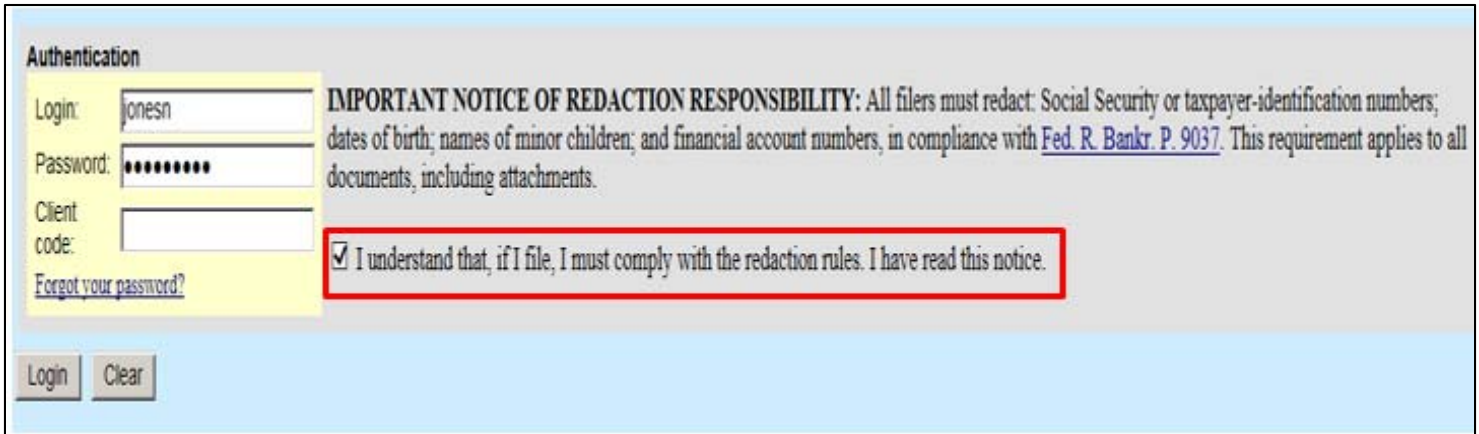


Motion to Redact

(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.”



The screenshot shows the CM/ECF login interface. On the left, there is an 'Authentication' section with input fields for 'Login:' (containing 'jonesn'), 'Password:' (masked with dots), and 'Client code:'. Below these is a link for 'Forgot your password?'. At the bottom of this section are 'Login' and 'Clear' buttons. To the right of the login fields is a large text block titled 'IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-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.' Below this notice is a red-bordered box containing a checked checkbox and the text: 'I 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**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

15-24000-gmh Michelle Wilder

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: gmh Case Flag: REAF, NTCAPR, MEANSYES

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events) **Selected Events** (click to remove events)

- Reaffirmation
- Reclassify Claims
- Reconsider
- Redact**
- Redeem
- Regarding Exemption from Credit Counseling
- Regarding Exemptions
- Regarding Mortgage Modification Agreement
- Reinstate Case
- Reinstatement of Retiree Benefits
- Reject Lease or Executory Contract
- Release Funds from Court Registry
- Relief from Automatic Stay
- Relief from Co-Debtor Stay
- Remove Debtor as Debtor in Possession
- Remove Professional

Next Clear

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

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

15-24000-gmh Michelle Wilder

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: gmh Case Flag: REAF, NTCAPR, MEANSYES

Joint filing with other attorney(s).

Next Clear

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 not 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**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

15-24000-gmh Michelle Wilder

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: gmh Case Flag: REAF, NTCAPR, MEANSYES

Select the Party:

- GE Money Group, [Creditor]
- Grace, Olivia [Trustee]
- HBNC BANK, [Creditor]
- MILWAUKEE WATER WORKS, [Creditor]
- Rogers, Mary [Creditor]
- United States of America, IRS, [Creditor]
- Wells Fargo Bank N.A., [Creditor]
- Wilder, Michelle [Debtor]

[Add/Create New Party](#)

Next Clear

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**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name Bay Lake Bank

First Name

Middle Name

Search Clear

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.

The screenshot shows the ECF search interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there is a section titled "Search for a party" with input fields for SSN / ITIN, Tax ID / EIN, Last/Business name, First Name, and Middle Name. There are "Search" and "Clear" buttons. Below this, the "Party search results" section displays a list of four entries: "Bay Lake Bank, 123 Downer, Milwaukee, WI", "Bay Lake Bank, c/o Attorney Tammy Walloch", "Bay Lake Bank, c/o Ken Ogie, Milwaukee, WI", and "Bay Lake Bank LLC, c/o Attorney, Milwaukee, WI". At the bottom of the results section, there are two buttons: "Select name from list" and "Create new party".

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

The screenshot shows the ECF search interface with the same navigation bar as the previous image. The "Search for a party" section is identical. However, the "Party search results" section now displays the text "No person found." Below this text, the "Create new party" button is highlighted with a red rectangular box.

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**.

ECF				Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout
File a Motion/Application:										
15-24000-gmh Michelle Wilder										
Type: bk	Chapter: 7 v	Office: 2 (Milwaukee)								
Assets: n	Judge: gmh	Case Flag: REAF, NTCAPR, MEANSYES								
Filename										
Z:\Users\hawley\m\Desktop\Test Docum Browse...										
Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes										
Next Clear										

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).

ECF				Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout
File a Motion/Application:										
15-24000-gmh Michelle Wilder										
Type: bk	Chapter: 7 v	Office: 2 (Milwaukee)								
Assets: n	Judge: gmh	Case Flag: REAF, NTCAPR, MEANSYES								
<input checked="" type="checkbox"/> Refer to existing event(s)?										
Next Clear										

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).

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

[15-24000-gmh Michelle Wilder](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: gmh Case Flag: REAF, NTCAPR, MEANSYES

Select the category to which your event relates.

- answer
- appeal
- audio
- auditor
- caseupld
- claims
- cmp
- court
- crditcrd
- misc

Next Clear

Select the related docket entry from the results.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

05/14/2015 85 Amended Statement of Financial Affairs filed by Michelle Wilder . (mrh)

05/14/2015 86 Amended Chapter 7 Statement of Current Monthly Income Form B22A-1 filed by Michelle Wilder . (mrh)

05/14/2015 87 Notice of Statement/Presumption of Abuse (RE: 86 Statement of Current Monthly Income (Ch 7 Form B22A-1)). (mrh)

05/14/2015 88 Reaffirmation Agreement with BMW Bank of North America with Declaration of the Attorney for the Debtor. Disclosures, Instructions and Notice to Debtor have been filed with this Reaffirmation. filed by Michelle Wilder. (mrh)

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

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

[15-24000-gmh Michelle Wilder](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: gmh Case Flag: REAF, NTCAPR, MEANSYES

**LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!!
TYPE DEFERRED OR WAIVED, IF APPLICABLE.**

Receipt #: Fee: \$25

Next Clear

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**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

[15-24000-gmh Michelle Wilder](#)

Type: bk	Chapter: 7 v	Office: 2 (Milwaukee)
Assets: n	Judge: gmh	Case Flag: NTCAPR, INSTALL, MEANSYES

Docket Text: Modify as Appropriate.

Motion to Redact (RE: related document(s)[88] Reaffirmation) Fee Amount \$25 filed by Norah Jones of Jones Law Offices on behalf of Creditor Bay Lake Bank . (Jones, Norah)

Review final docket text. Click **Next**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

[15-24000-gmh Michelle Wilder](#)

Type: bk	Chapter: 7 v	Office: 2 (Milwaukee)
Assets: n	Judge: gmh	Case Flag: NTCAPR, INSTALL, MEANSYES

Docket Text: Final Text

Motion to Redact (RE: related document(s)[88] Reaffirmation) Fee Amount \$25 filed by Norah Jones of Jones Law Offices on behalf of Creditor Bay Lake Bank. (Jones, Norah)

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

Have you redacted?

Review Notice of Electronic Filing and pay for the motion.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

15-24000-gmh Michelle Wilder
 Type: bk Chapter: 7
 Assets: n Judge: gmh

Notice of Electronic Filing

The following transaction was received from 1
Case Name: Michelle Wilder
Case Number: [15-24000-gmh](#)
Document Number: [98](#)

Docket Text:
 Motion to Redact (RE: related document(s) [8
 Creditor Bay Lake Bank. Objections due by 6

The following document(s) are associated with

Document description:Main Document
Original filename:Test Document.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=993660899 [Date=
 b5cb1a488b8b65faee0e63aecd6de8eb3acd661
 e3264a004e9ffb778b739d6aae83f598d106afb7754c4f90df448486f]]

Summary of current charges		
11:50:47	Voluntary Petition (Chapter 7)(15-20014) [misc.volp7a] (335.00)	\$ 335.00
2015-03-05 12:22:05	Complaint(15-02002-gmh) [cmp,cmp] (350.00)	\$ 350.00
2015-04-09 11:34:24	Motion to Abandon(15-24000-gmh) [motion,mabn] (176.00)	\$ 176.00
2015-04-14 14:26:34	Voluntary Petition (Chapter 7)(15-20056) [misc.volp7a] (335.00)	\$ 335.00
2015-04-14 14:52:39	Amended Schedules (Fee Required)(15-20056-gmh) [misc.amdsch] (30.00)	\$ 30.00
2015-04-21 14:36:06	Motion to Abandon(15-24000-gmh) [motion,mabn] (176.00)	\$ 176.00
2015-05-06 15:23:44	Installment Payment(15-20063-gmh) [misc.instp] (112.00)	\$ 112.00
2015-05-28 14:55:53	Voluntary Petition (Chapter 7)(15-20099) [misc.volp7a] (335.00)	\$ 335.00
2015-05-28 15:38:10	Amended Schedules (Fee Required)(15-20099-mdm) [misc.amdsch] (30.00)	\$ 30.00
2015-06-01 13:18:49	Motion to Redact(15-24000-gmh) [motion,mredact] (25.00)	\$ 25.00
Total:		

of

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

Proposed Order

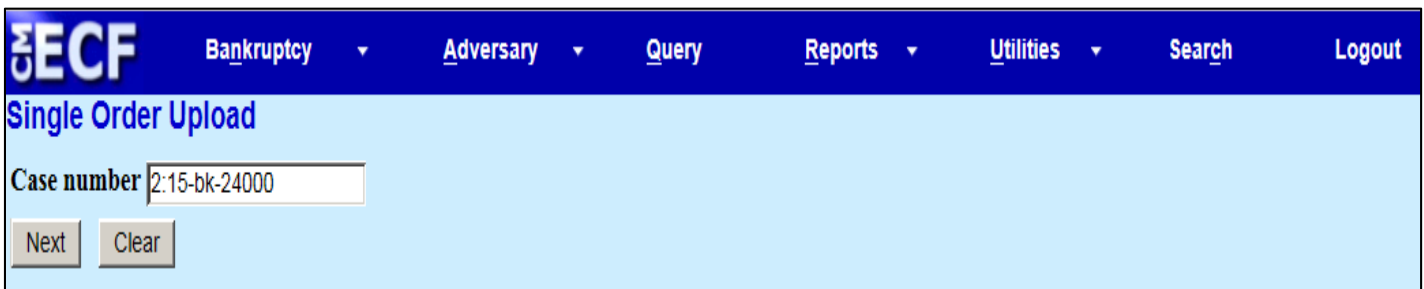
While under the applicable main menu, select **Order Upload**.



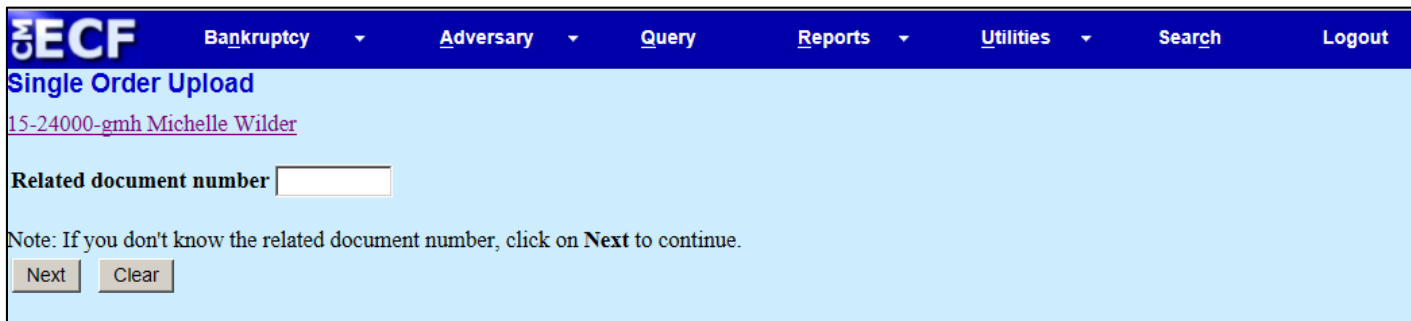
Select **Single Order Upload**.



Enter the case number. Click **Next**.



Enter the **Related document number**. **Hint:** Be sure to link the proposed order back to the original Motion to Redact. Don't worry about remembering the docket number for your original motion, just click **Next** for a list.



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Single Order Upload

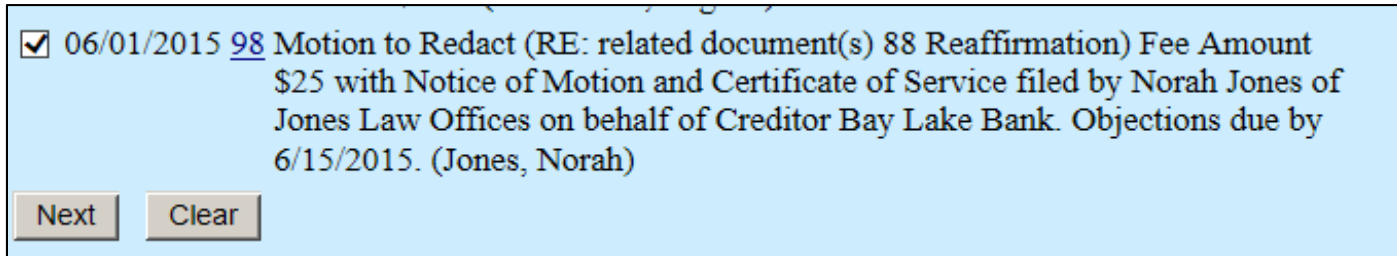
15-24000-gmh Michelle Wilder

Related document number

Note: If you don't know the related document number, click on **Next** to continue.

Next Clear

Select the appropriate event(s) to which your event relates. Click **Next**.



06/01/2015 98 Motion to Redact (RE: related document(s) 88 Reaffirmation) Fee Amount \$25 with Notice of Motion and Certificate of Service filed by Norah Jones of Jones Law Offices on behalf of Creditor Bay Lake Bank. Objections due by 6/15/2015. (Jones, Norah)

Next Clear

Select the **Ex Parte (No Hearing Required) Order Type**. Click **Next**.



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Single Order Upload

15-24000-gmh Michelle Wilder

Related document number: 98

Related document:

Order type: **Ex Parte (No Hearing Required)**

Hearing date:

Next Clear

Browse and attach the PDF image of your Proposed Order. **Hint: Be sure your Proposed Order is formatted correctly.** See the CM/ECF Administrative Procedures for formatting requirements. Click **Next**.

The screenshot shows the ECF Single Order Upload form. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Single Order Upload". The form contains a "Filename" field with a text input containing "O:\common\everyone\Staff Folders\AES-\\" and a "Browse..." button. Below the filename field is the "Attachments to Document" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Review the receipt for the Proposed Order.

The screenshot shows the ECF Single Order Upload receipt. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Single Order Upload". The receipt text includes: a link to "15-24000-gmh Michelle Wilder", a confirmation message "The new document Test Document.pdf was uploaded successfully on 6/1/2015 at 6:07 PM", "Order type: Ex Parte (No Hearing Required)", another link to "15-24000-gmh Michelle Wilder", "Related document number: 98", "Related document description: Motion to Redact", and "Order ID: 2312". At the bottom left is a link "Do it again".

Reminder, the Proposed Order is submitted directly to the presiding Judge's chambers. Once the order is signed and docketed, the Notice of Electronic Filing will be transmitted to all registered electronic users in the case with a copy of the signed order.