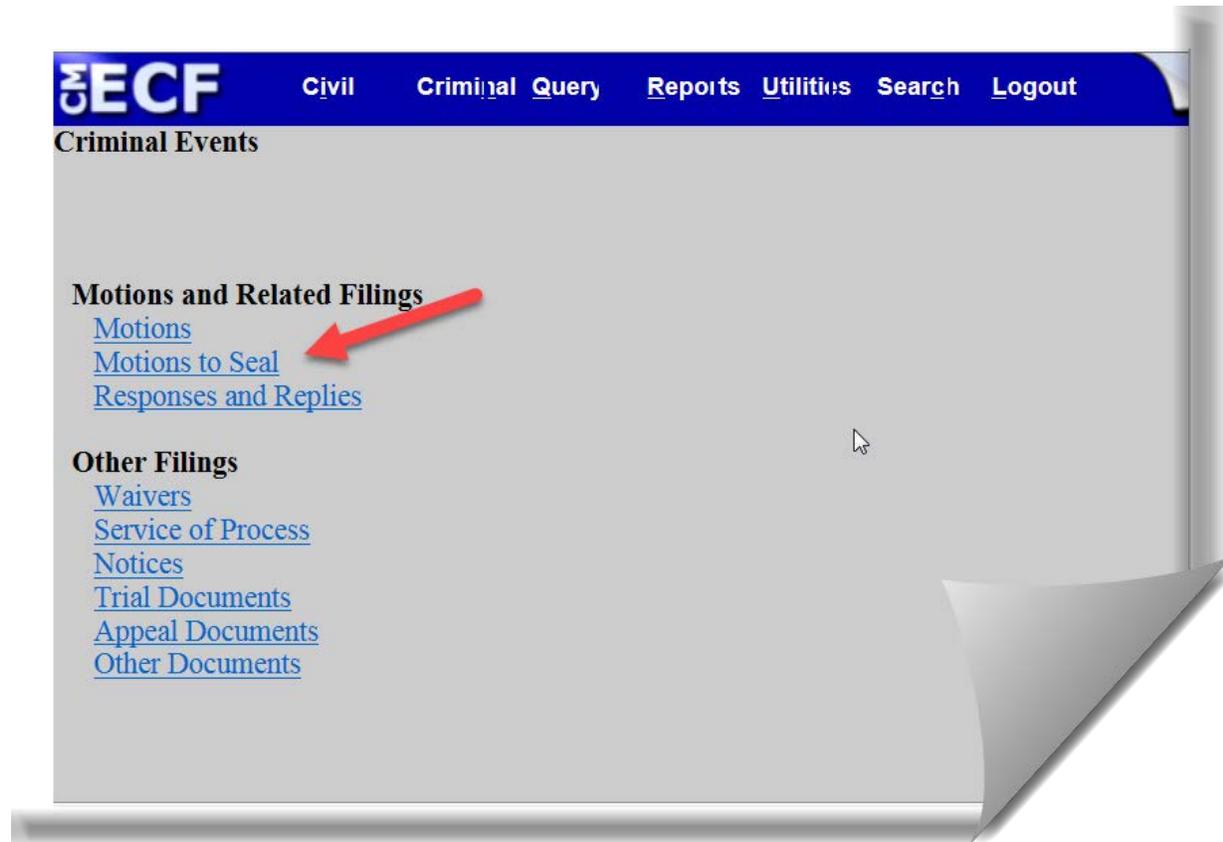


## **FILING INSTRUCTIONS CRIMINAL MOTION TO SEAL**

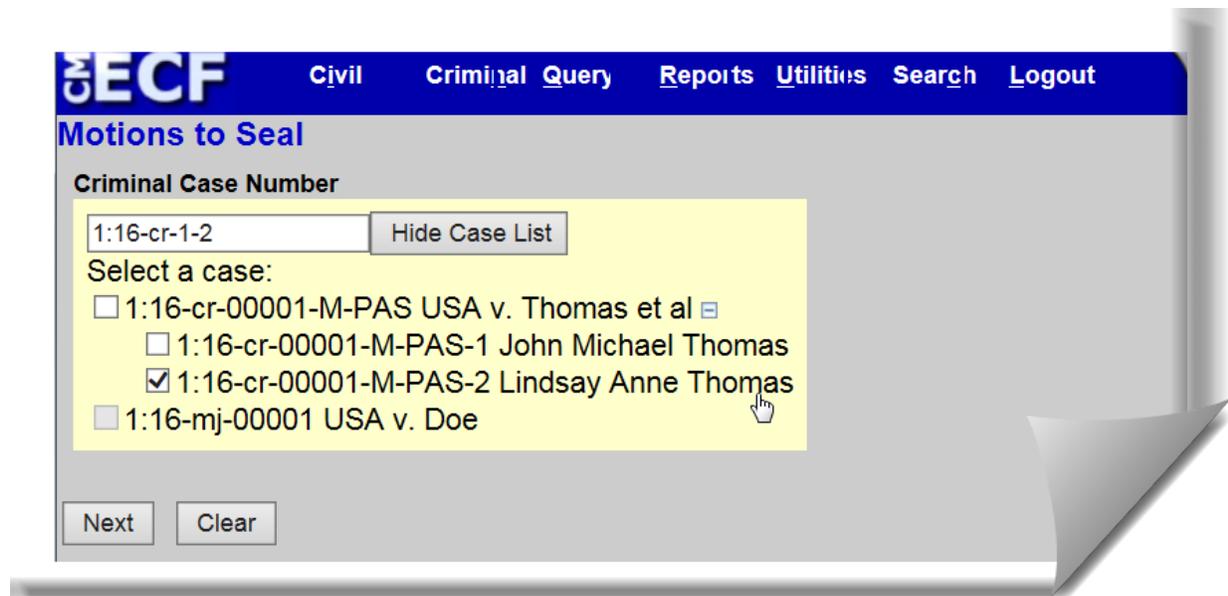
From the Criminal Events menu select Motions to Seal.



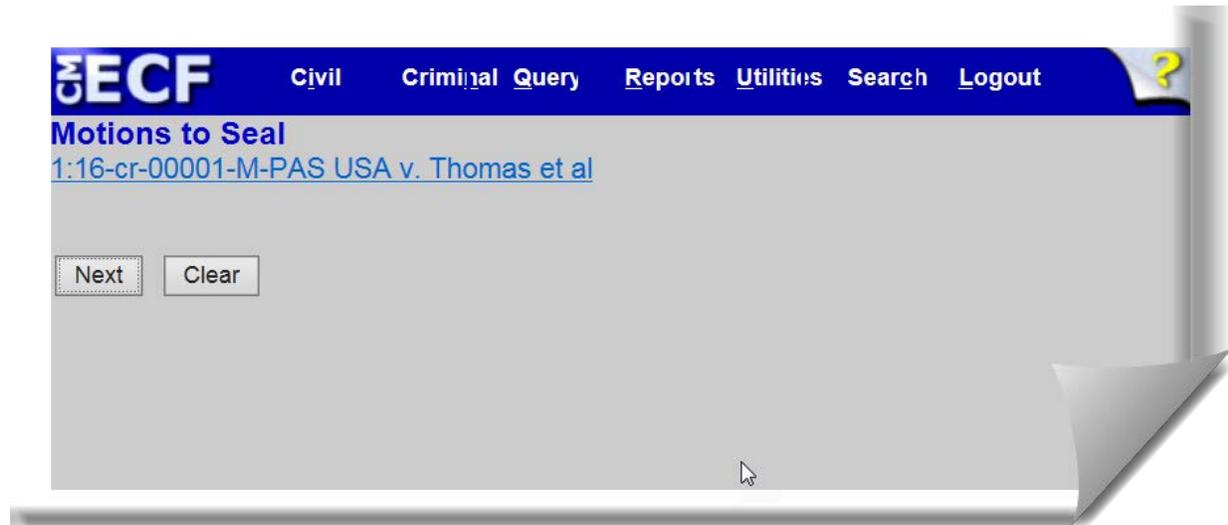
Enter the case number, then click the **Find this Case** button.



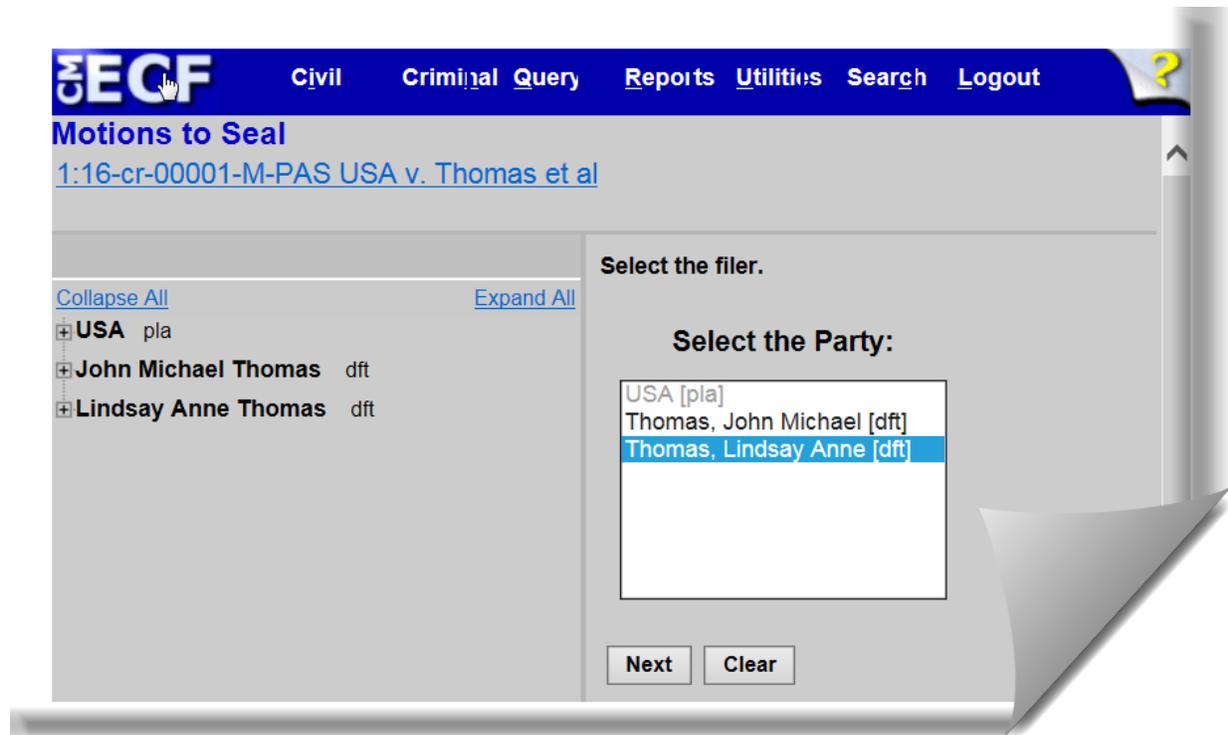
Place a check in the box next to the case file or *as to* defendant. Click next to continue.



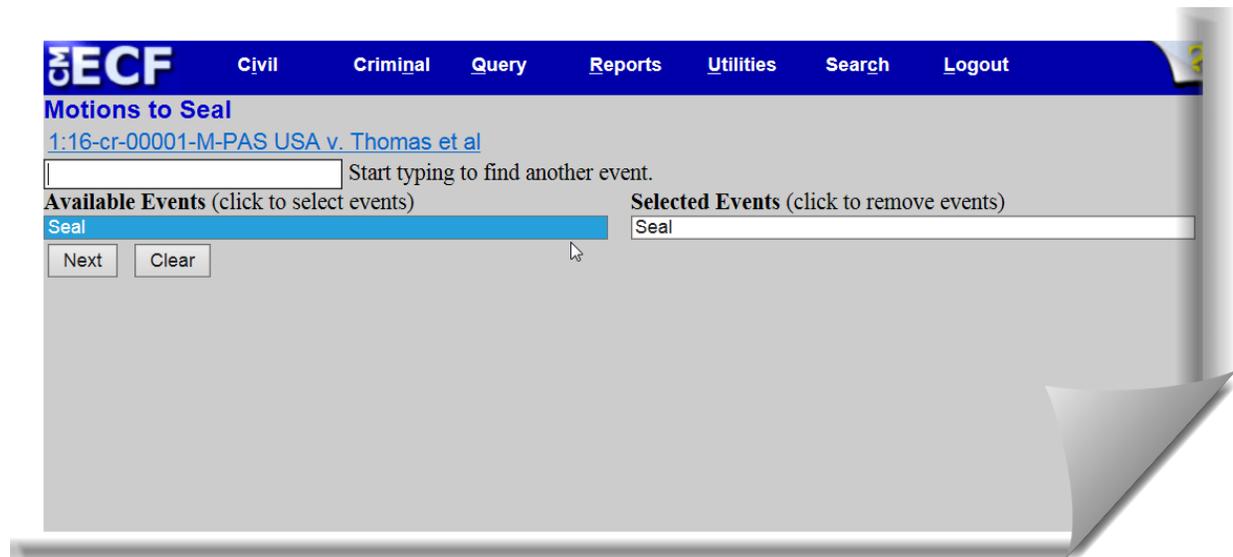
Click next to continue.



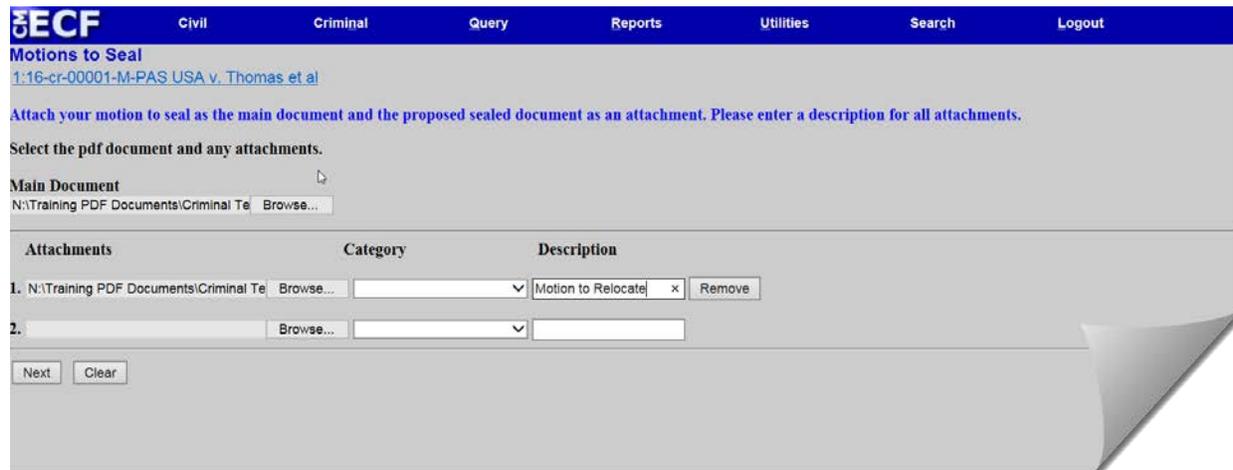
Click on the filer from the party pick list.



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



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.



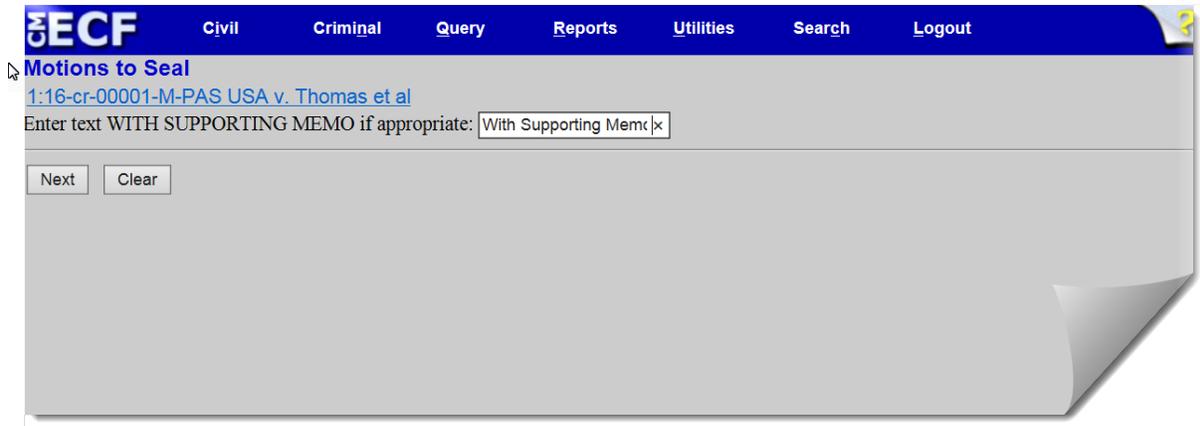
Because this entry's docket text and document are sealed, nothing will appear on the public docket sheet. You must serve opposing counsel conventionally. Also, keep in mind that this entry must not be used for ex-parte motions. Click next to continue.



The response deadline is automatically calculated. Click next to continue.

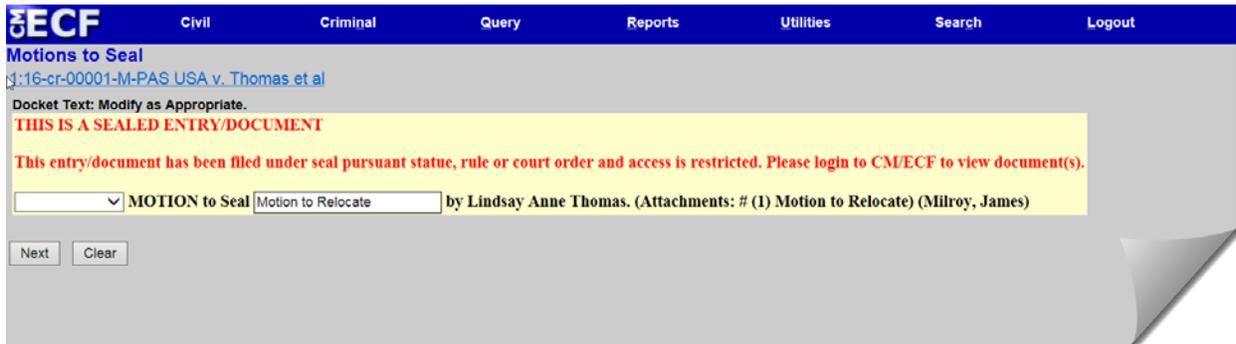


Enter the text *With Supporting Memo* in the available text box. Click next to continue.



The screenshot shows the CM/ECF web interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page title is "Motions to Seal" with a sub-link for "1:16-cr-00001-M-PAS USA v. Thomas et al". A text input field contains "With Supporting Memc|x". Below the input field are "Next" and "Clear" buttons.

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



The screenshot shows the same CM/ECF web interface. The page title is "Motions to Seal" with a sub-link for "1:16-cr-00001-M-PAS USA v. Thomas et al". Below the link, it says "Docket Text: Modify as Appropriate." A yellow warning box contains the text: "THIS IS A SEALED ENTRY/DOCUMENT" and "This entry/document has been filed under seal pursuant statue, rule or court order and access is restricted. Please login to CM/ECF to view document(s)." Below the warning box, a dropdown menu is set to "MOTION to Seal" and a text input field contains "Motion to Relocate". The text "by Lindsay Anne Thomas. (Attachments: # (1) Motion to Relocate) (Milroy, James)" follows. At the bottom are "Next" and "Clear" buttons.

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 header includes navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The case title is '1:16-cr-00001-M-PAS USA v. Thomas et al'. The docket text is 'Final Text'. A prominent yellow box contains the message: 'THIS IS A SEALED ENTRY/DOCUMENT. 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). MOTION to Seal Motion to Relocate by Lindsay Anne Thomas. (Attachments: # (1) Motion to Relocate)(Milroy, James)'. Below this, an attention notice states: '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?'. Source document paths are listed: '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. No notice is sent for this entry because it has been filed under seal.

The screenshot shows the 'Notice of Electronic Filing' page. The header is identical to the previous screenshot. The case title is '1:16-cr-00001-M-PAS USA v. Thomas et al'. The court is identified as 'U.S. District Court, DISTRICT OF RHODE ISLAND TEST DATABASE (as of 03/10/2013)'. The notice text states: 'The following transaction was entered by Milroy, James on 11/22/2016 at 4:06 PM EST and filed on 11/22/2016. Case Name: USA v. Thomas et al. Case Number: 1:16-cr-00001-M-PAS. Filer: DR No. 2 - Lindsay Anne Thomas. Document Number: 13'. A docket text entry reads: 'THIS IS A SEALED ENTRY/DOCUMENT. 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). MOTION to Seal Motion to Relocate by Lindsay Anne Thomas. (Attachments: # (1) Motion to Relocate)(Milroy, James)'. Below this, it notes: '1:16-cr-00001-M-PAS-2 Notice has been electronically mailed to: 1:16-cr-00001-M-PAS-2 Notice has been delivered by other means to:'. It also states: 'The following document(s) are associated with this transaction: Document description: Main Document. Original filename: n/a. Electronic document Stamp:'. There are no buttons visible on this page.