

# Instructions for electronic filing of documents under seal

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If you wish to file a motion or other document under seal, follow these steps:

1. If the court has not previously granted permission for you to file this document under seal, submit your Motion and Proposed Order using the **“Seal Document Motion or Other Pleading”** event under Motions/Applications. Documents associated with this electronic filing will *not* be restricted from public viewing. This is required under Bankruptcy Local Rule 9037-1(c).
2. Use one of the following to file your sealed document electronically:
  - a. If you are filing a motion under seal, use the **“Sealed Motion”** event under Motions/Applications.
  - b. If you are filing anything other than a motion or application, use the **“Sealed Document”** event under Miscellaneous.
3. If you are able to redact confidential information from your sensitive document, file the redacted version using the most appropriate event. This is required under Bankruptcy Local Rule 9037-1(d).
4. Serve copies of the unredacted sealed motion or other document to parties in interest entitled to receive the document, as required by Bankruptcy Local Rule 9037-1(f). The email notification sent by CM/ECF will *not* provide access to the documents to recipients.

Be aware that the Court may order the Clerk to unseal documents filed using the sealed events discussed above at 2, making them available to the public.