

Administrative Procedures for Electronic Filing in Civil and Criminal Cases

Section 6 - Sealed Documents

6. Sealed Documents

- A. Filing Users must submit in conventional form all requests for in camera proceedings.
- B. Civil cases:
 - (1). Under L.R. 83.6, Filing Users must ask the Court's permission to file a civil case under seal. Filing Users must electronically file the request as a miscellaneous case, attaching to it a motion to seal the complaint and the proposed sealed complaint.
 - (2). In unsealed civil cases, Filing Users may electronically file any document under seal, subject to paragraph 6.E.
- C. Criminal or miscellaneous cases:
 - (1). Filing users must electronically file the following documents under seal:
 - a. Documents related to pre-sentence reports
 - b. Requests to Debrief
 - c. Motions for downward departure, including motions under Fed R. Crim. P. 35(b)
 - d. Requests for continuances or other relief for cooperating Defendants

- e. Psychiatric reports
 - f. Ex Parte requests or advisories to the Court
 - g. Victim statements and other crime victim information.
 - h. Financial information regarding a Defendant
- (2). Filing Users may electronically file other documents under seal, subject to paragraph 6.E.
- D. Documents filed under seal will be kept by the Court in electronic form, but will not be viewable by Filing Users or the public. Accordingly, any document filed under seal must be conventionally served on all parties, except Ex Parte requests.
- E. The presiding Judge may order the sealing or unsealing of any document