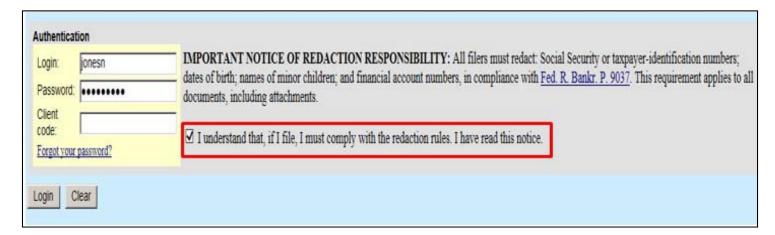
Motion to Redact

(Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin as of 6/1/2015)

All filers must redact: Social Security or tax-payer identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

In fact, every time you access CM/ECF, you affirm that you "understand that, if I file, I must comply with the redaction rules. I have read this notice."



Should these personal identifiers make it to the public docket, the filer must file a Motion to Redact the applicable document(s) and upload an Order to Redact. Additionally, there is a \$25 fee to file this motion. Please note that although the Clerk's office staff will immediately restrict public access to the affected document(s) upon notification, unless this motion is filed and the fee is paid, the applicable document(s) may be stricken by the Court.

This is an example of the Defective Filing Notification that may be docketed by the Clerk's Office:

Notice to filer: This document has been restricted from viewing and is not part of the public record because it contains identifying personal information in violation of Rule 9037(a). Unless a motion to redact this information is filed and a \$25 fee is paid, this document may be stricken (RE: 88 Reaffirmation filed by Creditor BMW Bank of North America). (mrh) (Entered: 06/01/2015)

The following procedure outlines how to file a Motion to Redact and upload an Order to Redact.

While under the Bankruptcy Menu, go to the Motions/Applications Submenu.



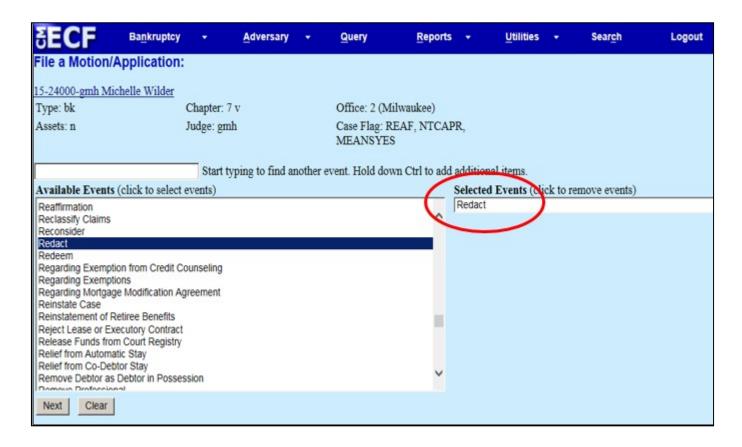
Enter the case number. Click Next.



For this specific motion, click the No radio buttons as answers to all of the questions on this page. Click Next.



Choose Redact from the list of available events. Click Next.

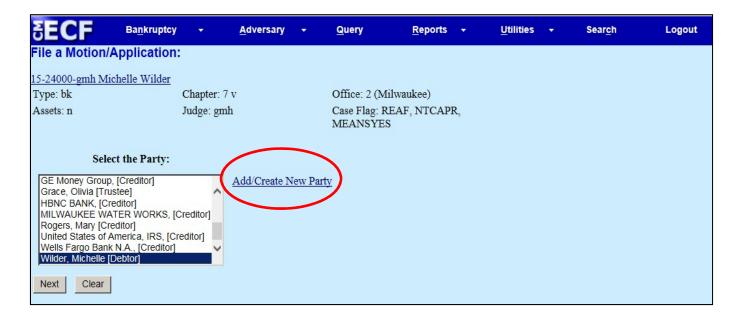


Check whether you are filing jointly with another attorney. Click Next.



If the party or parties you represent are listed, highlight the party or parties from the list. Click **Next**. (Then skip to Page 7 if you do <u>not</u> have to add a new party to the case).

If the party or parties you represent ARE NOT listed, you must click Add/Create New Party.



To Add/Create New Party complete the following instructions:

Search for the party by typing the **exact** name of that party in the **Last/Business name** field. This function will search our court's database to see whether the party already exists. Click **Search**.



If the search yields a result, a list will appear. You may choose a party from the search results; however, please ensure the name **exactly** matches the way it appears on your documents. If you select a name from the list, no opportunity will ever be presented to modify the name of the party.



If the search yields no results, or the results do not match the name of your party exactly, click **Create New Party**.



Complete the following fields: Last name (name of business), Address 1, Address 2 (if needed), City, State, Zip, and Role. Click the Corporate Parent/Affiliate option and enter the name (if applicable). Click **Submit**.



The party just entered should now appear in the pick list. Highlight the party you represent. Click **Next**.



The attorney/party association will already be defaulted. Click **Next**.

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.

Bay Lake Bank, (cr:cr) represented by Jones, Norah (aty)

Next Clear

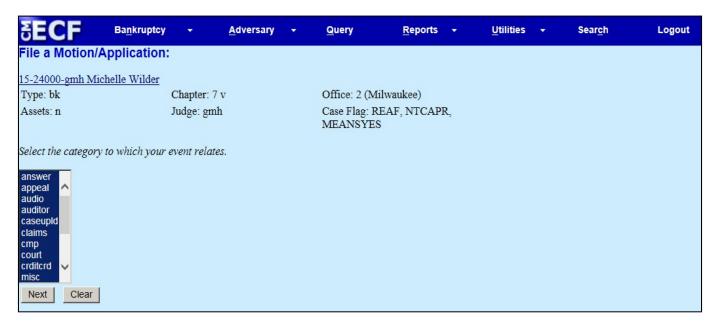
Browse and attach the PDF image of your Motion to Redact. Click Next.



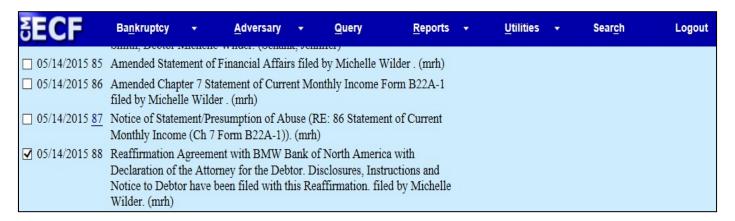
If the Motion to Redact is related to an event on the docket, you must refer the motion back to the original docket entry. Check the box and click **Next.** (Hint: You should always link to a prior docket entry UNLESS the document needing redaction is a Proof of Claim or an attachment to a Proof of Claim. In that case, indicate the claim number and relevant information in the final docket text of this docket entry).



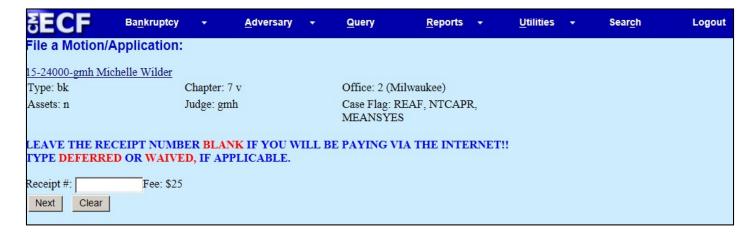
Highlight the category to which your event (the Motion to Redact) relates and then click **Next**. (Hint: This is a list of the sub-menus. If you are uncertain which submenu was used to docket the original document, it is okay to highlight the entire menu and then select your original document from the results).



Select the related docket entry from the results.



The fee to file a Motion to Redact is \$25. Click **Next**.



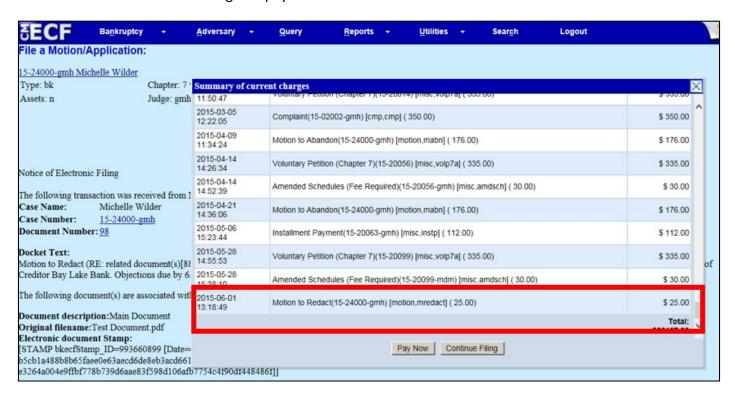
Review pre-docket text. (Should you need to refer to a Proof of Claim or an attachment to a Proof of Claim, you may indicate that in the open text box on this screen). Click **Next**.



Review final docket text. Click Next.



Review Notice of Electronic Filing and pay for the motion.



After the Motion to Redact is docketed, don't forget to docket your proposed order.

Proposed Order

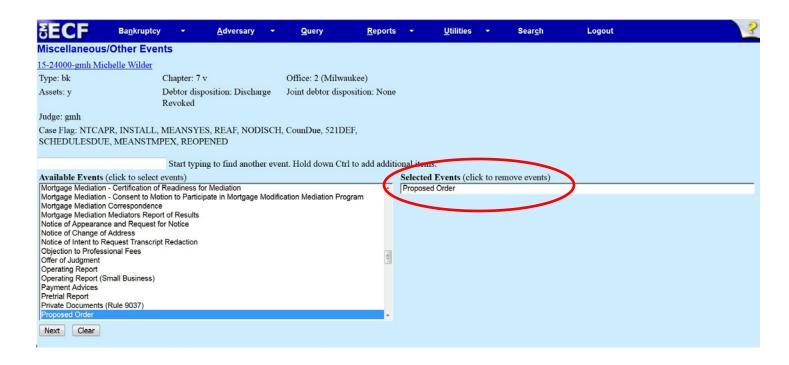
While under the applicable main menu, select Miscellaneous/Other Events.



Enter the case number. Click Next.



Search for the **Proposed Order** event. Once you have selected the event, make sure it populates the **Selected Events** field. Click **Next.**



Select whether you are joint filing with another attorney. Click Next.



Select the party you are representing. Click **Next**.



Make sure to leave the attorney/party association field checked.



Review the reminder regarding service, as well as the Court's Administrative Procedures for formatting requirements. Click **Next.**



Browse and attach the PDF image of your Proposed Order. Click Next.



Determine whether or not you wish to add the text, "Any required notice period has run without objection" to the docket text.

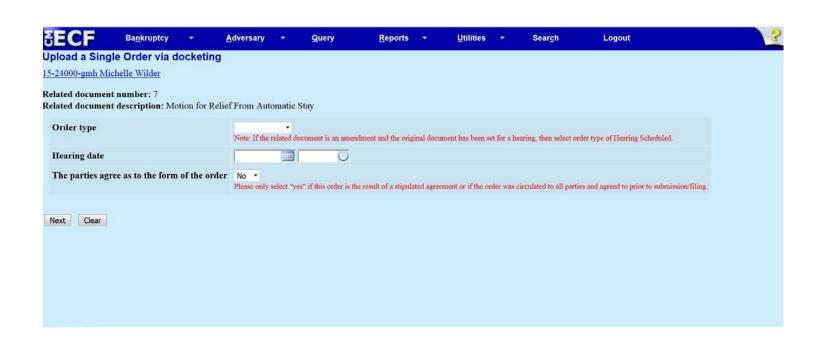


Enter the document number of the motion to which this proposed order relates. If you don't know the related document number, click Next to select from a list of documents on the docket.





Select the Order type, entering hearing information (if applicable), and select whether or not the order is the result of a stipulation.



Review the docket text, and then submit the final docket text.

