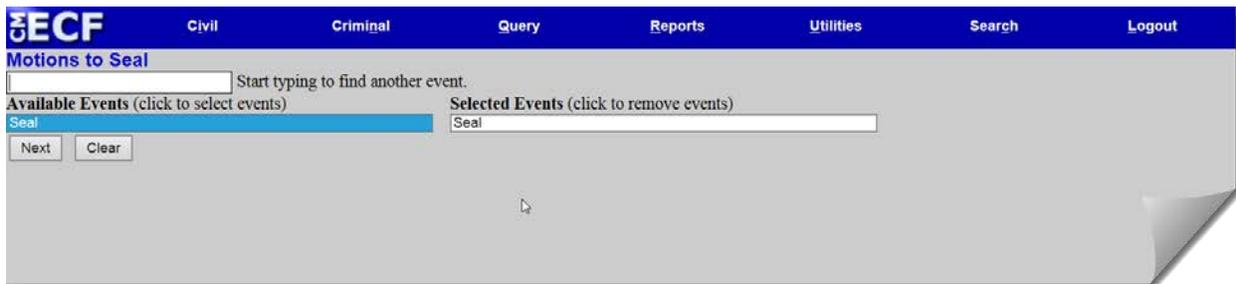


FILING INSTRUCTIONS CIVIL MOTION TO SEAL

From the Civil Events menu, select Motions to Seal.



From the available events, select the motion to seal. Once it is in the selected events text box click next to continue.



Enter the case number, then click Next to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions to Seal". Underneath, there is a section labeled "Civil Case Number" with a text input field containing "1:15-cv-14". Below the input field are two buttons: "Next" and "Clear".

Click on the filer from the party pick list.

The screenshot shows the ECF interface after clicking "Next". The page title is "Motions to Seal" and the case number is "1:15-cv-00014 McWilson v. Big Blue Bug". Below the case information, there is a "Pick Filer" section. On the left, there is a list of parties: "Big Blue Bug dft", "Bosco Cleaning Company dft", "Robert McWilson pla", and "Wilson Construction Company dft". There are "Collapse All" and "Expand All" links. On the right, there is a "Select the filer." section. It has a "Select the Party:" label and an "OR" label. Below these labels is a list of filers: "Big Blue Bug [dft]", "Bosco Cleaning Company [dft]", "McWilson, Robert [pla]", and "Wilson Construction Company [dft]". The "McWilson, Robert [pla]" filer is selected. To the right of the filer list is a "Select a Group:" section with three radio button options: "No Group", "All Defendants", and "All Plaintiffs". At the bottom of the "Select the filer." section are three buttons: "Next", "Clear", and "New Filer".

Attach your motion to seal as the main document and the document that you are requesting to be sealed as the attachment. Enter the title of the proposed seal document in the description textbox. Click next to continue.

The screenshot shows a web application interface for filing motions to seal. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions to Seal" with a breadcrumb trail: "1:15-cv-00014 McWilson v. Big Blue Bug". A blue instruction reads: "Attach your motion to seal as the main document and the proposed sealed document as an attachment. Please enter a description for all attachments." Below this, it says "Select the pdf document and any attachments." The "Main Document" section has a file path "N:\Training PDF Documents\Criminal Te" and a "Browse..." button. The "Attachments" section is a table with columns for "Attachments", "Category", and "Description". It contains two rows: Row 1 shows a file path, a "Browse..." button, a dropdown menu, a description "hibit to Motion to Proce x", and a "Remove" button. Row 2 shows a file path, a "Browse..." button, a dropdown menu, and an empty description box. At the bottom left are "Next" and "Clear" buttons.

Attachments	Category	Description
1. N:\Training PDF Documents\Criminal Te <input type="button" value="Browse..."/>	<input type="text"/>	hibit to Motion to Proce x <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

The docket entry will be open to the public but the document will be restricted to those parties that you choose to receive the Notice of Electronic Filing. While depressing your control key, select the party you represent and the other parties that should receive the notice and the documents.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions to Seal
1:15-cv-00014 McWilson v. Big Blue Bug

Pick Filer

Collapse All Expand All

Robert McWilson pla
Big Blue Bug dft
Bosco Cleaning Company dft
Wilson Construction Company dft

CAREFULLY SELECT THE PARTY OR PARTIES TO RECEIVE NEF AND VIEW DOCUMENT

Select the Party:

McWilson, Robert (pla)
Big Blue Bug (dft)
Bosco Cleaning Company (dft)
Wilson Construction Company (dft)

Next Clear New Filer

Enter the title of the document that you are requesting to be sealed in the available text box. Click next to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions to Seal
1:15-cv-00014 McWilson v. Big Blue Bug

Docket Text: Modify as Appropriate.

THIS IS A SEALED ENTRY/DOCUMENT

This entry/document has been filed under seal pursuant to state, rule or court order and access is restricted. Please login to CM/ECF to view document(s).

▼ MOTION to Seal Exhibit to Motion to Proceed filed. Notice Sent To: Robert McWilson, Bosco Cleaning Company, Wilson Construction Company.
(Attachments: # (1) Exhibit to Motion to Proceed) (Milroy, James)

Next Clear

You are at the final preview page. Review the entry and click next to continue.

The screenshot shows the CM/ECF interface for 'Motions to Seal'. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The page title is 'Motions to Seal' with a sub-link '1:15-cv-00014 McWilson v. Big Blue Bug'. The 'Docket Text: Final Text' section contains a prominent red warning: 'THIS IS A SEALED ENTRY/DOCUMENT'. Below this, a red message states: 'This entry/document has been filed under seal pursuant statute, rule or court order and access is restricted. Please login to CM/ECF to view document(s)'. The entry details are: 'MOTION to Seal Exhibit to Motion to Proceed filed. Notice Sent To: Robert McWilson, Bosco Cleaning Company, Wilson Construction Company. (Attachments: # (1) Exhibit to Motion to Proceed)(Milroy, James)'. An attention notice reads: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?'. The 'Source Document Path' section lists two files: 'C:\fakepath\Criminal Test Motion to Seal.pdf pages: 1' and 'C:\fakepath\Criminal Test Motion to Relocate.pdf pages: 1'. At the bottom, there are 'Next' and 'Clear' buttons.

Your NEF appears. The document has been filed. Notice for this entry has been sent to those parties that you chose earlier during the docketing process.

The screenshot shows the 'Notice of Electronic Filing' page in the CM/ECF system. The top navigation bar is the same as in the previous screenshot. The page title is 'DISTRICT OF RHODE ISLAND TEST DATABASE (as of 03/10/2013)'. The main heading is 'Notice of Electronic Filing'. The text states: 'The following transaction was entered on 11/30/2016 at 1:29 PM EST and filed on 11/30/2016'. The filing details are: 'Case Name: McWilson v. Big Blue Bug', 'Case Number: 1:15-cv-00014', 'Filer: Robert McWilson', and 'Document Number: 9(No document attached)'. The 'Docket Text' section repeats the red warning: 'THIS IS A SEALED ENTRY/DOCUMENT' and the red message: 'This entry/document has been filed under seal pursuant statute, rule or court order and access is restricted. Please login to CM/ECF to view document(s)'. The entry details are: 'MOTION to Seal Exhibit to Motion to Proceed filed. Notice Sent To: Robert McWilson, Bosco Cleaning Company, Wilson Construction Company. (Farrell Pletcher, Paula)'. The 'Notice has been electronically mailed to:' section lists three recipients: 'James Milroy Paula_Farrell_Pletcher@rid.uscourts.gov', 'James Pletcher ypegleg2000@gmail.com', and 'Steve Bar Member McWilliams stephen_mcwilliams@rid.uscourts.gov'.