

Slide 1 - Welcome

<b>Filing a Motion to Seal</b>	Animation
 <p><b>Welcome to the lesson on Filing a Motion to Seal</b></p>	

**Slide notes**

Welcome to the lesson on Filing a Motion to Seal.

Slide 2 - Navigation

The slide features a light blue background with a large, faint watermark of the California State Seal. The text is arranged in several paragraphs. A red letter 'i' in the top right corner is highlighted with a white information box. A red callout bubble points to a 'START' button at the bottom center. A small 'Click Box' label is positioned near the first paragraph.

**Electronic Learning Module Version 1.0**  
Captive Version 3.0  
CM/ECF Version 2  
Production Information:  
Produced by: AO-OIT-SDSD-Training Branch  
Contact Information:  
<http://www.ca4.uscourts.gov/>  
December 5, 2007

In order to closely simulate the CM/ECF you to follow that mimic the actual software. You may also use the playback controls a you may rewind to the beginning of the le back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter i near the upper right corner for lesson module version information.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

**START**

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

**Objectives**

When you complete this lesson module, you will be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Select a Party Filer
- ◆ Locate and Submit a PDF File
- ◆ Select a Motion Relief
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

Click the **Continue** button.

**CONTINUE**

Click here.

Click Box  
(247 x 445)  
(X:0; Y:0)

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)  
 Date: 10/24/2007

First select category of event: Next select an event:

Forms, Notices & Filing Fees  
 **Motions, Responses & Replies**  
 Documents  
 Notices & Acknowledgments  
 Judgments  
 Rehearing Petitions & Answers  
 Bills of Cost & Objections  
 Other, Sealed & Paper Filings

**Please Select**  
 Appearance of counsel filed (Local Rule 46(c))  
 Appearance of qualified law student filed [Local Rule 46(a)]  
 Appendix designations served  
 Certificate of compliance with type-volume limitations filed  
 Certificate of confidentiality filed  
 Certificate of service filed  
 Certificate of service of Anders brief filed  
 Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

We will assume you are going to file a motion to seal your brief. You've already logged in to CM/ECF, selected Docketing, and entered your case number. For details on how to do those steps, see the lesson module on Filing an Appearance of Counsel.

You're now ready to select the appropriate event for the motion. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the category in the left pane is Motions, Responses & Replies. Click the radio button for that category.

Slide 5 - Slide 5

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Rehearings**
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

**Please Select**

- CJA 23 application (SEALED) to proceed under CJA filed
- Consent/stipulation filed
- IFP application to proceed in forma pauperis filed
- Motion filed**
- Application to proceed under Prison Litigation Reform Act filed
- Response/answer filed
- Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click Box (247 x 445) (X:0; Y:0)

Click the radio button for Motion filed.

Click here.

CMI/ECF Appellate

Slide notes

Now the right pane shows all the events in that selected category. Click the radio button for the Motion filed event.

Slide 6 - Slide 6

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- CJA 23 application (SEALED) to proceed under CJA filed
- Consent/stipulation filed
- IFP application to proceed in forma pauperis filed
- Motion filed
- PLRA application to proceed under Prison Litigation Reform Act filed
- Reply filed
- Response/answer filed
- Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the down arrow  
Click here.

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

The screenshot shows a web application window titled "Docketing Motion filed". The navigation menu includes "Docketing", "Reports", "Utilities", "Logout", and "Help". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson".

On the left, a vertical sidebar contains the text "CMI/ECF Appellate". A "Click Box (247 x 445) (X:0; Y:0)" is overlaid on the sidebar area.

The main content area is divided into two columns:

- First select category of event:**
  - Forms, Notices & Filing Fees
  - Motions, Responses & Replies**
  - Briefing Documents
  - Argument Notices & Acknowledgments
  - Judgments
  - Rehearing Petitions & Answers
  - Bills of Cost & Objections
  - Other, Sealed & Paper Filings
- Next select an event:**
  - Please Select
  - CJA 23 application (SEALED) to proceed under CJA filed
  - Consent/stipulation filed
  - IFP application to proceed in forma pauperis filed
  - Motion filed**
  - PLRA application to proceed under Prison Litigation Reform Act filed
  - Reply filed
  - Response/answer filed
  - Response/answer filed to petition for rehearing/rehearing en banc

Below these columns, a text instruction reads: "Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point."

An "Applied Case Selection" window is open, showing a list with one entry: "07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)".

At the bottom, there is a "Total: 0 Selected" label, an "All" button, a "Reset" button, and a "Docket Event" button. A callout box points to the "Docket Event" button with the text "Click the Docket Event button." Another callout box points to the "All" button with the text "Click here."

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

CMI/ECF Appellate

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- CJA 23 application (SEALED) to proceed under CJA filed
- Consent/stipulation filed
- IFP application to proceed in forma pauperis filed
- Motion filed
- PLRA application to proceed under Prison Litigation Reform Act filed
- Reply filed
- Response/answer filed
- Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Additional Information**

Add Modifier as appropriate:

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click the check box for Carolyn Henderson.

Click here.

**Additional Information**

Enter name of party represented if not in list of party filers above:

**PDF Document**

Document:

Slide notes

Now we need to select the party filer. If the party you are representing is not listed, you could type their name in the field under Additional Information. Since you're representing the Appellant in this case, click the check box for Carolyn Henderson.

Slide 10 - Browse for PDF

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Additional Information**

Add Modifier as appropriate:

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Additional Information**

Enter name of party represented if not in list of party filers above:

**PDF Document**

Document:

Add Another

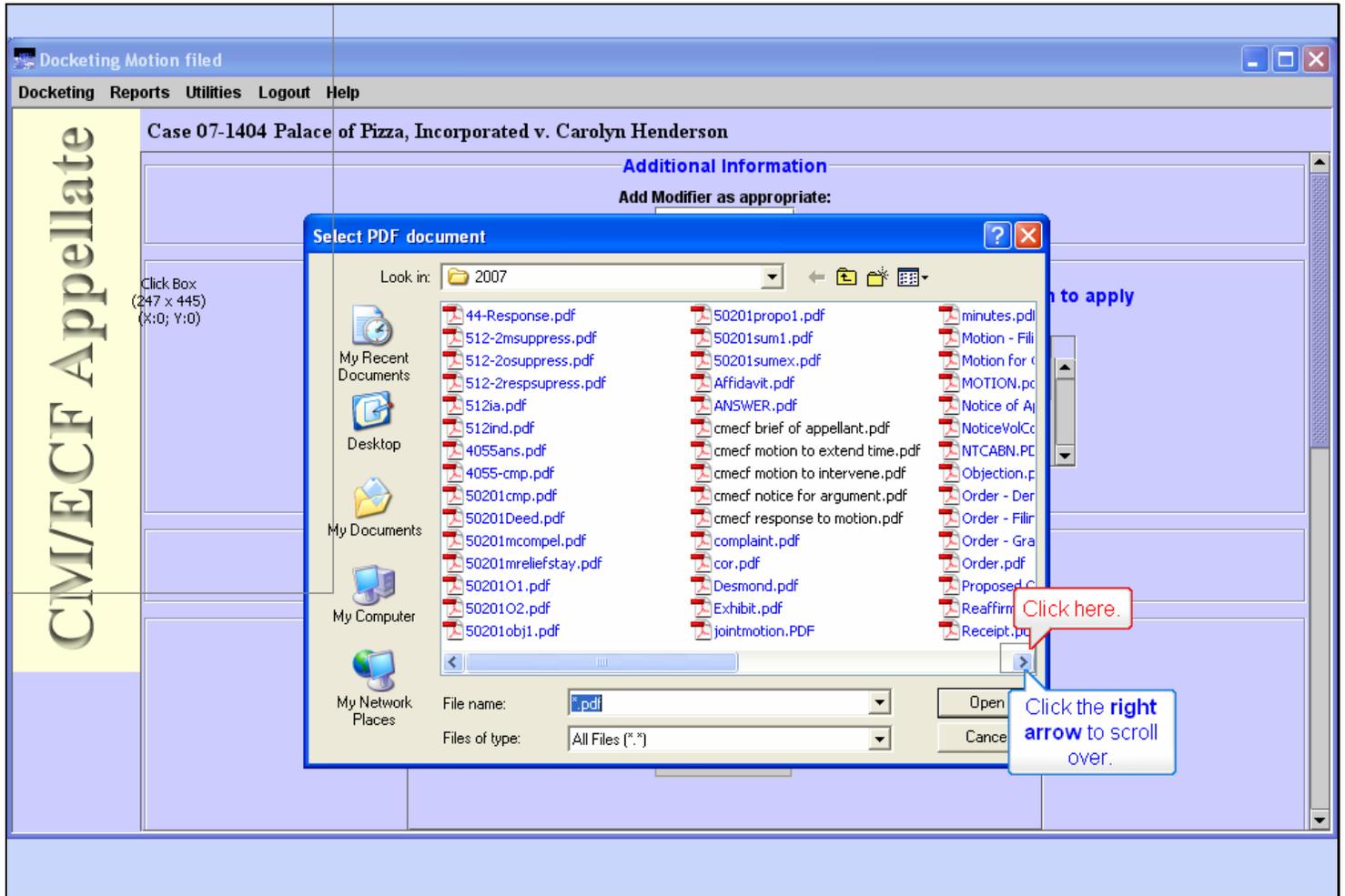
Click the **Browse...** button.

Click here.

Slide notes

We are now ready to find the PDF file that is our motion. To find it, click the Browse button.

Slide 11 - Slide 11

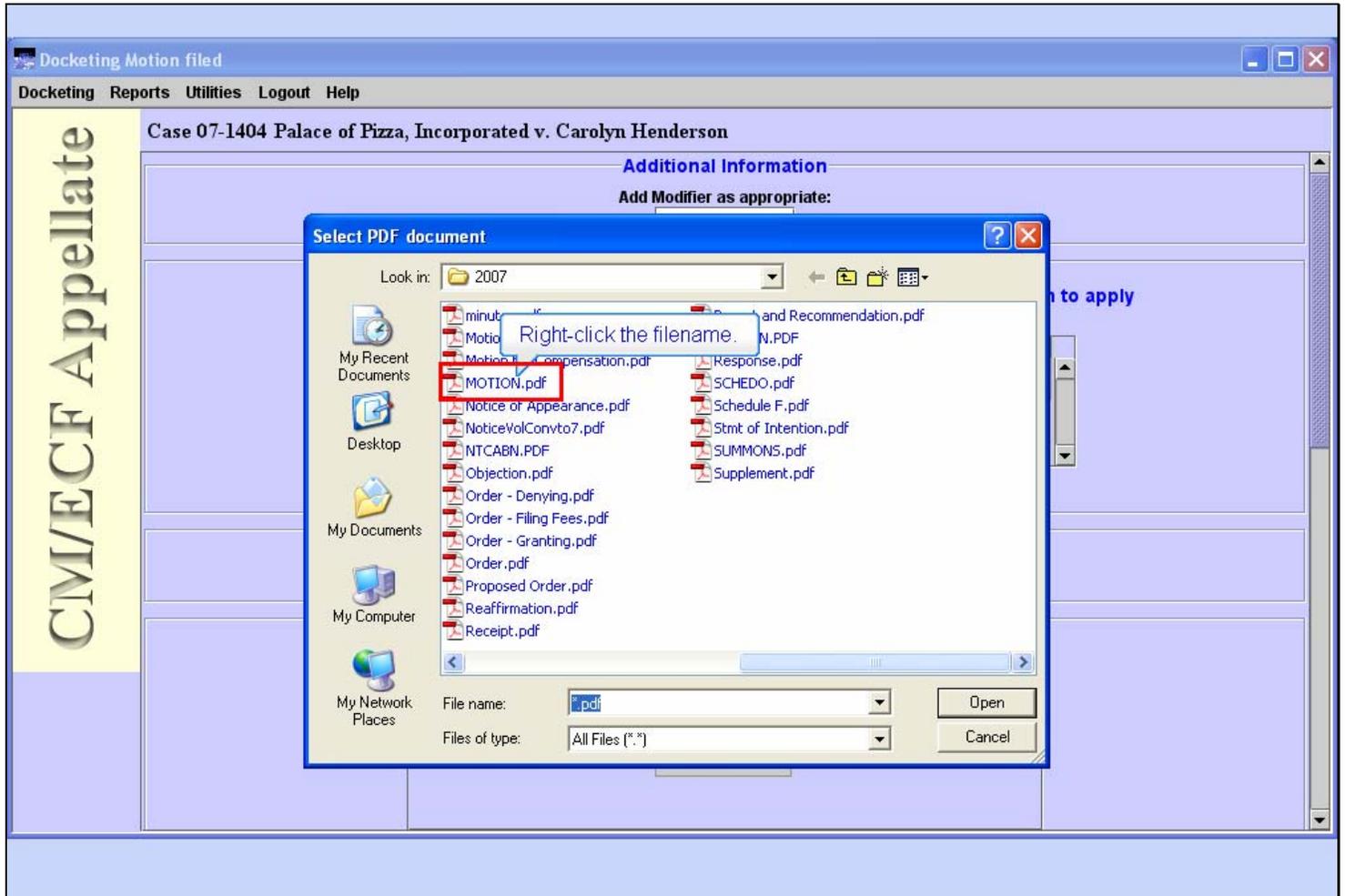


Slide notes

A Select PDF document dialog box pops up. By the way, for information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our motion is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 12 - Slide 12

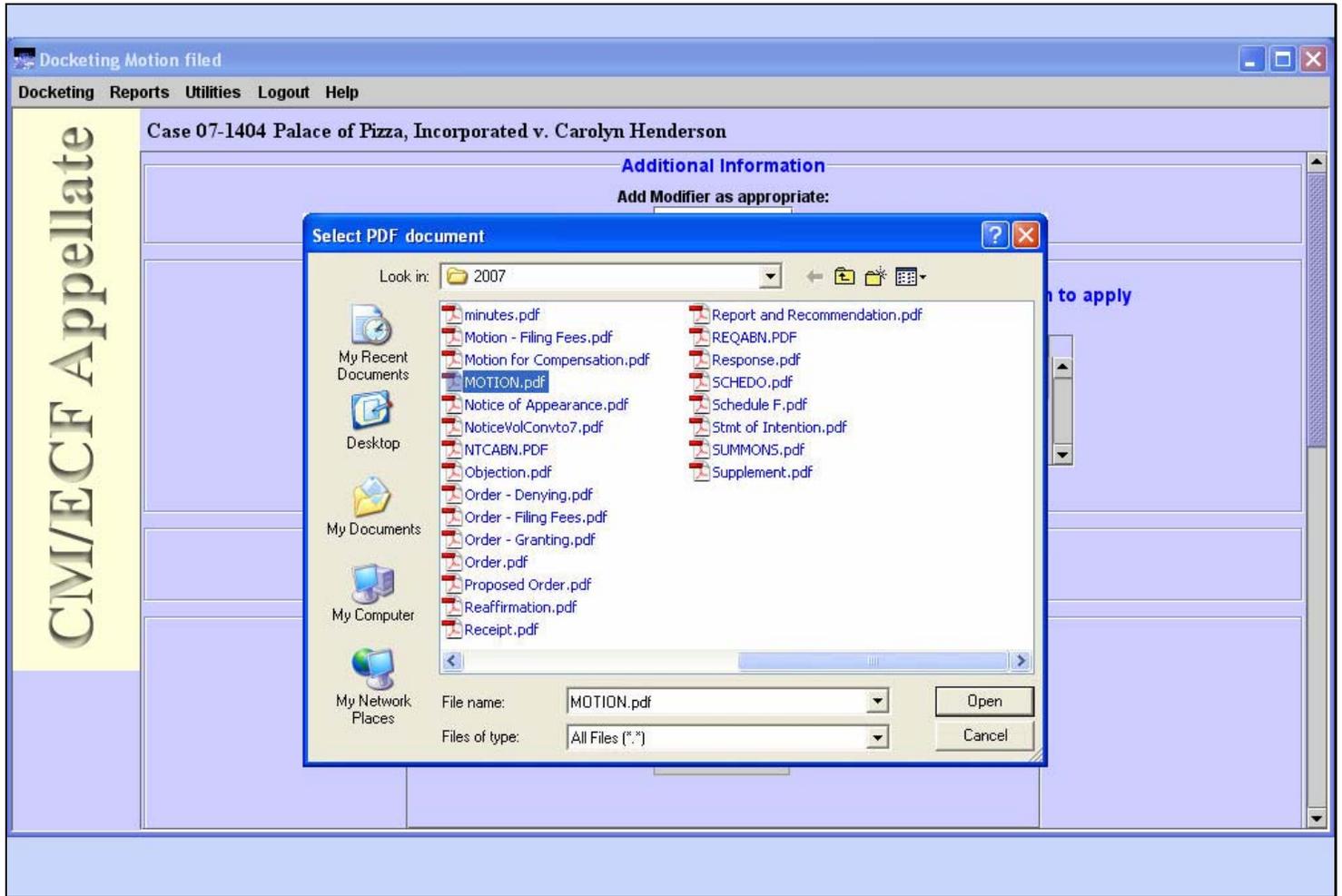


Slide notes

And now we can see our file, named Motion.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

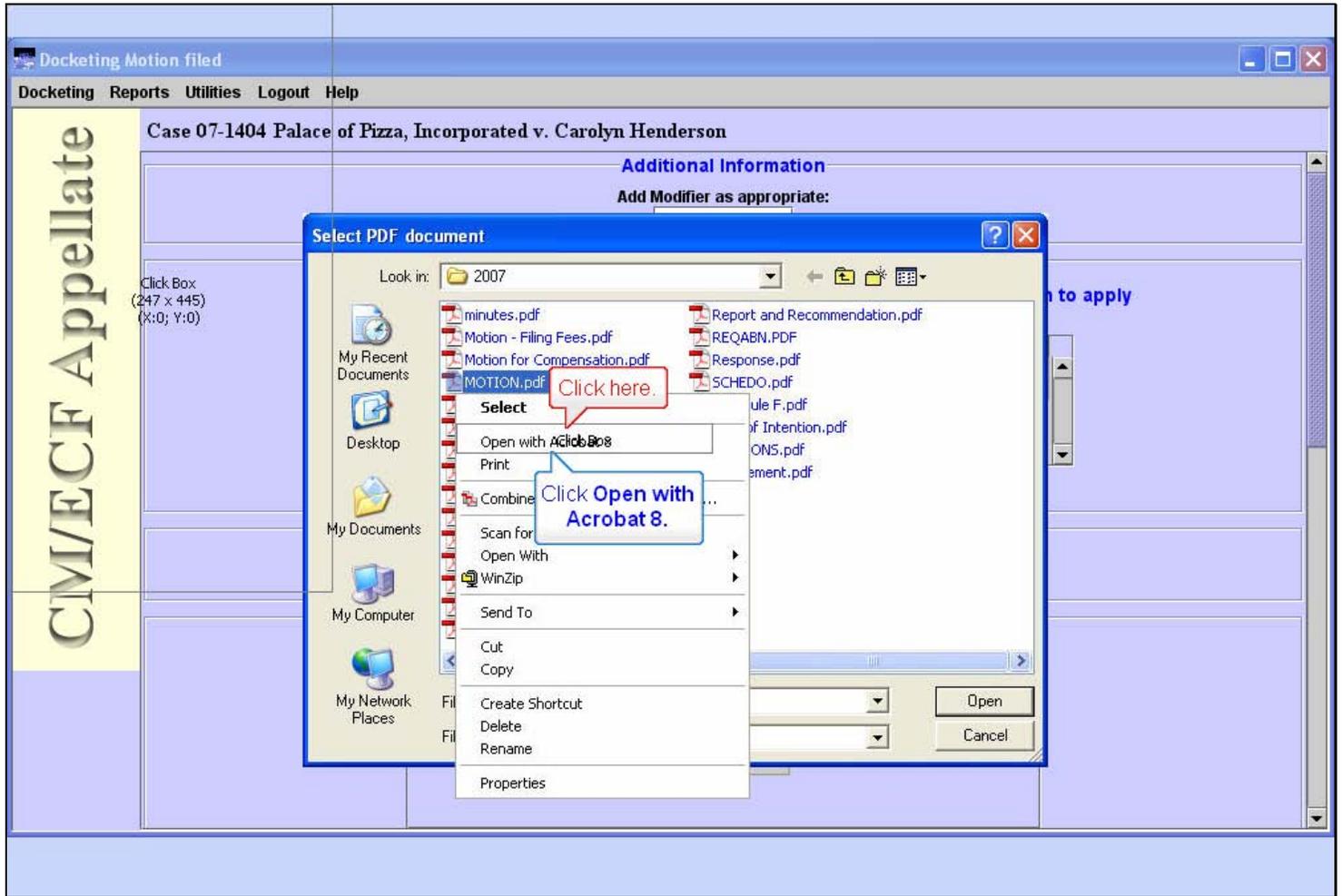
Slide 13 - Slide 13



Slide notes

(Note: This is a transition slide.)

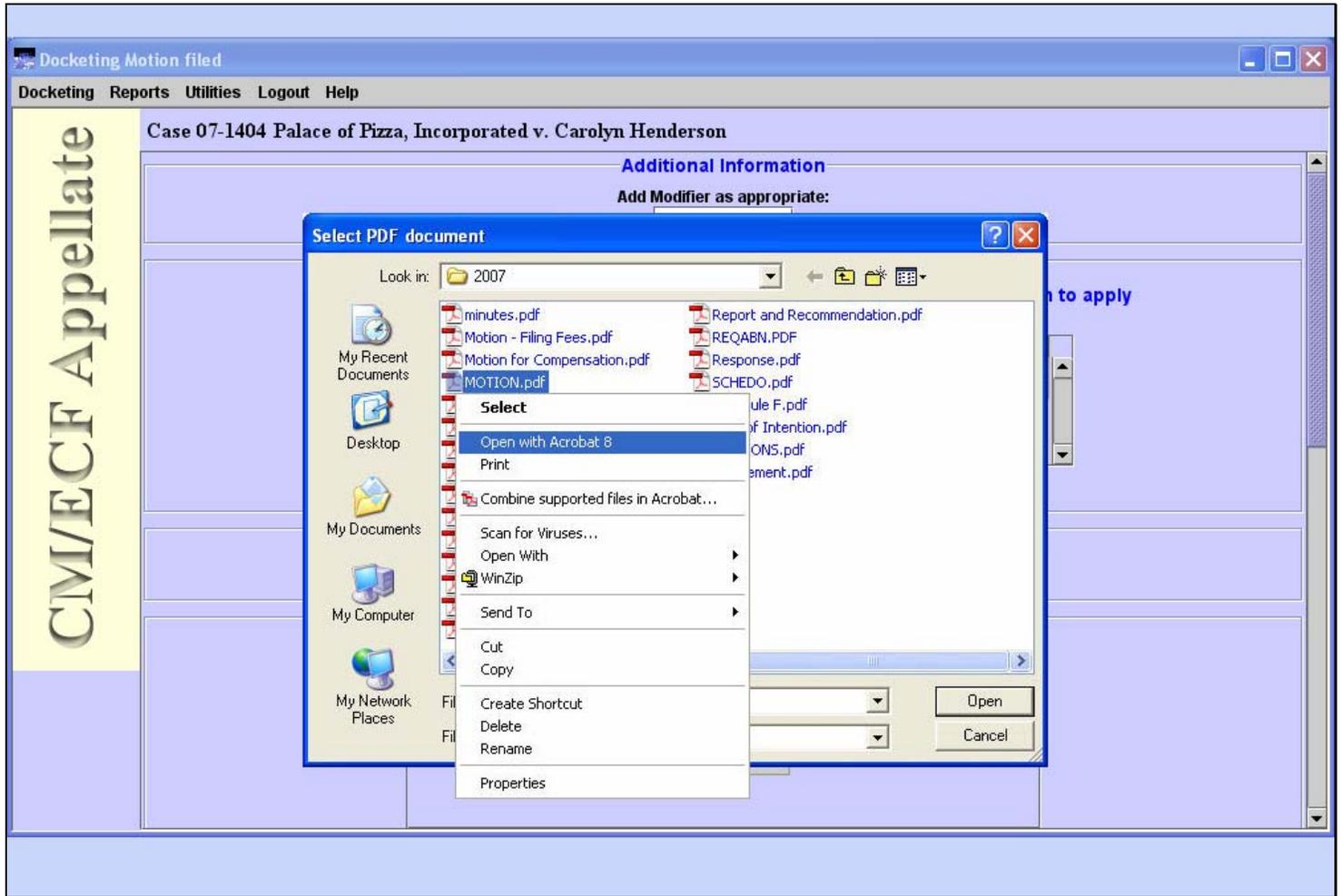
Slide 14 - Slide 14



Slide notes

Now from the pop-up menu, click on Open with Acrobat 8.

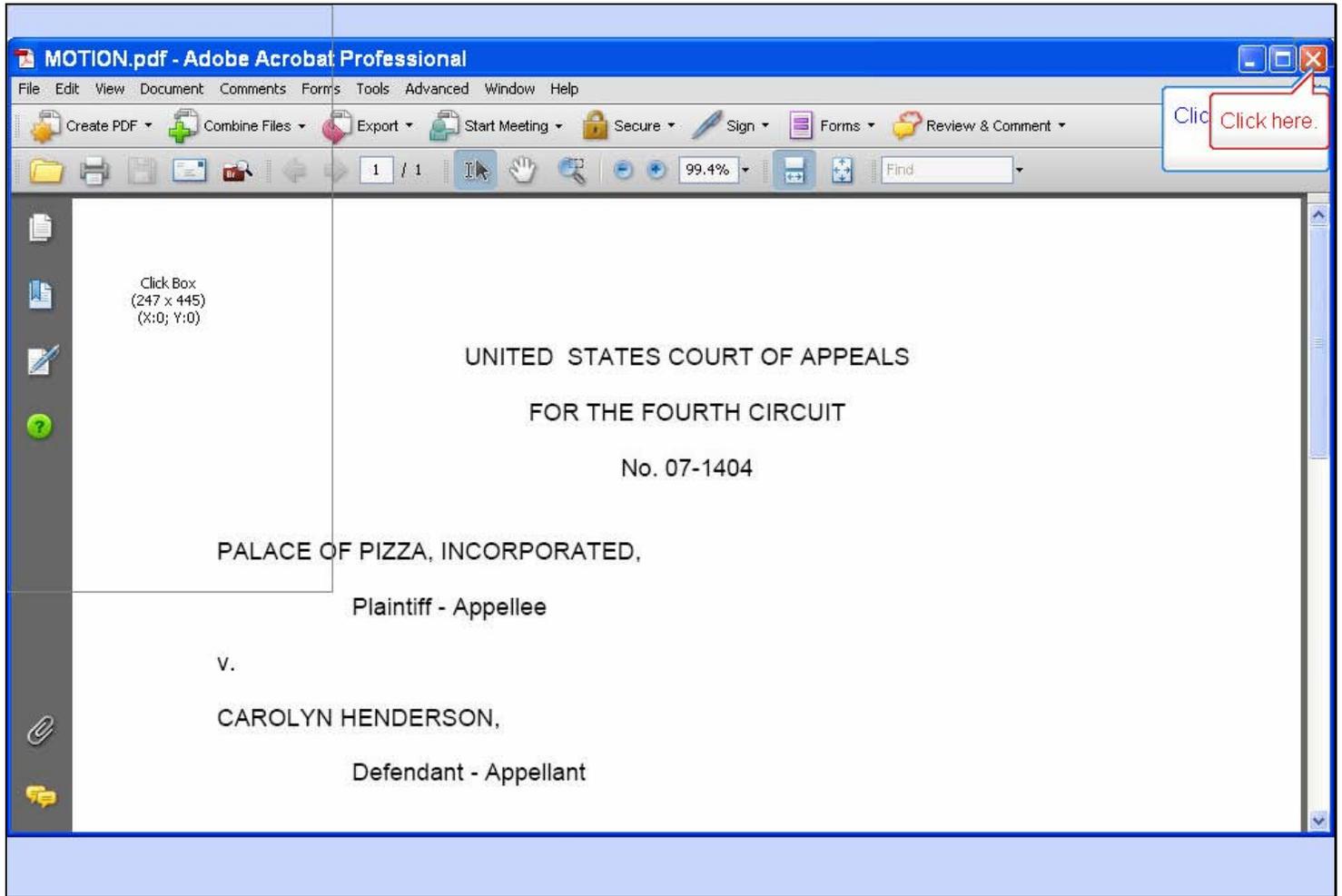
Slide 15 - Slide 15



Slide notes

(Note: This is a transition slide.)

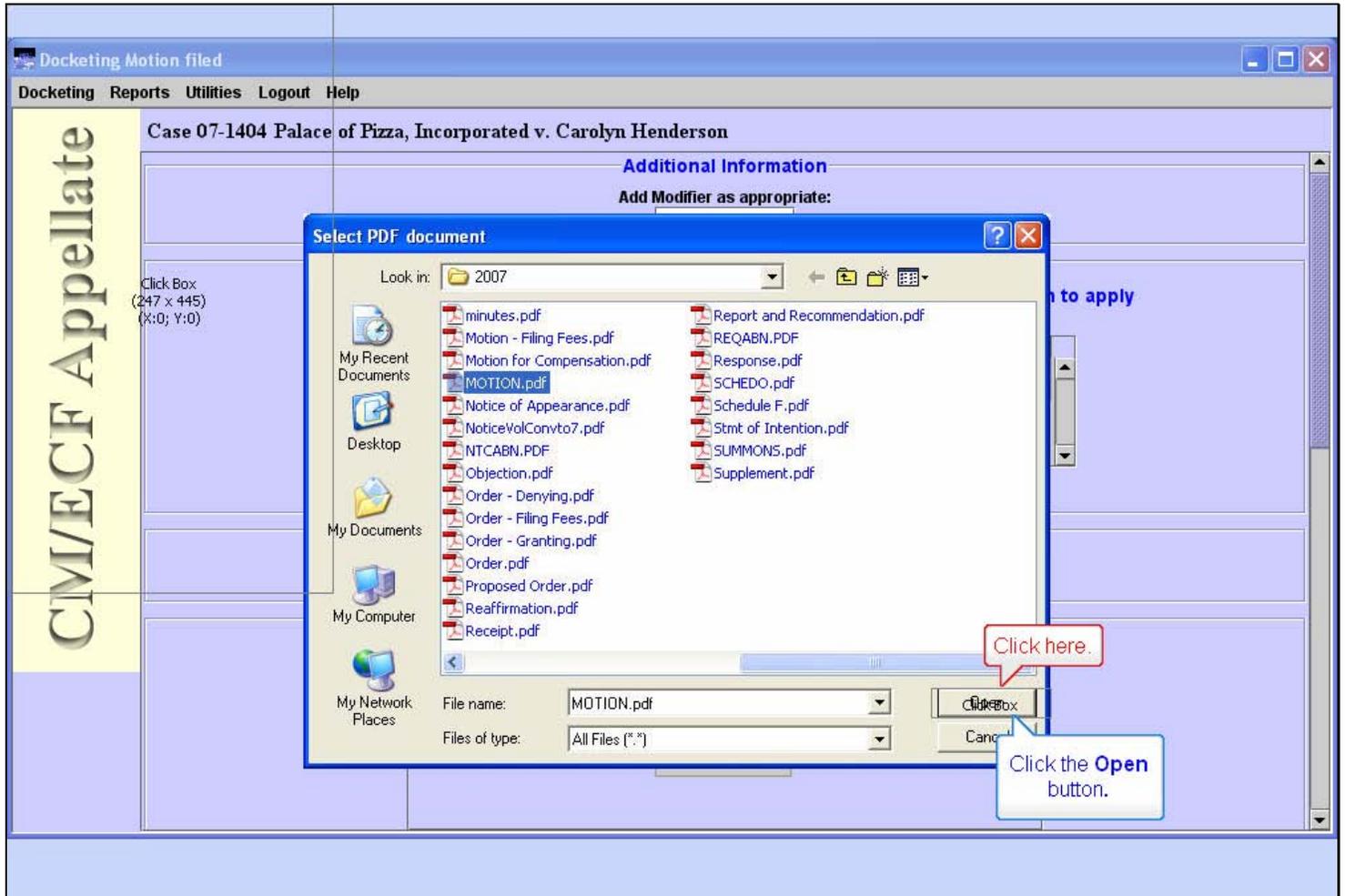
Slide 16 - Slide 16



Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 17 - Slide 17



Slide notes

Now click the Open button.

Slide 18 - Slide 18

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Additional Information**

Add Modifier as appropriate:

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Additional Information**

Enter name of party represented if not in list of party filers above:

**PDF Document**

Document: C:\CM/ECF\2007\MOTION.pdf Browse...

Add Another

Click the down arrow in the scroll bar to scroll down.

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the motion, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 19 - Service

**CMI/ECF Appellate**

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Document: C:\CMECF\2007\MOTION.pdf

**NOTE**  
440i: You must enter a service date

**Service**

Service Date:

US Mail  Fax  
 Hand  3rd Par  
 Email  Clerk

**Relief**

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category: (all reliefs) Description:

**Selected Reliefs**

Entry	Cases	
		<input type="button" value="Up"/>
		<input type="button" value="Down"/>

Callout 1: Type 10/23/2007 as the service date, then click the US Mail check box.

Callout 2: Try the date again, then click the US Mail check box.

Slide notes

Next we need to enter the service date and method of service. Type 10/23/2007 in the Service Date field, then click the US Mail check box.

Slide 20 - Slide 20

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Document: C:\CMECF\2007\MOTION.pdf **Browse...**

**Add Another**

Click Box (247 x 445) (X:0; Y:0)

**NOTE**

440i: You must enter a service date and type of service.

**Service**

Service Date: 10/23/2007

US Mail  Fax

Hand  3rd Party

Email  Clerk

**Relief**

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category (all reliefs) Description Apply

**Selected Reliefs**

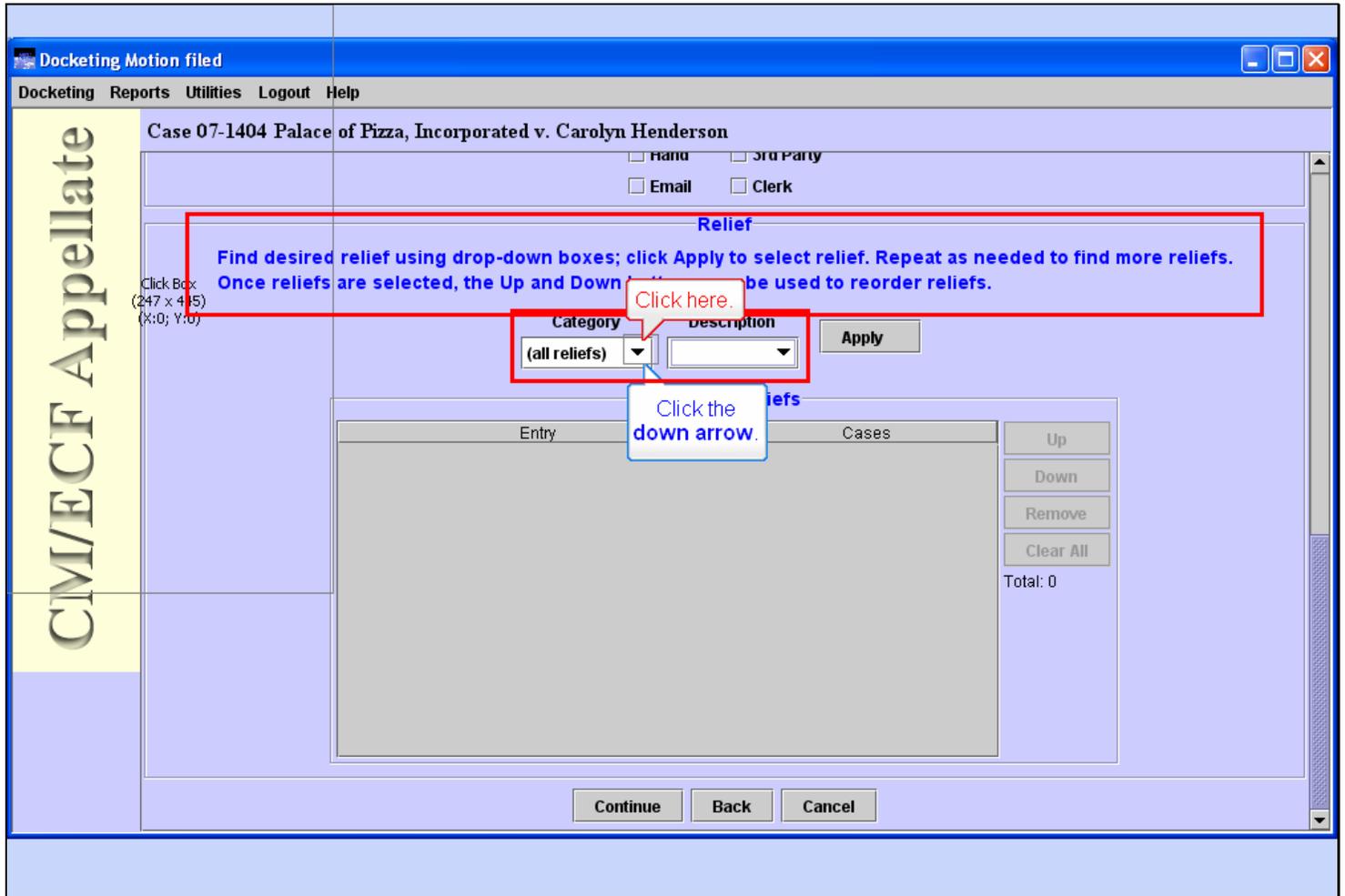
Entry	Cases	Up	Down

Click the do Click here.

Slide notes

To continue, click the down arrow on the scroll bar.

Slide 21 - Relief



Slide notes

We now need to select the desired relief or reliefs in the motion we are filing. To do that, we will use the two drop-down lists to select the category and description of each relief.

Remember to read the instructional text in blue on each screen to help you understand what to do.

Click the down arrow in the Category drop-down list.

Slide 22 - Slide 22

**CMI/ECF Appellate**

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Hand  3rd Party  
 Email  Clerk

**Relief**

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Click Box (247 x 445) (X:0; Y:0)

Category	Description
(all reliefs)	
(all reliefs)	
Motions, Responses & Replies	

Apply

Click here.

Click Box

Click Motions, Responses & Replies.

Entry	Cases
-------	-------

Up  
Down  
Remove  
Clear All

Total: 0

Continue Back Cancel

Slide notes

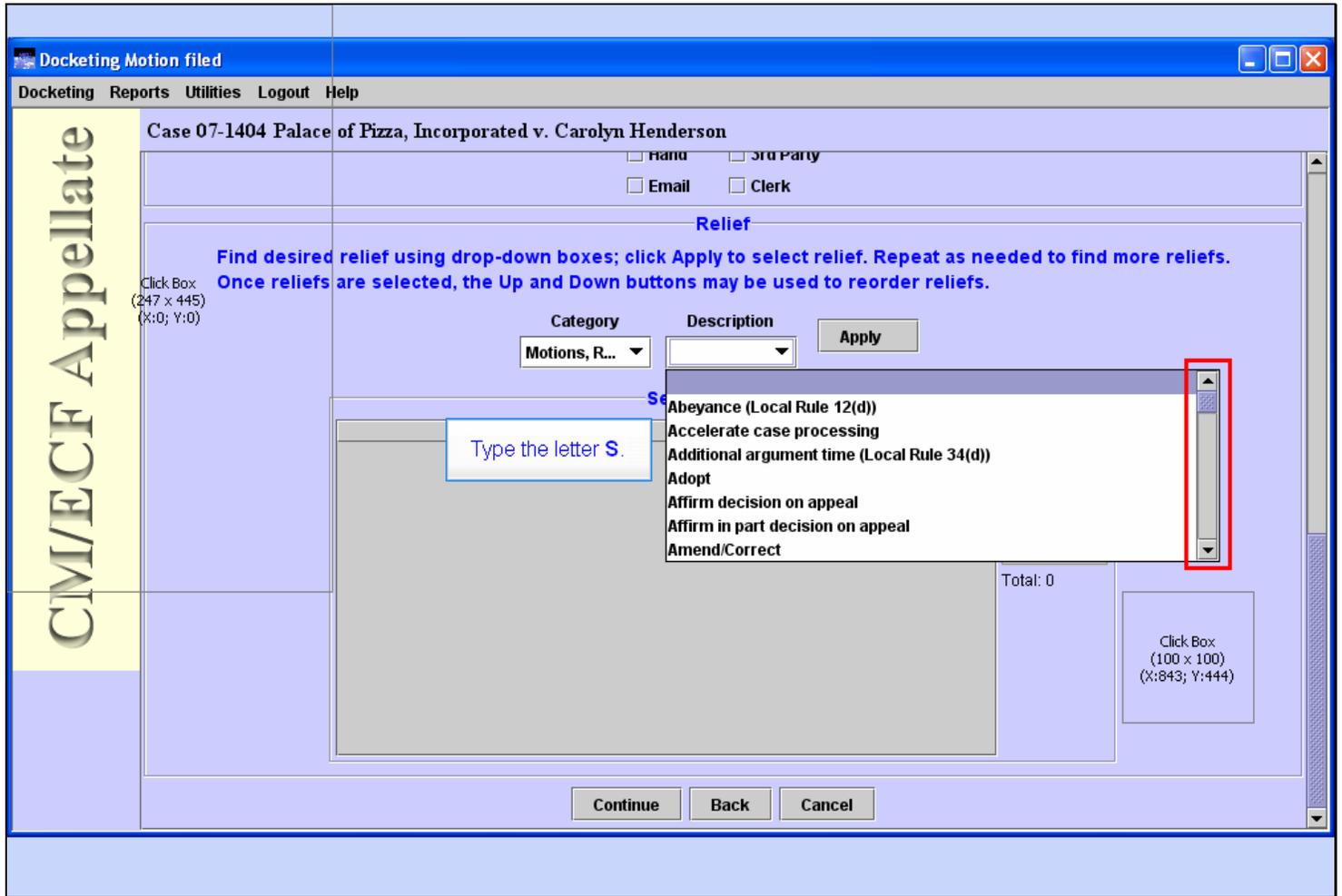
The two choices in this list are all reliefs and Motions, Responses & Replies. Click the second choice.

Slide 23 - Slide 23

Slide notes

Selecting a category in the left-hand drop-down list limits the choices in the Description drop-down list to only those descriptions in that category. Now click the down arrow in the Description drop-down list.

Slide 24 - Slide 24



Slide notes

There are several specific motion reliefs listed here in alphabetical order. We are filing a motion to seal, so we are looking for the relief "Seal". You could use the scroll bar at the right of the list to move down to the S's, but a quicker way is to type the first letter of the relief you're looking for. For this example, type the letter "S".

Slide 25 - Slide 25

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Hand  3rd Party  
 Email  Clerk

**Relief**

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Click Box (247 x 445) (X:0; Y:0)

Category	Description
Motions, R...	Abeyance (Local Rule 12(d))
	Accelerate case processing
	Additional argument time (Local Rule 34(d))
	Adopt
	Affirm decision on appeal
	Affirm in part decision on appeal
	Amend/Correct

Total: 0

Continue Back Cancel

CMI/ECF Appellate

Slide notes

We have now jumped down the list to the first relief that starts with an S. But we need to scroll down some more to find Seal. Click the down arrow in the scroll bar.

Slide 26 - Slide 26

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Hand  3rd Party  
 Email  Clerk

**Relief**

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Click Box (247 x 445) (X:0; Y:0)

Category: Motions, R... Description: Sanctions Apply

Sanctions

Schedule or argument

Entry Seal Click Box

show cause

single judge consideration [Local Rule 27(e)]

stay mandate [FRAP 41(d)]

stay pending appeal

Strike

Total: 0

Continue Back Cancel

CMI/ECF Appellate

Slide notes

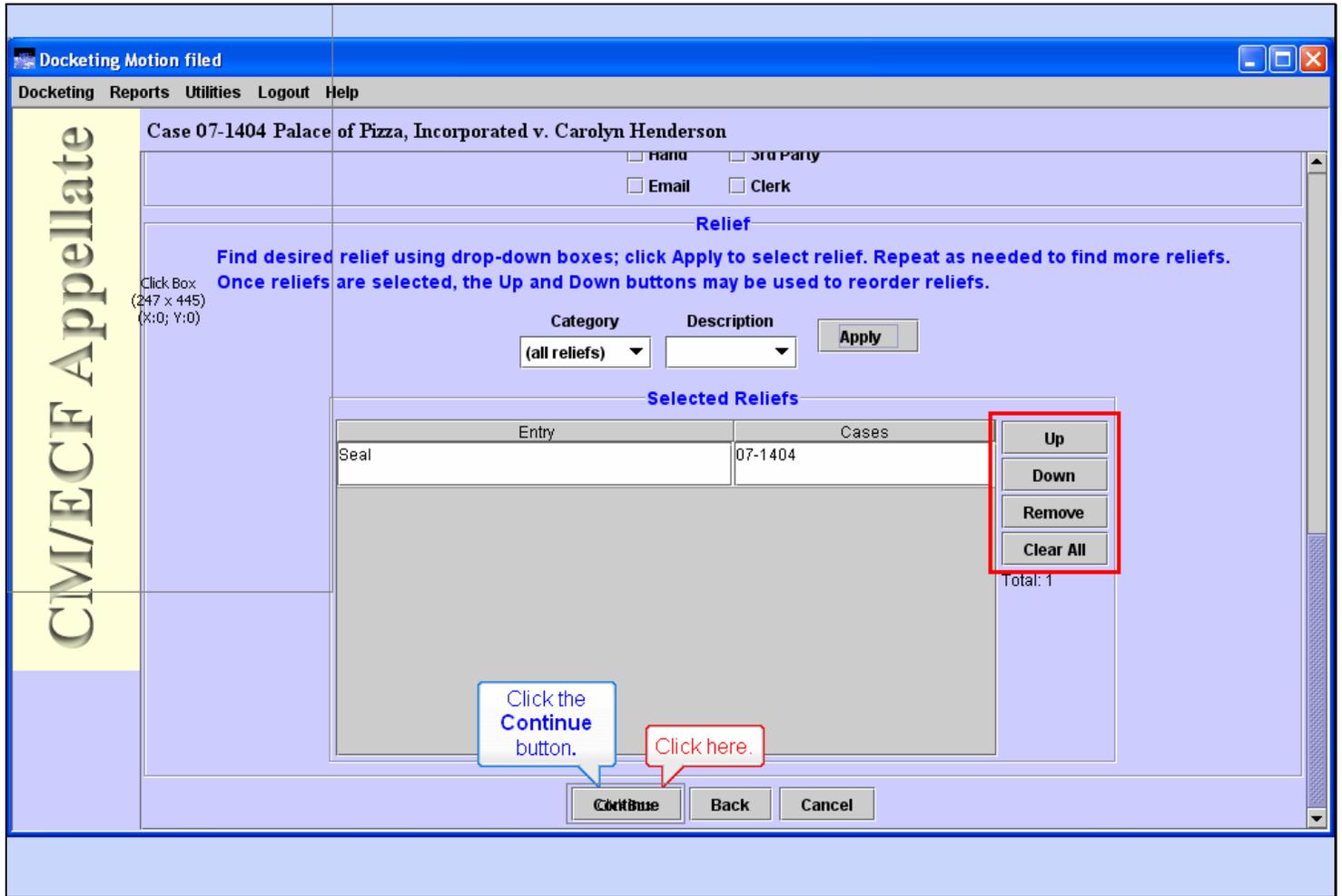
And now we can see the Seal relief. Click Seal to select it.

Slide 27 - Slide 27

Slide notes

Once the correct Category and Description are selected, click the Apply button to add that relief to the list of Selected Reliefs.

Slide 28 - Slide 28



Slide notes

CM/ECF adds Seal to our list of Selected Reliefs. If your motion asked for additional relief, you could repeat the process of selecting the Category and Description, then clicking the Apply button. The Up, Down, Remove, and Clear All buttons are for rearranging or removing selected reliefs.

Since Seal is the only relief we need in this motion, click the Continue button.

Slide 29 - Slide 29

**Docketing Motion filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Hand  3rd Party  
 Email  Clerk

**Relief**

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category: (all reliefs) Description: [ ] Apply

**Selected Reliefs**

Entry	Cases
Seal	07-1404

Up  
Down  
Remove  
Clear All  
Total: 1

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 30 - Additional Information

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

CMI/ECF Appellate

Click Box (247 x 445) (X:0; Y:0)

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

\*Please Select\*

Additional Information

Did opposing counsel consent to motion filed/-/seal?

\*Please Select\*

Additional Information

Description of material to be sealed:

Continue Back Cancel

Slide notes

Now for some additional information about our motion to seal. First, we need to indicate whether or not opposing counsel was informed about your motion. Click the down arrow in the first drop-down list.

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Slide notes

Click the Y for yes.

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Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box (247 x 445) (X:0; Y:0)

**Additional Information**

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

**Additional Information**

Did opposing counsel consent to granting of motion?

\*Please Select

Click here.

**Additional Information**

Description of material to be sealed

Click the down arrow.

Continue Back Cancel

Slide notes

Now click the down arrow for the second drop-down list.

Slide 33 - Slide 33

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box  
(247 x 445)  
(X:0; Y:0)

**CMI/ECF Appellate**

**Additional Information**

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

**Additional Information**

Did opposing counsel consent to granting of motion?

Please Select

Click here.

Y N

Click N for no.

Description of material to be sealed:

Continue Cancel

Slide notes

Since opposing counsel has not consented to granting this motion, click N for no.

Slide 34 - Slide 34

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

CMI/ECF Appellate

**Additional Information**

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

**Additional Information**

Did opposing counsel consent to granting of motion?

\*Please Select\*

Y

Ad on

Description of material to be sealed:

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 35 - Slide 35

Slide notes

Now we need to describe what material we want sealed. In the text field, type Sealed version of opening brief, then click the Continue button.

Slide 36 - Slide 36

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**CMI/ECF Appellate**

**Additional Information**

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

**Additional Information**

Did opposing counsel consent to granting of motion?

N

**motion filed/-/seal**

**Additional Information**

Description of material to be sealed:

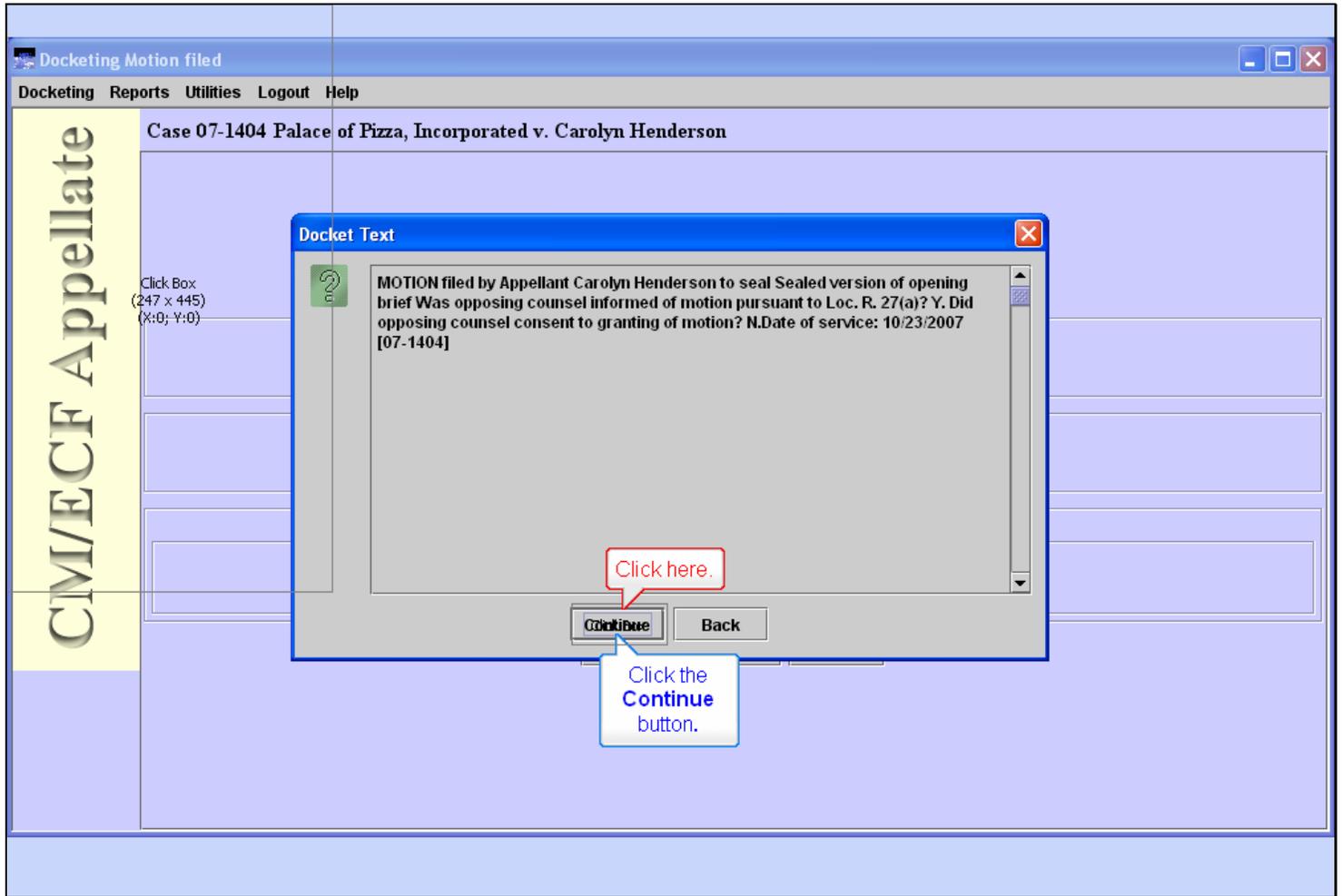
Sealed version of opening brief

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

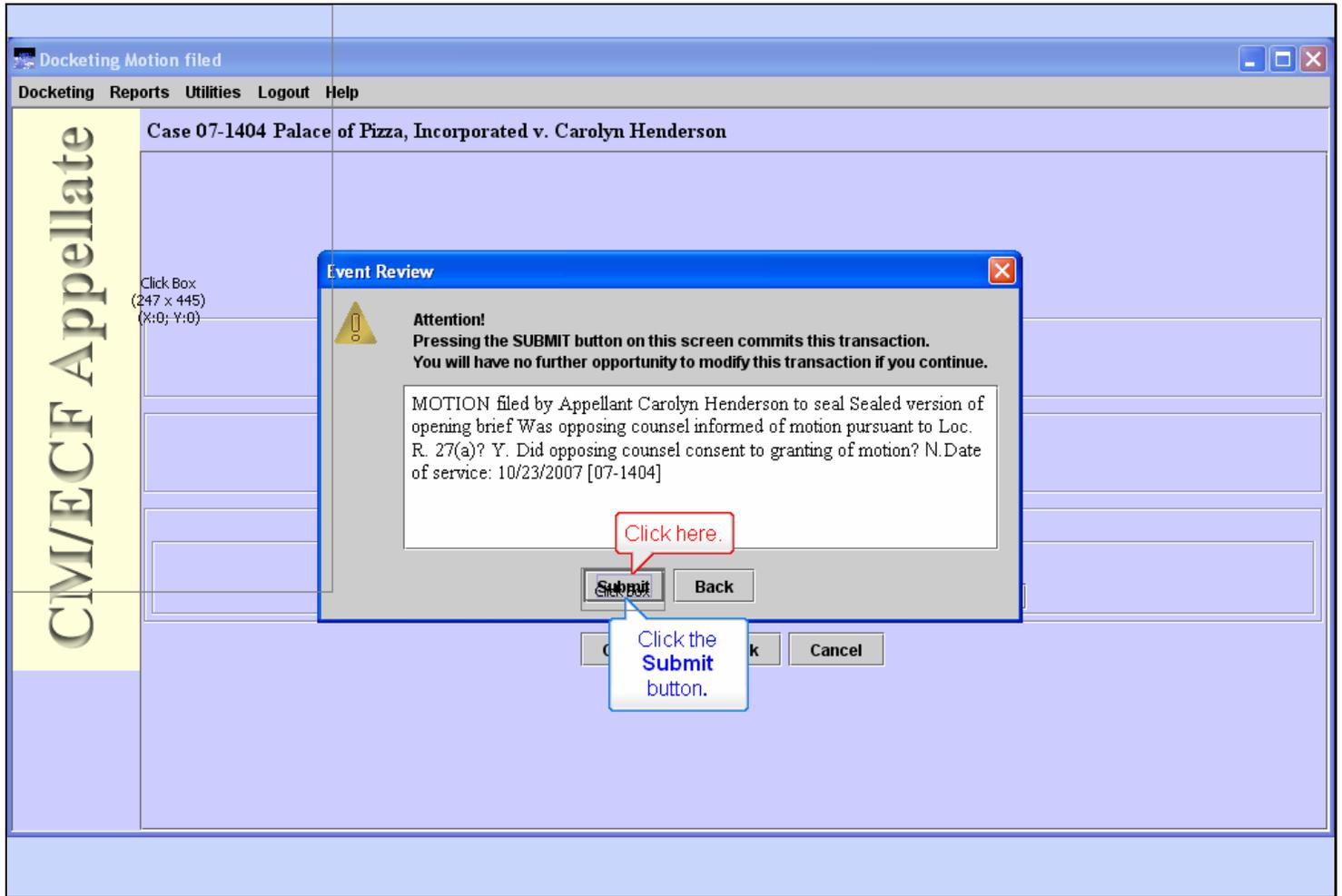
Slide 37 - Docket Text



Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 38 - Submit Transaction



Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 39 - Slide 39

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**CMI/ECF Appellate**

**Additional Information**

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

**Additional Information**

Did opposing counsel consent to granting of motion?

N

**motion filed/-/seal**

**Additional Information**

Description of material to be sealed:

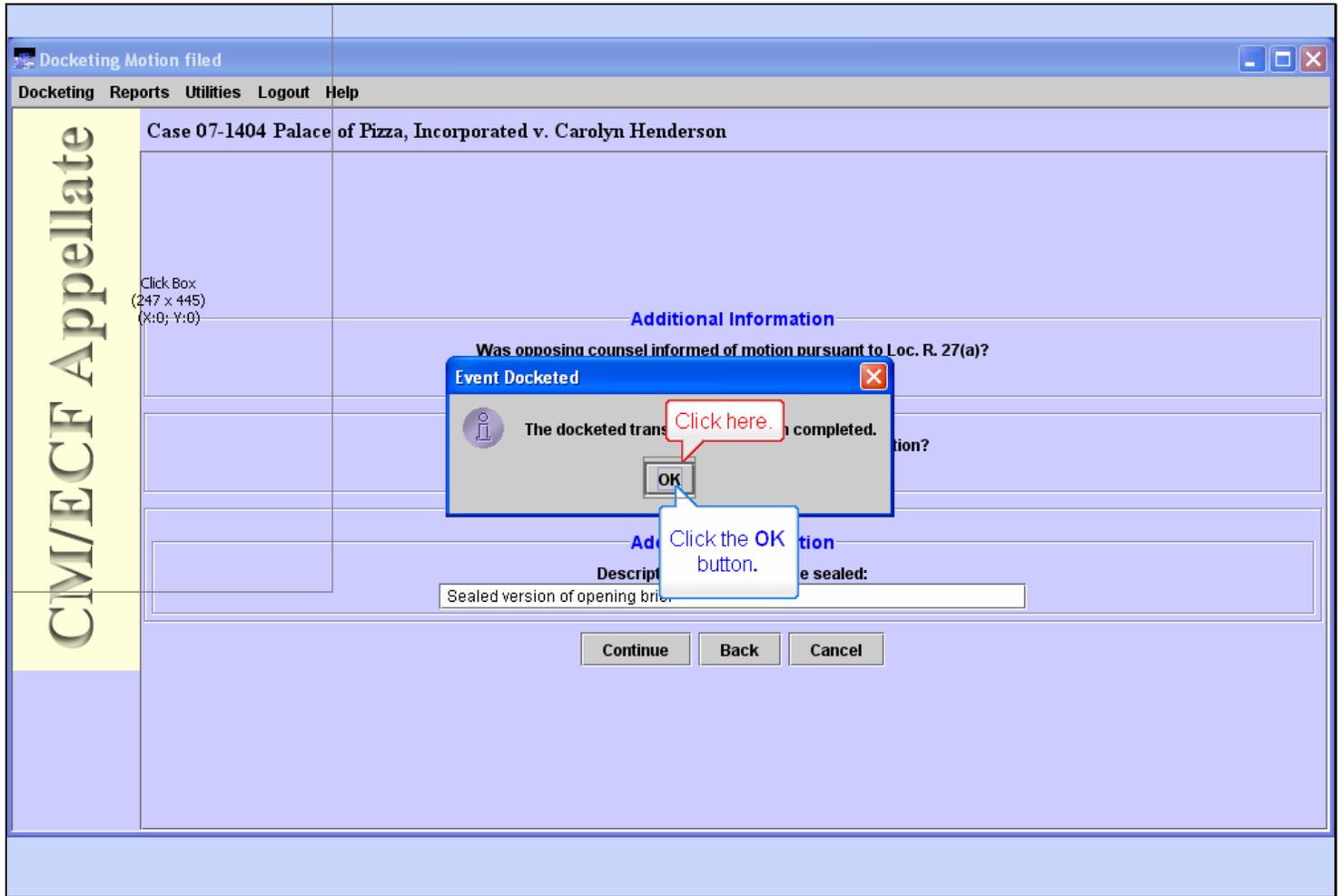
Sealed version of opening brief

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 40 - Slide 40



Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 41 - Slide 41

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**CMI/ECF Appellate**

**Additional Information**

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

**Additional Information**

Did opposing counsel consent to granting of motion?

N

**motion filed/-/seal**

**Additional Information**

Description of material to be sealed:

Sealed version of opening brief

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 42 - Slide 42

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

**Slide notes**

(Note: This is a transition slide.)

Slide 43 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Motion filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=SI> Go Links

Click here.

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

Click Box  
(247 x 445)  
(X:0; Y:0)

**Notice of Docket Activity**

The following transaction was filed on 10/24/2007

**Case Name:** Palace of Pizza, Incorporated v. Carolyn Henderson

**Case Number:** [07-1404](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**  
MOTION filed by Appellant Carolyn Henderson to seal Sealed version of opening brief Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? Y. Did opposing counsel consent to granting of motion? N.Date of service: 10/23/2007 [999016717][07-1404]

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

**Document Description:** Motion filed

**Original Filename:** MOTION.pdf

**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1105645354 [Date=10/24/2007] [FileNumber=999016717-0]  
[8f2b52150994ccd1a03db3baed692972d7093698997c9a9fe405bac6c6bb6ccfee738cda9dde4377075410f1b26b9b2de6b82e6365353a648e94fcd1922b5]

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

## Slide 44 - Slide 44

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Motion filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=SI> Go Links

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Fourth Circuit

**Notice of Docket Activity**

The following transaction was filed on 10/24/2007

**Case Name:** Palace of Pizza, Incorporated v. Carolyn Henderson  
**Case Number:** [07-1404](#)  
**Document(s):** [Document\(s\)](#)

**Docket Text:**  
MOTION filed by Appellant Carolyn Henderson to seal Sealed version of opening brief Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? Y. Did opposing counsel consent to granting of motion? N. Date of service: 10/23/2007 [999016717][07-1404]

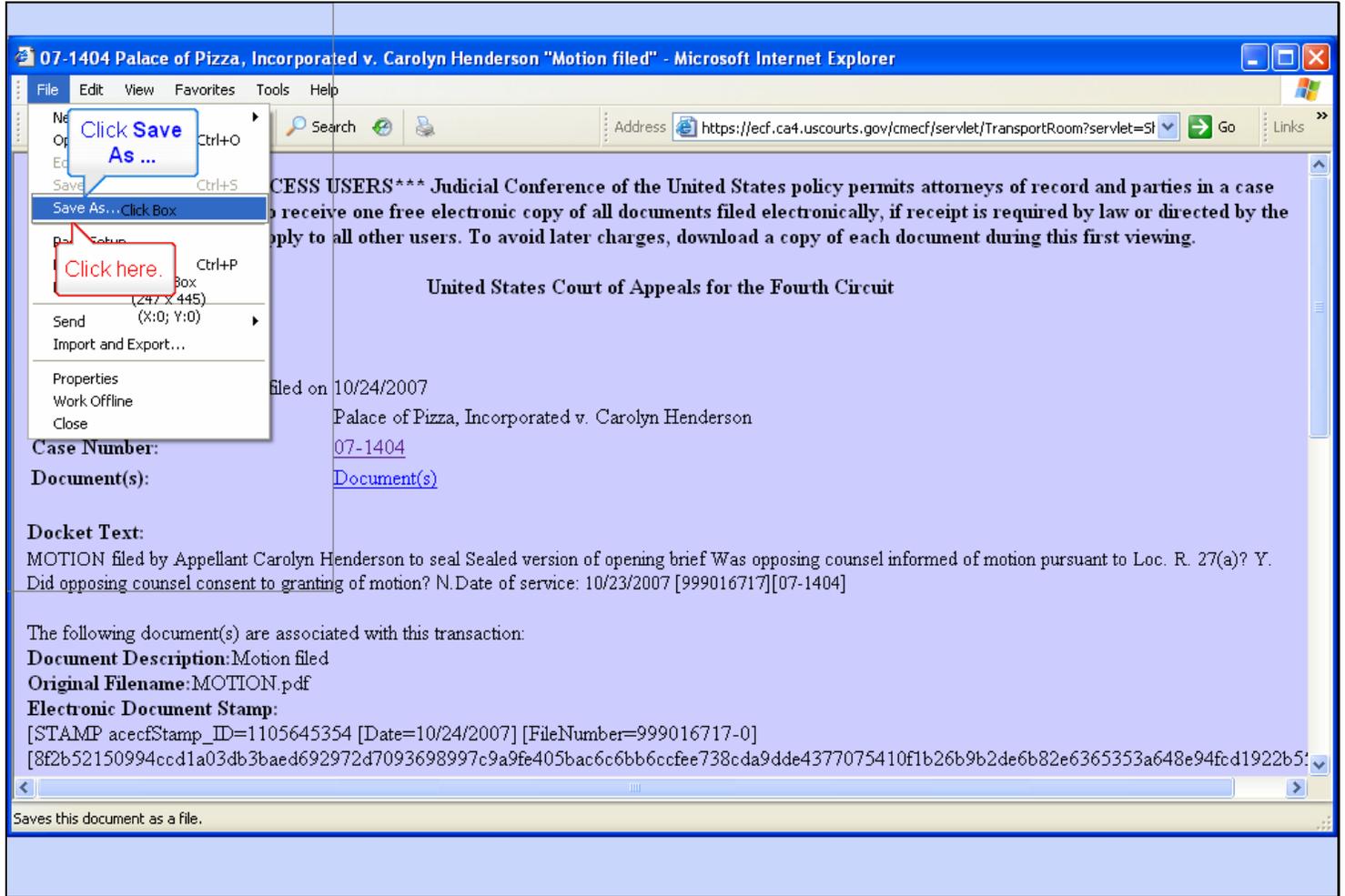
The following document(s) are associated with this transaction:

**Document Description:** Motion filed  
**Original Filename:** MOTION.pdf  
**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1105645354 [Date=10/24/2007] [FileNumber=999016717-0]  
[8f2b52150994ccd1a03db3baed692972d7093698997c9a9fe405bac6c6bb6ccfee738cda9dde4377075410f1b26b9b2de6b82e6365353a648e94fcd1922b5:

## Slide notes

(Note: This is a transition slide.)

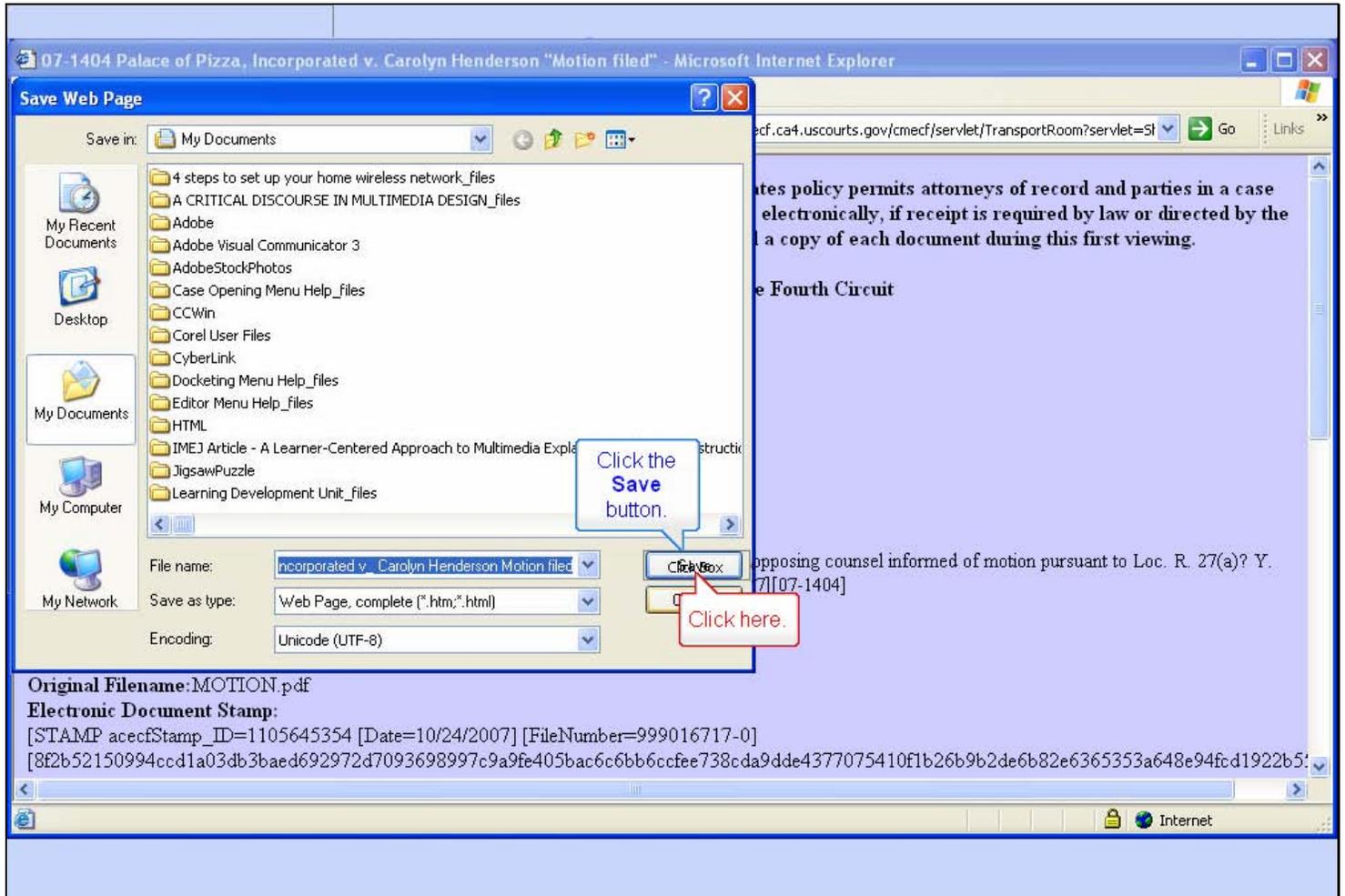
Slide 45 - Slide 45



Slide notes

Now click Save As ...

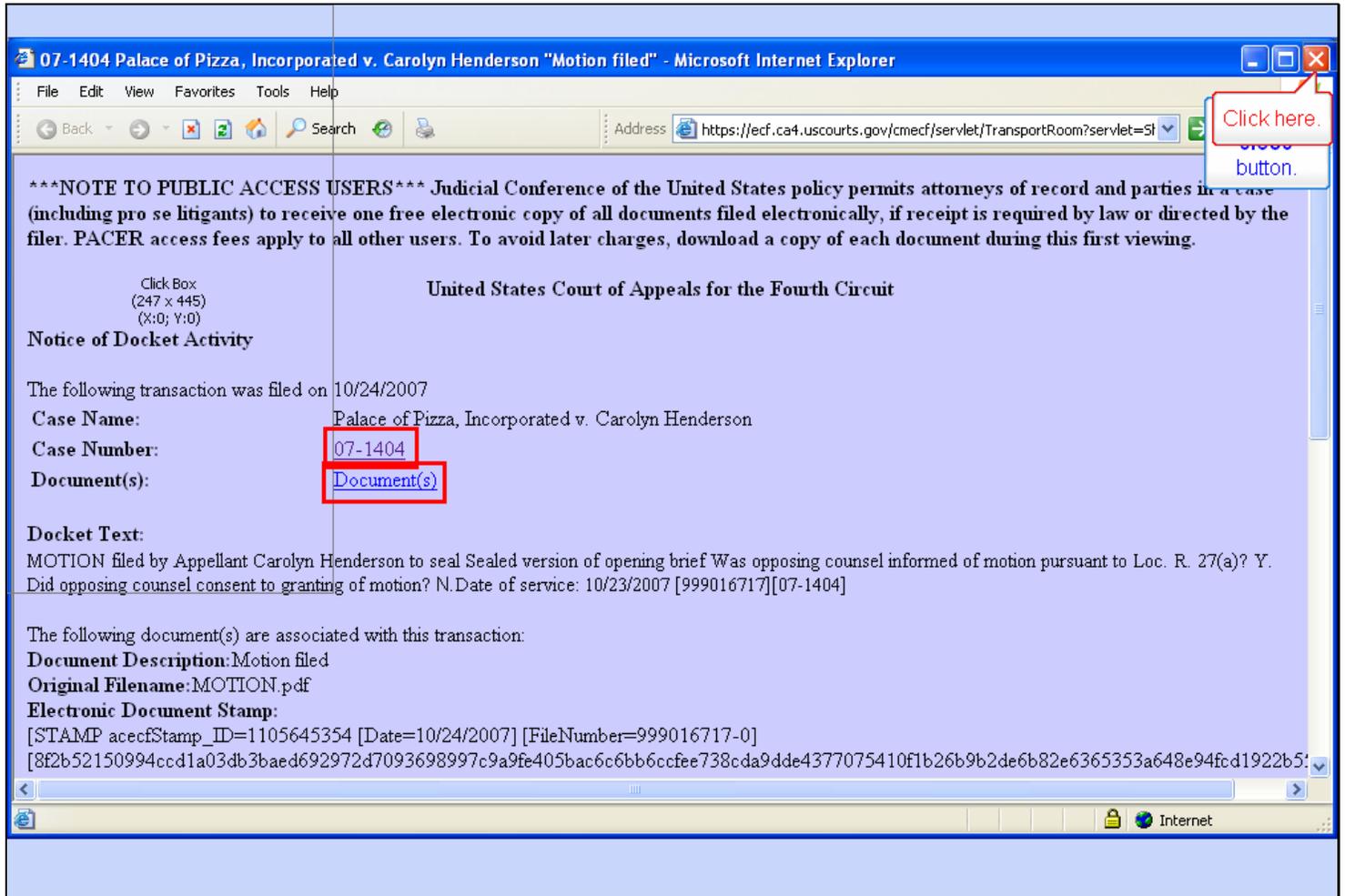
Slide 46 - Slide 46



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 47 - Slide 47



Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

## Slide 48 - Slide 48

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

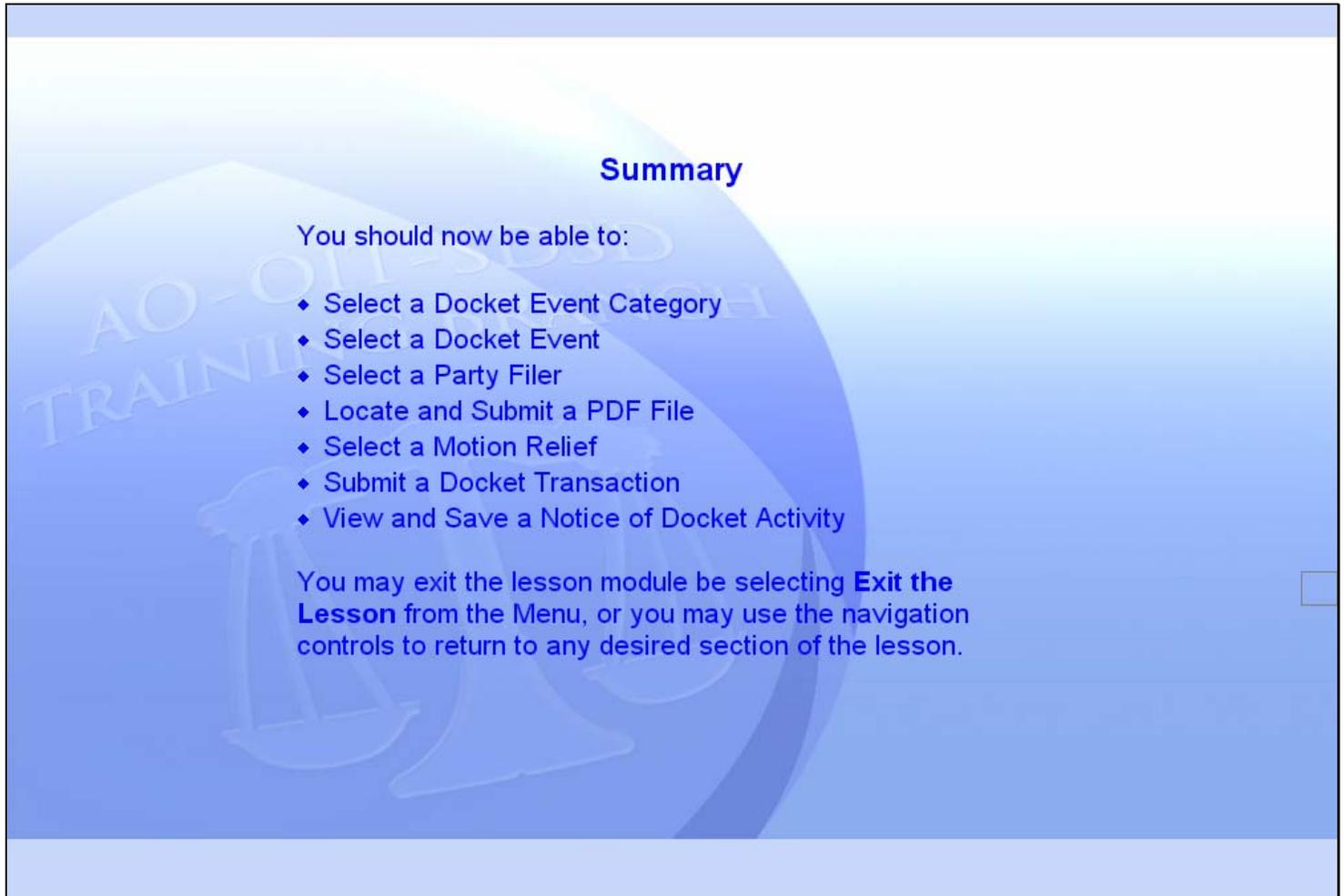
- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

**Slide notes**

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

## Slide 49 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text 'AO-011-3030 TRAINING'. The title 'Summary' is centered in blue. Below it, the text 'You should now be able to:' is followed by a bulleted list of seven items. A second paragraph explains how to exit the lesson module. A small square icon is visible on the right side of the slide.

## Summary

You should now be able to:

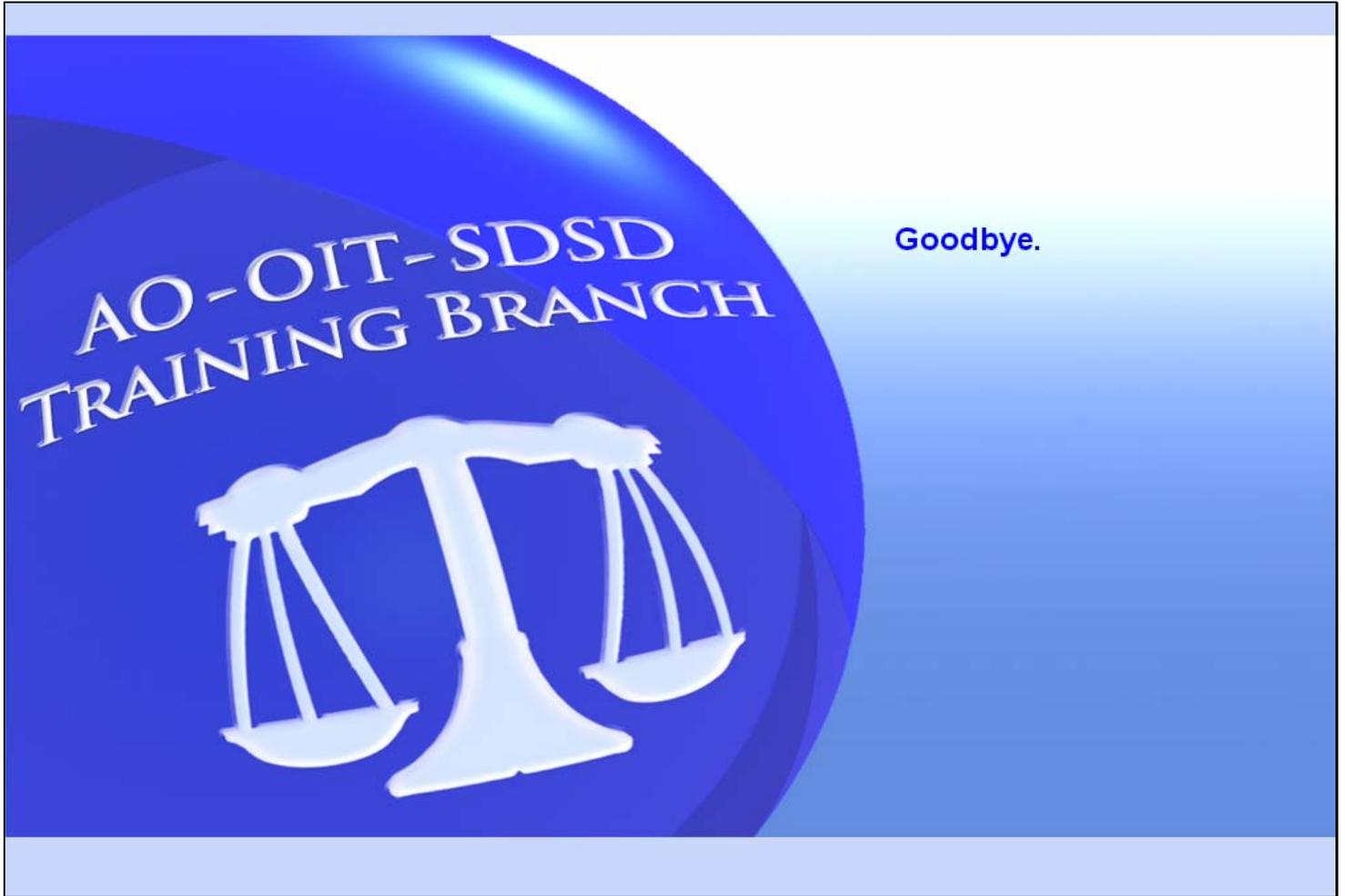
- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Select a Party Filer
- ◆ Locate and Submit a PDF File
- ◆ Select a Motion Relief
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

## Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 50 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.