

Slide 1 - Welcome

<b>Filing a Certificate of Confidentiality</b>	Animation
 <p>AO-OIT-SDSD TRAINING BRANCH</p> <p><b>Welcome to the lesson on Filing a Certificate of Confidentiality</b></p>	

**Slide notes**

Welcome to the lesson on Filing a Certificate of Confidentiality.

Slide 2 - Navigation

The screenshot shows a lesson window with a blue background. In the upper right corner, there is a small red 'i' icon. A menu box is open, displaying the following text: "Electronic Learning Module Version 1.0", "Captivate Version 3.0", "CM/ECF Version 2", "Production Information:", "Produced by: AO-OIT-SDSD-Training Branch", "Contact Information:", "http://www.ca4.uscourts.gov/", and "December 26, 2007". The main text on the slide provides instructions on how to use the lesson, including navigating through the menu, using playback controls, and toggling closed captioning and audio. At the bottom center, there is a "START" button. A red callout box with the text "Click here." points to the "START" button. A small "Click Box (X:0; Y:0)" label is also visible near the top left of the main text area.

In order to closely simulate the CM/ECF a you to follow that mimic the actual software

You may also use the playback controls a you may rewind to the beginning of the les back through the lesson. The playback co the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter i near the upper right corner for lesson module version information.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

Click here.

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

The slide features a blue gradient background with a faint watermark of a scale of justice and the text 'A COURTSID TRAINING BRANCH'. The main heading is 'Objectives' in bold blue text. Below it, a blue paragraph states: 'When you complete this lesson module, you will be able to:'. This is followed by a bulleted list of five tasks: 'Select a Docket Event Category', 'Select a Docket Event', 'Locate and Submit a PDF File', 'Submit a Docket Transaction', and 'View and Save a Notice of Docket Activity'. Below the list, the text 'Click the Continue button.' is displayed. At the bottom center, there is a blue 'CONTINUE' button with a white border. A red speech bubble with the text 'Click here.' points to the button. On the left side, there is a small white box with the text 'Click Box (274 x 454) (X:0; Y:0)'.

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Select Event

Slide notes

Remember, if the only material being sealed is material that was sealed in the District Court and personal data identifiers, the sealed version of your brief must be accompanied by a Certificate of Confidentiality. We will assume you have filed a sealed brief and are now filing your Certificate of Confidentiality. You've already logged in to CM/ECF, selected Docketing, and entered your case number. (For information on how to do those things, see the lesson module on Filing an Appearance of Counsel.)

You're now ready to select the appropriate event for the certificate. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the correct category in the left pane - Forms, Notices & Filing Fees - is already selected. And the events in the right pane are those that belong to that category. Certificate of confidentiality filed is in the list, so click the radio button for that event.

Slide 5 - Slide 5

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (274 x 454) (X:0; Y:0)

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the [down arrow] Click here.

CMI/ECF Appellate

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 6 - Slide 6

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box (274 x 454) (X:0; Y:0)

First select category of event

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected

Click here.

Click the Docket Event button.

Reset

Docket Event

Slide notes

Now click the Docket Event button.

Slide 7 - Slide 7

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 8 - Party Filer

**Docketing Certificate of confidentiality filed**

Docketing Reports Utilities Logout Help

**Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson**

**Party Filer**

Select the filer(s) below. In consolidated cases, use the All Cases button to apply action to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (274 x 454) (X:0; Y:0)

Click here.

Display All Parties All Cases Select All Clear All

**PDF Document**

Document:  Browse...

Add Another

**Additional Information**

Sealing required (Y/N): Yes ▾

**Additional Information**

Description of document referenced by certificate

**CMI/ECF Appellate**

Slide notes

Now we need to select the party filer. Click the check box for Carolyn Henderson.

Slide 9 - Browse for PDF

Click Box  
(274 x 454)  
(X:0; Y:0)

Click here.

Click the Browse... button.

**Docketing Certificate of confidentiality filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**PDF Document**

Document:

Add Another

**Additional Information**

Sealing required (Y/N):  
Yes ▾

**Additional Information**

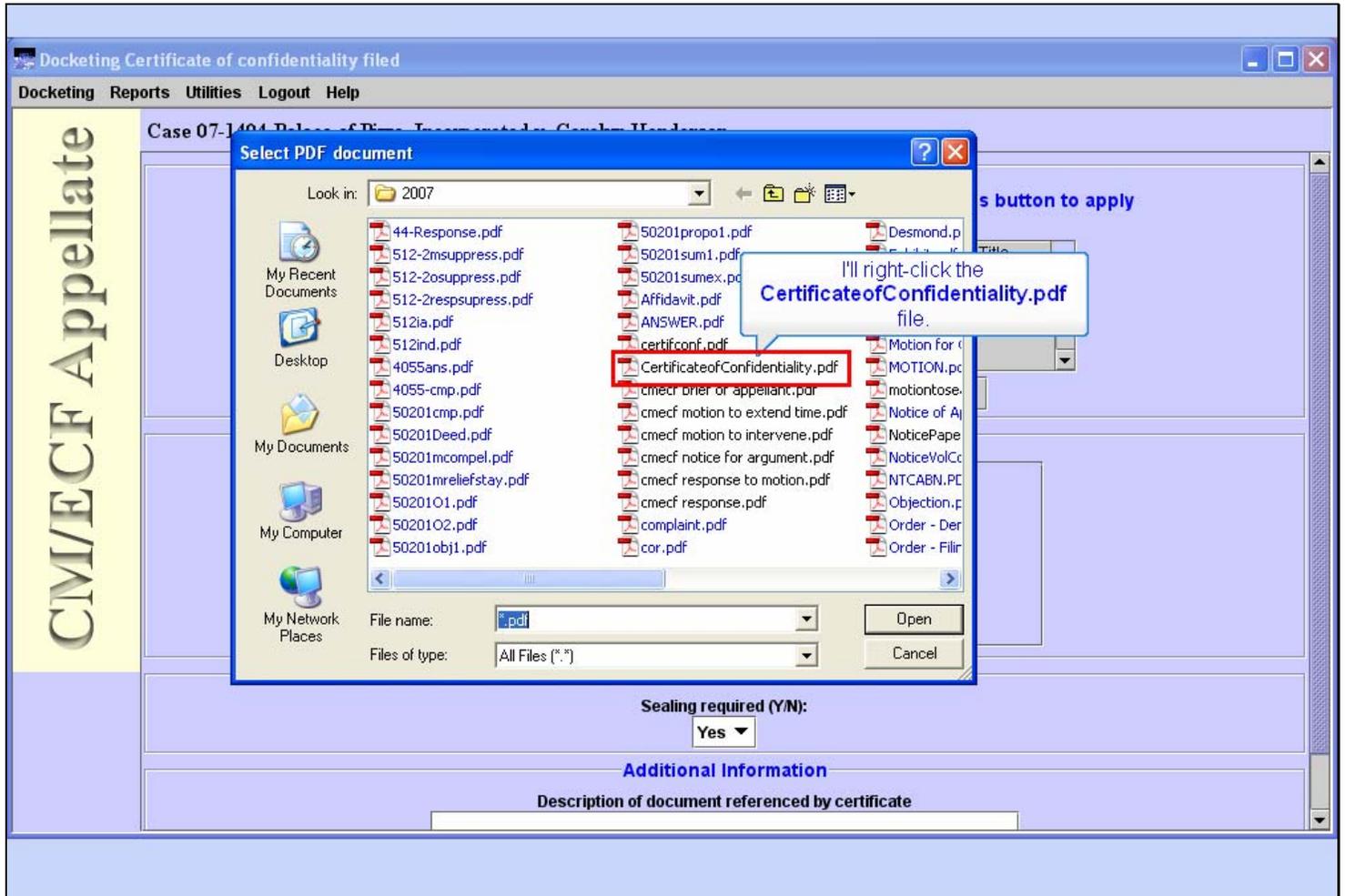
Description of document referenced by certificate

CMI/ECF Appellate

Slide notes

We are now ready to find the PDF file that is our certificate. To find it, click the Browse button.

Slide 10 - Slide 10



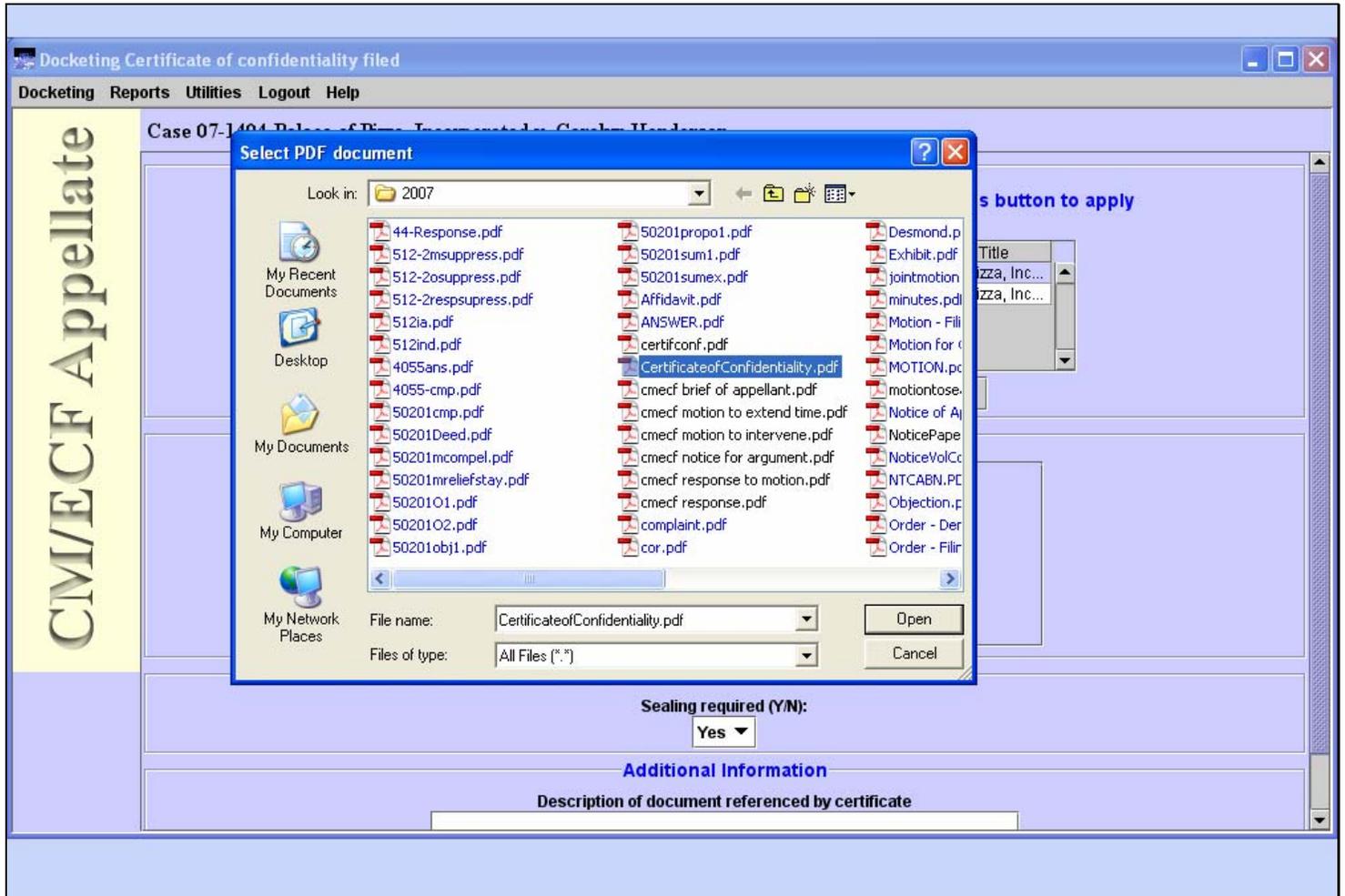
Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored. The one that is our certificate is CertificateofConfidentiality.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

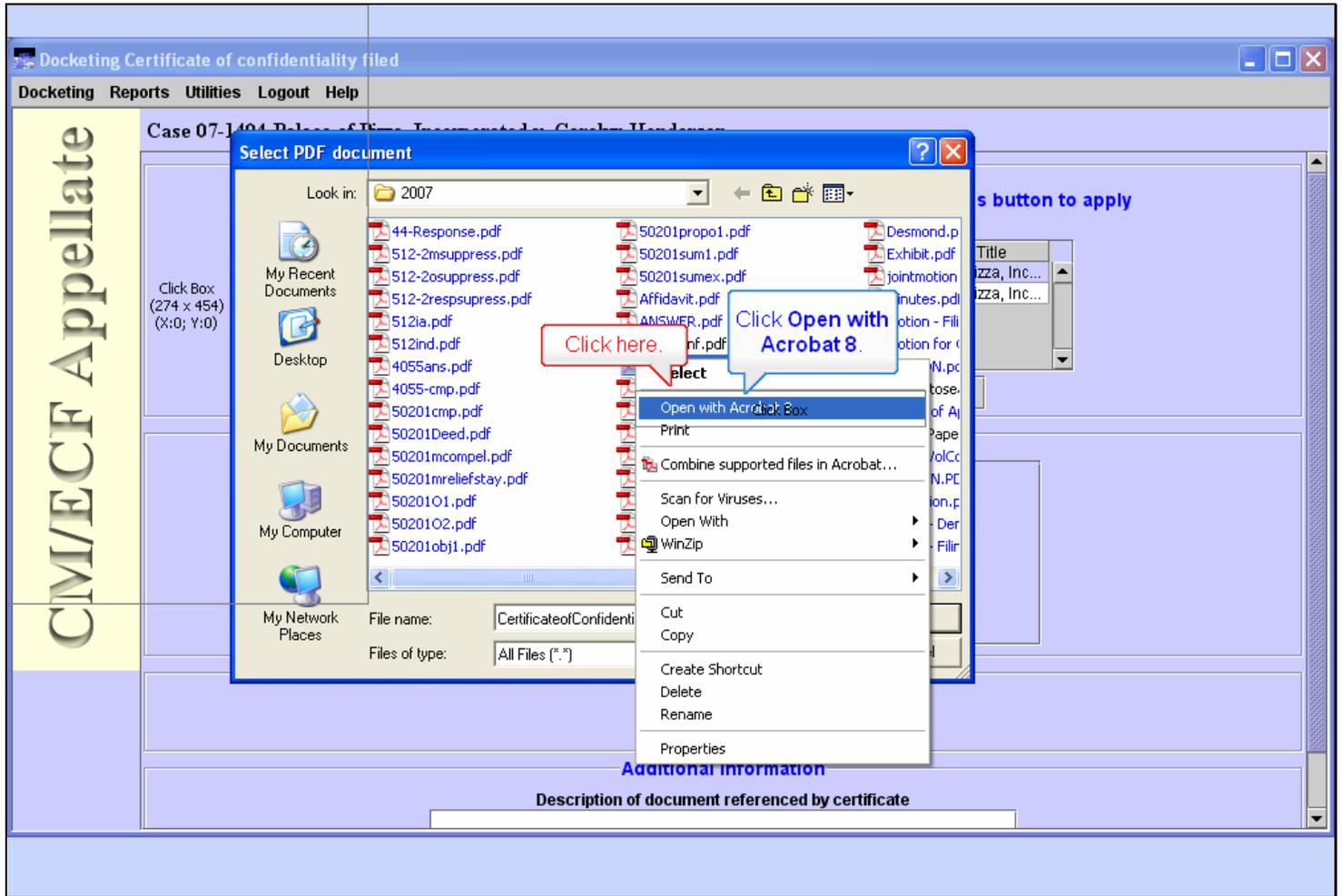
Slide 11 - Slide 11



Slide notes

(Note: This is a transition slide.)

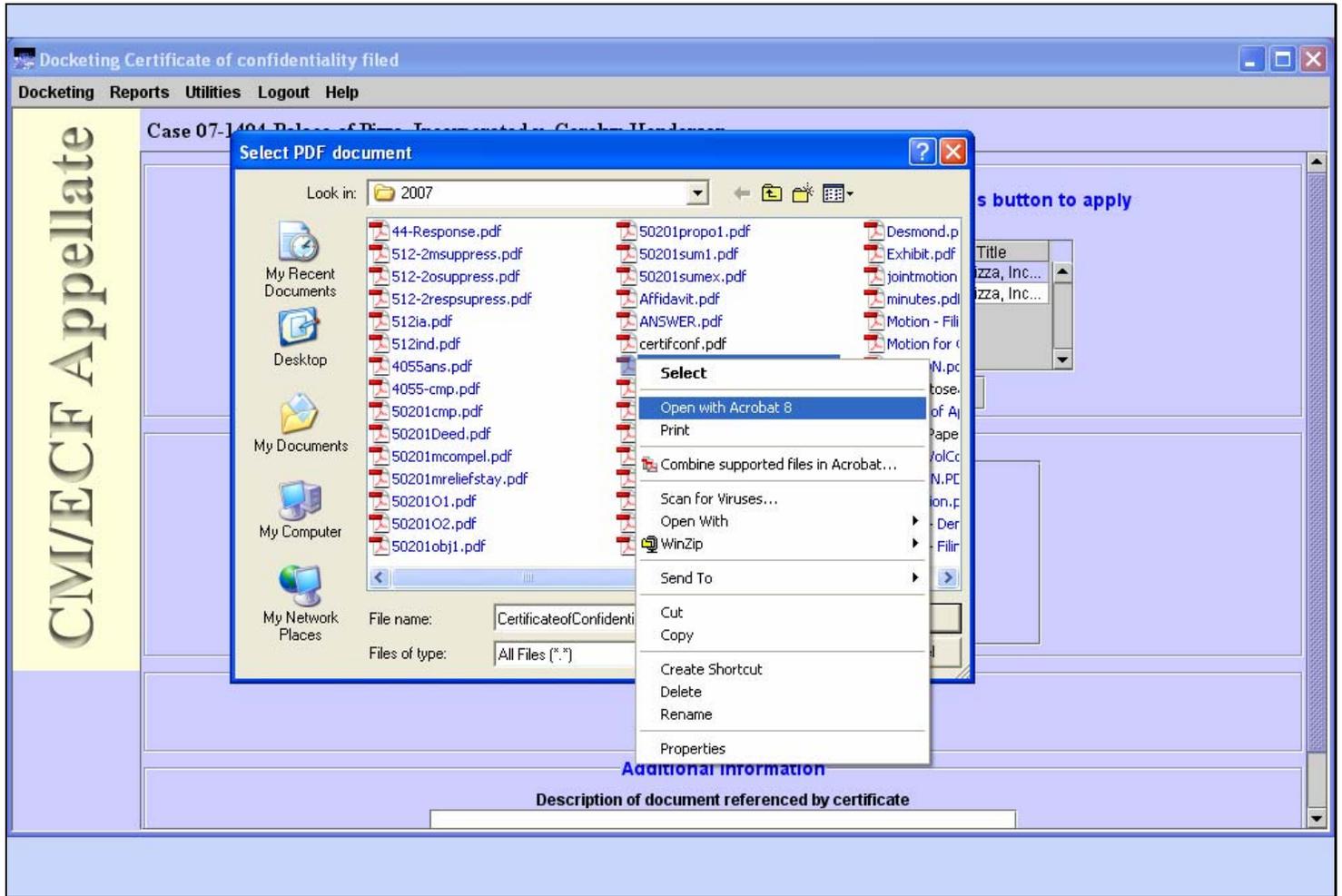
Slide 12 - Slide 12



Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

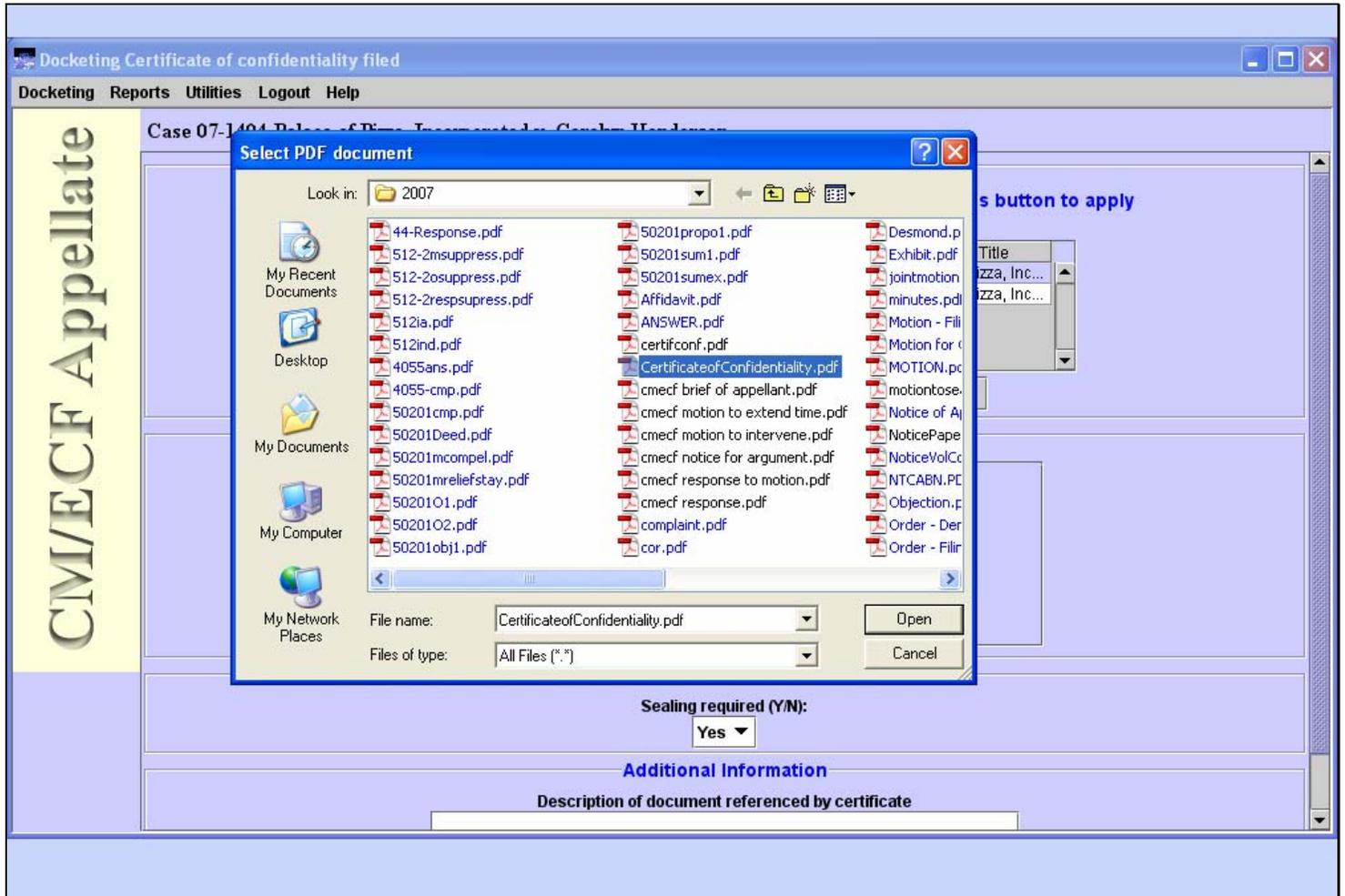
Slide 13 - Slide 13



Slide notes

(Note: This is a transition slide.)

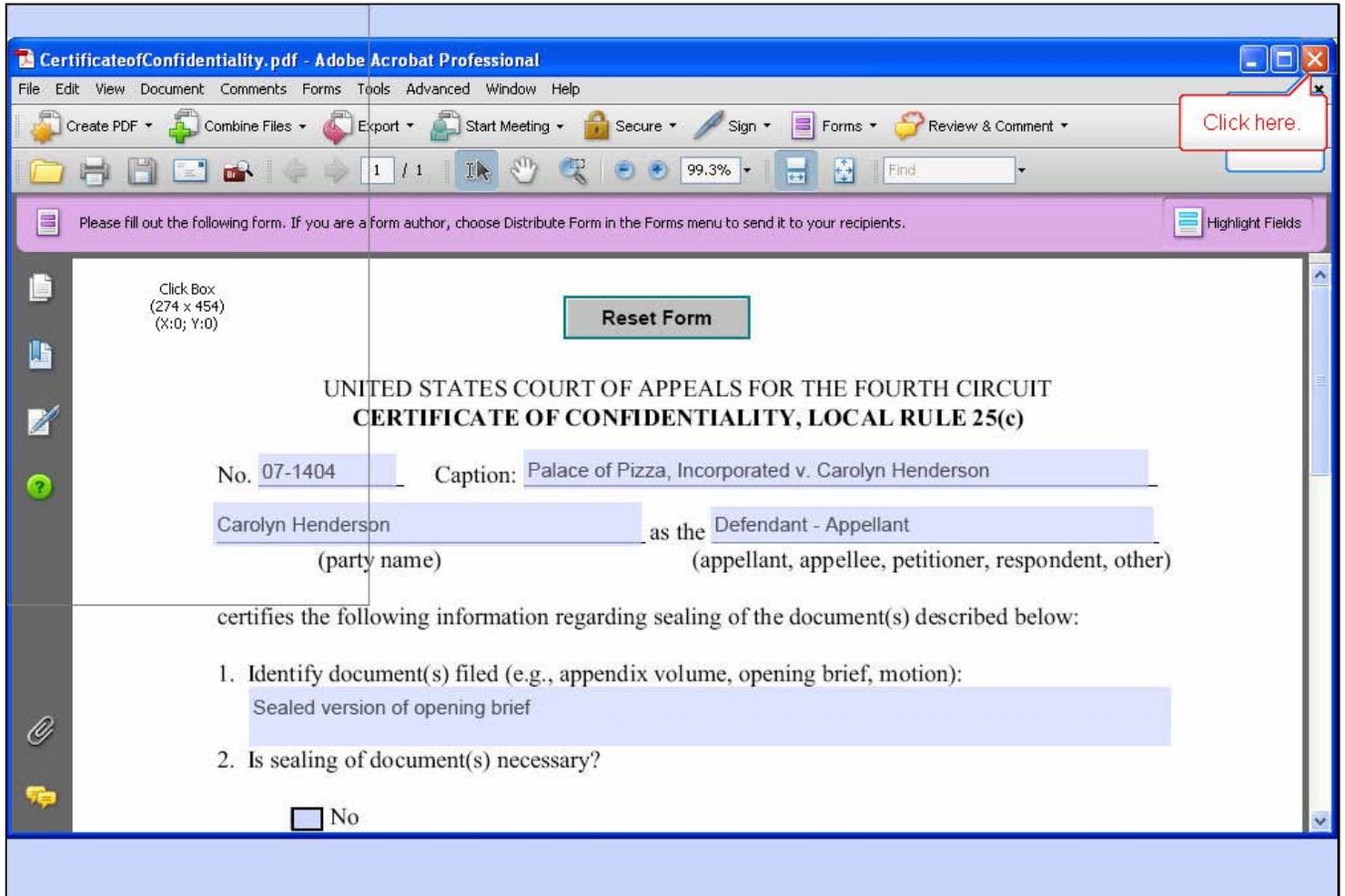
Slide 14 - Slide 14



Slide notes

(Note: This is a transition slide.)

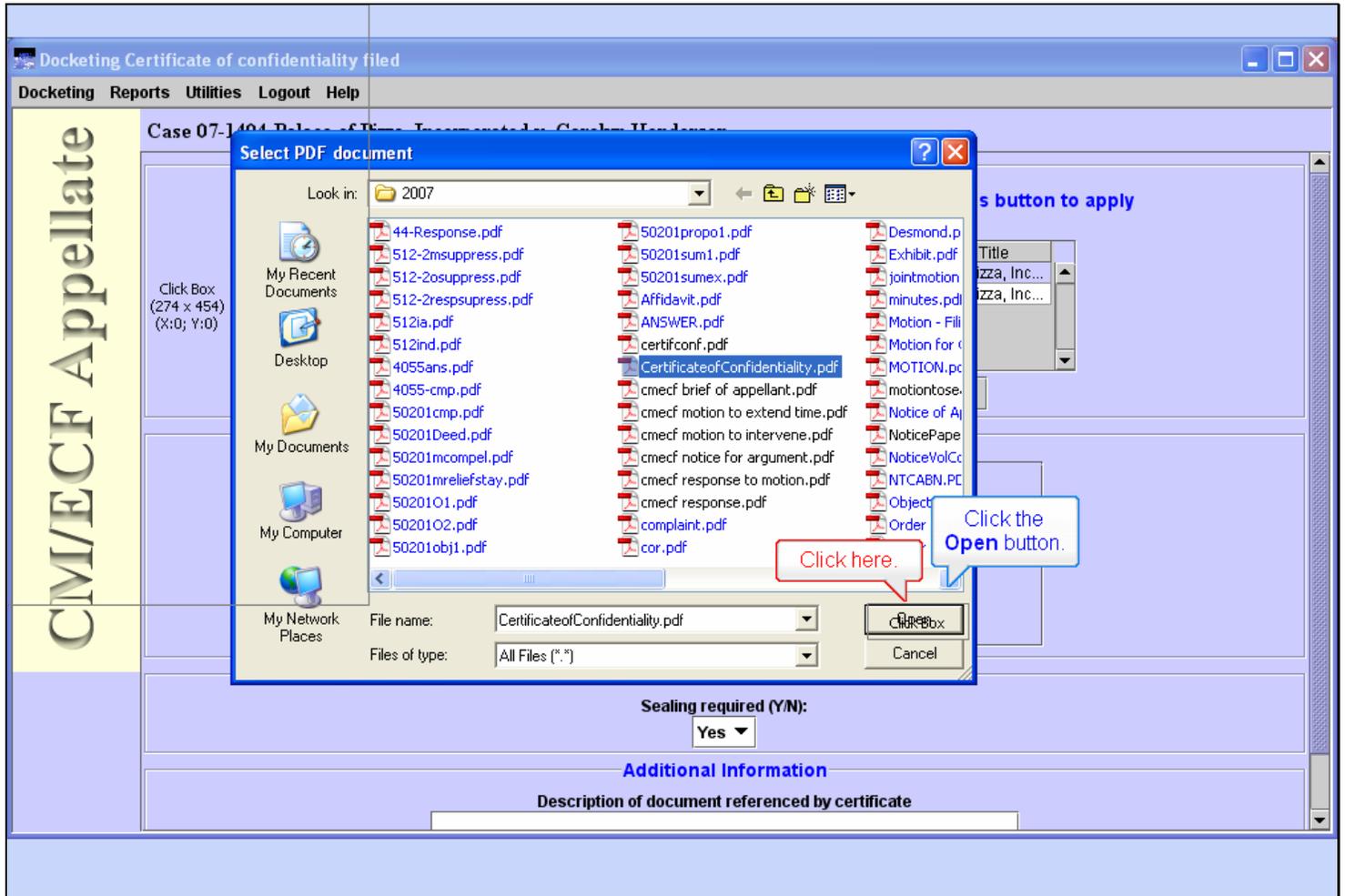
Slide 15 - Slide 15



Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 16 - Slide 16



Slide notes

Now click the Open button.

Slide 17 - Slide 17

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**PDF Document**

Document:  Browse...

Add Another

**Additional Information**

Sealing required (Y/N):  
Yes ▾

**Additional Information**

Description of document referenced by certificate

Slide notes

(Note: This is a transition slide.)

Slide 18 - Slide 18

**CM/ECF Appellate**

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**PDF Document**

Document: ECF\2007\CertificateofConfidentiality.pdf Browse...

Add Another

**Additional Information**

Sealing required (Y/N):  
Yes

**Additional Information**

Description of document referenced by certificate

Click the Down  
Click here.

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the certificate, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 19 - Additional Information

**CMI/ECF Appellate**

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: ECF\2007\CertificateofConfidentiality.pdf Browse...

Add Another

**Additional Information**

Sealing required (Y/N): Yes

Description of document referenced by certificate

Continue Back Cancel

Type Sealed version of opening brief, then click the Continue button.

Try the text again, then click the Continue button.

Slide notes

We need to add some additional information. First, there is a drop-down list to indicate whether or not sealing is required. The default is Yes. We'll leave it as Yes in this lesson.

Next, we need to describe the document referenced by our certificate. In that field, type Sealed version of opening brief, then click the Continue button.

Slide 20 - Slide 20

**Docketing Certificate of confidentiality filed**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc.

**Docket Text**

CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

Click here. Click the Continue button.

Continue Back

Yes

**Additional Information**

Description of document referenced by certificate

Sealed version of opening brief

Continue Back Cancel

Click Box (274 x 454) (X:0; Y:0)

CMI/ECF Appellate

Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 21 - Submit the Transaction

**Event Review**

**Attention!**  
Pressing the **SUBMIT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

Click here. Click the **Submit** button.

**Submit** **Back**

Sealing required (Y/N): **Yes**

**Additional Information**

Description of document referenced by certificate  
Sealed version of opening brief

**Continue** **Back** **Cancel**

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 22 - Slide 22

Click Box  
(274 x 454)  
(X:0; Y:0)

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties   All Cases   Select All   Clear All

**Event Docketed**

Click here.

Click the OK button.

Additional Information

Sealing required (Y/N):  
Yes

Additional Information

Description of document referenced by certificate  
Sealed version of opening brief

Continue   Back   Cancel

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 23 - Slide 23

**Docketing Certificate of confidentiality filed**

Docketing Reports Utilities Logout Help

**Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson**

your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**PDF Document**

Document: ECF\2007\CertificateofConfidentiality.pdf Browse...

Add Another

**Additional Information**

Sealing required (Y/N):  
Yes ▾

**Additional Information**

Description of document referenced by certificate  
Sealed version of opening brief

Continue Back Cancel

**CMI/ECF Appellate**

Slide notes

(Note: This is a transition slide.)

Slide 24 - Slide 24

**Doc Docketing Please Select**

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

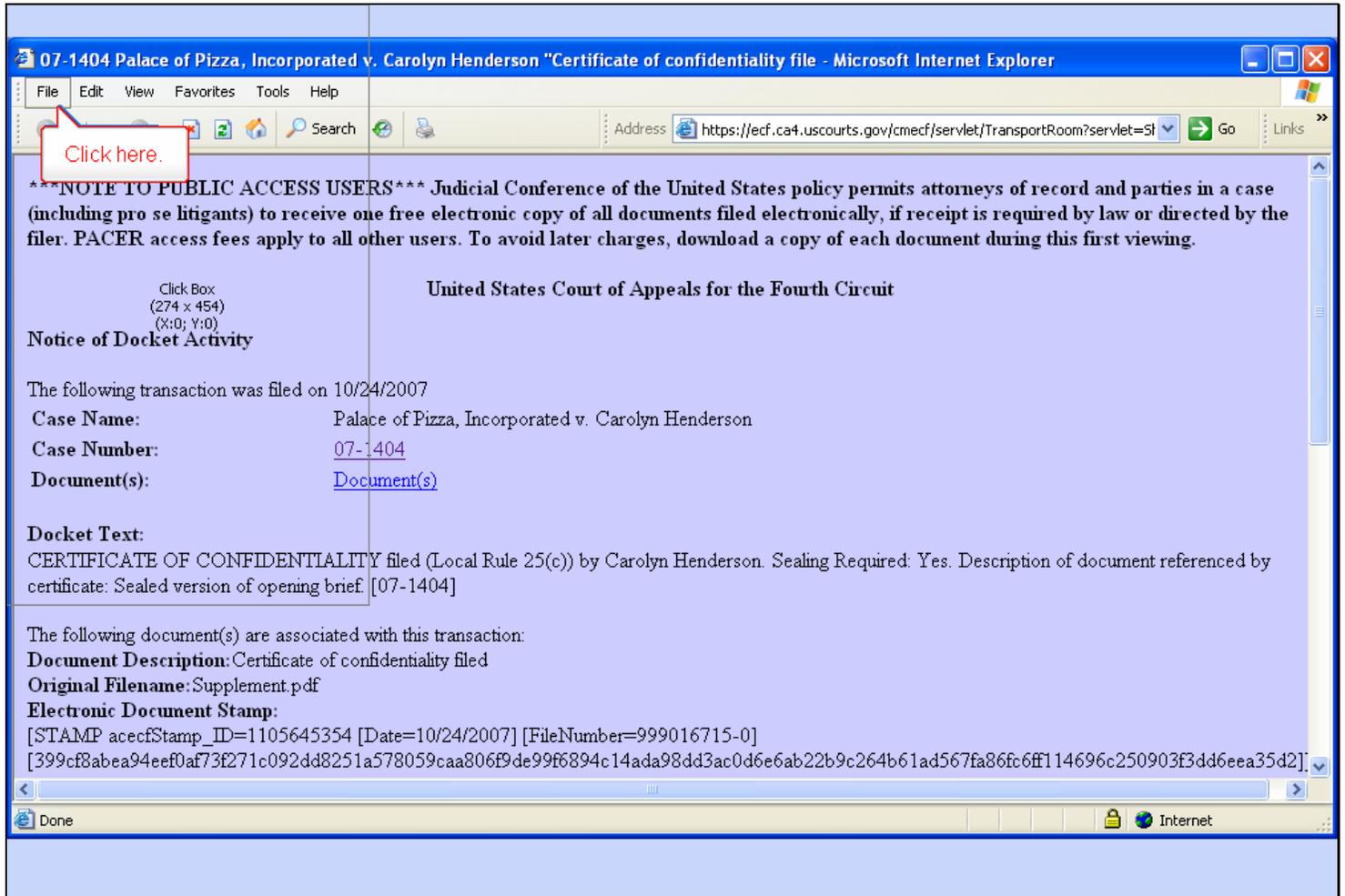
Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

**Slide notes**

(Note: This is a transition slide.)

Slide 25 - NDA



Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

## Slide 26 - Slide 26

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Certificate of confidentiality file - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=SI> Go Links

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Fourth Circuit

**Notice of Docket Activity**

The following transaction was filed on 10/24/2007

**Case Name:** Palace of Pizza, Incorporated v. Carolyn Henderson  
**Case Number:** [07-1404](#)  
**Document(s):** [Document\(s\)](#)

**Docket Text:**  
CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

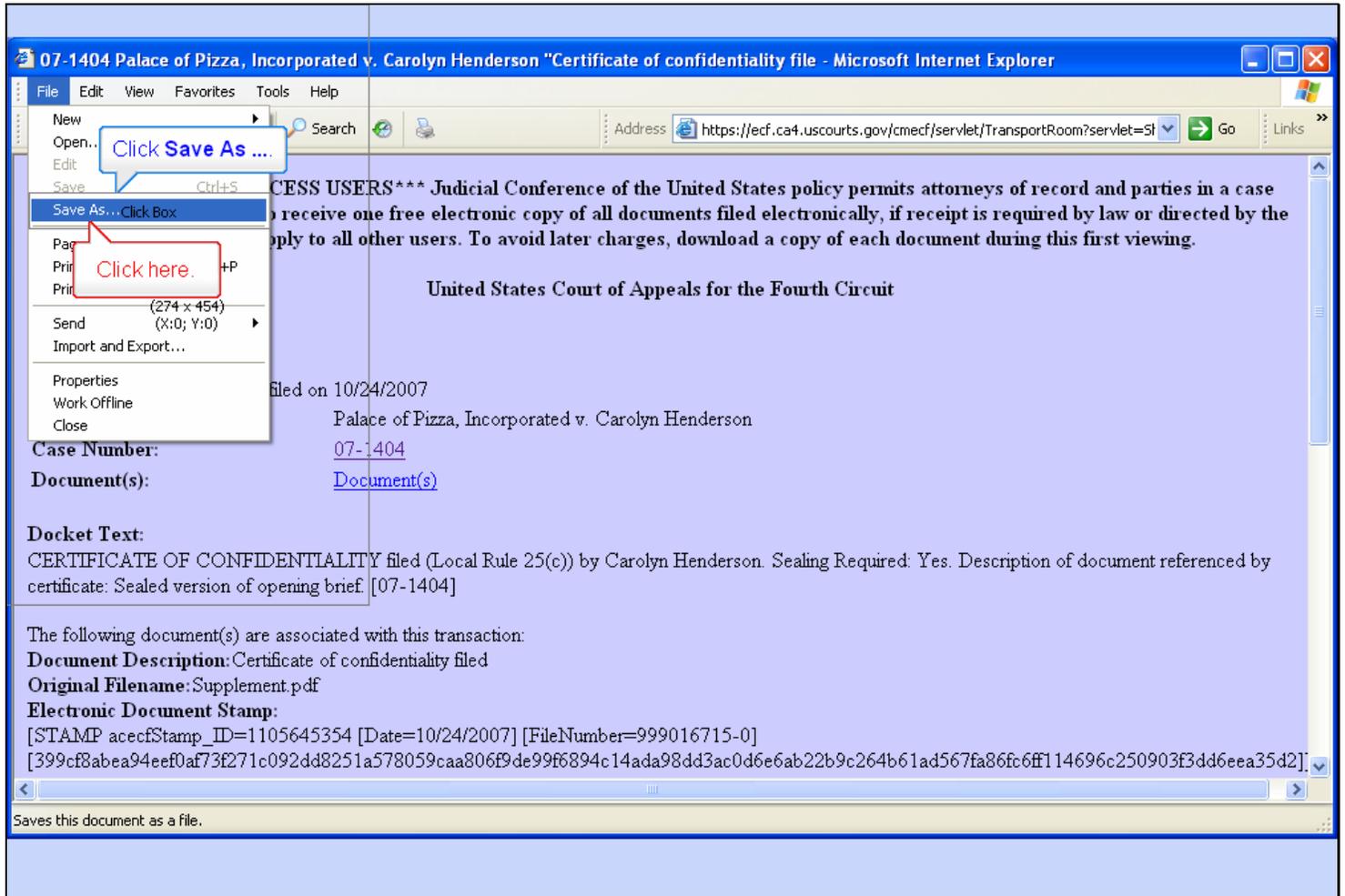
The following document(s) are associated with this transaction:  
**Document Description:** Certificate of confidentiality filed  
**Original Filename:** Supplement.pdf  
**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1105645354 [Date=10/24/2007] [FileNumber=999016715-0]  
[399cf8abea94eef0af73f271c092dd8251a578059caa806f9de99f6894c14ada98dd3ac0d6e6ab22b9c264b61ad567fa86fc6ff114696c250903f3dd6eea35d2]]

Done Internet

## Slide notes

(Note: This is a transition slide.)

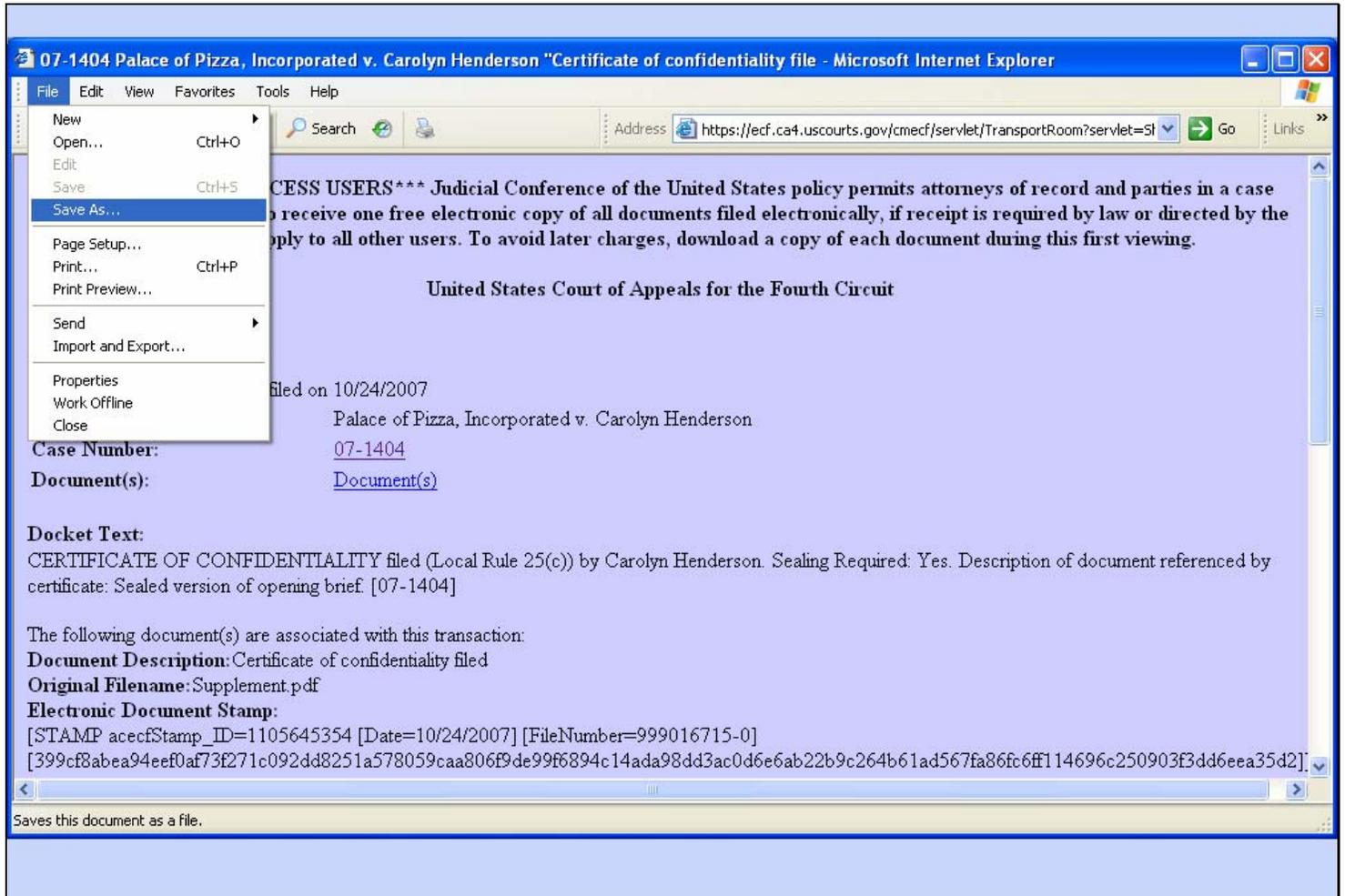
Slide 27 - Slide 27



Slide notes

Now click Save As ... .

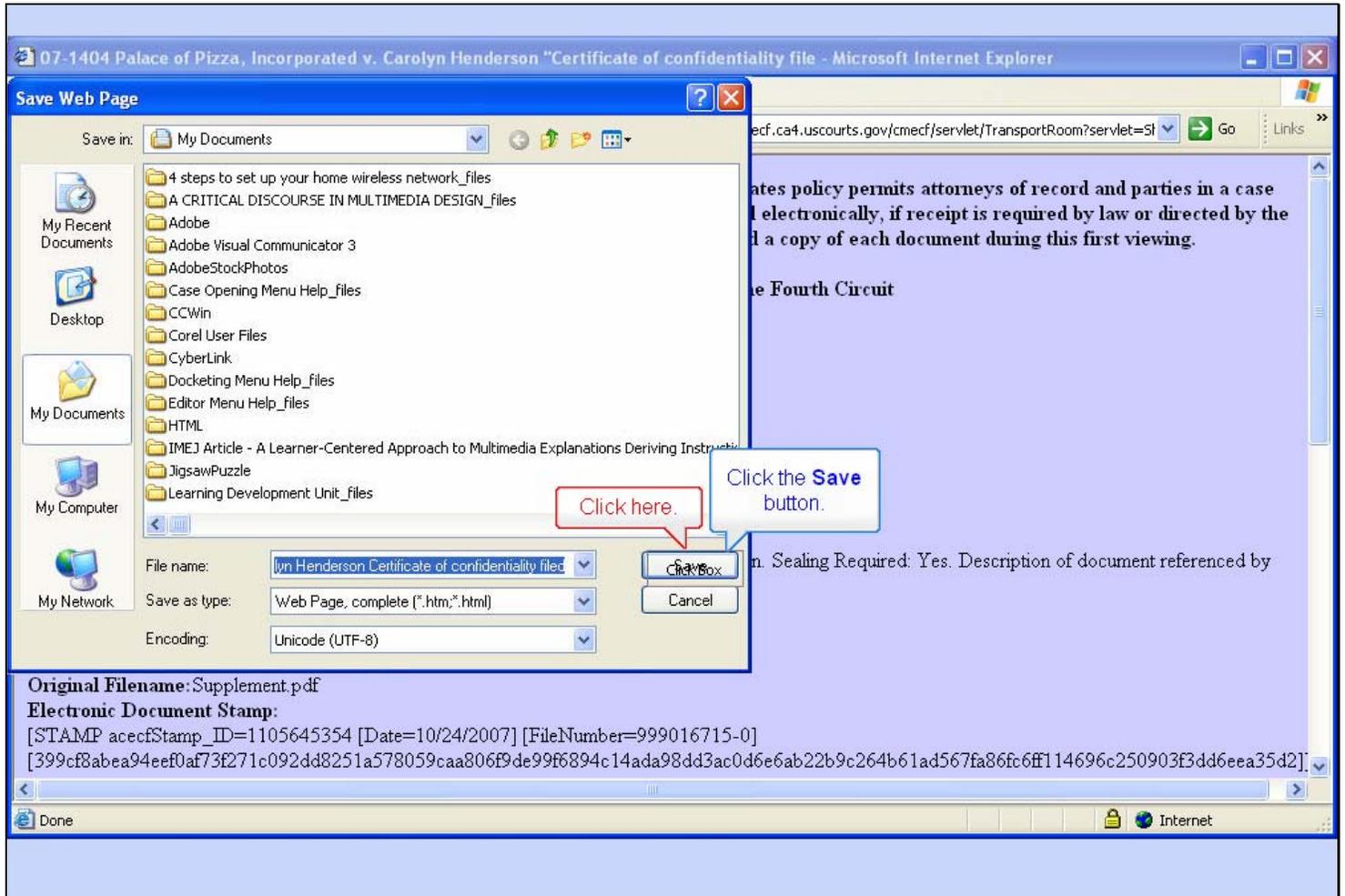
Slide 28 - Slide 28



Slide notes

(Note: This is a transition slide.)

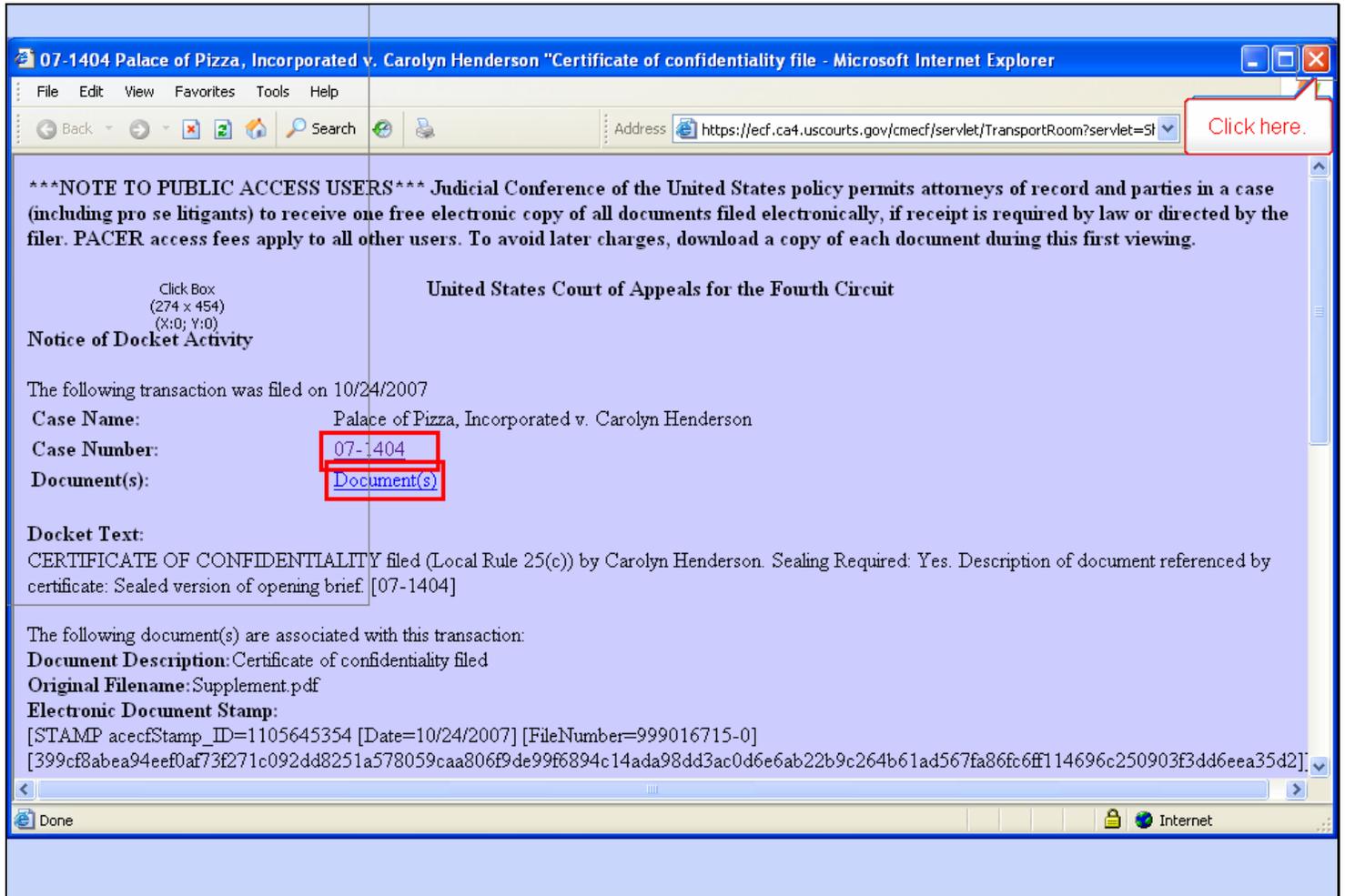
Slide 29 - Slide 29



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 30 - Slide 30

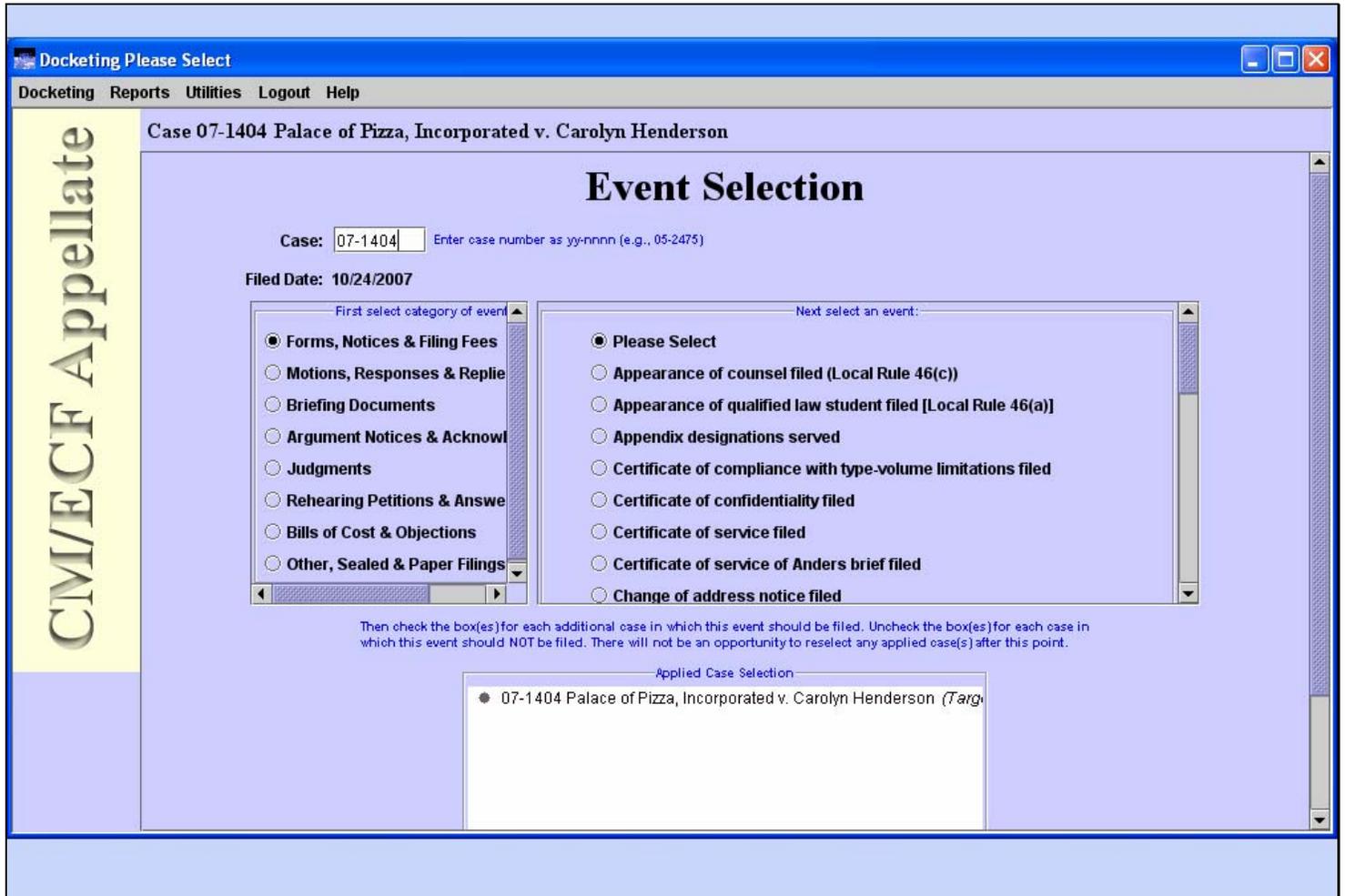


Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 31 - Slide 31

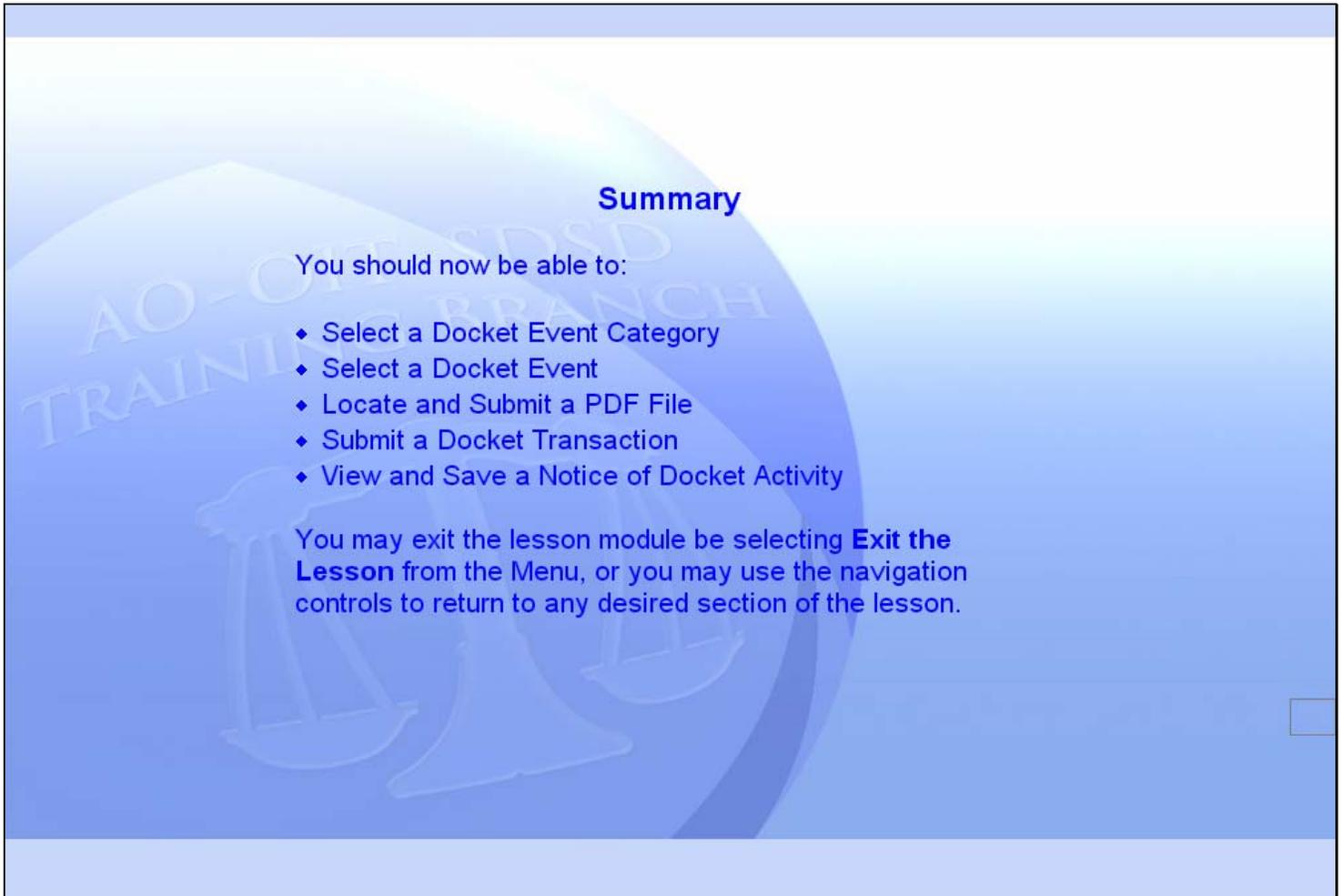


Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

## Slide 32 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO OF CDSID TRAINING BRANCH". The word "Summary" is written in a bold, blue font at the top right. Below it, the text "You should now be able to:" is followed by a bulleted list of five items. The final paragraph explains how to exit the lesson module.

**Summary**

You should now be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

## Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 33 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.