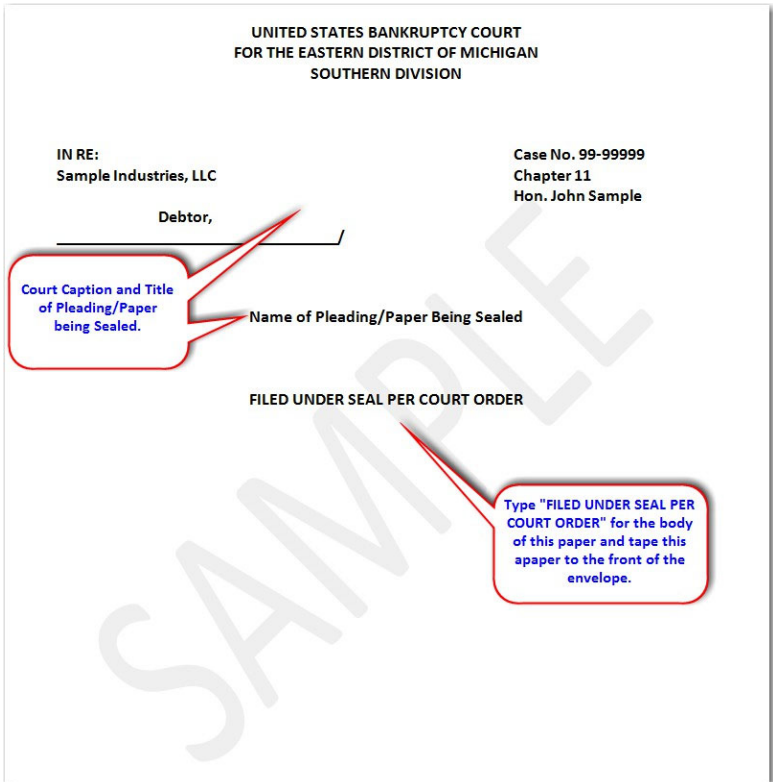


Step by Step Directions

Step	Action
1	Outside User - Motion to file paper under seal filed electronically with the court.
2	Bankruptcy Judge - Court enters order granting the motion to file a paper under seal.
3	<p>Outside User - Bring the following (Original and Judge's Copy) to the Intake Department along with two copies of the Order granting the motion to file a paper under seal.</p> <p>ORIGINAL and JUDGE'S COPY</p> <ul style="list-style-type: none"> ➤ <u>In a Sealed Envelope:</u> <ul style="list-style-type: none"> ○ Original Paper filed under seal (Traditional Paper Form). ○ A diskette, compact disc (CD), digital video disc (DVD), or flash drive containing a PDF version of the Paper being filed under seal (IN ORIGINAL ENVELOPE ONLY). ➤ <u>Taped to the Front of the Envelope:</u> <ul style="list-style-type: none"> ○ A copy of the first page of the Paper with the caption of case and title of paper, and "FILED UNDER SEAL PER COURT ORDER" typed under the title of the pleading. ➤ <u>Stapled to the Envelope:</u> <ul style="list-style-type: none"> ○ A copy of the Order granting the motion to file a paper under seal. <div style="text-align: center; margin-top: 20px;">  </div>