

## Filing Sealed Civil Documents in CM/ECF

3/2017

Registered users of CM/ECF are required to file sealed civil and miscellaneous documents electronically, directly into CM/ECF. The authority for filing a document under seal must be provided by a protective order or other order of the Court.

After logging into CM/ECF, the filing of a sealed document should proceed as follows:

Select **Civil** from the **blue** menu bar at the top of the CM/ECF screen so that the Civil Event window opens, displaying all of the available events. Select the appropriate category and event code.

During the docketing process, a screen will appear with the question, “**Should this document be filed under SEAL?**”. The “No” selection will automatically be checked so that users may proceed with docketing public documents.

If the “Yes” selection is made, then the PDF document will automatically be sealed from public view and the user will receive the following messages:

Please serve copies of sealed documents on all counsel of record, and attach a certificate of service to this docket entry.

A redacted version of this sealed document must be electronically filed within 7 days.

Delivery of a sealed paper courtesy copy to the Court shall be consistent with the practice of chambers, or delivered no later than the next business day if there are no special requirements.

Courtesy copies for Visiting Judges should be sent to their chambers.

The resulting entry with the sealed PDF will be a public entry with the notation [SEALED] at the beginning of the entry. Counsel of record will receive a NEF but will not be able to view the document electronically.

The redacted version of the sealed document should be docketed using the event code “Redacted Document” which is located in the “Other Documents” list.

Paper courtesy copies of sealed documents shall be delivered to the Clerk’s Office. Paper courtesy copies of redacted documents are not required unless directed by chambers

Documents containing both sealed and public attachments must be docketed with two separate entries - one entry for the sealed portions and another entry for the public ones.