



### CM/ECF Docketing Tips: Sealed Civil Documents

In accordance with LCvR 6.1, a party must seek permission to file documents under seal unless they are being filed pursuant to a statute, local rule or in accordance with a previously entered Rule 26(e) Protective Order.

**Note:** A party's request to file materials under seal must be made by formal motion, separate from the motion or other pleading sought to be sealed, pursuant to LCvR 7.1. Such motion must be filed under the designation "Motion to Seal." Refer to LCvR 6.1 for specifics on the information that must be provided in the Motion to Seal.

#### Steps for e-filing a Sealed Civil Document/Motion:

1. Select either **Sealed Document** or **Sealed Motion**, as appropriate, using the Civil Events > Other Filings > Sealed Documents filing options and upload your sealed PDF document.

**Note:** You should, if feasible, also submit a redacted version of your sealed document as a separate filing. Civil Events > Other Filings > Other Documents > Redacted Document.

2. Select parties who should have electronic access to the document. To select more than one party, hold the Ctrl key and click to select all appropriate parties.
3. Type in a **non-confidential** description of the relief sought. (*Remember: the public will be able to see the docket entry.*) Complete e-filing of the document.

**Note:** An NEF will be sent to all case participants; however, only the parties selected in step above will have electronic access to view the document(s).

4. Immediately follow the Sealed Document or Sealed Motion with a **Motion to Seal** using Civil Events > Motions and Related Filings > Motions > Seal Document. Remember to select the document for which sealing is being requested and complete e-filing of the document.

**Important!** The Motion to Seal IS NOT SEALED. Please do not include confidential information in your motion, as it will be available to the public.