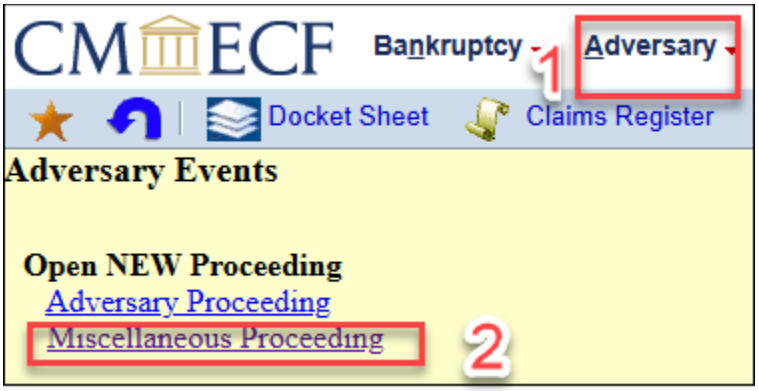
MP Motion to Redact a Previously Filed Document (Restrict Public Access)

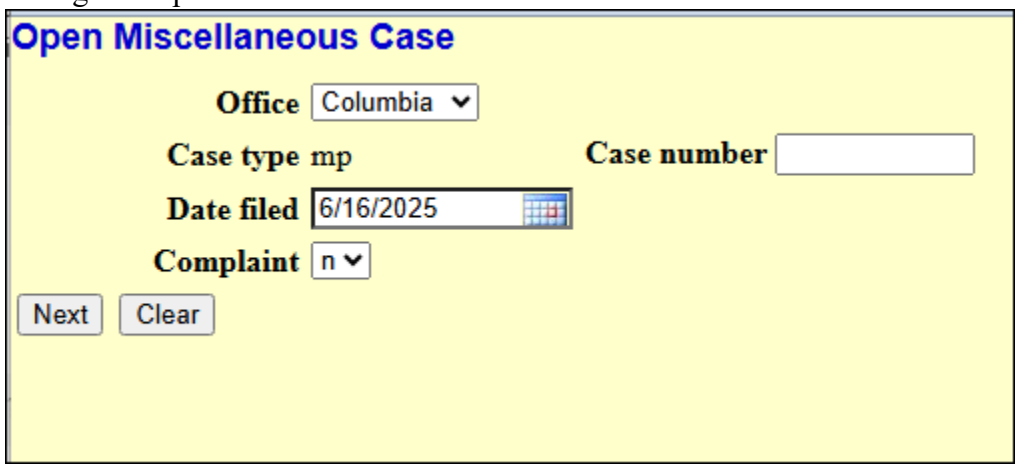
For use in large requests affecting multiple cases

These instructions explain how to file a Miscellaneous Proceeding to allow for a single motion to be filed to request restriction of access to multiple documents across multiple cases. If you are seeking to restrict access to information in a single case, you may use the BK or AP event "Motion to Redact a Previously Filed Document (Restrict Public Access). 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. For large requests, it is also recommended to call the Court Clerk's office to explain the motion to be filed, prior to filing, as well as to coordinate how replacement documents will be handled.

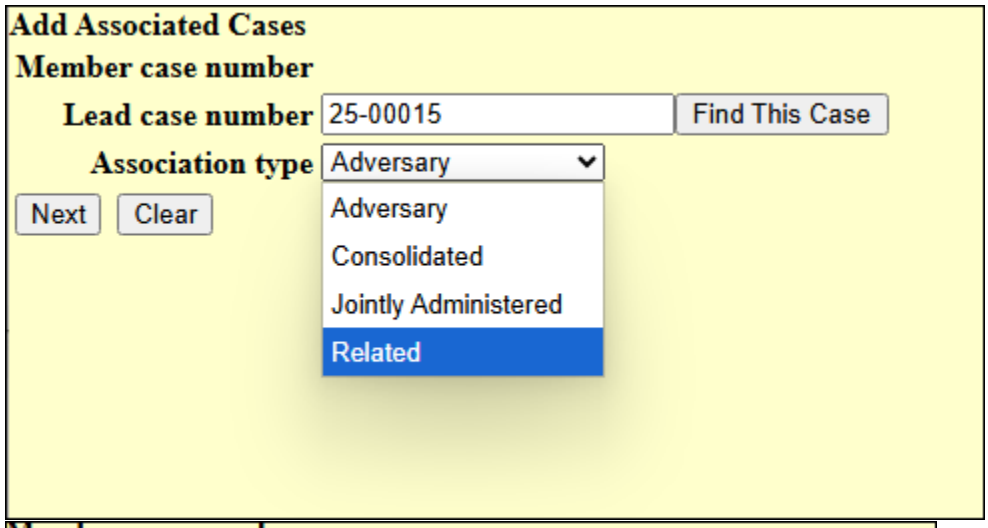
1. Select "Adversary" from the top bar of your screen in CM/ECF. Then select "Miscellaneous Proceeding."

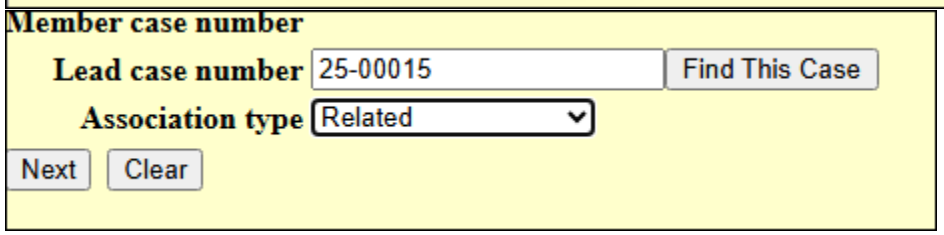


2. Select your Office (**Nashville** should be selected if the affected cases span multiple divisions)
   Leave Case Number blank
   Check to be sure today's date is showing
   Change Complaint to "n" and then select "Next"



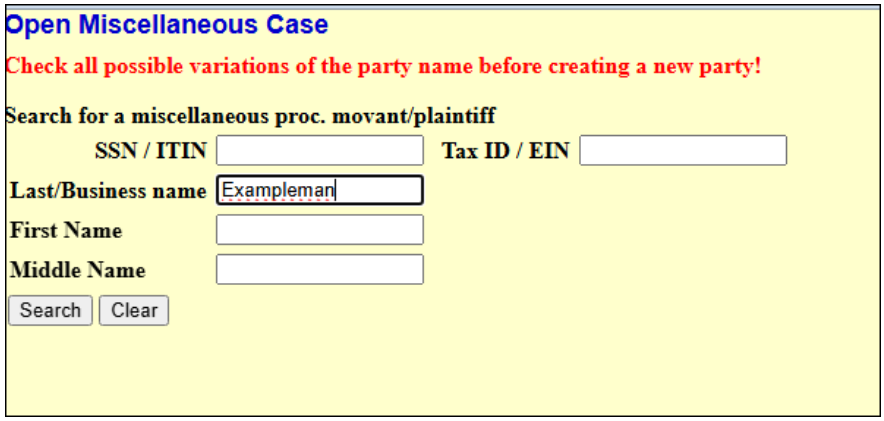
3. Enter the case number for one of the affected cases and select “Related” from the drop-down tool and select “Next.”



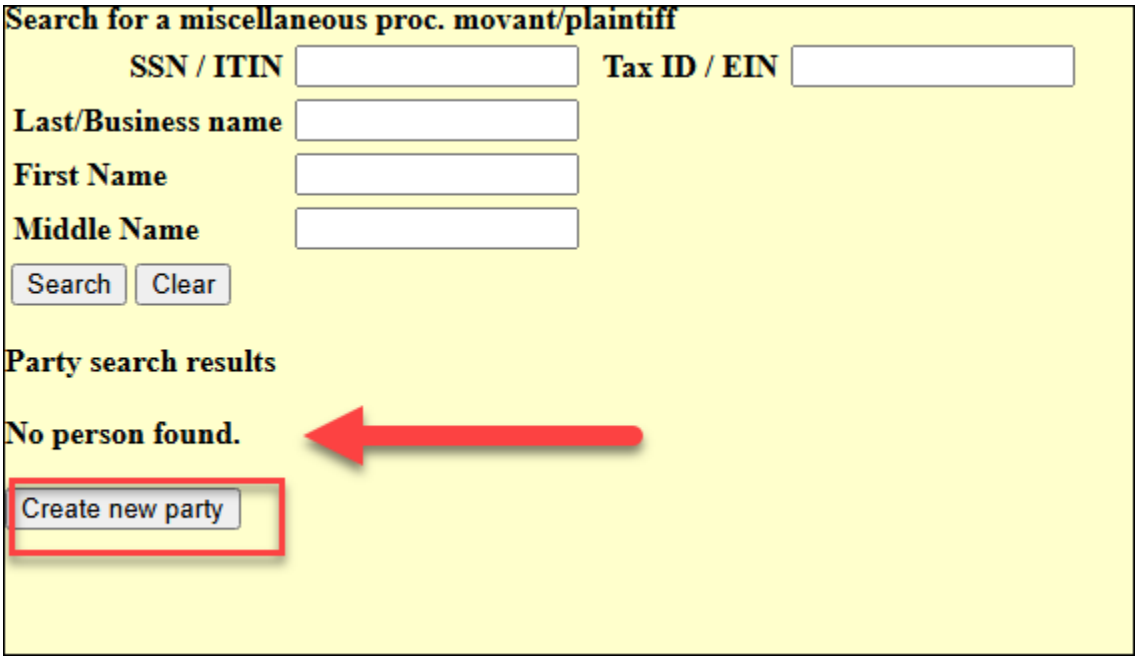


4. You will now see a warning page about selecting appropriate parties. You selected “n” for complaint earlier. Click “Next” to proceed.

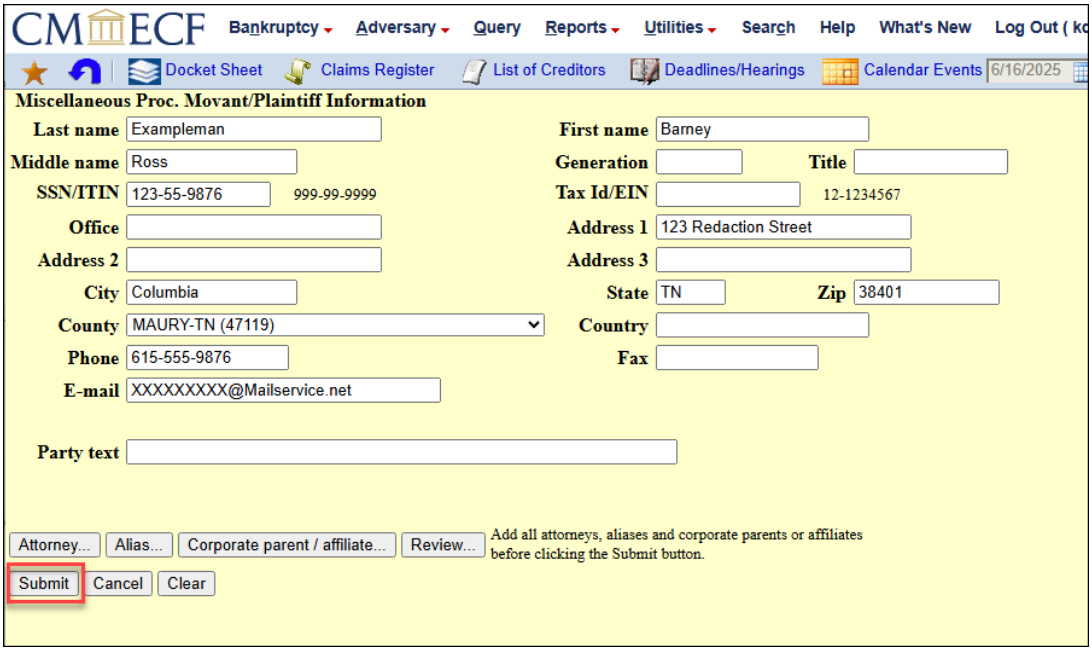
5. You will now select/enter the information for the party filing this motion, or what is called the “Movant.” If the movant is already in the ECF system, you can search for them by SSN, Business ID, or name. You must search for at least one criteria.



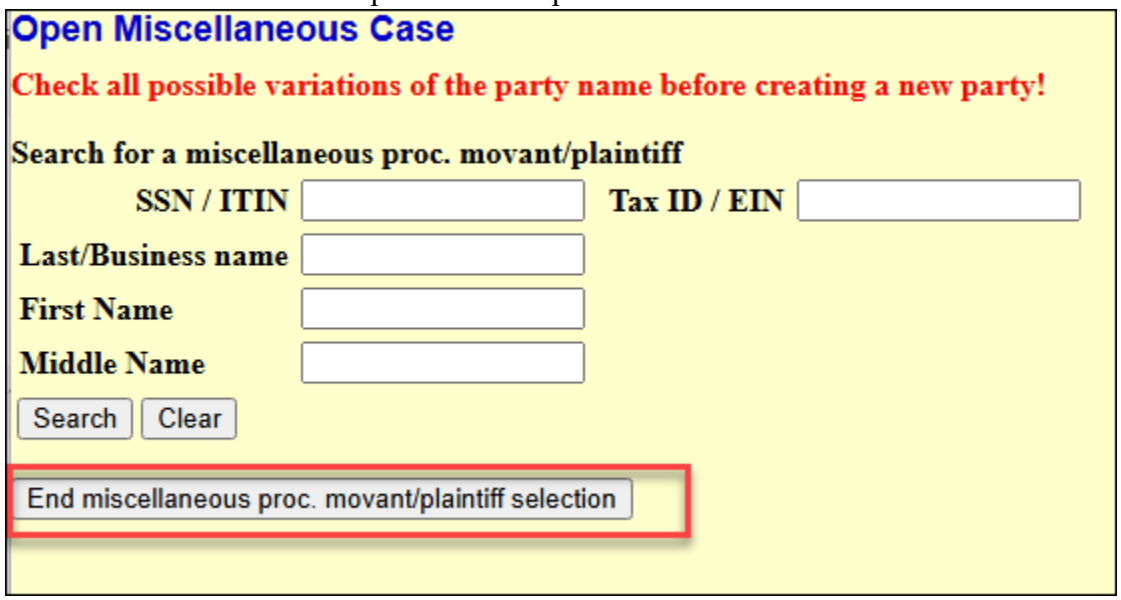
6. If your party appears in the search results, pick them. Otherwise, you will need to add them to the system. PLEASE BE SURE TO SEARCH THOUROUGHLY BEFORE ADDING PARTIES TO THE SYSTEM. In this example, we will assume you returned no results. You will need to create a new party.



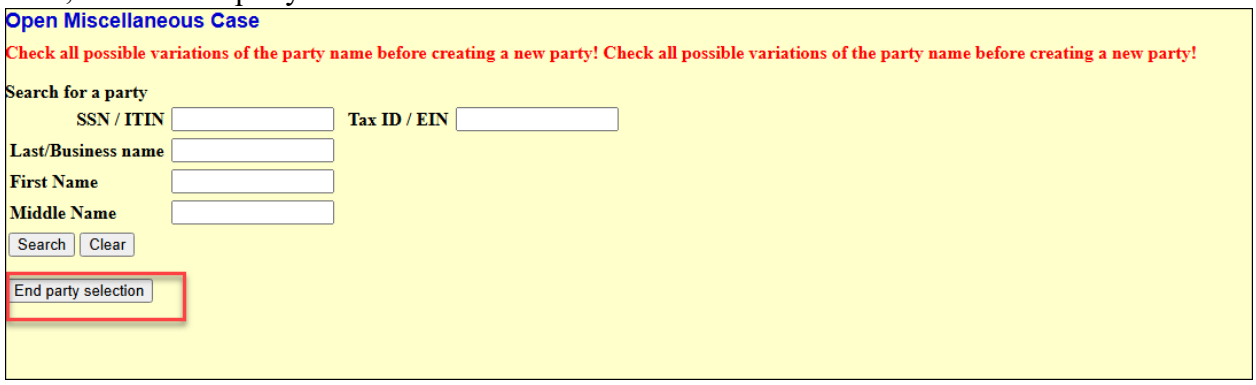
Fill out the requested information and select "Submit." Do not add a Country if in the USA.



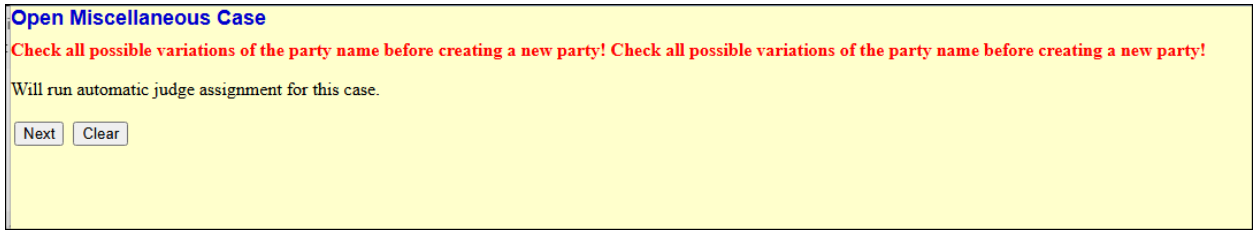
7. If adding another movant, repeat steps 5 -7. If you have your movant(s) added/selected, click to "End miscellaneous proc. Movant/plaintiff selection"



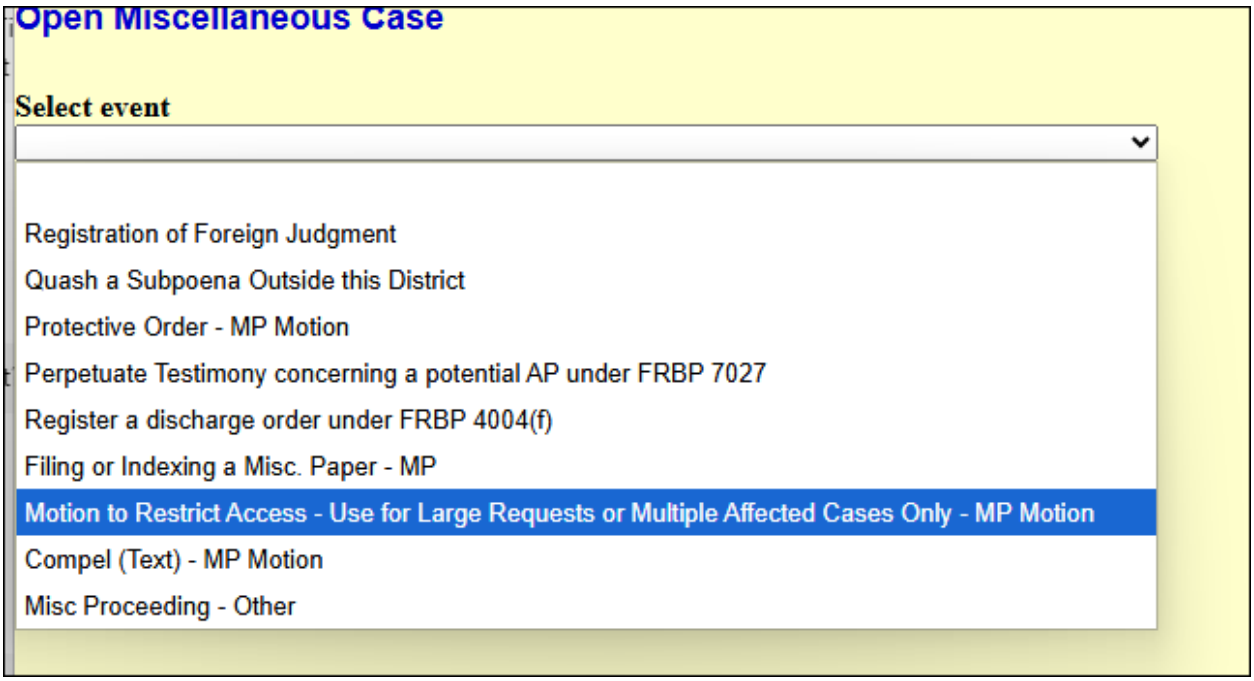
Now, select "End party selection."



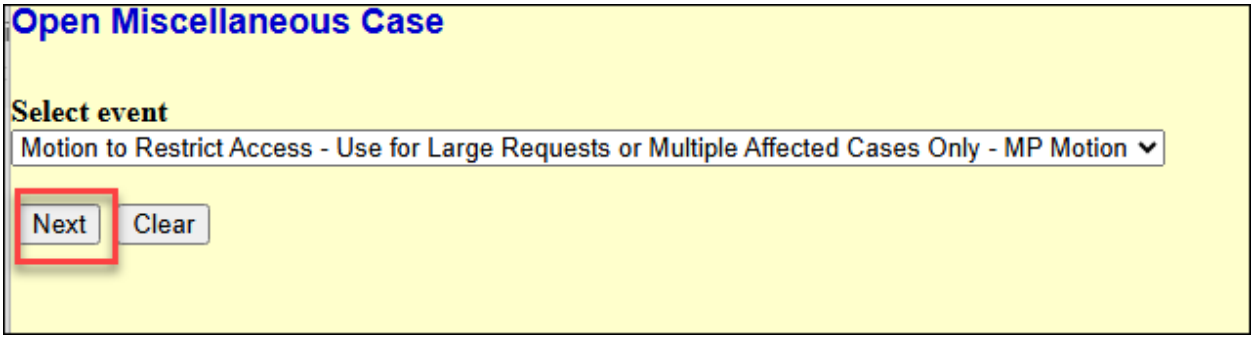
8. Click "Next" and the system will determine which Judge to assign your case to.



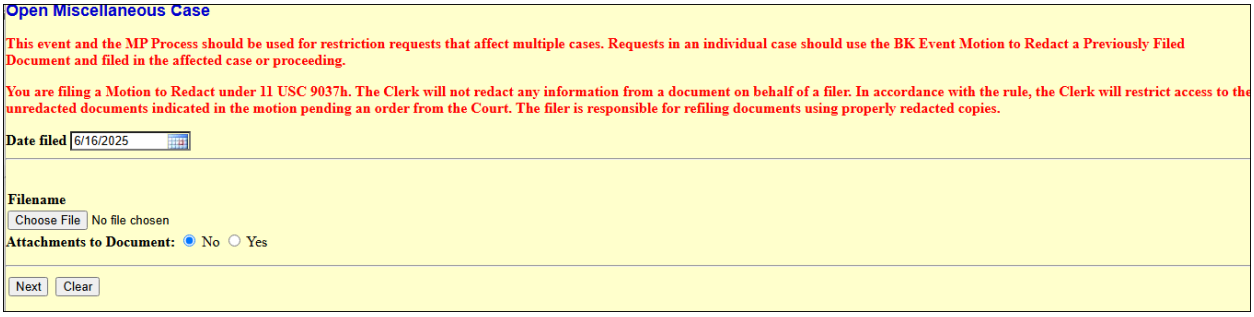
9. Select "Motion to Restrict Access – Use for Large Requests or Multiple Affected Cases Only -MP Motion" from the drop down list.



Then select "Next."

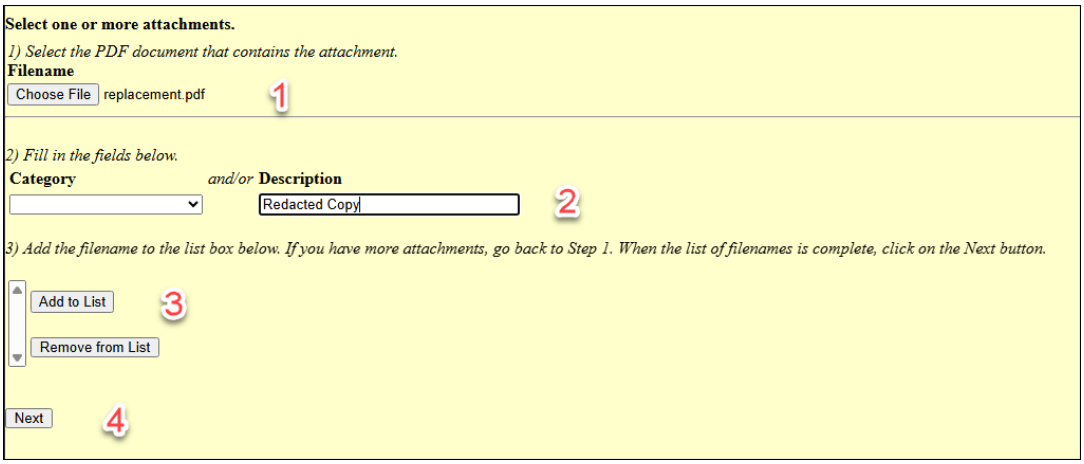


10. You will now be able to file your motion. Make sure the date reflected is today's date and click "Choose File" to select your motion (in PDF format) from the files on your computer. Your file name should display next to the "Choose File" button to show it is ready to be filed. If you have attachments to your Motion, select "Yes." You should attach a list of the affected cases you are seeking to address to the Motion as an attachment or as part of the PDF, so that the Judge can evaluate your request.

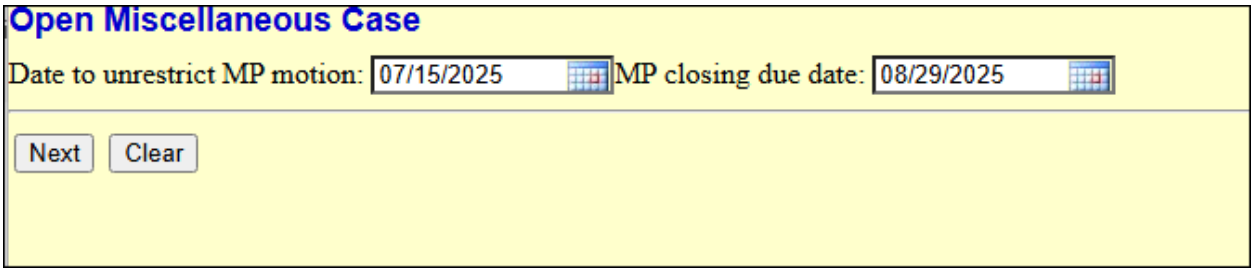


If there are attachments to the Motion:

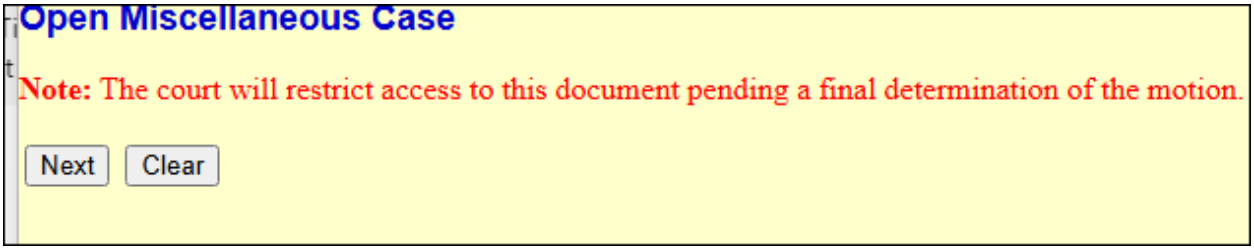
Attachment Screen: Choose your replacement file to show the Court what your replacement will look like. Either choose a category for your attachment or type a description for it. Select "Add to List" to add your attachment. If you have another attachment, repeat these steps. Once all attachments are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



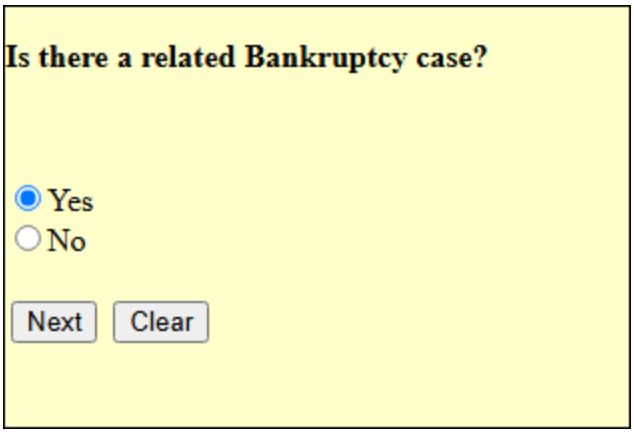
11. Do not change these dates! Click "Next."



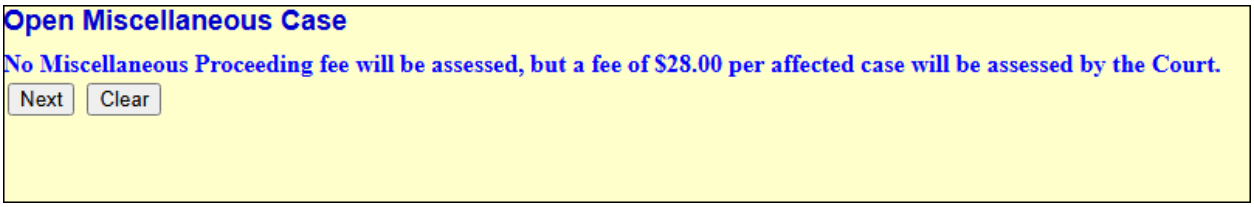
12. Read this announcement and then select "Next."



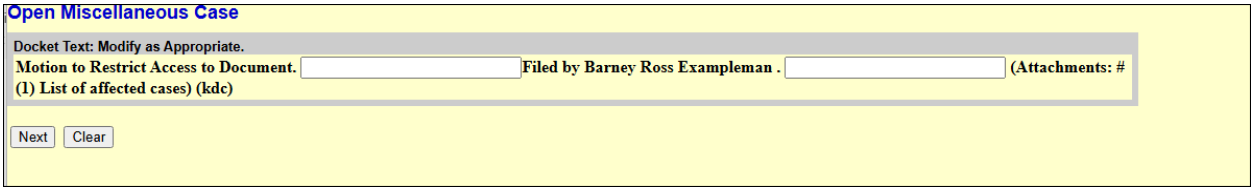
13. Click "Yes" that there is an associated Bankruptcy case. If for some reason, there is no associated case, select, "No." There should be an associated case in all normal circumstances. If there is no associated case, the statutory fee will be charged for opening the Miscellaneous Proceeding.



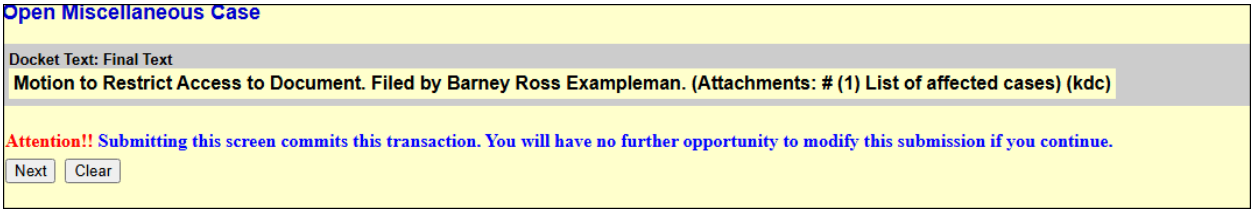
14. The Court will assess the statutory fee of $28.00 per affected case and issue a Bill of Cost (BOC) to the filer. Select "Next."



15. Verify your docket entry looks correct. You may add text to the text boxes if appropriate. Select "Next."



16. Review what the final docket entry will look like and select "Next" to open your Miscellaneous Proceeding.



17. The Miscellaneous Proceeding will be a restricted filing so that only the appropriate parties will be able to see it for some time. A Judge will decide on whether the Motion to Restrict Access will be granted or denied and enter an order in the Miscellaneous Proceeding. The Clerk will then either restrict access as ordered or take no action, as appropriate.

18. A party contemplating filing such a Miscellaneous Proceeding is highly encouraged to call the Clerk's Office at 615-736-5584 to discus the matter prior to filing.