

United States Bankruptcy Court – District of Maine

CM/ECF Filing Reference Guide

Prior to the docketing of the Motion for Redaction of Personal Identifiers the filer should

A	Complete the required Local Form 3 – Motion for Redaction of Personal Identifiers (2/24) Save as a PDF document
B	Complying with Fed R. Bankr. P. 9037 (a) create a redacted duplicate of the original pleading filed Save as a PDF document.
C	Complete a certificate of service as required by Fed. R. Bankr. P. 9037(h)(1)(D) Save as a PDF

Motion for Redaction of Personal Identifiers (Fee due Per Request)

Step	Action
1.	Select Bankruptcy .
2.	From the Events list, select Motions/Applications
3.	Enter the Case Number Select NEXT
4.	Select NEXT
	From the Available Events listing choose Motion for Redaction of Personal Identifiers (Fee Per Case) Select NEXT
5.	From the party listing either : (A) Select the party filing the motion Select NEXT and move on to step 6 OR (B) Add/Create New Party Fill in the requested information Select SEARCH If your party is found in the search results, select the name. If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role”. Select SUBMIT

	<p>From the party listing make a selection.</p> <p>Select NEXT</p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p>IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</p>
6.	<p>ONLY COMPLETE THE NEXT SCREEN IF YOU ARE FILING THE HEARING NOTICE WITH THIS MOTION. If the hearing notice is not included with this filing please skip the next screen.</p> <p>Select NEXT</p>
7.	<p>If appropriate as referenced in Step 6 Enter hearing date, time, and location.</p> <p>Enter the Objection date.</p> <p>Select NEXT.</p>
8.	<p>This screen allows you to browse your system to attach the PDF of the motion for redaction.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select OPEN</p> <ul style="list-style-type: none"> In order to include a Proposed Order and/or a Notice of Hearing choose Yes at Attachments to Document <p>Select NEXT</p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the motion for redaction.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select OPEN.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the motion for redaction</i></p> <p>If correct,</p>

	<p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select NEXT to move to step 9</p>
9.	<p>Each Affected case is Charged a \$28 Redaction Fee. Please enter the Total Fee Amount on Next Screen.</p> <p>Select NEXT</p>
10.	<p>LEAVE THE RECEIPT NUMBER BLANK IF YOU ARE PAYING VIA THE INTERNET!</p> <p>Select NEXT</p>
11.	<p>This screen serves as the last chance to verify that the Docket Text: Modify as appropriate is correct. Using the dialogue boxes, make any necessary modifications. If correct,</p> <p>Select NEXT</p>
12.	<p>This screen serves as the last chance to verify that the Docket Text: Final Text is correct. If correct,</p> <p>Select NEXT – the docketing process will be committed.</p> <p>If any changes need to be made use the back navigation arrow to make the corrections. Retrace actions once correction is made.</p>
13.	<p>The Summary of Current Charges screen will pop up over the Notice of Electronic Filing. Click Pay Now to pay the filing fee or click Continue Filing and pay the outstanding fees by the end of the day.</p>
	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete.</p>

January 2025