

## 12.4 Sealed Documents and Objects.

### (a) Procedure.

- (i) **Motion to Seal.** A party seeking to file a sealed document or object must electronically file a motion to seal. The motion must state why sealing is required and whether redaction could eliminate or reduce the need for sealing. A motion to seal is not required if the document or object is (1) already subject to a protective order or (2) included within a category of documents or objects considered sealed under a federal statute or federal rule of procedure, local rule, or standing order of this court.
- (ii) **Sealed Document not Attached.** The document to be sealed must not be attached to the motion, but rather filed separately as a provisionally sealed document. This document stays provisionally sealed until the court rules on the motion to seal.
- (iii) **Order.** In ruling on the motion, the assigned judge may also unseal the document, strike it, or order the filing party to electronically file a redacted copy.

- (b) **Notice.** When a sealed document is filed, the System does not provide notice of electronic filing to all parties in the case. The filing party must use alternate forms of service to provide all parties entitled to notice with copies of the sealed document.
- (c) **Docket Sheet Entries.** When a sealed document is filed, an entry appears on the electronic docket sheet only for court users and the filing party. The parties and the public do not have remote access to the sealed document from the docket sheet.
- (d) **Motion to Unseal.** A motion to unseal or view a document or object may be made on any legal grounds.