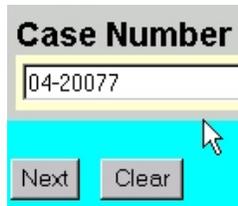


Motion to Seal.

STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.



STEP 2 The **Case Number** entry screen displays.



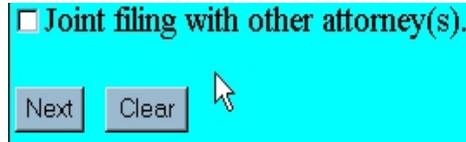
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion being filed** screen displays.



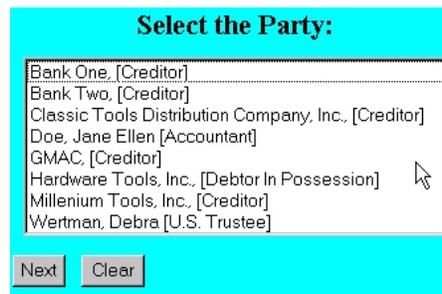
- ◆ Scroll down the list and click on **Seal**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



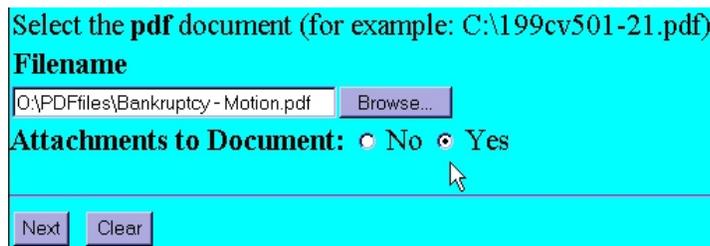
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen displays.



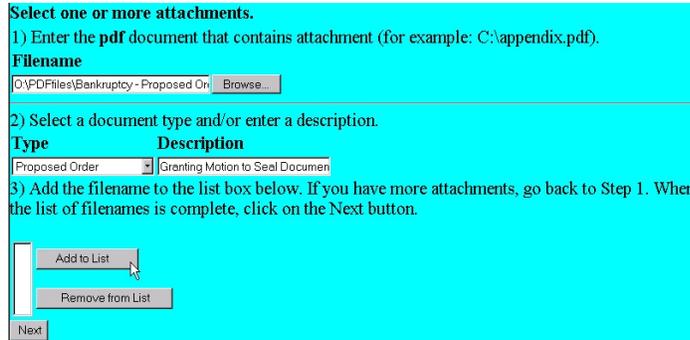
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



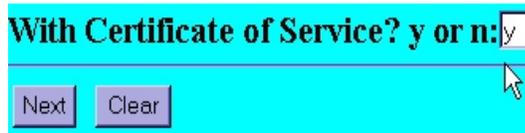
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.



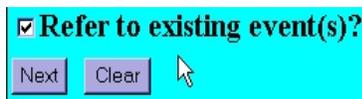
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **With Certificate of Service** screen displays.



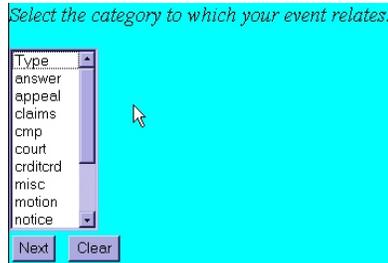
- ◆ Type in a lowercase 'y' if the motion contains a **Certificate of Service**.
- ◆ Click on the **Next** button.

STEP 9 The **Refer to existing event(s)** screen displays.



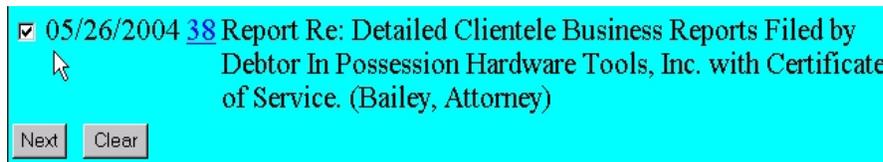
- ◆ Click on the box.
- ◆ Click on the **Next** button

STEP 10 The **Select Category** screen displays.



- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 11 The **Select the Appropriate Event(s)** screen displays.



- ◆ Click in the box of the related event.
- ◆ Click on the **Next** button.

STEP 12 The **Case Verification** screen displays. Verify the accuracy of the Case Number and Name, then click on the **Next** button.



STEP 13 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text
Motion by Debtor In Possession Hardware Tools, Inc. to Seal [38] Report (Generic) with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Seal Document) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 14 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/26/2004 at 11:44 AM EDT and filed on 5/26/2004

Case Name: Hardware Tools, Inc.
Case Number: [2:04-bk-20077](#)
Document Number: [39](#)

Docket Text:
 Motion by Debtor In Possession Hardware Tools, Inc. to Seal [38] Report (Generic) with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Seal Document) (Bailey, Attorney)

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

Document description: Main Document
Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1019576470 [Date=5/26/2004] [FileNumber=13535-0]]