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| **UNITED STATES DISTRICT COURT** | | | | |
|  | **EASTERN DISTRICT OF VIRGINIA** | | |  |
|  | | | | |
|  | | | PLACEHOLDER FOR  ENTER TITLE OF DOCUMENT   Being filed | |
| *Plaintiff’s Name* | | |  | |
|  | Plaintiff(s) |  | | |
| v. | Case Number: | | | *Case Number* |
| *Defendant’s Name* | | |  | |
|  | Defendant(s) | | |  |
|  | | | | |

**PLACEHOLDER FOR HIGHLY SENSITIVE INFORMATION/DOCUMENTS (HSIs/HSDs)**

**IN BOTH CIVIL AND CRIMINAL CASES**

**INSTRUCTIONS:**

1. FILE PLACEHOLDER – Convert this placeholder to PDF and file in ECF instead of a sealed document with highly sensitive information (HSI) using the normal ECF event you would use to file a sealed document.
2. PRINT, ATTACH & SEAL- Print the filed placeholder from ECF as well as a copy of the NEF (Notice of Electronic Filing). Attach both documents to the sealed documents with HSI. Place inside of an envelope marked “SEALED HIGHLY SENSITIVE DOCUMENT/HSD.”
3. COURTESY COPIES – Please provide in the envelope two additional courtesy copies of the documents from step 2 for the presiding judge.
4. DELIVER – Contemporaneously as possible with the filing of the Placeholder Form in ECF, mail or place the envelope in a drop box at the Clerk’s Office.