

Policies and Procedures – Sealed Documents

Criminal Case Sealed Documents

ALL sealed documents in criminal cases are **exempt** from electronic filing. Unless otherwise provided by law or Court rule, no document may be filed under seal without an order entered by the court in accordance with Local Criminal Rule 49.

Filing users who wish to motion the Court to file a sealed document or seal a pending criminal case must do the following:

- File the motion, the required non-confidential supporting documentation, and the Local Criminal Rule 49(D) Notice electronically.
- Submit to the clerk’s office in a sealed envelope the document to be sealed and any confidential memorandum in support, if filed, as instructed in Local Criminal Rule 49.

Civil Case Sealed Documents

Documents filed in **sealed civil cases** are **exempt** from electronic filing. Sealed filings in these cases must be filed in paper form in a sealed envelope marked “Under Seal” in accordance with Local Civil Rule 5(E).

Sealed **documents** filed in **public civil cases** are to be electronically filed by registered filing users in accordance with Local Civil Rule 5 and procedures set forth in *Chapter 8, Electronic Filing of Sealed Documents in Civil Cases*, of this manual.

Filing users who wish to motion the Court to file a sealed document or seal a pending civil case must electronically file the motion to seal, the required non-confidential supporting documentation, LCvR 5(C) Notice and the sealed document.
