

Policies and Procedures

Sealed Documents

Sealed documents are exempt from electronic filing and therefore must be filed on paper in a sealed envelope marked “Under Seal” in accordance with Local Civil Rule 5 and Local Criminal Rule 49.

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

- File the motion and the required non-confidential supporting documentation electronically.
 - Submit to the clerk’s office in a sealed envelope the document to be sealed, as instructed in Local Civil Rule 5 and Local Criminal Rule 49.
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