

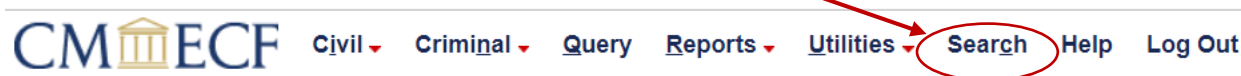
Civil Sealed Menu Instructions

Three new menus have been added to the Northern District of Iowa CM/ECF Civil section for sealed events: Sealed Document – Docket Text Public; Sealed Document and Entry – No Public Access; and Sealed Document and Entry – Court Only Access.

For a complete list of civil sealed events under each menu, please refer to the List of Documents Automatically Sealed by the ECF System and the List of Documents Automatically Sealed after an Order Grants a Party's Motion for Leave to File a Document under Seal, which can be found here: www.iand.uscourts.gov/sealed-events. Please also refer to Administrative Order No. 23-AO-0002-P, which can be found here: www.iand.uscourts.gov/local-rules-federal-rules-administrative-orders.

The new menus consist of three levels of civil sealed events. The civil sealed events included in specific menus will not appear in any other menu.

The Search tab at the top of the screen is available if you are not sure where an event is located.



Enter a word from the name of the event you are searching for and click the Search button.



A list of events will appear that contain the word you searched for

Civil Events → Sealed Document - Docket Text Public → Sealed Other Documents - Docket Text Public
[Transcript Redaction Request \(SEALED\) AP-DTP](#)

The list will also give you the location/menu where that event is located. Be aware of the security levels of each menu and document you are filing. A short description of the security levels is below.

If you are unsure or unable to find a specific event, contact the clerk's office for assistance before filing.

1. Sealed Document – Docket Text Public

The screenshot shows a menu titled "Civil Events" with several categories and their corresponding links. A red circle highlights the "Sealed Document - Docket Text Public" link, with a red arrow pointing to it from the section header above. The menu items are as follows:

- Civil Events**
 - Open a Case**
 - [Civil Case - Unassigned](#)
 - Initial Pleadings and Service**
 - [Complaints and Other Initiating Documents](#)
 - [Service of Process](#)
 - [Answers to Complaints](#)
 - [Claims, Obj. to R&R's, Other Answers](#)
 - Motions and Related Filings**
 - [Motions](#)
 - [Responses and Replies and Joinders](#)
 - Other Filings**
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
 - Admission Fees**
 - [Admission Payments](#)
 - Social Security**
 - [SS Complaint](#)
 - [SS Service of Process](#)
 - [SS Answer to Complaints](#)
 - [SS Motions](#)
 - [SS Documents](#)
- 1983 Prisoner Cases**
 - [Prisoner Complaint](#)
 - [Prisoner Service of Process](#)
 - [Prisoner Answer to Complaints](#)
 - [Prisoner Motions](#)
 - [Prisoner Documents](#)
- Sealed Document - Docket Text Public**
 - [Sealed Motions - Docket Text Public](#)
 - [Sealed Other Documents - Docket Text Public](#)
- Sealed Document and Entry - Court Only Access**
 - [Sealed Motions - Court Only Access](#)
 - [Sealed Other Documents - Court Only Access](#)
- Sealed Document and Entry - No Public Access**
 - [Sealed Motions - No Public Access](#)
 - [Sealed Other Documents - No Public Access](#)

REMINDER - Items on the “Sealed Document – Docket Text Public” menus:

- **Text appears** on the public docket
- Document is accessible to court and case participants when applicable
- Generates a Notice of Electronic Filing (NEF) to the case participants

Event names have been modified from the previous version. Below is a description of abbreviations you may see in the “Sealed Document – Docket Text Public” menus:

AP = Applicable Party

DTP = Docket Text Public

Attorney Events for Sealed Motions – Docket Text Public

MOTIONS – Permission-Sealed

Motion – Generic (SEALED) AP-DTP

Attorney Events for Sealed Other Documents – Docket Text Public

OTHER DOCUMENTS – System-Sealed

Admin Record/Transcript Social Security (SEALED) AP-DTP

Transcript Redaction Request (SEALED) AP-DTP

OTHER DOCUMENTS – Permission-Sealed

Document – Generic (SEALED) AP-DTP

Notice of Filing Sealed Exhibits (SEALED) AP-DTP

Response to Motion (SEALED) AP-DTP

2. Sealed Document and Entry – No Public Access



The screenshot shows a menu titled "Civil Events" with several categories of links. A red circle highlights the link "Sealed Document and Entry - No Public Access" under the "Sealed Document and Entry - Court Only Access" category. A red arrow points from the top of the page to this highlighted link.

Civil Events	1983 Prisoner Cases	Sealed Document - Docket Text Public	Sealed Document and Entry - Court Only Access
Open a Case Civil Case - Unassigned	Prisoner Complaint	Sealed Motions - Docket Text Public	Sealed Motions - Court Only Access
Initial Pleadings and Service Complaints and Other Initiating Documents Service of Process Answers to Complaints Claims, Obj. to R&R's, Other Answers	Prisoner Service of Process Prisoner Answer to Complaints Prisoner Motions Prisoner Documents	Sealed Other Documents - Docket Text Public	Sealed Other Documents - Court Only Access
Motions and Related Filings Motions Responses and Replies and Joinders		Sealed Document and Entry - No Public Access Sealed Motions - No Public Access Sealed Other Documents - No Public Access	
Other Filings Notices Trial Documents Appeal Documents Other Documents			
Admission Fees Admission Payments			
Social Security SS Complaint SS Service of Process SS Answer to Complaints SS Motions SS Documents			

REMINDER - Items on the “Sealed Document and Entry – No Public Access” menus:

- **Text does not appear** on the public docket
- Documents are only accessible to court and case participants when applicable
- Generates a Notice of Electronic Filing (NEF) to case participants

Event names have been modified from the previous version. Below is a description of abbreviations you may see in the Sealed Document and Entry – No Public Access” menus:

AP = Applicable Party

NPA = No Public Access

Attorney Events for Sealed Document and Entry – No Public Access

MOTIONS – Permission Sealed

Motion – Generic (SEALED) AP-NPA

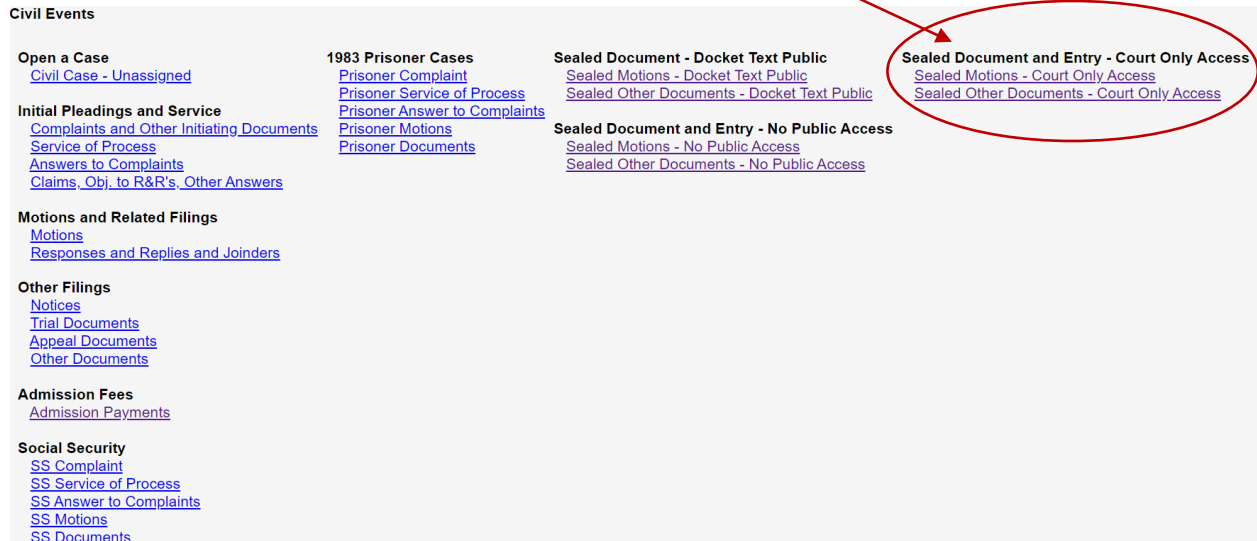
Attorney Events for Sealed Document and Entry – No Public Access

OTHER DOCUMENTS – Permission Sealed

Document – Generic (SEALED) AP-NPA

Response to Motion (SEALED) AP-NPA

3. Sealed Document and Entry – Court Only Access



Civil Events			
Open a Case Civil Case - Unassigned	1983 Prisoner Cases Prisoner Complaint Prisoner Service of Process Prisoner Answer to Complaints	Sealed Document - Docket Text Public Sealed Motions - Docket Text Public Sealed Other Documents - Docket Text Public	Sealed Document and Entry - Court Only Access Sealed Motions - Court Only Access Sealed Other Documents - Court Only Access
Initial Pleadings and Service Complaints and Other Initiating Documents Service of Process Answers to Complaints Claims, Obj. to R&R's, Other Answers	Prisoner Motions Prisoner Documents	Sealed Document and Entry - No Public Access Sealed Motions - No Public Access Sealed Other Documents - No Public Access	
Motions and Related Filings Motions Responses and Replies and Joinders			
Other Filings Notices Trial Documents Appeal Documents Other Documents			
Admission Fees Admission Payments			
Social Security SS Complaint SS Service of Process SS Answer to Complaints SS Motions SS Documents			

REMINDER - Items on the “Sealed Document and Entry – Court Only Access” menus:

- Text only appears to the court
- Documents are only accessible by the court
- No Notice Electronic Filing (NEF) is sent

Event names have been modified from the previous version. Below is a description of abbreviations you may see in the “Sealed Document and Entry – Court Only Access” menus:

AP = Applicable Party

COA = Court Access Only

Attorney Events for Private Document and Docket Entry - Court Only Access

[MOTIONS – System Sealed](#)

Ex Parte Motion – Generic (SEALED) COA

Attorney Events for Private Document and Docket Entry - Court Only Access

[OTHER DOCUMENTS – Permission Sealed](#)

Application for Writ of Garnishment (SEALED) AP-COA

Document – Generic (SEALED) AP-COA