreign Judgment	
Quash a Subpoena Outside this District	
Motion for a Protective Order	
Perpetuate Testimony concerning a potential AP under FRB	P 7027
Register a discharge order under FRBP 4004(f)	
Filing or Indexing a Misc. Paper	
Motion to Restrict Access to Document	
Compel (Other) が	

Select "Motion to Restrict Access to Document". If filed correctly, the Motion to Restrict Access to Document will be #1 on the docket report.

Open Mis	scellane	eous Case	)
Date filed	5/3/2013		
Filename			
N:\Motion To	Restrict-Te	est Doc.pdf	Browse
Attachment	s to Docu	ment: 💿 No	) 🔿 Yes 🌾
Next Cl	ear		

Browse and attach the Motion to Restrict.

Open Miscellaneous Case					
Date filed	5/3/2013				
Filename					
N:\Motion T	o Restrict-Te	est Doc.pdf	Browse		
Attachmen	ts to Docu	ment: 🔿 No	Yes		
Next C	lear				

Select one or more	e attachments.	
1) Select the PDF	document that con	ntains the attachment.
Filename		
		Browse
2) Fill in the fields	below.	
Category	and/or	Description
	*	
3) Add the filename	e to the list box be	low. If you have more attachme
the Next button.		
C:\fakepath\CLAIM-	BUBBA'S CARS.pdf	
	R.	Add to List
	·	
		Remove from List
		Remove from List
		Remove from List
Nevt		Remove from List
Next		Remove from List

Browse and attach the supporting document(s).

Check that the correct supporting document has been attached. If correct, click "Add to List", If not, highlight document, click "Remove from List". Attach the correct document(s). You may attach more than one document by clicking on "Browse" at the top of the page.

Note: The court will restrict access to this document pending a final determination of the motion.

Note: Consider printing this page for your later reference.

If you intend to replace the original restricted document in the case record, file either:

An Amended Claim: Go to Bankruptcy > Claims > File a Claim. Enter the original claim number in the Amends Claim box, select Find, select the proper creditor, and enter Redacted Claim in the Description box.

An Amended Document: Go to Bankruptcy > Miscellaneous > Other/Notices > Amended Document. Be certain to relate to the original restricted document.

Next Clear

#### Open Miscellaneous Case

Fee Amount is Fee: \$46.00



Filing Fee is to be paid at time of filing.

Open Miscellaneous Case	
Docket Text: Modify as Appropriate.	
Motion to Restrict Access to Document.	Filed by AARON JONES , BUBBA'S
CARS . Fee Amount is \$46.00.	(Attachments: # (1) Proof of Claim) (daoatty)
1	
Next Clear	

## Insert additional text if needed.



Make sure all information is correct before clicking submit".

Summary of current charges					
Date Incurred	Description	Amount			
2010-09-14 15:04:25	Voluntary Petition (Chapter 11)(3:10-bk-00002) [misc,volp11] (1039.00)	\$1039.00			
2010-09-15 10:12:30	Voluntary Petition (Chapter 11)(3:10-bk-00003) [misc,volp11] (1039.00)	\$1039.00			
2012-05-31 15:13:01	Voluntary Petition (Chapter 11)(3:12-bk-00001) [misc,volp11] (1046.00)	\$1046.00			
2012-05-31 15:20:26	Complaint(3:12-ap-90006) [cmp,cmp] ( 293.00)	\$ 293.00			
2012-07-10 14:11:33	Voluntary Petition (Chapter 13)(3:12-bk-00029) [misc,volp13] ( 281.00)	\$ 281.00			
2013-05-02 13:02:57	Motion to Restrict Access to Document(1:13-mp-00011) [motion,mrscImac] ( 46.00)	\$ 46.00			
2013-05-03 13:24:21	Motion to Restrict Access to Document(1:13-mp-00012) [motion,mrscImac] ( 46.00)	\$ 46.00			
2013-05-03 14:15:21	Motion to Restrict Access to Document(3:13-mp-00013) [motion,mrscImac] ( 46.00)	\$ 46.00			
		Total: \$3836.00			
Pay Now Continue Filing					

**U.S. Bankruptcy Court** 

Middle District of Tennessee - TRAINING SYSTEM

Notice of Electronic Filing

 The following transaction was received from daoatty entered on 5/3/2013 at 2:15 PM CDT and filed on 5/3/2013

 Case Name:
 JONES et al

 Case Number:
 3:13-mp-00013

 Document Number: 1

Docket Text: Restricted. Please log into CM/ECF to access this information.

The following document(s) are associated with this transaction:

Document description:Main Document Original filename:Motion To Restrict-Test Doc.pdf Electronic document Stamp: [STAMP bkecfStamp\_ID=992623805 [Date=5/3/2013] [FileNumber=23125-0] [0 142531799c41f7055daf7b9bb4b8093aa0f815973a4a85b5ca52846c77e8708bc39bec 07a751faeacb52f9b4cb4275e82d1e7ec77789e09056709d26f58f734]] Document description: Proof of Claim Original filename:C:fakepath/CLAIM-BUBBA'S CARS.pdf Electronic document Stamp: [STAMP bkecfStamp\_ID=992623805 [Date=5/3/2013] [FileNumber=23125-1] [6 73c2a76146f7225ab9a0be574c4a36d6e1ba05b80416a4c1b01516843cd4ba3caf1c1 b45365ebf6693206b94950d4f8238b9042bb05c88d6b89fab01cea60d]]

3:13-mp-00013 Notice will be electronically mailed to:

3:13-mp-00013 Notice will not be electronically mailed to:

BUBBA'S CARS 123 MAIN STREET NASHVILLE,

AARON JONES 2190 MEMORIAL DRIVE APT A-17 CLARKSVILLE, TN 37043 Electronic Receipt for your records, provides MP case number.