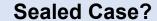
Filing Sealed Documents Flowchart for Lawyers





New sealed cases and documents filed in a case while it remains sealed, must be submitted through the Court's Web Portal or in paper format.

Go to the Sealed Events menu in CM/ECF.

See *Filing Civil Documents
Under Seal for Lawyers or Filing
Criminal Documents Under Seal
for Lawyers for details.

* If you are filing a civil document that is both **ex parte and sealed**, you must submit the document through the Court's Web Portal or in paper format.

Motion for Leave to File Under Seal You must have permission from the Court to file any item under seal.

Civil = the proposed item for sealing IS NOT attached to the motion. This is a public docket entry.

Criminal = the proposed item for sealing IS attached to the motion. This is a sealed docket entry.

DO NOT file the item under seal.



No



Permission

granted to file

the proposed

item under seal?

Yes



Criminal Sealed Events



The docket entry and document(s) are automatically sealed and only available to authorized court personnel.

An NEF is not e-mailed to any party in the case (including the filer).

You must serve the document(s) by other means. Include a copy of the NEF (obtained while filing).

Go to the Sealed Events menu in CM/ECF and file the sealed item using one of the following events:

Sealed Document Sealed Motion Sealed Response/Reply

See *Filing Civil
Documents Under Seal
for Lawyers or Filing
Criminal Documents
Under Seal for Lawyers





The docket entry is available to the public. The document(s) are automatically sealed and only available to authorized court personnel.

An NEF is e-mailed to registered CM/ECF users in the case.

You must serve the document(s) by other means. Include a copy of the NEF (obtained while filing).