

ATTORNEY – Quick Reference Guide

Motion for Redaction of Personal Identifiers (Fee due Per Case) ME Bk Form 3 (01/20)

Step	Action
	<p>Prior to taking step 1 - create a separate pdf of each of the following: (a) the Motion for Redaction of Personal Identifiers; and (b) a complete copy of the original document filed with any and all redactions made.</p>
1.	Click on the Bankruptcy hyperlink
2.	Click Motions/Applications
3.	Enter the Case Number – click NEXT
4.	Select Motion for Redaction of Personal Identifiers from the event type list. – click NEXT
5.	<p>Select the party who is filing the motion by highlighting their name - click NEXT</p> <p>NOTE: If your party is not listed: Click Add/Create New Party – enter search criteria, click Search</p> <p>If the party’s name appears:</p> <ul style="list-style-type: none"> • Highlight and click [select name from list] • NOTE: Be sure to identify appropriate role type code, click Submit <p>If the party’s name does not appear:</p> <ul style="list-style-type: none"> • Click Create New Party button • Complete information for party • NOTE: Be sure to identify appropriate role type code, click Submit • Select the party filer – click NEXT • The Attorney/Party Association screen will appear if a new party was added to the case <p>The box to create the party/attorney association should be checked by default – click NEXT</p>
6.	The next two screens regarding hearing information should be by-passed UNLESS you are noticing the motion for hearing.
7.	<p>Click BROWSE to search and verify the PDF document you wish to attach at this screen – click Open to attach the correct PDF (the Motion for Redaction of Personal Identifiers).</p> <ul style="list-style-type: none"> • Attachments to Document: Click the Yes radio button <p>NOTE: To view the document before selecting, right click on the highlighted filename and click open</p>

ATTORNEY – Quick Reference Guide

8.	<p>Field 1) -- Click BROWSE to search and verify the PDF document you wish to attach at this screen – click Open to attach the correct PDF (the FULLY REDACTED DOCUMENT)</p> <p>Field 2) -- Leave Category field blank -- In the Description field type in (Redacted – “Document Title”)</p> <p>Field 3) - Choose Add to List – click NEXT</p>
9.	<p>At the Fee information screen leave the receipt field blank and click NEXT to proceed with the filing and make an internet payment</p>
10.	<p>If you wish, at this screen you can choose a prefix to the Motion for Redaction of Personal Identifiers, Click NEXT</p>
11.	<p>Verify that the Final Docket Text is correct – Here you can confirm that you chose the correct party-filer and attachments If correct – click NEXT If incorrect – click the browser BACK ARROW until you find the error(s) and proceed with the event</p>
12.	<p>The Summary of Current Charges screen will pop up over the Notice of Electronic Filing. Click Pay Now to pay the motion for redaction fee or click Continue Filing and pay the outstanding fees by the end of the day or you will be locked out of CM/ECF.</p>
13.	<p>The Clerk's office will process the motion by restricting public access to the un-redacted document and attaching the redacted document to the appropriate docket entry for availability to public viewing.</p>