

January 6, 2021

Nathan Ochsner, Clerk of Court

By Deputy Clerk 

**UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF TEXAS**

In Re:

Sealed Documents

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General Order 2021-1

**ORDER TEMPORARILY SUSPENDING
BANKRUPTCY LOCAL RULE 9037-1 REGARDING
THE FILING OF SEALED DOCUMENTS**

1. Bankruptcy Local Rule 9037-1 is suspended.
2. Pending further order, this Order governs the filing of sealed documents.
 - (a) The filing of sealed documents is discouraged.
 - (b) A document filed under seal must be filed in paper form. Sealed documents may only be filed (i) in person; (ii) by United States Mail; or (iii) by a commercial delivery service (Federal Express, UPS). Two copies of each sealed document must be filed. Sealed documents filed in person may be filed at any divisional clerk's office. Sealed documents filed by United States Mail or by a commercial delivery service must:
 - a. be filed in an envelope addressed to:

Clerk of the Court
United States District Court for the Southern District of Texas
515 Rusk Street, Suite 5300
Houston, Texas 77002
 - b. include two copies of the sealed document in the envelope.
 - c. include a completed cover sheet attached to each copy of the sealed document using the form attached to this Order.
 - d. not include any other contents.
 - (c) Upon receipt of a sealed document, the Clerk will make a docket entry on the CM/ECF record reflecting receipt of the sealed document. This entry will be the sole notice of receipt by the Clerk. Requests for courtesy copies will not be honored while this Order is in effect.
 - (d) Concurrently with the filing of a sealed document, a motion to seal must be filed electronically using the CM/ECF Code titled "Motion to Seal." After reviewing

the motion to seal, the Court may order appropriate relief, including the unsealing of the document.

- (e) A redacted form of the document must be electronically filed using the CM/ECF Code titled "Redacted Document."
- (f) Documents filed under seal must be served by the filing party on parties-in-interest entitled to receive the sealed document and must include an appropriate certificate of service in accordance with the applicable Rules.

Signed on January 6, 2021.



David R. Jones
Chief Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF TEXAS**

In Re:

[Case Name]

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Case Number xx-xxxxx

COVER SHEET TO SEALED DOCUMENT

Title of Sealed Document	
Name of attorney filing document	
CM/ECF number of redacted document	
Filing date of redacted document	

**DO NOT FILE THIS COVER SHEET
UNTIL A REDACTED VERSION OF THE DOCUMENT
HAS BEEN FILED AND THIS COVER SHEET HAS BEEN COMPLETED**

Submitted on [DATE].

[Signature Block of Attorney]