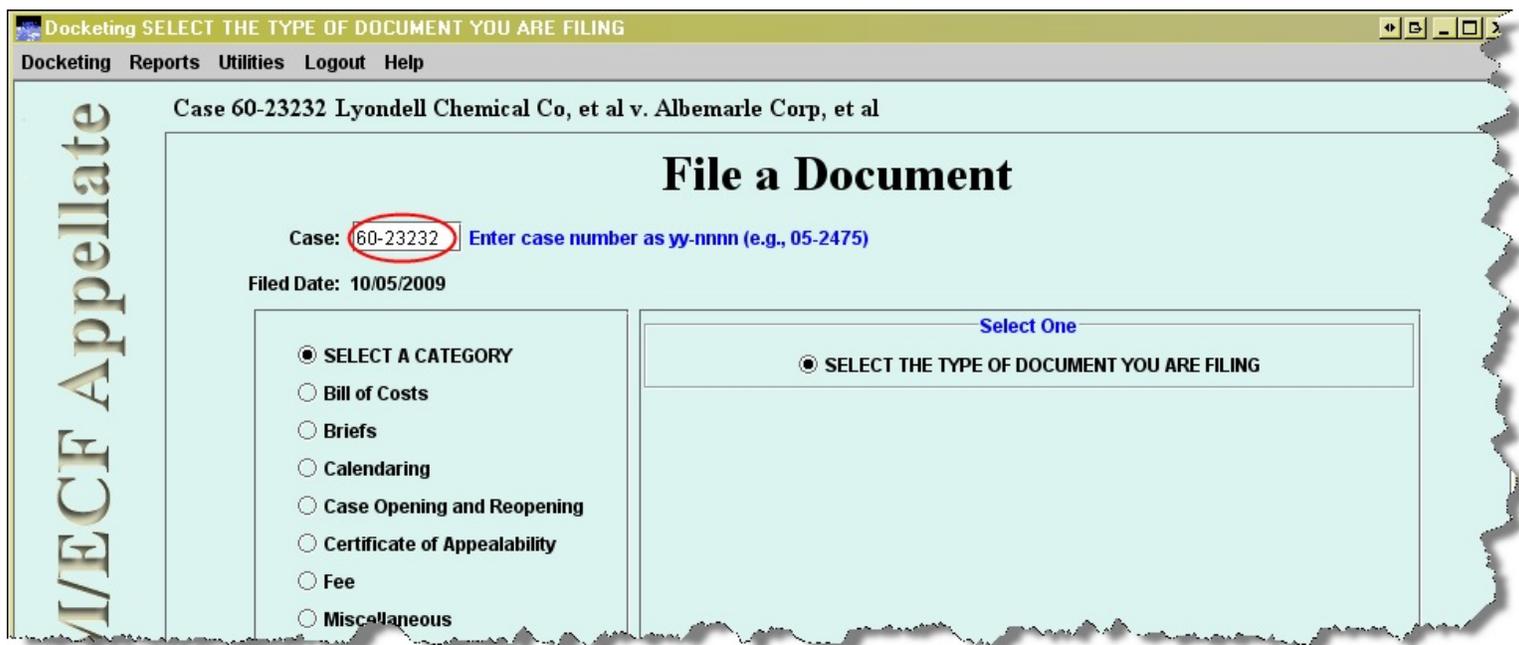# Fifth Circuit U.S. Court of Appeals
How to File a Motion/Document Under Temporary Seal

Note: Use this event to file any material that should have restricted access. If the court denies the request, access to the motion, document or brief will be adjusted as specified by the court.

1.   Single click **Docketing** from the menu bar.

2.   Single click **File a Document** from the drop-down menu.

3.   Click to place your cursor in the **Case:** text box.

4.   Enter your case number (ex. 08-10084, 08-2).

5.   Single click a radio button to the left of **Motion, Response, Reply**. When a choice is made, the available events for that category display on the right.

6.   Single click a radio button to the left of **Motion and/or Document Filed Under Temporary Seal**.

NOTE: This event immediately restricts public access to the documents uploaded in the entry. If you do not select ECF Motion and/or Document Filed Under Temporary Seal, your document will not be restricted. It is *your* responsibility to use the appropriate event when filing sealed materials.

7.	If your case is associated with another case (e.g., consolidated, cross-appeal, additional), the other case will display in the **Case Selection** box and will default as checked so that the entry you are docketing will be applied to both cases (or all cases if multiple are listed).

In the situation where your filing does not apply to all cases checked, single click the checkbox to the left of the case to de-select it.
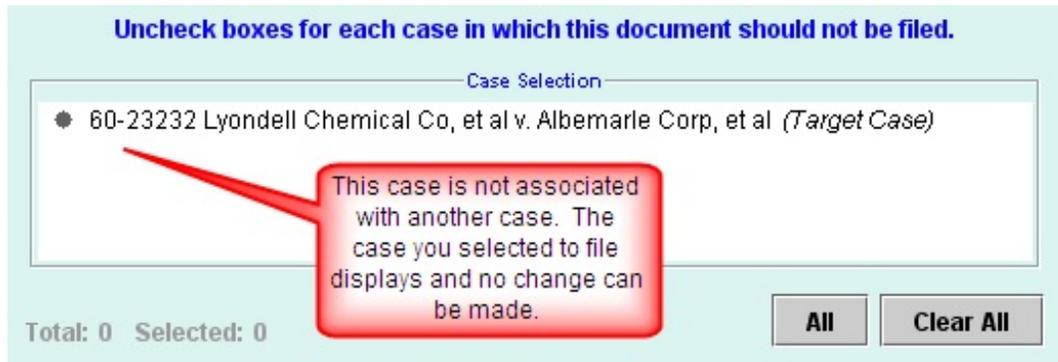
8.	Click **Continue** to proceed to the next screen.

9.	Single click the **Continue** checkbox to acknowledge that you have filed an appearance in this case. If you have not, do not click the checkbox, simply click **OK**. The event will not proceed. Obtain the appearance form from our web site, file the appearance with that event and then docket the motion.
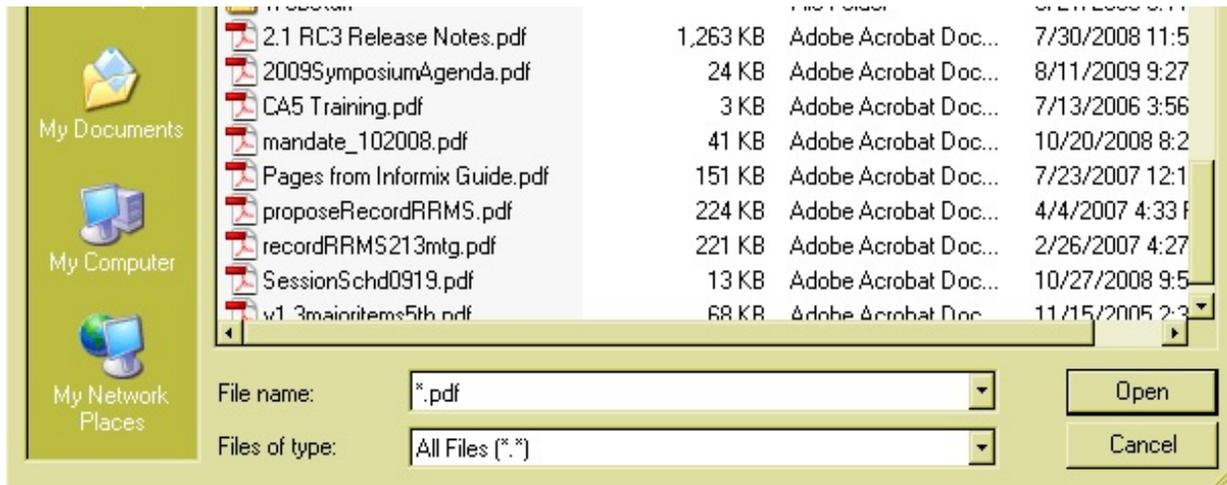

9.	Upload your document.

a. Either type the complete path to the file or click **Browse** to locate it (single click to select the file and click **Open**).

b. Enter a description for your document using the format of the examples below. A description is mandatory.

Motion to Seal Exhibit
Proposed Sealed Exhibit

10. If you have additional documents to attach to this filing (as in the above example), click **Add Another** and follow the steps in 9 above.

If your document is so large that it needs to be broken into separate documents because of the file size limitation, you would upload the extra parts of the documents as attachments. The file size limitation for a single file is 10 MB. If multiple files are attached to the entry, the limitation for all files is 50 MB.

11. Single click the **Please Select** drop-down box and select **Unopposed**, **Opposed** or the *blank line/space* selection to indicate that your motion is

or is not opposed or that you are uncertain. Use the blank line/space to indicate you do not know whether it is opposed or unopposed.

Note: this is required, if you try to continue past this screen you will receive an error message asking you to complete this selection.
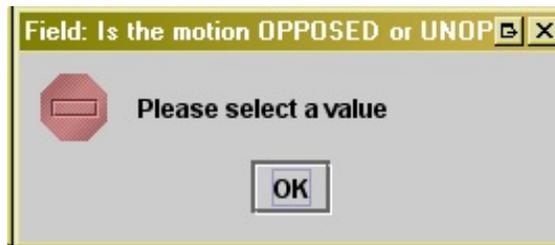
12.   Select the filer of the document. In most cases, even though you are the attorney, you are filing on behalf of the party, so the party name(s) should be selected.

Single click the checkbox to the left of the name/type. Select all applicable filers. Use the **All Cases** button if the party is in multiple cases. This will automatically select all the cases at once for you for the party chosen prior to clicking **All Cases**. If you neglect to use this button, you would have to single click each party in each case.

Use the **Select All** button to select all filers listed. Use the **Clear All** button to remove selections and start filer selection again. Do not click the **Display All Parties** button.

If you are filing on behalf of multiple attorneys:
Add the additional party and attorney names in the box provided on the docket text window.

13.   Enter the date on your certificate of service. Either type the date in the **Service Date:** text box or single right click in the box. Choose **Select Date from Calendar** and then do so from the popup monthly calendar.
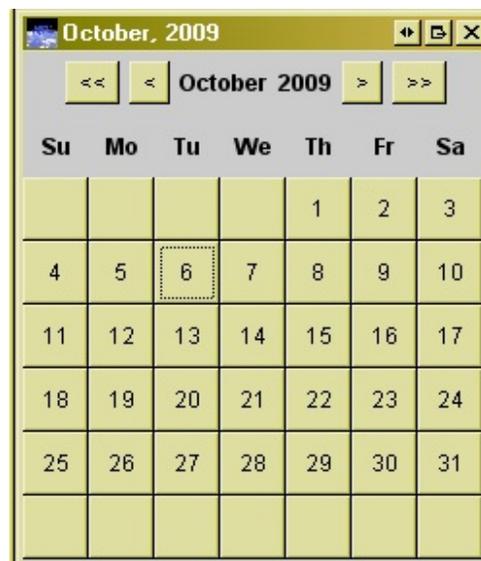
14. Indicate who you served and how.

    Attorneys in the case will display in the **Service** box. Single click the checkbox to the left of the name to de-select anyone you have not served. To de-select all, single click the checkbox to the left on the title row.

    The individual's service preference will default as checked. Registered attorneys will all have a preference checked of **Email**. In the circumstance where an attorney has not yet registered during the voluntary phase, their preference may be set to **US mail** and you should serve them in the pre-CM/ECF manner.

    The **Display All** button displays other attorneys that didn't originally display, e.g., attorneys linked to terminated parties. To undo your changes and begin the service process again, click the **Reset** button. The **Service** box will return to it's original state.

15. Click **Continue**.

16. On the **Docket Text** box, you cannot make changes to the existing text on the popup screen. This is an advance of how the text will look if you complete your transaction. If you need to add any other information about this entry, add that in the white text box on this screen. The box appears small, but it will hold over 200 characters. When complete, click **Continue.**

```
Docket Text                                                    ⬗ ✕

  ②      MOTION AND/OR DOCUMENT UNDER TEMPORARY SEAL pending a ruling by the court  ▲
          filed by Appellant Mr. Lewis Scott Joanen [          ]   The filing of this
          document is unopposed. Date of service: 10/09/2009 via email - Attorney for
          Appellant: Testaty; US mail - Attorney for Appellant Cross-Appellee(s): Lapeze,
          Mattox; Attorney for Appellee Cross-Appellant(s): Al-Bahish, Connelly, Eldridge, Fong,
          Frost, Gaston, George, Maierson, Muir, Rutter, Strong, Townsend [60-23232]

                                                                                      ▼

              [ Continue ]      [ Back ]
```

If something in the text causes you to believe you have made an error, click **Back** to return to the event. Use the **Back** button to maneuver through the entry to see where you make the mistake.

17. Click **Submit** on the final **Event Review** popup screen. Any text you entered in the box on the prior window will appear in *italics*. Again, if you notice an error at this point, click **Back** to return to the entry and make adjustments.
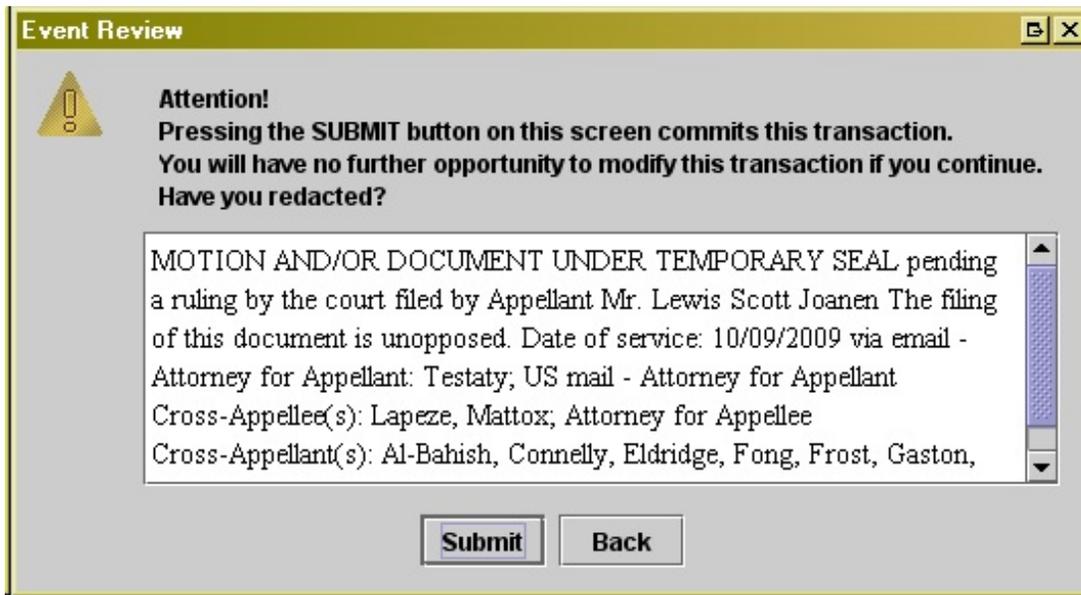
18. Click **OK** on the **Event Docketed** popup screen as confirmation that the entry has been completed.

19. The Notice of Docket Activity (NDA) will open in a new screen at the completion of your entry. Click the upper right X to close the screen after you have printed or saved it. Alternatively, select **File** from the browser menu and then **Exit**.

https://ecf.ca5.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Show   Google

File   Edit   View   Favorites   Tools   Help

60-23232 Lyondell Chemical Co, et al v. Albemarle Corp... | Page ▾   Tools

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United States Court of Appeals for the 5th Circuit

Notice of Docket Activity

The following transaction was entered on 10/16/2009 at 12:11:34 PM CDT and filed on 10/16/2009

Case Name: Lyondell Chemical Co, et al v. Albemarle Corp, et al
Case Number: 60-23232
Document(s):   Document(s)

Docket Text:
MOTION AND/OR DOCUMENT UNDER TEMPORARY SEAL pending a ruling by the court filed by Appellant Mr. Lewis Scott Joanen The filing of this document is unopposed. Date of service: 10/09/2009 via email - Attorney for Appellant: Testaty; US mail - Attorney for Appellant Cross-Appellee(s): Lapeze, Mattox; Attorney for Appellee Cross-Appellant(s): Al-Bahish, Connelly, Eldridge, Fong, Frost, Gaston, George, Maierson, Muir, Rutter, Strong, Townsend [60-23232] (AT)

The following document(s) are associated with this transaction:
Document Description: Motion to Seal Exhibit
Original Filename:sample1.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105048708 [Date=10/16/2009] [FileNumber=6388491-0]
[b200de012ae19357bf1084719e7b209bf1982900bcf23f9cf28d16b36db0c6b1788ec5034998aeae8562d37e52ebdffa7068c

Document Description: Proposed Sealed Exhibit
Original Filename:sample2.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105048708 [Date=10/16/2009] [FileNumber=6388491-1]
[90ff9aeb1b7ecdb6e0bb1588b4f128e984a84e1492327b2176e532b92ef7905f000f4e5cef71f96331c523983e388588325d3

Notice will be electronically mailed to: