

How to file a restricted document in CM/ECF



Introduction

Documents filed in **CM/ECF** are **public by default**. However, to **protect** the **confidentiality** of some of these documents, **CM/ECF** provides the following **restricted viewing levels**:

Restricted Viewing Level	Who can view the filed document
Parties	Only the attorneys in the case and Court users
Selected Parties	Only the attorneys for those parties selected and Court users
Ex-Parte	Filing attorney and Court users

Before you begin

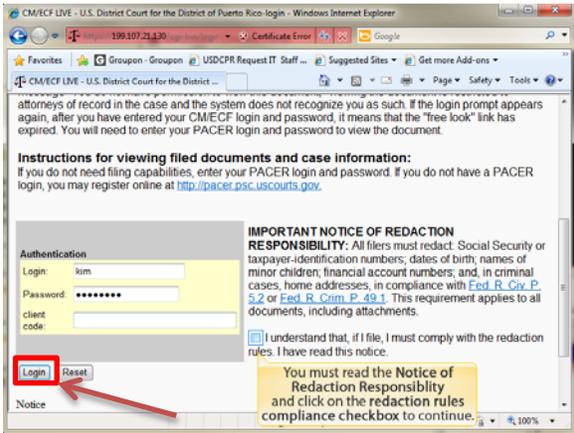
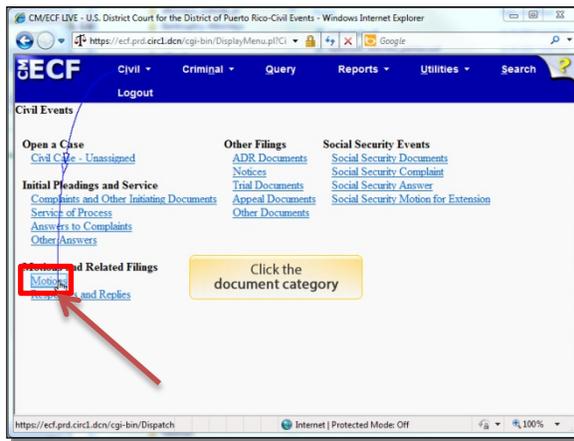
You **must comply** with the following **requirements** to file a restricted document:

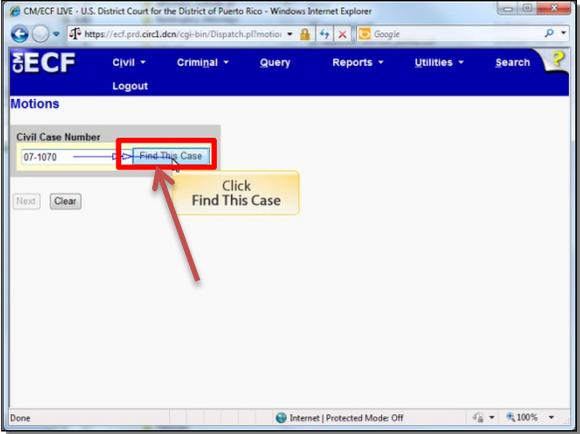
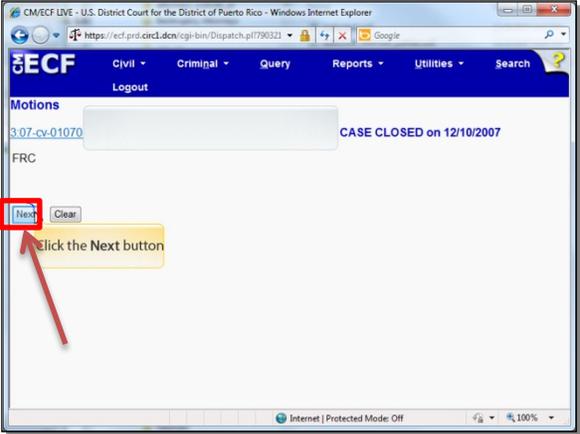
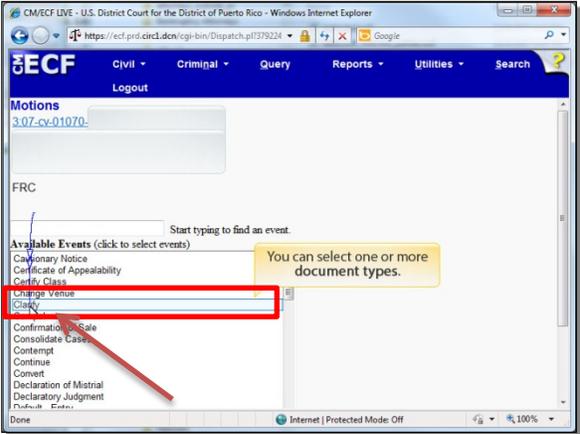
1. **Standing Order No. 9** (January 30, 2013):
<http://www.prd.uscourts.gov/sites/default/files/documents/108/FINAL%20Standing%20Order%20No.%209%20%2803-mc-149%20dkt%2013%20-%2001%2030%202013%29.pdf>
2. Have a **CM/ECF User ID** and **password**.
3. **Document** must be in Adobe **PDF** format.

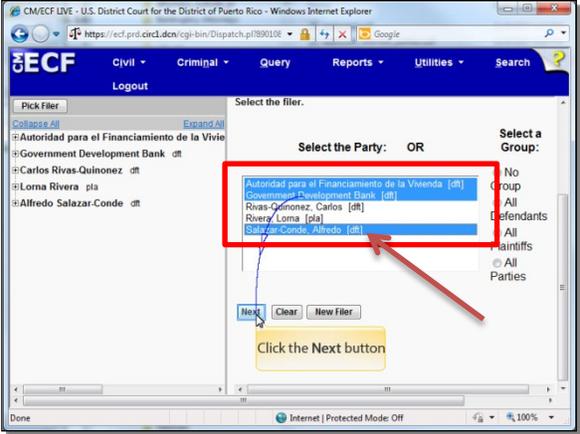
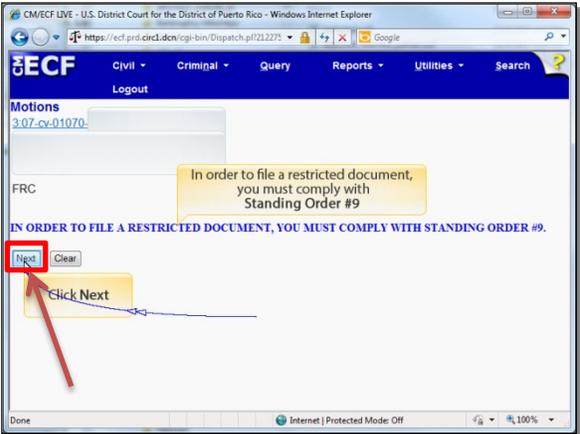
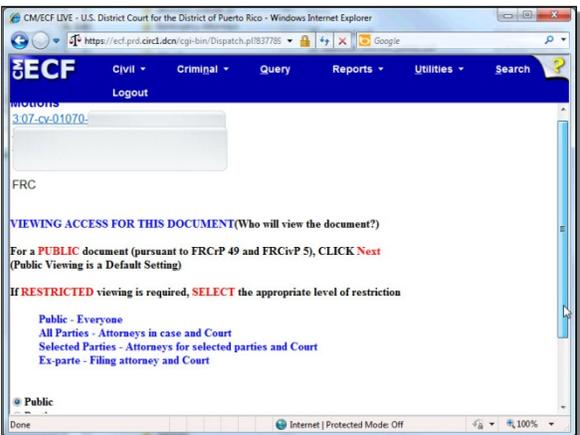
Procedure

Follow these steps to file a restricted document:

Step	Screen
<ol style="list-style-type: none"> 1. Type the CM/ECF URL in your web browser: https://ecf.prd.uscourts.gov 2. Press Enter. 3. Click District of Puerto Rico – Document Filing System. 	

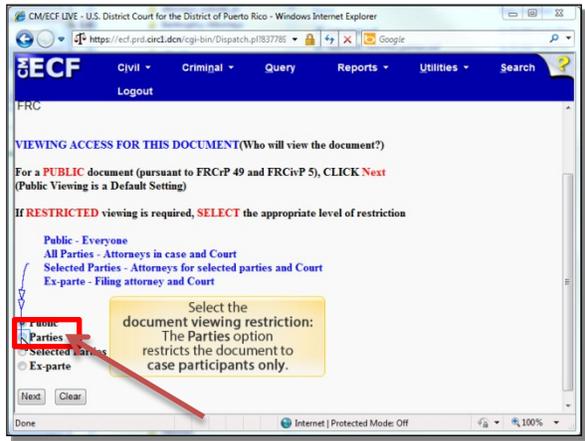
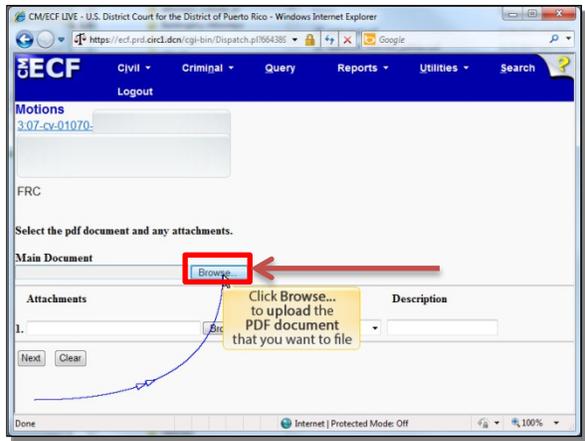
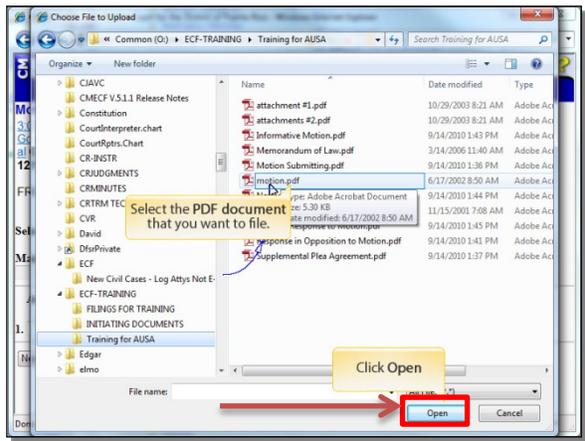
Step	Screen
<p>4. Type your CM/ECF User ID.</p> <p>5. Click password textbox.</p> <p>6. Type your CM/ECF password.</p> <p>7. Read the Notice of Redaction Responsibility.</p> <p>8. Click on the redaction rules compliance checkbox.</p> <p>9. Click Login.</p>	
<p>10. Click the case type:</p> <ul style="list-style-type: none"> • Civil • Criminal 	
<p>11. Click the document category.</p>	

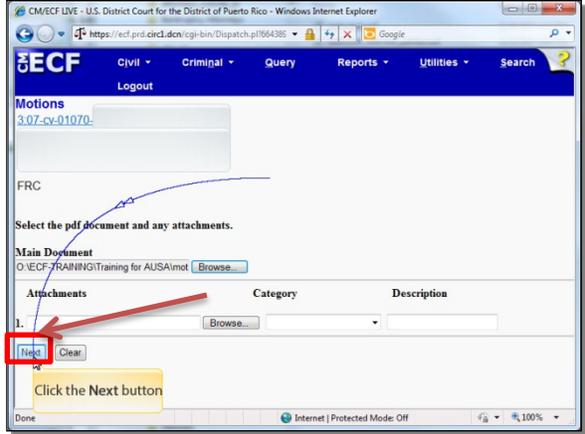
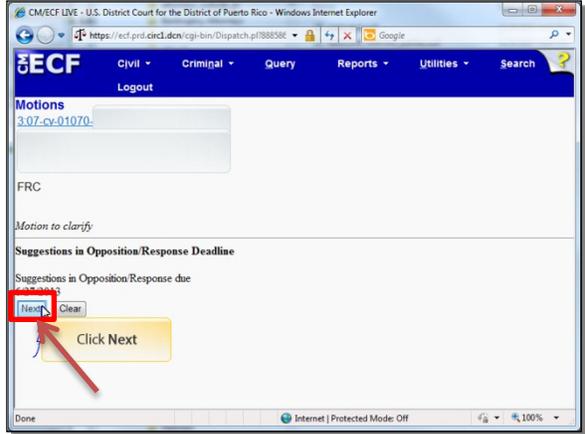
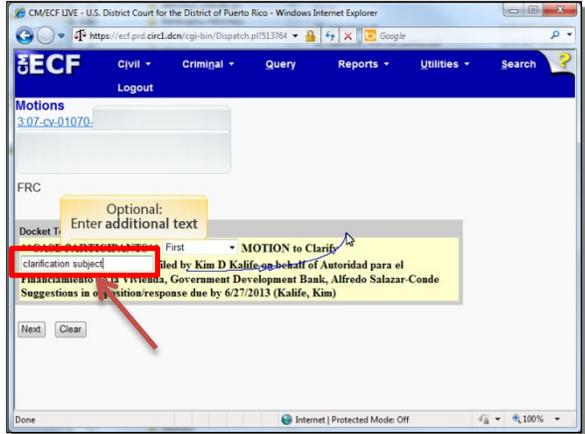
Step	Screen
<p>12. Type the case number.</p> <p>13. Click Find This Case.</p> <p>NOTE: If more than one case is listed, check the appropriate case number.</p> <p>14. Click Next.</p>	
<p>15. Verify the case title.</p> <p>16. Click Next.</p>	
<p>17. Scroll down the Available Events list.</p> <p>18. Click on the event that you would like to use.</p> <p>NOTE: You can select one or more events by clicking on them.</p> <p>19. Click Next.</p>	

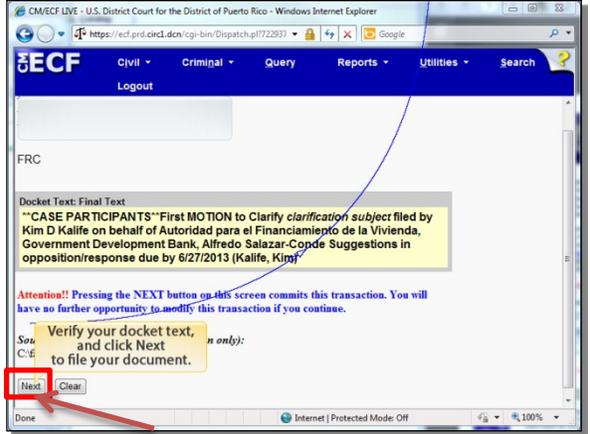
Step	Screen
<p>20. Click on a filer name.</p> <p>21. Hold the Ctrl key (Command key in Mac) to select multiple filer names.</p> <p>22. Click Next.</p>	
<p>NOTE: In order to file a restricted document, you must comply with Standing Order No. 9:</p> <p>23. Click Next.</p>	
<p>24. Select the level of restriction:</p> <ul style="list-style-type: none"> • Parties See section Case Participants for details. • Selected Parties See section Selected Parties for details. 	

Case Participants

Follow these instructions to file a document to be viewed by case participants and court personnel:

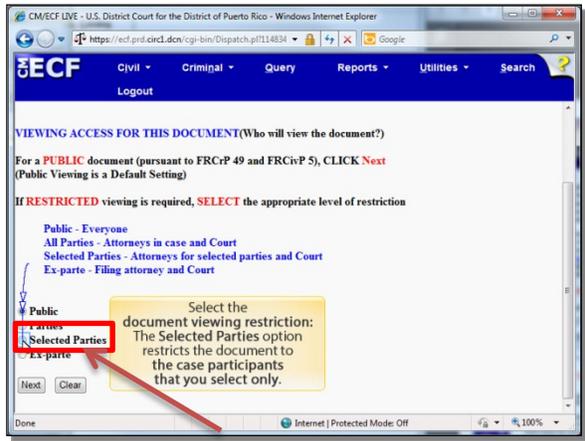
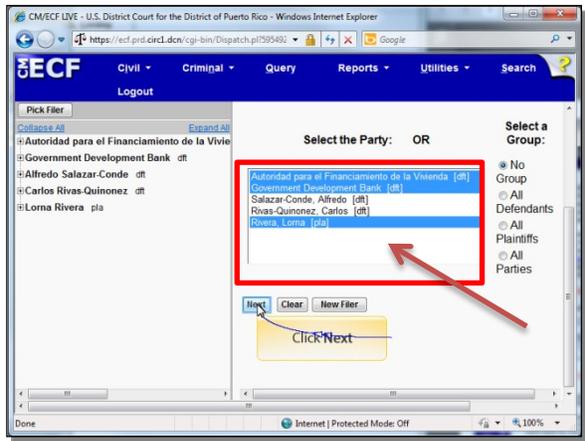
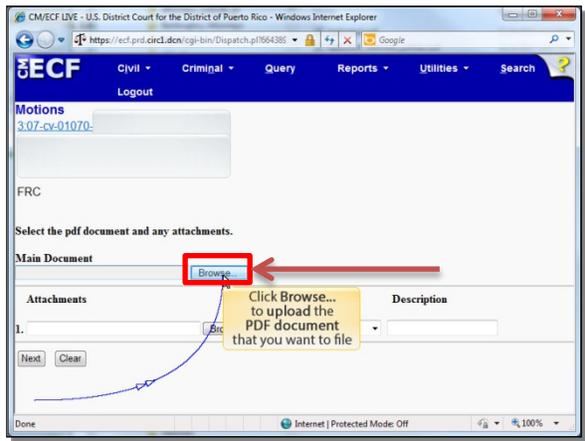
Step	Screen
<ol style="list-style-type: none"> 1. Select Parties. 2. Click Next. 	
<ol style="list-style-type: none"> 3. Click Browse... to choose the PDF document that you want to upload. 	
<ol style="list-style-type: none"> 4. Select the PDF document. 5. Click Open to upload. 	

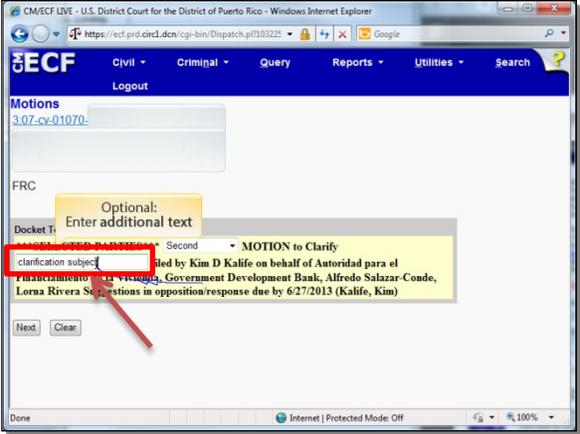
Step	Screen
<p>6. Upload any attachments, if applicable.</p> <p>7. Click Next.</p>	
<p>8. Click Next.</p>	
<p>9. Make sure that the docket entry text starts with *** CASE PARTICIPANTS ***.</p> <p>10. Optional: Select a value from the modifier dropdown list.</p> <p>11. Optional: Type additional docket text.</p> <p>12. Click Next.</p>	

Step	Screen
<p>13. Verify the docket text.</p> <p>NOTE: This is the last opportunity to modify or cancel this transaction before filing it.</p> <p>14. Click Next to file your document in CM/ECF.</p> <p>NOTE: CM/ECF will generate a Notice of Electronic Filing (NEF).</p>	

Selected Parties

Follow these instructions to file a document with to be viewed by the attorneys represented by the parties selected and court personnel:

Step	Screen
<ol style="list-style-type: none"> 1. Select Selected Parties. 2. Click Next. 	
<ol style="list-style-type: none"> 3. Select one or more case participants who will view the document. NOTE: Hold the Ctrl key (Command key in Mac) and click to select multiple case participants that will view the document. 4. Click Next. 	
<ol style="list-style-type: none"> 5. Click Browse... to choose the PDF document that you want to upload. 	

Step	Screen
<p>11. Make sure that the docket entry text starts with *** SELECTED PARTIES ***.</p> <p>NOTE: Optionally, you can select a value from the dropdown list and/or type additional docket text.</p> <p>12. Click Next.</p>	
<p>13. Verify the docket text.</p> <p>NOTE: This is the last opportunity to modify or cancel this transaction before filing it.</p> <p>14. Click Next to file your document in CM/ECF.</p> <p>NOTE: CM/ECF will generate a Notice of Electronic Filing (NEF).</p>	