

**Step by Step Directions**

Step	Action
1	<b>Outside User</b> - Motion to file paper under seal filed electronically with the court.
2	<b>Bankruptcy Judge</b> - Court enters order granting the motion to file a paper under seal.
3	<p><b>Outside User</b> - Bring the following (Original and Judge’s Copy) to the Intake Department along with a copy of the order.</p> <p><b>ORIGINAL:</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>In a Sealed Envelope</u></b> <ul style="list-style-type: none"> <li>✓ Original Paper being filed under seal (Traditional Paper Form).</li> <li>✓ A diskette, compact disc (CD), or digital video disc (DVD) containing a <b>PDF version</b> of the Paper being filed under seal.</li> </ul> </li> <li>➤ <b><u>Taped to the Front of the Envelope</u></b> <ul style="list-style-type: none"> <li>✓ A copy of the first page of the Paper with the caption of case and title of paper, and <b>“FILED UNDER SEAL PER COURT ORDER”</b> typed under the title of the pleading.</li> </ul> </li> </ul> <div data-bbox="472 842 1240 1619" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF MICHIGAN SOUTHERN DIVISION</p> <p>IN RE: <span style="float: right;">Case No. 99-99999</span> Sample Industries, LLC <span style="float: right;">Chapter 11</span>  Debtor, <span style="float: right;">Hon. John Sample</span></p> <hr style="width: 20%; margin-left: 0;"/> <p style="margin-left: 20px;">Name of Pleading/Paper Being Sealed</p> <p style="text-align: center;">FILED UNDER SEAL PER COURT ORDER</p> </div> <p><b>JUDGE’S COPY:</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>In a Sealed Envelope</u></b> <ul style="list-style-type: none"> <li>✓ Copy of the Paper being filed under seal (Traditional Paper Form).</li> </ul> </li> <li>➤ <b><u>Taped to the Front of the Envelope</u></b> <ul style="list-style-type: none"> <li>✓ A copy of the first page of the Paper with the caption of case and title of paper, and <b>“FILED UNDER SEAL PER COURT ORDER”</b> typed under the title of the pleading (See Example Above).</li> </ul> </li> </ul>