

SEALED/RESTRICTED DOCUMENTS QUICK REFERENCE SHEET

| IF YOU HAVE ANY QUESTIONS --- PLEASE CALL 1-866-851-1605 | |
|---|--|
| Do I need a Motion to Seal? | Yes. Unless the pleading is being filed pursuant to a statute, local rule (LCvR 6.1 or LCrR 55) or in accordance with a previously filed protective order. |
| I want to..... | Here's what you do..... |
| E-file a sealed/restricted pleading where: --PDF Document: <ul style="list-style-type: none"> ✓ Available electronically to at least one opposing counsel. ✓ Unavailable to the public. --Docket Entry: <ul style="list-style-type: none"> ✓ Available electronically to the public. | --Click on Sealed Documents on your civil or criminal menu items --Choose your sealed event <ul style="list-style-type: none"> <input type="checkbox"/> Objection to Presentence Investigation Report (criminal only) <input type="checkbox"/> Response to Objection to Presentence Investigation Report (criminal only) <input type="checkbox"/> Sealed Document <input type="checkbox"/> Sealed Motion <input type="checkbox"/> Sealed Reply to Response to Motion (civil only) <input type="checkbox"/> Sealed Response to Motion <input type="checkbox"/> Sealed Sentencing Memorandum (criminal only) <input type="checkbox"/> Unredacted Document --Type in the Filing Party's Name (not party role) when prompted --Set ACCESS by selecting all the party(ies) who should have access (Ctrl key and click will select multiple parties) |
| I want to..... | Here's what you do..... |
| E-file an Ex Parte Motion where: --PDF Document: <ul style="list-style-type: none"> ✓ Available electronically only to the filing party --Docket Entry: <ul style="list-style-type: none"> ✓ Available electronically only to the filing party | --Click on Motions on your civil or criminal menu items --Choose EX PARTE MOTION |
| I want to..... | Here's what you do..... |
| File a sealed/restricted pleading where: --PDF Document: <ul style="list-style-type: none"> ✓ Available electronically to court users only --Docket Entry: <ul style="list-style-type: none"> ✓ Available electronically to the public | --State that the document only is to be sealed in the motion to seal or pleading itself. --Mail pleading to the clerk's office; or --Hand-deliver to the clerk's office. --Conventionally serve opposing counsel. |
| I want to..... | Here's what you do..... |
| File a sealed/restricted pleading where: --PDF Document: <ul style="list-style-type: none"> ✓ Available electronically to court users only --Docket Entry: <ul style="list-style-type: none"> ✓ Available electronically to court users only | --State that the docket entry AND the document are to be sealed in the motion to seal or pleading itself. --Mail pleading to the clerk's office; or --Hand-deliver to the clerk's office. --Conventionally serve opposing counsel. |
| I want to..... | Here's what you do..... |
| View a Restricted/Sealed Document which is electronically available to selected parties through ECF. | Attorneys will need to enter their ECF login and password, to confirm their status as attorney of record. Once this authentication has been completed, a warning message and then document will be displayed. |
| IF YOUR FILING DOES NOT MATCH ANYTHING LISTED ABOVE --- CALL 1-866-851-1605 OR REVIEW THE REFERENCE SHEET SEALED AND RESTRICTED DOCUMENTS ON OUR WEBSITE | |

REDACTED vs. SEALED/RESTRICTED

REDACTED

Attorneys are required to **REDACT** all filings with the court in accordance with Fed.R.Civ.P. 5.2 or Fed.R.Crim.P. 49.1. This includes Social Security or taxpayer-identification numbers; dates of birth; name of minor children; financial account numbers; and home addresses in criminal cases. The redacted pleadings are filed as public documents.

UNREDACTED COPY OF PLEADING: If the attorney feels it is pertinent to have an unredacted version of the pleading filed in the case, the attorney e-files the document by using Unredacted Document under Sealed Documents.

SEALED OR RESTRICTED

A party must seek permission to file documents that are **SEALED/RESTRICTED** documents and state within the motion to seal the reason for sealing. Certain documents can be filed without a motion if they are being filed pursuant to a statute or local rule or in accordance with a previously entered Rule 26(e) Protective Order.